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FM 55-25

WAR DEPARTMENT FIELD MANUAL

Supersedes FM 55-25

PORTS (OVERSEA)

HEADQUARTERS AND HEADQUARTERS COMPANIES

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WAR DEPARTMENT FIELD MANUAL
FM 55-25

PORTS
(OVERSEA)
HEADQUARTERS AND
HEADQUARTERS
COMPANIES



WAR DEPARTMENT

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BY ORDER OF THE SECRETARY OF WAR:

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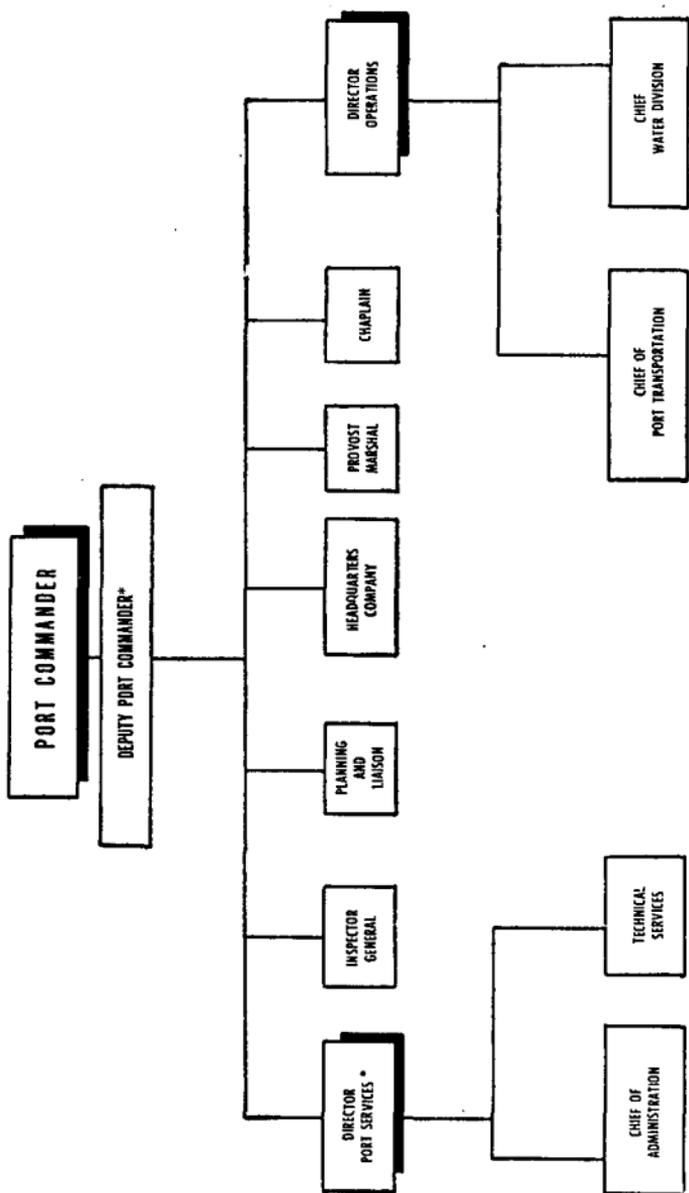
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Refer to FM 21-6 for explanation of distribution formula.

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* UNDER T/O & E 55-120-1 THE DIRECTOR OF PORT SERVICES ACTS AS DEPUTY PORT COMMANDER

Figure 1.

