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# FM 29-6-1 (TEST)

DEPARTMENT OF THE ARMY FIELD MANUAL

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## PERSONNEL COMMAND, TASCOM

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HEADQUARTERS, DEPARTMENT OF THE ARMY  
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FIELD MANUAL  
No. 29-6-1 (TEST)

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 25 April 1967

## PERSONNEL COMMAND, TASCOM

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# CHAPTER 1

## INTRODUCTION

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### 1. Purpose and Scope

This manual provides interim guidance to commanders, staff officers, and other personnel concerned with personnel and administrative general support under the TASTA-70 (The Administrative Support, Theater Army) concept of organization and operation. This information can be used to facilitate reorganization under the TASTA concept. Firm information on the organizational structure and composition of units will be as contained in TOE when published. Although the basic TASTA-70 study has been approved by Department of the Army, detailed doctrine contained in this Test Field Manual is under continuing development and review.

### 2. Comments

Readers are encouraged to submit comments and recommendations for change that will improve the clarity, accuracy, and completeness of the manual. Comments should be constructive in nature and reasons should be provided for each recommendation to insure understanding and to provide a valid basis for evaluation. Each comment should be keyed to a specific page, paragraph, and line of the text. Comments should be forwarded directly to the Commanding Officer, U.S. Army Combat Developments Command Personnel and Administrative Services Agency, Fort Benjamin Harrison, Ind. 46249. An information copy of recommendations that propose changes to approved Army doctrine may be sent, through command channels, to the Commanding General, U.S. Army Combat Developments Command, Fort Belvoir, Va. 22060, to facilitate review and evaluation.

### 3. General

The Administrative Support, Theater Army

(TASTA-70) general doctrine is outlined in FM 54-8 (TEST). Salient features of TASTA that pertain to this manual are—a reorientation of the Theater Army Logistical Command (TALOG) into “mission” commands, one of which is the Personnel Command; a reduction of staff elements within headquarters units by eliminating special staff sections; the integration of appropriate specialist personnel and functions into the general staff; increased use of automatic data processing equipment; and the formation of functional combat service support units.

### 4. Personnel and Administrative Support

a. The operational concepts and organizations described in this manual concentrate on the personnel and administrative general support provided to the direct support activities in the combat and communications zone by the Personnel Command, TASCOR (Theater Army Support Command). These activities include personnel, administration, finance, confinement and rehabilitation, crime laboratory, graves registration, prisoner of war/civilian internee, and chaplain organizations. These are designed to be an extension of the ROAD and COSTAR doctrine.

b. The major adjutant general functional systems including personnel records keeping, management, and actions; replacements; casualty reporting; administrative services; and morale services such as postal and special services are described in detail extending from company size units to theater level (FM 12-2-1 (TEST)) and, to avoid duplication, are omitted from this manual. Related personnel and administrative support such as finance, military police, and chaplain activities are also contained in FM 14-3-1 (TEST), FM 19-3-1 (TEST), and FM 16-5-1 (TEST), respectively.

c. The direct support personnel and administrative services are provided in the army/corps areas by the Personnel and Administration Battalion (and assigned or attached units) assigned to the army/corps support brigade. These units are described in FM 12-2-1 (TEST). The Headquarters, Personnel and Administrative Battalion, forms the nucleus of the Personnel Service Center. The personnel service center consists of the Headquarters, Personnel and Administration Battalion and the army/corps support brigade computer facility on a time-sharing processing basis with operational control of the Personnel Service Center exercised by the respective brigade Assistant Chief of Staff, Personnel. FM 54-6-1 (TEST) includes the direct personnel and administrative support in the communications zone.

d. The Adjutant General's Office of each major command such as the Corps Support Brigade or TASCOM Headquarters operates under the general staff supervision of the Assistant Chief of Staff, Personnel, and provides internal administrative services for the headquarters. These services include a distribution center, limited reproduction facilities, central classified document control and repository, library services for headquarters correspondence and publications, and coordination with the servicing army post office and signal communications facility for receipt and dispatch of official mail and messages. Coordination is also maintained with the supporting administrative service detachment for volume reproduction requirements and central records library service.

## CHAPTER 2

### PERSONNEL COMMAND HEADQUARTERS

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#### Section I. GENERAL

##### 5. Mission and Functions

a. As one of the six major mission commands of the TASCOT, the Personnel Command directs, coordinates, and provides to the theater the following general support services: personnel, administrative, fiscal accounting, morale (chaplain, postal and special services), internment (prisoner of war and civilian internee), custodial (stockade and rehabilitation training), crime laboratory, and graves registration.

b. The functions of the Personnel Command and subordinate units include—

- (1) Providing personnel and administrative general support services to the theater.
- (2) Preparing and disseminating personnel, financial, administrative, internment, custodial, and morale services reports, information, and data on an as required or established basis to higher, lateral, and subordinate headquarters of the theater.
- (3) Receiving, evacuating, processing, and interning enemy prisoners of war and civilian internees for the theater.
- (4) Operating the branch prisoner of war/civilian internee information center.
- (5) Operating stockades and rehabilitation training centers and providing crime laboratory services.
- (6) Providing general support graves registration services in the communications zone.
- (7) Providing central fiscal and consolidated cash accounting services for the theater.
- (8) Establishing and operating recreation and leave centers for the theater.
- (9) Processing bulk mail for the theater.

(10) Executing the theater army commander's policy on the allocation and distribution of replacements. Assignment jurisdiction is exercised over replacements pending arrival at unit of initial assignment at which time control is transferred to the appropriate commander. In-transit replacements may be diverted by major commanders based on established policy of the theater army commander.

(11) Providing chaplain general support services to the theater.

(12) Providing automatic data processing facilities for the Personnel Command and for the Medical Command's functions of medical regulating.

##### 6. Organization

Major units normally assigned to the Personnel Command are shown in figure 1. The mission, functions, organization, and method of operations for Personnel Command subordinate units are described in this manual.

##### 7. Operations

a. The Personnel Command is the personnel and administrative apex for the theater army for administrative actions and for entry into the Headquarters, Department of the Army automatic data processing systems. Representing the theater army apex, the command operates on maximum delegation of authority from the Theater and TASCOT commanders. Subordinate units are organized on a functional basis in accordance with the mission of the command.

b. The Personnel and Administration Center (PAC), a functional control center, is established under the operational control of the Assist-

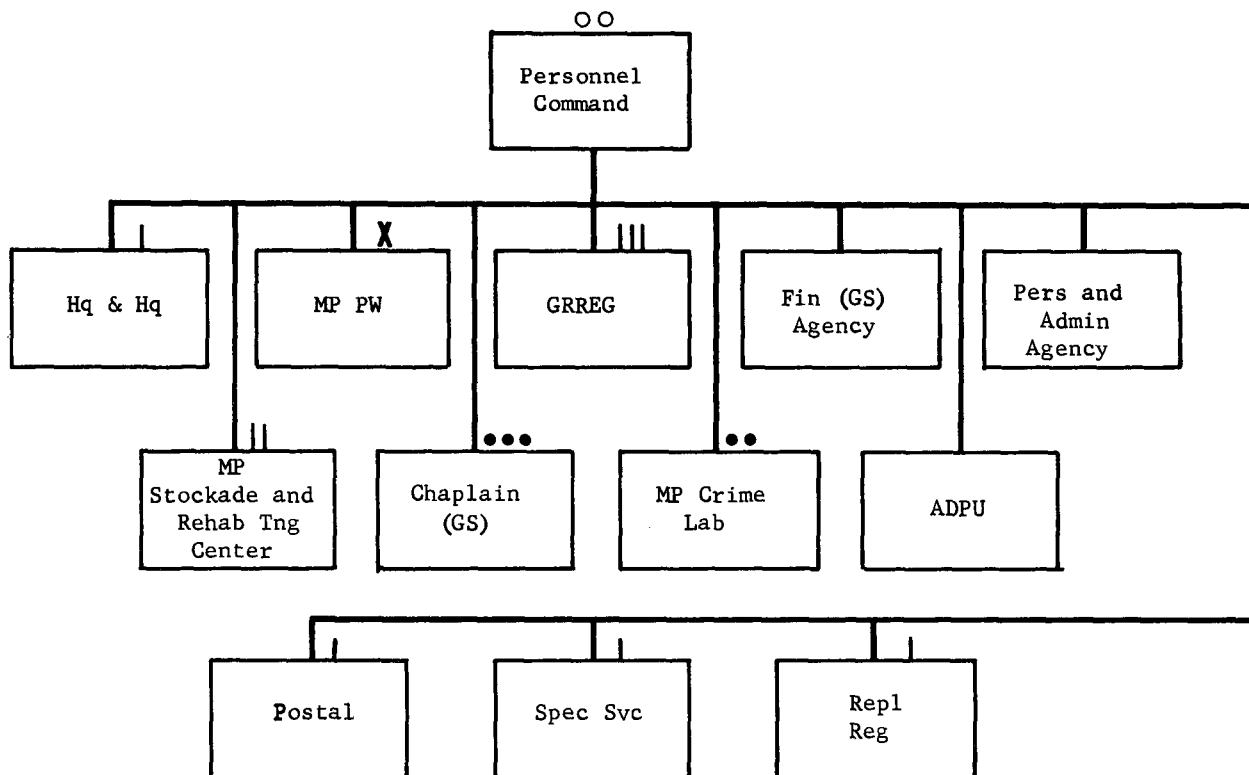


Figure 1. Personnel command, TASCOM.

ant Chief of Staff, Personnel. It controls and manages the theater army personnel and administrative services based upon Department

of the Army and theater army policies and directives. Operations and organization of the PAC are outlined in chapter 5.

## Section II. HEADQUARTERS AND HEADQUARTERS COMPANY PERSONNEL COMMAND

### 8. Mission

- To command, control, and supervise all assigned and attached units.
- To plan, direct, and coordinate personnel and administrative general support services.
- To provide staff advice and planning assistance to the Theater Army Support Command commander on combat service support activities in its area of responsibility.

### 9. Assignment

This unit is assigned to the Theater Army Support Command.

### 10. Organization and Functions

- The organization of the Headquarters and Headquarters Company, Personnel Command, is shown in figure 2.
- Staff functions are indicated below.
  - Command section.* Provides command for the personnel command and is responsible to the Theater Army Support Command and Theater Army commanders for providing personnel and administrative general support services for the theater army.
  - Chief of Staff section.* Coordinates all matters pertaining to effective functioning of the command.

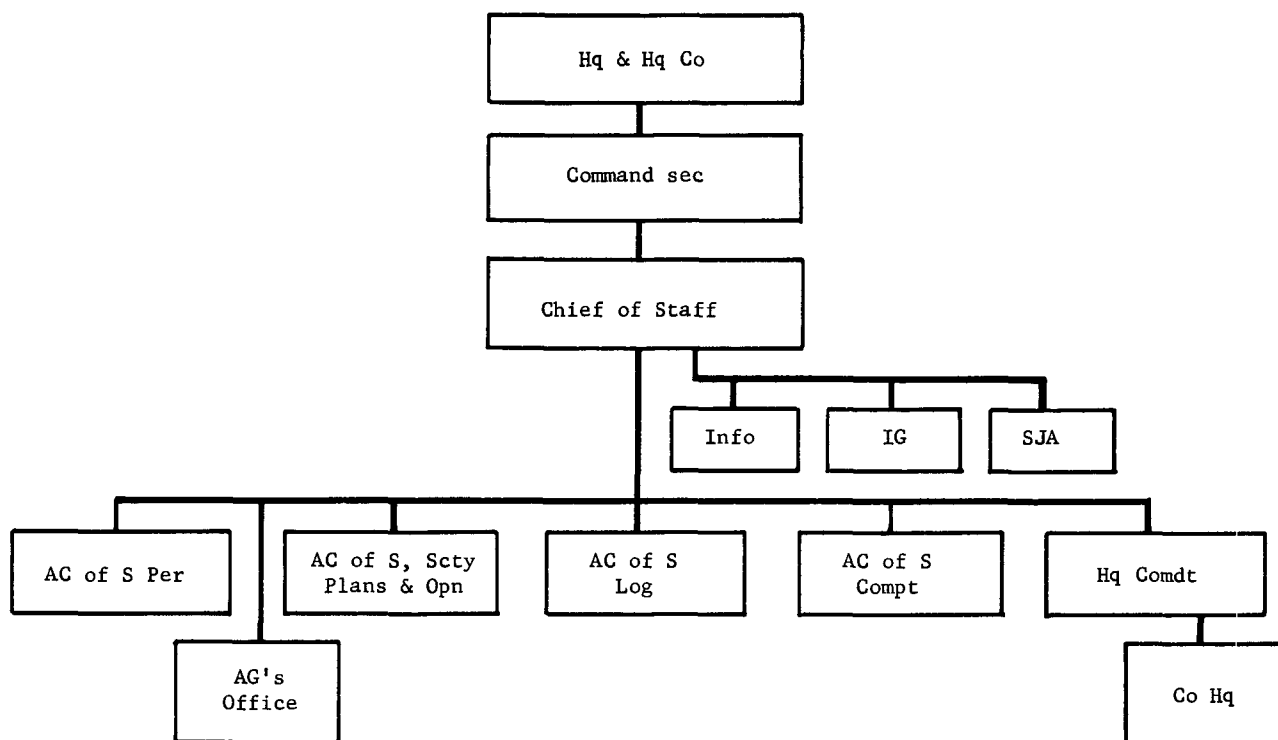


Figure 2. HHC personnel command.

