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Sept 1946 (Move) 92d-1.1 (Hist)

HISTORY

of

92ND BOMBARDMENT GROUP (VH)

(FIFTEENTH AIR FORCE)

for

SEPTEMBER 1946

Fort Worth, Texas

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Fort Worth, Texas

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ORGANIZATION AND ADMINISTRATION

The mission of the 92nd Bombardment Group (VH) which is comprised of the 325th, 326th, and 327th. Bombardment Squadrons is to place the maximum number of tons of bombs with the maximum accuracy on the assigned targets. At the present time, this group is using B-29 Type of Aircraft.

To accomplish the mission, the Group's objective is to be equiped, manned, trained and administered to such a high degree of efficiency and state of readiness, that it can be committed to any overseas base at any time as an effective combat team. It is the Groups Objective to place emphasis on Discipline, Ground and Aerial Training, Engineering Maintenance, Combat and Counter Intelligence and Administration.

On the 13th of September the 92nd Bombardment Group (VH) received directives to be completely remanned within 30 days, and to be fully operational within 120 days. The Teletype from Strategic Air Command to Commanding General, 15th Air Force was received for planning purposes, 1/, remanning was to be in accordance with T/O and Es 1-112R dated 5 March 1945, and 1-167R dated 5 March 1945, as amended by the War Department Letter AG 322 (12 June 1946) AO-I-AFCOR-(843)-M, Subject: Reorganization, Redesignation, Constitution, and Activation of certain AAF Units, dated 10 July, 1946. On the 14th of September a letter was received from

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1/ TWX AIAI-314, CG, SAC, to CG 15th Air Force, 13 September 1946.

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Headquarters, 15th. Air Force outlining the manning policy 2/, and steps were taken immediately to transfer all officer personnel who were not Regular Army or Category I and all enlisted personnel who were not general assignment with 12 months of service remaining, to the Base Unit.

A Manning board was set up with Major L. F. McCaffery, Group Adjutant as Officer in Charge. Manning was to be accomplished by 10 October 1946, by MOS insofar as possible, but in any event it was to be accomplished 100%.

On the 23rd of September 1946, Colonel John G. Eriksen 3/ was appointed Commanding Officer of the Station in Addition to his duty as Commanding Officer of the 92nd Bombardment Group (VH) 4/, in accordance with orders by the Commanding General, Army Air Forces, General Spaatz, that the Commanders of certain Groups would be Station Commanders. Colonel Eriksen felt honored to be picked as one of the Station Commanders to operate the Group and the Station. 5/

Meetings were held by the Group Commander and the Commanding General of the 58th Bombardment Wing (VH), working on the proposed division

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2/ Ltr., Hq 15AF, File 200.3, Subject: Manning Policy, to CO FWAAFld, 14 Sep 1946.

3/ Biography and Photo of Colonel John G. Eriksen.

4/ TWX AIOI 2051, CG 15AF, to CO FWAAFld, 23 Sep 1946.

2. GO 29, Hq. FWAAFld, 23 Sep 1946.

5/ Minutes of Staff Meeting, Colonel Eriksen Presiding, 26 Sep 1946.

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of experienced key personnel of the 40th. Bombardment Group (VH) and the 25th. Air Service Group which are located at Davis Monthan, Tecson, Airzona, and are being inactivated. Such a proposed transfer of personnel was felt to be justified because this organization has lost officers and Combat Crews to higher headquarters.

A B-29 Mobile Training Unit from Chanute Field was attached to the 92nd Bombardment Group (VH) the first week of September for a period of 120 days, for the purpose of giving short courses to the maintenance personnel of this Group.

The 325th, 326th, and 327th. Bombardment Squadrons during September were activaly engaged in remanning. Personnel remaining in the Squadrons have a minimum time of one year to serve on their present enlistment as of 10 October 1946. All enlisted men who did not desire to change to general assignment were transferred to the base unit. All officers are either Regular Army, Category I, or have requested Category VIII.

The Squadrons carried on their routine duties of preparing Morning Reports, Sick Books, Duty Rosters, Guard Rosters, and Correspondence, and alos prepared and maintained charts, files, histories, and statistical reports. Base Regulations as to drill periods, orientations, and inspections were scheduled and complied with. Ground School Training was scheduled for Ground and Flying Personnel.

On the 12th. of September the Headquarters Unit moved their location

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from the Group Headquarters building T-2-128, to Station Headquarters for the purpose of having a more integrated function between the Base Unit and the Bomb Group.

PERSONNEL

The only change in the Bombardment Group for the month of September was the Commanding Officer of the 326th. Bombardment Squadron.

Lt. Col. Richard T. Hernlund, O-398607, (AC) (1093) was assigned as Commanding Officer of the 326th. Bombardment Squadron (VH) per Par 15, SO 212, Ft. Worth Army Air Field, dated 18 September 1946, in lia of Lt. Col. Robert F. Stafford, O-35247, (AC) (1093) relieved, per Par 18, SO 212, Ft. Worth Army Air Field, dated 18 September 1946. 6/ 7/

The Key Personnel assigned to the 92nd Bombardment Group (VH) as of the 30th. of September, were as follows.

Group Commander -------- Colonel John G. Eriksen, O-20635

Group Adjutant --------- Major Lawrence F. McCaffery, O-401393

Group Oper. Officer ----- Lt. Col. Robert F. Stafford, O-35247

CO 325th. Bomb Squadron - Lt. Col. Robert D. Grandmontagne, O-697633

CO 326th. Bomb Squadron - Lt. Col. Richard T. Hernlund, O-398607

CO 327th. Bomb Squadron - Lt. Col. Lloyd D. Chapman, O-34619

Air Inspector ---------- Major Charles B. Woolwine, O-42844

6/ Par 15, SO 212, Fort Worth Army Air Field, dated 18 Sep 1946

7/ Par 18, SO 212, Fort Worth Army Air Field, dated 18 Sep 1946

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The strength report at the beginning and ending of the Month of September for the 92nd Bombardment Group (VH) is as follows.

1st September 1946	Assigned	Authorized
Officers	167	204
Warrant Officers	2	1
Enlisted Men	540	608
30 September 1946	**Assigned**	**Authorized**
Officers	148	204
Warrant Officers	1	1
Enlisted Men	736	608

It is expected that the Bomb Group will be completely manned according to the TO and E by the 10 of October, and therefore correcting the discrepancy that exists now between the assigned and authorized personnel.

In accordance with the manning policy received from Headquarters 15th Air Force 8/, a letter was written by the station commander outlining the general responsibilities assigned to Unit Commanders, Station S-1 Officer, and the manning Control Section in manning this Bomb Group with its allied service group for global operations 9/.

8/ Ltr., Hq 15th Air Force, File 20013, subject; Manning Policy, to; Commanding Officer, FWAAFld, 11 Sep 1946. (see supporting document # 2)

9/ Ltr., Hq. FWAAFld, no file no., subject; Manning of 92nd. Bomb Group and 376th Air Service Group, to; Station S-1, Unit CO's, Manning Control Officer. Dated 16 Sep 1946.

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All ordinary furloughs for enlisted men in the Bomb Group were cancelled if they had less than one (1) year's service remaining after 1 January 1947, or were foreign service enlistees who had not changed election for overseas assignment to general assignment. This did not apply to personnel given delays enroute for transfer from this station.