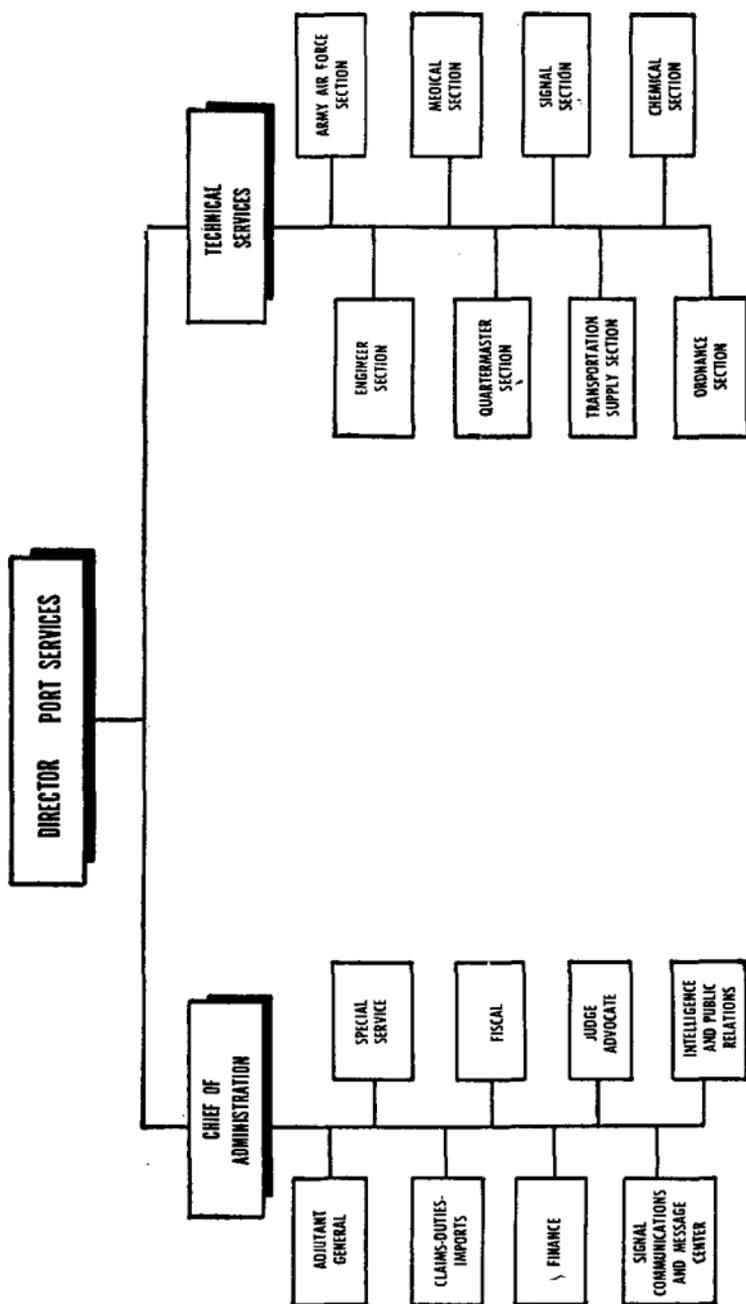


Figure 2

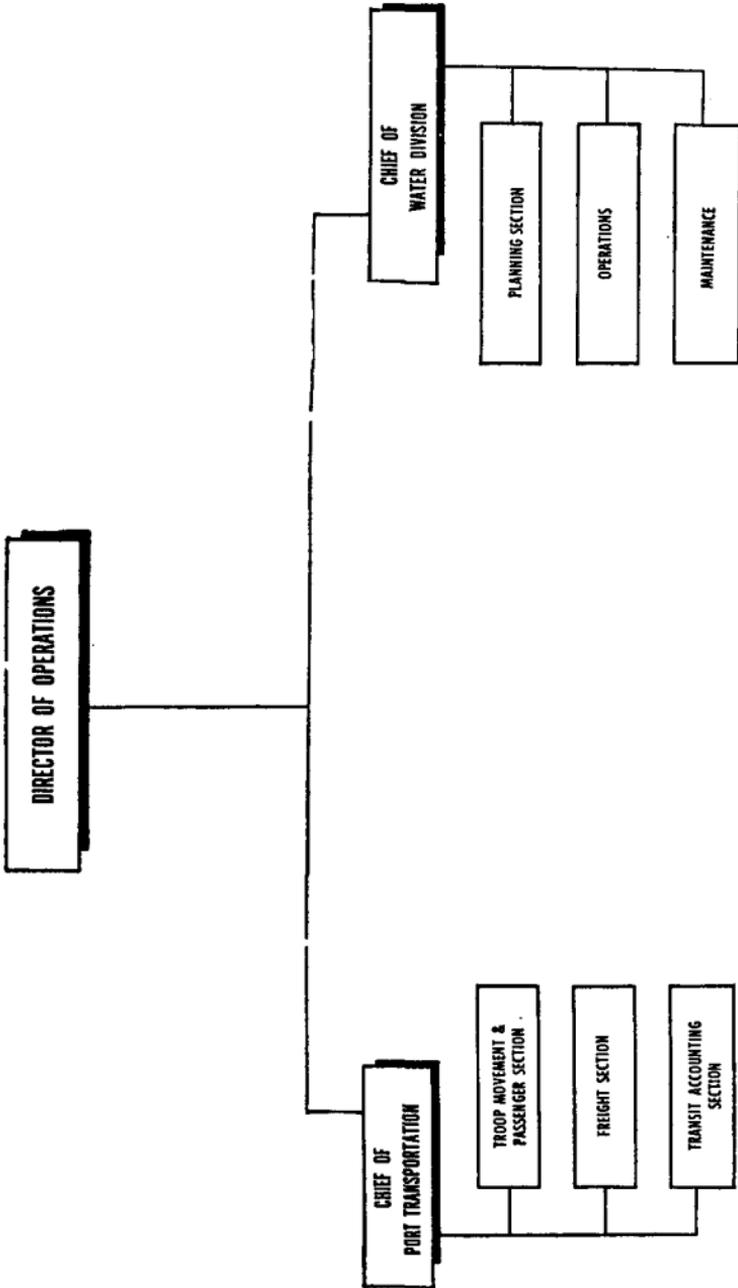
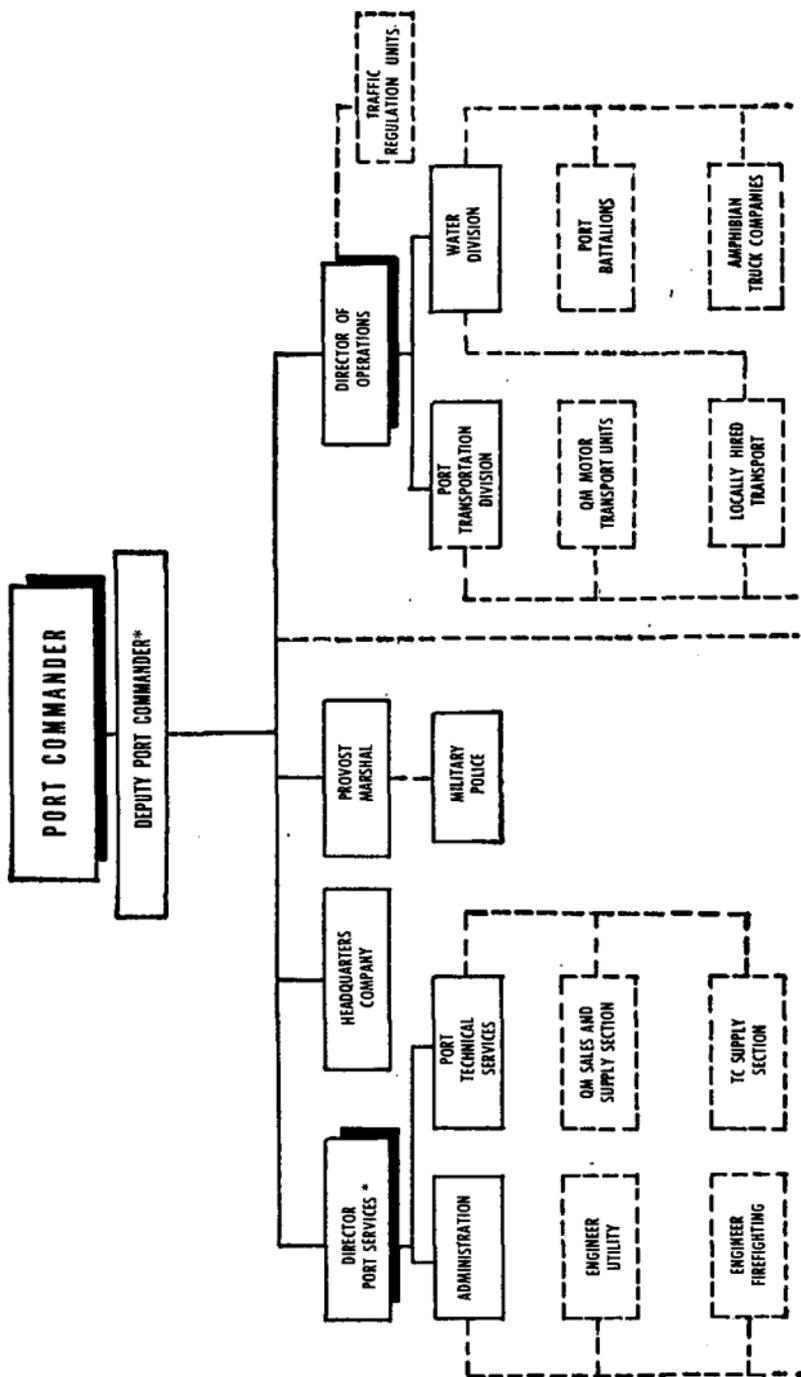


Figure 3.



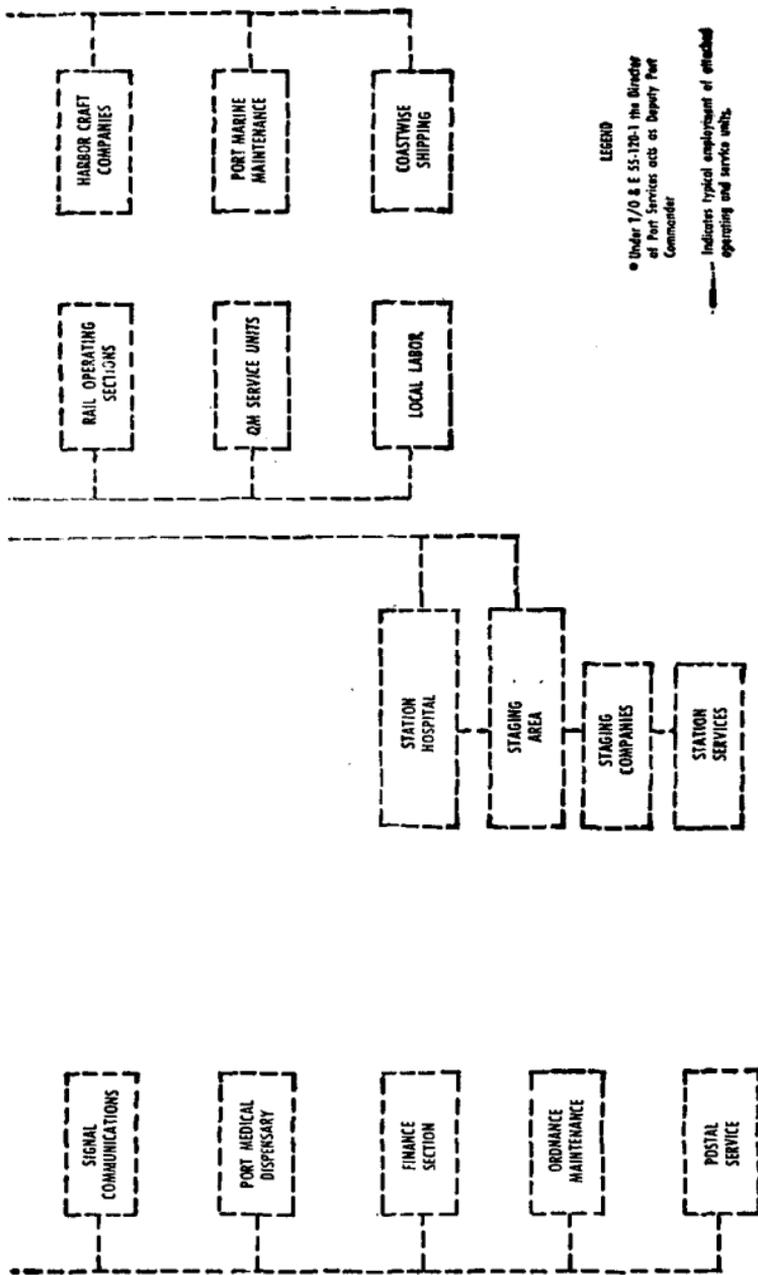


Figure 4.

CHAPTER 1

SCOPE AND MISSION

Section I. GENERAL

1. **DEFINITION.** a. The term "oversea port" as used in this manual refers to those ports which are located in an oversea base or defense command, oversea department or theater of operations and under the direct jurisdiction of the commander thereof (except certain ports or subports designated by the War Department as having the same status as ports of embarkation in the continental United States).

b. The term includes the headquarters and headquarters company of the major, medium, or small port (oversea) together with the attached operating and housekeeping units which it controls, administers, and supervises.

c. The commanding officer of an oversea port is known as the port commander. His duties and responsibilities are established in AR 55-75 and are described in greater detail under section III, chapter 1.

2. **SCOPE.** The general fundamentals set forth in this manual establish certain principles governing the mission, organization, and operation of the oversea port as defined in paragraph 1.

3. **MISSION.** The oversea port will provide for the reception, debarkation, embarkation, and transshipment of troops, animals, supplies, and matériel. Other missions

may include: Staging of troops, reequipment of troops, and operation of Army-owned or Army-chartered transport and cargo vessels including dredges and port repair ships.

