

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

**STUDENT OUTLINE**

**COURSE TITLE: Reserve Officers & SNCO Logistics Course**

**LESSON TOPIC NUMBER: D105**

**LESSON TOPIC: LOGISTICS SECTION OPERATIONS**

**INSTRUCTIONAL REFERENCES:**

1. FMFM 3-1 Command and Staff Action
2. MCWP 4-1 Logistics Operations
3. MCO P5215.1 USMC Directives System
4. NAVMC 2761 Publications Stocked by Marine Corps

**OVERVIEW:** The purpose of this class is to provide an introduction on operations and training within a Logistics Section.

**a. Major Teaching Points:**

- Identify the duties of the S-4
- Know the definition of Staff
- Identify the two types of channels
- Identify types of coordination
- Identify the oversight requirements for the functional areas of logistics
- Identify various logistics reports
- Learn how to setup training for CSS Personnel

**LEARNING OBJECTIVES:**

1. Terminal Learning Objective: Given the required duties of a logistics officer, commander's guidance, and the references, perform the duties of a logistics officer, to demonstrate the knowledge required to perform the duties of a logistics officer, per the references. (0402.01.01)

2. Enabling Learning Objectives:

a. Given the references, commander's guidance, and a requirement to maintain stability within a unit's commodity areas, ensure combat service support (CSS) training is scheduled and conducted, per the references. (0402.01.01b)

b. Given the references, the required duties of a logistics officer, and commander's guidance, organize a work section, per the reference. (0402.01.01c)

(1) Identify the logistic duties of the S-4/G-4

(2) Identify the definition of the term "staff"

(3) Identify the two types of channels relative to the dissemination of information.

(4) Identify the types of coordination.

(5) Identify the oversight requirements for the Logistics' functional areas of Motor Transport, Supply, Equipment Maintenance, Arms, Ammunition and Explosives (AA&E) and Messing.

c. Given the reference, the required duties of a logistics officer, written test, and commander's guidance, identify logistics related reports, per the reference. (0402.01.01d)

(1) Identify LogSum

(2) Identify SitRep

(3) Identify Occupancy Report

(4) Identify Equipment Availability Report

(5) Identify Facilities Maintenance Report

d. Given the references, the required duties of a logistics officer, and commander's guidance, determine directive and publication requirements, per the references. (0402.01.01l)

e. Given the references, the required duties of a logistics officer, and commander's guidance, prepare staff correspondence pertaining to logistics, per the references. (0402.01.01m)

f. Given the references, the required duties of a logistics officer, and commander's guidance, prepare standing operating procedures (SOP's), per the references. (0402.01.01n)

g. Given the references, the required duties of a logistics officer, and commander's guidance, ensure correct use of operational forms and records, per the references. (0402.01.01o)

**STUDENT MASTERY:**

a. DATE MATERIAL WILL BE TESTED: N/A

b. MATERIAL WILL BE TESTED USING THE FOLLOWING METHOD:

**1. ORGANIZE THE LOGISTICS SECTION / DUTIES OF THE G-4/S-4:**

The duties and responsibilities of a Logistics Officer cover a broad spectrum ranging from the simple to the complex.

a. Assistant Chief of Staff, G-4 (AC/S G-4). The AC/S G-4 is the principle staff assistant in logistic matters and the combat service support functions. All staffs include a G-4/S-4 section to manage logistics/CSS for the commander at the FMF and MAW headquarters level. Aviation Logistics Departments (ALDs) have been established to coordinate aviation-peculiar CSS. At the MAG/squadron level, MALSS/MWSGs provide this support. In peacetime, the G/S-4s focus is on logistics readiness, although much of their routine effort concerns

garrison-related requirements. These include equipment management, facilities support, maintenance management, food services, and health services. Day to day operations follow an administrative rather than operational chain of command. The G-4 has staff responsibility for the following:

(1) Determining requirements for logistics and combat service support of the command.

(2) Recommending, in coordination with the G-3, policies, priorities, and allocations for logistics and combat service support within the command.

(3) Supervising all administrative functions in logistics and combat service support matters; including the preparation of studies, estimates, records, and reports; and the preparation, authentication, and distribution of the concept for logistics, and the logistics annex to the operation order.

(4) Recommending the task organization, equipping, location, movement, and employment of the command's combat service support elements. Within the FSSG these tasks are performed by the G-3.

(5) Exercising, for the commander, management of the command's combat service support operations.

(6) Planning and supervising the following miscellaneous related areas:

(a) Nontactical or administrative troop movements.

(b) Management of real property and facilities, except field fortifications and tactical communications.

(c) Ground traffic regulation and control.

(d) Employment of indigenous labor for combat service support.

