

C H A P T E R 4

W A R / C O N T I N G E N C Y T A C T I C A L O P E R A T I O N S

This chapter provides a general description of tactical operations. It provides information on unit operations during a war or contingency operation, to include guidance on unit movement, communications, and prioritizing those actions to be taken after the move. It also covers unit defense and security, to include preparing a defense plan and an area damage control plan to support tactical operations. HNS and WHNS are significant factors in tactical operations. Finally, Army ammunition accountability is discussed.

BACKGROUND

Tactical military operations focus primarily on winning battles and engagements. These tactical operations support the operational level goal of winning campaigns and major operations. The operational level provides the vital link between strategic aims and tactical employment of forces on the battlefield. Strategic level goals employ armed forces to achieve national security objectives. To support strategic level goals, theater commanders plan and execute campaigns.

Armies normally design the major ground operations of a campaign, while corps and divisions usually fight battles and engagements. A corps commander may be a joint task-force commander. The corps commander may plan and execute a campaign to achieve strategic objectives, then the divisions and brigades fight battles and engagements and the battalions and companies attack and defend. Division commanders integrate maneuver battalions, field artillery, aviation, engineers, air-defense artillery, tactical air support, and sometimes naval fire support to accomplish brigade and division missions. Corps combine arms in a similar fashion. They employ different types of divisions, separate brigades, and cavalry requirements. They arrange CS and CSS and integrate the support

of other services to accomplish their missions. Corps may be responsible for operational level planning and execution.

Tactical success depends on the ability to concentrate on many things. Some of these are as follows:

- Ensuring plans are flexible with several options. Avoid reaching culminating points before exercising other options.
- Anticipating enemy operations.
- Indirect approaches.
- Deception.
- Security.
- Speed and violence.
- Flexibility and reliance on junior leaders.
- Rapid decision making.
- Clearly defined objectives and operational concepts.
- Clearly designated main effort.
- Actions throughout the depth of the battle area.
- Joint operations with other services.

The levels of war are not finite limits with boundaries between them. Distinctions between the levels may blur because of the lethality, complexity, and tempo of the modern battlefield. Refer to FM 100-5 for additional information.

TACTICAL UNIT MOVEMENT

The unit arrives at an airport or seaport of debarkation in a theater of operations. The unit then moves to a designated marshaling area to link up with unit equipment and prepare for onward movement to its final destination. Logistical support for the unit during reception and onward movement is provided by the COSCOM or the TAACOM. Transportation services are provided by the COSCOM or the transportation command (TRANSCOM) and coordinated by the movement control element operating at the POD and marshaling areas. Units coordinate with the MCT or element for transportation support and road movement clearance. Units may move to their final destination by highway, rail, air, inland waterway, or a combination of these modes. Once the unit arrives at its final destination, subsequent movements may be made based on METT-T.

PLANNING

The intra-theater supporting logistics battalion, based on informational data, provides the warning order for displacement (moving). As stated in Chapter 3, this order normally includes the general location of the area in which the unit will conduct its operations, the movement date, and a list of any special requirements or special instructions. The move is coordinated through S4 channels with the servicing MCT. The MCT is the single point of contact to obtain additional transportation support and to coordinate routes and times for movements. Requirements for MP support are provided in the movement bid and are coordinated by the MCT.

The variables and SOPs discussed in Chapter 3 must be considered and used. Transportation considerations were also discussed in Chapter 3.

RECONNAISSANCE

After the new area has been selected, the commander should obtain planning guidance from the S4. The S4, based on the highway regulation plan and traffic circulation plan, will provide the commander information on routes available to begin planning. The commander should also (time permitting) make a personal reconnaissance of the route and the new area. If this is not possible, a map reconnaissance must be made. As a minimum, the route, the surrounding terrain, and the road network in the new

area are evaluated. The strength and clearance of underpasses; the durability, capacity, and width of roads and bridges; and terrain characteristics that would favor an ambush of the convoy en route must be noted. A thorough reconnaissance is extremely important, as the results determine defense planning for the convoy en route and may even mean a different route must be used. Technical aspects of route reconnaissance are in FM 5-36.

AREA PREPARATION

After reconnaissance of the route and the new area, an advance party (METT-T dependent) is sent to mark the route and to prepare the new area for occupancy. The advance party usually consists of personnel from all sections of the unit. It is advisable to include mess personnel and equipment in the advance party so that the main body can be fed a hot meal when it arrives at the area. There must be enough personnel in the advance party to carry out the following tasks:

- Clear the route of obstacles and warn the main body of known or suspected enemy activity along the route.
- Under chemical or nuclear conditions, check the area for chemical and radiological contamination by conducting chemical agent detection and radiological monitoring operations.
- Place route markers at appropriate points.
- Assign guides from each platoon or section to guide vehicles within the new area to their assigned area.
- Secure the new area.
 - Clear the area of enemy forces.
 - Check the area for mines and booby traps.
 - Set up and staff temporary outposts.
 - Lay communications wire from the CP to defensive positions and work areas.
 - Establish an external communications support area.
 - Prepare positions for crew-served weapons.
 - Prepare hasty fortifications to cover likely avenues of approach.
 - Prepare kitchen sumps and latrines.

