

UNITED STATES MARINE CORPS
Logistics Operation School
Marine Corps Service Support School
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(LEC)

STUDENT OUTLINE

LOGISTICS REPORTS AND FORMS

LEARNING OBJECTIVES

a. Terminal Learning Objective: Given the operations order or local SOP ensure logistics related reports and forms are accurately prepared and maintained per MCWP 4-1, FMFM 3-1, MCO 5102.1, MCO 8000.1C.(0431.01.13)

b. Enabling Learning Objectives: Given the operations order or local SOP ensure logistics related reports and forms are accurately prepared and maintained per MCWP 4-1 , FMFM 3-1, MCO 5102.1, MCO 8000.1C by identifying (0431.01.13)

1. The definition of Recurring Reports.
2. The definition of As required Reports.
3. The definition of As of Time.
4. The definition of Time Due.
5. The Characteristic of the following Reports and Forms.
 - a. Situation Report
 - b. Logistics Summery Report
 - c. Dump Status Report
 - d. Equipment Status Report
 - e. Supplies Landing Report
 - f. Occupancy Report

- g. Mishap Report
- h. Rapid Request Form
- i. Work Request Form

OUTLINE

1. Definitions:

a. Recurring Reports. Reports covering a specific period, with a set reporting time, and conveying historical information.

b. As Required Reports. Reports made immediately after the reportable event.

c. As Of, Time. A time used to indicate the currency of the information contained in a report. Unless specified otherwise, the As Of, time of recurring reports is considered to be the end time of the reporting period. The As Of, time of as required reports is considered to be the date-time group the report was signed or released.

d. Time due. The time the report must arrive at the echelon requiring the report.

e. United States Message Text Format (USMTF). A standardized system of formats for selected messages used in joint operational environment.

2. Reporting

a. Timeliness and Clarity are more important than format.

In accordance with local SOP most reports can be submitted by courier or electronic medium.

3. Situation Report

a. The SITREP is a classified report which reflect all aspects of the situation affecting the unit are termed situation reports and are compiled under the direction of the chief of staff or executive officer from data obtained from the staff sections. The SITREP lists in summarized

form those items which are of special interest to higher authority. Specifically, they indicate the changes occurring during the period and the conditions, real or anticipated, which affect the operations of the unit submitting the reports.

(1) Logistics Summary: General statement of logistics activity during the reporting period.

(2) Equipment Readiness: The overall command readiness from the LM2 report.

(3) Ground Equipment Readiness: The overall ground equipment Authorized/Possession, Deadline and percentage of readiness from LM2 report

(4) Mares or Pacing Items: Mission essential items readiness

(5) 2d Echelon Deadline Equipment: Items listed by TAMCN from LM2 report.

(6) 3d Echelon Deadlining Parts on order: Status from the DPR/LM2 report.

(7) Supply Block Support Report Quantities in DOS received, issued and on hand for all classes of supply.

(8) Future Events: Upcoming logistical requirement projected during the upcoming reporting periods.

(9) Commanders Comments: Any statement the Commanding Officer wants to add to the report.

4. Logistics Summary Report

a. The first paragraph of the logistics summary report provides a periodic update of quantities of supply (DOS/DOA) on hand by class of supply. The second paragraph will reflect equipment densities (major end items), Significant equipment shortages, and any maintenance deficiencies that can not be resolved with the unit's available resources. The final paragraph is a statement deficiencies which could effect the unit's accomplishment

to the mission. The logistics summary report is normally prepared and submitted by S-4/G-4 every 24 hours.

5. **Supplies Landing Report**

a. Reflects the quantity and serial number of the equipment that landed on a numbered beach. It also identifies the craft that brought it shore, and the time it landed. The supplies landing report is maintained on a continuous basis by shore party personnel, and is forwarded to the TACLOG

6. **Dump Status Report**

a. Reflects the quantity of supplies received, issued, and on hand as of a specified time. The dump status report is maintained on a continuous basis by shore party personnel, and is forwarded to the TACLOG.

7. **OCCUPANCY REPORT**

a. A requirement exists for to monitor the billeting status in order to coordinate normal billeting requirements and for the billeting of visiting units on a temporary basis. This requirement necessitates the compilation of current information on existing and projected billeting loads in all Bachelor Enlisted Quarters (BEQ).

b. **Instructions for completion**

(1) Columns 1-5 will contain data on all buildings currently assigned. Figures entered under column 5 will represent the maximum load capacity for short-term crowding requirements, and once established will not be exceeded without prior authorization.

(2) Column 6 will reflect the actual occupancy by grade as of the reporting date.

(3) Column 7 will list the unit that occupies or has possession of the building.

(4) Column 8 will be utilized to clarify any information contained in columns 6 and 7 including the number and rank of TAD occupants in excess of 60 days.

8. Mishap Summary Report

a. Mishap Summaries serve two purposes: They provide commanders with snapshot of the command's mishap experience, and they are used by the CMC to collect statistical information about recordable mishaps. The exposure data is used to prepare feedback reports containing mishap rates.

9. Rapid Request Form

a. Rapid Requests are submitted to the CSSE for logistics support or for supply classes 1-10.

10. Work Request Form

a. Written Work request forms must be submitted for services other than those categorized as emergency/service type work must be submitted on a NAVFAC 9-11014/20, work request (Maintenance Management).

b. Written work request will be submitted by the unit G-4/S-4 or designated maintenance representative. Authorized signature lists should be limited to S-4 personnel who are familiar with all maintenance, repair, and new work request procedures.

c. The example of a completed work request enclosed. In addition to the standard information described on the form, the following additional notations are required:

(1) Item 2. Will contain the unit's requester code

(2) Item 8. Denote the building or structure number. Describe the work to be performed. Indicate the specific location within the building.

(3) Item 9. Customers requesting services for which reimbursement is required will complete the information in this column.

Student References

1. FMFM 0-3 Doctrinal Publications Guide
2. FMFM 3-1 Command and Staff
3. FMFM 4-3 Landing Support Operation

4. MCO 5102.1 Mishap Reporting