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QUARTERMASTER HANDBOOK

TM 10-465



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By order of the Secretary of War:

**G. C. MARSHALL,
CHIEF OF STAFF**

Official:

**J. A. ULIO,
Major General,
The Adjutant General.
Distribution:**

Prepared under the direction of
**THE MILITARY TRAINING DIVISION
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TM 10-465

QUARTERMASTER HANDBOOK

GASOLINE SUPPLY COMPANY

PURPOSE

This handbook is intended to provide the personnel of the quartermaster gasoline supply company with a source of condensed information on the organization, operation, and administration of the company. There has been no attempt to make this handbook exhaustive; it must be understood that it only supplements field manuals, technical manuals, training circulars, and other official publications. Its purpose is to furnish a convenient compilation of the basic information and data necessary for the efficient functioning of the company.



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CHAPTER I

THE COMPANY

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Mission	1
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1. MISSION. The mission of the quartermaster gasoline supply company is to deliver gasoline and lubricants to units in the field. It procures gasoline from tank cars or tank trucks at designated points known as "bulk reduction points," breaks it down into five-gallon containers, and transports the filled containers to designated distributing points. From these distributing points, which the company sets up and operates, gasoline is issued to units on the basis of an exchange of full cans for empty ones. The company also distributes lubricants in various sized containers and cartons which it procures at Class III railheads or truckheads, and transports to distributing points. A gasoline company or a section thereof also may be called upon to operate bulk storage plants and gasoline filling stations located at various points in the zone of the interior or in the communications zone.

2. ORGANIZATION. a. General. The quartermaster gasoline supply company is part of the quartermaster gasoline supply

ORGANIZATION OF QUARTERMASTER GASOLINE SUPPLY COMPANY

(As of 27 August 1942)

		1	2	3	4	5	6	7	8	9	
1	Unit	Technician grade	Company headquarters	2 platoons (each)		Total platoon	Total company	Enlisted cadre	Remarks		
				Platoon headquarters	2 sections (each)						
2	Captain.....		1				1		a. Kitchen and com-		
3	First lieutenant..	}					1		pany equipment.		
4	Second lieutenant)			1		1	1				
5	Total commissioned.....		1	1		1	3		b. With 2d echelon		
6	First sergeant (585).....		1				1	1	motor maintenance		
7	Staff sergeant, including.....		3	1		1	5	3	equipment. Driven by		
8	Mess (824).....		(1)				(1)	(1)	mechanic.		
9	Motor (813).....		(1)				(1)	(1)	c. With gasoline dis-		
10	Platoon (651).....			(1)		(1)	(2)		penser. Driven by gas-		
11	Supply (821).....		(1)				(1)	(1)	oline dispenser operator.		
12	Sergeant, including.....				1	2	4		r. Chauffeurs armed		
13	Section leader (652).....					(1)	(2)	(4)	with rifle; all others		
14	Corporal, including.....		2				2	1	armed with carbine.		
15	Clerk, company (405).....		(1)				(1)	(1)			
16	Dispatcher (410).....		(1)				(1)		The serial number sym-		
17	Technician, grade 4.....	} including.....					4	1	bol shown in parentheses		
18	Technician, grade 5.....						13	1	is an inseparable part of		
19	Private, first class.....						43		the specialist designation.		
20	Private.....						53		Numbers refer to occupa-		
21	Bugler and messenger (803).....		(1)				(1)		tional and military spe-		
22	Chauffeur (345).....	5	}	(2)		(8)	(16)	(7)	cials whose qualifica-		
23	Chauffeur (345).....						(27)		tion analysis is found in		
24	Cook (060).....	4	(2)				(2)	(1)	AR 615-26.		
25	Cook (060).....	5	(1)				(1)	(1)			
26	Cook's helper (521).....		(2)				(2)				
27	Laborer (590).....					(14)	(28)	(56)			
28	Mechanic, automobile (014).....	4	(2)				(2)	(2)			
29	Mechanic, automobile (014).....	5	(1)				(1)				
30	Operator, gasoline dispenser (081).....	5				(1)	(2)	(4)			
31	Orderly (695).....		(1)				(1)				
32	Basic (521).....		(1)			(2)	(4)	(9)			
33	Total enlisted.....		19	1	26	53	125	7			
34	Aggregate.....		20	2	26	54	128	7			
35	O Carbine, cal. .30.....		18	2	18	38	r94				
36	O Rifle, cal. .30.....		2		8	16	r34				
37	Q Trailer, 1-ton, 2 wheel, cargo.....	a1			5	10	21				
38	Q Truck, 1/4-ton.....	1	1			1	3				
39	Q Truck, 3/4-ton, weapon carrier.....	b1			c1	2	5				
40	Q Truck, 2 1/2-ton, cargo.....	a1			5	10	21				

FIGURE 1

battalion. It consists of a headquarters, and two platoons of two sections each. (See figure 1.) The company is commanded by a captain, assisted by two lieutenants, one of whom is designated second in command of the company. Single platoons or even sections may be attached to divisions or other combat organizations. On such occasions, units of a gasoline supply company may be attached for rations, administration, and supply to the particular organization being served.

b. Company headquarters. The company headquarters performs the normal administrative, mess, and supply functions for the company as a whole. It is composed of a captain and 19 enlisted men.

c. Platoons. Each of the two platoons is commanded by a lieutenant, consists of 53 enlisted men, and has the necessary equipment for independent gasoline supply operations. The lieutenant is aided by a staff sergeant who, as platoon sergeant, is his administrative assistant. Each platoon has a headquarters which performs routine administrative duties and supervises the unit's technical operations.

d. Sections. There are two sections in each platoon. A section leader (sergeant) is in charge of each. The section, like the platoon, has the necessary equipment and transportation for independent gasoline supply operations.

3. CONTROL OF THE COMPANY. a. General control. Although the quartermaster gasoline supply company is a part of the quartermaster gasoline supply battalion, it will operate in a theater of operations as a separate and individual company. Normally, it is part of the battalion for certain administrative and training purposes only. Battalion headquarters affects the company commander principally as the source of directives and the headquarters to which he submits reports, correspondence, etc., but the actual operations of the company are not changed by the type of administrative control superimposed upon it. The company commander is still responsible for the administration, training, and discipline of the company's personnel. The administrative organization of the company is designed to promote the most efficient operation of subordinate units, since sections or platoons, being self-contained, may operate independently. When sections or platoons are detached from the company, the company commander may cease to exercise administrative control over them and the power to make promotions within the authorized allotment may

be delegated by the company commander to the officers in charge of the units. Administration, supply, and mess for these units will normally be controlled by the command to which they are assigned.

b. Zone of interior. In the zone of the interior, gasoline supply companies may be assigned to posts, camps, and stations for training purposes. In such situations, the company commander will be responsible to the post, camp, or station commander for routine administrative matters.

c. Theater of operations. Gasoline supply companies, or their subordinate units, may be attached to combat elements. While so serving, the company or its subordinate units may receive administration, mess, and supplies from the elements to which it is attached.

4. THE CADRE. a. The cadre is a group of skilled specialists within a company, which is the framework about which the company is built, and which can act as the foundation of a new unit. The cadremen fill key positions in the company; their functions include assistance in the basic military and technical training of the other enlisted men. All of the cadremen should have been thoroughly trained in their special duties prior to assignment to the company, and should be able to instruct competently the enlisted men who assist them. From the start, company officers should clearly define the responsibilities delegated to these key noncommissioned officers, and should make every effort to avoid overlapping or duplication of authority. The proper organization and training of the cadre are essential for the rapid and efficient preparation of a new unit for active operation.

b. The cadre for the quartermaster gasoline supply company consists of the following seven men:

- ① First sergeant, administrative assistant.
- ② Staff sergeant, mess.
- ③ Staff sergeant, motor.
- ④ Staff sergeant, supply.
- ⑤ Corporal, company clerk.
- ⑥ Technician grade 4, cook.
- ⑦ Technician grade 5, cook.

c. Company officers must train other men to perform the duties of the cadremen, since their own organization may be required to furnish the cadre (or part of it) for new companies.

5. DUTIES OF PERSONNEL. Figure 2 is an organizational chart of the gasoline supply company. The letters preceding the key jobs shown on the chart correspond to those below:

a. Company commander (captain). The company commander is both the administrator of the company and the director of its operations. He alone is responsible for training the company, for its efficient administration, and for maintaining discipline. The company commander may delegate his authority, but not his responsibility. He is responsible to higher authority for the administration, training, and operation of his command. His responsibilities may be summarized as follows:

- ① The administrative work pertaining to his company: records, files, reports, correspondence, and rosters. (Paragraph 2, AR 245-5.)
- ② The supply of his company, including maintaining proper records and inventories, and making inspections and issues in accordance with the prescribed tables of equipment and tables of organization. He is also responsible for seeing that proper use is made of all property issued to him (83rd and 84th articles of war). The company commander will be required to have in his possession, in serviceable condition, all articles listed in tables of equipment, or a valid voucher for articles which are missing. (WD Circular 405, December 15, 1942).
- ③ The company mess, including the quality, appearance, and palatability of the food served, the cleanliness and efficiency of the kitchen, and the keeping of accounts and records. (Paragraph 6, AR 245-5.)
- ④ The health, morale, and general welfare of his men. These responsibilities include the custody of company funds and their proper use.
- ⑤ Even though his men may have been trained elsewhere, he must constantly endeavor to improve their skills and to promote the teamwork of the company.
- ⑥ If the company is well trained prior to its arrival in the theater of operations, the company commander will have relieved himself of practically all detailed work, and will have more time for supervision

QUARTERMASTER GASOLINE SUPPLY COMPANY (T/O 10-77)

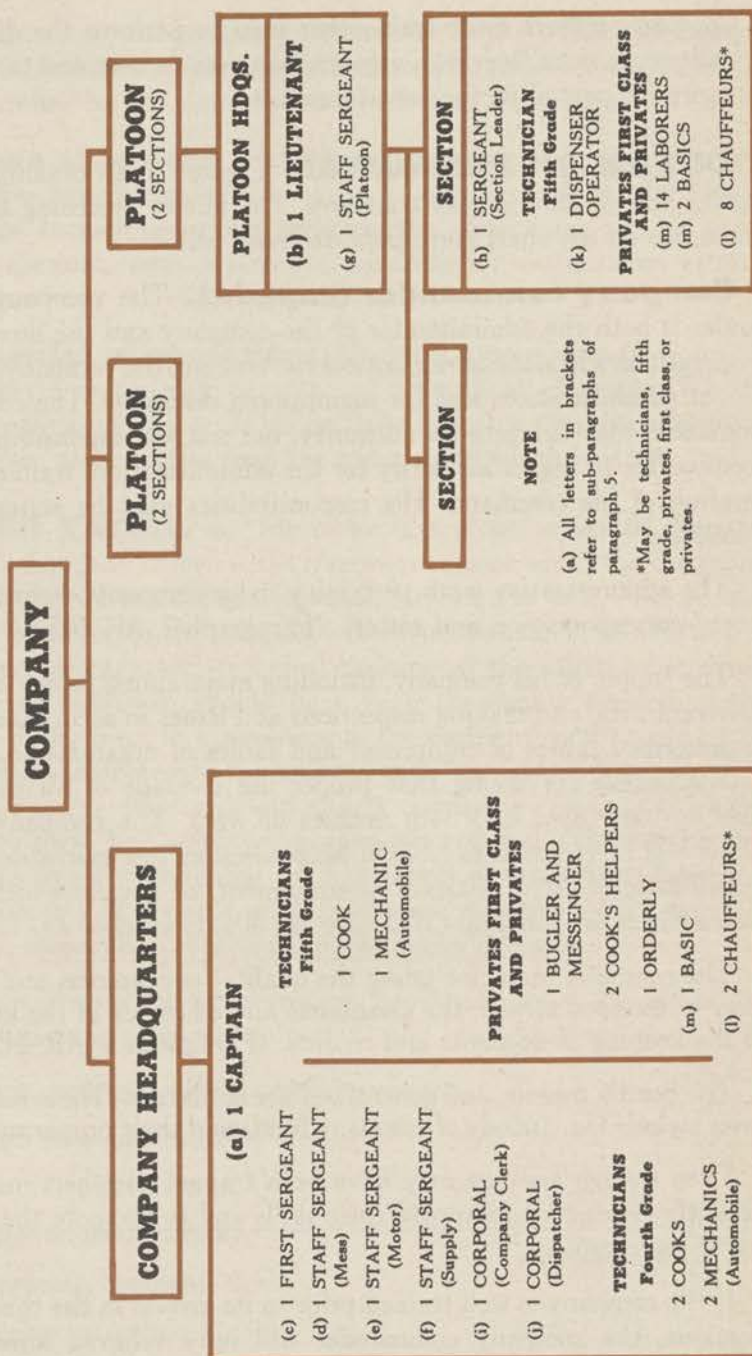


FIGURE 2

of the company's technical operation. At no time should he be so confined by detail that he is unable to function as an executive. He appoints an executive assistant, who is usually second in command. When the company operates as a unit he appoints a supply officer and a mess officer to assist him in his responsibility for these functions.

b. Platoon commander. (First or second lieutenant).

1. The platoon commander is responsible for the tactical and technical training of his platoon. Few limitations are placed on the methods the platoon commander uses in training the personnel of his platoon, provided he follows the training schedules and general instructions of the company commander. The only person in the company who may give instructions to the platoon commander is his company commander. The platoon commander has the complete authority over his unit which the responsibility for results demands. He is responsible for making certain that the instructions of the company commander are carried out by the members of his platoon. Each platoon commander should make his unit self-reliant and should train it with that purpose in mind.

2. There are two platoons in this company, each of them commanded by a lieutenant. These officers are available for special duties in addition to those normally performed by a platoon commander. The platoon commanders are responsible to the company commander for the development and training of the personnel assigned to their platoons as part of the company team. Platoon commanders should be encouraged to act on their own initiative as much as conditions permit, since they will be called upon to function as independent detachment commanders when their platoons are separated from the company.

c. First sergeant. As the senior noncommissioned officer of the company, the first sergeant is the noncommissioned administrative assistant to the company commander. His duties are primarily administrative, while those of the lieutenants are primarily confined to training the company's enlisted personnel. The first sergeant is the personal assistant to the company commander and is the intermediary between the company commander and the enlisted men. He forms the company (or separate details) for drill, fatigue, guard, or other military formations. He checks the platoon sergeants' reports of those present and absent, and reports to the company commander the number of unauthorized absentees. He accompanies the company commander on

inspection tours of the barracks, the kitchen, and other company buildings or areas. He makes notes of violations of orders and transmits the company commander's instructions to the enlisted men. He sees that all fatigue, guard, and other details are turned out properly armed and equipped, and that they report at the proper place at the proper time.

1. The first sergeant should know the qualifications and ability of each man in the company, and should be generally familiar with his background. He assists the company commander in maintaining discipline and morale, and brings before him any enlisted man who is to be admonished, reprimanded, or disciplined.

2. In the event that all company officers become combat casualties, the first sergeant assumes the responsibility of commanding the company. In combat, the first sergeant remains with the company commander, assists him in maintaining contact with the platoon commanders, transmits instructions, controls the dispatch of messengers, and performs such other duties as the company commander may assign to him. He becomes familiar with the tactical situations and the company commander's plan of action, so that if all of the officers of the company become casualties he will be prepared to take command and carry on.

3. He gives permission to enlisted men desiring to speak with the company commander. It is his responsibility to examine the merits of each case and decide whether it should be brought to the attention of the company commander. This requires the greatest impartiality if his personal prejudice is not to deprive any soldier of his chance for a hearing. The company commander usually gives the first sergeant authority to make decisions in minor matters of administration, but the men should know that if they are dissatisfied with the decisions of the first sergeant they may speak to the company commander. When a company is being organized, matters which seem of minor importance to the first sergeant may be of major importance to the new soldier. Therefore, until the company is running smoothly, the first sergeant may find it advisable to refer men to the company commander without question or objection, if they desire to speak with him personally. However, all of the enlisted personnel of the company should clearly understand that they may speak with the first sergeant before approaching the company commander.

4. In Appendix D will be found a company commander's check list, which discusses the reports and record to be kept. This check list

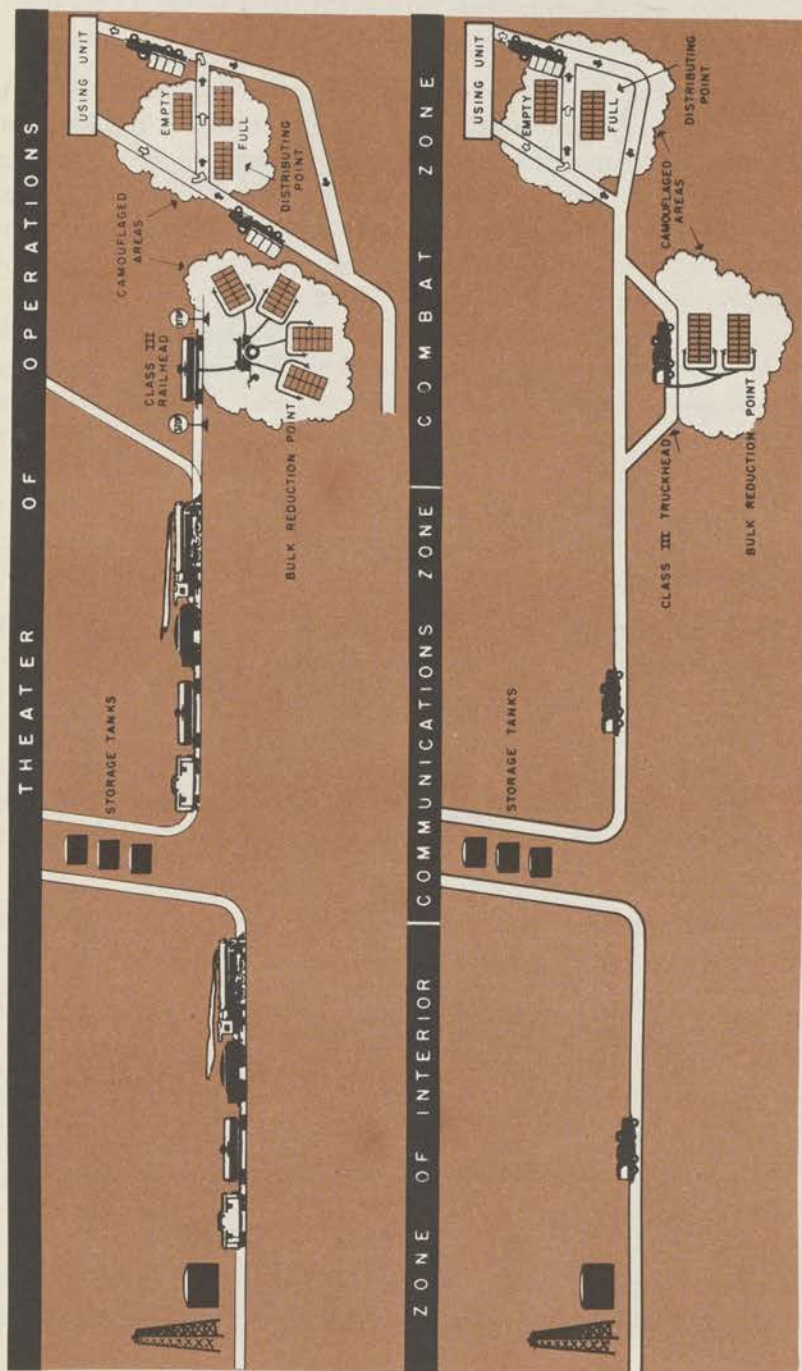


FIGURE 3 SHIPMENT FROM ZONE OF INTERIOR BY RAIL OR TRUCK (STORAGE AVAILABLE IN COMMUNICATIONS ZONE)

contains information concerning the action of the first sergeant in connection with each report or record to be prepared by the company.

5. He assists the second-in-command and other company officers in the performance of administrative duties, and furnishes the company clerk, company commander or other company officers with such personnel data as may be required to reply to inquiries from higher authority. He keeps notes, and in general supervises all clerical work, maintains schedules of rosters, assists in the issue of clothing and equipment, and performs or supervises all other detailed work of an administrative nature. The first sergeant should avoid making decisions which should be made only by the company commander. The platoon commanders make recommendations for increased ratings. The first sergeant makes recommendations for increased ratings only for those in the company headquarters. He makes sure that the other noncommissioned officers of the company understand the orders of the company commander. The first sergeant represents the men when they desire to express themselves to the company commander.

d. Mess sergeant (staff sergeant). Good food, properly prepared, and served in an appetizing manner, is the right of every soldier; the mess sergeant should thoroughly understand that he is not doing the men a favor when he serves good meals. If the food is properly prepared and served, a major step has been taken in developing an efficient organization with high morale. As the noncommissioned officer in immediate charge of the mess, the mess sergeant's duties and responsibilities include the following:

- 1** He supervises the preparation of food so that the dishes are tastily and economically prepared.
- 2** He checks the daily menu against the items and quantity of subsistence stores.
- 3** He prepares for the cooks each day the quantity breakdown of the items in the menu.
- 4** He sees that case goods are unopened until they are ready for use.
- 5** He equitably distributes tasks among mess personnel.
- 6** He is responsible for the cleanliness and sanitation of the kitchen, mess hall, and storerooms, and for the neat personal appearance of mess personnel.

