

**MCO P4450.7B**

**MARINE CORPS WAREHOUSING  
MANUAL**



**U. S. MARINE CORPS**

**PCN 102 056200 00**





DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, D. C. 20380

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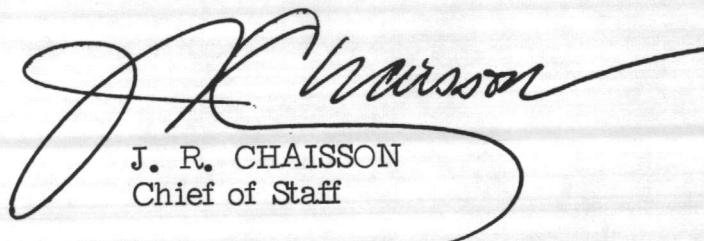
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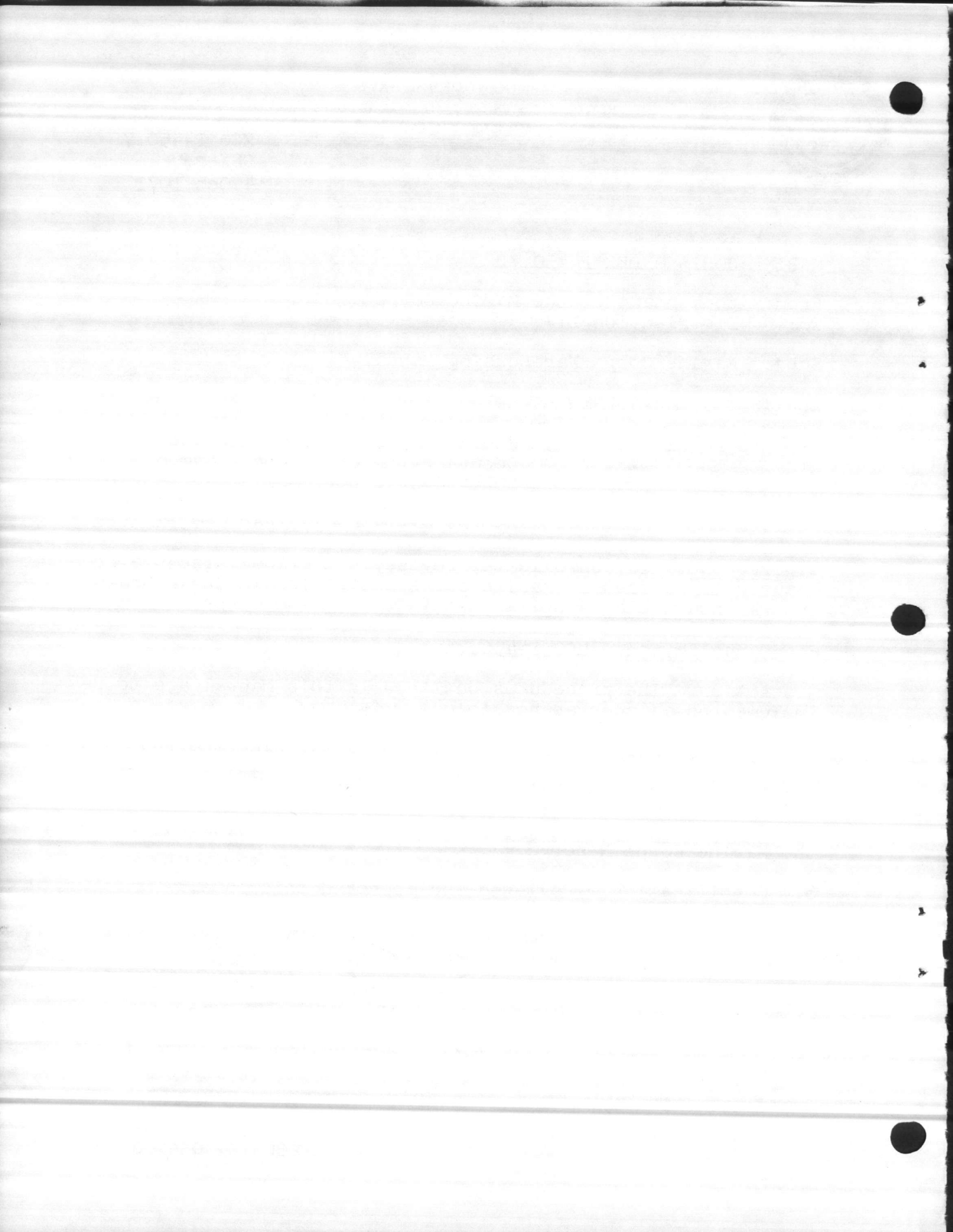
Reports Required: I. Storage Space Utilization and  
Occupancy Report (Report Symbol  
DD-4450-02), par. 401.3  
II. Individual Storage Unit Report (Report  
Symbol DN-4450-03), par. 403.1

1. Purpose. To consolidate, revise, and standardize the procedures to be used by Marine Corps activities in the storage and warehousing of supplies within the Marine Corps.
2. Cancellation. MCO P4450.7A.
3. Action. The procedures outlined in this Manual are to be implemented as soon as possible.
4. Recommendations. Recommendations concerning the contents of the Marine Corps Warehousing Manual are invited. Submit via the appropriate chain of command for evaluation.
5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.
6. Certification. Reviewed and approved this date.

  
J. R. CHAISSON  
Chief of Staff

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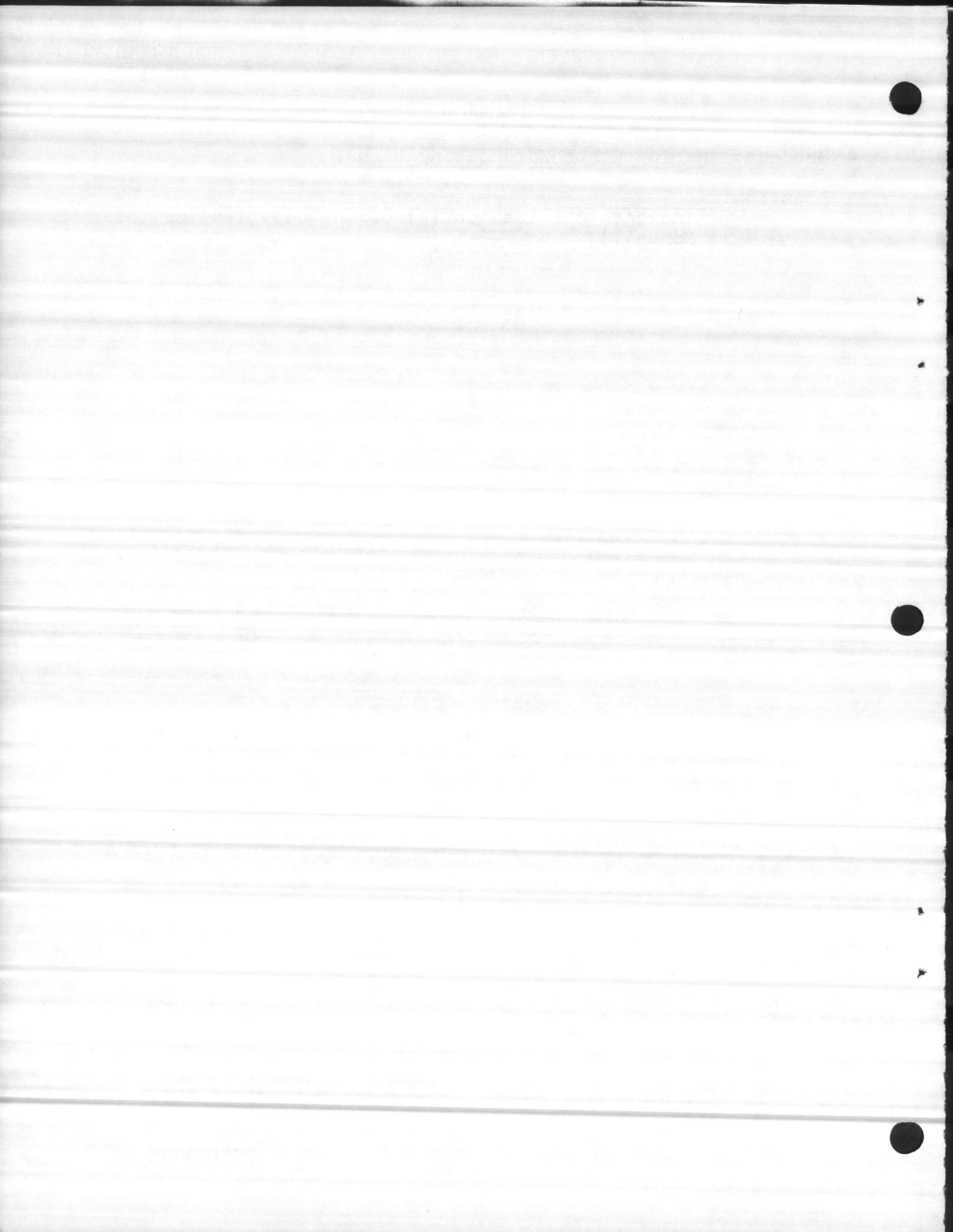
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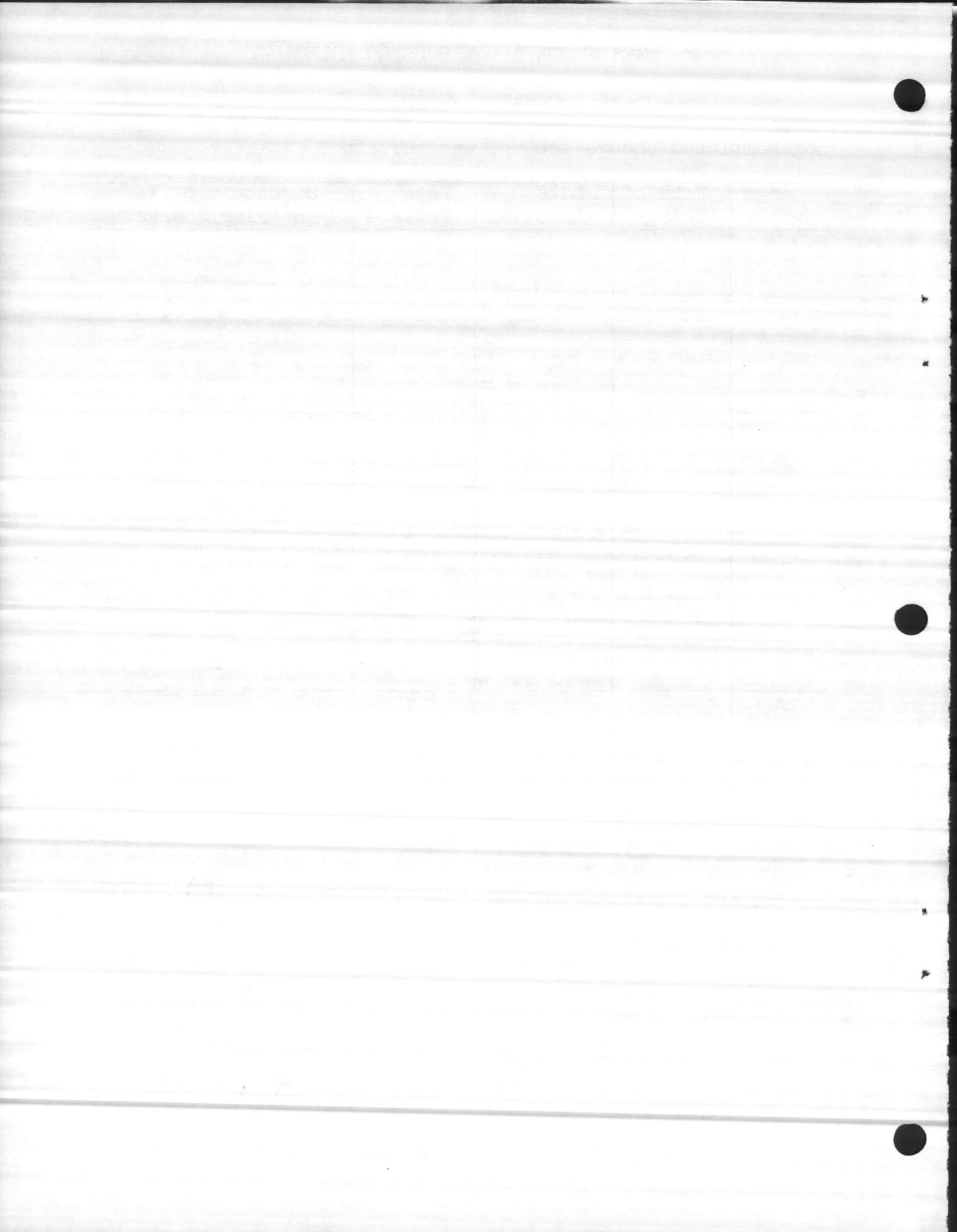
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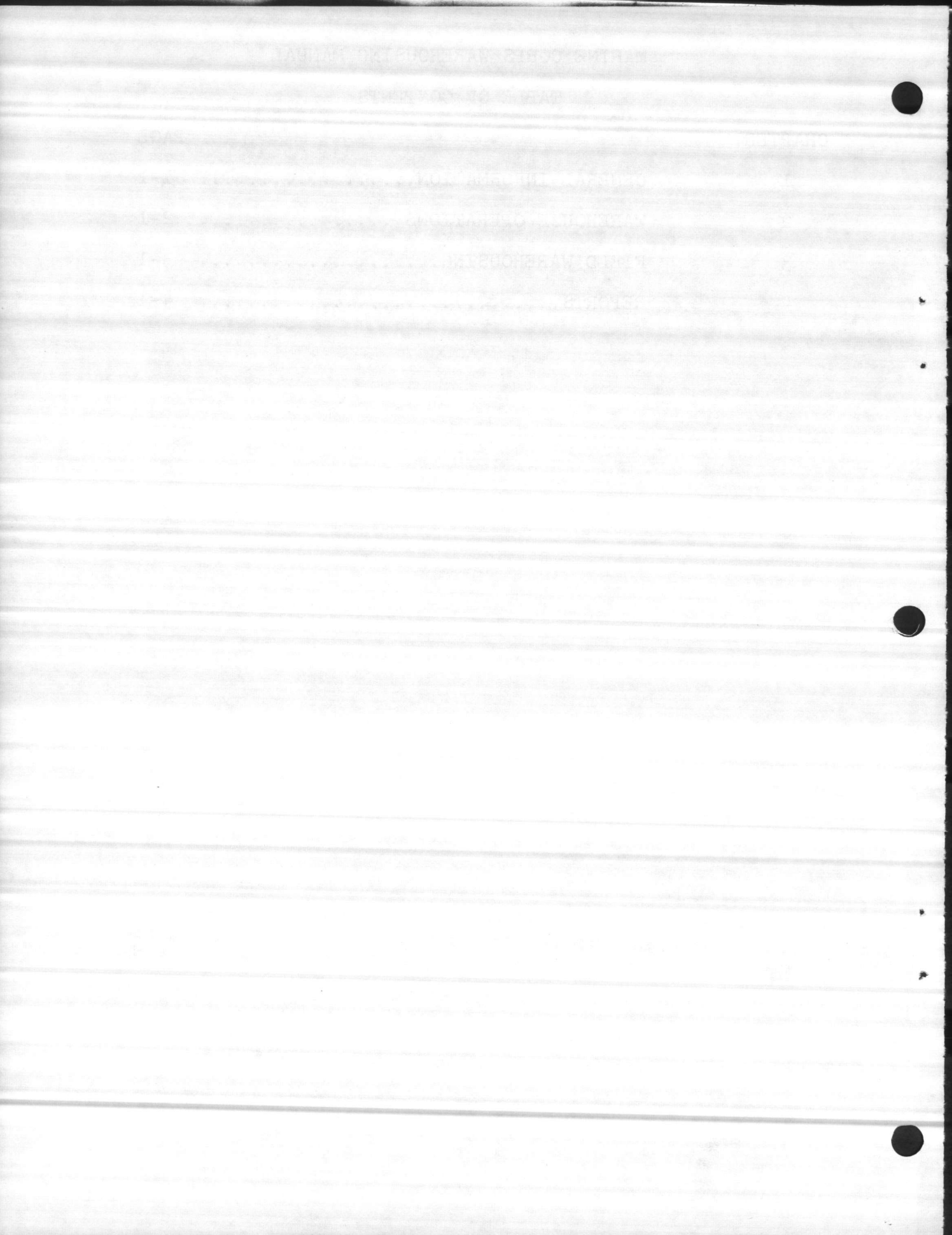




