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TRANSLATION OF OR FROM

Russian

REFERENCES

"Nastavleniye Po Eksploatacii Avtomobilev Vooruzhennykh Sil Soyuza SSR, 1949

SUBJECT

Moscow

REGULATIONS FOR USE OF VEHICLES OF THE ARMED FORCES OF THE USSR

The present Regulations were approved by order of the Ministry of the Armed Forces of the USSR.

Upon the issue of these Regulations the following become invalid:

Articles, 621, 650, 656 -- point "B", 756, 786, 902, 903, 905, 906, 914, 927, 936, 1079 and 1083 of "General rules and regulations (statutes) dealing with the unit administration of the Armed Forces of the USSR".

"Regulations pertaining to the conservation of motor vehicles in the regiments, divisions, establishments and institutions of the Armed Forces" and "List of basic operations of technical servicing", edition of 1948.

"Instructions pertaining to the method of keeping records and study of accidents with motor vehicles, tanks and tractors", edition 1938, in the parts concerning motor vehicles and tractors.

The order of the Chief of the Service area of the Red Army No. 6 of 10 January 1944, with the putting into force of "Instructions pertaining to the operation and technical servicing of motor vehicles of the park of the Red Army".

The directive of the Chief of the service area of the Armed Forces No. Artillery Administration/1190400 of 2 February 1948.

The previously issued orders, instructions and directives of the head of the Chief motor vehicle administration of the Red Army and Motor vehicle administration of the Armed Forces on questions dealing with the operation of motor vehicles.

The Regulations pertaining to the operation of motor vehicles of the Armed Forces of the USSR prescribe the method of employment, technical servicing and storage of motor vehicles, rules for driving them and the basic rules and regulations for the use of fuel and lubricants and other operation materials.

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The Regulations also set forth the duties of officers in the operation of motor

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vehicles, in conformity with the requirements of "Unit interior economy regulations of the Armed Forces of the USSR".

All the military units, staffs, administrations, institutions and establishments of the Armed Forces of the USSR shall be guided by the present Regulations.

Chapter I

GENERAL RULES AND REGULATIONS

1. The operation of motor vehicles includes their employment, technical servicing and storage, and also the taking of steps aimed at lengthening their period of service and keeping them in a constant state of tactical (combat) readiness.

2. The motor vehicles of the Armed Forces are employed for combat action, for transport of troops and supplies, for the tactical training of the personnel, for the administrative and technical needs of the troop units (by the term "military unit" we mean also large units, institutions and establishments of the Armed Forces).

3. The motor vehicles of the Armed Forces are divided on the basis of types into trucks, special, and light.

Trucks include motor vehicles (including pick-ups) intended for transport of troops and supplies.

The special motor vehicles include those having special equipment prescribed for them or a special construction of the bodies (mobile repair shops, electric power plant, fuel tanks, compressor installation, water-oil trucks for supplying other vehicles, charging plants, engine starter, autobuses, staff cars, ambulance cars, etc.).

Light motor vehicles include those intended for the transport of a small number of people (two to seven).

4. On the basis of their purpose the motor vehicles of the Armed Forces are divided into the following groups: combat machines, front vehicles, training and transport vehicles.

The combat vehicles include:

--trucks and light motor vehicles having prescribed equipment (motor vehicles with artillery, rocket motors, antiaircraft machine guns, antiaircraft machine guns,

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AA mounts, etc.);

--special motor vehicles having prescribed combat equipment intended for direct assistance in the tactical actions (searchlight stations, sound detectors, anti-aircraft directors, radio stations, radio direction finders, cranes, captive balloons, entanglements, etc.);

--trucks and light motor vehicles, for use as prime movers of artillery systems, including those in reserve.

The front motor vehicles include:

--trucks of the small front units intended for the transport of personnel, machine guns, grenade launchers and mortars with their crews, and also for the transportation of ammunition and organic equipment;

--light motor vehicles of the front sub-units;

--special motor vehicles intended for providing control and for tactical support of the troops repair trucks, electric generator set, charging station, motor starter, compressor installation, laboratory, sound detection station, water softening and filtering installation, staff motorbus, grinding machines, motor degassers, boiling installations, refuelling points, pontoon motor vehicles, sawing plants, motor cranes, boring sets, telephone and telegraph centers, radio light beacons, oxygen and hydrogen installations, meteorological station, ballistic station, topographic machines, and also fuel trucks, trucks for refilling other machines with gasoline, trucks for supplying the sub-units on the front with water and oil.

Training motor vehicles include:

--trucks and light motor vehicles, for use in training personnel to drive motor vehicles;

--trucks, light and special motor vehicles, used to carry training exhibits or intended for scientific and expert-research purposes.

Transport motor vehicles include:

--trucks of the motor units and small motor transport units, and also the motor vehicles of all military units, intended for the administrative service.

--light motor vehicles of the military units, intended for everyday service

use;

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--special motor vehicles intended for everyday administrative, living, medical, technical and other forms of service for the military units (medical cars, autobuses, club cars, movie cars, sound detectors, snow cleaners, disinfecting chambers and douche installations, refrigerators, fire-fighting motor vehicles, auto cranes, fuel trucks, refuelling trucks and water-oil trucks).

5. The placing of each motor vehicle in a given group is done on the basis of the table of organization and after approval of the chief of staff of the military district (under the term "military district" we understand also a group of troops, navy, flotilla or similar organizations), and is announced by order of the commander of the division (or separate regiment).

Chapter II

PLANNING FOR OPERATION OF THE MOTOR VEHICLES

1. Method of employing motor vehicles.

6. The maintenance of motor vehicles falls to the military units to which the motor vehicles are organically assigned (by tables of organization). The maintenance of motor vehicles above the number assigned organically, and also of motor vehicles of one type instead of another (for example, light motor vehicles instead of trucks) is forbidden. The maintenance of motor vehicles of one make instead of another is permitted if this does not go contrary to their organic assignment.

7. None of the motor vehicles should be used for any purpose except the immediate one for which they were intended in the limits of the yearly norms of operation, established by orders of the Ministry of the Armed Forces of the USSR.

8. In order to facilitate maintenance of the equipment we assign for use the minimum number of motor vehicles necessary. All the rest of the motor vehicles should be kept in storage.

9. For the motor vehicles in operation the Motor and Tractor Administration of the military district (by the term "Motor and Tractor Administration of the military district" we understand also the motor and tractor administrations and similar organizations or sections of groups of troops, district, navy, or flotilla)

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issues licence cards (granting the right to operate) in the manner prescribed by the Chief motor and tractor administration of the Armed Forces.

2. METHOD OF ACCEPTING, PLACING IN FORMATION AND TRANSFER (TURNING OVER) OF MOTOR VEHICLES.

10. The supplying of motor vehicles to regiments is carried out in accordance with orders of the Chief motor and tractor administration of the Armed Forces or of the motor and tractor administrations of the military districts.

Special motor vehicles are assigned to the regiments upon the orders of the respective supply administration (or sections).

The vehicles supplied should be in good condition and have all of the prescribed equipment, tools, spare parts and materials.

For acceptance of motor vehicles by the military unit the commander of the unit issues an order for the appointment of a board, under the chairmanship of the motor commander of the unit (by the term "motor commander of the unit" we also include persons who are directly responsible for the operation of the motor vehicles.)

11. As a rule the sub-unit is supplied with motor vehicles of the same make.

To the groups of combat and front line motor vehicles we assign the best motor vehicles suitable for the purpose and having the greatest action radius.

12. After acceptance by the commission, the motor vehicles are sent to the sub-unit. The commander of the sub-unit, the motor vehicle mechanic, and the driver must carefully inspect the motor vehicle and check the following:

- the presence of all the sets with the motor vehicle;
- the technical condition and regulation of the sets and mechanisms of the vehicles;

- condition of the special equipment of the motor vehicle;
- the presence with the motor vehicle and the condition of the sets of tools, accessories, spare parts and their packing;

- the presence and condition of the prescribed papers.

13. Upon acceptance of the motor vehicle, the commander of the unit or motor commander of the unit must be convinced personally that the motor vehicle is in complete combat readiness, after which the commander of the unit gives an order for

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placing it in formation. The order gives the organic assignment of the motor vehicle, the sub-unit and the driver to which it goes. After giving the order for placing the motor vehicle in formation, he makes a notation in the book for recording equipment. The number of the order assigning the motor vehicle to the driver and the surname of the driver are placed on the certificate of the motor vehicle.

14. The turning over of the motor vehicle to the driver should be done personally by the commander of the regiment or lower unit (not lower than the commander of the company) in the presence of the formation of the lower unit. The driver receiving the motor vehicle signs a receipt for it in the delivery document (Appendix 16). After this the driver is responsible for the constant combat readiness of the motor vehicle in conformity with Art. 314.

One is forbidden to use the vehicle before it is turned over to the driver and the order is given for placing it in formation.

15. The transfer of motor vehicles from one small unit to another (within the regiment is done on the basis of an order of the commander of the unit.

Simultaneously with the transfer of a motor vehicle to another sub-unit in the same unit one also transfers the driver to which the motor vehicle has been assigned.

16. The transfer also of motor vehicles from one regiment to another (within the larger unit) is carried out on the basis of an order of the commander of the large unit.

17. The transfer of motor vehicles from one large unit to another is done on the basis of an order of the troop commander of the military district and it is formulated by order of the Motor and tractor administration of the military district.

18. In the transfer of motor vehicles from one sub-unit to another, from one regiment to another, and from one division to another, we draw up an acceptance-delivery certificate (appendix 17).

19. On the day of delivery the motor vehicles should be in good condition, complete, and clean and have their papers with them, regardless of the circumstances.

The transfer (delivery) of motor vehicles that are not in good condition and not complete is forbidden.

For the substitution of parts, sets, assemblies and tools in delivering motor vehicles those guilty shall be held responsible.

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The responsibility for the condition and completeness of motor vehicles turned over is placed upon the commander of the unit turning over the motor vehicles.

20. The motor commanders of the regiments (or sub-units) report to their commanders orally the acceptance-delivery of the motor vehicles and upon completion of the delivery report in writing.

21. In case of a shift of the regiment into another military district, the commander of the regiment must obtain from the Motor and tractor administration of the military district an attestation for all the motor vehicles of the regiment.

Upon arrival at the new station the commander of the regiment presents to the Motor and tractor administration of the military district the attestation for the motor vehicles, in accordance with which the motor vehicles of the regiment are placed on record and counted as motor vehicle equipment. Together with the attestation, the recording of the motor vehicles and the counting of them as motor vehicle equipment is forbidden.

3. ISSUE OF THE CERTIFICATES, "NUMBER MARKS" AND DRIVING LICENSES OF THE MOTOR VEHICLES.

22. The certificate is issued for each motor vehicle. This certificate is the basic document certifying that the motor vehicle belongs in a specified military unit. The certificate has a notation of the following: mileage of the motor vehicle, condition of the tires, tools of the driver, repairs, transfer of the motor vehicle and other data.

23. The certificates for all the motor vehicles of the military units are issued by the Motor and tractor administration of the military district: the certificates are signed by the chief of the Motor and tractor administration and are attested by the seal.

24. The certificates are kept in the staff of the unit (or sub-unit) as essential records.

25. When motor vehicles are transferred from one regiment to another,

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sent for repair or delivered at the assembly point for damaged machines, the certificates are turned over to the representative receiving the motor vehicles and a notation of the fact made on the delivery certificate. The certificate should contain all the data pertaining to the motor vehicle on the day of its delivery. In the case of the turning over of motor vehicles to the troops of the Ministry of Interior Affairs and the Ministry of State Security and also to other ministries, the certificates of the motor vehicles are not turned over to them but are sent to the Motor and tractor administration where the motor vehicles were recorded.

26. The certificates of motor vehicles subject to listing are sent, together with the documents drawn up for the listing of the motor vehicles, to the Motor and tractor administration of the military district for the issue of the inspector's certificate.

27. Each motor vehicle in the military unit should have the military "number mark" (identification number) that has been assigned to it.

28. In certain cases one may assign all-union identification numbers to the motor vehicles of the military units. The method of obtaining the all-union identification numbers is determined by the troop commander of the military district on the basis of the order of the chief of the Motor and tractor administration of the Armed Forces.

29. The military identification numbers for the motor vehicles of the military units are issued by the Motor and tractor administration of the military districts only for the organic motor vehicles that are present. A notation is made on the certificate of the motor vehicle showing the issue of the identification number and this certificate is signed by the chief of the Motor and tractor administration and is attested by the seal.

30. Upon the arrival of the unit in another military district, the chief of the Motor and tractor administration of the military district makes notations on the certificates showing the placing of the motor vehicles on the records and of the issue of new numbers for the motor vehicles, after which the certificates are returned to the unit.

31. The assignment of the number to the motor vehicle is done by an order to the unit, after which the number is placed on the motor vehicle.

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32. When motor vehicles are transferred to the troops of the Ministry of Interior Affairs or to the Ministry of State Security and also to other ministries, the military numbers are painted over (or removed).

33. Military numbers are not placed on motor vehicles having the all-union number of the state motor vehicle inspectorate; in the Motor and tractor administration of the military district these motor vehicles are recorded with the identification numbers of the State motor vehicle inspectorate.

The assignment of a military number to a motor vehicle having an all-union number is done only after the surrender of the all-union number and the taking of the motor vehicle from the registry in the local agencies of the State motor vehicle inspectorate.

34. It is forbidden to operate motor vehicles which have no military or all-union identification number.

35. For driving motor vehicles one must have a driver's identification license. The license is issued by the State motor vehicle inspectorate to persons who have had special training and have passed the prescribed examination.

4. PLANNING FOR THE OPERATION OF MOTOR VEHICLES.

(See the model sketch for working out a plan of operation, on Page 25(1))

36. The purpose of planning for operation is to organize the employment and servicing of the motor vehicles of the military units in such a way that in carrying out the plan of tactical training and the administrative plan one will not exceed the prescribed norms for the operation of motor vehicles and will constantly have the equipment in good technical condition.

37. The initial data for working out the plan are the following:

--the requirements in motor "resources" (action radius) for carrying out the plan of tactical training;

--the amount of motor supplies required for carrying out the administrative plan;

--the missions of the command in transportation;

(Trans. Note (1) Too fine for my eyes, but the sketch is apparently only a graphic presentation of what is contained in the text.)

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--the established yearly norms for operation of motor vehicles;

--the action radius of the motor vehicles;

--the repair capabilities of the regiment (or smaller units).

38. For drawing up the plan of operation we determine the following:

--what work is to be done by the motor vehicles in the course of the period for which the plan is made;

--what kinds of technical servicing are required for each motor vehicle during this same period and at what time;

--which motor vehicles require average and general overhauling and in what periods.

39. In working out the plan of operation we take the following into account:

--the distribution of the motor vehicles over the groups on the basis of purpose (combat, front line, training, and transport) and the prescribed norms for their operation;

--the system of technical servicing, making provision for the carrying out of all the work in technical servicing in a systematic manner and at the time prescribed by the norms for mileage between the kinds of technical servicing;

--the system for repair of the motor vehicles, the planning for repairs being done in conformity with the norms for mileage (road haul) between repairs, and the actual need for repair is determined by the technical inspections after the motor vehicles have had the required mileage (road haul) after the last repair.

40. In the planning of technical servicing:

--one should start with the frequency of technical servicing and its duration;

--if the dates of the different kinds of technical servicing coincide, one should plan the technical servicing requiring more work (for example, if the date for carrying out technical servicing No. 1 coincides with the date for carrying out the technical servicing No. 2, one should plan technical servicing No. 2.)

We are forbidden to violate the norms for mileage prescribed for the given type of technical servicing and also to decrease, to the detriment of the quality of the technical servicing, the time that the motor vehicle is being serviced.

41. Planning of repair is for the purpose of keeping the motor vehicle in

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constant technical readiness, the systematic renewal of the action radius (1) of the motor vehicle and also the uniform loading of the repair facilities.

Current repairs of motor vehicles are not planned; they are carried out as needed.

In making current repairs of motor vehicles, we repair or replace the defective parts, devices, and sets. Besides, we regulate the separate assemblies and mechanisms made necessary by a change or repair of these parts.

42. The planning for the operation of motor vehicles is carried out on a yearly and on a monthly basis.

The documents for the planning of the operation of motor vehicles are: Yearly and monthly plans for the operation of the motor vehicles of the unit (Appendices 18 and 19), monthly plan for the operation of the motor vehicles of the sub-units and (Appendix 20) extracts from the monthly plan for operation of the motor vehicles of the sub-units for each motor vehicle.

43. The yearly and monthly plans for the operations of motor vehicles are drawn up in all the regiments making up the division or equivalent large unit, and also in separate military units.

44. After the approval of the yearly plan of operation by the commander of the regiment, a copy of it is presented to the commander of the large unit (division).

The commanders of the separate military units (regiments or separate battalions) not forming a part of the large unit present a copy of their yearly plans to the chief of the Motor and tractor administration of the military district.

45. On the basis of the yearly plans of the regiments, the motor commander of the large unit draws up a yearly plan for the operation of the motor vehicles of the large unit.

(Trans. Note: a dictionary equivalent. It seems to be the remaining mileage before the vehicle has to be repaired.)

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After the approval of the plan, by the commander of the large unit, a copy of it is presented to the Motor and tractor administration of the military district.

46. The monthly plan for the operation of the motor vehicles of the sub-unit is drawn up in each company and equivalent sub-units going to make up the regiment.

In a regiment with a small number of motor vehicles, this plan is not drawn up in the companies but in the regiment itself, one for all the motor vehicles of the regiment.

In the rifle battalion the monthly plan for the operation of the motor vehicles of the sub-unit is drawn up not in the companies but in the battalion, one for all the motor vehicles of the battalion.

47. The planning for the operation of the motor vehicles of the military unit is done in conformity with the approved plan of tactical training and the administrative plan. The motor resources (mileage in kilometers) planned for the year should not exceed the yearly norms of operation prescribed by order of the Minister of the Armed Forces of the USSR.

48. In drawing up the yearly plan for the operation of the motor vehicles we make the following estimates:

--the chief of staff of the regiment draws up an estimate of the necessary mileage of the motor vehicles for carrying out the plan for tactical training and also for carrying out the tasks of the command for transportation (if the regiment carries out this transportation);

--the supply officer draws up an estimate of the required mileage of the motor vehicles for carrying out the administrative plan; the motor officer draws up an estimate of the possible mileage of the motor vehicle, taking as his basis the established yearly norms of operation and also the information obtained from the sub-units showing the action radius of the motor vehicles and their technical condition.

49. On the basis of the estimates shown, the motor officer of the unit draws up a yearly plan for the operation of the motor vehicles.

In drawing up of the yearly plan one should take into account the characteristics and conditions of the activity of the unit, depending upon the period of

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training (summer period or winter period) and the period of the maximum administrative vehicles.

In the absence of an approved plan for tactical training covering some period of the year planned, we use the data for actual consumption of motor resources for the tactical training for this same period during the past year, making them more precise later on.

50. In conformity with the yearly plan of operation of motor vehicles, the motor officer of the unit determines the requirements in the way of repairs and technical servicing and also of spare parts, fuel, lubricants and other operation materials.

51. The yearly plans for the operation of motor vehicles are presented at the time, in the form and to the authorities provided by the table of periodic reports (reports to be rendered at specified times).

52. On the basis of the yearly plans for operation of motor vehicles of the regiments and divisions, the Motor and tractor administration of the military district draws up a yearly plan for the operation of the motor vehicles of the district. After the approval of the plan by the commander of the military district, a copy of the plan is presented to the chief of the Motor and tractor administration of the Armed Forces.

53. The monthly plan for the operation of the motor vehicles of the unit is drawn up on the basis of the yearly plan for operation and supplementary tasks. This plan is approved not later than 3-5 days before the beginning of the month for which planning is done.

54. The monthly plan for the operation of the motor vehicles of the subunit is drawn up on the basis of extracts from the monthly plan of operation of the motor vehicles of the regiment and should contain the following:

--the mileage (road haul) of the motor vehicles planned for the month for the given sub-unit;

--distribution of the planned mileage of the motor vehicles for tactical training, training goals, transportation and carrying out of the administrative plan.

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55. In the monthly plan for the operation of the motor vehicles of the sub-unit, provision is made for the employment of the motor vehicles on the basis of the days of the month so that the needs for servicing and repair will not occur simultaneously for a large number of motor vehicles, but be uniformly distributed so as not to interfere with the prescribed norms for mileage between technical servicing and repairs.

56. On the basis of the monthly plan for operation of the motor vehicles of the regiment, the requests made for the use of the motor vehicles and presented in conformity with the plan of tactical training, and also the requests for the transportation of freight (Appendix 22), presented in conformity with the administrative plan, the motor commander of the unit draws up a weekly plan for employing the motor vehicles (Appendix 21). The weekly plan is approved by the commander of the regiment.

57. The requests for the use of motor vehicles and for transportation are presented by the commanders of the sub-units and by the chiefs of the services to the motor commander the day before the beginning of the week planned.

58. The commander of the unit (or sub-unit) has the right to employ the motor vehicles only in the limits of the monthly plan of operation of the motor vehicles of the sub-unit and the weekly plan for employment of motor vehicles.

59. After the approval of the monthly plan for operation of the motor vehicles of the sub-unit, extracts are taken from it for each motor vehicle and turned over to the drivers.

60. The planned road haul, the technical servicing and repairing of the motor vehicles, provided for by the plan for the operation of motor vehicles of the sub-unit, should be presented in time to the commander of the platoon, squad leader, and to the motor vehicle mechanic.

The platoon leader, the squad leader, and the motor vehicle mechanic must know the mileage (or road haul) assignment of the motor vehicles of the platoon and squad, in what period it should be carried out and also when and what kind of servicing or repair should be provided.

61. The actual performance (road haul, technical servicing and repair) should be noted each day in the plan of operation of the motor vehicles of the sub-unit and

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one should draw up the monthly plan for the operation of motor vehicles of the regiment on the basis of the performance of the past month.

62. Each day the motor commanders of the unit should check the execution of the plan of operation and report immediately to the commanders any failures to carry out the plan.

63. At least once a month the commanders of the units must personally check the execution of the plan for operation of the motor vehicles.

64. At the close of the plan period the commanders of the regiments draw up reports showing the carrying out of the plans of operation and present them at the time, in the form and to the person prescribed by the table of periodic reports.

Together with the report dealing with the execution of the plan for operation of the motor vehicles one should present an explanatory memorandum. It should contain an analysis of the report data and the reasons for any deviation from the plan, a list of the basic measures carried out for improving the operation and technical servicing the motor vehicles, and show the number of technical servicing points in operation and in process of being organized. In addition to this, the explanatory memorandum should give an analysis of the work of the transport vehicles and the value of the coefficients of technical readiness, of park utilization, use of freight-carrying capacity, and also the quantity transported in tons and the volume of performance in ton-kilometers.