- (3) *Inspector General section.* Provides traditional support.
- (4) *Staff Judge Advocate section.* Provides legal services to include military justice, claims, legal assistance and military affairs. These services are provided to replacements, prisoners of war, and civilian internees as well as to personnel assigned to the Personnel Command.
- (5) *Information section.* Conducts command and public information programs.
- (6) *ACofS Personnel.* Formulates policies and exercises staff supervision of personnel administrative matters pertaining to the command, including personnel management and services, morale, discipline, and religious services, and exercises operational control over the PAC.
- (7) *ACofS Security Plans and Operations.* Provides traditional capabilities in the areas of security, plans, operations, and training associated with command.
- (8) *ACofS Logistics.* Provides traditional capabilities in the areas of supply, maintenance, material, and services associated with command.
- (9) *ACofS Comptroller.* Formulates plans and policies concerning management engineering, budgeting, internal review, audit of nonappropriated funds, statistical reporting and analysis, reports control, and data processing within the command. Exercises staff supervision and operational control over the Finance General Support Agency.
- (10) *Adjutant General's Office.* Provides internal administrative services to the headquarters to include classified document control and repository, distribution center, records management, limited reproduction, and library serv-

(11) *Headquarters Commandant.* Provides traditional capabilities associated with the position and exercises special courts-martial jurisdiction over the enlisted personnel of Headquarters and Headquarters Company, the Personnel and Administration Agency (PAA), and the Finance General Support Agency (FGSA), Personnel Command.

ice for headquarters correspondence and publications.

(12) *Company Headquarters.* Provides command, administrative, and logistical support to the personnel of the company and the headquarters to include mess, unit training, maintenance, supply, and motor transportation.



## CHAPTER 3

### MILITARY POLICE OPERATIONS

---

#### Section I. GENERAL

##### 11. Introduction

The military police structure of the Personnel Command provides for the discharge of three functionally aligned theater-type services. These are internment of prisoners of war (PW) and civilian internees, confinement and rehabilitation of U.S. military prisoners, and providing crime laboratory services. The United States, in the treatment of prisoners of war and civilian internees, is governed by the Geneva Conventions of 1949. Detailed Department of the Army guidance and regulations relating to the care and treatment of prisoners of war and civilian internees are contained in AR 35-233, AR 633-50, AR 633-51, and FM 19-40. Military prisoner confinement and rehabilitation operations are conducted in accordance with Department of the Army regulations and guidance as set forth in AR 210-181, AR 633-5, and FM 19-60.

##### 12. Military Police Units

Listed below are the types of military police units assigned or attached to the Personnel Command. Detailed missions, organization, and concept of operations for each of these units are contained in FM 19-3-1 (TEST).

*a.* Headquarters and Headquarters Company, Military Police Prisoner of War Brigade, TOE 19-282.

*b.* Headquarters and Headquarters Detachment, Military Police Group, TOE 19-272 (when required).

*c.* Headquarters and Headquarters Company, Military Police Prisoner of War Camp, TOE 19-256.

*d.* Headquarters and Headquarters Detachment, Military Police Battalion, Team AD, TOE 19-500.

*e.* Headquarters and Headquarters Company, Military Police Battalion, Stockade and Rehabilitation Training Center, TOE 19-316.

*f.* Headquarters and Headquarters Detachment, Branch United States Prisoner of War/Civilian Internee Information Center, TOE 19-503.

*g.* Military Police Crime Laboratory, Team LD, TOE 19-500.

*h.* Military Police Prisoner of War Processing Company, TOE 19-237.

*i.* Military Police Guard Company, TOE 19-247.

*j.* Military Police Escort Guard Company, TOE 19-47.

##### 13. Facilities

*a. Prisoner of War and Civilian Internee.* The primary facility for the internment and administration of prisoners of war and civilian internees in the COMMZ is the prisoner of war camp, which is a semipermanent installation established for the complete administration and internment of prisoners of war and civilian internees. Prisoner of war branch camps are established as subsidiaries of prisoner of war camps to provide temporary facilities for prisoner of war labor detachments employed at removed locations. Prisoner of war and civilian internee processing is accomplished at designated prisoner of war/civilian internee camp(s) to which a military police prisoner of war processing company or an element thereof has been attached. When processing is completed, processed personnel are transferred to another camp for extended internment or are evacuated from the theater in accordance with Department of the Army policy. The Branch United States Prisoner of War/Civilian Internee Information Center is established as a

central agency in the COMMZ for the reception, processing, storage, maintenance, and dissemination of prisoner of war and civilian internee data, statistics, and reports.

*b. Military Prisoner.* Stockades are established and maintained in the COMMZ as places of confinement for military prisoners and are organized to administer their custody, control, and correctional treatment. Rehabilitation

training centers are established to supervise the discipline and training of military prisoners to the end that a maximum number of prisoners may be rehabilitated within a minimum period of time and thus restored to duty.

*c. Laboratory.* The crime laboratory is established, organized, and equipped as a single facility in the COMMZ to provide crime laboratory services for the theater.

## Section II. ORGANIZATION AND OPERATIONS

### 14. Mission

The military police support structure of the Personnel Command provides for—

*a.* Evacuation, processing, administration, and internment of prisoners of war and civilian internees.

*b.* Confinement and rehabilitation of military prisoners.

*c.* Crime laboratory services.

### 15. Organization

*a.* A type military police organization for the Personnel Command when operating in support of an 8- or a 12-division force is shown in figure 3. Deviations from this type organization will occur when increases in the numbers of prisoners of war, civilian internees, and military prisoners retained in the theater become such as to require larger command and control elements and increased numbers of support-type units.

*b.* As the capabilities of the military police prisoner of war brigade are exceeded, additional military police units are assigned to the brigade as required. Additional military police prisoner of war brigades may be established in the Personnel Command; or a military police prisoner of war command (TOE 19-252), a separate and major subordinate command of the TASCOT, may be established as determined by the Theater of Operations Command (TOC).

*c.* Initially, a single military police battalion, stockade, and rehabilitation training center is provided for the confinement and rehabilitation of military prisoners. As the only such unit present in the COMMZ, it is directly assigned to the Personnel Command.

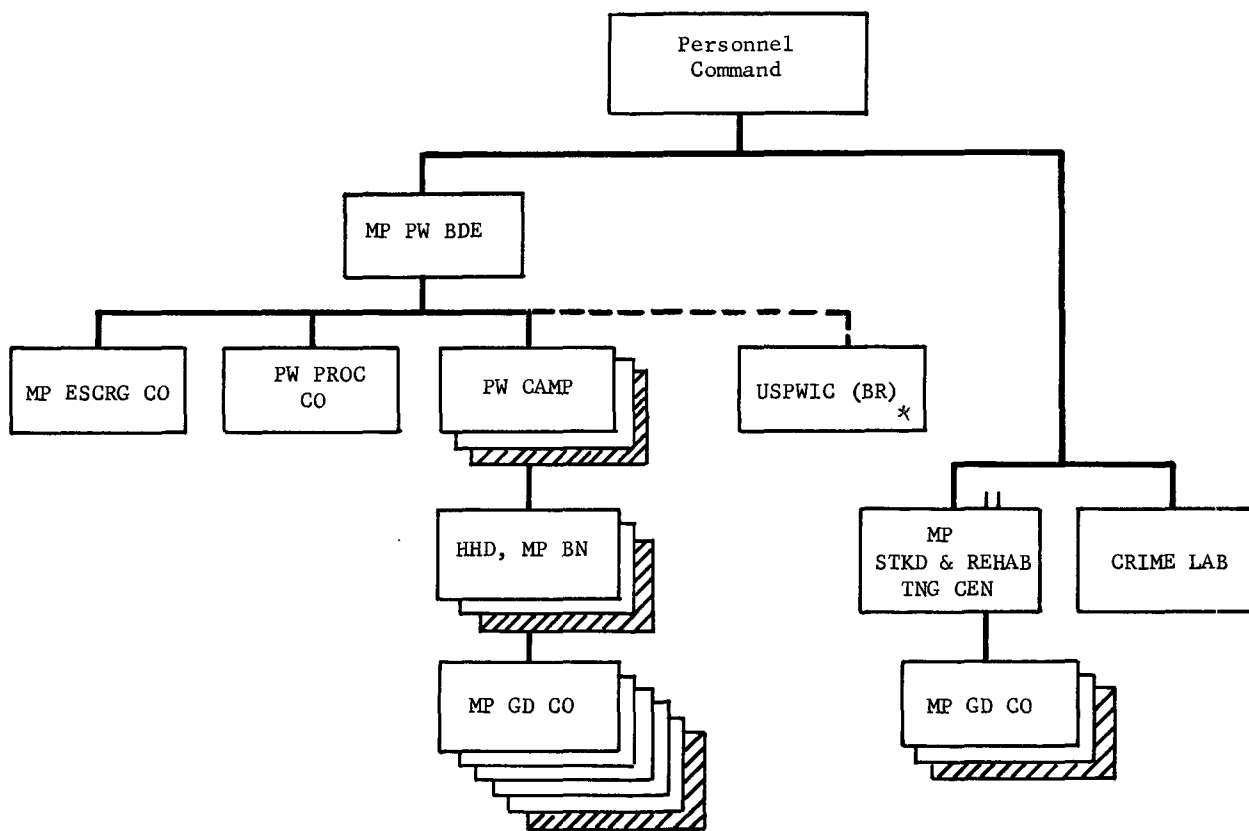
### 16. Concept of Operations

*a. Prisoner of War and Civilian Internee Activities.*

(1) *Military police prisoner of war brigade.* This unit is assigned to the Personnel Command and provides the major command and control headquarters for up to five 12,000-man prisoner of war/civilian internee camps and other assigned operating units. It develops requirements for additional internment camps, insures that adequate logistical support is provided, and, by inspection, insures that operating elements are performing in accordance with prescribed policies and procedures.

(2) *Military police escort guard company.* This unit is assigned to the prisoner of war brigade and provides escort guard personnel required to evacuate captured enemy personnel from the field army area to designated reception and processing camps located in the COMMZ. It is normally located with and attached, for administrative and logistical support, to a designated reception and processing camp but remains under the operational control of the PW brigade.

(3) *Military police prisoner of war camp.* This unit is the major operating element of the prisoner of war brigade and, together with an assigned military police battalion composed of 3 to 6 military police guard companies, provides for the command, administration, logistical support, and secu-



\* Attached.

Figure 3. Type military police support structure, personnel command for 8-12 division force.

rity guards for the operation of a 12,000-man prisoner of war/civilian internee camp. A type prisoner of war camp is composed of three 4,000-man enclosures and each enclosure is composed of eight 500-man compounds. The prisoner of war camps are normally established at locations in the COMMZ where prisoner of war labor can be most readily utilized. Up to five prisoner of war camps may be assigned to the prisoner of war brigade. Prisoner of war branch camps may be established in response to definite labor requirements at locations too far removed to permit the daily dispatch of PW's from a prisoner of war camp. When establish-

ed, such branch camps remain under the supervision and administrative control of a parent prisoner of war camp. Input and output devices are provided for the transmission and receipt of individual prisoner of war/civilian internee personnel and other administrative data.

- (4) *Military police prisoner of war processing company.* This unit is assigned to and remains under the operational control of the PW brigade. It may operate at a unit or as separate platoons in the discharge of its processing mission. In either instance, it is physically located at a prisoner of war camp(s) which has been designated to receive and process cap-

tured enemy personnel evacuated from the field army area. The processing actions accomplished for each prisoner of war/civilian internee by this unit include the preparation of an individual personnel record, a fingerprint card, a wrist identity band, and the assignment of an internment serial number. Entries on the individual prisoner of war/civilian internee personnel record are simultaneously recorded on paper tape for input into the prisoner of war automatic data processing system.

- (5) *Branch United States Prisoner of War/Civilian Internee Information Center.* This unit is assigned to the theater headquarters on the basis of one per theater of operations. Normally, it is under the operational control of the prisoner of war brigade and is physically located in the close vicinity of the Personnel Command and the prisoner of war brigade. This unit is established as a branch of the United States Prisoner of War/Civilian Internee Information Center in CONUS and discharges national responsibilities of the theater commander for prisoners of war and civilian internees as imposed by the Geneva Convention Relative to the Treatment of Prisoners of War of August 12, 1949/Geneva Convention Relative to the Protection of Civilian Persons of August 12, 1949. It further provides a centralized prisoner of war information, data, and statistical service for the theater commander and for the transmittal of required data and reports to CONUS. Required ADP equipment support, the receipt and processing of prisoner of war/civilian internee personnel data for computer input, and the production of required reports, data, and statistics will be accomplished by the PAC of the Personnel Command as a direct support service to the prisoner of war/civilian internee information center.

*b. Military Prisoner Confinement and Rehabilitation Activities.* The providing and operating of theater facilities for the confinement and rehabilitation of military prisoners are responsibilities of the Personnel Command.

- (1) Military stockades are established for the confinement of military prisoners as required. Each stockade is capable of handling a maximum of 1,000 prisoners and is organized to administer to their custody, control, and correctional treatment.
- (2) Rehabilitation training centers are established to supervise the discipline and training of military prisoners to the end that a maximum number of prisoners may be rehabilitated within a minimum of time and restored to duty. Personnel selected for rehabilitation will usually be assigned from personnel confined in a stockade.

*c.* Until the number of prisoners to be confined or rehabilitated exceeds 1,000, a single stockade and rehabilitation training center facility, commanded and supervised by a military police battalion, stockade and rehabilitation training center, is established. This unit is assigned to and immediately subordinate to the Personnel Command. As the number of prisoners increases and exceeds 1,000, separate stockades and rehabilitation training facilities are established, each under the command and supervision of a military police battalion, stockade and rehabilitation training center. With the establishment of two or more such facilities, a military police group is organized and assigned to the Personnel Command as a subordinate and intermediate command and control headquarters for confinement and rehabilitation activities.

*d. Crime Laboratory Services.* A crime laboratory service is maintained to support military police criminal investigation operations throughout the theater. This unit is assigned directly to the Personnel Command and is provided on the basis of one per theater of operations. Laboratory services performed include chemical analysis, firearms identification, and document and fingerprint examination.

