

Legend for Figure 6-3:

Completion instructions by column or block for DA Form 2062 as a component hand receipt of an end item with components.

Note. When using the preprinted DA Form 2062, most of the data for the following instructions will already be printed.

- (1) **Title** Line out "Annex Number."
 - (2) **From** Enter the name of the organization, unit, section, or squad which issues the property.
 - (3) **To** Enter the name and rank of the person receiving the property (pencil entry).
 - (4) **Hand Receipt Number** Enter a locally designed number.
 - (5) **End Item Stock Number** Enter the stock number of the end item.
 - (6) **End Item Description** Enter a description of the end item.
 - (7) **Publication Number** Enter the description of the publication that contains the Basic Issue List (BIIL), Components of End Item (COEI) list, Additional Authorization List (AAL), mandatory discretionary components or other components list for the end item.
 - (8) **Publication Date** Enter the date of the publication listed in the "publication number" block.
 - (9) **Quantity** Enter the number of the listing when the hand receipt is used as a component hand receipt. When used as a hand receipt annex for shortages, enter the number of end items to which the annex applies.
- Column a** Enter the stock number of the end item, followed by stock numbers of COEI, BII, and AAL items.
- Column b** Enter a description of the end item, to include the make or model, and the serial/USA number, followed by item description of COEI, BII, and AAL items.
- Column c** Enter the accounting requirements code (ARC) for each item (pencil, ink, or typewriter entry).
- Column d** Enter the CHIC formerly, SEC code for each item (pencil, ink, or typewriter entry).
- Column e** Enter the unit of issue for each item (pencil, ink, or typewriter entry).
- Column f** Enter the quantity authorized to be on hand (pencil, ink, or typewriter entry).
- (A through F)**
1. Enter the number of the listing for the end item and enter the quantity on hand for each COEI, BII, and AAL item listed. When used as a hand receipt shortage annex, enter the quantity short for each COEI, BII, and AAL item listed.
 2. Advance all quantities to the next column when quantities change.
 3. Quantities must be advanced when changing hand or subhand receipt holders.
 - 3 The person receiving the property will sign, enter his or her rank, and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.) When using the component hand receipt as a hand receipt shortage annex, the person filling the position identified in the "From" block signs and dates (ink entry) the last page under the last recorded entry. The current responsible person must validate shortages.
 - (10) Page, Self-explanatory.

Note. Make all entries in ink or typewriter unless otherwise stated.

Chapter 7 Management of Basic and Operational Loads

7-1. General

a. This chapter gives procedures for managing loads of all supplies except Class 8 medical repair parts and Class 9 for the Active Army. ARNG organizations (except ARNG SSAs) and USAR MTOE organizations will not keep basic loads for classes of supply in this chapter. This chapter also includes procedures for keeping the related records. Loads are a quantity of durable and expendable supplies kept by units to sustain their operations. There are three types of loads: basic loads, operational loads, and prescribed loads.

(1) Basic loads are MACOM designated quantities of class 1 through 5 and 8 supplies which allow a unit to initiate its combat operations. Basic loads are combat-deployable using organic transportation in a single lift. Basic load items subject to deterioration or having a shelf life are replaced as required. Excesses caused by unit pack may be kept and used.

(2) Operational loads consist of class 1,2,3,4,5, and 8 (except medical repair parts) kept by a unit to support operations for a given time. These supplies are combat-deployable only after essential-lift requirements are met.

(3) Prescribed loads are quantities of maintenance significant class 2 and 4, and 8 and 9 organizational maintenance repair parts that support a unit's daily peacetime organizational maintenance program. They are combat-deployable only after essential-lift requirements are met.

b. Chapter 2 gives procedures for requesting, receiving, and canceling items. Chapter 3 gives turn-in procedures.