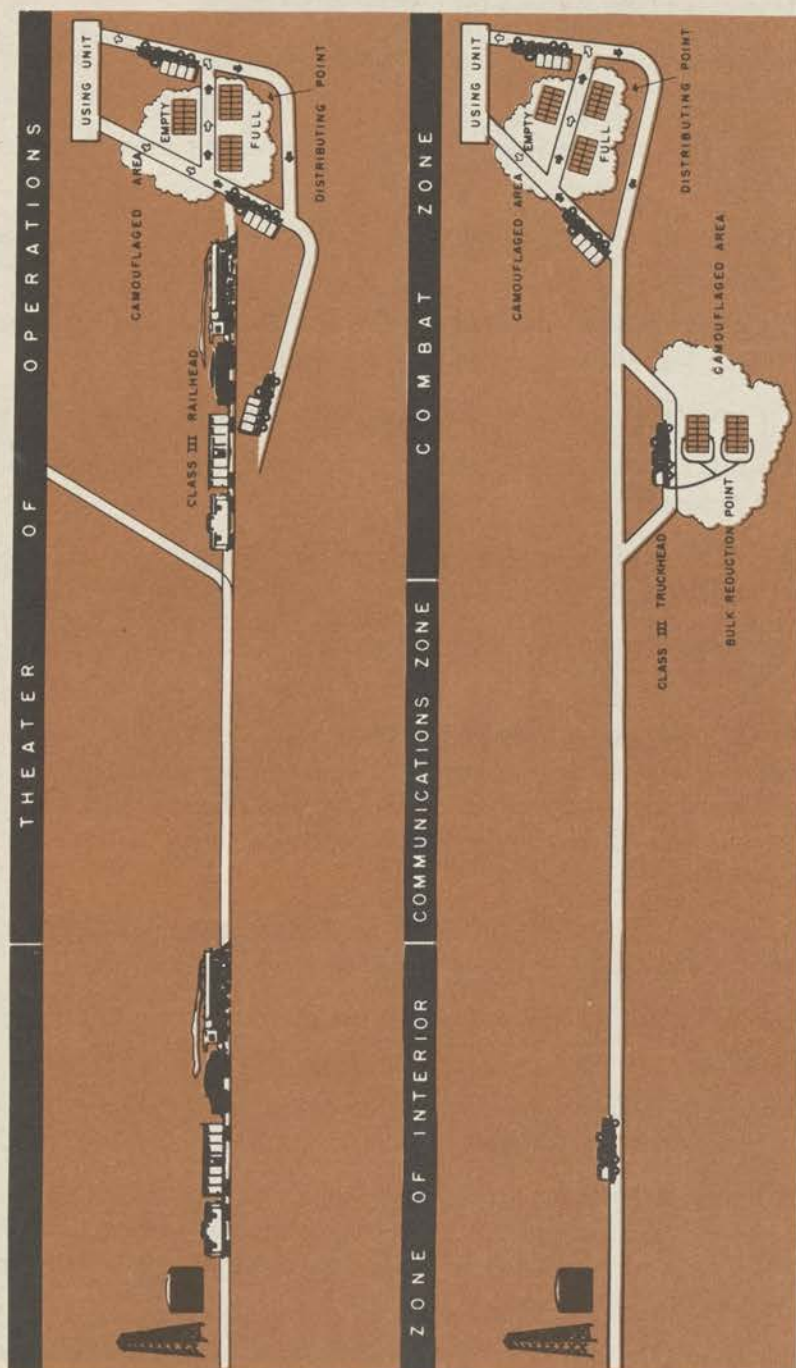


FIGURE 4 SHIPMENT FROM ZONE OF INTERIOR BY RAIL OR TRUCK (NO STORAGE AVAILABLE)

- 7 He is present throughout the serving of all meals.
- 8 He makes daily inspection of kitchen, mess hall, storerooms and the mess area.
- 9 He sees that mess personnel undergo the required periodic medical inspection.
- 10 He sees that garbage and other waste matter is properly disposed of.
- 11 He checks in those detailed for KP, sees that they are in proper uniform, and that they are released on schedule.
- 12 He maintains order and discipline in the mess hall at all times.
- 13 He sees that only those entitled to eat in the company mess are admitted to meals.
- 14 He is responsible for the care, wear, and safeguard of all subsistence supplies and mess equipment.
- 15 He makes certain that food wastage is held to an absolute minimum. (See TM 12-250.)

e. Motor sergeant (staff sergeant). The motor sergeant is the chief mechanic of this organization. He should be selected for his technical knowledge and mechanical ability. The efficient operation of the company's motorized equipment is dependent upon his care. His duties include:

- 1 Supervising the starting of vehicle engines to insure prompt starting, proper warming up, and continued operation.
- 2 Riding, usually at the tail of the column, as part of the maintenance group.
- 3 Observing vehicle operation on the march and taking prompt corrective action when necessary.
- 4 Checking, or requiring mechanics to check, all vehicles during any march halt and upon completion of the day's run. Particular attention should be paid to excessively heated parts (gears, wheel bearings, engines, brakes, and the like.)
- 5 Supervising the recovery and evacuation of stalled disabled vehicles.

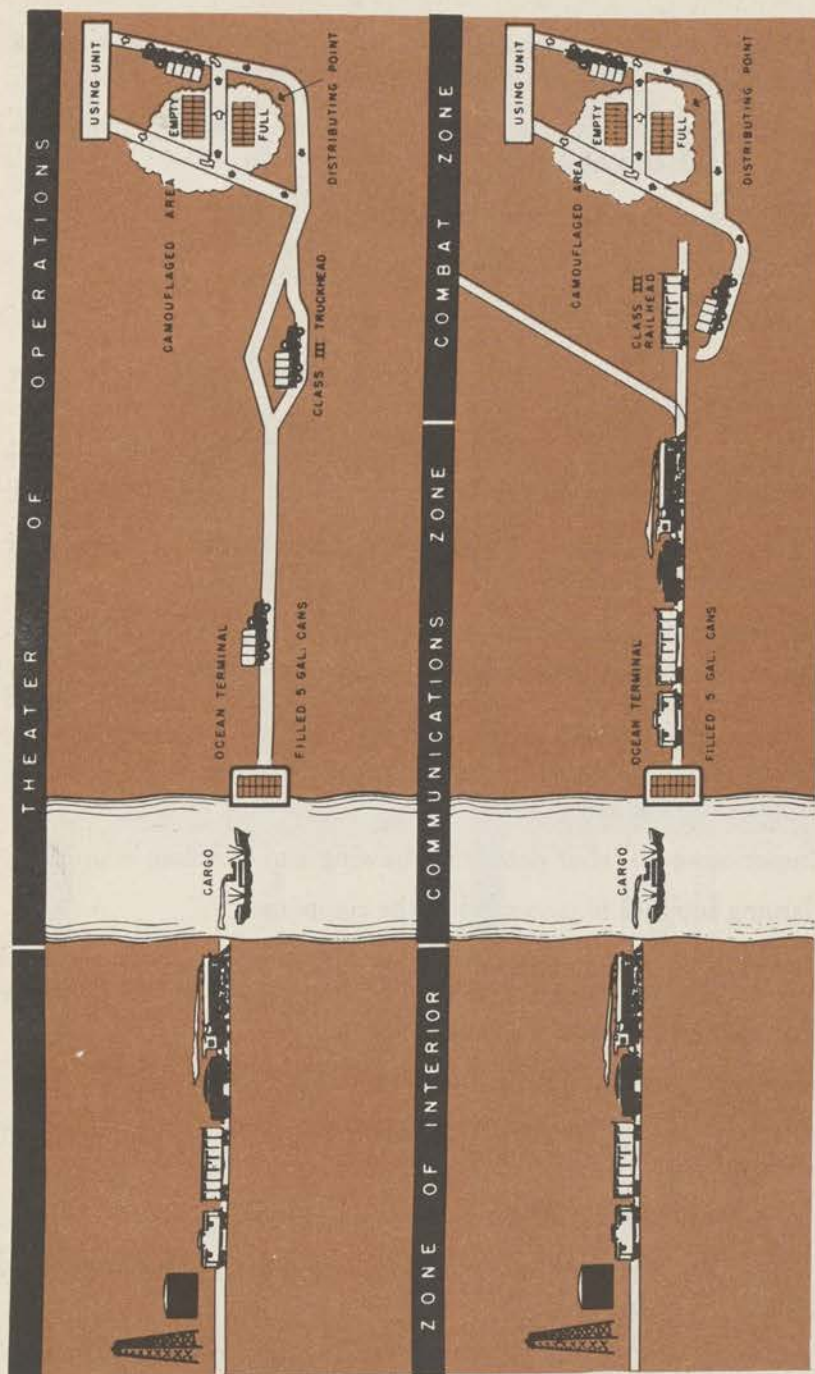


FIGURE 5 NO STORAGE FACILITIES AVAILABLE IN COMMUNICATIONS ZONE

- 6 Diagnosing mechanical failures and, when necessary, giving mechanics instruction as to proper corrective action.
- 7 Allotting work to mechanics and inspecting it during actual performance and after completion.
- 8 Supervision of mechanics and their work.
- 9 Checking mechanics' adjustments and repairs.
- 10 Enforcing scheduled maintenance work.
- 11 Coordinating the technical phases of motor supply with motor maintenance activities.
- 12 Making prescribed records and reports on scheduled preventive maintenance, and on servicing and repair work satisfactorily completed.
- 13 Maintaining proper contacts with the appropriate medium or heavy maintenance units.

f. Supply sergeant (staff sergeant). The company commander will normally designate one of the lieutenants as company supply officer. This officer will be responsible for the supervision of supply activities, but the supply sergeant will be in direct charge of the actual accomplishment of supply activities. Among the duties of the supply sergeant are:

- 1 Supervising all labor details in drawing and handling supplies.
- 2 Issuing supplies to personnel of the company.
- 3 Keeping the supply room in the condition and manner required by regulations and in accordance with the policies of the company commander and the supply officer.
- 4 Preparing requisitions for supplies and equipment.
- 5 Maintaining records of organizational and individual property issued to the men.
- 6 Preparing the required reports and statements.
- 7 Supervising the marking of individual and company clothing and equipment.
- 8 Assisting a company officer in making periodic inventories of Government property.

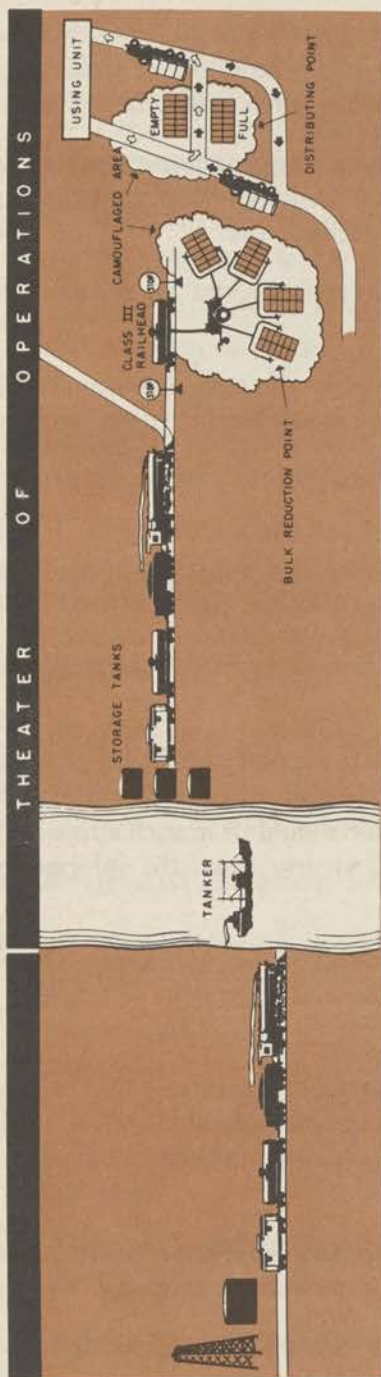


FIGURE 6 FIXED STORAGE FACILITIES AVAILABLE IN COMMUNICATIONS ZONE

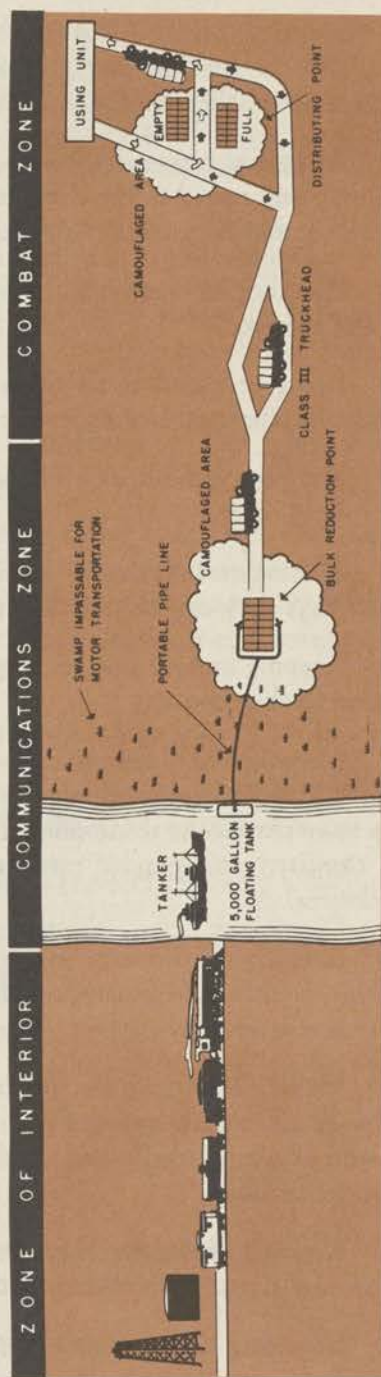


FIGURE 7 NO STORAGE OR RAIL FACILITIES IN COMMUNICATIONS ZONE TERRAIN IMPASSABLE TO SHORE-LINE

- 9 Assuming responsibility for the safeguarding of all property in his care, and for the necessary measures to prevent loss or damage by theft, fire, weather, moths, mildew, rust, vermin, and other causes.
- 10 Assuming responsibility for making frequent inspections of fire extinguishers issued to the company, and making certain that they are in good condition and available for immediate use.
- 11 Handling company laundry (in garrison) and all records pertaining thereto.
- 12 Being prepared at all times to notify the company commander or supply officer of any expendable or nonexpendable items required.
- 13 Having available at all times up-to-date lists of all property in the supply room.
- 14 Making certain that all equipment and supplies are in such condition that they can be used in the field without delay.
- 15 Keeping himself posted on any changes in basic allowances pertaining to the company.
- 16 Keeping a complete and up-to-date property book, file of requisitions, and such memorandum receipts and other documents as he may have pertaining to supplies. This file should be in such a form that the company commander can obtain, at any time, the information he desires.
- 17 Keeping all property in his care serviceable and clean. To this end he should make general overhauling and inspection of property a routine matter.
- 18 Making sure that the carbines and rifles possessed by the company are given proper care. Particular attention should be given to the salvage of empty shells and other metallic items used in connection with the carbines.
- 19 Reporting immediately to the company commander or the supply officer any shortages and damaged or unserviceable property.
- 20 Initiating action in case property is lost, damaged, or destroyed through the carelessness of any member of the organization.

21 Drawing and receiving any Government property for the use of the company. However, the company commander or his agent signs the actual receipts for any property. If property is issued for temporary use, it is the supply sergeant's responsibility to follow-up and make certain that the property is returned within reasonable time.

22 Taking custody of the maintenance supplies: parts, units, sub-assemblies, tires, and the like, required to repair the vehicles.

23 Taking custody of the property of men absent on furlough or temporary duty, in accordance with the policies of the company commander.

g. Platoon sergeant (staff sergeant). The platoon sergeant's duties are:

1 To see that all other noncommissioned officers of the platoon exact from their subordinates obedience to lawful orders, that they treat their subordinates with proper fairness and impartiality, and that they require obedience to regulations and standards of courtesy, neatness, and military bearing.

2 To take charge of the platoon in the absence of the platoon leader.

3 To supervise, in a theater of operations, the activities of his unit in all phases of its work involving the supply of gasoline and oil.

h. Sergeant (section leader). The section leader's duties are:

1 Assuming responsibility to the officer in charge for the proper conduct of the personnel in his section.

2 Supervising and assisting in performing the technical operations of the section.

3 Assuming responsibility for the proper operation of the section when it is detached from the company and is operating as an independent unit.

4 Assuming responsibility for the proper operation and care of the gasoline dispenser and other equipment in the section.

i. Company clerk (corporal). Duties of the company clerk are:

① To understudy the first sergeant in all of his duties and responsibilities, in order to prepare himself for filling this position, if necessary.

② To prepare pay rolls, rosters, and reports. (See TM 12-250.)

j. Dispatcher (corporal). The duties of the dispatcher are to keep records of the location and availability, at any time, of chauffeurs and organic transportation.

k. Operator, gasoline dispenser (Technician, grade 5). The duties of the gasoline dispenser operator are:

① To operate and maintain the gasoline dispenser.

② To perform such other duties as directed by the section leader or by higher authority.

l. Chauffeur. The chauffeurs' duties are:

① Driving company vehicles in a careful and prudent manner.

② Being responsible for first echelon maintenance of vehicles.

③ Assisting in the loading and unloading of gasoline and oil containers.

m. Laborers and basics. The duties of the laborers and basics are:

① To assemble, fill, load, and unload gasoline and oil containers.

② To perform all labor details required in the company.

③ To perform such other duties as directed by the section leader and higher authority.

CHAPTER II

TRAINING

	Paragraphs
Objective	6
Training personnel	7
Methods of teaching	8
Developing the skill of personnel	9



6. OBJECTIVE. a. The primary duty of the company is the breakdown of gasoline into containers at bulk reduction points, the transporting of this gasoline forward to distributing points, and the operation of distributing points. It is necessary that the personnel be thoroughly trained in every step of these operations.

b. The company must be competent to provide for its own security on the march and in bivouac. For this purpose it must be trained in the use of patrols, of advance, flank and rear guards, and of outposts. Every man in the company must understand the principles of active and passive defense, the use of weapons, demolition of equipment, and the application of camouflage and cover. Each individual must be able to act alone in defense against attack by aircraft, airborne and paratroop units, and mechanized ground troops.

c. In a theater of operations, both officers and men will be confronted with unexpected situations, and will have to surmount many obstacles. For this reason, training should be so conducted that self-reliance and individual initiative are developed to the highest possible degree.

7. TRAINING PERSONNEL. a. Training programs.

In figures 8 and 9 are shown training programs for the gasoline supply company. The program for the first thirteen weeks calls for training in basic military subjects and provides a general guide for the balanced training of units so that they may be prepared to take the field on short notice. The second thirteen weeks program calls for additional training in basic military subjects with particular stress on the technical operations of the gasoline supply company. The training schedule, based upon these programs, will be prepared by the company commander and carried out with the assistance of subordinate officers, the cadre, and other qualified enlisted men.

FIRST THIRTEEN WEEKS TRAINING PROGRAM

Subject	Text Reference	Total Hours	Hours Per Week												
			1	2	3	4	5	6	7	8	9	10	11	12	13
Basic military subjects (see pars. 5 and 6, MTP 10-2).		256	48	48	48	48	8	8	8	8	8	8	8	8	8
Duties of personnel—Functional organization of the unit; function of section; duties of individuals; mission of unit; sources of supply; methods of dispensing.	FM 10-5; TM 3-250; TM 10-250; T-O 10-77	40					8				8	8	8	8	8
Drivers' instruction—Each member of unit to be trained as a qualified vehicle operator; qualification tests for operator permits; road discipline and traffic control.	FM 10-5; FM 25-10; TF 11-551 to 11-559 incl.; FS 10-43; FS 10-45; FS 10-47	48					8	8	8	8	8	8			
Vehicle nomenclature—Makes and models.	TM 10-510; FS 10-43	10					4	4	2						
Basic automotive principles—Echelons of maintenance.	FM 25-10; FS 10-53 to 10-56 incl.; FS 10-34 to 10-36 incl.; FS 10-42	4					4								
Tools and equipment—Care, operation, and use of hand tools; inspection requirements.	TM 10-590; FS 10-40	4					4								
Vehicle inspection and principles of maintenance; practical demonstration.	FM 25-10; TM 9-2810; FS 10-53 to 10-56 incl.; FS 10-58	16					4	2	2	2	2	2	2	2	2
Vehicle cleaning; practical demonstration.		12					4	2	2	2	2	2			
Vehicle servicing and lubrication—Practice and procedures and their importance in relation to maintenance; approved procedures to be followed when instruction charts and manuals are not available.	FM 25-10; TM 10-540; TM 9-2810; FS 10-39; FS 10-45; FS 10-47	14					4	2	2	2	2	2	2	2	2
Engines.	TM 10-570; TF 10-166; FS 10-37; FS 10-42	8						4	4						
Chassis and units.	TM 10-560; TM 10-565; TM 10-585; FS 10-34 to 10-36 incl.	8						4	4						
Carburetion and ignition.	TM 10-550; TM 10-580; FS 10-46; FS 10-48; FS 10-53; FS 10-54; FS 10-51; FS 10-52; FS 10-57	8						4	4						

b. Specialists. The specialists called for in the Table of Organization will normally be furnished from the specialist schools of the Quartermaster Corps; but when necessary, the training of these men can be accomplished during the second 4-week period.

c. Basic military subjects. It is recommended that the following basic military subjects be given special emphasis:

- 1 Recognition of enemy aircraft and enemy armored units.
- 2 Defense against aircraft, mechanized units, and ground troops.
- 3 The completion of first and second priority firing with the weapons with which the company is armed.
- 4 Construction of fox holes, slit trenches, and other hastily-built fortifications.
- 5 Problems incident to operation under blackout and night operations.
- 6 Problems incident to operation under various climatic conditions.
- 7 Demolition of company equipment in the event of impending capture.
- 8 Map reading, including the study of foreign maps.
- 9 Methods of camouflaging equipment and personnel, with special stress on camouflage discipline.
- 10 Water discipline: requiring troops to accomplish several days' work on small quantities of water.
- 11 Defense against chemical attack, with special stress on recognition of various gases.
- 12 Detection of booby traps.

d. Commissioned officers. Officers should be trained to supervise and train enlisted personnel in working according to prescribed methods. Commissioned officers should have a thorough knowledge of the following:

- 1 Table of organization for the company (see figure 1).
- 2 The appropriate table of allowances, table of basic allowances, and table of equipment.
- 3 The various section and platoon setups in the field.
- 4 Care and operation of the gasoline dispenser.

e. Noncommissioned officers. The most important function of a noncommissioned officer is the supervision of his subordinates. In the field his work must often be done without the supervision of a commissioned officer. Therefore, he must be given every opportunity to handle groups of men. He must also be prepared to replace the officers who become casualties. Besides, he must know thoroughly his duties as a noncommissioned officer, and must master all the details of his technical specialty.

f. Enlisted personnel. Enlisted personnel should be so trained that they may in turn supervise and train others. If some of the personnel are experienced, they should be assigned as instructors. The training schedule for enlisted personnel should include instruction and drill in:

- 1 Setting up bulk reduction points.
- 2 Establishment and operation of gasoline distributing points.
- 3 The necessary security measures to be observed in protecting gasoline supply company installations.
- 4 Fire prevention and fire drill.
- 5 Care and use of instruments and tools.
- 6 Preventive maintenance of mobile equipment.

g. The unit. 1. Officers and men of each platoon and each section must be trained to work as a team.

