



313th Support Center (RTOC)  
Panzer Kaserne  
Kaiserslautern, West Germany

Unit History

1989 Supplement



Section I

Introduction

This supplement to the history of the 313th Support Center (RTOC) covers the year 1989.

The 313th Support Center was formally activated on 16 January 1989, having begun life one month before at the 7th US Army Reserve Command (ARCOM) with the assignment of its first officers and soldiers.

The Unit is commanded by COL Robert G. Dow, and the unit is located at Panzer Kaserne, Kaiserslautern, West Germany.

At the end of 1989, unit strength stood at 24 officers and soldiers, which is 100 percent of the wartime required strength, counting some overstrength mismatch in officers, and a corresponding shortage of NCOs. This does not count the thirteen officers from the Individual Ready Reserve who were involuntarily placed into the unit by ARPERCEN Liaison Office, Europe, who subsequently were identified as being in the United States and not available for duty.





Section I-A

Unit Manning Chart  
for  
1 January 1989

This section contains a copy of the Unit Manning Chart, as it stood on 1 January 1989. This chart, when compared to the same chart one year later, in Section I-B, will show the changes in the configuration of the unit.



**Webmaster note:** only the "Strength Recapitulation" pages of the Unit Manning Charts for 1 January 1989 & 1 January 1990 have been included for privacy reasons.

## Strength Recapitulations (Unit Manning Chart, 1 January 1989)

a PARA LINE	b DESCRIPTION	c AUTH GR	d AUTH PRC/ DMOSC	e NAME/SSH	f RANK	g PRIMARY SS1/ PMOSC	h ALT SS1/ SMOSC	i 101 DATE & SCORE	j PRC/ DMOSC QUAL CODE	k BEROS	l ETS DATE	m DFPL STATUS	n REMARKS/ LOCAL USE
<b>STRENGTH RECAPITULATIONS</b>													
(Reference: AR 220-1)													
				<b>Required Strength</b>	<b>Authorized Strength</b>	<b>Assigned Strength</b>	<b>% Asgd Strength</b>	<b>MOS Qualification Raw Nos</b>		<b>Percent</b>			
	Commissioned Officer			9	9	8	89		6 / 9		67		
	Warrant Officers			0	0	0	100		0 / 0		100		
	NCOs (E5 thru E9)			8	8	0	0		0 / 8		0		
	Specialists (E1 thru E4)			7	7	1	14		1 / 7		14		
	Total Enlisted (E1 thru E9)			15	15	1	6		1 / 15		6		
	GRAND TOTAL			24	24	9	38		7 / 24		29		

## Strength Recapitulations (Unit Manning Chart, 1 January 1990)

1 JANUARY 1990

a PARA LINE	b DESCRIPTION	c AUTH GR	d AUTH PRG/ DMOSC	e NAME/SSN	f RANK	g PRIMARY SS/ PMOSC	h ALT SS/ SMOSC	i SQ1 DATE & SCORE	j PRG/ DMOSC QUAL CODE	k DEROS	l ETS DATE	m DEFL STATUS	n REMARKS/ LOCAL USE
	STRENGTH RECAPITULATIONS												
	(Reference: AR 220-1)												
				Required Strength	Authorized Strength	Assigned Strength	% Asgd Strength		MOS Qualification Raw Nos		Percent		
	Commissioned Officer			9	9	14	155		719		78		
	Warrent Officers			0	0	0	100		010		100		
	NCOs (E5 thru E9)			8	8	6	75		018		0		
	Specialists (E1 thru E4)			7	7	8	114		617		86		
	Total Enlisted (E1 thru E9)			15	15	14	93		615		40		
	GRAND TOTAL			24	24	28	116		13124		54		

Section II

Chronology

1989

The unit history for the 313th Support Center actually began life in December 1988, with the unit's first meeting at the US Army Reserve Center in Heidelberg, Germany, on 10-11 December 1988. At this point, all personnel were assigned to the 7th US Army Reserve Command (7th ARCOM), and were attending as unit members of the ARCOM, with the understanding that they were to be the first of the personnel to man the new 313th Support Center. The attendees for that first drill included: COL Robert G. Dow, MAJ Diane K. Waters, MAJ Morgan Benson, CPT Karen Finkenbinder, 1LT Jerome D. Thomson, and SPC Michael Varhola. MAJ James B. "Fred" Valliere was also to be assigned to the unit, but did not participate until January. Other personnel were to be assigned in the months to follow.