Depending on METT-T, and after the main body or unit arrives at the specified grid coordinates given in the warning order, the unit must set up the area.

SET UP THE AREA

The CSB commander must be informed of the new location. The commander is also briefed on the situation at the new area, the units supported, and any problems or specific requirements relating to the support mission. Other tasks to be performed upon arrival at the new area include the following:

- Complete perimeter defense and coordinate with the base-defense operations center or base-cluster operations center.
- Prepare for technical operations and concurrently establish liaison with supported units. The company will revise its support plans or devise new ones to meet any new requirements.
- Complete housekeeping facilities for unit personnel.
- Coordinate defenses with adjacent units.

CLOSE OUT THE MOVE

In the last phase of unit movement, the rear party (METT-T dependent) closes out operations at the staging area. The composition of the rear party depends on how much work is required to close out operations at the staging area. Communications are kept up between the rear party and higher headquarters until the CP at the new area is operational.

COMMUNICATIONS

Effective communications are essential to the mission. A good communications and data transfer system also eases control and direction of the unit by its higher headquarters. It permits transmission of vital tactical information, NBC attack warnings, radiological fallout warnings, rear-area security information, and changes in the situation that may increase or decrease the unit's workload. The most secure means of communications available must be used. Since radio communications are relatively insecure, they may be used only when no other method will suffice.

NEEDS AND MEDIA

Information needs to flow between DS and GS ammunition companies and their headquarters. Refer to Figures 4-1, 4-2, and 4-3 on pages 4-4, 4-5, and 4-6.

A number of communication media are available (for example, tactical radio, telephone, and automatic data processing equipment [ADPE] to ADPE). The actual hardware varies depending on the situation and available resources.

Battalion

Ordnance ammunition groups or battalions and CSGs or CSBs must be able to exchange command, logistical, and administrative information. The medium used to exchange information must allow lateral and vertical communications between the battalion commander, staff elements, and subordinate companies. If tactical radio is used, the battalion or group headquarters serves as the net control station for the command net and the administrative logistics net.

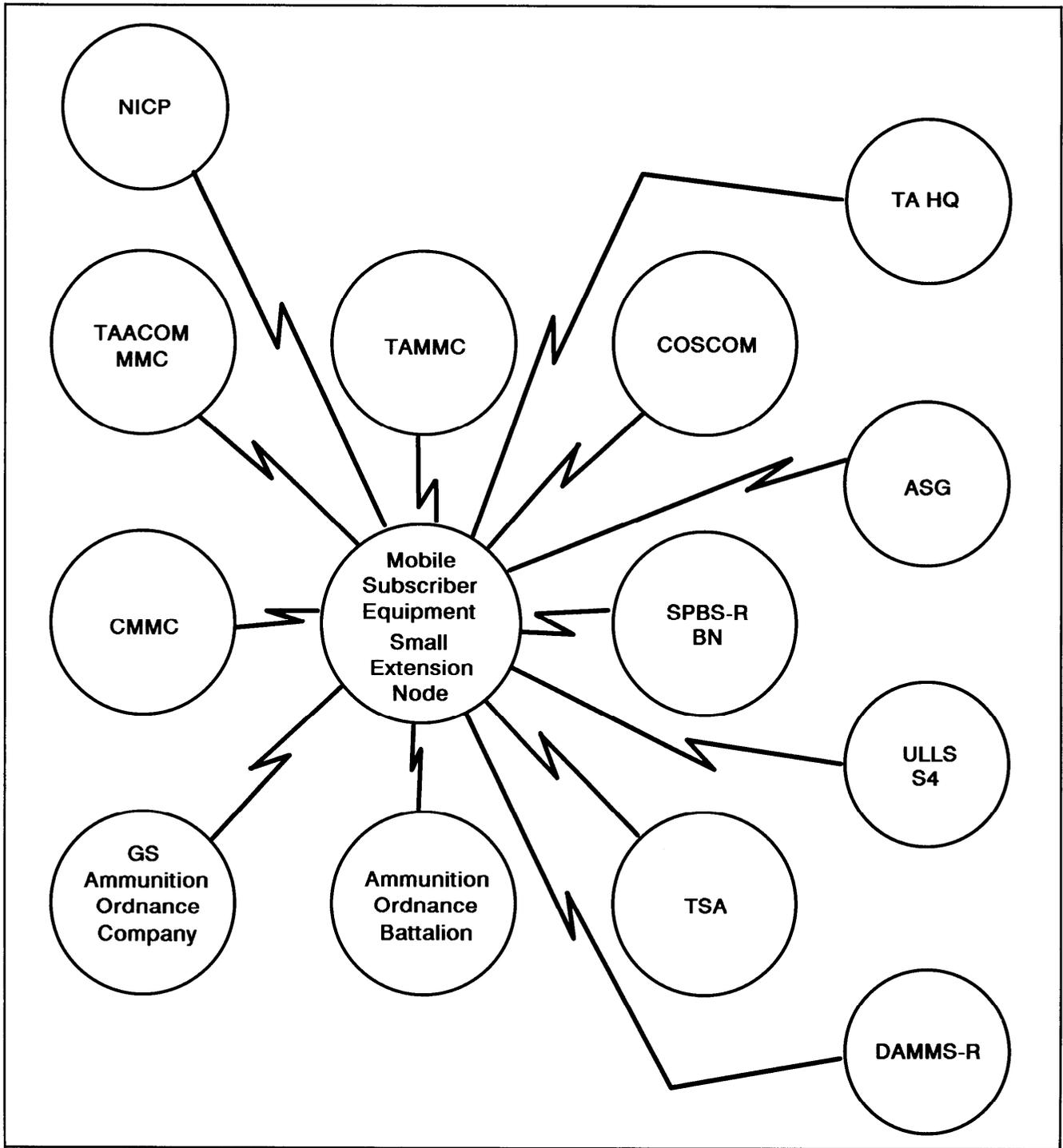
The battalion or group materiel section may communicate with subordinate support companies on the battalion's logistics administrative net. Specific communications procedures are found in group or battalion SOPs, Communications-Electronics Operation Instructions (CEOIs), letters of instruction (LOI), or operations orders.