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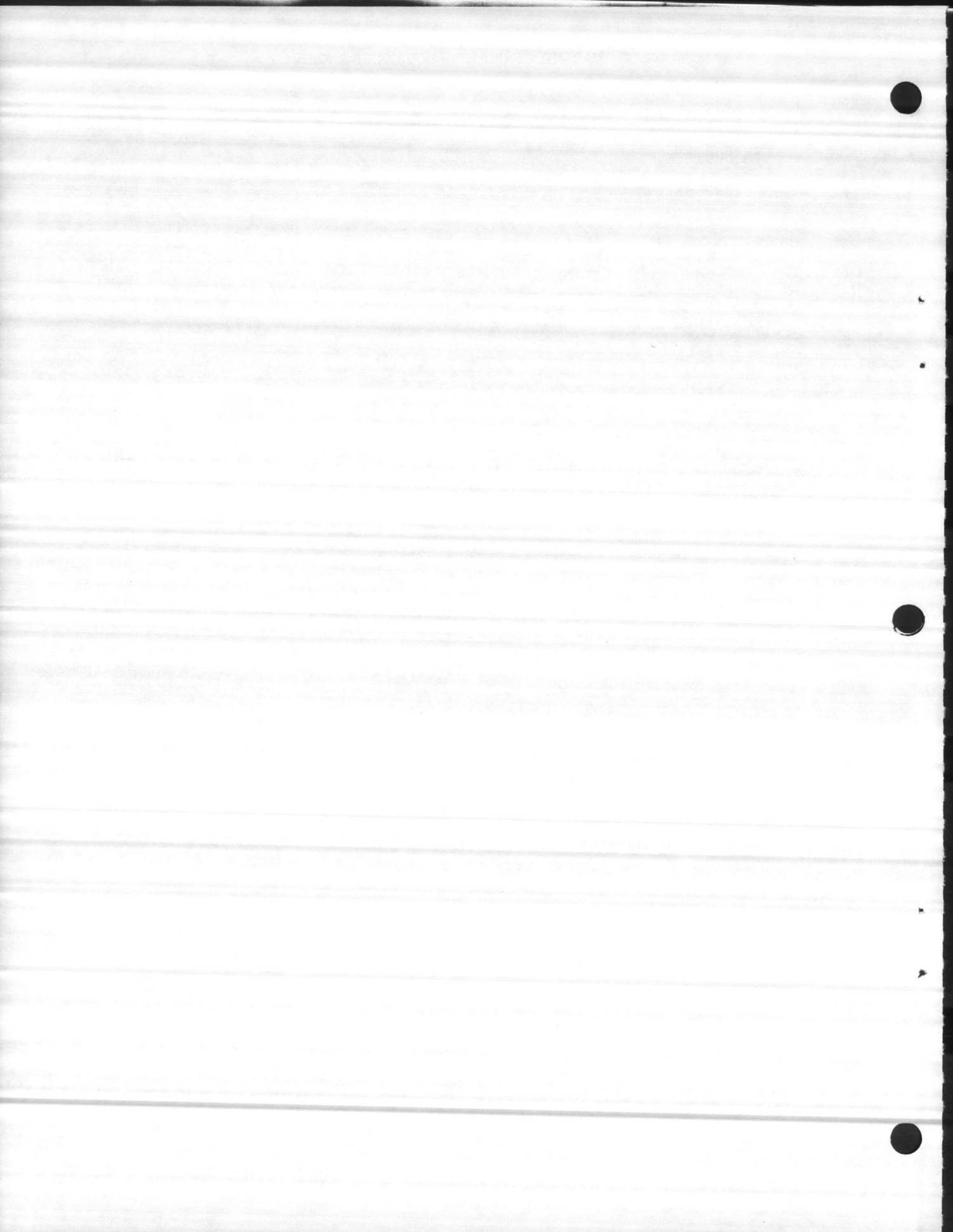
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# MARINE CORPS WAREHOUSING MANUAL

## CHAPTER 1

### GENERAL INFORMATION

#### 100 INTRODUCTION

1. **PURPOSE.** The primary purpose of this Manual is to provide instructions and procedures whereby the Marine Corps warehousing program may be administered in accordance with policies established by the Department of Defense (DOD), Secretary of the Navy, Commandant of the Marine Corps, and various joint service directives.
2. **APPLICABILITY.** The instructions contained herein are applicable to all Marine Corps activities performing storage and warehousing services.

#### 101 SCOPE

1. **GENERAL.** The instructions contained herein provide guidance and Marine Corps policy and procedures to be followed in establishing, using, expanding, inactivating, and disestablishing storage and warehousing operations; cross-servicing of warehousing by, and among, DOD components and between DOD components and Federal Government agencies; assuring the most effective, economical use of storage assets; providing a means for greater flexibility in the positioning of stocks owned by the Marine Corps; disestablishing and inactivating facilities; and warehousing and rewarehousing of materiel within the Marine Corps stores system; and the establishment of a standard field warehouse system.

#### 102 RESPONSIBILITIES OF WAREHOUSING OFFICERS

1. **GENERAL.** Personnel assigned the responsibility as a warehousing officer must provide the management necessary to ensure the maximum utilization of those storage and warehousing facilities required in the performance of the Marine Corps logistical mission.
2. **RESPONSIBILITIES.** Warehousing officers are responsible for the following:
  - a. Managing the receiving, inspection, and storage of supplies and equipment.
  - b. Handling and caring for materiel in storage.
  - c. Preservation, packaging, and packing of all classes and categories of supplies and equipment.
  - d. Supervising the Marine Corps space and reporting program.
  - e. Developing planographs for, and the supervision of, covered and open storage space.
  - f. Directing warehousing administrative and stock locator operations.
  - g. Determining requirements for, and controlling allocation and utilization of, the following:
    - (1) Motorized and nonmotorized equipment.
    - (2) Storage aids.
    - (3) Preservation, packaging, and packing of equipment and supplies.

#### 103 GLOSSARY OF TERMS

1. **GENERAL.** NAVMC 1101, Storage and Materials Handling, chapter 1, section II, is a glossary of terms for a majority of the terms contained in paragraph 103.2 herein. The terms contained in NAVMC 1101, chapter 1, section II, shall be used, unless the term in question is further defined herein.

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2. DEFINITIONS. The following definitions are designed to define the terms as they are used within the context of this Manual:

Cross-Servicing. Services performed and/or materiel, supplies, equipment, or space furnished by one DOD component to another DOD component or Federal Government agency.

Disestablish. To discontinue operation of a function or mission.

Diversion. To change identity of storage space through alteration or construction.

DOD Component. A military service or agency of the Department of Defense.

Exercising. The lubrication of equipment in storage through a self-contained power supply or through a remote/external power source.

Inactivate. To temporarily discontinue use of a facility.

Issue, Bin. Materiel that is selected to satisfy one line item of issue in quantities less than one case (original manufacturer's shipping container), regardless of the location of the materiel, except for metal and lumber sheeting, tires, or other similar-type bulky products not susceptible to bin storage.

Issue, Bulk. Materiel that is selected to satisfy one line item of issue or bin replenishment in quantities of one case (original manufacturer's shipping container), or more, regardless of the location of the materiel.

Inspection, Cyclic. A periodic inspection of materiel for the purpose of detecting the presence of corrosion, mutilated wrappings, container fatigue, and/or marking deficiencies.

Item, Critical. An item which, through deterioration or contamination, would cause premature failure or malfunction of an item, excessive repair or overhaul costs, or unsafe or hazardous operating conditions.

Item, Line. Unit of work based upon a one line entry on a requisition, shipping order, or other related document.

Measurement Ton. A quantity of materiel which has a volume of 40 cubic feet, regardless of weight.

Mixed Lots. Materiel that is either received or shipped in transport units which contain more than one line item.

Packaging. Application or use of appropriate wrappings, cushioning, interior containers, and complete identification marking up to, but not including, the exterior shipping container.

Packing. Application or use of exterior shipping containers and assembly of items or packages therein, together with necessary blocking, bracing or cushioning, weatherproofing exterior, strapping, and marking of shipping containers.

Parcel Post. A package that is either shipped or received by U.S. mail.

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Potential Stacking Height. The maximum height to which supplies can be stored, compatible with good warehousing practices.

Preservation. The application of adequate preservative measures to prevent deterioration of items resulting from exposure to atmospheric conditions during storage and shipment.

Preservation, Cyclic. The reprereservation, repacking, and/or repackaging of materiel.

Short Ton. A quantity of materiel that has a gross weight of 2,000 pounds, regardless of volume.

Space Assignment. Space within an installation designated specifically for storage purposes.

Space, General Purpose. Warehouse space, other than controlled humidity, flammable, and refrigerated warehouse space.

Space, Licensed or Permitted. Space used under a right of exclusive use granted by the licensor. A privilege, revokable at will, to use the property of the licensor for a specified purpose and period of time.

Space, Magazine, Aboveground. An area within a warehouse-type structure designed for storage of ammunition and explosives.

Space, Nonwarehouse. Any covered area, other than actual designated warehouse space, which is assigned for storage purposes. All storage space that is located in buildings that are listed on the plant account record as having been built for purposes other than storage. Buildings such as barracks, drill halls, hangars, quonset huts, or similar buildings when assigned or designated as storage facilities.

Space, Outleased. Storage space leased to a private or commercial industrial enterprise for which rent is paid by the leasee.

Space, Standby. Storage space contained in open, improved areas which are not required to support the installation's mission, or completely empty, covered structures which have been secured.

Space, Support. That area which is used for preservation and packaging, assembly, packing and crating, container manufacturing, receiving, shipping, inspection and identification, administrative storage offices, employee rest areas, toolrooms, timeclock areas, battery charging stations, and other similar support functions.

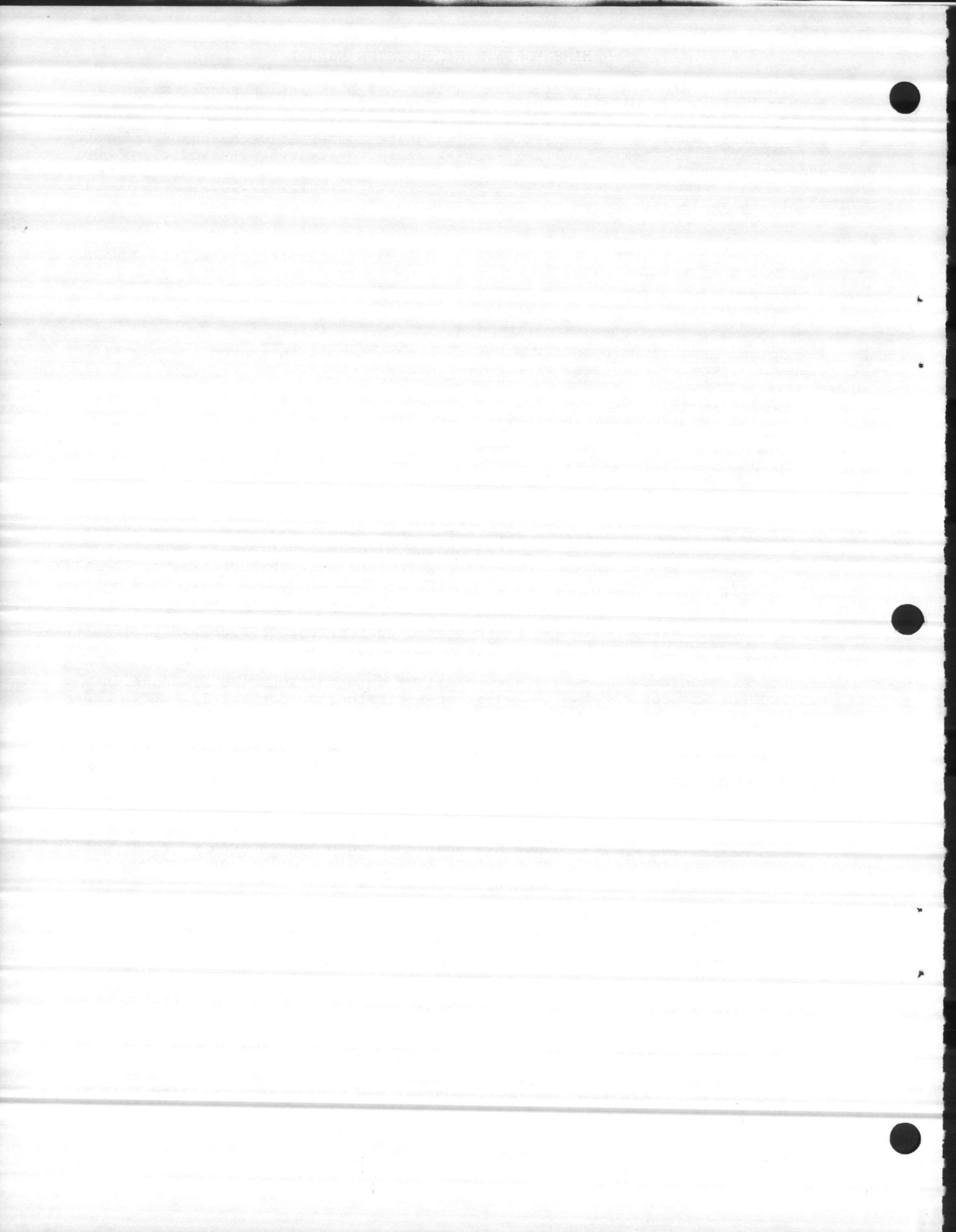
Structure Loss Space. Space not usable for storage because of construction features or physical characteristics of a warehouse facility or improved open storage area.

Test, Operational. A test by which technically qualified personnel determine whether materiel is functionally and operationally ready for issue.

Transfer Operation. An operation whereby materiel is unloaded from one transportation vehicle when the materiel is concurrently received and shipped without an intermediate storage period other than that holding incident to the transfer operation.

Warehouse Facility. The structure in which the physical function is performed, incident to receipt, storage, and issue of supplies.

Warehousing Services. The operations within a warehouse facility including, but not limited to, the receipt, storage, packaging, packing, preservation, and issue of supplies.





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## WAREHOUSE OPERATIONS

## 200 WAREHOUSING SERVICES

1. GENERAL. Warehousing services include, but are not limited to, the unloading, checking, sorting, and placement in storage; withdrawal from storage, checking, and loading; use of storage space; inspection of stored materiel; preservation, packaging, packing, and other care of materiel; physical inventory and special security measures, when specifically requested; and documentation incident to the aforementioned services.

## 201 REQUESTS FOR WAREHOUSING FACILITIES/SERVICES

## 1. MARINE CORPS

a. Marine Corps activities shall request the use of warehousing facilities/services from another DOD component or Federal Government agency under the following conditions:

(1) When, to eliminate unnecessary backhauling or cross-hauling, supplies can be positioned more economically.

(2) When it becomes necessary to utilize open storage for those items of supply which may be stored more economically in covered space which is available at an installation of one of the aforementioned DOD components or Federal Government agencies.

(3) When there is insufficient or inadequate storage space available to meet Marine Corps requirements.

b. Marine Corps activities which request facilities/services under the conditions outlined in paragraph 201.1a, preceding, shall submit a request, together with a detailed justification therefor, to the Commandant of the Marine Corps (Code CSX) for approval.

c. Marine Corps activities requesting facilities/services shall comply with the requirements of paragraph 201.2, following. Marine Corps activities receiving warehousing facilities/services shall reimburse the DOD component/Federal Government agency from which the services were obtained. Such reimbursement shall be made not more than monthly nor less than quarterly for the cost of the services rendered and in accordance with the rates of figures 2-1 and 2-2. However, special rates may be negotiated for large bulk movements of materiel when the applicable rate schedule appears inequitable. If agreement cannot be reached on an equitable charge, the matter will be referred to the Commandant of the Marine Corps (Code CSX) for resolution.

d. When a license or permit arrangement is involved, and the facility is in an active status:

(1) The DOD component operating the facility will furnish, in addition to space, such utilities, communications, security, fire protection and similar services as may be agreed to by the parties involved.

(2) The tenant Marine Corps activity will reimburse the operating DOD component for the cost of such services, based upon the total costs incurred at each facility involved.

## 2. OTHER DOD COMPONENTS/FEDERAL GOVERNMENT AGENCIES

a. Requests received for storage and warehousing services should be made in writing and, to the maximum extent, should be forwarded to the Commandant of the Marine Corps (Code CSX), at least 30 days in advance of the scheduled date when the materiel is to be placed in storage. However, when expediency demands, shorter notice may be given and, in emergencies, requests and acceptance may be

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by any available means of communication. In such emergencies, confirmation will be made in writing within 10 days.

b. Copies of replies made to each request for services will be furnished to the Commandant of the Marine Corps (Code CSX).

c. Where applicable and feasible, each request accepted for services will include the following minimum information:

- (1) Designation of requesting agency.
- (2) Description of materiel, including special storage and handling requirements, if any.
- (3) Type of packing, if any (box, case, crate, palletized unit loads, etc.).
- (4) Dimensions of package.
- (5) Weight per package (pounds).
- (6) Total number of packages.
- (7) Type of space required (heated, unheated, refrigerated, etc.).
- (8) Method of care and preservation-packaging required, stock rotation and other handling or care.
- (9) Shipper, method of shipment (rail, motor carrier, etc.) and point of origin.
- (10) Originating carrier if storage-in-transit is desired.
- (11) Rate of delivery in carloads or truckloads per day or week as applicable and the date initial delivery can be expected.
- (12) Rate of withdrawals per day or week, if applicable.
- (13) The storage location desired, either by specific facility or "vicinity" (city, state, etc.) as applicable.
- (14) Accounting classification of funds of the ordering agency to be charged for services, and the name and address of the office to which claims for reimbursement are to be forwarded.
- (15) Name and address of the accounting office of the ordering agency to which a notice of receipt of materiel should be sent.
- (16) Records to be maintained and reports to be rendered by the storing activity.
- (17) Period during which services will be required.

### 202 RESPONSIBILITIES FOR SERVICES FURNISHED TO OTHER DOD COMPONENTS/FEDERAL GOVERNMENT AGENCIES

#### 1. GENERAL

a. Marine Corps activities concerned shall furnish all personnel, supplies and equipment required for the receipt, storage, care, handling and shipment of materiel. However, the requesting agency may furnish technical personnel on either an intermittent or continuing basis as required and agreed upon and have the right to inspect materiel in storage upon prior arrangements with the operating agency.