2. Each man must understand thoroughly his own job, and at the same time should acquaint himself as thoroughly as possible with any jobs allied with his. He should understand completely the relationships between one job and another.

3. It is the duty of commissioned officers to find out how much each noncommissioned officer and man knows about his job, and how well he does it.

4. If any man has not had enough training, the commissioned officers must see that he gets more.

8. METHODS OF TEACHING. a. Whenever possible, teaching methods should incorporate visual aids and actual field demonstrations. Lectures should be used as infrequently as possible. When they are used, they should be informal and should leave time for discussion and the asking and answering of questions. In connection with the latter it is important that instructors admit inability to give

SECOND THIRTEEN WEEKS TRAINING PROGRAM

Subject	Text Reference	Total Hours	Hours Per Week												
			1	2	3	4	5	6	7	8	9	10	11	12	13
BASIC MILITARY SUBJECTS:															
Articles of war; pitching shelter, pyramidal and wall tents; physical training and mass games; field sanitation; special weapons; close order drill; extended order drill and combat principles.	FM 7-10, 7-15, 8-40, 21-5, 21-10, 21-15, 21-20, 21-100, 21-150, 22-5, 23-7, 23-10, 23-30, 23-40, FM 23-65; TM 9-294, 9-390, 9-1215, 9-1225, 9-1270, 9-1990, 9-2200, TM 9-2210; TF 7-560, 7-561, 11-184, 11-235, 17-963, 17-964, 17-965, 17-966, TF 17-967; FS 7-18, 7-19, 8-1, 8-2, 8-7, 8-9, 8-24, 8-39, FS 17-2; Manual for Courts-martial; TC's 87 and 104, WD 1942; TC's 22 and 30, WD 1943.	80	8	8	8	8	8	8	8	8	8	8	8	8	8
MAP READING:															
Use of local road maps; selection of camp and operating sites; sketching.	FM 21-26, 21-35, 21-100, 25-10, FM 30-20; TM 21-300; TF 5-12, TF 11-556; FS 5-1.	20	4	4	4	4	4	4	4	4	4	4	4	4	4
SECURITY:															
Reconnaissance; defense against mechanized, guerrilla, chemical, air and paratroop attack; concealment, dispersal, and camouflage; protective clothing; slit trenches and foxholes.	FM 5-15, 5-20, 5-21, 10-10, 21-40, 21-45, 21-100, 21-150, 23-10, FM 30-25; TM 3-205, 5-267, 5-269, TM 21-300; TF 3-650, 3-689, 5-146, 5-148, 5-149, 5-645, 5-646, 5-648, 5-649, 5-954, 5-961, 7-108, 7-234, 7-275, 7-280, 7-993, 21-1019, 21-1025, TF 25-394; FS 1-3-15, FS 5-10; TC 73, WD 1941; TC 52, WD 1942; TC 25, WD 1943.	40	4	4	4	4	4	4	4	4	4	4	4	4	4
DECONTAMINATION:															
Use of apparatus to decontaminate equipment, supplies and areas.	FM 21-40, FM 25-10; TM 3-215, 3-220, TM 8-285; TF 3-667, TF 3-687; FS 3-3, FS 3-11.	16	2	2	2	2	2	2	2	2	2	2	2	2	2
DEMOLITIONS:															
How and when to demolish equipment and supplies.	FM 5-25, FM 23-30; TM 9-2900, TM 21-300; FS 7-4; TC's 5 and 18, WD 1943.	16	4	4	4	4	4	4	4	4	4	4	4	4	4
DUTIES:															
Personnel; mission; organization; theater of operations; equipment; records.	FM 10-5, 10-10, FM 25-10	30	6	6	6	6	6	6	6	6	6	6	6	6	6

OPERATIONS:

Gasoline Dispensing Problems—Operation at Class III railroad, refilling and distribution points; unloading of gasoline tank cars; use of tanker trucks; layout of 5-gal. cans, dispensers, etc., at gasoline distribution points.

FM 10-10, FM 25-10; FS 10-124

Safety Precautions—Firedrills; static electricity; gas fumes; lead poisoning; toxic fumes; rotation of personnel.

AR 850-20

Blackout Operation—Light discipline.

FM 10-10, FM 25-10; TM 21-300

Motor Marches and Transfers of Railroad Locations.

FM 10-10, FM 25-10; TM 21-300

Evacuation of Refilling and Distribution Points.

FM 10-10, FM 25-10

Operation Under Adverse Conditions—Day and night driving; transport under adverse conditions; cold weather, desert, jungle, etc.

FM 10-10, 25-10, 31-15, 31-20, FM 31-25; TC 45, WD 1942

Disabled Vehicles—Use of winches, "A" frames, and other traction aids.

FM 10-10, FM 25-10

Trouble Shooting and 2nd Echelon Repairs.

TM 9-28 10

FIELD OPERATIONS:

Tactical and logistical functioning.

96

48 48

INSPECTIONS:

Basic and technical.

FM 21-100, 22-5, FM 25-10; TM 21-300; FS 8-13

20

2 2 2 2 2 2 2 2

Reviews, examinations, corrections in training deficiencies and preparation of unit for activation.

48

Total.

624

48 48 48 48 48 48 48 48 48 48

FIGURE 9

answers to questions they do not know, and that they obtain information necessary to answer these questions.

b. Visual aids to learning include:

- ① Training films.
- ② Film strips.
- ③ Models.
- ④ Sand Tables.

The students' interest is often stimulated by permitting them to construct models and sand tables demonstrating the principles they have learned.

c. Actual field demonstrations and tests are the most valuable methods for attaining efficiency. Only by actual use of weapons and actual practice to maintain camouflage discipline, etc., can the soldier be thoroughly trained in these basic military subjects. Field problems should be given in which the company is required to operate with reduced personnel, equipment and supplies, in order to simulate conditions which might arise in a theater of operations.

d. Commissioned and noncommissioned officers should use training exercises to demonstrate and develop their own ability as leaders.

e. Instruction is generally most efficient when conducted with small groups. It is particularly important that mechanics be instructed in small groups of four to eight men.

f. All officers and noncommissioned officers who will teach or train personnel should be thoroughly familiar with the following:

- ① FM 21-5, Military Training.
- ② FM 21-6, List of Publications for Training.
- ③ FM 21-7, List of Training Films, Film Strips, and Film Bulletins.
- ④ Quartermaster Handbook, "Methods of Teaching."

9. DEVELOPING THE SKILL OF PERSONNEL.

Every company contains men with highly varied degrees of professional and military skill. Regardless of how expert some individuals may be in performing their military and technical duties, they must undergo additional systematic training to perfect themselves in their specific tasks. The most skillful enlisted personnel should be used in training men who are less expert.

CHAPTER III

FIELD OPERATIONS

	Paragraph
Basic preparation	10
Transportation	11
Equipment	12
Unloading gasoline tank cars	13
Bulk reduction point.	14
Filling operations.	15
Transportation to the gasoline distributing point	16



10. BASIC PREPARATION. Upon receiving notification that the company will go into the field, the company commander and other responsible personnel should make immediate and thorough checks to determine what items of individual, company, and organizational equipment are lacking. They must make every effort to obtain all of these authorized items before departure.

11. TRANSPORTATION. a. The company is equipped with the following organic transportation:

- 1** 21 2½-ton cargo trucks.
- 2** 5 ¾-ton weapon-carrier trucks.
- 3** 3 ¼-ton trucks.
- 4** 21 1-ton, 2-wheel cargo trailers.

b. The motor vehicles and trailers authorized are assigned to company headquarters and to the platoons. These vehicles are used to transport the company equipment and its personnel, and will be assigned to each platoon or section as the particular mission of each makes necessary.

12. EQUIPMENT. a. In order to accomplish the reduction of bulk fuels into five-gallon cans each section of the gasoline company is equipped with one Model 11-P-480 gasoline-powered dispensing unit (see figures 10 and 11) and one Model 11-P-470 gasoline-powered dispensing unit (see figure 12). The former can be mounted on the one-ton two-wheel trailer and the latter can be carried in the weapon carrier or in any of the supply trucks. The model 11-P-480 dispensing unit has a capacity of 3600 gallons of gasoline per hour. Each section is equipped with 800 five-gallon blitz gasoline cans (see figure 13) and sufficient cargo trucks to transport this amount of filled cans from point to point as the location of railheads, truckheads and distributing points changes. This supply will provide a sufficient quantity of gasoline to meet normal needs during the time a necessary bulk reduction point or gasoline distributing point is being established.



FIGURE 10
THE MODEL 11-P-480 DISPENSER

b. The dispenser unit, which is usually mounted on the one-ton trailer, pumps fuel from the bulk supply through its hoses into the five-gallon cans. It is equipped with a centrifugal pump driven by a one-cylinder magneto-ignition type $\frac{1}{4}$ -horsepower, air-cooled, gasoline engine. If a normal pressure of 25 pounds is maintained, 3600 gallons of gasoline

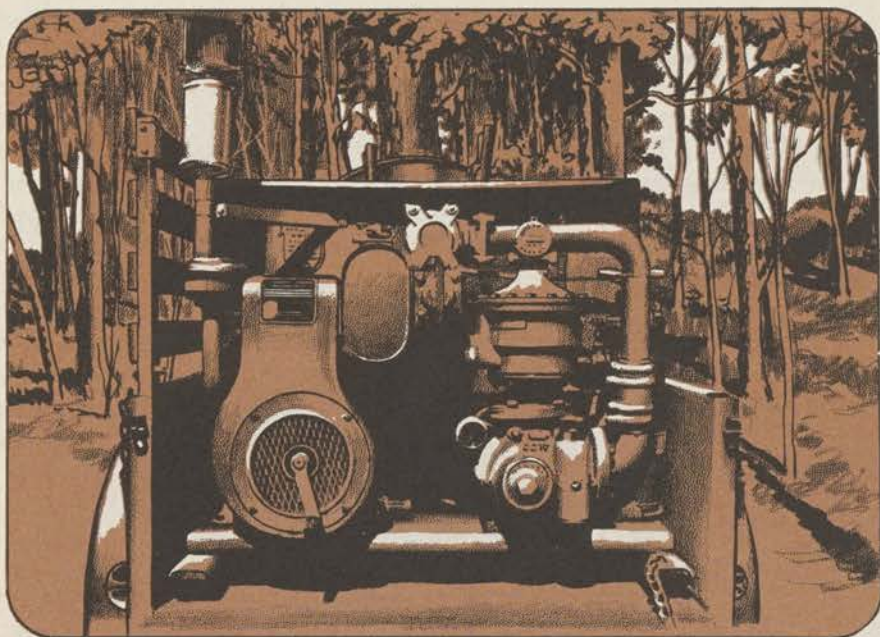


FIGURE 11

REAR VIEW OF THE MODEL 11-P-480 DISPENSER



FIGURE 12

THE MODEL 11-P-470 DISPENSER

per hour can be pumped. The unloading hose, when not in use, is coiled on a drum mounted at the rear of the dispenser. A chain is provided for locking the hose to the drum. A foot valve coupled to the end of the hose filters the fuel as it is drawn from the bulk supply into the hose. This unloading hose will reach a distance of approximately 100 feet from the dispenser. There are four smaller drums on the dispenser, each containing 110 feet of hose through which the gasoline is pumped from the dispenser to the empty cans. Each unloading hose branches into two smaller hoses ten feet from its end and each of the smaller hoses is equipped with a nozzle. It is these hoses which are used to fill the cans. The nozzle at the end of each hose is equipped with a whistle which indicates when the can is filled under conditions where visual control of the flow of gasoline is not possible or feasible. (See figure 14.) The unit is equipped with a portable fire extinguisher and a sprinkler system.



FIGURE 13
ARRANGEMENT
OF 5-GALLON
GASOLINE CANS



FIGURE 14
THE GASOLINE
NOZZLE
(Showing Whistle)

c. The Model 11-P-470 dispenser is an auxiliary portable type used to supplement the larger trailer-mounted dispenser. Its operation is similar to that of the larger model except that its suction hose will reach only about thirty feet, and it is equipped with only one dispensing hose, 40 feet long, divided into two smaller hoses 10 feet from its end. Its capacity is approximately 1600 gallons per hour.

13. UNLOADING GASOLINE TANK CARS.

a. Dome. At the railheads, sections of the quartermaster gasoline supply company unload individual tank cars as follows:

- 1** Before making the unloading connection, signs bearing the words "STOP—TANK CAR CONNECTED" will be placed at the open end or ends of the track on which the car is spotted. The signs will be placed in such a manner that they will be seen by switch crews operating on the main lines adjacent to spur tracks. These signs are at least 12" x 15" and are painted blue with white letters. The letters "STOP" are 4" high and the letters "TANK CAR CONNECTED" are 2" high. (See figure 15.)

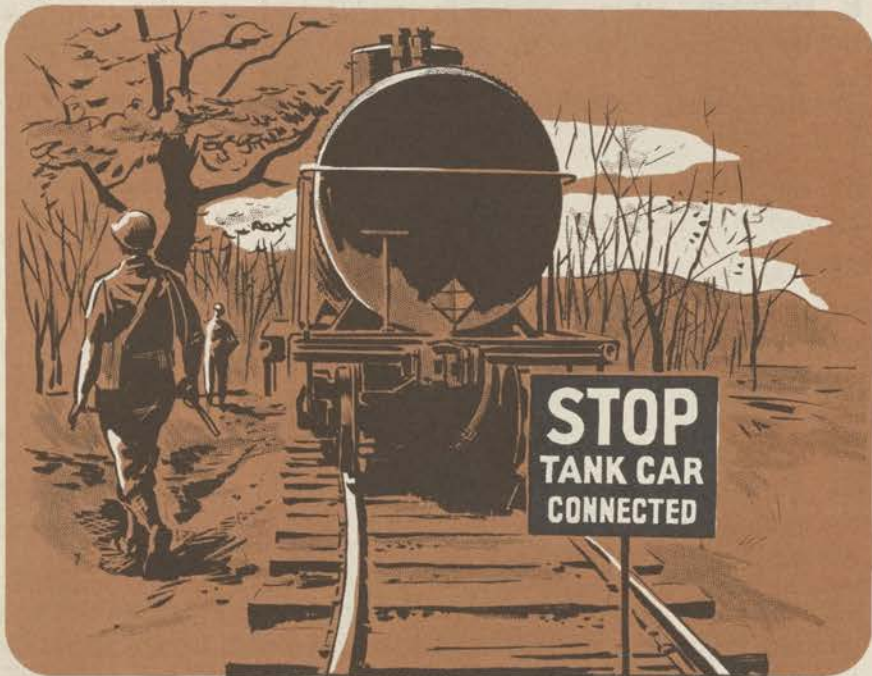


FIGURE 15
TANK CAR PRECAUTIONS

- 2** The tank car will be grounded by placing a wire or chain in contact with the car anchorage or under-frame and making contact with the clean metal. Extend the ground wire or chain from that point about four feet from the car and attach it securely to an ordinary steel bar or rod driven about two feet into ground that has been moistened. Good connection between all contacts is necessary to eliminate possible escape of static electricity discharge in areas where gasoline vapors are present, as such static electricity may cause ignition of the gasoline

vapor. It is recommended whenever possible that tank cars be unloaded through the dome. To accomplish this, first raise the safety valve located in the dome of the tank car by inserting a screwdriver through the hole in the safety vent, prying it open, then releasing it when the escaping pressure noise has ceased. This releases the pressure built up inside the car by the gasoline vapors. If the dome cover is of the screw type, it can be loosened by placing one end of a crowbar between the lugs on the dome cover and pulling the other end of the bar. The cover can then be unscrewed and slid back so that the suction hose from the dispenser can be inserted into the tank car. (See figure 16.)

b. Bottom. When it is found necessary to unload tank cars through the bottom outlet valve, the following procedure will be used:

- 1 First ground the tank car by using the chain and stake as outlined in *a* above.
- 2 The safety vent should then be opened and gasoline pressure allowed to dissipate.
- 3 The cover on the dome of the tank car should be loosened and sufficiently removed to enable one to reach the handle on the valve which controls the bottom outlet. This valve handle will be found immediately below the dome cover.
- 4 Loosen outlet cap on bottom of car and unscrew about two threads.
- 5 Permit the fluid in the outlet leg to leak out around threads until the accumulated leakage in the outlet leg has been drained. This will require from two to ten minutes.
- 6 If, at the end of this time, the leakage around the threads has not diminished, and the outlet is leaking an appreciable stream, indicating that the outlet valve in the car may be unseated, do not remove the bottom outlet cap but manipulate the valve lever located inside the dome of the tank car and try to seat the bottom valve.
- 7 Observe the bottom cap again as on the preliminary trial. If the leakage rate has diminished to a mere dripping, the cap may be entirely removed and the discharge hose connected to the threaded fittings at the bottom of the outlet leg.
- 8 If, during these operations, it is found that the bottom valve cannot be properly seated, it will then be necessary to unload the car

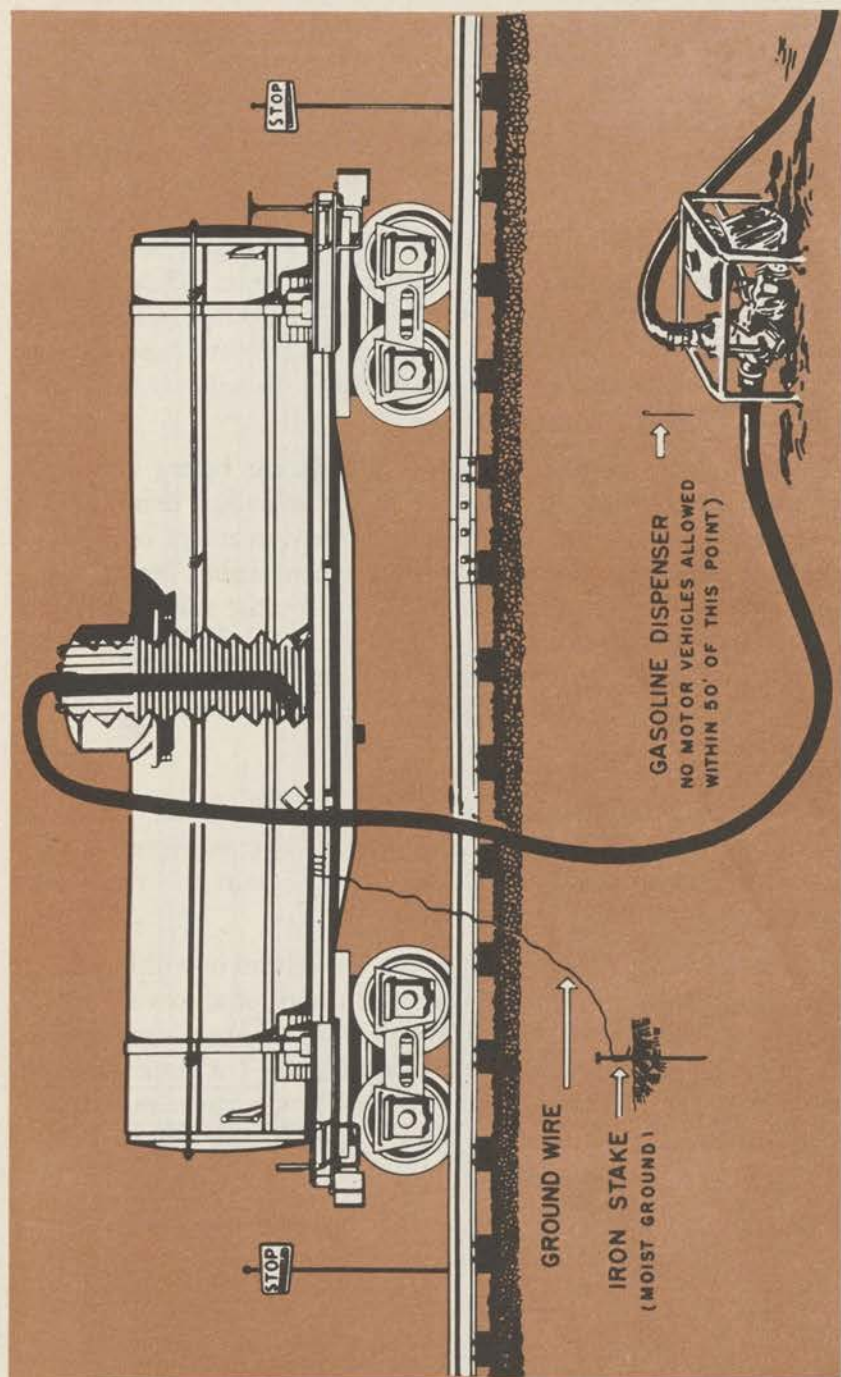


FIGURE 16
UNLOADING TANK CAR THROUGH DOME

from the top dome with the power type dispenser. To remove the bottom outlet cap under this condition will result in loss of part or all of the car contents, add fire hazards, and create serious delay or failure in delivering the necessary fuel to the using organizations.

