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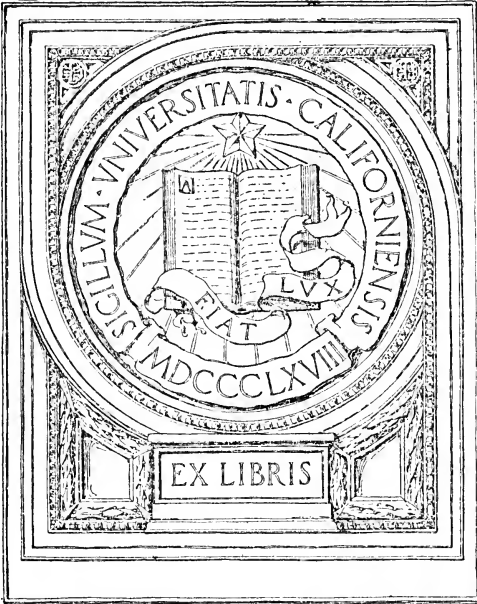
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PERSONNEL SPECIFICATIONS.

MOTOR TRANSPORT CORPS

(COMPLETE)

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
CLASSIFICATION DIVISION
WASHINGTON

CCP Form 458

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PERSONNEL SPECIFICATIONS

MOTOR TRANSPORT CORPS

CONTENTS

	Organization	Table	Page
Foreword.....			III-VI
SUPPLY TRAIN (MOTOR)—INFANTRY DIVISION. SUPPLY TRAIN (MOTOR)—CAVALRY DIVISION. WATER TANK TRAIN (MOTOR).			
Headquarters.....		26-a	1-2
Truck Company.....		26-b	2-3
Summary, Motor Trains.....		26	4
Headquarters, Motor Command.....		357	5
Motor Transport Company.....		358	6-7
Motorcycle Company.....		359	8-9
Summary, Motor Command.....		357	10
Headquarters, Repair Unit.....		355-a	11
Headquarters, Repair Group.....		355-b	12
Repair Section of Repair Unit.....		356	13-17
Summary, Repair Unit.....		355	18
Service Park Unit.....		360	19-21
Summary, Service Park Unit.....		360	22

Occupational names and symbols used herein refer to the system employed by the Adjutant General of the Army, Classification Division, in "Occupational Index" C C P 4, and "Trade Specifications" C C P 504.



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UNIVERSITY OF
MICHIGAN

FOREWORD

Personnel Specifications for enlisted men of the Motor Transport Corps are herewith issued.

It will be noticed that Personnel Specifications include the Army title, the authorization of the various grades according to the Tables of Organization, the corresponding civilian occupation, the degree of skill at the occupation and the occupational symbol (used in the classification of all enlisted men) which are commonly found in the Tables of Occupational Needs for various branches and corps of the service heretofore published. In addition, Personnel Specifications include a suggested substitute for the civilian occupations and a description of the duties of each grade.

Several limitations to the complete, intelligent use of any sort of tables of occupational organization of Army units have created the necessity for tables where the duties of various grades are specified. The Tables of Occupational Needs prescribe the trade specialists required to organize and maintain the organization of well-balanced units. The personnel office in preparing a requisition for men for the organization which is forming can from the Tables of Occupational Needs alone get the material for the telegram requisitioning these men. But in making an assignment of the men provided to fill the requisition more than the bare terms of the civilian occupation required must be taken into account if the assignment is to remain permanent.

For two sergeants, both to be drawn from the same occupation, one to function as a radio sergeant, heavy artillery, and the other as a sergeant, first class, Air Service, the personnel officer would make no choice between two wireless operators, but would indiscriminately send one to the regiment of heavy artillery and the other to the motor mechanics regiment. But when he reads in Personnel Specifications for the particular arm he is considering the following concerning the radio sergeant:

1 Radio Sergeant.....Wireless or buzzer operator 1 Jour. 31w

Substitute: Telegrapher.

Cares for and operates wireless apparatus and makes repairs under adverse conditions. Required to send and receive fifteen words per minute.

while the other, the sergeant first class, Air Service, is merely defined as

1 Wireless Operator.....Wireless operator 1 Jour. 31w

Supervises the testing of repaired radio units and accessory wireless apparatus.

he will send the man whose card shows more athletic activity and greater mental alertness to the artillery, while the man with more academic ability in radio telegraphy and construction will be sent to the electrical repair company of the motor mechanics regiment, and both will have much better prospects of remaining in this assignment than had a random selection been made merely from the civilian occupation. Frequently the personnel officer will find that the definition of duties describes the limits of duties. From this may be inferred the range of qualifications which the man must possess in order to be of the utmost use to his company. In every case he will find the qualifications stated in terms of what the man actually does, for it has been determined that with such a statement the tables can be used to greatest advantage both by personnel officers and by commanding officers.

The limitations upon successfully assigning men in a personnel office have created another necessity for Tables of Specification. Not only is some guide required by the personnel officer in making initial assignments, but it is also necessary to point the way for the organization commander. It can not be taken for granted that a man assigned by the personnel officer will in every instance function as it is intended he should. In some instances it has been found not only that he does not so function, but that he is never given a chance to do so. This is not because of any opposition to giving him a chance to demonstrate how far his occupational qualifications fit him for performing Army duties, but because the relation between the civilian occupation and the Army duties is not in every case apparent. In the case of cooks the relation is so obvious that no one could mistake it, but there are other occupations the relations of which to Army duties are not so patent as those of cooks. Right here the tables find their practical usefulness. They enable the company commander to compare what the man does in his company with the occupation which most nearly fits him to perform these duties. Then it is a logical step to take the Qualification Cards and the assignment as made by the personnel officer and to place the man in the position where his occupational qualifications relate to the Army function.

Each set of Tables of Occupational Needs and Personnel Specifications contains the following statement, which prescribes their use:

The purpose of these tables is to assist in fitting into the Army civilian occupational experience where it will be utilized to the best advantage. Because of the scarcity of men possessing trade ability, the occupations specified in these tables have been divided into two groups:

(a) Those that are essential to successful operation are known as the MAIN GROUP and are to be provided.

(b) Those that are desirable but not entirely essential to successful operation are listed under LESS ESSENTIAL GROUP, and

are to be fitted in as indicated, provided they are available and are not needed for assignment elsewhere in some MAIN GROUP.

In the organization of units requisitions for occupationalists will therefore be honored only in order to complete such MAIN GROUPS.

In the following tables the LESS ESSENTIAL GROUP is in no case included in the totals of the unit. Although desirable that any or all of the specialists called for in this group should be allotted to each unit as a whole, it is not necessary to assign the men called for in the group to any particular section of the unit; moreover, since they can not be requisitioned, their presence in an organization depends upon whether they are to be found at the station of formation of the unit. For these reasons, the LESS ESSENTIAL GROUP is in every instance appended to the Tables of Personnel Specifications.

