

Chapter 7
Headquarters and Headquarters Company

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ORGANIZATION AND MISSION

The support battalion, HSB, includes a headquarters and headquarters company. As shown in Figure 7-1, the battalion headquarters has five sections: command, S1, S2/S3, S4, and communications. In addition, the HHC includes a unit ministry team, LASSO, and BMMC. The support battalion, SIB/TDB, HHC is similar to that of the support battalion, HSB. Design differences are minor. See Figure 7-2. The ACR support squadron headquarters also includes a support operations branch. See Figure 7-3. The LASSO will eventually phase out and be replaced by the CSS automation management office. More information is found later in this chapter.

The battalion headquarters performs the C2 functions and employs the C2 facilities discussed in Chapter 2. It commands and controls organic and attached units. It commands and controls all units in the BSA for security and terrain management. Its other missions, generally include –

- Planning, directing and supervising tactical training

and internal logistics for units of the support bat-
talion,

- Planning and controlling the use of aircraft and sur-
face transportation that are organic, attached, or
allocated for logistics and HSS missions.
- Planning and conduct of rear operations within its
assigned areas of responsibility.
- Controlling brigade-level supply of Class I (and
water), II (including unclassified maps), III, IV, V,
VII, and IX supplies. Determining requirements for
developing and exercising technical supervision over
brigade ASL and PLL.
- Controlling brigade-level and unit-level HSS on an
area basis. This includes medical staff services, medi-
cal supply (Class VIII), and unit-level maintenance
of medical equipment.
- Controlling DS maintenance and common and mis-
sile repair parts service to supported units in the
brigade.

PERSONNEL AND SECTION FUNCTIONS

SUPPORT BATTALION COMMANDER

The battalion commander commands all units or-
ganic, OPCON, or attached to the battalion. He also
commands and controls all elements in the BSA for
security and terrain management. He organizes the
movement of, and directs the location of subordinate
units within the BSA. This duty requires coordination
with the brigade S3 and S4 concerning current and
proposed locations and movement of all battalion units.
He supervises and controls all DS-level logistics and
HSS operations of the brigade. He and his staff advise
the brigade commander and staff concerning logistics
and HSS functions throughout the brigade.

As discussed in Chapter 3, upon receipt of a mission,
the commander gives planning guidance to his staff,

Once he receives the required information from his
staff, he restates the mission in a clear, concise statement
of tasks to be done and the purpose to be achieved. He
gives the staff specific courses of action to pursue and
directs the S2/S3 to issue the warning order to subor-
dinate elements.

The commander with his staff supervises the ac-
tivities of subordinate units. His staff consists of the
executive officer, S1, S2, S3, and S4. As a small special
staff, the brigade automation management officer,
brigade materiel management officer, C-E staff officer,
and chaplain also assist the commander,

EXECUTIVE OFFICER

The XO is the principal assistant to the battalion
commander. His responsibilities are similar to those of