CHAPTER 111

TECHNICAL SERVICING OF THE MOTOR VEHICLES

1. SYSTEM OF TECHNICAL SERVICING

65. The technical servicing of motor vehicles consists in carrying out specific work in caring for the motor vehicles.

Technical servicing should assure the following:

- constant technical readiness of the motor vehicle;
- safety of traffic;
- maximum mileage (road haul) between repairs;
- removal of the causes of premature wear, troubles and breakdowns of assemblies and mechanisms of the motor vehicles;

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*Motor Vehicle
Command
Driver and
small unit*

minimum consumption of fuel, lubricants, and other operating materials.

66. The basic operations in the technical servicing of motor vehicles are:

- cleaning and washing;
- checking the condition of the sets, mechanisms and devices and the correction of troubles discovered;
- tightening work;
- regulation of the mechanisms and sets;
- washing the cases of the driving axles, gear box, transfer case, system of hydraulic brakes, and also the washing and cleaning of the lubrication system, cooling and fuel system of the engine;
- lubrication;
- filling with fuel, oil, water, air and brake liquid.

67. The technical servicing of motor vehicles should be systematic and preventive and make obligatory the carrying out of all forms of technical servicing depending upon the road hauls of the motor vehicles. The periodical servicing of motor vehicles provided by these Regulations, depending upon the mileage, should be observed under all conditions of operation and in all seasons of the year.

68. The commanders of the unit are responsible for the timely and proper technical servicing of motor vehicles in conformity with the method of servicing prescribed by the present Regulations.

The commanders of the regiments (or smaller units) must see that the technical servicing of the motor vehicles is carried out under all conditions at the intervals provided by the plan, giving to the personnel for this purpose the time and means necessary.

69. The direct responsibility for the timely, complete, and proper execution of the work in technical servicing falls upon the motor commander of the unit.

The motor officer of the unit (or sub-unit) has the following duties: to see that the regiment (or smaller unit) has the necessary equipment, tools, spare parts, and materials; to organize the technical servicing of the motor vehicles and to see that it is of good quality; to plan for systematic checking of the technical condition of the motor vehicles.

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70. To forbid any lessening of the amount of work specified by the present Regulations, to eliminate the separate operations, to violate the time schedule, provided for each form of technical servicing, or to reduce, to the detriment of the quality, the time set aside for the carrying out of the servicing.

71. For the purpose of insuring the ^{high} quality of the work and of shortening the time for technical servicing we equip in the parks of the military units points for technical servicing of the motor vehicles.

The entire absence of equipped and complete points for technical servicing may not constitute a basis for changing the amount of the work and the intervals for the servicing of the motor vehicles.

72. For carrying out of the technical servicing requiring special equipment and qualified personnel, in military units with a small number of motor vehicles, the latter units are assigned to other military units having the special means needed, this assignment being made in accordance with the plan of the chief of the Motor and tractor administration of the military district, approved by the chief of staff of the military unit.

2. KINDS AND FREQUENCY OF TECHNICAL SERVICING.

73. The technical servicing of motor vehicles, depending upon the intervals, at which they are carried out and the scope of the work, is divided into the following kinds:

--control inspection before leaving the park;

--control inspection on the road (at halts and stops);

--daily technical servicing;

--technical servicing No. 1 carried out after ^{the motor vehicle has run} 900-1000 km,

--technical servicing No. 2, carried out after the motor vehicle has run

2700-3000 km;

--Technical servicing No. 3, carried out after running 5000-6000 km;

74. The control inspections and technical servicing are carried out for the purpose of checking the condition of the motor vehicle, for preventing the accelerated wearing out of the parts, and for keeping the motor vehicles in constant technical readiness.

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75. The control inspections and daily technical servicing are carried out in the main by the driver of the motor vehicle and by the motor vehicle mechanic of the sub-unit.

76. Technical servicing, No. 1, 2, and 3 are given at the point for technical servicing, by the personnel of the point, with the participation of the driver and of the motor vehicle that is serviced.

While conducting the technical servicing of the motor vehicle, we remove any trouble discovered, replace or repair the separate defective parts, devices and assemblies (technical repair is carried out), in addition to the work listed in articles 80-85.

77. The current repairs are made while carrying out the technical servicing, if the amount of work needed does not require an increase in the prescribed time for the given type of technical servicing and does not interfere with the technological process and the general schedule or plan.

78. The current repairs are made as needed both by the personnel of the repair shop of the unit and by the personnel of the point for technical servicing of the sub-unit at the places for technical servicing:

79. The motor vehicle which has had technical servicing should meet the following requirements:

--the motor vehicle should be clean, in good condition, regulated, lubricated and filled with the prescribed operation materials;

--the motor should start easily and run steadily at various rates of revolutions of the crankshaft;

--the free play of the steering wheel should not exceed the prescribed norms;

--the brakes should furnish simultaneous and smoothly increasing braking of all the wheels and assure quick stopping of the motor vehicle; if the motor vehicle is traveling over dry and smooth road at a speed of 30 km per hour, the braking distance should not exceed 10 meters;

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--the pedals of the foot brake and clutch, when pressure is taken off, should release the drive system, return to their initial position and have free-wheeling within the normal limits;

--the hand brake should hold the motor vehicle on an upgrade representing the steepness that the given make of motor vehicle can climb in first gear, and in this case the stroke of the brake lever should not be more than 3/4 of the complete stroke;

--the clutch should disengage completely, assuring easy and noiseless changing of gears, and there should be no sliding when the pedals are released completely;

--the gearbox and the transfer case should work noiselessly and without disengagement of the gears of their own accord;

--the stop signal, horn, and windshield wipers should be in good condition;

--the storage battery should be in good condition and have a density of electrolyte appropriate for the season of the year;

--the lights and the control devices should be in good condition;

--the tires should be in good condition, the pressure of the air in them should be normal;

--all the mountings should be in good condition and reliable; no cotter or nut should be absent, especially in the mountings of the wheels;

--there should be no broken or sagging springs;

--the camber and convergence of the front wheels should be within normal limits;

--there should be no leakage of fuel, oil, water, or brake liquid;

--the consumption of fuel and oil should not exceed the prescribed norms;

--the oil filter should filter the oil.

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3. EXTENT AND ENUMERATION OF THE OPERATIONS IN TECHNICAL SERVICING

80. The control inspection of the motor vehicle before leaving the park.

Duration of the inspection ~ 20 minutes.

List of the work:

- check to see if the motor vehicle is clean;
- check the quantity of fuel in the tanks, the level of the oil in the crankcase and the level of water in the radiator, and check to see if there is any leak of water, fuel, oil or brake liquid;
- check the mounting of the storage battery and connections of the conductors;
- check the pressure of the air in the tires and the tightness of the nuts of the wheel mountings;
- check the play of the steering wheel, the mounting and the cotter pins of the connections and rods of the steering;
- check the cotter pins of the brake rods;
- check the condition of the light masking (if necessary) and the condition of the lights and signals;
- check the mounting of the identification numbers, their accuracy and cleanliness;
- check the presence of packing of the prescribed driver's tools and entrenching tools, and also the accessories;
- start the engine, heat it up to normal temperature and listen to the way it runs at different rates of revolution of the crankshaft;
- check the control devices and the windshield wiper;
- while running the vehicle, check the operation of the clutch, gearbox, transfer case, driving axles, brakes, steering;
- remove any troubles discovered during inspection.

81. Control inspection of the motor vehicle on the road (at halts and at stops).

The inspection of the motor vehicle is carried out at short and long halts, and also at stops at points for loading and unloading. Special attention should be given to the running gear, steering, brakes, engine, leaks of fuel, oil, water and the packing and fastening of the load.

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Duration of the inspection 15-20 minutes.

List of work:

- immediately after the stopping of the motor vehicle, check, by feeling with the hand, the temperature of the hub of the wheels, brake drums, gearbox, transfer case and differential, for the purpose of discovering any abnormal heating;
- check the level of the fuel, oil and water, and if necessary finish filling up;
- check to see if there is any leakage of water, fuel, oil or brake liquid, and see if air is escaping from the connections of the pneumatic brake drive;
- check the pressure of air in the tires and the condition of the treads;
- make sure that the nuts fastening the wheels are properly tightened;
- inspect the rods and connections of the steering and of the brakes;
- check the condition and mountings of the springs and shock absorbers;
- inspect the propeller shaft and remove foreign objects from it;
- inspect the engine and its mechanism, check the condition and the tightness of the belt of the fan and compressor;
- check the general condition of the motor vehicle, the packing and fastening of the load;
- remove any trouble noticed on the road or discovered during the inspection.

82. The daily technical servicing of the motor vehicle.

The duration of the servicing is from one to one and a half hours.

List of work:

- immediately after the stopping of the motor vehicle check by touch the temperature of the hub of the wheel, brake drums, gearbox, transfer case and differential, for the purpose of discovering any abnormal heating;
- check to see if there is any leak of fuel, oil, water or brake liquid;
- clean the motor vehicle of mud, clean the cabin, wash and wipe the motor vehicle, wipe the engine;
- check the mounting of the engine and of all the mechanisms;
- check the tightening of the fan belt and compressor belt and make sure that there is no axial play in their shafts;

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-- check the condition of the storage batteries, make sure that the connections of the conductors with the battery terminals are good and that the battery is properly adjusted in its seat;

-- check the condition of the electric conductors and the main contact, the condition of the connection of the conductors with the spark plugs, induction coil and interruptor-distributor, the mounting of the caps of the interruptor-distributor;

-- check the condition of the horn, the headlights, the taillight and the stop signal;

-- check the condition of the air cleaner and its mountings and also the level and quality of the oil in it; when operating a motor vehicle in the summer-time when there is dust, wash the filter element of the air cleaner;

-- check the condition, the fastening and cotterpins of the rods of the steering, the brakes, control of the front drive axle and transfer case and transmission;

-- check the condition and mountings of the drive shaft and coupling;

-- inspect the clutch housing and linkage, the transmission case, the transfer case and the rear axle; make sure that there is no leakage of oil and that the fastening is secure; check the presence and the condition of the breather (vent cap) on the axle housing and transfer case;

-- inspect the system of the hydraulic drive of the brakes, and make sure that there are no leaks;

-- check the condition of the pneumatic drive of the brake;

-- check the condition and mounting of the springs, buffers, shock absorbers and muffler; check the mountings of the parts and sets underneath the motor vehicle;

-- check the condition of the tire-treads and air pressure in the tires, including the spare tire; replace all damaged tires and repair or replace the damaged inner tubes;

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- check the tightening of the nuts fastening the wheel;
- check the condition of the towing devices, the driver's tools and entrenching tools;
- check the condition of the winch, make sure that the safety pin of the drive shaft of the winch seats properly and that the coupling of the winch is in good condition;
- check the condition of the window lifts, locks and the handles of the doors of the cab;
- check the conditions and fastening of the body;
- check the condition of the heating equipment and the engine starter (for winter use);
- carry out lubrication in accordance with the lubrication "table";
- fill the motor vehicle with fuel, oil and water, up to normal;
- correct any troubles, noticed while driving or discovered during the servicing.

83. Technical servicing No. 1 (carried out after every 900-1000 km of operation).

Time required for servicing - 3 hours.

List of work:

- remove the mud, clean the cab, wash and wipe the motor vehicle, wipe off engine.
- The engine, fuel system, cooling system, and lubrication;
- heat the engine up to normal temperature, listen to the running of it at various rates of speed of the crankshaft, check the working of the control devices, levers and control pedals;
- check for fuel leaks, water, or oil leaks and check the escape of exhaust gases;
- check the mountings of the carburetor, condition of the control mechanisms and the idling of the motor.

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— check the tightening and condition of the radiator, the air pump, hose, mountings and fan; make sure that there is no axial free play of the shaft of the fan; check the mountings of the brace rods of the radiator;

— check the tightness of the fan belt and the compressor;

— check the engine mountings, exhaust and in the manifold, oil filters, cover of the timing gear and of the valve gear, crankcase, muffler;

— check the tightening of the heads of the cylinder block and of the compressor;

— release the residue from the fuel filter and the fuel pump, wash and clean the screen and filter element of the filter; check the fastening of the fuel pump and the filter;

— wash the air cleaners and fill them with fresh oil;

— let out the residue from the body of the oil filter; wash the filter element, and if necessary replace it;

— check the condition of the valves of the outlet plugs of the radiator and its packing;

— replace the oil in the crankcase, washing it at the same time with non-viscous oil (in case of motors having oil filters with a "thin cleaner", always replace filter elements, when changing the oil in the crankcase (This is done as a rule in technical servicing No.2).

Electrical equipment:

— check the level and density of the electrolyte in the storage batteries, the voltage of the storage batteries, mountings of the batteries;

— clean the ends of the conductors and tighten them on the cleaned terminals of the battery, after which lubricate the terminals and the ends of the conductors with commercial vaseline or solidol;

— check the condition and the functioning of the ignition spark plugs;

— check the condition and adjustment of the contacts of the breaker points, the timing of the ignition, condition of the condenser, rotor, cover interruptor-distributor;

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- check the condition and mountings of all the conductors;
- check the condition, the mountings and the working of the starter, of the generator and relay-regulator;
- check the condition, mountings and working of the devices of the lighting system, signals and windshield wipers;
- Suspension:
 - check the condition and the mountings of the springs and shock absorbers.
- Steering:
 - check the free play, fastening and cotter pins of the parts of the steering.
- Clutch, transmission and transfer case:
 - check the condition of the clutch bearing, the amount of free play of the clutch pedal, the action of the return spring;
 - check the fastening of the clutch housing, the transmission case and the transfer case;
 - check the fastening of the parts of the control mechanisms of the transmission case and the transfer case;
 - check to see if there is any leak of oil.
- Cardan shafts and driving axle.
 - check the fastening of the axle shaft;
 - check the condition and fastening of the cardan couplings and the cardan shaft;
 - check the tightening of the bolts of the housings of the driving axles;
 - check to see if there are any oil leaks;
 - check and clean the breathers;
 - check the level of the oil in the driving axles.
- Brakes:
 - check the condition and fastening of the brake rods or tubes of the pneumatic or hydraulic drive of the foot-brake;

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- check the fastening of the body of the main cylinder;
 - check the level of the brake liquid in the reservoir of the master cylinder and if necessary remove the air from the system of the hydraulic drive (appendix 7);
 - check the condition and the operation of the air brakes, making sure that the system is hermetically tight and releases the condensate from the reservoir;
 - check the value of the free wheeling of the brake pedal and the action of the return spring;
 - check the operation of the hand brake;
- Fenders, hood, cab and body:
- check the condition and fastening of the hood and the side shields; of the fenders, splash pans, floor boards; doors of the cab and the locks; condition of the glass and the operation of the glass raising mechanisms; fastening of the cab and body; condition of the sides and their catches; fastening of the bracket of the spare wheel.
- Wheels and tires:
- check the condition of the wheels and the valve caps, pressure of the air in the tires;
 - check the ball bearings of the wheels;
 - check the fastening of the wheels, the condition of the nuts and the cotters;
 - check the play of the wheels;
- Towing devices:
- check the condition and the fastening of the towing devices.
- Heating devices and devices facilitating starting:
- check the condition, fastening and operation of the heating devices and starting devices.
- Lubrication:
- lubricate precisely as indicated by the lubrication table.

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Tools:

-- check the presence and condition of the driver's tools, entrenching tools and supplementary equipment, correct all troubles discovered during the technical servicing.

Check run.

After the technical servicing, start the engine, warm it up to a normal temperature and listen to its operation at various rates of revolution of the crankshaft, and after this check the operation of the motor vehicle by a check run.

During the time of this run, we check the following:

- pick-up of the engine;
- operation of the clutch;
- gearing in the transmission box and transfer case, shifting into the forward driving axle; listen to see if there are any abnormal noises;
- action of the brakes, simultaneously of their operation and the distance of braking, stroke of the pedal and whether or not there is any grabbing or failing;
- condition of the motor vehicle, and the free play in the steering mechanism;
- operation of the windshield wiper.

After running correct any defects discovered.

84. Technical servicing No. 2. (Carried out after every 2,700-3,000 kilometers).

Length of the servicing - 5 hours.

List of work done:

-- remove the mud from the motor vehicle, clean the cab, wash and wipe the motor vehicle, wipe the engine.

The engine, feed system, cooling and lubrication:

-- heat the engine up to the normal temperature, listen to its running at various rates of speed; check the operation of the control devices and control pedals;

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-- check to see if there is any leakage of fuel, water, or oil, and also check the escape of the exhaust gases;

-- check the tightness of the packing of the head of the cylinder block and collectors;

-- check the mounting of the carburetor, condition of the steering mechanisms and the adjustment of idle running;

-- check the fastening and the condition of the radiator, the water pump, the hose and the fan;

-- make sure that there is no axial free play in the shaft of the fan;

-- check the fastening of the tightening rods of the radiator;

-- check the tightness of the fan belt and of the compressor;

-- check the fastening of the engine, intake and exhaust manifolds, oil filters, covers of the gears of the distributor and valve mechanisms, crankcase, muffler;

-- check the fastening of the head of the cylinder block and of the compressor;

-- release the residue from the fuel filter and the fuel pump, wash and clean the net and filter element;

-- check the fastening of the fuel pump and of the filter;

-- wash the air cleaner and fill it with fresh oil;

-- check the condition of the valves of the petcock of the radiator and its packing;

-- in engines without filters having a "fine cleaner", change the oil in the crankcase, rinsing with a slightly viscous oil; in engines with fine cleaning filters, replace the oil and the filter element;

-- if there is knocking of the valves, check and regulate the play.

Electrical equipment:

-- clean the sparkplugs, regulate the play and check the sparking under pressure;

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- clean the breaker points and regulate the clearance;
- check the condition and the fastening of the condenser, rotor, cover of the breaker-distributor and induction coil;
- remove the protective tape and check the condition of the collectors and brushes of the generator and starter, blow out with compressed air; if necessary, clean the collectors or wipe with a rag moistened in gasoline (without taking the generator or starter from the motor vehicle);
- check the fastening and operation of the starter, generator and relay generator;
- check the level and density of the electrolyte in the storage batteries, the voltage of the storage batteries, mounting of the storage battery;
- clean the ends of the conductors and fasten them to clean terminals of the battery, after which lubricate the terminals and ends of the conductors with commercial vaseline or solidol;

Suspension:

- check the condition and the fastening of the springs and the shock absorbers.

Steering:

- check the fastening and the free play in the steering mechanism;
- check the free play, fastening and cotter pins of the parts of the steering (rods and levers);
- see that there is oil in the casing of the steering mechanism.

Clutch, crankcase, transfer case:

- check the condition of the ball bearings, the play between the ball bearings and the pressure levers, value of the free stroke of the clutch pedal, action of the return spring;
- check the coupling of the clutch casing, the crankcase and the transfer case;
- check the fastening of the control parts of the crankcase and the transfer case;

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- check to see if there is any leak of oil;
 - check the level of the oil in the crankcase and in the distributor box.
- Cardan shafts, front axle and rear driving axle:

- check the adjustment of the ball bearings of the wheel;
- check the fastening of the axle;
- check the condition and fastening of the cardan joint, the propeller

(or cardan) shafts, and the intermediate bearings;

- check the tightness of the bolts of the casings of the driving axles;
- check the free play of the pivoted bogie;
- check and clean the ventilation caps;
- check to see if there is any leak of oil;
- check the level of the oil in the driving axle;

Brakes:

-- check the condition and the fastening of the brake rods or air lines of the hydraulic brakes;

-- check the fastening of the body of the main cylinder;

-- check the level of the brake liquid in the reservoir of the master cylinder and if necessary remove the air from the system of the hydraulic drive;

check the condition of the pneumatic drive of the brake;

-- check the amount of play between the brake blocks and drums;

-- check the amount of free wheeling of the pedal of the brake and the action of the return spring;

-- check the operation of the hand brake, condition and fastening of its parts, regulate the hand brake.

Fenders, hood, cab and body:

-- check the condition and the fastening of the hood and the side shields;

-- check the condition and the fastening of the fenders, splash pans, brackets and footboards (running board);

-- check the condition and the fastening of the doors of the cab and the locks; lubricate the locks and the hinges;

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-- check the condition of the windows and the operation of the windshield wipers;

- check all of the fastenings of the cab and the body;
- check the condition of the sides and their catches;
- check the fastening of the spare wheel brackets.

Wheels and Tires:

-- check the condition of the wheels and the tires, valves, pressure of the air in the tires;

-- check the fastening of the wheels, condition of the nuts and the cotter pins;

-- check the setting of the front wheels (camber, convergence);

-- check the wobble or play of the wheels.

Towing devices:

-- check the condition and the fastening of the towing devices.

Heating and starting devices:

-- check the condition, fastening and the operation of the heaters and starters.

Lubrication:

-- lubricate strictly in accordance with the lubrication table.

Tools:

-- check the presence and the condition of the tools of the driver, entrenchment tools and the supplementary equipment.

Correct all troubles discovered during the technical servicing.

Test run.

After the technical servicing start the engine, heat it up to normal temperature and listen to its running at various rates of revolution of the crankshaft, and then check the operation of the motor vehicle by a test run.

During the time of the test run we check the following:

- pickup of the engine;

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- how the clutch works;
- change gears in the transmission and transfer case and put vehicle in front wheel drive; listen for any abnormal noises;
- test the action of the brakes, their ease of operation and their stopping distance, stroke of the pedals, and whether or not there is any grabbing or slipping;
- condition of the motor vehicle, ease with which it can be driven and the free play;

-- operation of the windshield wipers.

After the run, remove all of the defects discovered.

85. Technical servicing No. 3. This is carried out after every 5,400-6,000 kilometers of operation.

Duration of the servicing -- 10 hours.

-- clean the motor vehicle of mud, clean the cab, wash and wipe the motor vehicle, wipe the engine.

The engine, fuel system, cooling system, and lubrication:

-- heat up the engine to normal temperature, listen to the running at various speeds of the crankshaft, check the work of the fuel system, cooling system and lubrication, control devices, levers and control pedals;

-- check the compression;

-- if necessary remove the carbon deposit from the combustion chamber, the bottom of the pistons, valves (the removal of carbon deposit from the combustion chamber, bottom of the pistons and the valves of the engine and the aluminum head of the cylinder block is done after each 12,000 kilometers of operation);

-- check the condition of the packing of the head of the cylinder block, the tubes of the muffler, the intake and exhaust manifolds;

-- check the play between the valve rods and the push rods; in constructions allowing regulation, regulate the play;

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- if necessary adjust the play of the bearings of the crankshaft;
- clean the ventilating system of the crankcase;
- check the operation of the fuel pump;
- check the mountings and the condition of the radiator, the water pump, the hose and connections, and the fan; make sure that there is no axial "play" of the fan shaft; check the tightness of the brace rods of the radiator;
- check the tightness of the fan belt and the compressor belt;
- check the mountings of the engine, intake and exhaust manifolds, oil filters, cover cap of the distributor gear, and the muffler;
- let out the sediment from the fuel filter, clean and wash the screen and the filter element, check the mounting of the filter;
- wash the air cleaner and fill it with fresh oil;
- check the condition of the valves, plugs of the radiator and its packing.