## **17. Command Relationships**

*a. Higher Headquarters.* Normal command relationships.

*b. Parallel.* Normal command relationships plus close coordination and liaison between interested staff of the military police prisoner of

war brigade, Personnel Command, TASCOM, and the military police brigade, FASCOM, with respect to the evacuation of prisoners of war from field army to COMMZ.

*c. Subordinate Headquarters.* Normal command relationships.

## CHAPTER 4

### GRAVES REGISTRATION OPERATIONS

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#### Section I. GENERAL

##### 18. Mission

Graves registration service in support of major military operations provides for the search, recovery, and evacuation of the remains of deceased military personnel, certain civilians, and allied and enemy personnel as authorized or as circumstances require. It includes the initial identification and temporary disposition of the remains; the recovery and handling of personal effects found on the remains; the establishment, operation, and maintenance of temporary military cemeteries; and the maintenance of pertinent records and reports in connection with such activities.

##### 19. General

The Graves Registration organizations of the Personnel Command provide five support services functions in the communications zone. They are performing search and recovery operations; operating central collection points; operating one or more personal effects depots as required; establishing and maintaining military cemeteries; and coordinating the evacuation of remains from the theater when the return to CONUS policy is in effect. This chapter contains the mission, organization, and concept of operations of the Graves Registration Group, Graves Registration Battalion, and Graves Registration Company of the Personnel Command. Other graves registration elements assigned to the Area Support Group, Area Support Command, TASCOM, and the Field Army Support Command in the field army area are listed below for reference purposes. These ele-

ments are covered in FM 29-3-1 (TEST), FM 29-45-1 (TEST), and FM 54-6-1 (TEST).

a. *Graves Registration Section, Supply and Service Company, TOE 29-147.* This section operates one or two collecting points for remains evacuated from nondivisional units. It has the capabilities of search and recovery, processing, and evacuating remains in the FASCOM and ASCOM areas.

b. *Graves Registration Platoon, Field Service Company, General Support, Forward, TOE 29-114.* This platoon operates a collecting point for remains evacuated from divisional and nondivisional units in the FASCOM. It verifies the identification of remains, processes and documents accompanying personal effects, evacuates remains to general support units in the Army Service Area, and conducts post-combat area search and recovery operations within its assigned area of responsibility.

c. *Cemetery Platoon, Field Service Company, General Support Army, TOE 29-124.* This platoon establishes and maintains a temporary military cemetery in the field army area. It has the capabilities of establishing or confirming identification of remains received, interment, collecting and disposing of personal effects, maintaining a temporary cemetery, and preparing necessary reports and records.

##### 20. Policy

In addition to this FM, doctrine contained in FM 10-63, AR 638-30, and TM 10-286, will be used by all personnel and units involved in graves registration activities.

## Section II. MISSION, ORGANIZATION, CONCEPT OF OPERATIONS, AND RELATIONSHIPS OF GRAVES REGISTRATION UNITS

### 21. Personnel Command Graves Registration Organization

The graves registration organizational struc-

ture is shown in figure 4. Further details concerning the units that constitute this structure are set forth in *a* through *d* below.

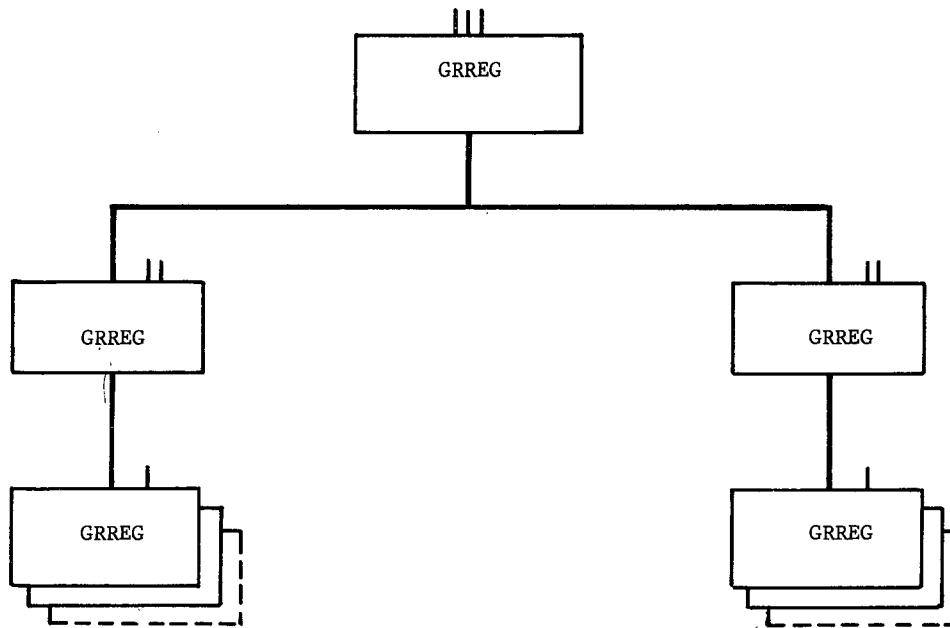


Figure 4. Graves registration organization, personnel command.

#### *a. Mission.*

- (1) *Headquarters and Headquarters Company, Graves Registration Group, TOE 10-292.* This graves registration group headquarters provides for command, control, and supervision of graves registration service in the communications zone of a theater of operations. It is assigned to the Personnel Command, TASCOT, when two or more graves registration battalions are required, or in support of post-hostilities operations. It supervises assigned graves registration units engaged in establishing and maintaining temporary military cemeteries; search, collection, identification, and evacuation operations; and operating a theater army personal effects depot.

- (2) *Headquarters and Headquarters Company, Graves Registration Battalion (Personal Effects Depot), or Headquarters and Headquarters Detachment, Graves Registration Battalion, TOE 10-296.* The graves registration battalion headquarters provides command, administrative, and technical supervision over the operation of assigned graves registration companies and a theater personal effects depot when established. It is assigned to the Personnel Command Graves Registration Group. When only one graves registration battalion is required to perform the graves registration operations in the COMMZ, the battalion headquarters of that battalion assumes the responsibilities, functions,

and operations of the Headquarters and Headquarters Company, Graves Registration Group.

- (3) *Graves Registration Company, TOE 10-297.* The graves registration company establishes, operates, and maintains temporary military cemeteries and collection points. It provides a means to identify or verify remains prior to interment, and to collect, inventory, record, and make appropriate disposition of personal effects received with remains.

**b. Organization.**

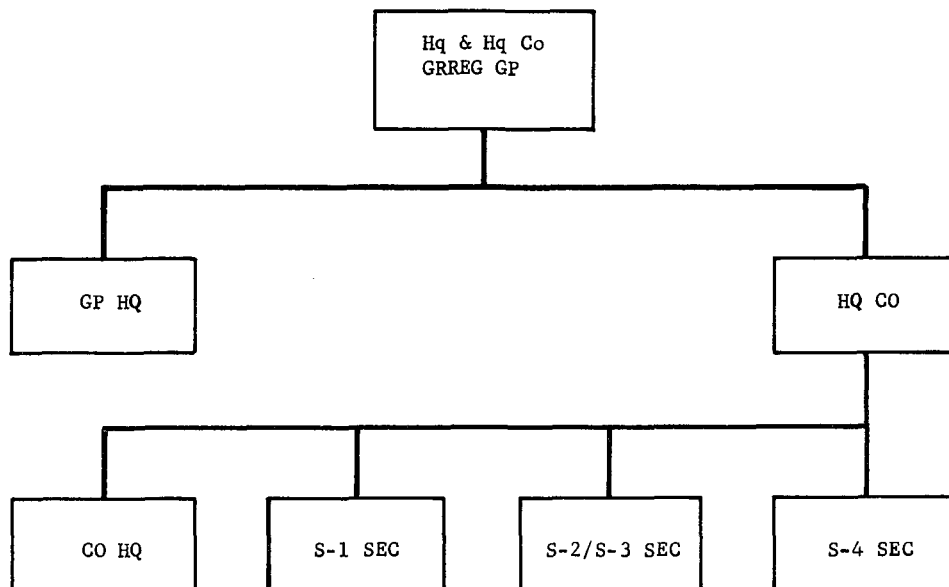
- (1) *The Headquarters and Headquarters Company, Graves Registration Group,* includes a Group Headquarters and a Headquarters Company consisting of a Company Headquarters and the following staff sections: S1 Section, S2/S3 Section, and S4 Section, performing their normal functions (fig. 5).
- (2) *The Headquarters and Headquarters Company (PED) or Headquarters and Headquarters Detachment Registration Battalion,* includes a Battalion Headquarters, a Headquarters Com-

pany, and a Personal Effects Depot Platoon. The Headquarters Company, consists of a Company Headquarters, S1 Section, S2/S3 Section, and S4 Section. The Personal Effects Depot Platoon consists of a Platoon Headquarters and the following sections: Receiving and Shipping Section, Storage Section, and Records Section (fig. 6).

- (3) The Graves Registration Company consists of a Company Headquarters, two cemetery platoons, and one collection and evacuation platoon (fig. 7).

**c. Concept of Operations.**

- (1) *Headquarters and Headquarters Company, Graves Registration Group.* The graves registration group headquarters is established when two or more battalions are required in the Personnel Command. The group provides the necessary command and control of subordinate units.
- (2) *Headquarters and Headquarters Company (PED), or Headquarters and Headquarters Detachment Graves Registration Battalion.* The graves registration battalion headquarters



*Figure 5. HHC, graves registration group.*



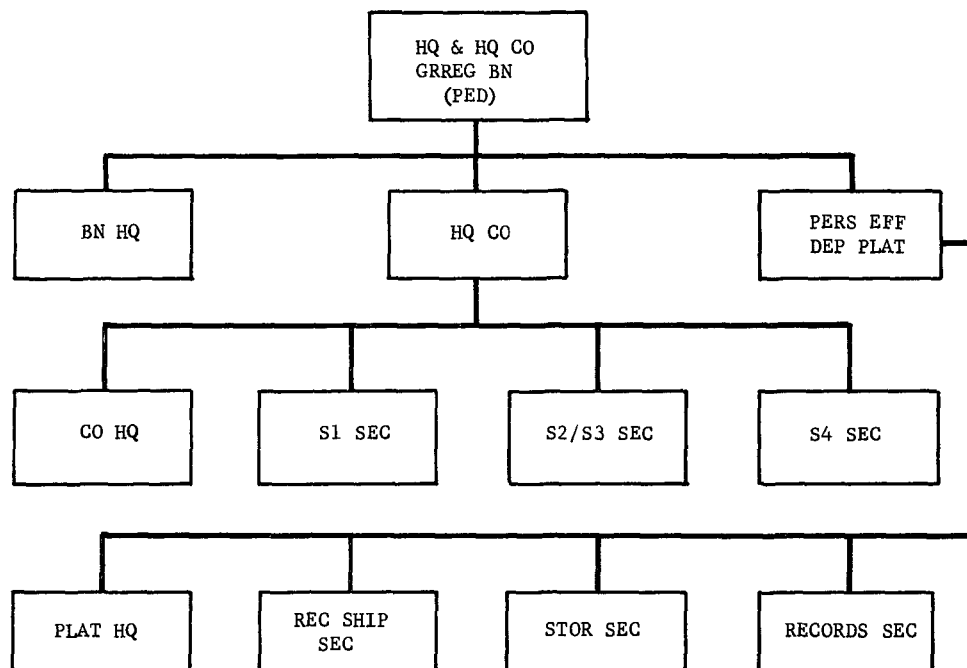


Figure 6. HHC, graves registration battalion (PED).

provides staff planning and command and control of two to five graves registration companies. A personal effects platoon is organic to the headquarters and headquarters company;

the platoon operates the theater personal effects depot. Normally, only one depot is established in the theater; however, if additional depots are required, additional platoons are as-

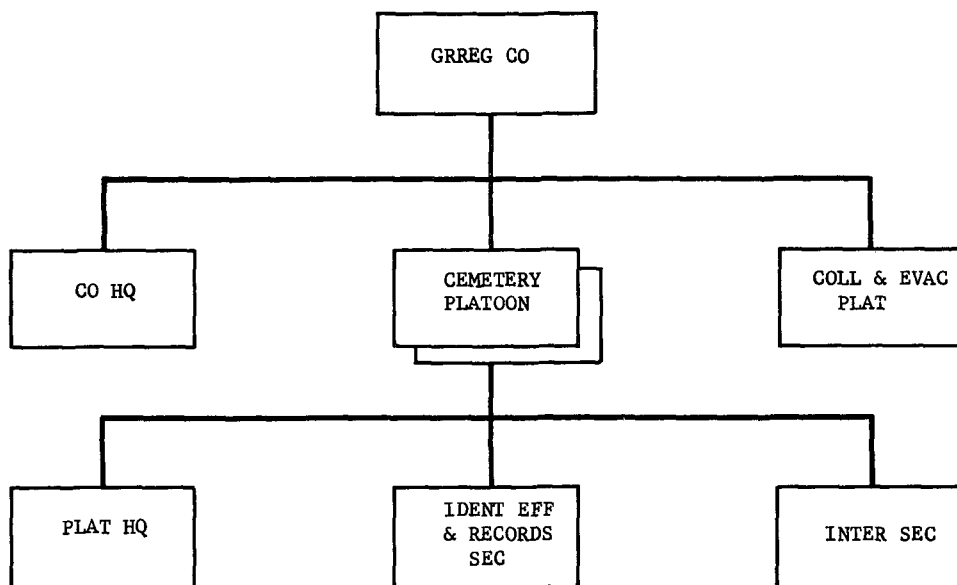


Figure 7. Graves registration company.

signed to the battalion or to other graves registration battalions of the Personnel Command. When the personal effects depot is not included in the battalion's mission, the battalion headquarters organization is reduced to a headquarters and headquarters detachment. Personal effects depot operations include—receiving personal effects of dead personnel from all graves registration elements in the theater, inspecting, inventorying, storing and transshipping effects to the CONUS effects depots for disposition. Effects of missing and U.S. captured personnel are also forwarded to the depot from the individual's parent unit for onward shipment.