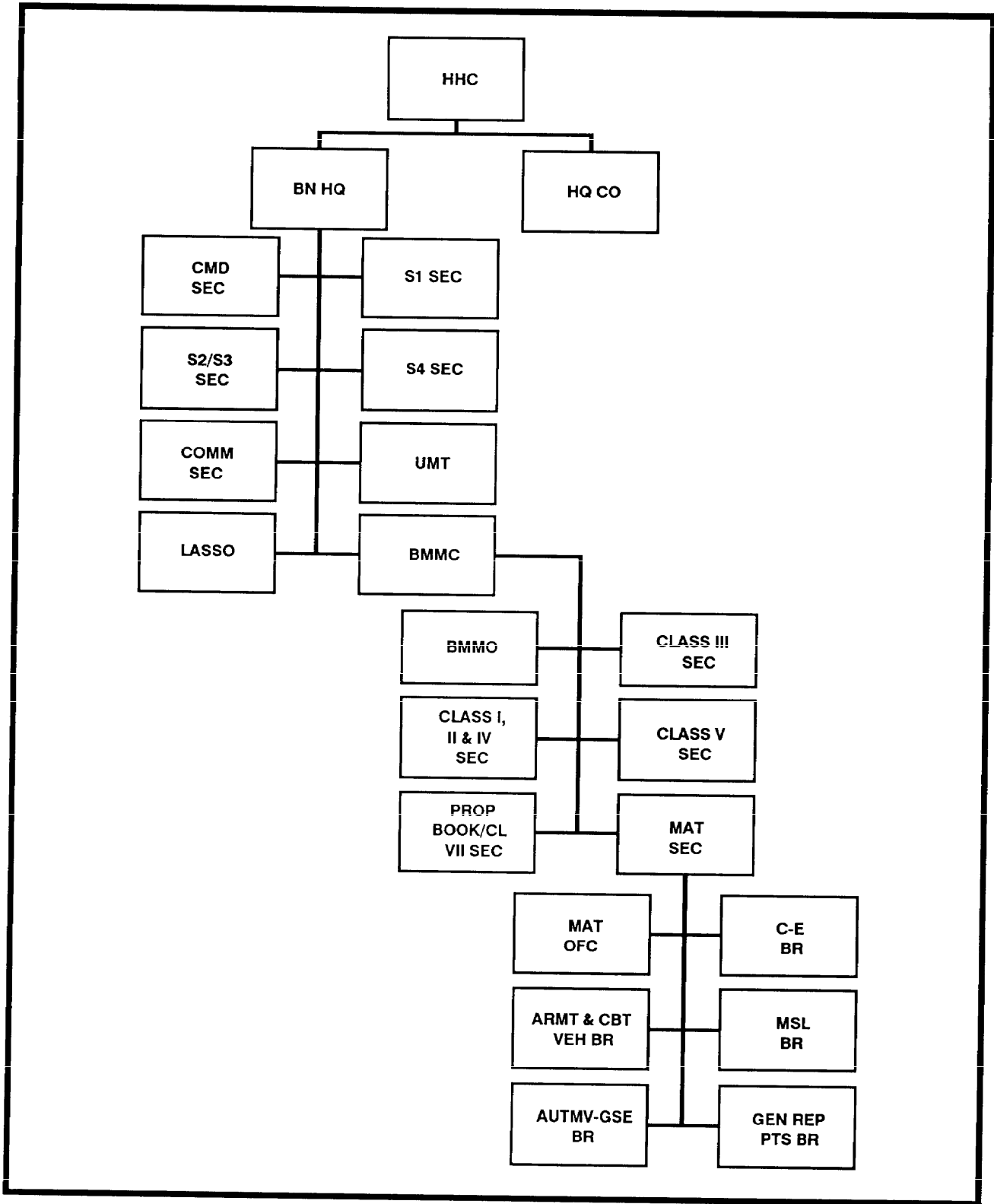


Figure 7-1. Organization of the support battalion headquarters and headquarters company, heavy separate brigade.

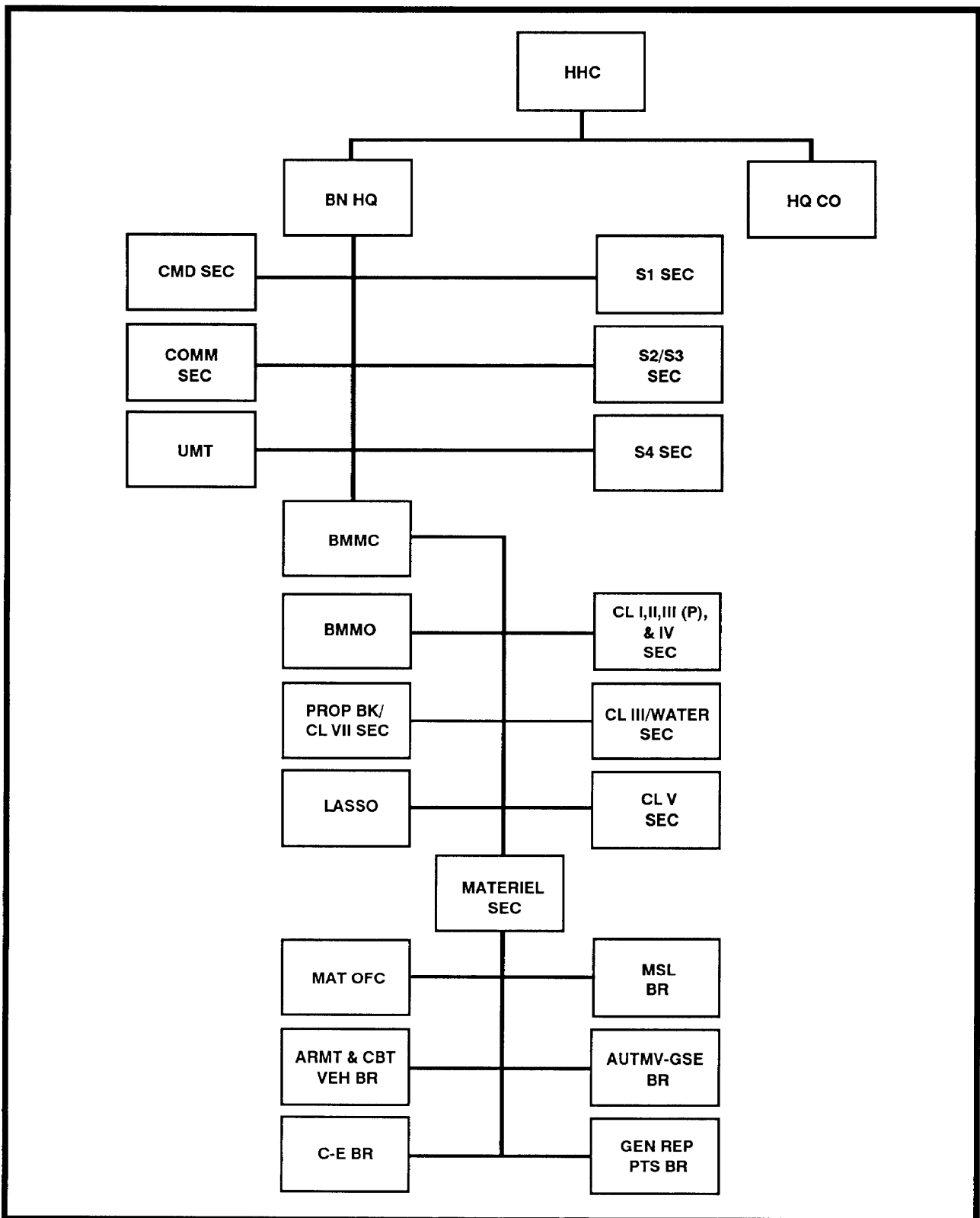


Figure 7-2. Organization of the support battalion headquarters and headquarters company, SIB/TDB.

