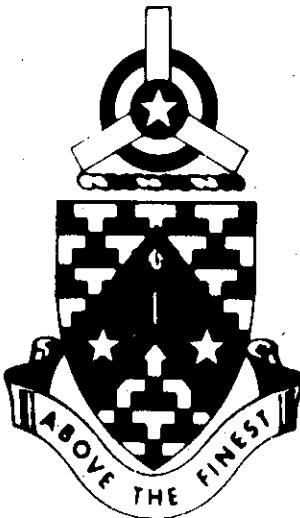


PROGRAMED TEXT

UNIT ADMINISTRATION
Part II

WD-25



MARCH 1968

UNITED STATES ARMY
PRIMARY HELICOPTER SCHOOL
FORT WOLTERS, TEXAS

PROGRAMMED 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:**

CPT Burnett

April 1968

Leadership Branch

REVISED BY:**DATE:****APPROVED BY:** *Walter H Edwards LTC***DATE:**FREDERICK B. WELLER, LTC
Chief, TP&A

May 1968

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PREFACE

This programmed 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 programmed 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

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

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

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.

1 2. CWO Brown requests a Technical Manual on aerial observer procedures.

C 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, 0 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 pertain 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 55-1520-204-20PMID TM 55-1520-204-20PMI TM 55-1520-204-20PMP
TH-13T		TM 55-1520-204-10 TM 55-1520-204-20 TM 55-1520-204-35
	Pilot's checklist	TM 55-1520-204-10CL
UH-1 series	Air transport in AF aircraft	TM 55-450-3
UH-1A	Airdrop procedures	TM 10-500-8
UH-1A; -1B	Inspection checklist	TM 55-1520-211-10 TM 55-1520-211-20 TM 55-1100-228-12-5
	Air transportability procedures	TM 55-1100-205-12-10
	Charge, atomic demolition	XM129; XM129E1; XM150; XM150E1
		TM 55-1520-211-35
	Pilot's checklist	TM 55-1520-211-10CL
	Preparation for shipment	TM 1-UH1-S
	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	TM 55-1500-206-20-2
	Electronic equipment installation items	TM 11-1520-207-20-1 TM 11-1520-207-35P
UH-1B	Armament	TM 9-1005-243-12 TM 9-1005-243-34 TM 9-1005-243-35P TM 8-1055-217-12P TM 8-1055-217-35 TM 9-1055-217-35P TM 9-1005-243-ESC
	Armament subsystem	TM 55-1100-209-12-5
	Projectile, atomic, XM388 (DAVY CROCKETT)	TM 55-1520-211-10/6
	Remote view image intensifier system	TM 55-1520-211-10/6
	Weapons subsystem airframe adapter kit	TM 55-1520-211-20/5
UH-1C	Synchronized elevator controls	TM 55-1520-211-20/8
UH-1D		TM 55-1520-210-10 TM 55-1520-210-20 TM 55-1520-210-35
	Battery shell & supporting lugs	TM 55-1520-210-20/5
	Electronic equipment configurations	TM 11-1520-210-ESC
	Inspection checklist	TM 55-1520-210-20PMID TM 55-1520-210-20PMI TM 55-1520-210-20PMP
	Pilot's checklist	TM 55-1520-210-10CL
UH-1E	Emergency servo lateral flight control arm assembly	TM 55-1520-201-34/6
	Inspection	TM 55-1520-201-20PMID TM 55-1520-201-20PMI TM 55-1520-201-20PMP
	Main rotor damper inboard attachment points	TM 55-1520-201-20/3
UH-1E; -1B0	Inspection	TM 55-1520-201-30/1 TM 55-1520-201-10 TM 55-1520-201-34
UH-1C; -1B0		

Helicopters—Continued

UH-1C; -1B0—Continued	Electrical equipment	TM 11-1520-201-20/2
	Inspection of tail rotor drive shaft & pulley assembly	TM 55-1520-210-20/2
	Maintenance & repair	TM 55-1520-201-20
	Modification	TM 1-1H-19-1012 TM 1-1H-19-1018
Vertol	Overhaul instructions	TM 1-1HA1-2-2-53
YH-19	Inspection	TM 1-1H-19-507
	Installation of parts	TM 1-1H-19-508 TM 1-1H-19-508
YH-21	Modification	TM 1-1H-21-556
YH-18	Installation of parts	TM 55-1520-200-20/4
YUH-1D	Pilot's checklist	TM 55-1520-210-10CL
Helicopters, Army		TM 55-1520-203-35
CH-37B	Maintenance and repair	TM 55-403
	Painting and marking	TB AVN 7
Helicopters, Attack		
AH-1G		TM 55-1520-221-20P TM 55-1520-221-35P
Helicopters, Cargo		
CH-21		TM 55-1520-205-ESC
CH-34		TM 55-1520-202-ESC
CH-37B		TM 55-1520-203-ESC
CH-44		TM 55-1520-209-ESC
Helicopters, Cargo transport		
CH-21C		TM 55-1520-205-20P TM 55-1520-205-35P
CH-34		TM 55-1520-202-20P TM 55-1520-202-35P-1
CH-37B		TM 55-1520-202-35P-2 TM 55-1510-203-35P-1 TM 55-1520-203-20P TM 55-1520-203-35P-2 TM 55-1520-206-20P
CH-47A		TM 55-1520-209-35P-1 TM 55-1520-209-35P-2
CH-47A (VERTOL)		
Helicopters, Observation		
OH-6A		TM 55-1520-214-ESC TM 55-1520-214-10 TM 55-1520-214-35 TM 55-1520-214-35P TM 55-1520-204-ESC TM 55-1520-204-20P TM 55-1520-204-20P-5 TM 1-10H-23C-ESC TM 1-10H-23C-4-20P TM 1-10H-23C-4-34P TM 55-1520-206-ESC TM 55-1520-206-20P TM 55-1520-206-35P
OH-13E; G; H; S		
OH-13E; -13G; -13H; -13S		
OH-13E; -13G; -13H; -13S; TH-13T		
OH-23B; -C		
OH-23D, F, G		
Helicopters, Trainer		
TH-13T		
Helicopters, Utility		
UH-1A; -1B		TM 55-1820-211-ESC
UH-1D		TM 55-1520-210-ESC
UH-19		TM 55-1520-201-ESC
UH-10		TM 55-1520-201-20P
UH-19; -1B0; -1D0		TM 55-1520-201-35P

