

DISPOSITION FORM

FILE NO.

SUBJECT

Report of Project Assignment "Inventory of
Transportation Squadron Bench Stock"

TO Capt E. K. Brenckman

FROM Maj Norman B. Moerbe

DATE 20 Mar 58

COMMENT NO. 1

Major Moerbe/eig/415

1. Attached hereto as inclosure number one is a list of the physical inventory taken on the bench stocks of the Transportation Squadron on 18 March 1958.

2. The Squadron had no current authorized bench stock level list and had no record of past consumption so it was impossible to determine if their levels were in line with AFM 67-1.

3. With the exception of the bolts, nuts and washers bins, most of the bins had a stock level listed along with the stock number and nomenclature, but as mentioned before, it was impossible to determine how near this level is to their actual needs.

4. It was mentioned that recently they have been getting excellent service from local purchase action, and if this service continued as it is at the present it would be possible to eliminate the bench stocks and practically all of the automotive parts from the Local Purchase Service Store.

5. While the above mentioned system may be desirable from the Transportation Squadron point of view, it is not very desirable from an over-all Supply view point.

6. The work load added to the P & C Section plus the manpower and time wasted to secure these fast moving items as needed makes the system undesirable and only points out the need for a realistic bench stock level.

11.7. It is recommended that as soon as practicable an accurate and realistic bench stock level be established and maintained according to AFM 67-1.

1 Incl
Cy of inventory

NORMAN B. MOERBE
Major, USAF Res.

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7. A spot check was made at the Air Force Service Store on all of the stock numbers that could be located, which amounted to approximately 32% of the 113 automotive items on the bench stock inventory.

8. In every case except one it was found that the level posted was too high based on the past three months consumption.

9. One-third of the items checked had a zero consumption for the past three months and five of the items had been deleted from the AF Service Store Master List.

10. After a thorough check it was found that about 30% of the stock numbers listed on the bins could not be located on the records at Store 4 or on active AF Forms 16. This indicates such items are no longer carried in stock by the AFSS.

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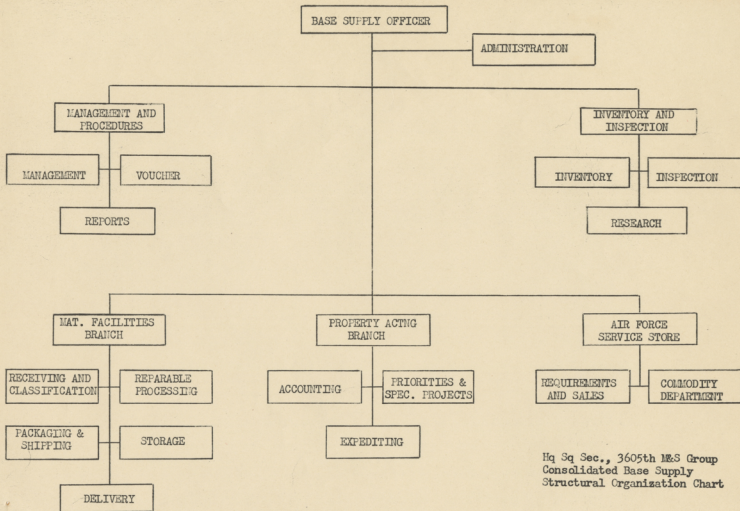
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BASE SUPPLY

ORGANIZATION AND FUNCTION

OJT AND

OFFICER TRAINING PROGRAM



Hq Sq Sec., 3605th M&S Group
Consolidated Base Supply
Structural Organization Chart

GENERAL INFORMATION

1. Base Supply is organized for the purpose of providing logistical support to all organizations on this base. By this we mean that we procure, store, account for and distribute all items needed in each organization to perform its mission except; food, petroleum products and medical supplies.

2. The supply field is a broad one encompassing many different areas of technical and management responsibility. For example; a supply officer should know maintenance procedures, terminology and practices. He should understand management and supervision responsibilities because he is working with a great many Civilian and Military personnel of many different skills. Finally, he must know accounting practices since all property represents money, it must be accounted for as such.

3. There are about 1½ million items in the AF Supply System which are grouped into commodity classes for easier handling. AF property is now in the process of being transferred into some 500 different classes of property. A class is a group of related type of items. For example: All furniture is in one class, all T-29 airplane parts are another class. Certain classes of property are assigned to each AF depot for responsibility in procurement, storage and distribution on an AF wide basis.

4. All AF property is categorized into one of three cost categories:

Category I: Items costing over \$500.00 and Hi-Valu Items.