- (3) *Graves Registration Company.* The company establishes, operates and maintains two temporary military cemeteries, operates one or more collecting points as required, and conducts search and recovery operations in its area of responsibility of the TASCOT. It also has the capability of identifying or verifying the identification prior to interment and the processing of personal effects for appropriate disposition. Platoons of the company normally operate separately at established cemetery and collecting point locations.

- (a) Collecting points are established by the company when they are required for the evacuation of remains to supplement the activities of the graves registration sections, supply and service companies operating in the ASCOM.
- (b) As the field army rear boundaries moves forward, the company assumes control of those cemeteries established in the FASCOM area and conducts final search and recovery operations on an area basis to recover all remains not recovered during combat or post-combat recovery operations and to clarify the status of missing personnel.
- (c) When the evacuation to CONUS

policy is in effect or during a post hostilities return program, the company operates central collecting points for processing remains prior to shipment to CONUS and the appropriate disposition of personal effects.

- (d) Automatic data processing equipment is used in the graves registration recording system to transmit reports and information to the PAC, Personnel Command for updating centrally maintained records. Since the cemetery is the first point where a consolidation of prescribed graves registration records on each remains is accomplished, the accuracy of reports and records at this level are critical to the positive identification of remains.

d. *Command Relationships.*

- (1) *Headquarters and Headquarters Company, Graves Registration Group.*

(a) *Higher.* When established the graves registration group is the major subordinate headquarters of the Personnel Command, TASCOT, for providing graves registration services in the TASCOT area. The graves registration group operates within the broad policies and guidance established by the Theater Army, Central Graves Registration Office, and/or as established by the jointly staffed Theater Central Graves Registration Office. Close coordination is maintained with the PAC, Personnel Command, for graves registration data and reports as required.

(b) *Other commands.* The graves registration group maintains liaison and coordinates with the graves registration elements of ASCOM and FASCOM for providing effective theater wide graves registration service.

(c) *Lower.* Normal command relationships.

- (2) *Headquarters and Headquarters Company (PED), or Headquarters and*

*Headquarters Detachment, Graves Registration Battalion.*

- (a) *Higher.* Normal command relationships. The battalion assumes the role of the group when no group is established.
- (b) *Other commands.* The graves registration battalion maintains liaison and coordinates with the Area Support Groups(s), located within the assigned geographical area of operations for providing graves registration service in the TASCOM area and other support requirements, such as engineer and transportation.

- (c) *Lower.* Normal command relationships except that the battalion is not routinely included in the exchange of detailed graves registration information between its companies and the PAC, Personnel Command.
- (3) *Graves Registration Company.*
    - (a) *Higher.* Normal command relationships except as noted above.
    - (b) *Other commands.* Provides graves registration service support to graves elements of the ASCOM and FASCOM.
    - (c) *Lower.* Normal command relationships.

## CHAPTER 5

### PERSONNEL AND ADMINISTRATION CENTER

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#### Section I. GENERAL

#### 22. Introduction

The Personnel and Administration Center (PAC) is one of the major theater level functional control centers established to facilitate responsive and effective combat service support within the TASTA concept of operations. It can be compared to the Inventory Control Center (ICC) of the Supply and Maintenance command, and the Movements Control Center (MCC) of the Transportation Command in operations and functional responsibility. The PAC is not a TOE organization as such, but is composed of three elements. They are—the Personnel and Administration Agency (PAA) (TOE 29-112), which provides the personnel to perform the routine management functions; the supporting data processing unit (DPU) (TOE 29-540) which provides the essential computer facilities; and the Assistant Chief of Staff, Personnel, Personnel Command, who exercises operational control of the PAC.

#### 23. Mission

The PAC provides centralized general support personnel and administrative services for the theater army. It performs the routine actions and management functions in the personnel records keeping, personnel management and actions, strength accounting, replacements, casualty reporting, administrative services, special services, postal, and graves registration operations.

#### 24. Operational Concepts

a. Within the TASTA-70 guidance and applying automatic data processing techniques the personnel and administrative systems relieve the commander of much of his traditional administrative burden without infringing upon his responsibilities or prerogatives. Policy

formulation, planning, and decision making continue to be the commander's responsibility. However, the application of this policy is performed by the supporting personnel and administrative activity to accomplish routine actions and provide summarized information to the commander for planning and controlling purposes. Major headquarters staffs are austere and provide only for planning, establishing policy, and general staff supervision.

b. Personnel and administrative functional systems used within the TASTA organizational structure are advanced from current operations and procedures to be compatible with the Combat Service Support System, Automatic Data Systems for the Army in the Field (CS<sub>3</sub>, ADSAF) currently under development, testing, and implementation. Details of the personnel records keeping, personnel management and actions, automated systems for the assignment of replacements, casualty reporting, and administrative services systems are contained in FM 12-2-1 (TEST).

c. Personnel and administrative communications (data flow) channels are direct from the supported unit to the direct support activity (ASCOM and support brigade personnel service centers) to the general support activity (the PAC).

d. The PAC provides the theater interface with Headquarters Department of the Army and CONUS based personnel and administrative systems.

e. The PAC maintains a centralized theater wide personnel and administrative data base that is used in producing summary reports and statistical data to higher, lateral, and lower commands in the theater. The flow of status change information is from the point of origin to the direct support personnel service center;

the direct support activity maintains appropriate information at that level and forwards the raw data on to the PAC for updating the PAC master files. This concept reduces the reporting requirements of subordinate units and activities. The PAC data base assists in providing a backup capability for other computer installations maintaining personnel and administrative data by reconstructing record files in the event of temporary disruption. The PAC data base is reinforced by extension of the ADP system to the Department of the Army level.

f. Although the PAC normally operates as a functional control center of the Personnel Command, it can function at a higher echelon such as TASCOT or the theater army headquarters if adequate data processing support is provided.

## 25. Relationships

### a. Higher Commands.

- (1) *Headquarters, Department of the Army.* The PAC is the apex of the theater army personnel and administrative system; it submits and receives theater army level reports, information, and data as required directly to or from DA and CONUS commands or activities.
- (2) *Combined or Unified Commands.* The PAC submits and receives theater army level personnel and administrative reports, information, and data, as required, directly to or from the appropriate combined or unified command headquarters.
- (3) *Theater Army Headquarters.* Direct technical communications are maintained between the PAC and theater army staff concerning policy and operations. The PAC prepares, submits, and receives personnel and administrative reports, information, and data

and provides technical advice to the theater army staff as required.

- (4) *TASCOT Headquarters.* Normal relationships except that the PAC, under the operational control of the ACofS, Personnel, Personnel Command, operates with maximum delegation of authority from the theater army and TASCOT.

b. *Lateral Commands.* The PAC maintains normal coordination with other functional control centers for the exchange of information and data. An example of particular significance is the coordination with the MCC, Transportation Command, for the movement of personnel replacements in the theater.

### c. Subordinate Commands.

- (1) Except for the chaplain, finance, and military police activities, the PAC exercises technical control over the general and direct support personnel and administrative services units in the theater army. Operational control of units such as the personnel service company remains in command channels. Daily routine operations require direct communications with general and direct support units within the theater. For example, the replacement regulating detachment in a corps support brigade in the FASCOM receives assignment instructions from the PAC for individual replacements processed by that detachment.
- (2) Normally the PAC provides statistical data or information to supported units through the direct support activity such as the Personnel Service Company; however, direct communication with the PAC is permitted on an exception basis.

## Section II. PERSONNEL AND ADMINISTRATION AGENCY

### 26. General

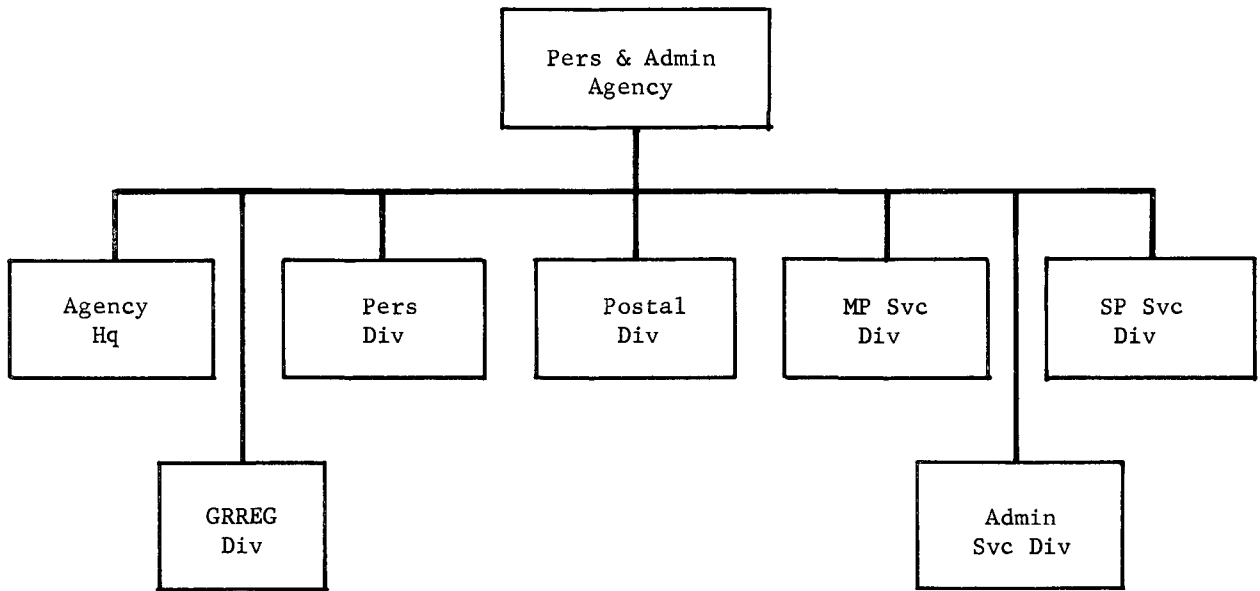
The Personnel and Administration Agency (PAA) is the operational element of the PAC. It is staffed to perform the routine actions and

management functions formerly accomplished by the personnel general and special staff elements of theater army headquarters.

## 27. Organization and Functions

a. *Organization.* The PAA is organized functionally, consisting of an agency headquarters and the following divisions: Personnel,

(4) *Graves registration division.* Provides technical assistance in graves registration activities throughout theater army; provides administrative



Postal, Graves Registration, Military Police Services, Administrative Services, and Special Services as shown in figure 8. Details of the organization are contained in TOE 29-112.

### b. Functions

- (1) *Agency headquarters.* Provides normal unit overhead support for the operating divisions.
- (2) *Personnel division.* Operates the theater army general support personnel operations to include maintaining each individual's computerized administrative (complete) personnel record; maintaining theater army strength and accounting statistical information; and administering theater army's personnel management, personnel actions, replacements, and casualty reporting systems.
- (3) *Postal division.* Exercises technical control over and coordinates the activities of all army postal operating elements in the theater army.

reports, records, and statistical data concerning individual remains and personal effects of personnel who died in the theater.

- (5) *Military police services division.* Provides administrative support for discipline, law, and order; police traffic management; confinement and rehabilitation; prisoner of war/civilian internee; and crime laboratory services throughout theater army.
- (6) *Administrative services division.* Operates the theater correspondence control center; provides publications distribution and large volume reproduction services for theater army headquarters; operates a theater-wide top secret document courier service; maintains the theater army central records library file in microfilm and/or computer random access magnetic form; and administers the theater

army records management and forms management programs.

- (7) *Special services division.* Exercises technical control of and coordinates the activities of all special services elements in the theater.

## **28. Method of Operation**

Each division of the PAA is discussed in succeeding paragraphs to outline the concept and scope of operations.

## **29. Agency Headquarters**

The agency headquarters provides the necessary command and supervision of enlisted personnel and provides the unit level support to include administration, mess, organizational supply, maintenance, and training.

## **30. Personnel Division**

The personnel division is the theater army general support personnel organization. (Direct support personnel organizations are the personnel service divisions of administration companies of divisions and separate brigades and the personnel service companies of personnel and administration battalions.) It provides personnel records maintenance and personnel strength accounting information; conducts theater army's personnel management, personnel actions, replacement, and casualty reporting operations; recommends policy to theater army headquarters on personnel matters; administers the policies adopted by that headquarters; recommends action on all personnel administrative matters not within this policy or where policies require decision by the theater army headquarters; and takes action, within policy, on all personnel matters not delegated to direct support personnel units or to the commanders of other units subordinate to the theater army commander. As a general practice, approving authority will be delegated to the lowest possible level of command consistent with Department of the Army and theater army policy.

*a. Division Headquarters.* Supervises and coordinates the activities of the five branches of the division.

*b. Personnel Management Branch.* Is responsible for administering theater army's per-

sonnel management program, which includes officer promotions, enlisted appointments, reductions, classification, and assignment. Also monitors personnel management throughout theater army; acts on matters on which the PAC, in the name of the theater army commander, is the approving authority; and recommends action on matters on which approval authority is reserved to theater army headquarters.

*c. Personnel Management Team.* Provides theater army with the team required by AR 345-5. The computerized personnel records maintained by the PAC permit the team to review the personnel records of the entire theater army in the PAC and visit and advise only those commands and units which have personnel management problems.

