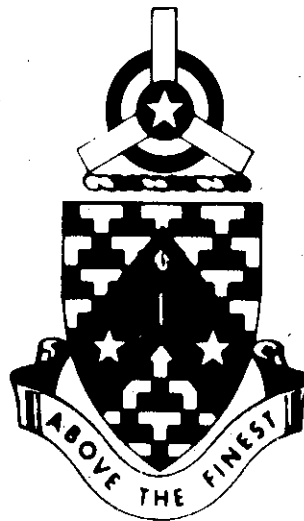


PROGRAMED TEXT

**UNIT ADMINISTRATION
Part II**

WD-25



MARCH 1968

**UNITED STATES ARMY
PRIMARY HELICOPTER SCHOOL
FORT WOLTERS, TEXAS**

PROGRAMED TEXT

PROGRAM TEXT

FILE NO:

PROGRAM TITLE

Unit Administration Part II

POI SCOPE: The purpose of Army regulations and how they are kept current. The use of the Army index pamphlet, how to apply the Army functional file system and procedures for use of Army pinpoint distribution system.

INSTRUCTOR REFERENCES:

AR 345-210

AR 310-1

DA Pamphlet 310-1

310-2

310-3

310-4

PREPARED BY:

DATE:

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Leadership Branch

April 1968

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DATE:

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DATE:

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Chief, TP&A

May 1968

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PROGRAM TITLE:

Unit Administration Part II

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PREFACE

This programed text will teach the purpose of Army regulations and how they are kept current. It will also require the use of the Army index pamphlet, proper application of the Army functional file system and procedures for using the Army pinpoint distribution system.

Start with frame 1 and work each frame in succession. Each frame will usually ask you a question. The correct answer is printed on the top of the next frame. If you were incorrect, turn back and restudy the information before continuing on to the next frame. When you have finished the text, complete the self evaluation exercise. Now begin by studying the performance objectives on page 1.

PERFORMANCE OBJECTIVES

Upon completion of this programed text, you will be able to:

1. Identify the purpose of the Army regulations and how they are kept current in the unit.
2. Identify the appropriate publications from Department of the Army pamphlet 310-1 through -4 that are needed to accomplish specific missions.
3. Recognize proper application of the Army functional files system.
4. Identify the procedures for Army pinpoint distribution system.

FRAME 1

Army regulations (ARs) contain basic policy, procedures and responsibility for Army-wide application.

Each regulation will be confined to a single subject. For example, the AR 95 series pertains to Army flying. Within the 95 series there are many subdivisions which deal with specific areas of Army flight, i.e., AR 95-2 is a regulation which authorizes a commander to conduct formation flights. A further example under the AR 95 series would be AR 95-9 which prescribes instrument approach procedures.

What type of information is contained within Army regulations?

- a. Special policy
- ☒ b. Basic policy
- c. Advisory information
- d. Miscellaneous information

TURN TO FRAME 2 PAGE 4

ANS: numbers

FRAME 6

The objective of the functional files system is the establishment, maintenance and disposition of files which are based on the specific functions or missions performed by organizational units. Under this system all files relating to the same functional area are identified for filing, first by a number applicable to that particular function, and secondly by the number applicable to the particular process concerned.

For example, File No. 307-09 is derived as follows:

File No. 3 07 - 09

Chapter

Section

File description item

File numbers are composed of three significant elements from part 5 of AR 345-210: the chapter number, the section number and the number of the specific file item. Thus, in the above example the first number (3) represents chapter 3 which describes records created in the major functional area of finance and fiscal administration. The second number (07) represents section VII of chapter 3 which describes records created in the nonappropriated fund area of finance and fiscal administration. The third number (09) following the hyphen represents item 9, section VII which specifically describes files accumulated in the process of administering welfare fund accounts.

- a. To determine the specific documents included in a certain file number you would have to refer to the description for that file number in part 5 of AR 345-210. If, for example file number 417-22 pertained to ammunition resupply, what would be the elements significant to finding the needed information?

417-22

Chapter 4

Section 17

Item No. 22

- b. Part 5 of AR 345-210 lists all of the file numbers in numerical order within the major functional division (chapters). To determine the file number for a specific document would you refer to part 5 or the alphabetical index in AR 345-210?

TURN TO FRAME 7 PAGE 5.

