

FKSM 17-15-4

TANK PLATOON



LEADER'S NOTEBOOK

June 1996

US ARMY ARMOR CENTER
FORT KNOX, KENTUCKY 40121-5000

TANK PLATOON LEADER'S NOTEBOOK

TABLE OF CONTENTS

	PAGE
PREFACE	ii
PRIVACY ACT STATEMENT	v
CREW ROSTER	1
RISK ASSESSMENT WORKSHEET	2
PLATOON STATUS	4
PLATOON PHONE ROSTER	5
UNIT PHONE ROSTER	6
PERSONNEL DATA WORKSHEETS	7
VEHICLE AND EQUIPMENT STATUS WORKSHEETS	39
SENSITIVE ITEMS WORKSHEETS	43
NOTES	47

PREFACE

Role of the Leader's Notebook in platoon readiness

Every leader holds a responsibility for improving and maintaining the combat readiness of his unit. Fundamental to achieving this goal is a thorough knowledge of unit personnel and equipment. The Leader's Notebook gives the tank platoon leader and platoon sergeant (PSG) a standardized tool for recording basic required information on the personnel and equipment assigned to the platoon.

Scope of the Leader's Notebook

FKSM 17-15-4 is for tank platoon leaders and PSGs of M60A3, M1, M1A1, and M1A2 tank platoons. Because equipment varies among units, users should adapt material in the notebook to fit specific platoon requirements.

Instructional and doctrinal information

This publication is provided for resident and nonresident instruction at the US Army Armor School. It reflects the current thought of the school and conforms to published Department of the Army doctrine.

**Adapting and
using the
Leader's Notebook**

Adapt any portion of the Leader's Notebook as needed to fit your unit. The notebook, however, is not a substitute for carefully prepared and maintained hand receipts or for the leader's constant awareness of his platoon's current status and future needs. Use it to supplement the tank platoon SOP (FKSM 17-15-3) and other platoon publications to enhance training and maintenance programs.

**Obtaining the
Leader's Notebook**

Information on obtaining this publication is available at this address:

Commander, US Army Armor Center
ATTN: ATZK-IMO-RS
Fort Knox, Kentucky 40121-5000

Phone numbers are the following:

Commercial - (502) 624-2987/5848
DSN - 464-2987 or 464-5848

The Leader's Notebook and other tank platoon publications can be downloaded from the Fort Knox Platoon and Company Team Doctrine Home Page on the World Wide Web. Use the following address:

<http://www.entelechy-inc.com/knoxdoc>

**Comments on the
Leader's Notebook**

Users of the Leader's Notebook are invited to make suggestions on how to improve it. Record comments or recommendations on DA Form 2028 and send the form to this address:

Commander, US Army Armor Center
Directorate of Training and Doctrine
Development

ATTN: ATZK-TDD-P

Fort Knox, Kentucky 40121-5000

You can also use electronic mail to send comments and suggestions. Use the following E-mail address:

pltdoct@knox-emh1.army.mil

Privacy Act Statement (Information Required by 5 USC 552 A)

1. Authority: Title 5, USC, Section 301 and Title 10, USC, Section 3012.

2. Principal purpose(s):

a. To provide a permanent historical and legal information document pertaining to the individual(s) listed on the succeeding page(s) during the period of assignment or attachment to a specific unit.

b. To be used by the platoon leader or platoon sergeant as a consolidated personnel data sheet. They will use it as a tool in exercising the basic leadership responsibility of developing in-depth knowledge, both personal and professional, of every man assigned in the platoon. (**NOTE:** This personal data will not be used as a replacement document for the morning report for units supported by the Standard Installation Personnel System.)

3. Routine use(s):

a. To provide the platoon leader or his designated representative with personal information for the individuals who are legally authorized and necessary to assist in Army operations. Disclosure of this information will be made only as authorized by the Privacy Act.

b. To reconcile the assigned or attached strength of the unit against rosters, unit manning reports, and other strength-related documents.

c. To record other personnel data not available or listed elsewhere.

4. Disclosure: Mandatory disclosure of each soldier's name and local address and of the name(s) and address(es) of next of kin is required for emergency notification.

CREW ROSTER



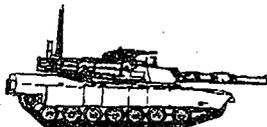
TANK 1

TC _____

GUNNER _____

LOADER _____

DRIVER _____



TANK 2

TC _____

GUNNER _____

LOADER _____

DRIVER _____



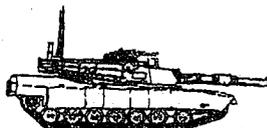
TANK 3

TC _____

GUNNER _____

LOADER _____

DRIVER _____



TANK 4

TC _____

GUNNER _____

LOADER _____

DRIVER _____

RISK ASSESSMENT WORKSHEET

Assign one point value in each of the eight operational categories. Add these together to determine the total point value and risk category.