Company

The company has several communications needs that affect its mission. The unit must communicate with the group or battalion materiel section to discuss mission-related information. The control section may need to communicate directly with supported units or the supporting MMCs. If so, direct communication is coordinated and approved through local agreements between the supported unit, the MMC, and the support group or battalion. The method used to communicate and the net control responsibilities are designated in the agreement.

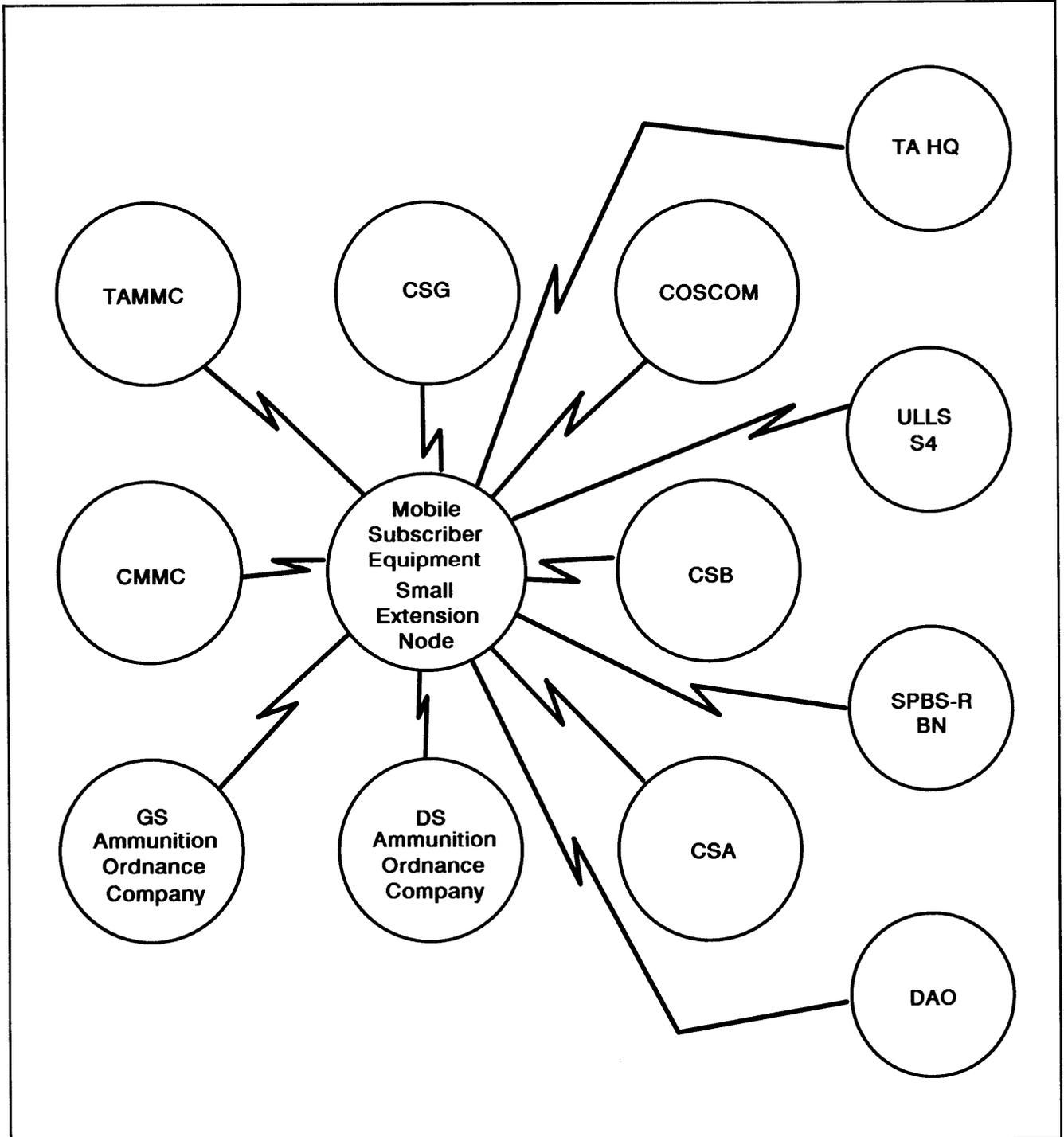
RESPONSIBILITIES