Electrical equipment:

- remove the storage battery from the motor vehicle, check it carefully and recharge it;
- clean and check the operation of the generator and of the starter, and if necessary check them on a stand;
- clean and adjust the interruptor-distributor;
- check the condition and the fastening of all the conductors;
- clean the ends of the high voltage conductors and their sockets in the cover of the interrupter-distributor and the induction coil;
- clean the "signal points" (of the horn), check its adjustment and mounting;
- check the condition, mounting and operation of the illumination devices; check the adjustment of the headlights;
- check the condition and operation of the relay-regulator and its mounting;
- check, clean and regulate the sparkplugs;

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- check the condition and mounting of the induction coil;
- adjust and fasten properly the devices of the electrical equipment and the conductors leading to them;
- check the adjustment of the timing of the ignition.

Suspension:

- check the condition and mountings of the springs;
- check the operation, condition and mountings of the shock absorbers and if necessary pour some fluid into them.

Steering:

- check the mounting and regulation of the steering mechanisms;
- check the free play, mounting and cotter pins of the rods and levers;
- make sure that there is oil in the gearbox of the steering mechanism.

The clutch, transmission case and transfer case:

- check the condition of the clutch bearings, the amount of free wheeling of the clutch pedal, action of the return spring;
- check the free play between the pressure levers and the clutch bearings;
- check the mounting of the clutch casing, transmission box and transfer case;
- check the mountings of the parts of the steering mechanism of the transmission case and the transfer case;
- check to see if there is any leakage of oil;
- change the oil in the transmission case and in the transfer case;
- check the condition and mounting of the compressor.

Propeller shafts, front axle and driving axle:

- check the condition and the free play of the pivoted bogie;
- change the oil and regulate the bearings of the front wheels; check the condition of the grease retainers (stuffing box);

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- replace the oil and regulate the bearings of the rear wheels;
 - check the condition and mountings of the drive shafts, propeller connection of the intermediate bearing;
 - check the tightness of the bolts of the casing of the rear axle;
 - check to see if oil is leaking;
 - check and clean the ventilation cap (Trans note: a literal translation and it may or may not be the English equivalent);
 - replace the oil in the rear axle.
- Brakes:
- check the brake drums, the condition of the brake shoes, the return springs, brake cylinders and grease retainers (seals);
 - check the condition and mountings of the brake rods or air and water pipes of the footbrake drive;
 - check the level of the brake liquid in the reservoir of the main brake cylinder and the mounting of the cylinder; check the condition of the pneumatic brake drive;
 - regulate the footbrake, check the amount of free wheeling of the brake pedal and the action of the return springs;
 - check the condition of the handbrake and regulate it.
- Fenders, hood, cab and body:
- check the condition and fastening of the hood and side shields;
 - check the condition and the mountings of the fenders, splash aprons, brackets and footboards;
 - check the condition and mountings of the doors of the cab and the locks;
 - check the condition of the glass and the operation of the pane lifts;
 - check the condition of the cab and body.
- Wheels and tires:
- check the condition of the wheel discs, the tires, valves, pressure of air in the tires; rotate the tires (Appendix 8);

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- check the mounting of the wheels, condition of the nuts and cotters;
- check the adjustment of the front wheels (camber, convergence);
- check the wobble of the wheels.

Towing devices:

- check the condition and mountings of the towing devices.

Heaters and starters:

- check the condition, mountings and operation of the heaters and the device for facilitating starting.

Lubrication:

- lubricate in precise conformity with the lubrication schedule (table).

Tools:

- check the presence and the condition of the tools of the driver, the trenching tools and additional equipment.

Remove all troubles discovered during the technical servicing.

Test run:

After the technical servicing start the engine, heat it up to normal temperature and listen to the running of the engine and the units at various rates of revolution of the crankshaft, and then check the operation of the motor vehicle by a test run.

During the time of the test run we should check the following:

- pickup of the engine;
- operation of the clutch;
- change of gears in the transmission case, transfer case, shifting into the forward driving axle; listen to see if there are any abnormal noises;
- the action of the brakes, simultaneity of their operation and the stopping distance of the motor vehicles, the stroke of the pedals, whether or not there is any grabbing, slipping or increased resistance to braking;
- steering of the automobile, ease with which it can be driven and free play;
- operation of the windshield wipers.

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After the run remove any troubles that are discovered.

86. In addition to the technical servicing work enumerated in articles 80-85, it is also necessary to carry out the work made necessary by the peculiarities of the construction of the motor vehicle, recommended in the instructions of the plants manufacturing each make of vehicle.

4. PREPARATION OF THE MOTOR VEHICLES FOR OPERATION IN THE FALL-WINTER AND THE SPRING-SUMMER PERIODS.

87. The operation of motor vehicles in the fall-winter and in the spring-summer periods have their special peculiarities. Hence, in order to have dependable operation of the motor vehicle, it is necessary to prepare them ahead of time for the approaching period of operation.

The preparation of motor vehicles for the approaching period of operation is carried out in accordance with a special plan approved by the commander of the unit. The time required for the preparation of the motor vehicle is 1½ to 2 days.

The preparation of motor vehicles includes the carrying out of the usual systematic technical servicing and the following additional work, common for both periods:

-- take off and check the carburetor, calibrate the jet, regulate the level of fuel in the float chamber, check the tightness of the fitting of the locking needle and the moment of the engaging of the economizer, regulate the carburetor in accordance with the conditions of the approaching period of operations;

-- wash the fuel tank and remove any sediment that may have accumulated in it, wash and clean all the pipes and devices of the fuel system, regulate the feed devices and the heating of the mixture in accordance with the period of operation;

-- wash the cooling system for the purpose of removing from it all scale and sediment (Appendix 6); check the condition of the thermostat;

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-- regulate the strength of the charging current of the generator to meet the requirements of the period of operation;

-- wash the storage battery and pour in some fresh electrolyte, the specific gravity of which should meet the requirements of the approaching period of operation;

-- change the liquid in the hydraulic brake system;

-- replace the oil in the crankcase with another kind suitable for the period of operation; in order to economize lubricants the replacement of oil in the crankcase is done at the time of the usual change of oil; in the case of motor vehicles in storage the replacement of oil is carried out regardless of any run, and the oil which is suitable for use should be gathered in special containers and turned over to the depot;

-- replace the oil in all the sets of the motor vehicle with another kind suitable for the conditions prevailing in the approaching period of operation;

-- check to see if the motor vehicle is supplied with a complete set of tools and devices for use in starting and improving operation in the approaching period;

-- clean the connections and contacts of all the conductors, and also the contact surfaces of the cutoff and the switch and fasten the conductors properly;

-- if necessary, paint the motor vehicle.

88. Among the conditions affecting the operation of motor vehicles in the fall-winter season are a worsening of the condition of the roads and the low temperatures. Hence, in preparing motor vehicles for operation in the fall-winter period, one should put in order and repair the means of heating, warming up and the means for improving the cross-country capacity of the motor vehicle in addition to the work listed in Article 87.

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In filling the cooling system with liquids having a low freezing point, special attention should be paid to assuring the tightness of the system.

89. In running motor vehicles in the spring-summer period we have the following conditions to contend with:

- the lubrication system and the air filter become soiled more quickly;
- there is an increase in the amount of work in checking the condition of the rubber and the care of it;
- there is no need to have liquids with low freezing points, warming covers and means to facilitate the starting of the engine;
- there is greater need for materials for washing the motor vehicles.

90. In transition to spring-summer operation it is necessary to pour from the system the water or liquid having a low freezing point and with a special solution to remove the scale from the cooling system. The liquid with a low freezing point should be collected in containers with a tight cover and turned over to the depot.

The heating devices and warming devices (water-oil heater, stoves, warmers, blinds, jackets, hoods, etc) should also be put in good order, repaired and turned over to the depot.

Special attention should be paid to a timely preparation of the motor vehicle rubber and washing materials.

In the spring-summer period the personnel of the units must prevent the possibility of the freezing of the water in the radiators in case of morning and unexpected freezes.

5. PREPARATION OF THE PERSONNEL FOR OPERATING MOTOR VEHICLES IN THE FALL-WINTER AND SPRING-SUMMER PERIODS

(L. 91. For preparing the personnel to operate motor vehicles in the approaching period one should organize special exercises.

In the exercises carried out before the approach of each period the following should be studied:

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- preparation of the motor vehicles for operation in the approaching period;
- operation materials and the rates of their consumption;
- characteristics of the servicing and the maintenance of the motor vehicles in the approaching period;
- measures for maintaining the normal heating of the engines;
- factors to be considered in driving motor vehicles during the approaching period;
- measures for protecting the rubber;
- evacuation of motor vehicles that have become stuck up.

In addition to this, the following should be studied in the exercises conducted before the approach of the fall-winter period:

- starting of a cold engine at low temperatures;
- means for facilitating the starting of a cold engine;
- means for warming up and means for increasing the cross-country capacity of the motor vehicles.

In addition to this, the drivers should learn by actual practice in driving what is to be taken into account in the operation of motor vehicles.

92. For training the drivers we employ officers, motor vehicle mechanics, and also other experienced drivers who can give their practical experience in driving motor vehicles and in caring for them.

93. After the exercises and before the beginning of the fall-winter period all the personnel should be required to take a test. An order to the unit should forbid anyone to drive motor vehicles who has not passed the test.

6. CHARACTERISTICS OF THE SERVICING OF MOTOR VEHICLES DURING THE PERIOD IT IS BEING RUN IN (BROKEN IN).

94. New motor vehicles that have just had a general overhauling require special care and careful observation in the first period of operation, because at the beginning of operation there is a "breaking" in of the parts having bearing surfaces, sets and mechanisms.

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The period of service of the motor vehicle and also the reliability and economy of its operation depend to a great extent upon the observance of the proper running in requirements during the period that the motor vehicle runs its first 1,000 km.

95. During the time of the running in one should be guided by the following:

- the running in of the motor vehicle is done only with the kinds of fuel and oil recommended for them by the plan instructions and lubrication table; it is categorically forbidden to use substitute oils not given in the lubrication tables;

- do not develop high rates of revolution of the crankshaft in starting or in movement; do not move away until the engine is fully heated up;

- the rate of speed should not be more than 40-45 km per hour in direct drive, 25-30 km per hour in third gear, 14-16 km per hour in second and 7-8 km per hour in first;

- do not overload the motor vehicle and particularly the engine; with increased loading one should shift at once to a lower gear;

- do not allow loading of the motor vehicle beyond 80% of the rated carrying capacity; towing and moving of trailers is forbidden;

- avoid driving over difficult roads;

- avoid abrupt and prolonged braking, and also abrupt changing of gears;

- do not brake with the engine on downgrades;

- watch carefully the temperature of the hub of the wheel and of the brake drums; if necessary, regulate the brake, first allowing the drums to cool.

96. After each 100-150 km of running the motor vehicle should be carefully inspected and in the process of doing this one should:

- check the heating of the assemblies and mechanisms of the engine, transmission case, transfer case, differentials, brake drums and hubs of the wheels and remove the causes of abnormal heating;

- check the condition of all of the mountings, tighten up all loose connections, and see that cotter pins are placed properly;

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-- check the tightness of the connections in the cooling systems, the feed and lubrication and check the brakes, removing at the same time the causes of leaks and looseness;

-- check, and if necessary, tighten up the nuts of the cylinder head block while the engine is heated up (tightening of the nuts of the aluminum head of the bylinder block is done while the engine is cold), check the mountings of the intake and exhaust manifolds while the engine is heated, the spring clips and pins of the wheels;

-- check the operating materials and replenish them if necessary.

97. After 500 km of operation it is necessary to carry out the following work in addition to that listed in Article 96:

-- change the oil in the crankcase and rinse crankcase with a slightly viscous oil; at the time of changing the oil, rinse the filter and let out the sediment;

-- lubricate all the "points" of the motor vehicle, regardless of the periods indicated in the lubrication schedule;

-- check the operation of the brakes and, if necessary, regulate them; in the case of brakes with a hydraulic drive, check the tightness of the connections and the amount of brake liquid, and in the case of brakes with a pneumatic drive, drain off the condensate from the receiver, clean the filter of the compressor and the filter -- water -- oil separator; check the tightness of the air system;

-- check the condition of the storage battery, the connection of the conductors with the terminals of the battery and the seating of the battery;

-- check and regulate the tightness of the fan belt.

98. After the motor vehicle has been run in (after 1,000 km), it should be given technical servicing No. 1.

In addition to carrying out the work enumerated in technical servicing No. 1, we should:

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--- change the oil in the crankcase, the transmission case, transfer case, the reduction gear and rear axle, and also change the oil in the hubs of the wheels, washing them beforehand with kerosene;

--- drain the sediment from the fuel tanks and the sediment pan;

--- regulate the idling of the engine, getting it to operate steadily with a low rate of revolution of the crankshaft.

During the running in period, we may allow idling of the engine at rather high rates of speed. The adjustment for steady running of the engine at low rates of speed should not be made until after the end of the running period.

99. When we break in motor vehicles, we should carry out the additional operations in technical servicing recommended by the manufacturing plant in the instructions for each make of motor vehicle, in addition to the operations listed in Articles 96-98.

7. PARK DAY

100. For inspecting the motor vehicles and putting them, together with their armament and equipment, and also for maintenance of order in the parks and improvement of the upkeep of the park equipment, each military unit should have a "park day".

101. The "park day" is provided for by the plan for tactical training.

102. The one responsible for the organization of the work and the routine of the "park day" is the commander of the unit.

103. The work done on "park day" shall not be regarded as a substitute for the technical servicing of the motor vehicles prescribed by the present Manual Regulations and carried out in the prescribed plan for the operation periods; it is merely a supplement to the general system of technical servicing of the motor vehicles of the Armed Forces and for the purpose of rendering this technical servicing more thorough.

104. The basic tasks of "park day" are:

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-- inspection on all of the motor vehicles of the unit, both those in operation and those that are kept in storage, washing, cleaning, and lubricating them, checking the condition and the completeness of all the sets, checking the fuel, lubricants, and other operating materials and refueling;

-- checking the observance, by the personnel, of all the requirements of the present Manual, the corresponding instructions, rules and regulations pertaining to the operation and servicing of motor vehicles and their armament and equipment, and checking the skill of the personnel in carrying out the technical servicing;

-- removal by the personnel to which the motor vehicles, with their armament and equipment, are assigned, and also by the personnel of the point of technical servicing and repair workshop, of any defects or troubles discovered during the inspection;

-- the repairing of sidings, roads within the parks, ditches, fences areas for the parking of motor vehicles, cleaning up of the area of the park and the park buildings, and also the completion of the equipping of the points for technical servicing, buildings and dugouts;

-- placing in the park of motor vehicles in accordance with the requirements of unit interior economy regulations and also in conformity with instructions.

105. For each park day the deputy commander of the technical unit (motor commander) draws up a plan of work which is approved by the commander of the unit.

The commanders of the sub-units, on the basis of this plan, draw up "plan-tasks" and present them to the commanders of the platoons the day before park day.

106. The plan provides for the employment of all the personnel of the sub-unit or only the personnel to which the motor vehicles and the area of the park is assigned, depending upon the number of motor vehicles in the sub-units and the armament and equipment used with them.

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107. In the regiments and smaller units in which motor vehicles are used daily, the park days for the sub-units are planned by turns, on different days.

108. Before the end of the work, the commanders of the sub-units report to the commander of the regiment the measures carried out and the work done.

The commander of the regiment makes an analysis (criticism) of the work done and gives instructions for the planning of the next park day.

8. SPECIAL INDICES OF THE MECHANICAL CONDITION OF THE MOTOR VEHICLES.

109. The mechanical condition of the motor vehicles of the military unit is determined by their mechanical readiness (state of good repair) and by the number of miles they can run before the next average or general overhauling (reserve mileage).

110. The basic indices of the mechanical condition of the motor vehicles are the coefficients of mechanical readiness and the reserve mileage (Appendix 1).

The coefficient of mechanical readiness is determined by the ratio of the number of motor vehicles in good repair to the number of motor vehicles on hand in the military unit.

In the determination of the coefficient of mechanical readiness for a given period in the course of which the number of motor vehicles change, we should calculate the coefficient of mechanical readiness as the ratio of the number of machine-days of the mechanically fit motor vehicles to the number of machine-days of the motor vehicles on hand.

The number of machine-days of the motor vehicles in good repair is the sum of the products obtained by multiplying the number of mechanically fit motor vehicles by the number of days during which the motor vehicles are in good running condition.

The number of machine-days of motor vehicles on hand is the product of the number of motor vehicles on hand and the number of calendar days in the current period.

Mechanically fit motor vehicles are those which are complete, meeting the requirements of Article 79 of the present Regulations, and also those which are undergoing the regular technical servicing.

The following are classed as motor vehicles out of order:

- motor vehicles undergoing current repairs;
- motor vehicles undergoing average and general overhauling or waiting for such.

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9. EXERCISING CONTROL OF THE MECHANICAL CONDITION OF MOTOR VEHICLES

111. Control of the operation and mechanical (technical) condition of motor vehicles of military units is carried out:

- by yearly technical inspections made by inspection boards;
- by check inspections carried out by officials;
- by inspectors' examinations.

112. The yearly technical inspections of motor vehicles are carried out in all military units for the purpose of determining the technical condition of the motor vehicles and their suitability for further operation.

Simultaneously with this the following is done:

- determination of the category of the motor vehicles;
- checking the correctness of the placing and the upkeep of the motor vehicles in storage;
- checking of the planning and condition of the motor vehicles parks and the technical servicing of the motor vehicles;
- checking of the planning, the keeping of the records, and the making of reports.

113. The yearly technical inspections are made in accordance with a plan drawn up by the chief of the Motor and tractor administration of the service command (military district), approved by the commander of the military district and made to coincide with the period of preparation of the motor vehicles for fall-winter operation.

The plan should stipulate the method of making the inspections, dates and makeup of the inspection board.

114. As representatives of the inspection boards we appoint officers who have a good knowledge of the rules of operation and of the materiel of the motor vehicles, selecting them from the personnel of the Motor and tractor administration of the military district and the deputy commanders of military units in charge of the technical section (motor commander).

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As representative of the inspection board we may not appoint an officer who belongs to the personnel of the unit that is being checked (inspected).

115. The commanders of the units should be informed at least one month before the beginning of the inspections of the dates and methods of making the inspection.

116. The yearly technical inspections of motor vehicles are made in conformity with Instructions for carrying out the yearly technical inspection of the motor vehicles of the Armed Forces (Appendix 2).

117. There shall be drawn up a summarized statement of the inspection pointing out the troubles discovered, proposals for correcting them, and also the dates of the removal of the troubles or defects.

The results of the yearly technical inspections should be reported to the commander of the military district.

Detailed reports of the results of the yearly technical inspections should be made to the chief of the Motor and tractor administration of the Armed Forces.

118. The control inspections of motor vehicles should be made systematically by the commanders of units and their motor commanders for the purpose of determining the technical condition of the motor vehicles and the way they are cared for and for the taking of the necessary steps to correct the troubles discovered.

119. PERIODS OF THE CONTROL INSPECTIONS

| Who conducts the inspection | Number of motor vehicles inspected | Periods of Inspection |
|--|---------------------------------------|-----------------------|
| Commander of the platoon | All the motor vehicles of the platoon | Once a week |
| Deputy company commander in charges of the technical section (motor commander) | All the motor vehicles of the company | Once a month |

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| Battalion commander | 10% of the motor vehicles of each company | Once every 3 months |
| Motor commander of the unit (regiment) | 5% of the motor vehicles of each battalion | Once a month |
| Commander of the unit | In accordance with a special plan | |

120. The driver of the motor vehicle inspected, the motor vehicle mechanic, and the commander of the subunit must be present when the control inspection is made.

For the inspection one should start the engine and listen to the different rates of revolution of the crankshaft. One should check the condition of all the assemblies of the motor vehicle. While checking the mechanical condition of the motor vehicle one should also check the tools of the driver, the spare parts, equipment and accessories.

121. The troubles and defects discovered during inspection should be corrected at once and the persons to blame for permitting the trouble should be held responsible.

122. The purpose of the inspection of motor vehicles by an inspector is to check the planning of operation and the condition of the equipment. The extent of this inspection of motor vehicles will depend upon the purpose of the inspection and is left to the judgment of the one making it.

123. The results of the inspection are recorded in the Journal for inspection of armament, technical property and ammunition (Appendix 23) and are issued as an order to the unit.

Chapter IV

CONSERVATION OF MOTOR VEHICLES

1. GENERAL RULES AND REGULATIONS

124. By conservation of motor vehicles we mean keeping them in good technical condition, complete in every way and in a condition assuring their preservation and combat readiness.

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125. The conservation of motor vehicles includes:

- preparation of the motor vehicles for storage;
- maintenance of the motor vehicles in storage;
- the technical servicing of the motor vehicles, kept in storage;
- systematic checking of the condition of the motor vehicles in storage.

126. We keep in storage all combat and front line motor vehicles, and also motor vehicles the use of which is not necessary during the time of storage. The number of motor vehicles to be stored is determined by order of the troop commander of the service command (military district) for each large unit and separate smaller unit (regiment or separate battalion).

127. Motor vehicles in storage should as a rule have an action radius before the next average or general overhauling of at least 10,000 km for transport and training vehicles and 15,000 km for combat and front line vehicles.

Motor vehicles which do not have the aforementioned cruising range without further servicing are replaced by new vehicles or those arriving in the unit from the repair shop. In selecting motor vehicles for immediate use we should select those having the minimum action radius; those having the maximum action radius (road haul or mileage without further repair) should be kept in storage.

128. Those arriving from the repair shop and also the new motor vehicles coming into the military unit are left in storage after complete breaking in.

129. For the placing of motor vehicles in storage the commander of the unit issues an order to the unit. The order sets forth the following: the number, make, number of the motor vehicles, surnames of the drivers to which the motor vehicles are assigned, the officials responsible for the upkeep of the motor vehicles in storage, and also the method of checking and admittance of the motor vehicles to storage.

A notation is made in the certificate of the motor vehicle showing its placing in storage or removal from storage.

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130. When we place in storage motor vehicles having armament or special equipment, the preparation of the armament and the equipment, its conservation and checking are carried out in conformity with the instructions for conservation of armament and special equipment.

131. The commander of the unit is personally responsible for the keeping of the motor vehicles and their maintenance in storage.