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Item No.	Classification	Rates Per Short Ton	
		Unloading, Checking, Sorting and Placing in Storage	Withdrawal Checking and Loading
<u>Bulk and Case Lots</u>			
I.	Equipment not in containers (vehicles, boats, cranes, guns, aircraft, etc.) <u>1/</u>	\$10.20	\$14.00
II.	Rigid containers (barrels, boxes, cartons, crates, drums)		
	a. Palletized materiel	4.80	7.50
	b. Nonpalletized materiel	12.00	15.00
III.	Nonrigid containers (bags, bales, bundles)	11.00	15.50
IV.	Ammunition, explosives, toxics <u>1/</u>	10.00	14.00
V.	Perishable subsistence not in containers (carcass meat, etc.)	5.00	7.00
VI.	Bin and loose issue (Excludes services covered by items VII through XIII, following.)	1.75 per line item	
VII.	Preservation and packaging (time and materiel)	8.70 per man-hour	
VIII.	Packing, strapping and marking (time and materiel)	8.50 per man-hour	
IX.	Inventory	7.00 per man-hour	
X.	Special security	5.00 per man-hour	
XI.	Care of material in storage	7.00 per man-hour	
XII.	Cyclic inspection	7.00 per man-hour	
XIII.	Miscellaneous labor (not related to the preceding categories listed)	7.00 per man-hour	
<p><u>NOTE:</u> The preceding rates are based on bulk quantity operations and include amounts for essential documentation incident to each service performed.</p>			
XIV.	Use of space	<p>When one DOD component occupies less than 25 percent of the gross storage space at a facility operated by another DOD component, there will be no charge for the use of the storage space; however, when the "tenant" occupies 25 percent or more of the gross storage space of the facility, the following rates will apply:</p>	
	a. Heated or controlled humidity warehouse	\$ .50 per gross square foot per annum	
	b. Refrigerated warehouse	1.05 per gross square foot per annum	

Figure 2-1. Schedule of Services and Charges for Cross-Servicing in Storage Activities of DOD Components for Warehousing Services

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	c. Flammable warehouse	.50 per gross square foot per annum
	d. Unheated warehouse	.40 per gross square foot per annum
	e. Shed	.40 per gross square foot per annum
	f. Open	.08 per gross square foot per annum
	g. Igloo	.40 per gross square foot per annum
XV.	Machine tools and industrial metal working equipment	
	a. Unloading, checking, sorting, and placing in storage	\$8.00 per man-hour
	b. Withdrawal, checking, and loading	8.60 per man-hour plus direct cost of materials
	c. Preservation and packaging	9.10 per man-hour plus direct cost of materials
	d. Inspection and testing	7.85 per man-hour plus direct cost of materials

1/ Rates are applicable to all types of weapons including machineguns, mortars, anti-tank guns, rifles, hand guns, ammunition and destructive devices referred for storage by the Internal Revenue Service and U.S. Treasury Department.

Figure 2-1. Schedule of Services and Charges for Cross-Servicing in Storage Activities of DOD Components for Warehousing Services (con.)

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1. Fixed rates for storage in terms of gross square feet of space allocated for covered or controlled storage and gross square feet of space occupied for open storage are established as follows:

<u>Type of Storage</u>	<u>Rate Per Sq. Ft. Per Annum</u>
Heated or controlled humidity	\$ .45
All other covered space	.35
Open improved <sup>1/</sup>	.08
Open improved (at agency expense) <sup>2/</sup>	.05
Open unimproved	.05

2. Fixed rates for handling in terms of short tons are established for each of the following major commodity groups:

<u>Commodity Group</u>	<u>Rate Per Short Ton</u>
Ore	\$1.35
Bars, ingots, rods, pigs, and other primary forms of metal	3.15
Materials in containers such as bags, boxes, crates, drums and bales except rubber and mica	4.30
Rubber	8.00
Mica	20.00

3. The rates in paragraph 2, preceding, do not apply when it is necessary for the depot to contract for the handling work involved. In such event, the General Services Administration (GSA) will reimburse the DOD component for the actual cost paid to the contractor. Likewise, the above rates do not apply when GSA contracts directly for handling services at DOD depots.

4. The rates in paragraphs 1 and 2, preceding, do not cover the costs of stockpile storage and handling at tank farms, including all tanks in which either liquid or solid (e.g., primary metals) strategic and critical materials are stored or stockpile activities other than storage and handling (receiving and shipping). These activities will be reimbursed as a "special project" on a direct cost basis which will require prior approval by GSA program officials.

5. Charges for storage and handling of machine tools and industrial metal working equipment will be determined as follows:

Services Performed

- a. Unloading, checking, sorting and placing in storage
- b. Withdrawal, checking and loading
- c. Preservation and packaging
- d. Inspection

Determination of reimbursable costs <sup>3/</sup>

- a. At DOD operated facilities, costs will consist of the following elements: direct personnel hire plus 29 percent for the Government's contribution for employee benefits and accrued leave, and 35 percent of the direct personnel cost for overhead, equipment, and operating supplies.
- b. At contractor operated facilities, the costs will be based on the contractor's accounting system, if acceptable for other contract cost determination purposes.

<sup>1/</sup> Open area space constructed or improved with DOD funds without reimbursement, and in such a manner as would permit the operation of solid-tire fork lift trucks.

<sup>2/</sup> Improved space similar to that described above, but prepared at GSA expense.

<sup>3/</sup> Costs for handling of these items vary with the amount of nonwarehouse (technical maintenance) personnel and specialized handling equipment that is required to perform these functions. Therefore, actual or estimated costs will be used in lieu of fixed rates.

Figure 2-2. Schedule of Services and Charges for Strategic and Critical Materiel Stockpile and National Industrial Equipment Reserve Operations

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b. Requesting agency is responsible for accountability, traffic management on both inbound and outbound shipments, payment of all transportation costs, and for claims for loss or damage incident to transportation. Marine Corps activities operating the facility rendering the storage and warehousing services will furnish such documentary evidence as is available to support any loss or damage claims.

c. A request for services constitutes an order which will be the basis for obligation of funds of the requesting activity, and when accepted by a Government agency will constitute an anticipated reimbursement. Arrangements incident to the furnishing of services may be handled directly by the activities concerned.

### 203 ESTABLISHMENT/EXPANSION OF STORAGE AND/OR WAREHOUSING FACILITIES

1. GENERAL. Storage and/or warehousing facilities in existence at other DOD components shall be utilized prior to the establishment of new, or the expansion of current, storage and/or warehousing facilities.

### 204 PRIORITY OF SELECTION OF ADDITIONAL WAREHOUSING FACILITIES/SERVICES

1. AVAILABILITY. The priority of obtaining additional warehousing facilities/services shall be as follows:

a. First consideration shall be given to obtaining the required facilities/services from existing Marine Corps activities.

b. Second consideration shall be given to obtaining the required facilities/services from another DOD component.

2. NONAVAILABILITY. When the required warehousing facilities/services are not available at existing Marine Corps activities or from other DOD components, they shall be acquired by whichever of the following methods is most feasible:

a. Arranging for warehousing services or the use of a warehousing facility, or portion thereof, of another Federal Government agency.

b. Use of commercial services available under the DOD Commercial Warehouse Service Plan.

c. Lease of warehousing facilities.

d. New construction.

e. Purchase of warehousing facilities.

f. Transfer.

### 205 REQUESTS FOR ADDITIONAL WAREHOUSING FACILITIES/SERVICES

1. GENERAL. Requests for the acquisition of warehousing facilities/services shall be submitted to the Commandant of the Marine Corps (Code CSX). Requests under the conditions outlined in paragraph 204.2 shall indicate, conclusively, that warehousing facilities/services of another DOD component or Federal Government agency are not feasible.

2. MOBILIZATION. When the proposed acquisition is in accordance with an approved mobilization plan, such a plan shall be cited.



## 206 DIVERSION OF WAREHOUSING FACILITIES

## 1. PERMANENT DIVERSION

a. Requests for diversion of less than 40,000 gross square feet of storage space shall be forwarded to the Commandant of the Marine Corps (Code CSX) for approval. Such requests shall include the following information:

- (1) Number and type of buildings involved.
- (2) Gross square feet of space to be diverted.
- (3) Present utilization of space proposed for diversion.
- (4) Cost of rewarehousing supplies located within proposed diverted space.
- (5) Whether it is anticipated that the space to be diverted will be required for storage requirements in the foreseeable future.
- (6) Conclusive information that suitable space is not available from other areas on the installation or from another DOD component within the geographical area.

b. Requests for diversion of 40,000, or more, gross square feet of storage space shall include the information outlined in paragraph 206.1a and three copies of the installation plan. One copy of the plan shall indicate all buildings involved in the proposed diversion, and the remaining two copies shall be left blank.

c. Requests for construction projects to convert storage space shall be as outlined in the current edition of MCO 11013.7.

2. TEMPORARY DIVERSION. Storage space may be diverted and used on a temporary basis (not to exceed 60 days) without structural change.

3. REPORT REQUIRED. All diversions of storage space shall be reported on the Storage Space Utilization and Occupancy Report, DD Form 805, as outlined in chapter 4.

## 207 INACTIVATION OF WAREHOUSING FACILITIES

1. GENERAL. The Commandant of the Marine Corps (Code CH) will inactivate all warehousing facilities for which no current or projected Marine Corps requirement exists.

2. PRIOR COMMITMENT OR OCCUPANCY OF STORAGE AND WAREHOUSING FACILITIES. The Marine Corps will not continue to operate, because of prior commitments of occupancy by other than a DOD component, those storage and warehousing facilities for which no current or projected Marine Corps requirement exists. If such space is committed for occupancy by other than a DOD component, the Federal Government agency involved shall be given the option of accepting the transfer of the facility and the responsibility of its operation or removing the storage materiel.

## 3. CONSIDERATIONS FOR INACTIVATION OF STORAGE AND WAREHOUSING FACILITIES

a. Special emphasis shall be toward inactivation of complete installations rather than portions of several installations.

b. In cases of partial inactivation of an installation, the buildings selected for inactivation should be located in areas which can be physically segregated and operated separately from the remainder of the installation.

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c. Prior to inactivation of a facility, consideration shall be given to space required for storage of mobilization reserve stocks which have been authorized for procurement. Such storage space shall be placed in a standby status, pending receipt of the stocks.

4. REPORT REQUIRED. Storage and warehousing facilities which are either selected for inactivation or placed in a standby status shall be reported on the Storage Space Utilization and Occupancy Report, DD Form 805, as outlined in chapter 4.

### 208 DISESTABLISHMENT/CONSOLIDATION OF STORAGE MISSIONS AND/OR ACTIVITIES

1. DISESTABLISHMENT. The Commandant of the Marine Corps (Code CH) will take action to disestablish storage missions and/or activities which are not needed to meet current Marine Corps requirements.

2. CONSOLIDATION. The Commandant of the Marine Corps (Code CH) will consolidate missions into fewer installations: (1) whenever the consolidation may be accomplished without impairing performance or dispersion objectives, and/or (2) when consolidation will reduce overhead expenses or personnel, or free storage space for other uses, including use by other DOD components.

### 209 STORAGE LAYOUT

1. GENERAL. The layout of storage space and facilities should:

- a. Be sufficiently versatile to meet all storage situations.
- b. Be fully responsive to mechanized materiel handling.
- c. Meet every requirement of computer processing of documentation which affects receipt, storage, and issue of supplies.
- d. Facilitate effective space management.
- e. Provide a pattern which is compatible with efficient work methods for putting away and withdrawing stocks.

2. RESPONSIBILITIES. All Marine Corps activities maintaining storage and warehouse facilities will use the Stock Location System prescribed herein. Each activity will determine the area and station assignment necessary for its particular operation and issue supplementary instructions regarding the same.

### 210 STOCK LOCATION SYSTEM

1. PHYSICAL LOCATION CODES. The physical location code is a part of the item locator file and is used to physically identify each individual storage location. The stock location numbering system consists of nine characters, alpha and numeric combinations, as follows:

- |   |   |
|---|---|
| a. Area<br>1st Position<br>Alpha                  | The first character is alpha and may represent a group of buildings within a complex, an open storage area, a single building or warehouse, a shed, or a part of a structure such as a floor.   |
| b. Station<br>2nd and 3rd<br>Positions<br>Numeric | The second and third characters are numeric and are used to identify a station within an area. These digits may be used to identify stock picking stations, stations for receipt of materiel for stowing, packing stations, floors of a building, sections of a warehouse, or a building within an area. Collection or assembly stations or dropoff stations in a mechanized warehouse system may also be identified. |

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- c. Aisle or Row  
4th and 5th  
Positions  
Numeric                      The fourth and fifth characters are numeric and are used to identify aisles or rows within a station. An individual numbering system is used within each station.
- d. Segment  
6th and 7th  
Positions  
Numeric                      The sixth and seventh characters are numeric and are used to identify segments of an aisle or row. A segment may be a short lot, stack, rack, or bin or a vertical apportionment thereof, within an aisle with the odd numbers on the left and the even numbers on the right (based on direction of flow as related to transportation or main aisles/roadways). Within a row, segments are serially numbered without regard to segment numbering of adjacent rows. Under this method, picking documents are computer-sequenced by segments within an aisle or row, enabling picking on both sides of an aisle during a single traverse, or sequential picking within a row.
- e. Level  
8th Position  
Alpha                        The eighth character is alpha and represents the level within segments. Where not applicable, such as in bulk storage, the letter "A" will be assigned.
- f. Compartment  
9th Position  
Alpha                        The ninth character is alpha and identifies a subdivision of the level within the segment, such as a drawer or compartment of a roto bin. Where not applicable, such as in bulk storage, the letter "A" will be assigned.

NOTE: Criteria for the sequential assignment of an aisle or row and segment designators is critical since it determines the amount of physical movement required in receipt stowing and stock picking operations. The assignment of locations must provide for orderly work performance without returning to an area previously traversed.

2. FIGURES. Figures 2-3 through 2-9 pictorially depict the aforementioned stock location system.

### 211 MARKING OF STORAGE COMPLEX

1. GENERAL. The following general rules will be followed in the marking of the storage complex.

a. Enclosed/Improved Storage. Markings will be made with suitable traffic paint on floors or paving, and enamel on signs or placards.

(1) Area. Each building and storage lot will be marked with a 6-inch letter adjacent to their traffic entrance, indicating its assigned area.

(2) Station. At the intersection of stations, floor markings or signs will be posted which indicate the area and station. Within stations of sufficient size to require further markings, the area and station will be indicated at the intersection of transportation/traffic aisles and rows.

(3) Aisle/Row. Aisle/row numbers will be painted on the floor or signs in such a manner that they will be readily visible to a person entering the row from either direction.

(4) Segment. Segment numbers will be painted in such a manner that they will be readily visible when standing in front of the segment, and will be placed so that the number is centered on the segment to which it applies.

