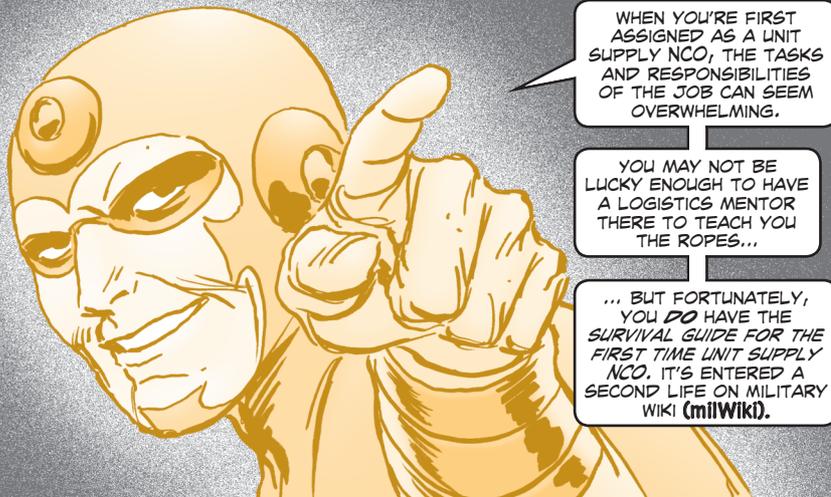


Classic Guide Thrives Online



WHEN YOU'RE FIRST ASSIGNED AS A UNIT SUPPLY NCO, THE TASKS AND RESPONSIBILITIES OF THE JOB CAN SEEM OVERWHELMING.

YOU MAY NOT BE LUCKY ENOUGH TO HAVE A LOGISTICS MENTOR THERE TO TEACH YOU THE ROPES...

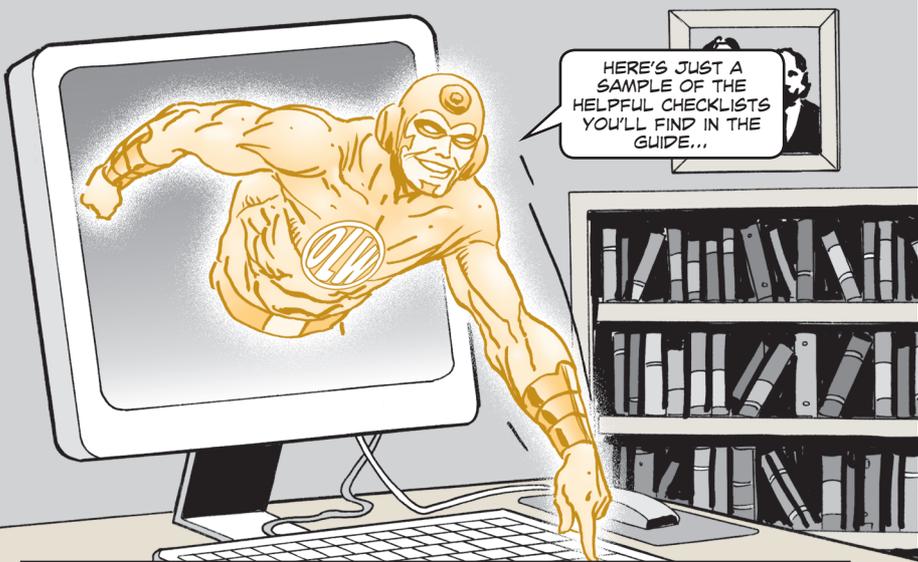
... BUT FORTUNATELY, YOU *DO* HAVE THE SURVIVAL GUIDE FOR THE FIRST TIME UNIT SUPPLY NCO. IT'S ENTERED A SECOND LIFE ON MILITARY WIKI ([milWIKI](#)).

MilWiki is a Knowledge Management tool used by the AKO/DKO communities. Its contents can be edited by all authorized users, but you must log in with AKO credentials or a CAC card to view, edit, contribute or print pages.

And while it's true that the Internet can quickly render information obsolete, the bright side of the coin is that golden nuggets such as this classic guide can be continuously updated in a living knowledge bank like milWiki.