Category II: Items costing from \$500.00 - \$10.00

Category III: Items costing under \$10.00

This system identifies all items on a dollar basis for better control of assets and procurement.

5. On the following pages you will see that Base Supply is composed of five different sections, each having its own particular function. On these pages is a brief explanation of the purpose and duties of each section. There are presently authorized 151 personnel. Two thirds of which are civilian positions, and the remaining military.

ADMINISTRATION SECTION

1. FUNCTION: To perform administrative functions for Consolidated Base Supply.

2. Functional Responsibilities.

a. Receives, distributes and coordinates all correspondence, regulations, reports and other directives.

b. Maintains suspense file and follow-up on all incoming correspondence that requires reply .

c. Performs typing, filing and dictation functions.

d. Maintains files of all pertinent and current regulations.

e. Processes all incoming and outgoing mail.

f. Performs messenger service for all movement of correspondence and related matter between Base Supply and Group Headquarters.

g. Maintains files of correspondence and administrative publications.

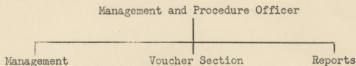
h. Insure control and safeguarding of classified material.

MANAGEMENT AND PROCEDURES

Reference: Subsection C, Volume I, AF Manual 67-1

1. **FUNCTION:** The Management and Procedures Office has responsibility for providing centralized policy and procedural control of all base supply functions and for maintaining administrative and technical surveillance of supply activities within consolidated supply. Assists the Supply Officer as supply controller.

2. ORGANIZATION:



3. Makes continuing studies of the various branches of consolidated supply, analyzes findings, recommends improved methods and procedures.

4. Researches all pertinent directives, regulations, letters, manuals, etc., concerning plans, policies, procedures. Prepares supply memorandums and SOP's as required. Prepares and maintains charts for consolidated base supply, monitors all inspection reports.

5. Items that are not immediately available are back-ordered. One of the duties of this section is to establish a schedule for organizations to review action taken on such requests, maintains file of authorized organization representatives. Supervises 120 day loan and ROTC equipment.

6. Prepares and implements schedules for training of personnel.

7. Conducts inspections of all sections of base supply and submits reports of findings to the Supply Officer.

8. Monitors assignment of personnel, conducts personnel surveys, determines number and skill requirements, processes UMD requirements.

REPORTS SECTION

1. **FUNCTIONS:** Assembles information and prepares in appropriate format reports of supply activity, inventory and special data for the information of higher headquarters.

2. **ORGANIZATION:** The Reports Section consists of one supervisory clerk and one clerk-typist.

a. Maintains daily record of supply activity data and from this record prepares the Base Supply Report, an Air Force wide reporting procedure to provide data for evaluation of supply effectiveness, workload measurement, determination of personnel requirements and development of standards for base supply operation.

b. Maintains records of all vehicles assigned the Base and from these records compiles vehicle reports for use by Command for control of utilization and procurement of vehicles.

c. Assembles and monitors the Base Supply historical record, reporting projects, improvements and activities of base interest.

d. Routine reports are scheduled by the Statistical Service Office, Wing Comptroller and bear an identifying RCS (Reports Control Symbol). Special reports are monitored by Group Headquarters.

3. Through reports, higher headquarters is given a better overall picture of what is happening at Base level. The information which goes into reports must be as accurate as possible because it may be used for budget, planning, or comparison purposes.

4. The reports section gathers the material from the different sources and arranges it into logical data. Most reports have certain due dates. It is necessary to send out notices to organizations urging suspense dates, to collect data for reports.

There are three general types of reports - Inventory, Requirements , and Activity or Management reports.

a. An example of an Inventory report would be stock balance reports which are sent to AF depots periodically and give the current balances on hand for items being reported. This report is used by the depot to effect redistribution to other bases of excess stock.

b. A requirements report makes known our requirements for certain items. A management report will reflect effectiveness of operation compared with assigned personnel.

VOUCHER SECTION

REFERENCES: Supplement IV, Volume I and Section 3, Volume II, AF Manual 67-1.

1. FUNCTION: Maintains the voucher register, assigns voucher numbers to Supply documents and maintains the Base Supply Officer's Accountable Voucher file.

2. Definitions:

a. A voucher is an authorized property accounting document that reflects receipt, issue, transfer, shipment or disposal of property.

b. Voucher Register Account - This is the key to the stock record account. It serves the same purpose to the stock record account as a journal serves the bookkeeping ledger. The source of all voucher numbers is this form.

3. Responsibilities of the Voucher Section:

a. Assignment of voucher numbers.

b. Initiate follow-up action on missing vouchers.

c. Arranging and filing of vouchers.