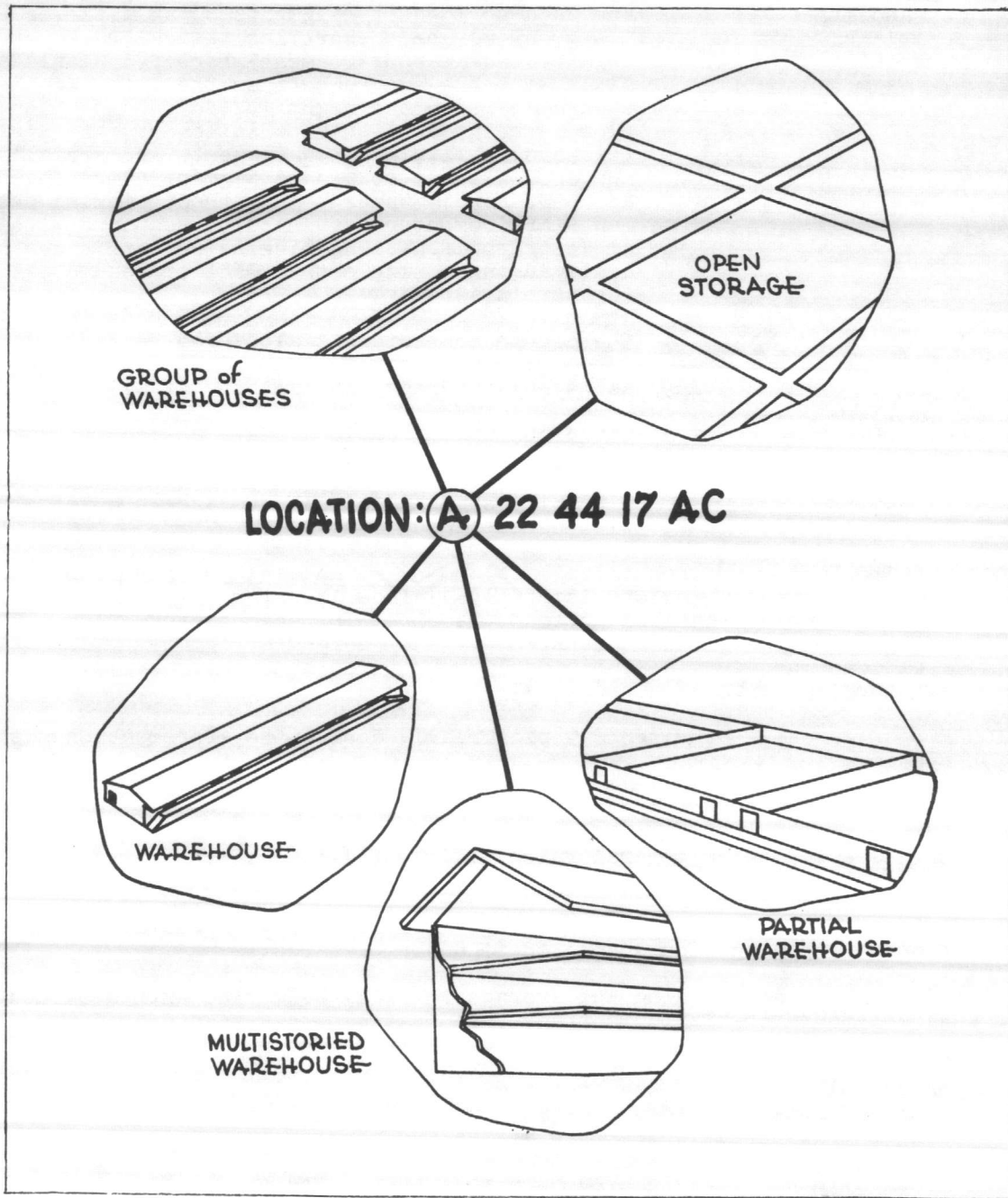


Figure 2-3. Area Examples

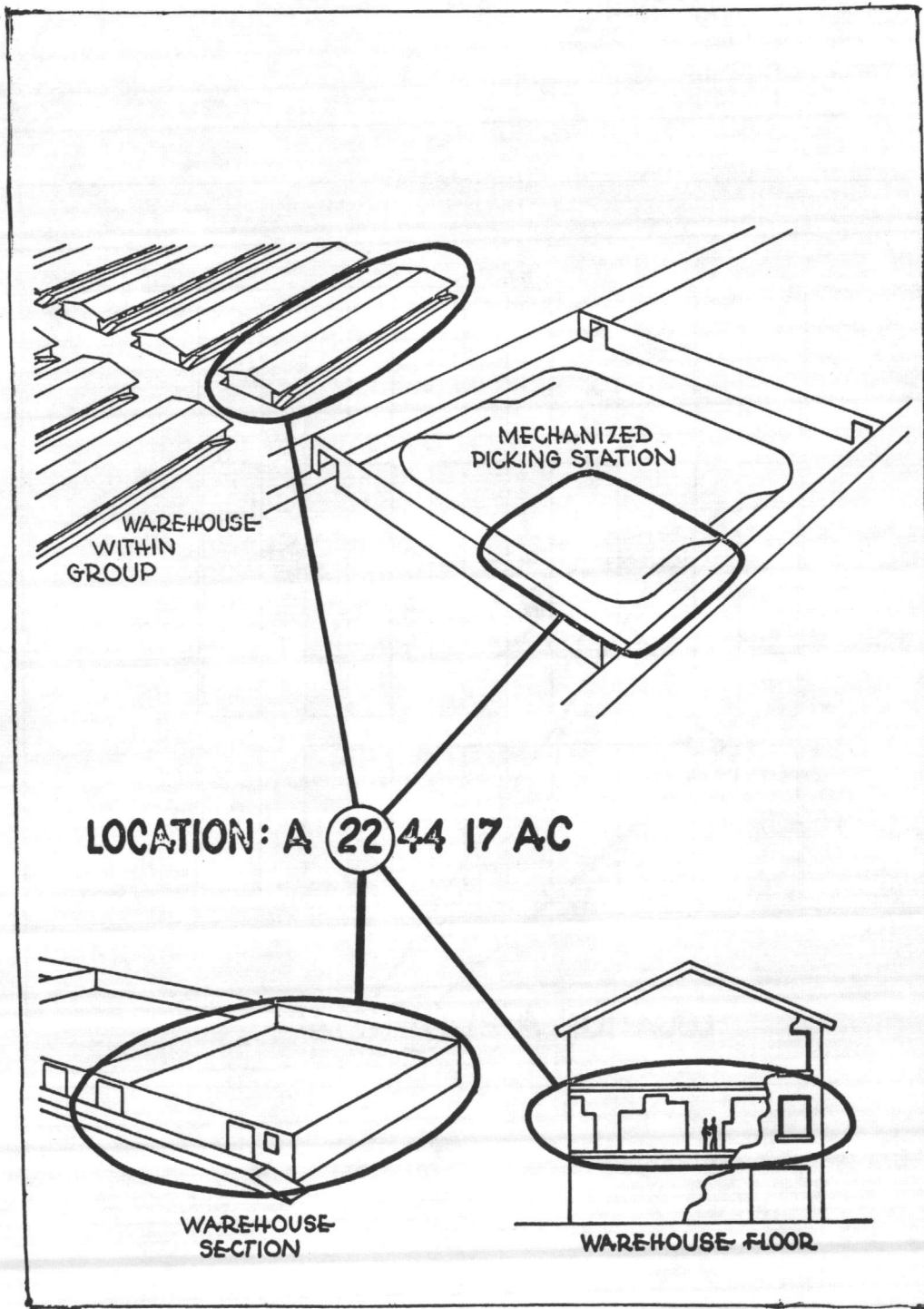


Figure 2-4. Station Examples



Figure 2-5. Aisles Segments Bulk Storage

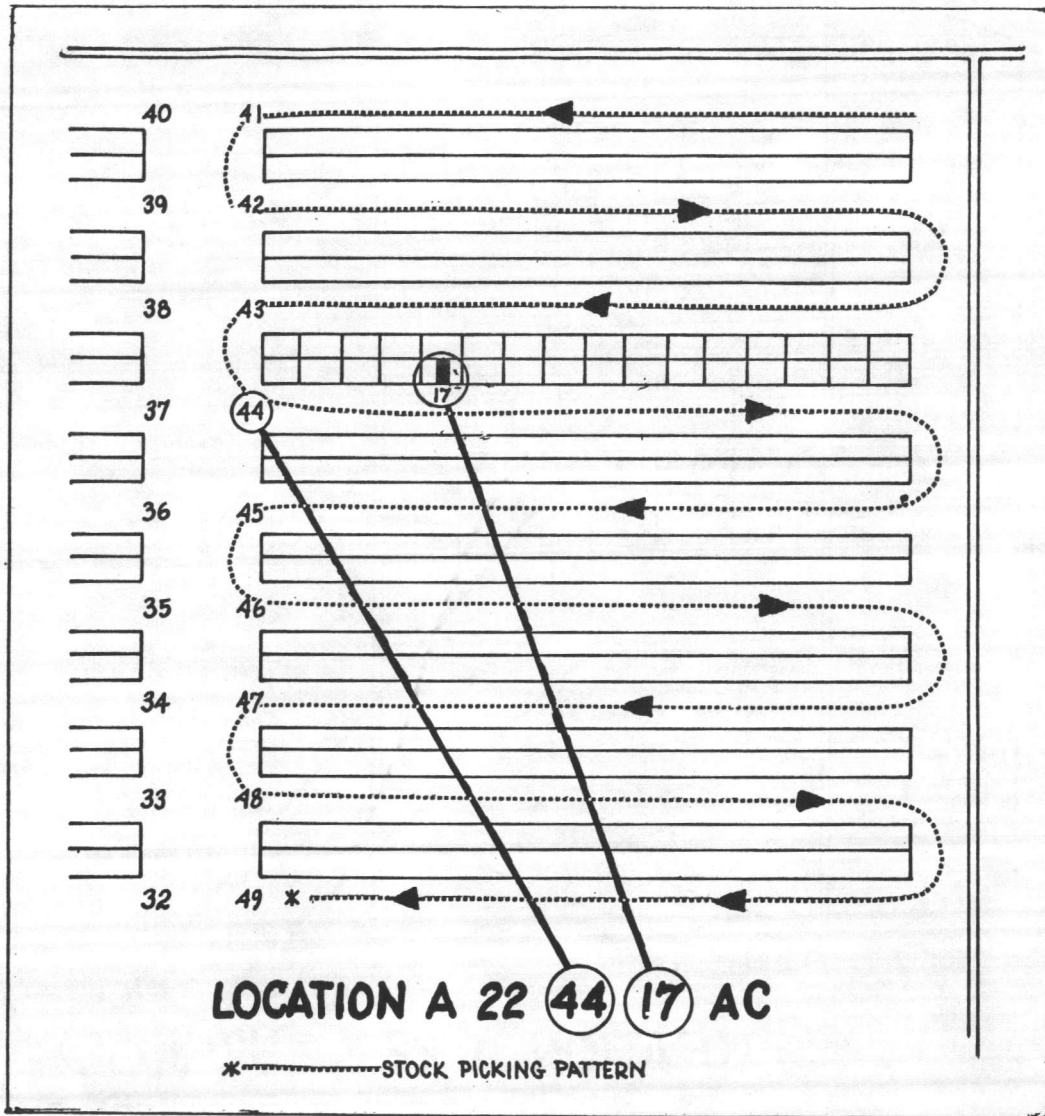


Figure 2-6. Aisles and Segments Bin Storage

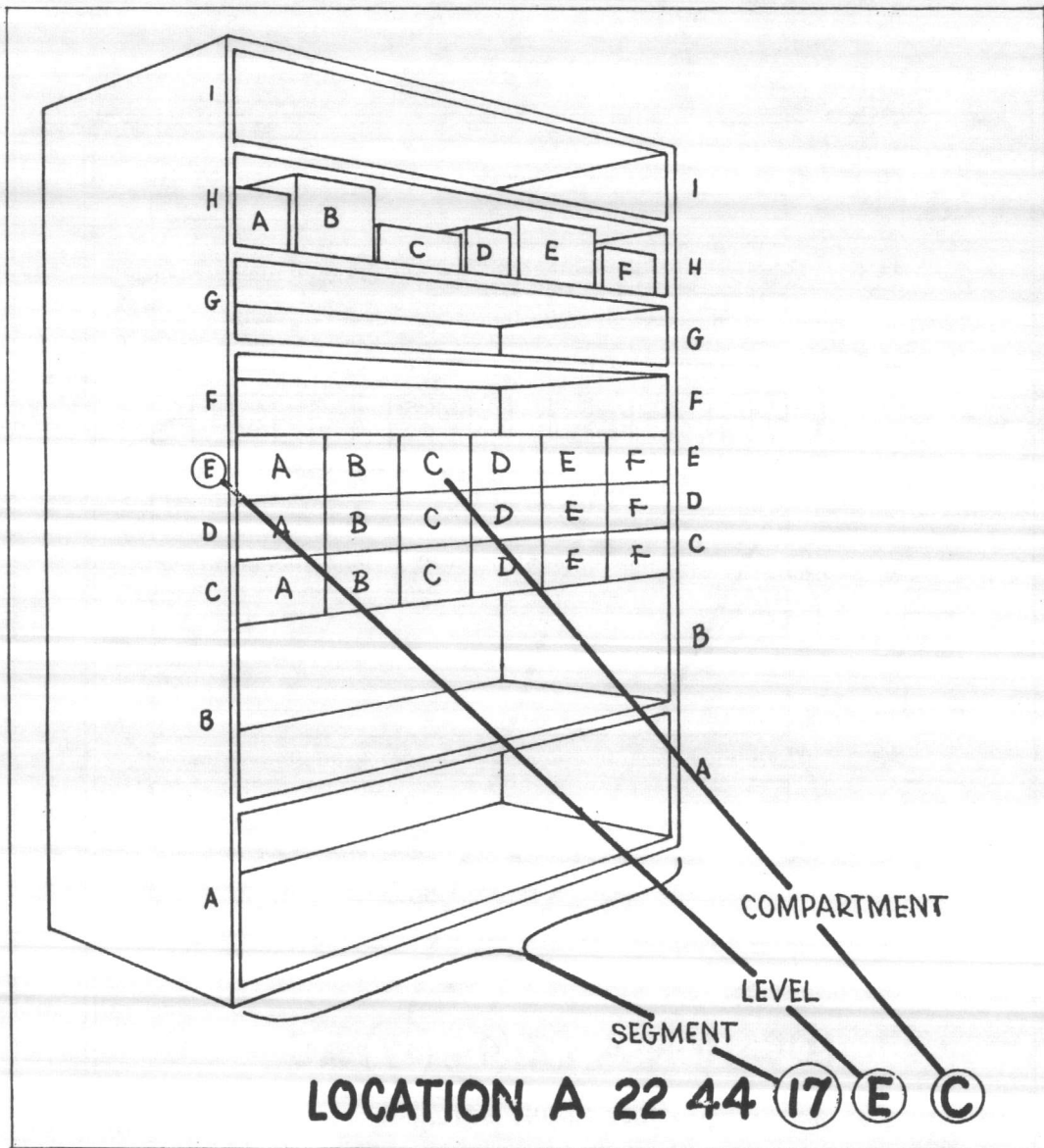


Figure 2-7. Segment-Level-Compartment Bin Storage



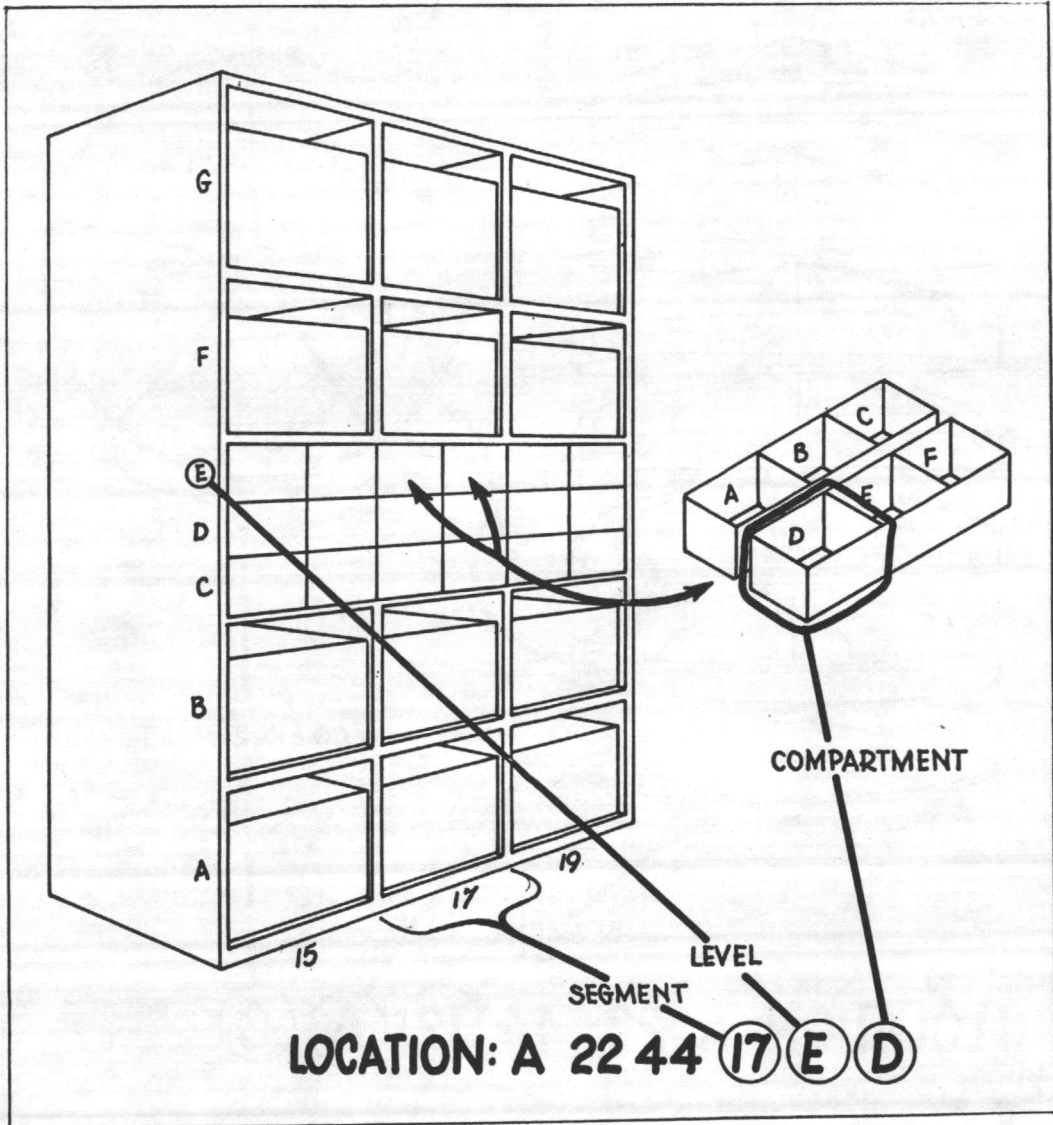


Figure 2-8. Segment-Level-Compartment Divided Bin Storage

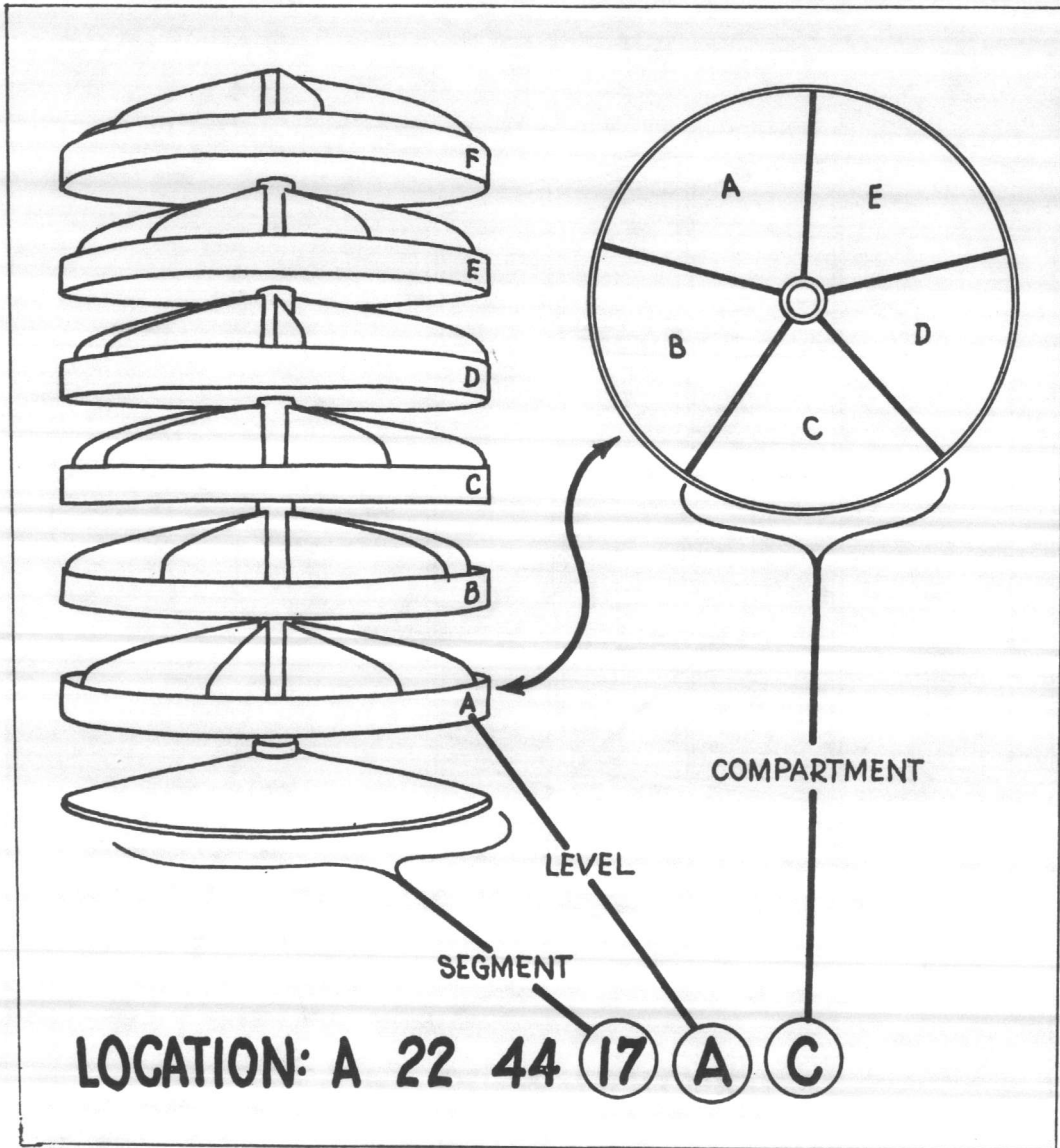


Figure 2-9. Segment-Level-Compartment Roto Bin Storage

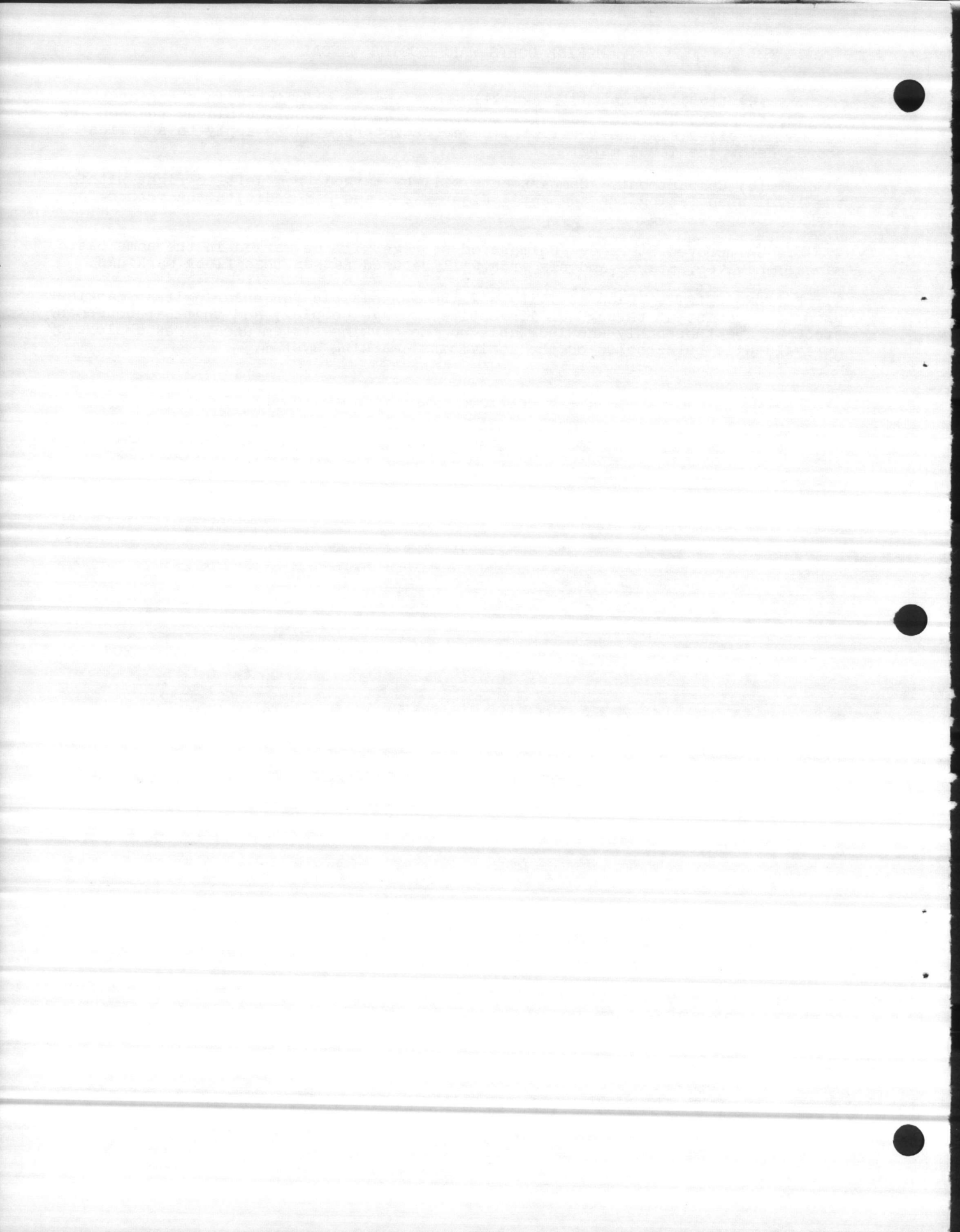
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(5) Level. Bins and racks will have the level painted in the center of the shelf or cross-member and will indicate that the supplies placed thereon are at that level; i.e., the level will never be interpreted to apply to supplies stored below the level marking.

(6) Compartment. Compartments will be marked from left to right within the level when facing the segment. Figures 2-7 and 2-8 indicate the method for marking compartments.

b. Unimproved Storage. Unimproved storage will be marked in the same basic manner; however, stakes and placards will be used rather than floor markings.

2. RESPONSIBILITY. Each activity will be responsible for ensuring that markings used are consistent throughout its entire storage complex, and that warehousemen/stockmen are thoroughly knowledgeable on the marking system used. New employees/arrivals will be schooled on the activities' marking system.



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CHAPTER 3

FIELD WAREHOUSING

300 SCOPE

1. GENERAL. Fleet Marine Force (FMF) units are required to maintain organic mount-out stocks in a state of readiness. The information contained in this chapter outlines the standard operating procedures to be utilized by FMF ground units when in garrison and/or deployed. Such procedures should serve as a guide for Marine aviation units to the extent that they are compatible with the aeronautical supply support system.

301 INTRODUCTION

1. GENERAL. The maintenance of mount-out stocks in a good state of readiness requires that such supplies be preserved, packaged, packed, and located in such a manner as to permit expeditious handling incident to, and during, deployment. Further, materiel should be packed and marked to permit its rapid and orderly access in forward areas with a minimum of confusion and loss of materiel. To maintain this objective, a good state of readiness may best be obtained through the exercising of continuous preparatory efforts while the materiel is in garrison. Constant care must be taken to ensure that organic and mount-out supplies, which lend themselves to storage in field warehousing containers, are maintained in a current and serviceable condition. Excess or obsolete items or items for which there is no known Marine Corps requirement shall not be stored in field warehousing containers.

2. SUPPLIES MAINTAINED IN GARRISON. When organic and/or mount-out supplies are maintained in garrison, they shall be inspected, as required, to ensure serviceability, adequacy of preservation, and/or proper identification. Such supplies should be stored to allow for ready access, in-stock maintenance, stock rotation, and/or inventory.

3. DEPLOYMENT. Upon receipt of a warning order, mount-out supplies shall be inspected to ensure completeness of tactical and location markings.

302 STOCK LOCATION

1. GENERAL. Proper stock locations are essential to effective warehousing. Stock location numbers and files must be installed and maintained in such a manner to permit rapid location of supplies both in garrison and deployment.

2. STOCK LOCATION NUMBERS. The basic stock location number shall consist of 10 digits, broken down as outlined below. Digits five through zero, only, shall be used in the marking of metal-edged fiberboard inserts.

1	23	4	567	8	90
---	----	---	-----	---	----

Fiberboard Insert Number

Wooden Box Number

Bin Unit, Box Pallet, Crate Number

Type Storage: (1) Bin Storage Unit  
 (2) Medium Storage Unit  
 (3) Bulk Storage  
 (4) Vehicles  
 (5) through (0) As Required Locally

Warehouse or Supply Dump No.

Mount-Out or Operating Stock Block  
 Alpha - Mount-Out Stock  
 Numeric - Operating Stock

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303 STOCK LOCATION FILE

1. GENERAL. Flexibility is of primary importance in maintaining stock locator records within the using units of the Fleet Marine Force. To maintain such flexibility, local commanders are authorized to use either of the stock locator systems outlined in paragraphs 303.2 through 4, following, which best serves the needs of the unit.

2. MANUAL. A manual stock locator system is one in which all work, including initial preparation, is performed by hand. The Manual Stock Locator Card, NAVMC 10557-5D, shall be used in maintaining a manual stock locator system. (See figure 3-1.)