NATURE OF OPERATION

LENGTH OF OPERATION	OPERATION AREA		RANGE
	GARRISON	TRAINING/BIVOUAC	
49 HOURS +	3	4	5
25-48 HOURS	2	3	4
01-24 HOURS	1	2	3

MISSION PREPARATION

DEGREE OF GUIDANCE	TIME ALLOWED		
	IN-DEPTH	ADEQUATE	MINIMAL
VAGUE	3	4	5
IMPLIED	2	3	4
SPECIFIC	1	2	3

MISSION CONTROL

C2 STATUS	NATURE OF MISSION		
	NONTACTICAL	TACTICAL (DAY)	TACTICAL (NIGHT)
OPCON	3	4	5
ATTACHED	2	3	4
ORGANIC	1	2	3

SOLIDER SELECTION

NATURE OF TASK	SOLIDER EXPERIENCE		
	EXPERIENCED	NOT EXPERIENCED	UNTRAINED
COMPLEX	3	4	5
ROUTINE	2	3	4
SIMPLE	1	2	3

SOLIDER ALERTNESS

OPERATING ENVIRONMENT	LENGTH OF REST (hours in parentheses)		
	OPTIMUM (8)	ADEQUATE (6)	MINIMAL (<4)
RANGE	3	4	5
TRAINING/BIVOUAC	2	3	4
GARRISON	1	2	3

RISK ASSESSMENT WORKSHEET (CONTINUED)

SOLIDER FITNESS

ENVIRONMENTAL CONDITIONING	MISSION COMPLEXITY		
	SIMPLE	ROUTINE	COMPLEX
NONACCLIMATED	3	4	5
PARTIALLY ACCLIMATED	2	3	4
ACCLIMATED	1	2	3

EQUIPMENT STATUS

EQUIPMENT AGE	MAINTENANCE STATUS			
	C1	C2	C3	C4
OLD	3	4	5	5
AVERAGE	2	3	4	5
NEW	1	2	3	5

WEATHER

TEMP (°F)	VISIBILITY/MOISTURE		
	CLR/DRY	DRIZZLE	RAIN/ICE/DUST/SNOW
<31° OR >80°	3	4	5
32° TO 59°	2	3	5
60° TO 79°	1	2	5

RISK GAUGE (Point Values/Risk Categories)

1-15 - LOW / 16-25 - MEDIUM / 26-38 - HIGH / 36-40 - EXTREME

TODAY'S TRAINING RISK ASSESSMENT

TOTAL POINTS _____

RISK CATEGORY _____

MAKE RISK DECISIONS AT THE PROPER LEVEL.

RISK LEVEL	APPROVING AUTHORITY
LOW	FIRST-LINE LEADER
MEDIUM	UNIT COMMANDER
HIGH	INSTALLATION COMMANDER
EXTREME	TRADOC COMMANDER

DO NOT ACCEPT UNNECESSARY RISK.

THIS WORKSHEET IS A GUIDE. TAILOR IT TO FIT YOUR NEEDS.

PLATOON STATUS

	MON	TUE	WED	THU	FRI
AUTHORIZED					
ASSIGNED					
PRESENT FOR DUTY					
LEAVE / PASS					
IN- / OUT-PROCESSING					
SICK CALL / HOSPITAL					
APPOINTMENTS					
SPECIAL DUTY					
TDY / SCHOOL					

REMARKS

UNIT PHONE ROSTER

	DUTY NUMBER(S)	
BN STAFF DUTY		
BN AID STATION		
MP DESK		
CQ DESK		
	DUTY PHONE	HOME PHONE
COMMANDER		
FIRST SERGEANT		
XO		
HQ PSG		
ARMORER		
SUPPLY SGT		
MOTOR SGT		
TRAINING NCO		
1st PLT - PLT LEADER		
PSG		
2d PLT - PLT LEADER		
PSG		
3d PLT - PLT LEADER		
PSG		
4th PLT - PLT LEADER		
PSG		

NOTE: For easy access, provide each crewman with a wallet-size copy of this roster.

