

SRH-246

HISTORICAL DATA REPORT

6962D SUPPLY SQUADRON

1 SEPTEMBER 1953 - 31 DECEMBER 1953

DECLASSIFIED per Part 3, E. O. 12356
by Director, NSA/Chief, CSS



Date: 22 August 1953

REVIEWER'S NOTE:

The first review of this document was conducted by personnel of the U. S. Air Force.

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Classification Authority:

HISTORICAL DATA REPORT

For the

6962d SUPPLY SQUADRON

1 September 1953 - 31 October 1953

Prepared for the Historical Office
6962d Supply Squadron
By Captain Thomas W. Garrett (Historical Officer)

APPROVED BY:

Robert H. Marsh
(Commander)

Reports Control Sumbol: 1AF-d2A

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ROSTER OF KEY PERSONNEL

CAPTAIN ROBERT H. MARSH.....Commander
CAPTAIN WILLIAM L. BIRTHRIGHT.....Consolidated Supply Officer
CAPTAIN ARTHUR W. LARKIN.....Property Accounting Officer
CAPTAIN THOMAS W. GARRETT.....Base Supply Officer
FIRST LIEUTENANT JOHN S. NEILD.....Plant Account Custodian
CHIEF WARRANT OFFICER ROBERT F. BYRD.....Materiel Facilities Officer
MR. LESLIE S. KLEMCKE.....Management and Procedures
MASTER SERGEANT LEONARD S.G. CAMERON.....First Sergeant

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GENERAL

The functions and purpose of AF-2177-SO are to procure, receipt, issue and account for special equipments procured by funds authorized by AMC and USAF, for distribution to Radio Squadrons Mobile and other USAF Security Service activities on a world wide basis. Also for the procurement and issue of Cryptographic spare parts, both standard and non-standard for the Air Force. Responsible for direct supervision of all supply logistics for preparation of overseas movement for Units from date of constitution to date of deployment in accordance with AF Regulation 75-37.

The Administrative Branch is responsible for coordination between all branches of the account for controlling reports, graphs and charts; for processing routine transactions and correspondence; for insuring compliance with policies and administrative directives issued by higher authority; for the initiation of policies prepared to coordinate the effects of all branches of the account and for such other matters as may be directed by the Accountable Officer.

The Procurement and Supply Branch is responsible for the initiation and follow-up of Local Purchase Procurement requirements; administrative maintenance of the Account; for the maintenance of a voucher register; voucher files; stock record cards requisitioning procedure and requisition files; preparation of shipping tickets and issue slips for the proper and legal use of equipment to units authorized equipment; for the maintenance of reports, charts, graphs and other material necessary to reflect the status of the account.

The Priorities and Special Projects Branch is responsible for the direct supervision of all supply logistics for preparation of overseas movement for units from date of constitution to date of deployment in accordance with AFR-75-37. Priorities and Special Projects is responsible for procurement of all equipment required for all equipment for SEIOP (Security Equipment Inoperative

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for Parts) requests. Special Projects is responsible for all Petty Cash Purchases. This section is responsible for all emergency requests having a S-1 or S-2 priority.

The Warehouse Branch is responsible for the physical receipt, storage, and processing of all equipment passing through the Account.

- MATERIEL FACILITIES SECTION
- 6962d Supply Squadron

- 1 September 1953 - 31 October 1953

- During the past two months Section "1" received three (3) additional personnel while losing two (2). M/Sgt Coleman, S/Sgt McClain, S/Sgt Harmon were the new personnel. A/3C Banks and A/3C Leavell were transferred out of the organization.

Property segregation by class in the Bin Storage Section is approximately ninety (90) percent completed. All items are on locator cards with temporary location noted thereon. Office supplies (class 25B) local purchase items are being segregated from central procurement items for intergration in local purchase (expendable issue) store. Project will be completed on or about 30 November 1953.

Thirty-nine (39) bins w/drawers were installed in Store Room "H" to replace 12 inch bins for building 2000, Teletype Parts Section. A weekly average of 1000 line items (expendable office supplies) are being issued from Headquarters building. Store room "B" for the past two months has been in the process of rewarehousing and getting the property classes segregated. Class 25B (bulk) was rewarehoused completely and new bays were laid out. This section has also located and made locator cards for the largest portion of the other classes in our bulk storage. This section was responsible for the building and erection of the bins in Cage #1 which is now completed. This section also made locator cards and located all items in store room's "C, I" and yards #1, 2, and 3. One complete bay of property of the 9900 account was moved from the warehouse to outside storage due to the shortage of warehouse space. This property requires individual handling so the serial numbers can be easily obtained. Outside storage for the past month as been in the process of rearrang-

