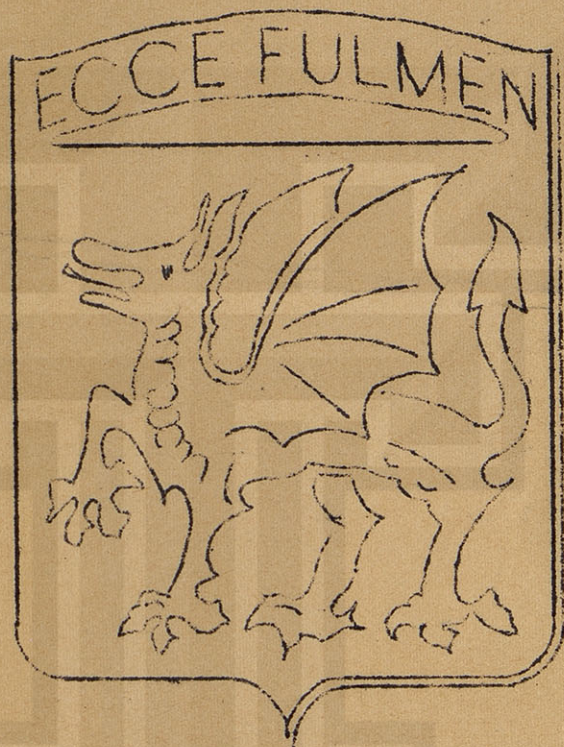


TELEPHONE DIRECTORY



HEADQUARTERS

100th TANK BATTALION (H.V.)

NORTH FORT HOOD, TEXAS

DIAL TELEPHONE DIRECTORY

BATTALION COMMANDER	-- -- -- -- Bldg 9106	-- -- -- -- 4201
BATTALION EXECUTIVE OFFICER	-- -- -- -- Bldg 9106	-- -- -- -- 4202
BATTALION S-1	-- -- -- -- Bldg 9106	-- -- -- -- 4206
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BATTALION S-3	-- -- -- -- Bldg 9106	-- -- -- -- 3181
Vehicle Requests	-- -- -- --	-- -- -- -- 3181
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BATTALION S-4	-- -- -- -- Bldg 10830	-- -- -- -- 4160
		3155
BATTALION MOTOR OFFICER	-- -- Tent #3	-- -- -- -- 3119
BATTALION COMMO OFFICER	-- -- Bldg 10808	-- -- -- -- 3111
TRACK MOTOR SECTION	-- -- -- --	-- -- -- -- 4240
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MORNING REPORTS AND MSG CTR	-- -- Bldg 9106	-- -- -- -- 3244
BILLETING OFFICER	-- -- -- -- Bldg 9106	-- -- -- -- 3182
PUBLIC INFO OFFICER	-- -- -- -- Field House	-- -- -- -- 3105
SPECIAL SERVICES OFFICER	-- -- Field House	-- -- -- -- 3112
		3115
TRAINING AIDS	-- -- -- -- Bldg 152	-- -- -- -- 3106
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FOOD SUPERVISOR	-- -- -- -- Bldg 10611	-- -- -- -- 4213
FOURTH ARMY TEST & INSPECT BD	-- -- Bldg 10403	-- -- -- -- 4134
		4116
INFORMATION AND EDUCATION	-- -- Bldg 9106	-- -- -- -- 3181
LEGAL CLERK	-- -- -- -- Bldg 9106	-- -- -- -- 3181
PROVOST MARSHALL	-- -- -- -- Bldg 104	-- -- -- -- 4103
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"B" COMPANY, 100TH TK BN	-- -- Tent B-6	-- -- -- -- 4270
"C" COMPANY, 100TH TK BN	-- -- (South Camp)	-- -- -- -- 6-502
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87TH ORDNANCE	-- -- -- -- Bldg 10814	-- -- -- -- 3102

HEADQUARTERS
100TH TANK BATTALION (400)
Fort Hood, Texas
STANDARD OPERATING PROCEDURE
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HEADQUARTERS
100TH TANK BATTALION (120mm GUN)
Fort Hood, Texas

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SUPPORT BATTALION TELEPHONE DIRECTORY

SKETCH MAP OF NORTH FORT HOOD, TEXAS.

MISSION

I. MISSION OF SUPPORT BATTALION

The mission of the 100th Tank Battalion during summer 1953 is to provide logistical support for civilian component units during their summer encampment; the mission differs from that of the Support Battalions for previous summer encampment periods in that:

1. One Battalion will act as Support Battalion for both National Guard and ORC Divisions for the entire summer.
2. Both National Guards and Reserve Units will camp and train at North Fort Hood.
3. There will be no time lapse between units to allow Support Battalion to classify property, terminate transactions with the departing unit, and prepare for the incoming units.
4. A total of five National Guard and ORC Divisions will train instead of four divisions as in 1952.
5. During period 31 May - 13 June, phase out of Reserve Command will coincide with Camp "A", consisting of a National Guard Regiment and a Reserve Division.
6. Support Battalion will be required to warehouse property, formerly drawn direct from Post Technical services by the using unit.

II. Purpose of SOP

This SOP was prepared to:

1. Establish standard operation procedures to insure maximum support of Civilian Component Units, with minimum support personnel.
2. Insure uniform support for all units during the Civilian Component training period.
3. Supplement previously approved Support Bn plan so that the available manpower will be utilized as efficiently and economically as possible.
4. Establish responsibilities and procedures which will facilitate operation of sections of Support Bn for summer support operations.

STANDARD OPERATING PROCEDURE
FOR SUPPORT BN SUPPLY OFFICE

I	GENERAL
II	ADMINISTRATION
III	OPERATION
IV	ANNEXES

GENERAL

A. The Support Bn Supply Officer will be charged with the following responsibilities;

1. To issue to Civilian Component Units all areas, tentage, and buildings they will require.
2. To draw, store, and issue to Civilian Component Units all station property they will require.
3. To draw, store, and issue to Civilian Component Units all TO&E equipment they will require, with the exceptions of vehicles, weapons, signal equipment and controlled items which will be specified later.

B. The Support Bn Supply Office will be organized as follows:

1. The Administrative Section, consisting of 3 officers and 8 enlisted men. This section will be a control and administrative group and will maintain all permanent records for the S-4 Office (Par. II below). Reports of Survey, Statements of Charges etc. will be processed through this section. Property transactions between the Support Bn and other units or services of the 1st AD and Fort Hood will be conducted by this section. Requisitions from Civilian Components will be edited by this section.

2. The Warehouse Section consisting of 2 officers and 5 enlisted men. This section will warehouse all equipment to be issued by the S-4, with the exception of cots, mattresses, pillows, mattress covers, blankets, and mess equipment. This section will act as an issue point and a receiving point to the Civilian Components. An informal accounting system will be maintained to show the stock level in the warehouse at all times.

3. The Station Property Section will consist of 3 officers and 30 EM. The section will be responsible for issuing to Civilian Component Units tents, buildings, bedding, office furniture, and mess equipment. Insofar as possible, this property will be stored in the area in which it is to be used. The section will maintain an informal accounting system to show the amounts issued out at all

times. For camp supervision, the camp will be divided into two areas, with the company commanders of A and B Company each assigned an area. These officers will make a daily inspection of their area, noting condition of the grounds, tents, buildings and trash racks, etc. Discrepancies will be reported to the S-4 with recommendations as to the need for replacing tents, submitting work orders, or initiating other corrective action.

II. ADMINISTRATION:

A. Organizations

1. The administration section, consisting of 3 officers and 8 enlisted men will be responsible for all permanent records in the S-4 section.

2. Requisitions and turn-in's from the Support Battalion to higher headquarters will be prepared by the Administration Section.

B. Records to be Kept:

1. Requisition register
2. Turn-in register
3. Requisition file
4. Turn-in file
5. Requisition and Turn-in jacket file for each company.
6. Held on MR jacket file for each technical service.
7. Held on loan jacket file for H/R property (indexed by control units).
8. Issued on Loan Jacket file for each Company, Section, and Civilian Component Unit that draws property on H/R from S-4.
9. Property books of memorandum receipt property.
10. Stock Record Inventory control cards for property held on M/R and property held on Loan (hand receipt).

III OPERATIONS:

A. GENERAL

1. Administrative Section

- a. Requisitions from Support Bn to other organizations or services will be prepared by this section.
- b. At the end of summer encampment, this section will prepare paper work for turn-in of property used for support operation.
- c. Records and files will be kept by this section as outlined in par. II (Administration).

2. Warehouse Section

a. This section will store equipment in warehouse 10613, 10614, and 10809 as directed by the S-4.

b. In addition to storing and issuing equipment, this section will be responsible for inspecting equipment and determining its serviceability and the need for a R/S or S/C.

c. The only records kept by this section will be stock record cards showing what the warehouse level is at all times.

3. Station Property Section

a. One tent in each block of 20 will contain the property to be installed in the 20 tents; i.e. cots, mattresses, etc. This tent will contain enough equipment to furnish living area for 200 men.

b. Equipment for a 200 man mess-hall will be stored in each mess-hall; tables in the dining area and other equipment in the cooking area.

c. Two men will be designated as area supervisors for each block of 80 tents. These men will be quartered in their assigned block except when the area is occupied by a Civilian Component Unit. Their duties are:

- (1) Reporting any damage, pilferage, or discrepancies to the property stored in their block.
- (2) Making a complete inventory of their block every 72 hours and reporting discrepancies immediately.
- (3) Assisting the officer responsible for the block in turn-in the block over to a Civilian Component Unit.
- (4) The supervisors will keep the keys to all buildings that have locks in their possession, and will open the buildings only on the authority of the station property officer.
- (5) When areas are occupied by Civilian Component units, the supervisors will revert to the Bn S-4 Officer working details.

4. Procedure

a. The order of issue by the S-4 Section will be Station Property first, then T&E Property. The order of turn-in will be the reverse.

b. After turn-in of property, the responsible officer from the unit concerned will report to the Administrative Section for his clearance from the S-4.

B. ISSUANCE OF PROPERTY TO CIVILIAN COMPONENT UNITS

1. Warehouse Section

a. All requisitions will be prepared in four (4) copies and channeled thru the Administrative Section, where they will be edited and marked "Authorized".

b. Requisitions will then be taken to the warehouse by the unit and presented to the chief clerk.

c. The requisition will then be given to a warehouse clerk for issue. As the requisition is issued, requisitions will be actioned and signed for. When items are removed from the storage bays, the clerk will mark the requisition with number or items, date, other office no. and his initials, on a card placed in the bay.

d. After completion of the issue, the actioned requisition will be given to the chief clerk who will make the necessary posting on the stock record cards.

f. Each evening, the completed requisitions for that day will be hand carried to the Administrative Section for final filing.

2. Station Property Section

a. Responsible officers for Civilian Component Units will be directed to the station property officer of the Support Bn for the area they are to occupy. The Support Bn station property officer will have previously prepared issue slips for the area and property in the area. A joint inventory will then be made by the two officers, or their representatives.

b. There will be four copies of the issue slip. Two copies will be actioned and signed. Each officer will get one actioned and one unactioned copy.

c. The Support Bn Station Property Officer will make necessary entries on his stock record cards and will then forward both copies of the issue slip to the Administrative Section.