2. PREPARATION OF THE MOTOR VEHICLES FOR STORAGE

132. On the basis of the order of the commander of the unit for the storage of the motor vehicles, the "deputy in command of motor vehicles" (motor commander of the unit) draws up a plan of work setting forth the following:

- the training of the personnel of the subunits for carrying out the work of conserving (storing) the motor vehicles;

- the distribution and equipment of the buildings and areas for placing of the motor vehicles in storage;

- the rendering of assistance to the subunits with the means of the unit in the preparation of the motor vehicles for storage;

- the supplying of the subunits with the operating materials necessary for storing the motor vehicles;

- the method of drawing up the documents for the motor vehicles to be stored.

133. The motor vehicles to be stored should be given technical servicing No. 3.

134. In addition to the list of work stipulated for technical servicing No. 3, the following additional work should be done:

- all the electric wiring should be carefully cleaned and wiped;

- all the unpainted outside metal parts of the motor vehicle should be cleaned and lubricated with commercial vaseline or solidol; the painted parts should be washed and wiped;

- the tools, accessories and transported set of spare parts should be checked, cleaned, lubricated and wrapped in paper or oiled fabric; the defective tools and devices should be repaired and the missing ones replaced;

- the leaf springs and supplementary springs should be lubricated with graphite; the excess lubricant should be removed;

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-- the outside parts of the engine should be painted;

-- the hinge connections of the hood clips, the grips and locks of the doors of the cab, pane lifters, hinge connections of the brake rods, control rods of the carburetor, (clutch pedals, towing devices and other parts and assemblies should be lubricated with solidol or commercial vaseline;

-- the wheels of the motor vehicle should be taken off, the rust removed from the discs of the wheels and if necessary they should be repaired and repainted; the rubber should be cleaned of mud, washed and wiped dry; the innertubes and inside parts of the tires should be wiped with talcum; after this the rubber is mounted, the pressure in the tires is brought up to normal and the wheels set in place;

-- the parts of the motor vehicle should be painted and if necessary the whole machine;

-- if necessary one should wash the fuel tanks.

135. Before placing the vehicles in storage the main and supplementary fuel tanks should be filled.

136. After the motor vehicle is placed on the storage spot, we should pour into each cylinder of the engine up to 30 grams of fresh clean engine oil to protect these cylinders from corrosion.

137. When we place the motor vehicles in storage for long periods (over 3 months), the following should be done in addition to what is listed in Articles 133-136:

-- the gasoline settling tank (sump) is taken off, disassembled and the parts cleaned after which we should assemble it, lubricate it on the outside with solidol and set it in place;

-- the gasoline pump taken off, disassembled, rust removed from its parts, the upper cover and the body lubricated with a thin layer of solidol, after which the gasoline pump should be assembled and put back in place;

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-- the carburetor taken off, disassembled, its parts cleaned, after which it should be reassembled, lubricated on the outside with solidol and put back in place;

-- the gasoline filter taken off, disassembled, and its parts cleaned; if necessary, the inside surface of the body, the canals, and the cover should be tinplated, the release opening of the body blown out, and the filter element washed, after which the gasoline filter should be assembled and put back in place (in motor vehicles with carburetor engines the gasoline sump, the gasoline pump, carburetor and gasoline filter, and also the gasoline lines should not be filled with gasoline after they are put in place);

-- the reflectors of the headlights lubricated with commercial vaseline, oiled paper or oiled cardboard thrust under the glass of the headlight on the inside;

-- the storage battery taken from the motor vehicle and their technical condition carefully checked; the charged batteries (with a density of electrolyte suitable for the time of the year) should be kept in a room (in the wintertime, a heated room

-- we pour avtol into the sparkplug depressions (if any are present) up to a level of 5 mm below the upper surface of the head;

-- the oil filler pipe, radiator, filler cap, slits of the air cleaner and the outlet openings of the muffler pasted over with paper impregnated with solidol;

-- the tightening of the fan belt and compressor relaxed;

-- to protect it from dust and moisture the engine should be covered (under the hood) with an awning or impermeable fabric; if the latter are not available we use oiled paper;

-- the cardan connections should be lubricated with solidol (needle bearings-- with avtol) and wrapped in oiled paper;

-- the transmission housing, transfer case and the rear axle should be closed hermetically, for which purpose the ventilation caps (breathers) of the aforementioned sets are cleaned and wrapped with insulating tape;

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-- the clearances between the protective discs and the brake drum and the slits of the brake drums are covered with paper impregnated with solidol;

-- the glass of the cab is covered on the outside with translucent paper (or fabric) or covered with shields, mats, etc.

For better preparation of motor vehicles for storage, we may assign additional personnel from the small units, in addition to the drivers who are permanently assigned.

138. Responsibility for the preparation of the motor vehicles for storage falls upon the commanders of the small units (below the regiment) and the motor officers of the units.

139. After the motor vehicles are prepared for storage, the motor officer of the small unit draws up a storage card for the motor vehicle (Appendix 24), in which he gives information concerning the motor vehicle and its readiness for storage.

140. The readiness of the motor vehicle for storage should be checked by the motor officer of the unit.

141. The commander of the unit determines the readiness of the motor vehicles for storage by personally checking each motor vehicle, after which he gives an order for the placing of the motor vehicle in storage.

3. THE MAINTENANCE OF THE MOTOR VEHICLES IN STORAGE

142. For conserving motor vehicles in storage special covered quarters (buildings) or areas are assigned separately from the place of parking of the motor vehicles that are being used. On the areas or in the buildings, the automobiles are placed in the order of the numbers of the subunits and "line crew".

The motor vehicles in storage are guarded day and night.

143. The motor vehicles in storage should be kept in good technical condition at all times and ready for march at the time prescribed by the commander of the military district.

144. Motor vehicles in storage should be placed on a metallic or wooden stand (trestle) in such a way that the wheels will be lifted 8-10 cm from the ground.

On soft ground boards are placed under the trestles.

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The load is taken from the springs by placing a wooden cross piece between the frame and the axle.

145. Over each motor vehicle parked one should place a tag showing the subunit, the number of the motor vehicle and the surname of the driver.

146. When we store combat motor vehicles to be used for towing artillery and other systems, they should as a rule be placed with the artillery and other systems assigned to them.

If it is necessary, we may allow the parking of motor vehicles separately from the artillery and other systems but the distances must be such that it will be possible to put them in combat readiness quickly in case of alarm.

147. The levers of the transmission case and the transfer case are placed in neutral position; the brakes are released.

148. The hood of the engine, fuel tanks, doors of the cab and tool boxes are sealed with lead.

149. The keys to the locks of the ignition are left in the locks; the duplicates of the keys are kept in the "technical unit". (with the motor officer).

150. In order to protect the motor vehicle tires from the rays of the sun they should be covered with awnings, mats, shields, etc. The motor vehicle tires, D aprene hose, fan belts and other rubber products should be replaced with new ones as they come into the unit and in accordance with the periods of serviceability fixed for them.

The rubber products taken from the motor vehicles in storage are checked to determine their serviceability and then used on motor vehicles that are in operation.

151. When motor vehicles are stored in wintertime in heated quarters or stored in the summertime, the following are necessary:

-- the cooling system of the engine should be filled with water (in summer) or with a cooling mixture (in the winter);

-- the sets and mechanisms of the motor vehicles should be filled with oil suitable for the time of the year;

-- the charged storage batteries should be kept on the motor vehicles, with the terminals disconnected and lubricated with commercial vaseline.

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152. For protecting motor vehicles stored in the open in the wintertime or in unheated quarters, it is necessary:

- to drain the water or cooling mixture from the cooling system;
- to drain the oil from the crankcase and keep it in a warm place, and to fill the rest of the sets of the motor vehicles with winter lubricant;
- to take the storage batteries from the motor vehicle and keep them in (charged) in heated quarters, separately from the storage batteries of the motor vehicles which are in operation.

153. The batteries of motor vehicles in storage should be replaced by new ones as they come into the unit and in accordance with the length of life ascertained for them. The storage batteries taken from motor vehicles in storage are used on motor vehicles that are in operation, after they are checked to determine their serviceability.

154. The technical servicing of motor vehicles in storage is carried out in accordance with the plan approved by the commander of the unit.

In drawing up the plan one makes provision for the following measures and periods for carrying them out:

- the technical servicing of the motor vehicles -- once every two months;
- checking and charging of the storage batteries -- once a month; control-training cycles -- once in three months;
- replacement of gasoline in the tanks -- once in three months (the fuel is not renewed in vehicles with diesel engines).
- checking of 20% of the motor vehicles of each subunit by a run to a distance up to 2 km -- once in six months; checking of the motor vehicles at random, uncovering the engine and other sets -- once a year.

155. What is to be done during the technical servicing of the motor vehicles, carried out once every two months:

- make a careful external inspection for the purpose of checking the condition and the completeness of the motor vehicles;

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-- the sparkplugs of the ignition or the jet spray nozzle are unscrewed; we pour some oil into each cylinder; while the engine is in first gear the crankshaft of the engine is turned 15-20 revolutions by hand;

-- in case of the discovery of corrosion, the affected parts should be carefully cleaned of rust and oxidation and then covered with lubricant or painted;

-- the front wheels are turned several times; the steering wheel should be turned towards both sides two or three times;

-- check the foot and handbrake; the clutch, the control of the choke, foot and hand drives of the accelerator and the light switch;

-- check the level of the liquid in the reservoir of the master brake cylinder and in the shock absorbers; if necessary, pour in additional liquid;

-- inspect the interrupter-distributor and if necessary lubricate its metallic parts; check the condition of the devices of the electrical equipment;

-- check the tools of the driver, accessories and sets of spare parts carried on the motor vehicles and if necessary wipe them and lubricate them again;

-- check the quality of the fuel, the oil and the condition of the motor vehicle rubber;

-- lubricate all the lubrication points of the motor vehicle;

-- correct any troubles discovered during the inspection;

4. CHECKING OF THE MAINTENANCE OF MOTOR VEHICLES WHICH ARE IN STORAGE

156. The commander of the large unit and his deputy the motor officer check motor vehicles in storage twice a year.

The commander of the unit makes a check of the maintenance of the motor vehicle in storage in accordance with a special plan.

The rest of the officials of the military unit make a check of the motor vehicles at the intervals and in the manner set forth in articles 118-120.

The motor officer makes a check of the motor vehicles once every three months, with a test starting of the engines of certain vehicles which he may select.

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157. The Motor and tractor administration of the military district makes a check of the maintenance of the motor vehicles in storage in the units in accordance with the plan approved by the commander of the military district.

158. The results of the inspection and checking are recorded on the storage card which is turned over to the unit.

5. METHOD OF TAKING MOTOR VEHICLES FROM STORAGE

159. The transports and training motor vehicles may be taken from storage only with the permission of the commander of the military district.

The combat and front line motor vehicles may be taken from storage only for the needs of tactical training, upon the orders of the commanders of the divisions and regiments, in conformity with the plan of tactical training approved by the commander of the military district.

The taking of motor vehicles from storage may be carried out only within the limits of the plan of operation.

160. The taking of motor vehicles from storage is announced by an order to the regiments (or divisions) giving the reasons for the removal, the number of motor vehicles, their makes and number, at what time and for what purposes the motor vehicles are removed.

161. The motor vehicles taken from storage should be inspected just as they are before leaving the park. If necessary, in addition to the control inspection, the fuel tanks should be washed and oil put in the assemblies.

CHAPTER V

PARKS, THEIR ARRANGEMENT, EQUIPMENT, AND INTERIOR ORDER

I

GENERAL RULES AND REGULATIONS

162. The motor vehicle parts are planned in conformity with the general requirements of Chapter 10 of "Unit interior economy regulations of the Armed Forces of the USSR".

Interior order in the part and its protection are regulated by the commander of the unit in conformity with "Unit interior economy regulations of the Armed

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Forces of the USSR" and "Garrison duty regulations".

163. The following should be provided in parks:

- The facilities for servicing and storing of the motor vehicles;
- complete safety of the motor vehicles and motor vehicle equipment under all conditions, regardless of the period of storage;
- quick and unobstructed movement of the motor vehicles into the initial position for movement;
- defense and protection;
- fire safety.

164. The motor vehicle parks, both the permanent and the field has the following:

- checking technical point;
- a servicing sector, which consists of a place for cleaning and washing, a place for warming up, one for technical servicing, and a repair shop;
- a filling station and a depot for fuel and lubricants;
- a technical depot;
- an area for the technical servicing of the motor vehicles for the subunits;
- parking places for motor vehicles and other machines (if they are present in the unit) on the grounds or in buildings.

165. The area selected for the park should meet the following requirements:

- provide a convenient and free location for the park;
- have, if possible, a level surface, natural masking and hard ground;
- be located close to a source of water;
- have exits from the parking area making possible the departure of the motor vehicle units without intersection of roads;
- have good side roads.

166. The order (method) of movement in the park in indicated markers and special signs. The system of markers should assure correct movement of the motor vehicles in conformity with the adopted sequence of servicing. The roads for exit in case of alarm should be marked very carefully and they should make possible

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simultaneous departure of all the sub-units without crossing of the routes of movement.

2. PERMANENT PARKS

167. Permanent motor vehicle parks, equipped for troop units stationed in garrisons are located in capital constructions or temporary structures and as a rule have stationary equipment for special purposes - electric power plant, water pump station, filling station, etc.

In permanent motor vehicle parks, equipped for military units stationed in a camp, the motor vehicles are usually kept under the open sky or under sheds.

168. In order to block the access of intruders and to make it convenient to guard the park area the latter should be fenced in (with boards, brick, barbed wire, etc) and the necessary number of gates made.

169. In the parks we allow only electrical illumination. The underground spaces for the fuel and lubricants are illuminated by searchlights.

170. The heating in permanent parks should as a rule be of the central type; water, steam, or air. Heating with stoves may be permitted only on condition that the following rules are observed:

-- the fuel should be outside the building or other space, in drums, isolated from the rest of the buildings;

-- the vent holes of the stoves should not end within the quarters;

-- in the workshops, the forging and welding sections, as well as sections similar to them, should be isolated from the rest of the quarters.

171. All the buildings of the parks are numbered in a general sequence with figures having a height of 300 mm; the figures are put on the front side and on the sides of the buildings.

The gates into each building of the park are numbered with figures having a height of 150mm. The method of numbering the gates is from left to right, with the first numbers on each building.

The figures on the buildings and gates should be made with black paint in a white circle with a red border.

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3. FIELD PARKS

172. In field parks the servicing and technical repair of motor vehicles are carried out in the main by the mobile means of the posts for technical servicing, the mobile workshops, fuel servicing trucks, water-oil servicing trucks, mobile repair-charging stations and the individual sets of tools of the driver and motor vehicle mechanic, and also with the spare parts carried on each motor vehicle.

173. The servicing of the motor vehicles in the field parks should be carried out to the full extent and in conformity with the prescribed sequence of servicing.

174. The planning and construction of field parks will be determined by the following:

- the requirements of the tactical situation;
- conditions of the area and the sector of the locality chosen for the park (relief, condition of the ground, nearness to water)
- season of the year;
- assumed duration of the stationing of the unit in the given area;
- the availability of means for servicing and repair and the need for them;

175. The sector set aside for the field park should meet the following requirements, in addition to those set forth in article 165:

- safety and concealment of the location;
- dependable all-around defense and the possibility of rapid and convenient departure of the motor vehicles for the initial position;
- it should be possible to station the personnel close to the park.

The relief of the sector should make it easy to drive the motor vehicles from the park and facilitate communications within the park.

The ground on the territory of the park should make possible free movement of the motor vehicles in any kind of weather. One should avoid sectors with soft ground and a high level of ground water, and in mountain terrain one should avoid narrow passes.

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176. As a rule parks should be located in forests, in brush wood, orchards etc, taking into account the possibility of building side roads. It is recommended that parks not be placed in town and villages. If it is necessary to place a park in a town or village, one should park the automobiles at a distance from the dwellings - under sheds, industrial establishments or other structures.

The intervals between the motor vehicles should be wide, to lessen the loss from enemy air attacks, but sufficient to assure control, protection of the park, masking and convenience for the movement of each motor vehicle into the march column in a short time.

177. In order to facilitate shifting about and convenience of work, and also to prevent fires, the area of the field park should be cleaned. In summer the park should not have on it any dry grass or brush which would easily catch on fire.

4. ARRANGEMENT OF THE PARKS

178. Motor vehicle parks should be arranged in conformity with the model scheme (Appendices 37 and 38), which takes into account the sequence of technical servicing of motor vehicles and for carrying out of the following work:

- inspection of the motor vehicles before leaving the park and upon return to the park;
- washing of the motor vehicles;
- technical servicing of the motor vehicles;
- current repairs of the motor vehicles;
- refilling the motor vehicles with fuel and oil;
- placing the motor vehicles in the parking space.

179. Checking-technical points (regular or not regular) are set up in each military unit having 15 or more motor vehicles or other machines.

180. The checking-technical point is placed at the exit from the park on the main road for the purpose of checking the technical condition of the motor vehicles and other machines of the unit entering the park or returning to it. At the checking-technical point, quarters are arranged for the command

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of the point and the mechanics.

181. The vehicles are allowed to pass from the park and into the park through the gates or barriers of the control points by the orderly at the gate (or barrier), when permission is given by the chief of the checking-control point.

182. As commander of the checking-technical point we appoint an officer or non-com having a good knowledge of the arrangement and the rules for operating the machines in the unit. He is subordinate to the motor officer of the technical unit, performs his service in keeping with the instructions of the commander of the control-technical point and is personally responsible for seeing that the machines leaving the park are in good repair.

183. When the motor vehicles leave the park at the checking-technical point the following are checked:

- the papers of the motor vehicle; to see that they are in order;
- the presence on the motor vehicle of all the prescribed markings;
- completeness of the motor vehicle;
- refueling of the motor vehicle with fuel and lubricants and the absence of leaks of water, fuel, oil, or brake liquid;
- condition of the brakes, steering, side catches, sound signals, head lights, tail lights and stop signals;
- condition of the wheels and the pressure of the air in the tires;
- condition of the light masking (when this is necessary);
- packing (storing) and fastening of the load;
- condition of the seats (on motor vehicles intended for the transport of men);
- external appearance of the driver.

184. When the motor vehicles return to the park, the following are determined at the checking-technical point;

- the correctness of the prescribed documents;
- technical condition of the motor vehicle; in case of the discovery

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of trouble the determination of its causes;

-- external appearance of the driver.

185. Information concerning the motor vehicles departing from the park and returning to it is recorded in the Journal of the checking-technical point (Appendix 25).

186. The servicing sector is a place for carrying out the technical servicing and the current repairs of the motor vehicles and consists of:

- point for cleaning and washing;
- point for warming up;
- point for technical servicing;
- repair shop.

187. The point for cleaning and washing motor vehicles is the place for putting in order the motor vehicles returning to the park, removing the mud from them, washing, wiping and drying them. It is in the park immediately behind the checking-technical point, or close to the park, near a supply of water. The following are arranged at the point: place for preliminary removal of mud, a place for washing, putting in order, and a place for wiping and drying the motor vehicle.

The cleaning and washing point is provided with the necessary equipment (a scraper, spade, brush, broom, a washing machine and others), to improve and speed up the cleaning and washing of the motor vehicle.

188. The warming up point is arranged in front of the point for technical servicing. It is for the purpose of warming up the cold motor vehicle in the winter time to a temperature making possible the carrying out of the necessary adjustments of the mechanisms and the lubrication of the all the points of the motor vehicle in accordance with the lubrication table.

In certain cases the warming up point may be placed in the same building with the point for technical servicing, so that the motor vehicle prepared for technical servicing may be warmed up during the time of the servicing of the motor vehicle arriving previously.

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189. The point for technical servicing is a place for carrying out the work of technical servicing No. 1, 2 and 3. It is placed in the park with a view to convenience of servicing all the sub-units (below the regiment) and as a rule is close to the repair shop.

As commander of the point for technical servicing we appoint an officer or non-com who has a good knowledge of the construction and technical servicing of motor vehicles. The chief of the point for technical servicing is subordinate to the "deputy commander of the unit for technical work" (motor officer) and is responsible for all of the work of the point.

The information concerning each motor vehicle that is serviced is recorded in the Journal of the point for technical servicing (Appendix 26).

190. The repair shop is for carrying out in the unit the current repairs of motor vehicles.

The repair shop is located in the park with a view to convenience of servicing of the sub-units (or regiments).

The one responsible for order in the repair work shop and for the quality of the repairs made is the commander of the small repair unit (or chief of the repair shop).

191. The medium repairs of motor vehicles, assemblies and motor vehicle equipment in the repair shop of the large unit are made in accordance with orders issued by the motor commander of the large unit on the basis of statements showing the technical condition. The statement showing the technical condition and also the certificate of the motor vehicle are sent together with the latter to the repair shop of the large unit (division).

As a rule the motor vehicle goes in the repair shop of the division accompanied by the driver, who participates in the repair of his motor vehicle.

Before turning over the motor vehicle for repair, the driver cleans it of mud, washes it well, and presents it in a clean condition for repair.

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The turning over of the motor vehicle for repair is done by the motor commander of the sub-unit or by the motor vehicle mechanic.

The acceptance of the motor vehicle for repair is done in the repair shop by the motor commander of the sub-unit.

A record of the repairs is made on the certificate of the motor vehicle, under the signature of the head of the repair shop.

192. The work of repairing and charging the storage batteries is done regularly in accordance with a separate plan (Appendix 27).

The record of the work done and the materials used is kept in the book for recording, charging and repair of storage batteries (Appendix 28).

193. The repair of the rubber recorded in the Book for recording repair of rubber (Appendix 29).

194. A filling station and a fuel-lubricant depot are set up in each unit for receiving, storing, and issue of fuel and lubricants, refuelling equipment and containers, for refuelling motor vehicles and conserving emergency supplies of fuel lubricants. The filling station and depot are directly subordinate to the chief of fuel and lubricants and where the latter is absent it is subordinate to the motor commander.

The fuel and lubricant depot and the filling station are set up separate from the other elements of the park because of the fire hazard. The area of the fuel and lubricant depot and the filling station should be fenced in, be under constant observation of a fire guard and a sentry.

195. The technical depot is for the storing of spare parts, materials, and other motor vehicle equipment of the regiment.

The building (or place) set aside for the depot, should be broken up into sections (or sectors) in which the following are stored separately:

- spare parts, tools, accessories, and equipment;
- the rubber;
- materials;

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-- parts and materials which have become unfit for use.

The sections of the depot are equipped in a manner suitable for the kind of supplies stored, in accordance with directions and instructions for depot storage.

196. The areas for technical servicing of the motor vehicles of the sub-units are intended for carrying out the following operations:

- checking inspection of the motor vehicles before they leave the park;
- daily technical servicing of the motor vehicles;
- current repairs.