9 A tapered wood plug with application handles should be held in readiness at the time the bottom outlet cap is being removed from the tank car; this is done in order that the wood plug may be instantly inserted if there should be a heavy stream discharge, indicating that the valve has become unseated before the hose connection can be made. This tapered plug should be about twelve inches long and tapered from six inches in diameter at one end to two inches in diameter at the other. (See figure 17.)

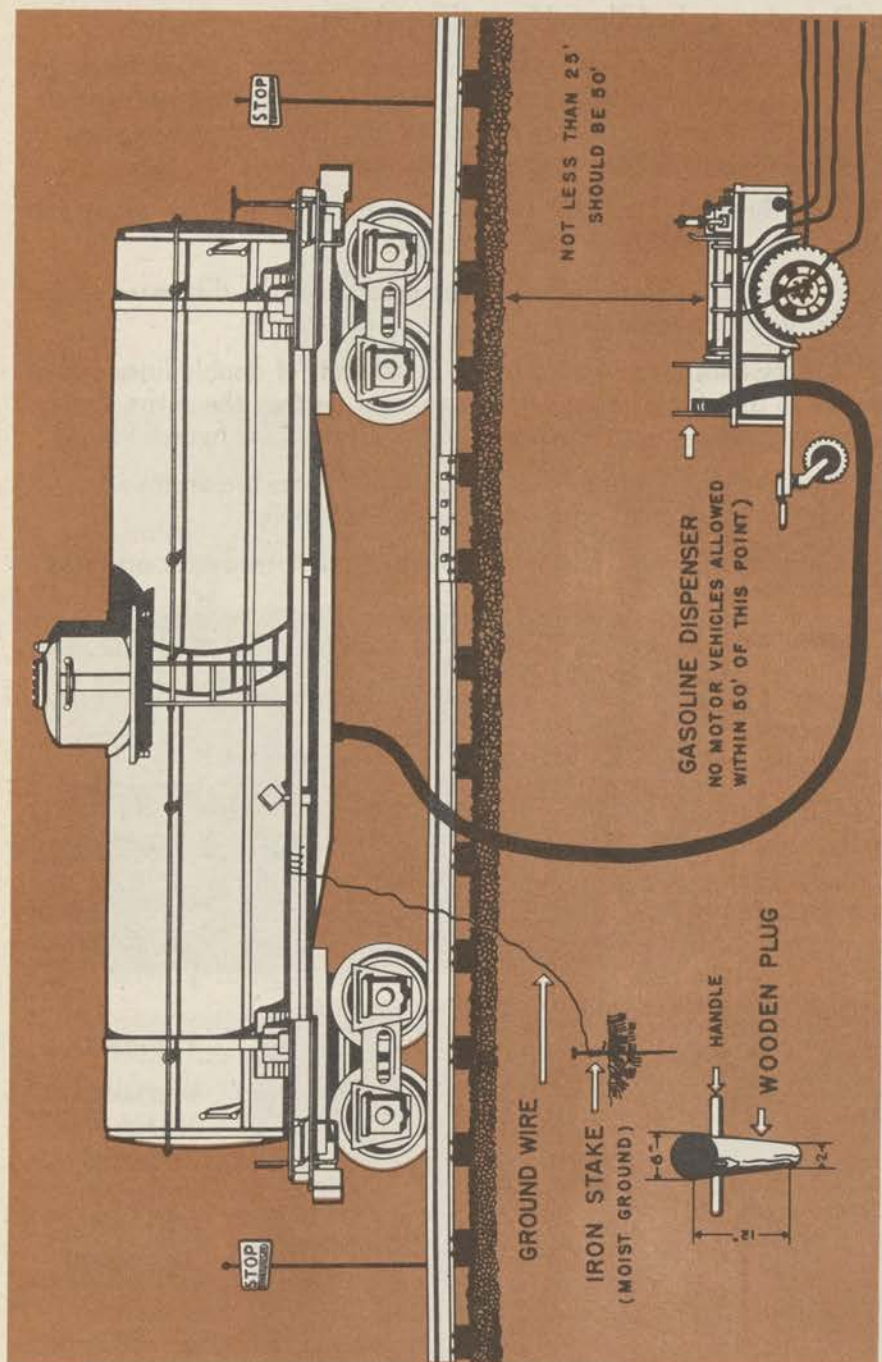
10 If it becomes necessary to move a tank car before it is fully unloaded, due to emergency operations at the unloading point, or if it is necessary to switch cars to expedite the movement of other cars, such movement of partially unloaded cars is permissible, provided the bottom outlet valve inside of the car is closed by the valve rod inside the dome, the dome cover closed and tightened, and the bottom outlet cap applied tightly after the unloading connection is removed. The ground wire connections and the "STOP" signs will be removed before the car is moved.

14. BULK REDUCTION POINT. a. When the company or any of its sections arrives at the railhead, it immediately makes preparation for the reduction of bulk supplies into the five-gallon containers.

b. The bulk reduction point is set up at the railhead or within a short distance of it. The best possible use must be made of all cover; terrain must be level, well drained, and accessible from the main supply road. The area should be as inconspicuous as possible. The importance of camouflage at the bulk reduction point cannot be overemphasized. Improper camouflage discipline will jeopardize the entire supply operation and must receive careful consideration.

c. After a suitable site has been selected, guards and gas sentries will be placed at the right, left, and rear.

d. The area where the gasoline dispenser is located should be well drained and level. A trench approximately two feet in depth should be constructed around the dispenser as a safety precaution.



e. Procedure to be followed from this point is:

- 1 The portable fire extinguisher is removed from the dispenser by the operator, and placed upon the ground or hung on a nearby tree. Pails of loose earth are distributed around the area, to be used in smothering gasoline fires as soon as they are started.
- 2 The three-inch unloading hose is uncoupled from its drum and attached to the source of the bulk supply.
- 3 A spark arrester is placed on the exhaust of the dispenser engine by the dispenser operator.
- 4 Empty containers are arranged in columns of double lines and in groups so that fire or enemy action will not destroy the entire supply. Fire trenches are dug around each group of cans. (See figures 18-21.)
- 5 The four distributing hoses are unwound from the drums and carried to the filling point where the cars are assembled.
- 6 Gasoline dispenser is started and the unit is ready for operation.

FIGURE 18
FOUR-SECTION
GASOLINE
REFILLING
POINT

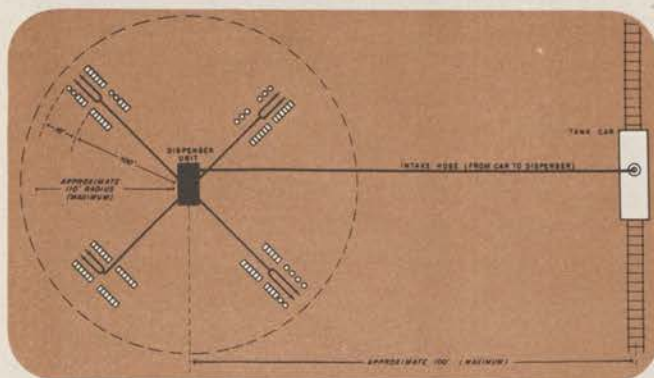
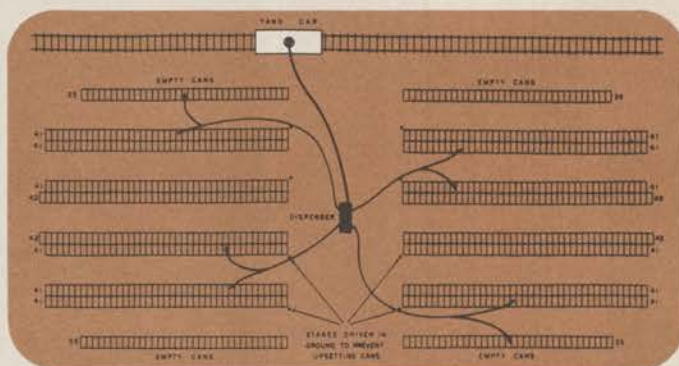


FIGURE 19
SCHEMATIC
DIAGRAM
SHOWING
THE USE
OF A FUEL
DISPENSER

FIGURE 20
IDEAL TRAFFIC
CIRCULATION
PLAN

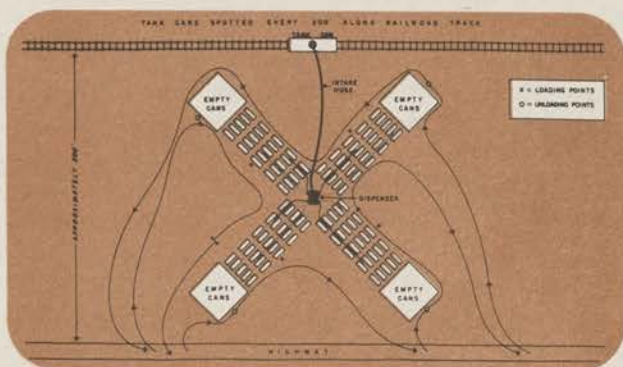
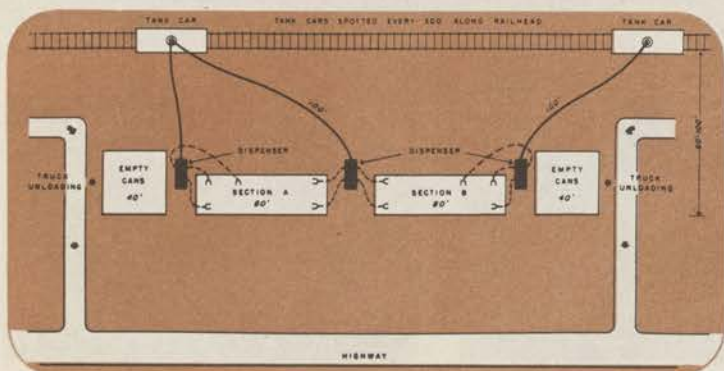


FIGURE 21
A METHOD
OF USING
THREE FUEL
DISPENSERS



15. FILLING OPERATIONS. a. In the filling operation one man is required to operate the trigger on each nozzle. He proceeds down the line of cans preceded by a helper who removes the caps from the containers and inspects the cans to insure that they are clean and ready for service. Another man follows the can filler and replaces the caps, screwing them down tightly on the cans. (See figure 22.)

b. Another method of filling cans is for one man to operate two nozzles at the same time. He starts the first can on one side and when it is half full he places the other nozzle in the can on the opposite side. The nozzles are jammed tightly into the openings of the cans so that the air pressure in the can will operate the whistle when the can is filled. As soon as the first can is filled he moves the nozzle to the next can in that line and directs his attention to the can on the opposite side which will be the next one to be filled. As soon as that one is filled he moves the nozzle forward one can and then directs his attention to the can on the opposite side. This method, while requiring greater effort on the part of the individual, can be used when there is a shortage of men. (See figure 23.)

c. The whistle in the nozzle can also be used at night when it is too dark to see the level of the liquid in the can, or during sand, rain, or dust storms when it is found desirable to plug the opening of the can completely while filling.

16. TRANSPORTATION TO THE GASOLINE DISTRIBUTING POINT.

a. Upon completion of the filling operations, the cans are loaded into 2½-ton cargo trucks and one-ton trailers and are moved forward to the advanced distributing point. The 2½-ton cargo truck will normally carry 125 filled cans and the 1-ton trailer will carry 40 filled cans. The cans are loaded crosswise to the body of the truck, 12 to a row. (See figures 24 and 25.) At the distributing point they are exchanged for empty containers which are returned to the bulk reduction point for refilling.



FIGURE 22

REFILLING OPERATION
(Three Men)



FIGURE 23

REFILLING OPERATION
(One Man)

b. The gasoline supply company remains at the Class III railhead or bulk reduction point until it is directed to take up a new position. When the time for such a move arrives, all hoses are carefully drained and rewound on the drums. During and after operations all equipment must be well cared for and kept free from dirt. The fire extinguishers are replaced and the equipment is then ready for departure.



FIGURE 24

LOADING CANS ON TRUCK



FIGURE 25

A TRUCKLOAD OF CANS

CHAPTER IV

GASOLINE DISTRIBUTING POINTS

	Paragraph
Operation of a distributing point	17
Operating supplies	18
Desert supply	19
Supply by using units	20



17. OPERATION OF A DISTRIBUTING POINT.

a. The location of gasoline distributing points is the responsibility of the gasoline supply company commander. As soon as a site for a distributing point is decided upon, the company commander must immediately make the location of the installation known to all units using the point. Signs are posted at strategic locations along the supply routes indicating the exact location of the distributing point. Division and combat forces bring empty containers to the distributing point where they are exchanged for full cans. For purposes of efficiency and fuel economy the distributing point must be located as far forward as possible. Because of the much greater possibility of being discovered and attacked by the enemy, advanced distributing points must be picked carefully and only after preliminary reconnaissance.

b. Other factors to be considered are:

- 1** The site should be adjacent to the main supply road, or connected with it by a suitable road net. There should be both incoming and outgoing roads, so that traffic movement will be expedited and concentration of vehicles avoided. A site should be selected where new roads will

not have to be created. New roads will advertise the position to the enemy. Whenever practical, the distributing point should be located at least two miles from the bivouac area of other troops, since the congestion and confusion would advertise both areas to the enemy.

2 As it is very important to conceal the location of a gasoline distributing point from aerial observation, the site chosen must afford as much natural cover as possible. (See figure 26.)

3 Traffic must be rigidly controlled to and from the distributing point if congestion is to be avoided on the main supply road and within the distributing point area. Trucks arriving from the bulk reduction point should deposit full cans and pick up their empty containers for return, without crossing the line of travel of the trucks coming from the using units with empty containers to be exchanged for full ones. Traffic guides and sentries posted at strategic intervals will assist in keeping the flow of traffic functioning smoothly.

4 Units drawing supplies will assist in the loading and unloading of their own vehicles at the distributing point.



FIGURE 26

UNLOADING GASOLINE CANS AT A DISTRIBUTING POINT

c. Safety Precautions. Many casualties and the loss of many thousands of gallons of fuel and lubricants have occurred because proper safety precautions were not taken. For the safety of both men and supplies the following safety measures must be rigidly enforced at all times and places where gasoline and oil are handled:

- ① Under no circumstances will fires be built or matches lighted anywhere in the vicinity of gasoline operations. Smoking is positively prohibited at all times.
- ② Containers, whether filled or empty, will be kept closed at all times.
- ③ A can should never be filled while it is on a truck. It should be placed on the ground so that the static electricity generated by gasoline flowing through the hose will be grounded. Otherwise, the fuel might ignite and explode.
- ④ Flashlights, other than the vaporproof type, should be kept away from cans since the sparks caused by the battery on the contact point for the bulb can easily ignite gasoline vapor.
- ⑤ Leaks must never be neglected; general inspection for oil and gasoline leaks should be made frequently. Leaking containers will never be transported forward. All gasoline leakage must be immediately covered by loose earth to retard its evaporation.
- ⑥ Striking the hose nozzle against cans or striking cans together must be avoided since sparks created in this way can cause an explosion. In unloading tank cars metal objects must never be brought into forcible contact with any part of the tank car or any equipment near the tank car or gasoline dispenser.
- ⑦ Waste and oily rags will not be allowed to collect, for this material can cause spontaneous combustion.
- ⑧ When cans are being filled, nozzles should be placed in contact with the edge of the opening. Contact should not be broken until the can is filled and the flow of gasoline has stopped. This procedure prevents the generation of sparks of static electricity; constant contact will ground static electricity.
- ⑨ All gasoline dispensing equipment and trucks used in the transportation of gasoline must be equipped with a ground chain, at least four inches of which drags on the ground, to avoid static electricity being generated by the motion of the vehicle.



FIGURE 27
UNIT REFUELING

- 10** When gasoline must be filtered, a fine gauze will be used in the filling funnel. Gasoline will not be filtered through a chamois skin unless absolutely necessary, and under no circumstances under pressure. If gasoline must be so filtered, the funnel holding the chamois will be adequately grounded to the container into which the gasoline is being poured, and will not be supported by wood or other insulating materials.
- 11** Containers used for water and gasoline must never be intermixed.
- 12** Personnel handling gasoline should never, under any circumstances, use it for cleaning purposes, since there is danger of lead poisoning when it is allowed to come into contact with the skin.

13 Since gasoline must never be allowed to come into contact with the skin, all personnel handling gasoline must wear sound shoes and leather gloves, and wherever possible these items of clothing will be treated with dubbin to make them gasoline-proof. Shoes worn by gasoline personnel should be free of metal plates and nails.

14 Personnel handling gasoline should be rotated frequently so that the exposure to gasoline vapors, which are toxic, will be reduced to a minimum.

15 Camouflage, adequate dispersion of gasoline cans and equipment, and the posting of sentries, must receive careful consideration at all times.

18. OPERATING SUPPLIES. a. Small supplies of additional five-gallon containers should be carried by the company to effect replacement of containers lost or damaged. In addition, a small supply of caps, cap chains, and component parts of containers, nozzles and hoses should be included with the normal supply of the company.

b. The gasoline supply company should also carry additional small parts for the gasoline dispenser. Items such as gaskets, spark plug wiring, and insulating materials, are exceedingly difficult to obtain in a combat zone. Replacements for them may keep dispensers operating while awaiting servicing from maintenance organizations.

19. DESERT SUPPLY. a. In desert warfare the problems of gasoline and oil supply are greater and more numerous than is usual in other types of warfare.

b. Gas and oil losses in transport must be minimized because of:

1 *Difficulty in securing the fuel.* Shortage of trucks and unfavorable climatic conditions in the desert make the transportation of gasoline and oil in quantity a difficult operation.

2 *Increased amount of fuel demanded by the tactical situation.* Fuel consumption in the desert is much greater per mile than in temperate areas. Consumption for the armored division averages 65 to 75 per cent greater than in normal temperatures and terrain.

3 *Increased possibilities of attack by the enemy.* Desert terrain provides little natural cover and allows only a minimum of opportunity for successful camouflage. For these reasons, a gasoline supply company must be constantly on the alert to resist enemy action and effect its own defense.

- 4 Sandstorms and other weather conditions peculiar to the desert, which can cause fuel to become contaminated and unusable. Particular care must be taken to avoid such contamination.

20. SUPPLY BY USING UNITS. a. Prior to combat, the gasoline tanks of the vehicles going forward are filled by unit fuel and lubricant sections of the supply battalion. After refueling has been completed the unit fuel and lubricant sections are consolidated in the unit service part. Some of the trucks will have one or more full cans left. These are unloaded (and reloaded) so that each truck will have only full or empty cans. Trucks having empty cans are sent back singly or in groups to the gasoline distributing point where an exchange of cans is made. Such an arrangement permits rapid resupply of the division.



FIGURE 28

REFUELING IN THE DESERT

b. All vehicles in the division (except motorcycles) carry in their fuel tanks enough fuel for at least 100 miles of operation. For motorcycles, the extra fuel required for one hundred miles of operation is carried in the vehicles of the unit to which the motorcycles are assigned. Experience has proven that regardless of the number of miles actually traveled by the division, it will consume daily in active operations an amount approximately equal to that which would be required for one hundred miles of travel. Fuel for another one hundred miles of travel is carried in the unit fuel and lubricant sections.

CHAPTER V

STORAGE AND HANDLING OF LUBRICANTS

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21. TYPES OF PACKAGES. Lubricating oils, greases, and gear lubricants come packed in approximately 400-pound, 200-pound and 100-pound steel containers. They are also packaged in one- and five-pound cans, boxed in fiber, cardboard, or wooden cases. They come to the Class III railhead or truckhead where they are picked up by the trucks of the gasoline supply company.

22. METHOD OF STORING. a. The 400-pound and the 200-pound drums will be stored on their sides to prevent water and dirt from collecting on the heads and contaminating the contents. Strips of lumber should be placed under the "beads" or "rings" of the drums and all stones or other objects which might puncture the drums removed. Drums will be covered with metal or canvas to protect them from the weather.

b. Lubricating oils and other lubricants which are packed in cardboard or wooden cases will be stacked on dry, level ground on dunnage and kept covered until issued.

23. ISSUE. Lubricating oils and other lubricants are usually issued by the drum, half drum, or case. Here there is no exchange of full for empty containers, although using units must be instructed to return all empty containers to the gasoline distributing point for evacuation to the railhead. Where necessary to insert faucets or pumps in drums of oil or grease for bulk issue, the area around the opening of the drum will first be wiped clean and the faucet or pump wiped clean and dry before being inserted into the drum. All funnels and other dispensing equipment will be wiped clean and dry both before and after use, to eliminate the danger of dirt or water coming into contact with the oil or grease.

24. PRECAUTIONS. a. If necessary to open a case all cans will be used before another case is opened.

b. Packages should not be dropped or roughly handled as cases are easily broken.

c. Cans of lubricant that develop leaks should be immediately used or transferred to containers which contain the same commodity.

d. When the steel drums and cans are empty they should be tightly closed and returned to the railhead for disposition. Lubricants must be kept free from dirt, water, and other foreign substances.