The transferring of all General Assignment enlisted men with more than 1 year to serve after 10 October 1946 from the Base Unit to the Bomb Group presented a major problem. The transfer entailed the screening of all service records for eliminatation of overseas category men and short termers. Cooperation between the base unit and the bomb group was the main factor in paying the men that were transferred.

All enlsited men that enlisted for a specific overseas theater were interviewed and given the opportunity to change their theater preference to General Assignment. The following message was read to the ETO category enlisted men, in accordance with the TWX 10/ from headquarters, 15th Air Force, quote: "You men have all enlisted for the Army Air Forces for a period of three years, and elected assignment to the ETO. Your loyalty and interest in the Army Air Forces is appreciated, and it is unfortunate that, since the date of your inlistment, the siuation has changed and the requirements for personnel lowered until there are no vacancies in the ETO to which you men may be assigned at this time. You will be given the following choicies: (1) You may withdraw your request

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10/ TWX AIEU 659, CG 15AF, to CO FWAAFld, 23 Sep 1946.

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for overseas assignment and have your records changed to show General Assignment. This will mean that you will be given assignment in the United States where you are needed with no promise of how long you will remain in that assignment. (2) If you do not care to make the above choice, you may retain the ETO choice, but you will be given a General Assignment in the United States until such time as there are requirements in the ETO for men of your speciality. However, under the second option, no promise can be made at this time as to the date on which you will be assigned. (3) Elect assignment to the Pacific Theater or Alaskan Department and be sent to that Theater or Department in the near future" Unquote. Approximately 200 men elected to change to Gneeral Assignment from their ETO choice and the necessary changes were accomplished on their Form 20's.

SUPPLY AND EQUIPMENT

During the month of September individual clothing records were screened by each Squadron and winter clothing ordered where shortages appeared. This was done to assure complete issues of wool clothing as far as possible before the change of uniform from summer to winter goes into effect.

The Squadron Supply Rooms were kept busy with the clearing of enlisted men that were being transferred from and to the Squadrons.

All Supply Sections of the Squadrons, and the Group were inspected by members of the Inspector General Team from Headquarters, 15th Air Force. No major discrepancies were reported on any of the Squadrons.

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MAINTENANCE

The Engineering Section is responsible for furnishing the Training division with aircraft in good mechanical condition in order that the Training Division may fulfill its mission.

More aircraft were flown and put in commission during the month of September than in any previous month of the year. An average of 11 airplanes assigned were flown a total of 367:55 hours.

Satisfactory progress was made toward fulfillment of requirements by the Engineering Section until emphasis on transfer of approximately 27 B-29 aircraft in storage status was given priority. This action by the Supervisor of maintenance was governed by a TWX received from Headquarters, 15th Air Force. 11/

In order to accomplish the above transfers with the least possible delay, Section "A" of the first echelon maintenance section, was obligated to assume all maintenance activities normally performed by Section "B" or second echelon maintenance. The additional maintenance load, with no increase in personnel, impeded the Engineering Sections in meeting requirements.

The shortage of maintenance personnel in the specialists category of the allied Service Group and the inability of the Base Unit to furnish supplies needed for immediate consumption contributed to the inadequacy of the Bomb Group in fulfillment of its mission.

11/ TWX, A4MC 1097, CG 15AF, to: CO FWAAFld, 13 Sep. 1946.

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TRAINING

During the month of August, while the Bomb Group was experiencing a shortage of combat crew personnel, the flying personnel of the 325th Bomb Squadron were attached to the 326th and 327th Bomb Squadrons for flying proficiency. This change was put in effect in order to close one operation section completely and thereby conserve on the personnel who would normally be required to operate the section. Now that the 92nd Bombardment Group is being remanned and a great number of combat crews are being assigned to the squadrons, it was deemed advisable to reopen the 325th Operations Section. The flying personnel who were formerly attached to the other squadrons are now being scheduled from their own operations section. The 325th now makes out its own schedules, maintains their own charts and records, and functions as an independent operation section as the other squadrons.

To facilitate the planning of the B-29 Training missions a policy has been set up whereby there is a daily meeting held in the S-3 Office each morning to outline the training plan for the following day. At these meetings, the Maintenance Control Officer gives an estimate as to many B-29 aircraft will be available for the following day. The Operations Officers of the Bomb Squadrons decide which missions will be flown, the crews that will fly, special equipment that will be needed for the flight and any other pertinint information that is needed to expedite

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the flight. Through these meetings, definite plans can be made a whole day in advance, reducing the confusion and delay that would be caused if planning were left till the day that the mission was to be flown. Experience has shown that these daily meetings help materially in getting scheduled missions off with the minimums of confusion and delay.

A policy was adopted in the Group by the Group S-4 whereby the ground crew in the group who had the most flying time on their plane during the month, would receive a 3 day pass as compensation for their work. One of the crews received this reward during September, their ship accrued over 50 hours of flying time.

Due to the loss of a great number of enlisted specialists and technically trained men, and in view of the fact that the Army Air Force Technical Schools no longer train a quantity of men sufficient to meet the demand for qualified MOS's of the various stations, a program has been put into operation whereby this station is able to train the personnel assigned to the base to fill the existing shortages of qualified men. This program, known as the On-The-Job-Training program, (OJT) has been drawn up and put into effective operation by the Training Division of S-3. This program has been designed so that not just certain men who are needed to fill critical shortages will be trained, but that all men who are not trained to work at the peak of efficiency will receive the benefits of the program to insure a continual upward swing of the overall efficiency of the entire station. A detailed study was made

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ot the training in each individual section of thestation, and a program worked out whereby men could be trained, and at the same time left on their respective jobs so as not to disrupt the normal function of the station.

An officer, known as the Coordinator of Specialist Training for Military Personnel, was assigned to each of the following sections: S-1, S-2, S-3, S-4, Station Headquarters, and the 92nd Bomb Group, and the 376th Air Service Group. The duties of the Coordinator are: to study the training problems of his particularly assigned section, set up the training program in coordination with the section heads, keep the records of the training accomplished, assist any of the section heads in their training problems, and keep the S-3 section informed as to the progress of the training program. Upon completion of the survey of training problems in each individual department, the coordinator, in cooperation with the section head, determins the exact type of training required, the length of time necessary to complete the training in each MOS, and how the program can be coordinated to achieve the maximum amount of training and at the same time not disrupt the normal function of the section. A guide for the training of each MOS is written up and used as an outline for the source of instruction - both classroom and OJT instruction. 12/

No program can operate efficiently without adequate records of the

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12/ Sample Copy - Outline of Instruction for Clerk-Typist, MOS 405

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progress of the program. However, the recording system must be designd for the maximum simplicity and the minimum amount of clerical work to keep the records up to date and accurate. A detailed study was made as to the best method of keeping those records. It was decided that each section head should keep a form on each man undergoing training, showing how many hours were spent, both in the classroom and OJT, each day while in training on an MOS. A form entitled "Daily Disposition of Duty Hours" was mimeographed 13 / and distributed to each section head. A form is made out for each individual training. On this form is shown name, rank, serial number, MOS, SSN, squadron, and section in which being trained. For each day of the week an entry is made showing the number of hours spent in classroom instruction, number of hours OJT instruction, and how the other hours of the day were occupied. At the end of each week, each section head makes out a "Section Strength and Information Roster", 14 /. This form serves a dual purpose; first, it gives each squadron and the personnel section a definite accounting as to the assignment of all the men, secondly, it gives the Coordinator a consolidated record of the OJT program accomplishments of all personnel. This memeographed form gives the name, rank, serial number, primary MOS, SSN, whether or not OJT, a duty description of the job, and the percentage of skill attained

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13 / Blank Form - Daily Disposition of Duty Hours.