C. TURN-IN OF PROPERTY BY CIVILIAN COMPONENT UNITS

1. Warehouse Section

1. Warehouse Section (Cont)

- a. Turn-in slips will be prepared in 3 copies, and presented with the property to the same Warehouse from which the property was drawn.
- b. The Warehouse OIC (or representative) will inspect the property for serviceability. If it is found that a R/S or S/C is required, the unit responsible officer will be referred to the Administrative Section.
- c. When property is accepted, the turn-in slip will be actioned and signed. The amounts turned in will be entered on the stock record cards and turn-in slip will be sent immediately to the Administrative Section.
- d. Amounts turned in will be entered on the card posted at the bay.
- e. To facilitate turn-in to the TO&E warehouse, units will be assigned a definite time for turn-in whenever possible. The Support Bn S-4 will coordinate with the G-4 or the S-4 of the parent civilian component organization to establish a turn-in schedule that will be consistent with the organizations training schedule, and will allow for orderly receipt of equipment when it is no longer required.

2. Station Property Section

- a. Unit responsible officers will contact the station property officer from whom they drew the property and obtain previously prepared turn-in slips.
- b. The station property officer and the unit responsible officer, or their representatives, will inventory all property to be turned-in, checking for damage or unserviceability.
- c. The station property officer will action two copies of the turn-in slip, keep one and give the other to the unit officer. The third copy may then be destroyed.
- d. Lost or damaged property requiring a R/S or S/C will be put on a separate turn-in slip, and the turn-in slip with allied papers will be referred to the Administrative Section.
- e. When one unit is clearing an area, which another unit is to occupy immediately, certain bulky items (cots, mattresses, and desks) will be inventoried and left in position for immediate use by incoming unit.

S-4
SUPPORT
BN

ADMINISTRATIVE
SECTION
2 Off
8 PM

Responsible for paper
work of all sections

TARGET
SECTION
3 Off
5 PM

Responsible for receiving
storing and issuing the
following equipment. *

- Can corrugated -----250
- Heater immersion-----74
- Cans, water-----100
- Cans, gas-----100
- Lister bags-----33
- Crash helmets-----200
- Compasses-----449
- Field ranges-----16
- Water hose-----100
- Camouflage nets-----109

* Major items only are listed

STATION
PROPERTY SEC
3 Off
30 EM

Responsible for receiving,
storing and issuing fol-
lowing property *

- Cots-----4500
- Mattresses-----4500
- Mattress covers-----7000
- Mess tables-----800
- Camp tables-----200
- Desks-----100
- Chairs-----1081
- Mess equipment-----40
(complete)
- Mess trays-----3000
- Pillow cases-----2000
- Sheets-----8000

* Major items only - this
section also issue tents,
buildings, etc. To Civ-
ilian Component Units.

STANDARD OPERATING PROCEDURE

FOR VEHICLE POOL

- I GENERAL
- II ADMINISTRATION
- III LOGISTICS
- IV OPERATIONS

SECTION I

GENERAL

I. PURPOSE

A. This publication is to be the Standard Operating Procedure for the Motor Pool in its mission of support of Civilian Component units during their summer encampment period.

II. MISSION

A. The vehicle pool will make the following vehicles available to National Guards and Reserve Units during the summer encampment period.

WHEELED VEHICLES

1/4 ton trucks-----	133
3/4 ton trucks-----	36
3/4 ton trks. (Amb)-----	7
2-1/2 ton trucks-----	44
1-1/2 ton trailers-----	11
Water trailers, 400 gal ----	20
Truck-Tractor w/reefer-----	2
Tractor, Low Boy-----	1
Wrecker, Hvy, 6 Ton-----	1

TRACKED VEHICLES

M4 Tank, w/75-----	41
M4 Tank, w/76-----	9
Vehicle, Armored Inf.	
T18E1-----	6
Tank, Light M41E1-----	8
VTR, M32-----	3
Turret Trainers-----	4

NOTE: 36 additional M4A3 tanks, w/75, property of the National Guard, are not the responsibility of this Vehicle Pool.

B. This section will issue OWM concurrently with vehicles.

C. This section will issue certain POL supplies to Civilian Component Units.

VEHICLES FOR SUPPORT BN. USE ONLY

1/4 ton trucks-----	8	2 1/2 ton trucks-----	8
3/4 ton trucks-----	2		

SECTION II

ADMINISTRATION

I. ADMINISTRATIVE

A. This VEHICLE POOL will consist of the following three subsections;

- 1 Maintenance Headquarters - Detailed Duties covered in this section of SOP
- 2 Wheel Vehicle Pool- Detailed operation covered in separate section of SOP
- 3 Track Vehicle Pool- Detailed operation covered in separate section of SOP

SECTION III

LOGISTICS

I. RESPONSIBILITY

The officer in charge will be the responsible officer for all property within his motor pool. That account will include Vehicles, OWM, organization equipment,

and Station Property. Copies of all property transactions will be filed and duplicate forwarded to the Motor Officer.

II METHOD OF ISSUE AND RECEIPT-

A. National Guard Units-

- 1 Before arrival of units- Prepare for issue of the required amount; of equipment for the next arriving unit.
- 2 On arrival of units- Issue will be made to the units on Hand Receipt (Form 446) as quickly as possible, to the designated responsible.
- 3 On departure of units- Inspect, classify(as to condition), and receive items. In case of non-acceptance of an item Report of Survey will be initiated. After the paper work is initiated on the damaged item, the item will be accepted and prepared for turn in to concerned Technical Service.
- 4 POL will be issued by wheel Section, Support Bn, on requirement (requisition) in bulk to N.G. Units. Unused containers will be taken on turn-in slip from using units on their departure. Opened containers will be accepted by wheel section only after the number of containers used are reduced to the minimum by using unit (Guard or Reserve) Amounts used will be accounted for by wheel Section, Support Bn.

B. Reserve Units

- 1 Before arrival of units - Prepare for issue of the required amount of vehicles and equipment on Daily dispatch.
- 2 On arrival of units - Vehicles and Equipment will be issued daily to the users through the using unit responsible officer, unless the Support Battalion recommended procedure is approved. In the event this recommendation is approved, procedure recommended in support Plan A will be followed. Particular care will be taken in accounting of all items as the items are issued.
- 3 When using units are finished with the equipment at the end of each day, this equipment will be received after inspection and classification (to determine condition) has been accomplished.
- 4 POL will be provided for immediate use only, to the user. Estimated necessary amounts for the encampment period will be inventoried and set aside for Civilian Component use. On departure of Civilian Component units, stocks will be inventoried again to determine individual units consumption. A record will be kept of the consumption by the support unit.

SECTION IV

OPERATIONS

I Maintenance Headquarters will be directly under the support battalion S-3 and will supervise and control the functions of the Vehicle Pools.

A This office will maintain an Operation board that will indicate vehicle availability and non-availability (through deadline of either Ordnance or Signal equipment).

B Consolidation and forwarding of reports initiated and /or prepared by the motor pools will be handled here. Copies of all property transactions will be filed in this office.

C This office will coordinate on priorities with Civilian Component units to insure equitable distribution of vehicles.

D Whenever possible, a reserve pool of vehicles will be maintained, in order to continue maximum operation by using units, by replacement.

II Wheel Vehicle motor pool

A It will be the responsibility of the officer in charge of his motor pool to conduct normal motor pool operations (maintain prescribed PM roster, etc.). Other than normal motor pool operations will be established by priority by Motor Officer. (Command function)

B Issue and receipt of wheel vehicles and OVM will be handled by this section.

C All vehicles and equipment unless dispatched to the support battalion, on Road Test, or signed out to Civilian Component Units will be considered in storage. NO equipment will be removed from storage without the signature of the Unit designated responsible officer.

D Spot Checks (Form No. 9-68) will be performed to determine condition of vehicles and other equipment will be inspected thoroughly for serviceability before receipt from using units PRIOR to their departure.

E Destruction or malfunction through neglect or misuse will be determined at this time; responsibility will be established and corrective action initiated. (Report of Survey, if applicable)

F Daily dispatch of vehicles will be provided the support battalion and reserve units when required.

G All POL, with the exception of fuels, will be provided by this section.

H Continuous maintenance operations will be conducted when necessary to prepare vehicles and equipment for use.

III Track Motor Pool

A It will be the responsibility of the officer in charge of his motor pool to conduct normal motor pool operations, (maintain prescribed PM roster, Etc.). Other than normal motor pool operations will be established by priority by Motor Officer (command function).

B All vehicles and equipment unless on road test or issue to Civilian Component units will be considered in storage. NO equipment will be removed from storage without the signature of the unit designated responsible officer.

C Spot Checks (Form No. 9-69) will be performed to determine condition of vehicles and other equipment will be inspected thoroughly for serviceability.

D Destruction or malfunction of property through neglect or misuse will be determined at this time; responsibility will be established and corrective action initiated. (Report of Survey, if applicable)

E Daily dispatch of vehicles will be provided for Reserve units when required.

F Continuous maintenance operations will be conducted when necessary to prepare vehicles and equipment for use.

G Parts supply will be handled by this section for wheel and track laying vehicles.

STANDARD OPERATING PROCEDURE
FOR VEHICLE POOL, TRACK SECTION

I. GENERAL
II. ADMINISTRATION
III. LOGISTICS
IV. OPERATIONS

GENERAL

I. Purpose

A. This publication is the Standard Operating Procedure for the Track Section in its mission of support of Civilian Component Units during their summer encampment period.

B. OVM (on vehicle material) will be issued to the using units concurrently with the related vehicles.

SECTION II

ADMINISTRATION

I. The track section will consist of the following personnel and subsections;

1 Motor Officer	2 Senior Recovery Mech
1 Maintenance Sgt	3 Senior Track Mech
1 Ass't Maint Sgt	2 Recovery Mech
1 Chief Recovery Mech	3 Track Mech
1 Senior Welder	1 Turret Mech

B. Parts

2 Ordnance Parts Specialists
1 Typist

C. Tools

1 Supply Clerk

D. Supply (OVM)

1 Supply Officer (Ass't Maint Officer)
1 Supply Sgt
1 Senior Supply Clerk
2 Supply Clerks

II. RESPONSIBILITY

A. Maintenance

The Section Motor Officer will be responsible for the storage and maintenance of all equipment, and station property used by this section. This property will be accounted for in a company component parts property book and transactions will be filed in a voucher file and entered in a voucher register.

B. Supply

The Section Supply Officer will be responsible for the storage and maintenance of all OVM used to support the Civilian Component Units. He will also be responsible for the installations in which this property is stored. This property

will be accounted for in a company component parts property book and entered in a card index file for file record.

SECTION III

LOGISTICS

A Percentage items, Basic Load, and certain K-1 items will be supplied by 87th Ordnance. The parts clerk will consolidate the Wheel Section and track Section requisitions and submit them to the 87th Ordnance Company.