Therefore, when any or all of the occupational specialists of a LESS ESSENTIAL GROUP are assigned to any organization, the total number of men whose occupations are "not specified" remaining in the organization will be decreased by the number of specialists of the LESS ESSENTIAL GROUP added to the organization, and the number of occupational specialists already assigned will be increased by the same number.

The utilization of all the resources of supply has provided the possibility of assigning to each organization the trade ability actually required in order to enable the organization properly to operate. Moreover, occupationalist specialists are quite as essential to successful operation as is equipment used by the organization in the field. Telegraphers and buzzer operators are as necessary to the complete functioning of a Field Signal Battalion as are rifles and bayonets to a rifle company of the infantry regiment. In the first days of the present Army the necessity for occupational specialists was usually vague, and incoherently expressed where it was known; but now the greater expansion of the Army and the increased specialization of units have made it necessary to secure to the organization performing duties of an intricate or technical nature men who by period of civilian training at the various arts and trades have become especially fitted to perform these functions.

The actual assignment of these specialists is qualified by conditions which, owing to the haste in war training, it is not possible to overcome. There are certain occupations necessary to successful operation in the field, which it is not possible to supply in the number stated as essential in the various Tables of Personnel Specifications. These occupational specialists are produced only after many years of civilian training and the industries which produce them are not extensively developed. The number of civilians entering the Army who possess trade ability of a rare kind is therefore not enough to fill the demand. To meet this condition but one solution is possible: To give men of civilian occupations allied to these rare ones a brief but comprehensive period of training in the Army specialty they will be called upon to perform. This

has in many instances been done, and when the authorization of various Tables of Personnel Specifications in all staff corps and branches and arms of the service is determined, it will be possible by adjusting the supply to the demand to foresee exactly what numbers of these men must be trained to fill the demand.

Now that these Tables are in usable form, there no longer remains any reason for the misplacement of skilled occupational specialists. Without good reason misplacements should in no case be permitted. An electrical instrument maker or repairman must be used in a Field Signal Battalion on the work for which he is trained, not as assistant cook. Specialists are uncommon and valuable. It requires more time to produce a good draftsman than it does to make a bayonet, yet the soldier is prohibited from chopping wood or opening cans with the bayonet, while draftsmen in many instances have been used, not for the task for which their training has prepared them, but for duties for which they have had no training, or which do not challenge their ability. This is wastage of the worst sort, for while the piece of material destroyed can be replaced in a short time by another which will function quite as well, the trade specialist lost to the service can not. And at the present time, when every person possessing trade ability has a peculiar place in the Army, specialists assigned by personnel officers to organizations must be thoroughly tried out in the place which they are assigned to fill.

The intelligent use of these tables is, therefore, as important as the occupational classification of the men in making full use of the manpower of the nation.

HEADQUARTERS

SUPPLY TRAIN (MOTOR)—INFANTRY DIVISION. SUPPLY TRAIN (MOTOR)—CAVALRY DIVISION. WATER TANK TRAIN (MOTOR)

(TABLES OF ORGANIZATION NO. 26, 240, AND 519)

A supply train (motor) is attached to a cavalry division to replace wagon and pack transportation when the division is operating in areas where wagon and pack trains are not necessary.

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On next line appears the suggested substitute occupation.

Then follows the description of army duties.

3 Sergeants, First Class:

1 Mechanical Inspector Inspector, motor vehicles 1 Jour. 24i

Substitute: Auto repairman, general; auto mechanic, road tester.

Inspects all motor equipment, specifies repairs to be made. Inspects and tests equipment on completion of repairs.

1 As Supply Sergeant Stockkeeper 1 Jour. 18s

Substitute: Merchant.

Keeps detachment property and supplies; provides for replenishing these stores; issues same, and keeps account thereof; supervises repairs to property.

1 As Sergeant Major Clerical worker, general 1 Jour. 38g

Substitute: Stenographer.

Chief clerk of train office; supervises the preparation and filing of train reports, returns, and correspondence; maintains records of repairs.

3 Sergeants:

1 As Personnel Sergeant Clerk, payroll 1 Jour. 38p

Substitute: Bank clerk; cost clerk; time clerk.

Under direction of personnel adjutant prepares payrolls, pay cards, rosters and returns of personnel. Knowledge of typewriting desirable.

***2 Sergeants** Instrument repairer, typewriter 1 Jour. 72t

1 Appr. 72t

Repair and adjust typewriters with limited supply of tools and equipment. Assigned for duty as directed by division quartermaster.

2 Corporal-chauffeurs Chauffeur, heavy truck 2 Jour. 23t

Substitute: Chauffeur, automobile.

Drive and make emergency repairs to heavy trucks. In transporting material see that cargo is properly loaded and lashed; responsible for its safe delivery. Instruct assistants in duties of chauffeurs.

*Omitted from Water Tank Train (Motor) (Table of Organization No. 240). Number of occupational specialists and total enlisted reduced accordingly.

**Personnel Specifications
Table 26a (Cont.)**

**CONFIDENTIAL
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Headquarters—Division Supply and Water Tank Trains—Continued.

1 CookCook Cooks plain foods, and small doughs; cuts quarters of beef.	1 Jour. 40c
1 Private, 1st Class—Assistant ChauffeurChauffeur, automobile. Drives and makes emergency repairs to automobile.	1 Appr. 22a
3 Privates:	
2 Assistant ChauffeursChauffeur, automobile Drive and make emergency repairs to automobiles.	2 Appr. 22a
1 (Assistant cook for officers' mess) Performs duties of kitchen police and acts as waiter at officers' mess.	1 Uncl.

**Personnel Specifications
Table 26b**

**CONFIDENTIAL
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TRUCK COMPANY

SUPPLY TRAIN (MOTOR)—INFANTRY DIVISION. SUPPLY TRAIN (MOTOR)—CAVALRY DIVISION. WATER TANK TRAIN (MOTOR)
(TABLES OF ORGANIZATION NO. 26)

The truck companies of divisional supply trains (infantry and cavalry) are identical. A train ordinarily consists of 5 truck companies for a cavalry and 6 for an infantry division. If, however, 3-ton trucks are provided in place of 2-ton trucks the number of truck companies in the supply train will be reduced to three; if 5-ton trucks are provided the number of companies will be reduced to two. If trucks smaller than 2-ton are provided the number will be increased so as to provide the same cargo capacity, and the number of chauffeurs, assistant chauffeurs, and rifles will be changed accordingly.

A water tank train (motor) is the same as a divisional supply train, with variation as indicated in Table 26a (by the omission of two typewriter repairmen), and as hereinafter indicated (by two less assistant chauffeurs), except that in addition to 5 ¾-ton truck companies there is a sixth company of 3-ton laboratory trucks for bacteriological work. This fifth company is organized the same as the other companies, except for the addition of 14 sergeant-mechanics and pumpmen for the laboratory trucks.