14 / FWAAFld Form # 20 - Section Strength and Information Roster.

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in the SSN to date. In the column entitled "Duty Hours", a figure is shown indicating how many hours of training the individual received during the week. A figure such as this may be shown as 12/27. This figure indicates that the individual has received 12 hours of classroom instruction and 27 hours of OJT instruction during the week. The final column gives the date that the man was either assigned duty or assigned in an OJT status in his present SSN. A copy of this form is sent to each Squadron Commander, as well as to the Coordinator, who in turn enters the information on an OJT Chart. When this chart is posted up to date each week, a clear picture of the pregress of the OJT program may be had. A consolidated report on the OJT program is submitted to the Statistical Section of S-3 by the Coordinator, which in turn compiles a consolidated report for the entire station for the information of the S-3 Officer. This information is also used for the compilation of a monthly report, which is forwarded to higher headquarters. To date, the entire program has functioned most smoothly. As in any program that is being initially put into operation, certain difficulties have been encountered. The initiative and cooperation of the personnel charged with operation of the program have been successful so far in overcoming these difficulties. With the progress that has been made during the relatively short time that this program has been in operation, it appears as though the OJT Program will have a tremendous effect on increasing the overall efficiency of the entire station. At the end of September, approximately 18.5% of the men on the station were OJT.

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MEDICAL SECTION

The mission of the medical section of the 92nd Bombardment Group (VH) is to maintain the health of all elements of the command by preventive medicine, immunization, education, prompt treatment of illness or injury and by supervision of sanitary measures; to train medical department personnel in the duties incident to the above mission and in the elementary first aid, sanitation, and personal hygiene; and to train crew members in such elements in advanced first aid as will enable the proper treatment to injured personnel prior to return to the ground.

The activities of this section for the month of September included the following:

Routine Sick Call was held daily at 0730.

Ten immunizations were given.

Daily, Weekly and monthly reports were submitted to higher echelons.

130 Physical examinations were given.

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HISTORY

of

92ND BOMBARDMENT GROUP (VH)

(FIFTEENTH AIR FORCE)

for

SEPTEMBER 1946

SUBSTANTIATING DATA

Fort Worth, Texas

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The teletype reproduced below is furnished for planning purposes only. Complete directives and manning instructions ~~are enclosed~~ will be forthcoming.

WAKS
WA351
UXCS V WBF WRA59 P P SEP 13 0:40 1946
FROM COMSTRATAIRCOMD BOLLING FLD DC 122217Z
TO CG 15AF COLORADO SPRGS COLO

AlAl-314 GRNC

Herewith directive re manning of very heavy bomb groups and associated units in your command. Man within 30 days after receipt of this directive the following units: 509 VHB Group and 390 Air Service Group at Roswell, the 92 VHB Group and the 376 Air Service Group at Ft. Worth, and the 444 VHB Group and 28 Air Service Group at Davis Monthan. These VHB groups will be manned in accordance with T/O & E's 1-112R dated 5 Mar 45 and 1-167R dated 5 Mar 45, as amended by WD Ltr AG 322 (12 Jun 46) AO-I-AFCOR-(SM)-M, subject: Reorganization, Redesignation, Constitution, and activation of certain AAF units, dated 10 July 46. The associated service groups will be manned in accordance with T/O & E's 1-452R dated 5 March 45, 1-457R dated 5 March 45, 1-458R dated 5 March 45, as amended by above cited WD Ltr. Man the 444 VHB Group and the 28 Air Service Group while simultaneously reducing the 40 VHB Group and 25 Air Service Group at Davis Monthan to the strength of 1 officer and 1 enlisted man. In addition, you will man in this same period the 97 VHB Group in accordance with T/O & E's 1-112R dated 5 March 45 and 1-167R dated 5 March 45 as presently authorized and the 519 Air Service Group under T/O & E's 1-452R, 1-457R and 1-458R dated 5 March 45, as presently authorized, at Smoky Hill.

Action is being processed by Hq AAF to inactivate the 40 VHB Group and 444 VHB Group and simultaneously activate the 43 VHB Group at Davis Monthan, and the 7 VHB Group at Ft Worth under T/O & E's presently authorized the 40 and 444 VHB Groups and the 25 and 28 Air Service Groups after action mentioned above is accopliahed.

Personnel assigned the 92 VHB Group and the 376th Air Service Group will be reassigned to the 7 VHB Group and the 25 Air Service Group.

During this time you will also have manned the 56 Ftr Group and 503 Air Service Group at Selfridge Fld. This fighter group will be manned in accordance with T/O & E's 1-12R dated 5 March 45 and 1-27R dated 5 March 45 as presently authorized.

The 503 Air Service Group will be manned in accordance with T/O & E's 1-452R, 1-457R and 1-458R dated 5 March 45.

In addition to the above cited units, you will have manned within 60 days after receipt of this directive the 307 VHB Group and 330 Air Service Group at MacDill in accordance with T/O & E's authorized above for 97 VHB Group and 519 Air Service Group

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Upon movement of the 92 VHB Group, less personnel to a presently undetermined station, probably Smoky Hill, the 92 VHB Group will be reassaned again within the next 60 days under T/O & E's cited above for the 97 VHB Group and the 519 Air Service Group.

Manning will be by proper MOS insofar as possible, but in any event will be accomplished 100%. You will utilizae to maximum extent consistent with vital operational requirements those personnel now in base units of your command.

It is directed that weekly status reports of this manning be submitted by unit direct to Hq SAC by teletype commencing as of 2400 Tuesday 17 Sep 46, and every Tuesday thereafter until further notice. Reports Control Symbol SAC-PA-P6 is authorized for this report and format as follows:

Column titles from left to right:

SSN AUTHORIZED ASSIGNED TNG IN MOS TNG OUT MOS SURPLUS SHORT

Following units are not to be considered as resources for manning above cited units: 28 VHB Group and 311 Photo Rcn Wing and their associated units. The 56 Fighter Group and 503 Air Service Group are on committed status at present and therefore are considered frozen. Personnel shortages beyond your resources should be submitted to Hq SAC without delay.

It is directed that you establish an adequate control section for careful monitoring of subject manning program. The names of key personnel comprising the control board, together with their location and communication data, will be forwarded to Hq SAC without delay.

All personnel used in this program will be retainable through 31 Dec 46, and delays enroute will not be authorized.