7-2. Basic loads of class 1, 2, 3, 4, 5 (ammunition basic load) and 8 (except medical repair parts) supplies

a. MACOMs designate the units which must keep basic loads of Class 1, 2, 3, 4 (type classified only), 5 (ammunition basic load), and 8 (except medical repair parts) supplies. Use the method prescribed by the MACOM to establish stockage levels.

b. Account for basic loads of Class 1, and 5 supplies on the property book. Use the procedures in chapter 4. Records of responsibility are also required. Use proper procedures in chapter 5.

c. Inventory class 1 items semiannually and class 5 items monthly.

7-3. Basic loads of class 2, (durable and expendable), 3, 4, and 8 (except medical repair parts) supplies

a. General.

(1) MACOMs designate the units which must keep basic loads of Class 2, (durable and expendable), 3, 4, and 8 (except medical repair parts) supplies. Health care activities manage medical equipment repair parts under AR 40-61, chapter 6. MACOMs also prescribe the method of establishing the loads and stockage levels.

(2) The loads are managed by the element of the unit that keeps the expendable/durable document register.

(3) Items authorized for stockage must be on hand or on request. Chapter 2 gives request procedures.

(4) Records required for the loads are the DA Form 2063-R (Prescribed Load List) and the DA Form 3318 (Record of Demands-Title Insert). DA Form 2063-R will be reproduced locally on 8 1/2- by 11-inch paper. A blank copy of DA Form 2063-R at the back of this pamphlet. Keep one set of records for the Class 2 and 4 load. Keep another set of records for the Class 8 load. Do not consolidate the records.

(5) Use hand receipts if durable items in the load are issued. Chapter 5 gives hand receipt procedures.

(6) The loads must be inventoried when DA Forms 3318 are reviewed. (See f below.)

(7) The commander keeping the load is the approving authority for the load.

b. Preparing DA Form 2063-R as a basic load list. DA Form 2063-R is prepared as the basic load list. Prepare the form in

enough copies to meet local needs. List Class 2 and 4 items authorized for stockage on the same list; list Class 8 items on a separate list. Prepare the load list like the example shown in figure 7-1.

c. Processing the load list. After the load list is prepared, process it as follows:

(1) Take the load list to the unit commander for approval. The commander approves it by signing the last page.

(2) File a copy of the approved load list in the unit file.

(3) Send a copy of the approved load list to the SSA for review. Do this within 5 calendar days after approval. If the SSA finds obvious errors in a stock number or unit of issue, the unit will be told.

(4) Correct any errors found by the SSA.

d. Changes to the load list. After giving the SSA an initial load list, keep the list current. Update the list as follows:

(1) Give any changes to the SSA as they occur. List changes on DA Form 2063-R. Prepare the change list in the same format as the initial list. Prepare a consolidated list for items:

(a) Added to the load.

(b) Deleted from the load.

(c) Having an increase in stockage quantity.

(d) Having a decrease in stockage quantity.

(2) Enter the new stockage quantity in the "Basic" column.

(3) Enter "added, change, or deleted" in the "Remarks" column for each item to show the type of change.

(4) Give the SSA a new load list which includes previous changes at the second and alternating review periods.

e. Preparing and maintaining DA Form 3318 (Record of Demands-Title Insert). DA Form 3318 is a two-part form. The Record of Demands/Requests section is designed to record quantities of an item demanded or requested, regardless of the supply source. When the Demands or the Requests section is filled, it may be separated from the Title Insert section and turned over for more postings. Prepare a DA Form 3318 for each authorized line item. File the forms in NIIN sequence in a visible file cabinet or visible file folder. Signals made of colored tabs may be used in the visible file with the DA Form 3318 to show status of an item. Make all entries on DA Form 3318 in pencil. Figure 7-2 gives instructions for preparing DA Form 3318.

f. Review of DA Form 3318 and Inventory of the Load. DA Form 3318 must be reviewed semiannually (180 days). The review includes an inventory of the load. Make the review and inventory as follows:

(1) Compare storage location of each item with the location listed on the Title Insert. Correct any differences.

(2) Count all items and change the Balance On Hand quantity if necessary.