The area for the technical servicing of the motor vehicles of the sub-unit is located in the immediate vicinity of the parking space of the vehicles of the given sub-unit and its size and lay-out should be in conformity with the prescribed sequence for the servicing of the motor vehicles.

197. The stand (parking lot) for motor vehicles includes:

- the parking space (in the open or in a building) for motor vehicles in daily operation;
- the parking space (in the open or in a building) for motor vehicles kept in storage.

The stand is for motor vehicles that are in good condition, refuelled with technical servicing and ready to go out. It is forbidden to place on the stand motor vehicles which are not in good repair and without technical servicing.

The motor vehicles should be placed on the stand in such a way as to assure the departure of anyone of them without any maneuvering.

198. In the placing of the motor vehicles on the stand we should observe the following intervals:

- between the sides of the motor vehicles there should be a space of at least 0.75 m;
- between the rear end of the vehicle and the wall or fence there should be a space of at least 1 m.

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199. If there are covered quarters for the stand the essential measures for equipping them consist in precautions against fire (the making available of fire extinguishers, boxes with sand and other fire fighting materials and equipment).

When we arrange a stand on an open sector, we should carry out the following work:

- level the area where the motor vehicles are parked, cover it with gravel or slag, tramp it and sprinkle lightly with sand;
- fence the sector with barbed wire and if lumber is available put a solid fence around it;
- place on the area of the parking space boxes with sand and screens (shields) with the fire fighting materials (spades, axes, crowbars, hooks, and fire extinguishers);
- paint in white the lower part of the trunks of trees, the guard columns of bridges, etc).

200. For each motor vehicle on the stand set aside a definite place in the formation of the combat crew. On each motor vehicle one should hang a board (plate) with the number of the motor vehicle and the surname of the driver to which the motor vehicle is assigned.

When the motor vehicles are parked for more than a week, the springs and the tires should be relieved of pressure.

In the winter, when the motor vehicles are stored in the open or in buildings that are not heated the water should be drained from the cooling system; boards with the inscription "water let out" should be placed on the radiators of the motor vehicles.

If the cold is severe, the storage batteries should be taken from the motor vehicles and stored in heated rooms.

201. The following work may be done on the parking lot:

- removal of the mud, dust, or snow that has fallen on the motor vehicle while it is passing from the point of technical servicing to the parking lot;

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-- periodical cleaning of the motor vehicles of dust or snow settling on it after it has stood for a long time;

-- periodic checking of the condition of the storage batteries and pouring in of distilled water; if necessary, removal of the batteries for charging;

-- the draining of the cooling liquid and the filling of the cooling system;

-- preparatory work connected with the starting of the engine and control inspection of the motor vehicles when they have been parked for a long time.

202. In addition to the equipment and quarters enumerated in article 104, the park has roads and other accessory arrangements.

203. When the troops are in the field the commander of the unit may order for each motor vehicle the construction of a cover (shield, etc) sufficient to protect its engine from being hit by shell fragments. For the track of the wheels we should make a wider path of poles or boards so that it will be easier for the motor vehicle to leave cover and so that the tires will be protected. In order to avoid skidding we place a transversal floor under the back wheel.

For protecting the personnel from air attacks we dig slit trenches.

204. Quarters for the duty officer of the park are assigned on the area of the park. The duty officer should have: a Journal for recording the departure and return of machines (Appendix 31): plan of the park, plan for the departure of the machines in case of alarm, instructions pertaining to fire protection, samples of the permits to the park, instructions to the duty officer and orderly of the park. Book showing when the duty officer comes on and goes off, list of the property and equipment of the park, medical cabinet, thermometer for determining the temperature of the air.

5. METHOD (SERVICE) OF DEPARTURE OF THE MOTOR VEHICLES FROM THE PARK

205. The motor vehicles should leave the park in accordance with the plan of operation of the motor vehicles. They may leave in a manner not

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provided by the plan, with personal permission of the commander of the unit, in cases of urgency or upon receipt of an order from the higher commander given to the unit.

All departures of the motor vehicles, whether according to plan or not, are recorded with the necessary explanations in the plan of operation (section "actual execution") and in the book for recording the work of the machines and the consumption of fuel and lubricants (Appendix 30).

206. Upon the departure of a motor vehicle from the park the driver receives a "travel sheet" (driver's trip ticket) (Appendix 3). The method of drawing up and issuing driver's trip tickets is explained in Appendix 4.

207. Before the issue of the trip tickets to the drivers the motor officer of the unit checks the technical condition of the motor vehicles leaving the park and their readiness for carrying out their mission. After making sure that the motor vehicles are in good condition the motor officer makes a note to this effect on the trip tickets, personally reports the readiness of the motor vehicles to the commander and presents to him the trip tickets for his signature. The motor officer hands the signed trip tickets to the drivers.

208. In order to obtain permission for the departure of the motor vehicles from the park the driver reports to the duty officer of the park and hands him the trip ticket.

209. The duty officer of the park, in conformity with the written instructions of the motor officer personally gives permission for the departure of the motor vehicles from the park and makes a notation of the fact on the trip ticket. He records in the Journal the information concerning the motor vehicle leaving the park and returning.

The order of the motor officer should enumerate all of the machines leaving the park on the given day. The duty officer of the park receives an order in the staff of the unit the day before the departure of these machines from the park.

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210. The orderly of the park allows the motor vehicles to leave the park when they present trip tickets with a notation of the duty officer granting permission to depart.

211. At the control-technical point a check is made of the technical condition of the motor vehicles leaving the park. If the technical condition of the motor vehicles meets the requirements set forth in articles 79 and 183 of the present field manual, the chief of the control-technical point makes a notation of the fact in the trip tickets and gives the orderly permission to allow the motor vehicles to leave the park.

If the motor vehicles do not meet the technical requirements given above the chief of the control-technical point does not allow them to pass. The chief of the control-technical point immediately reports to the motor commander the reasons for not allowing the motor vehicle to leave the park.

212. The inspection of the motor vehicles at the control-technical point is for the purpose of checking and does not relieve the commanders of the sub-units of the responsibility for the preparation and condition of the motor vehicles and other machines that are allowed to leave the park.

213. When a large number of motor vehicles leave the park simultaneously, the commander of the unit reinforces the personnel of the control-technical point or he assigns persons to check the motor vehicles beforehand at the place where they are parked.

214. When motor vehicles leave the park because of an alarm, no check is made of their technical condition.

215. When the motor vehicles return to the park and have been checked at the control-technical point, the duty officer of the park checks the trip tickets and makes a notation in the Journal showing departure and return of the machines. The duty officer of the park does not permit the placing of the motor vehicles on the park place until after they have had technical servicing.

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PROTECTION OF THE PARK AGAINST FIRE

216. The arrangement of the park should preclude all possibility of the outbreak of fire.

The precautions against fire should be worked out for each park by the commander of the fire unit in conformity with the "Unit interior economy regulations of the Armed Forces of the USSR", taking into account the concrete conditions, and should be approved by the commander of the unit.

217. Smoking and the having of open fires in the park are forbidden. For smoking on the area of the park special places are assigned and in these places one should have containers with water and boxes with sand.

218. For extinguishing fires the park should be equipped with fire fighting apparatus in good condition, distributed evenly over the parking space for the motor vehicles.

219. All the items of fire fighting equipment should be painted a bright red color; the metallic (or working) parts of the tools should be painted with black varnish.

220. The instructions for protecting the park against fire should be approved by the commander of the unit. They should include:

- instructions concerning the fire fighting means and the places where they are located;
- method of reporting the fire, conventional signals for fire alarm, method of calling the fire fighting unit, the telephone number etc;
- instructions concerning the detail of personnel in case of fire (reinforcement of the guards, crew for work in extinguishing the fire, evacuation of equipment etc);
- scheme for removing the motor vehicles from the park and the place of their concentration;
- instructions concerning the evacuation of the motor vehicles and other

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equipment and its protection;

-- instructions pertaining to the illumination of the park in case of fire at night;

-- instructions concerning traffic regulations;

-- method (or order) of allowing the personnel of the unit and the fire parties into the park in case of fire alarm.

Instructions pertaining to fire protection of the park should be posted in the room of the duty officer of the park.

All the personnel should know thoroughly what their duties are in case of fire.

CHAPTER VI

DRIVING OF MOTOR VEHICLES

I. GENERAL RULES AND REGULATIONS

221. The correct driving of motor vehicles is one of the most important requirements for keeping them in excellent mechanical condition, for increasing the mileage between repairs runs, and for increasing the total life of the motor vehicles.

222. The following will lessen accidents and help to conserve the motor vehicles:

-- a thorough knowledge on the part of the driver of the working principles, construction and operation of the motor vehicles;

-- strict observance by the drivers of the driving rules and the traffic rules;

-- the ability of the driver to get out of difficult situations and to show initiative and resourcefulness.

223. The prescribed traffic rules for motor vehicles constitute a law for the driver.

A failure to observe the traffic rules leads to minor accidents or serious wrecks. The driver should be held strictly responsible for violations of the

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traffic rules.

The driver should drive his machine so as to avoid any possibility of a collision with other motor vehicles, even if the other drivers violate the traffic rules.

224. Constant political-educational work with the drivers, the improvement of their skill and the raising of their qualifications constitute the most important duties of their commanders.

II. DRIVING OF A SOLITARY MOTOR VEHICLE

225. Before starting, the driver should make sure that his motor vehicle is in good condition, complete and ready to go out.

It is categorically forbidden to start an engine when there is no water in the cooling system or to employ a towing motor vehicle for starting the engine.

226. The motor vehicle may not be started until the engine has warmed up and begins to run steadily; the engine is heated up at slow rates of revolution of the crankshaft.

227. When moving the motor vehicle from the spot where it is and while driving it, the doors of the cab and the sides of the body should be closed, the personnel properly entrucked and the load properly fastened. One should start off in first gear at the lowest speed of the crankshaft.

228. During motion the driver should constantly observe the readings of the control devices (oil monometer, amperemeter, thermometer and others); in case of an abnormal reading of the devices or the development of noises and knocking in the motor vehicle, one should stop, find out the cause of the trouble, and remove it.

229. In order to economize fuel while in motion one should take advantage of the slopes in the road and the inertia of the motor vehicle, that is, coast when possible.

230. While in motion one should avoid frequent and abrupt braking, since

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this increases the wear on the tires and causes an excess consumption of fuel.

Incorrect braking of the motor vehicles causes wrecks or accidents.

231. The driver should regulate the speed of the motor vehicle to suit the conditions of the road and the speed of the motor vehicles moving ahead.

232. The braking of a motor vehicle while driving over a wet or slippery road (clay ground, rolled snow, ice covered roads and others), and also on down-grades, should be done by the combined method, namely, brake with the engine with simultaneous use of the brake. In braking with the engine the ignition should not be switched off.

233. One may pass ahead of a motor vehicle or other transport means or column on foot only on the left side. One may pass a troop column at a low rate of speed, but not until, upon the signal of the driver, a command (or signal) has been given and executed for cleaning the road by the sub-unit.

234. We may pass ahead of motor vehicles at increased speed but not a speed exceeding that prescribed for motor vehicle traffic on the given road.

235. After passing ahead it is categorically forbidden to turn sharply to the right, just ahead of the motor vehicle that has been passed.

236. For passing ahead one should occupy the middle of the road and give a signal to the motor vehicle ahead to move to the right.

237. The driver of the motor vehicle to be passed, upon hearing the signal of the passing motor vehicle, should answer the signal, move to the right and reduce his speed.

If there is an obstacle before the motor vehicle that is being passed, such as a pot-hole, stone, ditch, etc, the driver must brake smoothly and allow the other motor vehicle to pass ahead.

238. The driver should not start to pass ahead until he is sure that there is no oncoming (meeting) traffic, pedestrians or military columns. If the motor vehicle in front leaves behind itself a thick cloud of dust, the passing should be done with special caution, without getting out of the central (or axial) line of the road.

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239. Short and gentle ascents should be climbed by the inertia of the vehicle. At the top of the ascent, in order to avoid a collision with oncoming motor vehicles, one should reduce the speed and drive with special caution, blowing the horn (at night, giving the light signal).

240. We climb steep upgrades on the gear in which the motor vehicle can reach the top without a change of gear.

241. We go down steep downgrades on low gear assuring safety of descent. Going down on the brakes with the clutch thrown out is forbidden. If necessary we use combined braking.

242. In fording (streams) we should observe the following rules:

-- carefully note the condition of the ground at the place where the motor vehicle goes down into the water and comes out on the opposite bank and check the condition of the bottom of the stream;

-- before crossing, remove the fan belt and cover with the lower part of the radiator with plywood or cardboard; if it is necessary to ford deep water, we take additional precautions (we raise the storage batteries, connect (?) suction pipes of the carburetor, cover the spark plugs and interruptor-distributor etc);

-- the going down into water and the fording are done in first gear at high and steady rates of revolution of the crankshaft and without stopping; in case of forced stopping of the motor vehicle, we should not choke the engine;

-- in winter time, immediately after fording a stream, we should dry the brakes, for which purpose the motor vehicle should be driven a certain distance with slightly applied brakes.

243. In driving a motor vehicle at night we observe the following:

-- when driving over illuminated roads and streets we should switch on the low beam and along roads and streets that are not illuminated we should switch on the high beam;

-- when we pass oncoming vehicles, we should reduce our speed at a distance of not less than 50 meters switch from high to low beam; we should not switch

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back to high beam until after the vehicle has been passed;

-- if the motor vehicle has only one headlight that is functioning (in case of damage to the second headlight en route) it should be (put) on the left side;

-- if we are obliged to drive without lights, the rate of speed should be reduced to 10 km per hour and one should blow the horn frequently;

-- when we pass we should warn the vehicle ahead by blowing the horn and by light signals with alternate switching ahead, of the low beam and the high beam; we do not pass until the vehicle ahead answers the signal for passing and takes the right side.

244. When driving motor vehicles in fog, we observe the following rules:

-- if it is daytime switch on the lights, and if it is night, we switch off the lights entirely or we may leave on the low beam, if it does not interfere with keeping our bearings;

-- the speed of the motor vehicle should be reduced to 5 km per hour;

-- the passing ahead of vehicles is categorically forbidden;

-- while in motion blow the horn frequently;

-- go up and down ~~grades~~ on first gear.

245. For stopping the motor vehicle we must gradually reduce the speed, signal with the hand or otherwise and get on the right shoulder of the road. The place for stopping the motor vehicle should be open, visible from both directions at a distance of at least 50 meters.

After stopping the motor vehicle, we should put the gear shift lever in neutral, pull back the hand brake, turn off the ignition and "cover the gasoline cock". (Trans. note: turn off the gas).

At night or in fog one should switch on the low lights and the tail lights.

We may leave the cabin only on the right side of the road.

We are forbidden to stop the motor vehicle on curves, at turns, at covered

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places of the road, at road signs, at bridges and on bridges, at crossroads and road junctions, on upgrades and downgrades. In case of forced stoppages ingoing downgrade or upgrade, we should move as far as possible to the right and put on the hand brake as far as it will go. We should place a wedge or stone under the wheel. When we stop on a downgrade, we throw the gear into reverse and on an upgrade we should shift to the first gear.

The driver should employ each stop for an inspection of the motor vehicle for checking of the fastening of the load and the correction of troubles.

246. In driving the motor vehicle during a thaw, in glazed frost and on slippery roads it is necessary:

- to start off smoothly on the lowest gear at a low rate of revolution of the crankshaft, so as to avoid sliding of the wheels;
- to start off smoothly at a speed not exceeding 15/20 km per hour; at places where the traffic is heavy, at crossroads and bridges, and also at turns and downgrades one should drive at a speed of 5 km per hour;
- to observe a distance of at least 25 m between the motor vehicles;
- to select a route so that the surface of the road for the right and the left wheels will be the same;
- to speed the motor vehicle in shifting gears only on straight stretches of the road;
- for stopping the motor vehicle, to reduce the speed; the stopping should be done on a straight and level stretch of the road;
- if the motor vehicle skids during braking, to reduce the braking quickly and by a turn of the wheel to the side of the skidding, in order to level the motor vehicle;
- in going up and down grades to use anti-skid devices.

247. When driving motor vehicles in deep snow it is necessary:

- while driving in deep snow not to make sharp turns and not to change gears frequently;

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-- if one drives for a long time in deep snow, not to allow excessive revolutions of the crankshaft and to keep the gas so that the engine will operate normally and not be overheated;

-- in case of sliding of the wheels, to let the motor vehicle go back a certain distance and then start forward on first gear;

-- on roads with rolled shoulders to pass oncoming motor vehicles very carefully and at a low rate of speed;

-- to cross snow drifts not wider than 5 meters by speeding up the machine, taking advantage of its inertia, if at the first run the motor vehicle does not cross the drift, move back and make another attempt to cross it;

248. Before starting to drive over ice, we should first make a careful reconnaissance of the ice cover: determine the thickness and solidity of the ice, the depth of the snow cover on the ice and near the banks, the condition of the ice near the banks, the place for going onto the ice and the place where one comes out on the opposite bank.

One should move over the ice smoothly, in low gear, avoiding stops and turns and with the door of the cab open. If there is considerable sagging of the ice, one should smoothly increase the speed.

249. In driving motor vehicles over sandy stretches it is necessary:

-- to take advantage of the inertia of the motor vehicle in crossing sandy stretches that are small in extent;

-- in crossing wide stretches of sand, to select the most favorable direction of movement, drive in low gear at rates of revolution of the crankshaft above the average, avoiding changing of gears;

-- to follow the ruts, without making any sharp turns;

-- in case of slipping, stop the motor vehicle, remove the sand around the front wheels, put boards under the rear wheels and start movement in first gear.

250. If possible one should avoid slippery clay sectors of the locality.

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If it is impossible to go around them (the sandy sectors), one should select sectors of the locality covered with vegetation, and drive at reduced speed, avoiding sharp turns.

We climb short upgrades on clay sectors of the locality by getting a running start; in case of long upgrades we should put on the anti-skid chains.

251. Over arable land we should drive at reduced speed at medium rates of revolution of the crankshaft. We should drive along the furrows or obliquely.

252. We should cross marshy meadow only at accelerated speed and in a gear previously selected. While in motion we should avoid ruts, sharp turns and stopping.

In case of slipping we should lift the wheels and put a board or a bunch of brushwood under it; one should not dig up the soil under the wheels, because this could weaken the ground.

III. THE DRIVING OF MOTOR VEHICLES IN A COLUMN

253. While motor vehicles are moving in a column, one should observe in a strict manner the prescribed rate of speed and the distance between the motor vehicles. The distance in meters between the motor vehicles should be at least the numerical value of the speed of the motor vehicles (for example, if the speed is 40 km per hour the distance between the motor vehicles should be at least 40 meters). At night the rate of speed of a column should be reduced; in this case the distance between the motor vehicles may be reduced to 15-25 meters.

Each driver should know well the minimum permissible distances between the motor vehicles at different rates of speed under different road conditions.

254. During the time of movement the drivers must watch carefully the signals given by the motor vehicle moving ahead and quickly obey them.

255. Short and difficult stretches of the road (up to 100 meters) and also short and steep downgrades and upgrades should be gone over by turns, each vehicle waiting until the preceding one has reached a good stretch of the road.

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Short upgrades should be driven over by getting a good running start; in this case the distance between the motor vehicles should be increased by $1\frac{1}{2}$ -2-fold. In going over long and steep upgrades the distance should not be less than 75 meters.

256. On long downgrades the speed of the motor vehicles should be reduced and should not exceed 20 kilometers per hour; in this case the distance between the motor vehicles should be at least 50 meters.

257. When a bridge has a limited load capacity the motor vehicles should cross it by turns. Stopping on the bridge is categorically forbidden.

258. The stopping of separate motor vehicles should not make necessary the holding up of the movement of the column.

259. In case of forced stoppage, the motor vehicle places itself on the shoulder of the road to the right side or leaves the road entirely. One should go around the stopped vehicle on the left, reducing speed at the same time.

260. The drivers of the stopped motor vehicles do not have the right to outdistance the moving column. They do not take their place in the column until a stop or halt is made, and with the permission of the chief of the column.

IV. THE DRIVING OF MOTOR VEHICLES IN MOUNTAINS

261. For driving motor vehicles in mountains special attention should be paid to their preparation.

Before starting out and also at each stop on the road, the driver should carefully check the condition of the steering, foot and hand brakes, fastening of the wheels and the load.

262. While driving in mountains one should observe in a strict manner the following rates of speed:

-- on straight stretches, with good visibility and when the roads are in good condition, not over 30-35 km per hour;

-- on slippery roads, not over 10-15 km per hour;

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-- on downgrades, not over 15-20 kilometers per hour;

-- on turns, not over 5 km per hour.

263. While driving one should observe the following distances between the motor vehicles: on upgrades, not less than 75 meters, and on downgrades, not less than 50 meters. On steep upgrades and downgrades the distances should be increased to 100 meters.

264. Before starting upgrade we should put the hill holder in order and shift in plenty of time to the gear making it possible to go up the slope without any gear change. At the top of the rise and upon approaching turns in the road one should, in order to avoid collisions with approaching traffic, blow the horn (in the day time) or signal with the lights (at night time).

265. We do not start up steep grades until after the approaching motor vehicle has reached the bottom of the upgrade, and we do not start down until the vehicle ahead has reached the top of the upgrade.

266. In case of a forced stop on an upgrade, one should put on the hill holder and put a block under the rear wheels; if the vehicle slides backward (in spite of the measures taken) one should immediately put the gear in reverse and stop the motor vehicle by carefully moving against some natural obstacle.

267. On downgrades we are forbidden to pass the motor vehicle moving ahead. The motor vehicle should be braked only by the combined method, that is, with the engine and with the brakes.

268. At mountain halts and in narrow roads, movement of the motor vehicles is permitted in only one direction and preferably in the day time.

VII. MOTOR VEHICLE ACCIDENTS AND THE PREVENTION OF THEM

I. CLASSIFICATION OF MOTOR VEHICLE ACCIDENTS.

269. All accidents occurring in the operation and storage of motor vehicles are divided into three classes: minor accidents, ordinary or average accidents (crashes, breakdowns) and serious wrecks.

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270. A minor accident is one in which there is damage to the motor vehicle or its mechanisms such that an ordinary repair is sufficient to put the vehicle back in good condition.

271. An ordinary accident is one in which there is damage to the motor vehicle or its mechanisms requiring a medium or major overhauling. These "average accidents" also include damage to the motor vehicle or its mechanisms caused by violation of the rules of operation (cracking of the radiator due to freezing, damage to the storage batteries, etc).

A list illustrating the character of minor accidents and ordinary accidents to motor vehicles is given in Appendix 5.

272. Serious wrecks are those resulting in the destruction of or serious damage to the motor vehicle, simultaneously with the death, or serious injury of persons, either those who are in the motor vehicle or others who are not.