PERSONNEL DATA

NAME _____ RANK _____
SSN _____ DOR _____
BASD _____ BPED _____
DEROS _____ ETS _____
PMOS _____ SMOS _____
LINE # _____ DUTY POSITION _____
ASSIGNED _____ LAST NCOER _____
DOB _____ RELIGION _____
HOR _____ SECURITY CLEARANCE _____
POWER OF ATTORNEY _____ WILL YES NO
AWARDS _____
MARRIED YES NO ACCOMPANIED YES NO
COMMAND-SPONSORED YES NO

MEDICAL DATA

AGE _____ HEIGHT _____ WEIGHT _____
DATE OF LAST WEIGHT / TAPE _____
PULSES / / / / / /
BLOOD TYPE _____ ALLERGIES _____
DATE/LAST HIV TEST _____ PROFILE _____

QUALIFICATIONS

MILITARY SCHOOLS _____
CIVILIAN EDUCATION _____ GT SCORE _____
CTT DATE / / SCORE _____
APFT DATE / / SCORE _____
WPN QUAL DATE / / SCORE _____

FAMILY DATA

NAME _____

WIFE'S NAME _____

DOB _____ ANNIVERSARY _____

CHILDREN NAMES	DOB	EFMP
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADDRESS _____

HOME PHONE # _____ QUARTERS TYPE _____

NEXT OF KIN _____

ADDRESS _____

PHONE # _____ RELATIONSHIP _____

POV INFORMATION

YEAR _____ MAKE _____ MODEL _____

LICENSE PLATE _____ POST STICKER _____

EQUIPMENT

WEAPON TYPE _____ RACK # _____

MASK TYPE _____ SIZE _____

SERIAL NUMBERS _____

WEAPON _____ MASK _____

MILITARY DRIVER'S LICENSE # _____

SPECIAL SKILLS / HOBBIES _____

FAMILY DATA

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CHILDREN NAMES	DOB	EFMP
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DATE/LAST HIV TEST _____ PROFILE _____

QUALIFICATIONS

MILITARY SCHOOLS _____
CIVILIAN EDUCATION _____ GT SCORE _____
CTT DATE / / SCORE _____
APFT DATE / / SCORE _____
WPN QUAL DATE / / SCORE _____

FAMILY DATA

NAME _____

WIFE'S NAME _____

DOB _____ ANNIVERSARY _____

CHILDREN			
NAMES	DOB	EFMP	
_____	_____	_____	_____
_____	_____	_____	_____

ADDRESS _____

HOME PHONE # _____ QUARTERS TYPE _____

NEXT OF KIN _____

ADDRESS _____

PHONE # _____ RELATIONSHIP _____

POV INFORMATION

YEAR ____ MAKE _____ MODEL _____

LICENSE PLATE _____ POST STICKER _____

EQUIPMENT

WEAPON TYPE _____ RACK # _____

MASK TYPE _____ SIZE _____

SERIAL NUMBERS

WEAPON _____ MASK _____

MILITARY DRIVER'S LICENSE # _____

SPECIAL SKILLS / HOBBIES _____

PERSONNEL DATA

NAME _____ RANK _____
SSN _____ DOR _____
BASD _____ BPED _____
DEROS _____ ETS _____
PMOS _____ SMOS _____
LINE # _____ DUTY POSITION _____
ASSIGNED _____ LAST NCOER _____
DOB _____ RELIGION _____
HOR _____ SECURITY CLEARANCE _____
POWER OF ATTORNEY _____ WILL YES NO
AWARDS _____
MARRIED YES NO ACCOMPANIED YES NO
COMMAND-SPONSORED YES NO

MEDICAL DATA

AGE _____ HEIGHT _____ WEIGHT _____
DATE OF LAST WEIGHT / TAPE _____
PULSES / / / / /
BLOOD TYPE _____ ALLERGIES _____
DATE/LAST HIV TEST _____ PROFILE _____

QUALIFICATIONS

MILITARY SCHOOLS _____
CIVILIAN EDUCATION _____ GT SCORE _____
CTT DATE / / SCORE _____
APFT DATE / / SCORE _____
WPN QUAL DATE / / SCORE _____

FAMILY DATA

NAME _____

WIFE'S NAME _____

DOB _____ ANNIVERSARY _____

CHILDREN
NAMES DOB EFMP

ADDRESS _____

HOME PHONE # _____ * _____ QUARTERS TYPE _____

NEXT OF KIN _____

ADDRESS _____

PHONE # _____ RELATIONSHIP _____

POV INFORMATION

YEAR _____ MAKE _____ MODEL _____

LICENSE PLATE _____ POST STICKER _____

EQUIPMENT

WEAPON TYPE _____ RACK # _____

MASK TYPE _____ SIZE _____

SERIAL NUMBERS

WEAPON _____ MASK _____

MILITARY DRIVER'S LICENSE # _____

SPECIAL SKILLS / HOBBIES _____

VEHICLE AND EQUIPMENT STATUS

TANK 1

SERIAL NUMBER _____ STATUS _____
LAST SERVICE: MILES _____ HOURS _____

SERIAL NUMBERS

M-2 _____
M-240 _____
M-16A2 _____
M-9 _____
RADIO _____
AN/VVS-2 _____
AN/PVS-7B _____
M-11 BINO _____
GPS _____
M8 ALARM _____
AN/PDR-27 _____
IM-174 _____
M26/M27 _____