ing the property so it could be properly located and identified. All the outside storage items have been covered with canvas to protect them from adverse weather. Receiving and Classification section processed approximately 9,300 line items. Also approximately 50 line items of supply were identified which were in stock. A conveyer system was recently installed and is now waiting supply of 220 volt electricity. Signs were made to show where items go after being processed. Also during the past two months two M/Sgts, one A/2C, two A/3C were transferred out of this section. One M.Sgt., one T/Sgt, and two A/1C were transferred into this section. Store Room "D, E, & F" has rearranged their entire stock rooms. This store room has issued 2500 line items. Store Room "F" assembled 88 new bins and stocked approximately 800 new items. Store Room "F" has located approximately 2000 line items. Store Room "E" has located approximately 500 line items. The three store rooms combined have filled approximately 200 vouchers consisting of approximately 450 line items. The program of these stock rooms now is to complete the location of all items. Packing and Crating Section shipped approximately 210 tons of equipment, 1163 pounds were shipped out by Parcel Post, Mail, and Air Mail. Also approximately fifteen (15) tons of equipment was shipped for Account 9900. Two new S/Sgt's were assigned to this section while three airman were transferred out of the organization. Also two men are away at school.

A major problem in this section is the lack of equipment. However, this shows signs of being erased as soon as inventory and transfer is completed of the Base Supply Account to the Consolidated Supply. An example of this is that three woodworkers are using one saw which caused much delay in processing of shipments. Kelly AFB (AMC) is building 50% or more of our boxes to alleviate this condition for the present time. The over-all available storage space has

MATERIEL FACILITIES Con't

been made. Negotiations with Mr. Adams, KAFB, revealed a possibility of assigning two each supply type building to augment the present space condition for both AF-2177-SO and account 9900. The final approval of these two buildings is still pending.

VOUCHER SECTION
6962d Supply Squadron

1 September 1953 - 31 October 1953

— For the period of 1 September through 31 October 1953, 5,826 vouchers were issued by the Voucher Section. 20,943 line items were assigned for this same period.

One new man, S/Sgt Pickens was assigned and M/Sgt Thoman left the Voucher Section.

PLANT ACCOUNT SECTION
6962d Supply Squadron

1 September 1953 - 31 October 1953

During the past two months the Plant Account Section received the completed annual inventories of each account, checked them against the Plant Account card balances for discrepancies and worked with the accounts concerned to clear these up. The majority of the accounts have been transferred to two main accounts, one for building 2000 and the other for all accounts outside this building. Upon completion of these transfers the Plant Account will consist of the following accounts: 8th RSM, 84th RSM, Det #2, 136 CSS, MARS Director, Special Services, Technical Laboratory, Building Custodian, Consolidated Supply. The Plant Account Section has recently been moved to the ground floor of building 2028 in order to be more accessible to the responsible officers and their representatives. During this time we have had our usual turnover of personnel. S/Sgt Boyd came into the section and was shipped two weeks thereafter. S/Sgt Smith returned from F. E. Warren AFB, after completing the 64174 stock records supervisor course. A/1C Knoll was transferred to the Consolidated Supply after a period of one week. A/2C Grant was shipped overseas. A/2C Green and Smithers came to work in the section and are permanently assigned. The terrific workload within this section for the past two months has been cut to a normal level and the current backlog is measurable in hours rather than days.

PROPERTY ACCOUNTING SECTION
6962d Supply Squadron

1 September 1953 - 31 October 1953

In the Property Accounting Section the Property Accounting Officer changed. Captain Arthur W. Larkin appointed Property Accounting Officer, vice Lt Neild. Lt Neild appointed Plant Account Officer - principal duty. Four A.3C promoted to A/2C. Three additional personnel 64174 AFSC assigned, three 64132 assigned. One 64175 discharged, two 64132 shipped overseas. Priorities and Special Projects moved to 2nd floor Building 2028, Plant Account moved to 1st floor. Excess stocks screened and reported for disposition on all classes. Files pertinent to prop/accounting branch initiated. Concerted effort to retrieve all outstanding overage vouchers undertaken. Inventory Section assigned two additional personnel to begin preliminary action on pending formal inventory. Consolidation of M/R accounts in process and nearing completion.