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ACT"

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Chester Janusiewski

CHESTER JANUSZEWSKI
1st Lt., Air Corps

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HEADQUARTERS FIFTEENTH AIR FORCE
Colorado Springs, Colorado

AL 200.3 14 September 1946

SUBJECT: Manning Policy

TO : Commanding Officer
Fort Worth Army Air Field
Fort Worth, Texas

1. Effective upon receipt of this directive you will take immediate steps to man the 92nd VHB Group and the 376th Air Service Group. The 92nd VHB will be manned under T/O & E 1-112R, and 1-167R, and the 376th Air Service Group under T/O & E 1-452R, 1-457R, and 1-458R. (as summarized by latest reporting guides for 92nd VHB and 376th Air Service Group)

2. Manning will be accomplished by 10 October by MOS insofar as possible, but in any event it will be accomplished 100%.

3. It is fully understood by this headquarters that properly trained personnel to fill the requirements of the T/O are not presently assigned to your station, and in may cases such personnel does not exist within this command. Manning priorities will require utilization of nearly all Regular Army and Category I officers (see officer requirements below), and general assignment enlisted personnel to man committed units at all stations in this command. If such personnel is not required to man the committed units at your command, you may anticipate that they will be required elsewhere within this command. All manning will be accomplished distributing present experience levels as nearly as possible beween committed units. Therefore, the following policies and procedures will be adhered to closely in manning units with personnel presently available at your station, including base unit.

a. Steps will be taken immediately to transfer all officer personnel who are not Category I or Regular Army and all enlisted personnel who are enlistees for a specific theater to the base unit unless they will change their enlisted status to one of general assignment. Experienced personnel in the base unit will be used to train personnel in the tactical units assigned as OJT.

b. All qualified personnel possessing required SSN's on your station (including the base unit) will be, repeat will be assigned to the 92nd VHB Group and allied unit.

c. Officer and enlisted personnel will be screened and assigned in T/O vacancies best suited to their qualifications.

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d. Eventually the remaining T/O vacancies which cannot be filled by MOS from resources under your command and which cannot be supplied by this headquarters, will be filled by untrained personnel in an OJT status.

e. The following policy will be exercised in training personnel who are not qualified in MOS up to the abilities required for specific jobs:

(1) Where personnel cannot be assigned by SSN, personnel with basic SSN's required in a family group or up grade training will be used. (747's furnished to OJT 685's) This again, however, depends on the availability and in some cases you will find it necessary to train even the basic family group SSN on the station (521 OJT 747).

(2) Quotas for technical schools will not be specifically requested of this headquarters. Manning reports submitted by your station, as outlined later in this directive, will be analyzed and quotas will be allocated by this headquarters as they become available. Every effort will be made by this headquarters to obtain sufficient quotas to meet your requirements.

4. The necessary qualifications for officers assigned to tactical units are as follows:

a. Category I or Regular Army. Informal information on available to this headquarters indicates the following changes in officer categories will be forth coming.

(1) All category statements will be rescinded with the exception of Category I, and all non-Regular Army officers Categories II, III, IV, and V will be required to sign one of the following categories:

(a) Category I - Unlimited service

(b) Category VIII - Two years service

(c) Category V - Separation within 30 days

No officer will be assigned or reassigned to the 92nd Bomb Group (VH) or the 376th Air Service Group, except Regular Army or Category I officers under present criteria. All others will be transferred to the base unit. Officer personnel who are not now Category I and who are assigned to the base unit as instructed above, and who further indicate a willingness to sign Category I of VIII under the new anticipated criteria will be submitted by name and SSN to this headquarters, Attention: A-1 Section, Manning Control Board, for future consideration after revision of present officer category criteria.

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b. Overseas priorities will not be considered in manning tactical units. All Regular Army and Category I officers not qualified for overseas service will be assigned to the base unit including:

(1) Limited Service

(2) Those recommended for separation for any reason, including those initiated by the individuals concerned, and present Category II, III, IV, and V.

(3) Flight officers will not be used for manning purposes.

d. All officers who are not available for assignment due to long terms of temporary duty, detached service, or hospitalization will be assigned to the base unit.

e. There are a number of highly technical scarce SSN's. Any officer qualified in those SSN's must perform duty in that specialty irrespective of his primary SSN. Examples of these include the following officers: Electronics, Radar, Communications, Statistical, Medical, Dental, and Weather. The Classification Section, this headquarters, will publish a list of critical SSN's for your information and planning purposes. Your cooperation is imperative in not attempting the retention of officers possessing scarce SSN's by the practice of covering up such personnel under unrelated SSNs or assignments. Officers having flying SSN's and qualifeid in administrative SSN's or technical SSN's will be awarded administrative or technical primary SSN commensurate with capabilities. Se Par 705, AAF Manual 35-0-1.

f. All officers frozen for other projects will be assigned to base unit pending orders or release from frozen status.

5. The necessary qualifications for enlisted men assigned to tactical units in addition to being physically qualified for overseas are as follows:

a. General Assignment Regular Army enlisted men who have 12 months of service remaining as of 10 October, 1946, in current enlistment. General Assignment does not include enlistees for specific theater i.e., European, Carribean, Allaskan, or Pacific. The only exception to this rule may be Regular Army general assignment personnel with less than one year to serve as of 10 October 1946, who because of their record of long service and experience may be safely assumed will reenlist at end of current enlistment and will be available on 31 December 1946.

b. Overseas priorities will not be considered.

c. The following enlisted personnel are not eligible for assignment to the tactical unit:

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(1) Limited service

(2) Personnel pending separation

(3) Personnel absent on long terms of temporary duty, detached service, or hospitalization.

6. The following procedures have been or will be established to insure 100% manning of all units within this command, insofar as personnel qualified by SSN are concerned.

a. A Manning Control Board has been established at this headquarters to supervise and control manning of all units. This Board is situated in Room 243 of building 3, this headquarters, and may be contacted on Extension 221. The Board is comprised of the following officers:

Lt. Colonel Samuel L. Moise - OIC
Major Norman D. Janney - Manpowers Unit
Major John Zechman - Officers Assignment Unit
Captain Squire M. Smith - Enlisted Assignment Unit

b. Each station will immediately upon receipt of this directive, designate a Project Control Officer with such assistants as may be required. The name of the officer will be reported to this headquarters including the telephone extension at which he may be reached, concurrent to the first flash strength report as outlined later in this directive. This officer will be a representative of the Station Commander, the Group Commander, and this headquarters. All personnel assigned to and from the groups undergoing manning will be coordinated with, and receive the approval of the Project Control Officer. All problems incidentto the manning of the tactical units will be handled between the Project Control Officer at your station and the Manning Control Board at this headquarters. Personnel will be on duty in the Manning Control Board office between the hours of 0730 and 1600 MST of each working day. The officer appointed as Project Control Officer at your station will be the most highly qualified and capable officer available for such duty at your station. He should have a background of personnel and/or classification procedures. He should be available at all time during the entire period that your groups are undergoing manning. Assistants to this officer should be highly qualified and competent people. It will be the duty of the Project Control Officer to insure that both the Bomb and Service Groups are manned at the same percentage levels of experience and personne.

7. A weekly Status Report of the Manning of the Groups at your station will be submitted by the Project Control Officer direct to Commanding General, Strategic Air Command, by teletype as of 2400 hours

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each Tuesday beginning 24 September 1946, and each Tuesday thereafter until further notice. Only personnel qualified for assignment to the groups under the provisions of this directive will be reflected in this report. Reports Control Symbol SAC-PA-P6 is authorized for this report, and the format is as follows:

SSN	AUTHORIZATION	CONSOLIDATED STRENGTH IN MOS	TRAINING IN MOS	TRAINING OUT OF MOS	SURPLUS	SHORT	QUAL PERS AT STA NOT ASGD GPS

An infomation copy of the above report will be furnished this headquarters by TWX, ATTN: Manning Control Board, A-1.