The December 1988 drill was an informal drill, with the individuals meeting each other for the first time, and identifying initial tasks for each other to cover for the unit. MAJ Benson became the unofficial S-1 (Personnel), MAJ Valliere was elected (in his absence) to be the S-2/S-3 (Intelligence / Security / Training), and MAJ Waters to handle the S-4 (Supply / Logistics) function. The unit also attended the ARCOM's Annual Christmas Party, a formal dinner held at the Old Dominion Club (NCO Club), Patrick Henry Village, Heidelberg. COL Robert G. Dow introduced himself as the first Commander of the 313th, and gave initial reading material to the unit members. COL Dow was the RAOC Coordinator at the 7th ARCOM, having set up the Divisional Support Centers (RAOCs) in the previous twelve months. At that time, COL Dow announced that the 313th would participate in the upcoming exercise, Exercise Wintex/Cimex-89, scheduled for 23 February 89 to 10 March 89.

On 14-15 January 1989, the unit met for the first time at its assigned home, Building 3000, Panzer Kaserne, Kaiserslautern, home of the Operations Division, 21st Theater Army Area Command (21st TAACOM). At this drill, MAJ(P) James B. Valliere joined the unit as the Operations Officer, and two newly assigned officers, 1LT Irene Goodheer and CPT Mark C. Steenburn, attended for the first time. This was an organizational meeting, to determine the manner in which the unit would operate initially. An Officer Rating Chain was established, the unit produced its first DA Form 1379 (Unit Record of Reserve Training), and produced the initial recurring reports to be transmitted to the 7th ARCOM.

The unit also sent to the US Army Center of Military History a request for a Lineage and Honors, and to the Institute of Heraldry, a request for a Distinctive Unit Insignia and Flag. The Flag request was subsequently approved, but the Distinctive Unit Insignia request was disapproved as not meeting the strength requirements for having its own Distinctive Unit Insignia.

During the drill of 11-12 February 1989, the unit was joined by three new members: MAJ Linda E. Shelley, SSG Gale M. Smith, and CPT Kathleen L. Zentar. SSG Smith was transferring from the USAREUR USAR Military Intelligence Detachment, having accepted the assignment to the 313th Support Center in order to be promoted to SFC, E-7. He was promoted to his new rank of SFC on Sunday, 12 February, and due to a recent opening for an E-7 in his old unit, was transferred back to the MI Detachment that day, at his request. Thus the 313th's first NCO came and went the same drill weekend.

During the February drill, the unit trained for the upcoming Exercise Wintex/Cimex, meeting some of the Operations Directorate personnel of the 21st TAACOM, and learning to operate the STU-III Secure Telephone and the AN/KAL-43 Encryption Device.

Annual Training for the 313th Support Center occurred on 23 February thru 8 March 1989, with the unit's participation in Exercise Wintex/Cimex 89. This Command Post Exercise (CPX), held biannually, proved to be an invaluable training tool for the unit, as it introduced us to various members of the 21st TAACOM's operational staff, and gave the unit its initial visibility to the active army. This period of training also brought us two new unit members, SFC Burton E. Davis and PFC Herbert D. Lutz, who received assignment orders approximately ten days prior to the start of the AT period. Despite the short notice, both men were able to attend the Annual Training.

For the exercise, the unit was organized into two shifts, each twelve hours long. The day shift, comprised of MAJ Waters and CPT Zentar, worked from 0630 to 1900 hours, and the night shift, which comprised the remainder of the unit, worked from 1830 to 0700. The half hour overlap on each shift permitted a transition between the shifts. COL Dow became the TOC Commander during the evening shifts, and thus operated under two hats: TOC Commander, commanding both Active Army and Army Reserve, and as the commander of the 313th Support Center.

This exercise simulated a conventional attack on the NATO alliance, and exercised the plans for reinforcement and sustainment. It began in the middle of the warplanning sequence and ended the same way, with no resolve, and with everyone just stopped "playing."