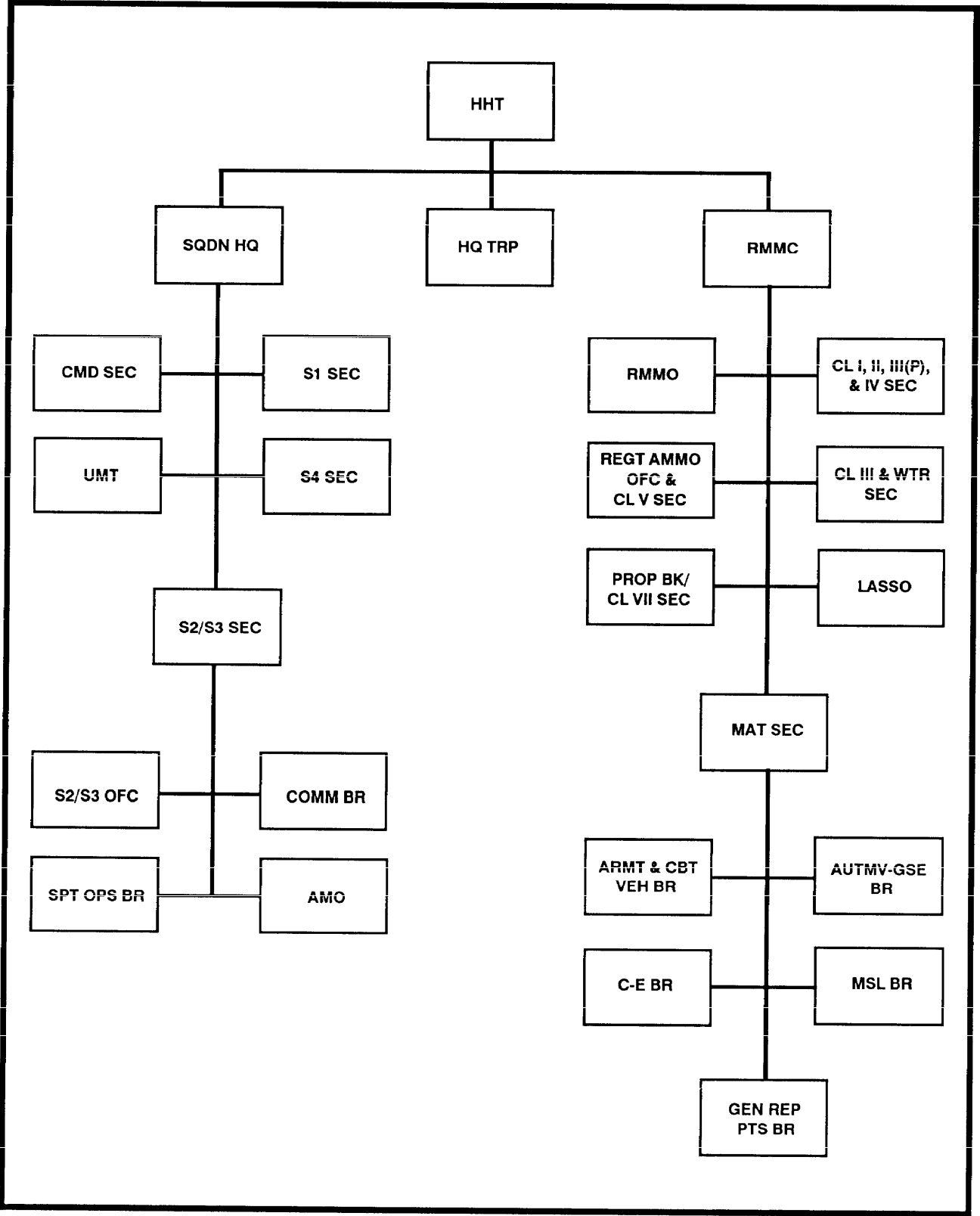


Figure 7-3. Typical organization of the support squadron headquarters and headquarters troop, ACR.

a chief of staff, as outlined in FM 101-5. As second in command, he understands both the support operations and the non-CSS functions of the battalion. In accordance with commander directives, he formulates staff operating policies.

S1 SECTION

The battalion S1 is the staff officer for the commander on all matters concerning human resources. He advises the battalion commander on administrative and personnel matters. He identifies personnel information requirements by analyzing the commander's mission and personnel summaries. The S1, assisted by his staff, prepares the battalion personnel estimate. The estimate projects personnel losses and replacement requirements. The estimate takes into account courses of action provided by the S2/S3 section and additional information from the brigade S1 section. After coordination with staff personnel, the S1 presents the estimate to the commander/XO and staff.

The S1 coordinates personnel service support for the support battalion. A PAC supervisor, personnel staff NCO, and personnel administration soldiers assist the S1. A legal NCO and clerk typist also assist him. The PSNCO assists the S1 in supervising general administrative functions. These include preparation of correspondence and reports, mail and distribution activities, and maintenance of forms and files. Other areas are maintenance of publications, preparation of orders and directives, and printing and reproduction activities. The personnel administration soldiers prepare reports and correspondence for MOS actions. They prepare promotions with the brigade S1, MOS testing, and clearance papers. They also prepare reassignments, special duty assignments, and SIDPERS actions when required.

Primary S1 personnel services focus on strength management, casualty operations, and replacement operations. Other responsibilities include matters dealing with —

- Awards and decorations.
- Soldier pay.
- Military justice.
- Hometown news releases.
- Preparation of soldiers for overseas movement.

In support of the battalion personnel function, the S1 also monitors internal mortuary affairs activities and reconciles casualty reports with mortuary affairs

records. He coordinates requirements with the S4 for mortuary affairs items for battalion personnel. He coordinates the battalion organic health service support. This includes coordinating with the brigade surgeon/medical company commander for assistance in preparing the battalion HSS plan. Also, he coordinates the HSS for mass casualties or NBC attack with brigade, division, or corps medical officers, as appropriate.

