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TECHNICAL MANUAL

ADMINISTRATION

October 10, 1942



FOREWORD

This manual is in three parts—part one, company administration; part two, regimental administration; and part three, special component—Women's Army Auxiliary Corps (WAAC). So closely interwoven are regimental administration and company administration that it is impractical to consider one without the other. The regimental adjutant and personnel officer should be thoroughly familiar with the details of company administration; and the company commander should be conversant with the procedures and objectives of regimental administration.

Both adjutant and company commander are administrators. Only by the closest cooperation can their common purpose—success in combat—be attained. When administration is inefficient and the orderly processes are cluttered with misunderstandings and lack of knowledge, the training program suffers. When administration is efficient and there is teamwork, training proceeds unhampered and the chances of success in combat are improved.

While the procedures and suggestions described in this manual pertain to an infantry rifle company and an infantry regiment, they are, with only minor variations, applicable to similar organizations throughout the Army. A specific company and a specific regiment, both fictitious, have been chosen as illustrative examples, because it is felt that instruction can best be imparted by specific example. A typical soldier—one Michael J. Kelsey (also fictitious)—has been selected to show the administration procedures which are required in inducting (or enlisting) an enlisted man and administering his affairs during his military career.

In some instances, the text of this manual is repetitious. This is deliberate, so that each description of a procedure or a policy will be complete in itself.

Army Regulations and directives are constantly changing, especially in these days of emergency. The reader should be careful, therefore, to consult his files for current changes. This manual can do no more than point the way, discuss the fundamental factors which govern, and give the reader a comprehensive understanding of the administrative problems of company and regiment, with the hope that he will be inspired to make *his* company and *his* regiment the best-administered organization in the Army.

TECHNICAL MANUAL
No. 12-250

WAR DEPARTMENT,
WASHINGTON, October 10, 1942.

ADMINISTRATION

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ORGANIZATION RECORDS AND REPORTS

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SECTION I

GENERAL

74. *a.* The term "organization records" is understood to mean those records which pertain primarily to the organization as a unit and to its unit activities, as distinguished from those records which are primarily historical records of the individual. Organization records pertain also to inanimate things, supplies, equipment, and money.

b. In considering organization records and reports, it should be borne in mind that many such records have a direct bearing on the individual concerned, as well as upon the organization. Such records are the morning report, the sick report, and the duty roster. But where such records pertain primarily to the unit or company as such, they are called organization records. Where the record concerns primarily a given individual, it is an individual record. In many cases the data included in organization records are recorded also in the records of the individual. For example, the company morning report shows that Sergeant Olsen is transferred to another unit. The fact of such transfer is also entered on the individual service record of Sergeant Olsen at the time of the actual transfer of the soldier and his records.

75. The basic principle in organization record keeping is to make a record of every event which alters the status of the organization in its strength, composition, property, allowances; that is, to keep a perpetual inventory of assets and liabilities, personnel and material, as well as a fiscal inventory. Another guiding principle is that, when-

ever an entry in an organization record shows a change which does or may affect the status of an individual, a corresponding entry must be made on the records of that individual.

76. Some of the records which are here classified as organization records might also be called individual records, since they concern both the individual and the organization; and the line of demarcation is in fact largely arbitrary. An example is W. D., A. G. O. Form No. 32, upon which the individual soldier acknowledges the issue to him of Government property, for which he is then responsible. While this record is of important concern to the individual, such a record pertains also to the organization and, for convenience in property accounting, is maintained as an integral part of an organizational record of property.

SECTION II

MORNING REPORT

77. **References.**—AR 345-400; Circular No. 28, War Department, 1942; Circular No. 195, War Department, 1941 as amended by Circular No. 297, War Department, 1942.

78. *a.* The Company Morning Report (W. D., A. G. O. Form No. 1) (fig. 10) is the basic organizational record of a company or similar headquarters where a morning report is kept. The morning report is both statistical and historical in character and consists of four sections: the ration account section, the strength section, the remarks section, and the record of events (or diary) section.

b. The morning report is a booklet of 24 pages, 3½ by 8½ inches, plus front and back cover. It is designed for 1 month's use, and in the daily strength section it has lines numbered 1 to 31, for use on corresponding days of the month. A new book is started on the first day of each calendar month. The morning report is a permanent record, and its eventual custody rests with The Adjutant General (see AR 15-5).