The unit participated in this exercise at the TAACOM's operations building, and was billeted in the Hotel Hasselberg, in Morlautern, a town next to Kaiserslautern, as there was no room available at the Billeting Office in Vogelweh Air Force Base. Meals were not available in a military dining facility, as the Active Army did not plan for the participation of the unit in a CPX, and thus no plans were made to feed personnel on the exercise schedule. Unit members were later reimbursed for the lack of meals.

The March 1989 drill, held 9-10 March (Thursday and Friday) was a continuation of Annual Training with the unit participating in Exercise Wintex/Cimex. This drill saw the wrap-up of the exercise and the unit's first Unit Party, to celebrate the successful completion of the exercise. Two officers, 1LTs Irene Goodheer and Jerome D. Thomson, received the good news that they had been selected for promotion to Captain by the Reserve Officers APL Promotion Board that met in St. Louis, Missouri, during January and February. These results were confirmed in an article in the Army Times of 13 March 1989.

On 11 March 1989, Specialists Michael Varhola and Burton E. Davis represented the unit at a Rifle Team competition for a place on the 7th ARCOM Rifle Team, at Darmstadt, Germany. Although neither soldier made the team, both enjoyed themselves, and made good representation for the unit. SPC Davis did receive the "Lowest Score of the Day" award for his efforts.

The April drill, held 8-9 April 89, saw the first scheduled classes in general military subjects, and the unit's first award ceremony, with COL Dow presenting the Army Reserve Components Overseas Training Ribbon (ARCOTR) to those unit members who participated in Exercise Wintex/Cimex. Classes included Alcohol and Drug Abuse Prevention, Counter-Terrorism and Internal Security, and Map Reading.

The May drill, held on 6-7 May 1989, saw the unit take its first scheduled APRT (Army Physical Readiness Test), in which unit members took the PT Test, consisting of pushups, situps, and a two-mile run. In the run, MAJ James B. Valliere and MAJ Diane K. Waters took the honors of being the first male and first female across the finish line. Classes in general military subjects were taught and the unit studied the 21st TAACOM War SOP.

On 19-21 May, 1LT(P) Jerome D. Thomson went to Chiesa Valmalenco, in the Italian Alps, to participate in the International Military Patrol competition. 1LT Thomson joined as a member of the 7th ARCOM four-person team in the competition.



Over a twenty kilometer course in the mountains, the participants were judged on their abilities in such military skills as map reading, identification of small arms, knowledge of Warsaw Pact uniforms and equipment, first aid, topography, proper removal of explosive devices and booby traps, rappelling, rope climbing, and river crossings. 1LT Thomson's team placed first among the US Teams, and tenth overall against 73 other teams from nine countries. These teams were made up of soldiers from both active duty and the reserves. It was noted that only the US team included women among their members.

On 3-4 June, the unit held its next MUTA-4. The unit continued its study of the 21st TAACOM's wartime mission, studying the roles of the various Area Support Groups (ASGs) and their wartime activities. Classes were held on Race Relations and Equal Opportunity, Standards of Conduct, and Hague-Geneva Conventions. Captain Mark C. Steenburn was promoted to Major, becoming the first officer in the unit to be promoted. In addition, the Army Reserve Components Achievement Medal was awarded to Major James B. Valliere, and the Armed Forces Reserve Medal was awarded to Major Mark C. Steenburn.

A War-Plans Seminar, entitled the 21st TAACOM Tactical Command Readiness Program, was held at Einsiedlerhof Air Station (near Kaiserslautern) on 29-30 June, for the purpose of discussing wartime planning. The 313th was well attended, with COL Dow, MAJ Valliere, CPT Finkenbinder, 1LT Thomson, 1LT Goodheer, SP4 Varhola, and PFC Lutz attending. All personnel felt that they learned a significant amount of information. The purpose of this seminar was to discuss wartime issues by commanders and key staff. The attendees included members from the USAREUR Staff, the Host Nation Territorial Commands, the 21st TAACOM Staff, COSCOM staffs, and Corps ASG Representatives. Discussion topics included the planning for war, NEO, transition to war, Host Nation support, reception and onward movement support to reinforcements, reconstitution operations, and other topics impacting on current operational planning. All discussions were classified in specifics, however a recurring theme was the desire to get the use of Reserve Component soldiers in theater at the earliest possible moment. All personnel attending felt that they learned a significant amount of war planning information.