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

1 First Sergeant . Chauffeur, truckmaster; leadership material <i>Substitute:</i> Chauffeur, motorcycle. Organizes and supervises motorcycle trains; takes charge of convoys in absence of officers. Agent of company commander in maintaining discipline; manages company under direction of company commander, arranging details in execution of orders, and assigning men to various employments; required to act on own initiative in emergency in absence of company officers.	1 Jour. 23tm
20 Sergeants: (See Note 1).	
1 ClerkTypist <i>Substitute:</i> Clerical worker, general. Prepares company records, reports, and correspondence.	1 Appr. 39t

Truck Company—Division Supply and Water Tank Trains—Continued.

20 Sergeants—Continued.

3 Assistant Truckmasters (Chiefs of Section)..Chauffeur, truckmaster. 3 Appr. 23tm

Substitute: Chauffeur, heavy truck.

Each is responsible for one section of trucks and its personnel in camp and on convoy.

1 Mess [and Supply] SergeantCaterer 1 Jour. 40ca

Substitute: Restaurateur; steward; cook.

Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation, and preparation of food; responsible for sanitation of kitchen and area; keeps accounts of organization mess. Keeps company property and supplies; provides for replenishing these stores; issues same, and keeps account thereof; supervises repairs to property.

1 Mechanic..... Auto repairman, general 1 Jour. 24g

Substitute: Auto mechanic, engine assembler, or engine block tester.

Responsible for repair and adjustment of motor equipment of company. In charge of light repair truck, including tools, spare parts, and supplies. Directs work of assistant mechanics.

14 Mechanics and Pumpmen.....Pumpman 7 Jour. 95pu

Operate and repair pump equipment. 7 Appr. 95pu

32 Corporal-ChauffeursChauffeur, heavy truck 32 Jour. 23t

Substitute: Chauffeur, automobile.

Drive and make emergency repairs to heavy trucks. In transporting material, see that cargo is properly loaded and lashed; responsible for its safe delivery. Instruct assistants in duties of chauffeurs.

2 Cooks.....Cook 2 Jour. 40c

Cook plain foods, and small doughs; cut quarters of beef.

12 Privates, 1st Class: (See Note 2.)

2 Assistant Mechanics.....Auto repairman, general 2 Appr. 24g

Under direction of sergeant mechanic, repair and adjust motor equipment. Drive light repair truck.

1 Messenger..... 1 Uncl.

Drives and makes emergency repairs to motorcycle; used for messenger and courier service.

9 Assistant Chauffeurs.....Chauffeur, heavy truck 9 Appr. 23t

Substitute: Chauffeur, automobile.

Drive and make emergency repairs to heavy trucks.

24 Privates—Assistant Chauffeurs (See Note 3)..Chauffeur, heavy truck. 24 Appr. 23t

Substitute: Chauffeur, automobile.

Drive and make emergency repairs to heavy trucks.

NOTE 1.—6 Sergeants only in a divisional supply train (motor) (tables of organization 26 and 519) and in 4 companies of the water tank train (motor) (tables of organization 240), the 14 mechanics and pumpmen in the 5th truck company of the water tank train (motor) (table of organization 240) being omitted.

NOTE 2.—11 Privates, First Class, only in water tank train (motor) (table of organization 240), there being 8 assistant chauffeurs instead of nine. 23 Privates—assistant chauffeurs, only in water tank train (motor) (table of organization 240).

NOTE 3.—Numbers of occupational specialists and totals, enlisted reduced accordingly.

MOTOR TRAINS

(TABLES OF ORGANIZATION No. 26-240-519)

MAIN GROUP.—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

	Divisional trains										Water Tank Train (240)						
	Infantry (26)				Cavalry (519)				Head- quarters Train.		Truck Com- pany 4-Ton (x5).		Truck Com- pany 3-Ton (x-1).		Train Total.		
	Jour- ney- man.	Appen- tice.	Truck Com- pany Jour- ney- man.	Truck Com- pany Appen- tice.	Jour- ney- man.	Appen- tice.	Jour- ney- man.	Appen- tice.	Jour- ney- man.	Appen- tice.	Jour- ney- man.	Appen- tice.	Jour- ney- man.	Appen- tice.	Jour- ney- man.	Appen- tice.	
Occupational Specialists.																	
Auto repairman, general (24 g)			1	2	5	10	6	12									
Caterer (40 ca)			1		5		6										
Chauffeur, automobile (22 a)		3						3									
Chauffeur, heavy truck (23 t)	2		32	33	160	165	194	198									
Chauffeur, motorcycle (22 m)																	
Chauffeur, truckmaster (23 tm)			1	3	5	15	6	18									
Clerical worker, general (38 g)	1																
Clerk, payroll (38 p)	1																
Cook (40 c)	1		2		10		13										
Inspector, motor vehicles (24 i)	1						1										
Instrument repairer, typewriter (72 t)	1						1										
Pumpman (95 pu)																	
Stockkeeper (38 s)	1						1										
Typist (39 t)							5										
Totals: Main group	8	4	37	39	185	195	230	238	7	3	37	37	44	44	236	232	
Occupational specialists	12		76		380		468		10		74		88		468		
Others, leadership material	1		1		5		7		1		1		1		7		
Not specified																	
Total enlisted	13		77		385		475		11		75		89		475		

MOTOR TRANSPORT COMPANY

(TABLES OF ORGANIZATION No. 358)

NOTE.—For use in Service of Supply stations and units not assigned to combatant organizations.

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation. Then follows the description of army duties.

<p>1 First Sergeant. Chauffeur, truckmaster; leadership material <i>Substitute:</i> Chauffeur, heavy truck</p> <p>Organizes and supervises heavy truck; takes charge of convoys in absence of officers. Agent of company commander in maintaining discipline; manages company under direction of company commander, arranging details in execution of orders, and assigning men to various employments; required to act on own initiative in emergency in absence of company officers.</p>	<p>1 Jour. 23tm</p>
<p>7 Sergeants:</p>	
<p>1 Clerk.....Typist <i>Substitute:</i> Clerical worker, general.</p> <p>Prepares company records, reports, and correspondence.</p>	<p>1 Apr. 39t</p>
<p>3 Assistant Truckmasters (Chiefs of Section)..Chauffeur, truckmaster. <i>Substitute:</i> Chauffeur, heavy truck.</p> <p>Each is responsible for one section of trucks and its personnel in camp and on convoy.</p>	<p>3 Apr. 23tm</p>
<p>1 Mess Sergeant.....Caterer <i>Substitute:</i> Restaurateur; steward; cook.</p> <p>Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation, and preparation of food; responsible for sanitation of kitchen and area; keeps accounts of organization mess.</p>	<p>1 Jour. 40ca</p>
<p>1 Property Sergeant.....Storekeeper <i>Substitute:</i> Merchant.</p> <p>Keeps company property and supplies; provides for replenishing these stores; issues same and keeps account thereof; supervises repairs to property.</p>	<p>1 Jour. 18s</p>
<p>1 Mechanic.....Auto repairman, general <i>Substitute:</i> Auto mechanic, engine, assembler or engine block tester.</p> <p>Responsible for repair and adjustment of motor equipment of company. In charge of light repair truck, including tools, spare parts, and supplies. Directs work of assistant mechanics.</p>	<p>1 Jour. 24g</p>

Motor Transport Company—Continued.