Other functions of the S1 section in support of the battalion include —

- Preparing personnel status report — personnel summary (PERSTAT-Part I) and personnel requirements report (PERSTAT-Part II). The battalion S1 forwards the reports through channels to the brigade S1. The brigade S1 forwards the reports to the corps G1.
- Coordinating with chaplain for religious services.
- Administering EPW program.
- Determining total transportation requirements for losses, replacements, and EPWs, and submitting transportation request to the S4.
- Processing Uniformed Code of Military Justice.

Other S1 functions may include serving as the alternate CP and operating the morale, welfare, and recreation program.

S2/S3 SECTION

The S2 is the principal staff adviser to the battalion commander on intelligence, EW, counterintelligence and security operations. The S2 manages these primary functions to satisfy the commander's intelligence and security requirements.

The S2's foremost responsibility is to provide timely, accurate intelligence to the commander. He assists the commander in identifying PIR and IR necessary to complete both assigned and implied missions. The S2 directs the support battalion's IPB operations. He prepares and continually updates a collection plan as an analytical tool to determine and assess intelligence needs. The S2 articulates intelligence requirements by tasking organic units and by requesting intelligence information and collection from higher and adjacent units. He disseminates intelligence and combat information as rapidly as possible to the commander, staff, and other units, higher, lower, and adjacent, who need it.

Other S2 functions include —

- Preparing the intelligence annex to the OPORD,

the INTSUM, and various intelligence briefings.

- Disseminating maps and other intelligence products to the staff and to subordinate units.
- Assisting the S3 in managing OPSEC by recommending essential elements of friendly information, which must be protected from enemy intelligence.
- Monitoring EPW collection points.
- Supervising the handling of EPWs, defectors, line-crossers and captured documents, equipment and other enemy material.

The S3 is the staff adviser to the battalion commander for organization, operations, and NBC matters. He coordinates the activities of and supervises personnel in the S2/S3 section.

The mission of the battalion includes DS supply, DS maintenance, HSS, and transportation. In this capacity, the S3 advises the commander on requirements versus available assets. The S3 provides input to the brigade S4 on the service support plan. This plan conforms to the support battalion commander's concept of operations and supports the brigade OPLAN. (In the ACR, all staff functions related to logistics and HSS to the regiment are the responsibility of the support operations officer under the S2/S3. The support operations officer also advises the commander on requirements versus available assets.)

The S2/S3 section has several specific functions in the area of supply and services. It coordinates types and amounts of supplies and services with the COSCOM, DISCOM support operations branch (if employed as part of a division), the BMMC, and the brigade S4. It monitors daily battle loss reports to anticipate requirements. It also assesses the type of resupply operations required. If airlift or airdrop is required in the BSA, it requests and coordinates the support. It requests field service support through the COSCOM. The section coordinates with the S&T company and brigade S4 on locations and operations of field service augmentations.

In the maintenance area, the section recommends the allocation of resources in coordination with the maintenance company, the BMMC, and supported units. This includes coordination of MST operations. The section coordinates critical parts status with the BMMC. It forecasts and monitors the work load for all equipment by types of equipment. It also devises the plans and policies for QSS, repairable management, and other Class IX operations. With the brigade S4, it reviews

backlogs on critical weapon systems. It also requests reinforcing support from the COSCOM.

For HSS, the S2/S3 has input in the medical evacuation and treatment plan for assigned and attached units. It coordinates input with the medical company and the brigade surgeon. Input covers Class VIII supply, helicopter landing sites, and priority of medical effort. The section also coordinates the flow of RTD personnel with the brigade S1 and S4 sections. It coordinates for transportation assets for mass casualty evacuation contingencies with the COSCOM MCC/MCT or DISCOM MCO.

The S3 exercises movement control over the transport activities of the support battalion. This includes the movements between the BSA and battalion trains areas and CSS movements entering and leaving the brigade area. This also includes controlling and coordinating the arrival of resupply and replacement movements into the BSA, or directly into the maneuver battalion trains areas. These activities involve close liaison with the brigade S3 and S4 and supporting MCT. Control also includes control over aircraft or surface transport specifically allocated or attached to the support battalion for logistics and HSS.

In the separate brigade, the battalion transportation officer coordinates the employment of transportation assets of the support battalion. He receives broad policy guidance for transportation movements and highway regulation from the brigade transportation officer.

In the ACR, the movement control officer in the support operations section consolidates the requests for and controls the use of transportation in the support squadron. The SOO and squadron MCO receive policy guidance, tactical priorities, and highway regulation for transportation movements from the regimental transportation officer.

Resupply shipments may arrive by motor or air transport. The air transport mode includes the use of Air Force transports as well as COSCOM or other supporting Army CSS airlift. Transportation requirements which exceed the transport capabilities (air and motor) allocated for the support battalion for CSS functions are coordinated with the brigade transportation officer. The brigade transportation officer requests additional transportation support from the MCT or logistics base as required.

The NBC NCO in the section monitors and assists in the employment of NBC teams. He receives, coordinates,

analyzes, and evaluates NBC activity data. He develops response procedures for NBC defense and makes recommendations to the commander on MOPP levels. He also prepares NBC reports 1 through 6. More information on NBC operations is in Chapter 2 of this FM.