Colonel Dow attended the CINC Readiness Review, held 28 June 1989, in Kaiserslautern for GEN Crosbie E. Saint, CINC USAREUR. The presentation addressed the 21st TAACOM's readiness posture for going to war. Two factors discussed were deployment times and manning levels of unit deploying to this command from CONUS. Both General Saint and General Levi agreed that better use of in-theater Reserve personnel would increase readiness.

Two officers, Majors Diane K. Waters and Linda E. Shelley, attended the Phase 2 session of Command and General Staff Course given by the 3747th USARF School in Munich, West Germany. Both officers attended the same session, given from 25 June to 7 July.

On the July 8-9 MUTA, the unit worked on administrative requirements, listened to classes on the Benefits of an Honorable Discharge and on Treat Operations. The unit was visited by LTC Clark, chief of the 21st TAACOM Operations and Plans Division, who presented an introductory class on the new type of secure communications system, UTACCS, that is currently being installed within the US Army, Europe. This system is expected to be in place before the next major exercise. Also, CPT Chriswiser, the 7th ARCOM Intelligence and Security Officer, visited Major Shelley, Intelligence Officer for the 313th, to train and review current ARCOM requirements in the security field.

During August 5-6, the unit was visited by Colonel Stanley G. Kullman, the Assistant Chief of Staff for Security, Plans, and Operations, 21st TAACOM. Colonel Kullman officiated at the promotions of 1LT Irene Goodheer and 1LT Jerome D. Thomson to Captain, and the promotion of PFC Herbert D. Lutz to Specialist. Colonel Kullman then discussed the upcoming FY-90 training program for the unit, and his expectations of the unit's participation. Colonel Kullman emphasized the upcoming CPX in January 1990 as part of the overall Reformer-90 exercise, and requested the unit's active support in developing the CPX scenario.

The unit welcomed three new soldiers to the 313th in August: Specialists Jo Ann Chasteen, Darlene P. Ingram, and Lucille F. Polkovitz. In addition, the unit received orders for SGT Roderick L. Smart and SGT Deborah H. Keesee, who will join the unit in September.

On Sunday, August 6, the unit held its first Army Physical Readiness Test (APRT), in Mannheim. The unit was pleased to note that all members increased their scores from the diagnostic test given earlier in May, and that all unit members successfully completed the test. After a semi-annual weigh-in and clean up from the APRT, the unit held a Family Day Reserve Orientation picnic in Mannheim. Due to the inclement weather, MAJ Diane K. Waters graciously offered the use of her house and backyard covered patio for this event. Several classes in orienting family members to mobilization were held, an informal barbecue cook-out was held, and recreational activities (including horseshoes, frisbee throwing, and volleyball) were provided for the numerous children present.

During the period from August 20 to 1 September, four unit soldiers, Specialists Chasteen, Lutz, Polkovitz, and Varhola, attended the Primary Leadership Development Course (PLDC) given at Baumholder by the 3747th USARF School. Completion of PLDC is a requirement for all enlisted soldiers for promotion to Sergeant. Also, on 21 August 1989, Captain Katherine Lyons Zentar, the unit's Field Artillery Coordination Officer, gave birth to a daughter, Elise Katherine Zentar, and became the first member of the unit to have a baby.

During the first two weeks of September, MAJ Mark C. Steenburn, the unit's EOD Officer, volunteered to serve with the Headquarters, US Army Europe, Office of the Deputy Chief of Staff for Operations, assisting in the review and exercise of various war plans in that office, by participating in the real world Exercise "Display Determination," an exercise that simulated a buildup of tensions in the mid-east, with a subsequent deployment of forces to Turkey.