B K-1 items not supplied by 87th Ordnance will be supplied by Quartermaster. Requisition procedure same as above.

C Publications will be requisitioned through S-1, Support Bn, for use by this section.

D Issue and Receipt of Tools

1. Tools will be issued and received at tent No. 2 (See Motor pool layout-incl)

2. Due to the shortage of these tools, they will be issued on hand receipt for immediate use only (i.e., while working in the support Bn. motor pool area.)

3. Three copies of the form 446 will be prepared:

1. Requisitions of parts will be handled between the designated parts clerk of either N.G. or Reserve Units in Tent No. 3 (See motor pool layout-incl)

2. Units requiring parts from this section will file a signature card authorizing their parts clerk to requisition to this section signed by the units properly designated Supply Officer.

3. Units making parts requests will use Form No. 7, AGO 9-79.

SECTION IV

OPERATIONS

I GENERAL

1. Vehicles and OVM will be issued (Form 446) to the responsible Officer of the using unit for the total time vehicles are required.

2. Drivers will be provided by National Guard.

3. In so far as is possible requests will be submitted 48 hours in advance and individuals to be assigned property will report 24 hours in advance. Prior to use . . .

4. Maintenance of vehicles issued to the National Guard will not be the responsibility of this Section.

5. Procedure for turn in of vehicles.

Using responsible Officer will arrange to have vehicles aligned in the Motor Pool with OVM displayed. These vehicles will be inspected by Track Section personnel to determine condition of vehicles (Form DA 9-68) Assigned drivers will be present at this time. Shortage and damages will be actioned with Report of Survey. Vehicles will not be accepted unless they are up to 1st Armored Division standards. Upon acceptance these vehicles will be reentered on 100th Tank Battalion P M Roster at the motor pool, as limited storage.

B Reserves

1. Vehicles will be dispatched on a daily basis with drivers to be furnished by the Reserve Unit. Units will attempt to have drivers report to the Motor Pool one day in advance of time vehicle is needed for issue of the Vehicle and OVM to be briefed on operation and maintenance procedure.

2. Units will attempt to have each driver, when reporting for a vehicle have in his possession a valid government drivers license (D' form 313) and Qualification Record (DA Form 348) and

3. Drivers will report for their trip ticket (DD Form 110) 30 minutes in advance of the time vehicle is needed. A pre-operation check will then be performed by the driver using mimeographed forms provided for that purpose. will

4. Each vehicle will be inspected twice weekly to insure proper driver maintenance (crew) is being performed.

5. Depending on the situation, vehicles will not be dispatched the day maintenance is required. 1st Echelon maintenance will be performed at the Motor Pool of the 100th Tank Battalion Track Section under their supervision using mimeographed sheets provided for that purpose. Assigned drivers (crew) will be present to perform 1st Echelon maintenance and to aid in 2nd Echelon maintenance.

6. Prior to turning in trip tickets each evening an after operation check will be performed on the vehicle by the driver (crew) using the proper space provided on the trip ticket.

7. A public address system will be used by this section for control.

II Issue and Receipt of Tanks

A Issue

1. National Guard: In need of. A pre-operation check will be performed. a. 446-Forms will be prepared in advance in order to facilitate the following transactions.

b. Upon arrival the responsible officer representing the N.G. will contact the Motor Officer.

c. Four copies of the Form 446 (H/R) will be ready. After the vehicles have been inspected and accepted:

(1) The original will be signed by the N.G. Officer, assigned a voucher number, and filed in the Issued On Loan File.

(2) The N.G. Officer will receive the first carbon copy.

(3) The second carbon copy will be forwarded to the Battalion Motor Officer.

(4) The third carbon copy will be placed immediately in the permanent file.

2. Reserves

a. 446 Forms will be prepared in advance in order to facilitate the following transactions.

b. Upon arrival the responsible officer representing the Reserve Unit will contact the Motor Officer.

c. Four copies of the Form 446 (H/R) will be ready. After the vehicles have been inspected and accepted:

(1) The original will be signed by the Reserve Unit Officer, assigned a voucher number, and filed in the Issued On Loan file.

(2) The Reserve Unit Officer will receive the first carbon copy.

(3) The second carbon copy will be forwarded to the Battalion Motor Officer.

(4) The third carbon copy will be placed immediately in the permanent file.

d. The vehicles will then be moved from the 100th Battalion area to the area assigned the Reserves.

B. Receipt

1. National Guard

a. Upon departure of the N.G. Unit a spot check inspection (Form 9-69) will be made to determine condition of the vehicle.

b. In case of damage due to misuse or neglect, proper action will be initiated immediately.

c. In case of malfunction or destruction of property due to misuse or neglect discovered after N.G. departure, Report of Survey will be initiated.

d. Three copies of Form 447 will be prepared:

(1) The original to be given to the concerned N.G. Officer.

(2) The first carbon copy to be filed

(3) The second carbon copy to be forwarded to the Battalion Motor Officer.

2. Reserves

- a. Upon departure of the Reserve Unit a spot check inspection (Form 9-69) will be made to determine condition of the vehicles.
- b. In case of damage due to misuse or neglect, proper action will be initiated immediately.
- c. In case of malfunction or destruction of property due to misuse or neglect discovered after Reserve Unit departure, Report of survey will be initiated.
- d. Three copies of Form 447 will be prepared:
 - (1) The original to be given to the concerned Reserve Unit Officer.
 - (2) The first carbon copy to be filed
 - (3) The second carbon copy to be forwarded to the Battalion Motor Officer.
- e. After the vehicles are accounted for they will be moved to the 100th Battalion area.

III. Issue and Receipt of OVM (on vehicle material)

A. Issue

1. National Guard upon arrival the responsible property officer representing the N.G. Unit will contact the section supply officer.
 - a. 446 Forms (H/R) will be prepared in advance in order to facilitate the following transaction;
 - b. After the OVM has been inspected and accepted;
 - (1) The original copy will be signed by the N.G. Officer, assigned a voucher number, and filed in the Issued On Loan File.
 - (2) The first carbon copy will be given to the N.G. Officer.
 - (3) The second carbon copy will be forwarded to the Battalion Motor Officer.
 - (4) The third carbon copy will be placed in the permanent file.

2. Reserves

1. Reserve Unit upon arrival the responsible property officer representing Reserve Unit will contact the section supply officer.
 - a. 446 Forms (H/R) will be prepared in advance in order to facilitate the following transaction;
 - b. After the OVM has been inspected and accepted;
 - (1) The original copy will be signed by ~~the Reserve Unit Officer~~ ~~the Reserve Unit Officer~~, assigned a voucher number, and filed in the Issued On Loan File.
 - (2) The first carbon copy will be given to the Reserve Unit Officer.
 - (3) The second carbon copy will be forwarded to the Battalion Motor Officer.
 - (4) The third carbon copy will be placed in the permanent file.

c. After the OVM has been signed for, it will be moved to the storage area provided for the reserves within 1000m Motor Pool.

B. Receipt

1. National Guard

- a. Prior to departure of the N.G. Unit an inspection of the OVM will be made.
- b. In case of damage due to misuse or neglect proper action will be initiated immediately.
- c. In case of malfunction or destruction of property due to misuse or neglect discovered after N.G. departure, Report of Survey will be initiated.
- d. Three copies of Form 447 will be prepared;
 - (1) The original to be given to the concerned N.G. Officer.
 - (2) The first carbon copy to be filed
 - (3) The second carbon copy to be forwarded to the Battalion Motor Officer.

2. Reserves

- a. Daily inspections (spot check) of OVM will be made by this section for the Reserve unit.
- b. Prior to Reserve Unit departure a complete inspection of OVM will be made.
- c. In case of damage due to neglect or misuse proper action will be initiated immediately. (Report of Survey)
- d. In case of malfunction or destruction of property due to misuse or neglect discovered after Reserves departure, Report of Survey will be initiated.
- e. Three copies of Form 447 will be prepared:
 - (1) The original to be given to the concerned Reserve Officer.
 - (2) The first carbon copy to be filed.
 - (3) The second carbon copy to be forwarded to the Battalion Motor Officer.

STANDARD OPERATING PROCEDURE
FOR VEHICLE POOL WHEEL SECTION

- I GENERAL
- II ADMINISTRATION
- III LOGISTICS
- IV OPERATION

SECTION I

GENERAL

I. PURPOSE

This publication is the Standard Operating Procedure for the Wheel Section in its mission of support of Civilian Component Units during their summer encampment period.

II. MISSION

- A To furnish wheeled vehicles for Civilian Component Units.
- B To furnish necessary OVM to operate these vehicles.
- C To furnish POL for these vehicles, except fuel.
- D Supervise 1st Ech. maintenance for Reserve units.

SECTION II

ADMINISTRATION

I. PERSONNEL

- | | |
|--------------------------|-----------------|
| 1 Motor Officer (supply) | 12 Wheel Mechs |
| 1 Maintenance Officer | 2 Dispatchers |
| 1 Maintenance Sgt | 1 Typist |
| 2 Section Chiefs | 14 Drivers |
| | 2 Supply Clerks |

II. REPORTS

- A Daily Vehicle Availability Report to S-3
- B Weekly submitted by 1200 hours each Saturday
 - 1 Deadline Vehicle Report (5 copies - Inc 18)
 - 1 Battalion Motor Officer
 - 3 Bn. S-3 (2 forwarded to Div. Ord. Officer)
 - 1 File Copy
 - 2 Vehicle Status Report (3 copies - Incl. 19)
 - 1 Battalion Motor Officer
 - 2 Bn S-3 (1 forwarded to Div. Ord. Officer)
 - 1 File copy
- C Monthly
 - 1 POL estimate in by 10th of each month (OM)
 - 2 Mileage report in by 1st of each month (M.P.)

III. RESPONSIBILITY

- A Maintenance This section Motor Officer will be responsible for the storage

and maintenance of all equipment and aviation property used by this section. This property will be accounted for in a company component parts property book and transactions will be filed in a voucher file and entered in a voucher register.

B Supply The section Supply Officer will be responsible for the storage and maintenance of all OWM used to support the Civilian Component Units. He will also be responsible for the installations in which this property is stored. This property will be accounted for in a company component parts property book and entered in a card index file for file records.

SECTION III

LOGISTICS

A P. O. L. will be requisitioned by the tenth of each month direct from Quartermaster.

B Percentage items, Basic Load, and certain K-1 items will be supplied by 87th Ordnance. Requisitions from this section will be forwarded to Parts Clerk, Track Section.

C K-1 items not supplied by 87th Ordnance will be supplied by Quartermaster. Requisition same as above.

D Publications will be requisitioned through S-1, support Bn for use by this section.

E 2nd, 3rd, and 4th echelon will be supplied by 87th Ordnance.

SECTION IV

OPERATIONS

I GENERAL

A National Guard

1 Vehicles and OWM will be issued (Form 446) to the responsible officer of the using unit for the total time vehicles are required.

2 Drivers will be provided by National Guard. Drivers licenses (Form D/31 and Drivers Qualifications Record (D/160 348) will be required of all drivers, as outlined in AR 700-105 Section III prior to release of vehicles from Wheel Motor Pool.

