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The
ARMY CLERK



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ted should be given to the officer who signed the order or to his sergeant. Since the personnel officer has his office in the same building as yours, take him a copy or send it to him right away. Stand by while he reads it. Do not indicate that you may go ahead, ask him if it is in proper form for action. When he has found the order correct, you proceed to distribute copies.

First, take one copy of the order as a master copy. As you distribute them in the company boxes which are within your section, check them off on the master copy. For example, as the soldiers concerned are assigned to Company L, his organization will need copies of the order, you will find under "DISTRIBUTION" a remark similar to the following:

DISTRIBUTION:

Co L—3 ✓

Take three copies from the pile of orders, checking the master copy as shown and place these copies in the box assigned to Company L. Continue this until every item has been checked on the distribution list of the master order. This master order then is placed in the consolidated file of special orders. It is your assurance that all activities and personnel requiring copies of the order have been properly furnished their copies.

c. Those copies prepared for ultimate delivery to individuals should have the name of the individual written on each. Likewise those copies for interoffice distribution within the unit personnel section should bear the title of the individual who is to receive them. For example the adjutant, personnel officer, and, among others, the enlisted subsection would be furnished copies of this order. A suitable number of copies would be so marked. Deliver these copies to the offices or desks of the individuals who should have them. You do this by depositing each copy in the "IN" basket of the officer or section chief. The alert distribution clerk will picture mentally those activities, individuals, and sections who are affected by the information contained in any publication and be sure that all so affected receive this information even though they may not be shown in the distribution list of the order itself.

SECTION IV

THE MORNING REPORT: HOW PROCESSED

(Reference: AR 345-400; TM 12-250, Part One, Chap. 6, Sec. II, and Part Two, Chap. 7, Sec. I.)

64. The morning report is one of the most important records in the military service. Not only is it the daily history of a company or detachment, but it also furnishes the basic information for many other vital records. Therefore, the sergeant who prepares it, and the reports and returns clerk who makes extracts of it, should do their work with absolute accuracy.

65. Normally the morning report is prepared by the organization 1st sergeant and submitted to the unit personnel officer daily. The usual procedure is for each company clerk to bring the morning report with him and to deliver it to the personnel sergeant major in the unit personnel section upon reporting there for duty. The personnel sergeant major passes the reports of all companies to the clerk whose duty it is to check them for accuracy and completeness and to extract from them certain information which is to be entered in various other personnel records maintained in that office. The morning report will at some time or other contain information concerning every man in the company. This information must be disseminated to the various offices and individuals for recording on other records. An abstract of the morning report is the device used for this purpose.

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While this again is the responsibility of the unit personnel officer, it is also a case in which he entrusts you, his clerk and co-worker, with doing a job for him as though you were obliged to shoulder the responsibility alone.

66. Checking the Morning Report.—Having received the morning report from each company and detachment in the regiment, open each to the page containing the remarks for the period covered. Arrange them in this opened position in a pile with the report of Co. A on top and with that of each succeeding company or detachment below, in proper order. When you have completed this arrangement, check the remarks section of each morning report for completeness and clearness and for the initials of the company commander. Next, check the strength section to see that the figures agree with the remarks section. The forms below illustrate this procedure:

Day of month	REMARKS
1 SAC	No change. <i>JCS</i>
2 SAC	Pvt. Jones dy to conf 1800. Prts Smith and Wilson dy to fur. <i>JCS</i>
3 SAC	Prts Kelsey and Simms assg and jd 1800.* <i>JCS</i>

*Indicates two enlisted men have been assigned to company since last report. By reference to your Special Order file you find that yesterday's special order includes a paragraph assigning Kelsey and Simms. By glancing at the totals of the strength section for the 1st and 2d, you find an increase of two; assume that the increase in strength is correct.

Day of month	OFFICERS					ENLISTED MEN, INCLUDING SPECIALS — Technicians																Technicians																				
	Present		Absent		Attached	For Duty										Absent						Attached		Specials Present and Absent																		
	For Duty		Present	Absent		Master Sergeant	1st Sergeant	Technical Sergeant	Staff Sergeant	Sergeant	Corporal	Private 1st Class	Private	Private 2	Private 3	Total for duty	On special duty	Sick in hospital	Sick in quarters	In arms	In confinement	Total present	Detached service	With leave	Without leave	In quarters (detach)	Military in action	Total absent	Total present and absent	Present	Absent	For duty	For medical only	In class	In class	In class	In class	In class	In class			
1	12	3	1	1	1	5	14	13	54	68	155	102	2	1	1	167	5	2	2	2	3	174	2	2	2	3	174	1	1	1	1	2	2	2	2	3	3	2	2	3	2	3
2	12	3	1	1	1	5	14	13	54	65	152	102	2	1	1	165	5	2	2	2	3	174	2	2	2	3	174	1	1	1	1	2	2	2	2	3	3	2	2	3	2	3
3	12	3	1	1	1	5	14	13	54	65	154	102	2	1	1	167	5	2	2	2	3	176	2	2	2	3	176	1	1	1	1	2	2	2	2	3	3	2	2	3	2	3

Using the information in both the Remarks and the Strength Sections, compute the Ration Section for the 2nd in this manner:

Total present on the 1st (midnight)..... 167
 Remarks indicate that Smith and Wilson went on furlough on the 2nd and must not be counted for breakfast. There are also two men sick in hospital. Four, then, must be subtracted to determine number messing at breakfast on the 2nd —4
 For breakfast 163