4. COORDINATION. To accomplish its mission, an oversea port coordinates and maintains liaison with the United States Navy, the United States Coast Guard, the War Shipping Administration, and other interested United States agencies as well as the military, naval, and authorized civilian agencies of allied countries.

5. REFERENCES. a. The 55-series of Field and Technical Manuals contain approved doctrine governing the training, operation, and employment of Transportation Corps organizations. These manuals are based on the Field Service Regulations and the Staff Officer's Field Manual. Those relating to oversea port activities include—

FM 55-105, Water Transportation: Oceangoing Vessels.

FM 55-130, Small Boats and Harbor Craft.

FM 55-150, Amphibian Truck Company.

TM 55-310, Stevedoring.

b. Further reference should be made to the 55-series of Army Regulations; to FM 100-5 and 100-10; and to the appropriate Field and Technical Manuals of other supply services.

Section II. TYPES OF OVERSEA PORTS

6. GENERAL. a. Oversea ports are described as major, medium, or small depending on the strength of the organization, the assigned mission, and the expected capacity for debarking or embarking troops, supplies, and matériel. The subport is established by and operated under the jurisdiction of the major, medium, or small port.

b. The figures used in estimating capacities of oversea ports are for planning purposes only and will vary in accordance with existing facilities, available equipment, and the number of units attached for operational purposes.

7. **MAJOR PORT.** The headquarters and headquarters company activated under T/O & E 55-110-1 is organized to supervise a port organization with an approximate capacity of 300,000 ship tons, 1,000 animals, and 50,000 troops per month.

8. **MEDIUM PORT.** The headquarters and headquarters company activated under T/O & E 55-120-1 is organized to supervise a port organization with an approximate capacity of 150,000 ship tons, 500 animals, and 25,000 troops per month.

9. **SMALL PORT.** The functions of a small port depend upon its mission. It includes such component parts of a port organization as may be necessary for the fulfillment of its mission. Normally, appropriate sections from T/O & E 55-500 are selected to provide a composite battalion which includes maintenance and repair, harbor craft, and stevedore units with sufficient supervisory personnel for a headquarters and administrative overhead. The units are supplemented to meet changing situations by the attachment of additional operating or service units.

10. **SUPPORT.** The oversea subport is established by and operated under the jurisdiction of a major or a medium port (oversea). Usually a portion of the administrative personnel and one or more operating units are detached from the major or medium port to make up the subport.

Section III. ORGANIZATION

11. **GENERAL.** a. The major, medium, and small port (oversea) function as an agency of the theater commander under the operational control of the theater chief of transportation.

b. Tables of Organization and Equipment (pars. 7 through 9), allotment of personnel, and special instructions issued from time to time by the War Department prescribe the details of the organization.

c. To meet changing situations, adjustments in strength and composition of operating and service units are made by the theater commander.

12. **ORGANIZATION.** a. War Department Tables of Organization and Equipment of the 55-series provide for a headquarters and headquarters company to administer and supervise the port with its component parts.

b. The number and type of operating and service units attached to the headquarters and headquarters companies for housekeeping duties and operations depend on the size and type of operations required; the capacity the port is expected to develop; and the natural or physical limitations of the port and its facilities.

13. **PORT COMMANDER.** a. The movement of troops and matériel, the protection of property, and the maintenance of good order and military discipline are functions of command. Command functions of an oversea port commander include—

- (1) Responsibility for and authority over all port activities.
- (2) Command over all troops assigned or attached to the port organization.

(3) Responsibility for effective measures to insure the smooth and orderly flow of personnel, supplies, and matériel through the port.

b. Normally the commander of a major port (oversea) delegates authority for administrative functions to a director of port services and delegates authority for operational functions to a director of operations. (In a headquarters and headquarters company, medium port (oversea), the director of port services acts as deputy port commander in addition to his other duties.) (See fig. 1.)

14. DEPUTY PORT COMMANDER. Functions of the deputy port commander include—

a. Acting in the absence of the port commander.

b. Supervising the administration, discipline, and training of all attached units.

c. Directing the issue of routine, general, and special orders, directives, memoranda, and bulletins for the administration and operation of the port.

d. Supervising the installations and activities of the port, taking such action as desired by the port commander for improvement and progress.

15. DIRECTOR OF PORT SERVICES. a. The director of port services supervises the administrative functions of the port organization through a chief of administration. The administrative division is divided into various branches which include: The adjutant general's branch, subdivided into personnel, mail and records, publications, and miscellaneous sections; the judge advocate's branch; claims, duties and imports branch; fiscal and procurement branch; special service branch; and intelligence and public relations branch; in addition to attached units including the finance branch and service organizations of the Signal Corps. (See fig. 2.)

b. The director of port services is further responsible for coordinating the functions of the various service sections included in the Table of Organization of headquarters and headquarters companies, major and medium ports (oversea).

16. DIRECTOR OF OPERATIONS. a. The director of operations is responsible to the port commander for the proper operation and maintenance of all water transportation controlled by the Transportation Corps, and the loading and unloading of all supplies and matériel. Normally he delegates this authority to the chief, water division.

b. The director of operations is further responsible for planning, supervising, and controlling the movement through the port of all military and civilian personnel, including medical evacuees and prisoners of war and for the shipment to and from the port of all freight by rail and motor transport. Normally he delegates this authority to the chief, transportation division. (See fig. 3.)

17. PLANNING AND LIAISON DIVISION. This division originates and disseminates plans for the operation of the port organization. It is further charged with maintaining liaison with the United States Navy, the United States Coast Guard, the War Shipping Administration, and other interested United States agencies, as well as the military, naval, and civilian agencies of allied countries. In addition, this division supervises plans and training programs; makes necessary studies of all directives from higher command and adjacent commands in making recommendations to the port commander, and prepares the historical report which is a brief narrative of events of importance and submits this report to the historical officer of the theater chief of transportation.

18. OTHER STAFF DIVISIONS. Other staff divisions provided for headquarters and headquarters companies, major and medium ports (oversea) include those of the inspector general, the provost marshal, and the chaplain. The duties and responsibilities of these divisions are similar in character to those performed by like divisions in ports of embarkation in the zone of interior, but are carried out in accordance with theater directives and such plans and policies as may be established by the port commander. (See fig. 1.)

19. SERVICE SECTIONS. a. The director of port services coordinates the functions of the various service sections included in the Table of Organization of headquarters and headquarters companies, major and medium ports (oversea). T/O & E 55-110-1 and 55-120-1 include the following: Army Air Forces section; engineer section; quartermaster section; ordnance section; chemical section; signal section; medical section; and transportation corps supply section.

b. In accordance with directives from the theater commander, the theater chief of their respective service, and such plans or policies as may be established by the port commander, representatives of the various services with headquarters and headquarters companies, major and medium ports (oversea), perform the following functions:

(1) Act as technical advisers to the port commander on all matters relating to the identification and movement of technical service cargo.

(2) Comply with all cargo distribution procedures.

(3) Insure that all safety rules and regulations of the War Department, theater headquarters, and port commanders are complied with at all times.

(4) Insure that all rail cars, vehicles, or vessels loaded with technical service cargo are properly prepared for ship-

ment, and that every precaution is taken to insure that supplies and matériel will not be damaged during unloading operations or in transit.

(5) Furnish advice and instructions on methods of loading and stowing shipments of technical service cargo.

(6) Process requisitions for conformity with T/BA, T/A, and appropriate T/E's for units assigned or attached to the port.

c. Chiefs of the quartermaster, engineer, signal, ordnance, medical, and chemical sections, in addition to the functions noted above, are charged with providing the oversea port with the station services normally prescribed for their respective service. For this purpose Table of Organization units are attached to the port and operate under the command of the respective chiefs of the service sections. (See par. 20.)

20. ATTACHED UNITS. a. Table of Organization units of the Transportation Corps and other services are attached to headquarters and headquarters companies of major and medium ports (oversea) to provide station services and to perform specific operations.

b. The number and type of units attached will depend on the proposed activity and capacity of the port. The units discussed herein are not to be construed as being the only units which may be attached to headquarters and headquarters companies of major and medium ports (oversea). Others, of equal importance, may be attached in order to accomplish the mission of the port.