STOCK NO. 5330-178-0000		UNIT OF ISSUE EA
DESCRIPTION NUT, 1/4"		
LOCATIONS		
BIN	MEDIUM	BULK
1-23-1-567-8-90		
MANUAL STOCK LOCATOR CARD NAVMC 10557-5D (1-63)		

Figure 3-1. Manual Stock Locator Card, Form NAVMC 10557-5D

3. MANUAL-MECHANICAL. A manual-mechanical locator file is one in which a portion of the work is performed manually and a portion is performed mechanically through the use of electric accounting machine (EAM) cards. The FMF Stock Locator and Container Header Card, Form NAVMC 10639, shall be used to maintain a manual-mechanical locator stock locator system. (See figure 3-2.)

UP LINE NR.	TABLE OF ALLOWANCE NUMBER	FEDERAL STOCK NUMBER	UNIT OF ISSUE	QUANTITY	NOMENCLATURE	DATE CARD PREPARED	WEIGHT OF VEHICLES	CUBIC FEET CONTAINED	FIELD WAREHOUSE LOCATION	GARRISON LOCATION
1	2	3	4	5	6	7	8	9	10	11

Figure 3-2. FMF Stock Locator and Container Header Card, Form NAVMC 10639

4. MECHANICAL. A mechanical stock locator file is one in which all work, in connection therewith, is accomplished mechanically.

5. ADDITIONAL INFORMATION. The Storage and Materials Handling Manual, NAVMC 1101, contains detailed information on the establishment, operation, and maintenance of manual, manual-mechanical, and mechanical stock locator file systems.



## 304 STORAGE CATEGORIES

1. GENERAL. Field warehousing is divided into three major categories: (1) bin storage, (2) medium storage, and (3) bulk storage. Such categories are based upon the popularity, physical characteristics, and stock level of supplies.
2. BIN STORAGE
  - a. Bin storage is designed primarily to accommodate small, rapid moving items, such as repair parts, handtools, and hardware.
  - b. A bin storage unit consists of a wooden box, together with a combination of metal-edged fiberboard inserts. Six bin storage units, arranged and secured on a standard 32" X 40" pallet in a manner that permits entry from two sides, are considered to be a standard bin storage unit.
  - c. FMF units which maintain organic materials handling equipment are authorized to substitute a 32" X 40" box pallet for the six bin storage units; however, such a box pallet must permit entry from two sides and be compatible with the standard metal-edged fiberboard inserts as outlined in paragraph 305.2c.
3. MEDIUM STORAGE
  - a. Medium storage sections are those sections designed to accommodate items which are too large for bin storage but not large enough, in themselves, to warrant being placed into individual box pallets or crates.
  - b. A medium storage unit consists of a box pallet in which medium storage sections are constructed to store those medium sized items which have been afforded the required unit protection.
4. BULK STORAGE. A bulk storage unit consists of those items which, in themselves, warrant being placed into an individual storage container.

## 305 FIELD WAREHOUSING CONTAINERS

1. GENERAL. The type container used in field warehousing shall be dictated by the material which is being stored. The storage units as outlined in paragraphs 305.2 through 4 are authorized for use within the field warehousing system.
2. BIN STORAGE UNIT. The basic bin storage unit is composed of the following material:
  - a. Pallet. The pallet (figure 3-3) may be procured through the Marine Corps Supply System under FSN 3990-542-3294, PALLET, Wooden, 4-Way Entry, 32 X 40 Inches.

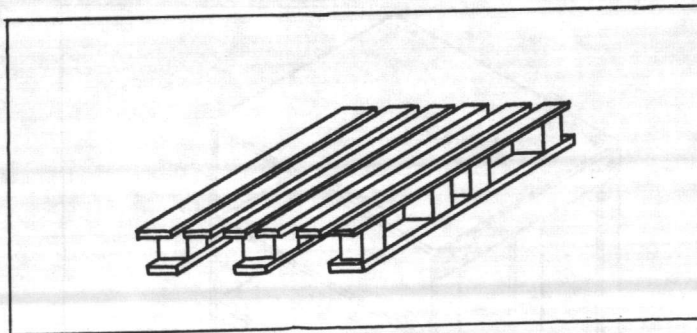


Figure 3-3. Wooden Pallet, FSN 3990-542-3294

- b. Box, Wooden. The standard bin storage unit will consist of six wooden boxes (figure 3-4) which may be procured through the Marine Corps Supply System under FSN 8115-685-5171, BOX, Wooden, Knocked-Down, Shook, Inside Dimensions 37 X 10 X 14½ Inches.

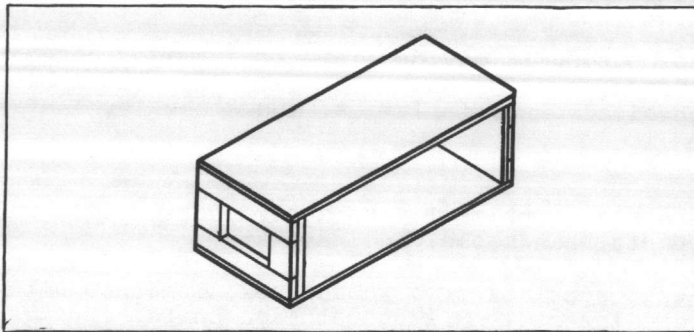


Figure 3-4. Wooden Box, FSN 8115-685-5171

c. Inserts. The inserts (figure 3-5) which are used within the wooden boxes shall be procured through the Marine Corps Supply System under the following four Federal stock numbers, depending upon the size of the insert required. Such inserts require assembly prior to use; therefore, it is essential that units utilizing such inserts have a metal-edged-stayer machine.

FSN 8115-753-5033 - BOX, Fiberboard, Metal-Edged, 14 1/4 X 12 X 9 3/4"

FSN 8115-753-5034 - BOX, Fiberboard, Metal-Edged, 14 X 12 X 4 7/8"

FSN 8115-753-5035 - BOX, Fiberboard, Metal-Edged, 14 1/4 X 6 X 7 7/8"

FSN 8115-753-5036 - BOX, Fiberboard, Metal-Edged, 14 1/4 X 6 X 3 1/4"

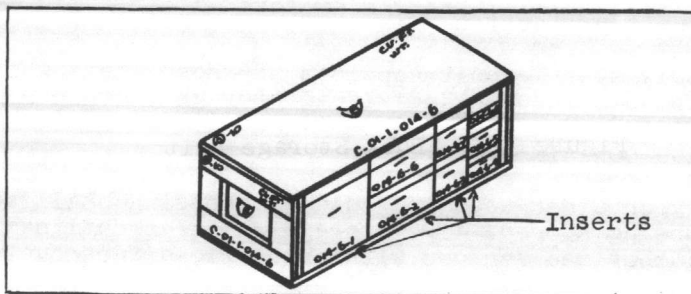


Figure 3-5. Inserts for Wooden Box

d. Box Pallet. Units which have organic materials handling equipment may substitute the box pallet (figure 3-6) for the wooden box (figure 3-4). The box pallet (figure 3-6) is compatible with the family of metal-edged inserts which are standard in the wooden box unit.

