

Army Regulation 740-1

STORAGE AND SUPPLY ACTIVITIES

STORAGE AND SUPPLY ACTIVITY OPERATIONS

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AR 740-1

STORAGE AND SUPPLY ACTIVITY OPERATIONS

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By Order of the Secretary of the Army:

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RESERVED

Chapter 1 GENERAL

1-1. Purpose.

This regulation consolidates, establishes, and defines policy, principles, responsibilities, and objectives to be used and followed in the formation and management of an effective program of materiel storage and supply operations.

1-2. Scope.

a. Army storage and supply operations, worldwide, will comply with this regulation. Other Army components or organizational elements with particular or peculiar assignments under this regulation are identified in the appropriate chapter(s). The policies pertaining to storage and supply operations are set forth, as appropriate, in each subsequent chapter.

b. Beyond designating affected commanders and their responsibilities, this regulation is concerned with depot organization; performance and cost; reporting space management; quality control and materiel inspection; storage of special commodities and prepositioned materiel; and cross-servicing between Army and other Department of Defense (DOD) components and Federal civilian agencies.

1-3. Responsibilities.

a. *Major Army commanders, continental United States (CONUS), and overseas*, will follow this regulation, exercising such options as prescribed herein. To the maximum practicable extent, implementation will be directed toward standardization of storage and supply activities within the Army logistics system.

b. The responsibilities of specific commanders or heads of activities or installations, as they relate to a particular chapter of this regulation, are shown in that chapter. Additional and more definitive responsibility assignments will be made by major Army commanders as deemed necessary.

1-4. Army and joint usage dictionaries.

Generally, definitions given in AR 310-25, Dictionary of United States Army Terms and TM 743-200, Storage and Materials Handling, are appropriate to this regulation. Therefore, such definitions are not repeated here. Where a term has more than one meaning, and the intended meaning is not stated in one or the other of the aforementioned publications, or where an expanded or revised definition is required to remove a possibility of misinterpretation, the definition is included herein.

1-5. Explanation of Terms.

a. *Alteration*. Change to an existing facility so that it may be more effectively utilized for a designated purpose.

b. *AMC 19-48 series drawings*. The official US Army documents depicting procedures for the safe and economical handling, dunnaging, blocking and bracing of ammunition commodities and missile/rocket ground support equipment for shipment by various types of approved structures.

c. *Ammunition commodities*. Conventional, improved conventional, nuclear weapons, chemical, guided missiles and rockets and related components.

d. *Classified item*. Materiel that requires protection in the interest of national security.

e. *Depot activity*. An activity physically separated from the parent depot which performs one or more wholesale supply or maintenance functions in support of the depot mission. It may be a separate installation or be located at another installation.

f. *Disestablish*. Discontinuance of a mission, function, or activity at an installation.

g. *DOD components*. Military services and agencies of DOD.

h. *Earth-covered igloos*. Reinforced-concrete, earth-covered, arch-type magazines conforming to standard military department drawings, constructed on the surface of the terrain with an earth cover placed over the arch (minimum of 2 feet of earth cover should be over the arch) and rear of the structure. The storage chamber

normally is 26 feet, 6 inches wide with semicircular cross-section. Lengths can vary; 40 feet, 60 feet, and 80 feet are normal.

i. *Equivalent controlled humidity warehouse space*. Warehouse space geographically located in an area that, through a combination of annual climatic conditions and prudent control of warehouse open door time, will provide a relative humidity level of 50 percent.

j. *Ground support equipment*. The equipment used in firing and maintaining guided missiles and large rockets, such as launchers, handling and test equipment and radar(s).

k. *Intermodal container*. A closed van body type container equipped with a mechanical load blocking system conforming to AAR specifications, and so designed to be transported as a container-on-flat-car (COFC); or secured to a wheeled chassis as a van trailer for motor transport or as a trailer-on-flat-car (TOFC); or transported aboard ships as a container without chassis or in containerships having compartments specifically constructed for stacking containers. The Department of Defense "MILVAN" container is classified as an intermodal container.

l. *Materiel developer*. The materiel developer is defined as the AMC commodity command/project manager/product manager responsible for design, development, procurement, production and stock management of ammunition items included in the stockpile reliability program.

m. *Multicubicle magazines*. Above ground magazines consisting of multiple cubicles located with their backs along a common wall in an arrangement similar to horse stalls.

n. *Net storage space*. Floor area upon which bins or racks are erected, plus the floor area upon which materiel can be stored.

o. *Nuclear weapon storage facility*. Any building, igloo, or magazine in which nuclear weapons are stored or planned for storage.

p. *Outloading*. The assembly and securing of loads for shipment by railroad or motor carrier equipment, including trailer/container-on-flat-car (T/COFC), intermodal containers, tactical vehicles, and ships.

q. *Permit*. Temporary authority conferred on one Government agency to use property under the jurisdiction of another Government agency.

r. *Prepositioned materiel location*. Locations other than depot, depot activity or depot dispersed storage area, where prepositioned materiel is stored.

s. *Prepositioned reserve equipment*. Materiel stored at predetermined locations and maintained in a state of combat readiness for issue to designated units. This does not include materiel reserved by NICP under purpose codes reserving materiel for mobilization or prepositioned war reserves.

t. *Quality control*. A function involving inspection, collection, and analysis of inspection results, corrective action, and defect prevention measures to insure that materiel received, stored, and issued conforms to established standards and is properly classified as to condition. Encompasses those functional tasks identified to quality control in AR 37-100-XX.

u. *Safety clearance*. Space which remains vacant due to restrictions prohibiting its use.

v. *Secured space*. Space placed in standby status in accordance with AR 210-17.

w. *Shelf life item*. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to insure that it will perform satisfactorily in service. There are two types of shelf-life items.

(1) *Type I*. An item of supply having a definite (nonextendable) storage period terminating on an expiration date established by the manufacturer, experience, or technical test data.

(2) *Type II*. An item of supply with an assigned storage time period which may be extended after the completion of inspection/restorative action.

x. *Space diversion*. A change in the use of storage space from storage to nonstorage purposes.

y. *Space or facility requirement*. An established need justifying the allocation of space or a facility to accomplish an approved objective, mission, or task.

z. *Space programming.* The forecasting of net space requirements for storage of materiel.

aa. *Storage density factor.* The average number of square feet of net storage space necessary to store one short ton of materiel.

ab. *Storage and warehousing facilities.* Structures or areas containing space used for storage activities and support activities pertaining thereto, e.g., packing and crating areas, box and crate shops, receiving and shipping areas, and care of supplies in storage (COSIS) areas.

ac. *Supply installations.* Activities concerned primarily with supply and storage functions, e.g., depots, storage activities, Army terminals, holding and reconignment points, ammunition handling facilities, railroad ground storage yards, regulating stations, regional transportation offices and national inventory control points (NICP).

ad. *Trailer/container-on-flat-car.* The transport by rail on a specially designed flat car of a van or flat bed trailer with wheeled chassis (TOFC) or of a van trailer body without chassis (COFC), each equipped with a mechanical load blocking system conforming to the specifications of the Association of American Railroads.

ae. *Wet storage space.* Water space designated for the storage of floating equipment.

Chapter 2 ORGANIZATION AND COMMAND RELATIONSHIP

2-1. Scope.

a. This chapter prescribes organization policies for Army depot. It applies to Army depots and depot activities in CONUS and fixed active table of distribution and allowances (TDA) supply installations in oversea commands (table 6-1).

b. Depots falling within the scope of this regulation are not classified as field depots as described and organized under the Theater Administration Support Army (TASTA 70) concept.

c. Requests for clarification of the material in this section should be submitted to the Commander, USAMC, ATTN: AMCPA-0, 5001 Eisenhower Avenue, Alexandria, VA 22333.

2-2. Basic principles.

a. Within the depot organization each of the specific activities or parts must be subordinate to the overall organization.

b. Depot management is dependent upon an exchange of information and understanding. Understanding is facilitated by universal usage of terms, clear and freely used channels of communications, and mutual knowledge of objectives, authorities, priorities, and standards of performance between superiors and subordinates.

c. Decentralization of assignment of responsibility to a subordinate does not relieve the superior of the overall responsibility for performance.

d. Organizational structures and systems should be oriented toward the mission of the depot and designed to insure that missions are achieved effectively with the least resources, and that each organizational element has a specific objective to attain or an end product to produce.

e. Continual improvement in systems, methods, and use of resources is required for continuing effectiveness in depot operations.

2-3. Policies.

a. Assignment of responsibility and delegation of adequate authority will be made at the lowest practicable level with clearly defined lines of authority and responsibility so that the individual responsible for each organizational element is identifiable and can be held accountable for performance.

b. Centralized control of decentralized operations will be limited to the extent required to—

- (1) Establish priorities of centrally directed programs.
- (2) Allocate resources (funds, manpower, and materiel).
- (3) Identify and correct basic deficiencies.

c. Deviation from depot organization concepts established herein,

to include establishment of additional functional organizational elements, may be authorized by major commanders. Such approved deviations will be referred through the Commander, USAMC, ATTN: AMCPA-0, to the Deputy Chief of Staff for Logistics, ATTN: DALO-SMS-R, Department of the Army, Washington, DC 20310, for consideration of possible worldwide application.

d. Realistic performance standards will be established to assist management in making periodic (daily, weekly, or quarterly) performance evaluations.

e. Committees are a useful tool of management; however, committee action will not be used as a substitute for command responsibility and decision.

f. Standard designations will be used to identify Army depots and depot activities within the wholesale Army supply system. See paragraph 2-6 for standard designation of Army depots and depot activities. Depot names not complying with standard designations, such as General Depots, Support Centers, Army Depot Commands, and Ammunition Depots and Complexes, as prescribed by this regulation, will be changed to comply.

2-4. Responsibilities.

a. The Deputy Chief of Staff for Logistics, Department of the Army, has general staff responsibility for the management of Department of the Army logistical functions as set forth in AR 10-5.

b. Major commanders commanding Army depots will follow this regulation, exercising such options prescribed herein, as required. To the maximum extent possible, such implementation should be directed toward standardizing all depot organizations in the Army logistic system.

2-5. Organization of Army depots.

a. Generally, a depot is composed of the following major organizational elements:

(1) Command group:

(a) Depot commander.

(b) Deputy depot commander.

(c) Personal staff.

(2) Depot Directorates consisting of the following:

(a) Directorate for Management Information Systems.

(b) Comptroller.

(c) Directorate for Administration.

(d) Directorate for Services.

(e) Directorate for Supply.

(f) Directorate for Maintenance.

(g) Directorate for Quality Assurance.

(h) Directorate for Special Weapons.

(3) Subordinate depot activities located on another installation.

(b) The standard pattern for internal depot organizations is, in descending order, as follows:

1. Directorate (or office).

2. Division (or office).

3. Branch.

4. Section.

5. Unit.

(c) Criteria for internal organization of Army depots are prescribed below.

1. A directorate, office, division, or branch having less than 10 authorized employees will not be subdivided into subordinate organizational elements.

2. An organizational element (as listed in *b* above) will not be established unless the proposed element will be authorized three or more employees. If less than three employees are required for the accomplishment of a function or group of related functions, the individuals responsible for such function or group of related functions will be assigned to the office of the directorate, division, office, branch, or section chief.

(d) Functional responsibilities of directorate staff offices are prescribed in table 2-1. Organization and functions of subelements of the respective directorates are contained in Staffing Guide for US Army Depot (DA Pam 570-566).

(e) The organizational structure of a typical Army depot is reflected in figure 2-1. This figure portrays the maximum organizational structure and not the minimum requirement for all depots.

2-6. Designation of Army depots and depot activities.

Standard designations for Army depots and depot activities will be as follows:

- a. The identifying designation of the depot will precede the term Army depot; e.g., Letterkenny Army Depot.
- b. Oversea Army depots will bear the designation US Army; e.g., US Army Germersheim Army Depot.
- c. Depot designations should be selected with care to insure a high degree of permanency; e.g., geographic locations, names, persons, or things. Designations of depots based on unit designation or mission oriented should be avoided; e.g., ASA 051, 609th Ord Co Ammo, or 55th Ord Co Ammo ASA 053.

2-7. Designation and organization of depot offices.

- a. The designation of "office" will be used to identify—
 - (1) The immediate office or head of an organization at any level; e.g., Office of the Depot Commander or Office of the Comptroller.
 - (2) A service element responsible for personnel or common service functions; e.g., Manpower Office, Commissary Office, or Family Housing Office.
- b. Organic offices of an Army depot may be considered as being at the division or branch level, dependent on the circumstances described below—
 - (1) Offices directly subordinate to a directorate chief are considered as being at the division level of organization.
 - (2) Offices within a division are considered as being at the branch level of organization.

2-8. Boards, committees, and councils.

- a. As required, boards, committees, and councils may be established to act as fact finding agencies, or as advisory bodies to the depot commander or chief of a staff element. They will not be created for the purpose of performing duties or making decisions or recommendations which are normally and traditionally a part of the specific responsibilities of assigned supervisors of staff personnel.
- b. Boards, committees, and councils will not be reflected on depot organizational charts. The mission or purpose, membership, creating authority, and expected discontinuation date for each board or committee may be a single separate chapter in depot organization regulation. If possible, a description of the expected output, as a result of the committee or boards efforts, should also be included.

2-9. Periodic review.

A continuing review of depot organization, distribution of functions, and internal operations will be conducted by depot commanders. This review should be, conducted on a cyclic basis using personnel assigned to the depot Directorate for Administration (Force Development). A reasonable command objective is that a complete cyclic review (or management audit) of all organizational elements of the depot will be completed at least once every 3 years. Among the items which should be reviewed in conducting organizational audits are levels of supervision, organizational layering, staffing ratios,

new or changed missions, functions, and workloads which may require corresponding changes in depot organization.

2-10. Assistance.

Assistance on matters pertaining to depot organization and command relationships will be provided as indicated below—

- a. To major commanders by Office of the Deputy Chief of Staff for Logistics, Department of the Army.
- b. To depot commanders by the major command commanding the depot.
- c. To organizational elements within a depot by the Directorate for Administration of the depot (Force Development).

2-11. Command group.

- a. *Depot commander.* The depot commander has command responsibility for managing and administering all depot operations and functions in the most efficient manner possible. The commander normally delegates operations control to his respective directors. Excepted from the commander's responsibility are tenant activities with missions not directly in support of the primary depot missions, and for which the command and tenant responsibilities have been specifically established.
- b. *Deputy depot commander.* This position may be authorized by the major commander or the depot only if warranted by the size and scope of the depot mission.
- c. *Directors.* A depot commander will designate directorates and appoint directors as provided in this regulation. Each director will report directly to the depot commander; will act as program director for his area of responsibility, except where excluded by other regulations; and will be accountable to the depot commander for the accomplishment of his mission.

2-12. Composition of personal staff.

- a. Members of the personal staff may consist of individuals as desired and authorized by the depot commander. The personal staff can include any or all of the following types of individuals:
 - (1) Safety director.
 - (2) Security officer.
 - (3) Information officer.
 - (4) Legal and claims officer.
 - (5) Depot inspector.
 - (6) Small business specialist and economic utilization advisor.
 - (7) Equal employment opportunity officer.
 - (8) Restaurant officer.
 - (9) Chaplain.
 - (10) Depot surgeon.
 - (11) Civilian personnel officer.
 - (12) Surety officer.
 - (13) Communication officer.
 - (14) Housing manager officer.
 - (15) Aviation officer.

Table 2-1
Functional responsibilities of directorate staff elements

<i>Directorate Staff Organization</i>	<i>Responsibilities</i>
Directorate for Management Information Systems	a. Designs, programs, tests, and maintains automatic data processing (ADP) systems for the support of command and staff elements of the depot and depot activities. b. Reviews ADP operations for conformance with directives and regulations. c. Establishes workload priorities in accordance with equipment and manpower resources to meet mission objectives. d. Maintains liaison with and provides technical advice and assistance on all ADP matters to command and elements of the depot and depot activities. e. Operates ADP equipment. f. Conducts ADP personnel training as required. g. Insures that centrally designed systems and machine programs are not duplicated.

Table 2-1
Functional responsibilities of directorate staff elements—Continued

<i>Directorate Staff Organization</i>	<i>Responsibilities</i>
Comptroller	<ul style="list-style-type: none"> a. Provides finance and accounting functions, budgeting, program coordination, program review, analysis services, and management analysis, including those applicable for Army Stock Fund and Army Industrial Fund operations. b. Surveys, studies or investigates, gathers, analyzes, and evaluates data on operational effectiveness, efficiency, procedures and methods, and presents appropriate recommendations for improvement thereof, or for changes in policy where required. c. Provides management counseling services. d. Supervises statistical and reporting procedures. e. Prepares or supervises the preparation of statistical reports and budgets. f. Analyzes and evaluates the depot operation cost and statistics, and recommends appropriate action on the basis thereof. g. Normally, performs depot internal review.
Directorate for Administration	<ul style="list-style-type: none"> a. Provides administrative support for the depot, including adjutant, headquarters commandant, provost marshal, civilian personnel, and force development functions. The force development function should be organizationally located in the immediate office of the director or in a separate office reporting to the director. This directorate may be consolidated with the Directorate for Services where the size of mission of a depot does not warrant the establishment of separate directorates. b. Determines overall depot administrative support requirements for facilitating effective, efficient, and economical accomplishment of depot mission. c. Plans, establishes, and implements, policies, objectives, and programs for administrative support functions. d. Evaluates performance of administrative support activities. e. Advises the depot commander on administrative matters having depot-wide implication. f. Provides administrative control over TOE and TD units assigned or attached to the depot.
Directorate for Services	<ul style="list-style-type: none"> a. Directs and coordinates the support services functions of the divisions assigned to this directorate. b. Coordinates and reviews the preparation and submission of operating programs and budgets, analyzes and reviews reports of progress of all elements within the directorate and directs actions as required. c. Establishes policies for the operation of the support services activities of the depot including depot facilities, purchasing and contracts, depot property, commissary, (when assigned), and operating equipment management. d. Serves as principal adviser to the depot commander on matters pertaining to the services functions of the depot.
Directorate for Supply	<ul style="list-style-type: none"> a. Directs and coordinates the supply and transportation functions of divisions assigned to this directorate. b. Coordinates and reviews the preparation and submission of operating programs and budgets, analyzes and reviews reports of progress of all elements in this directorate, and directs actions as required. c. Establishes policies for the operation of supply and transportation activities of the depot to include any or all of the following functions: <ul style="list-style-type: none"> 1. Receipt, storage, and issue (including general supply and ammunition). 2. Inventory management. 3. Production, planning and control. 4. Transportation. 5. Renovation of ammunition. 6. Demilitarization.
Directorate for Maintenance	<ul style="list-style-type: none"> a. Provides all depot maintenance missions, and associated activities. The directorate should be organized to include the following elements: depot shop, production control, planning, shop supply, and production engineering. Others may be necessary to accomplish the depot maintenance missions. b. Provides for depot maintenance of all materiel and weapons systems and operations associated with a depot maintenance function; i.e., fabrication, manufacture, reclamation, and modification, and the assembly of basic items to complete an equipment item or a weapons supply item. c. Provides depot maintenance and mobile depot maintenance on-site support for all materiel and weapons for which the Army has lifecycle management responsibility to include onsite support to departments of Army, Navy and Air Force.
Directorate for Quality Assurance	<ul style="list-style-type: none"> a. All aspects of quality control and inspection functions including inspection related to explosive safety, calibration and metrology, and value engineering. The directorate will be organized to include any or all of the following functions as required: <ul style="list-style-type: none"> 1. Supply quality control. 2. Maintenance quality control. 3. Quality evaluation. 4. Calibration. 5. Ammunition surveillance. b. When the mission responsibility precludes the establishment of a separate calibration division, calibration will be included as a branch or section of the quality evaluation division. Also, when workload does not warrant establishing separate divisions for supply quality control and maintenance quality control, they will be consolidated into a supply and maintenance quality control division. When there is an ammunition surveillance function, the functional chief is authorized direct communications with the depot commander on explosive safety matters.

Table 2-1
Functional responsibilities of directorate staff elements—Continued

<i>Directorate Staff Organization</i>	<i>Responsibilities</i>
Directorate for Special Weapons	a. Directs, coordinates, and establishes policies for the operation of the special weapons mission assigned to the depot which includes the functions of administration and planning, receipt, storage, issue and maintenance, but excludes quality control. b. Coordinates and reviews the preparation and submission of operating programs and budgets, analyzes and reviews reports of programs of all elements within this directorate, and directs actions as required.

ORGANIZATIONAL STRUCTURE OF A TYPICAL DEPOT

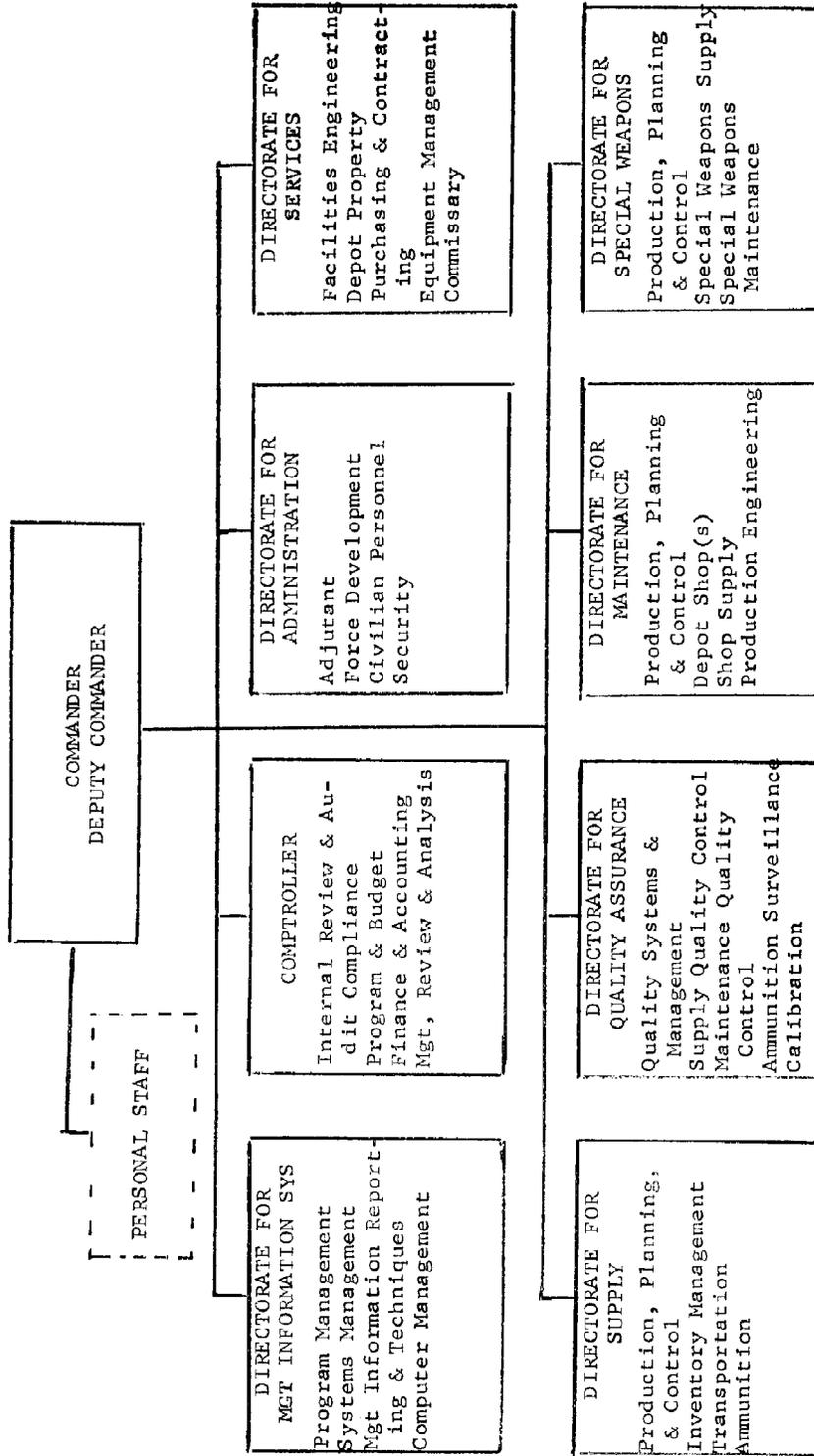


Figure 2-1. ORGANIZATIONAL STRUCTURE OF A TYPICAL DEPOT

Chapter 3 STORAGE OF PREPOSITIONED MATERIEL CONFIGURED TO UNIT SETS (POMCUS) AND STRATEGIC AND CRITICAL MATERIALS

Section I PREPOSITIONED MATERIEL CONFIGURED TO UNIT SETS (POMCUS)

3-1. Purpose.

This section establishes policy and requirements for the storage and maintenance of POMCUS.

3-2. Scope.

This section is applicable to CONUS and oversea commands assigned responsibilities herein and responsible for storage and maintenance of POMCUS stocks.

3-3. Explanation of Terms.

For the purpose of this section of the regulation, the following definitions apply:

a. *Block stowed.* Storage of equipment in a block configuration without main or cross aisles.

b. *Combat ready materiel.* Materiel which qualifies for issue under applicable serviceability standards.

c. *Equipment group.* A TD/TOE unit that may be established within a theater of operations assigned the mission of storage and maintenance of POMCUS stocks.

d. *POMCUS.* Operational project materiel configured to re-equip specific TOE type units upon initial deployment to the theater in which the materiel is stored or to an alternate theater at the direction of DA and/or JCS.

e. *POMCUS storage site.* Predesignated site for storage of POMCUS.

f. *Prepositional materiel cycle.* The sequence of three time periods (phases) through which materiel passes under prepositioned materiel concepts (per TM 38-450).

(1) *Phase I Prepositioned Materiel Cycle.* The period starting when equipment is earmarked as POMCUS stock and ending when the equipment is physically placed in POMCUS storage location in a ready for issue condition.

(2) *Phase II Prepositioned Materiel Cycle.* The period during which POMCUS stocks are in storage at POMCUS storage locations.

(3) *Phase III Prepositioned Materiel Cycle.* The period between date of issue order and date of physical issue to using units, usually prescribed in specific operations plans.

g. *Reaction time.* The number of days allowed from date of alert for troop units to receive and ready POMCUS for combat use.

h. *Serviceability inspection.* Physical examination and testing of materiel to determine whether materiel conforms to established serviceability criteria.

i. *Visual inspection.* Visual examination of materiel in the storage location without the benefit of disassembly, use of measurement devices, or performance testing.

j. *Equipment Serviceability Criteria (ESC).* Procedure for evaluating the readiness condition of equipment to perform satisfactorily its primary mission for 90 days with normal maintenance support.

3-4. Policies.

a. Controlled humidity (CH) storage space is the preferred type of storage for POMCUS.

b. POMCUS stocks must be qualified for issue under applicable serviceability standards before they are accepted for storage at a POMCUS storage site and before they are preserved, packaged and packed, and placed in storage.

c. POMCUS stocks may be removed from storage for issue only for the following reasons:

(1) Execution of a contingency plan during an emergency.

(2) DA approved exercise involving use of POMCUS stocks.

(3) Rotation of stock, the purpose of which is to modernize, standardize and/or maintain the currency of POMCUS materiel in storage. In such instances, stock items may be withdrawn when a replacement item, which qualifies for issue under applicable serviceability standards, is on hand to replace item being issued.

(4) DA approval on a case by case basis of major command specific requests.

d. POMCUS stocks removed from storage and issued for DA approved exercises will be returned to storage only after these stocks have an ESC Green serviceability rating. When possible, using units will provide necessary manpower to assist the equipment group in processing and returning POMCUS stocks to storage.

e. POMCUS stocks will be stored so as to maintain unit integrity down to and including battalion/separate company level. Engineer, Signal and Maintenance battalion equipment may be configured so that issue can be made by company. However, equipment of one battalion/separate company may not be stored in more than one POMCUS storage site.

f. A quality control and reliability management program will be established for POMCUS stocks. This program will assure that all POMCUS stocks are stored and maintained to meet prescribed serviceability standards.

g. Standing operating procedures will be developed and maintained current for use by each equipment group and element thereof.

h. Issue procedures will be developed by each equipment group to facilitate issue of POMCUS stocks to using units in an emergency or for an exercise.

3-5. Reporting.

POMCUS stocks will be reported in accordance with AR 220-1, Unit Readiness, except that the ESC used for reporting will be based on the ESC at time of initial entry of equipment into Phase II or the most recent Phase II cyclic inspection if the latter occurred on a more recent date. Refer to paragraphs 3-4b, 3-4f and 3-8a.

3-6. Responsibilities.

a. Major commanders responsible for storage and maintenance of POMCUS stocks will—

(1) Establish a type equipment group which will be responsible for receipt, storage, maintenance, and issue functions for POMCUS stocks. An organizational chart and functional statement for this unit, designed to perform those functions, are provided at Appendix B as a guide.

(2) Provide necessary resources including support functions required to successfully perform POMCUS storage and maintenance mission.

(3) Develop and install a Quality Control and Reliability Management Program for storage and maintenance of POMCUS stocks.