ANS: Basic policy

FRAME 2

Army regulations are kept up to date or current through published changes. These changes are posted to the pertinent regulation, making additions and deletions as indicated by the instructions contained within the change.

An example of a change and a method of posting this change to a regulation is depicted below.

In the example below, what is the change number and to what regulation should this be posted?

CHANGE
No. 3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 3 February 1964

1. Transmitted herewith is Change 3 to Civilian Personnel Regulation E2, 22 June 1962.

2. Paragraph 1-3d is added to incorporate provision for processing of grievance or appeals when, as part of a grievance or appeal, an issue is raised that the Code of Fair Labor Practice has not been followed.

3. Paragraph 5-3a(3) is added to provide for safeguarding of medical diagnoses where judgment of medical officers indicates this to be necessary.

4. Remove old pages and insert new pages as indicated below.

Remove pages—	Insert pages—
3 and 4.....	3, 4, and 4. 1
17 and 18.....	17, 18, and 18. 1

Handwritten: 24/3/84
J.B.E.

PEN AND INK CHANGES

Identification	Changes to be made
Page 2, par. 1-2b(6), line 9.....	Add: (See FPM Supplement 752-1, Subchapter 2-2f).
Page 20, par. 5-6b, heading and line 2.....	Change 22 to 752.
Page 20, par. 5-6b(2), lines 2 and 17.....	Change 22 to 752.
Page 20, par. 5-6b(2), lines 4 and 18.....	Change 2.301c to 315.806.
Page 20, par. 5-6c, lines 6 and 14.....	Change 22 to 752.
Page 20, par. 5-6c, heading and line 1.....	Change 20 to 351.
Page 20, par. 5-7a, line 3.....	Change 77 to 771.
Page 23, par. 6-2a, line 4.....	Change 77 to 771.

5. This transmittal sheet should be filed in front of the publication for reference purposes.

By Order of the Secretary of the Army:

Official:

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

TURN TO FRAME 3 PAGE 6

- ANS: a. chapter - 4
section - 17
item no - 22
b. Alphabetical index in AR 345-210

FRAME 7

Pinpoint distribution is a method for initial distribution and resupply of selected publications directly to organizations (battalion) and units (company) from a single source supply center (Adjutant General Publications).

This means that publications would come directly from the appropriate adjutant general publications center to your organization or unit. In this way your unit would be sure to get the needed publications and changes without delay.

What would be the most direct way of obtaining most of the needed publications for a newly formed unit?

- a. Command distribution
- b. Local publication center
- ☒ c. Pinpoint distribution
- d. All of the above

ANS: Change 3 to Civilian Personnel Reg No. E2

FRAME 3

Complete files of all regulations are neither required nor authorized for all agencies or units. To assist the commander in determining what publications are needed in the operation of his unit Department of the Army has published a series of military publications (DA Pamphlets 310-1 through -4). Information contained within this series is broken down as follows:

DA Pamphlet 310-1 is an index of Army Regulations (ARs), Special Regulations (SRs), Circulars (Cir), Pamphlets (PAM), Department of the Army Posters (DA Poster), Joint Chiefs of Staff Publications (JCS Pub) and General Orders (GO).

DA Pamphlet 310-2 is an index of blank forms. This pamphlet lists by category all blank forms prescribed for use generally throughout the Department of the Army.

DA Pamphlet 310-3 is an index of doctrinal, training and organizational publications -- Field Manuals (FM), Tables of Organization and Equipment (TOE), Tables of Allowance (TA), Training Circulars (TC), and Army Training Programs (ATP).

DA Pamphlet 310-4 is an index of current publications pertaining to equipment of a technical or supply nature including Technical Manuals (TM), Technical Bulletins (TB), Lubrication Orders (LO), Supply Bulletins (SB), and certain supply manuals.

Choose correct pamphlets for the situations below by filling in the blanks.