21. OPERATING UNITS. The term *operating units* as used in this manual refers to labor battalions and to those units which provide stevedoring, marine maintenance, water

and land transportation, and traffic regulation. Such operating units normally include:

a. Port Marine Maintenance Units (T/O & E 55-500). This provides personnel with skills and equipment to perform maintenance and repair work upon harbor craft, small boats, floating cranes, tugboats, barges, and in some instances limited repairs to larger vessels.

b. Port Battalions (T/O & E 55-116). This provides a headquarters and headquarters detachment to supervise the operation of two to six port companies.

c. Port Companies (T/O & E 55-117). This provides personnel trained in the loading and unloading of ships, using ship's gear, winches, cranes, fork-lift trucks, tow tractors, and other cargo handling devices. The estimated handling capacity of a port company with its 10 hatch sections is 15 long tons per hour per hatch section.

d. Harbor Craft Companies (T/O & E 55-500). The harbor craft company is organized for the purpose of ferrying cargo to shore from freighters and transports and for all intraport water activities. The composition of the company selected from current tables will depend on the circumstances surrounding the job to be done. The number and size of tugs and towboats, barges and floating cranes will be determined by the amount and nature of the supplies and matériel to be unloaded or loaded and the facilities available. (See FM 55-130.)

e. Quartermaster Battalions (T/O & E 10-56). This provides a headquarters and headquarters detachment to supervise the operation of two to six quartermaster truck companies. T/O & E 10-536 provides for a headquarters and headquarters detachment to supervise the operation of two to six quartermaster service type units (laundry companies, service companies, etc.).

f. Quartermaster Service Companies (T/O & E 10-67). This provides a quartermaster service company with

general labor personnel capable of handling approximately 800 tons of general supplies per day.

g. Quartermaster Truck Companies (T/O & E 10-57). These companies provide transportation for the handling of cargo and the movement of personnel. They are the basic operating units for the mobile quartermaster battalion. The number of battalions required is normally dependent on the type of port operations. (Various types of operating units can be organized from T/O & E 10-500 to perform quartermaster missions when requirements call for organizations of less than company size.)

h. Amphibian Truck Companies (T/O & E 55-37). These companies transfer cargo to and from shipside when pier facilities are not available. Each company is capable of operating on a 24-hour basis unloading approximately 1,000 to 1,500 long tons of mixed cargo during this period.

i. Traffic Regulation Units (T/O & E 55-500). Suitable traffic regulation units or teams provide coordination and control of traffic within the port area. Teams for inland waterways, rail, highway, and air are formed in multiple or combination to conform with the need of the port organization. Normally, Traffic Regulation Units are detached from the communications zone for duty with headquarters and headquarters companies, major or medium ports (oversea).

22. SERVICE UNITS. The term *service units* as used in this manual refers to those units which provide the customary station services for headquarters and headquarters companies, major and medium ports (oversea). Such service units normally include:

a. Signal Service Organizations (T/O & E 11-500). These terms perform signal activities for the oversea port under the direction of the port signal officer. These activ-

ities include signal communication, signal intelligence and security, photography, and signal supply and repair. (See par. 47.)

b. Engineer Utility Detachments (T/O & E 5-500). These utilities detachments are responsible for performing necessary engineering operations under the provisions of AR 100-80. Principal duties of engineer utilities detachments include—

(1) Maintenance and repair of buildings, structures, grounds, and utility systems, and the permanently installed property attached thereto.

(2) Operation of utilities.

(3) Construction, including the extension, alteration, and rehabilitation necessary to a proper discharge of duties in maintenance, repair, and operation of facilities.

c. Engineer Fire-fighting Platoons (T/O & E 5-500). The primary mission of fire-fighting platoons is to provide fire protection for the port. Their secondary mission is to provide trained instructors in fire-fighting methods and in fire-prevention measures.

d. Military Police Companies (T/O & E 19-37 or 19-500). The military police company enforces law and order and provides for a 24-hour guard or patrol at communications zone installations. The company is an elastic organization which may be changed by increasing or decreasing the number of each platoon to conform with the size of the port to be served. The assignment of desk, record and investigation sections depends on the type and requirements of the port to be served in a theater of operations.

e. Base Depot Companies (T./O. 55-260). This organization furnishes the necessary administrative and technical personnel to operate Transportation Corps warehousing facilities at supply establishments and for the operation

of Transportation Corps base depots. Where in-and-out monthly tonnage does not exceed 2,500 tons, the functions of a base depot company may be handled by a Transportation Corps supply section from T/O & E 55-500.

f. **Staging Area Companies** (T/O & E 55-147). The function of a staging area company is to provide messing facilities and maintenance of quarters for troops embarking or debarking in a theater of operations. The number of staging area companies attached to a headquarters and headquarters company, major or medium port (oversea), will depend on the type of port and the probable number of troops to be embarked or debarked through the port.

g. **Army Postal Units** (T/O & E 12-605). The type of postal unit will depend upon the number of troops to be served, since its capacity increases in direct proportion to the number of personnel given postal services. Complete postal services and directory services are maintained for units composed of nondivisional troops.

23. UNIT COMMAND. The commanders of each of the units will be responsible for performing internal administrative and housekeeping duties and are charged with the initial responsibility for clothing, feeding, housing, and maintaining all required records relative to the execution of such duties.

CHAPTER 2

ADMINISTRATION

SECTION I. DIRECTOR OF PORT SERVICES

24. GENERAL. The Director of Port Services as a member of the port commander's staff is charged with formulating policies pertaining to, and the supervision, direction, and coordination of, all administrative activities of the headquarters and headquarters company, major or medium port (oversea). Such activities normally include: Judge advocate and adjutant general branches; fiscal and procurement branch; claims, duties, and imports branch; special service branch; intelligence and public relations branch; signal communications and message center; and the finance detachment. (See fig. 2.)

25. ADJUTANT GENERAL. a. Normally the adjutant general acts as chief of the administrative division. In his capacity as adjutant general, he is charged with the handling of all official correspondence not specifically assigned to other divisions.

b. The adjutant general's branch is divided into personnel, mail and records, publications, and miscellaneous sections. Personnel and publications sections are discussed herein.

(1) The personnel branch handles all procedures pertaining to procurement, assignment, reassignment, transfer, relief, classification, reclassification, and discharge of officers and enlisted men. This branch prepares and processes

efficiency reports, recommendations for promotions, requests for reports, consolidated strength and miscellaneous statistical reports on military personnel. It is further charged with maintaining personnel records and liaison with other divisions and branches pertaining to military and, in appropriate cases, civilian personnel.

(2) The publications branch disseminates information to personnel of the command concerning the regulations published by port and higher headquarters; distribution of publications and blank forms to the port and its attached units; prepares general orders, special orders, memoranda, daily bulletins, special courts-martial orders and other necessary and appropriate publications; republishes, when necessary, publications and directives of higher headquarters; operates a message center for messages not handled by the Signal Corps; operates a mail collecting and distributing station; performs all mimeographing, binding, and stapling duties; and maintains an up-to-date record of all correspondence, directives, and publications of port and higher headquarters.

26. JUDGE ADVOCATE. a. The judge advocate renders legal advice and opinions to all elements of the port on questions concerning legal phases of all business, property, and financial operations under the jurisdiction of the port commander. In addition to these duties, the judge advocate is charged with—

(1) Examining and reviewing records of trials by courts martial convened under authority delegated to the command.

(2) Examining and reviewing boards of officers, and reports of investigating and claims officers on accidents and incidents involving personnel or property of the report.

(3) Maintaining liaison, through proper channels, with the representatives of interested allied governments, on all legal matters affecting personnel or property of the port.

b. The judge advocate reports directly to the chief of the administrative division (adjutant general) on all matters except those which, by law or regulation, require the personal action of the port commander. In such cases, the judge advocate is authorized to report directly to the port commander. The investigative and liaison duties of this branch are discharged by direct contact with the personnel or agency affected.

27. CLAIMS, DUTIES, IMPORTS. The chief of this branch investigates and handles all claims, in conjunction with the communications zone claims officer and the theater chief of claims service. His branch is responsible for maintaining all accounts and records of duties and imports and customs regarding the regulations of the allied country in which the port may be situated. All agreements regarding customs and imports with other than United States agencies must be submitted to the port commander through the inspector general.

28. FISCAL AND PROCUREMENT. This branch is charged with controlling and administering, in accordance with basic directives issued by higher authority, all funds allotted to the port commander, and for performing all procurement functions for supplies and services required in the operations of the port. In the execution of these duties, the Fiscal Officer performs the following:

a. Advises port commander on all fiscal procurement matters.

b. Performs all budget estimating, budget administration, fiscal accounting, fiscal reporting, and internal auditing for the port.

c. Certifies as to availability of funds to cover all obligations in connection with procurement, operation, and pay rolls prior to time they are incurred.

d. Surveys operating costs of port and makes recommendations on fiscal aspects of operating problems.

e. Insures that property accountability records are installed and maintained in accordance with prescribed procedures.

f. Determines method of purchase and supervises the proper award procedure.

g. Maintains liaison with vendors and War Department components required for the preparation of vouchers.

h. Maintains system of price analysis and issues priority ratings in accordance with priority regulations.

29. FINANCE OFFICER. a. The chief of the finance branch acts as port finance officer. In this capacity, he is a member of the port commander's staff and is charged with the proper administration of all finance and accounting matters pertaining to the finance branch. His major duties include paying all troops in the area; examining records of agent finance officers aboard army transports; handling all exchange of currency of debarking or embarking troops in accordance with theater directives; receiving and accounting for funds from post exchange sales and from other miscellaneous nonappropriated sources in the port area.

b. The finance officer reports directly to the theater finance officer on matters affecting the receipt, accounting, exchange, and disbursements of funds.

