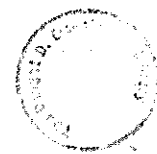


HEADQUARTERS ADVANCED UNIT TRAINING CENTER  
Office of Inspector-Instructor, Administration  
Camp Hood, Texas.

15 June 1943

SUBJECT: **Administration, 814th TD Battalion.**

TO : **The Commanding Officer, AUTC, Camp Hood, Texas.**



Section I - - - - - History of Organization  
Section II - - - - - Status of Personnel  
Section III - - - - - Administration

SECTION I - HISTORY OF ORGANIZATION

1. History of Organization:

a. Date of Activation: May 1, 1942.

b. Stations served at since activation:

<u>Camp Polk, La.</u>	from <u>5/1/42</u>	to <u>11/29/42</u>
<u>Camp Bowie, Texas</u>	from <u>12/1/42</u>	to <u>3/9/43</u>
<u>Camp Hood, Texas</u>	from <u>3/9/43</u>	to <u>Present date.</u>
	from _____	to _____

c. Date of reporting to AUTC: 9 March 1943.

d. T/O under which Bn is now operating T/O 18-25.

e. Permanent Station Camp Hood, Texas.

SECTION II - STATUS OF PERSONNEL

2. Status of Officer Personnel:

a. Strength:

Assigned*	T/O**	Difference	Attached	Sick	DS
<u>41</u>	<u>37</u>	<u>4</u>	—	—	<u>1</u>

\* Includes 2 Medical Officers and 0 Chaplains, and 1 Warrant Officer.

\*\*Unit is allowed 25 % overstrength.

b. Anticipated Losses:

(1) Total 4  
 (a) By Transfer - - - - - 4  
 (b) By Reclassification - - - - - 0

c. Replacements received in last three (3) months:

(1) Total 24  
 (a) Received from OCS, TDC - - - - - 4  
 (b) Received from other TD orgzns - - - - - 18  
 (c) Other sources - - - - - 2

3. Status of Enlisted Personnel:

a. Strength:

Assigned*	T/O**	Difference	Attached	Sick	Confinement DS	AWOL
<b>854</b>	<b>636</b>	<b>218</b>	<b>0</b>	<b>14</b>	<b>2</b>	<b>48</b>

\*Includes Medical Detachment  
 \*\*Unit is allowed 15% overstrength

b. Anticipated Losses:

(1) Total 109  
 (a) Reclassification (Limited Service) - - - - - 23  
 (b) Transfer (to ERC or other orgzns) - - - - - 74  
 (c) Discharge, CDD - - - - - 0  
 (d) Discharge, Section VIII - - - - - 5  
 (e) Sick in Hosp., cannot accompany orgzn - - - - - 1  
 (f) AWOL (not a loss until acted upon by P of E) 1

c. Replacements received within last three (3) months:

(1) Total 0  
 (a) From Reception Center - - - - - 0  
 (b) From Replacement Training Center - - - - - 0  
 (c) From other orgzns (Transfers to Bn) - - - - - 0

d. Clearing of Enlisted Personnel unfit for combat during period of time organization was assigned to AUTC:

(1) Total 44  
 (a) Reclassification  
 Number of cases cleared from Bn - - - - - 40  
 (b) Discharge, CDD  
 Number discharged - - - - - 0  
 (c) Discharge, Section VIII  
 Number discharged - - - - - 4

SECTION III - ADMINISTRATION

4. Administration:

a. Battalion Headquarters:

- (1) Service Records, rated as B; See Tab "A".
- (2) Battalion Filing System, rated as B.
- (3) Battalion Mail System, rated as B.
- (4) Battalion Message System, rated as B.

- (5) Army Regulations and WD Circulars, rated as     .
- (6) Administrative set-up for Field Operation, rated as     .
- E**
- (7) Organization of Battalion Hq and Unit Personnel Section, rated as **E**.
- (8) Miscellaneous:
- (a) Percentage of Officers having Identification Cards, 100 %.
- (b) Percentage of Enlisted Men having Identification Tags, 100 %.
- (c) Percentage of Officers having \$10,000.00 National Service Life Insurance, 80 %.
- (d) Percentage of Enlisted Men having \$10,000.00 National Service Life Insurance, 63 %.
- (e) Percentage of Enlisted Men having WD AGO Form #28, (EM Individual Pay Record), 100 %.
- (f) Percentage of personnel who have made allotments to their dependents or to a bank, 90 %.
- (g) Percentage of personnel who have taken care of their personal affairs, prepared wills, power of attorney, etc, 2 %.
- (9) Classification, rated as **E**; See Tab "B".

