The Weekly 10% Inventory System

by First Lieutenant James E. Warder

Although a sub-hand receipt holder, a tank platoon leader is responsible for the accountability of millions of dollars worth of equipment. Unfortunately, he often discovers critical equipment is missing or unserviceable during such inopportune times as pre-combat inspections, command directed inventories, or during missions. To help circumvent this problem at the company or troop level, a commander uses a monthly 10% inventory to track his property and keep hand receipts accurate. A similar concept, weekly platoon 10% inventories, is an excellent way for a platoon leader to manage property accountability and increase the overall readiness of his platoon's equipment.

A weekly 10% system does not require a significant investment of time. With major end items, basic issue items, and organizational property, a typical tank platoon leader signs for approximately 120 different items. Thus, to quarterly inspect all property, the 10% system requires a 12-item layout per week. Compared with a 100% inventory, which usually requires three to four hours, inventorying 12 items demands only about 15 minutes per week. Requiring only this short time allows the platoon leadership to schedule the inventory when it will not interfere with other field or garrison training.

The weekly 10% system is very flexible. The platoon leader can tailor what property he will inventory, based upon upcoming mission requirements, concern over the condition of property, or a need to initiate supply action. Not only is the inventory flexible in its content, but also in its method. By providing the platoon the inventory list just prior to the layout, the platoon leader can spot-check how well junior leaders are maintaining their equipment. If he distributes the inventory list in advance, the platoon leader's subordinates will most likely pre-inspect and service the equipment prior to the layout. Both methods of inspection serve a different, but equally valuable, purpose.

Property List for Weekly 10%

NOMENCLATURE	NSN	AUT QTY	DATE INV
Adapter, Socket 3/4 to 1/2	5120-01-123-2645	4	
Anderson Device	1005-01-203-7442	2	
Ax	5110-00-293-2336	4	
Bag, Tool	5140-00-473-6256	4	
Bar, Crow	5120-00-240-6040	4	
Bar, Pinch	5120-00-526-6044	4	
Bar, Pry	5120-00-224-1389	4	
Binocular, M19	1240-00-930-3833	2	

Figure 2. Portion of Property List

Designing and implementing a weekly platoon 10% inventory system is simple and can be utilized in garrison or in the field. The only requirement is a copy of the platoon hand receipt and some variation of an inspection checklist. An easy and convenient way to organize the system is to use a desktop spreadsheet program. One spreadsheet contains a list of all property organized by nomenclature, NSN, and date of last inventory. Another spreadsheet is a template for an inspection checklist. A simple cut and paste operation from the property list to the inspection checklist makes it easy to prepare the paperwork for the layout and track the dates of when the platoon last inventoried the property. A sample Microsoft Excel property list and inspection checklist (based on one unit's MTOE) is available for download and modification on the *ARMOR* home page.

When used faithfully and in conjunction with periodic 100% layouts, commander's monthly 10% inventories, and proper pre-combat inspections, a weekly platoon 10% inventory system enhances a platoon leader's property accountability program. This system fosters a healthy emphasis on property accountability for all leaders and soldiers in the platoon and increases the unit's overall readiness.

PLATOON WEEKLY 10% INSPECTION CHECKLIST
Date:

ITEM NOMENCLATURE	NSN	AUT QTY	ON HAND	Tank 1	Tank 2	Tank 3	Tank 4
			TC Initials				

NOTES:

KEY
1 - 1 item present and serviceable
S - On Shortage Annex
T - Turn-in Document
U - Unserviceable
X - Not Accounted For

Figure 1. Sample Inspection List

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