34 Corporals:

2 Assistant Mechanics.....Auto repairman, general
Under direction of sergeant mechanic, repair and adjust
motor equipment. Drive light repair truck. 2 Appr. 24g

32 Drivers.....Chauffeur, heavy truck 32 Jour. 32t
Substitute: Chauffeur, automobile.

Drive and make emergency repairs to heavy trucks. In transporting material see that cargo is properly loaded and lashed; responsible for its safe delivery. Instruct assistants in duties of chauffeurs.

2 Cooks.....Cook 2 Jour. 40c
Cook plain foods, and small doughs; cut quarters of beef.

10 Privates, 1st Class:

9 Assistant Drivers.....Chauffeur, heavy truck 9 Appr. 23t
Substitute: Chauffeur, automobile.

Drive and make emergency repairs to heavy trucks.

1 Messenger..... 1 Uncl.
Drives and makes emergency repairs to motorcycle; used for messenger and courier service.

24 Privates.....Chauffeur, heavy truck 24 Appr. 23t
Substitute: Chauffeur, automobile.

Drive and make emergency repairs to heavy trucks.

MOTORCYCLE COMPANY
(TABLES OF ORGANIZATION NO. 359)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

<p>1 First Sergeant—Cycle Master..Chauffeur, truckmaster; motorcycle experience; leadership material. <i>Substitute:</i> Chauffeur, motorcycle.</p> <p>Organizes and supervises motorcycle trains; takes charge of convoys in absence of officers. Agent of company commander in maintaining discipline; manages company under direction of company commander, arranging details in execution of orders, and assigning men to various employments; required to act on own initiative in emergencies in absence of company officers.</p>	<p>1 Jour. 23tm</p>
<p>5 Sergeants:</p>	
<p>1 Mess and Supply Sergeant.....Caterer <i>Substitute:</i> Restaurateur, steward, cook.</p> <p>Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation, and preparation of food; responsible for sanitation of kitchen and area; keeps accounts of organization mess; keeps unit property and supplies; provides for replenishing these stores; issues same and keeps accounts thereof; supervises repairs to property.</p>	<p>1 Jour. 40ca</p>
<p>1 Sergeant Mechanic.....Motorcycle repairman <i>Substitute:</i> Auto repairman, general; auto mechanic, engine.</p> <p>Responsible for repair and adjustment of motor equipment of company. In charge of tools, spare parts and mechanical supplies. Directs work of assistant mechanics.</p>	<p>1 Jour. 24mo</p>
<p>3 Section Commanders.....Chauffeur, truckmaster; motorcycle experience; leadership material. <i>Substitute:</i> Chauffeur, motorcycle.</p> <p>Each is responsible for one section of motorcycles and its personnel, both in camp and on convoy.</p>	<p>3 Apr. 23tm</p>
<p>1 Corporal—Company Clerk.....Typist <i>Substitute:</i> Clerical worker, general.</p> <p>Prepares company records, reports, and correspondence.</p>	<p>1 Apr. 39t</p>
<p>1 Cook.....Cook</p> <p>Cooks plain foods, and small doughs; cuts quarters of beef.</p>	<p>1 Jour. 40c</p>

Motorcycle Company—Continued.

30 Privates, 1st Class:

1 Assistant MechanicMotorcycle repairman <i>Substitute:</i> Auto repairman, general; auto mechanic, engine.	1	Appr.	24mo
Under direction of sergeant mechanic, repairs and adjusts motor equipment.			
2 DriversChaufeur, heavy truck <i>Substitute:</i> Chauffeur, automobile.	2	Jour.	23t
Drive and make emergency repairs to heavy trucks. In transporting material see that cargo is properly loaded and lashed; responsible for its safe delivery.			
27 Motorcycle DriversChaufeur, motorcycle	17	Jour.	22m
Drive and make repairs to motorcycles.	10	Appr.	22m

MOTOR COMMAND

(TABLES OF ORGANIZATION NO. 357, 358, AND 359.)

One headquarters, motor command will be assigned at the rate of approximately one headquarters to each 4 motor transport companies or motorcycle companies. This does not preclude the possibility of a motor transport company or motorcycle company, acting independently.

MAIN GROUP.—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

Occupational Specialists.	Head- quarters Motor Com- mand		Motor Trans- port Com- pany.		Motor- cycle Com- pany.	
	Journey- man.	Appren- tice.	Journey- man.	Appren- tice.	Journey- man.	Appren- tice.
Auto repairman, general (24 g).....			1	2		
Caterer (40 ca).....			1		1	
Chauffeur, heavy truck (23 t).....	3	1	32	33	2	
Chauffeur, motorcycle (22 m).....	1	1			17	10
Chauffeur, truckmaster (23 tm).....			1	3	1	3
Clerical worker, general (38 g).....	1					
Clerk, payroll (38 p).....	1					
Cook (40 c).....			2		1	
Inspector, motorcycle (24 i).....	1					
Motorcycle repairman (24 mo).....					1	1
Stenographer (39 s).....	1					
Stockkeeper (18 s).....	1		1			
Typist (39 t).....			1			1
Total: Main Group.....	9	2	39	38	23	15
Occupational specialists.....	11		77		38	
Others, leadership material.....			1			
Not specified.....						
Total enlisted.....	11		78		38	

HEADQUARTERS

REPAIR UNIT

(TABLES OF ORGANIZATION NO. 355)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
 Then follows the description of army duties.

<p>1 Sergeant, First Class—As Sergeant Major . . . Clerical worker, general. <i>Substitute:</i> Stenographer. Chief clerk of unit headquarters; under direction of adjutant, supervises the preparation and filing of reports, returns, correspondence, orders, and bulletins.</p>	<p>1 Jour. 38g</p>
<p>1 Corporal—As Personnel Clerk Clerk, payroll <i>Substitute:</i> Clerk, bank; clerk, cost; clerk, time. Under direction of adjutant prepares pay cards, payrolls, rosters and returns of personnel. Knowledge of typewriting desirable.</p>	<p>1 Jour. 38p</p>
<p>3 Privates, First Class Clerical worker, general Stenographer Typist Assist sergeant major and personnel clerk in preparation of payrolls, reports, returns, and correspondence at unit headquarters.</p>	<p>1 Appr. 38g 1 Appr. 39s 1 Jour. 39t</p>
<p>1 Private Acts as orderly and messenger at unit headquarters.</p>	<p>1 Uncl.</p>

HEADQUARTERS

REPAIR GROUP

(TABLES OF ORGANIZATION No. 355)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

1 Sergeant, First Class	General clerk	1	Jour.	38g
	<i>Substitute:</i> Railroad clerk.			
	Chief clerk of repair group office; under direction of group commander supervises preparation and filing of reports, returns, records, correspondence and orders. When group operates independently of unit prepares pay cards, payrolls, rosters and returns of personnel. Knowledge of typewriting desirable.			
3 Privates, First Class	Typist	1	Jour.	39t
	Stenographer	1	Appr.	39s
	Clerical worker, general	1	Appr.	38g
	Assist sergeant, first class, in preparation of papers and records.			
1 Private		1		Uncl.
	Acts as orderly and messenger at group headquarters.			