(4) Develop and submit construction requirements for facilities necessary for storage and maintenance of POMCUS stocks.

b. US Army Materiel Command will prepare technical requirements and procedures for storage, inspection, testing, preservation, packaging, packing, exercising, rotation, and maintenance of POMCUS stocks.

c. Commander, type equipment group will—

(1) Prepare and maintain current standard operational policies and procedures for use by all elements of his command.

(2) Prepare and maintain current plans and procedures for issue of POMCUS stocks in event of an emergency. These procedures will be coordinated with units designated to use POMCUS.

(3) Store and maintain POMCUS stocks in combat ready condition.

(4) Insure that all POMCUS stocks are subject to quality control and reliability management.

(5) Assure that the quality control and reliability function provides for complete and reliable records of inspections and tests performed.

(6) Schedule unserviceable materiel for maintenance. Determine

nature and extent of maintenance required and arrange for necessary maintenance from responsible maintenance units.

(7) Report readiness as required.

(8) Assure that modification work orders (MWO) are applied in accordance with established procedures.

(9) Assure that calibration control files are established and maintained and that A and C level calibration actions are accomplished in accordance with established procedures.

3-7. Storage.

a. POMCUS equipment of the types listed in paragraph 3-9 will be stored in available controlled humidity (CH) storage space when it is planned that POMCUS stocks will remain in storage for more than 1 year.

b. When CH storage is not available, covered storage space and open storage space in that order of preference will be used pending availability of CH storage space.

c. Warehousing requirements are as follows:

(1) Equipment stored in CH buildings will be block stowed in such a manner as to facilitate rapid withdrawal of equipment.

(2) Sufficient space will be provided around each major item stored to allow free movement of quality control, maintenance and warehouse personnel.

(3) Equipment in open storage will also be stored to facilitate rapid withdrawal, but need not be block stowed.

(4) Except where specifically required by TM 38-450, equipment in storage will not be blocked off the ground.

(5) Vehicles in open storage will be protected through the use of vehicle protective closures. Refer to TB 9-2300-278-20 for lists of stock numbers and corresponding vehicle model numbers for which closures have been provided.

d. A central stock location system will be established for each POMCUS storage site. This system will utilize the nine digit location system prescribed by TM 742-200-1, "Storage and Materials Handling." Data appearing in the locator card may be tailored as required, but will be standardized for each major command concerned.

e. A planograph of each open storage area and storage building will be developed, maintained and displayed as prescribed by TM 743-200-1.

3-8. Inspection, Packaging and Maintenance.

a. *Quality control.*

(1) POMCUS stocks will be subject to the following inspection requirements:

(a) Equipment in covered storage will be subject to at least one serviceability inspection annually. (In USAREUR, inspection of REFORGER equipment will be in conjunction with the annual REFORGER Exercise to the extent REFORGER equipment is used.)

(b) Equipment in open storage will be subject to two serviceability inspections each year.

(c) Equipment in covered and open storage will be given a visual inspection once each 30 days.

(2) Inspection techniques applicable to POMCUS stocks are prescribed by TM 38-450, "Storage and Maintenance of POMCUS."

(3) Sampling techniques, prescribed in TM 38-450, will be employed for serviceability inspections. Equipment will be rated based on the condition of the sample. If the sample is rated serviceable, each item in the lot from which the sample is taken will be rated serviceable. If the sample fails, e.g., is not serviceable, the lot becomes suspect as to serviceability and each item in the lot will be inspected and rated separately. Equipment that fails inspection will be downgraded and scheduled for necessary maintenance within 5 days after assignment of unsatisfactory inspection rating.

b. *Preservation, Packaging and Packing.*

(1) POMCUS stocks will be preserved, packaged and packed prior to storage.

(2) POMCUS stored in covered storage or CH storage will be processed for storage using procedures in TM 38-450 applicable to

CH storage. POMCUS stored in the open awaiting availability of CH storage space or designated for open storage will be processed for storage using procedures in TM 38-450 applicable to open storage.

c. *Maintenance.* Maintenance will be provided in support of POMCUS stocks during all phases of the prepositioned materiel cycle. The maintenance provided in each phase of the prepositioned materiel cycle will be as follows:

(1) *Phase I.* The maintenance provided during this phase for POMCUS stocks will be that organizational, direct, general and depot level maintenance necessary to qualify earmarked stocks in accordance with established serviceability criteria for inclusion in POMCUS stocks.

(2) *Phase II.* The maintenance provided during this phase will be that required from organizational, direct and general support levels of maintenance to inspect and maintain POMCUS stock at that level of overall condition and operational reliability necessary for stocks to qualify for issue under prescribed serviceability criteria and for stocks to be issued within the reaction time established by applicable operational plans.

(3) *Phase III.* The maintenance provided during this phase will be that necessary to qualify POMCUS stocks for issue within the time frame prescribed by operational plans.

3-9. Representative types of equipment requiring controlled humidity storage.

Representative types of equipment requiring controlled humidity storage are—

a. Vehicular and nonvehicular equipment including towed equipment having—

(1) Internal combustion engines.

(2) Sensitive or delicate components.

(3) Electrical or electronic components.

(4) Components subject to deterioration from mildew, corrosion, or rot.

b. Artillery and small arms.

c. Electric and electronic equipment.

d. Tents, canvas and leather items.

e. Instruments (optical, mechanical, hydraulic).

f. Special protective equipment.

g. Chemical warfare equipment and devices.

h. Miscellaneous items, such as batteries and basic issue items of a sensitive nature.

i. Medical supplies and equipment.

j. Audio-visual and photographic equipment.

k. Test, measurement and diagnostic equipment.

l. Tool sets, tool kits and shop sets.

3-10. Representative types of equipment not requiring controlled humidity storage.

Representative types of equipment not requiring controlled humidity storage are as follows:

a. Trailers, such as ammunition, cargo, and semitrailers.

b. Towed nonpowered equipment, such as rocket launchers and construction equipment.

c. Bridging.

d. Pipeline.

e. Storage tanks.

f. Fortification materials.

g. Hand tools, such as picks and shovels.

Section II STRATEGIC AND CRITICAL MATERIALS INVENTORY RECORD CARDS

3-11. General.

a. This section prescribes the preparation and maintenance of Inventory Record Cards (GSA Form 46) used in the preparation of Report of Strategic and Critical Materiel Stored in Army Installations (DA Form 621-R,) Report Control Symbol AMC-111 (Sec III).

b. GSA Form 46 is available through normal publications supply channels. DA Form 621-R will be reproduced locally on 101/2- by 8-inch paper (fig. 3-2).

3-12. Purpose of inventory record cards and reports.

a. Those record cards and reports provide uniform data on commodities stored by the Department of the Army for General Services Administration, Property Management and Disposal Service, in accordance with General Services Administration Strategic and Critical Materials Storage Manual.

Note. Copies of this manual may be obtained by request through appropriate channels to the Office of Assistant Secretary of Defense, Storage and Warehousing Division (Supply and Logistics), Washington, DC 20310.

b. Inventory Record Cards, GSA Form 46, are the basic source of data for submission of the report.

c. Reports of Strategic and Critical Material Stored in Army Installations, RCS AMC-111, are required for management, control, and planning purposes at Headquarters, US Army Materiel Command and General Services Administration.

3-13. Preparing agencies.

This section applies to each Army installation at which space has been allocated for storage of strategic and critical materials.

3-14. Instructions for preparation of GSA Form 46 (fig. 3-1).

a. GSA Form 46 is the basic source of data (table 3-1) for submission of DA Form 621-R. GSA Form 46 will be maintained at each installation storing strategic and critical materials for the account of General Services Administration (GSA), Property Management and Disposal Service.

b. GSA Form 46 and supporting documents are to be retained by the storing installations. They are not to be destroyed until 2 years after all stored material of like kind or grade has been shipped, plus 90 days after notice has been furnished to GSA that the records are to be destroyed.

c. Instructions on reverse of GSA Form 46 will be disregarded and the instructions in table 3-1 will be followed.

3-15. Voucher register.

A single voucher file will be maintained at each installation storing strategic and critical material. Voucher numbers will be assigned in numerical sequence.

3-16. Voucher file.

A single voucher file will be maintained for all vouchers covering strategic and critical materials transactions. Vouchers will be filed in voucher number sequence.

**Table 3-1
How to prepare GSA Form 46**

A <i>To complete</i>	B <i>enter</i>
item 1	the program designations such as SCM (Strategic and Critical Material); D (Defense Material); CCC (Commodity Credit Corporation); or DM (Domestic Minerals).
item 2	name of the commodity.
item 3	the grade of the commodity, if applicable.
item 4	the type of the commodity, if applicable.
item 5	the unit of measure in pounds as shown on the Receiving Report(GSA Form 131)* except for those materials measured and recorded in ounces, carats, pieces, or other unit of measure.
item 6	a separate sequence of consecutive numbers will be established for each separate commodity, for each separate grade within a commodity, and for each separate type within a grade. The particular number established for the item reflected on GSA Form 46 will be entered in block 6.
item 7	the pile number for ores stored in common piles and the tank number for oils and ores stored in tanks.
item 8	the common unit, bags, bales, pigs, ingots, boxes, etc., where applicable. In the event material is received in more than one type container, such as bags and drums, a proper notation will be made in the No. of Units column in the "Received" (item 11) or "Delivered" (item 12) e.g., 120-B (120 bags), 200-D (200 drums).
item 9	the country of origin of foreign source materials in accordance with GSA Listing of Stockpile Materials by grade and type. <i>NOTE.</i> Prepare a separate card when any data shown in items 1 through 5, 7, and 9 are different.
Column 10	the date that the material is received or shipped.
Column 11	the applicable receiving report number, the number of units, and the net weight received shown on GSA Form 131.*
Column 12	the outbound storage report number, the number of units, and the weight shown on the Outbound Storage Report (GSA Form 132).*
Column 13	The balance is a cumulative total of the material received less material delivered (shipped). The totals, units, and net weight under balance are equal to the material on hand and in storage.

Notes:

* GSA Forms 131 (Receiving Report) and 132 (Outbound Storage Report) can be obtained from General Services Administration as set forth in section III, paragraph 3r of the General Services Administration Strategic and Critical Materials Storage Manual.

**Section III
REPORT OF STRATEGIC AND CRITICAL MATERIALS
STORED IN ARMY INSTALLATIONS, RCS AMC-111**

3-17. Purpose and scope of report.

This section prescribes the preparation of Report of Strategic and Critical Material Stored in Army Installations (DA Form 621-R) (figs. 3-2 and 3-3), Report Control Symbol AMC-111. This report will include all strategic and critical materials stored at Army installations for the account of General Services Administration (GSA). The report will reflect the storage space allocated and occupied by strategic and critical material at each installation and the quantity by commodity stored there. For the purpose of this report, materials listed will match the nomenclature recorded on GSA Form 46.

3-18. Preparing agencies.

Each depot/installation storing strategic and critical material will prepare DA Form 621-R. The Army report is comprised of all individual reports.

3-19. Frequency, period covered, and due date.

The report will be prepared quarterly on DA Form 621-R as of 30 September, 31 December, 31 March, and 30 June. The report will be dispatched within 5 working days after the close of the report quarter.

3-20. Number of copies and routing.

Reports will be forwarded in original and three legible copies to Chief, AMC Logistic Systems Support Agency, ATTN:

AMXLS-LC, Chambersburg, PA 17201. Installations other than de-
pots will forward reports through appropriate command channels.

3-21. Preparation of DA Form 621-R.

See table 3-2.

Table 3-2
How to prepare DA Form 621

A <i>To complete</i>	B <i>enter</i>
Heading:	
To	the name and mailing address of the US Army Materiel Command.
From	the name and location of the installation preparing the report.
Outbound Storage Report Number	the last outbound storage report number issued by the installation prior to the end of the reporting period.
Receiving Report Number	the last receiving report number issued by the installation prior to the end of the reporting period.
Prepared By	the name and position of the individual who prepared the report.
Approved By	below the signature the typed name, grade, and official position of the individual authenticating the report.
Column a	number the line entries on the report consecutively for each commodity stored, 1, 2, 3, etc.
Column b	alphabetically the name of each commodity stored. For each commodity show data for each type of space in which material is stored.
Column c	the inventory classification symbol shown on GSA Form 46 such as SCM (Strategic and Critical Material); D (Defense Material); CCC (Commodity Credit Corporation) or DM (Domestic Minerals). This information is obtained from receiving reports or from GSA.
Column d	the type of space allotted for storage of each commodity, e.g., warehouse, shed, igloo, magazine, tank, vault, open improved, or open unimproved.
Column e	the gross amount of storage space allocated to GSA, Property Management and Disposal Service for storage of the specific commodities listed in column b. Entries for covered storage space will be rounded to the nearest hundred of square feet (e.g., 10,350 will be entered as 10,300; 10,351 as 10,400). Entries for open storage space will be rounded to the nearest thousand of square feet (e.g., 25,500 will be entered as 25,000; 25,501 as 26,000). If more than one inventory classification (col c) is involved for a commodity listed, make entry in column e only for first inventory classification listed.
Column f	the gross amount of storage space occupied by material indicated in column b. Entries will be rounded to the nearest hundred of square feet or to the nearest thousand of square feet (as indicated above for column e).
Column g	the amount of material stored to the nearest whole short ton, converting ounces to pounds and pounds to short tons when necessary. Should the total amount of material be less than 1,000 pounds, the amount will be entered in pounds and so identified.

Notes:

No change will be made in allocated space without prior approval of Headquarters, USAMC.

STRATEGIC AND CRITICAL MATERIAL STORED IN ARMY INSTALLATIONS		QUARTER ENDING	REPORTS CONTROL SYMBOL AMC-III			
TO:		FROM: (Reporting Installation)	OUTBOUND STORAGE REPORT NUMBER			
PREPARED BY (Name and Position)		RECEIVING REPORT NUMBER				
APPROVED BY (Name, Grade and Official Position)						
NUMBER a	COMMODITY IDENTIFICATION ITEM b	INVENTORY CLASSIFICATION c	TYPE d	GROSS STORAGE SPACE ALLOTTED (Sq. Ft.) e	GROSS STORAGE SPACE OCCUPIED (Sq. Ft.) f	QUANTITY IN STORAGE g

DA FORM 621-R, 1 Mar 74
 REPLACES DA FORM 621, 1 AUG 56, WHICH IS OBSOLETE.
 (Trim size, 10 1/2" x 8"; image size, 9-8/10" x 7 1/4")

Figure 3-2. DA Form 621-R

STRATEGIC AND CRITICAL MATERIAL STORED IN ARMY INSTALLATIONS (AR 740-1)		QUARTER ENDING	REPORTS CONTROL SYMBOL			
TO: Commanding General US Army Materiel Command ATTN: AMCDT-BS Washington, D. C. 20315 PREPARED BY (Name and Position) ROBERT K. GOODALL Chief, Storage Division		30 September 1970	AMC-111			
FROM: (Reporting Installation) Charleston Army Depot North Charleston, South Carolina 29406 APPROVED BY (Name, Grade and Official Position) B. B. BERNARD Chief, DD&T		OUTBOUND STORAGE REPORT NUMBER 2375	RECEIVING REPORT NUMBER 325			
NUMBER a	COMMODITY IDENTIFICATION ITEM b	INVENTORY CLASSIFICATION c	TYPE d	GROSS STORAGE SPACE ALLOTTED (Sq. Ft.) e	GROSS STORAGE SPACE OCCUPIED (Sq. Ft.) f	QUANTITY IN STORAGE g
1	Asbestos	SCM	WHS	10,000	9,600	1021 Short Tons
2	Magnesium	SCM	Igloo	2,500	2,500	402 Short Tons
3	Mercury	SCM	Unimproved Open	30,000	30,000	3527 Short Tons
S A M P L E						

DA FORM 621-R, 1 Mar 74

REPLACES DA FORM 621, 1 AUG 59, WHICH IS OBSOLETE.

Figure 3-3. DA Form 621-R, with sample entries.

Chapter 4 CLASS V AMMUNITION SURVEILLANCE AND AUTHORITY TO WAIVE AMMUNITION AND EXPLOSIVES QUANTITY-DISTANCE SAFETY STANDARDS

Section I AMMUNITION SURVEILLANCE AND QUALITY CONTROL MANAGEMENT

4-1. Scope.

This section establishes the Ammunition Surveillance and Quality Evaluation Program, prescribes policy, designates responsibilities, and outlines objectives concerning the surveillance and quality evaluation of guided missile, rocket ammunition and conventional (includes chemical selected) ammunition stored, maintained, and issued by the Army. It applies to all Department of the Army activities within CONUS and overseas with a mission for receipt, storage, maintenance, and issue of ammunition materiel and basic loads within the reporting requirements of AR 710-9 and AR 700-22, and commodities managed by the US Army Armaments Command or the US Army Missile command.

4-2. Policy.

Each installation, activity, and command concerned will establish and maintain an Ammunition Surveillance and Quality Evaluation Program in accordance with AR 702-6, this regulation and Department of the Army Supply Bulletins.

4-3. Responsibilities.

a. The Deputy Chief of staff for Logistics (DCSLOG)—

(1) Serves as the principal staff element for development and dissemination of policy pertaining to the Ammunition Stockpile Reliability Program.

(2) Has primary staff responsibility for programming and funding all equipment and materiel requirements and services necessary to conduct the Ammunition Stockpile Reliability Program.

b. CONUS and OCONUS major Army commands, except AMC, will—

(1) Program, budget and fund subordinate commands and installations for the conduct of the Ammunition Stockpile Reliability Program pertaining to those ammunition items placed under the accountability of such commands and installations.

(2) Provide support within their mission and capability as requested by the Commanding General AMC, for any portion of the Ammunition Stockpile Reliability Program that is conducted within their area of geographical jurisdiction. This support, which will be provided on a non-reimbursable basis will include the furnishing of test ranges, facilities firing units, recovery of test material and movement of associated troops and materiel belonging to the supporting command.

c. The Commanding General, US Army Materiel Command (AMC), will—

(1) Conduct the Ammunition Stockpile Reliability Program pertaining to those ammunition items placed under the accountability of AMC and accumulate data and findings from tests for comparison with results of previous and subsequent tests.

(2) Coordinate with other major Army commands, as required, in conducting the Ammunition Stockpile Reliability Program, including furnishing the projected annual program.

(3) Budget, program and fund for conduct of that portion of the Ammunition Stockpile Reliability Program, including depot programs over which AMC exercises accountability or direction as the materiel developer.

(4) Provide quality assurance specialist (Ammunition surveillance) personnel for the conduct of the Ammunition Surveillance Program in accordance with the provisions of AR 742-9.

(5) Assure that materiel developers maintain effective procedures for conduct of Surveillance Inspections worldwide.

(6) Provide DA, DCSLOG with budget, program and funding requirements for AMC through established channels.

(7) Provide DA, DCSLOG with a summary of the results and findings of the program.

(8) Conduct appropriate engineering and logistic corrective action and develop schedules and resources requirements necessary to restore the stockpile to a satisfactory condition.

d. Commanders of supply installation and depot activities:

(1) The commander of each installation, activity, or command having an ammunition mission within the scope of this section is responsible for insuring that all ammunition at his installation is subjected to proper surveillance and that the results of examinations, tests, and investigations are promptly reported.

(2) Ammunition quality assurance, specialist (ammunition surveillance) QASAS are responsible for conducting examinations, tests, and investigations required to evaluate the current degree of serviceability and extent of deterioration (including inherent hazards) of ammunition components and explosives. AR 742-9 tied AR 702-6 prescribe general authority and responsibility for the functions of quality assurance specialist (ammunition surveillance)(QASAS).'

4-4. Ammunition Stockpile Reliability Program.

a. The Ammunition Surveillance Program is an integral part of the Army Stockpile Reliability Program. The primary elements of the Surveillance Program consist of surveillance inspections, safety, and logistics functions. Elements of this program will be performed by personnel in the quality assurance specialist (ammunition surveillance) career program (see CPR 950-20). Military ammunition inspectors, MOS 55X, and designated civilian technicians (including, local nationals, where appropriate), e.g. WG 3301, 6514 or 6657 series, are qualified to supplement the quality assurance specialists (ammunition surveillance) and may be used for this purpose. Procedures are included in SB 742-1 and supporting publications. This program includes:

(1) *Surveillance inspections.* Surveillance inspections (i.e. visual inspections and tests) are administered by the care of supplies in storage (COSIS) programs. These inspections encompass all elements and are applicable to all Department of the Army activities which have a receipt, storage, issue, maintenance, surveillance or test mission for ammunition including proving grounds, ammunition supply point and basic load storage.

(2) *Safety.* The Ammunition Surveillance Program encompasses safety functions involving ammunition during storage, handling and use. It provides review and reporting of conditions affecting safety and recommendations for corrective actions. Important areas included are as follows:

(a) Storage. Suitability, siting and use of facilities and use of proper storage methods. Compliance with applicable quantity-distance and compatibility standards.

(b) Processing and handling. Use of approved facilities, equipment and methods and approved standing operating procedures. Compliance with applicable quantity-distance standards.

(c) Transportation. Suitability of transportation equipment and loading or stowage methods.

(d) Deterioration or damage. During inspections, examination for deterioration or damage indicating hazardous or potentially hazardous materiel. Recommendation for appropriate disposition.

(e) Restricted or suspended munitions. Management of the program of ammunition restriction, suspension and release to minimize the possible use of hazardous items. (See AR 75-1.)

(3) *Logistics functions.* The Ammunition Surveillance Program provides review and reporting of conditions affecting ammunition during various logistics activities incurred in stockpile and use. It also provides a source of technical expertise and advice in regard numerous logistic activities. These include—

(a) Supply and maintenance operations. Provides reporting of conditions and recommendations as well as technical advice concerning storage, receipt, issue, identity, inventory, care and preservation, maintenance, demilitarization, disposal, transportation and other related functions.

(b) *Troop we in training and combat.* Provides reporting of conditions and recommendations and technical advice in regard to use of authorized ammunition and components for complete rounds, range operations, malfunction investigation and reporting (AR 75-1) and field storage, supply, transportation and other related logistics activities.

(c) *Nuclear and chemical surety.* Provides technical consultant services to assure compliance with the surety programs as directed in AR 50-5 and AR 11-17. Quality assurance specialists (ammunition surveillance) in the grade GS-1910-12 and above are qualified to serve as surety officers.

b. Life cycle stockpile reliability testing at ammunition testing facilities is a part of the Ammunition Stockpile Reliability Program. Testing will be performed by or as directed by the materiel developer to evaluate the reliability and detect trends in the performance of the stockpile. The stockpile is stratified into various representative segments (e.g. period of production, manufacturing, storages, and climatic conditions) and samples from these segments are selected and tested. These tests will be conducted at designated test facilities or proving grounds having special facilities and equipment when it, is not economical or otherwise appropriate to perform the tests at the storage location.

c. Ammunition Stockpile Reliability laboratory testing. For those items conducive to laboratory testing, samples of material will be randomly selected from the stockpile for nondestructive or destructive tests, as appropriate, to detect the development of undesirable trends or uncover potential defects which are suspected, but are not known to exist. These tests may be independent of, or supplemental to other inspections and tests included in this regulation. If such action is required to be performed on a recurring basis, consideration will be given to incorporating such requirement as part of a depot inspection described in *a* above. After the tests are completed, all recoverable samples will be restored to a ready-for-issue condition and returned to the stockpile. The cost of restoration will be charged to those funds designated to finance the cost of performing the inspection.

d. Ammunition Stockpile Reliability functional tests. Samples of materiel will be withdrawn from the stockpile by or as directed by the materiel developer, and fired or functioned under controlled conditions to determine degradation. Such testing also may be undertaken for the purpose of revising or establishing surveillance criteria or similar yardsticks for items currently in use or in stock. These tests may be independent of, or supplemental to other inspections and tests included in this regulation. Annual service practice (ASP) firings conducted by military units are used to obtain information on the ballistic performance and reliability of rockets and guided missiles. In some cases ASP firings may be monitored by telemetry or other equipment, as required, in order to collect stockpile reliability data.

e. Funding. The various Ammunition Stockpile Reliability Program elements will be funded as follows:

(1) Surveillance inspections performed in connection with "Care of Supplies in Storage" and "Quality Control" activities will normally be financed with OMA 721111.XXXX funds. Testing performed as part of the maintenance activity will normally be financed with OMA 732206.XXXX funds. Inspections performed within organizations designated "General Purpose Forces" will be financed with OMA Program 2 funds. (Refer to AR 37-100 series.)

(2) Inspections performed by or as directed by the materiel developer in connection with the life cycle stockpile reliability testing program or stockpile laboratory tests will be funded by AMC, with applicable procurement appropriation (PA) or operations and maintenance, Army (OMA) appropriation funds.

(a) Inspections of components, parts, assemblies, and end items that are currently under procurement/production by the PA will be programmed, budgeted and charged to those PA hardware accounts which provide for procurement, manufacture or remanufacture of such items. Inspection charges to the ammunition appropriations

will be limited to costs incurred in connection with approved programs for the remanufacture of existing inventory to a new approved configuration. Such costs will not be charged to PA production base support account.

(b) Inspections directed to PA type components, parts, assemblies, or end items which are out of production will be programmed, budgeted and charged to the OMA appropriation.

Section

Chapter 5 CROSS-SERVICING AND FINANCIAL ACCOUNTING

Section I CROSS-SERVICING IN STORAGE ACTIVITIES

5-1. General.

a. All Army storage activities worldwide (except bulk POL facilities and those financed under Industrial Funds), DOD components, and Federal civilian agencies will be guided by this regulation.

b. The agreement between DOD and GSA on Interagency Cross-Servicing in Storage Activities in DA CONUS installations (app) is implemented herein.

5-2. Army activities with warehousing and storage facilities.

a. Army activities having warehousing and storage facilities at their disposal will, to the extent these facilities are available, meet the requirements of other DOD components or Federal civilian agencies for such services, including—

(1) Unloading carriers; checking, sorting, and placing materiel in storage.

(2) Withdrawing materiel from storage, checking materiel, and loading carriers.

(3) Using storage space.

(4) Inspecting stored materiel; preserving, packaging and packing, and other care, including strapping and marking, physical inventory, and special security measures when specifically requested by the owning agency.

(5) Documenting incident to the above actions.

(6) Personnel, supplies and equipment required for the actions defined in (1) through (5) above.

b. The Army activity providing these services will account, in terms specified, to the designated control point of the owning DOD component or Federal civilian agency.

c. Army storage and warehousing activities will be responsive to inventory and management control agencies at all times. An activity furnishing storage and warehouse services to materiel of another DOD component or Federal civilian agency will, therefore, handle such materiel as though it were its own.

d. The Army storage office responsible for maintaining current information on the availability of storage and warehousing services, and arranging for such services among DOD components is identified in paragraph 5-8.

5-3. Request for warehousing service from Army.

A DOD component or Federal civilian agency requesting warehouse services from the Army should determine the geographical area in which the requirement exists and request service from an Army activity in that area.

5-4. Reimbursement to Army activity for services rendered.

a. The DOD component or Federal civilian agency obtaining service will reimburse the Army activity operating the facility on a monthly basis.

b. Reimbursements for each type of service rendered will be

made at installation level on the basis of unit cost rates listed in table 5-1.

5-5. Lack of storage facilities or services at an Army facility.

An Army component will give first consideration to obtaining a required facility or service from another DOD component. When facilities or services are not available from another DOD component, they may be acquired by arrangement with another Government agency or through the DOD Commercial Warehousing Service Plan (AR 740-30).

5-6. Request for cross-service warehousing storage services by an Army component.

a. Requests by an Army component for cross-service warehousing/ storage services will be based upon one or more of the following conditions as a minimum—

(1) Supplies can be more economically positioned at an installation operated by another DOD component or Federal civilian agency, e.g., to avoid unnecessary backhauls.

(2) The lack of covered storage space at the requesting installation requires open storage of supplies that should be stored in covered storage space for item protection. Cost of maintaining the materiel in open storage exceeds cost of cross-service arrangement.

b. In all cases where a request for warehousing services or space is denied by another DOD component, ASD (I&L) will be so advised by the Army agency responsible for implementing this regulation. Such advice will include the reasons stated for such denial (app).

5-7. Cross-servicing rates.

a. The schedule of services and charges for cross-servicing in-storage activities of the DOD components is shown in table 5-1. A separate schedule of charges for storage of strategic and critical material stockpiles is included in tab C of the appendix.

b. Special rates maybe negotiated for large bulk movements of materiel when the applicable rate schedule appears inequitable.

c. DD Form 1144 (Support Agreement) will be used in requesting and accepting services (AR 1-35). Applicable funds will be cited under item 11 of DD Form 1144.

5-8. Cross-servicing procedure.

a. CG, AMC, is designated as the storage office responsible for implementing policies outlined in this regulation.

b. The departmental storage office will—

(1) Establish and maintain such records as are necessary to implement the policies outlined in this regulation.

(2) Provide, to the extent available, the storage and warehousing facilities and services required by other DOD components.

(3) Advise DALO-SMS-R whenever requests for storage and warehousing services or storage space at Army supply installations are denied to DOD components. Advice furnished will include specific reasons for denying requests.

c. Oversea commanders and commanders of CONUS supply installations will—

(1) Provide available, storage and warehousing facilities and services required by other Army agencies and DOD components at Army installations under their command.