4. Assigning voucher numbers:

a. Each voucher is assigned a number as a method of referencing and filing the document. To place a number on a document, the last two digits of the current fiscal year followed by a dash and a number from the voucher register is used, i.e., 56-1, 56-2, etc. Voucher numbers run in numerical sequence for the entire fiscal year (1 July thru 30 June).

5. Follow-up on lost or missing vouchers:

a. It is the responsibility of the voucher section to follow-up on missing vouchers. Each month a list of those vouchers not filed is sent to the various sections of supply handling vouchers. Any section having vouchers listed on this list are urged to return them as soon as possible.

6. Arrangement and filing of vouchers:

a. Vouchers returning to the voucher section must be checked to determine completeness and validity. Details which these vouchers are checked for are as follows:

(1) Unauthorized signatures.

(2) Unaccomplished certificates.

(3) Necessary approvals not listed.

(4) IAM Codes.

b. Vouchers are filed in numerical sequence in folders of 100 per folder, each folder being marked to indicate the vouchers it contains, i.e., 1-100, 101-200, etc.

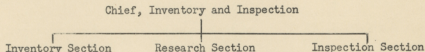
INVENTORY AND INSPECTION

References: Section 5, Volume I and Section 10, Volume II, AF Manual 67-1.

1. FUNCTION: To provide an office which is responsible for inventorying Base Supply stocks so as to adjust accountable records and insure that AF property is classified, identified and acceptable by Air Force standards.

2. ORGANIZATION: Inventory and Inspection is an office of the Consolidated Base Supply, and is directly under the Supply Officer. The Chief of this section is a staff member.

3. STRUCTURE:



a. Research Section.

(1) Maintains the following files:

(a) Technical Orders.

(b) Manuals on such subjects as utilization, care and inspection of ammunition, vehicle parts, etc.

(2) Utilizes above mentioned publications to permit proper identification of unmarked or damaged articles.

(3) Determine, when necessary, items that may be safely used as substitutes for unavailable items.

(4) Determine identification changes and obsolete items.

(The research section is the nucleus of the identification system in the Air Force. When property cannot be identified by the inspectors, they will find aid in the research sections. All items, descriptions and data that cannot be identified will be coordinated through the research section. New items are constantly being added to the supply system and items are constantly becoming obsolete. It, therefore, cannot be over stressed that all publications be kept current and that all personnel be fully indoctrinated in their duties.)

b. Inspection Section.

(1) Consist of inspectors located at receiving points to insure supply discipline by:

- (a) Insuring correct identification, quantity, condition (whether serviceable, reparable or condemned), and classification of all property received, stored and issued.
- (b) Insuring that all property is tagged and there are no hidden shortages.
- (c) Inspecting all property, both depot procured and local purchase, for acceptability by the Air Force.

c. INVENTORY SECTION.

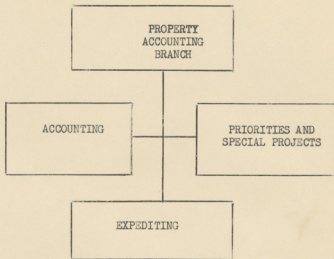
PURPOSE: To physically count all property within the Base Supply so as to adjust the accountable records, thus maintaining stock control and proper accounting methods.

- 1. Count all property on predetermined schedule.
- 2. Conduct pre-inventory surveys and scheduled inventories. Every item in Base Supply is inventoried by cost category. There are three cost categories according to the price of the item. Cost category I includes items over \$500.00 and are inventoried four (4) times yearly; Cost category II items include items from \$10.00 to \$500.00 and are inventoried twice yearly; and cost category III items include all items below \$10.00 and are inventoried once each year.

PROPERTY ACCOUNTING BRANCH

1. FUNCTION: To establish and maintain records or accounts of government property in accordance with a prescribed system.

2. ORGANIZATION:



3. Accounting Section.

- a. Maintains individual stock record cards on each item in stock.
- b. Requisitions items from Air Force Depots.
- c. Maintains stock control level (pre-determined amount) on commonly used parts, based upon past consumption. For example: if, in the past 180 days, 60 each of an item was consumed, it can be assumed that 20 each of the items will be needed in the next 60 days. This amount is then ordered so that the items will be on hand when needed.
- d. Determine items which are excess and return them to depot or salvage.
- e. Records all transactions which involve movement or change of accountability.
- f. Hi Value Program

(1) The Hi Value Program became a necessity for control of buying and distribution of spares as the Air Force grew in size and complexity. Except for aircraft themselves, the spares for aircraft represent the largest dollar investment in AF material.