79. Although the remarks section does not begin until page 5 of the morning report book, it is really the *first* section in which entries are made. Its remarks concern the status of individuals of the company, both officers and enlisted men. Using the assumed situation presented in chapter 5, part one, the actual beginning of the company's morning report would be on the morning of the day after the company is activated. Assume the activation date to have been June 1, 1942. The morning report then (that is, the period covered by 1 day's entries) would be from 12:00 midnight, May 31, to 12:00 midnight, June 1 (AR 345-400). Usually the first sergeant keeps a morning report work sheet, upon which he makes notes during the day, as events

occur which subsequently must be entered on the morning report. By doing so, he is able to complete the morning report soon after reveille. This work sheet is not required by Army Regulations, and its use is here suggested merely as a matter of convenience.

80. On June 1, 1942, the first sergeant will start his morning report work sheet. He should be held responsible for the proper preparation of the morning report. The company clerk, or acting company clerk, will no doubt make the actual entries, but the first sergeant should furnish the company clerk with all the data and should supervise and check each entry before handing the morning report to the company commander. The company commander, in turn, checks the entries and, when he has satisfied himself that the report is correct, authenticates it by placing his initials in the remarks section on the line immediately following the last entry. In the same manner he authenticates the entries in the station and record of events section.

81. The basis of all the morning report entries is the remarks. Therefore, the remarks should be entered first; then the strength section should be made up; then the rations section; after which appropriate entries are made in the station and record of events section. The morning report is submitted each morning to the regimental personnel officer.

82. The first morning report day runs from midnight May 31 to midnight June 1. These entries are actually made on the morning of June 2. Anything which occurs after midnight June 1 will be entered on the morning report of June 2, made up on the morning of June 3. In the problem below, the term "changes" is simply the heading of a brief narrative account of events which must be entered in the morning report. The term "remarks" precedes the quoted remarks as they actually appear in the morning report. The term "strength entries" means the entries made in the strength section of the morning report; and the term "rations" means entries made in the rations section. The subparagraph headed "Explanation" shows why the entries are made as described.

83. June 1—Changes.—The activation of the company is announced on June 1, 1942, at Fort Dix, N. J., by paragraph 1, General Orders No. 1, Headquarters, 100th Infantry, June 1, 1942. Captain Martin C. Woodring O881654; 1st Lts John L. Billings O885420 and Fred M. Thomas O882425; 2d Lts Alexander A. Gillson O420549, John T. Wright O454827, and Frank K. Haines O454967, are the officers assigned and joined. There are 15 enlisted men comprising the enlisted cadre. They are 1st Sgt Emil Projack R53197; Stf Sgts Timothy R. Walsh 7548873, Giles T. Henry 7116990,

Charles L. Gaines 7026637, Henry Botwell R63448, and Arthur P. Willson 7501324; Sgts John L. Martin 7790114, Gustav Olsen 7444476, and George G. Todd 7439864, Cpl Martin Gilfoyle 7719945; Techns 4th Gr Hymann Pofahl 7969598 and Gerald M. Collins 7997796; Techns 5th Gr Benjamin B. Benning 7999946, Thomas H. Harrison 7998664, and Benney Epstein 7895540. All the enlisted cadre are attached to Company B for rations.

a. *Remarks.*—"Capt Woodring, 1st Lts Billings and Thomas, 2d Lts Gillson, Wright, Haines asgd and jd; 15 EM asgd and jd; see atchd roster. 15 EM atchd to Co B for rations."

b. *Strength entries.*—Turn to page 4. On line 1 (first day of month), enter 1 captain, 2 first lieutenants, and 3 second lieutenants; that is, all the officers who are present for duty. In column Present, Special Duty, no entry; Sick, no entry; Absent, no entry; Attached, no entry. Next in the proper columns enter 1 first sergeant, 5 staff sergeants, 5 sergeants and 4 corporals; and in the column Total for Duty, enter 15; Total Present, 15; and Total Present and Absent, 15. Technicians fourth and fifth grades are noncommissioned officers and therefore will be accounted for in the total of sergeants and corporals, but in order to keep the records straight they will also be carried in the columns under specialists, changing the heading to read "Technicians, present and absent."