The September drill was held during the period 16-17 September, and the unit reviewed war plans for the 21st TAACOM, cleaned up paperwork, and continued planning for the upcoming CPX, scheduled for January 1990. The unit welcomed its first NCOs: SGT Timothy R. Gunther, SGT Deborah H. Keesee, and SGT Roderick A. Smart. COL Dow presented the Armed Forces Reserve Medal to two of the unit members, MAJ Linda E. Shelley and MAJ Diane K. Waters, who had earned the medal some years previously, but had not been presented with the award. COL Dow also presented the Army Reserve Components Overseas Training Ribbon and the NCO Professional Development Ribbon to Specialists Chasteen, Lutz, Polkovitz, and Varhola, for their attendance at the PLDC course in Baumholder the previous month.

Following the unit drill, on 18-21 September, MAJ Benson, MAJ Waters, CPT Finkenbinder, CPT Goodheer, and CPT Thomson remained on ADT and drafted the concept and injects for the upcoming CPX scheduled for January 1990. The CPX would cover subunits of the 21st TAACOM during the ReForger time period, with an emphasis on a wartime simulated buildup and deployment of forces. Unlike previous CPXs, there would be no breakout of war, and the period would cover only the buildup of tensions prior to an outbreak of hostilities. During this period, the five officers developed a complete scenario, and wrote over 1000 incidents for use during the CPX.

In October, COL Dow and LTC Valliere travelled to Indianapolis, Indiana, to visit the CAPSTONE Reserve Component headquarters of the 21st TAACOM Augmentation Cell. During their absence, MAJ Morgan Benson served as Acting Commander of the unit during the scheduled weekend drill of 21-22 October. Drill activities concentrated on recurring reports, updating the personnel actions, and relooking at the upcoming CPX for annual training.

In November 3-5, the unit held its first MUTA-6, by calling in everyone to draw Field gear, CTA 50-901 Clothing Issue, on Friday, 3 November. Field equipment was issued by the TAACOM's Central Issue Facility to all assigned personnel. On Saturday, the unit received a Soviet Threat Briefing, presented by Major Zebecki of the USARMI Group, Europe. This unclassified briefing addressed how the Soviets would implement their doctrine in the 21st TAACOM area of operations in the event of hostilities, and proved to be value to the overall understanding of the unit to the nature of the Warsaw Pact threat.

The November drill was compounded by a new ARPERCEN policy that hampered unit personnel activities. The ARPERCEN cleared its IRR listings of obligated lieutenants, that is, officers which had a statutory obligation to participate in a troop unit, by arbitrarily assigning the officer to a troop unit. Unfortunately, they failed to check to see if the officer was still in Europe before making the assignments. Of the 15 officers assigned to the 313th Support Center, 13 of them turned out to have left Europe already, and were back in the United States. The 313th, in December, requested revocation of the assignment orders on the 13 officers.

On November 13-15, COL Dow attended a Rear Battle Conference at Headquarters, US Army, Europe, sponsored by Headquarters, European Command. Rear Area operations has been receiving more attention at EUCOM and USAREUR in the past several months.

CPT Thomson and SGT Keesee received training on the 21st TAACOM Base Vulnerability Assessment and Incident Reporting System during the period 4-8 December, and in turn, provided training to the rest of the unit during the December drill. The system is designed to automate the status of all US facilities in the TAACOM area.

On December 9-10, the unit gained its first senior NCO, SFC Daniel Ortego, who transferred in from the MI Group, Europe. Sergeant Ortego took over responsibilities as the acting First Sergeant. In addition, the unit was notified that it was going to have its first full time soldier, SSG Richard Webb, then currently assigned to the 32nd Armor Battalion at Fort Hood, Texas. We appointed a sponsor for SSG Webb, and quickly sent off a welcome letter to let him know that we were looking forward to his assignment.

The unit name was changed in December, to the 313th Support Center (RTOC), which stands for Rear Tactical Operations Center, instead of the previous Rear Area Operations Center (RAOC). This was in keeping with the recent changes in tactical doctrine at

the DA Level. In addition, Specialists Grace and Hunt, and Sergeant Smart received training on the USAREUR Movement Control and Readiness Reporting (MCRR) System, which will be used to track the location and monitor the status of units reinforcing USAREUR during the upcoming CPX. This new system is to be fully tested during Exercise Reforger in January-March 1990.