- C 1. S-2 needs a DA publication on combat intelligence.
- d 2. CWO Brown requests a Technical Manual on aerial observer procedures.
- a 3. G-4 calls about any changes posted to AR 670-5, Para 6-4 (Uniform Reg).
- b 4. Your company clerk informs you that he is out of DD 759s and DD 1049 forms.
- C 5. CPT Jones needs to know how many men compose an Infantry Rifle Squad.
 - a. DA PAM 310-1 (ARs and SRs)
 - b. DA PAM 310-2 (Blank Forms)
 - c. DA PAM 310-3 (FMs and TO&E)
 - d. DA PAM 310-4 (TMs and LO)

ANS: Pinpoint distribution

FRAME 8

For your unit to receive pinpoint distribution the proper forms must be submitted through the next higher headquarters for review and approval. If approved the request will be sent directly to the adjutant general publications center where your unit will be assigned an account code number. The requested publication will then be sent directly to your unit on DA Form 12-31(see example on last page). All changes to applicable publications will automatically be sent by the publications center.

1. As Administrative Officer of the 555th Assault Helicopter Company you have been directed by the Commanding Officer to insure that the unit is in the publication distribution system. You would:
 - a. Submit a DA Form 12-31 through battalion to group headquarters and expect to receive the publications through the same channels.
 - b. Submit a DA Form 12-31 through battalion headquarters to AG Publications and expect to receive the publications from battalion.
 - c. Submit a DA Form 12-31 direct to AG Publication Center and expect to receive publications directly from publication center.
 - d. Submit a DA Form 12-31 through battalion to AG Publication Center and expect to receive publications directly from publication center.

- ANS: 1. c. DA PAM 310-3 (FM's & TO&E)
2. d. DA PAM 310-4 (TM's & LO)
3. a. DA PAM 310-1 (AR's & SR's)
4. b. DA PAM 310-2 (Blank Forms)
5. c. DA PAM 310-3 (FM's & TO&E)

FRAME 4

USE OF THE INDEX

The basic arrangement of entries in the numerical list is by groups as shown in the table of contents. Under each group the arrangement is alpha-numerical with letters preceding figures. Zero (0) is a figure, O is a letter and they must be distinguished. A group of successive figures is considered as constituting a complete number.

The alphabetical index is arranged by whole words not by letters, but an entry consisting of a word followed by a comma and a modifier precedes a phrase beginning with the same word. (See example)

Hoisting units, Tripod
Hoisting units Tripod (drum)

To find the publications dealing with a particular subject, for example, a helicopter, model UH-1D, look in the alphabetical index under the principal subjects, helicopter. Then look under the main heading for model, UH-1D. There a number of publications pertaining to this equipment will be listed. Check back in the numerical lists to select the publication which supplies the information needed. See extract from DA Pam 310-4 on next page.

What publication deals with a cargo transport helicopter, CH-47A (Vertol)?

- a. TM 55-1520-205-ESC
- b. TM 55-1520-203-35P
- ☒ c. TM 55-1520-209-35P-1
- d. TM 55-1520-210-10CL

ANS: d. Submit a DA Form 12-31 through battalion headquarters to AG Publications and expect to receive the publications direct from the publication center.

FRAME 9

To receive additional or newly printed publications your unit must submit a DA Form 17, Request for Publications and Blank Forms to the Adjutant General Publications Center.

Your unit, which has a pinpoint distribution account has just been assigned the new Huey Cobra. The unit needs publications that pertains to the Cobra. To get these publications the unit must submit a DA Form 17 listing the publications needed directly to the Adjutant General Publications Center.

What is DA Form 17 used for?

- a. Initial pinpoint distribution
- ☒ b. To receive resupply of publications
- c. To receive resupply of parts
- ☒ d. Initial distribution of publications

Helicopters—Continued

TH-13

Inspection

TM 55-1520-204-20PMD

TM 55-1520-204-20PMP

TM 55-1520-204-20PMP

TH-13T

TM 55-1520-204-10

TM 55-1520-204-20

TM 55-1520-204-35

TM 55-1520-204-10CL

Pilot's checklist

UH-1 series

Air transport in AF aircraft

TM 55-450-3

UH-1A

Airdrop procedures

TM 10-500-8

UH-1A; -1B

TM 55-1520-211-10

TM 55-1520-211-30

Air transportability procedures

TM 55-1100-220-12-5

Charge, atomic demolition XM129; XM129E1;