8. A flash strength report will be telephoned to this headquarters Manning Control Board, Extension 221, not later than 1100 Wednesday, 18 September, using format outlined above. Only personnel qualified for assignment to the groups under the provisions of this directive will be reflected in this report.

9. The following procedures in transferring the personnel will be followed by this headquarters, and will be adhered to by the Project Control Officer at your station:

a. All personnel transferred to your station for assignment to the 92nd VHB and allied unit will bear a Project Control Symbol beginning with 920.

b. All directives from this headquarters requiring transfer of personnel to your station will bear this Project Control Symbol, and information copy of this directive will be furnished your station.

c. The station directed to ship pseronnel to your station will notify this headquarters by TWX with information copy to your station, stating that Project 920 has departed.

d. The Project Control Officer at your station, upon arrival of personnel under Project Control 920, will notify this headquarters daily by TWX of the arrival of each project. The project will be assumed by this headquarters to be complete shipment as directed unless exceptions by SSN are listed. All personnel arriving at your station under Project Control Symbols must be assigned to the group without exception, unless not qualified, in which case the report to this headquarters will indicate that deficiency.

10. To clarify the controls outlined above, the following case will be assumed:

a. That the 509th VHB is short five 405's, and
b. That five 405's are available for assignment at Walla Walla Army Air Base.

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(1) This headquarters would direct that Walla Walla ship five 405's to Roswell Army Air Field using Project Symbol 5090-E-1. Information copy of this TWX would be furnished the Project Control Officer, Roswell Army Air Field.

(2) WallaWalla Army Air Field will informa this headquarters by TWX-or radionote, if such service is available, with information copy to Project Control Officer, Roswell, of departure of Project 5090-E-1.

(3) Upon arrival of Project 5090-E-1 at Roswell, Project Control Officer will inform this headquarters by radionote of arrival of Project 5090-E-1, with exceptions noted.

This headquarters will then change the control boards being maintained to show the five 405's from "Pending" to "Assigned".

11. The remaining of these groups is the first priority mission of your station.

BY COMMAND OF MAJOR GENERAL BORE:

CHARLES SOMMERS
Colonel, General Staff Corps
Chief of Staff

CERTIFIED A TRUE COPY:

Chester Janiszewski
CHESTER JANISZEWSKI
1st Lt, Air Corps

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Biography of Colonel John G. Eriksen

Colonel John G. Eriksen, the Commanding Officer of Fort Worth Army Air Field, and of the 92nd Bomb Group (VH), was born in Milwaukee, Wisconsin, in 1913.

His college days were spent in Milwaukee State Teachers College until the time he was recommended for the United States Military Academy. He entered West Point in 1933, and during his period of service at the "Point" he was on the Army football team of 1936 as a first string tackle. He graduated in 1937 as a Second Lieutenant, and was then put on flying status with the Air Corps.

Colonel Eriksen's first overseas assignment in his military career was in 1941, when he departed for service in the Caribbean Command. Sent to British Guiana, he was attached to the Antilles Department, where he became Airways Detachment Commander. Later, in this command, he was assigned to Trinidad, where he became base commander and air depot commander. It was while he was overseas in this theater that he became a full colonel, in June of 1943.

Upon his return to the United States, Colonel Eriksen took command of the 448th Bomb Group, which was then stationed at McCook, Nebraska, in June of 1945. This same 448th Bomb Group is the one that Colonel Eriksen brought down to Fort Worth Army Air Field in December 1945, and which was later redesignated as the 92nd Bomb Group (VH).

Prior to assuming command of Fort Worth Army Air Field, Colonel Eriksen served as Deputy Commander to Colonel Narcisse E. Cote, the Station Commanding Officer. In addition to this duty, Colonel Eriksen was commanding Officer of the 92nd Bomb Group.

Colonel Eriksen has flown most of the "heavies" of the Army Air Forces, and holds the rating of Senior Pilot, with over 2700 hours of flying time.

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UFD V UXCS NRB4Z WD P P

FRQM CG 15AF COLORADOSPRINGS COLO 232009Z

TO CO FTW AAFLD TEX

GRNC

A1OI 2051 PD

ORDERS BEING ISSUED THIS DATE RELIEVING COL NARCISSE L COTE FROM COMMAND OF FT WORTH AAFLD AND ANNOUNCING COL JOHN G ERIKSEN AS COMMANDING OFFICER PD IN ADDITION TO THIS DUTY COL ERIDSEN IS FURTHER ANNOUNCED AS COMMANDING OFFICER OF 92ND BOMB GROUP END

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Chester Janczewski
CHESTER JANCZEWSKI
1st Lt., Air Corps
Historical Officer

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GENERAL ORDER)

NO 29)

HEADQUARTERS, 233D AAFBU (OTU) (VH)
FORT WORTH ARMY AIR FIELD
FORT WORTH, TEXAS, 23 September 1946

In compliance with TWX A101 2051, Fifteenth Air Force, Colorado Springs, Colorado, and under the provisions of paragraph 4, AR 600-20, 1 November 1945, the undersigned assumes command of Fort Worth Army Air Field, Fort Worth, Texas, vice Colonel N. L. Cote, relieved, effective this date.

JOHN G. ERIKSEN
Colonel, Air Corps

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MINUTES OF STAFF MEETING
(REVISED)

EXTRACT COPY

Time: 1445
Place: Courts & Boards
Date: 26 September 46

Presiding Officer: Colonel John G. Briksen

* * *

NEW BUSINESS:

1. The C. O. reported the following:

General Spaatz has ordered that for certain groups, the Commanders of the Group would be Station Co manders. It had been the policy of higher headquarters that the older experienced men should be the Station Commanders in order to handle the administrative work and leave the young Group Commanders free to operate the groups. Also, they felt that the young Group Commanders would have great difficulty running the station efficiently. I feel honored to be picked as one of the Station Commanders to operate the Group and the Station. I also feel that it is a challenge, not only to me, but to you on the station. You will not have a senior Station Commander on the station to whom to depend on to catch your mistakes and errors. I am going to have to depend on you to do that for me. I want each of you to have the feeling that Fort Worth Army Air Field is your station and to develop a feeling of jealous pride in its record and accomplishment. I think weh we get that idea into everyone here, we will be able to meet the challenge put on the station. This change of command isn't going to relieve you of any of your work and responsibility at all; in fact, it is g ing to increase. I am sure all of you can see that point. Accuracy, attention to duty, thoroughness, and completed staff work are going to be twice as important as before. By completed staff work, I mean that kind of staff work they stress in Personnel Management.

* * *

The meeting adjourned at 1640.