As the year came to a close, the unit members reflected on how far they had come in only twelve months. From the initial activation with only six persons assigned, the unit had grown to its full required strength of 24 persons, and had successfully participated in an Active Duty Exercise "Able Archer-89" only two months into existence. In addition, the unit was developing functionally with a Personnel Section, a Logistics Section, and a Training Section, each performing its tasks relative to their specific areas of expertise. In personnel, the unit was handling its own in Financial matters and Personnel records, maintaining the unit Point Cards and other matters. The unit Publications Account had been established, and the unit was functioning administratively. In Logistics, the unit had obtained its DODAC, and had issued field gear to the unit members. In Training, the unit had published its first Yearly Training Program and the unit Mobilization Plan. Security Clearances were being verified, and unit members were actively involved with their Active Army counterparts in developing actual war plans for the 21st TAACOM. As the year came to a close, the unit looked forward to meeting the challenges that the new year would bring.





Section III

Key Documents

This section contains copies of pertinent documents prepared during the year, such as Orders, Awards, and other pertinent correspondence. Also included are copies of photographs that have historic significance and other items which reflect upon the accomplishments of the unit and the individuals assigned to the unit.



PERMANENT ORDERS 39-3

11 March 1988

313th Support Center ER (WYK4AA) (ALO 1) APO New York 09403

Following organization/unit action directed.

Action: Unit(s) activated under MTOE 52603LAR01 Command Control Number: E10189

Assigned to: 7th Army Reserve Command

Mission: As stated in TOE 52603L, section I

Effective date(s): 16 January 1989

Military structure strength: 9 officers, 0 warrant officers, 15 enlisted, 24 aggregate

Military authorized strength: 9 officers, 0 warrant officers, 15 enlisted, 24 aggregate

Civilian structure strength: Not applicable

Civilian authorized strength: Not applicable

Accounting classification: Appropriate allotment will be obligated to extent necessary  
(AR 37-100-76)

Authority: AR 220-5 and AR 310-49

Special instructions: See page 2

Format: 740, as revised by letter, DAMO-FDU, HQDA, 13 July 1976, subject: Revised  
Procedure to be Used in Conjunction with MTOE Unit Activations

FOR THE COMMANDER IN CHIEF:

  
UDO R. RADLOFF

Captain, GS

Assistant Adjutant General

DISTRIBUTION: Special

- 13 - HQDA (1 - DAAG-HDP; 2 - DAAG-HDU; 5 - DALO-EARA-A; 1 - DALO-PLF; 1 - DAMH-HSO; 1 - DAMO-FDP; 1 - DAPE-MBA; 1 - DSAG-HCD-O)
- 5 - Cdr, USAMARDA (PEMS-D), Ft Belvoir, VA 22060-5587
- 2 - Cdr, USAFDSA (MOFD-FAS), WASH DC, 20310-0460
- 20 - CINCUSAREUR (1 - AEAGS-MH; 1 - AEAGS-PD-EO; 1 - AEAGB-PTF; 5 - AEAGC-FMD; 2 - AEAGD-RM-OA; 2 - AEAEN-MET; 2 - AEAGF-ORA; 1 - AEACH-PA; 1 - AEAJA-X; 1 - AEAMD-PBD; 1 - AEAPM-PP; 2 - AEAGD-MMC-DN-T)
- 1 - Cdr, 4th TRANSCOM (AEUTR-RM-MC)
- 2 - Cdr, 1st TMCA (MID) (AEUTR-MCA-IP)
- 8 - Cdr, 200th MMC (TA) (6 - AEAGD-MMC-AA; 2 - AEAGD-MMC-AR-M)
- 5 - Cdr, 1st PERSCOM (1 - AEUPE-EPMD-R; 2 - AEUPE-PGE-P; 2 - AEUPE-PSSD-SID)
- 10 - Cdr, 7th ARCOM, APO 09403
- 10 - Cdr, 313th Spt Cen, APO 09403

Direct inquiries concerning these orders to your resource management office.