(2) Report on cross-servicing in storage activities under these procedures in the manner required by chapter 6.

(3) Forward one copy of completed agreements to the departmental storage office (AR 37-27).

d. Commanders of CONUS supply installations will submit requests for storage cross-servicing to the departmental storage office for approval.

e. Oversea commanders, CDR FORSCOM and CDR TRADOC will advise DALO-SMS-R whenever requests for storage and warehousing services or storage space at installations under their command are denied to other DOD components. Advice furnished will include specific reasons for denying requests.

5-9. Inactivation or disposal of facilities.

SECTION IX of appendix outlines the responsibilities of the DOD component or Federal civilian agency with respect to inactivation or disposal of facilities.

5-10. Supersession of agreements.

This regulation supersedes all previous agreements involving cross-servicing in storage and warehousing activities. It does not affect existing common servicing agreements.

Section II

FINANCING AND REPORTING OF COSTS FOR STORAGE AND HANDLING OF STRATEGIC AND CRITICAL MATERIALS

5-11. Scope.

This section contains DA policies concerning cross-servicing storage rates for strategic and critical materials. It applies to all Army installations and activities storing strategic and critical material for GSA.

5-12. Financing and funding.

a. Costs incurred will be financed from GSA appropriated funds.

b. Obligations and expenditures will be made from appropriated Army funds.

c. The collection of storage and handling charges will be treated as an appropriation reimbursement, citing the installation fiscal station.

d. Based upon annual workload forecasts furnished by GSA to AMC on or before 1 April of each year, and rates shown herein, estimated costs will be compiled and included in command operating budgets.

e. The reimbursement costs of special projects, as specified in paragraph 5-16 will be made to appropriation reimbursement accounts applicable to the accounting classifications to which the costs were originally charged. The reimbursements for services at the predetermined rates, as specified in table 5-2, will be made to the appropriate reimbursement classifications applicable to the fund allotted for receipt, storage, and issue of supplies.

5-13. Billing procedures.

a. Army depots and supply installations providing services under this section will furnish the Commander, US Army Major Items Data Agency, ATTN: AMXMI-RF, Chambersburg, PA 17201, the following documents in triplicate for use in billing GSA:

(1) Cost Summary (table 5-2).

(2) Summary of S and C Materials Handled (table 5-3).

(3) Summary of Special Projects Costs (table 5-4).

b. These documents will be forwarded by the 20th of the month following the end of the quarter during which the services were performed.

c. Depots and supply installations will insure that—

(1) Storage space is billed in accordance with use shown on DA Form 621 (Strategic and Critical Material Stored in Army Installations) (chap. 3), and will be in agreement with cost summary.

(2) Handling charges are billed on the basis of the nearest whole ton, and documented by listing (table 5-3).

(3) Special project cost is completely identified in the format shown in table 5-4. DA Form 1610-R (Estimate and Cost Statement Strategic and Critical Materials Special Projects) will be submitted for completed projects.

d. USA Major Item Data Agency prepares a Standard Form 1080 (Voucher for Transfers Between Appropriations and/or Funds) which is forwarded, together with the required supporting documents, to GSA, Federal Supply Service, Stockpile Storage Division (FJ), Crystal Mall Building 2, Washington, DC 20406. The bills will indicate that the checks be sent to the F&AO at Letterkenny Army Depot. Sufficient copies of the bills will be provided the F&AO at Letterkenny Army Depot for processing of the checks and transactions for other vouchers.

e. The check received from GSA is processed as a collection by

the Finance and Accounting Office, Letterkenny Army Depot. All reimbursement account classifications supplied by the installations which are to receive credit will be listed in the "appropriation to be credited" block on the collection copies of the SF 1080, or on an attached sheet to the SF 1080. Each installation cited will be furnished a copy of the collection voucher.

5-14. Transportation.

Incoming and outgoing shipments of strategic and critical materials may be made on either a GSA or commercial bill of lading. The settlement of transportation costs with the carrier will be the responsibility of GSA.

5-15. Review of reimbursement rates.

Appropriate accounting and statistical records will be established and maintained for the accumulation and allocation of actual costs incurred in performing the services described herein so that charges may be reviewed and adjusted as necessary. Such records will be established in accordance with or to provide essentially the same comparable information as those prescribed in AR 37-108.

5-16. Estimate and Cost Statement—Strategic and Critical Materials Special Projects (DA Form 1610-R).

a. DA Form 1610-R provides GSA with estimated and actual cost to accomplish projects required for special care and handling of material. Examples of activities which are not covered by predetermined rates shown in table 5-2, include costs of stockpile storage

and handling at tank farms in which either liquid or solid strategic materials are stored; include special stockpile activities such as physical inventory or alteration or construction for storing the material.

b. Cost estimates will be forwarded to the US Army Materiel Command (AMC), ATTN: AMCSU-BS, which will forward the estimate (original and two copies) to GSA, Defense Materials Service for approval of funds to do the project. GSA will return the original and one copy, indicating in the cover letter the amount approved for the project. AMC will complete item 2 of the statement and return the original to the performing installation or depot.

c. Upon completion of the project, the performing installation or depot will complete items 4e, 4f and 6 of the statement, advise AMC of completion date and actual cost, and transmit forms to Finance and Accounts Office, US Army, in accordance with paragraph 5-13.

d. The estimate and cost statement will be submitted on DA Form 1610-R (fig. 5-1). This form will be reproduced locally on 8 by 10 1/2 inch paper.

5-17. Preparation of DA Form 1610-R.

An estimated statement will be prepared upon request of GSA or when the installation or depot commander considers a project necessary to properly store strategic and critical material. In preparing DA Form 1610-R, items listed in table 5-5 will be done by the preparing agency.

**Table 5-1
Cross-Servicing in Storage Activities of DOD Components
Schedule of Services and Charges for Warehousing/Storage**

Item #	Classification	Rates per short ton	
		Unloading, checking, sorting and placing in storage	Withdrawal, checking and loading
Bulk and Case Lots			
I	Equipment not in containers (vehicles, boats, cranes, guns, aircraft).	\$10.20	\$14.00
II	Rigid containers (barrels, boxes, cartons, crates, drums):		
	a. Palletized material		
	b. Non-palletized material	\$ 4.80	\$ 7.50
III	Non-rigid containers (bags, bales, bundles)	\$12.00	\$15.00
IV	Ammunition, explosives, toxics	\$11.00	\$15.50
V	Perishable subsistence not in containers (carcass meat)	\$10.00	\$14.00
VI	Bin and loose issue (excludes services covered by items VII through XIII below).	\$ 5.00	\$ 7.00
VII	Preservation and packaging (time and material)	\$1.75 per line item.	
VIII	Packing, strapping, and marking (time and material)	\$8.70 per manhour.	
IX	Inventory	\$8.50 per manhour.	
X	Special security	\$7.00 per manhour.	
XI	Care of materiel in storage	\$5.00 per manhour.	
XII	Cyclic inspection	\$7.00 per manhour	
XIII	Miscellaneous labor (not related to the categories listed above) NOTE: The above rates include amounts for essential documentation incident to each service performed.	\$7.00 per manhour	
XIV	Use of space	When one DOD component occupies less than 25 percent of the gross storage space at a facility operated by another DOD component, there will be no charge for the use of the storage space; however, when the "tenant" occupies 25 percent or more of the gross storage space of the facility, the following rates will apply:	
	a. Heated or controlled humidity warehouse	\$.50 per gross square ft per annum.	
	b. Refrigerated warehouse	\$1.05 per gross square ft per annum.	
	c. Flammable warehouse	\$.50 per gross square ft per annum.	
	d. Unheated warehouse	\$.40 per gross square ft per annum.	
	e. Shed	\$.40 per gross square ft per annum.	
	f. Open	\$.08 per gross square ft per annum.	
	g. Igloo	\$.40 per gross square ft per annum.	

Table 5-1
Cross-Servicing in Storage Activities of DOD Components
Schedule of Services and Charges for Warehousing/Storage—Continued

Item #	Classification	Rates per short ton	
		Unloading, checking, sorting and placing in storage	Withdrawal, checking and loading
XV	Machine tools and industrial metal working equipment:		
	a. Unloading, checking, sorting, and placing in storage	\$8.00 per manhour.	
	b. Withdrawal, checking, and loading	\$8.60 per manhour plus direct cost of materials.	
	c. Preservation and packaging	\$9.10 per manhour plus direct cost of materials.	
	d. Inspection and testing	\$7.85 per manhour plus direct cost of materials.	

Notes:

The above rates are effective 1 July 71. Rates published in AR 740-10, 20 Oct 69 are applicable through 30 Jun 71.

Table 5-2
COST SUMMARY

Storage Space Utilized:	Quantity	Unit cost (rate per sq ft per annum)	Total cost
Covered Space Allocated:			
Heated or Controlled Humidity			
All other covered space (including tanks)			
Open Space Occupied:			
Improved Space			
Improved Space (prepared at GSA expense)			
Unimproved Space			
Total cost for Storage Space		\$ _____	
Handling Charges (Receipts and Shipments): ²			
Commodity Class I—Ores			
Commodity Class II—Bars, Ingots, Rods, Pigs and other primary forms of metals			
Commodity Class III—Materials in containers such as bags, boxes, crates, drums, bales, except rubber and mica			
Commodity Class IV—Rubber			
Commodity Class V—Mica			
Total Handling Charges		\$ _____	
Special Projects Costs:			
Total amount of reimbursement due for storage and handling of S&C materials		\$ _____	
Accounting classification to be credited		\$ _____	
	Command _____		
	Qtr ending _____		
	Date prepared _____		

Notes:

¹ The \$.08 rate applies only if open improved space was constructed with DOD funds, without reimbursement from GSA. Also such area must be constructed in such a manner as would permit the operation of solid tire fork lift trucks.

² These fixed rates do not apply to materials stored in tanks. These activities will be reimbursed as a "special project" on a direct cost basis which will require prior approval by GSA program officials.

Table 5-3
SUMMARY OF S&C MATERIALS HANDLED

	<i>LIST OF RECEIVING REPORTS</i>
	<i>Installation</i> ¹ <i>Receiving report no. Commodity Class</i> ² <i>Weight</i>
	<i>LIST OF SHIPPING REPORTS</i>
	<i>Installation</i> ³ <i>Shipping report no. Commodity Class</i> ² <i>Weight</i>
	Command _____
	Qtr ending _____
	Date prepared _____

Notes:

¹ Receiving report number will include GSA identification: "DM, CCC," etc.

² Weight will be stated to the nearest short ton.

³ Shipping report number will include GSA identification: "D, CCC," etc.

Table 5-4
SUMMARY OF SPECIAL PROJECTS COST

	<i>Installation</i>	<i>Project no.</i>	<i>*Billing</i>	<i>@Cost</i>
Accounting classification to be credited			Command _____	
			Qtr ending _____	
			Date prepared _____	

Notes:

* Billing will indicate partial, or final, to indicate whether project has been completed. Upon completion of special projects, DA Forms 1610-R will be attached for each project shown as "final" in column 3.

Table 5-5
How to prepare DA Form 1610-R

	<i>A</i> <i>To complete</i>	<i>B</i> <i>enter</i>
Item 1		Describe the project briefly, but completely.
Item 2a		USAMC will assign the serial number provided by GSA to each project when funds have been approved by GSA.
	b	USAMC will fill in total funds approved by GSA and sign in space provided.
Items 3a, b, c, d		Totals obtained by appropriate groupings of costs itemized in item 4d. In item 3a the estimated number of labor man-hours will also be shown.
Item 4a		List all elements of cost included in the project estimate such as personal services, contractual services, materials and supplies, and equipment. Exclude military pay from personal services. Identify items of materials and supplies only if significant for analysis. List individually major items of equipment and indicate which must be purchased, rented from an outside agency, or furnished by the installation. Item descriptions will be brief and limited to standard nomenclature or accepted trade descriptions.
	b	Standard units of measure for items entered in item 4a.
	c	Opposite the elements of cost listed in item 4a, the estimated number of units of each item required.
	d	An estimate of cost for each item listed in item 4a and enter the sum of these costs at the foot of the column.
	e	The actual number of units of each item or consumed. Enter opposite the elements of cost listed in item 4a, amended when necessary.
	f	The actual cost of each element listed in item 4a and enter the total actual cost at the foot of the column.
Item 5		The name and title of the individual preparing the estimate.
Item 6a		The date work started on the project.
	b	The date work was completed.
	c	The total actual cost of the project. The total cost should agree with total of item 4f.
	d	The name and title of the individual reporting the actual cost.

ESTIMATE AND COST STATEMENT STRATEGIC AND CRITICAL MATERIALS SPECIAL PROJECTS For use of this form, see AR 740-1; the proponent agency is U.S. Army Materiel Command.					DATE	
TO: (Include ZIP Code)			FROM: (Installation and ZIP Code)			
1. DESCRIPTION OF PROJECT					2. a. Serial Number	
					b. Project Approved for: \$	
Typed Name and Title			Signature			
3. SUMMARY OF ESTIMATED COSTS						
a. Labor		b. Materials and Supplies		c. Equipment		d. Contractual Services
Est Man-hours	Cost	\$	\$	\$	\$	\$
4. MATERIALS, SUPPLIES, SERVICES AND EQUIPMENT						
Description a	Unit b	Estimate		Actual		
		Quantity c	Cost d	Quantity e	Cost f	
TOTALS		////	////////	////	////////	
5. ESTIMATE PREPARED BY (Name and Title)						
6. DATE		c. Actual Cost		d. Actual Cost Reported by (Name and Title)		
a. Work Started	b. Work Completed	\$				

DA FORM 1610-R, 1 Nov 69 Replaces edition of 1 May 64 which is obsolete. (Paper size 8 x 10½ inches; image size 7 x 9-5/6 inches)

Figure 5-1.

Chapter 6 STORAGE AND SPACE CONTROL

Section I UTILIZATION, ALLOCATION, AND CONVERSION OF STORAGE AND WAREHOUSING FACILITIES

6-1. General.

Policy, responsibility, and procedures regulating the establishment, disestablishment, inactivation, conversion, allocation, and use of

storage and warehousing facilities within the DA are set forth here-in. This section applies to oversea commanders, CDR, AMC and CDRS, FORSCOM and TRADOC. This section also has application to DOD components and civilian agencies requesting storage space at supply installations of the Army.

6-2. Policy.

a. The DA policy is to retain and make maximum use of those storage and warehousing facilities needed for performance of the Army's logistical mission. In developing requirements for storage

and warehousing facilities, emphasis is to be placed on using permanent or semipermanent facilities which separately or in combination with allied facilities are the most economical to operate and maintain, and provide optimum protection to stored materiel. Planning will include phased programs to improve use of permanent storage facilities and close out, vacate, and dismantle or place in standby those facilities that are the least desirable for retention or operation. Inactivation of complete installations will be emphasized rather than partial inactivation of several installations. AR 210-17 provides inactivation policy and procedure.

b. Unless there is adequate justification to the contrary, existing storage facilities of DOD components will be used before establishment or expansion of the Army's storage or warehousing facilities is undertaken.

c. DA will perform storage services for DOD components or Government agencies at supply installations, e.g., strategic and critical materials for the GSA and material for the DSA.

d. Depots and depot activities will not divert storage facilities to nonstorage purposes. Exceptions to this policy are:

(1) Emergency situations involving high priority requirements that cannot be fulfilled satisfactorily by other reasonable means. In such instances, it must be demonstrated that other means have been explored and proved infeasible.

(2) Depots or depot activities having an occupancy rate of 70 percent or less of the type of facilities concerned.

(3) Temporary diversions of storage space not to exceed periods of 60 days.

e. Diversion of storage facilities at posts, camps, stations, arsenals, test facilities, and industrial plants for nonstorage purposes such as office space and maintenance shops is discouraged, and should be considered only in the event that all other means explored have proven unfeasible.

f. Storage missions or activities which are not required to meet current requirements will be inactivated. Any depot or depot activity which has a sustained net covered storage space occupancy rate of 75 percent or less for a period exceeding one fiscal year is a candidate for closure. Action will be initiated within 60 days after the end of each fiscal year to close or to justify to DALO-SMS-R continued operation of depots or depot activities which have less than the above stated use.

g. Short-term covered storage requirements will be met through the use of temporary storage facilities. The need for temporary covered storage facilities, such as transitory shelters must be justified by a detailed analysis of the requirement. This analysis will include consideration of available covered storage space (other Army and DOD components) on a regional and national basis. The acceptance or rejection of such space will be substantiated by a thorough economic analysis of the alternatives. Occupancy and density levels at the requesting installation will likewise support the need for additional covered space.

h. Additional covered storage space will not be provided at CONUS and overseas depots and installation as long as the command-wide (storage system) occupancy rate does not equal or exceed the DA utilization standard of 85 percent of net available (other covered) and 90 percent (igloo magazine).

6-3. Responsibilities for storage space management.

a. DALO-SMS-R will—

(1) Develop and supervise the worldwide Army storage space management program including policy, objectives, and standards.

(2) Develop concepts and long-range plans for future worldwide storage space requirements in support of the Army supply distribution system.

(3) Evaluate worldwide storage space facility requirements and use to determine need for acquisition, modification, diversion, conversion, assignment, closure, and excessing depot facilities.

b. Major Army commanders will—

(1) Manage storage space use within subordinate commands and activities.

(2) Initiate action to insure that use of storage space meets DA standards.

(3) Evaluate command storage space requirements and use to determine need for acquisition, modification, diversion, conversion, assignment, or closure of depot facilities; submit appropriate recommendations to DALO-SMS-R concerning excess depot facilities or future storage space requirements.

c. CDR, AMC (additional responsibilities) will—

(1) Submit to HQDA (DALO-SMS-R) for approval, concepts, long-range plans, policies, and objectives for the operation and management of supply installation (depot) storage space under the command of AMC.

(2) Establish standards and factors for use of storage space on an Army-wide basis within the framework of DA policy guidance.

(3) Provide, in response to objectives and specific requirements established by HQDA, storage space management services.

6-4. Facility expansion or establishment.

a. When additional storage and warehousing facilities are necessary, consideration will be given to the following in the order shown:

(1) Obtain required facility or services from existing Army assets.

(2) Alter and convert existing facility.

(3) Obtain required facility or service from another military department or agency. For policy and procedure respecting cross-service agreements, see chapter 5.

(4) Acquire by whichever of the following methods is most feasible:

(a) Use of warehousing services, facilities, or portion of a facility of another Government agency (chap. 5).

(b) Use of commercial services available under the DOD Commercial Warehouse Service Plan (AR 740-30).

(c) Transfer.

(d) Lease.

(e) Construction.

(f) Purchase.

b. Prior to initiating action to acquire a permanent or temporary storage facility (e.g., transitory shelter, by transfer, lease, construction, alteration, conversion, or purchase), approval of DCSLOG will be obtained. The request will conclusively show that use of facilities or services of another military department or agency, other Government agencies, or commercial warehouse service is not practical (para 6-2g). If the proposed acquisition is in accordance with mobilization plans, the approved mobilization plan will be cited.

c. Storage space may be taken from standby status only on approval of CDR AMC; CDR TRADOC; CDR FORSCOM; and over-sea commanders.

6-5. Inactivation of storage and warehousing facilities.

Storage and warehousing facilities for which no current or projected Army requirement exists will be inactivated (para 6-2f).

a. Storage and warehousing facilities for which no current or projected Army requirement exists will not be continued in operation because of prior commitments, or occupancy by other military departments or nonmilitary agencies. These military departments or nonmilitary agencies will be given the option of accepting the transfer of the facility, the responsibility for its operation, or removing the stored materiel.

b. When portions of an installation are inactivated, emphasis will be placed on centralizing these inactivated portions by area and segregating these areas from the remainder of the installation.

c. Consideration will be given to space required for mobilization in determining projected Army requirements. Inactivated space that is considered necessary as a mobilization reserve will be placed in standby status. When storage space in standby for any command exceeds 15 percent of a command's gross storage space, action will be initiated by the command concerned to inactivate one or more depots, depot activities, storage activities or similar activities.

d. Inactivated Army storage space may be leased to private interests (AR 405-80).

e. Storage and warehousing facilities selected for inactivation and placed in standby status in accordance with AR 210-17 will be reported on the Storage Space Utilization and Occupancy Report (Reports Control Symbol CSGLD-1339) (DD Form 805), and explained under "Remarks" block. (See section II.)

f. To improve storage use and reduce operational costs at CONUS depots, an annual program will be established to phase out of use, by specific fiscal year quarters, temporary, substandard, and marginal storage facilities.

6-6. Contracts for commercial storage services.

a. Commercial warehouse services will be obtained, as required, under the DOD Commercial Warehouse Service Plan (AR 740-30).

b. Contracts for garage space, parking and storage of administrative vehicles, and storage of supplies and equipment of contractor facilities will be the responsibility of the using activity.

6-7. Cross-servicing, license, or permit.

a. DA will provide warehousing services and storage space to other military departments and agencies and nonmilitary agencies under cross-servicing agreements, licenses, or permits (AR 405-80 and chap. 5).

b. Normally, licenses or permits will be used when—

(1) Required warehousing services cannot be provided by the command administering the facility.

(2) The intended operations are of a type not associated with warehousing services.

6-8. Space programming and allocation.

a. *General.* Army activities receiving requests for storage space from DOD components or other Government agencies are responsible for specifying, at the time of such requests, data to support programming requirements and procedures needed to insure proper storage space management.

b. *FORSCOM AND TRADOC Supply installations.*

(1) CDR FORSCOM and TRADOC are authorized to allocate open storage space in any amount, and covered storage space not to exceed 40,000 gross square feet to DA agencies.

(2) FORSCOM and TRADOC commanders are authorized to allocate open space in any amount, and covered space not to exceed 5,000 gross square feet to other Government agencies and DOD components.

(3) Regardless of allocations of space which may be made in accordance with the above, all space at these installations will remain under control of the CDR FORSCOM and TRADOC.

(4) Requests for allocation of covered space in the above will be forwarded to CDR FORSCOM or TRADOC for approval.

c. *AMC Supply Installations.* No change in space allocation at AMC installations may be made without prior approval of AMC. The assignment of space is the responsibility of the installation commander.

(1) All DOD components and other Government agencies requiring space for the storage of military or nonmilitary materiel within AMC controlled supply installations will be requested to submit annually, on a fiscal year basis, programmed space requirements to AMC for space allocation. These programs will be reviewed semi-annually and adjusted as required.

(2) Requests for allocation of space will include the following information:

(a) Name of department, agency, command, or service.

(b) Desired or suggested location.

(c) Type storage facility desired, shown in net square feet; e.g., warehouse, controlled humidity, heated, refrigerated, shed, igloo.

(d) Type and estimated tonnage of supplies to be stored.

(e) Phased timing of space requirements and approximate length of time the allocation will be required.

(3) Programed net square feet of storage space will be converted to gross square feet by AMC. Allocation of space will be expressed in gross square feet to programming activities and storage sites.

d. *Space in oversea installations.* Oversea commanders are authorized to allocate space at installations under their control to DOD components and civilian agencies of the Government.

6-9. Space diversion.

a. Authority to divert storage space granted herein may not be redelegated. Regardless of the circumstances or the amount of space, storage facilities may not be diverted without prior approval of the major commander concerned.

(1) *Posts, camps, stations, arsenals, industrial plants, and test facilities.* Oversea commanders, CDR FORSCOM, CDR TRADOC, and CDR AMC are authorized to divert storage and warehousing facilities not to exceed 40,000 gross square feet at any one of the above type installations during one calendar year.

(2) *Depots and depot activities reporting storage space semi-annually (see II).* CDR AMC, and oversea commanders of installations are authorized to divert no more than 40,000 gross square feet of storage facilities during any 6-month calendar period. Calendar periods end 30 June and 31 December for each year concerned. The authority granted above extends only to the exceptions to policy stated in paragraphs 6-2d(1) and (2).

b. Requests for authorization to divert storage and warehousing facilities in excess of 40,000 gross square feet will be submitted by FORSCOM, AMC, TRADOC and MAJOR oversea commanders to HQDA (DALOSMS-R) for approval.

c. The provisions of a and b above are not intended to restrict the temporary use (not exceeding 60 days) of a facility in the event of an emergency. Facilities required on this basis will be used without structural changes.

d. Controlled humidity (CH) warehouse space will not be used for purposes other than for storage when any other warehouse or other type of suitable covered space can be made available. All requests for diversions of CH storage space for purposes other than that for which constructed will be referred to HQDA for approval.

6-10. Request for space diversion.

a. Requests for diversion of storage space will include the following information:

(1) The amount of space recommended for diversion.

(2) The type of space (i.e., warehouse, shed, open improved, etc.) and the building number and/or area number involved. The planned use, in detail, of the space recommended for diversion, suitability of the space for the planned use, and justification for the requirement.

(3) Foreseeable storage requirement for the space recommended for diversion.

(4) A statement regarding the availability or nonavailability of other space suitable for this purpose.

(5) The amount of rewarehousing and estimated cost which will be required if the diversion is authorized. In the event rewarehousing is required and vacant space is available, a statement should be included stating why occupied space is considered preferable to the available vacant space.

(6) Any modification of the facility which may be required and estimated cost.

(7) In the event that storage space is recommended for diversion to maintenance missions, the following additional information will be furnished:

(a) Show why there is no production capability at any other depots in the total depot system having similar depot maintenance missions that can be used to meet the requirement or cannot be expanded to absorb the increased maintenance production.

(b) Document the need for the increase in the depot maintenance production output.

(c) Justify why the mission expansion which necessitates the diversion must be made at the depot in question in lieu of another depot.

b. In requesting diversion of storage space, show economic evaluation of gains that will result if diversion recommended is approved. For example, personnel spaces will be saved and reduced from the installation personnel voucher. Number of operational funds and MCA dollars will be saved through the diversion of

storage space. The time frame should also be used to permit computing total savings involved.

6-11. Space conversion.

a. All projects for conversion of storage and warehousing facilities (i.e., involving permanent structural changes) will be submitted to HQDA (DALO-SMS-R) for approval. Conversion projects will not be submitted to HQDA prior to receipt of approval for the diversion of storage space by the major commander or HQDA, as appropriate (see para 6-9 a and b). The request for diversion of storage space and the resulting approval will be submitted as an appendix to each storage space conversion project. Projects which do not contain the request for diversion and approval thereof will be returned for resubmission and compliance with this section.

b. All approved conversions of space will be reported on DD Form 805 and explained in "Remarks" block (sec II).

c. Approved conversions will be reflected in the installation master plan and inventory of military real property in accordance with AR 210-20 and AR 405-45.

6-12. Space utilization standards.

a. The efficient use of space at an installation is the responsibility of the installation commander. Principles and guidance concerning the proper management of storage space are contained in TM 743-200 and TM 743-200-1.

b. The use of administrative space in storage installations will conform to the allowances contained in TIM 5-803-4.

c. To improve Army-wide space use, all space for which there is no foreseeable requirement will be reported by installation commanders for disposition, allocation to others, placement in standby, or disestablishment (AR 405-80).

d. Utilization of covered space, exclusive of igloos and magazine space, will seek an occupancy level of 85 percent of net storage space available and will attain a storage density of 15 square feet per short ton.

e. Utilization of igloo and magazine space will seek an occupancy level of 90 percent of net storage space available when such occupancy is not in conflict with regulatory directives concerning compatibility and safety distances. Additionally, ammunition storage space occupancy will attain the following storage densities—

(1) Conventional ammunition—7 square feet per short ton.

(2) Special munitions—10 square feet per short ton.

(3) CBR munitions—12 square feet per short ton.

(4) Guided missiles, large rockets, CDU and CBU—9 square feet per short ton.

f. Net storage space available for storage will meet a minimum criterion of 65 percent of gross storage space used for storage operations for CONUS and overseas depots. This objective is applicable to total covered storage space excluding igloos and magazines.

g. Major overseas commanders, CDR FORSCOM, CDR TRADOC, CDR AMC, will indicate in the "Remarks" block of DD Form 805 actions being taken to improve space management when the appropriate density level is not being achieved.

Section II STORAGE SPACE MANAGEMENT REPORT, RCS CSGLD-1339

6-13. Purpose and scope of report.

This section sets forth DA policies and procedures for reporting the Army-wide utilization and occupancy of storage space, and provides for evaluation of space use against established storage management objectives. Army installations listed in table 6-1 (including those activated subsequent to the formation of this listing) containing 50,000 gross square feet (GSF) or more of covered space will comply with this section. Installations reporting semiannually will complete sections A through D of the report, while installations reporting annually will complete only sections A and B. The reporting frequency for each installation is indicated in table 6-1. At the discretion of DA, installations having less than 50,000 GSF of

covered storage space may be required to submit reports should the installation be considered of significant importance by reason of mission assignment, location, or activity. Exceptions will be made to this criteria based on demands for information from higher authority. This report provides a basis for management of storage space for purposes of allocation, assignment, and control through evaluation of installation, utilization and occupancy performance and to provide background information on which to base responses to inquiries from higher authority. Only storage space used for the following purposes is excluded:

a. Bulk petroleum, oils, and lubricants (POL).

b. Base exchange and supporting storage space.

c. Installation civil/post engineer and supporting storage space.

d. Clothing and small stores and supporting storage space.

e. Commissary and supporting storage space.

f. Bench and backup stocks in shops.

g. Transit sheds and open areas at terminals and depots used exclusively for cargo throughput operation.