30. INTELLIGENCE AND PUBLIC RELATIONS.

a. The port intelligence officer is chief of this branch and is charged with safeguarding military information through the formulation and execution of appropriate security and censorship measures. His duties include—

(1) Maintaining intelligence files on personnel within the port.

(2) Initiating all investigations within the port on matters involving espionage, disloyalty, violations of AR 380-5, disaffection, sedition, and any other incidents occurring within the port and having the appearance of acts of sabotage.

(3) Controlling the processing and disposition of all photographs taken within the port.

(4) Supervising, coordinating, and directing all censorship activities within the port.

(5) Collecting files and disseminating information, derogatory or otherwise, which might be of interest to other divisions.

(6) Maintaining, in cooperation with the provost marshal, control of all visitors entering the port.

b. The public relations officer, who is assistant port intelligence officer, is charged with handling all public relations matters of the port in conformity with pertinent directives and regulations. His duties include—

(1) Maintaining liaison with accredited newspaper and radio correspondents and newsreel photographers for the purpose of aiding them in the gathering and dissemination of reliable information so far as this information is compatible with existing security measures.

(2) Writing and distributing publicity material concerning the personnel of the port and its attached units for use in hometown newspapers, radio broadcasts, trade and fraternal journals and magazines, service publications, and other media.

(3) Making arrangements for, and conducting tours of official or accredited visitors to the port.

c. In addition to the liaison channels which are inherent in the performance of his duties, the port intelligence officer

maintains direct liaison with the War Department, Intelligence Department, Office of Naval Intelligence, Federal Bureau of Investigation, and local law enforcement agencies on all intelligence matters which do not affect the internal functioning of the port itself.

31. SPECIAL SERVICES. This branch is charged with increasing the effectiveness of officers and enlisted men through planned programs of athletics and recreation. This branch organizes and coordinates athletic activities to insure maximum benefit to participating personnel; stimulates interest in, supervises production of, and publicizes soldier shows and other activities such as musical programs, hobbies, etc.; makes arrangements for the accommodation of, and escorts visiting show troupes through the port area; and supervises the installation, maintenance and operation of such projection equipment as may be allotted to the port, including all United States Army Motion Pictures Service facilities.

32. SIGNAL COMMUNICATION. The port signal officer, in addition to his other duties, is charged with procuring, supervising the installation of, and maintaining, necessary signal communications for the internal functioning of the port and its attached units.

SECTION II. STATISTICAL CONTROL

33. GENERAL. a. The port commander is responsible for the prompt and efficient movement of supplies, matériel, equipment, and personnel through the port. To accomplish this mission, it is a function of the statistical records section of the planning and liaison division to furnish the port commander with a clear and concise picture of the functions of all port activities. The statistical records section, there-

fore, is primarily concerned with analysis and comparisons. The compilation of this material should aid in establishing control over various operating units by bringing out deficiencies in performance and indicating factors that could be related to improve the efficiency of the port.

b. Specific data is kept daily by all the divisions, branches, and sections to show main activities and utilization of port facilities. From these daily records, certain reports, charts, and graphs show the trend of operations. It is a function of the statistical records section to furnish any reports made necessary by changing conditions, to discontinue any that become obsolete, and to prepare any special reports required by higher authority.

34. DAILY REPORT, CARGO UNLOADING.

a. This report shows in clear and concise form the number of vessels that are unloaded daily, total cargo on board ship, amount of cargo unloaded from each vessel, and balance of cargo remaining on board each vessel at the end of the day.

b. The report will also show the total cargo received on all ships, total cargo unloaded each day from all ships, and total cargo remaining aboard at the end of the day on all ships.

c. At the end of the month, a recapitulation of this daily report is made to give a complete picture of how much cargo was unloaded during the month. A graph may be drawn to indicate daily fluctuations of unloading operations.

35. DAILY ANALYSIS ON OUTBOUND VESSELS.

This report gives a brief picture of the cargo and personnel moving out of the port, whether back to the zone of interior, or to other theaters of operations, or to other ports within the theater. This report is recapitulated at the

end of the month to give a clear picture of outbound activities for the period. A suitable graph may be drawn to indicate the outbound flow of both personnel and cargo.

36. DAILY RECORD OF PERSONNEL DEBARKED.

This report shows the total personnel arriving aboard the ships, the number unloaded daily and the balance left aboard at the end of the day. A recapitulation is made at the end of each month to indicate the numbers and class of personnel moved through the port during this period. A graph may be drawn from these figures to show the daily flow of personnel.

37. ANALYSIS OF UNLOADING OPERATIONS.

This report gives a concise analysis of the efficiency in the unloading operations of the ships. If gang hours are used as a unit of measure, the report will show the length of time it took to unload each ship. It also includes the tonnage unloaded in gang hours. From this report the port commander may determine the average amount of cargo that a gang should unload per hour, in addition to determining the efficiency of the various gangs used in the unloading operations.

38. WAREHOUSE ACTIVITY (PORT STOCKS).

This report shows, in brief form, the amount of matériel that went in and out of the warehouses of each of the eight port service sections during the month.

39. INTRANSIT STORAGE AREAS. This report shows the cargo on hand in the intransit storage space by consignee and by technical services. This is broken down into ground storage, warehouse storage, and wheeled equipment. The ground storage cargo is further classified as POL (petrol,

oil, and lubricants) and other cargo. The latter being everything except POL.

40. TEMPORARY STORAGE. This report shows the amount of material being temporarily stored in the port technical warehouse. It will give a break-down of the cargo according to consignee by code or force giving date of receipt of each shipment. It will show each item received giving the number of pieces and weight, in tons, in storage. This report is submitted daily to the statistical records section by each of the eight port service sections.

Section III. SERVICE SECTIONS

41. ARMY AIR FORCES SECTION a. The chief of this section is a member of the port commander's staff and acts as technical adviser to the port commander and to all operating sections on matters pertaining to the identification, classification, intransit storage, movement and distribution of Army Air Forces personnel and supplies, and on all other matters pertaining to activity of the Army Air Forces under the jurisdiction of the port commander. He also serves as a representative at the port of the commander of the theater Army Air Forces upon such subjects as advance planning, allocations of tonnage, aircraft bookings, and passenger priority in which Army Air Forces personnel and property are involved. This section maintains records of the movement of Army Air Forces troops and supplies through the port.

b. The chief of the section maintains direct liaison with the appropriate representatives of the Army Air Forces in the theater upon all questions relative to the Army Air Forces under the jurisdiction of the port.

42. CHEMICAL WARFARE SECTION. In addition to serving as port chemical officer, the chief of this section is a member of the port commander's staff and acts as technical adviser to the port commander and to all operating sections of the port in all matters pertaining to identification, classification, movement and distribution of Chemical Warfare Service supplies, munitions, and matériel. He is charged with supervising the safe handling of chemical munitions and bombs; the disposition of leaking shells, bombs and containers, and insuring that necessary safety precautions are being observed at all times; and inspecting and supplying with decontamination equipment and supplies all Army transport vessels entering or leaving the port of embarkation carrying 20 or more United States Troops or War Shipping Administration vessels under contract to be furnished with same. In the capacity of port chemical officer, he is responsible for—

a. Conducting all training activities of personnel assigned to the port in defense against chemical attack.

b. Assisting the fire marshal and the engineer section in training of personnel in methods of handling incendiary bomb fires.

c. Supervising decontamination operations.

d. Advising the theater chemical officer, or other officers designated by the theater commander, of any special equipment or matériel which may be required for the special handling of Chemical Warfare Service equipment and supplies.

e. Processing requisitions for such Chemical Warfare Service supplies and equipment as may be required by the port and its attached units.

43. ENGINEER SECTION. a. In addition to serving as port engineer officer, the chief of the engineer section

is a member of the port commander's staff, and acts as technical adviser to the port commander and to all operating sections on all matters pertaining to the identification, classification, intransit warehousing, movement, and distribution of Corps of Engineers cargo.

b. In coordination with the fiscal and procurement section and the judge advocate section, the port engineer is responsible for the acquisition of rights of either permanent or temporary nature in and to real estate and facilities, including land, buildings, piers, docks, wharves, and office and storage space. Close liaison will be maintained with the engineer officers of adjacent or higher commands for the purpose of coordinating, with such commands, the acquisition of rights in and to facilities and real estate by the port in order to insure full military utilization and use of such acquired property.

c. The port engineer is also charged with supplying and servicing Corps of Engineers equipment for the various units comprising the port and for the construction and maintenance of all structures and utilities.

d. The port engineer is responsible for the operation of engineer utility and fire-fighting detachments and for the operation of dredges and port repair ships.

