



**ARMY ADMINISTRATIVE
AND
SUPPLY MANUAL**

A COMPILATION OF ARMY REGULATIONS,
TECHNICAL MANUALS, AND OTHER WAR DEPARTMENT PUBLICATIONS
COVERING ALL GENERAL ADMINISTRATIVE AND SUPPLY PROCEDURE,
INCLUDING FORMS AND DISTRIBUTION THEREOF.

FOR

OFFICERS
OFFICER CANDIDATES
OFFICER TRAINING SCHOOLS
ENLISTED ADMINISTRATIVE CLERKS, ALL ARMS AND SERVICES,
QUARTERMASTER R.O.T.C. STUDENTS AND SELECTEES.

A GUIDE FOR SUPPLY AND GENERAL ADMINISTRATIVE PROCEDURE

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tails to draw and handle supplies; he actually does the issuing to members of the organization, and sees to it that the supply room is kept in the manner required by regulations and the policies of his Commander and the Supply Officer. In some cases he may have a clerk to assist him in the keeping of all paper work necessary—a complicated and time-consuming job. The Supply Sergeant is one of the “key” men in an organization, since his handling and issuing of supplies may have an important bearing on the health, welfare, and morale of the men.

69. **MESS OFFICER.**—The duties and responsibilities of the company Mess Officer will likewise vary considerably according to the company commander and the post. Ordinarily, however, his duties involve such things as:

- a. Supervision and approval of menus.
- b. Approval of requisitions for rations and of purchases from sources other than the Quartermaster Sales Commissary, when first approved by the company commander.
- c. Inspections of kitchen, store room, garbage and trash racks, and dining room to insure a high standard of efficiency and sanitation at all times.
- d. Being present at one meal per day.
- e. Checking the receipt of rations.
- f. Inspection of the mess records and receipts.

70. **MESS SERGEANT.**—For the same reasons as in the case of the Supply Sergeant, a noncommissioned officer is designated as Mess Sergeant to actually carry out the work necessary to a company mess. He also is a “key” man in any organization, and must be selected with great care. He should be above average in conscientious attention to duty; because his responsibilities and duties are such that neglect or carelessness may result in a lowering of the health and morale of the men in the organization. He must be honest in his handling of the rations, imaginative in his planning and serving of meals to make them as tasty as possible, experienced in the supervision of cooking, and well acquainted with matters relative to diet and food values. He will maintain an accurate record of the number of men served at each meal, and will cooperate with the first sergeant in the preparation of ration returns.

71. **ORDERLY ROOM CLERK.**—As an assistant to the First Sergeant, a clerk is usually provided who takes care of such filing, typing, etc., as may be necessary.

72. **COMPANY CLERK.**—His work is in the Personnel Section of regimental headquarters in connection with the records and reports concerning his company. His duties will be discussed in more detail under that section of the next chapter.

73. **TACTICAL PERSONNEL.**—The various platoon leaders (Sergeants) and squad leaders (Corporals) have no administrative duties, but are charged with duties relative to the training and military functions of the remainder of the personnel of the company.

SECTION II

Company Morning Report (WDAGO Form No. 1)

74. **DEFINITION.**—The Company Morning Report is the daily history of the company. It accounts for every officer and enlisted man attached or assigned to the organization, and forms the basis for preparing other records and reports. It is a permanent record, and is considered one of the most important in the military service.

75. **FORM.**—The Company Morning Report is a small booklet (3¾” by 8½”) of 20 pages.

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76. PREPARATION.—General rules for its preparation are:

- a. Entries should be made in blue-black ink (photostatic copies are sometimes needed); when ink is not available, an indelible pencil may be used.
- b. No erasures or ink eradications are permitted. Corrections are made by lining out the incorrect entry and entering the correct entry near it. The company commander must initial all corrections.
- c. Only abbreviations as authorized in AR 850-150 (See appendix No. 1) will be used.
- d. A new booklet is started each month.
- e. The first sergeant customarily prepares the Company Morning Report.

77. GENERAL DATA.—The Company Morning Report is submitted to the Personnel Section daily about 7:30 a. m. (Entries must be made for every day, but some posts do not require the report to be submitted on Sundays.) The time covered by the morning report extends from midnight to midnight of the day preceding submission of the report. The Personnel Officer is responsible for checking the entire report and for extracting necessary data. He must initial each day's entries in the "Remarks" section (see Plate 2c) in the "Day of the Month" column on the line below the last entry for the day. When a unit is ordered overseas, all morning reports not necessary for current administration will be stored at the last permanent station of the unit.