6-14. Preparing agencies.

Reports will be prepared in consonance with instructions contained in this section.

a. CONUS semiannual reports will be prepared mechanically for AMC by the AMC Logistic Systems Support Agency (AMCLSSA).

b. CONUS annual reports will be prepared by installation or responsible command, and will be reviewed by the responsible command for accuracy and completeness prior to submission to AMCLSSA.

c. Oversea semiannual and annual reports will be prepared by installation or responsible command, and will be reviewed by the responsible command for accuracy and completeness prior to submission to AMCLSSA.

d. Army-wide machine facsimile reports and detailed summary analysis will be prepared by AMCLSSA.

(1) *Printout 1.* Storage Space Management Report. This printout provides storage space data in DD Form 805 format for individual installations and for consolidated totals. See figure 6-3.

(2) *Printouts 2, 3, 4, and 5.* These printouts provide a detailed summary analysis of space information segmented by specific categories and are based on report frequency. Information is subdivided by type of storage, organizational element, country, and installation. Percentage factors to portray ratios of occupancy to net space available and net space available to gross space used for storage operations are also shown.

(3) *Printout index.* The following is an index of printouts 1 through 5.

Printout 1 Storage Space Management Report.

Printout 2 Oversea—semiannual.

Printout 3 Oversea—annual (same format as printout 2).

Printout 4 C O N U S—semiannual (same format as printout 2).

Printout 5 CONUS—annual (same format as printout 2).

6-15. Forms.

Reports will be prepared on DD Form 805 (Storage Space Management Report) (Reports Control Symbol CSGLD 1339).

a. DD Form 805 will be requisitioned through normal publications supply channels.

b. Installations with keypunch capability will transfer elements of data and narrative from DD Form 805 (fig. 6-1) onto data submission cards (general purpose card forms) in accordance with figure 6-2.

c. Hard copy reports will be submitted only by installations without keypunch capability, newly activated installations which have not received an installation identity code, and installations which expand covered storage space to 50,000 GSF or more which have not received an identity code.

6-16. Frequency, period covered, and due dates.

The report will be prepared either annually or semiannually as outlined in table 6-1 and as follows:

a. CONUS installations, including those in Alaska and Hawaii,

reporting annually will prepare reports as of 30 June and will dispatch reports not later than 14 workdays after the "as of" date. CONUS AMC installations reporting semiannually will prepare and dispatch reports in accordance with the regulatory provisions established by the Commander, AMC. Installations not under the Commander, AMC (e.g., FORSCOM (United States Army Forces Command)) will submit reports not later than 10 workdays after the "as of" date.

b. Oversea installations will prepare semiannual reports as of 30 June and 31 December. These will be dispatched from oversea commands not later than 15 workdays after the "as of" date. Those installations preparing annual reports will dispatch reports from oversea commands not later than 15 workdays after the "as of" date of 30 June.

c. Due dates will be established by CONUS and oversea Army commanders who are responsible to insure that above due dates are met.

d. The Chief, AMCLSSA, will forward reports and the corresponding card deck prescribed by DOD 4145.5-I to AMC within the following time elements after the "as of" date.

(1) *CONUS installation.* Twenty workdays for semiannual reports and 35 workdays for annual reports.

(2) *Oversea installations.* Thirty workdays for semiannual reports and 35 workdays for annual reports.

e. The Commander, AMC, will forward reports and card deck to HQDA (DALO-SMS-R) within 55 calendar days after 30 June and 31 December.

f. HQDA will submit reports and cards to DOD not later than 60 days after 30 June and 31 December of each year.

6-17. Number of copies and routing.

a. CONUS (excluding AMC depots and depot activities).

(1) The commander of each AMC installation will transceive data submission cards to AMCLSSA. Installations without transceiver facilities will airmail the cards to the Chief, AMCLSSA.

(2) The commander of all other CONUS installations will forward the original copy of DD Form 805 and the data submission cards to the commander, FORSCOM, TRADOC (United States Army Training and Doctrine Command), or appropriate military command/installation as applicable. Installations without keypunch capability will submit the original and one copy of DD Form 805 only.

(3) Commanders of FORSCOM, TRADOC, and other Army commands/installations will forward, within keypunch capability, data submission cards to AMCLSSA.

b. *Oversea commands.*

(1) Oversea installations will forward the original copy of DD Form 805 and the data submission cards to the oversea command headquarters. Installations without keypunch capability will submit, the original and one copy of DD Form 805 only.

(2) Oversea commanders will transfer data onto punched cards and transceive data submission cards for all individual reports to AMCLSSA. If transceiver facilities are unavailable, airmail cards or original forms to AMCLSSA.

Note. In all cases where it is necessary to forward copies of actual reports to AMCLSSA because of lack of cardpunch or transceiver capability, it is essential that the reports be dispatched at least 3 workdays in advance of dates indicated in paragraph 6-16.

c. AMCLSSA will forward three copies of the facsimile report together with the corresponding card deck to the Commander, AMC, ATTN: AMCSU-BS, Alexandria, VA 22333. AMCLSSA will make distribution of all copies of summaries.

d. AMC will forward the original and one copy of the facsimile report with corresponding card deck to HQDA (DALO-SMS-R).

e. HQDA will forward a single copy of the report together with the corresponding card deck to the Office of the Assistant Secretary of Defense (Comptroller), ATTN: Director of Information Operations.

Note. Submissions to AMCLSSA will be addressed to the Chief, AMC

Logistic Systems Support Agency, ATTN: AMXLS-LC, Chambersburg, PA 17201.

6-18. General instructions for preparation of DD Form 805.

Instructions contained in this paragraph apply to each installation listed in table 6-1.

a. *General.*

(1) The principles of storage space control and reporting are contained in section VI, chapter 2, TM 743-200, and sections V and VI, chapter 2, TM 743-200-1. Section II, chapter 1, TM 743-200 contains a glossary of terms applicable to storage space which reporting installations will use to augment those contained in chapter 1, this regulation, especially when explaining or commenting under "Remarks" on DD Form 805.

(2) DD Form 805 will be prepared to cover the total amount of each type of storage space at the installation or activity concerned, even though such space is temporarily used for other purposes. It will include all such space which has been outleased, licensed, permitted, cross-serviced, or which otherwise is used. It will include the total amount of storage space at the installation, regardless of the identity of the occupants, except those specific exclusions in paragraph 6-13.

(3) Only one DD Form 805 will be prepared for each installation. The criterion to be applied is that real property and improvements thereon, located on contiguous land under the control of the Army, will be considered as one installation regardless of missions, functions, activities, or installation classification that may be located thereon. A public highway or railroad right-of-way passing through an installation will not be considered as breaking the continuity of the land. In those instances where installations are geographically separated, they will be treated and reported as separate installations regardless of command structure.

(4) Where an installation has an annex or subinstallation (geographically separated), the annex or subinstallation will be reported on a separate DD Form 805 at the same frequency as the parent installation. The parent installation will be identified under "Remarks" on all subinstallation reports. Data pertaining to the subinstallation or annex (geographically separated) will not be included in the parent installation report. Annexes or subinstallations not presently reporting will submit reports only if the 50,000 GSF criterion is met. A separate installation identity code will be assigned in this instance.

(5) All entries (line entries or remarks) pertaining to space will be expressed in thousands of square or cubic feet rounded out to the nearest thousand (e.g., 23,499 will be "23," 24,500 will be "25").

(6) All reports must be in balance prior to transmittal (fig. 6-1 and 6-2).

b. *Gross space.* All entries requiring an expression of areas in gross square feet will be computed by—

(1) Using inside measurements between exterior walls without deductions for fire walls or other structural losses including employee parking areas when covered storage space is used. Employee parking areas will be reported as vacant.

(2) Using overall measurements of open storage areas with no deductions for trackage and permanent roads within the area. In the case of unimproved open areas, only that space actually occupied by stored materiel or used in support of storage operations will be reported.

c. *Cubic space.* All entries requiring an expression of area in cubic space capacity will be computed by multiplying square feet by the unobstructed stacking height permitted by safety restrictions.

6-19. Detailed instructions for preparation of DD Form 805.

Detailed instructions for preparation of DD Form 805 are contained in table 6-2.

6-20. Narrative analysis.

a. *Preparing agencies.* A narrative analysis will accompany each

report. This analysis will be prepared on a separate sheet and forwarded by mail at the same time the DD Form 805 data are transmitted to AMCLSSA. As a minimum, analysis will include consideration of the following:

(1) Actions necessary to attain a square foot occupancy of 85 percent for covered space, excluding igloos and magazines (divide line 12, column b, minus column f, by line 9, column b, minus column f), and a square foot occupancy of 90 percent for igloos and magazines (divide line 12, column f, by line 9, column f).

(2) Where "net space" (line 9) for total square feet of covered storage space, excluding igloo and magazine space, is less than 65 percent of "gross" storage space used for storage operations, excluding igloo and magazine space (line 7), cite actions taken to improve the situation. In the event the assigned mission(s) precludes meeting this criterion, indicate particulars. This explanation is required on an annual basis. Where net space (line 9) for square feet of igloo/magazine space is less than 80 percent of gross square feet of igloo/magazine space used for storage operations (line 7), cite actions to be taken to improve the situation.

(3) Installations having storage facilities used for storage of pre-positioned sets of reserve equipment, otherwise known as pre-positioning of materiel configured to unit sets (POMCUS), will provide a summary in the format shown in figure 6-4.

(4) AMCLSSA will prepare summary, analyses of trends, problem areas, and recommendations based on review of individual reports and analyses.

b. CONUS and oversea installations. CONUS and oversea installations reporting storage space on a semiannual basis will provide a summary of tonnage in storage and storage space occupied at the end of each reporting period in the format shown in figure 6-5 or 6-6, as applicable. Tons and space pertaining to materiel in storage for depot property, general and direct support maintenance, and

organizational supply rooms will be excluded from this summary. (This does not exclude space occupied by materiel for these organizations from main report (item 20, table 6-2).)

6-21. Codes used by installations (table 6-1) reporting storage space management on DD Form 805.

a. Reports will be submitted annually (A) or semiannually (L) as indicated in the column titled "Report."

b. The installation identity code will be furnished by DA upon request.

c. Changes to table 6-1 caused by activation's, changes in name, principal function or other such actions will be reported through reporting channels to the Commander, AMC, ATTN: AMCSU-BS, so the listing can be kept current. This also applies to installations, not currently required to report, which expand covered storage space to 50,000 GSF or more.

(1) Changes will be reported to the Commander, AMC, ATTN: AMCSU-BS, within 45 days after the effective date of the activation etc.

(2) In case of oversea activation's, inactivation's, changes in name, prime mission or category of materiel stored, corrections to listing will be accompanied by a copy of the authorizing document. Grouping of installation/activities under one command does not remove the necessity for reporting by installation/activity and will not be considered an activation.

(3) Inactivated installations will be deleted from this listing when a "final report" is submitted in accordance with item 47, table 6-2. Oversea "final reports" will be accompanied by a copy of the authorizing document.

d. Names of installations and locations are automatically entered in the computer and are not required to be transmitted.

Table 6-1
Installations Required to Report Storage Space Management on DD Form 805
In view of mechanization, any change which has not been confirmed as of report cutoff will be shown under "Remarks" only, citing basis and date of request.

Overseas Installations	Report	Installation	Installation identity code	Location
England	L	Burtonwood Army Depot	CVAP	Burtonwood
	L	Caerwent Depot Activity (Burtonwood AD)	CWEZ	Caerwent
	L	Hythe Depot Activity (Burtonwood AD)	LGXX	Hythe
Germany	A	A Pub and Tng Aids Cen, Europe	GYRW	Frankfurt-Main
	A	Airfield Griesheim	JRAZ	Darmstadt
	A	Army Maintenance Plant (Boeblingen)	BXAU	Boeblingen
	L	Army Maintenance Plant (Ober-Ramstadt)	SFDG	Ober-Ramstadt
	A	Andrews Barracks	BKDQ	Berlin
	A	Atterberry Supply Area	MKFV	Frankfurt-Main
	A	Augsburg Supply Center	ARMN	Augsburg
	A	Baumholder Storage Area	MLAO	Baumholder
	A	Berlin Warehouse	YSJC	Berlin
	A	Bruchsal Storage Area	CPTM	Bruchsal
	L	Bueschfeld Storage Area	CVCR	Bueschfeld
	A	Class I Point	YURC	Giessen
	L	Cold Stores Activity, Bremerhaven	CHCQ	Bremerhaven
	L	Cold Stores Activity, Kaiserslautern.	GBLW	Kaiserslautern
	A	Community Support Center	KKLD	Heidelberg
	A	Conn Barracks	VDEA	Schweinfurt
	A	Dahn Supply Point 972	EZJS	Dahn
	L	Different Storage Area	BQSR	Different
	A	East Camp and Training Area	JEMW	Grafenwehr
	A	EES General Depot	JUPP	Giessen
	A	EES Hq. Frankfurt	GMMT	Frankfurt-Main
	L	Einsiedlerhof Army Med Depot	FTUC	Einsiedlerhof
	A	Engineer Area	UDHY	Frankfurt-Main
	A	Engineer Area, Fulda	HMPY	Fulda
	A	Equipment Maintenance Center	LXTH	Kaiserslautern
	A	Erbach Area, Vielbrunn	FRRJ	Erbach
	A	European Exchange Service Facility	JMST	Gruenstadt
	A	Faulenberg Kaserne	ZKBY	Wuerzburg

Table 6-1

Installations Required to Report Storage Space Management on DD Form 805

In view of mechanization, any change which has not been confirmed as of report cutoff will be shown under "Remarks" only, citing basis and date of request.—Continued

Report	Installation	Installation identity code	Location
A	Ferris Barracks	GCVR	Erlangen
L	Fischbach Army Depot	GRKT	Ludwigswinkel
A	Fliegerhorst Langendiebach	MTUC	Hanau
A	Flint Kaserne	ATLP	Bad Toelz
A	Funker Kaserne	GEZL	Essingen
A	Gabligen Kaserne	HNUD	Augsburg
A	Garmisch Kaserne	HSMD	Garmisch
A	General Hospital	MTLU	Landstuhl
L	Gerbach Depot Activity, Miesau AD	HWAU	Gerbach
L	Germersheim Army Depot	HWCT	Germersheim
L	Gerszewski Barracks	HWGL	Karlsruhe
A	Giessen Sub-Post Activity	HWYZ	Giessen
A	Grossauheim, Kaserne	JRRR	Hanau
A	Hale Supply Area	FAWH	Darmstadt
L	Haustadt Storage Area	LLSA	Haustadt
A	Herzo Base	KMWG	Herzogenaurach
L	Kaiserslautern Army Depot	LXPB	Kaiserslautern
A	Kriegsfeld Supply Point 952	MLMT	Kriegsfeld
A	Lampertheim Storage Area	MSVQ	Lampertheim
A	Leighton Barracks	ZUZY	Wuerzburg
A	Linkenheim-Hochstetten Storage Area	KUQW	Linkenheim
A	Ludwigsburg Warehouse	NVBB	Ludwigsburg
A	Mainz Army Plant	JBYZ	Mainz
A	Mannheim Service Center	PBJP	Mannheim
A	McNair Barracks	BKDX	Berlin
L	Miesau Army Depot	QEYK	Miesau
L	Miesau Depot Activity Abrest, Miesau	MKBF	Pfalzweilerwald
A	Muenster Supply Area	RCKW	Muenster
A	Muna Kupfer	VCTX	Schwaebisch-Hall
L	Nahbollenbach Depot Activity (Kaiserslautern AD)	RESE	Nahbollenbach
L	Neureut Kaserne	RMJW	Neureut
A	Nurnberg Storage Area	SDSB	Nurnberg
A	Pioneer Kaserne	KBFX	Hanau
L	Pirmasens, Depot Activity Abrest	KFLD	Pirmasens
L	Pirmasens Depot Activity, Cave Area	KVPG	Pirmasens
L	Pirmasens Depot Activity, Germersheim	TGYC	Pirmasens
A	Post Support Facility	SFZT	Offenbach-Main
A	Prestock Facility	VYHK	Spabruecken
A	QM Area	UKXB	Pirmasens
A	Quartermaster Facility	SPVU	Kaiserslautern
A	Reclamation Point	PCXM	Marburg
A	Reese Barracks	ARMK	Augsburg
L	Rhine Barracks	UDJC	Kaiserslautern
A	Rodelheim Supply Area	UKHJ	Frankfurt-Rodelheim
A	R-U and QM Area	ATHR	Bad Kreuznach
A	Shopping Service Center	LYYN	Karlsruhe Sub-Dist
A	Smith Barracks	AZEN	Baumholder
A	South Camp	XZCD	Vilseck
A	Special Service Depot	APGD	Aschaffenburg
L	Spinelli Barracks and Sup Det	VYZP	Mannheim
A	Storage and Range Area	AFVD	Bamberg
A	Storage and Range, Osterhols	NUBB	Ludwigsburg
A	Strub Kaserne	BHXR	Bischofswiesen-Strub
A	Sullivan Barracks	VYYX	Mannheim
A	Supply Center, Neu-Ulm	RLTZ	Neu-Ulm
A	Taylor Barracks	XYGO	Mannheim
A	Tompkins Barracks	VDGN	Schwetzingen
A	Training Area, Hohenfels	KVPD	Hohenfels
A	Training and Storage Area	HBBH	Friedberg-Koepfgen
L	Urexweiler Storage Area	UTUG	Urexweiler
A	US Forces Support District	CHGW	Bremerhaven
A	Viernheim Storage Area	XYGD	Viernheim
A	Wallace and McGee Barracks	WKLB	Stuttgart
A	Walldorf Support Area	YJES	Walldorf-Hesse
L	Weilerbach Depot Activity, Miesau	YQXM	Weilerbach
A	Wertheim Supply Point 6J	YSJG	Wertheim
A	Camp Wildflecken	SEZV	Wildflecken
A	Wildflecken Supply Point	YYSN	Wildflecken
L	Winterhauch Storage Site	KESE	Winterhauch
A	Wm. O. Darby Kaserne	HNLP	Furth

Table 6-1

Installations Required to Report Storage Space Management on DD Form 805

In view of mechanization, any change which has not been confirmed as of report cutoff will be shown under "Remarks" only, citing basis and date of request.—Continued

Overseas Installations				
Report	Installation	Installation identity code	Location	
Italy				
L	Leghorn Army Depot	ERSM	Livorno	
Japan				
L	Akizuki Army Depot	ADFD	Akizuki Eta-Ji	
A	Army Transportation Agency	ZNLS	Yokohama	
L	Hiro Depot Activity, Akizuki AD	KTYL	Hiro-Machi Kure-Shi	
L	Kawakami Depot Activity (Akizuki AD)	JVPH	Hachihonmatsu	
A	Printing and Pub Cen, Japan	LZVK	Kawasaki-Shi	
A	Sagami Army Installation	UQGA	Sagamihara	
A	Yokohama Actv, Sagami Army Instl	ZLNQ	Yokohama	
A	Camp Zama	EVKB	Zama-Machi	
Korea				
A	Anyang Supply Activity	ALVK	Anyang	
L	Camp Carroll Army Depot	YFEB	Waegwan	
A	Hwedok Storage Activity	ERAM	Hwedok	
A	Manson Depot	RKVP	Manson	
L	Pusan Army Depot	TVJG	Pusan	
L	Songhwan Storage Activity	VXGS	Songhwan	
A	Supply Point 51, Yongsan Dist Cmd	TVJJ	Yongsan	
A	Uijongbu Supply Point 56	XMVG	Uijongbu	
A	Kovang Storage Activity	MLLG	Koyang	
Okinawa				
L	Chibana Army Depot	DPKL	Okinawa City	
L	Kenoko Army Depot	KLXG	Kenoko	
L	Makiminato Service Area	NWQX	Makiminato	
A	Camp Zukeran	WLPN	Zukeran	
CONUS Installations				
AMC				
L	Anniston Army Depot	AKWQ	Anniston, AL	
L	Blue Grass Depot Activity (Lexington-Blue Grass AD)	BVJS	Richmond, KY	
L	Coosa River Storage Annex	EKSO	Talladega, AL	
L	Letterkenny Army Depot	NDAM	Chambersburg, PA	
L	Lexington-Blue Grass Army Depot	NEKS	Lexington, KY	
L	Navajo Depot Activity (Pueblo AD)	RHZR	Bellemont, AZ	
L	New Cumberland Army Depot	RPCI	New Cumberland, PA	
L	Pueblo Army Depot	TUFL	Pueblo, CO	
L	Red River Army Depot	UAUW	Texarkana, TX	
L	Sacramento Army Depot	UPWJ	Sacramento, CA	
L	Savanna Army Depot	UZVD	Savanna, IL	
L	Seneca Army Depot	VHAV	Romulus, NY	
L	Sharpe Army Depot	VLLM	Lathrop, CA	
L	Sierra Army Depot	VRES	Herlong, CA	
L	South Area, Tooele Army Depot	FFFC	St. John, UT	
L	Camp Stanley Depot Activity (Red River AD)	ASAZ	San Antonio, TX	
L	Tobyhanna Army Depot	WXVE	Tobyhanna, PA	
L	Tooele Army Depot	XABS	Tooele, UT	
L	Umatilla Depot Activity (Tooele AD)	XNHN	Hermiston, OR	
L	Fort Wingate Depot Activity	HLXO	Gallup, NM	
ARMCOM (AMC)				
A	Alabama Army Plant	ADJT	Childersburg, AL	
A	Badger Army Plant	ATNL	Baraboo, WI	
A	Burlington Army Plant	CULG	Burlington, NJ	
A	Cornhusker Army Plant	EMPY	Grand Island, NE	
A	Frankford Arsenal	GYKS	Philadelphia, PA	
A	Holston Army Plant	KXXX	Kingsport, TN	
A	Indiana Army Plant	LLOG	Charleston, IN	
A	Iowa Army Plant	LNLM	Burlington, IA	
A	Joliet Army Plant	LVTO,	Joliet, IL	
A	Joliet Army Plant (Kankakee)	LYFM	Joliet, IL	
A	Kansas Army Plant	LYKN	Parsons, KS	
A	Lake City Army Plant	MQUZ	Independence, MO	
A	Lone Star Army Plant	NPMM	Texarkana, TX	
A	Longhorn Army Plant	NQDZ	Marshall, TX	
A	Louisiana Army Plant	NSNZ	Shreveport, LA	
A	Milan Army Plant	QFNJ	Milan, TN	
A	Newport Army Plant	RUGN	Newport, IN	
A	Picatiny Arsenal	TFCT	Dover, NJ	
A	Pine Bluff Arsenal	TGAW	Pine Bluff, AR	
A	Radford Army Plant (New River U)	TWUT	Radford, VA	

Table 6-1

Installations Required to Report Storage Space Management on DD Form 805

In view of mechanization, any change which has not been confirmed as of report cutoff will be shown under "Remarks" only, citing basis and date of request.—Continued

Oversea Installations	Report	Installation	Installation identity code	Location
	A	Radford Army Plant	TWUS	Radford, VA
	A	Ravenna Army Plant	TZRL	Ravenna, OH
	A	Rock Island Arsenal	UJHQ	Rock Island, IL
	A	Rocky Mountain Arsenal	UKEV	Denver, CO
	A	Sunflower Army Plant	WMMC	Lawrence, KS
	A	Twin Cities Army Plant	XLEZ	New Brighton, MN
	A	Volunteer Army Plant	YASZ	Chattanooga, TN
	A	Watervliet Arsenal	YNKR	Watervliet, NY
ECOM (AMC)				
	A	Fort Monmouth	HHYL	Red Bank, NJ
MICOM (AMC)				
	A	Redstone Arsenal	UBHS	Redstone Arsenal, AL
TACOM (AMC)				
	A	Detroit Arsenal	FFKF	Warren, MI
	A	Lima Army Modification Center	NFMT	Lima, OH
	A	Pontiac Storage Facility	TMEH	Pontiac, MI
TECOM (AMC)				
	A	Aberdeen Proving Ground	AAMP	Aberdeen, MD
	A	Dugway Proving Ground	FMGN	Dugway, UT
	A	Jefferson Proving Ground	LTYT	Madison, IN
	A	White Sands Missile Range	YVZN	Las Cruces, NM
	A	Yuma Proving Ground	ZRCF	Yuma, AZ
TROSCOM (AMC)				
	A	Natick Laboratories, Annex	RHTG	Maynard, MA
FORSCOM				
	A	Fort Bragg	HCTL	Fayetteville, NC
	A	Camp Bullis	ERLM	San Antonio, TX
	A	Fort Campbell	HDBL	Clarksville, TN
	A	Fort Carson	HDDL	Colorado Springs, CO
	A	Fort Clayton	HOHM	Balboa, CZ
	A	Fort Devens	HEHL	Ayer, MA
	A	Fort Douglas	HEPT	Salt Lake City, UT
	A	Camp Drum	EUVG	Watertown, NY
	A	Fort George G. Meade	HEZQ	Odenton, MD
	A	Fort Gillem	AQMV	Forest Park, GA
	A	Fort Greely	HFFZ	Delta Junction, AK
	A	Fort Hamilton	HFHZ	Brooklyn, NY
	A	Fort Hancock	HFKZ	Highlands, NJ
	A	Fort Hood	HFTZ	Killeen, TX
	A	Hunter Army Air Field	LEKF	Savannah, GA
	A	Indiantown Gap Mil Reservation	LLLB	Annville, PA
	A	Fort Jonathon M. Wainwright	HFZZ	Fairbanks, AK
	A	Fort Kamehameha	HGFQ	Honolulu, HI
	L	Kapalama Military Res (Schofield)	LYRZ	Honolulu, HI
	L	Kipapa Storage Site	YFKW	Wahiawa, HI
	A	Fort Lewis	HGUH	Tacoma, WA
	A	Fort MacArthur	HHEL	San Pedro, CA
	A	Camp McCoy	ETMB	Sparta, WI
	A	Fort McPherson	HHQL	Atlanta, GA
	A	Presidio of San Francisco	TSRD	San Francisco, CA
	A	Fort Richardson	HJZH	Anchorage, AK
	A	Fort Riley	HKBN	Junction City, KS
	A	Fort Sam Houston	HKHN	San Antonio, TX
	L	Schofield BKS Mil Res	VCHR	Wahiawa, HI
	L	Fort Shafter (Schofield)	HKJN	Honolulu, HI
	A	Fort Sheridan	HKLM	Highwood, IL
	A	Fort Stewart	HKUZ	Hinesville, GA
	A	Fort Tilden	HKYZ	Rockaway Park, NY
	A	Fort Totten	HKZZ	Flushing, NY
	A	Port of Corozal	EMXX	Corozal, CZ
	A	Vancouver Barracks	XUEX	Vancouver, WA
	A	Fort Wadsworth	HLEC	Staten Island, NY
	A	Yakima Firing Center	ZLJW	Yakima, WA
TRADOC				
	A	Fort Belvoir	HCHL	Accotink, VA
	A	Fort Benjamin Harrison	HCKL	Indianapolis, IN
	A	Fort Benning	HCML	Columbus, GA
	A	Fort Bliss	HCRL	El Paso, TX
	A	Carlisle Barracks	DCWX	Carlisle, PA
	A	Fort Dix	HEKP	Wrightstown, NJ
	A	Fort Eustis	HERT	Lee Hall, VA

Table 6-1

Installations Required to Report Storage Space Management on DD Form 805

In view of mechanization, any change which has not been confirmed as of report cutoff will be shown under "Remarks" only, citing basis and date of request.—Continued

Overseas Installations				
	Report	Installation	Installation identity code	Location
	A	Fort Gordon	HFDZ	Grovetown, GA
	A	Hunter Liggett Military Reservation, Army	LEXN	Jolon, CA
	A	Fort Jackson	HGBZ	Columbia, SC
	A	Fort Knox	HGFZ	Fort Knox, KY
	A	Fort Leavenworth	HGNC	Leavenworth, KS
	A	Fort Lee	HGQH	Petersburg, VA
	A	Fort Leonard Wood	HGSH	Waynesville, MO
	A	Fort McClellan	HHJL	Anniston, AL
	A	Fort Ord	HJMC	Monterey, CA
	A	Camp Pickett	EUDB	Blackstone, VA
	A	Fort Polk	HJVH	Leesville, LA
	A	Presidio of Monterey	TSPX	Monterey, CA
	A	Fort Rucker	HKFN	Dalesville, AL
	A	Fort Sill	HKNN	Lawton, OK
	A	Fort Story	HKVZ	Virginia Beach, VA
USACC	A	Fort Huachuca	HFVZ	Sierra Vista, AZ
	A	Fort Ritchie	HKCN	Cascade, MD
USAHSC				
	A	Fitzsimons General Hospital	GRRY	Denver, CO
	A	Walter Reed Army Medical Center	YJQF	Washington, DC
MDW				
	A	Cameron Station	CYNX	Alexandria, VA
	A	Fort Lesley J. McNair	HHNL	Washington, DC
	A	Fort Myer	HJCQ	Arlington, VA
MTMC				
	A	Military Ocean Terminal Bayonne	ATZY	Bayonne, NJ
	A	Oakland Army Terminal	SETE	Oakland, CA
ODCSPER				
	A	US Military Academy	YDHZ	West Point, NY
USASA				
	A	Vint Hill Farms	XZPR	Warrenton, VA

Table 6-2

How to Complete DD Form 805

Item	A To complete	B Enter
	<i>Heading:</i>	
1	Block 1, report date	Last digit of calendar year and 06 for June and 12 for December to represent the 'as of' date.
2	Block 2, frequency	'A' for annual or 'L' for semiannual.
3	Block 3, installation code	Four-character alpha identity code.
4	Block 4, service	'A' for Army.
5	Block 5, installation	Name of the installation.
6	Block 6, city name	Name of city as shown in table 6-1. On initial reports, enter the name of the nearest city or town and the state or country.
7	Block 7, state/country	The state or country in which the installation is located
8	Data submission instructions	Specific instructions pertaining to preparation of data submission cards are contained in figure 6-2.
SECTION A—Gross Storage Space (sq ft)		
	<i>Line:</i>	
9	1 Prior 30 June Report	Under columns (b) through (i), the amount of gross storage space (sq ft) as reported on line 2 on the prior June 30 report. These lines <i>must</i> agree; if the prior data were incorrect, indicate under 'Remarks' the correct information. Installations reporting for the first time enter 'None—Initial Report.' (No keypunched data submission card is required for line 1.)
10	2 This report	Under columns (b) through (i), all of the gross storage space (sq ft) at the installation or activity (regardless of its location or the purpose for which the space being used was designed or is designated) which is assigned or used for any operation concerning storage or the support of storage functions at the installation or activity (para 6-18b(1) and (2)). Explanations will be furnished under 'Remarks' for any deviation from line 2 of the prior June report. Installations reporting semi-annually will include all deviations since prior June, even though such deviations were shown on prior 31 December report, as outlined under 'Remarks' column below.

