

9/28/87

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-338-88-1

DATE RECEIVED

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)

Department of the Army

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION ~~Records Management Operation Office~~ U.S. Army Information Systems Command

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION ~~Records Programs Division~~ Deputy Chief of Staff for Operations (AS-OPS-AR)

4 NAME OF PERSON WITH WHOM TO CONFER

Gary Elme stad

5 TELEPHONE EXT

7-693-7216
8-273-7216

DATE

4/25/88

ARCHIVIST OF THE UNITED STATES

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

2/03/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

Army Information Retention Manager

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

Located at the National Personnel Records Center (Military) St. Louis, Missouri, are Army organizational records generally dating from the late 1940's through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF 115 is a part of this effort.

This schedule covers only those records located in NPRC created by U.S. Army Pools and Points. Consequently, it is not applicable to current records.

Unless otherwise noted, the disposition numbers cited correspond to those in AR 340-18.

HW
9/22/87

Justifying Memorandum for Standard Form 115 on Records created by Army Pools and Points.

This is one of a series of Standard Forms 115 relating to military organizational records located in the National Personnel Records Center/MPR that have been offered to the National Archives for possible accessioning as archival. This SF 115 pertains to records created by three similar yet distinct types of entities within the U.S. Army known as Vehicle Pools, Traffic Points and Transfer Points. Dr. Hatcher estimated the volume of these records to be 172 cu. ft. However, the actual volume appears to be closer to 4 cu. ft. A number of series which were unscheduled at the time of Dr. Hatcher's survey of the records, have in the meantime been scheduled as disposable. Also, some of the records may have been appraised with records of a higher echelon, located in the same geographic area.

Army Vehicle Pools include Gemersheim Ordnance Vehicle Park and Manhattan Motor Vehicle Pool. The Gemersheim Ordnance Vehicle Park was assigned the mission of supplying vehicles to military installations throughout Europe. The Manhattan Motor Vehicle Pool was assigned the mission of providing general transport and administrative vehicle support, as directed, to government installations and activities located in the New York City metropolitan area, southern New York state and northern New Jersey. In addition, the activity provided official passenger vehicle transportation, as directed, for visiting Department of the Army or other government personnel and certain foreign dignitaries. The mission of the Army Transfer Points, which include Fort Sill Transfer Point and Fort Benning Transfer Point, entailed the receiving, billeting and processing of officers and enlisted personnel exiting the service, or being re-assigned within the service. Their goal was to perform the mission in an efficient and effective manner to increase the serviceman's respect for the service and to encourage reenlistment. The third type of organization discussed in this schedule is unique: Rheinau Coal Point, was tasked with receiving, shipping and accounting for coal, with the primary responsibility of shipping coal to U.S. military installations throughout Europe from the U.S. Army, Europe (USAREUR) Strategic Reserve Stock. The Coal Point was also tasked with maintaining adequate stock piles of coal, and with training coal samplers in the techniques and procedures of solid fuel sampling.



Gary Elvestad
Archivist
Military Operations Branch

Army Pools and Points

Fort Benning Transfer Point, ca. 1952-57, 4 in.
Fort Sill Transfer Point, ca. 1953-56, 5 in.
Germersheim Ordnance Vehicle Park, ca. 1954-55, 11 in.
Manhattan Motor Vehicle Pool, ca. 1951-62, 7 in.
Rheinau Coal Point, ca. 1954-64, 15 in.

The following series of Army Pools and Points records located at NPRC have not been described in this schedule because they have previously been appraised as permanent.

Fort Benning Transfer Point

Operations Planning Files, ca. 1958-59, 1 in.

Unit History Files, ca. 1951, 1 in.

Fort Sill Transfer Point

General Orders, ca. 1954, 1 in.

Germersheim Ordnance Vehicle Park

General Orders, ca. 1954-55, 1 in.

Operations Planning Files, ca. 1954, 2 in.

Organization Planning Files ca. 1954-55, 3 in.