REPAIR SECTION
(OF REPAIR UNIT)
(TABLES OF ORGANIZATION No. 356)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

1 Sergeant, Sr. Grade—General Foreman.	Auto repairman, general; foreman.	1 Jour. 24g
	Foreman of repair shop; responsible for the efficiency and discipline of the mechanics in the shop.	
5 Sergeants, First Class:		
1 Inspector.	Inspector, motor vehicles	1 Jour. 24i
	<i>Substitute:</i> Auto repairman, general; auto mechanic; engine or engine block tester.	
	Inspects all motor equipment, specifies repairs to be made. Inspects and tests equipment on completion of repairs.	
1 Assembler.	Auto mechanic, assembler	1 Jour. 24a
	<i>Substitute:</i> Auto mechanic, engine or engine block tester.	
	Assembles and takes down machinery and motor equipment. Directs work of assistant.	
1 Motorcycle Mechanic.	Motorcycle repairman	1 Jour. 24mo
	<i>Substitute:</i> Auto repairman, general.	
	Repairs and adjusts motorcycles. Directs work of assistant.	
1 Motor Mechanic.	Auto repairman, general	1 Jour. 24g
	<i>Substitute:</i> Auto mechanic, engine or engine block tester.	
	Responsible to general foreman for the repair of motor equipment and efficiency of the repair shop. Directs work of assistants.	
1 Sergeant, Transmission and Axle.	Auto mechanic, chassis.	1 Jour. 24ch
	<i>Substitute:</i> Auto mechanic, assembler; auto repairman, general.	
	Takes down, overhauls, and assembles transmissions and axles. Directs work of assistants.	
1 First Sergeant.	Inspector, motor vehicles (with experience as foreman).	1 Jour. 24i
	<i>Substitute:</i> Auto repairman, general; auto mechanic, road tester.	
	Assists in inspection of motor equipment, specifies repairs to be made. Assists in inspection and testing of equipment on completion of repairs. Agent of section commander in maintaining discipline; manages section under direction of company commander, arranging details in execution of orders, and assigning men to various employments; required to act on own initiative in emergency in absence of section officers.	

Repair Section—Continued.

22 Sergeants:

- 1 Clerk**.....Clerical worker, general **1 Jour. 38g**
Substitute: Typist.
 Prepares section reports, returns and correspondence;
 maintains records of repairs.
- 1 Supply Sergeant**.....Stockkeeper **1 Jour. 18s**
Substitute: Merchant, hardware.
 Keeps section mechanical supplies, including parts
 necessary to repair of motor equipment; provides for
 replenishing these stores; issues same and keeps
 account thereof.
- 1 Property Sergeant**.....Stockkeeper **1 Jour. 18s**
Substitute: Merchant.
 Keeps section's property; provides for replenishing these
 stores; issues same and keeps account thereof; super-
 vises repairs to property.
- 1 Mess Sergeant**.....Caterer **1 Jour. 40ca**
Substitute: Restaurateur; steward; cook.
 Purchases food supplies; plans menus with reference to
 variety and food values; responsible for cleanliness,
 conservation, and preparation of food; responsible for
 sanitation of kitchen and area. Keeps accounts of
 organization mess.
- 2 Assemblers**.....Auto mechanic, assembler **2 Jour. 24a**
Substitute: Auto mechanic, engine or engine block
 tester.
 Assemble and take down machinery and motor equip-
 ment. Assist chief assembler.
- 2 Blacksmiths**.....Blacksmith, general **2 Jour. 7g**
 Do general blacksmith and forge work under direction
 of general foreman. Direct work of assistants.
- 1 Sergeant, Carburetor**.....Auto mechanic, carburetor **1 Jour. 24c**
 Repairs and adjusts carburetors.
- 1 Carpenter and Wheelwright**..Blacksmith, wheelwright **1 Jour. 7w**
Substitute: Carpenter, general.
 Repairs bodies and running gear of motor vehicles.
 Directs work of assistant.
- 1 Electrician**.....Automobile electrician, general **1 Jour. 24eg**
Substitute: Electrician, general.
 Installs, repairs, and adjusts electrical equipment of
 motor vehicles and electrical apparatus in repair shop.
 Directs work of assistants.
- 1 Machinist**.....Machinist, general **1 Jour. 6g**
Substitute: Machinist, assembler; machinist, lathe
 operator.
 Has charge of all shop machines, machine tools, and
 machine work. Directs work of assistant machinists.

Repair Section—Continued.

2 Motor Mechanics Auto repairman, general <i>Substitute:</i> Auto mechanic, engine, assembler, or engine block tester.	2	Jour.	24g
Repair and adjust motor equipment under direction of sergeant, first class. One has charge of light repair truck and its equipment, including stock of tools, spare parts, and supplies.			
1 Painter Painter, carriage <i>Substitute:</i> Painter, general.	1	Jour.	13c
Paints bodies and running gear of motor vehicles. Directs work of assitant.			
1 Radiator repairman Auto mechanic, radiator <i>Substitute:</i> Sheet metal worker, tinsmith, copper-smith or solderer.	1	Jour.	24r
Repairs motor radiators. Directs work of assistant.			
1 Sheet Metal Worker Sheet metal worker, general <i>Substitute:</i> Sheet metal worker, tinsmith, copper-smith or solderer.	1	Jour.	19g
Repairs sheet metal parts of motor equipment.			
1 Tire Repairman Rubber worker, tire repairer <i>Substitute:</i> Rubber worker, tire repairer, vulcanizer.	1	Jour.	94t
Repairs tires and tubes of motor vehicles, including general vulcanizing. Directs work of assistant.			
2 Sergeants, Transmission and Axle . . . Auto mechanic, chassis. <i>Substitute:</i> Auto repairman, general; auto mechanic, assembler.	2	Appr.	24ch
Take down, overhaul, and assemble transmissions and axles under direction of sergeant, first class.			
2 Welders Welder, gas expert <i>Substitute:</i> Welder, cutter, oxy-acetylene.	2	Jour.	96a
Weld iron, steel, and aluminum parts of motor equipment by oxy-acetylene or oxy-hydrogen process.			
4 Corporals:			
1 Clerk Typist <i>Substitute:</i> Stenographer.	1	Jour.	39t
Assists sergeant clerk in preparation of reports, returns, and correspondence, and in maintaining records of repairs.			
1 Electrician Automobile electrician, general <i>Substitute:</i> Electrician, general.	1	Jour.	24eg
Assists in the installation, repair, and adjustment of electrical equipment of motor vehicles and electrical apparatus in repair shop.			
1 Motorcycle Repairman Motorcycle repairman <i>Substitute:</i> Chauffeur, motorcycle.	1	Appr.	24mo
Repairs and adjusts motorcycles under direction of motorcycle mechanic.			
1 Upholsterer Upholsterer and trimmer	1	Appr.	103
Repairs and renews tops, seats, and upholstering of motor vehicles.			