CONSOLIDATED SUPPLY
6962d Supply Squadron

1 September 1953 - 31 October 1953

During the months of September and October, Consolidated Supply continued with the project of assuming responsibility for property transferred from the various plant accounts which are scheduled to be discontinued. Transfer of property from account M-21, Headquarters Squadron Section, USAFSS, continued during the month of September and was completed during the last week of the month. Transfers of property from accounts M-8, M-9 and M-17 were also accomplished during the month of September. A/1C Francis R. Knoll of Consolidated Supply was assigned the duty of assisting Captain Maggert in closing out account M-8 and although this proved to be a lengthy process, the project was completed early in the month of October.

Among the accounts concerned during this period was the plant account maintained by the Supply Officer of the 6923rd Personnel Processing Squadron. Transfer of property from this account to the Consolidated Supply account was accomplished in two phases.

The first phase involved the property located in Detachment 2 in the 1100 area on Kelly Air Force Base. Completion of this phase of the property transfer required considerably more time than had been anticipated due to the lack of proper storage facilities in the supply room involved, thus necessitating rearrangement and restocking of the property involved in order to obtain an accurate inventory. Another factor which proved to be time consuming was the item identification and condition status elimination on class 40A, 25A and 25B property. However, after approximately three weeks of constant work on this phase of the transfer, necessary supply documents were completed and processed.

The second phase of the transfer of property from the plant account of the 6923rd Personnel Processing Squadron concerned the transfer of property in use by Detachment 1 of this Organization and located in buildings in the 2000 area. Transfer of this property also proved to be a difficult matter in view of the quantity of the property involved and because of the rapid turn over of personnel within this detachment who were dependent upon the supply room in building 2008 for their needs. Several inventories of items of bedding were necessary in order to obtain an agreeable inventory. Large quantities of certain of these items present both in the supply room and in the possession of Airmen quartered in the dormitories were involved and thus inventory of these items was extremely time consuming. Inventory of other classes and types of property located in this account proved to be relatively less time consuming. Transfer of this phase of the account was accomplished coincident with the annual plant account inventory conducted by a board of disinterested officers. After a difficult and lengthy inventory which required many after duty hours of work, paper work concerning this transaction was completed on 2 October 1953.

Completion of the inventory and transfer of the property involved in the account of the 6923rd Personnel Processing Squadron completed the transfer of the major plant accounts scheduled to be discontinued, with the exception of account M-6, AF 2177 SO.

A supply room located in building 1192 which acts to support detachment 2 of the 6923rd Personnel Processing Squadron was moved from that location to building 1197 during the month of October. In conjunction with this move and in the interest of establishing more adequate storage facilities, steel storage bins were obtained both from AF 2177-SO and the Salvage Activity of Kelly Air Force Base and were erected in buildings 1197 and 2008. Constant 013

emphasis is to be given the matter of adequate storage facilities in order that proper and sufficient storage space will be maintained in each Consolidated Supply activity to fully support the organizations dependent upon a particular supply facility.

Inventory of account M-6 was begun during the last week of October in preparation for transfer to Consolidated Supply. All matters pertaining to this account have progressed very well to date and it is anticipated that remaining accounts will then be the Flight Line Account and Air Police equipment, conduct inventory on those accounts concurrent with that of account M-6.

As part of the mission of Consolidated Supply, the task of establishing a consolidated Unit Authorization List for all collocated units of USAF Security Service located at Kelly Air Force Base with the exception of those units located within building 2000, was begun early in October. This completed consolidated UAL will be known as the 6962nd Supply Squadron Unit Authorization List. The important job of obtaining actual unit requirements for all activities involved was given highest priority in order that the quantities indicated on UAL work sheets would reflect the actual property requirements in every case. In this connection, personal contact was made with the person in charge of each activity, or his representative, and a discussion was held regarding the property presently in use within that activity and the property which would be required in order to support the activity so that it might obtain the highest efficiency in its mission. In most cases, cooperation was given and the matter quickly resolved. At the same time attempts were made to resolve the use of "substitute items" of property to the prime item as authorized in applicable T/A'S or ECL's. As an example, all wood furniture in so far as was applicable was omitted from the Unit Authorization List and the appropriate prime item was considered in the quantity required column of the

- UAL work sheet.

In order to prevent great difficulties with substitute, non-standard, or locally manufactured items, wherever practicable, such items were not accepted as a transfer from plant accounts being discontinued, but rather it was suggested that those items be turned in to AF-2177 SO. In preparing the UAL Work Sheets, strict attention was given to Authorizations as set forth in applicable lists. On the last day of the period covered by this report, the Unit Authorization List work sheets were in process of being typed in final form for submission to the Deputy Chief of Staff Of Materiel.