3 Requests will be submitted 48 hours in advance and drivers will report 24 hours prior to use, in so far as is possible.

4 Wheeled Vehicle Section will furnish necessary publications pertaining to vehicle operation and maintenance.

5 POL products, exclusive of fuel, will be provided by this section, drawn by the using unit (DA Form 446). Any unused POL will be returned to the Motor Pool. (DA Form 447). Total estimated requirements of POL products, exclusive of fuel, for a monthly period will be submitted to the Wheeled Vehicle Motor Officer by the 100th Tank Battalion Motor Officer the last day of each month for the following month. This estimate, consolidated with Motor Pool estimate of POL supplies will be delivered on the 10th of each month to the using unit.

6 Maintenance of vehicles issued to the National Guard will not be the responsibility of this Motor Pool.

7 Procedure for turn in of vehicles. Using responsible officer will arrange to have vehicles aligned in the Wheel Section Motor Pool with OWM displayed. These vehicles will be inspected by wheel section personnel to determine condition of vehicles (Form DA 9-68). Assigned drivers will be present at this time. Shortages and damages will be turned in on a Report of Survey. Vehicles will not be accepted unless they are up to 1st Armored Division standards. Upon acceptance these vehicles will be reentered on 100th Tank Battalion P M Roster at this Motor Pool, as limited storage.

B Reserve Units

1 Vehicles will be dispatched on a daily basis. Permanent drivers will be furnished by the Reserve Unit. Drivers will report to the Motor Pool one day in advance of time vehicle is needed for issue of the vehicle and OWM to be briefed on operation and maintenance procedure, situation permitting.

2 Each driver, when reporting for a vehicle, will have in his possession a valid government drivers license (DA Form 313) and Qualification Record (DA Form 348).

3 Drivers will report for their trip ticket (DD Form 110) 30 minutes in advance of the time vehicle is needed. A Pre-operation check will then be performed by the driver using mimeographed forms provided for that purpose.

4 Each vehicle will be inspected twice weekly to insure proper driver maintenance is being performed.

5 Vehicles will not be dispatched the day maintenance is required. 1st echelon maintenance will be performed at the Motor Pool of the 100th Tank Wheeled vehicle Section under their supervision, using mimeographed sheets provided for that purpose. Assigned drivers will be present to perform 1st echelon maintenance and to aid in 2nd echelon maintenance.

6 Prior to turning in trip tickets each evening an after operation check will be performed on the vehicle by the driver using the space provided on the trip ticket.

II ISSUE AND RECEIPT OF VEHICLES

A Issue

1. National Guard

a. 446 forms will be prepared in advance in order to facilitate the following transactions.

b. Upon arrival the responsible officer representing the N.G. will contact the Section Motor Officer.

c. Four copies of the 446 forms (47) will be ready. After the vehicles have been inspected and accepted:

(1) The original will be signed by the N.G. Officer, assigned a voucher number, and filed in the Issued On Loan File.

(2) The National Guard Officer will receive the first carbon copy.

(3) The second carbon copy will be forwarded to the Battalion Motor Officer.

(4) The third carbon copy will be placed immediately in the permanent file.

2. Reserves

a. 446 forms will be prepared in advance in order facilitate the following transactions.

b. Upon arrival the responsible officer representing the Reserves will contact the Section Motor Officer.

c. Four copies of the 446 forms (47) will be ready. After the vehicles have been inspected and accepted:

(1) The original will be signed by the Reserve Officer, assigned a voucher number, and filed in the Issued On Loan File.

(2) The Reserve Officer will receive the first carbon copy.

(3) The second carbon copy will be forwarded to the Battalion Motor Officer.

(4) The third carbon copy will be placed immediately in the permanent file.

d. The Vehicles will then be moved from the 100th Tank Battalion area to the area assigned the Reserves, within 100th Tank Battalion Motor Pool.

e. The vehicles will be dispatched daily from this area (See Motor Pool layout inclosure) by this section.

B Receipt

1. National Guard

- a. Upon departure of the N.G. unit, a spot check inspection (Form No. 9-68) will be made to determine condition of the vehicle.
- b. In case of damage due to misuse or neglect, Report of Survey will be initiated immediately.
- c. In case of malfunction or destruction of property due to misuse or neglect discovered after N.G. departure, Report of Survey will be initiated.
- d. Three copies of Form 447 will be prepared:
 - (1) The original to be given to the concerned N.G. Officer.
 - (2) The first carbon copy to be filed.
 - (3) The second carbon copy to be forwarded to the Battalion Motor Officer.

2. Reserves

- a. Upon departure of the Reserve Unit, a spot check inspection (Form No. 9-68) will be made to determine condition of the vehicle.
- b. In case of damage due to misuse or neglect, Report of Survey will be initiated immediately.
- c. In case of malfunction or destruction of property due to misuse or neglect discovered after Reserve Units departure, Report of Survey will be initiated.
- d. Three copies of Form 447 will be prepared:
 - (1) The original to be given to the concerned Reserve Officer.
 - (2) The first carbon copy to be filed.
 - (3) The second carbon copy to be forwarded to the Battalion Motor Officer.
- e. After the vehicles are accounted for they will be moved back to the 100th Battalion area.

III ISSUE AND RECEIPT OF OVM (ON VEHICLE MATERIAL)

A. Issue

1. National Guard upon arrival the responsible officer representing the N.G. Unit will contact section Supply Officer.
 - a. 446 Forms (H/V) will be prepared in advance in advance in order to facilitate the following transaction:
 - b. After the OVM has been inspected and accepted;
 - (1) The original copy will be signed by the N.G. Officer, assigned a voucher number, and filed in the Issued On Loan File.

(2) The first carbon copy will be given to the M.G. Officer.

(3) The second carbon copy will be forwarded to the Battalion Motor Officer

(4) The third carbon copy will be placed in the permanent file.

2. Reserves

a. M/6 Forms (H/P) will be prepared in advance in order to facilitate the following transaction:

b. After the OVM has been inspected and accepted;

(1) The original copy will be signed by the Reserve Officer, assigned a voucher number, and filed in the Issued On Loan File.

(2) The first carbon copy will be given to the Reserve Officer.

(3) The second carbon copy will be forwarded to the Battalion Motor Officer.

(4) The third carbon copy will be placed in the permanent file.

c. After the OVM has been signed for, it will be moved to the storage area provided for the Reserves, within the 100th Tank Battalion Motor Pool area.

B. Receipt

1. National Guard

a. Prior to departure of the N.G. Unit an inspection of the OVM will be made.

b. In case of damage due to misuse or neglect Report of Survey will be initiated immediately.

c. In case of malfunction or destruction of property due to misuse or neglect discovered after N.G. departure, Report of Survey will be initiated.

d. Three copies of Form M/7 will be prepared;

(1) The original to be given to the concerned N.G. Officer.

(2) The first carbon copy to be filed

(3) The second carbon copy to be forwarded to the Battalion Motor Officer

2. Reserves

a. Daily inspections (spot check) of OVM will be made by the section for the Reserve unit.

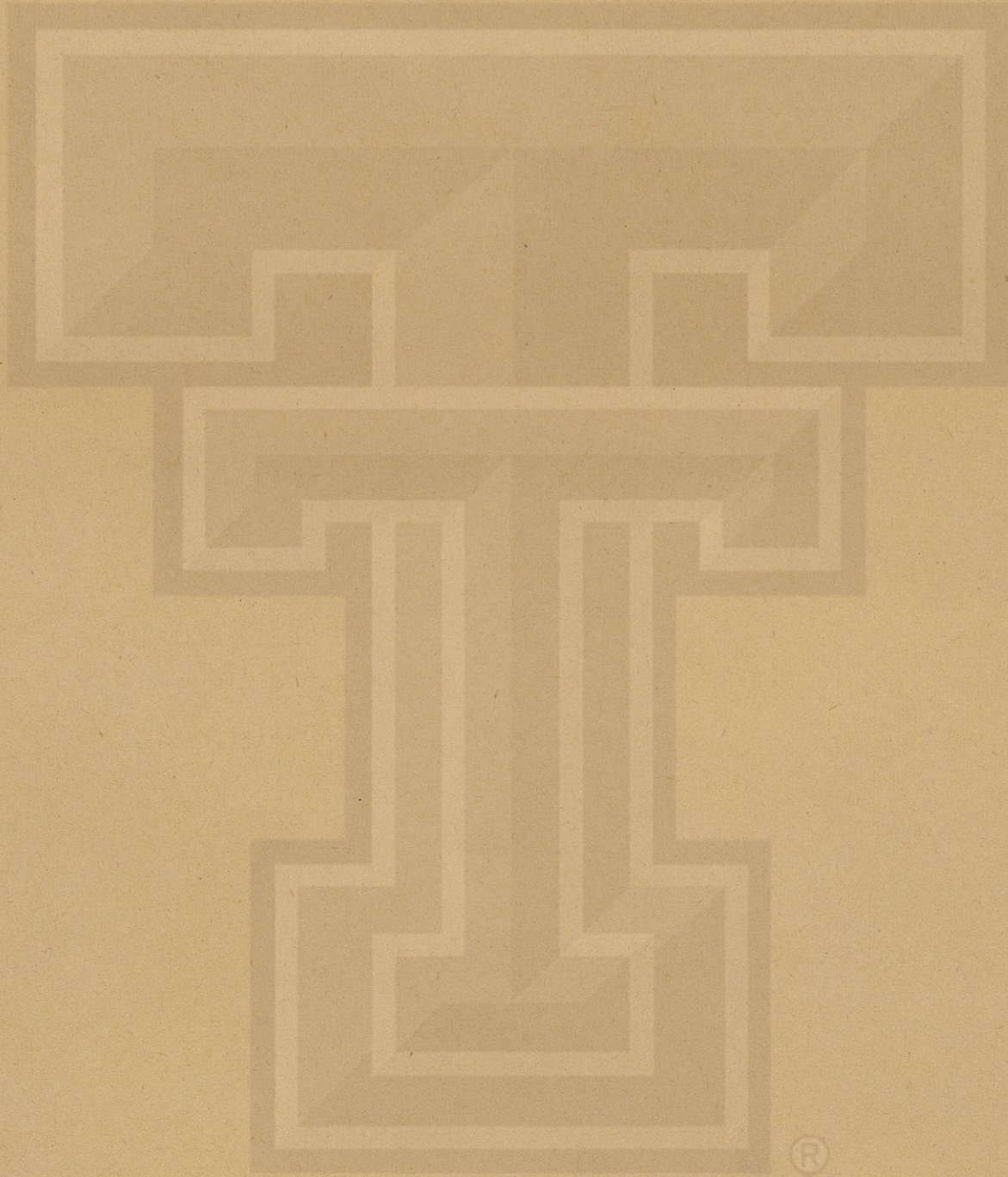
b. Prior to Reserve Unit departure a complete inspection of OVM will be made.

c. In case of damage due to neglect or misuse Report of Survey will be initiated immediately.

d. In case of malfunction or destruction of property due to misuse or neglect discovered after Reserve departure, Report of Survey will be initiated.

c. Three copies of Form 1047 will be prepared;

- (1) The original to be given to the concerned Reserve Officer;
- (2) The first carbon copy to be filed.
- (3) The second carbon copy to be forwarded to the Battalion Motor Officer;



ANNEX SEATTLE OPERATING PROCEDURE
FOR
TRACK & WHEEL VEHICLES

A. Reserve Units

Procedure of vehicle and OVM issue and receipt (For general information, contact Lt. Johnson, Support Battalion Motor Officer, Dial 3119 or 3255. See attached map for locations.)