CHAPTER VI

SECURITY AND DEFENSE MEASURES

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25. GENERAL. a. The quartermaster gasoline supply company does not have the weapons for active defense measures except in case of emergency; it depends primarily on passive defense for protection. Therefore, the objective should always be to avoid the enemy when such avoidance will help to complete the supply mission. Such training as the company does receive under the general heading of "Security and Defense Measures" should be completed before the unit is sent to a theater of operations, for learning in the theater of operations is too frequently accompanied by failure of the mission and loss of the unit.

b. Particular attention should be given, in training, to the proper operation, care and maintenance of weapons. Weapons authorized the company include rifles (caliber .30, M1903), carbines (caliber .30), submachine guns (caliber .45), machine guns (caliber .50, HB, flexible), and rocket launchers (AT M1); "bazookas." For further information on armament, see WD AGO Memo. W700-9-43, dated 11 February 1943.

26. USE OF MAPS. a. All officers and enlisted men of the gasoline supply company should receive training in map reading, in the use of the compass and in field methods of determining direction with or without the use of instruments. In map reading training, attention should be given not only to familiar strategical, tactical, and battle maps, but also to the use of overlays, sketches, road maps, relief maps, and foreign maps of all kinds.

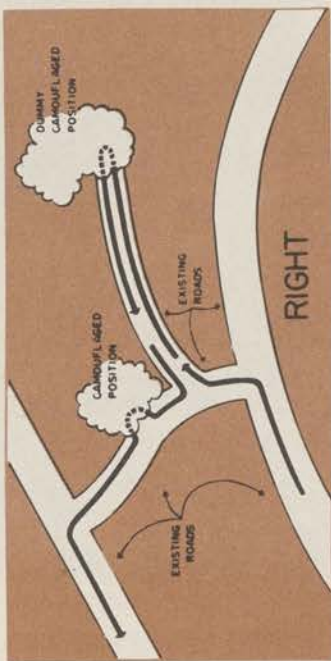
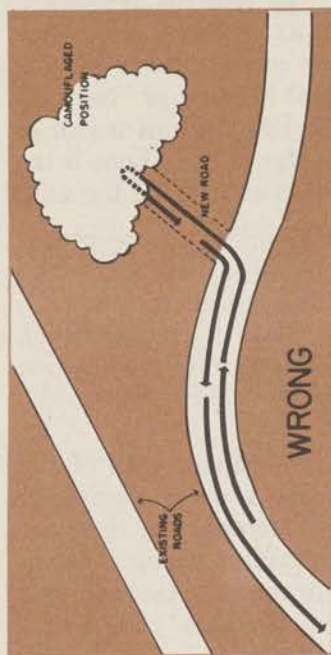


FIGURE 29
CORRECT AND INCORRECT LOCATION OF CAMOUFLAGED POSITIONS
FOR PROPER TRAFFIC CIRCULATION

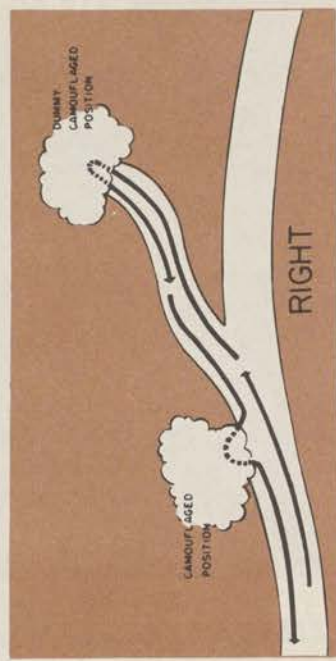
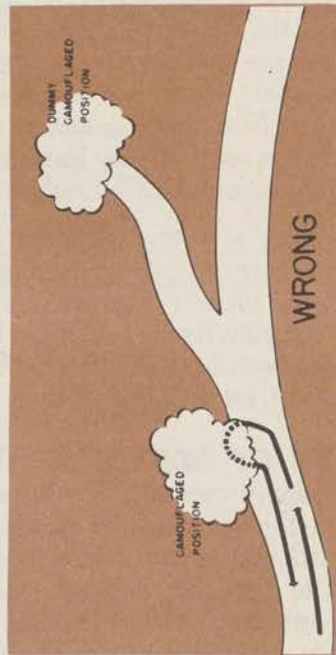


FIGURE 30
CORRECT AND INCORRECT TRAFFIC CIRCULATION PLANS

b. The principal uses of maps are in the:

- ① Selection of bivouacs.
- ② Determination of march routes.
- ③ Planning of reconnaissance.
- ④ Formulation of defense plans.

27. BIVOUAC SECURITY. a. Bivouac location of the company or its subordinate units will be determined by the administrative command to which the company is assigned. Directions regarding the location as well as information pertaining to the general scheme of operations will be found in paragraph 4 of Field Administrative Orders issued by headquarters of the tactical command.

b. The company or its subordinate units will be assigned a general area in which to set up. The location of the *specific* point will be chosen by the company commander. In this connection, the company commander should consider the following desirable features:

- ① Solid, well-drained ground of sufficient area.
- ② Overhead cover to prevent aerial observation.
- ③ Accessibility to the road net. (See figures 29 and 30.)

c. The following actions for bivouac security should always be taken:

- ① Maximum dispersion of all vehicles, personnel, and equipment without loss of effective control of the unit.
- ② Posting of adequate guards and gas sentries.
- ③ Maintenance of camouflage discipline.
- ④ Formulating and *rehearsing* a defense plan in which all of the personnel of the unit are assigned specific tasks (this should include assignment of personnel for demolition in case such action becomes necessary).
- ⑤ Construction of slit trenches, fox holes, and other hasty fortifications.
- ⑥ Placing of automatic weapons for most effective use against attack.

28. INDIVIDUAL SECURITY. a. With the ever-present danger of attack by enemy paratroops, glider troops, fast-moving columns, etc., it becomes necessary that every man in the company

be prepared to meet sudden and unexpected assaults. For this purpose, every man in the gasoline supply company is equipped with one of the carbines or rifles allotted to the company, and must become proficient in the use of the weapon.

b. Other means of individual security include:

- ① The fox hole, a pit dug by the individual soldier to protect his body, especially when firing his weapon. Fox holes should be dug with the longer side at right angles to the direction of probable attack.
- ② The slit trench, a narrow trench particularly adapted for immediate protection from strafing. Two common types are the creeping trench which is two feet wide and one and one-half to three feet deep and the standing trench which is two feet wide and three to five feet deep.

29. MARCH SECURITY. a. Vehicles traveling between the bulk reduction points and the gasoline distributing points should develop a march security defense plan, which should have been thoroughly rehearsed before actual operations. Factors to be considered in this plan include:

- ① Type of march column providing maximum security.
- ② Placement of fire power in march column for maximum protection.

b. Types of marches:

- ① *Infiltration march.* The irregular dispatch of vehicles over clearly-defined route or routes between the bulk reduction points and gasoline distributing points. (This offers the maximum protection for operations during daylight or full moon, but affords minimum control and consumes considerable time.)
- ② *Open column march.* When gasoline must be forwarded from the bulk reduction point during daylight, open column march may be used if an adequate number of vehicles with mounted machine guns is available. (This march provides some dispersion of vehicles without too much loss of control.)
- ③ *Close column march.* Vehicles present a concentrated target to the enemy. (Close column formation should be used only under blackout conditions.)

c. Halts. 1. During halts all vehicles should be driven off the road if necessary to obtain concealment under natural cover. Exposure of one vehicle endangers the entire column.

2. If a halt is to be of more than one hour's duration, individuals should dig slit trenches at least fifty yards from the vehicles.

30. RECONNAISSANCE. a. The company commander, or a responsible officer or noncommissioned officer should make a personal reconnaissance of the roads to be traveled between the bulk reduction point and the proposed gasoline distributing point before the gasoline distributing point is placed in operation.

b. If a personal reconnaissance is not possible, the officer should make a thorough study of topographic maps of the area in which the vehicles are to operate.

c. In reconnaissance, particular attention should be paid to bridges and possible alternate routes between the bulk reduction point and the gasoline distributing point. Alternate routes may then be used if bridges are destroyed or the preferred road is made impassable to vehicles by enemy action or weather conditions.

d. Routes selected should provide, if possible, a good road net and maximum cover from aerial observation.

31. CAMOUFLAGE. a. The principal defense of bulk reduction points and gasoline distributing points operated by the gasoline supply company is their concealment from enemy observation both from the air and from ground observation posts. This concealment is effected by camouflage which is accomplished by three methods:

① *Hiding.* Completely concealing personnel and the gasoline distributing point by building overhead and lateral covering.

② *Blending.* Making the personnel, equipment, and installation as indistinguishable as possible from the surrounding terrain features by breaking up shadows and forms.

③ *Deceiving.* Making the equipment and installation appear to be something else, or using dummies to mislead the enemy and draw his attention away from the actual distributing point or bulk reduction point.

b. The requirements for successful camouflage in order of importance are:

① *Proper selection of location.*

(a) To provide natural concealment, or permit easy camouflage.

(b) To permit the most effective accomplishment of the company's mission.

(c) To permit easy access to the installation without making telltale tracks.

2 *Good camouflage discipline.* It is essential that personnel cause no changes in the appearance of the observable terrain; there must be no breaking of new paths, creation of new visible automotive ways, leaving of any foreign object exposed in the vicinity of the installation, etc.

3 *Proper erection of camouflage material* (a) To avoid regular forms and well-defined shadows.

(b) To hide tracks made by personnel.

(c) To conceal the form and shadows of the containers and vehicles.

4 *Proper selection of camouflage material.* (a) It must match the surrounding terrain in color and texture.

(b) It must be easy to maintain, taking into consideration the length of time the installation is to be occupied.

c. The security provided by a camouflaged position is materially reduced by relaxation of strict traffic control between bulk reduction and gasoline distributing points. It is the responsibility of the commanding officer of the gasoline supply company that strict observance of traffic control in and around these areas be maintained.

32. BOOBY TRAPS. **a.** Modern combat has seen an increase in the use of booby traps. Areas selected for gasoline distributing points may not have been carefully cleared of them. Detection of booby traps is the responsibility of all individuals. The presence of booby traps should be suspected whenever the following are encountered:

1 Souvenirs, pictures, food and drink containers, musical instruments and other common articles.

2 In buildings and dugouts: steps, floors, doors, windows, cupboards, narrow passages, furniture, fireplaces, water traps, closets, supplies, light switches, floor coverings, documents and litter.

3 Disturbed ground, fresh earth or small depressions in the ground, especially after a rain.

4 Refuse earth, explosive wrappings, sawdust, and nose caps for shells.



FIGURE 31

A WELL-DISPERSED BULK REDUCTION POINT



FIGURE 32

A WELL-CONCEALED DISTRIBUTING POINT

- 5 Footprints leaving material alien to the nature of the surrounding earth.
- 6 Traces of camouflage or withered vegetation, indicating attempted concealment.
- 7 Breaks in the continuity of vegetation, dust, paintwork or woodwork.
- 8 Presence of pegs, nails, electric leads and random pieces of wire.
- 9 Any piece of enemy equipment which has not been demolished or partially demolished. The more expensive and technical the equipment, the more reason there is for suspicion. This is particularly true when the enemy's retreat has been slow and orderly.

b. In entering a suspected building, the following precautions should be taken:

- ① Check approaches to the building, and examine the ground around it, especially under ground floor windows, for trip wires, etc.
- ② Examine inside of doors from ground floor windows before opening.
- ③ Inspect door knobs and all other objects connected with the obvious means of access to the building.

c. When a booby trap has been detected, or when an object suspected of concealing a booby trap is found, it should be clearly marked and the information immediately given to the company commander.

33. DEMOLITION. a. As a general rule no more demolition should be accomplished than is necessary to make certain that the enemy will find it more economical to seek new equipment than to repair the demolished.

b. For greatest efficiency, demolition procedure should be:

- ① Simple.
- ② Effective.
- ③ Rapid.
- ④ Standardized.

c. Any method which meets the above requirements can be satisfactorily employed. Three factors will govern the selection of one method in preference to all others:

- ① The tactical situation.
- ② Time.
- ③ Tools.

d. Where any or all of the factors in c. above impose restrictions, alternate methods will be required. The following are suggested demolition methods:

① *Demolition of gasoline and oil in containers.* The demolition of filled containers loaded upon vehicles is the responsibility of the driver and/or assistant driver. At railheads and distributing points, demolition is the responsibility of the officer or noncommissioned officer in charge. The simplest method of destruction is to cut holes in containers with axes or other heavy cutting tools and then to ignite the fuel. Axes will be found in the pioneer sets of vehicles in the area.

② *Demolition of gasoline dispensing units.* Break the engine and pump with tools in pioneer sets; slash hoses with ax, saturate the area and dispenser with gasoline and ignite.

③ *Demolition of trailers.* Deflate all tires and break valve stems with pliers, slash tires with ax, pour gasoline on trailer and ignite.

④ *Demolition of vehicles.* Raise hood and smash radiator with ax. Use sledge hammer on carburetor, spark plugs, distributor coil, valve cover and block. Use ax on hose connections. Cut all wires, remove protective cover on battery and smash the covering. Smash transmission and transfer case with sledge hammer from underneath. Deflate all tires, break valve stem and slash tires. Smash headlights. Smash instrument panel with hammer and cut all wires. Smash all glass and slash holes in gasoline tank with ax.

⑤ The use of fire is often inadvisable since it reveals the location of the unit. In such cases, physical destruction should be as complete as available tools and time will allow.

34. DEFENSE AGAINST MECHANIZED ATTACK.

a. The weapons organic to the gasoline supply company have a very limited effect on armor. Any type tank may be disabled by rockets; but the effective range of rocket launchers is limited.

b. In the defense of a distributing point or bulk reduction point against an armored attack, weapons and individuals must not be disclosed to the enemy until they can be utilized with some possibility of success. Premature disclosure of the location of automatic weapons and rocket launchers will result in the enemy's using his superior fire power at long range to reduce defense installations.

c. When the armored elements are first sighted, rifle fire should be opened at maximum range to force tank personnel into the tanks where the vision is limited to the vision slots and periscopes. Every attempt should be made to destroy the vision slots and periscopes by rifle fire, thereby making the tanks "blind."

d. At close range sticky grenades and Molotov cocktails should be employed against any part of the tank.

e. If the attack is made by armored personnel carriers such as scout and reconnaissance cars, rifle fire and machine gun fire may be maintained at any time when the personnel is exposed within range of the weapons.

35. DEFENSE AGAINST AERIAL ATTACK. a.

Concentrated fire from small arms weapons and machine guns is successful in reducing the effectiveness of strafing and dive bombing.

b. Factors to consider when directing fire against aircraft:

① Rifle and machine gun fire is effective up to 600 yards against aircraft.

② The length of time in which an attacking aircraft will present a possible target probably will not exceed five or six seconds. It is necessary, therefore, that all weapons which can be used be brought into play promptly.

③ For planes diving directly at your position or climbing directly away, or a target no more than one hundred feet away, use no lead, but aim directly at the target.

④ For all other targets, machine guns and rifles should take a lead of six target lengths.

36. DEFENSE AGAINST CHEMICAL ATTACK.

a. Bulk reduction points and gasoline distributing points are vulnerable to contamination by toxic chemical agents. Low-flying enemy aircraft, their approach concealed by their low altitude, can descend upon these installations with very little warning and release the chemical agents either as a spray or as chemical agent bombs.

b. Protection against chemical warfare is the responsibility of the company commander. Each member of the company must be thoroughly trained in the use of his gas mask, the identification of toxic gases, and the use of protective equipment issued to him. A trained, thoroughly equipped decontamination squad should be organized in every gasoline supply company.

c. Gas sentries should be posted and equipped with the latest equipment for detecting new war gases.

d. A contaminating agent which falls upon a vehicle may accumulate or run into crevices from which it can be removed only with great difficulty. Every vehicle should carry one 1½-quart hand-operated spray apparatus containing noncorrosive decontaminating agent. But since this agent is subject to deterioration, it should be replaced every three months. Practically all surfaces except glass and unpainted metal absorb persistent agents quite rapidly. Therefore, decontamination should be started as soon as practicable after contamination.

37. REFERENCES. For detailed information on security and defense measures, see text references listed for basic military, map reading, security, decontamination, and demolitions, in the training program for second thirteen weeks (figure 9). Further references may be found in FM 21-6, List of Publications for Training, FM 21-7, List of Training Films, Film Strips, and Film Bulletins, and recent War Department Training Circulars.

CHAPTER VII

SUPPLY AND REPLACEMENT OF EQUIPMENT

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38. INITIAL ISSUE. a. Clothing and equipage.

As soon as the newly activated company has received its full complement of enlisted men, a check should be made to determine the items of clothing and equipment each man has in his possession. Cadremen will ordinarily report with a complete issue. Men from replacement training centers will have in their possession clothing as authorized for issue in the continental United States by column 2, T/BA No. 21 (except helmet, steel, M-1917 or M-1), the equipment listed in paragraph 3a (2), AR 615-40, and gas masks. Personnel received direct from reception centers will be equipped with the items listed in paragraph 3a AR 615-40. Any shortages disclosed by the check which have occurred because of carelessness on the part of the man to whom the property was issued must be covered by statements of charges or reports of survey. If other shortages exist, sufficient quantities of clothing and equipage will be requested to equip each individual enlisted man with the property prescribed by paragraph 3a, AR 615-40. If certain articles have become excess to authorized allowances due to a change in status (as from mounted to dismounted or assignment of occupational specialist designation), these articles will be turned in immediately to the post quartermaster supply officer.

b. Company property. Company property, as distinguished from individual clothing and equipment, will be issued automatically upon activation of the unit. (See Circular Letter No. 13, OQMG, Jan. 22, 1943, Subject: Equipment for newly activated units and newly activated stations, *Army Ground Forces*.) This automatic initial issue will include all items of individual and organizational equipment other than that issued to the soldier at the reception center. However, delivery on controlled items, such as vehicles, may be delayed since such property is shipped in accordance with priority schedules set up by higher authority. As soon as the initial issue is received, the company commander should thoroughly check the items received against the applicable table of basic allowances or tables of equipment, and the table of organization to determine whether all the items authorized have been received. Any shortages in property billed to the company should immediately be called to the attention of the post property officer concerned.

39. REPLACEMENT OR REPLENISHMENT. After the company has been activated, the company commander will obtain replenishment or replacement of supplies and equipment used, lost, destroyed, or damaged in the following manner according to the class of property.

a. Expendable items (Paragraphs 3b (1), 3f, and 3g, AR 35-6540). Depending upon the items, expendable supplies may be replenished by the applicable method following:

- ① By direct exchange on presentation of the unserviceable article to the proper post supply officer.
- ② By requisition for expendable parts, tools, and any other items of a similar nature. The requisition will be accompanied by a certificate stating that the articles are required to complete an authorized set, or to replace those which cannot be presented for exchange for the reason stated. Tools and parts not included in repair sets will be exchanged or requisitioned in the same manner.
- ③ By requisition for supplies issued on an allowance basis.
- ④ By requisition for repair materials. A certificate to the effect that the material requested will replace supplies that have been used in the repair of government property is placed on the requisition.

b. Nonexpendable T/BA or T/E items (Paragraph 3b (2), AR 35-6540). Replacement of nonexpendable T/BA or T/E items is secured by one of the following methods:

- ① On presentation to the station property officer, through the unit supply officer, of a complete voucher covering the article or articles, such as a statement of charges, an approved report of survey, or a quarterly dropping allowance certificate.
- ② By direct exchange of unserviceable articles or component parts, accompanied by a certificate that the unserviceable condition is a result of fair wear and tear.
- ③ The transactions contemplated in (1) and (2) above will not ordinarily require an entry in the property records of the organization.

c. Nonexpendable T/A items. In general, replacement of table of allowance items will be obtained as in *b* above. However, requisitions for breakable tableware (aside from listing the articles required) must certify that the amount asked for, in addition to the amount on hand, does not exceed the authorized allowance and that the monetary value of the article requested is within the 5 per cent quarterly breakage allowance. (See paragraph 3, AR 35-6620.)

d. Clothing and equipage. Clothing and equipage worn out through fair wear and tear is replaced by the use of Exchange Orders (form ExO-1) as prescribed by paragraph 15, AR 615-40. Exchange orders are used only when items worn out through fair wear and tear are physically exchanged for usable items. Articles not worn out through fair wear and tear are replaced upon the submission of a statement of charges or an approved report of survey.

40. REQUISITIONS. a. Submission. Requisitions for all items, except individual clothing and equipage, will be submitted in accordance with WD Circular No. 405, Dec. 15, 1942. By this procedure commanders of units organically provided with a supply officer will notify the supply officer of all items of T/BA or T/E equipment required by them. Notification may be made on the prescribed forms, improvised forms, or orally, depending upon the local situation. In the case of oral requisitions the organization supply officer will be required to acknowledge receipt of the oral request in writing. This receipt is accepted in lieu of a validated requisition. However, it is expected that in "normal" situations, requisitions will be made in writing. Requests for T/A property will be submitted (by company commander of tactical units) through the custodial officer. In nontactical units, T/A property is requisitioned directly from the post property officers unless a custodial officer has been designated for the units. Individual clothing and equip-

ment (when requisitioned) will be drawn directly from the post property officers in accordance with paragraph 15, AR 35-6560.

b. Forms. Written requisitions may be prepared on any piece of paper and will be valid if the essential information is given. Where specific blank forms are prescribed and available, they should be used. Requisitions for supplies and equipment may be made on W. D., Q. M. C. Form No. 400 (Requisition) irrespective of the source or character of the property. Separate requisitions will be prepared for supplies to be drawn from more than one source, i.e., the post quartermaster, the post signal supply officer, and other station property agencies. Specific blank forms prescribed for requisitioning particular classes of property are as follows:

① W. D., A. G. O. Form No. 35 (Individual Clothing Slip). To be used when clothing is required for a small number of men, usually five or less.

② W. D., Q. M. C. Form No. 409 (Requisition and Receipt for Clothing in Bulk). To be used to request clothing for more than five men.

