

UNITED STATES MARINE CORPS
Logistics Operations School
Marine Corps Combat Service Support Schools
PSC Box 20041
Camp Lejeune, North Carolina 28542-0041

C203

STUDENT OUTLINE

LOGISTICS SECTION OPERATIONS

LEARNING OBJECTIVES

1. Terminal Learning Objective: Given the applicable reference material, a working logistics section, and logistics officer/chief guidance, manage the daily functioning of a logistics section to ensure effective use of time, personnel and assets in support of the unit logistical requirements. (0431.01.13)

2. Enabling Learning Objective: Given a written examination, the required duties of a logistics chief, and the logistics officer's guidance, manage the daily functioning of a logistics section by:

a. Ensuring correspondence files are established and maintained in a current and orderly manner. (0431.01.13.1)

b. Ensuring the publication library is current, complete, and maintained per the established procedures. (0431.01.13.2)

c. Ensuring logistics status boards, reports maps, etc. are updated and maintained with accurate information. (0431.01.13.3)

d. Conducting logistics related training. (0431.01.13.4)

OUTLINE

1. CORRESPONDENCE FILES: Staff correspondence is numbered and filed by Standard Subject Identification Code (SSIC). SSIC provides a means for identifying correspondence as well as arranging and referencing correspondence.

a. SSICs are divided into fourteen major numerical groups.

- (1) 1000- Military Personnel
- (2) 2000- Telecommunications
- (3) 3000- Operations and Readiness
- (4) 4000- Logistics
- (5) 5000- General Administration and Management
- (6) 6000- Medicine and Dentistry
- (7) 7000- Financial Management
- (8) 8000- Ordnance Material
- (9) 9000- Ships Design and Material
- (10) 10000- General Material
- (11) 11000- Facilities and Activities Ashore
- (12) 12000- Civilian Personnel
- (13) 13000- Aeronautical and Astronautical Material
- (14) 14000- U.S. Coast Guard (for CG use only)

b. Correspondence files are maintained in a letter size filing cabinet. The folders used are general purpose, for records having retention periods of less than five years. (SECNAVINST p5212.5_ part III gives disposal instructions for files) In conjunction with the folders, the following labels are used:

(1) Subject Identification Labels. Placed on the left side of the folder tab and provides the SSIC for the contents of the folder.

(2) File Retention Standard Labels (also referred to as disposal action labels). Placed on the right side of the folder tab and provides disposition instruction for the contents of the folder.

(3) Opening and Closing Dates. The center space of the folder will be utilized for the opening and closing dates of a file. The opening date on the folder is posted when the file is established. Closing date on the folder is posted only when the file is actually closed.

(4) Temporary and Permanent Records. Records of permanent value are filed separately. Permanent record material should be placed in front of the related folder containing temporary material.

2. PUBLICATIONS: Each work section will maintain a publication library. The NAVMC 2761 (Catalog of Publications) lists stocked and non-stocked non-technical publications and directives used by the Marine Corps. Technical publications are listed in the SL-1-2 and SL-1-3. The NAVMC 2761 is updated quarterly. These references are used to determine what publications are available for use.

a. Publication Listing (PL) is an electronic display of all publications in the Marine Corps Publications Distribution System (MCPDS). A unit's PL will show what quantities of applicable publications that unit rates. A PL is grouped into non-technical and technical categories.

(1) Non-technical manuals are numbered per SECNAVINST 5210.11, Standard Subject Identification Codes (SSIC).

(2) Technical manuals are categorized by item designator (ID) per tables of equipment (T/E). Distributed publications are sorted on the PL by SSIC/ID groups, followed by the applicable publication control numbers (PCNs), quantity, short and long title of the publication.

(3) MCPDS allows each unit to generate its own PL.

b. PL reconciliations will be conducted upon receipt of the quarterly issuances of NAVMC 2761, Catalog of Publications; the SL-1-2 and SL-1-3, Index of Publications authorized and stocked by the Marine Corps; and Marine Corps bulletins in the 5600 series. These indexes are the sources from which to determine titles of new publications and those that have been canceled, superseded, or revised. Changes will be made to ensure the mission essential criterion is met. Requirements to review are:

(1) Ensure that the unit is on automatic distribution for the publications that it needs.