1. Reserve units will obtain Wheel vehicles required from Wheel Vehicle Pool, Lt Saunders, Dial 3241; Track laying vehicles from Track Vehicle Pool, Lt Marshall, Dial 4240.

2. The designated responsible officer will be accompanied by drivers (crewman) to aid in inventorying and storing equipment.

3. A portion of the Support Battalion motor pool will be allocated Reserve Units use, including Squad Tents for OVM storage if required.

4. Vehicles and OVM

a. Vehicles to be issued will be lined up in the portion of the pool allocated for the Reserve Units. Vehicles will be signed over to the Units before the OVM is handled.

b. OVM for the Wheel Vehicles will be laid out in tent #6, Wheel Pool, ready for issue. Paper work will be prepared by Lt Saunders; Track OVM will be laid out in Tents #9 and #10, Lt Marshall will prepare paper work. After OVM is signed over to the responsible officer, the tents will be available to the Reserve Unit, if required, for storage.

c. Upon request, Support Battalion will reissue equipment to drivers (crewman), acting for the concerned unit.

d. Dispatch (and maintenance records, if requested) will be handled by the Support Battalion for the concerned unit.

B. National Guards

Procedure of vehicle and OVM issue and receipt (For general information, contact Lt. Johnson, Support Battalion Motor Officer. Dial 3119 or 3255. See attached map for locations.)

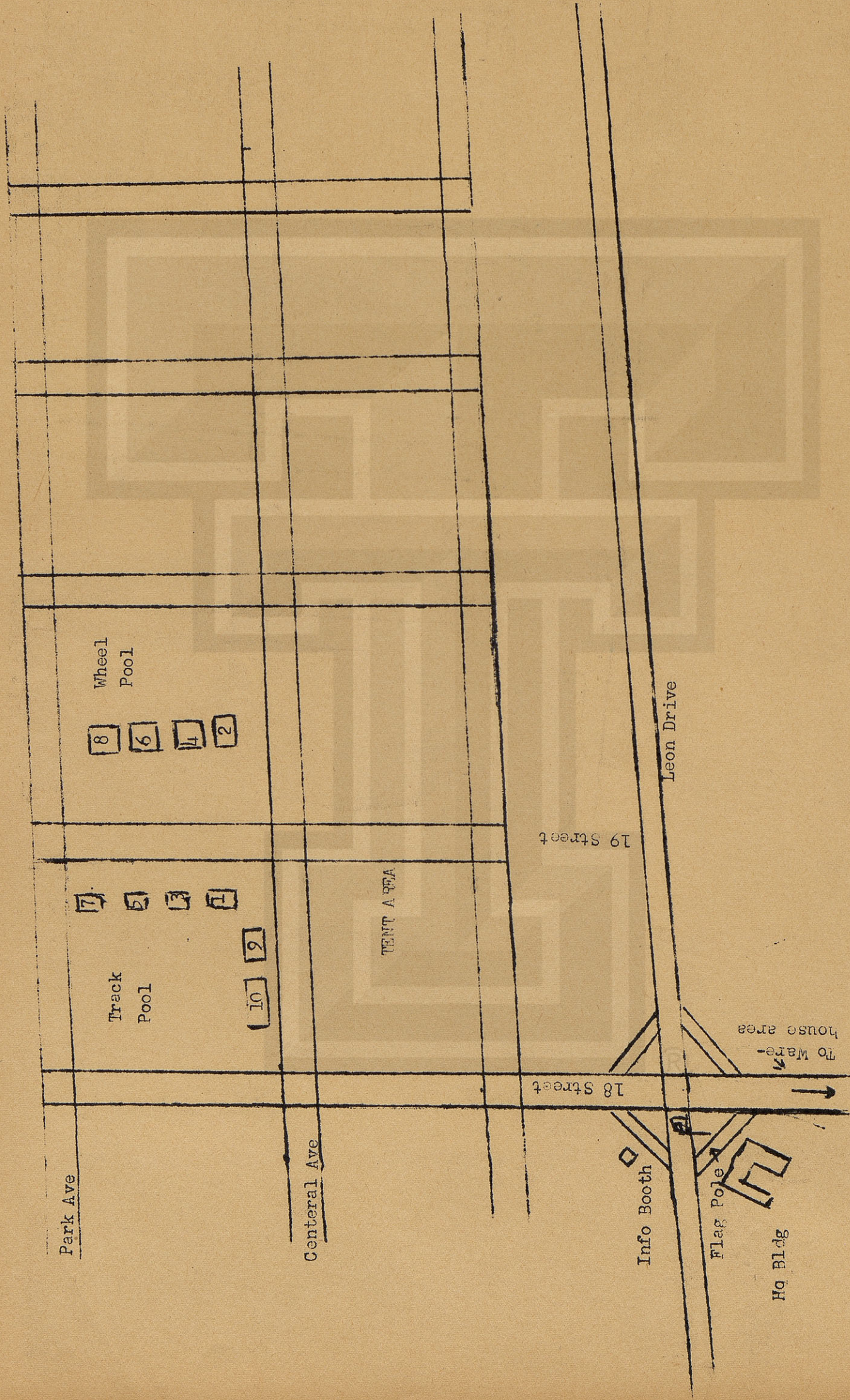
1. National Guard units will obtain Wheel Vehicles required from Wheel Vehicle pool, Lt Saunders, Dial 3241; Track laying Vehicles from Track Vehicle Pool, Lt Marshall, Dial 4240.

2. The designated responsible officer will be accompanied by drivers (crewman) to aid in inventorying, storing equipment, and removing vehicles from Support Battalion area.

3. Vehicles and OVM

a. Vehicles to be issued will be lined up in the Vehicle Pool separately from Support Battalion vehicles not available for issue. Vehicles will be signed over to the units before the OVM is handled.

b. OVM for the Wheel Vehicles will be laid out in Tent #6, Wheel Pool, ready for issue. Paper work will be prepared by Lt Saunders; Track OVM will be laid out in Tents #9 and #10, Lt Marshall will prepare paperwork. After OVM is signed over to the unit, drivers (crewmen) may load or store equipment and depart.



HEADQUARTERS
100th TANK BATTALION (HV)
Fort Hood, Texas

Weapons Pool Standing Operating Procedure

Section I.....General
Section II.....Administration
Section III.....Logistical
Section IV.....Operation

SECTION I

GENERAL

The Weapons Pool, 100th Tank Bn (HV), is a central warehouse and control center, with the primary mission of effecting maximum economy and utilization of weapons to all National Guard and Reserve Units undergoing training at North Fort Hood.

SECTION II

ADMINISTRATION

1. Responsibilities:

- a. To procure, maintain, store and issue all weapons within the Weapons Pool.
- b. Procure and stock spare parts.
- c. Effect 2nd echelon repair of weapons.
- d. Insure that all weapons are cleaned, maintained and stored properly.
- e. Turn in of all weapons and equipment as soon as they become excess.

2. Weapons Pool Operation:

- a. Strength; two (2) officers, twenty-four (24) EM.
- b. Organization: The Weapons Pool will be subdivided into four (4) sections; Headquarters Section, Individual Weapons Section, Crew Served Weapons Section, and Instrument Section.
- c. Duties of Sections:
 1. Weapons Pool Headquarters Section: To control and coordinate all phases of operation of the Weapons Pool. To maintain records of all supply transactions with S-4 100th Tank Bn (Hv), and all weapons and equipment issued to the National Guard and Civilian Component Units.

2. Individual Weapons Section: To issue, receive, maintain (effect 2nd echelon repair), all individual weapons in the Weapons Pool.

3. Crew Served Weapons: To issue, receive, maintain (effect 2nd echelon repair) all crew served weapons in the Weapons Pool.

4. Instrument Section: To receive, issue, and maintain all instruments in the Weapons Pool.

Section III

LOGISTICAL

1. The Weapons Pool has the following weapons and equipment for issue to National Guard and Civilian Component Units. (See attached list)

2. Repair of Weapons:

a. All weapons and equipment issued by the Weapons Pool, requiring repair that can not be accomplished by the Unit, will be turned in to the Weapons Pool on WD AGO form No. 811 for repair.

b. Any equipment turned in for repair that is not fair wear and tear will be accompanied by a statement of charges.

3. All KI items will be obtained through normal supply channels.

4. Publications will be obtained through the S-1 section 100th Tank Bn (Hv).

Section IV

OPERATION

1. Procedure For Drawing Weapons And Equipment:

a. The individual officer requesting weapons and equipment from the Weapons Pool, will have a signature card with designated authorized representatives, on file in the Weapons Pool.

b. Only Regimental, and Battalion Supply Officers will draw weapons and equipment from the Weapons Pool unless otherwise specified by S-3 Section 100th Tank Battalion.

Weapons Pool SOP (cont'd)

c. The officer requesting weapons and equipment will submit WD AGO form 446 in five (5) copies for each class of property desired, a minimum of twenty (24) hours prior to date required.

d. Only those items of equipment listed on the mimeographed nomenclature list (available in the Weapons Pool) will be requested.

e. All requests for equipment will be signed by the requesting officer. The authorized representative may sign as receiver of equipment.

f. Representatives of agencies drawing equipment will check carefully the condition and amount of all items at the time of issue. Discrepancies will be corrected before property is removed from the Weapons Pool.

g. In the event of a conflict arising from a request failing to be issued due to prior requirements of other units; priority will be established through S-3 Section, 100th Tank Battalion.

h. The requesting unit will furnish transportation and personnel for movement of weapons and equipment from and to the Weapons Pool.

2. Cleaning of Weapons and Equipment:

a. Cleaning of Weapons and equipment is the responsibility of the using Unit.

b. If possible, weapons should not be fired during the last three days of training because of the three day cleaning period.

c. Cleaning equipment (less K1) may be drawn from Weapons Pool if required.

3. Procedure for turn in of Weapons and Equipment:

a. The Responsible Officer will turn in all weapons and equipment on WD AGO form No. 447.

Weapons Pool SOP (cont'd)

b. Weapons Pool personnel will check all equipment for cleanliness, condition and completeness.

c. All broken or missing items will be covered by a statement of charges or report of survey before the responsible officer is cleared.

Weapons Pool SOP (cont'd)

b. Weapons Pool personnel will check all equipment for cleanliness, condition and completeness.

c. All broken or missing items will be covered by a statement of charges or report of survey before the responsible officer is cleared.