③ ExO-1 (Exchange Order for Clothing and Equipage Items). To be used instead of W. D., Q. M. C. Forms No. 400 and 409 when articles worn out through fair wear and tear are replaced by actual exchange of items as prescribed by paragraph 15, AR 615-40. ExO-1 will not be used in connection with losses supported by vouchers such as statements of charges and reports of survey. (See paragraph 15, AR 615-40.)

④ W. D., Q. M. C. Forms No. 411, 412, 413 and 414. These specialized forms are used to requisition and receipt for brooms, matches, stationery and office supplies, cleaning and preserving materials, china and glassware, etc.

41. PROPERTY RECORDS. Under the simplified accounting procedures set up by the War Department, the following property records must be kept by each company or similar organization:

a. Company property book. ① *Form.* The company property book is maintained in accordance with WD Circular No. 405, Dec. 15, 1942, W. D., Q. M. C. Form No. 424 (Stock Record Card), altered as necessary and provided with a suitable binder, may be used as pages for the company property book.

② *Contents.* The book will show the quantity prescribed, on hand, in excess (with authority for the excess) and short (with validated requisitions to end such shortages) of each article prescribed by the appropriate T/BA or T/E for the organization except individual clothing and equipment issued under paragraph 15, AR 35-6560. A section of the property book will be allotted to each class of T/BA or T/E property (QM, Ord, etc.) The same nomenclature will be used, and the sheets will be arranged in the same order as in the appropriate T/BA or T/E. A separate page is used for each item. Items of organizational clothing authorized by Section IV, T/BA No. 21 are also recorded. Serial numbers of all items having numbers are usually listed on the reverse side of the sheet. Component parts of sets (radio sets, tool sets, etc.) should not be listed as separate items, but should be recorded on the reverse side of the sheet on which the set is listed. All changes in component parts should be recorded.

③ *Supporting papers.* Reports of survey, statements of charges, validated requisitions, shipping tickets, tallies, and inventories relating directly to the property are usually arranged in chronological order, numbered serially, fastened in a manila folder, and filed with the company property book.

b. W. D., A. G. O. Form No. 32 (Individual Clothing and Equipment Record). This form is maintained for each enlisted man. In general, this form is used to record that property issued to the men for their individual use which is *not recorded in the company property book*. In detail, the following property is listed:

① All items of individual clothing and equipment prescribed by T/BA No. 21, January 7, 1943, except bag, canvas, field, od, M-1936 and blankets, wool, od (which are recorded on W. D., A. G. O. Form No. 33).

② Gas masks.

③ All additional items of individual clothing and equipment as are expressly authorized in writing by competent authority in excess of T/BA No. 21.

c. W. D., A. G. O. Form No. 33 (Individual Equipment Record). This form is maintained in the company for each enlisted man. In general, this form is used to record property which is issued to the men for their individual use in the operation of the company. Property listed on W. D., A. G. O. Form No. 33 may or may not be recorded in the company property book depending upon the type of property. In detail, the following property is listed:

① Such items of equipment as prescribed by the applicable arm or service table of equipment or table of basic allowances (example, T/BA No. 10, Quartermaster Corps) issued to enlisted men for specific purposes such as small arms, intrenching tools, compasses, binoculars, mosquito bars, etc. (Recorded in the company property book.)

② Bags, canvas, field, od, M-1936 and blankets, wool, od. (Not recorded in the company property book.)

③ Post, camp and station property. (Not recorded in the company property book.)

④ Organizational clothing (Section IV, T/BA No. 21). (Recorded in the company property book.)

d. W. D., A. G. O. Form No. 34 (Individual Equipment Record), Quartermaster Property Account (Alaskan Clothing and Equipment). Where arctic clothing is issued, the use of this form is required by AR 615-45.

e. W. D., A. G. O. Form No. 35 (Individual Clothing Slip). In addition to its use as a requisition on the post quartermaster for clothing, this form is also used to record all articles other than clothing and equipment authorized by AR 35-6560 transferred with an individual enlisted man upon change of station. This would include items of organizational and/or post property which might be authorized by competent authority. (See paragraph 15, AR 35-6560; paragraph 5, AR 35-6680; and TM 12-250 for details concerning the preparation and distribution of copies.)

f. W. D., Q. M. C. Form No. 487 (Memorandum Receipts). Company commanders of tactical units provided with a custodial officer will keep no record of post property used by the unit other than that required by that officer (Section V, WD Cir. No. 405, Dec. 15, 1942). However, if no custodial officer is provided, records of post property used by the company will consist mainly of a file of debit and credit memorandum receipts (W. D., Q. M. C. Form 487) as prescribed by paragraph 6, AR 35-6520. Although the company commander may not be required to give memorandum receipts for property issued to him, he should require such receipts for property lent by him to other officers or organizations. This does not apply to articles issued by him to the individual enlisted man within his own company which are recorded on W. D., A. G. O. Form No. 33.

42. LOSS SUPPORTING VOUCHERS. Property which has been lost, worn, damaged, or destroyed may be replaced as dis-

cussed above. For the purpose of supplying vouchers to record property losses for any of the foregoing causes, a statement of charges or report of survey must be prepared and approved. When replacement articles may not be required or are not available, such vouchers must be filed with the company property book as an explanation for property shortage. While WD Circular No. 75, March 16, 1943, prescribes procedure for the disposition of unserviceable property, the references indicated below should be consulted for the preparation and disposition of these forms.

a. Report of Survey (W. D., A. G. O. Form No. 15).

This form will be used as a voucher to cover the loss of all items of property *worn out through fair wear and tear* or rendered unserviceable as a result of means other than fair wear and tear. (WD Circular No. 75, March 16, 1943, provides for the use of this form in both cases and rescinds the use of the inventory and inspection report). For details see paragraphs 8 to 12, AR 35-6640; section II, WD Circular No. 75, March 16, 1943; Section IV, WD Circular No. 405, Dec. 15, 1942 and TM 12-250.

b. Statement of Charges (W. D., A. G. O. Form No. 36).

This form will be used when property issued to an enlisted man is lost, damaged, or destroyed through his fault or neglect. If the enlisted man accepts the charge, W. D., A. G. O. Form No. 36 becomes a replacement voucher. If the enlisted man desires, he may request a survey to place responsibility for the loss. If the survey results in a charge against the enlisted man, a statement of charges will be prepared and the survey will be a supporting paper to such statement of charges. For details see AR 345-300; paragraph 3, AR 35-7220, and TM 12-250.

43. WD CIRCULAR NO. 405, DEC. 15, 1942, "SIMPLIFIED ACCOUNTING PROCEDURE FOR ORGANIZATION PROPERTY."

Company officers who are charged with company supply and property records should familiarize themselves with WD Circular No. 405, Dec. 15, 1942. The procedure established by that circular deals with the accounting for all T/BA (or T/E) equipment used by a company or similar unit with general outline for accounting for T/A equipment. The procedure is designed primarily to relieve tactical units of the burden of formal property accounting but is prescribed for nontactical units provided with T/BA or T/E as far as is applicable. An understanding of the procedure is invaluable in company supply.

APPENDIX A **BED LOADS AND CAPACITIES OF VARIOUS TYPES OF CARGO VEHICLES** **AND METHODS OF LOADING**

Nomenclature	Type of Package	Container Capacity	Dimensions	Weight	Number to be carried by, and method of loading 2 1/2-Ton 6 x 6	Trailer
Grease General Purpose	Lt. Steel	55 Gals.	36" x 24"	457 #	11 to bed load 3 rows of 3 each 1 row of 2 Total Wt. 5027 #	4 to bed load Center of trailer Total Wt. 1828 #
Oil engine	Lt. Steel	55 Gals.	36" x 23"	443 #	11 to bed load 3 rows of 3 each 1 row of 2 Total Wt. 4873 #	4 to bed load Center of trailer Total Wt. 1772 #
Oil Engine	Hvy. Steel	55 Gals.	33" x 24"	505 #	10 to bed load 3 rows of 3 each 1 row of 1 Total Wt. 5050 #	4 to bed load Center of trailer Total Wt. 2020 #
Gasoline	Hvy. Steel	55 Gals.	33 1/2" x 24"	484 #	10 to bed load 3 rows of 3 each 1 row of 1 Total Wt. 4840 #	4 to bed load Center of trailer Total Wt. 1936 #
Oil	Lt. Steel	30 Gals.	26" x 18 1/2"	229 #	22 to bed load 5 rows of 4 each 1 row of 2 Total Wt. 5038 #	9 to bed load 4 rows of 2 each 1 row of 1 Total Wt. 2061 #
Grease General Purpose	Fibre	15 Gals.	24" x 15"	109 #	40 to bed load 8 rows of 5 each Total Wt. 4360 #	18 to bed load 6 rows of 3 Wt. 1962 #
Oil Engine	Lt. Steel	15 Gals.	23" x 14 1/2"	116 #	40 to bed load 8 rows of 5 each Total Wt. 4640 #	18 to bed load 6 rows of 3 each 1 row of 2 Total Wt. 2088 #

APPENDIX B

MISCELLANEOUS PLANNING DATA

WEIGHTS OF GASOLINE AND OIL (APPROXIMATE)

Type	Pounds per gallon	Pounds per cubic foot	Pounds per barrel (42 gallons)
Gasoline	6.1	45.6	256.2
Oil, lubricating	7.0	52.4	294.0

1. Weight of 5-gallon can filled with *water*—50 lbs.
2. Weight of 5-gallon can filled with *fuel*—40 lbs.
3. One 2½-ton truck normally carries 125 five-gallon cans.
4. A 1-ton trailer carries 40 five-gallon cans.
5. One four-hose, eight-nozzle dispenser unit can fill 800 five-gallon cans an hour.
6. Six men can unload one 2½-ton truck, containing 125 empty five-gallon cans, in ten minutes.
7. Six men can load or unload one 2½-ton truck, with 125 full five-gallon cans, in twenty minutes.

APPENDIX C

REFERENCES

This appendix contains a list of Army publications which should be readily available for the key personnel of the company. Publications are listed under the title of the officer or noncommissioned officer to whom they most closely pertain.

1. COMMISSIONED OFFICERS. TM 12-250, Administration, should be studied by each officer. Other publications dealing with the general administration of the company should also be known to him. The field manuals listed below will enable the commissioned officer and his key noncommissioned personnel to be better prepared for dealing with conditions in various theaters of operations.

- a. FM 31-15, Operations in Snow and Extreme Cold.
- b. FM 31-20, Jungle Warfare.
- c. FM 31-25, Desert Operations.
- d. FM 100-5, Field Service Regulations—Operations.
- e. FM 10-5, Quartermaster Field Manual—Quartermaster Operations.
- f. FM 10-10, Quartermaster Field Manual—Quartermaster Service in Theater of Operations.
- g. FM 17-10 Armored Force Field Manual—Tactics and Technique.

2. NONCOMMISSIONED OFFICERS. (See paragraph 5, and figure 2.)

a. First sergeant. In general, the first sergeant should become familiar with the contents of AR 1-6, AR 1-10, FM 21-6, and TM 12-250. With these aids, he will have very little difficulty in determining the publications required for general use in the orderly room. By referring to AR 310-100, AR 310-105 and AR 310-200, he can readily learn which AGO forms are required in company administration. He will find the Quartermaster Corps forms he needs in Cir. No. 1-17, OQMG. Among the first Army Regulations with which he should become thoroughly familiar are the AR 35 series. The first sergeant's office is the place of safekeeping for all publications, correspondence and records. They should be made accessible to all members of the company who need them.

b. Staff sergeant, mess. Pertinent publications for this non-commissioned officer are:

- ① WD Cir. 16, 1943.
- ② TM 10-405, The Army Cook.
- ③ TM 10-410, The Army Baker.
- ④ TM 10-205, Mess Management and Training.
- ⑤ Tentative TM 10-406, Dehydrated Foods Cooking Manual.

c. Staff sergeant, motor.

- ① FM 25-10, Motor Transport.
- ② TM 10-510, The Motor Vehicle.
- ③ TM 9-2810, Motor Vehicle Inspections and Preventive Maintenance Servicing.

4 TM 10-460, Driver's Manual.

5 Maintenance manuals of the vehicles assigned.

d. Staff sergeant, supply. Practically all of the references needed by the supply sergeant are listed below.

1 Tables of Basic Allowances Nos. 10 and 21.

2 Table of Allowances.

3 Cir. 1-18, OQMG.

4 Cir. 4, OQMG.

5 Nomenclature lists or Supply Catalogs for Chemical Warfare Service Medical Department, Corps of Engineers, Signal Corps, Air Corps.

6 Quartermaster Supplement to Federal Standard Stock Catalog.

7 Forms pertaining to property accounting, AR 35-6720.

8 Allowances and distribution, AGO forms with AR references, AR 310-105.

9 Weekly and monthly laundry lists, QMC Forms, WD Cir. 175, 1942, AR 30-2135.

10 Allowances of target accessories, AR 760-400.

11 Allowances of ammunition, AR 775-10.

12 Enlisted men's clothing and equipage, AR 615-40.

13 Simplified Accounting Procedure, WD Cir. 405, 1942.

14 AWOL and deserters' clothing, par 10, AR 615-300.

15 Fitting shoes and socks, AR 850-125.

16 Price list, clothing and equipage, AR 30-3000.

17 Price list, regular supplies controlled by budget credits, WD Cir. 5, 1942, WD Cir. 405, 1942, AR 30-3010.

18 Requisitioning, AR 35-6540.

19 Receipt, shipment, issue, AR 35-6560.

20 Marking, AR 850-5.

21 Property accountability and responsibility, AR 35-6520.

22 Property expendable when issued, AR 35-6620, WD Cir. 405, 1942.

23 Property lost, damaged, destroyed or unserviceable, AR 35-6640, WD Cir. 405, 1942.

24 Unserviceable property, AR 30-2145.

25 Surveys, WD Cir. 66, 118, 105, 405, of 1942.

26 Transfer of property, pars. 3, 4, 5, AR 35-6680.

27 TM 10-310, Property Accounting.

28 Text, "Unit Supply," The Quartermaster School.

e. Staff sergeant (platoon sergeant). In addition to the contents of this handbook, he should become familiar with the contents of the publications listed in paragraph 1 this appendix.

f. Corporal (company clerk). See paragraph 2a, this appendix.

g. Corporal (dispatcher). FM 25-10, Motor Transport.

3. OTHER TECHNICIANS AND PRIVATES. These men work under the supervision of noncommissioned officers and should become generally familiar with the publications used by their official superiors. Some of them may be called upon to take charge of certain work when noncommissioned officers are disabled. For example, the first cook may take over the duties of the mess sergeant. The technicians and privates listed below have specialties not previously discussed:

a. Bugler and messenger. He should consult TM 20-250, Field Music. When not performing his duties as bugler, he operates in the message center of the office under the first sergeant. If the work of the company makes it desirable that this soldier have some knowledge of the technical matters of the company, he will familiarize himself with certain publications indicated by the first sergeant.

b. Chauffeur. He should become familiar with FM 25-10, Motor Transport, the technical manuals of the "10 Series" which pertain to the type of vehicle he will drive, and with TM 10-460, Driver's Manual.

c. Mechanic. He should become thoroughly familiar with the technical manuals of the "10 Series" which pertain to the vehicles he must maintain.

APPENDIX D

ADMINISTRATIVE CHECK LISTS

PART I

MILITARY RECORDS

The following administrative check lists are printed to aid company commanders, first sergeants and company clerks in the administration of quartermaster organizations. Part one contains a list of the administrative forms and records which must be kept by a company or similar organization. It is divided into two sections, the first containing a list of the forms and records required of a company when attached to a personnel section, the second containing a list of additional forms and records when the company is "separated" or "detached."

Part two of this appendix contains a list of administrative actions required of a company commander when he is (1) activating a separate or detached company, (2) taking over a company already formed, and (3) running the company from day to day.

a. Company Records

	Form
Company Correspondence File.....	
Company Council Book.....	WD QMC 15
Company Morning Report.....	WD AGO 1
Company Orders.....	
Company Property Book.....	QMC 424 (revised)
Company Punishment Record.....	
Daily Sick Report.....	WD AGO 5
Daily Unit Ration Allowance Return.....	
Driver's Report—Accident, Motor.....	
Transport.....	SF 26
Duty Roster.....	WD AGO 6
Enlisted Man's Pass.....	WD AGO 7
Exchange Order (optional form).....	ExO-1
Individual Clothing and Equipment.....	
Record.....	WD AGO 32
Individual Clothing Slip.....	WD AGO 35
Individual Equipment Record.....	WD AGO 33
Report of Survey*.....	WD AGO 15
Requisitions.....	WD QMC 400, 401, 409, 411, 412, 413, 414
Statement of Charges*.....	WD AGO No. 36

*These forms are initiated by the company commander as the "responsible officer," but preparation is usually done by the personnel section or (in the case of WD, AGO Form No. 15) the regimental supply officer or the board of officers for property adjustment.

b. Personnel Records. These are also required to be kept by the company when it is "separated" or "detached."

Form

Authorization for Class B Allotment for Purchase of War Savings Bonds.....	WD AGO No. 29-6
Requests for Change in Class B Allotments for War Savings Bonds.....	WD AGO No. 30-6
Request for discontinuance Class B Allotment War Savings Bonds.....	WD AGO No. 30-7
Abstract of Class "B" Allotment Deductions.....	WD FD No. 54
Application for Family Dependency Benefits Allowances.	
Class F Deduction (when prepared by individual soldier, see Part II, c).....	WD AGO No. 625
Certificate of Service.....	WD AGO No. 280
Charge Sheet (for Courts-martial).....	WD AGO No. 115
Class D, E, and N Allotments; application, authorization, discontinuance, changes, etc.....	WD AGO No. 29, 29-1, 30 USVB 350, 724, 896
Consolidated Report of Classification in Arms.....	WD AGO No. 111
Correspondence and Files.....	
Descriptive List of Deserter from Army of the United States.....	WD AGO No. 45
Designation or Change in Address of Beneficiary.....	WD AGO No. 41
Discharges (including Certificate of Disability for Discharge).....	WD AGO No. 40, 55, 56, 57
Emergency Addressee and Personal Property Card.....	WD AGO No. 43
Extract from Service Record.....	WD AGO No. 25
Final Statement.....	WD No. 370
Furlough.....	WD AGO No. 31
Investigating Officer's Report—Motor Transport.....	SF No. 27
Notification of Discharge.....	WD AGO No. 39
Pay Rolls.....	WD Nos. 366, 366a, 366b
Soldier's Qualification Card.....	WD AGO No. 20
Report of Apprehension or Surrender of a Deserter, or Escaped Military Prisoner.....	WD AGO No. 46
Report of Death.....	WD AGO No. 52
Report of Desertion (See Part II c).....	WD AGO No. 44
Report of Individual Classification in Arms.....	WD AGO No. 110
Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement.....	WD AGO No. 38
Report of Change.....	WD AGO No. 303
Initial—Special—Final Roster.....	WD AGO No. 309
Service Record.....	WD AGO No. 24
Insert to Service Record.....	WD AGO Nos. 24-1 to 24-7
Special Orders.....	
Statement of Accounts.....	WD AGO No. 27
Pay and Allowance Account—Individual Enlisted Man.....	WD Nos. 337, 337a

PART II

COMPANY COMMANDER'S CHECK LIST

a. When activating a separate or detached company without assistance from personnel section.

- | | Reference |
|--|---|
| 1. Prepare Initial Roster..... | AR 345-900, Par. 12 |
| 2. Submit Initial Report of Change..... | AR 345-800, C2, 4,
Par. 18 |
| 3. Initiate Morning Report.
(Prepared by 1st sergeant. Company Commander authenticates. Send to higher headquarters daily.) | AR 345-400 |
| 4. Check Table of Organization.....
(Requisition needed personnel.) | AR 615-26 |
| 5. Initiate Company Property Book..... | WD Cir. 405, 1942 |
| 6. Check Qualification Cards and Service Records.....
(Assignments in accordance with qualifications.) | AR 615-26 |
| 7. Company Orders.....
(Appointment and reduction of privates first class, technicians, and noncommissioned officers.) | AR 615-5;
WD Cir. 25, 109
140, 148, 1942
AR 615-10, C2 |
| 8. Initiate Daily Sick Report.....
(Prepared by 1st sergeant. Company commander authenticates. Send to unit surgeon with sick detachment. 1 copy.) | AR 345-415, C1, 2
AR 345-25 |
| 9. Initiate Duty Roster.....
(Prepared by 1st sergeant. Company Commander supervises. 1 copy retained by company.) | |
| 10. Company Fund..... | AR 210-50, C 1 |
| (a) Council Book.