The S2/S3 section performs several functions in addition to those support operations discussed above. These include –

- Planning and supervising air defense and defense against unconventional and psychological warfare operations.
- Determining the requirements for the storage, maintenance, distribution, and documentation of chemical munitions.
- Preparing the BSA security plan and ensuring that the plan is compatible with the brigade operations plan.
- Inspecting battalion units and activities to ensure compliance with directives and that they are providing adequate service to supported units.
- Planning and coordinating battalion tactical moves. Details are in Chapter 6.
- Planning and supervising support of special warfare operations.
- Planning and coordinating the collection and disposition of excess, surplus, salvage, and captured materiel by brigade units, when required.
- Coordinating the requirements of support battalion units for data processing support of mission activities with the automation management officer (also brigade management information system officer).

A new automation management concept is nearing approval for the support battalion and was approved for the support squadron. The LASSO will phase out with the fielding of SARSS-2A and corps/theater ADP service centers. A new element, the CSS automation management office is established in the support squadron S2/S3 section. (Refer to the CSS automation management office paragraph below.) The CSSAMO is the regiment focal point for all CSS software management and operator-level support for all STAMISs.

In the ACR, the CSS automation management officer supervises the functions of the automation management office. He provides technical advice to the commander on any changes in automated systems that interrupt, hinder, or change the provision of CSS to the regiment.

The automation management office receives, distributes, implements, retrieves, and disposes of all STAMIS software for the regiment. It provides staff and unit-level assistance. It also provides system troubleshooting and replacement of software. It integrates databases for new units and units attached to the regiment. This integration of data bases includes user-level sustainment training. It coordinates signal support actions and requirements with the corps signal office. It interfaces with corps and EAC activities responsible for CSS system support. It assists units with CSS automation COOP planning and execution. It also maintains the master library of CSS software and STAMIS user manuals for the ACR.

S4 SECTION

The support battalion S4 provides technical supervision and assistance for logistics and materiel readiness matters within the battalion. He prepares the battalion logistics estimate. He makes recommendations to the battalion commander on internal logistics activities. He also coordinates and supervises personnel in the S4 section.

The S4 section monitors the battalion internal supply activities. It processes requests for Class I, II, III, IV,V, and VII items to replenish basic loads of all battalion elements. It monitors requests that battalion elements submit to the maintenance company for Class IX items. It forwards the battalion plan to all organic and attached elements. It also coordinates field service requirements for all battalion units through the battalion S3. It prepares the Class III forecast for the support battalion. It submits it to the S2/S3 section (ACR – submits to the support operations branch).

The battalion maintenance technician coordinates support battalion unit maintenance operations. He consolidates support battalion unit maintenance reports. He provides the commander and other staff sections with equipment status reports for planning purposes. He also supervises controlled substitution in accordance with the commander's priorities. He monitors support battalion PLLs and coordinates recovery of support battalion equipment.

The S4 section coordinates with the S1 on unit strength and replacement data to project logistics requirements. Together they also ensure battalion replacements are issued all authorized equipment. The S4 coordinates movement plans with the S3 and consolidates transportation requirements for all battalion units.

COMMUNICATIONS SECTION

The battalion C-E officer is the principal adviser to the support battalion commander on all C-E matters. He plans and supervises the unit communications system. He integrates the systems into the communications systems of higher, lower, and adjacent headquarters. He supervises the organizational maintenance of the battalion C-E equipment and monitors the status of unit and subordinate unit C-E equipment. He also serves as the COMSEC custodian for the unit COMSEC subaccount. This includes issuing and accounting for security equipment, key lists, codes, and ciphers. This also includes the authentication systems and the issues and accounts for the unit SOI in accordance with current regulations. The C-E officer plans and coordinates photographic support requirements for the battalion with the brigade C-E officer. He also supervises and controls the communications personnel. Communications personnel install, operate, and maintain the telephone switchboard. Other duties include supervising the RATT station for operation in the corps/division/brigade RATT net. He also supervises a battalion FM voice net with net radio/wire integration capability.

The tactical communications chief, as the assistant to the C-E officer, assists in supervising the communications section personnel. He coordinates all communications within the CP and keeps informed of all communications aspects of the tactical operation. He also assists in developing the communications training program and SOP. He serves as an alternate COMSEC custodian for the unit subaccount.

The section personnel perform other duties such as —

- Establishing the RATT operation activities. This includes site selection, installation of equipment, and entering station into RATT net.
- Establishing the radio and antennae sites. They locate the radio and antennae sites and organize the radio system at the battalion headquarters. This includes installing and operating remote equipment. They perform operator maintenance of unit radio equipment. They install power generator equipment and erect antennas.
- Establishing the wire systems. They install, operate and maintain all wire lines and associated equipment. They prepare local telephone traffic diagrams, line route maps, and directories. They

also install, operate, and maintain the unit switchboard.

- Performing organizational maintenance on battalion tactical communications and selected electronic equipment. They perform go/no-go checks on COMSEC equipment. They test, align, and calibrate radio and associated electronic equipment. They also perform troubleshooting procedures and use tools and test equipment authorized at the organizational level.

In the ACR, communications personnel and equipment are part of the S2/S3 section as a branch (Note: Figure 7-3, page 7-4). Its functions are similar to those of the separate brigade section as written above.

BRIGADE MATERIEL MANAGEMENT CENTER

The BMMO is responsible for the operations and employment of the BMMC. He and his maintenance management officer supervise the BMMC and provide for continuity of operations. The BMMO implements the policies of the battalion commander and prescribes procedures and mission standards for the BMMC. He provides management control over all materiel for the battalion except for Class VIII supplies. The brigade medical supply officer manages Class VIII. The BMMO also provides input to the support battalion S3 and brigade S4 on logistics plans and orders. In general, he supervises personnel in the BMMC. Other responsibilities are —

- Advising the battalion commander and staff on management of supply and maintenance operations.
- Preparing reviewing and approving detailed plans and policies for the operation of supply and distribution points and QSS operations. He approves detailed plans and policies for RM operations. He also approves plans and policies for supply and maintenance operations from a management point of view.
- Developing or reviewing SOPS for the center.
- Recommending policies, plans, and procedures for, and supervising, from a technical point of view, DS-level supply and maintenance for which the battalion is responsible.
- Establishing coordination channels with the MMC of the next higher command for such actions as evacuation of materiel. These actions also include providing reinforcement of support, emergency

requirements, and technical assistance.