(3) Make a visual check of the items' condition. Damaged items must be repaired or replaced.

(4) See if the balance on hand, plus dues-in, minus dues-out equals the authorized stockage level. Make a list of any items that need to be requested or have excess.

(5) Post the review results on the next available line in the Demands section of DA Forms 3318. Make the posting as shown in figure 7-3 and explained below.

(a) Date column. Enter the Julian date of the review.

(b) User column. Enter the letters "REV" (to indicate a review).

(c) Quantity demanded column. Enter the total quantity demanded during the review period. Demands which have been canceled are not included.

(d) Review entry. Draw a dark line just below the review entry.

(6) On completion of the review and inventory, take these actions:

(a) Report any inventory shortages of durable items to the unit commander.

(b) Submit requests for issue to replace shortages.

(c) Submit requests for cancellation for excess dues-in.

(d) Turn-in excess items. Turn-in procedures are in chapter 3.

7-4. Operational load of class 1 supplies

Manage this load according to AR 30-1 and AR 30-18.

7-5. Operational loads of class 2, 3 (pkg), 4, and 8 (except medical repair parts) supplies

a. All units are authorized operational loads of class 2, 3 (pkg), 4, and 8 (except medical repair parts) supplies. Up to a 15-day stockage of supplies is authorized, based on allowances in CTA 50-970 and CTA 8-100. If the items are available through a SSSC, then 7-day stockage is sufficient. No records of demands are required. Develop stockage quantity based on local experience.

b. No accounting records are required, but responsibility must be assigned for durable items. Use the proper procedures in chapter 5 or tool room procedures.

c. Durable items in these loads must be inventoried:

(1) When the hand receipt holder changes. Use the procedures in paragraph 9-4b.

(2) Semiannually by the hand receipt holder. Inventory the items as follows:

(a) Check all items to make sure the item matches the description on the hand receipt. Make a list of any differences.

(b) Count all items. Make a list of any differences between the quantity on hand and that shown on the hand receipt.

(c) Make a visual check of the items' condition. Unserviceable items must be turned in. Damaged items must be repaired.

(d) Make sure excess items are turned in.

(e) Record the results of the inventory on a memorandum. The memorandum will state that the required items were completely inventoried. The hand receipt holder must sign the memorandum. Give the original of the memorandum to the unit commander for filing. The hand receipt holder will keep a copy of the memorandum.

d. When the inventory is completed, the unit commander will:

(1) Determine if an adjustment document for shortages is required. If required, prepare and process the adjustment document according to AR 735-5.

(2) Make sure shortages are requested.

7-6. Operational load of class 3 (bulk) supplies

Manage this load as directed by the MACOM.

7-7. Operational load of class 5 supplies

a. All units are authorized an operational load of Class 5 supplies. In the ARNG, the State Adjutant General designates those units authorized to maintain operational loads of Class 5 supplies. Stockage of the following two types of operational load is authorized:

(1) Ammunition authorized by CTA 50-909 that is not expected to be expended (i.e., security guards, emergency signals, site security, etc.) will be maintained on the property book and controlled through hand receipt procedures. (CG, USACIDC, will specify procedures for inventory of weapons and ammunition at the U.S. Army Criminal Investigation Laboratories).

(2) Ammunition authorized by CTA 50-909 that is expected to be expended, (i.e., qualification for civilian guards, rock quarry operations, and dud disposal ammunition) is not maintained on the property book, but is controlled through the use of hand receipts.

b. Because Class 5 items are sensitive, keep stockage to a minimum. Stockage levels are based on allowances in DA training ammunition letters.

c. No accounting records are required, but responsibility must be assigned when items are issued to individuals. Use the proper procedures in chapter 5.

d. When there is a shortage between the quantity of unexpended ammunition turned-in and the quantity issued less expended, the using unit's commander takes action under AR 190-11, chapter 8, to account for the shortages and signs a statement on the turn-in document verifying the action taken to account for shortages.