c. *Rations section.*—No entries will be made on page 3, headed "Men messing with organization," for the morning report of June 1, because all the 15 men of the enlisted cadre are attached to Company B for rations to include supper on this day. This will be recorded in the last column on page 4, and headed "EM detached for rations." Rations for officers are not computed in the morning report.

d. *Station and record of events section.*—The proper entry in this section for this date would be "Co L, 100th Inf, activated this date per par 1 GO 1 Hq 100th Inf, June 1, 1942, with station at Fort Dix, N. J." No more entries will be made in this station and record of events section for a period of 10 days unless an event of sufficient importance occurs. If no change of sufficient importance to justify an entry in the station and record of events in the morning report occurs during a 10-day period, an entry is made nevertheless at least once every 10 days. Such an entry is usually, "Usual garrison duties" or "Usual training duties." If such an entry has been made on the 10th day of the month, and on the 14th day of the month the company made a practice march of 1 day's duration, that fact will be entered on the morning report in the station and record of events section under date of the 14th, entry being made on the 15th. If the company was

VALUE OF ONE RATION DURING MONTH, \$.....

MEN AUTHORIZED TO MESS SEPARATELY

NAME AND GRADE	PERIOD	NO. OF RATIONS
----------------	--------	----------------

COMPANY

MORNING REPORTS

(See A.R. 343-400)

30

Company L 100th Inf

(Company or equivalent)	(Equipment and brand)
...	...

FOR THE MONTH OF

June 1942

INSTRUCTIONS

This form will be used by companies, troops, batteries and detachments of all branches, and by all other military establishments and institutions similar in organization and administration to a company, including headquarters companies and troops of divisions and higher tactical units. Headquarters companies of brigades, regiments, and battalions will, as a rule, use Headquarters Morning Reports (W. D. A. G. O. Form No. 2) on which will be entered personnel pertaining to the headquarters as well as to the company.

NOTE: Initiated by company commander. Retained in company.

W. D., A. G. O. Form No. 1
January 22, 1927

●

Number of rations consumed.....	
Ten per cent addition.....	
Total.....	
Total commutation due men missing separately. \$.....	

FIGURE 10.

MEN MESSING WITH ORGANIZATION

DATE	Daily Average Searches for Patents	No. Men Working with Organization	+ or - Change for Percentage	Net No. Patents Due Organization
1				
2	133	133		133
3	189	189		189
4	196	196		196
5	192	192		192
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

TOTAL RATIONS DUE ORGANIZATION:

1

No of Page	REMARKS
1	Capt. Woodring, 1st Lt. Billings and Thomas, 2d Lt. Gillison, Wright, Haines aged and jo. 15 EN aged and 34, see atchbl roster. 15 EN atchd to Co B for rations. <i>W.C.</i>
2	177 grade aged and 4d 11001, see atchbl roster. 2d Lt. Gillison, 4y to sk in grs Tech. 4th grade Collins 4y to conf; Pvt Slaw 4y to AWOL 1600. 15 EN relv'd from atchbl. to Co B for rations 0600. <i>W.C.</i>
3	1st Lt. Thomas 4y to SN as Asst Adj; 1st Garrison sk in grs to hosp.; 1st Lt. Naughton atchbl; 2d Lt. Haines 4y to RS Pvt. Banning, 1st Sgt. Smith 4y to sk in grs; Cpl. Gilligan 4y to RS Pvt. May, M.V.; Tech 4th grade Collins conf reduced to Pvt; Pats Jones, Frauder, Hoyle and Smith, Eugene C., 4y to hosp 15001; Pvt. Baker 4y to sk in grs; Pvt. Sanford 4y to Art. 15 EN atchbl for rations only 1600. <i>W.C.</i>
4	1st Lt. Garrison aged 18 enroute to join; 2d Lt. Hartford, 16th Inf. atchd 18 en route to join; 1st Sgt. Kay aged 4y to Tech 4th grade Banning aged Cpl; Pvt Collins conf to 4y; Pvt Hoyle hosp to Wash Washington, D.C. <i>W.C.</i>

STATION AND RECORD OF EVENTS

1. Co L 100th Infantry activated June 1, 1942, at Fort Dix, N.J., per par 1 GO 1, Hq 100th Infantry, Fort Dix, N.J., May 15/42. *W.C.W.*