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Chester Janiszewski
CHESTER JANISZEWSKI
1st Lt., Air Corps

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R E S T R I C T E D

SPECIAL ORDERS)

NO. 212)

HEADQUARTERS 233D AAFBU (OTU)(VH)
FORT WORTH ARMY AIR FIELD
Fort Worth, Texas, 18 Sept 46

EXTRACT

15. The fol Officers AC are reld fr asgmt and dy Sq and orgn indicated and are asgd Sq and orgn indicated this sta eff 18 Sept 46. Auth: 15AF Ltr A5M 320.4, 15 May 46, Subj: "Organization, Manning and Training 448BG and 376th ASG". EDCMR 18 Sept 46. No T involved. PCS

RANK, NAME, ASN	RELD SQ	RELD ORGN	ASGD SQ	ASGD ORGN	RELD DY	ASGD DY	
LT COL (1093) HERNLUND, RICHARD T, 0398607	A	233BU	326BS	92BG	Adm O (2120) (Asst Base Rectg O)	P (1093) CO 326BS (By Order Gp Cmdr	

****

R E S T R I C T E D

BY ORDER OF COLONEL COTE:

T. F. MANION JR
Major, AC
Adjutant

OFFICIAL:

LLOYD A WAKEMAN
1st Lt., AC
Asst Adjutant

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Chester Janiszewski
CHESTER JANISZEWSKI
1st Lt., Air Corps

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R E S T R I C T E D

SPECIAL ORDERS)

NO. 212)

HEADQUARTERS 233D AAFBU (OTU)(VH)
FORT WORTH ARMY AIR FIELD
Fort Worth, Texas, 18 Sept 46

EXTRACT

18. The fol changes in asgmts and duties of Officers are directed iff 18 Sept 46.

NAME, RANK, ASN	RELD ASGMT	ASGD TO	RELD PD	ASGD PD
STAFFORD, ORBERT T, 035247 LT COL (1093) AC	326BS 92D BG	Hq. 92D BG	P (1093) (VHB) (CO 326th BS)	Opns and Tng Staff O (2162) (Gp Opns O) by order of Gp Co ASGD AD Sta S-3

****

R E S T R I C T E D

BY ORDER OF COLONEL COTE:

T F MANION JR
Major Air Corps
Adjutant

OFFICIAL:

LLOYD A WAKEMAN
1st Lt., AC
Asst Adjutant

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1st Lt., Air Corps

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HEADQUARTERS
FORT WORTH ARMY AIR FIELD
FORT WORTH, TEXAS

CO

16 September 1946

SUBJECT: Manning of 92d Bomb Group and 376th Air Service Group.

TO: All Unit Commanders
Station S-1
Manning Control Officer
Fort Worth Army Air Field
Fort Worth, Texas

The purppse of this letter is to outline the general responsibilities assigned to Unit Commanders, Station S-1 Officer, and the Manning Control Section in manning a VHB Group with its allied service group for global operations by 1 October 1946.

SECTION I.

COMMAND

1. Conduct meeting of all Squadron Commanders and their staffs (to include the Supply Officers and Adjutants, the station staff, and the Groups administrative staff at 1230 Monday, 16 September 1946, in the Courts and Boards Room in Headquarters, to acquaint them with the manning and training project.

2. Conduct orientation for all personnel on new mission of the station for manning and training of the groups from 0730 to 0830 Monday through thursday.

3. Cancel ordinary furloughs for:

a. Enlisted men in Bomb and Service Groups with less than one (1) year's service remaining after 1 January 1947 and Foreign Service Enlistees who have not changed election for overseas assignment to general assignment.

b. Enlisted men in the Base Unit who are general assignment enlistees and have more than one (1) year to serve as of 1 January 1947.

This does not apply to personnel being given delays enroute for transfer from this station.

4. The board action on proposed promotions of enlisted men of the Base Unit and Service Group will be completed for the issuance of Special Orders on 18 September 1946. To implement this action:

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a. Service Group will resubmit their recommendations for promotion in the prescribed form listing length of service, length of service in grade, degree of skill, T/O grade authorized, grade to which recommended, etc, to be hand carried to the Station Promotion Board in Headquarters Building, Office of the Assistant Station S-1, Lt. Colonel Bowers, not later than 1130 17 September 1946.

b. Base Unit sections will submit their recommendations for promotion of Base Unit Personnel to the Station Promotion Board, Headquarters Building, Office of the Assistant Station S-1, Lt Colonel Bowers, not later than 1130 17 September 1946. These will be hand carried.

c. The Station Promotion Board will complete its action by 0730 18 September 1946 and submit completed forms to the Station S-1 Officer for final verification and approval by the Station Commander and issuance of Special Orders.

5. Issue orders appointing Station Manning Control Board to include Major Lawrence F. McCaffery, Captain Joseph W. Brantley, and Captain Robert A. Weir.

6. Recruiting Officer will be present at Base Theater at 0815 on Tuesday, 17 September 1946, prepared to discuss the advantages that are available to short-term enlistees by extending their enslitments to three (3) years.

SECTION II

SQUADRON COMMANDERS

1. A new screening is planned reference volunteer statements for foreign service enlistees and extension of short-term regular army enlistees. Short-term regular army enlistees are not authorized to be discharged and re-enlist for three (3) years, but short-term regular army enlistees may extend their short-term enlistments to three-year enlistments.

2. Announce at work calls Monday, 16 September 1946, that there will be a meeting of the foreign service enlistees in the post theater at 0845, Tuesday, 17 September 1946.

3. Announce at work calls Monday, 16 September 1946, that there will be a meeting of the short-term regular army enlistees in the Post Theater at 0815, Tuesday, 17 September 1946.

4. Squadron Commanders will be furnished a list of their personnel to be present at these two meetings for the Personnel Section by 1600 hours Monday, 16 September 1946. In light of possible omissions or errors

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in these lists, Squadron Commanders will take such additional personnel as claim to fall into this category and march both groups to the theater, so as to arrive at the theater 5 minutes prior to the scheculed meeting. Squadron Commanders will be prepared to submit an accurate list of absentees to Major L. F. McCaffery. Squadron Commanders will attend both of the scheduled meetings.

5. Personnel as presently assigned to organizations this date will sign pay rolls in the usual manner and not be red-lined because of their anticipated transfer to other units. Appropriate rosters will be prepared and kept current after signing of pay rolls by each Unit Commander, listing personnel transferred and unit involved. On pay day, formations of this personnel will be assemblec by the Unit Commander and conducted to the previous unit of these men for their pay. The same procedure will maintain for the issue of winter uniforms and other clothing on requisition by present organization, which uniforms and clothing will be turned over to the unit to which personnel were transferred.

SECTION III

PERSONNEL SECTION

1. Special Order Section will cut orders on the transfer of certain First Sergeants and Supply Sergeants to the Bomb Group on Monday, 16 September 1946. This list is to be secured from Major L. F. McCaffery.

2. Prepare rosters of Squadron A, D, and M of the Base Unit, and all squadrons of the Bomb and Service Groups for:

a. Foreigh Service Enlistees by theater or department.

b. Regular Army enlisted men who will have less than one year to serve in their current enlistment as of 31 December 1946.

c. Short-term RA enlisted men who will have more than one year to serve in their current enlistment as of 31 December 1946.

These rosters are to be ready to be hand-carried to each Squadron Commander by 1530 Monday, 16 September 1946.

3. Personnel Section will have the Service Records of all short-term regular army enlistees and all foreigh service enlistees at the Post Theater at 0815 Tuesday, 17 September 1946, with a view to being prepared to change statement of desires of enlisted men and to extend regular army enlistments to three years.

4. After completion of these shceduled meetings, Personnel Section will prepare a list of all Bomb and Service Group Personnel:

a. Foreign Service enlistees who have not changed to general Assignment.

b. Enlisted men with less than one year remaining in the service as of 31 December 1946.

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These lists are to be processed through Base Unit Personnel for assignment to squadrons of the Base Unit. Present duty assignments should be listed on these lists, and space should be provided for the Base Unit duty assignment. These lists are to be in Sepcail Orders Section Thursday, 0830. Absentees from screening at the Theater will not be included in transfer order list. This list of the absentees will be secured from the Station Manning Control Section.