(Prepared and kept by company commander, 1 copy, file voucher for each item, audited by company council each month.) | |
| (b) Property list. | |
| (c) Bank account. | |
| 11. Company History..... | AR 345-105,
Changes 1, 3 |
| 12. Check Combination Equipment Chart and Requisition.....
(Chart covers all items and quantity thereof of individual and organizational quartermaster equipment to be initially issued unit by all supply arms and services, except individual clothing and equipment issued soldier at reception center. Company commander will receive copy of chart and will check with it against items issued to secure fulfillment of issue provided thereon. Applies to newly activated units, Army Ground Forces.) | Cir. Letter No. 13,
Jan. 22, 1943,
QMG |

13. Check tables of basic allowances (or table of equipment, when published) against Combination Equipment Chart and Requisition referred to in (12) above.
 14. Check table of allowances No. 20 for issue of post property.
 15. Provide files for individual clothing and equipment records, individual equipment records, and property papers.
 16. Sex Morality Course. AR 40-210, C 1;
T. C. 28, 1943
- b. When taking over a company already formed.**
1. Inventory of Property and Equipment. QMC No. 424 (rev.)
 - (a) Property Book.
 - (b) WD AGO No. 32 and 33.
 - (c) Check with custodial officer on T/A property.
 2. Transfer Unit Fund. WD QMC No. 15
 - (a) Check Council Book.
 - (b) Check Company Property List.
 - (c) Transfer Bank Account.
 3. Check Roster of Company against T/O.
 4. Check Morning Report against Roster. WD AGO No. 1
 5. Check Duty Roster. WD AGO No. 6
 6. Check Service Records and Soldier's Qualification Cards. WD AGO No. 24
(Commanding officers should know the qualifications WD AGO No. 20
and backgrounds of their men.)
- c. After company is in existence, assuming the company is "separated" or "detached." When the company is assigned to a personnel section the following forms marked with an asterisk are usually prepared in the personnel section.**
- 1. DAILY**
- (a) Morning Report, WD AGO 1. AR 345-400, C 2
(Company commander authenticates, sent to personnel section daily and returned, one copy only.)
 - *(b) Report of Change, WD AGO 303. AR 345-800,
C 1, 2, 3, 4
(Prepared by personnel officer, 3 copies. Original to machine records section. For individual quartermaster officers, duplicate to Quartermaster General. For individual enlisted men, duplicate is not transmitted. For quartermaster units, duplicate to Quartermaster General, except not forwarded when outside continental United States. Triplicate: for individual enlisted men and officers is retained in personnel section, for units to "Adjutant General, Attention: Directory Section, Operations Branch, Washington, D. C.")

- | | Reference |
|--|--------------------|
| (c) Sick Report, WD AGO 5..... | AR 345-415, C 1, 2 |
| (Company commander authenticates, sent to unit surgeon with sick detachment, 1 copy only.) | |
| (d) Duty Roster, WD AGO 6..... | AR 345-25 |
| (Publish duty details, 1 copy only retained by company.) | |
| (e) Company correspondence..... | AR 340-15, C 1, 2 |
| Files..... | AR 345-620, C 1 |
| (f) Company orders..... | AR 310-50 |
| (g) Daily Ration Allowance Return..... | WD Cir. 16, 1943 |
| (Made out in duplicate, original sent to personnel section along with Morning Report.) | |
| Appointment to and reduction from Pfc..... | AR 615-5; WD |
| | Cirs. 25, 109, |
| | 140, 148, 1942 |

2. MONTHLY

- *(a) Pay Accounts..... AR 345-155
 - 1. Pay Rolls..... AR 35-4520
 - (Prepared and authenticated by personnel officer in quadruplicate. Original and first copy to the disbursing officer triplicate for company records, quadruplicate sent TAG in lieu of roster.)
 - AR 35-5520, C 1, 3, 4, 5
 - AR 35-1440
 - AR 35-2440, C 1,
 - 2. Voucher for Pay and Allowances of Individual Enlisted Men (WD 337)..... 2, 3, 4, AR 345-475, C 1
- *(b) Check and return roster from machine records unit.
- *(c) Company council meeting..... AR 210-50, C 1, 2
 - Audit Council Book.
- *(d) Ration Record..... WD Cir. 16, 1943
 - (Made out in quadruplicate, original and two copies sent to division quartermaster.)
 - Exhibit "C"
- *(e) Initiate new forms.
 - 1. Morning Report..... AR 345-400, C 1, 2
 - 2. Duty Roster..... AR 345-25
 - 3. Council Book..... AR 210-50, C 1

3. QUARTERLY

- (a) T/BA requisitions {or as directed by}
- (b) Clothing requisitions {higher authority}..... AR 35-6540
- WD Cir. 405, 1942
- AR 35-6540
- AR 615-40
- (c) Requisitions for expendables (or as needed)..... OQMG Cir.
- 1-18, Nov. 1, 1942

4. SEMIANNUALLY

- (a) Read Articles of War.....AW 110
- * Enter in Service Record.....AR 345-125, par. 16
(Company commander sends informal memorandum to the personnel section.)
- *(b) Check Service Records.....AR 345-125, C 1 to 12
- (c) Physical inventory of property.

5. ANNUALLY

- (a) Check supply and property records.
1. Company Property Book.....WD Cir. 405, 1942
 2. Periodic settlement of M/R Account for post property where custodial system not used.....AR 35-6520
- (b) Company orders.
- (c) New correspondence file.....AR 345-620, C 1, 2

6. MISCELLANEOUS (throughout year)

- *(a) Allotments.....AR 35-5520,
- *1. Class B.....C 1, 3, 4, 5
(Purpose: to purchase War Savings Bonds. AR 345-155
Authorization, WD AGO Form No. 29-6, is WD Cir. 44,
executed in triplicate; original to Army War 53, 56, 62,
Bond Office, Finance Dept., 366 West Adams St., 78, 1943
Chicago, Ill.; duplicate retained by certifying officer; triplicate retained by allotter.)
 - *2. Class E.....AR 35-5520, C 1, 3, 4, 5
(Purposes: (1) support of allotter's family or AR 345-155
dependent relatives, (2) to banks in the United States, (3) to commercial life insurance WD Cir. 382, 1942
companies for payment of premiums. Authorizations made in duplicate on WD AGO Form No. 29. Duplicate is filed with service record. Send original, and all correspondence pertaining thereto, to: "Office of Dependency Benefits, 213 Washington St., Newark, N. J.;" see WD Cir. 382, 1942. Make notations on service record, pay roll and soldier's individual pay record. For discontinuance use WD AGO Form No. 30. Class E Allotments will be accepted from military personnel wherever situated, see WD Cir. 382, 1942.)
 - *3. Class D.....AR 600-100, C 2
(Covers allotments for premiums for United States AR 35-5520,
government life insurance. Forms and procedure C 1, 3, 4, 5
are same as with Class E Allotments. All forms and correspondence pertaining thereto will be WD Cir. 382, 1942
forwarded to "Examination Division, Bldg. X, 19th and B Sts., N. E., Washington, D. C.")

- | | Reference |
|--|---|
| *4. Class N.....
(Allotments for premiums for National Service Life Insurance. Forms, procedure, and corresponding address same as with Class D Allotments, except applicant should mail duplicate to his beneficiary.) | AR 35-5520,
C 1, 3, 4, 5
WD Cirs. 382,
387, 389, 1942 |
| *5. Class X.....
(For personnel on duty outside continental limits of U. S. whose dependents reside in foreign country other than that in which such personnel may be serving.) | C 3 of AR 35-5520 |
| (b) Company Punishment Record.....
(No entry made on service record, but company commander will keep record showing date, offense, party, and punishment. In case of transfer, record is filed but <i>no</i> transcript is forwarded to new commanding officer.) | AW 104
AR 345-125,
par. 28 of chg. 3 |
| *(c) Class F Deduction.....
(WD AGO Form No. 625, Application for Family Allowances, is executed in triplicate. Have eligible enlisted man, grades 4 to 7 inclusive, sign before notary. "Original" is indorsed by personnel officer or organization commander and mailed to: "Allowance and Allotment Branch, War Department, Bldg. Y, 20th and B Sts., N. E., Washington, D. C." "Official copy" is filed with soldier's service record, third copy is applicant's. On receipt of WD AGO 650, Notification of Action Taken on Application for Family Allowances, where same is approved, entry of proper pay roll notations and Soldier's Individual Pay Record and Card will be verified. WD Cir. 28, 1943, Bull. 29, prescribes special procedure for applications by new selectees.) | WD Cir. 28, 1943
Bull. 29,
WD 1942
WD Cirs. 225,
228, 1942;
28, 69, 1943 |
| *(d) Discharge..... | AR 615-360,
C 1, 2, 3
WD Cirs. 4, 48, 1943 |
| *1. Certificate of Service (Form is WD AGO Form No. 280. Personnel officer prepares in duplicate. The recipient and the commanding officer sign both copies. Not prepared when honorable discharge is furnished.) | AR 345-500,
C 1, 2 |
| *2. Discharge Certificates.....
(Personnel officer prepares on printed form, original only. Character entry certified to by company or detachment commander.) | AR 345-470,
C 2, 3
AR 345-465 |
| *3. Final Statement.
(Prepared in duplicate. Original only signed. Personnel officer certifies. Enlisted man presents original to proper disbursing officer for payment.) | |

- *4. Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement.....AR 40-100, C 1
(Enlisted man will declare his physical condition thereon, and then be examined by Medical Officer within 72 hours prior to discharge. Not used where discharged for physical disability or because of sentence of civil court. Sent to immediate commander for his signature.)
- *(e) Emergency Addressee and Personal Property Card...WD Cir. 338, 1942
(WD AGO No. 43 is prepared in and retained by personnel section. Cards will be prepared for personnel now overseas and sent to The Adjutant General. Send with Service Record in case of transfer. If ordered outside continental U. S. send to The Adjutant General.)
- *(f) Furloughs, Passes and Delays.....AR 615-275, C 1
(Furloughs to be 15 days or less except in emergency or return from overseas or convalescence; may not exceed 15% of command at a time except as provided. 15% rule waived in case of men completing basic training. Passes may be granted for not more than 3 days.) Application for furlough initiated by EM. If application approved, officer authorized to grant furloughs request personnel officer to prepare in duplicate. Original signed by authorizing officer and by EM. Duplicate kept by personnel officer.
- *(g) Report of Survey.....AR 35-6640,
C 1, 2, 3
WD Cir. 66,
118, 405, 409,
1942; 52, 61, 75,
1943.
WD Pamphlet
38-1 of 3-1-43
(For property rendered unserviceable *other* than by fair wear and tear, organization supply officer prepares in triplicate; evidence is attached only to original. For property worn out through fair wear and tear, authority determining the unserviceable property as beyond state of repair prepares report of survey in quadruplicate; original to accountable officer as credit voucher; duplicate to service command marked "for the property auditor"; triplicate to service command for file; quadruplicate to salvage officer.)
- *(h) Qualification in Arms.....AR 345-1000, C 1
(Report is made on WD AGO Form No. 110 by unit personnel officer from data contained in original score cards or reports of boards of examination. Report is then referred to officer who supervised the record practice. He verifies report from original score cards, signs certificate thereon, and returns it to unit headquarters. Personnel officer prepares classification

order which the Adjutant signs and publishes. Organization commander destroys score cards upon receipt of classification order. Qualification of each man is entered by personnel officer under "Remarks" on WD AGO No. 20. Entry of qualification is made in the service record *only* in cases where extra compensation is granted, see chg. 1. Unit commander requisitions and issues qualification badges and bars. The Consolidated Report of Classification in Arms (WD AGO Form No. 111) is prepared by personnel officer.)

- (i) Absence Without Leave and Desertion.....AR 615-300
(See references for administrative details and pro- AR 615-360,
cedure.) C 1, 2, 3
WD Cir. 46, 68,
1943
- *(j) Report of Death.....AR 600-550,
(If death occurs within continental limits of U. S., chgs. 1, 2, 3, 4
excluding Alaska, WD AGO Form No. 52 is prepared
in duplicate and sent TAG. WD AGO Form No. 54,
Inventory of Effects, is also prepared.)
- *(k) Soldier's Deposits.....AR 35-2600,
(Personnel officer prepares and signs WD FD Form C 1, 2
10 in quintuplicate. 1st, 2nd, and 3rd copies go with AR 345-75,
soldier's Deposit Book, WD FD Form No. 33, to C 1, 2
disbursing officer, 4th copy to Chief of Finance,
Washington, D. C., 5th copy kept by personnel
officer.)
- *(l) Soldier's Handbook FM 21-100.
(Check to see issue to each enlisted man. Personnel
officer enters "FM 21-100 issued" with date in
Remarks Administrative in service record.)
- *(m) Soldier's Individual Pay Record.....AR 345-155, Par. 12
(Prepared by personnel officer and issued to enlisted
man at time service record is initiated. Entries
authenticated by personnel officer. Pay roll is pre-
pared for casual payment to enlisted man when
individual pay record is presented to any personnel
officer for one who has been separated from his
organization and service record. When casual pay-
ment made, personnel officer will notify enlisted
man's organization commander on WD AGO No. 19,
Notice of Casual Payment, so proper entry may be
made in service record.)
- *(n) Soldier's Qualification Card.....AR 615-25,
(Will accompany the service record of men upon C 1, 2, 3, 4
transfer. Personnel officer is custodian, and super-
vises organizational assignment of personnel. It is

his responsibility to record all newly developed skills, and keep the card up to date. It is responsibility of company commander to study qualification cards of his men so he may know their skills and abilities in making assignments and promotions. When enlisted man fires record course and fails to qualify, enter under "Remarks" showing weapon, course, and date firing completed. See WD Cir. 383, 1942.

- *(o) Statement of Charges WD AGO Form No. 36 AR 345-300
 (Prepared by personnel officer in triplicate. One copy AR 615-300
 retained by personnel section, one to company, and (par. 10)
 one to appropriate supply officer.) WD Cir. 405, 1942
 (par. 11)

APPENDIX E

CHECK LISTS FOR FOREIGN DUTY

PART I

FOR ALL MILITARY PERSONNEL ORDERED TO FOREIGN DUTY

The following tabulation is based on WD Cir. 333, 1942, as amended by WD Cir. 361, 1942. For complete instructions, personnel should consult "Preparations for Overseas Movement" (short title P.O.M.), published by the War Department and dated February 1, 1943.

1. All military personnel ordered to foreign duty, before departing from their home stations, should have in their possession a check list similar to the one below. If the procedure outlined in the check list is followed, all military personnel arriving at their oversea destinations will have little if any trouble in getting established at their new stations. So far as possible military personnel will be processed at their home stations before departing therefrom.

2. CHECK LIST. a. Administrative.

- 1. Officer's Identification Card (W. D., A. G. O. Form No. 65-1).**
 A threefold card with photograph, fingerprints and signature
- 2. Identification tags, metal (two), showing—**
 - (a) Full name
 - (b) Army serial number
 - (c) Name and address of person to be notified in case of emergency

- (d) Date of tetanus inoculation
- (e) Blood type
- (f) Religion, if desired
- 3. *Power of attorney*
 - (a) *General*—For any use but cashing Government checks
 - (b) *Special*—For use only in cashing Government checks
- 4. *Will*—Officers going overseas should make a will
- 5. *Statement of Service*—If a National Guard Officer or Reserve Officer
- 6. *Four copies of secret orders*
- 7. *Ten extract copies of orders*
- 8. *Passport*—If required
- 9. *Visas*—If passport is issued, it should be visaed for all countries in transit
- 10. *Passport photographs*—Seven extra copies
- 11. *Information booklets*—Men are sometimes provided with an information booklet on the country to which they are going
- 12. *W. D., A. G. O. Form No. 41* (Designation or Change in Address of beneficiary)
- 13. *W. D., A. G. O. Form No. 43* (Emergency Addressee and Personal Property Card)
- 14. *APO number*
- 15. *Clothing*. Uniform should be complete
- 16. *Field equipment*. Complete field equipment should be issued by the quartermaster
- 17. *Air priority*. If traveling by air, a priority should be arranged

b. Financial.

- 1. *Allotments*—Allotments of pay should be made to cover any of the following:
 - (a) Self
 - (b) Dependents
 - (c) Commercial insurance
 - (d) National Service Life Insurance
 - (e) War Risk Insurance
- 2. *Application for pay reservation for War Bonds*
- 3. *Uniform allowance*—If eligible, officer should have copies of statement of service and of original active duty orders
- 4. *Mileage allowance*—If the officer is entitled to mileage from last station, and if travel was performed by transportation request, he must have two copies of W. D., T. C. (Q. M. C.) Form No. 207 (Transportation Certificate for Passenger Travel)

5. *Per diem*
6. *Rental certificate*—Showing nonassignment or termination of quarters at last station
7. *Pay data card*—Showing pay and allowances. It should be up-to-date, showing all deductions

c. Medical. The required immunizations completed and authentically recorded on Immunization Register (W.D., M.D. Form No. 81).

1. The required immunizations are:

(a) *For all personnel:*

1. Smallpox, one vaccination
2. Typhoid-paratyphoid vaccination, three injections, 1-week intervals. Smallpox and typhoid-paratyphoid vaccinations must have been done within the 12 months prior to departure
3. Tetanus immunization, three injections, 3-week intervals, or one injection only if initial or stimulating injections were administered more than 6 months before departure

(b) *When specifically ordered:*

1. Yellow fever vaccination, one injection
2. Cholera vaccination, two injections, 1-week interval
3. Typhus vaccination, three injections, 1-week intervals

2. *Blood type*—Blood type should be shown on register and identification tags

3. *Dental attention*—All teeth should be checked for cavities and taken care of before departure

4. *Glasses*—If glasses are worn, an extra pair should be carried

5. *Physical inspection*—

- (a) At home station
- (b) At port of embarkation

Physical inspection to be made at port of embarkation if 48 hours have elapsed since physical examination at home station.

3. Military personnel ordered into Washington, D. C., prior to their departure for an oversea station will contact A.G.O. Travel Bureau and have the status of their processing checked. If processing has not been completed, the A.G.O. Travel Bureau will render the necessary assistance in completing it.

4. It is proposed in the near future to set up additional travel bureaus at key points in the United States. Upon organization, the location of these additional bureaus will be published. Thereafter, military personnel going overseas will contact the travel bureau nearest their point of departure from the United States.

PART II

OFFICERS' UNIFORM AND EQUIPMENT FOR OVERSEAS

5. The following information is provided by the Transportation Corps Travel Office:

a. Baggage. 1. Officers traveling with troops: baggage limited to one bedding roll, weight not to exceed 50 pounds; one piece of hand baggage or clothing roll, weight not to exceed 40 pounds; and one trunk locker of the approximate dimensions 31½ by 18 by 13½ inches. The total weight of baggage, including hand baggage, will not exceed 175 pounds.

2. Officers traveling individually by water: same as above. (AR 55-410.)

3. Officers traveling by air: limited to 55 pounds (77 pounds to Caribbean area, Central and South America). In addition, the remainder of the traveler's baggage up to 175 pounds may be shipped by water. An officer going all the way by water may take his full baggage allowance with him. If it is expected that he will travel any portion of the way by air, the 55- (or 77-) pound limit must be observed. (WD Cir. 306 of 1942 as amended by WD Cir. 70 of 1943.)

4. The following list of items with their weights will give the officer some indication of how much equipment he may take with him.

Item	Weight in Pounds
Basic uniform, cotton, per man	7.0
Basic uniform, wool, per man	8.5
Basic uniform, wool, plus field jacket and gloves	10.5
Basic uniform, wool, plus overcoat and gloves	16.0
Bedding roll, officers, 2 blankets, sleeping bag, canvas bucket, extra clothing, field jacket (3 cu. ft.)	32.0
Field roll, individual, blanket, shelter half, tent pins, raincoat, extra clothing (1 cu. ft.)	16.0
Canteen, filled, cup, cover, first-aid pouch	3.3
Helmet, steel	2.3
Meat can, knife, fork, 2 spoons (M-1932)	1.2
Raincoat	2.2
Typewriter, portable	16.5

b. Clothing.* Below is a list of clothing suggested for every officer going on foreign duty. For certain countries, additional clothing will be necessary because of climate. Certain items will vary according to

assignment. An officer assigned to a headquarters in London, for example, would require more than one coat, whereas an officer assigned to a combat unit can get along with one.

1. *Basic Articles.* (To be purchased by the officer.)

1 cap, service, wool	8 undershirts
1 cap, garrison wool (overseas)	12 pairs socks, cotton, tan
2 caps, cotton, khaki (overseas)	1 pair shoes, service, high
1 coat, wool, elastique	2 pairs shoes, low
2 pairs slacks, wool (1 pink, 1 dark)	1 pair slippers
1 pair slacks, wool (enlisted od)	4 shirts, cotton, heavy khaki
2 shirts, field, wool	4 shirts, cotton, light khaki
4 pair slacks, cotton, khaki	4 wool tan ties
1 short coat (preferable to overcoat)	4 cotton tan ties
1 field jacket	24 handkerchiefs
1 pair leggings, canvas	1 set toilet articles
2 complete extra sets of insignia	2 pair garters
1 belt, waist, khaki	1 cigarette lighter
8 pair shorts, underwear	6 bars of soap and supply of towels
2 cans lighter fluid (cannot be taken by air travel)	(Do not forget the lighter. Matches are almost unobtainable)

2. *Extra clothing for Iran, Iraq, Egypt, North Africa, India and Australia.*

- 1 coat (tropical worsted). Suggested only; coats are worn by British after working hours.
- 1 slacks (tropical worsted).
- 3 pairs shorts, cotton, khaki (buy them here, they are hard to get overseas).
- 3 shirts, cotton, short sleeves, khaki (for use with khaki shorts).
- 3 pairs socks, wool, long (for use with khaki shorts).
- 1 sun helmet.
- 1 pair sun glasses, best quality.

3. *Extra clothing for Arctic regions.*

1 hat, rubberized	1 toque, face
1 overcoat, parka type	1 shoe pacs, 16-inch, rubberized bottom, leather top
1 sweater, worsted, turtle neck	1 parka, double texture, rubberized
2 undershirts, wool knit, arctic	1 jacket, field, arctic
1 pair trousers, jersey lined	1 sweater, sleeveless
4 pair socks, wool, arctic	2 pair drawers, wool, knit, arctic
1 pair gloves, wool, od, arctic	1 pair goggles, polarized
1 pair mittens, horsehide, lambskin lined	
1 pair trousers, double texture, rubberized	

*Note: The summer uniform has not been authorized for use in England. Extra clothing for Arctic regions may be obtained from the quartermaster at the port of embarkation. Officers should not draw Arctic clothing unless ordered to do so.

c. Equipment. (The following will be issued to the officer.)