Remarks indicate that nothing further happened until 4 p. m.
 We thus have the same number for dinner..... 163

Remarks indicate that Jones went to confinement at 4 p. m.
 One man must thus be subtracted at supper..... -1

For supper 162

Total number of meals taken on the 2nd..... 488

Since it takes three meals to make one ration, this figure is
 converted into rations by dividing by 3..... 162 $\frac{2}{3}$

Since AR 345-400, paragraph 35 b, allows a fraction of $\frac{2}{3}$
 to be counted as one unit, we have..... 163 rations
 for the day

ENTRY IN RATION ACCOUNT

1					
2	163	163	...	163	
3					

NOTE: The above figures illustrate a method used in computing the ration account of an organization on the *garrison* ration. For variation in computing the ration account of an organization on *field* rations, see War Dept Cir 195, 1941 as amended by War Dept Cir 297, 1942.

67. Frequently you will discover errors in the morning report. If an error is exceptional or serious, you should bring it to the immediate attention of the unit personnel officer. If it is a minor error, note it on a small square of paper and clip this paper to the page of the morning report where the error was made. This procedure will direct the attention of the personnel officer to the error before he initials the remarks section and will direct the attention of the 1st sergeant to the error when the morning report is returned to the organization. Do not correct any errors in the morning report yourself. It is much better to cause those who prepared the report to correct the errors. However, you must note the nature of the error in your suspense file, and upon receiving the same morning report on the following day, you should check it to see that the error has been corrected. Entries on the morning report which are in error should be lined out with ink and initialed by the responsible officer. The correct entry should then be made immediately above the erroneous one and it also should be initialed by the responsible officer.

68. In order to have complete control of your job as morning report clerk, you must devise ways and means of keeping informed of changes which have occurred during the day and which should appear on the morning reports when they reach you. Keep close contact with the discharge group, special orders clerk, the service record group, and any other individuals who may have information that will be helpful in checking the morning reports. Make it a part of your daily routine to ask each of these groups if they know about any changes which may affect the morning reports. For instance, a remark in a morning report showing the discharge of an enlisted man can be verified merely by asking Doakes, the discharge clerk, who sits at the desk directly behind yours if that man was actually discharged. If during the day Doakes, in reply to your question as to how many men were discharged today, states that one man was discharged from Co. C, you will naturally check the morning report of Co. C tomorrow to insure that Co. C has dropped him as a loss to the company. Another

advantage of this procedure is that it eliminates what may seem to some the necessity for inter-office reports. For example, a clerk may decide that he should have a written or mimeographed report each day from the discharge clerk or court martial clerk pertaining to entries that should be included in the morning report. Such inter-office reports have no value whatsoever after the desired information has been conveyed to the person needing it. Since this person, in the normal office, occupies a desk near yours, there is no necessity for writing such information. It should be obtained verbally. The use of nonessential reports is a red tape procedure, is a waste of paper, and violates the principles of speed and simplicity in operation.

69. Abstract of Morning Report (*Reference: TM 12-250, Part One, Chap. 6, Sec. II; Part Two, Chap. 7, Sec. I, and par 203*).—*a.* When the morning reports are found to be correct, you must furnish the information they contain to the various subsections of the office for entry in other pertinent records. You do this by preparing an abstract of the remarks of each morning report, supplying each interested group or clerk a copy of each abstract. There is no prescribed form for this (See Fig. 22, TM 12-250 for a good model). Pass a copy of each abstract to each of the subsections concerned so that they may work simultaneously on their particular entries, thereby speeding the work of the entire section. This is one inter-office report that is necessary. Normally copies will be furnished to the following subsections: payroll group, service record group, officers subsection, classification subsection, postal subsection, report of change clerk, locator card clerk, and any others designated by the personnel officer. As the clerk who prepared these abstracts, you must be certain that they are correct and contain the same information as is shown on the morning reports. Always ask a fellow worker to check them with you before passing them to the various sections and clerks.

b. When the morning reports have been completely checked, all errors have been noted, and the abstracts of morning reports have been prepared and distributed, the morning reports themselves are ready to be submitted through the sergeant major to the personnel officer for his initials. He will place his initials in the date column immediately below the date in the remarks section. At this time he will also note the errors as you have listed them on the squares of paper attached to the pages of each morning report. If he thinks it necessary, he will add any additional instructions concerning the correction of those errors. You will then route the morning reports to the distribution clerk who will place them in the company distribution boxes in the message center. There they will be picked up by the company runner and delivered to the company orderly room.

SECTION V

THE REPORT OF CHANGE: HOW PROCESSED

(*Reference: AR 345-800; TM 12-250, Paragraphs 203, 404-407*)

70. The Report of Change Card, WD AGO Form 303, is the medium by which information recorded on the morning report is transmitted to the machine records unit for tabulation. From the MRU it is sent to The Adjutant General where it is permanently filed as a historical record of the enlisted man or officer concerned. It is a basic record and upon its accuracy and completeness depend to a large extent the usefulness and value of the entire army personnel accounting system. You, as a clerk assigned the task of preparing reports of change, must be thoroughly familiar with the provisions of Army Regulations 345-800 and all other directives pertaining to this record.

71. Selecting the Information to Be Reported (*Reference: Paragraph 17, AR 345-800*).—*a.* It is not practical to record here all the various conditions under