44. MEDICAL SECTION. a. In addition to his duties as port surgeon, the chief of this branch is a member of the port commander's staff and is charged with advising the port commander and all operating sections on technical matters pertaining to the inspection, classification, movement, and distribution of medical supplies.

b. As port surgeon, he is charged with advising the port commander and his staff on all medical and sanitary matters; supervising all medical activities in the port area, including procurement, training, and supervision of such

medical personnel as may come under the jurisdiction of the port commander; making necessary administrative reports of the health of the command; causing necessary inspections to be made for the prevention of disease and maintenance of the health of the command; providing and supervising hospitalization and medical care for port and transient personnel; providing for the inspection of incoming and outgoing ships, port installations and staging areas; and coordinating and directing the evacuation of sick and wounded as well as supervision of functions of the Army in foreign quarantine. He is also charged with responsibility for the activities of the port veterinarian and port medical supply officer.

c. The port veterinarian is charged with the supervision and conduct of the veterinary service of the port. He maintains veterinary, meat, and dairy hygiene service for all activities within the jurisdiction of the port commander, including the inspection of all foods of animal origin coming into or going out of the port; the inspection of all food storing and transporting facilities, and the inspection of establishments supplying food of animal origin to the port. He advises the port surgeon on all veterinary activities of the port and arranges for veterinary service on transports, including the inspection of animal transports, animals being embarked and debarked, and for medical supplies for animal transports.

d. The medical supply officer serves as technical adviser to the port surgeon on all matters pertaining to identification, classification, movement, and distribution of Medical Corps supplies. He is also charged with maintaining a sufficient stock of medical supplies for the use of personnel and activities of the port, for supplying the maintenance level of medical supplies aboard troop transports and hospital ships,

and for the furnishing of emergency medical supplies to personnel being debarked through the staging areas within the jurisdiction of the port commander.

c. The port surgeon maintains liaison with the theater surgeon and subordinate medical officers and establishments as may be designated by the theater commander or as may be necessary to the efficacious performance of his duties. He also maintains direct and continuing liaison with sanitary and medical agencies or representatives of the local government or interested allied government, the U. S. Navy, and the U. S. Coast Guard upon matters relative to the health of personnel and the sanitation of the port and surrounding area.

45. ORDNANCE SECTION. a. In addition to his duties as port ordnance officer, the chief of this section is a member of the port commander's staff and acts as technical adviser to the port commander and to the various operating sections in all matters relative to the inspection, classification, movement, and distribution of all ordnance matériel passing through the port. This section is charged with insuring that all safety precautions and practices are employed in the storage and handling of ammunition and other explosives and the destruction of ammunition when required, including the destruction or removal of duds or delayed action ammunition.

b. As port ordnance officer, the chief of this section is charged with requisitioning, receiving, inspecting, storing, maintaining, and repairing ordnance matériel used in the operation of the port and its installations. In accordance with the directives of the theater and other competent commanders, he is also responsible for maintaining a stock of ordnance matériel of emergency character for issue to units and personnel passing through the port.

46. QUARtermaster SECTION. a. In addition to his duties as port quartermaster, the chief of this section is a staff officer and acts as technical adviser to the port commander and to the various operating sections in all matters relative to quartermaster activities in the port area, and to the receipt, identification, classification, intransit storage, movement, and distribution of quartermaster cargo.

b. As port quartermaster, he is charged with processing, inspecting, storing, and issuing quartermaster supplies to all port installations and to such other units as may be prescribed by the theater commander or other competent authority. He is charged, also, with maintaining a sufficient stock of rations and clothing for emergency issue to personnel being staged in, or passing through, the port.

c. The quartermaster section maintains direct liaison with the theater quartermaster and with the quartermaster staff officers of other intervening commands, if there be any, on matters affecting the quartermaster supply responsibilities of the port and the movement of quartermaster cargo through the port.

47. SIGNAL SECTION. In addition to his duties as port signal officer, the chief of this section is a staff officer and acts as technical adviser to the port commander and to the various units of the port operating divisions on all matters affecting the receipt, inspection, classification, intransit storage, movement, and distribution of all signal cargo passing through the port.

a. Estimating requirements, procuring, installing, operating, and maintaining all facilities for signal communication within the port area.

b. Inspection, installation, and maintenance of such radio equipment as may be required aboard Army transports.

c. Installation, operation, and maintenance, in accordance with the directives of the port commander, of a complete still photographic laboratory service.

d. Acting as the adviser to the port commander on all signal matters.

e. Assigning, with the concurrence of the port commander, priorities for communication installations and service.

f. Maintaining adequate records and accounts for classified matériel flowing through the port signal office, and supervising the proper safeguarding of all classified signal equipment assigned to or flowing through the port.

48. TRANSPORTATION CORPS SUPPLY SECTION.

a. The chief of this section is a member of the staff and acts as technical adviser to the port commander on all matters pertaining to the receipt, identification, classification, movement, and distribution of Transportation Corps cargo. In addition to expediting the movement of Transportation Corps cargo through the port, he is charged with procuring, storing, and issuing Transportation Corps equipment and supplies to the various operating units of the port. ○

b. Liaison is maintained with the Transportation Corps supply officer of the base section or communication zone on all matters affecting the procurement, supply, storage, and movement responsibilities of this section.

CHAPTER 3

OPERATIONS

Section I. GENERAL

49. LOCAL RESOURCES. Local resources in a theater of operations are fully utilized, particularly when the theater of operations is overseas or in a location deficient in routes of communication. In using local resources due consideration is given to needs of the local population. Local resources particularly to be exploited are shelter, utilities, transportation, means of signal communication, supplies, and services. A central purchasing agency, under the communications zone commander, is delegated authority to issue policies and regulations governing purchases by the communications zone installations. Actual purchases are made by purchasing officers of the several services rather than by this agency. (See FM 100-10.) In oversea ports, this is a function of the fiscal and procurement division.

50. LOCAL LABOR. Generally, it is the policy of the port commander to make full use of such local labor as may be obtained in allied and occupied countries. Provisions for this labor are made through The Adjutant General in accordance with directives from the communications zone commander. Requisitions for such personnel are made in accordance with the port commander's policy.

51. DIRECTOR OF OPERATIONS. a. The director of operations in his capacity as staff officer to the port

commander is responsible for the planning, organization, and administration of port operations.

b. The Table of Organization for headquarters and headquarters companies, major and medium ports (oversea) provides the director of operations with a water division and a port transportation division to carry out the proper functioning of all operational activities.

52. RESPONSIBILITY. a. The port commander, through his operations division, exercises all command functions in connection with cargo discharged. The director of operations has full responsibility and jurisdiction. The service sections (except for other duties not directly associated with the handling of cargo) are purely staff subdivisions of the command.

b. The specific undertakings of service section chiefs in respect to operations are twofold. A careful classification of cargo, in order that it may be carefully segregated, and the technical recording and reporting of same. The operations division deals with pieces, cube, and weight and the service sections with items, names, requisitions, and technical classification. There should be no overlapping of activities if lines of demarkation are accurately drawn.

Section II. PORT TRANSPORTATION DIVISION

53. MISSION. a. The chief of the port transportation division is delegated authority for the operation of all movement control within the port area and to the first supply dump, and for the supervision, coordination, direction, and execution of the functions of the freight, troop movement, and transit accounting branches of the port transportation division. In performance of his duties he—

