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HEADQUARTERS 317TH INFANTRY
APO #80, U. S. ARMY

3 September 1944

SA/AUGUST


Subject: After Action Report, Personnel Administration, Period from 5 August 1944 to 31 August 1944.

To : Adjutant General, Washington, 25, D. C., through Commanding General, 80th Infantry Division, APO #80, U. S. Army.

1. Upon arrival in France, 7 August 1944, personnel administration consisted primarily of preparation and submission of payrolls, entry of pertinent data on personnel records, preparation and submission of morning reports and usual personnel duties. Throughout the period of time prior to landing in France, and including the period beginning with this date to the unit's initial combat engagement, emphasis was placed on education and preparation for the processing of reports and records and the accounting for of casualties during battle.

2. In the short interval immediately preceding the entry of this organization in actual conflict with the enemy, a concentrated period of education, in addition to previous instruction, was conducted for First Sergeants. Strong emphasis was placed on the proper method of reporting the status of all members of the company on morning report summaries, and the urgency and importance of accuracy stressed.

3. In consideration of the possibility of accounting for and reporting of large numbers of casualties, a casualty section was arranged under the supervision of the Personnel Sergeant Major and consisting of two additional clerks, who would function in this section in addition to the normal clerical duties required for the companies to which they were assigned. This casualty section was detailed the responsibility for complete knowledge of all requirements of casualty reporting, and the maintaining of necessary controls. The basic procedure established called for the reporting by the company clerks of casualty information contained on the company morning report summaries, preparing for this a small card, designated a battle casualty card. From the information contained on this card, the casualty section was to enter the required information on the ETC Casualty Form #1, which would be completed each day. This procedure, when put to its initial test in the campaign to close the Argentan-Falaise Gap, worked very satisfactorily. The company clerks designated to conduct the casualty reporting were from companies not having a high I/O assignment strength and not likely to suffer many casualties. The success of the procedure outlined in the first strong fighting of this Regiment, and its continued success in operations to the closing date of this report encouraged its continuance.


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