- Coordinating with the S&T company commander for technical supervision of unit supply training throughout the brigade.
- Preparing and distributing (as authorized by the battalion commander) directives of a materiel management procedural nature. He or his people make direct contact with operators for such matters as receipts, MROs, inventories, input data for reports, and preparation and submission of requests. The battalion commander retains the authority for battalion directives for operational matters.

The BMMC is the heart of the battalion's materiel management mission. It is the technical operations center for the battalion. It implements automated procedures except for Class I, III (bulk), and VIII supplies.

The LASSO provides ADP support for the BMMC. The BMMC coordinates supply priorities with the S3 and brigade S4. It coordinates supply controls with the brigade S4 and COSCOM or DISCOM MMC. It also coordinates locations of all forward supply points with the S3 and the brigade S4. In the ACR, the automation management office provides ADP support for the RMMC.

Within the BMMC there are appropriate management elements responsible for the ASLs. The Class I, II, and IV section is responsible for all subsistence items and items that are issued gratuitously. The section also has responsibility for expendable Class II supplies. The Class III section controls and manages the supply of bulk fuel to brigade elements. It determines requirements, recommends priorities, and manages allocations for bulk fuel. The Class V section is responsible for all ammunition. Finally, the materiel section is responsible for all repair parts supplies.

Two basic categories of ASL items are expendable items and nonexpendable items. Expendable items are normally based on requirements and consumption rates. These items are developed from appropriate authorization documents such as SB 700-20, TMs, TBs, and CTAs. Nonexpendable items are derived from the brigade property book items and mission support equipment. Brigade property book items are based on wartime replacement factors. Mission support equipment includes other equipment required by the force. Such support equipment includes collapsible

500- gallon fuel drums, water drums, and helicopter slings.

Functions the BMMC carries out are –

- Developing or implementing plans, estimates, and directives for supply and maintenance operations.
- Providing materiel management for Class I (includes emergency water distribution), II (includes unclassified map supply), III, IV, V, VII, and IX supplies.
- Developing and controlling the brigade ASL for supplies and equipment stocked by the S&T and maintenance companies.
- Providing direction and, in coordination with the battalion S3 section, mode of delivery for the issuing of supplies to brigade units. It also provides for the receipt and processing of requisitions from the supported units and activities.
- Developing, approving, and maintaining unit PLLs.
- Coordinating with the maintenance company on requirements for the processing of equipment prior to issue.
- Providing for continuous study of the supply and maintenance system.
- Providing maintenance management information for brigade maintenance activities.
- Providing control for physical inventory and reconciliations of stock records.
- Providing catalog and technical document reference service.
- Providing, within policies and directives of higher headquarters, actions to fulfill supply and maintenance requirements.
- Maintaining records on Class II, III (packaged), and IV supplies.
- Maintaining the brigade property book, Army equipment status reporting data, and the Class IX system.
- Assisting the brigade S4 in developing plans for purchasing and contracting service relating to supplies and services.

Class I, II, and IV Section

The supply and service officer exercises stock control over Class I, II, III (packaged) and IV supplies. He is assisted by the materiel management and subsistence supply supervisors. They develop and control brigade

ASLs and develop unit basic load data. They make recommendations regarding priorities, allocations, and other controls. They also provide advice on receipt, storage, and distribution of supplies.

The section coordinates the Class I distribution point operation schedule with the COSCOM MMC or DMMC and S&T company. This includes coordinating Class I deliveries and distribution point locations. It identifies on-hand and due-in assets against requirements.

The section identifies the brigade food service requirements by reviewing ration request documents. Before a pull system is established, the section prepares a consolidated ration request based on personnel strength reports. It provides updates to the battalion commander. It provides technical assistance to subordinate commanders on food service operations. It forwards the requisition for the brigade's subsistence to COSCOM MMC. It also monitors ration shipments from the COSCOM ration point to BSA ration break-down point.

The Class I, II, and IV section coordinates water distribution point locations with the COSCOM MMC or DMMC and S&T company. It monitors regulated water distribution to using units for compliance with the SOP. It also coordinates with the corps of engineers for availability of potable water sources.

The section identifies on-hand Class II and IV supplies from documents or stock records. It monitors delivery of Class II and IV supplies from EAD or the DSA to the BSA distribution point.

Class III Section

The petroleum supply officer, the petroleum supply supervisor assisting, exercises stock control and management over the supply of bulk fuels. He makes recommendations for priorities, allocations, and other controls. He also provides advice on the receipt, storage, and distribution of bulk fuels.

The section monitors the status of the Class III system. It coordinates delivery by corps transportation assets to the BSA Class III point with the COSCOM MMC and S&T company. It also provides petroleum status updates to the brigade S4, COSCOM MMC or DMMC, battalion S3 section, and S&T company.

In the ACR and SIB/TDB, this section also manages the distribution of water. It supervises the acquisition, storage, inspection testing, issue, and distribution of water.