Weapons Pool SOP (cont'd)

b. Weapons Pool personnel will check all equipment for cleanliness, condition and completeness.

c. All broken or missing items will be covered by a statement of charges or report of survey before the responsible officer is cleared.

MAJOR ITEMS OR EQUIPMENT TO BE
ISSUED BY THE ARMY SCHOOL

Machine Gun Cal. 50 (12)	90
Machine Gun Cal. 30	100
Carbine Cal. 30 M 2	651
Rifle, 57 IM	38
Launcher Rocket (3.5 & 2.36)	20
Rifle, Cal 30 (M 1 & M1C)	621
Launcher, Grenade (Rifle & Carbine)	330
Mortars (All Types)	55
Pistol, Auto, Cal 45	162
Gun, Sub Mach. Cal 45 M3A 25	25
Pistol, Pyrotechnic	18
Binoculars (All Types)	84
Bayonets, LL W/Scabbard	160
Mounts, Mach. Gun (All Types)	72

BATTALION COMMUNICATION OFFICE
100th TANK BATTALION (HV)
Fort Hood, Texas

STANDARD OPERATING PROCEDURE

SECTION I -----General
SECTION II -----Administration
SECTION III -----Operation
1. Wheel
2. Track
3. Supply

SECTION I

GENERAL

1. PURPOSE

a. This publication is to be the Standard Operating Procedure for the Signal section in its mission of support of Civilian Component Units during their summer encampment period.

b. The following list indicates the type of equipment that will be made available by this section for use by the above units. (No consolidation of signal equipment other than radios has been approved as yet, so other equipment will be added on a subsequent list.)

- (1) Radio Set AN/GRC-3 in $\frac{1}{4}$ ton and $\frac{3}{4}$ ton
- (2) Radio Set AN/GRC-4 in $\frac{1}{4}$ ton and $\frac{3}{4}$ ton
- (3) Radio Set AN/VRC-8 in $\frac{1}{4}$ ton and $\frac{3}{4}$ ton
- (4) Radio Set AN/VRC-16 in $\frac{1}{4}$ ton
- (5) Radio Set AN/VRQ-1 in $\frac{1}{4}$ ton
- (6) Radio Set SCR-506 in $\frac{3}{4}$ ton
- (7) Radio Set SCR-508 in Tank
- (8) Radio Set AN/PRC-6 portable

A total of 223 radio sets.

c. Radios and component parts will be issued to using unit through this section, concurrently with vehicles when possible.

d. The signal sections will issue, receive and maintain all signal equipment.

SECTION II

ADMINISTRATION

1. ADMINISTRATIVE

a. Upon arrival of Civilian Component Units signal equipment will be available to them by signal pools.

b. These signal sections will be so designated as below and come directly

Section II (Administration) (Cont'd)

- (1) Wheel Signal Pool
- (2) Track Signal Pool
- (3) Signal Supply Section

c. Battalion Communication Officer will be directly under the Support Battalion S-3 and will supervise and control the functions of the signal sections.

d. The Battalion Communications Officer will maintain in coordination with the Battalion Motor Office, a vehicular availability board, consolidate and forward reports initiated by Signal Section and coordinate on priorities with Civilian Component Units.

e. The Battalion Communication Officer will accompany officers inspecting signal facilities.

SECTION III

OPERATIONS

1. WHEEL SIGNAL POOL

a. This section of the SOP will be used as a guide in the operation of the Wheel Signal Pool. This pool will be located in or near the Wheel Vehicle Motor Pool. The officer in charge of the pool is designated the responsible officer for all the signal equipment in the pool.

2. PURPOSE

a. This Pool will issue, receive, and maintain all signal equipment mounted in wheel vehicles, and repair all equipment for the Signal Supply Section when submitted on WAGO-811 Form.

3. RECORDS

a. The following records will be kept by the Signal Pool. All equipment issued to the pool will be on hand receipt. A file of these hand receipts will be kept along with a components parts book. The components parts book will be kept on only the original issue of equipment to the pool and return of such equipment to units of the division. Maintenance forms will be kept on all equipment during periods when it is not being used by the Reserve or National guard units. The using unit will keep maintenance records when equipment is issued. A file will be kept on all work orders, one file for active work orders, another for completed work orders. The dispatch board will be kept up daily by the Commo Chief. Reports will be submitted daily on the number of vehicles deadlined due to inoperative radios.

Section III (Records) par 3 (cont'd)

This report will state the type of radio, what is wrong with the radio, and the number of days it has been awaiting repair. This report will be submitted by 0900 each morning in writing. A daily report of communication personnel working in the signal pool will be submitted to the Communications Office by 0900.

4. ISSUE AND RECEIVING

a. The following will be the procedure for issuing and receiving radios; the radio will be issued simultaneously with the vehicles at the motor pool, a list of items to be issued with the radio will be made up at a latter date and added to this SOP. A hand receipt for each radio will be made up in duplicate, one copy signed by the man receiving the equipment to be kept by the section in a permanent file, one copy not signed but with the mans name rank serial number and unit will be sent to the communications officer for his reference. When receiving the radio an operational check will be made of the complete set to insure nothing is damaged. If nothing is found wrong with the set a turn-in slip (447) will be issued. When equipment is damaged or not in operational condition the officer in charge of the pool will be notified and turn-in (447) will not be issued until a report of Survey or Statement of Charges has been initiated.

5. MAINTENANCE

a. Maintenance will be performed on all sets when not in use and maintenance forms will be kept. All radios found to be inoperable will be repaired as soon as possible. A check will be made to establish if the set can be repaired at North Fort or if it has to be sent to 3rd Echelon. Any equipment to be sent to 3rd echelon will be sent to Supply section for processing within 24 hours. Equipment returned from 3rd echelon will be picked up within two (2) hours of notification by the signal supply section. Officer in charge will be notified if damage other than fair wear and tear is found on any piece of equipment.

B. TRACK SIGNAL POOL

1. This section of the SOP will be used as a guide in the operation of the Track Signal Pool. The pool will be located in the Track Motor Pool. The officer in charge of the pool is designated the responsible officer for all the equipment in the pool.

Issue and Receiving (cont'd)

equipment is in operating condition and the maintenance form is in order turn in slip (447) will be issued. When the equipment is either damaged other than fair, wear and tear or lost, then turn in slip (447) will not be issued, the officer in charge of the pool will be informed immediately in order to initiate a report of survey or statement of charges.

5. MAINTENANCE

a. Maintenance will be performed on all sets and intercoms when they are not issued to Civilian Components and maintenance forms maintained. All radios found to be inoperable will be repaired as soon as possible. A check will be made to establish whether the set can be repaired at North Fort Hood or is it has to be referred to 3rd echelon at South Fort Hood. Any equipment to be referred to South Fort Hood will be sent to Supply Section for processing within 24 hours. Equipment returned from 3rd echelon will be picked up within two (2) hours of notification by signal supply section. Officer in charge will be notified as soon as damage other than fair, wear and tear is found on any piece of equipment when being repaired.

C. SIGNAL SUPPLY SECTION

1. This section of the SOP will be used as a guide in the operation of the Signal Supply Section. The officer in charge of the section is designated the responsible officer for all the equipment in the section.

2. PURPOSE

a. This section will issue, receive and store all signal equipment other than equipment mounted in vehicles.

3. RECORDS

a. This section will maintain a voucher file and number all hand receipt property form (466's) from units of the 1st A.D. or Post to any signal section of the support battalion. Equipment issued to the section will be on hand receipt and a file of receipts will be maintained along with a components parts book. The components parts book will be kept only on equipment originally issued to the section from units of the 1st A.D or Post. No transaction with the Civilian Components will be recorded in this book. The chief function of this section will be that of warehousing and storage, a stock record card system will be used to record all transactions with the reserves. The card system will cover only major items assuming the component parts are present.

Track Signal Pool (cont'd)

2. PURPOSE

a. This pool will issue, receive, preset and maintain all signal equipment mounted intrack vehicles.

3. RECORDS

a. The following records will be kept by the signal pool. All equipment will be issued to the pool on hand receipt, a file of these receipts will be kept along with a components parts book. This components parts book will be kept on only the equipment originally issued to the pool from units of the first armored division or post, and return of this equipment to the units. None of the transactions with the guard or reserve units will be recorded in the components parts book as the officer in charge is still responsible officer for the equipment when returned. Maintenance forms will be kept on all equipment when not being used by the Reserves or guard units. The using unit will keep maintenance forms when the equipment is issued these forms will be issued with the equipment and equipment will not be taken back unless the maintenance forms are completed and signed. A file of all work orders will be kept, this file will be in two sections or files, one for work orders still active and the other for completed work orders. The dispatch board similar to the one in B attalion Headquarters will be kept daily by the commo chief. A report will be submitted daily on the numbers of vehicles deadlined because of radios inoperable. This report will state the type of radios, what is wrong with the radio and the number of days it has been awaiting repairs. This report will be due by 0900 each morning in writing. A daily report of communication personnel working in the signal pool will be submitted to the Communications Officer by 0900.

4. ISSUE AND RECEIVING

a. The following will be the procedure for issuing and receiving radios for tanks. Equipment will be issued simultaneously with tank in the motor pool. The radios will be in operating condition and the interphones will all be in working condition, or the vehicles will be deadlined. An approved list of all items to be issued with the radio will be made up at a later date and added to this SOP. A hand receipt will be made up for each radio in duplicated, one copy to be signed by the person receiving the radio to be placed in permanent hand receipt file and one copy not signed with the receivers name, rank, serial number and unit to be sent to commo officer to be placed in a permanent file for reference in case of statement of charges or report of survey when equipment is returned. An operational check will be made of the complete set including all cordage, when

Records (cont'd)

Maintenance forms on all equipment not being used will not be required. Signal Supply Section will process all equipment to be forwarded to 3rd echelon shop. This process is covered in paragraph five (5). A report will be made by 0900 daily on the number of radio sets in operating condition. A daily report of communications personnel working in the supply section will be submitted to the communications officer by 0900.

4. ISSUE AND RECEIVING

a. Signal Supply will be located in bldg 10808 and will issue equipment from there on a prearranged schedule. All property issued to the reserve units will be complete and in operating order. Property will be issued on a hand receipt made out in duplicate, one copy not signed by the person to be placed in a permanent hand receipt file receiving the equipment and one copy not signed but with the receivers name, rank, serial number and unit will be sent to commo officer to be placed in a permanent file for reference. When equipment is returned it will be checked to see that it is complete, not damaged and in operating condition. (ie radios check for side tone; Wire checked for continuity) If equipment is damaged or not in operating condition the officer in charge of the section will be notified and turn in slip (447) will not be issued until a corrective measure has been taken. (ie damaged radio; statement of charges or etc; field wire with no continuity check-no turn in slip (447) will be issued until item is repaired and checked.)

4. ISSUE AND RECEIVING

5. MAINTENANCE

a. The wheel signal pool is responsible for the repair of all signal supply section equipment.