*d. Personnel Actions Branch.* Is responsible for processing decorations and awards, eliminations, separations, resignations, retirements, enlistment extensions, and intra-theater and inter-theater transfer applications requiring theater army level decision. Monitors the actions of units subordinate to theater army which have approval authority; takes action on personnel matters on which the PAC, in the name of the theater army commander, has approval authority; and recommends approval or disapproval on matters reserved to theater army or Headquarters, Department of the Army.

*e. Reenlistment Unit.* Operating under the supervision of the personnel actions officer, conducts theater army's reenlistment program, providing staff supervision of the reenlistment officers and career counselors throughout theater army and advice to commanders.

*f. Casualty Branch.*

- (1) Establishes and maintains an active ADP casualty record file of all personnel reported in a casualty status. Updates and verifies status based on subsequent data received from the original reporting source or other related activities such as medical, graves registration, and provost marshal facilities.
- (2) Takes action on line-of-duty investigations.
- (3) Prepares notifications of next-of-kin

of deceased personnel when next-of-kin resides in the theater.

- (4) Transmits daily reports of verified casualty status relating to individuals to Headquarters, Department of the Army.
- (5) Compiles casualty statistical data for use in the maintenance of loss-rate tables.
- (6) Transmits casualty statistical data, as required, to Headquarters, Department of the Army, theater army headquarters, and supported major commands.
- (7) Assists Theater Joint Central Graves Registration Office in the identification of unidentified remains.
- (8) Provides the grid coordinates of units reporting KIA and MIA casualties to the graves registration division of the PAC as required to assist in recovery of such personnel.
- (9) Prepares correspondence to the next-of-kin concerning seriously ill personnel.
- (10) Prepares special strength or status reports of mass casualty incidents to reflect number and type of casualties and a projection of predicted losses by MOS to PAC replacement activity.

*g. Replacement Branch.* Requisitions, assigns, and controls individual and unit replacements, including personnel return-to-duty within the theater army.

- (1) *Personnel requirements.* Submits theater army requirements to Department of the Army, coordinating with theater army G1 to ascertain changes to the troop basis and projected tactical operations that will influence replacement requirements. Recommends unit replacement requirements to the theater army G1 and G3 for approval. Advises Department of the Army on shipment instructions as to ports of entry within the theater for specified replacement shipments.
- (2) *Assignments.* Assigns all replacements through the grade of 0-5 to

division level and separate units. Recommends to theater army G1 assignment of replacements in grade of 0-6 and above. Assigns replacements against existing vacancies on priorities established by the theater army commander. Reclassifies, whenever possible, all replacements who cannot be assigned to vacancies due to dissimilarity of MOS and grade or other assignment instructions. Assigns unit replacements on direction of the theater army G3.

- (3) *Replacement regulating.* Projects transportation requirements for individual and unit replacements and advises the MCC, Transportation Command, of transportation needs. Exercises technical control over the replacements regulating elements. Coordinates with the Personnel Command general staff on the location of replacement regulating units.

*h. Personnel Records Branch.* Provides centralized personnel information and records maintenance service for theater army to include:

- (1) Maintenance of individual and unit personnel records in hard copy, microfilm, and magnetic forms. Hard copy records are kept at a minimum. Actions or changes which originate at the unit or other echelon subordinate to the theater army provide the basis for updating the command personnel record maintained at the direct support personnel organization and the theater army administrative personnel record maintained in the PAC computer, in turn. Actions or changes which originate at theater army or higher echelons provide the basis for updating the theater army administrative personnel record and the command personnel record maintained at the direct support personnel organization, in turn.
- (2) Providing personnel management, manpower control, and strength accounting data and services to Depart-



ment of the Army, theater army headquarters, and the major commands of theater army.

### 31. Postal Division

The postal division is the only major command staff postal element in theater army. The PAC postal officer is the theater army staff postal officer, replacing staff postal officers at theater army, TASCOM headquarters, and field army headquarters. He provides technical advice to the theater army commander on theater-wide postal operations and exercises technical supervision over, and coordinates the activities of all postal operating elements in the theater army.

*a. Postal Administration Branch.* Performs theater-wide postal administrative functions relative to processing postal claims and inquiries, publication of postal information bulletins, writing command directives, consolidating postal operations reports, and acting on inspection reports.

*b. Postal Operations Branch.* Performs theater-wide postal operations functions relative to coordinating transportation of mail to, from, and within the theater; utilization of available transportation facilities; monitoring mail distribution schemes and APO location lists; and making recommendations to the appropriate commander concerning location and movement of postal units.

*c. Postal Inspection Branch.* Performs theater-wide postal inspection functions relative to examining the condition and needs of theater postal system; making investigations of irregularities and complaints concerning mail; and making inspections of all postal activities to insure mission accomplishment and compliance with postal regulations.

### 32. Graves Registration Division

*a. General.* The Graves Registration (GRREG) Division provides timely and accurate graves registration data to Armed Services GRREG Office, Headquarters, Department of the Army; and the Joint Central GRREG Office, Theater; and the TASCOM and FASCOM GRREG elements and units. The division operates under broad policies established by the

GRREG Office, Headquarters, Theater Army. It maintains and provides timely administrative information services, reports, records, and statistical data relative to the status and disposition of individual remains and personal effects of personnel who have died in the theater.

*b. Division Headquarters.* Directs the operations of the division in accordance with criteria and policies established by the Theater Army GRREG Office (in a joint operation, the Joint Central GRREG Office). Broad policies governing graves registration operations are provided to the Theater Army Commander by the Armed Services GRREG Office, Headquarters, Department of the Army.

*c. Operations Branch.* Analyzes data received from FASCOM and TASCOM GRREG elements and units to resolve problems relating to status and disposition of remains. Actions within programmed procedures are handled in the PAC automatic data processing facilities in response to data from the operations branch.

- (1) Data maintained by the branch pertains to the status of remains of Army, Navy, Marines, Air Force, certain U.S. civilians, allied personnel, and enemy casualties who have been interred in temporary military cemeteries within the theater. Tape record files are compiled by the PAC ADP facility from data submitted by the FASCOM and TASCOM GRREG units. There are four primary ADP tape record files. These files reflect the status of deceased personnel to include location within temporary military cemeteries of all remains buried in the theater; named burials (identified remains); unknown burials (unidentified remains); and disposition of personal effects. The operations branch daily updates and verifies status data based on subsequent data received from original reporting sources, or other related activities such as the PAC Casualty Branch. These files provide the basis for production of a variety of graves registration reports for higher head-

quarters. Printouts of specific data provide means for expeditious response to inquiries received from authorized sources regarding deceased personnel and their personal effects, as required.

- (2) The branch maintains coordination with the Casualty Branch for personnel, medical, and casualty record information to be used in identifying unknown remains. Daily updated printouts or tapes produced from GRREG tape record status files are furnished the Casualty Branch on recovered and identified deceased personnel and for recovered, unidentified deceased personnel. These listings are compared with KIA and MIA casualty reported data maintained by the Casualty Branch. This procedure enables verification of recovery data with casualty data and insures prompt resolution of casualty identification and burial records. This also provides a basis for directing search and recovery actions in those cases where casualty data is not matched with corresponding recovery data. Grid coordinates of unresolved KIA and MIA reports are used in the initiation of ADP field search grid map overlays. These overlays are then transmitted to the FASCOM or TASCOM GRREG elements to assist respective GRREG units in conducting area search and recovery operations.

*d. Records and Reports Branch.* Supervises the production and transmittal of all statistical data and reports pertaining to GREGG activities in the theater.

### **33. Military Police Services Division**

This division is responsible for monitoring the police input data relating to discipline, law, and order; police traffic management; military prisoner confinement and rehabilitation activities; PW/civilian internee; and crime laboratory. It reviews and analyzes statistical data to identify significant trends or occurrences; prepares special studies or summary reports as

directed; and maintains coordination with input and using agencies.

### **34. Administrative Services Division**

The administrative services division functions in support of the theater army headquarters and the theater rather than only direct support to the PAC. Its only direct support to the PAC is classified document control.

*a. Division Headquarters.* Provides control, supervision, and coordination of the five operating branches. The division chief provides technical advice and exercises technical control on administrative services matters throughout theater army.

*b. Theater Unclassified Correspondence Control Branch.*

- (1) The branch receives all correspondence addressed to the commanders of theater army and personnel command which is not identified for a particular staff element. Correspondence received in this branch is scanned for prior reference material and such references are retrieved from the records library as required and dispatched to the appropriate staff element for action.
- (2) As a matter of theater army policy, all correspondence addressed to the theater army commander concerning tactics, policy, special correspondence, or major theater-wide reports is automatically referred to theater headquarters staff responsible for the type action involved. Routine matter such as logistical, personnel, or administrative correspondence normally is routed directly to the responsible command below theater army level for action. Routing in this manner does not relieve the receiving subordinate commander of responsibility for coordinating with theater army headquarters staff, if applicable, and it relieves the theater army headquarters of routine actions not directly concerned with tactics, policy, or very important correspondence.

- (3) Suspense control on theater army correspondence is maintained. Notification that suspense correspondence has been answered is furnished the correspondence control branch on a daily basis by the action office. The actual answer is not normally processed through the correspondence control branch, but a file copy is forwarded either to the PAC records library, in the case of theater army or personnel command staff, or to the mission or major headquarters command central records library as appropriate.

*c. Classified Correspondence Control Branch.*

- (1) This branch functions similarly to the unclassified branch except that it must apply the additional controls required for classified information.
- (2) The branch receives all classified correspondence addressed to the commanders of theater army and the personnel command. Upon receipt, correspondence is directed to the appropriate staff section of theater army headquarters or to the appropriate major subordinate command within the theater army.
- (3) Transmittal of classified matter to major subordinate commands for action normally is forwarded without reference material, although indication that copies are available at theater army central classified records library will be noted on the action transfer document. If copies of the references are required, they are reproduced in accordance with AR 380-5 at the central classified records library and furnished the action office.
- (4) Appropriate suspense control on theater army classified correspondence is also maintained.
- (5) The branch also provides courier service as required.

*d. Publications and Reproduction Branch.*

- (1) The branch is responsible for large volume publications and reproduction of theater army directives and plans.

It also monitors publications received from CONUS and forwards those which require additional theater army guidance or policy to the appropriate action staff element within theater army headquarters or other designated action command or office. The branch also receives copies of all CONUS publications which have been distributed by DA on the pin-point system to theater army units; such publications are processed directly to the theater army central records library for processing if required for subsequent distribution of microfilm copies to other central record libraries in the theater.

- (2) After theater army guidance or policy has been prepared, the directives are returned to the branch for final typing, processing, and reproduction, and subsequent distribution is made to major theater army commands. Theater army operations plans are reproduced by this branch for theater-wide distribution.

*e. Reports Suspense and Forms Control Branch.*

- (1) This branch is the single point within the theater army which has the ability to search, locate, prescribe, and approve all forms used on a recurring basis by units within the theater. The majority of recurring reports for the theater army are prepared by the supporting computer activity as a part of routine programming; manual reporting requirements are reduced.
- (2) The branch maintains detail data in magnetic storage of each such program or report which is submitted by, or available to, all computer complexes within the theater of operations. A request from a unit or headquarters within the theater army for approval of a form upon which a report is to be made is reviewed and search is conducted of existing reports within the theater army which contains the required information. If

the same information exists in current programs or reports, the location within a program or report by tape, and storage and block number within a specific computer file and specific computer center, is furnished the requesting unit or headquarters. The initial requesting unit or headquarters then initiates a direct requirement on its servicing computer center to obtain the data (report) from location indicated. If the information is not available in existing programs, the unit requests approval of the new report through the major command Assistant Chief of Staff, Comptroller, The ACofS, Comptrollers in turn use the services of this branch to assist in monitoring the reports control program.

*f. Records Library Branch.*

- (1) This branch operates and maintains the theater army unclassified central records library. It stores, retrieves, and retires or destroys information received and produced by theater army headquarters, PAC, and all subordinate central records libraries in the theater. The branch provides direct support services to the theater army staff and PAC, and general support services to the other libraries throughout the theater army.
- (2) The branch provides the media for placing correspondence, reports, records, and publications into computer random access magnetic storage, or selected file information into microfilm storage. The microfilm facility is operated by this branch.
- (3) It receives and maintains in random access magnetic or microfilm storage the record copy of unclassified records and publications having retention periods greater than 30 days. It monitors the records management program by establishing theater army retention periods for such records and publications in all libraries and insures that information of a permanent

nature is forwarded to the CONUS records center upon expiration of the theater retention period.

- (4) It provides theater army headquarters and the PAC with file search and retrieval services. Staff sections are equipped with display unit: ADPE input-output devices which have the capability of direct access to the computer random access magnetic storage facility and reproducing hard copy file information displayed on the video screen as required. When the staff section cannot locate the desired information in the file, they refer their request to the library branch for assistance. All file search requests from subordinate libraries are processed by this branch.
- (5) This branch establishes operating policies and procedures for library operations to include user operating manuals, indexes, and records management directives. It provides library liaison specialists for coordination and technical control of subordinate central records libraries throughout the theater army.

### **35. Special Services Division**

The special services division performs the operational planning and control functions relating to special services activities for the theater army. It acts on broad policy established by the Assistant Chief of Staff, Personnel, Theater Army and exercises technical control of all special services elements and units in the theater army. Specific functions include—

- a. Allocating leave and recreation center quotas to the major commands throughout the theater.
- b. Coordinating and scheduling motion picture films with the Armed Forces Motion Picture Service for use throughout the theater.
- c. Coordinating recreational services on a theater-wide basis to include the direct shipment of pocket books, game sets, athletic equipment, and other material to all units within the theater.

*d.* Providing overall planning of intra-mural sports and the arts and crafts programs for special services units.

*e.* Sponsoring, coordinating, and escorting CONUS based shows for presentations to all troops in the theater.