[illegible]

2d Lt Gillem heop to duty. Sgt Todd duty to SN Post QM. Sgt Olsen trfd to 16th Inf
Pt Jay. N.Y. left Co 1000 Pvt Sanford Ar to duty. Pvt Gaines, James, Sears, and
Foots duty to heop. St Sgt Bottwell duty to Fur 6 days. Pvt Sims AMCL to conf Ft. Geo.
G. Meade. Mdl 5 M attend for rations only. 1700. A : W

FIGURE 10—Continued.

on the march or in battle, entry would be made every day. Entry is also made on the day of a change of station.

e. Explanation.—(1) *Remarks section.*—Where possible, authorized abbreviations are used in making entries in morning reports. Authorized abbreviations are listed in AR 850-150. The rule is: Whenever an officer or soldier is mentioned in the morning report, except where attached for rations only or relieved of such attachment, his grade and his last name will be used. If two men of the same last name are in the organization, the last name, followed by initials, will be used. If there are two enlisted men of the same last name with the same initials and the same grade, then the last name, followed by initials and Army serial number, will be used. (See AR 345-400.) In each case the grade precedes the last name. When a large number of individuals join or leave the organization at the same time, custom and usage sanction a remark entry as follows: "44 EM asgd & jd Co 1100; see attached roster." In cases of this kind, usually a tissue copy of the roster by name, grade, and Army serial number is made and is pasted immediately below the remark in the morning report, folded to be the same size as the morning report page.

(2) *Strength section.*—See figure 10. No further explanation is needed.

(3) *Station and record of events section.*—No explanation needed.

84. June 2—Changes.—177 recruits are assigned and join the company at 1100; 2d Lt Gillson becomes sick and is ordered to stay in quarters; Techn 4th Gr Collins gets drunk and is confined in post guardhouse; Pvt Archie A. Sims goes absent without leave; 15 enlisted men are attached to Co B for rations.

a. Remarks.—"177 Pvts asgd & jd 1100; see atchd roster; 2d Lt Gillson dy to sk in qrs; Techn 4th Gr Collins dy to conf; Pvt Sims dy to AWOL, 1600; 15 EM relvd from atchmt to Co B for rations 0600.

b. Strength section.—On page 4 of the morning report, enter 1 captain, 2 first lieutenants, and 2 second lieutenants as Present for Duty; 1 second lieutenant (2d Lt Gillson) is entered in the Sick column. In the section for enlisted men, the noncommissioned officers are the same as the previous day except that in the Sergeants column, 1 Sgt (Techn 4th Gr Collins) will be dropped for duty and picked up in the In confinement column, leaving 4 sergeants. In the column Privates, show 176 privates (Pvt Sims duty to AWOL 1600). These figures add up to 190 in the column Total for Duty. In the column In Confinement, enter 1 (Techn 4th Gr Collins), and there is a Total Present of 191 (in confinement on the post is carried on the morning

report as present). Under the general heading Absent, in the column Without Leave, enter 1 (Pvt Sims); and in the column Total Present and Absent is 192, which is the strength of the company. The entry under Technicians Present and Absent is the same as for yesterday.

c. Rations section.—It is assumed that the company mess began operation with the serving of breakfast on this date, serving the 15 men of the cadre. Turn to page 3 of the morning report, and on line 2 enter the figure 133 in the column Daily Average Strength for Rations; in the column Number Men Messing with Organization enter the figure 133; in the column Plus or Minus Correction for Percentage, make no entry; in the column Net Number Rations Due Organization, enter the figure 133. These ration computations are based on the issue and use of the field ration, to be issued in kind, under the provisions of Circular No. 195, War Department, 1941, as amended by Circular No. 297, War Department, 1942. When the field ration is issued, no correction for percentage is made in computing the ration account. But when an organization is operating on the garrison ration, the correction for percentage is applicable, as prescribed in paragraph 13, AR 30-2210.

d. Explanation.—(1) *Remarks section.*—The entry about the privates is self-explanatory. Note that while no time is given in the case of Techn 4th Gr Collins' confinement, the time that Pvt Sims went AWOL is given. (See AR 345-400). Techn 4th Gr Collins, although in confinement, is still on the post and will continue to mess with his company until a prisoner's mess is operated; but Pvt Sims has presumably left the post and will not mess with the company.