During the month of October, Consolidated Supply established a hotel-type dormitory in building 2005 to be used as temporary billets for incoming Airmen. This project was made possible through the cooperation of the Commander of the 6923rd Personnel Processing Squadron and as a result of a meeting held in the office of the Deputy Chief of Staff for Plans. The establishment of this facility makes it possible for an Airman arriving late at night to go directly to an assigned room and bed. Assignment to such billets is made by the Charge of Quarters of the 6962nd Supply Sq. and only a matter of minutes is required to billett an Airman after his arrival.

It has not yet been possible to establish a "tool crib" for garden and maintenance tools in each of the three locations of Consolidated Supply due to the lack of such equipment in local supply channels. Some organizations presently have such tools on hand receipt from Kelly Air Force Base Air Installations and upon the return of these items to Air Installations, they will become available for issue to Consolidated Supply where they will be maintained in locations convenient to all organizations.

The need of B-4 type bags for personnel departing this headquarters on official TDY was realized during the month of September and necessary arrange-

ments were made to stock such items in Branch No. 1 of Consolidated Supply located in Building 2028. Issuances are made on hand receipt to individuals requiring the item and presenting a copy of official TDY orders. The loan of B-4 bags is limited to a period of sixty (60) days except when approved for a ninety (90) day loan by DCS/Materiel.

During the period covered by this report the following airmen were assigned to Consolidated Supply and were further assigned as indicated:

T/Sgt James H. Lolley	(64173)	Assistant Supply Sergeant	(64173)
A A/1C Paul G. Dodson	(64152)	Plant Account Section	(64152)
A/2C Lawrence W. Crements	(64151)	Inventory Section	(64151)
A/2C William M. Gentry	(64151)	Storage and Issue	(64151)
A/2C Lee E. Grantham	(64151)	Inventory Section	(64151)
A/2C Stewart L. O'bannon	(64151)	Storage and Issue	(64151)
A/3C Charles E. Storm	(64010)	Storage and Issue	(64010)

The T/D presently in effect for Consolidated Supply of the 6962nd Supply Squadron, was based on future planning and was compiled prior to the operational existence of Consolidated Supply. Operational experience since the establishment of this activity has proved the T/D to be inadequate both in numbers of personnel authorized and AFSC's authorized. Complete information regarding the operation of each section of Consolidated Supply has been prepared in the form of job descriptions and necessary charts covering the organization and function of all sections of Consolidated Supply have been prepared for persual and study by members of the Man Power Utilization Office. It is anticipated that a conference will be held between the Consolidated Supply Officer and the Man Power Utilization personnel during the month of November in order to effect a solution to the personnel problem.

In fulfilling the established mission and function of Consolidated Supply

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great assistance has been afforded through the cooperation of and backing by activities of the USAF Security Service who are directly concerned with supply matters. This activity has enjoyed thorough and full cooperation from the Commander of the 6962nd Supply Squadron and his associates and the Deputy Chief of Staff of Materiel and his associates. Cooperation has also been forthcoming in matters of other than a supply nature from other activities and staff offices of USAF Security Service. With such coordination and with the elimination of personnel problems within this activity, full and competent achievement of the established mission will result and positive supply support will be available to all collocated units of USAF Security Service at Kelly Air Force Base, Texas.

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Classification Authority:
USAFSS Manual 210-1

HISTORICAL DATA REPORT

For the

6962D SUPPLY SQUADRON

1 November 1953 - 31 December 1953

Prepared for the Historical Office
6962d Supply Squadron
By Captain John J. Morley (Historical Officer)

APPROVED BY:

Robert H. Marsh
(Commander)

Reports Control Symbol: 1 AF-d2A

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ROSTER OF KEY PERSONNEL

Captain Robert H. Marsh.....Commander
Captain William L. Birthright.....Consolidated Supply Officer
Captain Arthur W. Larkin.....Base Supply Officer
Captain John J. Morley.....Property Accounting Officer
CWO Robert F. Byrd.....Material Facilities Officer
Mr. Leslie S. Klemcke.....Management and Procedures
M/Sgt. Leonard S. G. Cameron.....First Sergeant
M/Sgt. Hubert T. Morris.....Service Stock Officer

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GENERAL

Command Section. The functions and purpose of the Command Section is to provide administrative and other support services to AF 2177-S0 and Consolidated Supply.

The Command Section is responsible for the accomplishment of housing, assignment and reassignment and classification of personnel. The section also conducts a Military Training Program in the following subjects; Information and Education, Ground Safety, Fire Prevention and Security.

