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HEADQUARTERS 317TH INFANTRY
APO # 80 U.S. Army

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(3-1)/NOVEMBER

4 December 1944

Subject: After Action Report, Personnel Administration, period
1 November 1944 through 30 November 1944.

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

1. As a result of difficulty experienced in accounting for men as a result of extremely rapid turnover in previous engagements, further checks on status of personnel assigned were initiated early in the month covered by this report. In preparation for possible losses of first Sergeants, a simple instruction sheet (Inclosure 1) Casualty Reporting and Preparation of Morning Report Summaries was prepared and distributed. The intention of these instructions was to simplify reporting through improved uniformity and to guide that individual designated to replace a first Sergeant casualty in the preparation of necessary reports. To further assist in preparation of morning report summaries, a form was stenciled outlining required information and indicating the distinction in types of casualties. (Inclosure 2)
2. To assist first Sergeants in accounting for individuals assigned to each company, rosters of all assigned personnel are being prepared every 15 days. Maintained in a current status, these rosters are forwarded to companies with instructions attached, at every opportunity, to enable first Sergeants to check men physically present against a record of those assigned. (Inclosure 3) Discrepancy can be noted and investigated immediately and reported on morning report summaries.
3. It has been noted and reported by the Regimental Surgeon that a number of replacements have reported to the Regiment suffering from the early stages of the disease known as Trench Foot. When questioned, these replacements have all stated that they have progressed rapidly through replacement channels since landing on the Continent with no opportunity to care for their feet. Many have indicated that they have had wet shoes and socks on for several days before reporting to this unit. It is recommended that, insofar as practicable, some provision be made within replacement channels to inspect the feet of men on their way to joining a combat unit in an effort to avoid their arrival in that unit with an already developing case of Trench Foot.
4. Replacements have been received who apparently are in classes other than for full combat duty. These men state that they were told

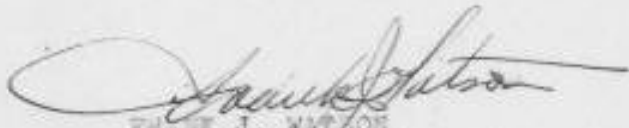
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at Replacement Dep(to see the Surgeon of wh. over unit they were finally assigned to. This is resulting in the burdening of medical installations of combat units with the administration of these personnel.

5. Frequently upon assignment of replacements or upon the return to duty of officers or enlistedmen, proper entry is not made on morning report summary to pick up those assigned on orders as physically present in a company. The procedure adopted allows for a one day suspense from date assigned or returned on orders. If an individual in this category is not indicated on his company summary as joining that unit, a form letter is dispatched to the proper battalion headquarters, in order that the battalion Sergeant Major may check with the unit to determine whatever knowledge is had of soldier's status. A copy of this form (Inclosure 4) is attached. Should this tracer fail to cause a report 48 hours following its submission, a further tracer is sent from Personnel to the Regimental S-1 for investigation. A copy of this form (inclosure 5) is attached.

6. As a result of increased diversity in remarks and entries necessary in the preparation of payrolls, an instruction sheet, (Inclosures #6) consolidating all information pertinent to proper payroll preparation was prepared for each company clerk. These instructions allow for consistent order in the entry of remarks, and for uniformity of types of remarks used in each payroll of the Regiment.

7. Immediately upon the assignment of replacements to the Regiment, a team consisting of four clerks is dispatched to the Division Replacement Area to interview all men concerning allotment and pay status. One clerk instructs the men in the value of increased allotments for savings and purchase of War Bonds. One clerk secures from the men all sums of British and United States Currency. The two remaining clerks type the necessary allotment forms to complete new allotments, changes and substitutions. WDFD Form 38 is prepared in duplicate for those men submitting currency and information on the form includes the name and address of person to receive this money, which is transmitted through Personal Transmission Account. As the allotment forms are completed, signatures of the men concerned are obtained and the allotment is thus completed prior to their movement to join the companies to which assigned.



FRANK J. WATSON
Captain, 31th Infantry
Personnel Officer

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Leon Zickerman
LEON ZICKERMAN
Capt., 317th Inf.
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