(2) *Rations section.*—A ration is the food for one man for 1 day. To arrive at the number of rations to which an organization is entitled, determine the number of men present at each meal (including men authorized to mess separately), add these numbers together, and divide by 3. The result will be the number of rations to which the company is entitled. It is a simple arithmetical problem:

$$\begin{array}{r}
 15 \text{ at breakfast} \\
 192 \text{ at dinner} \\
 191 \text{ at supper (Pvt Sims AWOL)} \\
 \hline
 3 \overline{) 398} \\
 132\%
 \end{array}$$

Since a fraction of two-thirds is counted as a unit, the figure set down is 133. The figure 133 is the daily average strength for rations and is placed in the first column headed Daily Average Strength for Rations. AR 345-400 states: "The daily average strength for rations,

diminished by the number of men authorized to mess separately, will give the entry for the column headed Number Men Messing with Organization." If any men had been authorized to ration separately, that is, away from the company, and therefore were not recipients of company rations, a deduction would be made for them in column 2. If, for example, Sgts Smith and Jones were authorized to mess at their quarters off the post, a deduction of 2 should be made from the daily average strength for rations, and 131 would be entered in column 2, instead of 133. In the next column, headed Plus or Minus Correction for Percentage, make no entry, assuming that the field ration is used. In the last column, entitled Net Number Rations Due Organization, enter the figure 133.

(3) *Station and record of events section.*—No explanation needed.

85. June 3—Changes.—1st Lt Thomas is relieved from duty with the company and placed on special duty as assistant regimental adjutant; 2d Lt Gillson is sent to the hospital; 1st Lt Naughton, Co K, 100th Inf, is attached to the company for duty; 2d Lt Haines is sent to Fort Benning, Ga., for temporary duty as a student at the Infantry School Special Course; Sgt Martin becomes sick, is marked "Sk in qrs" on the sick report, and is directed to remain in quarters. Cpl Gilfoyle is ordered to Fort Jay, N. Y., as a student at the School for Cooks and Bakers, and leaves the company at 1100; Techn 4th Gr Collins (in confinement) is reduced to private; Pvts Jones, Franks, Hoyle, and Smith become sick and the medical officer directs that they remain in quarters; Pvt Sanford is placed in arrest; 9 enlisted men are attached for rations only, at 1600.

a. Remarks.—"1st Lt Thomas dy to SD as asst adj; 1st Lt Naughton 100th Inf atchd for dy; 2d Lt Gillson sk in qrs to hosp; 2d Lt Haines dy to DS Ft Benning, Ga; Sgt Martin dy to sk in qrs; Cpl Gilfoyle dy to DS Ft. Jay, N. Y. left Co 1100; Techn 4th Gr Collins (in conf) rd to Pvt; Pvts Jones, Franks, Hoyle, and Smith, Eugene C, dy to hosp 1500; Pvt Sanford dy to ar; Pvt Baker dy to sk in qrs; 9 EM atchd for rations only, 1600."

b. Strength section.—Turn to page 4 of the morning report. There is still 1 captain; but under the heading For Duty, enter 1 first lieutenant and 1 second lieutenant; under Special Duty enter 1 (1st Lt Thomas duty to SD as asst adj). Yesterday, 2d Lt Gillson sick in quarters. Under the Absent column, 1 is entered. The absent officer is 2d Lt Haines, who has gone to Ft Benning. Under Attached in the Present column, enter 1. (See AR 345-400.) Next, the non-commissioned officers under the heading "For Duty"; enter 1 first sgt, 5 staff sergeants, and 3 sergeants (Sgt Martin duty to sk in qrs).