XM150; XM150E1

Inspection checklist

TM 55-1100-205-12-14

TM 55-1520-211-30PMD

TM 55-1520-211-30PMP

TM 55-1520-211-35

TM 55-1520-211-10CL

TM 1-UH1-S

Pilot's checklist

Preparation for shipment

XM454 projectile

TM 55-1100-204-15-1

UH-1A; -1B; -1D

TM 55-1520-210-35P-1

TM 55-1520-210-35P-2

Damper adaptor mounts

Electronic equipment installation items

TM 55-1500-206-20-2

TM 11-1520-207-20P

TM 11-1520-207-35P

UH-1B

Armament

TM 9-1005-243-12

TM 9-1005-243-34

TM 9-1005-243-35P

TM 9-1055-217-12P

TM 9-1055-217-35

TM 9-1055-217-35P

TM 9-1005-243-ESC

Armament subsystem

Projectile, atomic, XM388 (DAVY CROCKETT)

TM 55-1100-208-12-5

Remote view image intensifier system

TM 55-1520-211-1C/6

Weapons subsystem airframe adaptor kit

TM 55-1520-211-20/5

XM-21

UH-1C

Synchronized elevator controls

TM 55-1520-211-20/9

UH-1D

TM 55-1520-210-10

TM 55-1520-210-20

TM 55-1520-210-35

Battery shelf & supporting longarons

TM 55-1520-210-20/6

Electronic equipment configurations

TM 11-1520-210-ESC

Inspection checklist

TM 55-1520-210-20PMD

TM 55-1520-210-20PMP

TM 55-1520-210-20PMP

TM 55-1520-210-10CL

Pilot's checklist

UH-1H

Emergency servo lateral flight control arm

TM 55-1520-201-34/6

assembly

TM 55-1520-201-20PMD

Inspection

TM 55-1520-201-20PMP

TM 55-1520-201-20PMP

Main rotor damper inboard attachment points

TM 55-1520-201-20/3

UH-1H; -1H0

Inspection

TM 55-1520-201-30/1

UH-1H0; -1H0

TM 55-1520-201-10

TM 55-1520-201-34

Helicopters—Continued

UH-1H0; -1H0—Continued

Electronic equipment

Inspection of tail rotor drive shaft & pulley

assembly

Maintenance & repair

Modification

Vertical

Overhaul instructions

UH-1H

Inspection

Installation of parts

UH-21

Modification

YMU-1B

Installation of parts

YUH-1D

Pilot's checklist

Helicopters, Army

CH-37B

Maintenance and repair

Painting and marking

Helicopters, Attack

AH-1G

Helicopters, Cargo

CH-21

CH-34

CH-37B

CH-47

Helicopters, Cargo transport

CH-21C

CH-34

CH-37B

CH-47

CH-47A

CH-47A (VERTOL)

Helicopters, Observation

OH-6A

OH-13E; G; H; S

OH-13E; -13G; -13H; -13S

OH-13E; -13G; -13H; -13S; TM-13T

OH-23B; -C

OH-23D, F, G

Helicopters, Trainer

TH-13T

Helicopters, Utility

UH-1A; -1B

UH-1D

UH-1H

UH-1H

UH-1H; -1H0; -1H0

TM 11-1520-201-20/2

TM 55-1520-210-20/2

TM 55-1520-201-20

TM 1-1H-19-1012

TM 1-1H-19-1018

TM 1-1H-19-1018

TM 1-1H-19-1018

TM 1-1H-19-1018

TM 1-1H-19-1018

TM 1-1H-19-1018

TM 1-1H-19-1018

TM 1-1H-19-1018

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TM 1-1H-19-1018

TM 1-1H-19-1018

TM 1-1H-19-1018

TM 1-1H-19-1018

TM 1-1H-19-1018

Helicopters, Utility-tactical transport

UH-1A; -1B; -1D

TM 55-1520-210-20P

Helicopters

Planning; site selection; design

TM 5-830

Helicopters, Army

Operational & maintenance facilities

TM 5-823-4

Helicopters, Flying (protective)

APH-5; -5A

TM 10-8415-202-13

Helicopters, Clinical

Laboratory procedures

TM 8-227-4

Helicopters, Hemorrhagic fever, Epidemic

Hemp. (See Fiber rope.)

TB MED 240

Helicopters, Hepatitis, Viral

Etiology; diagnosis; treatment; etc.

TB MED 206

Herbicides

Herbs. (See Spices & herbs.)

SB 3-40

Helicopters, Hernia

Surgical treatment

TB MED 248

Helicopters, Highway transportability criteria

The United States

TM 55-850

Helicopters, Hiper. (See Radar, High power acquisition.)

Hit and run accidents. (See Accidents, Motor vehicle.)