6. EQUIPMENT TO 3rd ECHELON

a. All equipment to be forward to the 3rd echelon shop will be turned into the signal supply section on a WDAGO Form 811. Appropriate 2nd & 3rd echelon maintenance forms will be turned in with the equipment. When turning in this equipment, each major item will be listed on a separate form. Like items in groups of five, may be turned in on work order (Form 811) to signal. (ie five headsets IS-30, five microphones J-17). All equipment will be cleaned when turned in for repair.

officer in charge of the section will be notified and turn in slip (447) will not be issued until a corrective measure has been taken. (ie damaged radio; statement of charges or etc; field wire with no continuity check-no turn in slip (447) will be issued until item is repaired and checked.)

Equipment to 3rd Echelon (cont'd)

b. The Supply Section will process all equipment and keep the necessary records. All incoming equipment will be numbered consecutively starting with 10-001. This number will also appear on the form all going to the 3rd echelon shown in the account code number block. The 811's from the sections will be kept at the Supply section in the following manner; White and blue sheets to be kept in envelope WDAGO 478, one for Track Section, one for wheel section and one for supply section. The green sheet is the sections receipt for the equipment. When the Supply section receives equipment back from 3rd echelon they will notify the section the equipment belongs to. Upon receiving the green sheet for the equipment it will be placed in the 9-80 envelope and the yellow sheet withdrawn from the 478 envelope and returned to the section with the equipment.

c. All equipment to be repaired will be turned in within 24 hours after determination that it should be sent to the 3rd echelon shop. Returned equipment will be picked up from supply section within 2 hours of notification that it is ready.

7. PUBLIC ADDRESS SYSTEM SECTION

The public address section will be located in Bldg 10830 and is under the control of the Signal Supply Section Officer. This section will maintain and operate (whenever possible) all public address systems issued to civilian components. If the unit receiving the equipment has a qualified operator it will not be necessary for the section to send an operator.

When issuing and receiving this equipment the section will follow the procedure outlined in paragraph four (4) of the operation of supply section. Although the P.A. Section may supply the operator for the P.A. set the unit using it must sign for the equipment. The using unit will be supplied Maintenance check list 11-250 and 11-260 for first echelon maintenance of the P.A. set and power units.

HEADQUARTERS
100th TANK BATTALION (HV)
Fort Hood, Texas

30 April 1953

SOP: Support BN S-1 Section

- IGeneral
- IIAdministration
- IIIOperation
- IVAnnexes

I General

A. The support Bn S-1 will be changed with the following responsibilities:

1. Support Bn administration, and security.
2. Billeting of all officer personnel, and assistance with the billeting of Civilian Component Enlisted Personnel.
3. Operation of the Officer's Field Mess, and personnel support of ORC messes.
4. Coordinating Special Service activities.

B. The Support Bn S-1 will be organized as follows:

1. Bn Administration: Will be handled by the S-1 section, consisting of 1 officer and 7 EM. This section will handle all Bn administration, and security.
2. Billeting Section: The Billeting Section will consist of 1 officer and 4 EM. This section will be responsible for the billeting of all officer personnel, and assist in the accupation and evacuation of area by Civilian Component Units.
3. Mess Section: The Mess Section will consist of 2 officers and 20 EM. This section will operate the Officers Field Mess, and render such personnel support to ORC units that is consistent with support Bn strength.
4. Special Services: The Special Services Section, consisting of 1 officer and 2 EM, will coordinate special service activities with Civilian Component Units. Render support to Civilian Component Units, when called upon, and when such support is within Support Bn capabilities.

II. Administration:

- A. Each section will be responsible for it's own administration.
- B. All reports and requests will be forwarded through the Bn S-1, unless other wise directed.

III. Operations:

A. B n Administration: Bn Administration will be operated in accordance with existing directives.

B. Security: The Support Bn will provide its own local security. The guard will be charged with security of the Support Bn area, Support Bn Motor Pool and the Support Bn Warehouse area. During the period when Civilian Component Units are encamped, the Support B n S-1 will coordinate with the G-1 or the S-1, as the case may be, of the Civilian Component Unit as to the Security of the Post during their encampment. The following General Order will then be published:
See Annex one (1).

During the periods when Civilian Component personnel are unable to meet security requirements, the Support Bn S-1, will contact the G-1 of the 1st Armored Division, and request additional personnel for guard purposes.

c. Billeting: The Support Bn Billeting Officer will be responsible for the following:

1. Ascertain, through Headquarters Fort Hood, the expected time of arrival of the advance party personnel.
2. Operate the Information Booth during the period the advance party is encamped, and close out one day after the arrival of the main body. The Information Booth will remain open from 0700 to 1700. Contact the PIO of Civilian Component Unit, and arrange for the Civilian Component Units to take over operation of the Information Booth, if they so desire.
3. Arrange for the Billeting of the Advance Party.
4. Establish contact with the Advance Party Billeting Officer and sign over all officer B illets.
5. Coordinate with the Officer in charge of the Advance Party, and render support for the occupation of areas, by the main body.
6. Coordinate with N FH Military Police for traffic control.

7. Place signs directing personnel to various sections of the Support Bn. Distribute maps indicating the location of various Support and Post activities.

8. Arrange for the expeditious evacuation of areas by the main body. Coordinate the flow of traffic out of North Fort Hood.

9. Inventory and liquidate Officers Billeting Account with Civilian Component Billeting Officer.

D. Mess Section:

1. Officers Mess: Thirty days prior to the expected date of arrival, ascertain the number of Officers Personnel to be expected during the coming incampment. Submit a plan to the Support Bn S-1, to include the following:

- a. The request for needed utensils from the Support Bn S-4.
 - b. The setting up of any necessary Officer Mess Annex's.
 - c. The request for any additional personnel support needed.
2. Coordinate with the Support Bn S-1, as to a meal schedule.
3. During the period when ORC Units are incamped, receive requests for Mess Personnel Support. Render such support as existing strength permits, and request any additional support needed from the 1st Armored Division.

E. Special Services: Coordinate with Civilian Component Special Service Personnel, and render such support as may be needed, and that is within Support Bn capabilities. Request additional support from the 1st Armored Division, when unable to meet Civilian Component requirements.

HEADQUARTERS
100th TANK BATTALION (HV)
Fort Hood, Texas

30 April 1953

GENERAL ORDER
NUMBER.....

1. With the concurrence of the Commanding General of the _____, the following areas are declared to be under _____ Division for security responsibility during the hours from _____ to _____. These are in addition to _____ Division assigned areas.

2. The following Guard Orders will govern the conduct of the Guard.

BY ORDER OF LIEUTENANT COLONEL HARGRAVE:

I ENGINEER EQUIPMENT & SUPPLIES
II RESPONSIBILITIES

I ENGINEER EQUIPMENT AND SUPPLIES

A. LIAISON

Questions of Engineer supply will be settled between the visiting unit and Support Battalion Engineer Liaison Officer.

B. MOBILE EQUIPMENT

Engineer mobile equipment will be dispatched on daily trip ticket from the 16th Engineers to the using unit. Each piece of equipment will be provided with an operator from the 16th Engineers, who will remain with the equipment throughout the day to assist the visiting operator. The using unit will make request for mobile equipment to the Engineer Liaison Officer at least 48 hours in advance.

C. COMMON TO&E ITEMS

TO&E items common to most visiting units will be drawn by Support Battalion S-4 from 16th Engineers and warehoused at North Fort Hood. These will be issued to the using units on hand receipt.

D. COMMON CLASS 4

Certain Class 4 items (particularly mails, etc.) will be drawn by Support Battalion S4 and issued to using units as needed.

E. BRIDGES

- (1) Bailey Bridge will be kept at the Engineer Training Area of South Fort Hood under care of the 16th Engineers. Units desiring to use the bridge will make advance arrangements with the Engineer Liaison Officer. Movement to the area will be by truck or bus.
- (2) Bridge, fixed and floating, Division, widened, (Widened Treadway) will not be available.
- (3) Bridge M4 and M4A2 may be available for use by visiting units. If available, it will likely be in the South Fort Hood Engineer Training Area.
- (4) Bridge, timber trestle is available for use by visiting units. It is stockpiled in the North Fort Hood Engineer Training Area.

F. SPECIAL EQUIPMENT AND SUPPLIES

Certain equipment and supplies have been requested by visiting units in what would appear to be excessive quantities. No action will be taken to procure these until the advance party of the visiting unit has conferred with the Engineer Liaison Officer. Adjusted quantities will then be requisitioned by Support Battalion S4 from the 16th Engineers and further handled in the same manner as other Engineer supplies and equipment.

II RESPONSIBILITIES

A. Support Battalion S4 will:

- (1) Prepared the necessary papers to draw the Engineer Supplies and equipment from the 16th Engineers.
- (2) Physically transport the supplies and equipment from the 16th Engineer warehouse to Support Battalion warehouse.
- (3) Provide warehousing facilities at North Post.
- (4) Issue to visiting units on hand receipt.
- (5) Clear the hand receipt when the materiel is returned in satisfactory condition.

B. Engineer Liaison Officer will:

- (1) Confer with visiting units as early as possible on Engineer supply matters.
- (2) Schedule the use of mobile equipment and bridging making all necessary arrangements with 16th Engineers.
- (3) Advise the Support Battalion S4 on type and quantities of Engineer materiel to be drawn or issued.
- (4) Assist the Support Battalion S4 in the identification and inspection of Engineer equipment.
- (5) Perform other duties as assigned.

C. Visiting unit will:

- (1) Draw Engineer materiel at Support Battalion warehouse on hand receipt and physically transport it there from.
- (2) Provide proper care and safeguards.
- (3) Turn in all Engineer equipment to Support Battalion S4 prior to departure either by physical delivery or by lateral transfer to another unit when so directed.
- (4) Clear through Support Battalion Survey Officer or any items missing or not in acceptable condition.

HEADQUARTERS
100th TANK BATTALION (HV)
Fort Hood, Texas

SOP -- 100th Tank Battalion Dispensary

1. Personnel:

There will be assigned to the 100th Heavy Tank Battalion a Medical Detachment, composed of one Medical Officer, one MSC Officer, and thirteen EM.

2. Equipment:

a. Normal TO/E for a Heavy Tank Battalion will be augmented by additional dispensary type equipment and supplies to operate a dispensary in building 8440.

b. Added equipment required by certain Medical Services of organizations coming to North Fort Hood for summer camp training will be maintained in the dispensary and loaned to these organizations using appropriate supply procedures.

3. Transportation:

a. Three ambulances, 3/4 ton, will be assigned to the dispensary for the support of 100th Tk Bn.

b. Additional ambulances, will be furnished as the need arises.

c. Drivers for the above vehicles will be provided by the Medical Detachment, 100th Heavy Tank Battalion, if the visiting organizations cannot do so. When additional drivers are required, the Surgeon, 1st Armored Division will provide added driver personnel from South Fort Hood medical personnel.

4. Sick Call:

a. 100th Heavy Tank Battalion will hold Sick Call at the established hour in building 8440. True emergency cases will be attended at any hour. The Medical Officer currently assigned will be present on a 24 hour a day basis until relieved.

b. Organizations visiting and training at North Fort Hood will hold their own Sick Call, using their own equipment and personnel, and in their own areas. Those organizations with no medical personnel or equipment will receive medical support from the Medical Detachment, 100th Heavy Tank Battalion in building 8440.

c. Medical care on other than normal duty hours.