5. Prepare complete information in quadruplicate on Personnel Manning Data Form of all regular army general assignment enlisted men with at least on year's service remaining after 31 December 1946, who are in the Base Unit Squadrons. Order of priority is:

Squadron D
Squadron A
Squadron M

Personnel of the above squadrons who do not appear on the above forms will be individually accounted for on a separate list indicating reason, i. e.: enlisted for ETO, less than one year to serve, TDY, records not available (indicate why), etc. Every enlisted man must be accounted for.

6. As new personnel are received on the station, the personnel section will arrange for their interview by the Station Manning Control Section, At the time of interview, such personnel will have available their personnel records and assignment form used by Classification Section to effect Squadron and duty assignment.

7. Conduct AGCT, MA, and TC-7A tests for personnel who do not have such scores on their personnel records.

8. Complete by 1500, 18 September 1946, a listing of skilled maintenance personnel on the station, to include only regular army, general assignment with one year service remaining as of 31 December 1946, indicating length of service, years of experience in MOS, etc. This list will be prepared in quadruplicate and hand-delivered to Colonel Eriksen in Base Headquarters.

9. Until further notice, no enlisted man will be reclassified in MOS, and, except for recommendations fo the station Manning Control Section, will not be recommended for change in duty or OJT assignment.

SECTION IV

STATION MANNING CONTROL SECTION

1. Secure list of absentees at special meetings held for short-term enlistees and foreigh service enlistees at Post Theater on 17 September 1946. from the Squadron Commanders.

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2. Prepare and mail form letters to above absentees who are not expected to return to this station prior to 23 September 1946, requesting information as to their intentions to extend enlistment or change election of theater assignment to general assignment. A complete follwo-up will be effected on all personnel not eligible for continued assignment to Bomb and service Groups.

3. Provide Personnel Section with a list of absentees with instructions that they are not to be included on original transfer request.

4. Design and reproduce a form (Personnel Manning Data Form) for screening of Base Unit personnel (white), similaf to that now in use by the 92d Bomb Group. This form to contain all information needed by this board to effect proper personnel assignment. (This form to be ready for reporduction Monday, 16 September 1946)

5. Make recommendations for trnasfer of personnel to squadrons and to duty and/or OJT assignments. Where station duty assignment and Group duty or OJT assignment are in conflict, the latter or Group assignment will be effected.

6. Arrange with Personnel Section for interview of personnel newly assigned to this station. On completion, personnel will have been recommended for assignment and duty to a specific squadron. If personnel records are not available and proper assignment connot be recommended after interview, assignment will be made to Squadron A, pending receipt of personnel records. The Control Section will initiate a through follow-up system on such personnel at such time as records become available.

7. Establish minimum scores of AGCT, MA, and TC-7A for assignment of personnel to OJT to specific MOS's authorized for the Groups. (Ref AAF Manual 54-0-1).

N. L. COTE
Colonel, Air Corps
Commanding

" A CERTIFIED TRUE COPY "

Chester Janiszewski
CHESTER JANISZEWSKI
1st Lt. Air Corps

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FROM CG 15AF COLORADO SPRI-GS COLO 171915A

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A1EU 1397 PD DIRECT IMMED STEPS BE TAKN TO REMOVE ALL ENL PERS FR TACT UNITS URSTA INTO BASE UNIT URSTA WHO ARE NOT REPEAT NOT GEN ASGMT PD FURTHER DIRECT THIS HQ BE ADV UPON COMP ABOVE ACT LISTING NBT BY NOS WHO WERE REMOVED END

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Chester Jamayenski

CHESTER JAMISZEWSKI
1st Lt., Air Corps
Historical Officer

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FROM CG 15AF COLORADOSPRINGS COLO 131511Z
TO CO FTW AAFLD TEX
INFO CG 58TH WG HQ FTW AAFLD TEJX
GRNC

AAMC 1097 PD REQURTT AAMC 1688 CMA 14 JUL 46 AND AAMC 3815 CMA 26 JUN 46 PD ACFT INVENTORIES THIS HQ INDICATE THAT NO FLYAWA DATES FOR 18 B-29 ACFT PREVIOUSLY DECLARED EXCESS IN ABOVE MENTIONED TWXS HAVE BEEN REPORTED TO THIS HQ PD IN ORDER TO AVERT EXCESSIVE MAINT LOADS AND PROVIDE ADEQUATE PARKING SPACE FOR TNG TYPE AND FLYAWAY ACFT CMA YOUR HQ WILL INITITATE IMMEDIATE ACTION TO DISPOSE OF ALL EXCESS B-29 ACFT PD THIS HQ IS COGNIZANT OF THE EXISTING MAINT DIFFICULTIES AND PERS SHORTAGES PDHOWEVER CMA YOUR STA WILL MAKE EVERY EFFORT TO EFFECT DISPOSITION OF SUBJ ACFT PRIOR TO DELIVERY OF NEW TNG TYPE ACFT END

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A TRUE COPY:

Stephen J. Jerbic

STEPHEN J. JERBIC,
Captain, Air Corps.

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ON THE JOB TRAINING GUIDE

FOR

CLERK TYPIST (OPERATIONS)

405

TO BE USED AS A GUIDE ONLY, NOT FOR INSTRUCTIONAL PURPOSES

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F O R E W O R D

This Training Guide has been designed and prepared by the On-The-Job Training Section, this Station, as an example and a suggested guide for training at the base of personnel into the military specialty for which it is designed and designated.

It is not a directive covering the training of the MOS. The preparation and adoption of instruction plans and methods of instruction are the prerogative of the unit conducting the training, provided plans and methods produce personnel meeting proficiency standards as outlined in pertinent directives.

It will be noted that the pattern of instruction starts with outlines of the standards prescribed for the MOS. These standards are then interpreted into jobs techniques and manipulative operations which it is believed the individual must be able to perform and: subjects, topics, principles, the knowledge of which it is believed the individual must possess to be proficient in the MOS. These jobs and subjects, etc., are grouped into related phase groupings and expressed in the Individual Completion Record of Minimum Standards for the MOS.

The proper methods [illegible] desirable information is then indicated in the Project Description and Reference Guide as a result of reference to T/Es and T/Os and other references. From this information plans for instruction on the job or in classroom are conceived. Whenever the instruction can be given on the job this form of instruction should be designed rather than formalized classroom work.

It will be noted that this Guide does not include the plans necessary to accomplish the instruction suggested in the Guide. This also is a prerogative of the training unit and will vary depending on facilities and conditions at the section.

There are however, in the rear section of the Guide certain examples, suggestions and hints on plans for training. These are included with the Guide for <u>example</u> only.

In using a Guide of this type the trainer or supervisor charged with conducting the training of the individual should design plans in the form of projects of performance, practice, or academic instruction, appropriate to the facilities and conditions at the training unit to induce proficiency in the project, and then proceed to guide the trainee along the planned program until the trainee can be checked off as having acquired the proficiency required.

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JOB DESCRIPTION
of
CLERK-TYPIST 405

AAF MANUAL 35-0-1

Performs numerous clerical and typing duties in a military organization.

Uses typewriter to prepare mimeograph stencils, military correspondence, reports and standard forms peculiar to military administrative and personnel matters. May use a graphotype machine to emboss information on metal tabs for use with addressograph equipment; distribute, classify and file correspondence; keep alphabetical and numerical file in accordance with military methods; open mail, receive and transmit telephone messages and route correspondence, and perform other routine clerical duties.