Class V Section

The ammunition officer, ammunition technician, and other section personnel monitor the status of the Class V system. They perform ammunition stock control. They also maintain records of ammunition allocations, credits, debits, and expenditures for all brigade units. This includes basic loads, special task force requirements, CSR, RSR, and data on special ammunition. The section personnel maintain current locations of the brigade ATP, corps CSAs, ATPs, and ASPs, and any stockpiles in the brigade area. They monitor Class V requisitions and issues from the ATP to supported units with the brigade S4. They also coordinate Class V diversions to meet unexpected surge requirements with the brigade S4 and ATP. Other functions the Class V section performs include —

- Authenticating requests (DA Form 581).
- Approving requests for turn-in.
Managing the CSR and RSR and providing this data to the brigade staff.
- Providing expenditure data to the brigade staff and COSCOM.
- Computing and maintaining basic load data and weapon densities.
- Preparing and submitting stock status reports to include quantity, condition, and forecasted requirements.
- Monitoring brigade assets in the hands of troops to ensure proper storage and maintenance.
- Maintaining continuous liaison with the S&T company personnel at the brigade ATP.

Property Book/Class VII Section

The property book/Class VII section functions as the brigade property book office. The section personnel also manage Class VII items. The brigade property book officer heads the section. He controls all input to and output from the automated processes supporting the property book system. He controls the automated processes to the extent of establishing and modifying master and subsidiary files as necessary. He also controls the automated processes of establishing working parameters for the automated processes and directing the execution of desired processes.

Two property account technicians and a customer assistance NCO assist the property book officer. Other section personnel assist the property book officer by

developing requirements for current and contingency operations. They conduct surveys and assist in the development of the research and retrieval service. They also coordinate the return to supply channels of excess serviceable and unserviceable end items as required and coordinate equipment processing for issue in the brigade.

The property book/Class VII section has two teams. They are the requisitioning, editing, document control, and reports team and the property book team. The requisitioning, editing, document control, and reports team receives, records, verifies, and reports data. The team enters the data on supply transaction documents and provides them as input for processing by the LASSO. They receive all printed listings and machine-produced cards as output from the LASSO. They distribute these cards and listings within the brigade property book office and to units of the brigade. They provide input to the Army Equipment Status Reporting System. They also provide input to the appropriate staff of higher headquarters as directed by the brigade commander. The team receives and processes equipment readiness listings used in preparing the unit status report. They check adjustment documents to ensure completeness and compliance with appropriate procedures and regulations. Once SPBS-R and SARSS-2A are fielded, the system will perform the editing function automatically.

The property book team manages the hand-receipt accounts for the brigade units. It prepares or processes unit requisitions for issue and turn-in of organization TOE property. It also processes unit requests for issue and turn-in of installation property and hand-receipt annex items. The team processes all data to be input to the brigade property book. It evaluates and takes action on cards and listings produced as output from the computer. It also identifies, reports, and makes recommendations on redistribution of excess property.

Materiel Section

The materiel section monitors the status of the maintenance system of the brigade. The section manager is the materiel management officer. The materiel management officer performs integrated materiel (Class IX supply and maintenance) management for all maintainable materiel.

The materiel management officer in this section, the section personnel assisting, conducts continuous appraisal of materiel management operations. They maintain liaison with the brigade headquarters and

the COSCOM MMC. They advise the brigade materiel management officer and maintenance company commander of problem areas. They also advise of new developments that impact on the repair parts and maintenance posture of the brigade.

The materiel section coordinates maintenance activities. This includes –

- Monitoring BDAR efforts of maintenance elements to ensure the focus is on critical equipment or weapon systems that have an immediate effect on the combat mission.
- Coordinating vehicular recovery to an MCP with the brigade S4 and maintenance company.
- Monitoring cannibalization activities with the brigade and corps for disposition instructions.

There are four weapon system oriented materiel management branches. They are the armament and combat vehicle branch, automotive and GSE branch, C-E branch, and missile branch. There is also a general repair parts branch. Each weapon system branch provides intensive internal and external brigade management for the designated weapon system end items and selective Class IX items. All of these items are critical or maintenance significant to the operational readiness of those weapon systems. The general repair parts branch manages all other Class IX items. Functions the branches collectively perform under the direction of the maintenance management officer are –

- Recommending maintenance data requirements and reporting format. They implement ADP collection procedures and supervise operations of the maintenance data reporting system.
- Analyzing data and reports (automated and manual) to identify trends, problem areas, and other information that generates requirements for action by the maintenance company and staff elements.
- Compiling special reports on the status of brigade equipment.
- Assisting in the development of policies and plans. They also recommend corrective action.
- Providing disposition instructions (in conjunction with the property book/Class VII section) for unserviceable items of equipment. These items exceed the repair capabilities or capacities of the maintenance company.
- Developing maintenance plans to support projected

brigade combat operations. They coordinate with the maintenance company based on requirements generated by the brigade staff.

- Monitoring brigade organizational maintenance operations and evaluating procedures and use of equipment and personnel.
- Maintaining the status of all MWOs for equipment and recommending priorities for the completion of MWOs.
- Maintaining coordination and exchanging information with the property book/Class VII section. This includes such matters as the status of end item supply.
- Coordinating with and providing guidance and information to the BDC with respect to informational requirements and report formats to be satisfied through automated procedures.
- Coordinating with the transportation officer on requirements for the evacuation of materiel from the brigade area.
- Identifying brigade materiel that requires calibration in support of the Army calibrations program.
- Reviewing spectrometric oil analysis reports to determine incipient equipment failures. They coordinate with the BMMC petroleum supply officer to ensure that petroleum products issued to units meet required specifications. They make recommendations to the BMMO on policy changes that may result from SOA requirements.