## CHAPTER 6

### OTHER PERSONNEL COMMAND UNITS

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#### Section I. CHAPLAIN GENERAL SUPPORT DETACHMENT

##### 36. Mission

The Chaplain General Support Detachment operates the theater-wide chaplain general support activities in support of a 12-division force, 8-division force, or in support of an independent corps.

##### 37. Assignment

This unit normally is assigned to the Personnel Command or to an independent corps support command when no Personnel Command exists.

##### 38. Capabilities

a. Provides planning and supervision for the continuous operation of religious retreat centers at up to three separate locations for military personnel. When assigned to the independent corps support command, the detachment will also operate the religious retreat center.

b. Provides planning and operation of monthly professional and spiritual training conferences for all chaplains in the theater.

c. Provides plans, materials, and technical instructions for unit chaplains to use with lay leaders theater wide.

d. Provides planning and operation of lay leadership training conferences at multiple locations in the theater.

e. Provides religious information to all armed Forces networks in the theater.

f. Provides and operates a professional and educational religious library and briefing service for all chaplains, to include ecumenical and ecclesiastical news and trends, local religious, and theological and biblical reference materials.

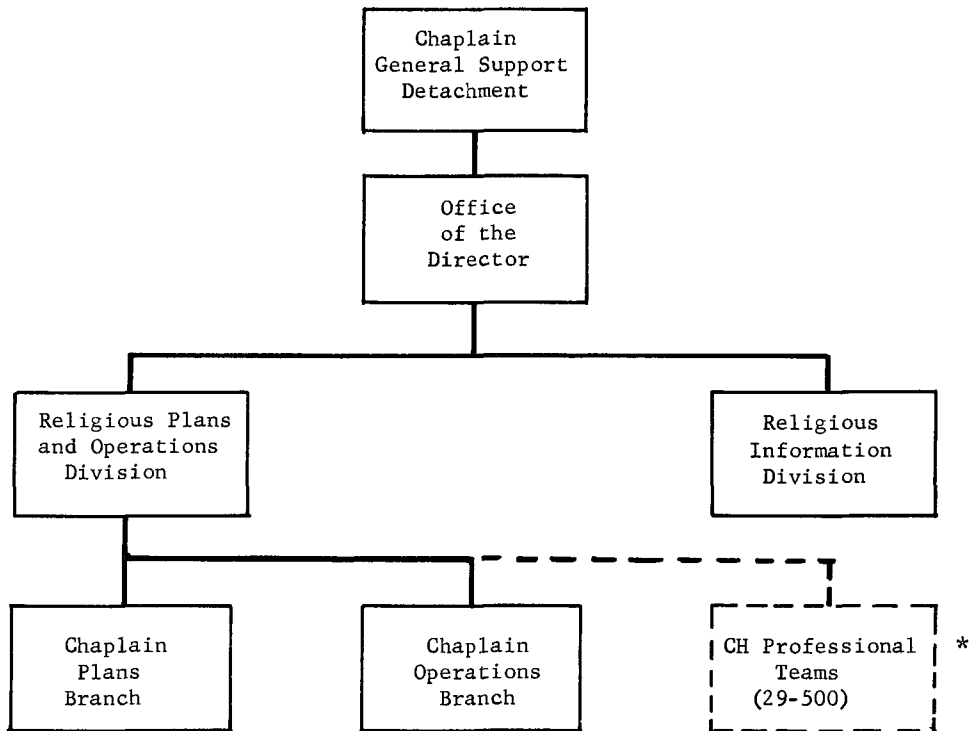
##### 39. Organization and Functions

The detachment establishes the Chaplain Agency (GS) which consists of an office of the director and two divisions—the religious plans and operations division and the religious information division (fig. 9).

a. *Office of the Director.* Provides planning, direction, and supervision of the agency's operations. Insures that theater army policies and the directives of the Personnel Command commander are executed, and establishes liaison with field army and TASCOM and their major subordinate commands. Provides internal administrative services for the agency to include preparing budget estimates when required. Participates in the agency's mission functions and training programs.

b. *Religious Plans and Operations Division.* The chief of this division is responsible for all plans and operations performed by the agency:

- (1) *Plans Branch.* Responsible for plans dealing with sensitive denominational aspects of chaplain personnel distribution. Chaplain personnel assignments are carefully monitored and advice and recommendations are provided to the PAC. Close liaison is maintained with the appropriate elements of the PAC. The plans branch also functions as the contact point for interviews, briefings, and by-name assignments of senior chaplains to major subordinate commands of the field army and TASCOM. In addition, plans are prepared and coordinated for appropriate denominational committal services in TASCOM cemeteries. Liaison is maintained with the PAC and the GRREG Group and



\* As required.

Figure 9. Chaplain general support detachment.

continuing coordination is maintained with the area support command for chaplain assistance in providing these services. The plans branch has the task of monitoring long range contingency plans of the theater army and providing the chaplain portion of the plans relative to chaplain personnel designations. The chaplain operational concept for these plans is developed by the staff chaplains at the major commands involved with technical assistance from the agency's operations branch.

- (2) *Operations Branch.* Responsible for planning, developing, scheduling and operating chaplain professional and and lay leadership religious support and training activities. Major functions are as follows:

(a) *Professional development.* Responsible for chaplain spiritual retreats,

days of recollections, chaplain professional training conferences, and instruction in the field of comparative religions.

(b) *Lay leadership development.* Develops, operates, and supervises theater-wide lay leadership training. Prepares materials for unit chaplain use with lay leaders and conducts training conferences. Procures and distributes religious education materials.

(c) *Spiritual development.* Plans, coordinates, schedules, and supervises the operation of religious retreats for military personnel. Each religious retreat center is located adjacent to a recreation center so as to consolidate housing, feeding, and other administrative requirements. Each retreat center is logistically supported by the area

support command, and normally the chaplain-in-charge of the retreat center will be the appropriate area support group chaplain.

*c. Religious Information Division.* The chief of this division is responsible for developing and operating a program of religious news, information, and devotion for Armed Forces newspapers, radio and TV networks, and civilian information media. He establishes and operates a professional and educational religious library and briefs incoming chaplains on the religious and cultural background of local religions, their leaders, and their significance.

#### **40. Method of Operation**

*a.* Chaplains assigned to this agency are responsible for carrying out theater-wide general support chaplain activities. They are trained chaplain specialists in the fields of personnel administration, training, character guidance, religious education and comparative religions.

*b.* The agency normally operates near HQ, Personnel Command, so that close coordination and joint planning activities can be maintained with other elements of the command such as the PAC and the Public Information Activity.

*c.* Materials are prepared at the agency and transmitted through command channels for use by staff and unit chaplains at every level of each command. The agency provides technical assistance to chaplains throughout the TASCOM and field army by means of training conferences, workshops, and days of recollection. These sessions are conducted at the religious

retreat centers or, when so dictated by the military situation, in the major command areas.

*d.* Religious retreats for troops and lay leadership training workshops are conducted in the religious retreat center(s) on an established schedule, based on approved quotas for units. Selection of retreat leaders and religious curricula are planned and scheduled by the agency. With supervision provided by the agency, chaplains of the ASCOM operates the retreat center(s).

*e.* Religious interment services in the COMMZ cemeteries are planned, coordinated, and supervised by the agency with assistance from ASCOM chaplains.

#### **41. Relationships**

*a.* The agency functions under the command of the commander, Personnel Command. Policies and guidelines are established by HQ Theater Army and transmitted through HQ Personnel Command. Technical liaison is maintained with the staff chaplain, ACofS, Personnel, Theater Army.

*b.* Technical liaison and informal coordination are also maintained with staff chaplains of TASCOM and Field Army in planning stages of chaplain personnel assignments and theater-wide chaplain activities. Operations involving the major commands are performed with them through the PAC.

*c.* Staff coordination is maintained with HQ Area Support Command in the support and operation of the religious retreat center(s) and in the provision of religious committal services for COMMZ located cemeteries.

### **Section II. FINANCE GENERAL SUPPORT AGENCY**

#### **42. Mission**

The Finance General Support Agency (FGSA) serves as the central finance and accounts office in providing finance general support service to finance units within the theater army. In the accomplishment of that mission, the agency performs the combined duties of an operating agency and an installation accounting element.

#### **43. Assignment**

Each TASCOM is authorized one FGSA (TOE 14-4G), which is assigned to the Personnel Command.

#### **44. Capabilities and Limitations**

*a.* TOE 14-4G provides sufficient staffing and equipment to allow the FGSA to furnish financial support to a theater army having a strength



of approximately 600,000 persons. That financial support includes—

- (1) Design, installation, and maintenance accounting records and procedures covering—
  - (a) Control of obligations, costs, and revenues.
  - (b) Use and status of appropriations and revenues.
  - (c) Disbursement, collection, and deposit of government funds.
  - (d) Pay of civilians.
  - (e) Accounts receivable and other assets.
  - (f) Accounts payable and other liabilities.
- (2) Disbursement, collection, and deposit of funds.
- (3) Examination of source data and preparation of bills, financial reports, and statements pertaining to use of cash and status of funds.
- (4) Furnishing of reliable financial data required for army management and budget administration.
- (5) Coordination of financial matters with the ACS/Comptroller, Personnel Command and with comptrollers of other commands.

b. The FGSA is dependent upon other organizational elements for transportation and maintenance.

#### **45. Organization and Functions**

a. The FGSA and its operating element, the Central Finance and Accounts Office (CFAO), are organized along functional lines so as to provide major subelements for fiscal accounting and for finance services. Each subelement or division is in turn subdivided along functional lines into branches (fig. 10). These branches may be divided into sections if the volume of activity warrants such a breakout of duties.

b. The agency headquarters provides unit administration, mess, and supply to the CFAO.

c. The CFAO is supervised by the Finance and Accounting Officer, who directs and coordinates the disbursing and fiscal accounting functions assigned to that office.

d. The Quality Assurance Section, operating

as a separate and independent entity under the direct control of the Finance and Accounting Officer assures, by using the principles of random sampling, that the quality of work received, processed, and reported meets the prescribed standards and objectives.

e. The Accounts Division is responsible for analyzing, recording, reconciling, and reporting all fiscal accounting transactions occurring within and for the theater army. The scope of that function will vary as the increase of intensity of conflict necessitates a lessening of reporting requirements and a conversion from general and special allotments to a general allotment.

- (1) The Control Branch is responsible for establishing and maintaining control of data received in the Accounts Division from the computer complex (ADPU) of the Personnel Command of fiscal documents received from other US Government and nongovernment elements and of material furnished to the ADPU that requires a reply from that complex. When necessary, this branch will coordinate actions of the Accounts Division with the computer complex and will resolve discrepancies that may occur. This branch will also maintain administrative files for the Accounts Division.
- (2) The Allotment Branch is responsible for analyzing and coding transactions that are not recorded directly by the ADPU to the general allotment or to the peacetime allotments subsidiary ledgers (includes analyzing, and coding the correction of errors reported by the ADPU and appropriate hard copy received from finance elements and vendors). This branch also receives and reviews disbursing officers' accounts and recommends procedures to improve control over these accounts.
- (3) The Analysis and Reconciliation Branch is responsible for analyzing and reconciling reports and supporting documents. This branch is also responsible for maintaining reference

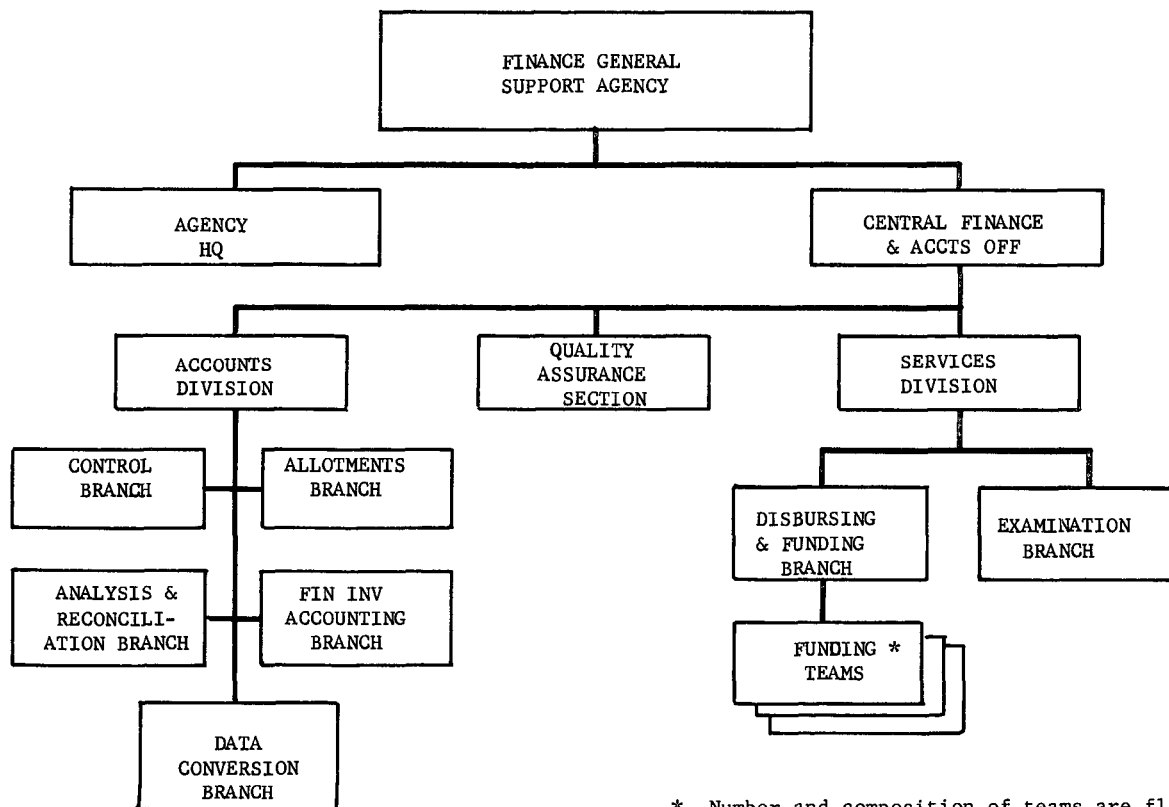
files of transaction documents (hard copy or machine listings) and other funding papers.