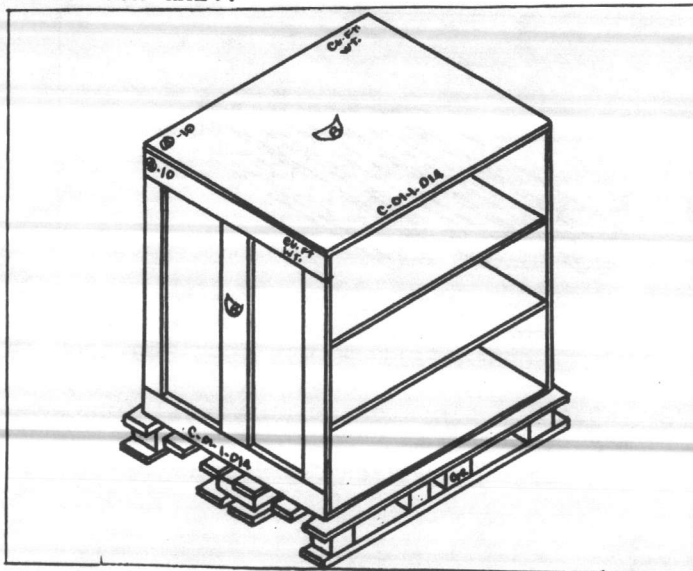


Figure 3-6. Box Pallet

3. MEDIUM STORAGE UNIT. The basic medium storage unit may be composed of a box pallet (figure 3-6) or a standard bin storage unit, less metal-edged fiberboard inserts as outlined in paragraph 304.2.

4. BULK STORAGE UNIT. The bulk storage unit may be composed of either a reusable shipping and storage container (figures 3-7 and 3-8) or a wooden crate or box manufactured in accordance with the specifications outlined in the current edition of MCO P4030.21.

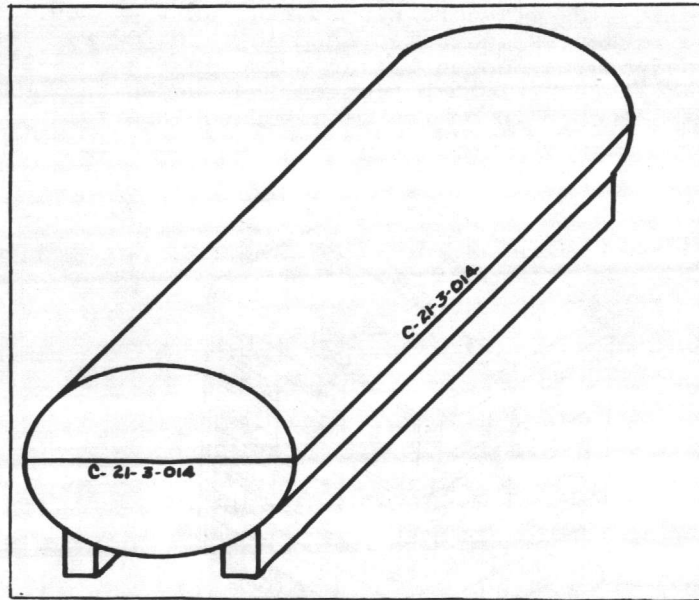


Figure 3-7. Bulk Storage Unit

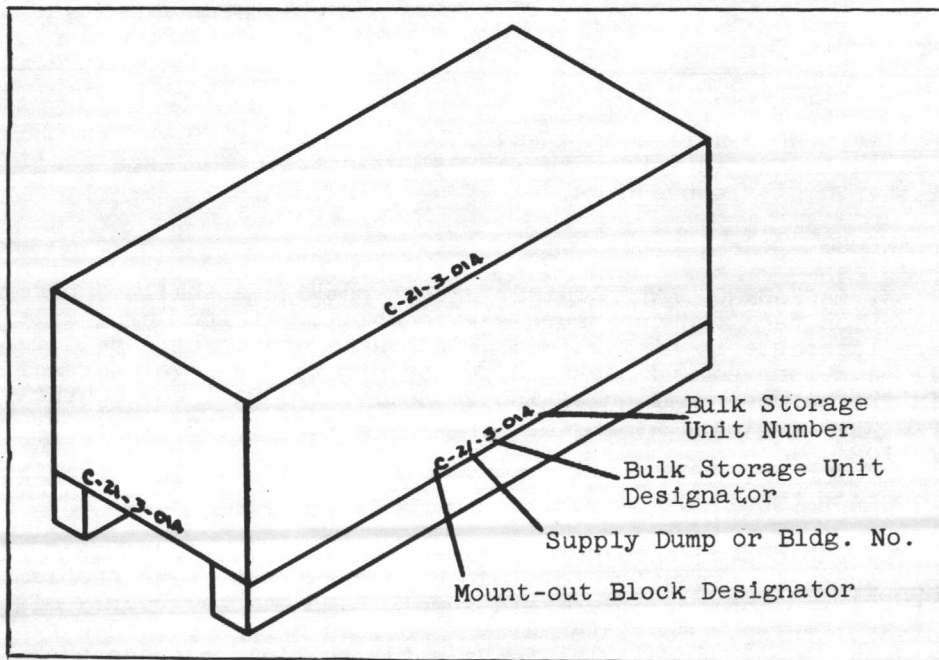


Figure 3-8. Bulk Storage Unit

## 306 MARKING OF FIELD WAREHOUSING CONTAINERS

1. **GENERAL.** The standard markings of field warehousing containers are essential for the rapid and orderly assembly and location of supplies. The markings, as outlined in paragraph 306.2, are those tactical markings required by the Fleet Marine Force, along with the standard location markings outlined in paragraph 302.2.

## 2. BIN UNIT MARKINGS

a. **Bin Storage Unit.** The standard bin storage unit, as outlined in paragraph 304.2b, shall be marked as indicated in paragraph 302.2. The location markings shall be placed on the wooden box as shown in figure 3-9. The lettering shall be in black block letters 1 inch high on the wooden box, and yellow or white block lettering  $\frac{1}{2}$ -inch high on the metal-edged inserts.

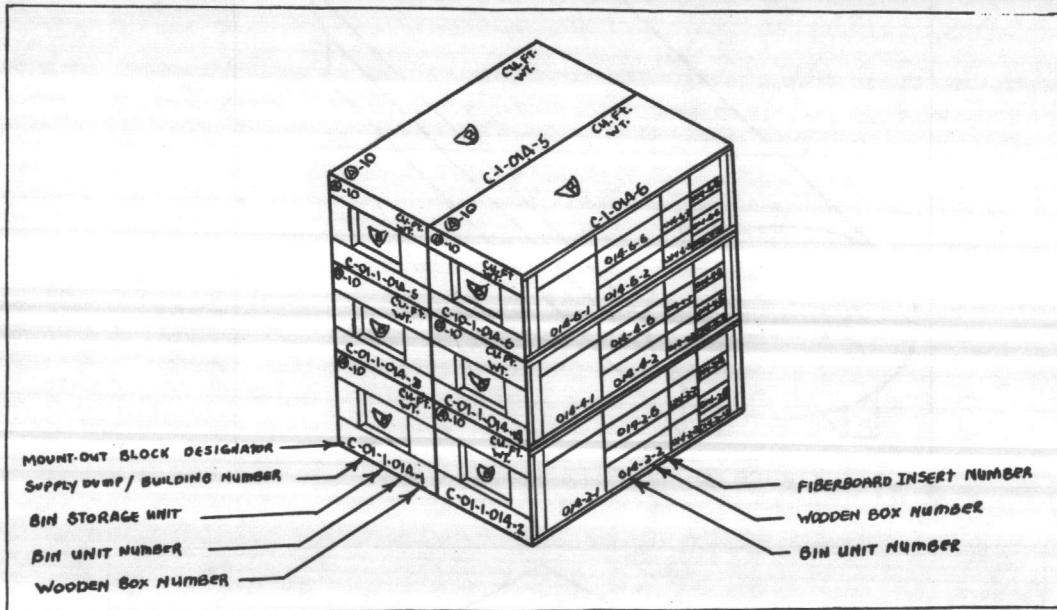


Figure 3-9. Markings for Bin Storage Unit

b. **Box Pallet.** When utilizing a box pallet for bin storage, the box pallet shall be marked as indicated in figure 3-6. The location markings shall be in black block lettering 3 inches high.

## 307 MISCELLANEOUS

1. **PRESERVATION, PACKAGING, AND PACKING.** Mount-out items shall be offered the degree of protection required to assure serviceability at the using unit. All items which are adaptable to bin and medium storage, and specified items of bulk storage, shall be preserved and packaged to conform to the level A requirements as outlined in the current edition of MCO P4030.14, and will subsequently be stored in field warehousing containers without destroying the integrity of the level A protection.

## 308 FIELD STORAGE LOCATION

1. **GENERAL.** The rapid processing of supplies and equipment from rear areas into advanced supply dumps is essential to close supply support. The problems encountered in the establishment of a field supply dump can be greatly minimized through advanced planning. The information provided herein provides recommended procedures which are considered to be fundamental to field storage operations.

## 309 AREA SELECTION

1. GENERAL. The selection of an area is of major importance in the establishment of a field supply dump. In this respect, the following factors should be given careful consideration:

a. Terrain. Good, all-weather characteristics should be present so as not to interrupt storage operations during inclement weather. Potential storage areas should be adequately drained, sufficiently level to sustain operations, and accessible under all weather conditions. An ideal location would be one which contains a thin layer of topsoil with a hard substrata of coral, sandstone rock, or gravel. Such a location would effectively support the weight of supplies and the wear of heavy traffic. Organic clay and silt soil locations are least desirable and should, if possible, be avoided.

b. Cover. Every advantage should be taken to utilize all available natural cover. Discretion should be used in the selection of isolated wooded areas as potential storage areas, inasmuch as they provide excellent targets for enemy aircraft and/or artillery.

c. Access Roads. Access roads to potential storage sites should be capable of withstanding heavy traffic, regardless of weather conditions. Alternate access roads are desirable and extremely important in that traffic on a main supply route (MSR) may become congested or otherwise disrupted thereby necessitating the use of another road for accessibility to supplies.

d. Fire Protection. Fire protection devices, such as fire barrels, buckets, fire extinguishers, and handtools should be located in a readily accessible area in order that fire losses may be reduced to a minimum.

e. Size/Security. The size of a potential storage area should be large enough to fulfill the necessary storage requirements, but not so large as to render it incapable of being defended from light enemy attacks or infiltration.

f. Location

(1) Primary. The primary field storage location should be centrally located in relation to the supported units and resupply point. The central location of the primary position should allow for the maximum of support to the using unit.

(2) Alternative. An alternative location should always be selected for use in the event that the primary location can not be occupied. The alternative location may also be used for the storage of overflow from the primary location.

## 310 SUPPLY DUMP LAYOUT

1. GENERAL. A field supply dump layout is an overlay of the storage area which outlines the location of all supplies and facilities, traffic control points, direction of traffic, and relationship of the dump to the MLR.

2. TYPES OF LAYOUTS. There are basically two types of field dump supply layouts: the roadside and depth-storage. The use of such layouts shall be predicated upon factors, such as the unit's mission, terrain, road accessibility, and climate. Because of the variable factors which might apply, it is not intended to prescribe a specific layout which will be appropriate to all situations; rather, it is intended to outline basic layouts which may be used or modified, as appropriate, to fit any given situation.

a. Roadside Dump. Figure 3-10 outlines a typical roadside dump. This outline is intended to be used only as a guide in establishing a roadside dump. It contains the essential storage locations and elements which must be considered in the establishment of such a dump.

## TYPICAL ROADSIDE STORAGE LAYOUT

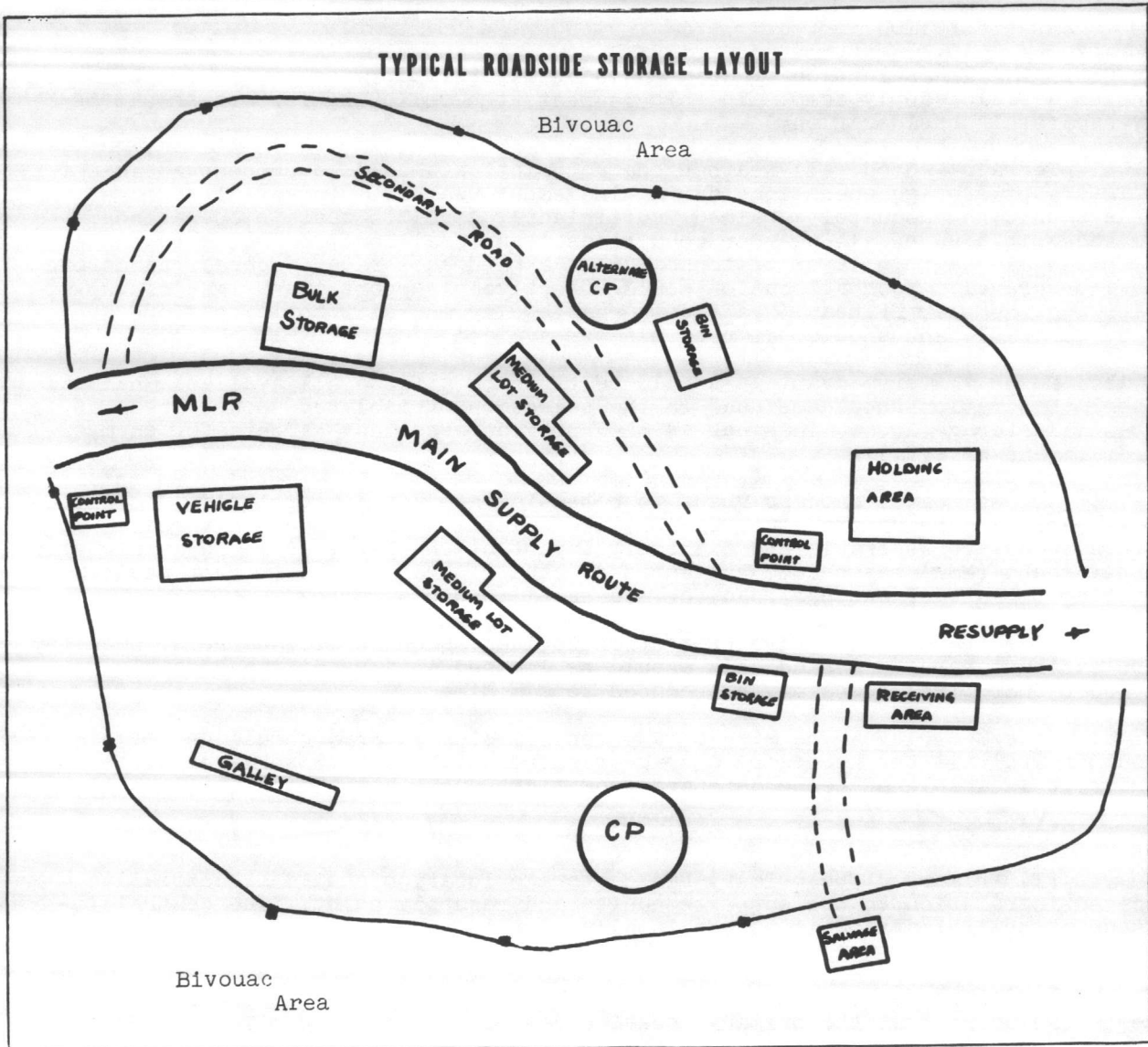


Figure 3-10. Typical Roadside Dump

b. Depth-Storage Dump. The depth-storage dump is considered standard for use by supply support units of a Marine expeditionary force. In establishing a depth-storage dump, primary consideration should be given to the availability of secondary access roads. Figure 3-11 contains a typical depth-storage dump.

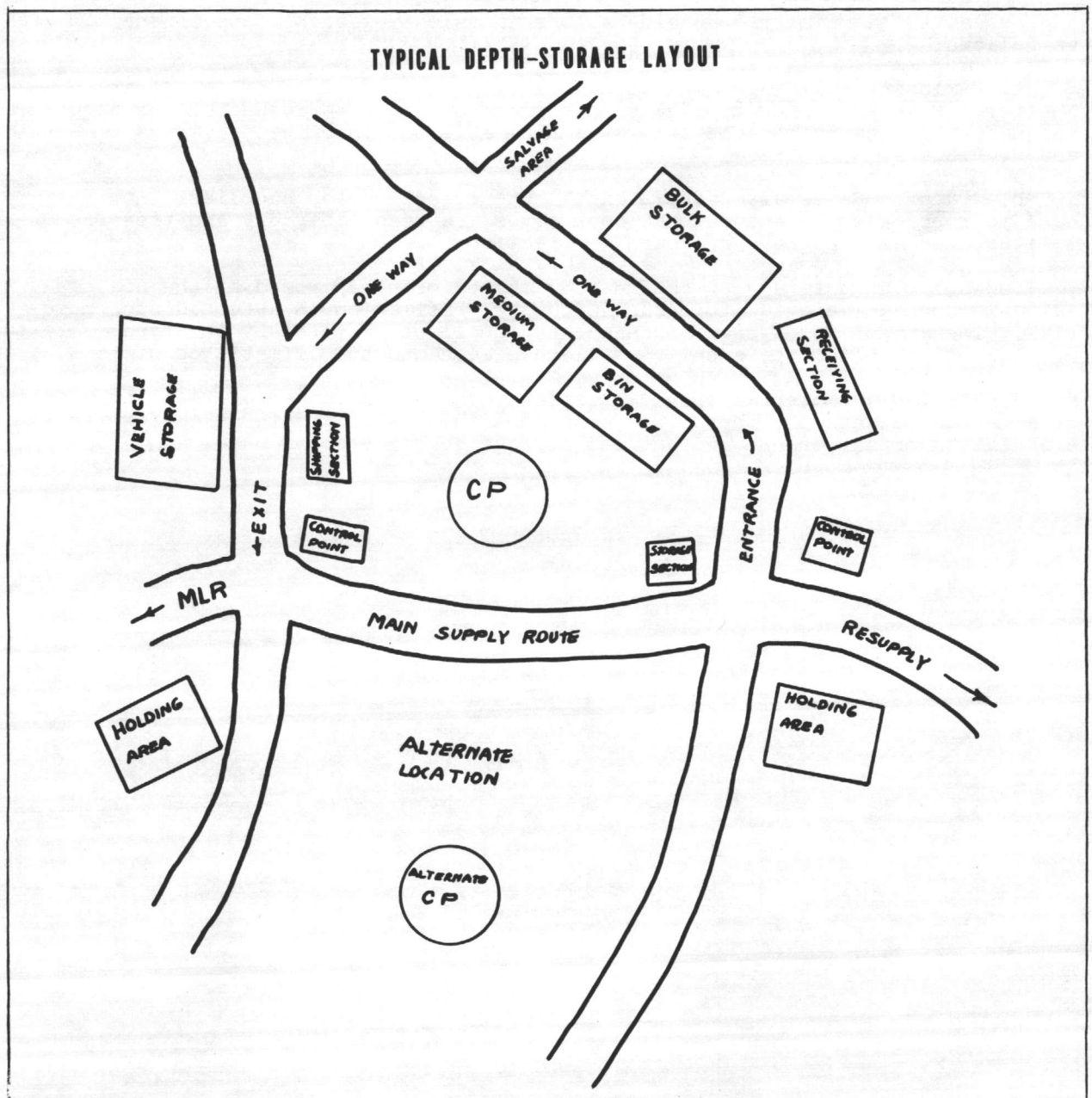


Figure 3-11. Typical Depth-Storage Dump

### 311 PROTECTION FROM ELEMENTS

1. **GENERAL.** The three fundamental principles which must be observed in the protection of supplies from the elements are adequate storage shelter, dunnage, and ventilation.