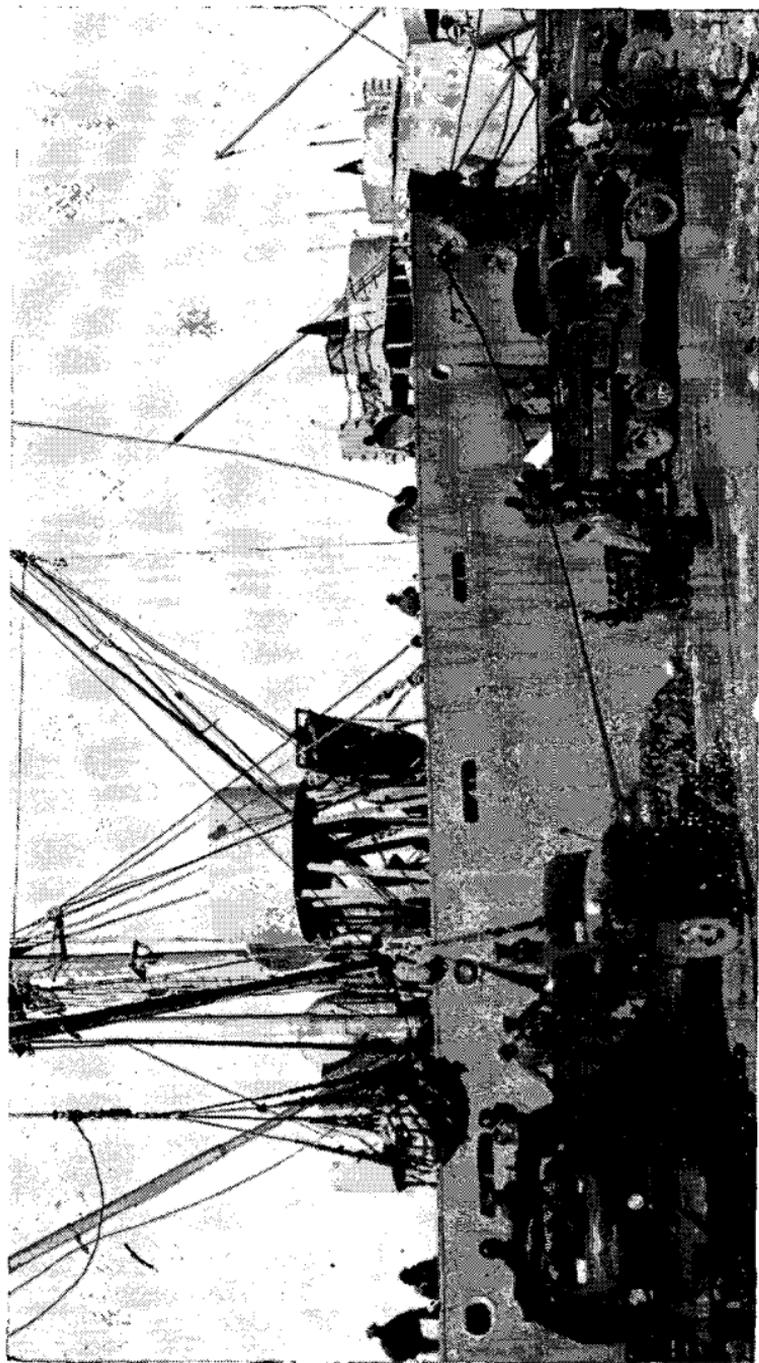


Figure 5. Men of a port company unload class I supplies direct from ship into waiting trucks.

(1) Receives information from the water division relative to arrival and departure of ships, and disseminates this information to all interested parties.

(2) Surveys areas adjacent to the port to determine facilities for ground and warehouse storage; surveys rail facilities serving the port to determine adequacy both as to car storage and permitted traffic density.

(3) Surveys highway facilities serving the port to determine routes of travel to and from the port and the size of convoys that could be handled.

(4) Determines whether freight and passenger movements to and from the port will be accomplished by rail or motor.

(5) Maintains up-to-date records of all transportation facilities and other matters that might affect them.

(6) Observes constantly the operations of the various transportation division branches with a view to simplifying, improving, and making more effective these operations. Also makes recommendations as to adjustment in policy, organization, and methods to the director of operations, and follows up the execution of approved recommendations.

(7) Decides on nature of data of all activities of the operating and freight processing units of the port transportation division and the form in which it should be presented; supervises preparation of activity reports from all operating units.

(8) Prepares progress reports and surveys, comparing, analyzing and digesting the basic data; presents findings to give officers in charge of operating units a clear picture of work performed and over-all results achieved.

(9) Compiles monthly operations analysis indicating volume of work performed, tonnage received, shipped, handled, freight handling costs, tons per man hour, distribution and utilization of storage space and labor, and such other

reports as may be desired by the port commander in order to ascertain labor efficiencies and requirements.

(10) Arranges for proper disposition of freight received in excess of quantity called for on supporting papers, such as War Department shipping documents, bills of lading, etc.

(11) Arranges for disposition of freight that is diverted to another port.

(12) Reports damaged freight to agencies responsible for inspection thereof, and to insure that such cargo is reconditioned, salvaged, or otherwise disposed of, and that proper reports are issued in connection therewith.

(13) In general, insures that all freight received is properly checked, inspected for damage, pertinent records kept, and freight promptly disposed of in accordance with established procedure.

(14) Further, insures that the handling of troops will be so carried out, and trains or trucks and schedules be so set up that their movement as well as their equipment will be handled in an orderly and expeditious manner.

b. Maintains close and direct liaison with the chiefs of the technical services on all matters affecting the movement of freight of their respective branches or arms through the port. He also maintains liaison with the chief of the water division on any matter affecting the expeditious and efficient performance of the duties of the port transportation division.

54. TROOP MOVEMENT BRANCH. a. The troop movement branch plans, coordinates, supervises, controls, and directs the embarkation or debarkation, and the movement of military and civilian personnel, including prisoners of war and sick and wounded, through the port. This branch receives and distributes troop priorities; issues movement orders; makes unit and passenger assignments to ships and staging areas; prepares embarkation and debarkation tables. Per-

sonnel moving through the port, all interested staff and technical service sections, and appropriate transport commanders are notified by this branch of the following movement instructions:

(1) Expected time, manner, and mode of movement.

(2) Number included in movement and place or places of movement.

b. This branch is further responsible for the final disposition of all personal baggage moving in or out of the port, and maintains complete records of all troop arrivals and all personal baggage disposition.

c. This branch maintains close liaison with recognized officers of allied nations in connection with the movement of allied personnel on allied vessels. Makes reports of arrival of troops direct to the appropriate staff section of the theater, communications zone, or base section commander, whichever has jurisdiction, and furnishes a copy of the passenger list to the proper machine records unit.

55. FREIGHT TRANSPORTATION BRANCH. a. The freight transportation branch of the port transportation division is charged with the immediate responsibility for moving all cargo from the dock to ultimate destination in the most efficient and expeditious manner. It is organized into two sections; a highway section, and a rail transportation section. The chief of the freight transportation branch is responsible for the coordination of the activities of these two sections in order to accomplish the primary mission of the branch. This involves the coordination of movement of all types of transportation which may be available for use by the branch, the survey of various pertinent traffic regulations and highway laws, routes of travel and capabilities of the various movement units, and the preparation of standing

logistics data for the use of the service sections and the other operating branches of the port.

b. The chief of the freight transportation branch is authorized to establish and maintain direct liaison with the functioning civilian traffic control and transportation agencies for the purpose of expediting the performance of his assigned duties.

56. TRANSIT ACCOUNTING. This branch is responsible for—

a. Maintaining accurate records pertaining to all freight moving through the port by rail, motor vehicle, inland waterway, and/or any other means of transportation.

b. Maintaining accurate records regarding the movement of all passengers and baggage through the port.

c. Compilation, preparation, and submission of statistics regarding the volume and rate of movement of freight and passengers through the port.

Section III. WATER DIVISION

57. MISSION. a. The chief of the water division is responsible to the director of operations for the proper maintenance and operation of all water transportation under the jurisdiction of the port commander, for the loading and unloading of all water-borne cargo, and for the proper functioning of all branches of the division. The accomplishment of this assignment involves—

(1) Preparation of sailing orders for transportation and chartering of ships and harbor boats.

(2) Cooperation with transportation officers in the movement of troops and supplies from staging areas to shipside.

(3) Control of freight traffic operations on piers.

(4) Control of the operation of all water transportation assigned to the port, including chartered facilities.

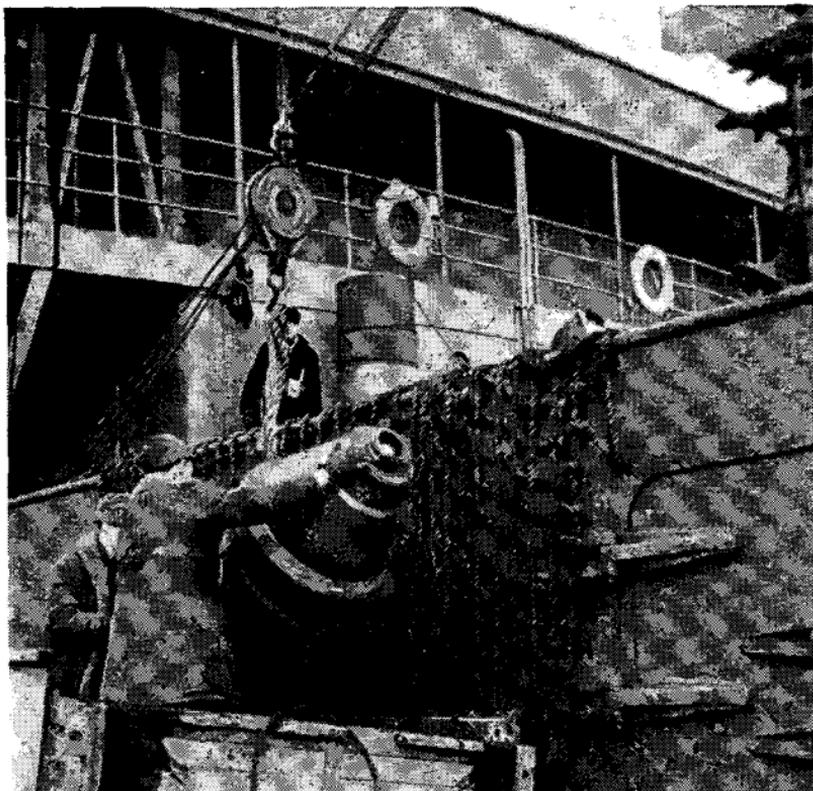


Figure 6. Men from a port company unload class V supplies direct from shipside to waiting truck. Careful handling of explosives is imperative.