Activation of Units

- Special instructions: (a) This constitutes requisition authority. Commanders will submit requisitions for shortages immediately, because this Modification Table of Organization and Equipment (MTOE) may affect readiness reporting. (Equipment requisitions will not be submitted to supporting materiel management center (MMC) until 300 days before effective date (AR 700-120).)
- (b) The official authorization document for units to cite as authority for requisitioning personnel and equipment is MTOE 52603LAR01. Personnel will be assigned to the augmentation carrier unit identification code (UIC) prior to the activation of this unit. No TDA augmentation carrier units are prepared in TAADS. Units structure is contained in the official authorization document.
- (c) Carrier UIC will be discontinued automatically upon activation of units.
- (d) Unless otherwise directed, units will submit an initial readiness report the month following activation in accordance with AR 220-1.
- (e) On registration of parent organization unit identification codes and derivative unit identification codes, commands, activities, organizations, units will request a Department of Defense Activity Address Code (DODAAC) in accordance with United States Army, Europe (USAREUR) Regulation 55-5. Each Army command, activity, organization, unit, or separate detachment that maintains a formal document register under the provisions of AR 710-2 and is authorized to request/requisition supplies by submitting a Department of the Army Form 2765, Department of Defense Form 1348, or their equivalents, using Military Standard Requisitioning and Issue Procedures, must request and obtain a revised "W" series DODAAC in accordance with established procedures.
- (f) Unit commanders will update DA Form 12- series in accordance with AR 310-2 and USAREUR Supplement 1 to request publications (e.g., TM, TB, LO) needed to support new or changed equipment and to delete publications no longer required.
- (g) Enclosure 1 is the approved authorization document applicable to this (these) unit(s).
- (h) Under VTAADS procedures, MTOE identification numbers contain 10 characters (e.g., 07045HE101). Characters one through six (07045H) identify the TOE that has been modified. Characters seven and eight (E1) are a DA assigned command code for the United States Army, Europe (USAREUR), and will be the same on all MTOE. Characters 9 and 10 (01) identify the different variations of the same MTOE in USAREUR.
- (i) Under VTAADS, authorization documents are assigned a Command Control Number (CCNUM) (e.g., CCNUM E10178) to distinguish approved variations by fiscal year. Characters one and two (E1) represent USAREUR. Characters three and four (01) identify the variation, insequence, published during the fiscal year. Characters five and six (78) identify the fiscal year.





TAPC-PDH-P (ROAC-EN/14 Jan 89) (840-10a) 1st End  
Hammond/mls/AV285-6635  
SUBJECT: Request for Heraldic Items

Mr.

Director, The Institute of Heraldry, U.S. Army, Cameron Station,  
Alexandria, VA 22304-5050

31 JAN 1989


FOR Commander, 313th Support Center, ATTN: ROAC-EN, APO New York  
09325-0313

1. The 313th Support Center does not meet the strength requirements established by paragraph 28-21a(20)(c), AR 670-1, for authorization of a distinctive unit insignia in its own right. Therefore, members of the 313th Support Center should wear the insignia of the organization to which assigned.
2. The 313th Support Center is authorized a distinguishing flag described as follows:

A flag 3 feet hoist by 4 feet fly, consisting of a buff base, trimmed on three sides with scarlet fringe 2 1/2 inches in width, with the shoulder sleeve insignia of the organization, in proper colors, 10 inches high and below, the Arabic numerals "313" in scarlet, 8 inches high.

3. Upon receipt of this correspondence you may submit your requisition for the flag to the Commander, U.S. Army Support Activity, Philadelphia, ATTN: STRAP-SEP, P.O. Box 13460, Philadelphia, PA 19101-3460, on DD Form 1348 (Manual) to Routing Identifier Code AP 5 in accordance with AR 725-50. In your requisition be sure to indicate the applicable shoulder sleeve insignia.

Encl  
nc

  
ROBERT F. BAKER  
Colonel, GS  
Director





**DEPARTMENT OF THE ARMY**  
Headquarters, 313th Support Center (RAOC)  
APO New York 09325

14 January 1989

RAOC-EN (870-5a)

SUBJECT: Request for Heraldic Items

MEMORANDUM FOR: Director, US Army Institute of Heraldry, Cameron Station,  
Alexandria, Virginia 22304-5050

1. This headquarters was recently established, with an effective date of 16 January 1989. Attached as enclosure is a copy of the Activation Order, Permanent Orders 39-3, dated 11 March 1988, from Headquarters, US Army Europe and Seventh Army.
2. Request that a Distinctive Unit Insignia (DUI) and Command Flag be designed and developed for this headquarters. A DUI is authorized as per Paragraph 28-21a, AR 670-1.
3. Request that any other heraldic item authorized this headquarters be likewise developed. The POC for this request is MAJ Morgan Benson, Commercial (49)-06221-57-8035 or Autovon 370-8035.