The author of the guide uploaded it to milWiki hoping that will happen. Retired MSG Bob Dalton invites Army supply and logistics professionals to help improve, maintain and update the guide that has helped many Soldiers over the years.

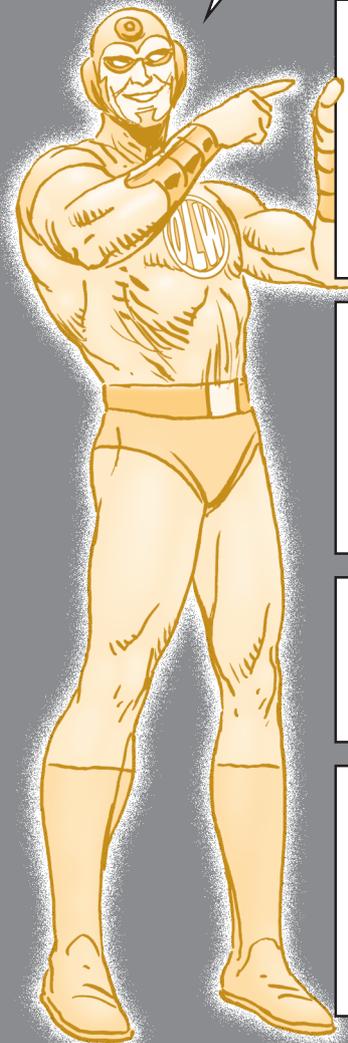
The guide's purpose is to build a solid foundation for those in the supply arena, including company commanders or company and battalion XOs and S4s who deal with unit-level logistics.



Tips for Conducting a Successful 100% Inventory

- Verify all technical manuals and supply catalogs are current prior to the inventory, and make sure an adequate number of copies are in the hands of those conducting the inventory.
- All sub-hand receipt holders should perform the inventory with the unit supply NCO and XO or company commander walking around and spot checking to ensure it's being done right. Items not on sub-hand receipts should be inventoried personally by the sub-hand receipt holder and the unit supply NCO, XO or company commander.
- Inventory everything! This includes Modified Tables of Organization and Equipment/Tables of Distribution and Allowances; Common Table of Allowances; Sets, Kits and Outfits; and Basic Issue Items. For the Reserves, be sure to also schedule and conduct an inventory of Soldier Organizational Clothing and Individual Equipment.
- Ensure shortage annexes cover all losses and that replacement items are requisitioned within a reasonable time after the inventory.
- Check serial and/or registration numbers. In battalions with line companies, it's not uncommon for equipment to get swapped around between units. This happens more often than you think.
- Document the inventory in writing. It's also good practice to update all sub-hand receipts and shortage annexes by having them re-signed and dated by the responsible individuals.
- Consider handling equipment maintenance issues at inventory time, since the equipment and troops are often both there anyway.

TO CHECK OUT THE ENTIRE SUPPLY GUIDE (AND LET YOUR FINGERS DO THE WIKI-ING) VISIT:
https://wiki.kc.us.army.mil/wiki/Survival_Guide_for_the_First_Time_Unit_Supply_NCO



Tip Top

Make sure unit inventories are done by holding an old-fashioned stand down 100 percent inspection and inventory at least once a year.

Did You Know...?

AR 735-5, *Policies and Procedures for Property Accountability*, requires inventorying and documenting **every** piece of non-expendable and durable unit property and equipment at least once a year. Not doing this task is a surefire way for a unit commander to end up with a large and expensive property loss investigation!

Helpful Hint

Hold a Command Supply Discipline Program (CSDP) unit "dry run" using Appendix B of AR 710-2, *Supply Policy Below the National Level*. Running a unit self-check before the CSDP evaluator shows up ensures you won't be surprised with the evaluator's findings.

The Key to Controlling Losses

Every unit is required to have a key control custodian. Lack of key control leads to equipment losses. Get a handle on key control to keep unit losses and your workload down!

Follow the Crowd

All unit supply NCOs should join the Army Sustainment Network (SustainNet) Community of Practice. Here you can connect with peers and learn the latest news in the field:

<https://forums.bcks.army.mil/default.aspx?id=239599&lang=en-US>