(e) Rear boundaries and rear echelons of headquarters.

(f) Security of rear area facilities and lines of

communication against hazards other than organized enemy action.

b. S-4. The S-4 is the principle staff assistant in the same related logistical and combat service support matters as the G-4.

In CSS units the S-4 is most often concerned with support internal to the battalion or squadron. The S-3 of these units coordinates all external support to the supported units. The additional responsibility of financial management is the function of the regimental and battalion/squadron S-4 officer.

## **2. DEFINITION AND FUNCTIONS OF THE STAFF**

a. Staff. Consists of those officers who assist and advise the commander. Common functions include providing information, advice, estimates, recommendations, plans and orders. Other common functions are; advising other staffs and staff members of the commander's plans and policies, and supervising the execution of those plans and orders.

b. Channels and Relationships. Conducting day-to-day operations requires an organized structure to ensure everyone is well informed. Before we can use these channels and develop relationships, we must know what they are.

(1) Command Channel. This is a term used to describe the chain of command which descends directly from a commander to his immediate subordinate commanders.

**While staff officers may act in the command channel for their commander, there are no circumstances which warrant the interposition of a staff officer should the subordinate commander desire to contact his superior directly and personally.**

(2) Staff Channel. Staff channel is the term used to describe the channel by which the commander issues instructions to his staff and through which staff officers submit recommendations and provide information to the commander.

(3) Interstaff Relationships. All staff activity must

be completely coordinated. This coordination extends beyond the immediate headquarters to include higher, adjacent, supporting, supported, and subordinate units.

(4) Staff Cooperation. The nature of staff functioning is such that clear delineation of staff responsibility cannot be accomplished. In certain functions, two or more staff officers may have an overlapping interest in an important activity.

(5) Staff Cognizance. Staff cognizance is the term used to describe the broad coordinating responsibilities over special staff sections assigned to a general or executive staff officer in his area of primary interest.

### c. Staff Activities

(1) Submission of Recommendations. Every staff officer must know the detailed procedures and techniques of his own particular staff section. Staff officers make continuing estimates and analysis as a basis for recommendations to the commander and other agencies. These recommendations should be framed so that the commander need merely approve or disapprove. A commander must be given useful, honest, and credible recommendations. Recommendations can be submitted in writing or as the result of a brief.

(2) Coordination. All staff activity must be completely coordinated. The coordination must extend beyond the headquarters to include higher, adjacent, supporting, supported, and subordinate units. Coordination is developed through understanding, training, and practice. A staff officer should possess a basic knowledge of the organization, operations, administration, capabilities, and limitations of all elements of the command. Without the basic knowledge of staff activities, many tasks are overlooked and misdirected.

(a) Internal Coordination. Internal coordination within a command is effected by close contact and exchange of information between staff sections and staff officers by means of personal visits, telephone calls, and discussions during informal visits.

(b) External Coordination. External coordination between commands is effected by close contact and exchange of information, prompt dissemination of information, staff reconnaissance, staff visits, liaison, conferences, briefings, and staff inspections.

### 3. DETERMINE DIRECTIVE AND PUBLICATION REQUIREMENTS

a. Definition. The ability to identify, manage, and direct the daily correspondence, files, and directives of the S-4 section and associated commodity areas under the cognizance of the S-4.

b. Elements. During the daily routine of the S-4 section, the majority of time will be spent dealing with correspondence in one form or another. If proper management techniques are not established, not only will the effectiveness of your shop degrade, but many Marines can be adversely affected. The unit that you report to may have a solid management system or they may be operating on a shoestring. Do not take for granted that the S-4 chief is an experienced administrator. He may be experienced in his technical field, e.g., embarkation, but may have never had the opportunity to manage an office. A few of the first things that you should look for when you check into the section are:

(1) Turnover Files. Turnover files will be a good indication of the routine and efficiency of the section. If the S-4 chief and each commodity managers has an up-to-date and accurate turnover file, you can bet the section is pretty well managed. On the other hand, the absence of these can be an indication of serious problems.

(2) Daily Read Board. Every section should have a daily read board. This should include all items that are pertinent to current operational events, all-hands information, and any outgoing correspondence and messages. The read board can be set up any way that effectively works in your section, but it normally is set up as follows:

(3) Checklists. To effectively manage your directives

is through the use of MCO 5215 and NAVMC 2761. The NAVMC 2761 is updated quarterly. The main point is to ensure they are PROPERLY used. If they aren't used, chances are that the publications you will be working with will be outdated and invalid. If your clerks don't know how to use the checklists have the S-1 or MMO provide the appropriate training.