(5) Allocation of pier space and ships' berths.

(6) Formulation of the procedure for, and the direction of, stevedoring, loading, and stowing operations.

(7) Inspection, conversion, maintenance, and repair of vessels and dock equipment.

(8) Coordination of activities relating to the preparation of administrative, fiscal and accounting records.

b. The chief of the water division maintains close liaison with the chiefs of the service sections, the chief of the port transportation division, and the naval officer in charge on

any matter affecting the expeditious performance of the mission of the division.

58. PLANNING BRANCH. a. The planning branch prepares a preliminary and, later, a detailed plan for loading or unloading each vessel, with specific instructions as to the stowage of freight and availability of troop quarters, and in the case of discharge, it prepares definite instructions for initial disposition of cargo. It maintains liaison with port and subterminal facilities to coordinate and control operation procedures and obtain information on warehouse, dock, and vessel accommodations. It cooperates with various arms and services to arrange port accommodations and schedule ship movements. The boarding officer's section is responsible for the boarding of troop and freight transports prior to loading or discharging for the purpose of reporting on the general condition of the ship, equipment, troop, facilities, and passenger accommodations.

b. The chief of this branch maintains liaison channels between ships' officers and port officials, coordinating various reports of medical, armament, and other safety requirements.

59. OPERATIONS BRANCH. The operations branch is responsible for the proper functioning of pier operations and for the control of inbound and outbound cargoes. The branch is composed of the following sections: cargo operations, pier officer's, pier superintendent's, and harbor master's.

a. The cargo operations section directs administrative operations for control of cargo movements, vessel movements, berth allocation, checking of cargoes, preparation of manifests, cargo reports, customs and other shipping documents. It prepares tonnage records and loading plans, and cooper-

ates with the freight transportation branch in the prompt dispatch of cargoes to and from vessels. The stevedore officer assigned to this section supervises the loading and unloading of vessels and the shipside handling of cargoes.

b. The pier officer's section directs movement of cargo on the pier. It is responsible for the accomplishment of loading and discharging plans prepared by the planning branch. It allocates pier space for intransit storage of cargo and keeps records and prepares reports of loading and unloading operations.

c. The pier superintendent's section supervises the maintenance and repair of pier loading equipment and gear, the docking of vessels and compliance with safety regulations. It inspects and maintains gangways, platforms, catwalks, air-raid devices, cargo lights, and other pier equipment. It collects information on vessels, such as drafts, measurements, and type of power.

d. The harbor master's section controls all harbor craft operating within the port. It obtains tugs for shifting of lighters and ships; prepares shipping schedules; leases, in conjunction with the fiscal and procurement branch, privately-owned equipment; and maintains pertinent records and reports.

60. MAINTENANCE BRANCH. a. The maintenance branch is responsible for the maintenance and repair of vessels, marine equipment, and harbor craft. It inspects vessels to determine extent of necessary repairs to hulls, superstructures, and power plants; directs preparation of working drawings and specifications; and supervises repair work effected as a result of its recommendations. After completion of repairs by an outside contractor, it reviews that work to determine whether it was done according to specifications. This branch conducts marine surveys to de-

termine the condition of all chartered vessels at the inception of the charter. It also conducts such surveys to determine the amount of damage and estimated cost of repairs to any vessels or marine equipment which may be damaged as a result of the operations of military personnel.

b. The maintenance branch reports directly to the chief of the water division and maintains liaison with units of the U. S. Coast Guard, U. S. Navy, and such civilian shipyards as may be in existence on matters pertaining to survey, maintenance, and repair and replacement of vessels, harbor craft, and floating equipment of the port. Upon request, it conducts, prepares, and furnishes marine surveys to the chiefs of the procurement or claims branches.

Section IV. DOCUMENTATION

61. **GENERAL.** a. The procedures worked out for simplified documentation are based upon the fundamental concept of expediting cargo through the port. These procedures take into consideration the immediate shipment operation and the temporary storage operation. There should be no difference in the forms used for these operations except in the case of temporary storage, classification, and identification tags may be used to serve as locator cards. The number of forms should be kept to a minimum consistent with efficient operation.

b. Prior to the arrival of cargo ships, the chief of transportation in the theater dispatches cargo disposal instruction sheets to the port receiving the ship. This document is a summary of the supply manifest and contains additional information concerning the oversea consignee. Chiefs of the technical service sections of the headquarters and headquarters company and the port companies working the vessel must receive copies of these sheets.

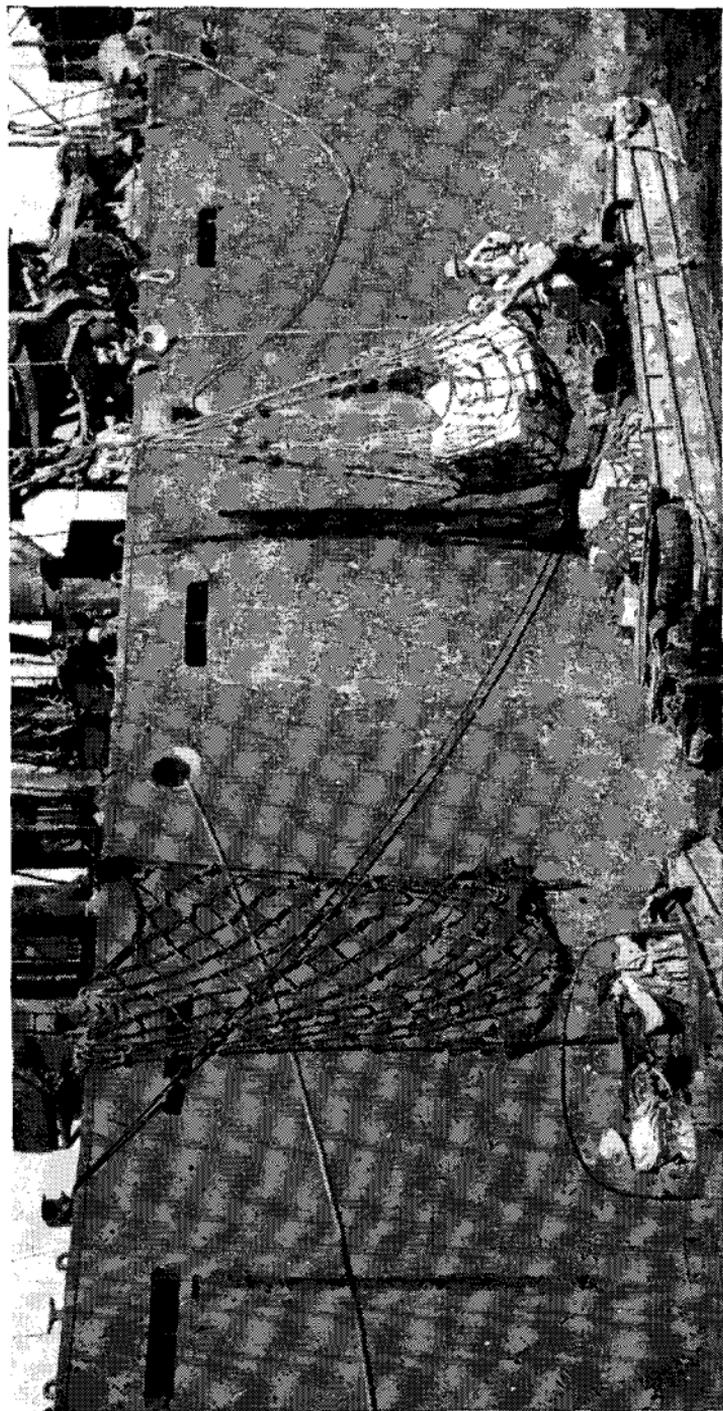


Figure 7. Discharging cargo into DUKW's of amphibian truck company. Note that the cargo net remains with the cargo since this method speeds unloading of the DUKW at the nearest dump or depot.

62. TEMPORARY STORAGE. a. When cargo must be temporarily stored, there should be no change in the beginning of documentation, however, classification and identification tags now become necessary.

b. The use of the tag will simplify classification since the color of the tag classifies the cargo and all cargo classifications are uniform for all the technical services as well as the Army Air Forces.

c. Identification is effected by placing the shipping document or voucher number on appropriate sections of the tag. Distribution of these sections will be to the chiefs of the services concerned as well as to the freight branch of the port transportation division.

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