In today's arena, communications personnel include radio operators, switchboard operators, ADPE to ADPE operators, and personnel to lay the wire. Some of these personnel are communications specialists provided by the TOE. Other personnel perform communications duties in addition to their primary duties. All of the above personnel, to include any other unit personnel who may become involved in communications networks, must be trained in the use of mobile subscriber equipment. Units discussed in this manual may not be authorized school-trained communications personnel. Refer to appropriate TOE for details.



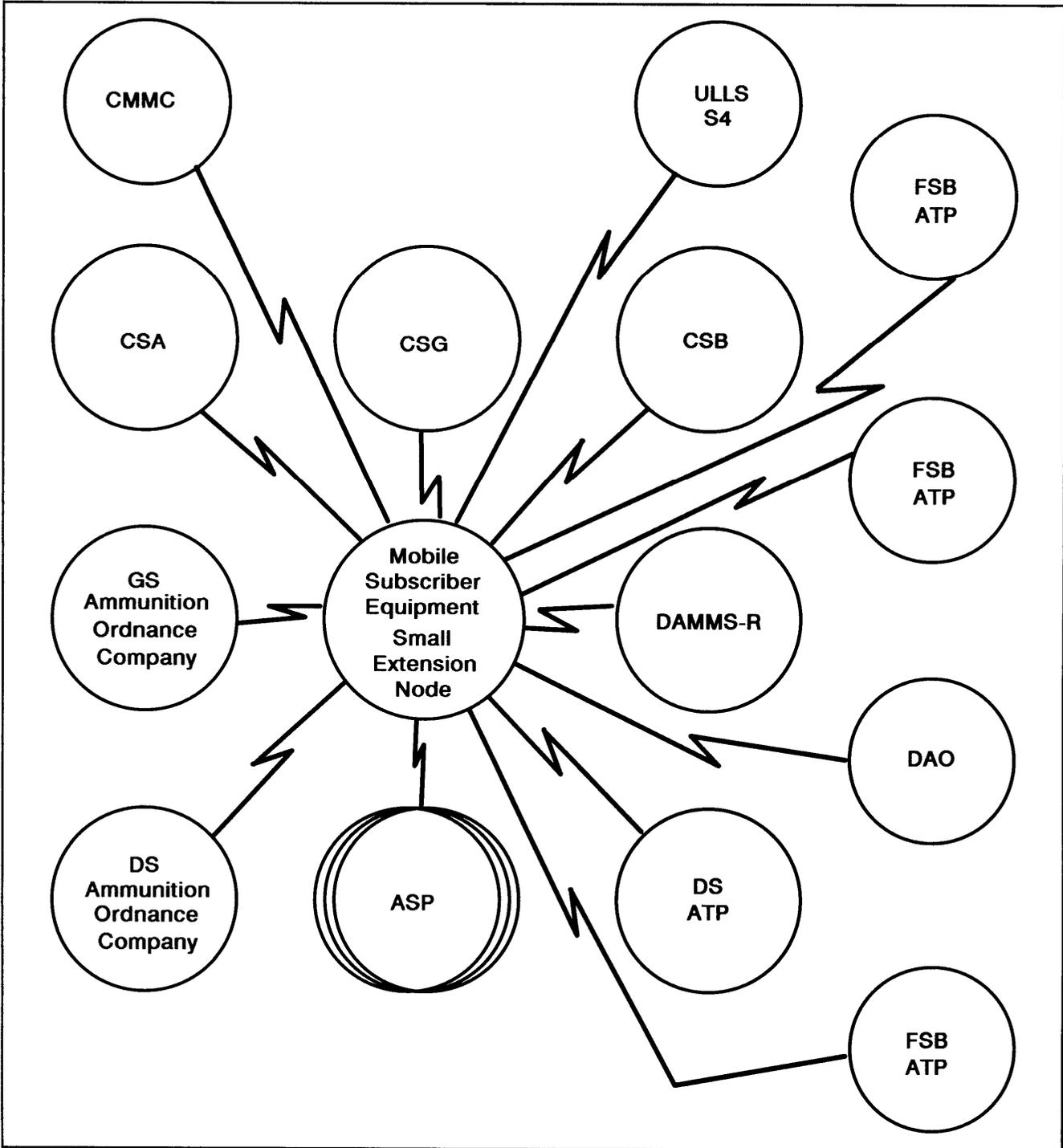
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Figure 4-1. Theater level GS ammunition company communications (radio, wire, and ADPE to ADPE).