Table 6-2
How to Complete DD Form 805—Continued

Item	Heading;	A To complete	B Enter
11	3 Unusable		Under columns (b) through (h), the amount of gross storage space (sq ft) included in the following defined categories: a. Space so deteriorated that it fails to provide a sufficient protective environment for the storage of materiel. b. Space that is unsafe for any storage purpose or operation. c. Space that because of its location is an unwarranted security risk or its occupancy would be in violation of local safety ordinance. (No data entry is required on line 3, column (i).)
12	4 Standby		Under columns (b) through (h), the amount of gross storage space (sq ft) in standby status which is contained in <i>completely empty</i> covered structures or open improved areas which is not required to support the installation's mission and which has been secured. This entry will not include vacant Y-sites (site with earthen barricade on four sides). Igloos currently used as fallout shelters will be included and identified under "Remarks." Space in completely empty sections of covered structures that can be isolated and locked is authorized to be placed into standby. (No data entry is required on line 4, column (i).)
13	5 Outgranted to non-DOD users		Under columns (b) through (i), the amount of gross storage space (sq ft) which is outleased, licensed, or permitted to private or non-DOD Government (Federal, state, county, local, or foreign) agencies <i>for their operation</i> . This includes all space which is allocated, assigned, or used for the storage of materiel other than that owned by the Department of the Army, Navy, Air Force, Marine Corps, or Defense Supply Agency. For purposes of this report, materiel or supplies belonging to all other defense agencies will be treated as non-DOD materiel. Include space outleased to private industry on a landlord-tenant basis for which rent is paid by the lessee. Also, space classified as storage space at the time it was outleased, licensed, or permitted, even though it is not now being used for storage purposes. Show under "Remarks" the complete agency names, the company or companies concerned, and the amount of gross space (covered and open separately) used, assigned, or allocated to each. Exclude gross space licensed, permitted, or operated under a cross-servicing agreement to other military services, agencies of DOD or to, federalized National Guard units.
14	6 Outgranted to DOD users		Under columns (b) through (i), the amount of gross storage space (sq ft) which is licensed or permitted to military services or agencies of DOD <i>for their operation</i> . Include space classified as storage space at the time it was licensed or permitted even though it is not now being used for storage purposes. Exclude space which is common/cross-serviced. Show under "Remarks" the agency name and the amount of gross space (covered and open separately) licensed or permitted to each.
15	7 Space used for storage operation		Under columns (b) through (i), the amount of gross storage space (sq ft) used for storage operations by subtracting the sum of lines 3, 4, 5, and 6 from line 2. (No keypunched data submission card is required for line 7.)
16	8 Aisles, structural loss, support space		Under columns (b) through (i), the amount of gross storage space (sq ft) used in support of storage functions at the installation (e.g., areas used for preservation and packaging, assembly, packing and crating, container manufacturing, receiving, shipping, inspection and identification, administrative storage offices, employee rest areas, tool rooms, time clock areas, battery charging stations, and other similar support functions). Also, include the amount of space used for aisles, including aisles in bin and rack areas, plus the amount not usable for storage because of construction features or physical characteristics. Within covered storage areas, such items as toilets, posts, firewalls, elevator shafts, stair wells, ramps, steam pits, switch panels, loading wells, and door clearances will be considered structural loss. Within improved open storage areas such additional items as firebreaks, streams, stream beds, railroad tracks and clearances maintained for utility lines should be considered as structural loss.
SECTION B—Net Storage Space			
17	9 Total square feet		Under columns (b) through (i), the amount of net storage space (sq ft) at the installation. This includes floor area upon which bins or racks are erected plus floor area upon which bulk materiel can be stored. Determine space by subtracting line 8 from line 7. (No keypunched data submission card is required for line 9.)
18	10 Total cubic feet		Under columns (b) through (i), the amount of total net cubic feet by multiplying the amount on line 9 by the unobstructed stacking height permitted by safety restrictions. To accumulate net cubic space for <i>covered</i> storage, multiply the unrestricted stacking height for each facility by that facility's net square feet, then total the amount for all facilities. Cubic space in improved open storage will be computed by multiplying net storage space (sq ft) by an average stacking height of 10 feet. Cubic space in unimproved open storage, for recording in column (i), will be actual occupancy.

Table 6-2
How to Complete DD Form 805—Continued

Item	A To complete Heading:	B Enter
19	11 Attainable cubic feet	<p>Under columns (b) through (i), the amount of net cubic feet available for the storage of materiel. These entries will be the results of adding the amounts of cubic space in bin, rack, and bulk areas. Amounts will be computed as follows:</p> <p>a. Bin cubic capacity is the product of the bins' outside dimensions, length, width and height (LXWXH). Cubic space available above the bins <i>will not</i> be included in the net available cubic space unless actually occupied by stored materiel or supplies.</p> <p>b. Rack cubic capacity is the product of the racks' outside dimensions, length, width and height (LXWXH). Cubic space above the racks <i>will</i> be included to the extent that use of such space is permitted by safety limitations and the capacity of available materials handling equipment (MHE).</p> <p>c. Bulk cubic capacity will be the product of the net square feet used for bulk storage multiplied by the stacking height permitted by safety restrictions and floor load limitations attainable with available MHE and storage aids, as appropriate. Cubic space beyond the reach of available MHE lift height and floor load limitations will not be reported even though safety limitations or permissible stacking height have not been attained. (The cubic capacities reported on this line are limited to those attainable under present storage arrangements and achieved with available equipment, i.e., storage aids, and MHE.)</p> <p>d. Open improved cubic capacity will generally be computed by using an average stacking height of 10 feet. where local conditions and actual commodity characteristics dictate a specific stacking height, the latter will apply.</p> <p>e. Open unimproved cubic capacity will be that actually occupied and reported on line 13.</p>
20	12 Occupied square feet	<p>Under columns (b) through (i), the amount of total square feet (line 9) which is occupied by bins, racks and materiel in covered and open bulk storage areas. Bin and rack space is considered occupied whether or not materiel is stored therein. Space vacant due to restrictions by quantity–distance factors, storage compatibility limitations, or criticality limitations will be considered occupied. Exclude space occupied by materiel reported on lines 5 and 6. Include space occupied by materiel for such activities as depot property, organizational field maintenance, organizational (company, battalion) supply rooms and common/cross–service stored materiel.</p>
21	13 Occupied cubic feet	<p>Under columns (b) through (i), the cubic feet represents the capacity of occupied bins and racks and occupied covered and open bulk storage space including bulk space above floor areas (line 13a plus line 13b). a. Bin and rack occupancy in cubic feet will be based on the cubic space usable for the storage of materiel (line 11), i.e., the product of the outside dimensions (LXWXH) of all available bins and racks. This will generally be a one–time total unless bins and racks are newly constructed or dismantled and removed. b. Bulk occupancy in covered storage areas will be an average based on a quarterly survey of random selected bulk locations from each storage facility. The areas selected for survey of bulk cubic space occupancy will be determined by the individual installation or activity. Areas to be surveyed should be based on a system of bulk grid locations with at least 20 grids selected within each section of a storage facility. Measure the actual height of materiel in the selected locations and determine an average stacking height for the entire storage facility. Compute corresponding cubic occupancy by multiplying the average stacking height by the square feet occupied for each facility surveyed. c. Occupancy of improved open storage space will be based on the square feet occupied times the average stacking height of 10 feet. d. Occupancy of unimproved open storage space will be actual occupancy. (No key-punch data submission card required for line 13).</p>
22	13a Army materiel	<p>Under columns (b) through (i), that amount of cubic space occupied by Army–owned materiel.</p>
23	13b Common/cross–serviced	<p>Under columns (b) through (i), the amount of cubic space that is common/cross–serviced. Exclude that space reported on lines 5 and 6. (No data submission card is required for line 13b.)</p>
24	13b(1) DOD materiel	<p>Under columns (b) through (i), that portion of line 13b which is occupied by DOD materiel. This includes space occupied by household goods and personal effects belonging to military service personnel. Exclude space reported on line 6.</p>
25	13b(2) Non–DOD materiel	<p>Under columns (b) through (i), that portion of line 13b which is occupied by non–DOD materiel. Exclude space reported on line 5.</p>
26	14 Vacant square feet	<p>Under columns (b) through (h), the amount of vacant net storage space in square feet. Space occupied by empty pallets or dunnage in support of storage operations will be reported as vacant. Covered space used for employee parking will be considered vacant. Vacant space in front of stacks which can be used only to store like items will also be reported as vacant. Vacant open unimproved space will not be reported. This entry will be the difference in square feet between lines 9 and 12. (No keypunched data submission card is required for line 14.)</p>
27	15 Vacant cubic feet	<p>Under columns (b) through (h), the amount of vacant net storage space in cubic feet. This entry will be the difference in cubic feet between lines 11 and 13. (No keypunched data submission card is required for line 15.)</p>

Table 6-2
How to Complete DD Form 805—Continued

Item	A To complete	B Enter
28	16 Unobligated square feet	Under columns (b) through (h), that portion of line 14 in square feet that is not obligated to any future requirement. (No data entry is required on line 16, column (i).)
29	17 Unobligated cubic feet	Under columns (b) through (h), the estimated portion of line 15 in cubic feet that is not obligated to any future requirement. (No data entry is required on line 17, column (i).)
30	18 Recoupable cubic feet through rerehousing	Under columns (b) through (g), the amount of cubic space in occupied locations (from line 13) that can be recouped through rerehousing. (No data entry is required on line 18, columns (h) and (i).)
SECTION C—Storage Space Analysis (net cubic feet)		
31	19 Requirements next fiscal year	Under columns (b) through (h), that amount of net cubic space required to satisfy the obligated requirements for the next fiscal year. Requirements for materiel currently stored in open unimproved space (column (i)) will be shown under the appropriate column(s). (No data entry is required on line 19, column (i).)
32	20 Recoupable with additional resources	Under columns (b) through (h), the sum of the following: a. The difference between line 10 (total cubic feet) and line 11 (attainable cubic feet.) b. That obtainable through the reactivation of standby and the retrieving of out-granted space; these gross quantities will be adjusted by the ratios existing between line 10 (total cubic space) and line 7 (gross storage space used for storage operations) to yield a statement of net cubic feet per gross square foot. (No data entry is required on line 20, column (i).)
33	21 Requires major repair/modification	Under columns (b) through (h), the net cubic feet in need of major repair/modification to raise it to an adequate status for storage purposes. (Adequate status/condition is as specified in DOD 4145.19-R.) The repairs/modifications to be reported are those estimated to cost \$50,000, or more, for each structure or open storage area. (No data entry is required on line 21, column (i).)
34	22 Requires replacement	Under columns (b) through (h), the net cubic feet of space, in need of replacement, for which there is a continuing requirement and the repair of which is not economically justifiable. (No data entry is required on line 22, column (i).)
SECTION D—Five Year Storage Space Requirements (net cubic feet) for Years 2 through 5		
35	23 Attainable	Under columns for each fiscal year, those net cubic feet shown on line 11, columns (b) through (h), adjusted as needed to reflect ongoing programmed changes.
36	24 Requirements	Under columns for each fiscal year, the cubic space required to satisfy the projected requirements.
37	25 Excess (+ plus)/ deficit (- minus)	Under columns for each fiscal year, the differences obtained by subtracting line 24 from line 23. (No keypunched data submission card is required for line 25.)
38	26 Recoupable with additional resources	Under columns for each fiscal year, those quantities of both covered and open space computed for line 20, with adjustments, as appropriate.
39	(b) Total covered	Total amount of covered space reported under columns (c), (d), (e), (f), and (g). Storage areas used for employee parking will be included and reported as vacant.
40	(c) General purpose, controlled humidity, flammable, hazardous	All storage space in buildings designed for storage purposes, including those with space equipped with humidity control devices, areas specially designed for storage of highly flammable materiel, and storage of hazardous commodities.
41	(d) Freeze/chill	All refrigerated storage space in which temperature can be controlled below a level of 32°F (freeze) and/or between 32°F and 50°F (chill).
42	(e) Shed	All space in nonwarehouse buildings without completed side and end walls. (Exclude X-sites and transitory-type shelters.)
43	(f) Igloo and magazine	All space in earth-covered structures of concrete and/or steel and above ground warehouse-type structures which were designed for storage of ammunition and explosives, or loaded or inert ammunition components.
44	(g) Other	All space assigned for storage operations within any structure designed for other than storage purposes; e.g., barracks, dry tanks, hangars, transitory shelters, X-sites, and quonset buildings. A-frames are not considered covered space. A transitory shelter is a prefabricated sectional, metal structure, normally with complete sides and ends but without utilities, classed as a storage aid rather than a real property facility.
45	(h) Improved	All space in open areas being used for storage purposes, which has been graded and hardsurfaced or prepared with topping of some suitable materiel so as to permit effective materials handling operations, e.g., concrete, black top (tar or asphalt surface), crushed stone or gravel. Such space includes barricades but does not include space surrounding the site which is restricted for safety-distance factors. Gravel space, which will not permit the operation of MHE may be reported under unimproved space, with an explanation furnished under "Remarks" on DD Form 805. Y-Sites will be included only when occupied. Open space used for employee parking will not be included.
46	(i) Unimproved	All space in open areas which has not been surfaced but which is actually in use (occupied) for storage purposes. Vacant unimproved areas will not be included.

Table 6-2
How to Complete DD Form 805—Continued

<i>Item</i>	<i>Heading;</i>	<i>A To complete</i>	<i>B Enter</i>
47	REMARKS	<p>The following information as applicable.</p> <p>a. Installations reporting for the first time will cite the date of activation of the installation, its primary function, and a brief description of the types of materiel to be stored. Enter on line 1 "Initial Report."</p> <p>b. An installation or activity scheduled for inactivation will cite the proposed date of inactivation. When known, the actual effective date and authority will be shown. When an installation or activity is to be completely closed out, the last report submitted will be marked "Final Report." In the event an installation is completely closed out between reporting periods and the last report submitted was not marked "Final Report," a special report marked "Final Report" will be submitted to reflect any changes which may have taken place since prior report.</p> <p>c. Explanations will be given for any changes in amounts or types of covered and open improved storage space involving 5,000 gross square feet or more of covered space or 20,000 gross square feet or more of open improved space.</p> <p>d. The amount of gross space (covered and open separately) outgranted to each of the other DOD military services, DSA, and to each of the non-DOD users.</p> <p>e. The amount of space placed in or taken from standby status.</p>	

STORAGE SPACE MANAGEMENT REPORT	ITEM (Unit of Measure in Thousands) (e)	COVERED SPACE					OPEN SPACE		
		TOTAL COVERED (b)	GP CH FLN HAZ (c)	FREEZE C-HILL (d)	SHED (e)	IGLOO AND MAGAZINE (f)	OTHER (g)	IMPROVED (h)	UNIMPROVED (i)
SECTION A - GROSS STORAGE SPACE (Sq. Ft.)			32-38	39-45	46-52	53-59	60-66	67-73	74-80
1. PRIOR 30 JUNE REPORT									
2. THIS REPORT									
3. UNUSABLE									
4. STANDBY									
5. OUTGRANTED TO NON-DOD USERS									
6. OUTGRANTED TO DOD USERS									
7. USED FOR STORAGE OPERATION (Line 2, Minus Lines 3, 4, 5, and 6)									
SECTION B - NET STORAGE									
8. AISLES, STRUCTURAL LOSS, SUPPORT SPACE									
SECTION C - STORAGE SPACE ANALYSIS (Net Cubic Feet)									
9. TOTAL SQUARE FEET (Line 7, Minus Line 8)									
10. TOTAL CUBIC FEET									
11. ATTAINABLE CUBIC FEET									
12. OCCUPIED SQUARE FEET									
13. OCCUPIED CUBIC FEET (Line 12 x 170)									
14. VACANT CUBIC FEET (Line 11 Minus 13)									
15. UNOBLIGATED SQUARE FEET									
16. UNOBLIGATED CUBIC FEET									
17. REPAIRABLE CUBIC FEET THROUGH REWAREHOUSING (From Line 13)									
18. REPAIRABLE CUBIC FEET THROUGH REWAREHOUSING (From Line 13)									
19. REQUIREMENTS (Next Fiscal Year)									
20. REPAIRABLE WITH ADDITIONAL RESOURCES									
21. REPAIRABLE WITH MAJOR REPAIR/MODIFICATION									
22. REPAIRABLE REPLACEMENT									
SECTION D - FIVE YEAR STORAGE SPACE REQUIREMENTS (Net Cubic Feet) FOR YEARS 2 THRU 5									
23. ATTAINABLE									
24. REQUIREMENTS									
25. EXCESS (+ Plus)/DEFICIT (- Minus)									
26. REPAIRABLE WITH ADDITIONAL RESOURCES									
REMARKS: Shaded portions of form indicate areas where information will be completed by the reporting activity, but is not required for keypunching. Dotted areas indicate totals to be completed for balancing purposes prior to preparation of data submission cards; these totals will not be submitted as they are computed by the ANC Data Bank. Solid black areas indicate data not applicable.									

Figure 6-1. Balancing DD Form 805.

General Instructions 1. These instructions apply to entries on DD Form 805 required for data submission cards. Data submission cards will be prepared on general purpose card forms (GPCF's).

2. The following information is applicable to punched card layouts 1, 2, and 3. Card columns 1 through 14 of each card submitted will be completed as follows: (Use program card or gang-punch.)

Table ERR

<i>Card columns</i>	<i>Explanation</i>
1-3	Enter "805" to identify reporting form number.
4-5	Blank.
6-9	Enter installation identity code listed in table 6-1.
10-11	Enter month of report, 06 for June and 12 for December.
12	Enter last digit of calendar year of report (e.g., 7 indicates 1977).
13-14	Line number. Line numbers will be right-justified and zero-filled 02, 03, 04, etc.).

Notes:

¹ Header blocks, lines, or columns not listed will not be reported on punched cards since representative data will be automatically entered in computer records or developed by summary computation at the central data bank.

² Quantity fields will be punched only where a positive value entry is required. Zero quantities or fields without entries will be left blank.

³ Quantities will be right-justified with unused columns zero-filled.

⁴ Cards will not be keypunched for newly activated installations or subinstallations until such time as an installation identity code has been assigned.

TITLE: CARD LAYOUT 1, LINE NO. 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22

REPORT FORM NO. "885"	BLANK	INSTALLATION	IDENTITY	CODE	REPORT MONTH	CAL. YR. LAST DATED	LINE NUMBER	SUB-LINE ALPHA	SUB-LINE NUMERIC	COVERED SPACE							OPEN SPACE						
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)				
										GENERAL	CONTROLLED	HANDLED	FLAMMABLE	HAZARDOUS	FREXIDE	CHILL.	GRID	WOLCO	AND	MAGAZINE	OTHER	IMPROVED	UNIMPROVED

1. CARD COLUMNS 1 THROUGH 14 TO BE COMPLETED AS EXPLAINED IN GENERAL INSTRUCTIONS.
2. ENTER ALPHABETIC OR NUMERIC CHARACTER, AS APPLICABLE, FOR SUB-LINE ENTRIES IN CARD COLUMNS 15 AND 16.

Figure 6-2. Punched Card Layouts (data bank input).

TITLE: CARD LAYOUT 2, LINE NUMBERS 23, 24, AND 26 CARD FORMAT

FIELD TYPE	2D FY		3D FY		4TH FY		5TH FY																																																																
	COVERED	OPEN	COVERED	OPEN	COVERED	OPEN	COVERED	OPEN																																																															
REPORT FORM NO. "805"	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0																																																			
REPORT MONTH	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
INSTALLATION IDENTITY CODE																																																																							
LINE NUMBER																																																																							
BLANK																																																																							
CAL YR LAST DIG																																																																							
BLANK/NEG																																																																							
BLANK/NEG																																																																							

CARD COLUMNS 1 THROUGH 14 TO BE COMPLETED AS EXPLAINED IN GENERAL INSTRUCTIONS.

Figure 6-2. Punched Card Layouts (data bank input). Continued.

TITLE: CARD LAYOUT 3, REMARKS **CARD FORMAT**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																												
REPORT FORM NO. "885" BLANK														INSTALLATION IDENTITY CODE														REPORT MONTH														CAL YR LAST DIG														LINE NUMBER														SUB-LINE ALPHA														SUB-LINE NUMERIC														COM REP REFRA TO														REMARKS LINE NUMBER														REMARKS													

1. CARD COLUMNS 1 THROUGH 14 TO BE COMPLETED AS EXPLAINED IN GENERAL INSTRUCTIONS.
2. ENTER ALPHABETIC OR NUMERIC CHARACTER AS APPLICABLE FOR SUB-LINE ENTRIES IN CARD COLUMNS 15 AND 16.
3. CARD COLUMN 17 MUST BE PUNCHED TO DENOTE A REMARKS CARD: IT WILL BE PUNCHED (E.G., C, D, E, ETC.) TO INDICATE THE RESPECTIVE CARD COLUMN ON DEFORM 805 TO WHICH THE REMARKS PERTAINS. ENTER "X" FOR A GENERAL REMARK NOT DIRECTLY ASSOCIATED WITH A PARTICULAR REPORTABLE LINE, OR "1" IF THE REMARK REFERS TO A COMPLETE LINE AND NOT ONE CARD COLUMN ONLY.
4. IN CARD COLUMNS 18 AND 19, ENTER "01" FOR THE FIRST CARD, AND "02," "03," ETC. FOR EACH SUCCEEDING REMARKS CARD.
5. ENTER REMARKS IN CARD COLUMNS 20 THROUGH 81.

Figure 6-2. Punched Card Layouts (data bank input). Continued.

DEPARTMENT OF DEFENSE SERVICE—ARMY COMMAND—XXXXXX THOUSANDS OF SQUARE/CUBIC FEET
 STORAGE SPACE MANAGEMENT REPORT CSGLD 1339 AS OF DATE
 INSTALLATION IDENTITY CODE XXXX NAME OF INSTALLATION XXXXXXXXXXXX
 LOCATION XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX

	COVERED SPACE										OPEN SPACE
	TOTAL COVERED	GP CH FLAM HAZ	FREEZE CHILL	SHED	IGLOO MAG	OTHER	IMPROVED	UNIMPROVED			
A	B	C	D	E	F	G	H	I			
SECTION A											
GROSS STORAGE SPACE (SQ FT)											
01											
02											
03											
04											
05											
06											
07											
08											
SECTION B NET STORAGE											
09											
10											
11											
12											
13											
A. ARMY MATERIEL											
B. COMMON/CROSS SERVICED											
(1) DOD MATERIEL											
(2) NON-DOD MATERIEL											
14											
15											
16											
17											
18											
SECTION C STORAGE SPACE ANALYSIS											
NET CUBIC FEET											
19											
20											
21											
22											
SECTION D FIVE YEAR SPACE REQUIREMENTS											
(NET CUBIC FEET) FOR YEARS 2 THRU 5											
23											
24											
25											
26											

FY77 COVERED OPEN
 FY78 COVERED OPEN
 FY79 COVERED OPEN
 FY80 COVERED OPEN

Figure 6-3. Machine facsimile report, printout format.

TONS AND SPACE SUMMARY FOR POMCUS MATERIEL AT OVERSEA INSTALLATIONS

(M sq ft)

Controlled Humidity (CH) Storage Space				All Other Covered Storage Space (Less CH)				Open Storage Space ¹			
Net SF Occ.	Net SF Vacant	% Net Occ.	Tons O/H	Net SF Occ.	Net SF Vacant	% Net Occ.	Tons O/H	Net SF Occ.	Net SF Vacant	% Net Occ.	Tons O/H

¹Provide memo breakout of SF/tons for materiel occupying open storage space which requires covered storage space protection in accordance with section III, this chapter and SB 740-1.

Figure 6-4. POMCUS summary

TONS AND SPACE SUMMARY FOR CONUS INSTALLATIONS REPORTING SEMIANNUALLY

	COVERED STORAGE SPACE				OPEN STORAGE SPACE			
	Army-owned materiel		Non-Army-owned materiel		Army-owned ³ materiel		Non-Army-owned materiel	
Supplies	Tons	M sq ft ¹ occupied	Tons	M sq ft ¹ occupied	Tons	M sq ft ² occupied	Tons	M sq ft ² occupied
General								
Ammunition								

¹The total M sq ft occupied for covered Army-owned materiel and covered Non-Army-owned materiel for general supplies and ammunition can be equal to, but no more than the occupied space reported on line 12, column (b), of DD Form 805.

²The total M sq ft occupied for open Army-owned materiel and open Non-Army-owned materiel for general supplies and ammunition can be equal to, but no more than the total of the amount of occupied space reported on line 12, columns (h) and (i) of DD Form 805.

³Provide memo breakout of tons/MSF of materiel occupying open storage space which requires covered storage space protection in accordance with section III, this chapter and SB 740-1.

Figure 6-5. Tons and space summary

**TONS AND SPACE SUMMARY FOR OVERSEA INSTALLATIONS
REPORTING SEMIANNUALLY**

	<u>COVERED¹</u>		<u>OPEN²</u>	
	<u>Tons</u>	<u>M sq ft occupied</u>	<u>Tons³</u>	<u>M sq ft occupied</u>
GENERAL SUPPLIES TOTAL
a. Peacetime operating stocks
b. War reserves
(1) US
(2) Allied (Pacific)
(3) Non-POMCUS operational stocks*
AMMUNITION TOTAL
a. Peacetime operating stocks
b. War reserves
(1) US
(2) Allied (Pacific)
(3) Non-POMCUS operational stocks*

*Excludes POMCUS stocks reported in figure 6-4.

¹The total M sq ft occupied for covered space for general supplies and ammunition can be equal to, but no more than, the occupied space reported on line 12, column (b), of DD Form 805.

²The total M sq ft occupied for open space for general supplies and ammunition can be equal to, but no more than, the total amount of occupied space reported on line 12, columns (h) and (i), of DD Form 805.

³Provide memo breakout of tons/MSF of materiel occupying open space which requires covered storage space protection in accordance with section III, this chapter and SB 740-1. Identify entry to the applicable line above (e.g., general supplies, war reserves, allied).

Figure 6-6. Tons and space summary for overseas installations.

**Section III
COVERED AND OPEN STORAGE OF SUPPLIES**

6-22. Scope.

This section—

- a. Establishes DA policy for use of storage space.
- b. Establishes responsibility and criteria for determining items of supply for storage in CH, conventional warehouse, shed, and open storage space; identification of items as to required type of storage; and for positioning of items at installations having adequate and appropriate storage space.
- c. It applies to—
 - (1) The Deputy Chief of Staff for Logistics (DCSLOG) HQ AMC, major AMC subordinate commands and oversea commands.
 - (2) All DA CONUS installations and activities engaged in the storage of wholesale supplies and equipment. This section will be

implemented to the extent feasible by posts, camps, and stations worldwide.

6-23. Policy.

- a. Serviceable and economically repairable unserviceable supplies and equipment will be placed in warehouse storage to the extent of availability of such space. When warehouse space is unavailable items may be placed in shed storage. Open storage will be used only for those items designated in SB 740-1 as suitable for open storage.
- b. The prescribed relative humidity (RH) level (50 percent RH) for dehumidified storage will be achieved through dynamic dehumidification, air conditioning, or by using the moderating effects of the building and the natural environment. (Certification of the latter will be requested from AMC.)

6-24. Responsibilities.