Must be able to type accurately at a minimum rate of 35 words per minute. Must have general knowledge of military filing classification system. Must understand the structure of military correspondence.

Completion of clerk-typist course at any Army school or equivalent experience required.

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CLERK-TYPIST (OPERATIONS)
405
INTRODUCTION

The clerk-typist (MOS 405) should be familiar with all routine squadron operations clerical work, but his primary function is to be able to efficiently do the typing required in a squadron operations. A thorough knowledge of military correspondence and squadron operations paper work is essential. He must be able to type accurately at a minimum of thirty-five (35) words per minute.

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CLERK-TYPIST (OPERATIONS)
405

COURSE OUTLINE

A. The following will be used as an instructional guide:

	Classroom Hours	On-the-Job Hours
1. Refresher Course to Enable Accurate Typing at a Minimum Rate of Thirty-Five Words Per Minute.		15
2. Preparation of Basic Communication with Required Copies	6	8
3. Authorized Abbreviations	6	4
4. Preparation of Indorsements	8	12
5. Maintenance of Correspondence File	12	15
6. Preparation & Maintenance of Flight Records & Related Reports	9	36
a. Forms 1	(2)	(8)
b. Forms 5 & Allied Papers	(3)	(12)
c. Operations Orders	(1)	(4)
d. Instrument Cards (Forms & 8A)	(1)	(4)
e. Information Files (PIF, NIF, BIF, ROIF, GIF)	(1)	(4)
f. Transcript of Flying Time	(1)	(4)
7. Aircraft Accident Reports	4	8
8. Daily Operations Journal	1	4
9. Military Correspondence	6	24
10. Regulations	6	24
a. Study of Regulations (Especially Those Pertaining to the Operations Section)	(3)	(12)
b. Flight Aid Publications	(1)	(4)
c. Maintaining Field	(2)	(8)
11. Status Boards (Combat Crew & Aircraft)	2	8
12. Flight Schedule Boards	1	4
13. Flying Status	4	16
a. Aeronautical Ratings	(1)	(4)
b. Provisions of AR 35-1480	(2)	(8)
c. Preparation of Flight Certificate	(1)	(4)

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	Classroom Hours	On-the-Job Hours
14. Field Orders	4	16
15. Preparation of Forms 110A & 110B	4	16
16. Forms 23 - Aircraft Flight Clearance	1	4
17. Provisions AR 380-5	1	4
18. Weather Symbols	2	8

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CLERK-TYPIST (OPERATIONS)
405
REFERENCES & TRAINING AIDS

A. TM 12 -250 (Administration).

B. TM 12-253 (Correspondence).

C. AR 340-15 (Correspondence).

D. AR 345-620 (Correspondence Files).

E. AR 851-50 (Abbreviations).

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CLERK-TYPIST (OPERATIONS)
405

PROFICIENCY TEST

a. 405 - Clerk-Typist.

1. Standard typing test to be given.

2. What are the margins on a military letter?

3. How many subjects may be discussed in one military letter?

4. What portion of page should be used for heading of a letter?

5. In a letter when the number of copies are not specified, how many copies are prepared?

6. What size paper is used?

7. Is onion skin paper ever used for the first sheet?

8. Where is the file number placed on a letter?

9. How are paragraphs and sub-paragraphs of a letter numbered ?

10. When may an entire letter be double spaced?

11. In preparing indorsements how much space is left between the first and second, or between the first indorsement, and the basic communication?

12. What is the system of filing used in the Army, and what are the nine classifications?

13. What is the Army Regulation on Authorized Abbreviations?

14. Is the heading subject used in an indorsement?

15. What is the purpose of the Form 1?

16. Who fills out the heading, the body, of the Form 1?

17. What information goes in the body, the heading, of the Form 1?

18. For whom will a Form 5 be initiated?

19. What is the distribution of the Form 5?

20. What are Allied Papers of the Form 5 file?

21. What papers will be filed in the Allied Papers File?

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22. What is the purpose of Operations Orders?

23. What is the purpose of a transcript of flying time? When is it used?

24. What is the difference between Form 8 and Form 8A?

25. What qualifications are necessary to obtain the Form 8A? How often must they be renewed?

26. How often are revisions published to the Information Files?

27. Where are revision receipts of the Information Files kept?

28. What information is furnished by the Squadron Operations for accomplishing the Form 14 (Aircraft Accident Report) ?

29. The preliminary accident report is forwarded immediately upon receipt despite the fact the information is not complete.

a. True.
b. False.

30. What information will be recorded in the Operations Daily Journal?

31. What is contained in the heading of a military letter?

32. What information is contained at the top of a second and preceding pages of a military letter?

33. What are the correct margins for a military letter?

34. The command line is used in the closing of a military letter if the letter is addressed outside of the command to which your unit is assigned?

35. You have two inclosures to begin with, you withdraw Inclosure 1 and add Inclosures 3 and 4. Describe how you set this up on the 1st indorsement to a military letter.

36. What is the advantage of the AD Decimal File System?

37. What five series of AF Regulations pertain to operations?

38. What series of Army Regulations pertain to operations?

39. Name five "Flight Aids Publications" that should be maintained by operations?

40. What information is recorded on the Aircraft Status Board? Flight Schedule Board? Combat Crew Status Board?

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41. What are aeronautical ratings?

42. What do the provisions of Army Regulation 35-1430 cover?

43. What is a Flight Certificate?

44. Is it always necessary to accomplish a flight certificate for rated officer personnel? Why?

45. What is contained in paragraphs 1 through 5 of a field order?

46. What is the Form 110A?

47. What is the Form 110B?

48. What is the Form 23?

49. What pilots may clear an airfield without permisiion of the base operations officer?

50. What are the four classifications of military documents?

51. Which of the four are filed in a safe equipped with a three combination lock?

52. What are the weather symbols for overcast sky, scattered clouds, and clear sky?

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NAME _____ ASN _____ MOS _____ SSN _____

SQUADRON _____ SECTION _____

DISPOSITION OF DAILY DUTY HOURS																			TOTAL DUTY HOURS
										TOTAL OJT	K.P.	SICK CALL	DAY OFF	PASS	AWOL				
WEEKLY TOTAL OJT											WEEKLY TOTAL DUTY HOURS								

PERCENT OF SKILL ATTAINED TO DATE _____

These forms will be kept daily by the officer or NCO in charge.

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DISTRIBUTION: 2 copies to respective Sqd. CO. Delivered safehand by 1630 hours Thursday. Sqd. COs to audit and forward 1 copy to Base Classification office by 1030 hrs Monday.

SECTION STRENGTH AND INFORMATION ROSTER (FM)
(Prepared weekly as of 1130 hrs Thursday)

Date_____
OFFICE TELEPHONE NO._____
OFFICE BUILDING NO._____

CERTIFYING SIGNATURE OF SECTION HEAD_____

COMPLETE NAME OF SECTION REPORTING

NAME RANK & TITLE OF SECTION HEAD

(1) Name	(2)Grade	(3)SSN	(4)Sqd. Asgd	Prin (5)MOS	Duty (6)SSN	(7) OJT	(8) Duty Description	(9)Degree of Skill	(10) Duty Hours	(11) Date assigned To Duty

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