- (4) The Financial Inventory Accounting Branch is responsible for analyzing and coding stock fund accounting transactions (includes correction of errors reported by the ADPU and hard copy forwarded by procurement centers and vendors). Documents reflecting transactions resulting from agreements with friendly nations normally are forwarded to CONUS.
- (5) The Data Conversion Branch is responsible for converting data from source documents (error listings or hard copy to computer input).

f. The Service Division is divided into two branches which allow for the preparation and payment of vouchers for government-owned debts and for the collection and application of

funds to appropriate revenue accounts or accounts receivable.

- (1) The Examination Branch is responsible for the preparation or examination of documents involving payments to military personnel, civilian employees, commercial firms, individual contractors, and interservice transactions. This branch also prepares documents to effect collections and stoppages when required.
- (2) The Disbursing and Funding Branch is responsible for making cash and check payments and collections for the CFAO. The branch is also responsible for fulfilling funding requirements for the theater army. The officer in charge of this branch also serves as the theater cash control officer.
- (3) The Funding Teams are flexible as to their number and the composition of



\* Number and composition of teams are flexible.

Figure 10. Finance general support agency.

their personnel staffing so as to permit the most efficient use of manpower. These teams are intended to operate on a distribution-point funding system, each serving several FDSCs and/or division finance offices, i.e., a team goes to a central location and is met by the various finance officers to accomplish the funding operations.

#### **46. Method of Operations**

The FGSA is a TOE element operating under the staff supervision and operational control of the ACofS/Comptroller, Personnel Command. The CFAO is dependent on the ADP unit of the Personnel Command for computer support. Distribution of fund information is received from

the ACofS/Comptroller, TASCOT. Source data is received from the various direct support finance elements in the theater army and the mission commands. Maximum use will be made of computer-to-computer links to transmit summary and source data to the CFAO. The CFAO furnishes mission commands, comptrollers, and finance elements with advice, status statements, or copies of reports, on an "as required" basis. Automated reports reflecting statements of facts normally will be forwarded directly to appropriate elements in CONUS. Preparation of current data reflected on the Army budget and administration of the budget controls require close coordination with the Assistant Chiefs of Staff/Comptroller at all levels of command and such coordination may or may not follow command channels.

### **Section III. POSTAL COMPANY**

#### **47. Mission**

The mission of the Postal Company is to provide bulk mail processing and postal finance and supply general support services to direct support Army Post Offices (APOs), and centralized postal locator service for the theater army.

#### **48. Assignment**

The postal company is assigned to the Personnel Command, TASCOT.

#### **49. Capabilities**

a. The headquarters team of the postal company is capable of providing command control and unit level personnel and administrative support to its various mail processing, postal finance and supply, and postal locator teams. When teams are attached to other elements this support is provided by that element within the limitations imposed by the Personnel Command.

b. Mail processing teams provide intransit mail routing and redistribution services in the theater based on troop population and tonnage of official bulk mail according to the following criteria:

- (1) Team A: Up to 100,000 troop population and 500 tons of official bulk mail per month.
- (2) Team B: 100,000-200,000 troop popu-

lation and 1,000 tons of official bulk mail per month.

c. Postal finance and supply teams provide general support services to APOs based on troop population according to the following criteria:

- (1) Team A: Up to 300,000 troop population.
- (2) Team B: 300,000-600,000 troop population.

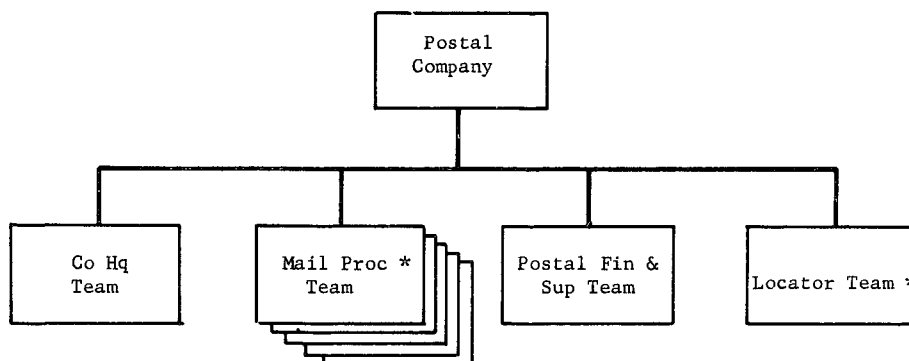
d. Postal locator teams are of two types (A and B) and provide centralized locator service based on the same troop population criteria as c above.

#### **50. Organization**

The postal company is a cellular organization and consists of a company headquarters team and a variable number of mail processing, postal finance and supply, and locator teams as shown in figure 11. Details of the organization are described in TOE 12-550.

#### **51. Method of Operations**

a. The postal company headquarters and postal finance and supply team(s) normally operate in the vicinity of the Headquarters, Personnel Command. The postal locator team(s) operates in the vicinity of the PAC



\* Number of teams are in direct proportion to the number of troops served and/or official bulk mail processed.

Figure 11. Postal company.

because of reliance on the automatic data processing (ADP) capability, whether the mail processing teams operate at air-heads, ports, or on the line of communications (LOC) depends on the assigned function as a mail terminal or intransit regulating terminal.

b. The company headquarters team provides command, administration, and technical control for the assigned functional teams of the postal company.

c. Mail processing teams function as—

- (1) Mail terminals when located at points of entry or exit within the theater. Mail terminals distribute bulk mail to or from intransit regulating terminals within the theater and servicing APOs in a specified geographic area.
- (2) Intransit regulating terminals are located on the LOC to distribute bulk mail to or from APOs in a specific geographic area. Mail received from the APOs serviced is separated into intra- and inter-theater mail and transshipped to the appropriate APO, intransit regulating terminal, or servicing mail terminal.

d. Postal finance and supply teams operate the theater army postal finance and supply depot and requisition postal finance materials (stamps and money orders) and specialized postal equipment (cancelling machine and mail pouches) from the servicing CONUS postmaster. Direct and general support postal elements

within the theater requisition postal finance materials and supplies from the theater army postal finance and supply depot. Postal finance and supply stockage is maintained as prescribed in AR 65-2.

e. The postal locator teams operate the theater postal locator, which provides organizational and individual locator service for the theater army. Mail undeliverable at unit level is forwarded through postal channels to the theater postal locator, which has a "mailing address only" APO designation. All casualty mail is forwarded to the postal locator regardless of the information available at the unit. In the event of mass casualties, the postal locator team, upon notification, advises the servicing CONUS Postal Concentration Center (PCC) to retain mail for units concerned and await disposition instructions and notifies intra-theater postal elements to locate and divert that mail to the theater army postal locator. ADP equipment is used to assist in searching for address of undeliverable mail at the postal locator.

f. Relationships—

- (1) *Higher.* Normal except that the Postal Company maintains technical liaison with the theater army postal officer located in the PAC and coordinates directly with the servicing CONUS postmaster on operational procedure matters such as mail processing, requisition of postal supplies

and finance materials, and locator service.

- (2) *Lower.* Normal except that the assigned functional teams are frequently

attached to other units for logistical and administrative support because of the geographic area supported.

## **Section IV. REPLACEMENT REGULATING COMPANY**

### **52. Mission**

To provide command, control, and administration of individual and unit replacements and rotatees within the communications zone and general support to the combat zone of the theater army replacement system. This support includes temporary encampment, mess, limited equipment supply, and accounting of personnel.

### **53. Assignment**

The Replacement Regulating Company is assigned to the Personnel Command, TASCOC.

### **54. Capabilities**

a. The headquarters team of the replacement regulating company provides command, unit level personnel and administrative support, and supervision of assigned replacement regulating detachments. When detachments are attached to other organic elements this support will be provided by the organization to which attached within limitations imposed by the Personnel Command.

b. Each regulating detachment provides the operating component (messing, encampment, and accounting of replacements and rotatees) of the theater army replacement system for the geographic location to which assigned.

c. Replacement regulating companies are capable of providing command, control, and administration (including mess, encampment, and limited supply) according to the following criteria:

- (1) A company is composed of from 5 to 8 detachments with the capability of processing 2,000 to 6,400 replacements or rotatees per day, dependent upon the number of teams assigned.
- (2) Each replacement regulating detachment can process from 400 to 800 replacements or rotatees per day, depending upon the number of teams assigned.

- (3) Each replacement control team can process a combined total of 100 individual rotatees and replacements per day or a replacement unit of company size.
- (4) Each replacement operations team supports up to 800 replacements.
- (5) Each replacement mess team can provide mess and mess facilities for 400 replacements or rotatees per day.
- (6) Each replacement headquarters team can control one operations team, two mess teams, and eight control teams.

d. The company headquarters team and replacement regulating detachment maintain liaison with the PAC and other elements within the geographical area to insure the continuous flow of personnel.

e. The company headquarters is dependent upon a replacement regulating detachment or another unit for mess, supply, communications assistance, medical service, and motor maintenance.

### **55. Organization**

The replacement regulating company is a cellular organization composed of a company headquarters team and a variable number of replacement regulating detachments as shown in figure 12. Details of the organization are contained in TOE 12-560.

### **56. Method of Operations**

The replacement regulating company headquarters normally operates in the vicinity of the headquarters, Personnel Command. The replacement regulating detachments operate at airheads, ports, or along the LOC, dependent upon their use as theater support or communication zone support teams.

a. The headquarters team provides command, administration, and supervision of the replacement regulating detachments.

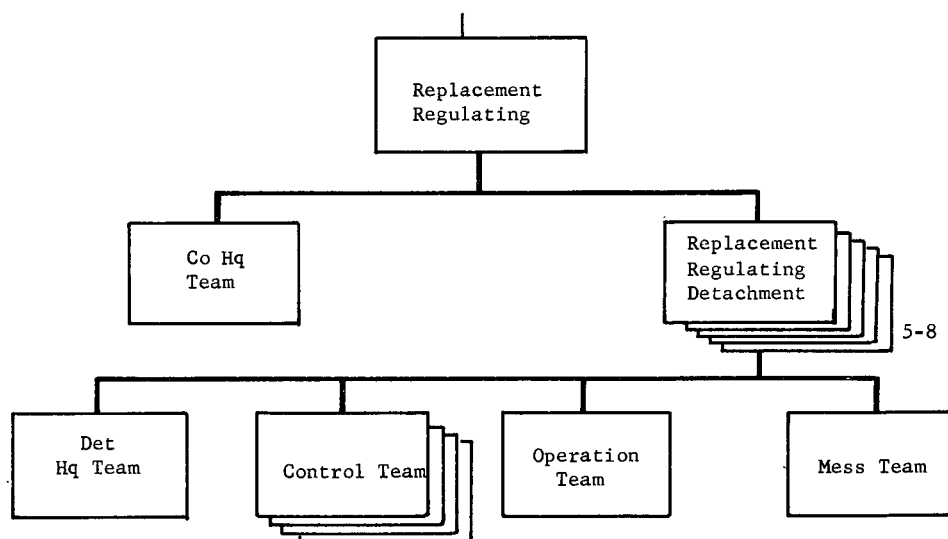


Figure 12. Replacement regulating company.

b. A replacement regulating detachment functions as:

- (1) General support replacement regulating detachment when located at points of entry or exit (airheads and ports) within the theater. These detachments receive all incoming replacements (individual or unit) and rotatees departing the theater. Based on assignment instructions received from the replacement element of the PAC, the detachment processes replacements or rotatees for movement to or from the unit of assignment. The detachment may be responsible for receiving and coordination of the movement of return-to-duty personnel from medical or confinement facilities within a specified geographic area. After determination has been made as to availability, the PAC will be consulted concerning reclassification and assignment instructions for return-to-duty personnel.
- (2) Direct support replacement regulating detachments when located along the LOC in the communications zone. These detachments process personnel in accordance with assignment instructions received from the PAC.

Detachments support a specified geographic area and receive replacements from a general support replacement regulating detachment or medical or confinement facilities and rotatees from units within the geographic area supported.

c. Replacements (to include return-to-duty personnel) remain under the control of the Theater Army Commander until arrival at the designated unit of assignment. Replacement regulating detachments provide encampment and messing facilities, as required, for unit and individual replacements and coordinate with the designated transportation movements element for the onward travel of replacements to their units of assignment.

d. The PAC issues assignment and reclassification instructions (within the policy of the theater army commander) for each individual replacement to the appropriate replacement regulating detachment. Unit replacements are under the control of the G-3 theater army headquarters immediately upon acquisition of equipment.

e. Relationships—

- (1) *Higher.* Technical liaison is maintained with the replacement element of the PAC. Otherwise normal relationships.

- (2) *Lower.* Normal command relationships except that replacement assignment, reassignment, and reclassification

tion instructions are issued by the PAC direct to the appropriate replacement regulating detachment.

## Section V. SPECIAL SERVICES COMPANY

### 57. Mission

To establish and provide operational control of recreation and leave centers within the theater army.

### 58. Assignment

The Special Services Company is assigned to the Personnel Command, TASCOT.

### 59. Capabilities

a. Each company headquarters team is capable of providing command, administrative control, and coordination to accomplish the assigned mission.

b. Each special services detachment—

- (1) Establishes and operates an 800-man recreation and leave center within the theater.
- (2) Provides personnel and equipment necessary for operation of a comprehensive recreation program within a recreation center, to include motion picture showings, arts and crafts activities, library services, tours, self-

help activities, and sports programs.