- a. DALO-SMS-R is responsible for processing requests for warehouse space when major commands are confronted with storage

problems that cannot be resolved between interdepartmental storage offices. Such requests should be made under one of the following conditions:

(1) When supplies can be more economically positioned at an installation operated by another DOD component or Federal civilian agency, e.g., in order to avoid unnecessary backhauls.

(2) When lack of required type storage space at an installation of the requesting DOD component would result in the storage of supplies in a manner not in the best interest of the Government, and appropriate storage space is available in an installation operated by another DOD component or Federal civilian agency.

(3) When storage space available to one DOD component is insufficient to meet a requirement and such space can be made available at an appropriately located installation operated by another DOD component or Federal civilian agency.

b. The Commanding General, AMC, is responsible for—

(1) processing requests for covered space desired or required at facilities of other DOD components or Federal civilian agencies.

(2) Negotiating cross-servicing agreements for warehousing services at AMC supply depots in accordance with chapter 5.

(3) Forwarding requests for warehouse space to DALO-SMS-R when storage problems involving use of space and warehousing services are encountered which cannot be resolved with other interdepartmental storage offices.

(4) Insuring compliance with this section by AMC supply depots.

(5) Coordinating shipments of materiel into AMC supply depots and insuring that appropriate storage space is available to store the materiel.

(6) Preparing and maintaining in current status special item or mandatory storage requirements for publication in SB 740-1.

(7) Publishing changes to SB 740-1 by 1 May of each year.

c. Commanders, AMC, subordinate commodity commands, are responsible for identifying to AMC items under their jurisdiction requiring special mandatory storage environment for inclusion in SB 740-1.

d. Commanders of DA storage installations are responsible for—

(1) Insuring that materiel is stored in the type of storage space prescribed in this section and as indicated in SB 740-1. In active oversea combat areas, SB 740-1 may be used as a guide; otherwise, it is mandatory for use.

(2) Insuring that activities under their respective commands adhere to policies and instructions in this regulation pertaining to the use of appropriate storage space, for serviceable and economically repairable unserviceable materiel.

e. Commanders, AMC storage installations, are responsible for—

(1) Providing commodity commands, upon request, information as to availability of storage space. Only that space in excess of requirements to store all materiel on hand and previous availability commitments will be considered as available for storage of additional materiel. When a condition develops that makes it necessary to change commitments on availability of storage space, the appropriate commodity command or inventory control point will be advised immediately as to changes in storage space availability.

(2) Advising AMC when adequate appropriate type storage space is not available to store materiel received or scheduled for receipt.

6-25. Criteria for use of storage facilities.

a. *General instructions.*

(1) Most military supplies and equipment will deteriorate rapidly when exposed to the elements. To prevent item deterioration, reduce the cost of initial and recurring care of supplies in storage, and extend the shelf life of items, supplies and equipment should be afforded the protection of covered storage.

(2) Except for items designated for open storage in SB 140-1, supplies or equipment will not be positioned in any installation lacking adequate covered storage space. Agencies responsible for directing shipments into storage installations will make certain that adequate covered storage space is available at the installation.

(3) When the demands on CH storage result in limited or no

space available, warehouse and shed space will be used in that order of priority.

(4) All vehicles in unserviceable condition codes F, and M equipped with protective closures (TB 9-2300-278-20) and preserved, level A, may be stored in open improved space while awaiting maintenance action. Materiel so stored will be inspected every 36 months to insure that the degree of unserviceability does not increase as a result of such exposure.

(5) In any instance, where a depot or similar supply installation receives advance notice of shipments of materiel and the receipt of such materiel would result in the improper use of storage facilities (type of storage of less than the minimum required type), action will be taken by the storage activity to notify the appropriate inventory control points. After notification, the appropriate inventory control point will divert the shipments to another installation(s) which has (have) the required facilities available.

(6) When a FORSCOM or TRADOC supply installation receives materiel that necessitates use of an improper and detrimental storage environment, immediate action will be taken to advise AMC with complete information regarding the shipment.

(7) Installations having materiel in inappropriate types of storage will establish a program to rewarehouse the materiel to proper storage at the earliest practicable date.

b. *CH space.* CH space, where available, will be used for the storage of those items which will best benefit from such storage facilities. Priorities established in SB 740-1 will be followed in selecting items for CH storage.

c. *General purpose warehouse space.* General purpose warehouse space will be used—

(1) For items qualifying for CH storage when CH space is unavailable at the installation.

(2) For supplies and equipment sensitive to moisture.

(3) When such storage will reduce the cost of initial and recurring preservation, packaging, and packing of materiel.

(4) To protect materiel such as rubber products, adversely affected by sunlight and elements in the air.

(5) To protect packaging and packing materials and metal containers containing materiel.

d. *Shed space.* Shed space may be used for—

(1) Materiel slightly sensitive to moisture.

(2) Extremely large and/or heavy equipment which cannot be stored physically in warehouse space.

(3) Metal containers, full or empty, including loaded, desiccated, reusable metal containers.

e. *Open space.* Open space may be used for items which will derive little or no benefit from covered storage nor lose their serviceability when stored in open space and for items which are impractical to be placed in covered storage due to item characteristics. Refer to SB 740-1 for the list of items to be stored in open space.

f. *Dehumidified atmosphere.* The dehumidified atmosphere provided in CH space must have access to the materiel to be protected in order to function as a preservative method. Items placed in airtight containers or sealed in vapor/waterproof envelopes are effectively isolated from the benefits of a CH environment; therefore, the extra protection inherent in the airtight container placed in CH storage should be restricted to a very minimum number of items. Items selected for this double protection should have, as a minimum, a critical supply position, a high unit cost, a mandatory serviceability status responsive to a contingency plan (prepositioned materiel); and an identity as a major item or component essential to the conduct of combat.

Section IV NUCLEAR WEAPONS STORAGE SPACE AND FACILITIES REPORT, REPORTS CONTROL SYMBOL DD-HQ DASA(A) 70

6-26. Purpose and scope of report.

This section prescribes responsibilities and procedures pertaining to the reporting of nuclear weapons storage space and facilities within the Army on a worldwide basis. This information will be used to

assess the use of nuclear weapons storage space, to analyze nuclear weapons storage construction project requirements, and to enable the Army to furnish data to the Defense Nuclear Agency. These instructions apply to all major commanders responsible for the operation of US Army nuclear weapons storage facilities within CONUS and oversea commands.

6-27. Preparing agencies.

Reports will be prepared by each CONUS and oversea Army nuclear weapons storage facility covering Army-owned nuclear weapons. Reports will likewise include locations where the storage facilities are owned by another service or agency but stored in Army-owned facilities. The storage facility will be reported by the Army with a notation naming the using service or agency.

6-28. Forms.

Reports will be prepared on DA Form 3245-R (Nuclear Weapons Storage Space and Facilities Report) (Reports Control Symbol DD-HQ DASA(A) 70) (fig. 6-7). This form will be reproduced locally on 15- by 10-inch paper.

6-29. Frequency and period covered.

Report will be prepared annually as of 1 August each year.

6-30. Number of copies, routing, and due dates.

a. Preparing agencies will send completed reports to major commanders responsible for nuclear weapons storage facilities in CONUS and oversea commands.

b. Major CONUS and oversea commanders responsible for nuclear weapons storage facilities will forward completed reports (DA Form 3245-R) in duplicate to Commander, AMC, ATTN: AMCSU-B, 5001 Eisenhower Avenue, Alexandria, VA 22333, not later than 10 August each year.

c. HQ, AMC, will consolidate the CONUS and oversea reports and forward one copy of the Army worldwide consolidated report to Defense Nuclear Agency, Department of Defense, Washington, DC 20301, by 1 September each year. Simultaneously, a duplicate copy of the consolidated report will be forwarded to HQDA, (DALO-SMS-R).

6-31. General instructions for preparation of DA Form 3245-R.

a. Where an installation has a nuclear weapons depot activity geographically separated, the depot activity, regardless of size, will be reported on DA Form 3245-R of the parent installation and the parent installation will identify this fact under column q, "Remarks," on the report.

b. This report will cover Army-owned nuclear weapons and the storage facilities owned by the Army in which Army-owned nuclear weapons are stored. When Army-owned storage facilities are used by another service or agency for the storage of nuclear weapons, the storage facility will be reported and a notation made in column q, "Remarks," naming the using service. In addition to active facilities, the report will identify and provide data for: (1) inactive facilities which are now certified nuclear capable and have been designated and maintained for contingency purposes, (2) inactive facilities which are not now certified nuclear capable, but which could be brought to certification standards for contingency purposes in a minimum time (3 months or less).

c. Caution will be exercised to identify ownership of nuclear weapons storage facilities and the custody of nuclear weapons in order to determine the true identity of overlapping reports at installations also storing nuclear weapons for the Air Force (USAF) or the Navy (USN).

6-32. Detailed instructions for preparation of DA Form 3245-R.

Detailed instructions for preparation of DA Form 3245-R will be in accordance with table 6-3.

6-33. Security classification of data.

Blank data sheets are unclassified. Prepared data sheets will require classification from C-FRD to TOP SECRET, depending upon the scope of information included.

Section V DETERMINATION AND JUSTIFICATION OF STORAGE FACILITIES REQUIREMENTS

6-34. Scope.

This section prescribes policies and procedures for determining requirements for and justifying the construction of storage facilities for DALO-SMS-R. This section is applicable to DCSLOG and all major commanders responsible for the operation of US Army depots and installations listed in table 6-1, except for the following:

- a.* Wet storage facilities, rail storage yards, POL tank farms, and arsenals.
- b.* Manufacturing plants.
- c.* Nuclear weapon storage facilities.
- d.* Complete aircraft storage facilities.
- e.* Industrial tool storage.
- f.* Refrigerated facilities for storage of special items such as perishable subsistence, pharmaceuticals, films, and photosensitized materials.
- g.* Self-service supply centers.
- h.* Adjutant General supply facilities.
- i.* Army Post Exchanges storage facilities.
- j.* Storage space within hospitals.
- k.* Commissary storage facilities.

6-35. Explanation of terms.

In addition to the terms used in chapter 1, the following apply to this section.

a. Actual storage space. Area in square feet that is required for actual storage of materiel. This area includes net storage space plus aisles and structural losses and, in the case of ammunition, vacant space within storage structures caused by imposition of quantity-distance (QD) criteria. This term is not to be confused with gross space as defined in chapter 1 since gross space includes support space.

b. Density factor. The average number of square feet of actual storage space necessary to store one short ton of material consistent with warehousing practices outlined in TM 743-200 and TM 743-200-1.

c. Storage objective. The total number of short tons of mission stocks, including peacetime operating stocks, war reserve and project stocks to be stored.

d. Facility substitute. A structure used to satisfy a temporary need.

e. Demountable structure. A portable, transportable, pre-engineered prefabricated structure composed of component parts which, in accordance with the manufacturer's specifications or instructions, can be bolted or clipped together to serve a useful purpose on an austere basis; and after being assembled, can be readily and completely disassembled, relocated and reassembled without substantial damage to its components.

f. Storage periods.

- (1) Temporary-up to 90 days.
- (2) Short term-90 days to 1 year.
- (3) Long term-over 1 year.

6-36. Policies.

a. Projects involving storage facilities required by Army commands and activities will conform to qualifications and limitations prescribed herein.

b. Projects for new storage facilities at depots and depot activities will be based on computations using factors and methods presented herein.

c. The criteria in table 6-4 will be applied in determining the type of facilities required for storage of supplies.

d. Criteria contained in section I, chapter 3 will be used to determine amount (tonnage) of equipment that requires controlled humidity (CH) storage and open storage. In the absence of a list of equipment to be prepositioned, 90 percent of the storage objective will be provided CH storage and 10 percent open.

e. Space used in support of storage operations at a depot or depot activity and contained within warehouse buildings will not exceed by more than 15 percent the amount of actual covered storage space. This should not be construed to mean that as actual covered storage space is expanded, support space will expand in the same ratio.

f. Except for office space for first line supervision governing the immediate warehousing area concerned, administrative office space should not be located in the warehousing area; and if attached to the outside of the building perimeter, should be located so as not to interfere with additions or extensions to actual storage space. This does not preclude the location of personal service space (e.g., toilets, washrooms, lunch areas) or facilities within the building concerned for the convenience of operating personnel assigned therein. These facilities should not intrude into actual storage space or limit future expansions.

g. If offices, administrative areas and personal service areas must be within the warehouse perimeter, they should be grouped together to take maximum advantage of space economy. In high bay warehouses, consideration should be given to combined ground floor and mezzanine use of support space in vertical alignment to minimize the use of warehouse floor space.

h. Support space and administrative or personal services space will be identified separately and justified by validated workload and personnel requirements for the function concerned.

6-37. Responsibilities.

- a. Headquarters, Department of the Army will—
 - (1) Issue policy direction cited herein.
 - (2) Evaluate worldwide storage facility requirements to determine need for construction modification, replacement or closure and excessing of storage facilities.
 - (3) Insure that all suitable storage facilities have been reviewed,

evaluated, and considered in developing requirements for the construction of additional storage facilities. It must be demonstrated conclusively that the existing storage capacity is not adequate or the existing facility is not suitable for use.

b. Major Army commanders will—

- (1) Use policies and factors provided by this section in determining storage facilities requirements.
- (2) Consider the capacity and use of existing space assets within the command system and installation concerned in determining requirements for additional storage facilities.
- (3) Provide justification required by this section to substantiate requirements for storage space included in construction projects.
- (4) Provide information and personnel needed to prepare program change requests when required. Program change requests are concerned with construction projects for new or expanded storage facilities.

6-38. Facility requirements recognition.

a. Projects submitted for construction of new storage facilities to qualify for approval must have requirements that are specific and easily recognizable as creating a real need for the project.

b. Storage space requirements recognition will be based on the following:

- (1) DA approved and authorized storage objectives, where applicable.
- (2) Deficits in capacity where consideration has been given to use of existing storage facilities within a command.
- (3) Objectives, capacities, factors, and computations will be set forth in a clear and concise manner.

6-39. Facility computation requirements.

a. *Density factors.* Density factors will be used in conjunction with validated tonnage data. The factors used for determining the amount of storage space required may be equal to but may not exceed the following:

Table ERR

Type of storage space required	Density factor
Covered storage:	
General supplies	15 sq ft/ST
Medical supplies	30 sq ft/ST
Prepositioned materiel configured to unit setsm (POMCUS) (CH)	20 sq ft/ST
Conventional ammo	7 sq ft/ST
Chemical munitions	12 sq ft/ST
Guided missiles	9 sq ft/ST
Open storage:	
General supplies	25 sq ft/ST
Conventional ammo	10 sq ft/ST
POMCUS	25 sq ft/ST

b. *Formulas.*

- (1) Actual storage space (density factor =capacity, in short ton.
- (2) Storage objective – capacity of existing facilities =capacity deficit (only if objective is greater than capacity).
- (3) Storage objective or capacity deficit (density factor =actual storage space requirement.
- (4) Actual storage space requirement, covered or open excluding igloo and magazine space (15% =storage space required for storage support.
- (5) Actual storage space + storage support space =gross storage space.
- (6) The results of computations using formulas (1), (2), and (3) above will be the amount of actual storage space that is needed to store a certain tonnage of supplies and equipment. Requirements for each type of space will be computed and shown separately. If a new depot, depot activity, direct or general support unit or similar type

of storage activity is being created and if support facilities are located in covered storage buildings, support space may be added to the actual storage space requirement to determine the total number gross square feet of storage space that needs to be constructed (formulas (4) and (5) above). When an existing facility is being expanded, a requirement for support space will not be included as a storage space requirement unless covered storage is being used for support operations. When covered storage is being used for support operations, expansion of each support facility to accommodate an expanded mission requirement must be conclusively documented and accompany the stated requirement.

6-40. Facility justification requirements.

a. Projects for modification, rehabilitation or construction of new storage facilities to be included in the annual MCA program will be submitted in accordance with AR 415-15. Within the format of DD

Form 1391 (Military Construction Project Data), certain items of information must be included for storage and warehousing projects.

b. When requesting storage facilities in connection with the annual MCA program, the following information will be provided in paragraph 2 data (Accommodations Now in Use) of the supplemental justification submitted in conjunction with projects submissions on DD Form 1391 (part 4-5d(2), AR 415-15):

(1) Depot storage facilities reporting under section II of this chapter will provide a list of depots, depot activities and other type activities comprising the Command Distribution System for Peacetime Operating Stock (POS), War Reserve Materiel (WRM), Prepositioned Equipment Configured to Unit Sets (POMCUS), and project stocks (PS). The list will be limited to those facilities reporting storage space as required by table 6-1. Show the installation identity Code (table 6-1) and provide a mission statement for each installation listed. Capacities for each depot and depot activity listed will also be shown. Capacities will be shown separately for open and covered storage. Show ammo, medical and POMCUS storage space capacities separately from general supplied space.

(2) Storage facilities at posts, camps, stations, general and direct support units will provide a mission, or functional statement, for storage organization at the installation concerned and compute and show capacity of existing covered and open storage facilities.

c. When requesting storage facilities in connection with the annual MCA program, the following information will be provided in paragraph 3, Analysis of Deficiency of the supplemental justification submitted in conjunction with project submissions on DD Form 1391 (para 4-5d(3), AR 415-15).

(1) Total storage objectives (tonnage to be stored) for the command or country(s) concerned with depot storage facilities will consist of three separate groups. These groups are War Reserve (WR), Project Stocks (PS), and Peacetime Operating Stocks (POS). Each of these groups should be broken down by classes of supply. These classes of supply are general supplies, medical supplies, class V, and POMCUS. The above data should permit identification of all tonnage to be stored in the theater, command, country(s) and installations concerned. The total storage objective should be stratified and assigned to each depot listed in paragraph 2 of the detailed justification accompanying the DD Form 1391 (para 4-5d(2), AR 415-15). This figure then represents the storage objective for each depot and forms the basis for determining the storage capacity deficit on a depot by depot basis. Using capacities determined for each depot and depot activity listed in paragraph 2 of the detailed justification accompanying the DD Form 1391 (para 4-5d(2), AR 415-15), compute and show capacity deficits or excess capacity for each type of storage space concerned for each depot. Compute and

show the actual and/or gross storage space requirement by type of space for each depot concerned. Gross space will be involved only when covered storage space is required.

(2) The total storage objective of storage facilities at posts, camps, stations, general and direct support units stratified by general supplies, medical and ammunition will be shown using those capacities for posts, camps, stations, etc., listed in paragraph 2 of the detailed justification accompanying the DD Form 1391 (para 4-5d(2), AR 415-15). Compute and show capacity deficits for each type of storage space concerned. Also compute and show the "actual" and/or "gross" storage requirement by type of space.

(3) When required by AR 37-13, prepare an economic analysis for each construction project in accordance with instructions provided therein.

d. In addition, justification provided should carefully document and explain the requirement in such terms as—

(1) Requirement for dispersion of stocks.

(2) Requirements, capabilities and short-fall in support of wartime operations, for both individual depots and the overall systems.

(3) Overcrowding and overconcentration of depots in confined, heavily populated areas.

(4) Requirement to reposition stocks that may be stored so as not to conflict with operational and tactical plans. The justification provided should be specific and must spell out, as strongly as possible, the consequences that may be expected if facilities are denied.

e. The DD Form 1391 (item 25) contains the only written justification for construction furnished the Office, Secretary of Defense, Office of Management and Budget, and Congress. Item 25 of DD Form 1391 is a most important part of the justification of a facilities project and cannot be prepared until all of the facts and figures for the project have been written into the supporting paragraphs of the supplemental justification attached as backup to the DD Form 1391.

f. Additionally, what item 25 is to Congress, the supplemental justification is to the program review process up to and including the Army witness during his appearance before congressional committees in support of each project. The need for accurate, concise data on DD Form 1391 is extremely important. To provide accurate, storage oriented data suitable for use in defense of requests for storage facilities projects, the major commander will insure that persons directly involved in storage functions will be major contributors to development of all data including backup data, to be used in preparation of DD Form 1391. The major commander will insure that these persons review the final submission of DD Form 1391 prior to forwarding to higher headquarters.

Table 6-3
How to prepare DA Form 3245-R.

Column	Instruction
a	Name, State, and storage site will be furnished for CONUS installations. Name, country, and storage site, including tactical storage sites will be furnished for oversea installations. All installation locations will be further identified by specific location code. When no location code exists, oversea commands will enter the name of the nearest city or town, district, province, or other subdivision of the country.
b	Army installations will indicate their custody by code: A-Army.
c	Status will be indicated by E for existing facilities, C for those under construction (note target completion date), and P for those programmed or planned (note Military Construction, Army program fiscal year).
d and e	All types of earth covered igloo magazines will be included in these columns. Non standard types of igloo magazines included in columns d and e will be noted in column q, "Remarks."
f, g, h	These columns are applicable to any locations where the Army has nuclear weapons stored in standard USAF and USN nonearth-covered multicubicle (horse stall) type magazines.
i, j, k	These columns are to be used for reporting storage in nonstandard earth covered magazines and above-ground buildings such as those frequently used for temporary type storage, particularly in oversea areas. Tunnel storage and special storage structures should be shown under this column. Particular type of storage structures should be indicated by use of the numeral codes provided or by notes in column q "Remarks."
l and m	Number of doors and width and height in feet will be indicated.
n	The gross total square foot area of storage for each type of storage building, igloo, or magazine and total indicated for each site will be shown.
o	This column to be left blank. Igloo equivalent data will be computed in HQ, Defense Nuclear Agency from storage area and other information furnished.

Table 6-3
How to prepare DA Form 3245-R.—Continued

Column	Instruction
p	a. Indicate the types of weapons actually stored or planned to be stored at the storage site, i.e., "Actual—_____, Planned—_____."
	b. Report in actual square feet the total vacant net storage space at the storage site for buildings where less than 90 percent of the net storage space is used based on the optimum storage capacity of each building. All buildings with more than 90 percent of the net storage spaced occupied will be considered as fully occupied for the purpose of this report.
q	a. Furnish general information concerning the site such as permanent or temporary storage site, beneficial occupancy date (BOD) for storage facilities under construction, military construction appropriations (MCA) program year for new facilities programmed for construction, North Atlantic Treaty Organization (NATO) facility, special storage conditions, or high explosive or other storage limitations. Give estimated external blast resistance of structures if known.
	b. List the number and size of storage structures at each installation which are sandbag compartmented and the number and size of the compartments for each structure.

Table 6-4
Type of storage facilities required for supplies

Area	General	Supplies Medical	Ammunition
Noncombat—CONUS and oversea depots, posts, camps, and stations ¹	*Covered storage will be provided. Open storage may be used only for those items designated in SB 740-1. In the absence of a list of materiel comprising the storage objective, the percentage of the storage objective to be provided covered and open space for posts, camps, and stations will be 80 percent covered and 20 percent open. The percentage of storage objective provided covered and opens for all others will be 90 percent covered and 10 percent open.	Covered storage will be provided.	Covered storage will be provided. Open storage may be used only for those items that normally are provided open storage. TM 9-1300-206 contains criteria for making this determination. In the absence of a list of materiel comprising the storage objective, the percentage to be provided covered and open space will be 95 percent covered to 5 percent open.
Noncombat—CONUS and oversea depots ²	The percentage of the storage objective to be provided covered storage and open space will be 60 percent covered to 40 percent open. Covered storage requirements will be met by using demountable structures such as transitory shelters.	Covered storage will be provided.	For short term requirements, open storage, supplemented by use of demountable structures as applicable.
Active combat—oversea depots, posts, camps, and station	The percentage of the storage objective to be provided covered and open space is 60 percent to 40 percent open. Demountable structures, such as transitory shelters, should be used to meet covered storage requirements.	Covered storage will be provided.	The percentage of the storage objective to be provided covered and open space is 95 percent open to 5 percent covered. Demountable structures should be used to meet covered storage requirements.

Notes:

¹ Long-term storage.

² Temporary or short term storage

CLASSIFICATION		NUCLEAR WEAPONS STORAGE SPACE AND FACILITIES REPORT (AR 740-1)										DATE		REPORTS CONTROL SYMBOL DD-HQDAS(A)70									
NO.		EARTH CON- STRA- TODDY* TUS**		EARTH CON- NO. SIZE		MULTICUBICLE MAGAZINES		OTHER		DOORS/SIZES		TOTAL STOR- AGE AREA (M SQ. FT.)		UTILIZATION		REMARKS							
INSTALLATION		NO. d		NO. e		NO. f		TYPE i		NO. j		NO. k		NO. l		NO. m		NO. n		NO. o		NO. p	
CODE		***For DASA use only (Leave Blank)		FOOTNOTES		1/ 1000 - (Underground)		2/ Magazine - Above Ground		3/ Other Building		4/ Queen Hut		5/ Concrete/Masonry Building - Above Ground (Not earth covered)		6/ Magazine (Earth covered)		7/ "A" Storage Structure (Temporary Magazine (Almco Type) - 8/ Tunnel Storage		9/ Steel Arch (Ibloo 10/ Steel Arch (Ibloo 11/ Steel Arch (Ibloo 12/ Steel Arch (Ibloo 13/ Steel Arch (Ibloo 14/ Steel Arch (Ibloo 15/ Steel Arch (Ibloo 16/ Steel Arch (Ibloo 17/ Steel Arch (Ibloo 18/ Steel Arch (Ibloo 19/ Steel Arch (Ibloo 20/ Steel Arch (Ibloo			

Figure 6-7.

Chapter 8 QUALITY CONTROL AND RELIABILITY MANAGEMENT

8-1. General.

This chapter prescribes basic objectives and responsibilities governing the Army quality control and reliability management of all DA supplies and equipment within US Army depots. Each depot will establish and maintain a quality control and reliability management program which will be managed independently of other functions

(e.g., procurement, production, maintenance, and storage). The program will be designed to insure that all supplies stored are suitably maintained to meet the standards established for their intended purpose.

8-2. Objectives.

The major objectives of the storage quality control and reliability management program at Army depots are as follows:

- To insure a clear assignment and delineation of responsibilities for quality control and reliability management.
- To provide for quality control and reliability capability.

c. To provide for periodic quality inspection to evaluate supplies to insure their readiness.

d. To improve quality and reliability of materiel and product by application of improved management techniques, engineering methods, and statistical techniques.

8-3. Functions and responsibilities.

a. The Deputy Chief of Staff for Logistics, DA, will—

(1) Issue policy directions in connection with the application and use of quality control and reliability management at Army storage depots. In promulgating such policies, DALO-SMS-R will collaborate with the Office, Chief of Research and Development and Acquisition (DAMA), to insure coordination and compatibility with the Quality Assurance Program (Budget Program Allocation 2210.2300). All new quality control policy changes will be sent through DALO-SMS-R.

(2) Manage the quality control and reliability management program in coordination with US Army major commanders operating Army storage depots, depot activities and supply installations.

(3) Review and propose appropriate recommendations to DOD with respect to policy, improvement or adjustments to the quality control and reliability management at Army depots.

(4) Promulgate DOD instructions and policy Army-wide on quality control and reliability management at Army storage depots.

b. Major Army commanders in CONUS and overseas, responsible for the operation of Army depots and depot activities will—

(1) Develop and instill a quality control and reliability management program for Army depots within the parameters of the definition of quality control in paragraph 1-5*t* and in accordance with the policies and objectives prescribed in this chapter.

(2) Make recommendations to DALO-SMS-R for improvement of the quality control and reliability management program at Army depots.

(3) Evaluate the quality control and reliability management program to ascertain that the program objectives are being accomplished effectively, efficiently, and economically.

c. The Commanding General, U.S. Army Materiel Command, is assigned responsibility for—

(1) Developing and promulgating commodity oriented policy and technical guidance concerning quality control and reliability management at Army depots. In carrying out this responsibility, the CG, AMC, is authorized direct communication with other Army commands, General Services Administration, and Defense Supply Agency, as necessary.

(2) Establishing storage serviceability standards for Army managed items of supply, including shelf-life items, (but excluding medical items, perishable subsistence, and bulk petroleum commodities which are covered by standards published as TB 740-10 (DSAM 4155.5) and Class V supplies covered by SB 742-series). These standards will be applicable to Army depots and depot activities in CONUS and overseas and will be used as a guide by general and direct support units and posts, camps, and stations worldwide. Standards will be prepared in accordance with the following:

(a) Use a standard format, and to the fullest practical extent, consolidate characteristically alike and family-type items into a single standard.

(b) Concern quality control matters.

(c) Be maintained on a current basis.

(d) Include as a minimum: Frequency of inspection (table 8-1); life expectancies and shelf life codes for shelf-life items; inspection and test procedures; criteria for determining compliance with prescribed standards; and criteria for determining restoration action required for Type II shelf life items.

d. The commander of each Army depot world-wide is responsible for—

(1) Insuring that all supplies at his installation are subjected to quality control and reliability management and that the results of inspections, examinations, tests, and investigations are promptly furnished, through command channels, to the responsible Army item manager for corrective action in improving product quality and reliability.

(2) Determining the adequacy of resources in terms of personnel, measurement and test equipment, and facilities to perform the various quality control functions specified in AR 37-100-XX.

(3) Making periodic quality control checks, on a sampling basis, of overhauled materiel received at Army depots from contractor's plants to determine the adequacy of the work performed by the contractor.

(4) Arranging to use the quality control skills and facilities of another DOD component when more economically feasible (AR 1-35).