Procedural Standardization Files, ca. 1954, 1 in.

Manhattan Motor Vehicle Pool

General Orders, ca. 1959-62, 1 in.

Rheinau Coal Point

Operations Planning Files, ca. 1954-62, 2 in.

Organization Planning Files, ca. 1954-61, 2 in.

Standard Operating Procedures, ca. 1961-63, 1 in.

Items in this Schedule

1. General Correspondence
2. Bulletins
3. Circulars
4. Directives
5. Memorandums
6. Security General Correspondence

1. General Correspondence, ca. 1952-57, 12 in. EAR 345-220-18D

Correspondence from Fort Benning Transfer Point (some, but not all of which is arranged by War Department Decimal File System) relates to orders, commendations, discharges, civilian personnel vacancies, personnel actions and information concerning opportunities for enlisted personnel to apply for commissions. Also contained therein is correspondence regarding supplies, equipment, clothing, transportation, primary duty requirements, and amendments to traffic regulations. This information is routine in nature. Material located at the 700 level of the War Department Decimal File System, (Medicine, Hygiene, and Sanitation), includes VD reports and other routine medical information, but nothing relating to environmental pollution. Gemmersheim Ordnance Vehicle Park files contain information on such routine matters as troop morale, inspections, supplies, maintenance and stock control. Rheinau Coal Point files contain minor accident and damage reports along with other routine reports and financial statements. Correspondence from William Morriss Hoge, Commanding General, USAREUR ordering detailed review of the adequacy of administration at Rheinau Coal Point is found at 319 of the War Department Decimal File System.

a. Correspondence relating to a review of administration at Rheinau Coal Point.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. All other records.

Destroy immediately upon approval of this schedule.

2. Bulletins, ca. 1954-56, 2 in. 227-01B

Numbered issuances from Gemmersheim Ordnance Vehicle Park and Manhattan Motor Vehicle Pool used to convey official information of an advisory, informative, or directive nature. Included are bulletins issued by and for Gemmersheim civilian personnel in English and German, containing routine administrative and housekeeping information. Routine safety issuances of Gemmersheim Park and the Manhattan Vehicle Pool contain vehicle and fire safety information along with first aid information. Also included are bulletins regarding official holidays, insurance, reassignments, military dependents and voting information.

Destroy immediately upon approval of this schedule.

3. Circulars, ca. 1963, 1 in. 227-01

Publications from Rheinau Coal Point which direct significant policy and procedural actions. Also included is important information concerning functions, operations, and activities of the creating unit. These issuances set forth unique accounting procedures developed by Rheinau Coal Point. They describe policy for the management of coal supplies. Rheinau's primary responsibility was the shipping of coal from USAREUR Strategic Reserve Stock and maintaining stock piles of coal. A unique training program was developed at Rheinau, and some of the circulars prescribe uniform techniques and detailed procedures to be used by coal sampling personnel in verifying the analytical value of fuel, as shown in solid fuel contract specifications.

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Permanent. Offer to NARA immediately upon approval of this schedule.

4. Directives, ca. 1954, 1 in. 227-01B

Issuances from Rheinau Coal Point consisting of guard duty instructions and policies governing the wearing of the uniform while on guard duty.

Destroy immediately upon approval of this schedule.

5. Memorandums, ca. 1951-1963, 9 in. 227-01B

Routine issuances from Manhattan Motor Vehicle Park, Germersheim Ordnance Vehicle Park, Fort Sill Transfer Point, and Rheinau Coal Point regarding uniform regulations, training SOP's, special orders for guard posts and other routine subjects. These issuances were used for a variety of purposes, from promulgating minor policy directives similar to those contained in regulations to prescribing common administrative procedures.

Destroy immediately upon approval of this schedule.

6. Security General Correspondence, ca. 1962-64, 1 in. 501-01

These files, created by Rheinau Coal Point, contain ephemeral reports, and other routine correspondence concerning security violations, security compliance and security classification procedures.

Destroy immediately upon approval of this schedule.