273. Ordinary accidents and serious wrecks belong in the category of special accidents.

274. Natural wear of the mechanisms not causing additional damage to the vehicles or its assemblies, and also combat damage (from shell splinters, mines, aerial bombs) do not belong in the category of ordinary or minor accidents.

275. Damages to the armament and special equipment placed on the motor vehicles are classed as ordinary accidents or minor accidents to the armament and special equipment and are considered in the respective manuals and instructions.

276. In case of ordinary and minor accidents to the motor vehicle due to faults of manufacture, we should draw up "claims documents" in the manner explained in the respective manuals and regulations.

II. MEASURES FOR PREVENTING MOTOR VEHICLE ACCIDENTS

277. The driver can reduce accidents:

- by strict observance of the service regulations of the Armed Forces of the USSR and the present manual (instructions);
- by having a thorough knowledge of the working principles (construction)

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of the motor vehicle, the traffic rules and the rules for driving, by skilled driving of the motor vehicle under all conditions by being able to detect at once troubles developing during operation of the motor vehicle and to remove them quickly.

— by seeing that the vehicle receives complete technical servicing at the proper time;

— by careful inspection of the motor vehicle before it leaves the park, especially its steering, brakes, the fastening of the wheels and the sides of the body and the pressure in the tires.

278. Without a careful study of the causes of each accident, it is impossible to prevent a repetition of the accident in the future, hence, the causes of each motor vehicle accident should be discussed with the drivers, and also with all the non-coms and officers of the unit.

279. All the officers must conduct educational and explanatory work among the drivers, making extensive use of the experience of the best drivers and the experience of those who have had no accidents.

280. When one checks the organization and condition of the motor vehicle service in the units, one should pay special attention to the accidents and the steps taken to prevent them because they are one of the special indices of the status of military discipline, order and organization of the given unit.

281. The commanders and chiefs must bear full responsibility for any violation or negligence resulting in an accident or wreck of any kind.

3. KEEPING A RECORD OF MOTOR VEHICLE ACCIDENTS AND REPORTING THEM.

282. Each accident whether serious or not should be recorded and investigated.

283. The recording and also the reporting of the wreck should be done in conformity with the existing regulations. In addition to this, the recording of each accident or serious wreck and the reporting of it should be done in the manner prescribed by the present regulations.

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284. The motor commander keeps a record of the accidents and wrecks in the "Book for recording accidents, and wrecks" (Appendix 32).

285. The commander of the unit, after the investigation of each wreck, but not later than one day after it took place, shall present a special report to the commander of the large unit (Appendix 33). The report should show very clearly the causes and circumstances of the accident in every respect. The special report should be signed by the commander of the large unit in person.

286. The commander of the large unit makes a special report of the wreck, with all the conclusions, to the troop commander of the military district and sends a copy to the chief of the Motor and Tractor administration of the military district.

287. The chief of the Motor and tractor administration of the military district shall make a special report of motor vehicle accidents, with all the conclusions, to the head of the Chief of the Motor and tractor administration of the armed forces.

288. The commanders of the regiments of the "central authorities" make special reports of wrecks to the commander of the branch of the service and send a copy to the Chief of the motor-tractor administration of the Armed Forces.

289. The failure to make a special report of a wreck shall be considered as concealment of an extraordinary happening.

290. The commander of the sub-unit shall render a report each month to the commander of the regiment giving the number of accidents during the past month and also the measures taken and proposed for removal of the causes of the accidents.

291. The information concerning motor vehicle accidents should be presented at the time, in the manner and to the authorities provided by the schedule of regular reports.

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CHAPTER VIII

DUTIES OF OFFICERS IN THE OPERATION OF MOTOR VEHICLES THE COMMANDER
OF THE REGIMENT (OR SEPARATE BATTALION)

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292. The commander of the regiment (or separate battalion) is responsible for the following: for the planning of the operation, repair and constant tactical readiness of the motor vehicles; for the technical training of the personnel of the regiment (or battalion); for the timely request for and obtaining of equipment, spare parts, fuels and lubricants; for the taking of steps to prevent motor vehicle accidents.

293. It is his duty:

- to know the number and technical condition of the motor vehicles of the regiment (or the battalion);
- to plan for the proper operation and repair of the motor vehicles of the regiment (or battalion) and the keeping of them in constant tactical readiness;
- to approve plans for the operation of motor vehicles and check their execution;
- to carry out control inspections of the motor vehicles;
- to check particularly to determine whether or not the personnel knows the rules for the operation of motor vehicles;
- on the basis of the prescribed standards to approve the estimates for the consumption of motor resources for carrying out the plan for tactical readiness and for the administrative vehicles;

THE MOTOR COMMANDER OF THE REGIMENT (OR SEPARATE BATTALION)

294. The motor commander of the regiment (or separate battalion) is responsible for the following: for keeping the motor vehicles in good technical condition; for planning the technical servicing of the motor vehicles and carrying it out in accordance with the plan and to the full extent provided by the present regulations; for the organization of the technical training of the personnel

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engaged in the operation of the motor vehicles; for the making of plans for supplying the prescribed motor vehicle equipment, fuel, and lubricants and for the correct and economical consumption of them; for the organization of technical file closing of the motor vehicle column.

295. His duties are:

- to know the number and technical condition of the materiel;
- to draw up a plan for operation, plan for supplying the regiment (or separate battalion) with means for technical servicing and repair, to plan for the correct employment of these means, to see that there is systematic carrying out of the technical servicing and timely making of repairs for the motor vehicles of the unit;
- to check the correctness of the operation of the motor vehicles, to carry out, at least once a month a control inspection of the motor vehicles and all the technical equipment;
- to make a systematic check to see whether or not the personnel knows the rules for operation and repair of the motor vehicles;
- to direct personally the taking of steps to prevent motor vehicle accidents;
- to draw up and report to the command for approval and present to the supply agencies a request for motor vehicle equipment and see that it is employed correctly and economically;
- to plan for keeping records and making reports dealing with the operation of the motor vehicles of the unit;
- to participate in the drawing up of estimates of the motor supplies necessary for carrying out the plan of tactical readiness and the administrative plan;
- to plan the work of the personnel in carrying out the technical servicing, repair and planning for correct operation of the motor vehicles of the regiment (or the battalion).

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THE CHIEF OF THE MOTOR VEHICLE SERVICE OF THE REGIMENT

296. The chief of the motor vehicle service of the regiment is responsible for the tactical, special, and political training of the personnel of the motor vehicle service of the regiment, for its education and military discipline; for providing the regiment with motor vehicle equipment; for the proper planning of the operation, technical servicing and repair of the motor vehicles of the regiment.

297. His duties are:

- to know the needs of the regiment in motor vehicles, the number present and their technical condition;
- to draw up a plan for the operation of the motor vehicles of the regiment and exercise control of their correct operation, technical servicing and maintenance in the sub-units of the regiment;
- to conduct in person the training of the officers of the regiment for the motor vehicle service and check their knowledge of the problems of operation, technical servicing and repair of the motor vehicles;
- to draw up a plan for the control inspections of the motor vehicles of the regiment and at least once a month check in person the condition of the motor vehicles and of all the motor vehicle equipment of the regiment;
- to plan current repairs of the motor vehicles with the means of the regiment and the sending to the repair units and to the enterprises the motor vehicles that are out of order and that require medium and general overhauling;
- to direct in person the carrying out of measures for preventing accidents;
- to prevent the employment of motor vehicles for purposes other than those for which they were actually intended or when the motor vehicles are in need of repair;
- to take all steps necessary to ensure economical consumption of fuels and lubricants, by discovering and immediately removing the causer of increased consumption;

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-- to make timely requests for the necessary motor vehicle equipment and see that they are employed correctly and economically;

-- to keep an account of all the motor vehicle equipment and make a report dealing with the motor vehicle service of the regiment.

THE ENGINEER FOR THE OPERATION AND REPAIR OF THE MOTOR VEHICLES OF THE REGIMENT (OR SEPARATE BATTALION)

298. The engineer for operation and repair is responsible for the following: for the correct planning of the technical servicing and repair of the motor vehicles of the regiment (or of the separate battalion); for the planning of the parks and their condition; for the timely supplying of materials for the operation of the motor vehicles; for planning the technical file closing of the motor vehicle columns.

299. His duties are:

-- to know the number present and the technical condition of the motor vehicles;

-- to prepare data dealing with the technical servicing and repair of the motor vehicles for drawing up a plan of operation;

-- to organize for supplying the materials needed for operation;

-- to carry out a systematic (at least once in ten days) selective inspection of the motor vehicles equipment; to take measures for improving the technical servicing, repair and conservation (storage) of the motor vehicles;

-- to plan measures for prevention of automobile accidents;

-- to manage the means for repair and technical servicing, directing their productive activity for assuring the constant tactical readiness of the motor vehicles;

-- to check systematically the carrying out of the prescribed rules for technical servicing and repair;

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-- to generalize the experience of the operation of the motor vehicles and put to use the experience of the best small units and separate service men;

-- to keep records and make reports dealing with the operation and repair of the motor vehicles and exercise constant control of their management in the small units.

THE BATTALION COMMANDER

300. The battalion commander is responsible for the following: for the correct planning of operation and repair of the motor vehicles; for keeping the motor vehicles in constant combat readiness; for the technical training of the personnel of the battalion.

301. His duties are:

-- to know the number present and technical condition of the motor vehicles of the battalion;

-- to know the working principles, rules for operation and repair of the motor vehicles;

-- to check the execution of the plans of operation of the motor vehicles of the small units;

-- to plan for the correct operation and repair of the motor vehicles of the battalion;

-- to check systematically the technical condition, servicing and repair of the motor vehicles of the battalion;

-- to check the observance, by the personnel of the battalion, of the prescribed internal order in the park;

-- to carry out the measures for preventing motor vehicle accidents;

-- to check systematically the carrying out, with the personnel of the battalion, of exercises for the study of the working principles (construction), rules for operation and repair of the motor vehicles;

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-- to check to see if the personnel of the battalion know the rules for operation and repair of the motor vehicles.

THE COMPANY COMMANDER

302. The company commander is responsible for the following: for the constant combat readiness of the motor vehicles of the company; for the execution of the plan of operation of the motor vehicles of the company; for the timely supplying of the motor vehicles of the company with materials; for the carrying out in the park of the rules for fire prevention.

303. His duties are:

- to know the working principles of the motor vehicles of the company;
- to know the available number, location and technical condition of the motor vehicles of the company;
- to check the execution of the plan for operation of the motor vehicles of the company;
- to check regularly the technical condition of each motor vehicle;
- to report immediately to the commander of the battalion all the accidents occurring with the equipment, taking immediate measures to remedy them and put them in combat readiness;
- to plan exercises with the personnel of the company for the study of the equipment, operation and repair of the motor vehicles of the company;
- to check systematically to determine the knowledge and technical training of the officers, non-coms and soldiers of the company;
- to take measures for the prevention of motor vehicle accidents;
- to check personally and regularly, at least once a week the keeping of the records and the prescribed documents for the operation of the motor vehicles in the company;
- to assure strict observance by the personnel of the company of the prescribed internal order in the park.

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THE MOTOR COMMANDER OF THE UNIT

304. The motor commander of the company is responsible for the following: for the planning of the operation of the motor vehicles of the company; for the technical condition of the motor vehicles; for the planning of the technical file closing en route; for the timely supplying of the company with spare parts and with operation materials, the proper use and storage of them; for the correct employment of the repair means of the company; for the technical training of the personnel of the company and for the technical accounting and reporting.

305. His duties are:

-- to know the number, technical condition and characteristics of construction (working principles), operation and repair of the motor vehicles of the company;

-- to draw up in the prescribed period plans for the operation of the motor vehicles of the company and to see that they are carried out;

-- to plan and carry out the proper technical servicing and repair of the motor vehicles of the company;

-- to check systematically to see that the personnel grants the requests for technical servicing and repair, to check in person the technical conditions the motor vehicles of the sub-units, the conservation of motor vehicle equipment, fuel, and lubricants to take steps to remove troubles, to lengthen the life of the motor vehicle, to see that there is correct and economical consumption of fuel and lubricants and spare parts;

-- to check the preparation of the motor vehicles, and also of the drivers for departure;

-- to direct the preparation of the motor vehicles for dispatching to the repair shop;

-- to direct in person the taking of measures for the prevention of motor vehicle accidents, for increasing the mileage between repairs of the motor vehicles and for saving of fuel and lubricants;

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-- to keep a record of the work of the motor vehicles and to make reports on the technical equipment;

-- to check in person the presence and correctness of the prescribed notations on the motor vehicle certificates;

-- to generalize the experience of the technical servicing and repair of motor vehicles of the company and to direct in person the "inventive-rationalizing" work; to generalize the experience of the best drivers and mechanics and make use of it in the company.

PLATOON LEADER

306. The platoon leader is responsible for the following: for the technical training of the personnel of the platoon and full combat readiness of the motor vehicles of the platoon; for the carrying out of the plan of operation and the timely completion of current repairs of the vehicles; for the preparation of the motor vehicles ^{for} departure; for the economical consumption of fuel and lubricants, for the proper keeping of the technical documents and making of reports in the platoon.

307. His duties are:

-- to know the number and technical condition of the motor vehicles of the platoon and the local of each vehicle, and to report this at the close of each day to the commander of the company;

-- to know the characteristics of the construction of the motor vehicles of the platoon;

-- to check the execution of the plan for operation of the motor vehicles of the platoon;

-- to check the technical condition of the motor vehicles of the platoon and order in the park, and also the quality of the technical servicing and the current repairs on the motor vehicles of the platoon;

-- to take measures to prevent motor vehicle accidents;

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-- to conduct systematic exercises for improving the technical knowledge of the drivers (study of the equipment, traffic rules, technical servicing, and repair);

-- to report immediately to the commander of the company all breakdowns, average or serious wrecks and forced stopping of the motor vehicles of the platoon and their causes, and take steps to render assistance to those in need and for reconditioning of the equipment.

THE SENIOR MOTOR VEHICLE MECHANIC

308. The senior motor vehicle mechanic is responsible for the following: for the technical condition of the motor vehicles of the sub-unit and for the precise fulfilment by the motor vehicle mechanics and drivers of all their duties in caring for and servicing the motor vehicles.

309. His duties are:

-- to know the equipment of all the motor vehicles in the sub-unit and to be able to carry out all the work for the technical servicing and current repairs;

-- to know precisely the technical condition of the motor vehicles of the sub-unit, their action radius and time for repairing them;

-- to teach the personnel of the sub-unit the correct operation and maintenance of the motor vehicles;

-- to check personally the preparation of the motor vehicles for the march and to report their readiness to the commander of the sub-unit;

-- on the march, to move in the file closing sub-unit, to remove troubles of lagging motor vehicles and to take all measures assuring arrival at the place assigned and at the prescribed time;

-- to check the technical condition of the motor vehicles of the sub-units, to plan the technical servicing of the motor vehicles by the drivers and motor vehicles mechanics and to report to the commander of the sub-unit the technical condition of the motor vehicles and their readiness for the carrying out of further tasks;

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-- to prepare for the delivery of the motor vehicles of the sub-unit for repair and for their reception from repair; to know the amount of repair work done;

-- to take steps to prevent motor vehicle accidents;

-- to take steps facilitating the economical consumption of fuel and lubricants;

-- to keep the prescribed technical records.

SQUAD LEADER

310. The squad leader is responsible for the following: for the full combat readiness of the motor vehicles of the squad; for the timely and precise execution of the separate missions received; for strict observance of the prescribed dates and amount of the technical servicing of the motor vehicles of the squad; for the correct making of notations in the trip tickets by the drivers of the squad and for the economical consumption of fuel and lubricants.

311. His duties are:

-- to know the peculiarities of the construction (and the working principles) and the technical servicing and repair of the motor vehicles of the squad;

-- to know precisely the technical condition of each motor vehicle of the squad and to report this daily to the platoon leader;

-- to have extracts from the plan for operation of motor vehicles in his squad and see that the plan is executed;

-- to check systematically the quality of the technical servicing and driving of the motor vehicles by the drivers of the squad and train and instruct them by personal example;

-- check daily the technical condition of the motor vehicles of the squad and order in the park, and also the quality of the technical servicing and current repairs of the motor vehicles;

-- before allowing a vehicle to go on a trip, to check carefully its technical condition and also the presence and correct drawing up of the trip ticket;

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-- to report to the platoon leader the necessary measures for prevention of motor vehicle accidents;

-- to report immediately to the platoon leader all breakdowns, wrecks, and forced storages of the motor vehicles of the squad.

THE MOTOR VEHICLE MECHANIC

312. The motor vehicle mechanic is responsible for the following: for the technical condition of the motor vehicles assigned to him; for the precise performance by the drivers, of their duties in the care of the motor vehicles; for the taking of measures making possible an increase in mileage between repairs for the acquisition by the drivers of skill in handling the equipment, practical skills in the technical servicing and driving of the motor vehicles.

313. His duties are:

-- to know the equipment and technical condition of the motor vehicles assigned to him;

-- to see that the technical servicing and repair of the motor vehicles assigned to him are carried out on time and report to the squad leader how long it is necessary to stop operation of the motor vehicles for servicing and repair;

-- to direct the work of the drivers when they carry out the technical servicing, to demand complete and good work, in accordance with the amount and list of work to be done in technical servicing;

-- to do himself all the work for the regulation and correction of troubles in the motor vehicles, if this work cannot be done by the drivers;

-- to direct the preparation of the motor vehicles for leaving the park, to give them all necessary technical assistance on the road and upon their return to the park;

-- to see that records are made out on time and that the proper notations are made in the certificate of the information showing the making of

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repairs, the mileage, sets of tools carried on the motor vehicle, spare parts, equipment and information concerning the rubber;

-- to carry out measures facilitating the economical consumption of fuel and lubricants;

-- to participate in the delivery for repair of motor vehicles assigned to him and in the acceptance of them from repair; to be able to draw up acceptance-delivery certificates and papers dealing with the technical condition of the motor vehicles;

-- to maintain in good condition the set of tools assigned to him.

THE DRIVER OF THE MOTOR VEHICLE

314. The duties of the driver are:

-- to know well the construction of the motor vehicle assigned to him, the rules and peculiarities of their technical servicing;

-- to be able to drive a motor vehicle well over any kind of road at any time of the year or day;

-- to keep his motor vehicle in excellent condition, keep it clean and in constant combat readiness;

-- to know the place of his motor vehicle in the formation and in the park;

-- to know and comply with the rules of motor vehicle traffic;

-- not to leave his motor vehicle without supervision and not to turn it over to anybody whatsoever to drive, without a direct order of the leader;

-- to carry out on time and properly the transport missions assigned to him and at the same time to protect the loads transported;

-- to prevent the waste of fuel and lubricants and take all measures to economize them;

-- to know the time, amount and list of work for technical servicing, norms for consumption of fuel and lubricants, norms for mileage of the motor vehicle tires and the norms for mileage of his motor vehicle between repairs;

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-- to carry out independently all the work connected with the daily technical servicing of the motor vehicles and the carrying out of technical servicing No. 1 (except the regulation work carried out by the motor vehicle mechanic);

-- to carry out, under the supervision of the motor vehicle mechanic, the work specified for technical servicing Nos. 2 and 3;

-- to prevent breakdowns and wrecks and to take all steps for increasing the mileage of his motor vehicle between repairs;

-- to keep in good condition the set of tools, spare parts and additional equipment carried with the motor vehicle;

-- to correct immediately all troubles discovered in his own motor vehicle and report them through channels;

-- to improve his qualifications constantly by getting a better knowledge of the equipment, driving, and technical servicing of the motor vehicle;

-- to draw up the travel papers (trip tickets) correctly and on time.

CHAPTER IX

BASIC RULES AND REGULATIONS PERTAINING TO THE USE OF FUEL
AND LUBRICANTS

1. THE USE OF FUEL AND LUBRICANTS AND OTHER OPERATION MATERIALS.

315. The conservation of the equipment and the economical consumption of fuel and lubricants depend to a considerable extent on the correct selection and employment of fuel and lubricants.

316. The quality of the fuel and lubricants and special liquids issued to the troop units from dumps and petroleum bases should meet the requirements of all-union state standards. A certificate should be issued for fuel, lubricants, and special liquids.

317. If fuel and lubricants remain in storage for a long time their quality may deteriorate. The employment of a given fuel or lubricant is allowed

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provided the deterioration in quality does not exceed the permissible limits.

318. The method of conserving and employing fuel and lubricants is determined by the respective manual.

319. The basic kinds of fuel are: for motor vehicles with carburetor engines -- motor vehicles gasoline, for motor vehicles with Diesel engines -- Diesel fuel.

320. As motor vehicle gasoline we employ ethylated gasoline;

-- motor vehicle gasoline with an octane number of not less than 66 -- brand A-66;

-- motor vehicle gasoline with an octane number of not less than 70 -- brand A-70;

-- motor vehicle gasoline with an octane number of not less than 74 -- brand A-74.

321. For increasing the octane number gasoline is ethylated, that is, one adds to it some ethyl liquid. It is forbidden to ethylate gasoline in the military units.

Ethylated gasoline is poisonous; if it gets into the digestive organs or on the skin, it acts as a poison, hence, the sucking of ethylated gasoline with the mouth through a hose and the blowing of a gasoline conductor with the mouth is forbidden.

322. As fuels for fast Diesel engines the following have been prescribed:

-- Arctic Diesel fuel "DA", intended for employment at temperatures of the surrounding air lower than -30°C ;

-- winter Diesel fuel "DW", intended for use at a temperature of the surrounding air higher than -30°C ;

-- summer Diesel fuel "DL", intended for use when the temperature of the surrounding air is above 0°C .

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323. For brake systems with a hydraulic drive we employ brake liquids with a low freezing point (-50°C .), possessing lubricant qualities.

324. As motor vehicle brake liquid we employ brake liquid BSK, which is a mixture of 53% by volume of aviation castor oil with 47% butyl spirits.

As a substitute we may employ brake liquid ESK -- a mixture of 53% by volume of aviation castor oil with 47% ethyl spirits having a strength of not less than 93%.

325. The employment of any other liquid except special brake liquid is forbidden.

326. For decreasing the formation of scale in the cooling system of the engine, we use clean soft water, that is, water with a small salt content (boiled, rain water or melted snow). The cooling water poured into the system should be changed as rarely as possible.

327. As cooling liquid we use in the winter anti-freeze B-2, in addition to water. Anti-freeze B-2 is a yellowish, slightly turbid liquid with a specific gravity of 1.055-1.080 and a freezing temperature of -40°C . It consists of 55% ethylene glycol and 45% water. One may employ a mixture of ethylene glycol with water in the proportion of 52% ethylene glycol and 48% water (volumetric percentage). It is safe insofar as fire danger is concerned.