Under Corporals, enter 3 (Cpl Gilfoyle duty to DS Fort Jay, N. Y.). Under Privates, enter 170. Yesterday there were 176 privates, but today: "Pvts Jones, Franks, Hoyle & Smith, duty to hosp; Pvt Baker duty to sk in qrs; Pvt Sanford duty to ar." This gives 182 enlisted men for duty; so that number 182 is entered in the column Total for Duty. There are four enlisted men in hospital, 2 sick in quarters, one in arrest, and one confinement. These are entered in the proper columns, which gives 190, Total present. Under the heading Absent, enter 1 on detached service (Cpl Gilfoyle) and 1 without leave (Pvt Sims), which is a total of 2 absent, and is entered in the proper column, which brings the total present and absent to 192. Under Attached, enter the 9 enlisted men attached for rations. Under Technician 4th Gr, enter 1 (Techn 4th Gr Collins reduced to Pvt).

c. Rations section.—On page 3 of the morning report, on the third line and in the first column on the left of the page, enter the figure 189, under Daily Average Strength for Rations; 189 in the next column; no entry in the third column; 189 in the fourth column under Net Number Rations Due Organization.

d. Explanation.—The remarks and strength section are sufficiently explained. To arrive at the correct computations for the ration section, begin with the number of men messing with the organization at the close of the previous morning report day, or 191. From this number, to determine the number of men counted as eating breakfast, deduct from the 191 the four men who were sent to the hospital. Although these four men did not go to the hospital until 3:00 PM and actually did eat breakfast and dinner in the company, the rule is that when men are sent to the hospital, the company drops them from the ration account for the day they go, regardless of time, and picks them up for a full ration on the day of return regardless of time. Under this rule, therefore, the number of men counted for breakfast is 187 for dinner; between dinner and supper nine men are attached for rations, making 195 at supper. Therefore, the arithmetical problem looks like this:

187 men at breakfast

186 men at dinner

195 men at supper

—
3)568

—
189 $\frac{2}{3}$ or 189 under the rule of disregarding a fraction of one-third

This 189 is the Daily Average Strength for Rations. The number of men messing with the organization is 189; 189 is the Net Number Rations Due Organization.

86. June 4—Changes.—1st Lt Garrison is assigned and is en route from Fort Benning, Georgia; 2d Lt Hartford from the 16th Inf at Fort Jay, N. Y. attached for temporary duty; M Sgt Kay is attached for temporary duty to assist in classification; Techn 5th Gr Benning is appointed corporal; Pvt Collins is released from confinement and returned to duty; Pvt Hoyle is sent to Walter Reed General Hospital, Washington, D. C.

a. Remarks.—"1st Lt Garrison asgd DS en route to join; 2d Lt Hartford 16th Inf atchd for dy; M Sgt Kay atchd for dy, jd; Techn 5th Gr Benning aptd Cpl per SO 24, June 4; Pvt Collins conf to dy; Pvt Hoyle hosp to WRGH Washington, DC."

b. Strength section.—Make no change from yesterday in the column under Officers Present. In the column Officers Absent, enter 2 (Lts Haines and Garrison). Make no change in the column under Attached, Present; add 1 Attached officer under Absent. Under Enlisted Men heading in the column Attached, For Duty, Present, enter 1. This is for M Sgt Kay. There are still 1 first sergeant, 5 staff sergeants and 3 sergeants. Yesterday's square for corporals remains the same, as Techn 5th Gr Benning's status is changed to corporal. Also add 1 private in the Privates column—Private Collins confinement to duty. Privates present for duty are now 171. The total present for duty is 183. In the Sick in Hospital column the entry is 3—Pvt Hoyle to Walter Reed, 2 sick in quarters, and 1 in arrest; no entry in the In confinement column—Pvt Collins confinement to duty; total present is 189. Under the heading Absent, 1 detached service and 1 sick—Pvt Hoyle—and 1 without leave, making a total of 3 absent, and a total present and absent of 192. In the Attached for Duty column enter 1—M Sgt Kay. There are still 9 attached for rations only. Under Technician 5th Gr enter 2 (Techn 5th Gr Benning aptd Cpl).

c. Rations section.—Enter in the first column on page 3 of the morning report, 196, Average Daily Strength for Rations; 196 is also the Number of Men Messing with the Organization; 196 is the Net Number Rations Due Organization.

d. Explanation.—Remarks, no explanation needed; Strength section, already explained. Ration section: The figure 196 as the Daily Average Strength for Rations is arrived at as follows: Total for duty is 183, 2 sick in quarters, 1 in arrest, and 9 attached for rations only, which is 196. But notice that the remarks give no time for the arrival of M Sgt Kay, so it is assumed that he arrived after breakfast and

before dinner (AR 345-400). M Sgt Kay was the only change this day affecting rations. Deduct M Sgt Kay from the total of 196 (he didn't eat breakfast with the company) and the problem looks like this:

195 men at breakfast
196 men at dinner—add M Sgt Kay
196 men at supper
<u>3)587 total meals served</u>
195%

Count the two-thirds as a unit, and the Daily Average Strength for Rations is 196; the number of men messing with the organization is 196; and the Net Number of Rations Due Organization is 196.