(4) Technical Publications. Many of the commodity areas under the cognizance of the S-4 will require the use of technical publications. These publications will usually be forwarded to the commodity areas by the S-4 or MMO. To ensure the publications get to the correct locations, the clerks within the S-4 must know how to use the SL-1-2 and SL-1-3. Many of the 04XX clerks do not know how to use them. It will be the S-4 Chief and MMO's responsibility to show them how to route, file, maintain, and order technical publications.

#### **4. PROVIDE OVERSIGHT FOR LOGISTICS FUNCTIONAL AREAS**

a. As the S-4/S-4A any or all of the following functional areas will fall directly under you or require you to supervise that functional area. Key personnel will report to you. The logistics officer must be prepared for this and understand their jobs and responsibilities. The functional areas of Motor Transport, Supply, Equipment Maintenance, Arms, Ammunition and Explosives, and Messing are covered throughout the eleven weeks at Logistics Officers Course, Logistics Operations School, Marine Corps Combat Service Support Schools, Camp Lejeune, N.C. Those classes provide the required amount of detail and explanations of many topics, to include the above mentioned functional areas. The logistics officer will graduate the course with enough knowledge to be proficient in any billet concerning these functional areas.

#### **5. ENSURE COMBAT SERVICE SUPPORT MOS PROFICIENCY RELATED TRAINING IS SCHEDULED AND CONDUCTED**

a. Cross-training. Nothing in the S-4 can be more detrimental than not having adequately trained personnel. Many commitments will come up that will require your Marines to be out of the office (i.e., mess duty, guard duty, rifle range, NBC training etc). Just because a specific Marine is out of the office should be no excuse for a specific task in

your office to come to a halt. Cross-training will alleviate this problem. Your ammo technician should be able to perform the duties of the files clerk. The embarkation clerk should be able to handle the duties of the ammo technician. Weekly cross training should be conducted by the S-4 chief to ensure the efficient operation of the section.

b. Marine Corps Formal Schools are an ideal way to ensure your Marines are educated in the Military Occupational Specialty (MOS). In addition to Marine Corps schools, there are command training programs, other service schools and sometimes local civilian schools. These different types of schools assist us as leaders in providing the necessary follow on courses some MOSs require. Continual MOS proficiency training should be part of each Marines' Professional Military Education (PME). The S-3/G-3 will coordinate the various schools seats with the different sections. The best method to ensure MOS proficiency is to plan, conduct, and participate in unit training and operational exercises.

c. Individual Training Standards (ITSs) provide specific examples of MOS related tasks that a Marine of a certain rank should be able to perform. Each MOS has a listing of ITSs, they are published in MCO 1510.61C. The ITS provides a good foundation for section or unit MOS training.

d. MOS 0402, Logistics Officer. This MOS is assigned to unrestricted officers. The logistics officer performs duties of embarkation officer, motor transport officer, and maintenance management officer. They must understand deployment, maintenance, motor transport, and supply systems as well as operational concepts/procedures of ground, aviation, and CSS units. They are responsible for nontactical unit movement of personnel, supplies, and equipment by all modes of transportation. Logistics officers plan, coordinate, and supervise all logistics functions to include the six functional areas of CSS: supply, maintenance, transportation, deliberate engineering, health services, and services. Logistics officers serve as commanders or assistants to the commanders of CSS units/elements.

Logistics officers serve as members of general or executive staffs in the FMF or supporting establishments. Logistics officers also supervise a motor pool and the personnel that work within a motor pool. They supervise the operation,

maintenance, and proper care of motor transport equipment. They provide advice to the commanding officer on the best method to employ motor transport assets. Official tasks of the 0402 are all the Enabling Learning Objectives throughout the Logistics Officer's Course.

e. MOS 0430, Embarkation Officer. This MOS is assigned to restricted officers. Embarkation officers plan and execute the unit movement of personnel, supplies, and equipment by all modes of transportation. They prepare loading and embarkation plans that meet tactical and logistical requirements. They prepare and execute strategic mobility plans to deploy and sustain the MAGTF. They serve as an embarkation officer at regiment, Marine Air Group (MAG), separate battalion, MEU, MarDiv, MAW, and FSSG levels.

f. MOS 0491, Combat Service Support Chief. Combat Service Support Chiefs supervise the functioning and administration of a logistics/embarkation section of an organization and manage the duties of personnel in a logistics/embarkation section or landing support detachment.

g. MOS 0411, Maintenance Management Specialist. The Maintenance Management Specialist provides advice, guidance, and assistance to the equipment commodity manager, the maintenance commodity manager, and maintenance personnel who perform maintenance and maintenance management duties. The maintenance management officer and maintenance management chief supervise maintenance management personnel, monitor maintenance management programs, policies, and procedures, and analyze maintenance and maintenance management functional areas to ensure effective management of equipment, maintenance, and material.