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Figure 4-2. Corps level GS ammunition company communications (radio, wire, and ADPE to ADPE).



fm9-38004

Figure 4-3. DS ammunition company communications (radio, wire, and ADPE to ADPE).

Communications Officer

The position of communications officer may be an additional duty. The battalion or company communications officer (or equivalent position) allocates the type and extent of electrical communications within the command. Unit communications policies must conform to those established by higher headquarters.

Radio Operators

Radio operators are responsible for the proper use of the radio, to include using correct radio procedures and safeguarding communications security material. Operation of the radio is frequently an additional duty. Good operators are thoroughly trained in communications discipline and operation of the radio control panel. Emphasis on military communications discipline and functions of the control panel are absolutely essential. Operators must:

- Be trained and proficient in the use of CEOIs.
- Be responsible for performing operator preventive maintenance checks and services on radio equipment.
- Be familiar with the capabilities and limitations of the radio equipment.
- Be familiar with the other facilities incorporated into the radio net of which the unit is a part.

Switchboard Operators

Switchboard operators install, operate, and maintain the unit switchboard. They must be trained to install and operate field telephone equipment. They must also know the capabilities and limitations of the equipment and of the system in which it will operate. Switchboard operators also serve as unit wire personnel. They install and maintain field wire communications systems and perform operator maintenance. They may need help from other unit personnel during initial installation.

METHODS OF COMMUNICATION

Unit communications methods usually include data transfer, radio, wire, messenger, visual, and sound. The methods used in any one unit are limited by the personnel, equipment, and transportation authorized that unit by the TOE. Units cannot depend entirely on one method as the sole source of communications. Whatever method is chosen must provide maximum reliability, flexibility, security, and speed with a minimum of effort and material.

COMMUNICATIONS-ELECTRONICS OPERATION INSTRUCTIONS

CEOIs are a type of combat order issued for the technical control and coordination of communications within a command. CEOIs cover codes and ciphers, radio call signs and frequencies, the telephone directory, and visual and sound signals. The group or battalion communications-electronics officer prepares CEOIs. These instructions must conform to the CEOIs of the next higher headquarters. Units attached or assigned to a group or battalion headquarters use only extracts from the CEOIs. CEOIs are classified; therefore, extracts must be safeguarded accordingly.

Communications procedures that can be standardized are made a part of the unit SOP. The SOP must not violate instructions from higher headquarters. Refer to AR 105-64 and FM 24-16 for details.

SECURITY

Communications security (COMSEC) measures prevent or delay unauthorized persons from getting information of military value from communications sources. The unit commander must ensure that COMSEC measures are understood and followed by all personnel. Unit personnel must be concerned with three types of COMSEC measures: physical, cryptological (commonly called crypto), and transmission. Refer to AR 380-40 and FM 34-60 for details on COMSEC. The commander must specify in the unit SOP precisely how COMSEC violation reports are to be made.

UNIT DEFENSE AND DAMAGE CONTROL

UNIT DEFENSE

Ammunition units cannot provide security for ammunition storage areas, so detailed planning and training in defensive operations are required, and should be according to FM 71-100, FM 100-15, FM 100-5, and the EAC portion of FM 90-14. Rapidly moving tactical operations, pockets of enemy resistance, and enemy infiltration that result from widely spread tactical formations will be the rule rather than

the exception. Units in the rear areas are open to enemy group action.

Defensive planning must take into account all technical mission requirements so that they run as smoothly as possible under adverse conditions. Plans to meet any type of enemy attack must be put in the unit security SOP. These plans must be revised as necessary and rehearsed regularly to ensure that all personnel know their defensive duties and responsibilities.

At times, the defense of an ammunition unit may be at the expense of mission activities. The commander must continually evaluate mission requirements in light of the enemy situation. Security must provide early warning so that unit personnel have enough time to move to prepared defensive positions.

A defense plan is published as an integral part of the unit security SOP. For detailed guidance, see FM 19-30. Defense plans and area damage control plans are reviewed and coordinated at the theater level. The defense plan includes all routine security and defensive activities, to include the following:

- Designation of specific responsibilities.
- Primary and alternate means of communications.
- Emergency destruction procedures.
- Coordination and identification of mutually defensive procedures with local units and higher headquarters.
- Active and passive individual and unit security and defensive measures, such as COMSEC, operations security, and noise and light discipline.
- NBC defenses.

The defense plan must also incorporate the fundamentals of defense as prescribed in the FM 3-series chemical manuals. However, these fundamentals should be adapted to the peculiarities of an ammunition unit. As a minimum, the plan should detail procedures and delineate responsibilities, to include the following:

- Surveillance and security.
- Organic and supporting weapons.
- Preparation of positions.
- Communications.
- Reserve force.
- Rear-area protection.
- NBC defense plan.