Helicopters, Hitches, Tandem

2540-449-6580

SB 9-120

Helicopters, Replacement

2540-735-8343

TB ORD 621

Helicopters, Hoisting beams

H-4158

TM 9-1190-214-15

Helicopters, Hoisting beams (airplane smoke tank)

M2

TM 3-1730-200-15

Helicopters, Hoisting beams (guided missile)

- ANS: b. To receive resupply of publications
d. Initial distribution of publications

FRAME 5

The primary reference pertaining to the Army functional files system is AR 345-210. This regulation contains instructions in the use of the Army functional files system and procedures to be used in establishing and maintaining Army files.

AR 345-215 is a consolidation of selected instructions and standards contained in AR 345-200 and AR 345-210 which is used in active Army TOE units below the division headquarters level and all units of the Army Reserve.

The Army functional files system is the prescribed method for establishing, maintaining and disposing of files in all elements of the Army. It is a method of classifying records by numbers which represent the authority for disposing of the files. The specific file number is derived from the internal arrangement of and the sequence in which the files are described in part five of AR 345-210. In the Army functional files system records are filed by

numbers

STOP. RETURN TO FRAME 6 PAGE 3

REQUIREMENTS FOR ARMY AVIATION PUBLICATIONS <small>(AR 310-1)</small>		1. TYPE OF REQUIREMENTS <input type="checkbox"/> a. INITIAL <input type="checkbox"/> b. REVISED		
		2. DATE	3. ACCOUNT NUMBER	
INSTRUCTIONS: THIS FORM WILL BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS ON PAGE 3.				
4. THRU:	5. TO: Commanding Officer USA AG Publications Center 1655 Woodson Road St. Louis, Missouri 63114	6. FROM:		
THIS ORGANIZATION HAS A NEED-TO-KNOW REQUIREMENT FOR THE PUBLICATIONS REQUESTED AND HAS ADEQUATE EQUIPMENT & PROPERLY CLEARED PERSONNEL TO RECEIVE AND SAFEGUARD MATERIAL CLASSIFIED UP TO AND INCLUDING SECRET NOFORN .				
SIGNATURE, GRADE AND TITLE OF APPROVING AUTHORITY		SIGNATURE, GRADE AND TITLE OF REQUISITIONER		
SECTION I - OPERATION AND MAINTENANCE LITERATURE				
AIRCRAFT, ARMAMENT AND OTHER EQUIPMENT TO WHICH PUBLICATIONS ARE APPLICABLE	OPERATOR AND CREW	ORGANIZATION	DIRECT AND GENERAL SUPPORT	
DEPOT				
FIXED WING				
CV-2	(1)	(2)	(3)	(4)
O-1	(5)	(6)	(7)	(8)
OV-1	(9)	(10)	(11)	(12)
U-1	(13)	(14)	(15)	(16)
U-6	(17)	(18)	(19)	(20)
U-8	(21)	(22)	(23)	(24)
M Q M - 57	(25)	(26)	(27)	(28)
ALL FIXED WING	(29)	(30)	(31)	(32)
	(33)	(34)	(35)	(36)
	(37)	(38)	(39)	(40)
ROTOR WING				
CH-21	(41)	(42)	(43)	(44)
CH-34	(45)	(46)	(47)	(48)
CH-37	(49)	(50)	(51)	(52)
CH-47	(53)	(54)	(55)	(56)
OH-13	(57)	(58)	(59)	(60)
OH-23	(61)	(62)	(63)	(64)
UH-1A-1B	(65)	(66)	(67)	(68)
UH-1D	(69)	(70)	(71)	(72)
UH-19	(73)	(74)	(75)	(76)
ALL ROTOR WING	(77)	(78)	(79)	(80)
	(81)	(82)	(83)	(84)
	(85)	(86)	(87)	(88)
	(89)	(90)	(91)	(92)
ALL FIXED WING AND ALL ROTOR WING AIRCRAFT	(93)	(94)	(95)	(96)
FLIGHT SIMULATORS				
ICA-1	(97)	(98)	(99)	(100)
2B-3	(101)	(102)	(103)	(104)
2B-12	(105)	(106)	(107)	(108)
	(109)	(110)	(111)	(112)