2. **ADEQUATE SHELTER.** Adequate storage shelters may be realized through a number of means including, but not limited to, existing buildings, tents, tarpaulins,

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and/or caves. Some of the considerations in selecting such means of shelter are as follows:

a. Existing Buildings. Existing buildings provide an excellent means of shelter. However, prior to use, such buildings should be inspected for structural adequacy and cleared of such things as flammable or otherwise dangerous materials and debris.

b. Caves. Caves also afford excellent protection for supplies. However, care must be taken to ensure that such caves are reasonably dry and free from moisture seepage and have adequate ventilation.

3. DUNNAGE. The storage stacks must be raised off the ground by the use of a suitable dunnage material to ensure adequate ventilation is afforded such material. The amount and type of dunnage used shall be dictated by the type of texture of the soil on which the supplies will be placed and the climatic conditions.

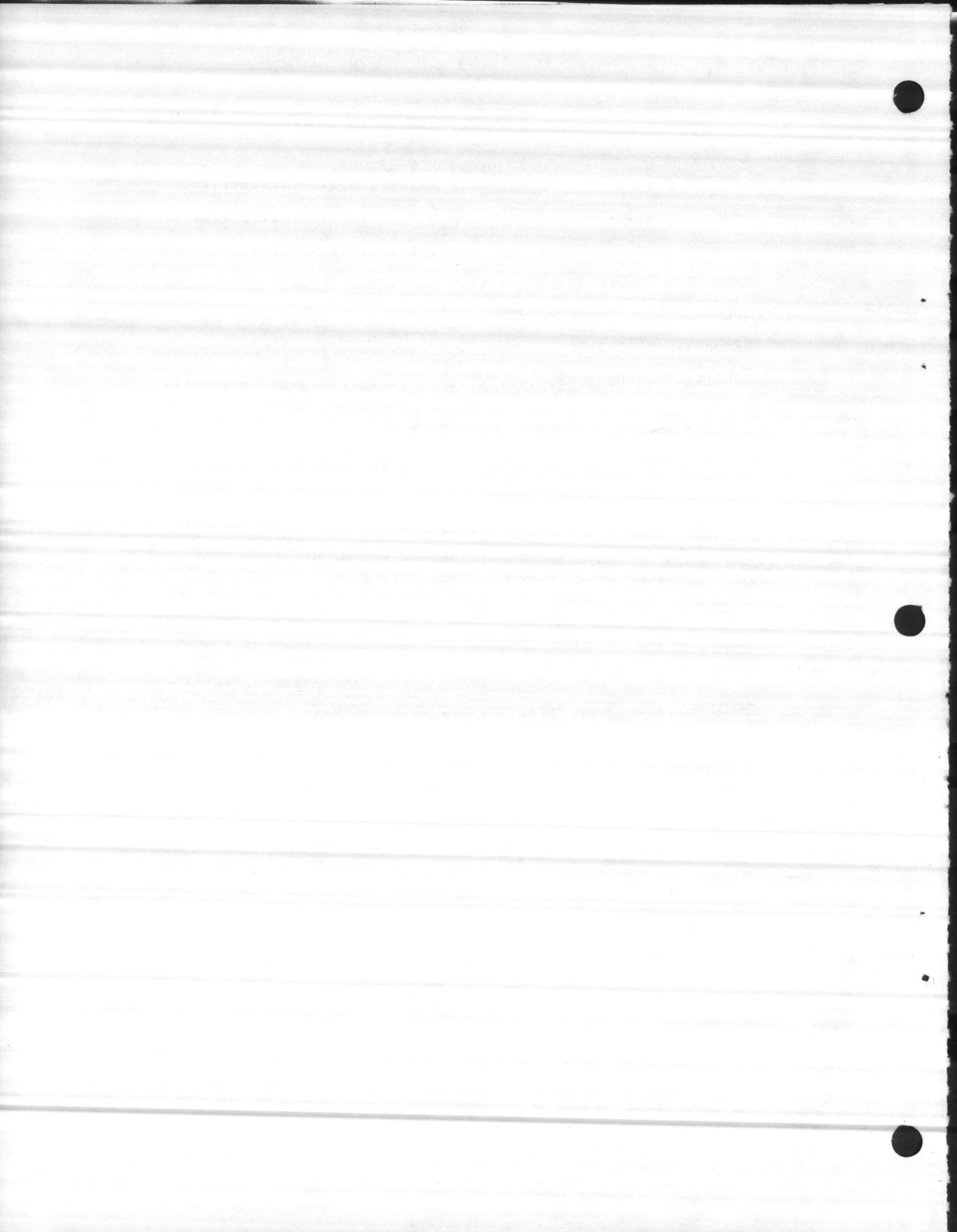
4. VENTILATION. Material should be stacked in such a manner as to allow 2 feet of airspace between the top of the stack and the cover, and to allow for free circulation of air around and between storage containers.



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CHAPTER 4: REPORTS

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CHAPTER 4

REPORTS

400 STORAGE SPACE UTILIZATION AND OCCUPANCY REPORT, DD FORM 805

1. GENERAL. The basic principles of storage space control and reporting are contained in NAVMC 1101, Storage and Materials Handling. The information contained herein establishes a uniform procedure for reporting space utilization and occupancy within the Marine Corps. Such procedure is applicable to all Marine Corps installations under the primary support of the Commandant of the Marine Corps.

2. SCOPE. Storage Space Utilization and Occupancy Report, DD Form 805, shall be prepared to reflect the total amount of each type of storage space at each activity. Such totals shall include all space which is outleased, licensed, permitted, cross-serviced, and/or otherwise used. Activities preparing DD Form 805 as a summary of a complex shall also prepare a separate supplemental DD Form 805 for each annex, off-base facility, and/or station proper which comprises the complex.

3. REPORTING SCHEDULE

a. Marine Corps activities which have 50,000 gross square feet or more of covered storage space will report annually.

b. Marine Corps activities which have less than 50,000 gross square feet of covered storage space shall submit a one-time report. The one-time report shall be until such time as the covered storage space increases to above 50,000 gross square feet.

4. SPECIAL OR SITUATIONAL REPORT. A special or situational report shall be submitted upon inactivation, change of name, change in principle function, and/or disestablishment of an activity.

5. REPORTING DEADLINES. The following reports shall be submitted in time to reach the Commandant of the Marine Corps (Code CSX) by the date or time periods indicated:

a. Annual Reports. By 10 July.

b. Special or Situational Reports (Other Than Disestablishment). Within 30 days following the effective date of change.

c. Disestablishment Reports. Within 10 days after the effective date of the disestablishment.

6. SPECIAL INSTRUCTIONS

a. The information contained on DD Form 805 is transferred into computers; therefore, it is mandatory that the form be prepared with the utmost care. Some areas which should be given additional emphasis are as follows:

(1) Ensure that the typing is clean cut and legible.

(2) Ensure that DD Form 805 is not trimmed or otherwise reduced in size.

(3) Ensure that no photostat or similarly reproduced copy is submitted.

(4) Ensure that all unused spaces are left blank; e.g., neither "0," "X," nor "-" should be placed in unused spaces.

(5) Ensure that all figures are rounded off to the nearest thousand.

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(6) Ensure that the figures balance both vertically and horizontally.

b. Those Marine Corps activities designated as attrition stock points for Defense supply activities shall report space utilization and occupancy conditions to the cognizant Defense supply center (DSC) in accordance with DSC instructions. A copy of this report shall be forwarded to the Commandant of the Marine Corps (Code CSX).

401 INSTALLATIONS FOR WHICH STORAGE SPACE UTILIZATION AND OCCUPANCY WILL BE REPORTED ON DD FORM 805

1. GENERAL. DD Form 805 shall be prepared by each of the Marine Corps installations as indicated in table 4-1. NAVMC 1101, chapter 1, section II, and/or paragraph 103.2 of this Manual shall be used to augment the terms contained herein.

REPORTING SCHEDULE LISTING

<u>State/Country</u>	<u>Identity Code</u>	<u>Report</u>	<u>Installation</u>	<u>Location</u>
California	9 00 05 401	A	Marine Corps Base, Camp Pendleton	Oceanside
	9 00 05 402	A	Marine Corps Base, 29 Palms	29 Palms
	9 00 05 404	A	Marine Corps Recruit Depot	San Diego
	1 00 05 405	S	Marine Corps Supply Center	Barstow
Georgia	1 00 11 401	S	Marine Corps Supply Center	Albany
Hawaii	9 51 12 401	A	Camp H. M. Smith	Honolulu
	9 51 12 402	A	Marine Barracks	Pearl Harbor
North Carolina	9 00 34 401	A	Marine Corps Base, Camp Lejeune	Jacksonville
Pennsylvania	9 06 39 401	A	Marine Corps Supply Activity	Philadelphia
South Carolina	9 00 41 401	A	Marine Corps Recruit Depot, Parris Island	Beaufort
Virginia	9 00 47 401	A	Marine Corps Development and Education Command	Quantico
Cuba	9 52 CU 401	A	Marine Barracks	Guantanamo Bay
Okinawa	9 55 RK 401	A	Camp S. D. Butler	Okinawa

Table 4-1

## MARINE CORPS WAREHOUSING MANUAL

2. INSTALLATION IDENTITY CODE. The installation identity code has been predetermined by the DOD to aid in readily identifying pertinent data about each activity. This code consists of an six-digit number broken down as follows:

Function (1)	X	XX	X	XX
State, Country (2)				
Service (3)				
Serial Number (4)				

a. Function. The function code, which is intended to indicate the principle function of an installation and the broad category of materiel stored, consists of numerical digits 1 through 9. A breakdown of the individual numbers is as follows:

(1) Code 1, warehousing and storage. Storage of materiel other than explosives or toxics, but including class or group 1 ammunition as applicable.

(2) Code 2, warehousing and storage. Storage of explosives or toxics, including class or group 1 ammunition at ammunition depot.

(3) Code 3, warehousing and storage. Storage of materiel, including explosives and toxics (combination of codes 1 and 2).

(4) Code 4, maintenance and industrial production. Storage of materiel other than explosives or toxics. Includes materiel used in manufacture and finished goods.

(5) Code 5, maintenance and industrial production. Storage of explosives or toxics, and inert components. Includes materiel used in manufacture and finished goods.

(6) Code 6, transportation terminal operations. Water.

(7) Code 7, transportation terminal operations. Air.

(8) Code 8, research, development, test, and evaluation.

(9) Code 9, all other.

b. State, Country. This is a predesignated number indicating the state/country in which the activity is located.

c. Service. This number designates the military service that has management control over the activity. Marine Corps activities are designated by the digit 4.

d. Serial Number. This numerical digit designates the installation number within the state or country in which the installation is located.

3. REPORTING SCHEDULE LISTING. Table 4-1 is a reporting schedule listing applicable to those activities which have 50,000 gross square feet or more of covered storage space. The alphabetical letter "A" under the column entitled "Report" designates minor installations, while the letter "S" designates major installations, which will submit annual reports (Report Symbol DD-4450-02). Corrections to the listing which are necessitated by activation, inactivation, increase, or decrease in covered storage space above or below 50,000 gross square feet, or change in name and principle function of an activity, shall be reported to the Commandant of the Marine Corps (Code CSX).

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402 PREPARATION OF STORAGE SPACE UTILIZATION AND OCCUPANCY REPORT, DD FORM 805

1. GENERAL

a. In determining gross covered storage space, only areas of 800 square feet or more for storage purposes by functions, such as base maintenance, depot repair, redistribution and disposal, base property, organization equipment maintenance, and organizational supply rooms, will be included in the report (DD Form 805).

b. In determining gross covered storage space, buildings identified with a plant property code in the 400 series, as prescribed in the current edition of NAVDOCKS P-72, Category Codes for Classifying Real Property of the Navy, will be included in columns "c" through "h," as appropriate, when the space reported is 800 square feet or more per storage unit. When the space reported is less than 800 square feet per storage unit, it will be included in columns "l" and "m."

c. Only one DD Form 805 will be prepared for each installation or activity. It will cover the total amount of each type of storage space at the installation or activity even though such space is temporarily used for other purposes and will include all such space which has been outleased, licensed, permitted, cross-serviced, or which is otherwise used.

d. The following definitions apply to this report. They are arranged (1) in columnar or subcolumnar caption order and (2) in line number order.

(1) Covered Space: The area within any roofed structure. In the event covered storage space is used for employee parking, such space will be included as storage space and reported as vacant.

(2) Open Space. Improved or unimproved area designated for use in storing materiel. Open space used for employee parking purposes (as opposed to space used for vehicle storage) will not be included in the report.

(3) Warehouse Space. That area in a building designated for storage purposes and constructed with roof and complete side and end walls.

(4) Nonwarehouse Space. Any covered area except warehouse space assigned for storage purposes.

(5) General Purpose Space. Warehouse area other than controlled humidity, flammable, and refrigerated warehouse area.

(6) Controlled Humidity Space. That area equipped with humidity control equipment.

(7) Flammable Space. Warehouse area which has been designed for the storage of highly flammable materiel.

(8) Chill Space. Refrigerated warehouse area in which the temperature can be controlled between 32° F. and 50° F.

(9) Freeze Space. Refrigerated warehouse area in which the temperature can be controlled below a level of 32° F.

(10) Shed Space. That area in a building without complete side and end walls.

(11) Magazine Space. That area in a structure, above or below ground, constructed for the storage of ammunition and explosives.

(12) Igloo Space. That area in an earth-covered structure of concrete and/or steel designed for the storage of ammunition and explosives.

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(13) Above-Ground Magazine Space. That area in a warehouse-type structure designed for storage of ammunition and explosives.

(14) Other Space. Any area assigned for storage operations, within a structure designed for other than storage purposes.

(15) Open Improved Storage Space. Open area which has been graded and hard-surfaced or prepared with topping of some suitable material so as to permit effective materials handling operations.

(16) Open Unimproved Storage Space. That area which has not been surfaced but is actually in use for storage purposes.

(17) Gross Storage Space. The gross area (regardless of its location or the purpose for which the space being used was designed or is designated) which is assigned or used for any operation concerning storage or the support of storage functions.

(18) Outleased Storage Space. Storage space leased to a private or commercial industrial enterprise for which rent is paid by the lessee.

(19) Licensed or Permitted Storage Space. A license or permit is a privilege, revocable at will, to use the property of a licensor for a specified purpose and period of time. Generally, a permit is the proper instrument when the use of real property of another Federal agency is involved; in other cases, a license is used. Licensed or permitted storage space for the purpose of this report is space used by a Government agency other than the military services or an agency of the DOD under a right of exclusive use granted by the licensor.

(20) Standby Storage Space. Storage space contained in completely empty covered structures or open improved areas which are not required to support the installation's mission and which have been secured.

(21) Gross Space Used in Support of Storage Functions. That area used for preservation and packaging, assembly, packing and crating, container manufacturing, receiving, shipping, inspection and identification, administrative storage offices, employee rest areas, tool rooms, timeclock areas, battery charging stations, and other similar support functions.

(22) Aisle. Any passageway in storage areas.

(23) Structural Loss Space. The amount of space not usable for storage because of construction features or physical characteristics. Within covered storage areas, such items as toilets, posts, firewalls, elevator shafts, stair wells, ramps, steam pits, switch panels, loading wells, and door clearances will be considered structural loss. Within improved open storage areas, such additional items as fire breaks, streams, stream beds, railroad tracks, and clearances maintained for utility lines should be considered as structural loss.

(24) Net Storage Space. The floor area upon which bins or racks are erected plus the floor area upon which materiel can be stored.