DAMAGE CONTROL

Along with the defense plan, the unit commander must develop an area damage control plan. This plan lists those measures to be taken by the unit before, during, and after a mass attack or natural disaster. The area damage control plan should also provide those measures to be taken during an NBC attack, to include composition of the emergency decontamination squad and the light-rescue squad. This plan minimizes casualties and destruction resulting from mass attack or natural disaster, speeds recovery, and reestablishes support. Training and practice alerts for attacks or natural disasters should be conducted using the plan. Dispersion, camouflage, fortification, emplacement construction, and other actions common to defensive operations must be covered if training is to be effective.

During an attack or disaster, emphasis is on survival and assistance to the injured. After the attack, the emphasis is on resuming operations, to include the following:

- Regaining control.
- Assessing damage.
- Treating and evaluating casualties.
- Clearing isolated and danger areas.
- Conducting chemical agent detection operations and monitoring for radioactivity.
- Making surveys.
- Reporting the results.
- Salvage operations.
- Emergency resupply.
- Reestablishing communications.

Furthermore, the unit must remain alert to the possibility of a follow-up attack by enemy airborne troops, air-landed forces, or guerrillas. The unit must be prepared to defend itself and provide personnel for the area-damage control forces. Regular enemy forces or guerrillas may try to capitalize on the surprise and confusion caused by a mass attack or natural disaster. The unit must be capable of quick and proper reaction.

Trained and equipped teams to assist in damage control operations in other areas are required. Company-sized units must organize, train, equip, and have available at all times one emergency decontamination squad and two light-rescue squads. These squads must be equipped and organized according to the mission to be performed and the operational procedures of the command. Equipment is provided by

TOE, common tables of allowance, and tables of distribution and allowances.

Company area damage control plans make up a portion of the CSB plan. The CSB security controller prepares and implements plans for a specific area. The security controller coordinates these plans with other units. Unit plans may be modified as directed by the CSB. Instructions for submitting unit plans and necessary modifications to the submitted plans are provided by CSB headquarters.

HOST-NATION SUPPORT

HNS is provided by local civilian personnel and uniformed allied services of the host nation. These personnel work in jobs normally performed by service troops and the conventional ammunition specialist. HNS and WHNS should be considered as a means of augmenting US military resources wherever military operations are conducted. Policies for the procurement and use of such labor-support activities are established by theater headquarters; national policies; the framework of treaties, agreements, and international law; and current security regulations. Detailed information concerning the procurement, management, and use of HNS and WHNS in a theater of operations is in FM 100-10, DA Pamphlet 690-80, and AR 34-4. Information is also available from any area civil affairs office. WHNS organizations are also discussed in Chapter 1.

RECRUITING HOST-NATION CIVILIAN SUPPORT LABOR

The extent to which HNS is used depends upon the conditions in the particular area. The assistant chief of staff for civil affairs, G5, or the director of civil affairs can provide information on the availability of laborers and the category of skills found in the area. The battalion materiel office normally procures HNS. Many services may be provided entirely by the local population, if the local population is sympathetic and willing to support our forces. The use of local civilians must be controlled carefully. Strict security precautions must be enforced if significant insurgent elements are suspected.

Every effort should be made to secure the cooperation of the local population and to maintain good relations. Personnel supervising HNS should be specifically indoctrinated in the habits, customs, laws, language, religion, economics, and political conditions

in the area of operations. Supervisory personnel must take time to explain the work and the reasons behind certain methods of operations. If possible, the type of work in a locality should not be changed.

The two general types of HNS labor are static and mobile. Static laborers are employed within or near the area of their residence. Mobile laborers are organized into units with a cadre of military supervisors and moved from place to place as required. Mobile laborers are usually long-term employees.

In nuclear warfare, and operating within prescribed civil affairs policy guidance, civil defense and disaster relief measures must be based on the maximum use of the civilian population and existing civilian organizations.

As authorized by theater policy, HNS may be found in any of the following ways:

- By contracting with existing commercial firms to provide certain services by the hour or week.
- By incorporating HNS into conventional ammunition units with C² by the US military. This is a very touchy point in many international host-nation agreements, because host nations generally want C² over their own people. Units are formed and local personnel supervised based on the policies of the theater commander.
- By organizing entire units of local civilians and using them like corresponding military units, as long as the Geneva Convention of 1949 is not violated.