328. When heated anti-freeze expands considerably; hence, when we fill the cooling system with it, we should put in 6-8% less than the capacity of the system.

329. In the process of operation a part of the water evaporates from the anti-freeze; hence, for the restoration of the quality of the anti-freeze we must add water to it.

330. Anti-freeze is poisonous; hence, in working with it, we should take precautions and in no case should we suck it through the mouth. If anti-freeze gets into the digestive organs, it causes serious intoxication, often-times with fatal consequences.

331. For the preparation of the electrolyte we use chemically pure water (distilled) and only in exceptional cases pure rain water, melted snow, or boiled water.

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2. TRANSPORTATION OF FUEL AND LUBRICANTS

332. Fuel and lubricants are transported in fuel trucks, containers, barrels and drums. The container should be clean, in good condition, and have markings showing the contents.

333. In the transportation of fuel and lubricant one should be guided by the following rules:

--in transporting fuel and lubricants in fuel trucks, the exhaust gases should escape in front;

--while pouring in the fuel and emptying it, the body of the fuel tank should be grounded;

--the containers should be set up on special wooden bases and fastened;

--the barrel should be set up on wooden bases with the openings upward and closed;

--in the absence of special cases for the transport of fuel and lubricants, we place boards between the drums;

--during transportation over long distances, when the temperature of the surrounding air is high, the gasoline barrels and drums should be covered with an awning; the containers should not be filled closer to the top than 50-100 mm.

334. For putting liquid fuel and lubricants into containers and for taking them out we should use pumps. For loading barrels on motor vehicles and for unloading them, we employ inclined planes and other devices; we are forbidden to throw the barrels or drums off.

335. In the transportation of fuel and lubricants with motor vehicles we should observe all the rules established for the transportation of freight subject to fire risk.

3. THE STORAGE OF FUEL AND LUBRICANTS

336. Fuel and lubricant materials may be kept in underground, half-underground and surface reservoirs, in gasoline tanks, gasoline "fillers" (fuel trucks used to fill other vehicles), containers barrels and drums.

337. The fuel and lubricants dumps of the military units, depending upon the type of motor vehicle park, are divided into permanent and field. In the permanent parks the fuel and lubricants are kept as a rule in underground reservoirs. In the

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field parks the fuel and lubricants are kept in trenches protected from the sun and rain or in underground reservoirs.

338. The fuel and lubricant dumps should have well arranged side-roads and have natural or artificial masking.

339. The area of the dump consists of a space, side-roads, passages within the dump and lanes. The fuel and lubricant dump includes the following:

--an area for storing the fuel and lubricants;

--an area for storage of empty containers.

340. The underground reservoirs for fuel and lubricants are arranged in accordance with "Unified norms" for construction. The arrangement of temporary reservoirs, trenches, pits, and other installations should provide minimum vulnerability of the reservoir from the air and a minimum of fire danger. They should be convenient for loading and unloading and provide convenience for observation both of the fuel reservoir and of the packing (containers).

341. On the open space for fuel and lubricants we assign the following:

--a place for storing of fuel;

--a place for the storage of lubricants;

--a place for the storage of antifreeze and other special products;

--a place for the storage of used oil.

342. The gasoline trucks loaded with fuel are parked separately on the space for fuel and lubricants, under special cover with observance of the requirements for fire safety, masking and convenience of departure. If a fuel truck contains fuel or lubricants, we put supports under them to take the weight off the springs and tires.

343. Containers, barrels and drums are placed in rows on bases with the openings upward. The distance between the rows should not be less than one meter. On the containers with the same kind of fuel or lubricant we put a board showing the name of the product and the date it was received.

344. All the containers should be masked; in the warm season of the year one should take steps to reduce the loss of fuel from evaporation.

345. When fuel and lubricants are stored for a long time, their quality should

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be tested periodically by the analysis of samples taken from them.

346. The products of one and the same kind should be consumed in the order of their arrival at the pump.

4. THE ISSUE OF FUEL AND LUBRICANT MATERIALS AND THE FILLING OF THE MOTOR VEHICLES

347. The filling of a motor vehicle with fuel and lubricants is done while the engine is stopped. The fuel and oil should be filtered ahead of time or immediately before it is used for filling the vehicle.

348. The filling equipment should be clean, in good condition, free of leaks, and prevent the falling in of mechanical mixtures and water during the filling of the motor vehicle.

349. After the filling of a motor vehicle, the fuel or lubricant left in the hose and in the measuring vessels should be poured into specially prepared containers.

350. The filling equipment with the registering mechanisms and the measuring vessels employed in filling the motor vehicles should be checked periodically.

351. The level of the fuel in the containers should not reach closer to the top of the container than 3-5 cm; the level of the oil in the oil cases and drums should correspond to the prescribed mark or control plug.

352. It is forbidden to fill motor vehicles having leaks in the fuel or lubrication system.

353. The filling equipment should be kept in covered boxes or closets.

354. After all the fuel or oil has been issued from the container, the latter should be carefully cleaned of any remains of the product, water or mechanical mixtures, its openings closed, and the barrels, drums, or other containers sent to the sector for storage of empty containers.

355. The method of filling motor vehicles and of issuing fuel and lubricants is fixed by an order of the commander of the unit.

356. In approaching and leaving a filling station the drivers should observe strict sequence and the prescribed distance between the motor vehicles.

357. The post for heating thick (viscous) products is set up at a distance of at least 100 meters from the filling station and fuel dump.

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5. MEASURES FOR ECONOMIZING FUEL AND LUBRICANTS AND PREVENTING LOSSES

358. The transportation, storage and issue of fuel and lubricant materials should be planned so as to avoid leaks, spilling and overfilling of containers and tanks. The storage of fuel and lubricants in open containers is forbidden.

359. Without special orders we are forbidden to mix different kinds of fuels and lubricants.

360. Each case of spoiling (or deterioration) of fuel and lubricants should be investigated; those guilty of violating the rules for storing fuel and lubricants should be held responsible.

361. We are forbidden to use fuel and lubricants for other than the direct purpose for which intended.

362. For the stealing of fuel and lubricants, issuing them to other agencies and the issue of them on irregular documents, regular overconsumption of fuel and lubricants and also the failure to turn in used oil for regeneration, those guilty shall be held responsible.

363. The recording of the consumption of fuel and lubricants is done each day for each motor vehicle. The causes of overconsumption of fuel and lubricants should be immediately corrected.

364. Motor vehicles whose technical condition causes an excess consumption of fuel and lubricants should not be allowed to operate.

365. When the temperature of the surrounding air is lower than zero, the engine should be warmed up with hot water before it is started. In the operation of a motor vehicle we should maintain the normal heating of the engine, making use, for this purpose, of the heating facilities (temperature of the water in the cooling system should be 70-80° Centigrade).

366. Motor vehicles without oil filters should not be allowed to operate (with the exception of motor vehicles GAZ-AA, GAZ-AAA and GAZ-M1). One should make a periodic check of the condition of the oil filters, and if necessary change the filter elements.

367. While driving the motor vehicle it is necessary: to use the profile of the road and the inertia of the motor vehicle; to drive at economical speeds; not to

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allow excessive sliding of the wheels; to employ the means for increasing the crosscountry capacity of the motor vehicle only on difficult sectors of the road.

368. After the winter period of operation, the antifreeze should be drained from the system and turned over to the depot for keeping.

369. When we remove the air from the brake system, we should collect in a vessel the brake liquid coming out with the air, allow it to stand, filter it and use it again.

370. The records and reports dealing with fuel and lubricants should be kept up to date and in correct form.

6. COLLECTION OF USED OIL

371. Oil which has been used the prescribed period should be drained out and replaced with fresh oil. The used oil should be collected and turned in for regeneration. The method of collecting the used oils their regeneration and the keeping of the records of them are given by the respective manual.

372. Fresh oils are not issued from the depots for fuel and lubricants until after the turning in of the used oil in accordance with the norms established by order of the Ministry of the Armed Forces of the USSR.

373. The proper regeneration of used oil is possible only on condition that we have correct planning of the collection and storage of these oils in the units.

In the collection of used oils we should be guided by the following rules:

- collect the used oil in a good clean container, separately by groups and brands;
- do not mix the used oils and avtols from gasoline engines with used oils and avtols from Diesel and gas generator engines;
- do not mix used oils of unknown brands;
- do not soil the used oil with nigrol, solidol, konstalin and kerosene;
- pour the used oil through a special funnel equipped with metallic strainers;
- do not pour drain oils from motor vehicles at places where it is possible to get dirt or water in them (in the field, on a dusty road, while it is raining), without observance of special measures of precaution;
- used oil should be collected by means of a specially assigned bucket, drip

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pen, and hand pumps used for this purpose;

--the equipment for the collection and the containers for storing the used oils should be painted on the basis of the kind and brands of oils and have the respective inscriptions;

--the containers filled with used oil should be carefully covered to keep dust and water from falling into them.

APPENDICES (Trans. Note: Most of the appendices have been omitted in accordance with instructions received by the translator.)

Appendix 1

INSTRUCTIONS CONCERNING THE DETERMINATION OF THE COEFFICIENT OF TECHNICAL READINESS AND ACTION RADIUS (OR RESERVE MILEAGE) OF MOTOR VEHICLES

1. The technical condition of the motor vehicles of the unit is determined by the coefficient of technical readiness and action radius of the motor vehicles.
2. The coefficient of the technical readiness of the motor vehicle at a given moment is determined by the formula

$$KTC = \frac{M_M}{M_C}$$

where M_M - the number of motor vehicles in good repair;

M_C - number of motor vehicles on hand.

Example. As of 20 August the unit had 100 motor vehicles, 90 of which were in good technical condition.

The coefficient of technical readiness on 20 August would be:

$$KTC = \frac{90}{100} = 0.90$$

3. The coefficient of technical readiness of the motor vehicles of the unit for the given report period is determined by the formula

$$KTC = \frac{MD_M}{MD_C}$$

where MD_M - the number of machines-days of motor vehicles in good technical condition;

MD_C - the number of machine-days of the motor vehicles on hand.

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Example. In July the unit had on hand:

From 1-7 to 8-7, that is, for 8 days - 120 motor vehicles

| | | | | | | |
|--------|--------|---|---|--------|---------|---|
| " 9-7 | " 18-7 | " | " | " 10 " | " 112 " | " |
| " 19-7 | " 26-7 | " | " | " 8 " | " 100 " | " |
| " 27-7 | " 31-7 | " | " | " 5 " | " 120 " | " |

that is the machine-days of the motor vehicles on hand in July amounted to:

$$(120 \times 8) + (112 \times 10) + (100 \times 8) + (120 \times 5) = 3480$$

During this same period the motor vehicles in good technical condition were the following:

From 1-7 to 8-7, that is, for a period of 8 days - 108 motor vehicles

| | | | | | | |
|--------|--------|---|---|--------|---------|---|
| " 9-7 | " 18-7 | " | " | " 10 " | " 98 " | " |
| " 19-7 | " 26-7 | " | " | " 8 " | " 90 " | " |
| " 27-7 | " 31-7 | " | " | " 5 " | " 106 " | " |

that is, the number of machine-days of the motor vehicles in good technical repair in July amounted to:

$$(108 \times 8) + (98 \times 10) + (90 \times 8) + (106 \times 5) = 3094$$

The coefficient of technical readiness would be

$$KTR = \frac{3094}{3480} = 0.89$$

The change in the number of motor vehicles on hand and the number of motor vehicles in good technical condition is shown each day on the records of the units.

5. The coefficient of the technical readiness of the motor vehicle park of the units of the Armed Forces is fixed as follows for peacetime:

--for the combat and front line motor vehicles not less than 0.95;

--for the rest of the motor vehicles not less than 0.85.

6. The possibility of the operation of motor vehicles is determined by the reserve mileage of the vehicles.

7. The reserve mileage (action radius) of a motor vehicle is the possible mileage of the vehicle before the next average or general overhauling.

The reserve mileage of a motor vehicle is determined as the difference between the mileage prescribed by the norms of mileages between repairs and the actual

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mileage the vehicle has had.

Examples.

- 1) The motor vehicle GAZ-51, after the first average repair on 1 January, ran 18000 km. For the GAZ-51 the possible mileage up to an average overhauling is estimated at 30,000 km. The reserve mileage of the given motor vehicle will be: $30,000 - 18,000 = 12,000$ km. (up to the next average overhauling).
2. The motor vehicle ZIS-5, after the second average overhauling on 8 July ran 8,000 km. The mileage between repairs, up to an average overhauling, for the motor vehicle ZIS-5 is estimated at 30,000 km. The reserve mileage of this vehicle will be: $30,000 - 8,000 = 22,000$ km. (up to the next general overhauling).

Appendix 2

INSTRUCTIONS PERTAINING TO THE CARRYING OUT OF THE YEARLY TECHNICAL INSPECTION OF THE MOTOR VEHICLES OF THE ARMED FORCES

1. DETERMINATION OF THE TECHNICAL CONDITION OF THE MOTOR VEHICLES.

Before the beginning of the inspection the board checks the number of motor vehicles on hand in the unit, the number called for by the Tables of Organization, finds out where the motor vehicles are and determines the method of inspecting them.

The board should also determine the following:

- what work was done in the unit in the preparation of the motor vehicle park for the approaching period of operation;
- to what extent preparations have been made assuring further uninterrupted operation of the motor vehicles;
- whether or not one has met the requirements of "Unit interior economy regulations of the Armed Forces of the USSR" and of the present Regulations for the inspection of the equipment by the officers.

The technical inspection of motor vehicles is carried out only by members of the board, who inspect each motor vehicle individually.

As a result of the inspection made by the board one determines the following:

- technical condition of the motor vehicles and their category;
- the quality and extent of the work done in the preparation of the motor vehicles for operation in the fall and winter.

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The technical condition of the motor vehicles is determined:

- by external inspection of all the assemblies, parts and devices (if necessary one may carry out a partial disassembly of some given set);
- by listening to and checking the separate assemblies of the mechanisms and devices while they are in operation;
- by checking the motor vehicles by a short run.

After the completion of the inspection the board determines the number of motor vehicles ready for operation in the approaching period, and give on the spot or render on the spot a decision as to their further operation.

If the board discovers vehicles which are technically defective and unsuitable for operation in the fall and winter period, it forbids their further operation and takes away the license for operation. The operation of these motor vehicles may be permitted by the chief of the Motor and tractor administration of the military district after complete removal of the troubles discovered.

The board at the same time determines the number of motor vehicles requiring average and general overhauling.

2. DETERMINATION OF THE CATEGORY OF THE MOTOR VEHICLES

In determining the category of the motor vehicles the board shall be guided by the following:

- the first category includes new motor vehicles which have not been in operation and also motor vehicles having mileages up to 3,000 km, in good technical condition and suitable for operation.
- the second category includes new motor vehicles having mileages over 3,000 km since the beginning of operation and also motor vehicles that have had an average or general overhauling, in good condition and suitable for the purpose intended;
- the third category includes motor vehicles requiring average overhauling;
- the fourth category includes motor vehicles requiring general overhauling;
- the fifth category includes motor vehicles which are not to be put in good condition and which are not to be listed as equipment on hand.

The determination of the category of motor vehicles is done by external inspection of the motor vehicle, by listening to and checking the separate assemblies,

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mechanisms and devices in working condition, checking the motor vehicle by short runs (if necessary) and by examining the papers belonging to the vehicle (certificates and other papers).

3. MAINTENANCE OF THE MOTOR VEHICLES IN STORAGE

The checking of the preparation of the motor vehicles for storage and maintaining them in storage are done in accordance with the requirements of chapter 4 of the present Regulations.

Before checking, the board should determine the following:

- the number of motor vehicles on hand in the unit;
- the presence of the order fixing the number of motor vehicles to be placed in storage;
- the number of motor vehicles placed in storage (by groups, makes, and numbers of the motor vehicles);
- the date of placing the motor vehicles in storage;
- whether or not the periodic inspections and checking of the technical condition of the motor vehicles in storage were carried out, whether or not there is a plan for checking approved by the commander of the unit and whether or not the order was given as a result of a check.

In checking the maintenance of the motor vehicles in storage it is necessary to determine:

- the technical condition and completeness of the motor vehicles;
- the reserve mileages (or action radius) of the vehicles;
- the presence of special buildings or areas for the placing of motor vehicles kept in storage;
- the method of maintaining the motor vehicles in storage;
- whether or not the fuel has been changed in the tanks of motor vehicles with carburetor engines.

4. THE CONDITION OF THE PARKS, THE PARK SERVICE AND THE TECHNICAL SERVICING OF THE MOTOR VEHICLES.

The following should be checked:

- the park itself (field or permanent) to see whether or not it meets the

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requirements of the model scheme for a motor vehicle park;

--the planning of the technological process for servicing and storing the vehicles;

--the presence and organization of the basic park elements for assuring the proper servicing and storage of the motor vehicles;

--the maintenance and employment of park servicing includes:

--condition of the side roads and roads within the park; condition of the fences around the park;

--internal order in the park and whether or not it meets the requirements listed in chapter 10 of "Unit interior economy regulations of the Armed Forces of the USSR".

5. THE STATUS OF PLANNING AND THE RECORD OF OPERATION

The following should be checked:

--the character of the yearly and monthly plans of operation, the character of the monthly plans of operation and the plans for employing the motor vehicles in the small units (for each motor vehicle), and also in units (regiments) having a small number of motor vehicles;

--the correctness of the initial data taken as a basis for drawing up the plan;

--planning and checking the execution of the plan of operation, timeliness of the notations showing the actual execution of the plans (the results of the execution of the plan, reasons why it was not executed etc);

--the keeping of the travel documents; condition of the records in the units.

6. DRAWING UP OF THE PAPERS DEALING WITH YEARLY TECHNICAL INSPECTIONS

The results of the yearly technical inspection of motor vehicles should be recorded in papers drawn up for each motor vehicle (appendix 35).

The paper is drawn up as follows:

--in the making of the yearly technical inspection in the small units (regiments forming a part of a division) -- in two copies: one copy remains with the unit and the second is kept in the staff of the division;

--in the making of the yearly technical inspection in a separate unit not forming a part of a division, only one copy is made and this is kept in the

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regiment.

A paper is drawn up and signed by the chairman of the board and by the person who actually makes the inspection of the motor vehicles.

During the successive yearly technical inspections the preceding report of the technical condition shall serve as the basic record for determining how well the motor vehicle has been conserved.

After the completion of the yearly technical inspection of the motor vehicle park of the unit, the board, on the basis of the checking materials and the papers showing the technical condition of the motor vehicles, draws up a general report giving the results of the yearly technical inspection.

In the general report the board gives conclusions and opinions concerning the technical condition and the readiness of all the motor vehicles in unit for operation in the approaching period, the organization and condition of the motor vehicle parks, the park service and technical servicing of the motor vehicles, the placing of motor vehicles in storage and the upkeep of them in storage, the kind of planning, the keeping of records and the making of reports.

The general report is drawn up in two copies: the first is for the chief of the Motor and tractor administration of the military district and second remains with the staff of the unit.

The licenses for operation, taken up by the board, together with the report, are turned over to the chief of the Motor and tractor administration of the military district.

The chief of the Motor and tractor administration, on the basis of the reports of the board, draws up a detailed report of all the yearly technical inspection and presents it to the chief of the Motor and tractor administration of the Armed Forces of the USSR.

Appendix 4

THE METHOD OF PREPARING, CONSERVING, ISSUING AND PROCESSING OF THE TRIP TICKETS

1. GENERAL RULES AND REGULATIONS.

1. Trip tickets of the prescribed form are issued for motor vehicles of all types and purposes.

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We are categorically forbidden to release a motor vehicle from the park without a trip ticket of the prescribed form.

2. The trip ticket is the basic initial document for recording the work of the motor vehicles and the fuel and lubricants consumed.

3. The trip ticket is an important item of record.

4. All the columns of the trip ticket should be filled out carefully, correctly, and only with ink. Erasures and corrections are forbidden. The driver of the vehicle is forbidden to make corrections. The corrections may be made by the person signing the trip ticket or employee of motor vehicle; they should be explained and signed by the same person.

5. The responsibility for the correct filling out of the trip tickets and for providing the drivers of the motor vehicles with them rests upon the motor officer of the unit or the person appointed by order of the commander of the unit.

2. METHOD OF PREPARING AND KEEPING THE BLANK TRIP TICKETS

6. The trip tickets are prepared with the authorization of the chief of the Motor and tractor administration of the military district.

The supplying of the military units of all arms with blank trip tickets for motor vehicles is the duty of the chief of the Motor and tractor administration of the military district.

7. The blank trip tickets, when prepared in the printing office, are bound in the form of pamphlets containing 100 sheets each. The blank trip tickets go to the district depots of the Motor and tractor administration; here a receipt is given for them and they are recorded and kept in the prescribed manner.

The issue of blank trip tickets from the district depots to the military units is done upon orders from the Motor and tractor administration through the motor officer of the unit or other persons responsible for the operation of the motor vehicles.

8. The order for obtaining the trip tickets is issued by the Motor and tractor administration of the military district on the basis of an application from the military unit, and the trip tickets from the depots are issued on the basis of an order and a certificate.

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9. After receiving the blank trip tickets, the motor officer of the unit credits them on the "Book for recording trip tickets" (Appendix 34), after which he numbers each blank with a serial number. The numbering of the blank trip tickets is done on a yearly basis, that is, one starts with 1 January and ends with 31 December.

10. The blank trip tickets in the regiments, divisions, institutions, and establishments are conserved and accounted for as items of importance.

11. The motor officer of the unit issues the numbered blank trip tickets to the commanders of the sub-units or to a specially appointed person, accounting for them on the "Book for recording trip tickets", in a sufficient number for continuous operation of the motor vehicles.

The numbered blank trip tickets that are left are kept in the motor unit and are issued to the sub-units when the latter account for the blanks previously received and used.

3. THE ISSUE OF TRIP TICKETS

12. The issue of trip tickets to the drivers of motor vehicles, the drawing up and the processing of them are done in the sub-units by the person appointed by the commander of the sub-unit, and in regiments with a small number of motor vehicles and having no special persons in the tables of organization for this purpose this work is done by a person appointed by order of the commander of the regiment.

13. The issue of trip tickets is done on the basis of a plan of operation providing for the use of the motor vehicles by the days of the month or on the basis of an order of the commander of the regiment or his motor officer.

14. The trip ticket should be filled out before the departure of the motor vehicle from the park and handed to the driver.

15. The trip ticket is issued for one day of operation of the motor vehicle. When the driver, because of the great length of the trip or the character of his task, cannot fill it out for one day, he determines the period that is necessary for the trip ticket to cover but not for more than five days.

The period to be covered by the trip ticket is shown on its face side, in the column "Valid beginning.....19.....". If columns of motor vehicles are sent

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outside the unit for a period of more than 5 days, the trip tickets are issued to the chief of the column who must account for them.