AIRCRAFT, ARMAMENT AND OTHER EQUIPMENT TO WHICH PUBLICATIONS ARE APPLICABLE	SECTION I - OPERATION AND MAINTENANCE LITERATURE			
	OPERATOR AND CREW	ORGANIZATION	DIRECT AND GENERAL SUPPORT	DEPOT
AERIAL DLVR EQUIPMENT				
PARACHUTE, CARGO		(113)	(114)	
PARACHUTE, PERSONNEL		(115)	(116)	
PARACHUTE RECOVERY SYSTEMS		(117)	(118)	
DEVICES, RESTRAINING	(119)	(120)	(121)	(122)
GENERAL LITERATURE, ALL AERIAL DLVR EQUIPMENT	(123)	(124)	(125)	(126)
	(127)	(128)	(129)	(130)
	(131)	(132)	(133)	(134)
ARMAMENT				
CAL.50 MG POD, XM14	(135)	(136)	(137)	(138)
40MM GRENADE LAUNCHER, M6	(139)	(140)	(141)	(142)
2.75" RLXM 3	(143)	(144)	(145)	(146)
GML, M22	(147)	(148)	(149)	(150)
7.62MM MG, TWIN, M2	(151)	(152)	(153)	(154)
7.62MM MG, QUAD, M6	(155)	(156)	(157)	(158)
7.62MM MG, DOOR MOUNTED, LT WT, XM 23/24	(159)	(160)	(161)	(162)
7.62MM MG - 2.75" ROCKET LAUN, XM16	(163)	(164)	(165)	(166)
7.62MM AUTOMATIC GUN, GAU-2B/A	(167)	(168)	(169)	(170)
7.62MM AIRCRAFT GUN POD SUU-11A/A	(171)	(172)	(173)	(174)
7.62MM MG - 2.75" RKT LAUN, HIGH RATE, XM21	(175)	(176)	(177)	(178)
7.62MM MG, H/R, XM27	(179)	(180)	(181)	(182)
	(183)	(184)	(185)	(186)
	(187)	(188)	(189)	(190)
	(191)	(192)	(193)	(194)
	(195)	(196)	(197)	(198)
	(199)	(200)	(201)	(202)
	(203)	(204)	(205)	(206)
SECTION II - EQUIPMENT IMPROVEMENT REPORTS AND MAINTENANCE DIGEST				
AIRCRAFT AND OTHER EQUIPMENT COVERED				QUANTITY REQUIRED
ALL FIXED WING AIRCRAFT				(207)
ALL ROTOR WING AIRCRAFT				(208)
				(209)
				(210)

UNIT ADMINISTRATION PART II
SELF EVALUATION EXERCISE

1. In the Army functional filing system File No. 514-26 describes the Army field-ration mess system. In what chapter, section and item number can this information be found?

1. Chapter 5
2. Section 14
3. Item No. 20

2. What is the purpose of Army regulations?

- a. To give technical information
b. To set forth general policy of the Army
c. To set forth basic policy of the Army
d. To give miscellaneous information

3. Choose the correct pamphlets for the situation below by filling in the blanks.

d DA PAM 310-1 (AR's and SR's)

c DA PAM 310-2 (Blank Forms)

b DA PAM 310-3 (FM's and TO&E)

a DA PAM 310-4 (TM's and LO)

- a. G-2 needs an Army publication on Boobytraps (TM 5-21)
b. Having just been made a military instructor you need an Army publication on Techniques of Military Instruction. (FM 21-6)
c. Your company clerk informs you that he needs some blank forms DA 12-21 and DD 775's.
d. S-4 called about current changes to AR 670-5, Para 6-4.

4. What is the purpose of the pinpoint distribution system?

- a. To obtain needed publications direct to your unit.
b. To insure that your unit has an account code number with AG Publication Center.
c. Neither of the above.
d. Both of the above.

IF YOU WOULD PLEASE PRINT THE
FOLLOWING INFORMATION, YOU WILL

INTENTIONALLY LEFT BLANK

ALSO SEE PAGE 15 FOR

UNIT ADMINISTRATION PART II
ANSWERS TO SELF EVALUATION EXERCISE

1. 5, 14, 26

2. c

3. d, c, b, a

4. a

ARC-20, 1941-2, 11-10-1941

L-2471 Army-Ft. Sill, Okla.

car
engine

178 bent in delta

★ (soc-tran) at the delta

336 assault

121 soc-tran

came to Bat. head Q₁

114