USING HOST-NATION CIVILIAN SUPPORT LABOR

In US-commanded conventional ammunition units, occupations in which HNS might be used include cook, cook's helper, kitchen police, truck driver, and general laborer. Occupations are limited due to the security and training considerations of ammunition units. Care must be taken to ensure that using HNS does not jeopardize the security of military forces and operations. Thus, all individuals must be properly identified. The theater commander prescribes identification cards or passes to be used and the controls and accounting procedures for issuing them to local civilians. Local civilians must be closely

screened by the responsible agency. The following factors should be considered when employing HNS labor:

- Language differences increase training requirements and the need for supervision.
- Precautions must be taken to prevent pilferage of military goods.
- The quality and quantity of work accomplished are dependent upon attitude and motivation. Individuals who like or accept Americans and understand the reasons for their employment perform better than those who work because they must.
- The location of the operations and the hazards associated with the location. The use of HNS in the combat zone is greatly restricted.
- Customs and habits of the civilian populace (to include religious holidays and festivals) may cause absences.
- Sanitary, health, and hygiene training may be necessary.
- Analyze the risk and the possible ramifications of employees failing to show up for work. Can the mission be accomplished without them? If so, how?
- Defensive procedures and equipment (such as protective masks and chemical clothing) for HNS employees must be coordinated by the CSB and considered during brigade recruiting.
- The logistical support associated with using HNS. This support includes food, clothing, shelter, and transportation.

AMMUNITION STOCK ACCOUNTING SYSTEM

To make proper decisions in managing the complex flow and resupply of ammunition in a theater of operations, ammunition stock accounting and control managers need timely and accurate stock status reports. In wartime, reliable automation and communication systems are vital in maintaining visibility of stocks and in ensuring that the user receives the right kind and quantity of Class V support at the right place and at the right time.

This section describes SAAS capabilities and also explains the accountable records used in the manual stock accounting system. Detailed manual stock accounting procedures are in DA Pamphlet 710-2-2.

STANDARD ARMY AMMUNITION SYSTEM

SAAS is a multicommand, computerized Standard Automated Management Information System (STAMIS) that integrates Class V management and reporting data from the storage area to the TAMMC. It is used to manage the stock control and accounting process involved with Class V ammunition and guided missiles and large rockets (GMLRs), their components, and packaging materials. SAAS is also used to manage CEA that is not entered into the Worldwide Ammunition Reporting System (WARS) and GMLR databases without prior coordination and approval with HQDA and the appropriate national inventory control point (NICP).

SAAS MMC Level

SAAS is managed by three headquarters—TA, TAACOM, and COSCOM. The TA uses a SAAS computer to manage total theater assets and to interface with the NICP. The TAACOM uses SAAS mainly to manage ammunition assets and consolidate stock status reports received from the TSAs. The COSCOM uses SAAS to manage ammunition assets and to consolidate stock status reports received from the CSA/ASP SAAS. Both the TAACOM and the COSCOM send consolidated feeder reports to the TA SAAS level (if operating dependently) or directly to the NICP (if operating independently).

SAAS at the TAACOM and COSCOM MMCs provides summary stock status information on total theater assets (reported from storage locations) to the TAMMC. SAAS at the TAMMC is also used to compute authorized levels of ammunition and to maintain the status of ammunition on hand and shipments en route to and within the theater of operations. It is at this level, that the TAMMC uses SAAS to prepare and provide the NICP with a consolidated theater input to WARS and GMLR reports for conventional ammunition. WARS and GMLR reports are submitted periodically to the United States Army Armament, Munitions, and Chemical Command (AMCCOM) and United States Army Missile Command (MICOM) through the NICP. It is through SAAS at the TAMMC that all Class V assets for the theater are requisitioned from CONUS. Utilizing SAAS, the TAMMC provides theater-wide management and allocation of total theater assets. When assets are delivered at the POD, the TAMMC and/or the CMMC direct shipments to the appropriate TSA, CSA, or ASP.

SSA SAAS Level

Supply support activity (SSA) SAAS is an ammunition stock control and accounting system used at the storage location (ASP, CSA, and TSA). SSA SAAS interfaces with the SAAS level located at the COSCOM and TAACOM MMCs. SSA SAAS provides the information needed to conduct day-to-day ammunition storage and management operations at the storage location. These operations include receipt, issue, retrograde, turn-in, shipment, rewarehousing, and inventory control procedures.

SSA SAAS provides ammunition managers, in peacetime and wartime, access to automated stock and accounting records. The storage location prepares management and accounting reports by accumulating required information in the reports generation files. These files include monthly and quarterly feeder data required by the TA SAAS level for the WARS and GMLR reports. These reports are required by SAAS functional documentation, AR 700-22, and AR 710-9. After initial input, data supplied for WARS and GMLR reports will be instantaneous, as transactions take place, from the SSA SAAS level to the TA SAAS level and then to the NICP.

Bn SAAS Level

Bn SAAS is a modified SSA SAAS (software) automated system that is used at the battalion to view the Class V resupply process. Based on the workload generated by receipts, issues, retrogrades, and shipments at supported storage facilities, battalion personnel are able to determine the type and amount of additional support (personnel and equipment) needed at the supported storage facilities so that they can continue their Class V mission.