ADDITIONAL ITEMS

COMMENTS

VEHICLE AND EQUIPMENT STATUS

TANK 2

SERIAL NUMBER _____ STATUS _____
LAST SERVICE: MILES _____ HOURS _____

SERIAL NUMBERS

M-2 _____
M-240 _____
M-16A2 _____
M-9 _____
RADIO _____
AN/VVS-2 _____
AN/PVS-7B _____
M-11 BINO _____
GPS _____
M8 ALARM _____
AN/PDR-27 _____
IM-174 _____
M26/M27 _____

ADDITIONAL ITEMS

COMMENTS

VEHICLE AND EQUIPMENT STATUS

TANK 3

SERIAL NUMBER _____ STATUS _____
LAST SERVICE: MILES _____ HOURS _____

SERIAL NUMBERS

M-2 _____
M-240 _____
M-16A2 _____
M-9 _____
RADIO _____
AN/VVS-2 _____
AN/PVS-7B _____
M-11 BINO _____
GPS _____
M8 ALARM _____
AN/PDR-27 _____
IM-174 _____
M26/M27 _____

ADDITIONAL ITEMS

COMMENTS

VEHICLE AND EQUIPMENT STATUS

TANK 4

SERIAL NUMBER _____ STATUS _____
LAST SERVICE: MILES _____ HOURS _____

SERIAL NUMBERS

M-2 _____
M-240 _____
M-16A2 _____
M-9 _____

RADIO _____
AN/VVS-2 _____
AN/PVS-7B _____
M-11 BINO _____
GPS _____
M8 ALARM _____
AN/PDR-27 _____
IM-174 _____
M26/M27 _____

ADDITIONAL ITEMS

COMMENTS

SENSITIVE ITEMS

	TANK	SERIAL NUMBER
M-2	<u>1</u>	_____
M-2	<u>2</u>	_____
M-2	<u>3</u>	_____
M-2	<u>4</u>	_____
M-240	<u>1</u>	_____
M-240	<u>1</u>	_____
M-240	<u>2</u>	_____
M-240	<u>2</u>	_____
M-240	<u>3</u>	_____
M-240	<u>3</u>	_____
M-240	<u>4</u>	_____
M-240	<u>4</u>	_____

	CREWMAN	SERIAL NUMBER
M16A2	_____	_____
M9	_____	_____

SENSITIVE ITEMS (continued)

NO	CREWMAN	SERIAL NUMBER
M9	_____	_____
M9 ^{EV3}	_____	_____

NO	TANK	SERIAL NUMBER
RADIO	1	_____
RADIO	1	_____
RADIO	2	_____
RADIO	2	_____
RADIO	3	_____
RADIO	3	_____
RADIO	4	_____
RADIO	4	_____
AN/VVS-2	1	_____
AN/VVS-2	2	_____
AN/VVS-2	3	_____
AN/VVS-2	4	_____

SENSITIVE ITEMS (continued)

	TANK	SERIAL NUMBER
AN/PVS-7B	<u>1</u>	_____
AN/PVS-7B	<u>1</u>	_____
AN/PVS-7B	<u>2</u>	_____
AN/PVS-7B	<u>2</u>	_____
AN/PVS-7B	<u>3</u>	_____
AN/PVS-7B	<u>3</u>	_____
AN/PVS-7B	<u>4</u>	_____
AN/PVS-7B	<u>4</u>	_____
M-11 BINO	<u>1</u>	_____
M-11 BINO	<u>2</u>	_____
M-11 BINO	<u>3</u>	_____
M-11 BINO	<u>4</u>	_____
M8 ALARM	<u>2</u>	_____
M8 ALARM	<u>3</u>	_____
AN/PDR-27	_____	_____
AN/VDR-2	_____	_____
IM-93	_____	_____
IM-93	_____	_____
IM-174	_____	_____
GPS	<u>1</u>	_____
GPS	<u>2</u>	_____
GPS	<u>3</u>	_____
GPS	<u>4</u>	_____

SENSITIVE ITEMS (continued)

	TANK	SERIAL NUMBER
SOI	<u>1</u>	_____
SOI	<u>2</u>	_____
SOI	<u>3</u>	_____
SOI	<u>4</u>	_____
ECCM	_____	_____
KY-13	_____	_____
M26 / M27	<u>1</u>	_____
M26 / M27	<u>2</u>	_____
M26 / M27	<u>3</u>	_____
M26 / M27	<u>4</u>	_____

ADDITIONAL ITEMS