Automotive-Ground Support Equipment Branch

This branch performs integrated materiel management for tactical wheeled and general purpose vehicles. It also performs integrated materiel management for construction, MHE, power generation, and associated test equipment.

Armament-Combat Vehicle Branch

This branch performs integrated materiel management for weapon systems and combat vehicles. It provides materiel management for selective Class IX items. These items are critical or maintenance significant to the operational readiness of those weapon systems.

Missile Branch

The missile branch maintains status on missile systems deployed in the combat elements of the brigade. It monitors DS maintenance to combat units that have

missile systems. It also monitors critical repair parts stock for expedient repair capability. The branch maintains liaison with the COSCOM MMC or DMMC and the maintenance company for support beyond brigade capability.

Communications-Electronics Branch

The C-E branch performs integrated materiel maintenance for communications equipment, communications-electronics intelligence equipment, and electronic warfare equipment. The branch also performs maintenance on combat surveillance equipment, target acquisition equipment, and night vision equipment. Its personnel maintain maintenance records of all C-E maintenance performed on supported units equipment. They coordinate additional C-E maintenance with the COSCOM MMC or DMMC. C-E personnel also assist the support battalion staff in selecting CP locations for best communications reception.

General Repair Parts Branch

The general repair parts branch personnel provide for supply management of Class IX items not managed by the other branches in this section. They also provide aviation supply management (Class IXA) on behalf of the RAS (ACR) with the corps MMC aviation division's aviation parts supply branch. They develop and control overall repair parts supply as prescribed in the brigade service support annex. They evaluate all machine output pertaining to repair parts supply. They also provide advice to DSUs relative to catalog changes. The branch personnel measure system performance through the use of appropriate management techniques and tools. These consist of pertinent records and reports such as stock status reports, daily transaction register, and the daily error and edit transaction listing.

LOGISTICS AUTOMATED SYSTEMS SUPPORT OFFICE

The automation management officer serves as chief of the LASSO. The LASSO provides the data processing support for the service support mission of the brigade support battalion. The automation management officer supervises personnel in the ADP operations section. The ADP operations section operates the central processing unit for input/output for the LASSO. The automation management officer, the automation systems support technician assisting, exercises overall command and control of the LASSO.

The LASSO supports the SARSS, the SPBS-R, and the SAMS. The LASSO also manages the SCP and

implements the support battalion COOP. For units where SARSS-2A has not yet been fielded, it uses DAS3 hardware and the DS4. It coordinates the SARSS data management operations with the support battalion supply and maintenance DSUs and the BMMC supply management sections. Subordinate/attached units submit SARSS ECP-S to the LASSO. The LASSO identifies the supply system support requirements and prepares the SARSS ECP-S.

In support of the SPBS-R, the LASSO transfers incoming property book data to the SPBS-R. It distributes the output, such as hand receipts, to the property book/Class VII section. It prepares the SPBS-R ECP-S.

The LASSO also supports the SAMS. It transfers incoming maintenance data to the SAMS. It coordinates with the materiel section on maintenance reporting requirements. It identifies maintenance support needs and prepares the SAMS ECP-S.

The LASSO manages the battalion software change package program. It coordinates SCP implementation with the support battalion headquarters elements and subordinate/attached units. It provides software change package technical assistance to the battalion subordinate and attached units. It also programs SCP to LASSO hardware.

The LASSO coordinates the COOP with designated supporting units for compliance with established policies. The automation management officer ensures changes in policies are reflected in the COOP. The LASSO also provides COOP status update to the battalion commander.

Additional functions the LASSO performs are –

- Ensuring proper allocations of resources to accomplish the LASSO mission.
- Developing policies to ensure efficient and effective use of LASSO personnel and equipment.
- Implementing DA-directed modifications to DA-developed programs.
- Planning for integration of data bases of newly assigned or attached units.
- Checking for erroneous data generated by the system and determining problems and corrective measures required.
- Monitoring the work flow of production that runs through the LASSO.

HEADQUARTERS COMPANY

The headquarters company commander is responsible for discipline, security, training, and administration of personnel assigned to the HHC. He provides internal support functions such as providing supplies and materiel for the company. The company commander, the first sergeant assisting, supervises organizational maintenance support (less that included in the communications section and LASSO).

Functions of the company consist of the following

- Ensuring load plans are maintained.
- Providing food service support for the support battalion and designated personnel of the MI company (CEWI).
- Performing route reconnaissance.
- Organizing unit for movement and issuing movement orders to HHC personnel.
- Requesting additional transportation from the S4 when required.
- Coordinating with the S2/S3 on the quartering party.
- Providing C2 of HHC in response to air or ground attack.
- Establishing communications with LP/OPs.
- Ensuring HHC logistics is provided.

UNIT MINISTRY TEAM

The unit ministry team provides religious support to the support battalion. The UMT consists of the chaplain and chaplain assistant. The team provides religious support forward to the smallest groups and teams in accordance with the doctrine in FM 16-1.

The commander is responsible for the religious program in his unit. The UMT implements the command religious program. It provides religious support to ensure the free exercise of religion. Religious support by the UMT consists of counseling, worship, memorial, and funeral services. In accordance with the commander's guidance and the unit's requirements, religious service support is provided on a 24-hour basis. The chaplain performs certain staff functions. These functions are –

- Providing morale and religious update to the commander.
- Providing ethical issues update to the commander.

- Providing required staff input to the battalion plans and orders.

The UMT provides input to the personnel estimate and develops a religious service support plan. This plan lists religious requirements and establishes religious

support priorities. The UMT coordinates the denominational coverage with area units and the brigade chaplain section. Finally, it disseminates the support plan to all BSA units.