2. DETAILED INSTRUCTIONS. The detailed instructions for preparation of DD Form 805 (figure 4-1) are as follows:

a. Marine Corps Report Control Symbol. In the upper right-hand corner, the Report Symbol "DD-4450-02" shall appear, as appropriate.

b. Heading

(1) Report as of. Enter the appropriate year followed by June 30.

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(2) Name of Installation. Enter the complete name of the installation exactly as shown in table 4-1. Do not use abbreviations; e.g., MCB, for Marine Corps base; MCRDep, for Marine Corps recruit depot, etc. If the name of the activity has been changed, enter the new name followed by the listed name in parentheses.

(3) Service. Enter "Marine Corps."

(4) Installation Identity Code. Enter the installation identity code as indicated in table 4-1.

(5) Approved By (Signature). The report shall be approved and signed by the installation commander or his authorized representative.

(6) Location. The installation, as indicated in table 4-1, shall enter the location as outlined therein. Installations located within the continental United States shall enter the name of the nearest city/town and state. Overseas installations which are reporting for the first time shall enter the name of the nearest city/town, district, province or other subdivision, and country.

(7) Bureau, Command, Technical Service. Enter "Commandant of the Marine Corps (Code CSX)."

(8) Report Control Symbol. Report Control Symbol "DD-I&L(A)429" shall be used on all DD Forms 805.

c. Line Items. The following detailed instructions apply to the data required in the line items of this report:

(1) Gross Space. All entries requiring an expression of areas in gross square feet will be computed by:

(a) Using inside measurements between exterior walls, without deductions for firewalls or other structural losses.

(b) Using overall measurements of open storage areas with no deductions for trackage and permanent roads within the areas. However, in the case of unimproved open areas, only that space actually occupied by stored materiel or used in support of storage operations will be reported.

(2) Line 1, Gross Storage Space - Previous Report. Enter on line 1, under columns (b) through (o), the amounts of gross storage space as reported on line 2 of the prior DD Form 805 submitted. Installations which are reporting for the first time will enter "None - Initial Report."

(3) Line 2, Gross Storage Space This Report. Enter on line 2, under columns (b) through (o), all of the gross storage space at the installation or activity. (See paragraph 402.1d(17), preceding.)

(4) Line 3, Gross Storage Space Outleased, Licensed or Permitted. Enter on line 3, under columns (b) through (o), the amount of storage space which is outleased, licensed, or permitted to private or Government (Federal, state, county, local, or foreign) agencies, excluding the space licensed or permitted to other military services or agencies of the DOD. Include space classified as storage space at the time it was outleased, licensed, or permitted, even though it is not now being used for storage purposes. (See paragraphs 402.1d(18) and (19).) None of the storage space reported in columns (b) and (n) + (o) on line 3 will be included in the entries on lines 11 and 12. The entries on line 3 in columns (b) and (n) + (o) will be equal to the sum of the appropriate entries on lines 13 and 14 under columns (b) and (n) + (o).



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(5) Line 4, Gross Storage Space in Standby Status. Enter on line 4, under columns (b) through (n), the amount of gross storage space in standby status. (See paragraph 402.1d(20).)

(6) Line 5, Gross Space Used for Storage Operations. Enter on line 5, under columns (b) through (o), the amount of space being used for storage operations. Include space cross-serviced for other U.S. military services and agencies of the DOD as listed on line 11 and space assigned for storage of non-DOD owned materiel as listed on line 12. Exclude space reported on lines 13 and 14. Entries on line 5 = line 2 minus line 3 minus line 4.

(7) Line 6, Gross Space Used in Support of Storage Functions. Enter on line 6, under columns (b) through (o), the amount of gross space used in support of storage functions at the installation. (See paragraph 402.1d(21).)

(8) Line 7, Aisles and Structural Loss. Enter on line 7, under columns (b) through (o), the amount of space which is used for aisles (including aisles in bin areas), plus the amount not usable for storage because of structural losses. (See paragraphs 402.1d(22) and (23).)

(9) Line 8, Net Storage Space. Enter on line 8, under columns (b) through (o), the amount of net storage space at the installation. (See paragraph 402.1d(24).) Entries on line 8 = line 5 minus line 6 minus line 7.

(10) Line 9, Occupied Net Storage Space. Enter on line 9, under columns (b) through (o), the amount of net storage space at the installation which is actually occupied by materiel plus the space occupied by erected bins or racks.

(11) Line 10, Vacant Net Storage Space. Enter on line 10, under columns (b) through (n), the amount of line 8 minus the amount of line 9.

(12) Line 11, Gross Space Cross Serviced. The amount of space entered on line 11 and on lines 11a through 11e will not include space used, assigned, or allocated for the storage of Civil Defense supplies and materials, regardless of which agency (either military or civilian) owns or has cognizance over the supplies or materials. (For entries reflecting space used, assigned, or allocated for the storage of Civil Defense supplies and materials, see the instructions for completing line 12c as set forth in paragraph 402.2c(13)(d), following, and "Remarks" as set forth in paragraph 402.2c(16)(g).)

(a) Enter on line 11, under columns (b) and (n) + (o), the amount of space which is used, assigned, or allocated for the storage of materiel belonging to another military service or Defense agency or to civilian Government (Federal, state, county, local, or foreign) agencies where the military service or Defense Supply Agency (DSA) operating the installation performs the storage and warehousing services and operates the space, and where the service or agency obtaining these services pays for them on a reimbursable basis. (See paragraph 201.1c.) In addition, on lines 11a through 11d, space which is permitted or common serviced to another military service or Defense agency will be included and identified under the "Remarks" column. The entries on line 11 will be the sum of the entries on lines 11a through 11e.

(b) Enter on lines 11a through 11d, under columns (b) and (n) + (o), the amount of space cross-serviced to the Army, Navy and Air Force, respectively. In those cases where the Marine Corps is cross-servicing space to the DSA, such space will be reported on line 11d. Space occupied by another element or command of the reporting service will not be included in the entries on this line.

(c) Enter on line 11e, under columns (b) and (n) + (o), the amount of space cross-serviced to civilian Government (Federal, state, county, local, or foreign) agencies. The entries on this line will be shown in further detail and will be equal to the sum of the entries on lines 12a and 12d under columns (b) and (n) + (o).

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(13) Line 12, Gross Space Assigned for Storage of Non-DOD-Materiel

(a) Enter on line 12, under columns (b) and (n) + (o), the amount of space which is used, assigned, or allocated for the storage of materiel other than that owned by the Army, Navy, Air Force, Marine Corps, or DSA. For purposes of this report, materiel belonging to all other Defense agencies will be treated as non-DOD materiel. The entries on line 12 will be the sum of the entries on lines 12a through 12d and will be greater than the entries on line 11e by the amount of space entered on line 12b (household goods) and line 12c (blank).

(b) Enter on line 12a, under columns (b) and (n) + (o), the amount of space used, assigned, or allocated for the storage of materiel of the General Services Administration's (GSA's) defense materials service.

(c) Enter on line 12b, under columns (b) and (n) + (o), the amount of space used, assigned, or allocated for the storage of household goods and personal effects belonging to military service personnel. Do not include space used for the storage of office furniture and equipment belonging to the Federal Supply Service. Such space will be included in the entries made on line 12d.

(d) Enter on line 12c, under columns (b) and (n) + (o), the amount of space used, assigned, or allocated (including cross-serviced space) for the storage of Civil Defense supplies and materiel, regardless of which Federal agency has cognizance or responsibility. Show in the "Remarks" portion the complete agency names and the amount of gross space (covered and open separately) used, assigned, or allocated to each.

(e) Enter on line 12d, under columns (b) and (n) + (o), the total amount of all other space used, assigned, or allocated for the storage of non-DOD materiel. Show in the "Remarks" portion the complete agency names and the amount of gross space (covered and open separately) used, assigned, or allocated to each.

(14) Line 13, Amount of Item 3 Outleased to Private Industry. Enter on line 13, under columns (b) and (n) + (o), the amount of space on line 3 which is outleased to private industry on a landlord-tenant basis.

(15) Line 14, Amount of Item 3 Licensed or Permitted to Government Agencies. Enter on line 14, under columns (b) and (n) + (o), the amount of space on line 3 which is operated by other Government agencies under a "license" or "use and occupancy" permit.

(16) Remarks. Include explanations and information with respect to the following:

(a) On initial reports for new installations, the date of activation of the installation, its primary function, and a brief description of the types of materiel to be stored. (See function descriptions in explanation of identity codes, table 4-1.)

(b) Upon inactivation, the effective date and authority for the inactivation.

(c) If an installation or activity is scheduled for inactivation, the proposed date of inactivation.

(d) Explanations of changes in amounts or types of covered space and open improved storage space, when the changes involve 5,000 gross square feet or more of covered space or 20,000 gross square feet or more of open improved space.

(e) Information with respect to changes in functions, as related to the installation identity code designation.

DEPARTMENT OF DEFENSE STORAGE SPACE UTILIZATION AND OCCUPANCY REPORT (Thousands of Square Feet)			TO: Commandant of the Marine Corps (Code CSX)		REPORT AS OF (Date) 31 Dec 1970	NAME OF INSTALLATION Marine Corps Base, Camp Lejeune				SERVICE Marine Corps	INSTALLATION IDENTITY CODE 9   00   34   4   01				
			APPROVED BY (Signature) <i>J. M. Wright</i> I. M. WRIGHT		LOCATION Jacksonville, N. C.				BUREAU, COMMAND, TECHNICAL SERVICE Commandant of the Marine Corps (CSX)			REPORT CONTROL SYMBOL DD-I&L(A)429			
L I N E	I T E M	COVERED SPACE											OPEN SPACE		
		TOTAL COVERED SPACE b	WAREHOUSE SPACE					NON-WAREHOUSE SPACE					IMPROVED n	UN- IMPROVED o	
			TOTAL WAREHOUSE c	GENERAL PURPOSE d	CON- TROLLED HUMIDITY e	FLAMMABLE f	CHILL g	FREEZE h	SHED i	MAGAZINE		OTHER			
									IGLOO j	ABOVE GROUND k	CON- TROLLED HUMIDITY l	GENERAL m			
1	GROSS STORAGE SPACE - PREVIOUS REPORT	2493	2329	2274		12	10	33	61	43	21		39	1530	643
2	GROSS STORAGE SPACE - THIS REPORT	2493	1647	1592		12	10	33	61	43	21		721	1530	643
3	GROSS STORAGE SPACE OUTLEASED, LICENSED OR PERMITTED	293	293	293											
4	GROSS STORAGE SPACE IN STANDBY STATUS	200	200	200										500	
5	GROSS SPACE USED FOR STORAGE OPERATIONS	2000	1154	1099		12	10	33	61	43	21		721	1030	643
6	GROSS SPACE USED IN SUPPORT OF STORAGE FUNCTIONS	200	118	111		5		2	6		4		72	150	21
7	AISLES AND STRUCTURAL LOSS	630	362	350		3	1	8	1	15	4		248	370	80
8	NET STORAGE SPACE	1170	674	638		4	9	23	54	28	13		401	510	542
9	OCCUPIED NET STORAGE SPACE	1035	590	554		4	9	23	49	18	12		336	284	542
10	VACANT NET STORAGE SPACE	135	84	84					5	10	1		35	226	
	I T E M	TOTAL COVERED SPACE b	TOTAL OPEN SPACE (n & o)	REMARKS											
11	GROSS SPACE CROSS SERVICED	56	22	NOTES:											
	a. TO ARMY		22	1. Lines and columns should balance both vertically and horizontally.											
	b. TO NAVY	40		2. Differences between line 1 and line 2, as shown in columns c, d, and m, should be explained as outlined in paragraph 402.1c(16)(d).											
	c. TO AIR FORCE														
	d. TO MARINE CORPS														
	e. TO CIVILIAN GOVERNMENT AGENCIES	16													
12	GROSS SPACE ASSIGNED FOR STORAGE OF NON-DOD-MATERIAL	46													
	a. GSA - (DMS)														
	b. HOUSEHOLD GOODS	41													
	c.	5													
	d. OTHER (Specify)														
13	AMOUNT OF ITEM 3 OUTLEASED TO PRIVATE INDUSTRY	103													
14	AMOUNT OF ITEM 3 LICENSED OR PERMITTED TO GOVERNMENT AGENCIES	190													

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DD FORM 805  
1 MAR 60

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 4-1. Storage Space Utilization and Occupancy Report

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(f) Information concerning the amount of gross covered space and the amount of gross open space licensed or permitted to each of the other services.

(g) In those instances where space is used or has been assigned or allocated for the storage of Civil Defense supplies and materiel as shown on line 12c, the amount of such space used, assigned or allocated in each of these agencies. (See paragraph 402.2c(13)(d).)

(h) In those instances where space is used or has been assigned or allocated for the storage of non-DOD materiel as shown on line 12d, the amount of such space used, assigned, or allocated to each of these agencies involved. (See paragraph 402.2c(13)(e).)

403 STORAGE UNIT REPORT, NAVSANDA FORM 605

1. GENERAL. The Individual Storage Unit Report, NAVSANDA Form 605 (Report Symbol DN-4450-03), is a one-time or change-in-situation report which is used to report those storage and warehouse facilities, including all covered and open storage units, at a Marine Corps installation. (See figure 4-2.) When preparation of NAVSANDA Form 605 is necessary, it shall be prepared in an original and one copy and submitted to the Commandant of the Marine Corps (Code CSX). When changes occur in a storage unit, either by structural alteration or diversion of warehouse space to another use, a renewed NAVSANDA Form 605 shall be included with the first DD Form 805 submitted, subsequent to such alteration or diversion. However, when a storage unit is approved for disposition which ultimately results in the loss of the storage unit, or when the entire area used for storage operations is vacated within nonwarehouse space, such changes may be explained in the "Remarks" section of DD Form 805, thereon listing each unit involved.

2. PREPARATION OF NAVSANDA FORM 605

a. General Information. Each warehouse, shed, igloo, magazine, and/or improved storage area plot shall be considered as an individual storage unit. A multistory building shall be considered as one individual storage unit. Permanent buildings originally designed for or converted to warehouse space shall be reported regardless of cognizance, tenancy, or utilization. In nonwarehouse space, only that portion assigned to storage operation shall be reported as a storage unit.

b. Detailed Instructions. Detailed instructions for the preparation of NAVSANDA Form 605 are as follows:

(1) Report Symbol. In the upper right-hand corner, on all reports, Marine Corps Report Symbol "DN-4450-03" shall appear directly above "BUSANDA Report 4450-03."

(2) Installation. Enter the complete name of the Marine Corps activity.

(3) N.D. Enter the appropriate naval district.

(4) Storage Unit No. Enter the official building number of the storage unit.

(5) Classification of Unit. Enter information as to whether the unit is a warehouse, nonwarehouse (type structure), or open improved area.

(6) Location. Enter the word "station."

(7) Yr. Built. Enter the year in which construction of the unit was completed.

(8) Condition. Enter information as to whether the condition of the unit is poor, fair, good, or excellent.

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- (9) Foundation. Enter the type of material used in the construction of the foundation; e.g., reinforced concrete, wood, etc.
- (10) Superstructure. Enter the type of material used in construction; e.g., concrete, steel, wood, etc.
- (11) Floor. Enter the type of material used in construction of the floor; e.g., wood, concrete, asphalt, etc.
- (12) Roof. Enter the type of material used in construction; e.g., asbestos shingling, composite strapping, etc.
- (13) Water Supply. Enter the source from which water is obtained. If water is not available, enter "None."
- (14) Type of Sprinkler System. Enter information as to whether the system is wet or dry. If no sprinkler system is used, enter "None."
- (15) Type of Heating Plant. Enter the type of heating plant utilized within the storage unit; e.g., hot air, steam, hot water, etc. Individual space heaters shall not be considered as heating plants, unless they provide heat for the entire storage unit.
- (16) Type of Electricity. Enter the type of electricity by voltage, AD or DC, and the number of cycles; e.g., 120-220 volts, 60 cycles, AC.
- (17) Owned By. Enter "Marine Corps-Owned."
- (18) Dimension (Inside)
- (a) For covered space, enter the inside measurements between exterior walls. Do not deduct space for firewalls or other structural loss.
- (b) For open improved space, enter the overall measurements of the open space. Do not deduct space for trackage or permanent roads.
- (19) Floor. Enter the floor number.
- (20) Floor Load. Enter the authorized floor load capacity in pounds per square feet.
- (21) Gross Space. Through utilization of internal measurements, enter the gross square feet of space available for storage operations on each floor.
- (22) Ceiling Height. Enter the maximum ceiling height for each floor. For buildings with variable ceiling heights, enter each section separately.
- (23) Stacking Height. Enter the maximum height to which supplies may be stored, compatible with fire regulations and good warehousing practices.
- (24) Space Used For Other Purpose. Enter a brief description of the function for which the space will be used and the gross square feet involved.
- (25) Gross Square Feet For Storage Operation. Enter the gross square feet of space which is used for any operation concerning storage or storage support. This figure shall be reflected in and equal to the totals reported on DD Form 805, line 2, columns "b" through "n."
- (26) Type Of Space. Enter information as to whether the space is general, heavy-duty, heated, unheated, controlled humidity, chill, freeze, etc. Enter the type of material used in the surfacing of an open improved area.

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(27) Stationary Materials Handling Equipment. Enter the total number of stationary materials handling equipment, by type and operation, located in each storage unit.

(28) Transportation Facilities. Enter the type of transportation facility available or the capacity, location, or loading levels of the facility.