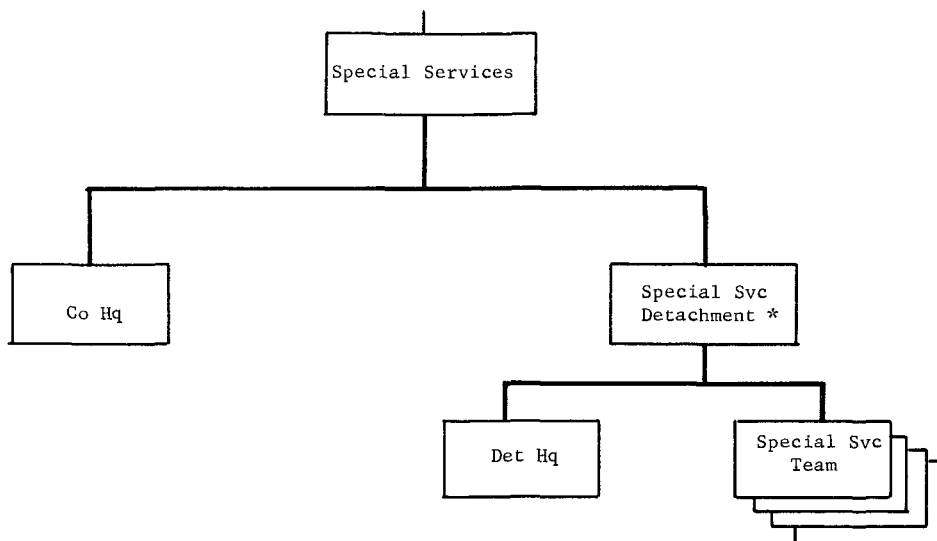
- (3) Is provided additional service support—Medical, Finance Disbursing, Postal, Chaplain, Supply Support, and Bath and Clothing Exchange Teams—by the supporting direct support activity, and mess support from indigenous resources or Mess Teams—types CA and CB—from TOE 29-500.

### 60. Organization

The special services company is composed of a company headquarters team and a variable number of special services detachments as shown in figure 13. Details of the organization are contained in TOE 12-18.

### 61. Method of Operations

a. The company headquarters team normally operates in the vicinity of Headquarters, Personnel Command. The headquarters team of the special service company supervises the activities carried out by special services detachments and insures that adequate personnel,



\* The number of Special Services Detachments vary with the troop population served

Figure 13. Special services company.

administration, and operating control is provided to accomplish the mission. Direct technical channels are established between operating special services detachments operating leave and recreation centers and the Special Services Division of the PAC for daily personnel inputs to the centers.

b. Primary functions of the special services activities are to stimulate, develop, and maintain the mental and physical well-being of military personnel through their participation in planned recreation morale activities.

c. Depending on theater army policy, a maximum of five days is normally authorized indi-

viduals at leave and recreation centers with up to four days transit time, or a maximum of nine days any one individual should be absent from his unit for leave and recreation purposes of this type in a year.

d. Relationships—

- (1) *Higher.* Normal except technical channel is maintained with the special services element of the PAC.
- (2) *Lower.* Normal command relationship except that the special services division of the PAC communicates directly with the special services detachment for daily personnel inputs to the recreation and leave center.

## Section VI. AUTOMATIC DATA PROCESSING UNIT

### 62. Mission

To operate the automatic data processing systems (ADPS) in support of the combat service support functions which are the responsibility of the Personnel Command.

command and support to subordinate sections.

b. The machine section operates the ADP and peripheral equipment.

c. The control section—

- (1) Controls and distributes all incoming

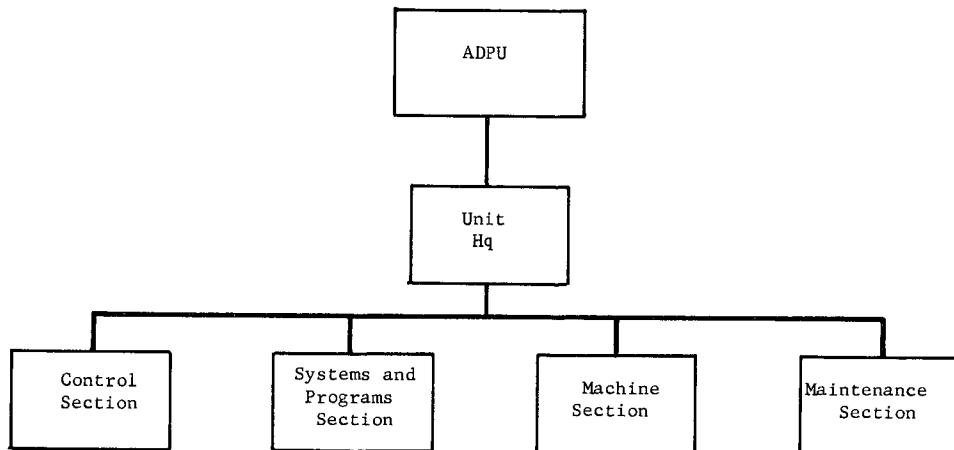


Figure 14. Automatic data processing unit.

### 63. Organization

The automatic data processing unit is composed of a headquarters and the following sections: machine, control, systems and programs, and maintenance, as shown in figure 14.

### 64. Functions

a. The headquarters section provides normal

and outgoing documents and reports.

- (2) Audits and assembles reports as required, compiles operating statistical data, and prepares internal operations reports as required.

d. The systems and programs section develops and prepares procedures for local requirements including preparation of the



computer program and control instructions for the machine section.

e. The maintenance section provides organizational level maintenance for ADP and auxiliary EAM equipment.

## **65. Method of Operations**

a. The ADP unit is assigned to the Personnel Command and functions as an element of the PAC, a functional control center. The ADP unit is under the operational control of the Chief of Staff, Personnel Command.

b. The ADP unit supports the divisions of the PAC, the Finance General Support Agency, other units of the Personnel Command, and the medical regulating section, Headquarters, Medical Command.

- (1) Requirements for new or revised ADP programs and computer operating time are approved by the Chief of Staff, Personnel Command, within theater army.

- (2) The ADP unit receives prepared computer programs from DA for use in support of DA systems.

- (3) Normally direct support personnel/administrative services ADP facilities provide data direct to the ADP unit, Personnel Command. The ADP unit provides reports, data, or information direct to the using or requesting headquarters to include Department of the Army.

### **c. Relationships—**

- (1) *Higher.* Normal.

- (2) *Lateral.* Normal except the ADP unit supports the medical regulating section, Headquarters, Medical Command and the Finance General Support Agency as well as the units of the Personnel Command and elements of the PAC.

## APPENDIX A

### REFERENCES

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#### 1. Army Regulations (AR)

28-52	Army Sports Program.
28-85	Army Library Program.
35-233	Pay, Allowances and Deposit of Personal Funds—Prisoners of War and Civilian Internees.
65-series	Postal Service.
66-series	Courier Service.
210-181	Stockades and Hospital Prisoner Wards.
310-1	Military Publications—General Policies.
310-3	DA Publications—Preparation, Coordination, and Approval.
310-10	Orders.
330-series	Statistical and Accounting Systems.
341-10	Official Mail.
341-50	Mailing Instructions and Addresses for Certain United States Army Elements and Activities and Certain United States Citizens Outside Continental United States.
345-200	Records Management—Program Policies and Procedures.
345-210	Records Management—Files Systems and Standards.
345-215	Records Management—TOE Units of the Active Army and the Army Reserve.
380-5	Safeguarding Defense Information.
600-16	Personnel Service Division; Organization and Procedures.
600-17	The Division Personnel Support System; Organization and Procedures.
633-5	Prisoners—General Provisions.
633-50	Prisoners of War; Administration, Employment and Compensation.
633-51	Civilian Internees—Administration, Employment and Compensation.
638-25	Armed Services Graves Registration Office.
638-30	Graves Registration Organization and Functions in Support of Major Military Operations.
638-40	Care and Disposition of Remains.
638-42	Care and Disposition of Remains when Multiple Deaths of Members of Two or More Services Occur as Result of Disaster or Major Accident.
643-55	Distribution of Personal Effects—Military Operations.

#### 2. Field Manuals (FM)

10-63	Handling of Deceased Personnel in Theaters of Operations.
12-2	Adjutant General Operations in the Field Army.

12-2-1 (TEST)	Adjutant General Functional Support to FASCOM.
12-11	Administration Company, Airborne, Armored, Infantry, and Mechanized Divisions.
14-1	Finance Service in the Field Army.
14-3-1 (TEST)	Comptroller Service, TASTA-70.
16-5-1 (TEST)	Chaplain Support, TASTA-70.
19-3-1 (TEST)	Military Police Support, TASCUM.
19-40	Enemy Prisoners of War and Civilian Internees.
19-60	Confinement of Military Prisoners.
54-2	The Division Support Command.
54-3	The Field Army Support Command.
54-4	The Support Brigade.
54-6-1 (TEST)	Area Support Command, TASCUM.
54-8 (TEST)	The Administrative Support, Theater Army (TASTA-70).
100-10	Field Service Regulations, Administration.
101-5	Staff Officers' Field Manual: Staff Organization and Procedure.
101-10-1	Staff Officers' Field Manual: Organization, Technical and Logistical Data, Unclassified Data.
101-10-2	Staff Officers' Field Manual: Organizational, Technical and Logistical Data—Extracts of Organization and Equipment.

### **3. Tables of Organization and Equipment (TOE)**

10-292	HHC, Graves Registration Group.
10-296	HHC, Graves Registration Battalion.
10-297	Graves Registration Company.
12-18	Special Services Unit.
12-47	Postal Regulating Detachment.
12-56	HHD, Replacement Battalion.
12-57	Replacement Company.
12-66	HHD, Personnel and Administration Battalion.
12-67	Personal Service Company.
12-107	Army Band.
12-510	Data Processing Unit.
12-520	Base Post Office.
12-550	Postal Organization.
12-560	Replacement Regulating Organization.
12-570	Administrative Services Detachment.
12-605	Postal Unit, General Assignment.

14-4	Finance General Support Agency.
16-4	Chaplain General Support Detachment.
19-47	Military Police Escort Guard Company.
19-237	Military Police PW Processing Company.
19-247	Military Police Guard Company.
19-256	HHC, Military Police PW Camp.
19-272	HHD, Military Police Group.
19-282	HHC, PW Brigade.
19-316	HHC, MP Battalion: Stockade or Rehabilitation Training Center.
19-500	Military Police Service Organization.
19-503	HHD, Branch United States PW/Civilian Internee Information Center.
29-111	HHC, Personnel Command.
29-112	Personnel and Administration Agency.
29-540	Automatic Data Processing Unit.

#### **4. Technical Manual (TM)**

10-286	Identification of Deceased Personnel.
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## APPENDIX B

### INTERIM IMPLEMENTATION OF TASTA-70 ADP

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1. This appendix outlines the effect of ADP equipment availability on the general concept for implementation of TASTA organizations and related functional systems as discussed in this manual.

2. The proposed TASTA-70 ADP systems and certain organizations in this manual are not adaptable to interim operations prior to the introduction of Combat Service Support System, Automatic Data Systems within the Army in the Field (CS3, ADSAF). Those organizations that can be used in the interim period with modifications are outlined below.

a. *TOE 29-111, Headquarters and Headquarters Company, Personnel Command.* This organization can provide command and control of assigned and attached units that are used during the interim period with current functional systems. However, it is not able to operate the personnel and administrative functional control center—the PAC.

b. *TOE 12-550, Army Postal Organization.* The proposed TASTA-70 organization of one cellular TOE to provide postal services as required in either a direct or general support capacity can be used by adding locator service capability at each level. This organization provides greater flexibility than the three current TOE.

c. *TOE 12-18, Special Services Organization.* The proposed TASTA-70 organization of one TOE to provide special services as required in either a direct or general support capacity can be used. This organization provides greater flexibility and a more austere staffing than the current TOE 12-17G.

d. *TOE 16-4, Chaplain General Support Detachment.* There is no required change in this organization.

e. *TOE 14-4, Finance General Support Agency.* This organization may be used during

the interim period with the addition of personnel and equipment to operate within the current system.

f. The graves registration units listed below can operate with the current manual system with the addition of administrative/clerical personnel and equipment.

(1) *TOE 10-296, Headquarters and Headquarters Company, Graves Registration Battalion (Personal Effects Depot) or Headquarters and Headquarters Detachment, Graves Registration Battalion.*

(2) *TOE 10-292, Headquarters and Headquarters Company Graves Registration Group.*

(3) *TOE 10-297, Graves Registration Company.*

g. *Military Police Units.* Refer to FM 19-3-1 (TEST).

3. Current personnel and administrative systems will continue to be used during the interim period through calendar year 1968. Administrative services functional support to include printing and publications, records management, forms management, and office services will remain in the current organizational framework during the interim period. The possible use of currently available ADPE such as the UNIVAC 1005 with the proposed personnel management, personnel records keeping, and administrative service systems has been explored, and it is not feasible to introduce the proposed systems during the interim period since they involve changes beyond the capability of available equipment configurations. The introduction of CS3 functional area systems and supporting ADP equipment configurations eventually will permit installation of all systems and organizations outlined in the basic study, The Personnel Command and Adjutant General Operations, 1970.

4. In summary, many of the organizations in this manual were developed to support totally new personnel and administrative systems, and

in the absence of the necessary ADPE to support the systems the organizations concerned cannot be used.

By Order of the Secretary of the Army:

Official:

**KENNETH G. WICKHAM,**  
*Major General, United States Army,*  
*The Adjutant General.*

**HAROLD K. JOHNSON,**  
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Distribution:

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