After normal duty hours, patients needing the attention of a medical officer, will be taken to the Medical Officer of the Day, located at 100th Tank Battalion Dispensary, building 8440 for disposition. Hospitalization, when applicable, will be at the US Army Hospital, Fort Hood, Texas.

5. Hospitalization:

a. Patients requiring hospitalization will be evacuated by ambulance to the US Army Hospital, South Fort Hood, Texas.

b. Organizations in summer camp training with organizational medical personnel and ambulances will evacuate patients directly to the US Army Hospital, South Fort Hood. Those organizations who must rely on the Medical Detachment, 100th Heavy Tank Battalion for primary medical support will be evacuated by it to US Army Hospital, South Fort Hood, Texas.

c. Patients who need immediate hospitalization and who would be periled by the long evacuation to South Fort Hood, will be evacuated to the Gatesville Hospital. Payment of charges will be governed by SR 40-505-11. It will be noted that this emergency medical care at civilian medical facilities does not extend to dependents.

SUBJECT: SOP for 100th Tank Battalion Dispensary - (Cont'd)

d. Certain patients might better be evacuated to US Army Hospital, Fort Hood, Texas by aircraft - fixed or rotary wing. In the event of such instance the Division Surgeon will be called, 45106 or 3745, who will attempt to arrange for such a flight, and alert the US Army Hospital, Fort Hood of the impending arrival of the patient. Patients in this category are: Penetrating or perforating head wounds, eye damage, penetrating or perforating chest and abdominal wounds, compound fractures of extremities, massive evulsive wounds, and other patients who by virtue of important assignments should receive rapid disposition.

6. Quarters Status:

SR 40-600-5 authorized Medical Officers to place military personnel on a "sick-in-quarters" status. The policy regarding use of such status for units of the 1st Armored Division is prescribed in Sect II, Memorandum #9, Hq, 1st Armored Division, dtd 19 February 1953.

7. Dental Support:

a. No 1st Armored Division dental personnel will be present at North Fort Hood for support of summer training activities. It is assumed that dental cripples are screened from attending summer camps before units leave home stations. Emergency dental care, and treatment of Regular Army personnel and those on extended active duty will be given at Dental Clinic #1, 162nd Street and Brigade Avenue, South Fort Hood, Texas.

b. 1st Armored Division Personnel assigned to North Fort Hood units will receive dental appointments to South Fort Hood Dental Clinics, by reporting to the Dispensary at Bldg #8440 at hour of Sick Call. True emergencies will be disposed of at any hour.

c. Dental Equipment will be provided to those units coming to North Fort Hood by the issuance of medical chest #60 on the basis of one per Dental Officer. The chest is to be used in erection of a dental clinic in the dental clinic tent of the medical service of the organization present for summer training. Dental equipment in Building 8440 will not be made available to visiting units as they must train "in tents" for reality in field training.

8. Medical Reports and Records:

a. See Inclosure #1.

9. Dentures, spectacles, and other long term medical service will be available for members of the 1st Armored Division in the normal manner. There will be no hospitalization, or medical/surgical or dental work-ups, other than emergency, for members of organizations on summer camp training, except Regular Army Personnel and persons on extended active duty.

HEADQUARTERS 1ST ARMORED DIVISION
Office of the Surgeon
Fort Hood, Texas

SUBJECT: Medical Records & Reports

One of the main values to this and higher headquarters is prompt submission of reports, therefore, each officer responsible for submission of any required report will take necessary steps to insure that reports are received on time.

SCHEDULED REPORTS

TYPE OF REPORT	PERIOD COVERED	NO OF COPIES	WHOM RETURNED	DATE DUE
Out Patient Report DD 444 SR 40-1080-60	4 or 5 weeks From 0001 Thur To 2400 Wed	1 Copies 3 - Div Surgeon 1 - Disp file	SAFE	Last Thur of each month 1100 hours
Report of Medical Department Personnel WD AGO 8-19, plus attached sheets SR 600-625-40	Calendar Month	2 Copies 1 - Div Surgeon 1 - Disp File	Each Medical Det- achment & Medical Battalion	1st day each month 1100 hours
Monthly Sanitary Report SR 41-45-1	Calendar Month	4 Copies Orig & 1 copy thru channels 1 - Info Div Surg 1 - Disp File	By Dispensary, Aid Stations on units serviced	1st day of each month 1100 hours

Must be neat & correct, & no typographical errors or strike-overs.

HEADQUARTERS
100th. Tank Battalion (Hv.)
1st. Armored Division
Fort Hood, Texas
(Support Battalion)

22 May 1953

MEMORANDUM TO: Mess Officers and Mess Stewards all Training Units

SUBJECT: Procedure for Drawing Rations

1. Following is the procedure for all ORC and NG units drawing rations while encamped at North Fort Hood.
2. The Food Adviser from the Support Battalion will handle the drawing of all rations while units are encamped here.
3. The Food Adviser (WOJG Jackson) is located in the support Bn. headquarters (Bldg. 9106) (Phone 4276)
4. The Food Adviser will obtain information from S-3 Support Bn. when units are to arrive, their unit strength, etc. so that rations may be drawn prior to arrival of each unit.
5. The mess steward of each unit will furnish the Food Adviser each morning by 0700 hrs. (except Sunday) the following.
 - a. Daily Ration Request; DD Form 178
 - b. Head-Count and Cash Collection Sheet
 - c. Cook's Work Sheet
 - d. Unit Strength Report
 - e. Ration Issue Slip
6. Rations will be broken down from the truck at each mess. The rations will be checked by the mess steward and signed for.
7. Money collected for cash meals will be turned-in daily to the food adviser. No turn-in slip will be necessary as it will be consolidated in the food service office and turned-in to the S-4 office. The receipt's for money turned-in by units will be furnished in the food service office.
8. Necessary records will be maintained in the food service office of the Support Battalion.
9. The Support Battalion S-4 is located in building 10630 (ph-4160)
10. Each company will turn-in excess rations upon completion of encampment to Bldg. 10611 (Cold storage plant).
11. All mess forms may be obtained in the food service office.
12. Units using Type "C" Rations will submit DD Form 446 Issue Slip through the Food Adviser Support Bn. to S-4; one (1) week in advance or as soon as possible.
13. The above plan may be instituted with concurrence of the commanding officer of each incoming unit.

Memo. To: Mess Off. & Mess Stud's. all Training units; (Cont'd.)

a. The officer in charge of each advanced group may advise the food adviser, support battalion whether or not this plan will be accepted.

14. If this plan is accepted by all units it will afford assurance of not being over-drawn at the completion of the training. This system was used by the 75th Division last summer and it was proven very satisfactory.

BY ORDER OF LIEUTENANT COLONEL GOODRICH:

CLARENCE P. NASH
CAPT. IIE.
ADJUTANT

OFFICIAL:

CLARENCE P. NASH
CAPT. IIE.
ADJUTANT

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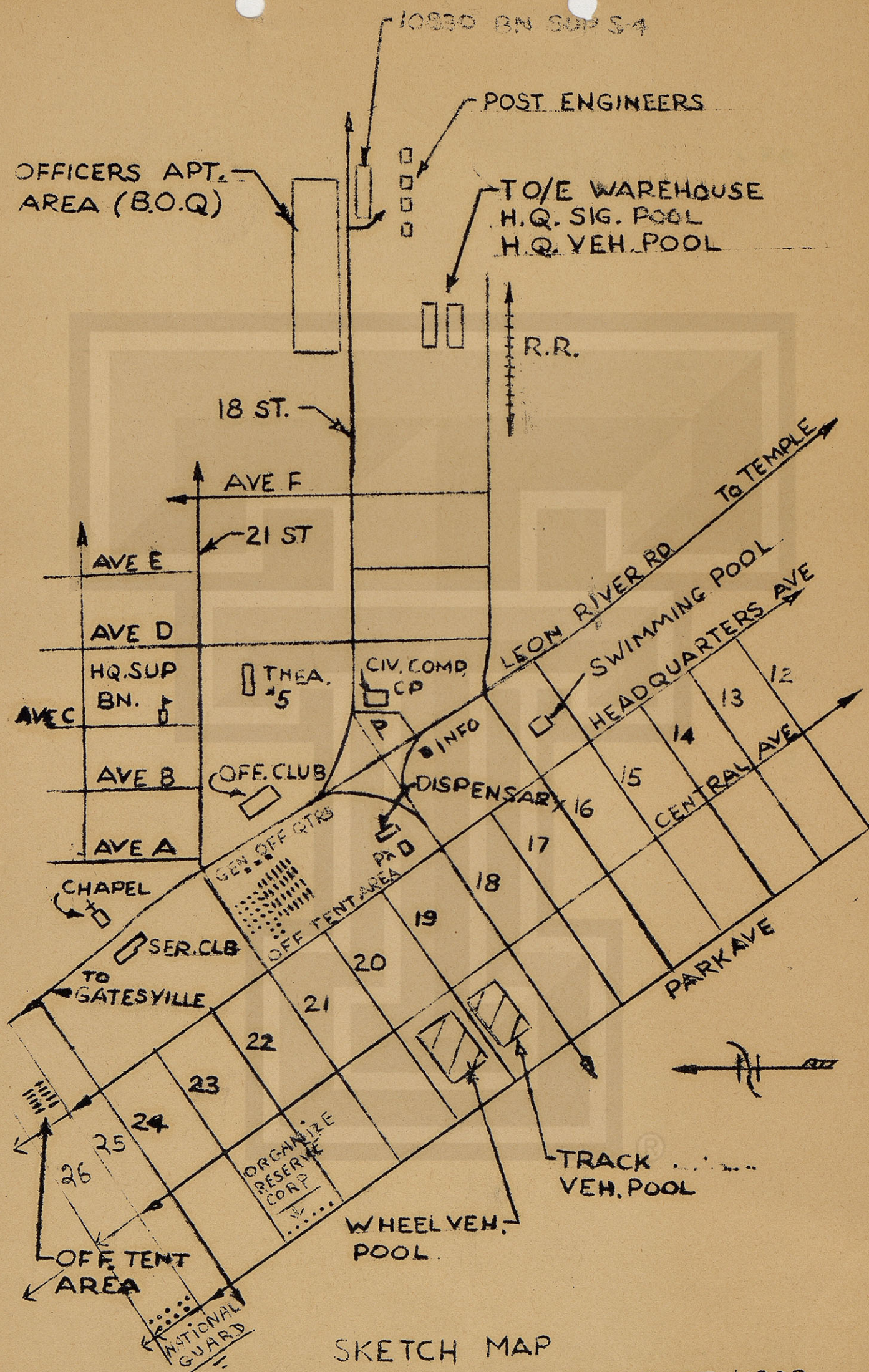
(CLARENCE P. NASH)

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SKETCH MAP
SECTION OF NORTH FORT HOOD
NOTE! NOT TO SCALE