16. A new trip ticket is not issued until after the one issued previously is handed in properly filled out.

4. METHOD OF DRAWING UP TRIP TICKETS

17. The trip ticket should be filled out to give all the information called for.

All the notations should be made precisely and accurately and should show the following:

- driver's assignment;
- the time of departure and return of the motor vehicle;
- the quantity of fuel and lubricants issued;
- the work performed by the motor vehicles.

Before the departure of the Motor Vehicle from the Regiment.

18. All the columns on the face side of the trip ticket should be filled out in the sub-unit, and in the regiments with a small number of motor vehicles they should be filled out in the staff of the regiment.

In the upper part of the face side of the trip ticket we give information concerning the military unit issuing the trip ticket, concerning the driver of the motor vehicle and concerning the vehicle itself:

- in the column "Type and make of machine" we show the type of the motor vehicle (truck, light, or special) and its make;
- in the column "Trailer" we give the number of the trailer towed or the kind of trailer towed (gun, grader, field kitchen, etc);
- in the column "Name of the unit", in the case of units having conventional numbers, we give the number of the military unit, and in the case of units having no numbers, we write the name of the unit;
- in the column "Basis" we show, on the basis of what the motor vehicle was placed in operation, for example: "Plan of operation", "Order of the commander of the unit".

19. The section "Position of the driver" is filled out in the following manner:

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--in the column "Time of delivery" we show the time the motor vehicle was placed at the disposal of the person to whom it was assigned;

--in the column "Time of return" we show the time when the motor vehicle should return to the unit; this time is determined by taking into account the route of march and the mission (task) of the driver of the motor vehicle;

--in the column "March route" we indicate the points on the march route of the motor vehicles; we are forbidden to show an indefinite march route, for example, "Trip to town", "On a mission", etc.

--the length of the separate march routes is determined by the map of the area, with the help of a curvometer or by means of a march route sketch with indication of the distances between the points;

--for combat and training motor vehicles the column "Distance in kilometers", "Name of freight", "Quantity of freight (or other loads) and number of trips" are not filled out separately; we make a general entry showing the kind of tactical training and of the estimated mileage of the motor vehicle, for example: "Tactical exercise -- 45 km" or "Practical driving of motor vehicles -- 30 km";

--for light motor vehicles, assigned personally to separate individuals, in the section "Missions of the driver" we fill out only the columns "At whose disposal", "Time of assignment", "Time of delivery", and "Distance in kilometers".

20. At the time of the issue of the trip ticket, the person filling out the front sides of it gives the following information:

--the amount of fuel in the tank before departure--in the column "Fuel in the tanks before departure" and certifies to the entry with his signature; the amount of fuel present before departure is the sum of the amounts shown in the preceding trip ticket in the columns "Remaining in the tanks after return to the park" and the amount shown in the column "Received in the park";

--reading of the speedometer before departure--in the column "Before departure".

The reading of the speedometer before departure is the same as the reading upon return to the park, shown on the preceding trip ticket.

21. In the case of motor vehicles the starting of whose engine is done with "starting fuel", we show in the column "Fuel in liters" the amount of starting fuel

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separately from the "basic fuel".

22. After filling out the columns on the face side of the trip ticket, the motor commander of the sub-unit or the person responsible for the technical condition of the motor vehicles makes a notation in the upper left corner certifying to the technical condition of the motor vehicle and approves it by his signature.

23. After the trip ticket is filled out it is signed by the commander of the sub-unit, and in registers with a small number of motor vehicles is signed by the commander of the regiment and attested by the seal of the regiment. A trip ticket is not valid without the seal.

24. After the ticket has been made out, signed and attested by the seal, it is handed to the driver who signs a receipt for it on the stub of the trip ticket.

25. After receiving the trip ticket, the driver reports to the park orderly for permission to take out the motor vehicle. The orderly makes a notation giving his authorization and writes a receipt in the lower right hand corner of the trip ticket.

26. Upon the departure of motor vehicle from the park, it should be inspected by the commander of the checking point, who makes sure that it is in good condition, suitable for operation, and after doing this he signs a receipt in the column "Technical condition of the machine checked" and authorizes the departure of the motor vehicle from the park.

In the process of operating the motor vehicle.

27. In the process of operating the motor vehicle we fill out the reverse side of the trip ticket.

28. The section "Performance of mission" is the basic section of the trip ticket, showing the work done by the motor vehicle during the day. On the basis of the entries in this section we determine the correctness and effectiveness of the employment of the motor vehicle. The entries in the section "Performance of mission" are made by the driver of the motor vehicle and are attested by the signature of the person employing the motor vehicle.

29. In the case of motor vehicles not intended for transportation of troops (excepting the crew of the gun and of the motor vehicle) and freight (combat and

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training vehicles, and also special motor vehicles not employed for the transportation of freight), the section "Performance of mission" is filled out in the following manner:

--in the columns "March route" and "Time" we make entries based on the sequence of movement of the motor vehicle, indicating the points between which runs were made, and also the time of departure and arrival; all the "Calls" of the motor vehicle at intermediate points on the march route are also given in the columns "March route" and "Time"; when the march route over which one moves cannot be precisely indicated (in the case of the maneuver of combat vehicles over the locality during the time of tactical exercises, etc.) or when the motor vehicle passes over the same march route several times (in practical driving with the motor vehicle, etc, we indicate in the columns "March route" and "Time" the kind of tactical training (for example, "Practical driving", etc) and the time of the beginning and end of the exercise;

--columns 7, 8 and 9 are not filled out;

--in column 10 we give the "Kilometrage" of the motor vehicle between the points, and when the march route cannot be stated precisely we give the total kilometrage (or mileage) of the vehicle during the training exercise on the provingground, autodroms, etc;

--column 11 is not filled out;

--in column 12 for combat vehicles towing combat equipment (artillery systems, mortars, etc) we note the number of kilometers driven with the towed equipment;

--in column 14 we indicate the time spent in driving from the point shown in column 1 to the point shown in column 2;

--columns 13, 15 and 16 are not filled out;

--column 17 should show the post, title, surname of the person to whom the motor vehicle was assigned and the signature of the latter;

--after the filling of all the columns of the section "Performance of mission", the driver of the motor vehicle places his signature in the lower left corner.

30. For motor vehicles intended for transportation of troops and supplies (transport and line vehicles), the filling out of the section "Performance of mission"

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is done in the following order (manner);

--in the section "Performance of mission" we fill out all the separate runs made by the motor vehicle during the day of operation; in this section we give not only the runs with the loads but also all the empty runs (including the "dry runs"); the entries for the separate trips are made in the same order in which they were run;

--after each trip with freight or other loads (a trip with freight or other loads is any trip by a truck between two terminal points at which we load and unload the motor vehicle, regardless of the quantity transported) we fill out all the columns of the section "Performance of mission"; all the "calls" (stops) of the motor vehicle at intermediate points along the march route for partial unloading or for taking on additional loads are entered separately in the section "Performance of mission" by giving the respective points and all the rest of the information needed for each trip with a load;

--in the column "Loads" we write the designation and amount of load transported, giving its actual weight (the determination of the weight of piece freight and also bulk freight--wood, or sand, lime, etc--is done either by partial weighing, as for piece materials, or else by indirect employment of the corresponding transport coefficients); in the transportation of men we show in column "Loaded" the number of men transported (for example, "25 men"); for light motor vehicles the column "Loaded" is not filled out;

--in the column "Including what is on trailer" we show the weight of the load the transportation of which was done by means of the trailer or the weight of the trailer towed (gun, ditcher, etc.);

--in column 10 we fill out the distance between the points indicated in columns 1 and 2;

--in column 11 we show the number of kilometers traveled by the motor vehicle with a load;

--in column 12 we show the number of kilometers traveled by the motor vehicle with the trailer;

--column 13 is filled out at the time of the processing of the trip ticket;

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--in column 14 we give the total time spent on one trip between the points given in columns 1 and 2;

--in column 15 we show the actual time spent in loading or unloading at these same points;

--in column 16, for motor vehicles employed in the administrative service of the unit, when transportation is done within the unit, the chief of the service unit conforms with his signature the quantity of freight transported; for example, in the transportation of food to the unit the chief of class 1 supplies must put his signature in the column confirming the quantity of supplies stated in column 8;

--in column 17 the person employing the motor vehicle or approving its work should place his signature showing his post, title and surname.

After return to the unit

31. After return to the unit, the driver of the motor vehicle presents the trip ticket to the orderly of the park, who makes a notation of the time of the arrival of the motor vehicle in the unit.

32. After passing through the check point, the motor vehicle must stop at the point for technical servicing. The chief of the point or the person responsible for the servicing of the motor vehicles makes the proper notation on the trip ticket, in the column "Special remarks", showing the work done in technical servicing.

At the filling station the vehicle should be filled with fuel; one determines at the same time how much fuel is left upon return to the park, which is the difference between the capacity of the tank and the quantity poured in at the time. A notation of what was left and what was put in is made in the respective columns of the section "Filling with fuel and lubricant".

33. If after the return of the motor vehicle to the park it is necessary to repair it, we measure the amount of fuel left when it is turned over for repair; a notation is made of this in the trip ticket in the section "Filling with fuel and lubricant" and this is confirmed by the signature of the person responsible for making the repairs.

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34. After the servicing and filling of the motor vehicle, the trip ticket is presented to the orderly of the park, who authorizes the parking of the motor vehicle and makes the proper notation below on the right on the face side of the trip ticket. At the same time the park orderly checks the reading of the speedometer and makes his entry in the column "Reading of the speedometer upon return".

35. After the trip ticket is drawn up, it is turned in to the motor section of the sub-unit or to the person whose duty it is to process the trip tickets.

5. PROCESSING OF THE TRIP TICKETS

36. The processing of the trip ticket is for the purpose of summing up the work of the motor vehicle during the day or for the period of its stay on detail.

The processing of each trip ticket should be preceded by a careful checking of the notation on it.

37. The processing of the trip ticket, that is, the filling out of the sections "Result of work" and "Consumption of basic fuel in liters", is done by the person appointed by order of the commander of the unit.

38. The total amount transported by the motor vehicle is determined by adding up the quantity of freight transported on each trip.

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39. The total mileage is the sum of the distances listed in the column "Total kilometers" for the separate trips.

40. The total mileage with a load is the sum of the distances written in column "Including with loads for separate trips".

41. The total number of ton-kilometers for the motor vehicle during the day of operation is equal to the sum of the products obtained by multiplying the distances of the separate trips with freight by the weight of the load, transported at each trip.

We may not calculate the number of ton-kilometers by multiplying the weight of the load transported for all of the trips by the total length of all the trips with a load (Trans note: rather vague; what follows may explain what is meant).

Example, during the day a motor vehicle made 3 trips.

The first was made from the military unit to the clothing depot to a distance of 17 km. The motor vehicle arrived at the depot with clothing having a weight of 2 tons and returned with a load of 3 tons. The number of ton-kilometers for the first trip will be

$$(17 \times 2) + (17 \times 3) = 85 \text{ ton-kilometers}$$

The second was made from the military unit to the fuel depot to a distance of 25 km. The motor vehicle went to the depot empty; at the depot it loaded up with 6 cu. m. of wood.

For determining the weight of the wood we must multiply the number of cu. m. by the specific weight of wood. The specific weight of wood in the given case is taken at 0.6, and, hence, the weight of the wood amounts to

$$6 \times 0.6 = 3.6 \text{ tons}$$

The number of ton-kilometers in the second case would be

$$25 \times 3.6 = 90 \text{ ton-kilometers}$$

The third was from the military unit and again to the fuel depot; in the unit it was loaded up with 3 tons of iron scrap for turning over to the scrap dump located on the march route at a distance of 19 km from the unit, and at the fuel dump it was loaded with 6 cu. m. of wood.

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The number of ton-kilometers for the third trip will be

$$(19 \times 3) + (25 \times 3.6) = 147 \text{ ton-kilometers}$$

The total number of ton-kilometers for all the trips is equal to the sum of the ton-kilometers for the separate trips.

For the example given this will be

$$85 + 90 + 147 = 322 \text{ ton-kilometers}$$

For calculating the ton-kilometers the load quantity shown for the trip ticket in pieces, cubic meters, etc., should be converted onto an expression of weight.

42. In the transportation of personnel the amount of the load carried for calculating the ton-kilometers is determined on the basis of the degree of utilization of the dimensions of the body.

For example. A ZIS-5 motor vehicle (the capacity of the motor vehicle is 3 tons) whose normal load is 24 men transports 16 men to a distance of 50 km. The degree of utilization of the dimensions of the body is equal to $16:24 = 0.66$. The number of conventional ton-kilometers will be

$$0.66 \times 3 \times 50 = 99 \text{ ton-kilometers}$$

43. The total time spent on the trip, the time spent in loading and unloading in column "Results of operation" is estimated by adding the time spent on the trip and the time spent in unloading and loading on the separate trips.

44. In addition to determination of the results of the operation of the motor vehicle, one should calculate precisely the prescribed amount of fuel and that actually consumed, in liters.

The consumption of starting fuel is not determined on the trip ticket.

45. For motor vehicles the consumption of fuel is determined by the number of kilometers driven.

46. The processing of the section "Consumption of basic fuel in liters" is done in the following manner:

-- in the column "On the basis of normal" we show the normal quantity of fuel prescribed for the motor vehicle of the given type and make for the total

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number of kilometers driven by the motor vehicle, taking into account the conditions under which it operated (time of the year, the presence of a trailer, the presence of an apprentice, etc); the total number of kilometers run by the motor vehicle is determined on the basis of the readings of the speedometer, namely, the difference between the readings upon return to the park and the readings before leaving the park;

--- in the column "Actual" we give the amount of fuel actually consumed by the motor vehicle; the actual consumption is the difference between the fuel present in the tanks before departure and that remaining after return to the park; if fuel is also issued in a separate container, in addition to that poured into the tank of the motor vehicle, or if the motor vehicle was filled en route, this also must be taken into account in the determination of actual consumption;

--- after determining the normal quantity of fuel prescribed and the actual consumption, we determine the result of fuel consumption which is put either in the column "Economized" or the column "Excess consumption" as the case requires.

47. After the trip tickets have been drawn up and processed, they should be checked and signed by the commander of the sub-unit after which the information concerning the mileage is made use of in the plan for operation of the motor vehicles (in the column "Actual performance"). The data concerning the mileage, amount of freight etc transported, the number of ton-kilometers, and the consumption of fuel and lubricant are recorded in the "Book for recording the work of the motor vehicles and consumption of fuel and lubricants".

48. The trip tickets, completely processed and filled out, are conserved in the sub-unit until the end of the month, and after the expiration of each month they are turned over to the motor section of the regiment, together with the report showing the consumption of fuel and lubricant materials for the past month.

49. The trip tickets, filled out incorrectly or incompletely, are not incorporated in the report and must be completed or corrected.

Spoiled blank trip tickets are cancelled, attached to the stub of the trip

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tickets, and kept just as the used blanks of trip tickets.

51. Cases of loss of trip tickets should be investigated; those guilty are subject to disciplinary action. In lieu of a lost ticket one should write out a new one giving all the information pertaining to the motor vehicle and its operation (Trans. note: to be given from memory, apparently).

52. The technical section, after taking from the commander of the sub-unit the trip tickets that have been drawn up and processed, issues new blanks for trip tickets in a number sufficient for continuous operation of the motor vehicles.

53. For checking the manner in which the tickets are conserved, drawn up and processed, the commander of the regiment appoints once each quarter a board, one member of which is the chief of the finance section. The result of the check is announced in an order to the unit.

54. The systematic checking of the correctness and timeliness of the drawing up of the trip tickets is done by the motor officer of the unit or by the person appointed by order of the commander of the unit.

6. METHOD OF CONSERVING THE USED BLANKS OF TRIP TICKETS

55. The used blanks and stubs of the trip tickets must be kept in the motor section for a period of one year.

56. After the expiration of this period the trip tickets and the stubs are destroyed by the board appointed by order of the commander of the regiment, with obligatory participation on the board of the chief of the finance section.

This board draws up a report showing the destruction of the trip tickets, a report which is approved by the commander of the regiment. The report shows the following:

- the period for which the trip tickets were destroyed;
 - the total number and serial numbers of the trip tickets destroyed;
 - the total "kilometrage" (mileage) of the motor vehicles for the given period;
- the amount of freight and other loads transported;
- the amount of fuel and lubricant consumed, with indication of what was economized and the excess consumption.

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57. Information concerning the consumption of fuel and lubricant given in the trip tickets destroyed should be compared with the "Book for recording work of vehicles and the consumption of fuel and lubricant". If there is a difference, the board points out this fact in the report and informs the commander of the unit.

58. The trip tickets of wrecked motor vehicles, with a notation as to extraordinary incidents or abuse, should not be destroyed but should be attached to the report and kept with it.

Appendix 5

A MODEL LIST OF MINOR AND AVERAGE ACCIDENTS

MINOR ACCIDENTS (OR BREAKDOWNS)

1. Damage to the lubrication system of the engine: damage to the assemblies and parts of the oil pump, manometer, lines, connections, sleeves, etc.
2. Damage to the cooling system of the engine: damage to the radiator not requiring any replacements, damage to the water pump, its assemblies and parts, breakage of the blades, bracket, or bearings of the fan.
3. Damage to the fuel system of the engine: a leak of fuel from the tank, damage to the fuel pump, gasoline lines, carburetor, sleeve, connections, pump, injector (or atomizer) in Diesel engines.
4. Damage to the electrical equipment: damage to the assemblies and parts of the generator, starter, interrupter-distributor, conductors of high and low voltage, control-measuring devices, lights, shields, etc.
5. Damage to and breakdowns of the engine: cracks and breaks of the intake and exhaust manifolds and tubes, breaking of the springs of the valves and the studs of the cylinder head, cracks and holes in the lower case of the engine.
6. Damage to the assemblies and parts of the steering not requiring its replacement.
7. Damage to the clutch: cracks in the pressure disk (or clutch disk), breaking of the spring, burning out of the friction lining.
8. Damage to the bumper, towing devices, breaking of a spring, spring shackle pin, spring clip etc.

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9. Damage to the assemblies and parts of the brake system: tearing off of the brake rods, tearing off of the rubber hose.

10. Damage to the separate assemblies and parts of the running gear and body, damage to the propeller shaft, bearings of the hub, torque rod, body, cabin, and parts etc.

AVERAGE ACCIDENTS

1. Melting of the main or crankpin bearings.
2. Damage to the assemblies and parts of the crank and crank pin mechanism making necessary the disassembly and repair of the engine.
3. Cracks and holes in the head of the cylinder block.
4. Scratches on the face of the cylinder.
5. Freezing of the cylinder block of the engine or radiator.
6. Damage to the gears, bearings and shafts of the transmission, transfer case, or reduction gear requiring overhauling of the set and a replacement of parts.
7. Damage to the frame, making it necessary to disassemble the motor vehicle.
8. Damage to the gears, bearings, axles, the hinges of the front or back axle, requiring overhauling and replacement of parts and assemblies.
9. Damage to the body or cabin, making it necessary to replace them.
10. The motor vehicle catches on fire.

Appendix 6

INSTRUCTIONS CONCERNING WASHING THE COOLING SYSTEM

1. For washing the cooling system of motor vehicle engines we use one of the following solutions:
 - 1 kg of carbonate of soda and 0.5 liters of kerosene to 10 liters of water;
 - 750 --- 800 grams of caustic soda and 150 grams of kerosene to 10 liters of water;
 - 2.5% solution of muriatic acid.
2. We use various methods of washing, depending upon the solution used.
3. When we use a solution of soda and kerosene and a solution of caustic soda and kerosene in water as given in the above recipe, the washing is done in the following manner:

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Drain the water or the low freezing mixture from the cooling system, take off the thermostat, fill the cooling system with the prepared solution and leave it for 10 -- 12 hours. Before pouring the solution into the cooling system, carefully filter it for the removal of the mechanical impurities which could stop up the recess in the cooling system and in this way interfere with its operation; to fill the cooling system we employ only clean water and a clean vessel; the funnel for pouring in the water should have a section filter. After 10 or 12 hours we start the engine and allow it to run for 15 -- 20 minutes at a low rate of revolution on idle running, until the solution begins to boil; for accelerating the heating of the engine, the radiator should be covered with a hood; the tight plug of the radiator on motor vehicles should be taken out. After the heating of the engine, open the drain cock and, without waiting for all the solution to drain out, allow pure water to pass through the cooling system for 5 to 10 minutes while the engine is running. If a great deal of deposit has been formed in the system, clogging the drain cock, it will be necessary to disconnect the dirty hose and drain the water through the lower pipe of the radiator. Set the thermostat in place, close the drain cock, and fill the system with pure, soft water.

4. Washing with a 2.5 solution of muriatic acid should be carried out in the following manner.

Drain out the water or antifreeze, take off the thermostat, pour the solution into the cooling system. The solution should remain in the system while the engine is running at a low rate of revolution for not more than 1 hour. After the expiration of this period, the solution should be drained out and the system washed with pure water in a sufficient amount to provide a three-fold change of the volume of water in the cooling system.

Washing with a 2.5 solution of muriatic acid cleans the system better and requires less time; but in engines with aluminum cylinder heads this solution is not good because of the destructive action of the muriatic acid against the aluminum.

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INSTRUCTIONS FOR RELEASING THE AIR FROM THE HYDRAULIC SYSTEM
OF THE BRAKES

For removal of air the following is necessary:

1. Check the level of the brake liquid in the master cylinder and bring it up to normal.
2. Twist one end of the special hose which is with the set of tools into the seat of the spiral plug, closing the opening in the valve for the release of air, and place the other end of the hose into a glass container with brake liquid.
3. Open the valve for the release of air by 3/4 of a turn and by pressing upon the brake pedal pump the system until air ceases to come from the hose. In this case the release of air must start from the most distant valves in the system; if the system has a hydro-vacuum reinforcer, the pumping should start from it.
4. While pumping one should watch the level of the brake liquid in the master cylinder and if necessary fill it up to normal.

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The commander of the regiment (or separate battalion)

The motor commander of the regiment (or separate battalion)

The chief of the motor vehicle service of the regiment

The engineer for the operation and repair of the motor vehicles of the regiment

(or separate battalion)

The battalion commander.

The company commander

The motor commander of the unit.

Platoon leader.

The senior motor vehicle mechanic.

Squad leader.

The motor vehicle mechanic

The driver of the motor vehicle.

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3. The storage of fuel and lubricants.
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Trans. note: Only the first five of the appendices have been translated, in accordance with instructions of the branch asking for the translation and of (Tech. Br.) the branch primarily interested in the material contained in the appendices.

APPENDICES

1. Instructions concerning the determination of the coefficient of technical readiness and action radius (or reserve mileage) of motor vehicles
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