78. MAKE-UP.—There are four parts to the Company Morning Report:

- a. "Strength" section.
- b. "Remarks" section.
- c. "Ration Account" section.
 - (1) Men Messing with Organization.
 - (2) Men Authorized to Mess Separately.
- d. "Station and Record of Events" section.

79. STRENGTH SECTION.—Figures in this section show in tabular form the status of every member of the organization, and of all attached personnel, as of the end of the morning report day. If the status of a man changes twice during one day, the final status for the day is the one shown. The headings are self-explanatory with the exceptions of the columns headed "Officers-Attached," "Enlisted Men-Attached for Duty," and "Recruits." (There are two classes of attached personnel. A man must be attached to an organization for at least 24 hours to be recorded in either class.) The method of distinguishing technicians of the third, fourth, and fifth grades from staff sergeants, sergeants, and corporals also requires some explanation.

a. *Class A Personnel.*—A man attached to a company is considered by that

COMPANY
MORNING REPORTS

(See AR 345-400)

OF

(Company or equivalent)

(Regiment and branch)

FOR THE MONTH OF

....., 194....

INSTRUCTIONS

This form will be used by companies, troops, batteries, and detachments of all branches, and by all other units, 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.

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

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*Plate 2a. Front
Morning Report*

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morning reports are not actually submitted there, but material extracted from morning reports is consolidated there for transmittal to higher headquarters.) Men attached for duty with the headquarters of their own regiment, separate battalion, or similar unit, or at the headquarters of their own post, camp, or station will not be carried on the Headquarters Morning Report. They will be shown by their own companies as being on special duty.

b. Class B Personnel.—A man attached to a company is considered by that company to be Class B personnel when the company to which he is assigned submits its morning report to a different administrative headquarters. The company to which he is attached will show him as the denominator of a fraction in the "Attached" column of its morning report; he will be represented by a whole number in the "Absent-Detached Service" column on the morning report of the company to which he is assigned.

c. Recruits.—If recruits join immediately the company to which they are assigned, and receive their recruit instructions in that company, they are carried as privates on its morning report. If, however, there exists a regimental (or other unit) recruit "pool" to which recruits from all units of that administrative headquarters are sent for training, they are carried as recruits on the morning reports of their regular companies.

d. Technicians.—Some organizations distinguish between technicians and men of the three corresponding regular grades by the use of a fraction. Staff sergeants, for example, would be shown as the numerator of a fraction in the "For Duty-Staff Sergeants" column, and technicians third grade would be shown as the denominator. Other organizations put technicians in the "Specialists Present and Absent" column by altering the column to read "Technicians Present and Absent" in addition to including them in the appropriate columns with staff sergeants, sergeants, and corporals.

e. Remarks.—Before taking up the "Remarks," it should be noted here that great care must be taken to see that the "Strength" section figures faithfully reflect any entries made in the day's "Remarks."

80. REMARKS SECTION.—In this section are recorded all changes of duty and status of officers and enlisted men by name, except that in the case of men missing in action or captured by the enemy, or in the case of men attached for rations only, names are not shown. General instructions for its preparation are as follows:

a. In making the entries in the "Remarks" Section, only the grade and last name will be entered, unless there are two or more men in the organization with the same last name, in which case the initials would be used. If there are two or more men with the same last name and with the same initials, then the respective army serial numbers will be entered right after the names. That is: "Sgt Doe, J. L., 35007777," "Sgt Doe, J. L., 33154673."

b. If the same remark pertains to two or more individuals of the same grade, the grade will be indicated but once and the names grouped. That is: "Pvts Smith, Jones, Brown, W. L., Brown, J. M. dy to ar."

c. The exact hour of the change must be shown in cases where pay or rations are involved. It is also good policy to include the hour when a man joins or leaves an organization, and when there is a change in command. The 24-hour clock system is used.

d. If the change occurred on a date prior to that of the report, the actual date of that change is shown. "Pvt Smith AWOL to confit 1300, Apr 20/43."

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e. If no change occurs during the morning report day, "No change" is entered in the "Remarks" section for that day.

f. The entries for the day must be initialed by the company commander on the line of the last entry and right after the last word.

g. Changes, with model remarks, are as follows:

- (1) All changes in command, showing the relief from command of one officer and the assumption of command by another. "Capt Smith asgd to jd and assumed comd, 2d Lt Jones reld comd, 1400, per par 7, SO 57, Hq, 10th QM Tng Regt, Camp Lee, Va. (References to orders—although not required in this case—are always considered good practice.)"
- (2) The resignation, discharge, or dismissal of an officer or warrant officer. In case of resignation, the reason for the resignation must be stated. In case an officer is dropped from the rolls by a War Department or other order, reference must be made to the pertinent order.
- (3) The relief from active duty of a reserve officer, retired officer, or enlisted man on the date the order is received, stating effective date thereof.
- (4) The assignment of an officer or enlisted man—whether or not he has joined. If he has joined, the hour is shown; if not, the present status (as en route). "Pvt Ball asgd to and jd co 1600 per par 7, SO 58, Hq, 26th Inf."
- (5) The transfer of an officer or enlisted man. The organization, arm or service, or station will be shown, together with the hour of departure. "Pvts Jones, Lee, and Smith trfd to 5th Inf, Ft Benning, Ga, per par 9, SO 74, Hq, QMRTC, Camp Lee, Va; left co 1500."
- (6) All changes of grade. If a man is not present for duty on the date of change, his status will be shown. "Cpl Blitz SD aptd sgt per par 4, SO 83, Hq, 10th QM Tng Regt, Camp Lee, Va."
- (7) All assignments to or relief from special duty or additional duty. State the nature of the duty. "Pvt Barsdale, dy to SD, clk QMO, per par 2, SO 19, Hq, 27th Inf."
- (8) All cases of sickness will be stated. When the sickness is the result of an injury or wound, a brief statement will be given of the nature of the injury or wound and whether or not it was contracted in the line of duty (see par. 88). When a soldier in confinement is taken into the hospital, the officer of the day will notify the man's company commander of the exact status, so that the proper entry may be made in the morning report. "Sgt Wilcox, dy to hosp." (This is the usual form of remark when there is no misconduct involved, and when in line of duty.) "Cpl Smith absent sk, Ft Jay, N. Y., to dy."
- (9) All cases of arrest and confinement will be stated. In case of arrest or confinement at another post, camp, or station, the name of the post, camp, or station will be stated. In case of confinement by civil authorities, the remark will show the nature of the offense and whether the prisoner has been held for trial, tried, or discharged without trial; and, when tried, whether convicted or acquitted. "Cpl Arnold dy to ar." "Pvt Hall, dy to absent in hands C Auth, Baltimore, Md., tried and convicted on charge of larceny."
- (10) All cases of detached service will be stated. "Pvt Roy, dy to DS at

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draw rations (including the "Men Authorized to Mess Separately"). It is computed as follows: Add the number of men for whom the company is entitled to draw rations for each of the three meals and divide by three. If the result ends with $\frac{1}{3}$, drop the fraction; if it ends with $\frac{2}{3}$, add 1. The figures for each meal today may be ascertained by using the supper strength figure for yesterday as a basis for all three meals and adjusting each meal from the entries in the "Remarks" section for today, together with pertinent entries for last night that cover events which occurred subsequent to supper time.

- (2) No. Men Messing with Organization.—The figure to be entered in this column is obtained by deducting from the "Daily Average Strength for Rations" the "Number of Men Authorized to Mess Separately," who are listed by name in the space provided (See Plate 2f).
- (3) + or — Correction for Percentage.—The figure to be entered in this column under the garrison ration is obtained by multiplying the figure shown in the "No. Men Messing with Organization" by the percentage correction figures given below: (Percentage corrections *do not apply* when the *field* ration is used.)
 - (a) 25 men or less—add 10%.
 - (b) 26 to 75 men—add 5%.
 - (c) 76 to 150 men—no change.
 - (d) Over 150 men—deduct 5%—except at recruit depots, where no deduction will be made.

(Note: See paragraph 395 for a more detailed discussion of the garrison ration.)

c. Net No. Rations Due Organization.—The figure which is placed in this column is obtained by adding the "+ or — Correction for Percentage" to, or deducting it from, the "No. Men Messing with Organization."

d. Daily Ration Allowance Return.—This form is used when the company is on the field ration. It is submitted daily, along with the morning report. It provides the following information:

- (1) Ration requirements for a future day (usually three or four days ahead) estimated on the basis of previous consumption.
- (2) Rations authorized—based on the actual number of full rations consumed on the preceding day, as determined by a physical check.
- (3) Comparison figures obtained from the net rations shown in the "Ration" section of the morning report for the preceding day, plus the total of other individuals for whom rations were drawn (such as, officers, warrant officers, war correspondents).
- (4) List of other individuals (by name) for whom rations were drawn.

e. Ration Return (WD, QMC Form No. 460).—This report is submitted in order to obtain credit for garrison rations consumed during the month, and to get the money value of the rations for men messing separately. The company commander signs it to certify as to the correctness of the figures, and forwards it to the next higher administrative headquarters for approval. The commanding officer approves it and forwards it to the post quartermaster, where it becomes a voucher to his accounts to cover the payment of the ration money or the issue of rations to the organization. The figures are obtained by adding the net number of rations due the organization to the total number of rations computed for men messing separately.