Repair Section—Continued.

2 CooksCook Cook plain foods and small doughs; cut quarters of beef.	2 Jour. 40c
26 Privates, 1st Class:	
1 ClerkClerical worker, general <i>Substitute:</i> Typist. Assists sergeant clerk in maintaining records of repairs.	1 Appr. 38g
1 StockkeeperStockkeeper <i>Substitute:</i> Merchant. Assists supply sergeant in maintaining storeroom of mechanical parts and equipment.	1 Appr. 18s
7 AssemblersAuto mechanic, assembler <i>Substitute:</i> Auto mechanic, engine, or engine block tester. Assemble and take down motor equipment and machinery, under direction of chief assembler.	7 Appr. 24a
1 CarpenterCarpenter, carriage Assists in repair of bodies and running gear of motor vehicles.	1 Appr. 8c
2 MachinistsMachinist, lathe operator <i>Substitute:</i> Machinist, bench. Under direction of sergeant machinist, operate shop machinery and machine and hand tools.	2 Appr. 6l
6 Assistant Motor Mechanics ...Auto repairman, general <i>Substitute:</i> Auto mechanic, engine. Repair and adjust equipment under direction of chief motor mechanic.	6 Appr. 24g
1 PainterPainter, carriage Paints bodies and running gear of motor vehicles under direction of sergeant painter.	1 Appr. 13c
1 Radiator RepairmanAuto mechanic, radiator <i>Substitute:</i> Sheet metal worker, tinsmith, copper-smith, or solderer. Repairs motor radiators under direction of chief radiator repairman.	1 Appr. 24r
1 Tire RepairmanRubber worker, tire repairer <i>Substitute:</i> Rubber worker, tire repairer, vulcanizer. Under direction of sergeant tire repairman, repairs tires and tubes of motor vehicles, including general vulcanizing.	1 Appr. 94t
4 Auto Mechanics, Transmission and AxleAuto mechanic, chassis. <i>Substitute:</i> Auto mechanic, assembler; auto repairman, general. Assist in dismantling, overhauling, and assembling transmissions and axles.	4 Appr. 24ch
1 WelderWelder, gas expert <i>Substitute:</i> Welder, cutter, oxy-acetylene. Assists in welding iron, steel, and aluminum parts of motor equipment by oxy-acetylene or oxy-hydrogen process.	1 Appr. 96a

Repair Section—Continued.

12 Privates:

7 Laborers	Laborer, general	7	Appr. 16g
Perform duties of kitchen police and assist in moving heavy loads.			
2 Assemblers	Auto mechanic, assembler	2	Appr. 24a
<i>Substitute:</i> Auto mechanic, engine or engine block tester.			
Assemble and take down machinery and motor equipment under direction of chief assembler.			
1 Blacksmith	Blacksmith, general	1	Appr. 7g
Does general blacksmith and forge work under direction of general foreman.			
1 Motor Mechanic	Auto mechanic, general	1	Appr. 24g
<i>Substitute:</i> Auto mechanic, engine or engine block tester.			
Repairs motor equipment under direction of chief motor mechanic.			
1 Mechanic, Transmission and Axle ..	Auto mechanic, chassis.	1	Appr. 24ch
<i>Substitute:</i> Auto repairman, general; auto mechanic, assembler.			
Takes down, overhauls and assembles transmission and axles under direction of chief transmission mechanic.			

MAIN GROUP.—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

Occupational Specialists.	Group.				Unit.					
	Headquarters 355-b		1 Section (x4) 356		Total Group.		Headquarters 355-a		Total Unit.	
	Jour.	Appr.	Jour.	Appr.	Jour.	Appr.	Jour.	Appr.	Jour.	Appr.
Auto repairman, general (24 g)			4	7	16	28			64	112
Auto mechanic, carburetor (24 c)			1		4				16	
Auto mechanic, chassis (24 ch)			1	7	4	28			16	112
Auto mechanic, radiator (24 r)			1	1	4	4			16	16
Blacksmith, general (7 g)			2	1	8	4			32	16
Blacksmith, wheelwright (7 w)			1		4				16	
Carpenter, carriage (8 c)			1	1	4	4			16	16
Caterer (40 ca)	1	1	1	1	4	4			16	16
Clerical worker, general (38 g)			1		5	5		1	21	21
Clerk, payroll (38 p)								1	1	
Cook (40 c)			2		8				32	
Electrician, general (10 g)			1		4				16	
Inspector, motorcycle (24 i)			2		8				32	
Laborer, general (16 g)				7		28			32	112
Machinist, assembler (6 a)			3	9	12	36			48	144
Machinist, lathe operator (6 l)				2		8				32
Mechanic, general (6 g)			1		4				16	
Motorcycle, repairman (24 mo)			1	1	4	4			16	16
Painter, carriage (13 c)			1	1	4	4			16	16
Rubber worker, tire repairman (94t)			1	1	4	4			16	16
Sheet metal worker, general (19 g)			1		4				16	
Stenographer (39 s)		1				1				5
Stockkeeper (18 s)			2	1	8	4		1	32	16
Typist (39 t)		1	1		4	1		1	16	5
Upholsterer and trimmer (103)				1		4				16
Welder, gas expert (96 a)			2	1	8	4			32	16
Wireman, inside (10 w)			1		4				16	
Totals: main group.....	1	3	31	42	125	171		2	502	687
Occupational specialists.....	4		73		296			5	1189	
Not specified.....	1				1			1	5	
Totals enlisted.....	5		73		297			6	1194	

SERVICE PARK UNIT

(TABLES OF ORGANIZATION No. 360)

Service Park Units will be assigned, as required, to combatant organizations, organizations, stations and service of supply as required, and will be attached at the rate of three service park units for each division.

Army title set in boldface type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.
Then follows the description of army duties.

8 Sergeants, First Class:

1 General Foreman	Inspector, motor vehicles	1	Jour.	24i
	<i>Substitute:</i> Auto repairman, general; auto mechanic, engine.			
	Supervises the repair of the motor equipment of the unit.			
2 Motor Mechanics	Auto repairman, general	2	Jour.	24g
	<i>Substitute:</i> Auto mechanic, engine, assembler or engine block tester.			
	Responsible to general foreman for the repair of motor equipment, and efficiency of the repair shop. Direct work of assistant mechanics.			
1 Electrical and Carburetor Expert ..	Electrician, automobile, general	1	Jour.	24eg
	<i>Substitute:</i> Auto mechanic, magneto; electrician, general (expert).			
	Is responsible for condition and proper functioning of the electrical apparatus and carburetors of motor equipment. Directs all work thereon.			
1 Machinist	Machinist, general	1	Jour.	6g
	<i>Substitute:</i> Machinist, assembler; mechanic, general, handyman.			
	Has charge of all shop machines, machine tools and machine work. Directs work of assistant machinist.			
1 Clerk	Typist	1	Jour.	39t
	<i>Substitute:</i> Clerical worker, general.			
	Prepares unit reports, returns, and correspondence; maintains records of repairs.			
1 Inspector	Inspector, motor vehicles	1	Jour.	24i
	<i>Substitute:</i> Auto repairman, general; auto mechanic, road tester.			
	Inspects all motor equipment, specifies repairs to be made. Inspects and tests equipment on completion of repairs.			
1 Supply and Property Sergeant	Stockkeeper	1	Jour.	18s
	<i>Substitute:</i> Merchant.			
	Keeps unit property and supplies and parts necessary to repair of motor equipment; provides for replenishing these stores; issues same and keeps account thereof; supervises repairs to unit property.			