(5) Using joint service training facilities in accordance with AR 351-8, to the maximum extent practicable, in the training of DA personnel in quality control and reliability policies, procedures, and techniques.

(6) Evaluating periodically and systematically the quality of shelf-life items to detect materiel deterioration and degradation in product reliability and readiness.

(7) Providing, as part of the quality control and reliability function, an internal system for calibration of inspection measuring gages and test equipment, in accordance with AR 750-25. Calibration will be done at established intervals against certified standards which have known relationships to National Standards.

(8) Insuring that the quality control and reliability functions provides for complete and reliable records of inspection and tests performed, and appropriate analysis of these data. These records and analyses will be used for identification of nonserviceable stocks, detection of causes of deficiencies, determination of restorative action, and subsequent determinations relative to adjustment of shelf life.

(9) Insuring that the quality control and reliability functions make optimum use of statistical sampling procedures and tables provided in DOD military standards (e.g., MIL STD 105, and 414) and handbooks (e.g., H-105, H-106, H-107, and H-108).

(10) Insuring that quantitative, qualitative and reliability data generated from the quality control function are used to identify and segregate deficient supplies from serviceable materiel and to establish economical inspection cycling.

Table 8-1
Inspection frequencies

Type Storage	Interval (months)
Controlled humidity (or equivalent when such rating has been approved by higher authority)	60
Controlled temperature warehouse	30
Noncontrolled temperature warehouse	24
Shed	12

Table 8-1
Inspection frequencies—Continued

	Type Storage	Interval (months)
Open		6

Notes:

¹ Frequencies cited in table 8-1 may be varied as follows: Variances may be made for Type II shelf-life items, items containing radioactive material items having inspection frequencies which are based on safety considerations such as aircraft, items normally packaged in hermetically sealed containers, items normally stored in metal reusable containers and items, by reason of their composition, requiring less frequent inspection than cited in table 8-1. Proposed variances exceeding 25 percent of the prescribed frequency require written approval by the item manager, prior to implementation by submitting activity.

² Variances in inspection frequencies cited above, if required, will be made on an item-by-item basis and will be noted as being an exception in the storage serviceability standard concerned.

Chapter 9

DEPOT OPERATIONS COST AND PERFORMANCE REPORT Reports Control Symbol CSGLD-1198(R3)

9-1. Purpose and scope.

This chapter governs the preparation of detailed supply depot operations reports. It applies to all Army installations which perform activities identified with Primary Expense Account 721111.00000. The reported data will provide the basis for staff supervision of supply depot operations, as well as the formulation of a cost based budget and funding program. Source information for the prescribed report will be maintained at installation and activity level in accordance with accounts required by the AR 37-100 series.

9-2. Preparing agencies.

All army commands and installations performing activities identified to and costed (expensed) to PE721111.00000.

9-3. Forms.

a. Reports will be prepared on DA Form 1535-R (Depot Operations Costs and Performance Report) (fig. 9-1). DARCOM may substitute an ADP format in lieu of DA Form 1535-R.

b. DA Form 1535-R will be reproduced locally. Pages 1 through 5 will be reproduced on 8' x 13' paper, pages 6 and 7 will be reproduced on 8 x 10 1/2' paper.

c. At the discretion of the command concerned, commanders may either extend the use of this form to their installations or prescribe command-initiated feeder reports designed to meet the specific needs of the command.

9-4. Frequency and as of date.

Report will be prepared quarterly as of 31 December, 31 March, 30 June, and 30 September.

9-5. Routing and due date.

Oversea commands will dispatch one copy of individual installation reports and one copy of command summaries to HQDA (DALO-SMS) WASH DC 20310, no later than 23 workdays after the close of each fiscal quarter. DARCOM will dispatch one copy of the command summary no later than 45 workdays after the end of the fiscal quarter to HQDA (DALO-SMS) WASH DC 20310.

9-6. Effective date.

Army commands and installations will comply effective with the report for the first quarter, fiscal year 1977.

9-7. Explanation of terms.

For the purpose of this report the definitions for commodities, functions, and performance factors as defined in the AR 37-100 series apply. In addition to the terms used in chapter 1, the following apply to this chapter.

a. *Costs.*

(1) Civilian labor costs whether productive or nonproductive will include employee salaries or wages, cash awards, and provisions for employer's contribution to FICA, life insurance, health benefits, and civil service retirement of the employee. This includes labor cost of Army Industrial Fund (AIF) personnel utilized in performing reimbursable service for supply depot operations, PE721111.00000.

(2) Civilian leave costs will include the amounts actually paid for employee salaries or wages, cash awards, and provisions for employer's contribution to FICA, life insurance, health benefits, and civil service retirement of the employee for all hours of paid leave, e.g., annual, sick, court, military, or administrative. Cost for civilian leave man-hours will be reported at the PE721111.00000 level only.

(3) Military labor costs will be included in accordance with AR 37-108. This is a memorandum entry only and will not be included in the total PE721111.00000 costs.

(4) Material and supply costs will include costs of expendable supplies and repair parts consumed during the accomplishment of storage and warehousing missions and functions.

(5) Other costs will include travel, per diem, out-of-house contracts, and/or any other costs except labor and material and supply costs which can be directly identified with and charged to a specific account at the time work is accomplished.

(6) All costs reported will agree with official financial reports and records which contain PE721111.00000 expenses.

b. *Man-hours.*

(1) Productive civilian man-hours of service for which payment is made include overtime and man-hours of AIF personnel utilized in performing reimbursable service for supply depot operations, PE721111.00000.

(2) Civilian leave hours are those nonproductive paid and unpaid leave hours; e.g., annual, sick, court, military, administrative, absence without leave, leave without pay. The leave hours will be reported at the PE721111.00000 level only.

(3) Military man-hours will include all encumbered military PE721111.00000 positions on the latest approved MTDA plus military man-hours borrowed to perform PE721111.00000 activities. For industrially funded operations, military man-hours will include all hours expended in support of PE721111.00000. This is a memo entry only and will not be included in the total PE721111.00000 man-hours.

c. *Quarter.* The amount of work performed or man-hours and costs expended for the current fiscal quarter (indicated as "Q" in column d on the report form).

d. *Cumulative.* The amount of work performed or man-hours and costs expended to date (indicated as "C" in column d on the report form).

9-8. Special instructions.

a. All expended costs will be expressed to the nearest dollar; e.g., \$2.49 will be \$2 and \$2.50 will be \$3.

b. Cost per unit of production will be computed on the total cost and will be expressed to the nearest cent; e.g., \$2.504 will be shown as \$2.50 and \$2.505 will be shown as \$2.51.

c. All tonnage production will be expressed to the nearest ton; e.g., 1.4 tons will be shown as 1 ton and 1.5 tons will be shown as 2 tons.

d. Man-hours per unit of production will be computed on the total civilian man-hours and will be expressed to the nearest hundred; e.g., 1.554 hours will be shown as 1.55 hours and 1.555 hours will be shown as 1.56 hours.

e. Cumulative data need not be furnished on the 31 December report. It will, however, be reflected on the 31 March, 30 June and 30 September reports.

f. Man-hours and cost per unit of production for Stock Control

(.20000) and Traffic Management (.30000) will be based on the following:

(1) *Requisition Processing, Account .21000.* Cumulative requisition lines processed by ADPE and manually.

(2) *Other Stock Control Operations, Account .22000.* Line Items in stock (Account.13100), cumulative line items on documents affecting stock records, plus cumulative line items received (Account .11000).

(3) *Freight, Account .31000.* Cumulative line items received and shipped on Government Bills of Lading (GBL).

(4) *Passengers, Account .32000.* Cumulative Transportation Requests (TR's), meal tickets, etc., processed.

(5) *Household Goods, Account .33000.* Cumulative applications for shipment or nontemporary storage of household goods on which action has been completed.

9-9. Preparation instructions.

a. Reports will be prepared on DA Form 1535-R. DARCOM may use an ADP format in lieu of DA Form 1535-R.

b. Explanation of headings in section A are as described in (1) through (5) below. These instructions are the same for all pages of section A.

(1) *Fiscal year and quarter.* The fiscal year and quarter covering the report period.

(2) *To.* HQDA (DALO-SMS) WASH DC 20310.

(3) *From.* Name of command or installation submitting report.

(4) *Persons to be contacted.* Name and telephone number of persons responsible for cost and workload data.

(5) *Approved by.* Signature and title of installation commander or his designated representative.

c. The preprinted entries and codes identify the titles and work assignment levels, as prescribed by the AR 37-100 series, for which work and resource utilization are reported. Detailed instructions, where required, are provided in subsequent paragraphs.

d. *SECTION B. Ammunition Preservation, Packaging, and Packing (PP&P) Data on Receipt Workload for Quarter.*

(1) Information will include conventional ammunition, nuclear weapons, missiles/rockets, and chemical materiel. The Ton Adjustment column will show those tons (reported in whole numbers) which were added to or deleted from receipt preservation, packaging and packing (PP&P) requirements for reasons which will be shown in the remarks area.

(2) Tons Processed/Completed column will include only those tons generated from receipts, on which PP&P was accomplished. This will include PP&P performed on work generated during the quarter (lines 1 thru 4) as well as workload processed from the previous quarter (line 5). The Total Tons Processed/Completed reported on line 6 will equal the sum of those tons, reported in column f, account .12122, (Packing at Time of Receipt) and account .13322, (P&P at Time of Receipt) of Section A.

(3) Tons generated on line 4 will show all other receipt sources, e.g., retrograde and inter-depot transfer of materiel.

(4) The Tons to Storage Unprocessed column will show tonnage for that materiel which cannot be accomplished at time of receipt during the quarter and must be sent to storage unprocessed. (This column will reflect the difference between the Tons Generated During Quarter and Tons Processed/Completed columns.)

(5) Tons On-hand End of Quarter column will be the result of Tons On-hand Beginning Quarter plus Tons Generated During Quarter, minus Tons Processed/Completed, plus or minus Ton Adjustments. Tons On-hand End of Quarter will be carried forth to the subsequent report and reported as Tons On-hand Beginning Quarter.

e. *SECTION C. General Supplies PP&P Data on Receipt Workload for Quarter.* This Section applies to all other materiel not covered in Section B. The Tons/Processed/Completed column will include only those tons, generated from receipts, on which PP&P was accomplished. This will include PP&P performed on work generated during the period (lines 1 through 4) as well as Workload

Processed from the Previous Quarter (line 5). The Total Tons Processed/Completed reported on line 6 will be equal to the sum reported in column f, account .12125, (Packing at Time of Receipt), and account .13325, (P&P at Time of Receipt) of Section A. Detailed instructions for the remainder of this section are identical to those discussed in paragraph d(3) through D(5) above

f. *SECTION D. Ammunition PP&P Data for Quarter (COSIS Only).*

(1) Information will include conventional ammunition, nuclear weapons, missiles/rockets and chemical materiel; and limited to PP&P incident to the care of Supplies in Storage (COSIS) program.

(2) PP&P generated during the quarter will show both the source and status of workload generated (i.e., line 3 total will equal both the sum of lines 1 and 2, and the sum of lines 4 through 6) during the quarter.

(3) Tons shown in the Processed/Completed column will equal the sum, shown in column f, account.12121, (Packing While in Storage-COSIS) and account .13321, (P&P-While in Storage-COSIS) of Section A. This will include PP&P performed on work generated during the quarter as well as that performed on the On-hand Beginning Quarter workload.

(4) Adjustments column will show information on materiel which was added to or deleted from the COSIS requirement for reasons which will be explained in the remarks area.

(5) Line 6, In-transit, will reflect data on those lots which have been reported to the Accountable Supply Distribution Activity/Inventory Management Center (ASDA/IMC), but remain in-transit awaiting appropriate ASDA/IMC response.

(6) Column titled Status on Previous In-Transit: Before providing entries on lines 4 through 6, this column, refer to entry appearing on line 6-PP&P On-hand End of Quarter, in the prior quarter's report. Entries on lines 4 through 6 will serve to reconcile status of in-transits on hand at close of prior quarter.

(7) PP&P On-hand End of Quarter (line 4) will be the sum of PP&P On-hand Beginning Quarter column and PP&P Generated During Quarter, less work Processed/Completed plus or minus work Adjustments.

(8) PP&P On-hand End of Quarter (line 6) will be the sum of Status on Previous In-transit requests and those In-transit requests for PP&P Generated During Quarter plus or minus Adjustments.

g. *SECTION E. General Supply PP&P Data for Quarter (COSIS Only).*

(1) SECTION E applies to all other materiel not covered in Section D. Data reported in this section are limited to PP&P incident to the COSIS program.

(2) PP&P Generated During the Quarter will show both the source and status of workload generated (i.e., line 3, total will equal both the sum of lines 1 and 2 and the sum of lines 6 through 8). Line 6 (sum of lines 4 and 5) will show that part of the PP&P work generated that is approved.

(3) Tons shown in the Processed/Completed column will equal the sum shown in column f, account .12124, (Packing-While in Storage-COSIS) and account .13324, (P&P While in Storage-COSIS) in Section A.

(4) Explanations for Adjustments and In-transit (line 8) are the same as those discussed in paragraphs f (4) and f (5)above.

(5) Column titled Status on Previous In-Transit: Before providing entries on lines 4 through 8 this column, refer to entry appearing on line 8-PP&P On-hand End of Quarter, in the prior quarter's report. Entries on lines 4 through 8 will serve to reconcile status of in-transits on hand at close of prior quarter.

(6) PP&P On-hand End of Quarter (lines 4, 5 and 6) will be the sum of PP&P On-hand Beginning Quarter plus PP&P Generated In Quarter, less Processed/Completed, plus or minus work Adjustments.

(7) PP&P On-hand End of Quarter (line 8 only) will be the sum of Status on Previous In-transit requests and those In-transit requests for PP&P Generated During Quarter, plus or minus Adjustments.

h. *SECTION F. Preservation & Packaging-Packing Workload & Cost Summary (all sources) for Quarter:*

(1) *Ammunition.*

(a) Line 1, P&P columns for Man-hours, Tons and Cost will equal those data respectively reported in columns f, h, and i, accounts .13311 and .13321, Section A. Packing columns will equal those data respectively reported in columns f, h, and i, accounts .12111 and .12121, Section A. Line 1 of Section F will also be the total for lines 2 through 4.

(b) Line 2 data will contain the same data reported in columns f, h, and i, account .13321, (P&P-While in Storage-COSIS) and account .12121, (Packing While in Storage-COSIS) of Section A.

(c) Line 3 data will be the same as that reported in columns f, h, and i, account .13322, (P&P-At Time of Receipt) and account .12122, (Packing at Time of Receipt) of Section A.

(d) Line 4 data will be the same as that reported in columns f, h, and i, account .13311, (P&P for Shipment) and account .12211, (Packing-Shipment) of Section A.

(2) *Other Supplies*

(a) Line 5, P&P columns for Man-hours, Tons and Cost will equal those data respectively reported in columns f, h, and i, accounts .13314 and .13324, Section A. Packing columns will equal those data respectively reported in columns f, h, and i, accounts .12114 and .12124 of Section A. Line 5 of Section F will also be the total for lines 6 through 8.

(b) Line 6 will contain the same data reported in columns f, h, and i, account .13324, (P&P While in Storage-COSIS) and account .12124, (Packing While in Storage-COSIS) of Section A.

(c) Line 7 will contain the same data reported in columns f, h, and i, account .13325, (P&P of at Time of Receipt) and account .12124, (Packing at Time of Receipt) of Section A.

(d) Line 8 will contain the same data reported in columns f, h, and i, account .13314, (P&P-Shipment) and account .12114 (Packing-Shipment) of Section A.

i. SECTION G. Cyclic and Special Inspection Data For Quarter.

(1) Priority group explanations are contained in AR 740-3, Care of Supplies in Storage.

(2) On-hand Beginning Quarter data will be the scheduled lot/line workload (that can be accomplished with current resources) plus the backlog existing at the beginning of the reporting quarter.

j. SECTION H. Materiel in Storage at End of Quarter.

(1) Data will include both ammunition and general supplies (other). Ammunition information will include conventional, nuclear weapon missile/rocket, and chemical materiel. For conventional ammunition, "DODACS" will be considered as "lines."

(2) For ammunition, issuable materiel will be that in condition codes A, B, C, and N. Nonissuable materiel will be that in condition codes D, E, F, G, H, J, K, L, and M.

(3) For general supplies, issuable materiel will be that in condition codes A, B, C, E, and G. All strategic and critical materiel will be considered as issuable. Nonissuable materiel will be that in condition codes D, F, H, J, K, L, and M.

(4) Specific line instructions for Section H.

(a) *1 Ammunition.* The sum of all tons reported on line 1 will equal the total tons for the Care of Materiel in Storage as reported in Section A, column f, account .13110. The sum of all line items reported on line 1, however, may not necessarily equal the total line items in Storage (column e) shown in Section A.

(b) *3 Other.* The sum of all tons reported on line 3 will equal the total tons for the Care of Materiel in Storage as reported in Section A, column f, account .13140. The sum of all line items reported on line 3, however, may not necessarily equal the total line items in storage shown in Section A, column e.

k. SECTION I. Reconciliation of Lines and Tons in Storage.

(1) *1 Line Items.* End quarter line items will agree with column e, account .13100, Section A.

(2) *2 Tons.* End quarter tons will agree with column f, account .13100, Section A.

DEPOT OPERATIONS COST AND PERFORMANCE REPORT										REQUIREMENT CONTROL SYMBOL CSGLD-1198(R3)					
For use of this form, see AR 740-1; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.										FISCAL YEAR		QUARTER			
TO: (Include ZIP Code)										PERSON TO BE CONTACTED FOR WORKLOAD				APPROVED BY	
FROM: (Include ZIP Code)										PERSON TO BE CONTACTED FOR COST					
LINE NO.	ACCOUNT DESCRIPTION (PE721111.00000)	COST CODE	LINE ITEMS	SHORT TONS	OTHER PRODUCT (See note)	CIVILIAN		MATERIEL AND SUPPLIES COST	OTHER COST	TOTAL COST	MH PER UNIT (See note)	COST PER UNIT (See note)			
						MANHOURS	LABOR COST								
1	SUPPLY DEPOT OPERATIONS	00000	Q												
2			C												
3	Leave	00000	Q												
4			C												
5	STORAGE AND WAREHOUSING	10000	Q												
6			C												
7	Receipt	11000	Q												
8			C												
9	Ammunition	11100	Q												
10			C												
11	Other Supplies	11400	Q												
12			C												
13	Packing and Issue	12000	Q												
14			C												
15	Packing	12100	Q												
16			C												
17	Packing for Shipment	12110	Q												
18			C												
19	Ammunition	12111	Q												
20			C												
21	Other Supplies	12114	Q												
22			C												
23	Packing for Storage	12120	Q												
24			C												
25	Ammo while in Stg-COSIS	12121	Q												
26			C												
27	Ammo at Time of Receipt	12122	Q												
28			C												
29	O/S while in Stg-COSIS	12124	Q												
30			C												
31	O/S at Time of Receipt	12125	Q												
32			C												

NOTE: A - Line Items B - Short Tons C - Containers/Devices D - Packages E - Pieces G - Tally Cards H - TR's I - HHG Appl J - Lots/Serial No.

EDITION OF 1 MAY 73 IS OBSOLETE.

Figure 9-1.

SECTION A (Continued)

LINE NO.	ACCOUNT DESCRIPTION (PE72111.00000)	COST CODE	LINE ITEMS	SHORT TONS	OTHER PRODUCT (See note)	CIVILIAN		MATERIEL AND SUPPLIES COST	OTHER COST	TOTAL COST	MH PER UNIT (See note)	COST PER UNIT (See note)
						MANHOURS	LABOR COST					
a	b	c	e	f	g	h	i	j	k	l	m	n
1	Bulk Issue	12200 Q									B	B
2		C										
3	Bin Issue	12300 Q									A	A
4		C										
5	Shipping	12400 Q									B	B
6		C										
7	Ammunition	12410 Q									B	B
8		C										
9	Other Supplies	12440 Q									B	B
10		C										
11	Packing and Issue Support	12900 Q									B	B
12		C										
13	Storage Support	13000 Q									B	B
14		C										
15	Care of Materiel Sig	13100 Q									B	B
16		C										
17	Ammunition	13110 Q									B	B
18		C										
19	Ammunition-COSIS	13111 Q									B	B
20		C										
21	Ammunition-NON-COSIS	13112 Q									B	B
22		C										
23	Other Supplies	13140 Q									B	B
24		C										
25	Other Supplies-COSIS	13141 Q									B	B
26		C										
27	Other Supplies-NON-COSIS	13142 Q									B	B
28		C										
29	Rewarehousing	13200 Q									B	B
30		C										
31	Preservation & Packaging	13300 Q									D	D
32		C										
33	Shipment	13310 Q									D	D
34		C										
35	Ammunition	13311 Q									D	D
36		C										
37	Other Supplies	13314 Q									D	D
38		C										
39	Storage	13320 Q									D	D
40		C										

Figure 9-1.

SECTION A (Continued)													
LINE NO.	ACCOUNT DESCRIPTION (PE72111.00000)	COST CODE	LINE ITEMS	SHORT TONS	OTHER PRODUCT (See note)	CIVILIAN		MATERIEL AND SUPPLIES COST	OTHER COST	TOTAL COST	MH PER UNIT (See note)	COST PER UNIT (See note)	
						MANHOURS	LABOR COST						
a	b	c	d	e	f	g	h	i	j	k	l	m	n
1	Ammo while in Sig-COSIS	13321 Q			D						D	D	
2		C			D						D	D	
3	Ammo at Time of Receipt	13322 Q			D						D	D	
4		C			D						D	D	
5	Other Sup while in Sig-COSIS	13324 Q			D						D	D	
6		C			D						D	D	
7	O/S at Time of Receipt	13325 Q			D						D	D	
8		C			D						D	D	
9	Container Assembly or MFG	13400 Q			C						C	C	
10		C			C						C	C	
11	Unit and Set Assembly	13500 Q			E						E	E	
12		C			E						E	E	
13	Inventory	13600 Q			G						G	G	
14		C			G						G	G	
15	Training	13700 Q											
16		C											
17	Sp Proc Non-Army Stk Fund	13800 Q											
18		C											
19	Gen Storage Support	13900 Q											
20		C											
21	Other Sig Operations	14000 Q											
22		C											
23	Bulk Fuel & Lub	14100 Q											
24		C											
25	Quality Control	14300 Q											
26		C											
27	Receiving Inspection	14310 Q											
28		C											
29	Cyclic Inspection	14320 Q											
30		C											
31	Ammunition-COSIS	14321 Q			J						J	J	
32		C			J						J	J	
33	Other Supplies-COSIS	14324 Q									A	A	
34		C									A	A	
35	Fres, Packaging & Pig	14330 Q			J						J	J	
36		C			J						J	J	
37	Ammo/Incident to Sig-COSIS	14331 Q											
38		C											
39	Ammo/Incident to Shp & Rec	14332 Q			J						J	J	
40		C			J						J	J	

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Figure 9-1.

LINE NO.	ACCOUNT DESCRIPTION (P272111.00000)	COST CODE	LINE ITEMS	SHORT TONS	OTHER PRODUCT (See note)	CIVILIAN		MATERIEL AND SUPPLIES COST	OTHER COST	TOTAL COST	MH PER UNIT (See note)	COST PER UNIT (See note)	
						MANHOURS	LABOR COST						
a	b	c	d	e	f	g	h	i	j	k	l	m	n
1	O/S Incident to Sig-COSIS	14334	Q									A	A
2			C										
3	O/S Incident to Ship & Rec	14335	Q									A	A
4			C										
5	Shipping Inspection	14340	Q										
6			C										
7	Other QA Control	14350	Q										
8			C										
9	Transshipment	14400	Q										
10			C										
11	Spec Proc of Conv Ammo	16000	Q									B	B
12			C										
13	Renovation Conv Ammo	16100	Q									B	B
14			C										
15	Conver/Modi Conv Ammo	16200	Q									B	B
16			C										
17	Gen Storage & Whs Sup	19000	Q										
18			C										
19	STOCK CONTROL	20000	Q										
20			C										
21	Requisition Processing	21000	Q			L/I Manual						A	A
22			C										
23	Other Stock Control Opr	22000	Q									A	A
24			C										
25	Stock Control Support	23000	Q										
26			C										
27	TRAFFIC MANAGEMENT	30000	Q										
28			C										
29	Freight	31000	Q			L/I REC GBL		L/I SHIP GBL				A	A
30			C										
31	Passengers	32000	Q									H	H
32			C										
33	Household Goods	33000	Q									I	I
34			C										
35	Training	34000	Q										
36			C										
37	Traffic Mgt Sup	39000	Q										
38			C										

Figure 9-1.

SECTION A (Continued)													
LINE NO.	ACCOUNT DESCRIPTION (PB721111.00000)	COST CODE	LINE ITEMS	SHORT TONS	OTHER PRODUCT (See note)	CIVILIAN		MATERIEL AND SUPPLIES COST	OTHER COST	TOTAL COST	MH PER UNIT (See note)	COST PER UNIT (See note)	
						MANHOURS	LABOR COST						
a	b	c	d	e	f	g	h	i	j	k	l	m	n
1	10 ALL SUPPLY DEPOT SUPPORT	90000	Q										
2			C										
3	BASE CLOSURES/RIF ACTS	Y8999	Q										
4			C										
5	MILITARY SUPPORT	(MEMO)	Q										
6			C										
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
REMARKS													

Figure 9-1.

SECTION B - AMMUNITION PRESERVATION, PACKAGING, AND PACKING (PP&P) DATA ON RECEIPT WORKLOAD FOR QUARTER																						
SOURCE		TONS ON HAND BEGINNING QUARTER			TONS GENERATED DURING QUARTER			TONS PROCESSED/ COMPLETED			TONS TO STORAGE UNPROCESSED			TON ADJUSTMENT			TONS ON HAND END OF QUARTER					
1	PROCUREMENT																					
2	REBUILD																					
3	RETURNS (PCS)																					
4	ALL OTHER																					
5	WORKLOAD PROCESSED FROM PREVIOUS QUARTER																					
6	TOTAL																					
SECTION C - GENERAL SUPPLIES PP&P DATA ON RECEIPT WORKLOAD FOR QUARTER																						
SOURCE		TONS ON HAND BEGINNING QUARTER			TONS GENERATED DURING QUARTER			TONS PROCESSED/ COMPLETED			TONS TO STORAGE UNPROCESSED			TON ADJUSTMENT			TONS ON HAND END OF QUARTER					
1	PROCUREMENT																					
2	REBUILD																					
3	RETURNS (PCS)																					
4	ALL OTHER																					
5	WORKLOAD PROCESSED FROM PREVIOUS QUARTER																					
6	TOTAL																					
SECTION D - AMMUNITION PP&P DATA FOR QUARTER (COSIS ONLY)																						
SOURCE		STATUS ON PREVIOUS IN-TRANSIT			PP&P ON HAND BEGINNING QUARTER			PP&P GENERATED IN QUARTER			PROCESSED/ COMPLETED			ADJUSTMENTS			PP&P ON HAND END OF QUARTER					
		LOTS	TONS	\$ VAL (000)	LOTS	TONS	\$ VAL (000)	LOTS	TONS	\$ VAL (000)	LOTS	TONS	\$ VAL (000)	LOTS	TONS	\$ VAL (000)	LOTS	TONS	\$ VAL (000)	LOTS	TONS	\$ VAL (000)
1	SCHEDULED CYCLIC																					
2	SPECIAL INSP																					
3	TOTAL																					
4	REQUIRED BY ASDA/IMC																					
5	NOT REQUIRED BY ASDA/IMC																					
6	IN-TRANSIT																					
SECTION E - GENERAL SUPPLY PP&P DATA FOR QUARTER (COSIS ONLY)																						
SOURCE		STATUS ON PREVIOUS IN-TRANSIT			PP&P ON HAND BEGINNING QUARTER			PP&P GENERATED IN QUARTER			PROCESSED/ COMPLETED			ADJUSTMENTS			PP&P ON HAND END OF QUARTER					
		LINE ITEMS	TONS	\$ VAL (000)	LINE ITEMS	TONS	\$ VAL (000)	LINE ITEMS	TONS	\$ VAL (000)	LINE ITEMS	TONS	\$ VAL (000)	LINE ITEMS	TONS	\$ VAL (000)	LINE ITEMS	TONS	\$ VAL (000)	LINE ITEMS	TONS	\$ VAL (000)
1	SCHEDULED CYCLIC																					
2	SPECIAL INSP																					
3	TOTAL																					
4	APPROVED BY DEPOT																					
5	REQUIRED BY ASDA/IMC																					
6	TOTAL APPROVED																					
7	NOT REQUIRED BY ASDA/IMC																					
8	IN-TRANSIT																					
REMARKS																						

Figure 9-1.