87. June 5—Changes.—2d Lt Gillson returns from hospital to duty; Sgt Todd is placed on special duty at the QM office; Sgt Olsen is transferred to the 16th Inf at Fort Jay and left company at 1600; Pvts Gaines, James, Sears, and Foote are sent to the hospital at 0900; Stf Sgt Botwell is given a 6-day furlough and leaves company at 1100; Pvt Sims turns in at Fort Meade, Md., and is placed in confinement there; Pvt Sanford is restored to duty; 5 enlisted men attached for rations only, at 1700.

a. Remarks.—"2d Lt Gillson qrs to dy; Sgt Todd dy to SD Post QM; Sgt Olsen trfd to 16th Inf Fort Jay, N. Y., left Co 1600; Stf Sgt Botwell dy to fur 6 days, left Co 1100; Pvt Sanford ar to dy; Pvts Gaines, James, Sears, and Foote dy to hosp 0900; Pvt Sims AWOL to conf Fort George G. Meade, Md.; 5 EM atchd for rations only, 1700."

b. Strength section.—Under the heading Officers, Present for Duty, in the column 2d Lieutenants, put 2 (2d Lt Gillson hosp to dy); leave the square under Sick blank; no other changes in officers. Under enlisted men, enter 4 staff sergeants (Stf Sgt Botwell on furlough) instead of 5 of yesterday; 1 sergeant (Sgts Todd SD Post QM, Olsen transferred to 16th Inf). No changes in corporals. There are 168 privates present for duty (yesterday 171; today 4 to hospital, 1 released from arrest, a net loss of 3). In the Special Duty column, enter 1 (Sgt Todd); 7 sick in hospital (3 yesterday, 4 today), 2 sick in quarters; the total Present is 187. Absent, there is still 1 on detached service; 1 sick; 1 absent with leave; and 1 absent in confinement. This last 1 is dropped from the column Absent Without Leave, and placed in the column Absent in Confinement. This gives a total of 4 absent, and a Total Present and Absent of 191. Add the additional men attached for rations only, making 14 attached for rations. The technicians do not change today.

c. Rations section.—Enter in the column Daily Average Strength for Rations the figure 192; 192 is the number of men messing with the organization; and the net number of rations due organization is 192.

d. Explanation.—Remarks, none needed; strength, none needed. Ration section: Number of men messing with organization as shown by the previous day's entry was 196; there is no change between breakfast and dinner; Sgt Botwell went on furlough, however, and under the rule, the company loses a ration for him for the day, and gains the ration on the day of his return. Four men went to the hospital, and under the rule, they are not counted as having eaten in the company the day they leave; therefore the number for breakfast is 191. Between dinner and Supper Sgt Olsen leaves for Ft. Jay, and 5 men are attached for rations only, so the figure is 191 plus 4, or 195. The problem then looks like this:

191 men at breakfast
191 men at dinner
195 men at supper
3)577

192½ or 192, as the Daily Average Strength for Rations

The number of men messing with the organization is 192; and the Net Number Rations Due Organization is 192.

SECTION III

DAILY SICK REPORT

88. Reference.—AR 345-415.

89. One of the valuable considerations of the enlistment contract between the Government and its soldiers is the obligation assumed by the Government to provide medical attention and hospitalization for its enlisted men. To this end, the Medical Department of the Army is organized, with qualified physicians and surgeons as commissioned officers, with noncommissioned officers and privates serving as medical and administrative assistants, and with members of the Army Nurse Corps, who, although women, hold relative military rank. The Medical Department includes the Medical Corps, the Dental Corps, the Veterinary Corps, the Sanitary Corps, and the Medical Administrative Corps.

90. Prior to the time appointed for the daily sick call, all officers and enlisted men of the command who are in need of medical attention inform the first sergeant, who causes their names, Army serial numbers, and grades to be entered in the W. D., A. G. O. Form No. 5 (Daily Sick Report) (fig. 11). The company commander, by questioning