QUARTERMASTER

1 (NS) 74-H Helmet, Bodies, MI	10 74-P-125 Pins, tent, shelter, wood
1 (NS) 74-L Liner, Helmet, MI	2 74-T-100 Tent, shelter half
1 (NS) 74-H Headband, Helmet, MI	1 74-S-389 Suspenders, belt (M1936)
1 (NS) 74-N Neckband, Helmet, MI	2 74-L-70 Line, tent, shelter half
1 74-B-53 Bag, canvas	1 74-F-63 Fork (M-1926)
2 27-B-678 Blankets, wool, od	
1 74-C-62 Can, meat (M-1932)	
1 74-C-80 (Canteen (M-1910)	
1 74-C-300 Cover, canteen	
1 74-C-354 Cup, canteen (M-1910)	
1 74-B-265 Belt, pistol	
1 74-K-60 Knife (M-1926)	
1 74-P-260 Pouch, first aid packet	
1 24R-110 Roll, bedding, waterproof	
1 74-S-312 Spoon (M-1926)	
2 74-P-225 Poles, tent, shelter half	

ORDNANCE

Small arms and ammunition will be issued in accordance with the table of organization to which officer is assigned or as directed in movement order.

MEDICAL

1 Packet (First Aid)

CHEMICAL WARFARE

1 37-M-1505 Mask, gas diaphragm

One trunk locker will be issued to each officer, warrant officer and nurse. (WD Cir. 9 of 1943).

d. Financial arrangements. As adequate facilities are available abroad for conversion of United States currency to foreign exchange, and in order to avoid violation of secrecy on sailings, individuals receiving orders directing their transfer to destinations outside the continental United States will not obtain foreign exchange prior to embarkation. (WD Circular No. 222, July 10, 1942.)

e. Personal funds. 1. Personal funds may be carried in one or more of the following ways:

- (a) Letter of credit from bank.
- (b) Currency—\$1—\$5—\$10 notes.
- (c) Travelers' checks.

2. It is recommended that allotments be arranged so that a large surplus of cash will not accumulate overseas. A cash reserve on hand should never be more than \$250.

f. Passport. All military personnel traveling overseas, excepting those traveling with troops on a transport, will be required to have passports which have been visaed for the countries en route to final

destination. Passport photographs must be obtained. In Washington, the Transportation Corps Travel Office will make arrangements. Outside of Washington, application should be made to nearest Federal Court clerk. Birth certificates are not required for officers. Passport should be kept on the person at all times, not in luggage.

g. Travel of dependents. When new permanent station is located outside the continental limits of the United States, dependents of an officer may travel at government expense to any place in the United States selected by the officer as their permanent home. Only 1 movement is allowed after September 1, 1942. (WD Cir. 261 of 1942, as amended by WD Cir. 279 of 1942.)

APPENDIX F

CHECK LIST FOR TRAINING INSPECTION OF QUARTERMASTER GASOLINE SUPPLY COMPANY PRIOR TO OVERSEAS MOVEMENT

(Unit)	(Date)
(Date of Activation)	(Race)
(Location)	(Assignment)
(Unit Commander)	(Attached Personnel)

Authorized Strength	Officers	W.O.	Nurses	Enlisted	Officers	Enlisted Men
Actual Strength	Officers	W.O.	Nurses	Enlisted	Officers	Enlisted Men
Strength of Unit (By AGC Test): Class I II III IV V Total						

SECTION I

ADMINISTRATIVE

(Determine by Observation)

1. Is unit supply section trained to function properly?
(Determine by proper Inspection Guide—I.G.D.)
2. Is unit mess section trained to function properly? Eliminate waste?
Handle ration?
(Determine by proper Inspection Guide—I.G.D.)
3. Is unit administrative section trained to function properly?
(Determine by proper Inspection Guide—I.G.D.)
4. Military Courtesy and Discipline
(Determine by proper Inspection Guide—I.G.D.)

5. Physical condition of troops? _____
(Determine by observations of selected groups in hand-to-hand fighting, obstacle courses, etc.)
6. Have methods of training been in accordance with FM 21-5? _____
7. Are texts and training aids available in accordance with FM 21-6 and FM 21-7? _____
8. Are instructors qualified:
 - (a) Officers _____
 - (b) Enlisted men _____
 - (c) Do they use visual aids, training films, film strips and illustrated charts? _____
9. Are key personnel able to perform their duties properly?
 - (a) Officers _____
 - (b) Enlisted men _____
(Determine by observation, and by proper Inspection Guide—I.G.D.)
10. How many trainees have completed S.O.S. Four Week Basic Program? _____
11. Number of trainees now undergoing S.O.S. Four Week Basic Program? _____
12. Date all trainees will complete S.O.S. Four Week Basic Program _____
13. (a) Has MTP 10-1 for unit been followed? _____
(b) Has MTP 10-3 for unit been followed? _____
14. Has lost training time been made up? _____
Causes, excuses, etc. _____
15. How many men have completed prescribed course with principal arm? _____
Percentage qualified Expert _____ Sharpshooter _____ Marksman _____
16. How many men have not completed prescribed course with principal arm? _____
Causes? Defects? Lack of arms, ammunition? _____
17. Are specialists properly classified? _____
Trained? _____
Skilled? _____

SECTION II

Practical Test of Individuals

BASIC	Degree of Proficiency
1. Test for knowledge in use of First Aid (Determine by Inspection Guide—I.G.D.)	_____
2. Test for knowledge of Map Reading	_____
3. Test for conduct if captured	_____
4. Perform gas mask drill	_____
5. Are men oriented in the mission of unit?	_____

6. Do they know their officers and noncommissioned officers by name? _____
7. Is each individual representative of completion of good basic military training? _____

TECHNICAL

8. Are all specialists able to perform their primary missions? _____
(Determine by spot check of each type of specialist)
 - (a) Staff sergeant, motor (813) _____
 - (b) Staff sergeant, platoon (651) _____
 - (c) Sergeant, section leader (652) _____
 - (d) Corporal, dispatcher (410) _____
 - (e) Chauffeurs T-5 (345) _____
 - (f) Chauffeurs (345) _____
 - (g) Mechanic T-4 (014) _____
 - (h) Mechanic T-5 (014) _____
 - (i) Operator gasoline dispenser T-5 (081) _____

SECTION III

Practical Test of Complete Unit

1. Set up problem involving road march and bivouac of entire unit.
 - (a) Is march order properly prepared? _____
 - (b) Is good road discipline observed? _____
 - (c) Is proper security maintained on march? _____
 - (d) Is the site for the bivouac properly selected? _____
 - (e) Are proper security measures taken on bivouac? _____
 1. Against air attack? _____
 2. Against gas attack? _____
 3. Against mechanized attack? _____
 4. Against ground attack? _____
 5. Against paratroop attack? _____
2. Set up problem involving unit performing its primary mission.
 - (a) Is best advantage taken of available cover in selecting operating site? _____
 - (b) Is unit properly trained in providing drainage away from bulk supply? _____
 - (c) Is unit properly trained in fire prevention? _____
 - (d) Is personnel adequately trained in map reading and transport? _____
 - (e) Is personnel properly trained in reduction of bulk gas to containers? _____
 - (f) Is key personnel properly drilled in traffic control? _____
 - (g) Can unit perform its primary mission? _____
 - (h) Can unit serve set number of troops? _____
3. Set up a problem involving unit in offensive ground action as a combat rifle unit (covering tactical training of infantry soldier)
 - Can unit perform this mission in a (satisfactory), (very satisfactory), (excellent) manner? _____

4. Check operation and maintenance of organizational equipment.
 - (a) Is the equipment properly operated?
 - (b) Is the equipment properly maintained?
 - (c) Is preventive maintenance practiced?
 - (d) Are technical instructions in care and operation with each article?
5. (a) Set up a problem, an unexpected situation, requiring demolition methods of organizational or special equipment as set out in regulations.
(Determine by check tests)
- (b) Can unit perform this mission?

SECTION IV

Remarks

SECTION V

Conclusions

1. (a) Are any phases of training incomplete?
If so, what—why?
 - (b) When will all phases of training be completed? (Date)
 - (c) What equipment or other training aids are lacking to complete training?
-
2. (Answer a or b)
 - (a) Unit can now perform its primary mission in a (Satisfactory)
(Very satisfactory) (Excellent) manner
 - (b) Unit will be ready to perform its primary mission on (Date)

SECTION VI

Recommendations

Name

Rank

Office

APPENDIX G

GLOSSARY

A

Accountability. See AR 35-6520.

Administration. When unqualified, administration includes all phases of military operations not involved in the terms "tactics" and "strategy". It comprises supply, evacuation, sanitation, construction, maintenance, replacements, transportation, traffic control, salvage, graves registration, burials, computations pertaining to movements, personnel management, quartering, military government, martial law, censorship, and other allied subjects.

Audit. An audit is an official examination and authentication of accounts, with vouchers, etc. The general purpose of an audit is to determine whether:

1. Regulations governing property accountability have been observed.
2. The Stock Record Account reflects a true accounting of all property. (See AR 35-6740.)

Automatic Supply. Automatic supply signifies a process of supply by means of which deliveries of specific kinds and quantities of supplies are moved in accordance with a predetermined schedule. Daily automatic supply means that supplies are dispatched daily to an organization or installation.

B

Balanced Stocks. Accumulation of supplies of all classes and in quantities determined as necessary to meet requirements for a fixed period of time.

Bivouac. A temporary encampment of soldiers.

Booby Trap. A grenade or other charge of explosive concealed in abandoned equipment or shelter, usually by retreating troops, so arranged that it may be unintentionally exploded by the unsuspecting enemy.

Bulk Reduction Point. The installation in the channel of supply at which bulk gasoline is broken down into five-gallon containers.

C

Cadre. A skeleton or nucleus of key men, provided by the table of

organization, around whom a newly activated company is organized and trained.

Call. Demand for delivery of supplies covered by credits.

Camouflage. The disguising of an object or an area for the purpose of deceiving an observer as to its existence, nature, or location.

Civilian Occupational Specialist Index. The primary purpose of this index is to provide a means whereby enlisted men with civilian occupational experience and skill may be promptly and correctly classified on the basis of the specific duty or duties each man is qualified to perform. Civilian occupational specialists are given numbers below 500 for classification purposes. Such a man may be given the same specification serial number in the Army. For instance, the civilian occupational number for a cook is 060 and the military number for the occupation is the same. (See AR 615-26.)

Class I Supplies. Those articles, such as rations and forage, which are consumed at an approximately uniform daily rate irrespective of combat operations or terrain and which do not require special adaptation to meet individual requirements.

Class II Supplies. Those authorized articles, such as clothing, gas masks, arms, trucks, radio sets, tools, and instruments, for which allowances are established by tables of basic allowances and tables of allowances.

Class III Supplies. Engine fuels and lubricants, including gasoline for all vehicles and aircraft, Diesel oil, fuel oil, and coal.

Class IV Supplies. Those articles of supply, such as fortification materials, construction materials, and machinery, which are not covered in tables of basic allowances and for which demands are directly related to operations contemplated or in progress (except for articles in Classes III and V).

Class V Supplies. Ammunition, pyrotechnics, antitank mines, and chemicals.

Clearing Station. Corps or division medical installation where sick and wounded are assembled from collecting and aid stations, sorted, treated if necessary, and turned over to the army for further evacuation. (Formerly called hospital station.)

Column. One or more march units under one commander using the same route.

Combat Zone. A combat zone comprises that part of a theater of operations required for the active operations of the combatant forces. It is divided into army, corps, and division areas, each comprising the zone of operations of the unit to which it pertains. (See FM 100-5.)

Communications Zone. A communications zone is that part of a theater of operations, contiguous to the combat zone, which contains the lines of communication, establishments for supply and evacuation, and other agencies required for the immediate support and maintenance of the field forces in the theater of operations. (See FM 100-5.)

Control Point. Agency established by a unit at a convenient point on the route of its train where information and instructions are given and received in order to regulate supply or traffic.

Controlled Items. As distinguished from credit items. The allotment of controlled items is regulated by higher authority according to the availability of such equipment and the priorities on it. Vehicles and trailers are controlled items.

Credit. Allocation of a definite quantity of supplies which is placed at the disposal of the commander of an organization for a prescribed period of time.

Custodial Officer. The individual who functions as custodian of post property. He receipts for all post property and, with the company commander, assumes joint responsibility for it, as provided in WD Cir. 405, 1942.

D

Daily Telegram. A telegram or other message dispatched daily by divisions and larger units stating the unit's situation relative to supplies. A strength report is included. The telegram conveys the information necessary for computing the quantities of Class I and Class III supplies to be forwarded each day.

Daily Train. The train which arrives daily at the railhead with supplies for troops which the railhead serves.

Day of Supply. Estimated average expenditure of various items of supply per day in campaign. Expressed in quantities of specific items or in pounds per man per day.

Demolition. The destruction of supplies and equipment by any means, the creation of obstacles by use of explosives, such as the destruction or blocking of roads and bridges, etc.

Depot. Organized locality for the reception, classification, storage, issue, or salvage of supplies, or for the reception, classification, and forwarding of replacements. Arm or service depots pertain to a single arm or service and general depots pertain to two or more supply arms or services; for example, First Army Quartermaster Depot No. 1 or Communications Zone General Depot No. 3.

Distributing Point. Place other than a depot or railhead where supplies are issued to regiments and small units. Distributing points are designated by the class of supplies therein, and by the identity of the unit supplying them; for example, Class I Distributing Point, 1st Division, or Ammunition Distributing Point, 1st Infantry.

Down Time. In a depot, down time is that period of time elapsing between the receipt of a request for supplies and the actual delivery of the supplies into the hands of the troops making the request.

Dues-In. Dues-in represent supplies which have been requisitioned but not yet supplied.

Dues-Out. Dues-out represent supplies for which a requisition has been received but not yet filled.

Dump. Temporary stock of supplies established by a corps, division, or smaller unit. When supplies are ordered issued from dumps, they become distributing points. Dumps are designated by the identity of the unit establishing them and by the class of supplies therein, such as 1st Infantry Ammunition Dump or 1st Division Class I Supply Dump.

Dunnage. Boards or other material placed on the floor so that goods may be piled upon them and thus be kept from direct contact with the floor; also, boards or other material placed between layers of a pile as a means of providing ventilation.

E

Echelon System of Maintenance. A system set up in five echelons of depth:

1. First—Preventive or driver maintenance.
2. Second—Together with first echelon, it comprises organizational maintenance. Usually performed by the organizational mechanics with the T/BA tools issued to the unit and confined to making minor repairs and servicing.
3. Third—Medium maintenance performed by maintenance organizations and consisting of minor repairs and unit replacement.

4. Fourth—Heavy maintenance performed by heavy maintenance companies set up to make major repairs and to reclaim vehicles and unit assemblies.

5. Fifth—Maintenance performed by base shops in which the ability to repair and reclaim is not limited by lack of facilities or by restrictions imposed because of mobility considerations.

Expendable Property. Material which is consumed by use or which loses its identity. For example: paper, ink, stencils, ammunition, cleaning and preserving materials, and parts replaced in a machine.

F

Fox Hole. Small individual shelter and rifle pit dug into the ground.

G

Garlands. Garnishings of burlap, or other artificial or natural materials, woven into a fishnet; used in camouflage.

H

Holding and Reconsignment Point. Rail or motor center of considerable capacity to which cars or trucks may be sent and at which they may be held until their destination becomes known or until the proper time for them to be moved toward their destination. This is an agency of the zone of the interior, and in a contiguous theater it usually is the point at which the theater commander assumes responsibility for the movement.

I

Individual Clothing and Equipment. Items chargeable to enlisted men on individual clothing and equipment records. Normally taken with the man on change of station.

L

Lines of Communications. Network of railways, waterways, and roads which lead into the combat zone from administrative establishments located in the communications zone or in the zone of interior.

M

Machine Records Unit. An integral part of Army personnel administration established at service command headquarters and other points authorized by the War Department. Data supplied to these units on WD AGO Forms Nos. 303 and 309 are mechanically processed

to produce roster, strength returns, historical records and other information on request.

N

Navigation Head. See Railhead.

Nonexpendable Property. Property of a permanent or semi-permanent nature and of such character that it does not lose its identity through use. For example: rifles, field glasses, tents, stoves, motor vehicles.

O

Organizational Clothing and Equipment. Table of basic allowance property, a record of which is required to be kept in the company property book. Regardless of personnel turnover and changes of locale, this property is maintained at a constant level.

P

Park. Area used for the purpose of servicing, maintaining, and parking vehicles.

Personnel Center. A group of clerical personnel assembled from the various organizations served. The center is set up to promote uniformity of personnel administration and accounting throughout the organizations represented at the center, and to relieve the company commander of the burden of administrative details.

Personnel Officer. Otherwise, the assistant or personnel adjutant. He directs and supervises the personnel section and has the authority to act in the name of the commander.

Post, Camp, and Station Property. Those supplies for garrison use as listed in Table of Allowances No. 10.

Priorities. Definite rulings which establish in order of time, precedence of shipments and movements of rail, road, water, or other transport.

R

Railhead. Supply point where loads are transferred from the particular type of transportation being employed; for example, Class I Railhead, 1st Division; Class III Railhead, 2nd Division.

Ration. The allowance of food for the subsistence of one person for one day. For field rations A, B, C, D, J, K, and M see FM 100-10 and AR 30-2210.

Reception Center. A point where inductees report for processing and assignment. Limited training facilities are provided at such a center to give basic training to men awaiting assignment.

Reconnaissance. The procurement in the field of information of military value, such as the nature of terrain, the disposition of the enemy, etc.; as distinguished from observation, reconnaissance implies movement.

Regulating Station. Traffic control agency established on lines of communications and through which movements are directed and controlled by the commander of the theater of operations.

Replacement. Individual available for assignment.

Replacement Training Center. A military establishment in the zone of interior where men and officers are trained and held as replacements, normally for units suffering casualties in combat.

Requirements. Computed needs for a military force embracing all supplies for its equipment, maintenance, and operation for a given period, and classified as individual, organizational, initial, maintenance, and reserve.

Requisition. Request for supplies, usually on a form furnished for the purpose. The word is also used to signify the purchase of supplies by demand in hostile, occupied territory. (FM 100-10.) (See also Chapter VII.)

Reserves. Supplies accumulated in excess of immediate needs for the purpose of insuring continuity of adequate supply. Also designated as reserve supplies.

Reserves, Battle. Supplies accumulated by the army, detached corps, or detached division in the vicinity of the battlefield in addition to unit and individual reserves.

Reserves, Individual. Those supplies carried on the soldier, animal, or vehicle for his or its individual use in an emergency.

Reserves, Unit. Prescribed quantities of supplies carried as a reserve by a unit.

Responsibility. The state of being liable which devolves upon any person having public property in his physical possession.

S

Security. All measures taken by an organization to protect itself from observation, annoyance or surprise attack by the enemy, and to obtain for itself the necessary freedom of action.

Semitrailers. Wheeled vehicles, without motive power, resting on and attached to the chassis of the tractor trucks by means of a fifth wheel arrangement. They can be detached at will from the latter.

Shipping Ticket. A form of receipt accompanying a shipment to a supply officer, to be signed and returned to the shipper. A combined invoice and receipt.

Slit Trench. A narrow trench dug deep enough to allow the soldier to get below the surface of the ground. It affords protection against small-arms fire and the fragments of artillery and bombs. A single trench should not be required to hold more than two individuals.

Stock Record Account. A uniform, complete, and accurate record showing quantities of property on hand, received, and issued. It is kept on WD QMC Form 424 (Stock Record Card), or an authorized modification, by all officers having accountability for property.

Supply Establishments—Depots. Depots are supply establishments maintained primarily for the purpose of receiving, storing and distributing supplies. They may be charged with other functions, including procurements as directed by regulations and orders.

Supply Establishments—General. Those establishments by means of which the supply functions of chiefs of arms and services are accomplished, such as arsenals, manufacturing plants, and depots.

Supply Point. A generic term used to include depots, railheads, dumps, and distributing points.

Supplies. In a military sense, the term describes all items necessary for the equipment, maintenance, and operation of a military command, including food, clothing, equipment, arms, ammunition, fuel, forage, and materials and machinery of all kinds.

T

Tally-In. A list of items received in a shipment, compiled from packing lists, and inventory by the personnel receiving the shipment, for later comparison with the corresponding shipping ticket.

Tally-Out. A list of the items being included in a shipment, compiled by the personnel making up the shipment, for later use in making

out the corresponding shipping ticket. If the shipment is delivered directly to the consignee at the depot, the tally-out, signed by the consignee, acts as a temporary receipt, pending the return of the signed shipping ticket.

Technical Inspections of Motor Vehicles. Opposed to command inspections. Include the 30-day (monthly) or 1000-mile maintenance and the six-month or 6,000-mile inspection. The use of WD AGO Form No. 461 is optional.

Theater of Operations. An area of the theater of war necessary for military operations and the administration and supply incident to military operations. The War Department designates one or more theaters of operations.

Theater of War. Those areas of land and sea which are, or may become, directly involved in the operations of war. That part of the theater of war within the control of each belligerent is usually divided into a zone of the interior and one or more theaters of operations.

Train. The train of a unit is that portion of the unit's transportation, including personnel, operating under the immediate orders of the unit commander primarily for supply, evacuation, and maintenance. It is designated by the name of the unit, such as 1st Infantry Train.

Truckhead. See Railhead.

U

Unit of Fire. A unit of fire for a designated organization or weapon is the quantity in rounds or tons of ammunition, bombs, grenades, and pyrotechnics which it may be expected to expend on the average in one day of combat.

Unit Training Center. An establishment where units are formed and train as such preparatory to active field duty.

V

Voucher. Any instrument which authorizes an accountable officer to pick up or drop property from his stock record account. Each entry made in the stock record account must be supported by a valid voucher.

Z

Zone of Interior. The area of the national territory exclusive of areas included in the theaters of operations.

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