SECTION F – PRESERVATION & PACKAGING & PACKING WORKLOAD & COST SUMMARY (ALL SOURCES) FOR QUARTER														
SOURCE		PRESERVATION & PACKAGING			PACKING			TOTAL PRESERVATION, PACKAGING & PACKING						
		MAN HOURS	TONS	COST	MAN-HOURS	TONS	COST	MAN HOURS	TONS	COST				
1	AMMUNITION													
2	IN STORAGE (COSIS)													
3	TIME OF RECEIPT													
4	SHIPMENT													
5	OTHER SUPPLIES													
6	IN STORAGE (COSIS)													
7	TIME OF RECEIPT													
8	SHIPMENT													
9	TOTAL													
10	IN STORAGE (COSIS)													
11	TIME OF RECEIPT													
12	SHIPMENT													
SECTION G – CYCLIC AND SPECIAL INSPECTION DATA FOR QUARTER														
PRIORITY GROUP		ON HAND BEGINNING QUARTER				ACCOMPLISHED						ON HAND END OF QUARTER		
		AMMU-NITION		OTHER		AMMU-NITION			OTHER			AMMU-NITION		OTHER
		LOTS	TONS	LINE	TONS	LOTS	TONS	\$ VAL (000)	LINE	TONS	\$ VAL (000)	LOTS	TONS	LINE
1	1A													
2	1B													
3	1C													
4	11A													
5	11B													
6	11C													
7	CYCLIC SCHEDULED													
8	SPECIAL INSP SCHEDULED													
9	TOTAL CYCLIC AND SPECIAL													
SECTION H – MATERIEL IN STORAGE AT END OF QUARTER														
		OPEN STORAGE				COVERED STORAGE								
		ISSUABLE		NON-ISSUABLE		ISSUABLE		NON-ISSUABLE						
		LINE ITEMS	TONS	LINE ITEMS	TONS	LINE ITEMS	TONS	LINE ITEMS	TONS					
1	AMMUNITION													
2	S&C													
3	OTHER													
4	TOTAL													
SECTION I – RECONCILIATION OF LINES AND TONS IN STORAGE														
		BEGIN QUARTER	RECEIPTS	SHIPMENTS	ADJUSTMENTS	END QUARTER								
1	LINE ITEMS													
2	TONS													
REMARKS														

Figure 9-1.

Chapter 10 MAINTENANCE OF THE STORAGE AND MATERIALS HANDLING MANUAL (TM 743-200)

10-1. Scope.

This chapter prescribes Army procedure and responsibilities for the maintenance and implementation of TM 743-200/NAVSUP PUB 284/AFM 67-3V/NAVMC 1101/DSAM 4145.1 (Storage and Materials Handling). This technical manual—

- a. Establishes policies and uniform procedures that are mandatory for use by *all* Department of Defense (DOD) supply activities.
- b. Serves as a training medium in on-the-job courses of instruction for storage and materials handling personnel.

10-2. General.

a. TM 743-200 is maintained by a joint working group comprised of one representative from each of the military departments and Defense Supply Agency (DSA). The Department of the Navy representative is chairman of the group.

b. Department of the Army (DA) has implemented TM 743-200-1 (Storage and Materials Handling). This manual is mandatory for *all* DA supply activities. (Depot, depot activities, post, camp stations, DSU-GSU—all installations, with a storage mission.)

10-3. Responsibilities.

a. *Commanding General, AMC.* The Commanding General, AMC, will appoint a qualified person and an alternate to serve as DA members on the joint working group. These members will—

(1) Receive changes and revisions to TM 743-200 and TM 743-200-1 originating within DA and accomplish necessary coordination.

(2) Be responsible for the coordination of DA proposed changes and revisions to the joint manual and submission of these changes to the joint working group for consideration as to adoption.

(3) Be responsible for effecting necessary coordination relative to DA-requested deviations to the joint manual (TM 743-200).

(4) Be responsible for accomplishing necessary coordination within DALO-SMS-R relative to the joint working group's proposed changes and revisions to the joint manual and return of these, along with comments or approval, for publication.

b. *HQDA, DALO-SMA-R.* Upon receipt from USAMC, the Deputy Chief of Staff for Logistics will review and approve proposed coordinated changes and revisions to both TM 743-200 and TM 743-200-1. Material approved for inclusion in the joint manual (TM 743-200) will be forwarded to the joint working group. Material approved for inclusion in TM 743-200-1 will be processed to the US Army Publications Directorate, for publication.

c. *Major Army commanders.* Major Army commanders will—

(1) When deemed necessary, authorize interim and temporary deviations to the mandatory provisions of the joint manual and TM 743-200-1. Such deviations will not exceed a period of 90 days.

(2) When deviations to the mandatory provisions of the joint manual or TM 743-200-1 must extend beyond 90 days or when permanent deviations are required, requests will be submitted to AMC, ATTN: AMC SU-BS, 5001 Eisenhower Avenue, Alexandria, VA 22333 for approval. All requests for deviation will be accompanied by complete justification.

(3) Changes or revisions which are desired to any portion of these manuals will be referred to AMC for consideration. All proposed changes or revisions will be accompanied by reasons and a recommended revision of sentences or paragraphs concerned.

Chapter 11 CLASS V AMMUNITION STORAGE AND TRANSPORTATION PROCEDURES

11-1. Scope

This section establishes Policy and procedures for unitizing, handling, storing and shipping (outloading) of Class V materiel and for handling and shipping of guided missile/large rocket ground support equipment. It applies to all CONUS and oversea commands and activities having responsibilities for handling, storing and shipping ammunition commodities and related ground support equipment.

11-2. Objectives.

The objectives of this chapter are:

a. To provide safe, economic and standardized methods for the orderly grouping of an ammunition commodity or commodities in approved storage structures.

b. To insure safe, economic and standardized procedures for the handling and transport of ammunition commodities and related ground support equipment by railroad or motor carrier equipment, including trailer/container-on-flat-car (T/COFC), intermodal containers, tactical vehicles, and ships.

c. To provide cost effective standardized methods for the unitization of ammunition items to minimize and facilitate handling operations and to provide for stability in grouping items for storage or shipping operations.

d. To assure the conduct of appropriate tests of storage and transport methods prior to issue of approved methods for use.

e. To preclude damage to ammunition and ground support equipment as well as personal injury or property damage through use of improper methods of unitization, handling, storage and transport of these commodities.

11-3. Policies.

a. The Deputy Chief of Staff for Logistics, DA, will establish a program for the development and preparation of approved storage and outloading procedural drawings for distribution and utilization by subordinate installations and activities. These drawings are official documents and are applicable throughout the ammunition supply system of the US Army. In addition, these drawings are available for use by other DOD agencies and private industry as appropriate. Program management is delegated to the CDR AMC.

b. The US Army Armaments Command, the US Army Missile Command, and the US Army Safeguard Systems Command will identify project requirements for preparation of storage and outloading drawings for ammunition commodities and missile/rocket ground support equipment by specific method of storage or mode of transport.

c. The AMC Ammunition Center will develop and prepare storage and outloading drawings and obtain approvals for applicable regulatory agencies. Engineering tests including instrumented trial shipments will be conducted as required to validate storage and outloading procedures. Engineering data generated during the tests will be recorded and maintained in support of the DOD Engineering for Transportability Program.

d. CONUS installations and activities having responsibility for handling, storing and shipping munitions and missile/rocket ground support equipment will utilize methods depicted in applicable approved drawings to the maximum extent possible in performance of operations. Drawings may be requisitioned from the Director, AMC Ammunition Center, Savanna, IL 61074.

e. Oversea commands and subordinate elements having responsibility for handling, storing and shipping munitions and missile/rocket ground support equipment will utilize methods depicted in applicable approved drawings to the maximum extent possible; including use of principles of depicted methods as guidance when

these methods are not specifically applicable to the storage structures and/or transporting equipment available for use in accomplishing the operations. Drawings may be requisitioned from the Director, AMC Ammunition Center, Savanna, IL 61074.

11-4. Responsibilities.

a. The Deputy Chief of Staff for Logistics, Department of Army, is responsible to develop, maintain and supervise a program to standardize and control ammunition storage and transportation procedures in support of the Army Ammunition Program. Authority for execution and evaluation of this program is delegated to the CDR AMC.

b. AMC Commodity Commands, including US Army Safeguard System Command, by concurrence, will define and identify project requirements to the AMC Ammunition Center for the preparation of new or revised storage, outloading and unitization drawings for ammunition commodities and missile/rocket ground support equipment items as applicable to their command and will review and approve the drawings.

c. The Director, AMC Ammunition Center will develop and prepare storage, outloading, and unitization drawings for projects assigned by the commodity commands; will obtain the required approvals of other agencies and is delegated authority to perform final approval action for Headquarters, AMC, on all drawings; will conduct tests in support of storage, outloading and unitization drawing development as required; will reproduce and distribute approved drawings to users designated by the commodity commands.

**Appendix
AGREEMENT BETWEEN THE DEPARTMENT OF
DEFENSE
AND
THE GENERAL SERVICES ADMINISTRATION
ON
INTERAGENCY CROSS-SERVICING IN STORAGE
ACTIVITIES WITHIN THE UNITED STATES**

**Section I
– PURPOSE**

This agreement prescribes procedures to be followed in cross-servicing storage and warehousing services between the Department of Defense and civilian agencies of the Government.

**Section II
– SCOPE**

A. The provisions of this agreement apply to all Government storage activities within the United States except those financed under industrial funds and those activities concerned with the storage and handling of bulk fuels.

The services covered by this agreement include, but are not limited to, the following:

- a. Unloading of carriers' equipment; checking, sorting, placing material in storage, and documentation.
- b. Withdrawing material from storage; checking, marking, weighing, loading of carriers' equipment, documentation, and internal switching.
- c. Use of storage space.
- d. Care and preservation-packaging of stored material.

**Section III
– CANCELLATION**

The following agreements are hereby cancelled:

- A.** "Agreement Between Department of Defense and General Services Administration on Interagency Cross-Servicing in Storage Activities," dated November 12, 1958.
- B.** "Department of Defense – General Services Administration Agreement on Basis of Charges and Reimbursements for Storage and Handling of Strategic and Critical Materials by the Military Departments for GSA," dated October 11, 1955.

**Section IV
– CHARGES**

Normally, charges for services rendered will be based upon the standard rates established by the Department of Defense or the Federal Civilian Agency for internal use. However, special rates may be negotiated to cover actual or estimated costs for large, bulk lots of material (except for strategic and critical materials, for which special rates are provided in Tab C) when the applicable rates appear inequitable, subject to the approval of the Assistant Secretary of Defense (I&L) for the Department of Defense and the appropriate program official for the Federal Civilian Agencies. Forecasts of services to be performed by the Department of Defense as stated in Sections V and VI below will be priced at the standard rates or special negotiated rates as indicated herein.

**Section V
– POLICY**

To the extent feasible, the Department of Defense and the Federal Civilian Agencies will make available to each other on a reimbursable basis storage and warehousing services which each may require from time to time.

**Section VI
– RESPONSIBILITIES**

A. The agency operating a facility will furnish all personnel, supplies and equipment required for the receipt, storage, care, handling and shipment of material. However, the requesting agency may furnish technical personnel on either an intermittent or continuing

basis as required and agreed upon and have the right to inspect material in storage upon prior arrangements with the operating agency.

B. The requesting agency will be responsible for accountability, traffic management on both inbound and outbound shipments, payment of all transportation costs, and for claims for loss or damage incident to transportation. The agency operating the facility rendering the storage and warehousing services will furnish such documentary evidence as is available to support any loss or damage claims.

**Section VII
– REQUESTS FOR SERVICES**

A. General – Other Than Strategic and Critical Materials

1. Requests for storage and warehousing services should be made in writing and, to the maximum extent, should be submitted at least thirty days in advance of the scheduled date when the material is to be placed in storage. However, when expediency demands, shorter notice may be given and, in emergencies, requests and acceptance may be by any available means of communication. In such emergencies confirmation will be made in writing within ten days.

2. Civilian agencies will submit all requests directly to the Department of Defense component concerned. Information copies of each request will be forwarded to the Administrator, GSA, and to the Assistant Secretary of Defense (I&L). (See Tab "A" for the address of contact points within each Department of Defense component.)

3. Department of Defense components will submit all requests directly to the civilian agencies. Information copies of each request will be forwarded to the Assistant Secretary of Defense (I&L), and the Administrator, GSA. (See Tab "B" for contact points within civilian agencies.)

4. Copies of replies made to each request for services will be furnished the Assistant Secretary of Defense (I&L) and the Administrator, GSA by the Department of Defense components and civilian agencies.

5. Where applicable and feasible, each request for services will include the following information as a minimum:

- (a) Designation of requesting agency.
- (b) Description of material, including special storage and handling requirements, if any.
- (c) Type of packing, if any (box, case, crate, palletized unit loads, etc.)
- (d) Dimensions of package.
- (e) Weight per package (pounds).
- (f) Total number of packages.
- (g) Type of space required (heated, unheated, refrigerated, etc.)
- (h) Method of care and preservation-packaging required, stock rotation and other handling or care.
- (i) Shipper, method of shipment (rail, motor carrier, etc.) and point of origin.
- (j) Originating carrier if storage-in-transit is desired.
- (k) Rate of delivery in carloads or truckloads per day or week as applicable and the date initial delivery can be expected.
- (l) Rate of withdrawals per day or week, if applicable.
- (m) The storage location desired, either by specific facility or "vicinity" (city, state, etc.) as applicable.
- (n) Accounting classification of funds of ordering agency to be charged for services and the name and address of the office to which claims for reimbursement are to be forwarded.
- (o) Name and address of the accounting office of the ordering agency to which notice of receipt of material should be sent.
- (p) Records to be maintained and reports to be rendered by the storing activity.
- (q) Period during which services will be required.

6. A request for services constitutes an order which will be the basis for obligation of funds of the requesting activity, and when accepted by a Government agency will constitute an anticipated

reimbursement. Arrangements incident to the furnishing of services may be handled directly by the activities concerned.

B. Strategic and Critical Materials

1. In making requests for services incident to the storage and handling of stockpile materials, the procedures set forth in the Strategic and Critical Materials Storage Manual will apply.

2. The General Services Administration will furnish annual estimates to DoD components of stockpile tonnage's to be handled and space required for the storage of strategic and critical materials. In addition, GSA will furnish current forecasts quarterly which will constitute valid orders upon the DoD components.

3. Special projects will be handled in accordance with paragraph 4 of Tab C.

Section VIII – REIMBURSEMENT

Billing and reimbursement for services rendered will be made not less frequently than quarterly nor more frequently than monthly. The Federal Civilian Agency or the Department of Defense component rendering services will establish the frequency and method of billing and collection.

Section IX – INACTIVATION OR

In the event it becomes necessary for the Department of Defense or a Federal Civilian Agency to inactivate or dispose of a facility used under the terms of this agreement, the agency owning the material agrees to assume responsibility for the care of its property or to remove the property to another location. The agency owning the material will be furnished at least ninety days' notice as to the plans with respect to the inactivation or disposal of the facility being utilized.

Section X – EFFECTIVE DATE

These rates and the provisions of this agreement are effective as of July 1, 1969. An effective date for each change will be established.

Secretary of Defense

Date JUN 16 1969

GENERAL SERVICES ADMINISTRATION

Administrator of General Services

Date JUL 8 1969

Inclosures:

Tab A – Addresses of Department of Defense Contact Points

Tab B – Addresses of Civilian Agency Contact Points

Tab C – Schedule of Services and Charges for Strategic and Critical Material Stockpile Operations

TAB A. AGREEMENT BETWEEN THE DEPARTMENT OF DEFENSE AND THE GENERAL SERVICES ADMINISTRATION ON INTERAGENCY CROSS-SERVICING IN STORAGE ACTIVITIES

Addresses of Department of Defense Contact Points

DEPARTMENT OF THE ARMY
Deputy Chief of Staff (Logistics)
DALO-SMS-R
Washington, DC 20310

DEPARTMENT OF THE NAVY
Naval Supply Systems Command
Code SUP 0441

Washington, DC 20360
Commandant of the Marine Corps
Office of the Quartermaster General (CSR)
Washington, DC 20380

DEPARTMENT OF THE AIR FORCE
Supply Systems Division
Directorate of Supply & Services
Deputy Chief of Staff, Systems & Logistics
Washington, DC 20330

DEFENSE SUPPLY AGENCY
Depot Operations Division
Directorate of Supply Operations
Alexandria, Virginia 22314

TAB B. AGREEMENT BETWEEN THE DEPARTMENT OF DEFENSE AND THE GENERAL SERVICES ADMINISTRATION ON INTERAGENCY CROSS-SERVICING IN STORAGE ACTIVITIES

Addresses of Civilian Agency Contact Points

General Services Administration
Assistant Commissioner, National
Supply Policies and Programs
Federal Supply Service
Washington, D. C. 20406

Department of Agriculture
Director, Office of Plant and
Operations
Washington, D. C. 20250

Department of Commerce
Director, Office of Administrative
Services
Washington, D. C. 20230

National Aeronautics and Space
Administration
Director of Procurement
Washington, D. C. 20546

Department of Health, Education and
Welfare
Director, Office of General Services
Washington, D. C. 20201

U. S. Information Agency
Chief, Administrative Services
Division
Washington, D. C. 20547
Post Office Department
Chief, Procurement Policy and
Management Staff
Bureau of Facilities
Washington, D. C. 20260

Department of the Treasury
Chief, Administrative Services
Washington, D. C. 20220

Veterans Administration
Director, Supply Service
Washington, D. C. 20420

Department of the Interior

Director, Management Operations
Office of the Administrative
Assistant Secretary
Washington, D. C. 20240

Department of Justice
Chief, Administrative Services Office
Washington, D. C. 20530

Atomic Energy Commission
Director, Division of Contracts
Washington, D. C. 20545

Tennessee Valley Authority
Director of Property and Supply
Chattanooga, Tennessee 37401

TAB C. SCHEDULE OF SERVICES AND CHARGES FOR STRATEGIC AND CRITICAL MATERIAL STOCKPILE AND NATIONAL INDUSTRIAL EQUIPMENT RESERVE OPERATIONS

1. Fixed rates for storage in terms of gross square feet of space allocated for covered or controlled storage and gross square feet of space occupied for open storage are established as follows:

Table ERR

Type of Storage	Rate Per Sq. Ft. Per Annum.
Heated or controlled humidity	45¢;
All other covered space	35¢;
Open Improved ¹	8¢;
Open improved (at agency expense) ²	5¢;
Open Unimproved	5¢;

Notes:

¹ Open area space constructed or improved with DoD funds without reimbursement, and in such a manner as would permit the operation of solid-tire fork lift trucks.

² Improved space similar to that described above, but prepared at GSA expense.

2. Fixed rates for handling in terms of short tons are established for each of the following major commodity groups:

Table ERR

Commodity Group	Rate per Short Ton
Ore	\$ 1.35
Bars, Ingots, Rods, Pigs, and other primary forms of Metal	3.15
Materials in containers such as bags, boxes, crates, drums and bales except rubber and mica.	4.30
Rubber	8.00
Mica	20.00

3. The rates in paragraph 2 above do not apply when it is necessary for the depot to contract for the handling work involved. In such event, GSA will reimburse the DoD component for the actual cost paid to the contractor. Likewise, the above rates do not apply when GSA contracts directly for handling services at DoD depots.

4. The rates in paragraphs 1 and 2 above do not cover the costs of stockpile storage and handling at tank farms, including all tanks

in which either liquid or solid (e. g., primary metals) strategic and critical materials are stored or stockpile activities other than storage and handling (receiving and shipping). These activities will be reimbursed as a "special project" on a direct cost basis which will require prior approval by GSA program officials.

5. Charges for storage and handling of machine tools and industrial metal working equipment will be determined as follows:

Table ERR

Services Performed	Determination of reimbursable costs ¹
a. Unloading, checking, sorting and placing in storage	a. At DoD operated facilities costs will consist of the following elements: direct personnel hire plus 29% for the Government's contribution for employee benefits and accrued leave, and 35% of the direct personnel cost for overhead, equipment, and operating supplies.
b. Withdrawal, checking and loading	b. At contractor operated facilities the costs will be based on the contractor's accounting system, if acceptable for other contract cost determination purposes.
c. Preservation and packaging	
d. Inspection	

Notes:

¹ Costs for handling of these items vary with the amount of non-warehouse (technical maintenance) personnel and specialized handling equipment that is required to perform these functions. Therefore, actual or estimated costs will be used in lieu of fixed rates.

Appendix B GUIDE TO PREPARATION OF ORGANIZATION FUNCTIONAL STATEMENTS FOR A TYPE HQ EQUIPMENT GROUP AND A TYPE EQUIPMENT GROUP

Section I Type HQ Equipment Group

B-1. Administration and Services Division.

- a. Maintains liaison with Equipment Group (EG) units in order to provide assistance, guidance and consultation on civilian and military personnel matters.
- b. Represents Commanding Officer on civilian personnel matters.
- c. Provide information and assistance to applicants and employees on services provided from employment.
- d. Processes civilian and military personnel actions.
- e. Maintains library, personnel files and records.
- f. Prepares civilian and military personnel and manpower reports as required.
- g. Maintains current job descriptions.
- h. Determines manpower requirements, allocates and controls manpower spaces.
- i. Prepares manpower data and projections for budgeting and programming purposes.
- j. Manages EG property including operating supplies and equipment, computes ASL, maintains dues-in, dues-out files, maintains accountable records and documents, receives and processes requisitions, and coordinates supply matters.
- k. Coordinates maintenance and repair of EG operating equipment.
- l. Reviews and approves TAMMS reports.
- m. Prepares and maintains TDA.
- n. Administers and controls centralized property books for EG operating equipment.
- o. Controls security of classified documents.
- p. Receives, routes, safeguards and dispatches mail.
- q. Provides administrative and clerical services.
- r. Reviews and authenticates travel orders.
- s. Publishes daily bulletins, general and special orders, regulations and other directives.

B-2. Comptroller Division.

- a. Advises EG commander on budgetary and programming matters.
- b. Prepares budgetary estimates for EG.
- c. Receives and distributes allotments.
- d. Prepares budget execution plan for EG.
- e. Evaluates performance of each element or EG in terms of assigned responsibilities.
- f. Provides review and analysis data required by EG and higher authority.
- g. Prepares and maintains management data including statistical summaries, mission and functional statements and brochures.
- h. Provides production engineering services.
- i. Implements work simplification program.
- j. Prepares and maintains EG procedural directives.
- k. Performs unscheduled studies or surveys of any area as required.

B-3. Quality Control (QC) Division.

- a. Prepares QC internal operating plans and procedures.
- b. Provides technical assistance to equipment group units on QC plans schedules and procedures.
- c. Conducts cyclical inspections and tests to evaluate equipment serviceability.
- d. Maintains records and analysis of inspections for identification of nonserviceable stocks, causes of deficiencies and determination of restorative action.

- e. Prepares materiel readiness reports required by higher authority.

B-4. Supply and Maintenance Division.

- a. Interprets and disseminates maintenance, storage, preservation and packaging procedures and policies received from higher authority.
- b. Develops and presents resource requirements for assigned programs.
- c. Manages execution of assigned program.
- d. Provides technical assistance to equipment group units on maintenance, preservation, and packaging.
- e. Analyzes program execution.
- f. Develops plans for activation and issue of prepositioned equipment.
- g. Coordinates inventory of prepositioned equipment.
- h. Manages POMCUS property books.
- i. Implements policies for storage of prepositioned equipment.
- j. Reviews and approves standard storage operating procedures.
- k. Coordinates rotation of prepositioned equipment.
- l. Develops overall storage plans for prepositioned equipment including master plan for layout of each storage area.
- m. Coordinates location of unit sets of equipment, and manages relocations as required.
- n. Coordinates scheduling of maintenance of POMCUS requiring DS, GS and depot maintenance.
- o. Coordinates reassignment of personnel within the group to meet priority workload requirements.

Section II Type Equipment Group

B-5. Quality Control Branch.

- a. Makes receiving and issue inspections.
- b. Determines condition and completeness of equipment including work required prior to storage.
- c. Conducts visual and cyclic inspections and tests to determine equipment serviceability.
- d. Inspects in line and final work performed by preservation and assembly section.
- e. Identifies and classifies equipment and materiel.
- f. Certifies equipment for storage and issue.
- g. Prepares equipment and materiel readiness reports.

B-6. Supply and Maintenance Branch.

- a. *Inventory Control Section.*
 - (1) Maintains unit equipment property books and equipment log books.
 - (2) Initiates requisitions for publications, repair parts, operating supplies and equipment, receives, stores and issues these items upon request.
 - (3) Maintains property records for operating supplies and equipment.
 - (4) Performs inventories of all accountable property.
 - (5) Maintains library of technical publications.
 - (6) Maintains storage space information and prepares reports.
 - (7) Determines combat loading for each vehicle to be stored and prepares load lists.
 - (8) Maintains central custodial locator records.
- b. *Storage Section.*
 - (1) Receives and places materiel in storage.
 - (2) Develops storage layout plans and methods of storage.
 - (3) Develops plans for removal and issue to troop units.
 - (4) Removes equipment from storage for inspection, testing or shipment purposes.
 - (5) Assists in activating and servicing equipment prior to issue.
 - (6) Assembles sets loads equipment for storage.
 - (7) Issues equipment to troop units.
- c. *Preservation, Packaging and Packing Section.*
 - (1) Preserves, packages, packs and marks supplies and equipment for storage.

(2) Fabricates boxes, crates and dunnage as required.

d. Maintenance Section.

(1) Performs organizational level maintenance.

(2) Exercises equipment as required.

(3) Determines level of maintenance and arranges for DS, GS or depot maintenance support.

(4) Assists in activating and servicing equipment prior to issue.

(5) Services equipment as required.

(6) Applies MWO's within unit capability.

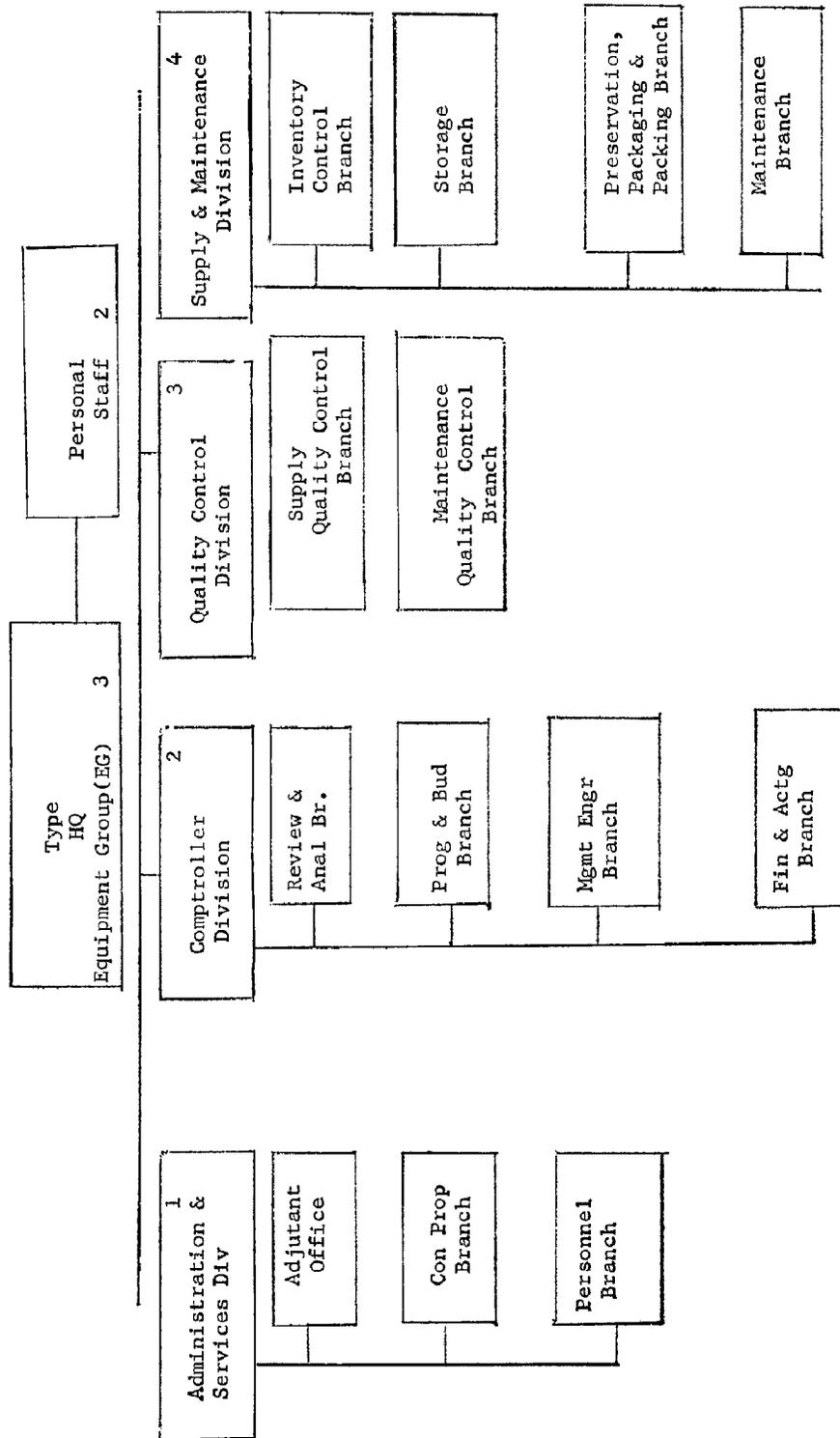


Figure B-1.

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