Service Repair Unit—Continued.

6 Sergeants:

3 Motor MechanicsAuto repairman, general <i>Substitute:</i> Auto mechanic, engine, assembler or engine block tester.	3 Jour. 24g
Repair and adjust motor equipment under the direction of sergeants, first class.	
1 BlacksmithBlacksmith, general <i>Substitute:</i> Blacksmith, ship and boat.	1 Jour. 7g
Does general blacksmith and forge work under direction of machinist. Directs work of assistant.	
1 WelderWelder, gas expert <i>Substitute:</i> Welder, cutter, oxy-acetylene.	1 Jour. 96a
Welds iron, steel, and aluminum parts by oxy-acetylene or oxy-hydrogen process.	
1 Motorcycle MechanicMotorcycle repairman <i>Substitute:</i> Auto repairman, general.	1 Jour. 24mo
Repairs and adjusts motorcycles. Directs work of assistant.	

5 Corporals:

1 Radiator RepairerAuto mechanic, radiator <i>Substitute:</i> Sheet metal worker, tinsmith, copper-smith or solderer.	1 Jour. 24r
Repairs motor radiators. Directs work of assistant.	
1 Tire RepairerRubber worker, tire repairer <i>Substitute:</i> Rubber worker, tire repairer, vulcanizer.	1 Jour. 94t
Repairs tires and tubes of motor vehicles, including general vulcanizing. Directs work of assistant.	
1 Carpenter and Painter ..Auto mechanic, chassis (with experience as painter). <i>Substitute:</i> Blacksmith, wagoner or wheelwright; carpenter, general.	1 Jour. 24ch
Repairs and paints bodies and running gear of motor vehicles. Directs work of assistant.	
1 Motor Car DriverChauffeur, automobile Drives and makes emergency repairs to automobile.	1 Jour. 22a
1 Supply and Property ClerkStockkeeper <i>Substitute:</i> Merchant.	1 Appr. 18s
Assists supply and property sergeant in receiving, checking, and issuing property and mechanical parts.	
1 CookCook Cooks plain foods, small doughs, and cuts quarters of beef.	1 Jour. 40c

10 Privates, First Class:

3 Assistant Motor Mechanics ..Auto repairman, general <i>Substitute:</i> Auto mechanic, engine, assembler or road tester.	3 Appr. 24g
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Service Repair Unit—Continued.

10 Privates, First Class—Continued.

Repair and adjust motor equipment under the direction of sergeant, first class. Drive trucks when park is moved.

1 Assistant Machinist.....Machinist, general 1 Appr. 6g
Substitute: Machinist, assembler; mechanic, general, handyman.

Operates machine and hand tools in machine shop work under the direction of chief machinist.

1 Assistant Blacksmith.....Blacksmith, general 1 Appr. 7g
substitute: Blacksmith, ship and boat.

Does general blacksmith and forge work under direction of sergeant blacksmith.

1 Assistant Welder.....Welder, gas expert 1 Appr. 96a
Substitute: Welder, cutter, oxy-acetylene.

Welds iron, steel and aluminum parts by oxy-acetylene or oxy-hydrogen process. Assists sergeant welder.

1 Assistant Radiator Repairer..Auto mechanic, radiator 1 Appr. 24r
Substitute: Sheet metal worker, tinsmith, copper-smith or solderer.

Repairs motor radiators. Assists corporal radiator repairman.

1 Assistant Tire Repairer...Rubber worker, tire repairer 1 Appr. 94t
Substitute: Rubber worker, tire repairer, vulcanizer.

Repairs tires and tubes of motor vehicles, including general vulcanizing.

1 Assistant Carpenter and Painter..Auto mechanic, 1 Appr. 24ch
chassis (with experience as painter).
Substitute: Blacksmith, wagoner or wheelwright; carpenter, general.

Repairs and paints bodies and running gear of motor vehicles. Assists corporal carpenter.

1 Driver.....Chauffeur, heavy truck 1 Jour. 23t
Substitute: Auto mechanic, road tester.

Drives and makes emergency repairs to truck. In transporting material sees that cargo is properly loaded and lashed, and is responsible for its safe delivery.

5 Privates:

2 Assistant Motor Mechanics...Auto repairman, general 2 Appr. 24g
Substitute: Auto mechanic, engine, assembler, or engine block tester.

Repair and adjust motor equipment under the direction of sergeant, first class.