(2) Certain spares and parts are separated into the Hi-Value category either because of high item cost or high volume consumption. Close attention is then given this group of Hi-Value items currently composed of about 11000 items.

(3) They are afforded priority processing through all phases of supply system; intransit time, storage, repair and accounting.

(4) Because of this close attention, more equitable use is made of available assets. Thus, tremendous savings are realized because fewer items are required to support AF equipment.

(5) There are approximately 1½ million items in the entire AF inventory. Various studies indicate that expenditures for spares are concentrated in relatively few items. For each spare dollar spent 25% goes for complete aircraft engine, 25% goes for airframe spares and parts, 25% goes for engine spare parts 10% for electronic and armament spares and parts and the balance for other spares and parts. About 3% of the aircraft spares and parts for the B-47, for example, account for 60% of the dollars spent.

g. Preissue Items

(1) Certain aircraft spares require build-up or testing such as tires, carburetors, pumps, before installation. In order not to delay installation of new part when old one is removed, the maintenance shop is allowed to keep a number of these items on hand ready for installation.

(2) These items are called "Pre-Issue" items. As an item is removed from aircraft it is taken to the shop and exchanged for one in pre-issue stock. The removed part is then repaired and put into pre-issue stock or turned into Base Supply for replacement.

(3) Accountability is retained at all times by Base Supply and must be accurately controlled.

h. Bench Stocks

(1) Various maintenance organizations, such as shops, docks draw low-cost expendable parts in bulk usually twice a month. These parts are for use of the mechanics as needed. Accountability is dropped on these items when they are drawn. Close attention must be given to the stock control of these items to prevent overages, shortages and to insure enough of these fast moving items.

4. Priorities Section.

a. There are certain types of parts, the lack of which directly affects the base mission. For example: an AOCF item means aircraft out of Commission for Parts, an ANFE item means aircraft not fully Equipped, and ROCP item means Radar out of Commission for Parts. Because of the urgency the procurement of the part must be given highest priority and handled in fastest means possible.

b. Requests for parts are transmitted to Air Force depots by telephone or TWX and fast transportation is arranged, such as air parcel post, or air lift on government aircraft. A teletype machine is located in Base Supply which allows rapid transmission of requisitions to any depot.

c. Constant surveillance is maintained on a priority item until the item is in the hands of the using organization.

5. Expediting Section.

a. The expediting section was set up to take care of supply support of aircraft maintenance exclusively in minimum amount of time.

b. Calls for spare parts are transmitted direct from the aircraft or maintenance dock by radio.

c. Supply personnel makes the paperwork and hand carries it through all necessary processing steps.

d. The spares are delivered directly to the aircraft or dock in a maximum of 25 minutes from time call was received.

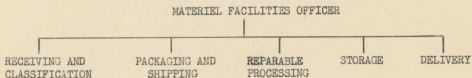
MATERIEL FACILITIES OFFICER

Reference: Section 2, 4, 6, Volume I, and Section 11, Volume II, AF Manual 67-1.

1. FUNCTION: To provide a uniform method of receipt, storage, and issue of serviceable and reparable property.

2. ORGANIZATION: The present structure of the Materiel Facilities Branch contains the following units: Receiving and Classification, Packaging and Shipping, Reparable Processing, Storage and Delivery.

3. STRUCTURE:



4. Receiving and Classification.

a. The purpose of this unit is to insure the receipt, inspection, classification and proper handling of Air Force equipment and related paperwork.

(1) Receiving Section. (Primary function is for off-base shipments)

- (a) Receives property from transportation by various types of transportation (rail, truck, air, etc.)
- (b) Unloads packages.
- (c) Verify count of containers and performs inspection of items after unpacking.
- (d) Routes property warehouse (Storage).
- (e) Maintains file on shipments.
- (f) Follow-up on delayed or lost shipments.

(2) Classification Section. (Primary function is for on-base receipts)

- (a) Identify property as serviceable, reparable, etc.
- (b) Classify property as serviceable, reparable, etc.
- (c) Deliver to storage

b. Types of Storage Areas.