Base Accountable. The functions and purpose of AF 2177-S0 are to procure, receipt, issue and account for special equipment procured by funds authorized by AMC and USAF for distribution to Radio Squadrons Mobile and other USAF Security Service activities on a world wide basis. It is also responsible for the procurement and issue of cryptographic spare parts, both standard and non-standard, for the Air Force; for direct supervision of all supply logistics for preparation of overseas movement for units from date of constitution to date of deployment in accordance with AF Regulation 75-37.

Management and Procedures. The purpose of this subsection is to outline the general policies and procedures for the development and operations of a management improvement program within Consolidated Base Supply and Depot Supply.

Materiel Facilities. The subsection is responsible for the receipt, storage and issue of all supplies within the account.

Consolidated Supply. The functions and purpose of Consolidated Supply is to afford unit logistic support for all collocated units of USAF Security Service located at Kelly Air Force Base, Texas; to maintain clothing records (AF Forms 538) for all officers and airmen assigned to USAF Security Service and stationed at Kelly Air Force Base; to maintain a consolidated UAL for all property required and in use by collocated units of USAF Security Service located at Kelly Air Force Base (includes all property in use except that in Building 2000); to maintain plant account records (AF Forms 90A and 90A-1) for use in plant account property other than in Building 2000; to effect normal supply matters such as linen exchange, laundry, storage of personal effects of personnel in an absentee status, issue of expendable items of supply and other related matters for collocated units of USAF Security Service located at Kelly AFB, Texas.

Plant Account. The purpose of this section is to prescribe a procedure which will insure the maintenance of records of all in use T/A property which accurately reflects at all times the status of T/A property in use.

COMMAND SECTION
6962d Supply Squadron
1 November 1953 - 31 December 1953

During the report period the Command Section conducted its usual functions with no major change or any unusual happenings or circumstances. The overall change in personnel in the entire Squadron was; total airman gain forty-six (46); total airman loss seventeen (17).

The overall promotions in the Squadron were; one (1) Staff Sergeant to Technical Sergeant; four (4) A/2C to A/1C; seven (7) A/3C to A/2C.

BASE ACCOUNTABLE SECTION
AF-2177-SO
6962d Supply Squadron
1 November 1953 - 31 December 1953

The organizational structure of AF-2177-SO was changed to comply with the Base Supply Organization as outlined in Air Force Manual 67-1. A new Table of Distribution was drawn up and submitted for approval.

A classified storage area was completed and an additional storage area was constructed of chain link fence for the protection of sensitive items of supply.

A service stock has been established to control inventories and provide records of issue experience. At the same time the use of recaps was discontinued. This action reduced the workload of the Stock Records Section and also reduced the backlog of vouchers.

MANAGEMENT AND PROCEDURES
6962d Supply Squadron
1 November 1953 - 31 December 1953

During the month of December the amount of outstanding vouchers over five days old grew to over 400, the reason of which was due to the many personnel on leave over the Christmas holidays. A drive was put on to get in file as many as possible. The drive was successful since at the present time there are less than 100 outstanding vouchers.

Personnel Turnover - Negative
Total Vouchers assigned this fiscal year to date - 14985
Total Vouchers assigned during this reporting period - 4195
Line items assigned during this reporting period - 16661
Line items processed during this reporting period - 18981

MATERIEL FACILITIES SECTION
6962d Supply Squadron
1 November 1953 - 31 December 1953

Property segregation by class has been completed. Adequate outdoor storage area has been completed and property therein is properly stored. Conveyor system is now being utilized and has increased the efficiency of the receiving section. Approximately 3,000 line items were received and processed. The total shipments for the past two months was one hundred and seventy-five (175) tons. Increased efforts were made to process repairable and condemned property to its proper destination.

CONSOLIDATED SUPPLY SECTION
6962d Supply Squadron
1 November 1953 - 31 December 1953

During the report period the usual functions of Consolidated Supply were accomplished with no unusual happenings. The holiday leaves created additional work for supply personnel such as receiving and storing numerous pieces of individual baggage for safekeeping. Storage facilities not being available to this section the baggage and mattresses were stored in the first floor day rooms of buildings 2011 and 2012.

PLANT ACCOUNT SECTION
6962d Supply Squadron
1 November 1953 - 31 December 1953

Minor changes have been made during this report period. The unit was moved adjacent to the Property Accounting Section for closer supervision by the Property Accounting Officer due to the loss of the Plant Account Custodian. The new set up expedites the processing of transactions. Only four (4) accounts remain to be closed out to complete the reorganization of the Plant Account property responsibilities. The records have been screened and the computation of annual droppage allowance has been started.

Captain John J. Morley has assumed the responsibilities of Plant Account Custodian since Vice First Lieutenant John S. Neild's separation from the service of the United States Air Force.