DAO SAAS Level

The DAO, in coordination with the ATP section of the FSB and the DS ammunition company, provides staff supervision over all of the ATPs. The DAO, or the DAO representative at each ATP, validates all ammunition requirements before they are filled. The DAO also monitors ammunition transfer operations to ensure that unit requirements stay within the controlled supply rate (CSR). DAO SAAS is an automated management and decision tool designed to help the DAO and other personnel in the resupply of divisional and nondivisional units. DAO SAAS provides visibility of Class V stocks and maintains ammunition data that are needed rapidly to determine resupply requirements.

Functions and capabilities of DAO SAAS include CSR allocation and monitoring, shipment monitoring,

summaries and divisional internal reports, and ammunition requirements determination. Along with an effective communications interface, these capabilities provide a SAAS interface for the DAO and the CMMC to support Class V requirements. At a later date, automation will also provide better Class V support to the division through an automated ammunition data interface between the ASP, the ATP, and the supported units. DAO SAAS software operates on ADP hardware. The DAO SAAS system also supports the resupply requirements of separate brigades and regiments.

References

Functional procedures and operational guidance for using SAAS MMC for asset visibility and status management of Class V materiel are in TM 38-L63-11-1. This manual describes how to prepare input documents. It also describes processing techniques, formats, and the use and distribution of the output documents of the various operational modules of the system.

SSA SAAS detailed stock control procedures for the receipt, issue, retrograde, shipment, turn-in, inventory, and management of Class V materiel are in ADSM 18-L69-AJD-UNI-EM. Manual procedures are in DA Pamphlet 710-2-2, Chapter 25, and AR 710-2.

DAO SAAS functional procedures and operational guidance for automated management of Class V assets are in ADSM 18-L6C-AJE-UNE-EM. ST 9-38-1 provides procedural guidelines for operating SAAS at the DAO office and at the ATPs. AR 710-2 and DA Pamphlet 710-2-2 contain manual Class V procedures.

Local supplementation of the procedures in any of the above regulations, manuals, technical manuals, and pamphlets is not authorized. These supplemental restrictions are imposed by HQ DA.

AMMUNITION STOCK ACCOUNTING RECORDS

SSA SAAS files make up the stock accounting records required by regulation. These stock accounting records are updated by data inputted into the system by SAAS operators. These data come from documents received on receipts, issues, shipments, inventories, and rewarehousing of Class V assets, salvage material, residue, packing material, components, CEA, and ammunition-peculiar equipment (APE) and gauges.

The stock accounting records listed in this section are for the COOP. Although these documents are listed as stock record sets, stock accounting documents, and storage documents, during WCTO they may not be used or be available. However, a facsimile-formatted document (one that contains all of the information required but may be in a different format) would be on file. If for some reason the SSA SAAS goes down and there is no COOP, the records discussed in this section will be needed for manual operations in order to handle Class V stock accounting procedures.

Stock Record Set

A stock record set for a single ammunition item is made up of one or more of the following forms filed together to reflect asset status:

- DA Form 1298 (*Due Out Record*).
- DA Form 4999 (*Due In Record*).
- DA Form 5203 (*DODIC Master/Lot Locator Record*).
- DA Form 5204 (*Serial Number Record*).

Stock Accounting Documents

All documents affecting the accountability and status of Class V stocks, including salvage material and CEA, are maintained and controlled by the SSA SAAS-level activity. As a minimum, the following documents must be maintained and controlled effectively to ensure that a viable accounting process is in effect at each SSA:

- SF Form 364 (*Report of Discrepancy [ROD]*).
- DD Form 1348 (*DOD Single Line Item Requisition System Document [Manual]*).
- DD Form 1348-1 (*DOD Single Line Item Release/Receipt Document*).

- DD Form 1911 (*Courier Receipt*).
- DA Form 444 (*Inventory Adjustment Report*).
- DA Form 581 (*Request for Issue and Turn-in of Ammunition*).
- DA Form 1687 (*Notice of Delegation of Authority-Receipt for Supplies*).
- DA Form 2000-3 (*Installation Inventory Count Card*).
- DA Form 2064 (*Document Register for Supply Actions*).
- DA Form 2415 (*Ammunition Condition Report*).
- DA Form 4508 (*Ammunition Transfer Record*).
- DA Form 5037-R (*Inventory Control Listing*).
- DA Form 5209-R (*XBH/XBC Record*).
- DA Form 521 O-R (*XBT Record*).
- DA Form 5211-R (*XAM Record*).

Storage Documents

Without any attempt to reflect an all-inclusive listing, other documents and forms commonly used in an ammunition storage facility are as follows. Refer to DA Pamphlet 710-2-2, SB 742-1, and AR 55-355 for detailed information.

- DD Form 626 (*Motor Vehicle Inspection*).
- DD Form 836 (*Special Instructions for Motor Vehicle Drivers*).
- DD Form 1387 (*Military Shipping Label*).
- DD Form 1387-2 (*Special Handling Data/Certification*).
- DD Form 1575 (*Suspended Tag-Materiel*).
- DD Form 1575-1 (*Suspended Label-Materiel*).
- DA Form 3020-R (*Magazine Data Card*).
- DA Form 3151-R (*Ammunition Stores Slip*).