A handwritten signature in black ink, appearing to read "Rob Dow", written over a large, semi-transparent watermark that says "USARMYGERMANY.COM".

ROBERT G. DOW  
COL, MI, USAR  
Commanding

Enclosure:  
as stated

CF, w/encl:  
Cdr, 7th ARCOM





DEPARTMENT OF THE ARMY

Headquarters, 313th Support Center (RAOC)  
APO New York 09325-0313

ALERT ROSTER

Date: 20 January 1989

This roster contains information subject to the provisions of the Privacy Act of 1974 (5 USC 552a and AR 340-21), to wit: home address and home telephone number. This information will not be released outside the Department of Defense without the written consent of the individuals who require the information for the performance of official duties. This roster will not be furnished to commercial enterprises or representatives thereof for the purposes of solicitation.

NOTIFICATION INSTRUCTIONS

1. A copy of the Alert Notification Roster will be in the possession of each Group Leader and Alternate Group Leader at all times.
2. Upon receipt of an alert message, the Commander will initiate the unit alert by notifying his callees, or their alternates, if necessary, to execute the notification plan. At that time, he will give any additional instructions that he deems necessary.
3. The following message, modified as necessary to fit the circumstances, will be delivered to each unit member:

"This is (rank/Name). The 313th Support Center has been ordered to Federal Active Duty in connection with (specify cause or emergency). This is an official order. You are to report to the (unit assembly area/other designated location) as soon as possible, but not later than (date/time). Bring with you all government property issued or hand receipted to you, and those personal articles you will need if you are required to stay at the assembly area for several days. The time is now (current time). End of message. Do you have any questions?"

4. Each Group Leader/Alternate Group Leader will report to the Operations Officer the names of members not contacted. Names of personnel not contacted will be consolidated and further attempts to contact those members will be made from the assembly area. Group Leaders/Alternate Group Leaders will also report to the Operations Officer the name of any individual who indicates that he/she does not have transportation to the assembly area.
5. During a test of the Alert Plan, the caller will identify him/herself and begin the notification message with "This is a Test Alert Only" and end with the same phrase. This will accomplish the test requirement without causing undue anxiety to families.
6. If an individual called is not available to take the message, the message may be given to the following individuals only: Spouse, son, daughter, father, or mother. If an individual called is also a Group Leader and is not available to take the message, the message may be left with an authorized individual, however, the Alternate Group Leader will also be called to assure continuation of the message chain. If the Group Leader cannot be notified, then the Alternate Group Leader will be called and informed to take over the responsibilities of notifying that group.
7. All Group Leaders (or Alternates) will complete the enclosed DF (Subject: Alert Notification Report) upon each Alert or Test Alert, and turn it in to the Operations Officer.

**DISPOSITION FORM**

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL RAOC-K (500-4c)	SUBJECT Alert Notification Report
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TO Operations Officer 313th Support Center APO 09325-0313	FROM Alert Group Leader 313th Support Center APO 09325-0313	DATE _____	CMT 1
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1. INSTRUCTIONS. This report is required by all Group Leaders and will be submitted on the first reporting date after the alert is initiated. The Operations Officer will submit changes or corrections of the Alert Roster to the Personnel Officer.

2. PURPOSE. The purpose of this report is to determine the number of personnel, by name, who received the alert call, and the time the call was received by each individual in each group.

3. REPORT FORMAT.

Name of Group Leader submitting this Report: \_\_\_\_\_

Date and Time that the Group Leader received notification: \_\_\_\_\_

Personnel Contacted:

<u>Name</u>	<u>Date / Time</u>	<u>Comments</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total in Group: \_\_\_\_\_ Number contacted: \_\_\_\_\_ Number unable to contact: \_\_\_\_\_

313 Overprint No. 1, 20 January 1989