1 Assistant Motorcycle Mechanic.Motorcycle repairman 1 Appr. 24mo
Substitute: Auto repairman, general.

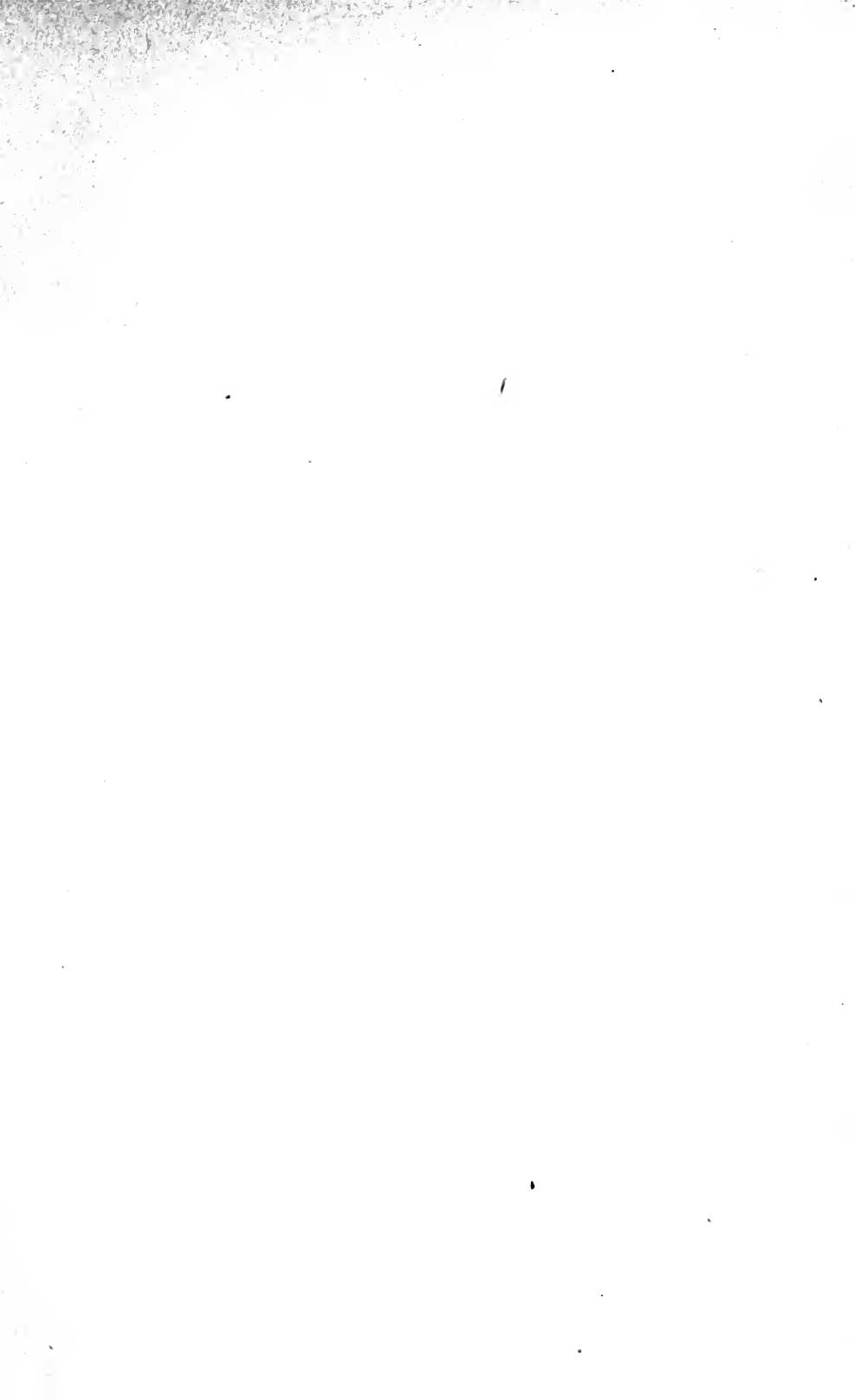
Repairs and adjusts motorcycles under direction of sergeant, motorcycle mechanic.

2 Laborers.....Laborer, general 2 Appr. 16
Perform duties of kitchen police and assist in moving heavy loads.

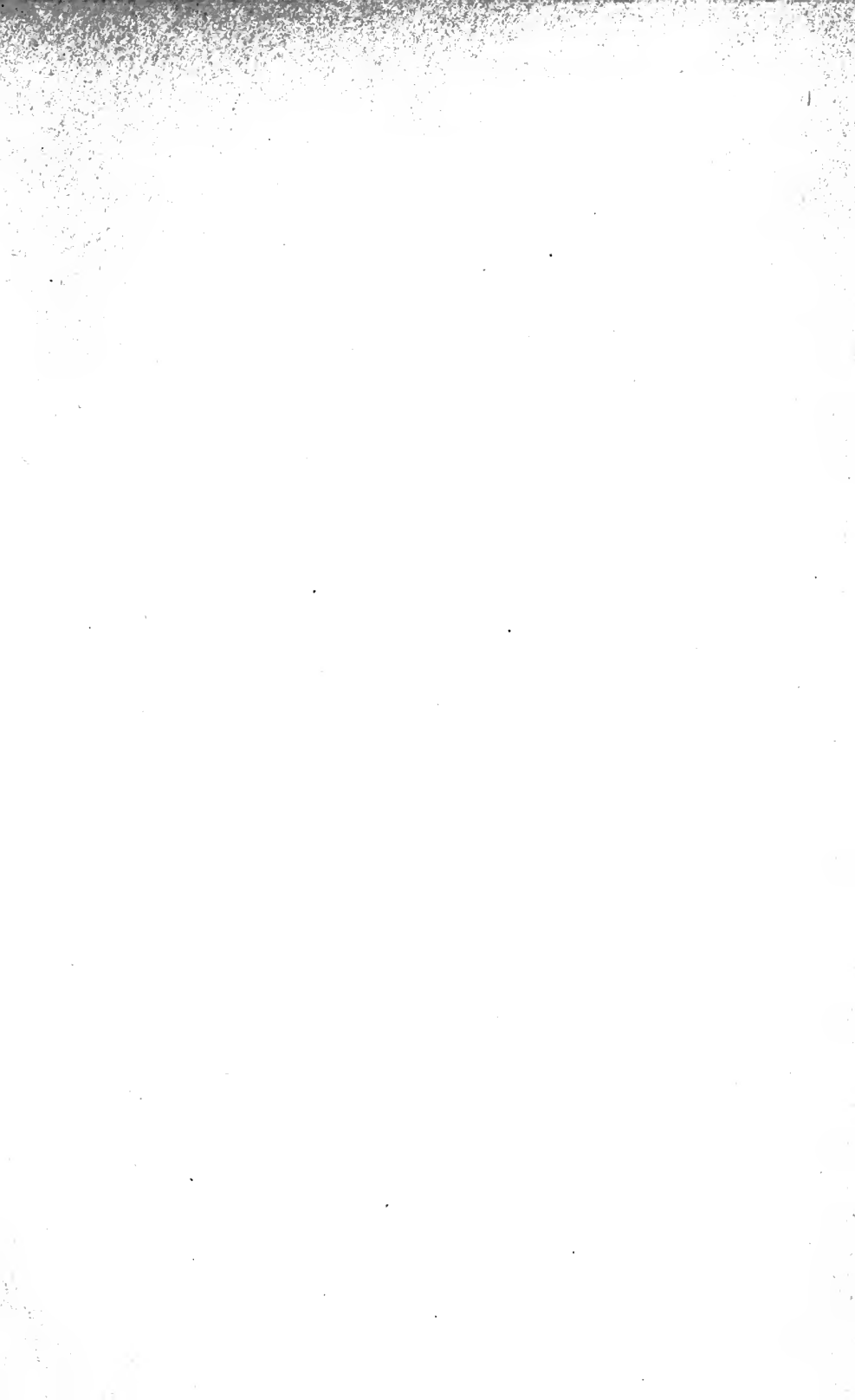
SERVICE PARK UNIT

MAIN GROUP.—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

Occupational Specialists.	Jour- ney- man.	Appren- tice.
Auto mechanic, chassis (24 ch).....	1	1
Auto mechanic, radiator (24 r).....	1	1
Auto repairman, general (24 g).....	5	5
Blacksmith, general (7 g).....	1	1
Chauffeur, auto (22 a).....	1
Chauffeur, heavy truck (23 t).....	1
Cook (40 c).....	1
Electrician, auto general (24 eg).....	1
Inspector, motor vehicles (24 i).....	2
Laborer (16).....	2
Mechanic, general (6 g).....	1	1
Motorcycle repairman (24 mo).....	1	1
Rubber worker, tire repairer (94 t).....	1	1
Stockkeeper (18 s).....	1	1
Typist (39 t).....	1
Welder, gas expert (96 a).....	1	1
Totals: Main group.....	20	15
Occupational specialists.....	35	
Not specified.....	
Total enlisted.....	35	









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