Helicopters, Utility-tactical transport

UH-1A; -1B; -1D	TM 55-1520-210-20P
Helipads	Planning; site selection; design
Helipads, Army	Operational & maintenance facilities
Helmet, Flying (protective)	TM 5-823-4
APH-5; -5A	TM 10-8415-202-13
Hematology, Clinical	
Laboratory procedures	TM 8-227-4
Hemorrhagic fever, Epidemic	TB MED 240
Hemp. (See Fiber rope.)	
Hepatitis, Viral	TB MED 206
Etiology; diagnosis; treatment; etc.	SB 3-40
Herbicides	
Herbs. (See Spices & herbs.)	
Hernia	
Surgical treatment	TB MED 248
Highway transportability criteria	
The United States	TM 55-650
Hiper. (See Radar, High power acquisition.)	
Hit and run accidents. (See Accidents, Motor vehicle.)	
Hitches, Tandem	
2540-449-6580	
Replacement	SB 9-120
2540-735-6343	
Installation	TB ORD 621
Hoisting beams	
H-4158	TM 9-1190-214-15
Hoisting beams (airplane smoke tank)	
M2	TM 3-1730-200-15
Hoisting beams (guided missile)	
8003041	SM ORD 7 J-738, Sec 35
Hoisting beams (liquid gas tank)	
M1	SM ORD 8 J-738, Sec 35
Hoisting units, Tripod	
M1	TM 3-663-15
M1	TM 3-3950-200-25P
Hoisting units Tripod (drum)	
M1	SB 3-3950-1
Hoists	
Globe Hoist: 2-SHLR-210-AB	TB ORD 611-3
Skagit: B-43-B, type 2M-0-SG	LO 5-9172
Underwood: M-1: M-2	TM 5-9173
Hoists, Chain	
Rebuild standards	TB ORD 597-1
Hoists, Trestle (portable)	
H94	SM ORD 8 J-773, Sec 65
Hoisters, Pistol (cal. 45)	
M1916 (dyeing)	TB 9-1005-211-30
Homicide	
Investigation	TB PMG 30
Hones (brake cylinder, hydraulic)	
AMMCO: A012; 1000	SM ORD 7 & 8 J-185
Honing machines	
AMMCO: 2500	TM 9-3419-225-10
Sunnen Products: LBA-550; 575	TB ORD 597-42
Honor guards	
Distinctive uniform and insignia authorized	SB 10-573
Hoods, Aircraft protective mask	
M7	SB 3-4240-6
Hooks. (See Chains and hooks.)	
Hose and hose assemblies, Medium-pressure	
Tetrafluoroethylene (Teflon)	TB 750-225

ANS: b. To receive resupply of publications

d. Initial distribution of publications

1998-08-28

10

Building type	Final energy consumption (MWh)	CO ₂ emissions (t)
Residential buildings	1000000	1000000
Non-residential buildings	1000000	1000000

Building type	Final energy consumption (MWh)	CO ₂ emissions (t)
Residential buildings	1000000	1000000
Non-residential buildings	1000000	1000000

Residential buildings

Non-residential buildings

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
(AR 310-1)

1. TYPE OF REQUIREMENTS	2. INITIAL	3. 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	

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
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)

DA FORM 1 FEB 66 12-31

REPLACES EDITION OF 1 NOV 62, WHICH IS OBSOLETE.

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, M5	(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-III/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. 26

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.

INTENTIONALLY LEFT BLANK

UNIT ADMINISTRATION PART II
ANSWERS TO SELF EVALUATION EXERCISE

1. 5, 14, 26

2. c

3. d, c, b, a

4. a

L2474-Agency-Ft. Sill, Okla.

car
angon

115 best in delta

(soc-tran) at the delta

336 assault

121 soc-tran

case to Bat. head QM

114