h. MOS 0431, Logistics/Embarkation Specialist. Logistics/embarkation specialists supervise the clerical functions of a logistics or embarkation section. They also provide advice, guidance, assistance, and training to units preparing for embarkation, prepare load plans, monitor the loading of supplies, cargo, equipment, and personnel aboard aircraft, ship, or rail, and provide input into the development of embarkation plans.

i. MOS 0451, Air Delivery Specialist. Air delivery specialists perform various duties incident to the air delivery and parachuting of personnel, supplies, and equipment. They prepare supplies and equipment for air

delivery from cargo aircraft in flight by:

(1) Free drop of certain non-fragile items of supply without the use of parachutes but requiring special preparation to prevent damage from landing shock by:

(2) Low velocity drop of various items of supply and equipment by use of cargo parachutes with loads packed in air delivery containers or by rigging them to platforms or skids.

(3) High velocity drop from high performance aircraft at low altitude using high speed aerial delivery containers.

j. MOS 0481, Landing Support Specialist. As a member of a landing support unit, landing support specialists perform various duties incident to setting up and maintaining the supply and evacuation system in the initial stages of an amphibious or helicopter support operation. Landing support specialists are also an integral part of Departure Airfield Control Group (DACG) and Arrival Airfield Control Group (AACG) operations, as well as MPF operations.

k. MOS 2311, Ammunition Technician. The Ammunition technician handles, transports, and stores all type of ammunition and explosives. They are trained to identify and classify ammunition by type, nomenclature stock number, lot number, and use. They also compute ammunition requirements and submit, draft, and review ammunition reports and requests.

l. MOS 2111, Small Arms Repair Technician. Performs basic duties incident to inspection, maintenance, and repair of all small arms, less vehicular mounted weapons. The small arms repairer also completes basic shop administrative forms and records utilizing technical manuals. At the Cpl through GySgt level, the Small Arms Repairer performs, trains, and supervises various duties incident to inspection, maintenance, and repair of all small arms, to include vehicular mounted small arms. The Small Arms Repairer also prepares, maintains, and supervises a shop maintenance and management program and coordinates maintenance and repair of small arms.

m. MOS 3381, Food Service Specialist. Food service specialists function in every aspect of food preparation; administration, procurement, storage, distribution, cooking

and serving. Typical duties of food service specialists are preparing vegetables, fruits and fish for cooking, seasoning food, and at the higher grades act as administrative assistant to the food service officer.

n. Related MOSs

(1) MOS 3002, Ground Supply Officer. Ground supply officers supervise and coordinate supply operations and related functions of a supply activity. Ground supply officers supervise the execution of policies and procedures pertaining to procurement, receipt, accounting, repair, storage, issue, disposal, computation, and maintenance of stock levels. They supervise transportation of supplies and equipment, and the collection, safeguarding, and transmittal of public funds; participate in the budget process and administration and expenditure of allotted funds; and make necessary recommendations to the commanding officer.

**6. LOGISTICS RELATED REPORTS**

a. Situation Report (SITREP). The SITREP is a classified report that reflects all aspects of the situation affecting the unit. 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, Deadlined and percentage of readiness from LM2 report.

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

(5) 2d Echelon Deadlined 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 requirements projected during the upcoming reporting periods.

(9) Commander's Comments: Any statement the Commanding Officer wants to add to the report.

b. Logistics Summary Report (LOGSUM). The first paragraph of the LOGSUM 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 cannot be resolved with the unit's available resources. The final paragraph is a statement of deficiencies that could effect the unit's accomplishment to the mission. The LOGSUM report is normally prepared and submitted by S-4/G-4 every 24 hours.

c. Occupancy Report. A requirement exists for logistics sections to monitor the billeting status of the unit. The report is necessary to coordinate normal billeting requirements and billeting requirements of visiting units on a temporary basis. This requirement necessitates the compilation of current information on existing and projected billeting levels in all Bachelor Enlisted Quarters (BEQ).

(1) Instructions for completion. 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.

d. Equipment Availability Report. Various types of forms may be used in identifying equipment availability. Included in the availability is often the readiness of equipment. A simple, convenient design will ensure use and understanding of a particular form. Information included on the form will be the TAMCN, nomenclature, serial number, condition (operational/non-operational) and whether or not the equipment is available for dispatch. A remarks column will provide the opportunity to comment on the individual pieces of equipment if necessary.

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

(1) Written work requests 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.

(2) An example of a completed work request is enclosed. In addition to the standard information described on the form, the following additional notations are required:

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

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

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