(2) Ensure all excessive quantities are deleted from the PL.

c. Unit internal distribution procedures are necessary to ensure that automatically distributed publications are properly routed to the section that needs them. The key personnel involved in the publication distribution process are:

(1) S-1 Adjutant

(2) Unit Publication Control Point (UPCP) Clerk

(3) Maintenance Management Officer

(4) Technical Publications Clerk

d. Publications Library Management System (PLMS) is a logistics system intended to assist units with establishing an effective internal publications distribution and retrieval program. This program ensures publications being received and maintained are essential and not duplicated. PLMS is not part of MCPDS. PLMS is updated from the SL-1-2 and SL-1-3 and distributed quarterly.

3. LOGISTICS REPORTS: Whether in garrison or deployed, a logistics section often employs status boards, reports, or maps to help maintain situational awareness. Status boards are simple to use because they are visible from anywhere within the office or tent. A watch chief or officer need only glance at a status board to know some specific details. The accuracy of such status boards or maps is paramount. If boards are inaccurate, the watch chief or the commander will observe and possibly pass on to others the wrong information. When practical, status boards should be updated when information on them changes or at specified times throughout the day. During times of high operations tempo something as simple as updating the status boards can get overlooked or take on a lesser priority. THIS CANNOT BE ALLOWED TO HAPPEN!

a. Examples of status boards include the following:

- Serials Landed
- Personnel Status

- LOGSUM
- Vehicle Commitments
- Equipment Availability
- Dump Status
- FASP Report

4. LOGISTICS RELATED TRAINING: Training is essential to all Marines regardless of rank or MOS. Logistics related training is no different. A major concern of the logistics officer is the ability to mold his section and augment what training and experience they already have with a well-organized and executed training plan. This includes specialized skill training and professional development education. Good training and a sound training plan are not accidents; they are the result of planning, coordination, and leadership. A logistic section is unique because of the MOS flow. The following MOSs convert to 0491 (Logistics Chief) upon promotion to GySgt; 0431, 0451, 0481, therefore, the Marines in those MOSs must be as well rounded as possible BEFORE promotion to GySgt. Between quick promotions and a high operations tempo, the possibilities exist for a Marine to be less than well rounded in all aspects of logistics.

a. A variety of tools are available when developing and implementing a training plan. Among them are:

(1) Marine Corps Formal Schools. Marine Corps Combat Service Support School (MCCSSS), Schools Battalion (Camp Pendleton).

(2) Command Training Programs. Division schools and II MEF, MAGTF II/LOG-AIS sponsored schools.

(3) Other Service/Civilian Schools. Numerous safety, hazmat, and other schools are offered by our sister services and civilian agencies.

b. Schools seats must be coordinated with your S-3, higher headquarters, and, for formal schools, with the MOS monitor or Occupational Field sponsor.

c. Participation in developing a unit training program is a must. This is where coordination with the S-3 is necessary. In addition to separate training, the logistics section should exploit the training opportunities that upcoming operational exercises can offer.

d. Individual Training Standards (ITSs). ITSs provide a common base for the training of all Marines who have the same MOS. They provide the basis for the Systems Approach to Training (SAT) of all individual training. ITSs are to be used by institutional and unit commanders to determine proficiency of individual Marines, and to establish training plans and courses of instruction.

e. Training is not productive until the section establishes what its mission is, what its goals and objectives are, and what guidance is applicable that could temper the training approach.

f. References. The following references will prove useful in developing a training program:

(1) FMFM 0-1, "Unit Training Management Guide"

(2) FMFM 0-1A, "How to Conduct Training"

(3) Individual Training Standards for appropriate MOSs.

REFERENCES

1. FMFM 3-1, Command and Staff Action

2. FMFM 4, Combat Service Support

3. MCO 5210.11, Records Management Program

3. MCO P5215.17, The Marine Corps Technical Publications System

4. MCO P5600.31_, Marine Corps Publications and Printing Regulations