- (1) Open area storage - Suitable for bulk items which because of its nature (such as lumber or tip tanks) or its packaging will not deteriorate rapidly while exposed to the elements.
- (2) Warehouse storage - Property stored in buildings and systematically located for easy access.
- (3) Warehouse may be arranged to include storage bins for small items, racks for large items and open bay or pallet storage for large bulky items.
- (4) Hi-Value storage - Segregated storage for Hi-Value items for easier control and inventory. At present there are 176 different items in Hi-Value category.

c. For every type of item stored in the warehouse there exist a location card on file. On each card appears the identifying number (stock number) and the location number for the item. When the warehouse is properly marked off, the locator number will accurately specify a location within the warehouse.

d. Various types of material handling equipment is used by storage unit personnel to facilitate the movement of property. They are; conveyors, hand carts, dollies, trailers, tugs, fork lifts and cranes.

e. When property is to be issued it is removed from bins and together with necessary paperwork is sent to the delivery unit.

8. DELIVERY

a. The delivery unit arranges the items by organization, and schedules delivery to the applicable organization.

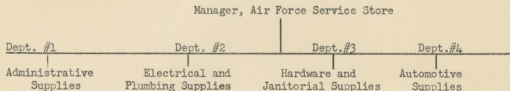
AIR FORCE SERVICE STORE

Reference: Section 6, Volume I, AF Manual 67-1 and Air Force Regulations 70-16 and 70-19.

1. PURPOSE: To procure, store and issue local expendable items in the simplest and most economical manner.

2. ORGANIZATION: The process of maintaining stock controls is in direct conflict with the concept of the Air Force Service Store. The whole operation is based upon the elimination of as many records and controls as possible so that requests for supplies are satisfied in the least possible time with least amount of overhead and to operate as closely as possible to a commercial hardware store.

3. STRUCTURE:



4. Operation.

a. Requisitioning.

- (1) Only items of an expendable nature, that are available locally and repeatedly requested will be stocked in the Air Force Service Store.
- (2) Stocks will be maintained at a level to satisfy a normal 30 day supply demand.
- (3) Items that are not fast moving will not be stocked. Such an item will be purchased locally to fulfill requests as they are received.
- (4) Requirements will be determined by comparison of a want list to actual quantity in stock.

b. Receipts and Storage.

- (1) All property (except motor vehicle parts) will be received in the central receiving area, located in building #273. The property will be inspected to insure that specifications are met and that the quantity received is correct.
- (2) Property that is due-out as indicated on purchase request or petty cash form will not be stored. The using organization will be notified of its receipt and will insure prompt pickup of the property .

- (3) If the property is not due-out, the warehouseman will bin the property in available space by stock number sequence and enter property on a master list in stock number sequence with bin location entered thereon.

c. Issue.

- (1) All property will be issued out on pre-numbered sales slips (three copies) showing commodity group and total dollar value.
- (2) The authorized agent of an organization will be allowed to select the items required from local purchase stocks and will leave via the outchecker. The outchecker will then enter dollar value total on the sales slip and obtain the signature of the authorized agent.

d. Inventory.

- (1) A physical inventory will be taken annually prior to end of fiscal year. This inventory will be made on the master list.
- (2) Requirements, levels and location on each item in stock will be checked by each department manager by daily visual inspections.

e. Excesses.

- (1) Every effort will be made to keep excess stocks to a minimum. If no demand has been made for an item in a 90-day period, that item will then be determined excess. If it is believed that no demand will exist within the next 90 day period, the item will be shipped to another base or will be turned over to the Salvage and Disposal Officer.

5. Packaging and Shipping.

a. Centralized section to insure proper methods of shipping, packaging and preservation.

- (1) Receives property for shipment.
- (2) Inspects items before shipment.
- (3) Packs items in suitable containers.
- (4) Loads property. (liaison with transportation)

6. Reparable Processing Section.

a. A reparable warehouse is established for the storage of reparable property until disposition action can be taken. Reparable property is generated by:

(1) Fair wear and tear and turned in by using organizations.

(2) Administrative action. (Obsolete or Deteriorated)

b. Disposition action is taken on reparable property by one of the following:

(1) Repaired on base if facilities are available.

(2) Salvaged, if property is beyond repair.

(3) Shipped to repair depot immediately in accordance with applicable T.O's.

c. Items not listed in the above categories are reported to the applicable depot for disposition instructions and are held in storage until instructions are received from the depot.

d. Items determined to be repairable by base maintenance are issued to the shop which will make the necessary repairs.

e. After the item is repaired, the item is returned to the serviceable warehouse for storage and future issue.

f. In the event the maintenanceshop cannot perform the necessary work because of lack of parts (bits and pieces), the part is returned to reparable warehouse and held in AWP (awaiting parts) storage.

g. The necessary bits and pieces are ordered and when received, the item, with the parts, are returned to the maintenance shop for repair.

7. Storage.

a. This unit is responsible for orderly location, storing and preserving property in storage. It also is responsible for issue and delivery of property to organizations.

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