RECORD OF DEMANDS - TITLE INSERT

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

STOCK NUMBER 6230-00-264-8261

DEMANDS								REQUESTS							
DATE a	USER b	QUANTITY		DATE a	USER b	QUANTITY		DOCUMENT NUMBER e	QUANTITY		DOCUMENT NUMBER e	QUANTITY			
		DEMANDED c	DUE OUT d			REQUESTED f	DUE IN g		REQUESTED f	DUE IN g					
1202	COMMO	2	0					1181-0206	12	0					
1216	MTR PL	1	0					1202-0203	CXL 2	20					
1216	NBC	1	0					1216-0208	2	1					
								1222-0201	2	2					

Detached from DA 3318

TITLE INSERT

BALANCE ON HAND 9	REMARKS LTR, FORSCOM, 22 JAN 81 C+A 50-970, JUN 79	SOURCE: SSA	UI EA	SEC U	STOCKAGE CODE BASIC LOAD	DATE 1181	QUANTITY
STOCK NUMBER 6230-00-264-8261	ITEM DESCRIPTION FLASHLIGHT		ARC X	RC Z	AUTHORIZED STOCKAGE LEVEL		12
				CABINET	LOCATION #1		

The information listed on this form is to be used as a general guide only.

Figure 7-2. Sample of DA Form 3318

Legend for Figure 7-2;

Completion instructions by column or block for DA Form 3318 for a Class 2, 4, or 8 basic load item.

Title insert

Balance On Hand Block Enter the quantity of stock actually on hand. Change it as the quantity changes. Clerks may put a piece of clear tape over this space and write the quantity on the tape in pencil; then erasing and changing the quantity will not wear through the paper.

Remarks Block Enter at least the following data:

a. The date and reference number of the MACOM correspondence authorizing the load. Also enter the number and date of the DA authorization document.

b. The local source of supply for the item. (Examples are the SSA and SSSC.)

c. Interchangeable and substitute (I&S) data available from supply letters, supply bulletins, SSA, MILSTRIP, or an I&S list. Enter the NSN of other items that can be used when this item is not available.

UI Block Enter the unit of issue of the item.

CIIC Block Enter the CIIC of the item from the AMDF.

ARC Block Enter ARC of the item from the AMDF.

RC Block Enter the RC of the item from the AMDF.

Stockage Code Block Enter "Basic Load."

Date Block Enter the Julian date the item was placed on the load list.

Quantity Block Leave blank.

Authorized Stock Level Block Enter the authorized stockage quantity.

Stock Number Block Enter the stock number of the item.

Item Description Block Enter one or two words that describe the item.

Location Block Enter the storage location of the item. If the item is issued on hand receipt, enter the hand receipt number.

Record of Demands

Stock Number Block Enter the stock number of the item.

Demands Section

(a) Enter the Julian date the item was demanded in the unit.

(b) Enter the identification of the equipment or the section that needs the item.

(c) Enter the quantity demanded.

(d) Enter the quantity owed if there was not enough stock on hand to meet the demand. As stock becomes available, change this number until it finally becomes zero. A quick look at this column will show if all

demands have been met. Adding the numbers in this column will give the total quantity due out.

Note. Show all demands that are canceled by entering the quantity canceled in the Quantity Demanded column and the abbreviation "CXL." Change the quantity in the Quantity Due Out column accordingly. Cancel the same quantity on request to supporting supply if necessary.

Requests Section

(e) Enter the document number of the request. For SSSC items, enter the Julian date and the letters "SSSC."

(f) Enter the quantity requested from the supply source.

(g) Enter the quantity still owed to the unit. Change this number as stock is received, until it finally becomes zero. A look at this column will show if all requests have been received. Adding the numbers in this column will give the total quantity due-in.

Note. If all or part of a request is canceled, enter the quantity canceled in the Quantity Requested column and the abbreviation "CXL." Change the quantity in the Quantity Due In column accordingly.