b. Company Records:

- (1) Morning Reports; See Tab "C".
- |                                      |                       |
|--------------------------------------|-----------------------|
| (a) Headquarters Company, rated as   | <u>Satisfactory</u>   |
| (b) Reconnaissance Company, rated as | <u>Excellent</u>      |
| (c) Company A, rated as              | <u>Satisfactory</u>   |
| (d) Company B, rated as              | <u>Satisfactory</u>   |
| (e) Company C, rated as              | <u>Unsatisfactory</u> |
- (2) Sick Reports; See Tab "D".
- |                                      |                     |
|--------------------------------------|---------------------|
| (a) Headquarters Company, rated as   | <u>Satisfactory</u> |
| (b) Reconnaissance Company, rated as | <u>Very Sat.</u>    |
| (c) Company A, rated as              | <u>Very Sat.</u>    |
| (d) Company B, rated as              | <u>Very Sat.</u>    |
| (e) Company C, rated as              | <u>Very Sat.</u>    |
- (3) Duty Rosters; See Tab "E".
- |                                      |                  |
|--------------------------------------|------------------|
| (a) Headquarters Company, rated as   | <u>Very Sat.</u> |
| (b) Reconnaissance Company, rated as | <u>Superior</u>  |
| (c) Company A, rated as              | <u>Very Sat.</u> |
| (d) Company B, rated as              | <u>Superior</u>  |
| (e) Company C, rated as              | <u>Excellent</u> |
- (4) Company Punishment Records, See Tab "F".
- |                                      |                     |
|--------------------------------------|---------------------|
| (a) Headquarters Company, rated as   | <u>Very Sat.</u>    |
| (b) Reconnaissance Company, rated as | <u>Very Sat.</u>    |
| (c) Company A, rated as              | <u>Excellent</u>    |
| (d) Company B, rated as              | <u>Satisfactory</u> |
| (e) Company C, rated as              | <u>Very Sat.</u>    |
- (5) Company Correspondence Files, See Tab "G".
- |                                      |                       |
|--------------------------------------|-----------------------|
| (a) Headquarters Company, rated as   | <u>Unsatisfactory</u> |
| (b) Reconnaissance Company, rated as | <u>Very Sat.</u>      |
| (c) Company A, rated as              | <u>Superior</u>       |
| (d) Company B, rated as              | <u>Very Sat.</u>      |
| (e) Company C, rated as              | <u>Very Sat.</u>      |

SECTION IV - REMARKS AND RECOMMENDATIONS

5. Remarks: Final Rating - "Very Satisfactory".

6. Recommendations:

a. That Par 4 b (1) (e) and (5) (a) be brought to the attention of the Battalion Commander for immediate corrective action.

b. That copy of this report be forwarded to the Battalion Commander.

*John R. Hayes*  
JOHN R. HAYES  
Captain, Infantry  
Asst. Adjutant (I-1, Adm).



(b) Mental Level of Battalion:

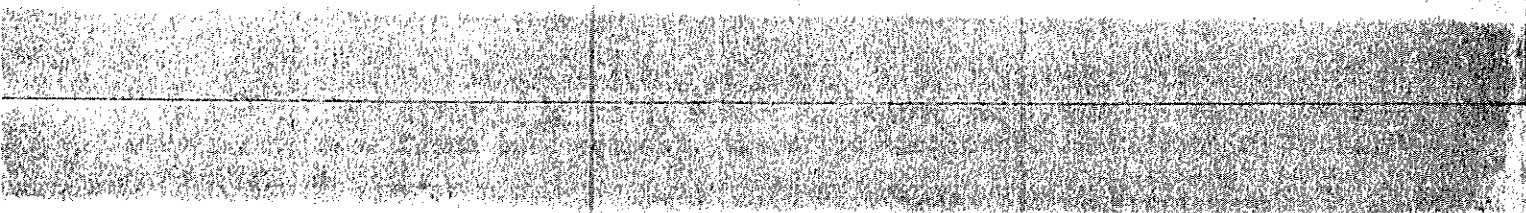
Army Grade	Range Of Std. Scores	% Total Army Pop.	% of Battalion
I	130 - 163	3.84	3.99
II	110 - 129	21.78	21.39
III	90 - 109	31.40	35.41
IV	60 - 89	33.99	30.67
V	42 - 59	9.00	5.90

(c) Graph-Mental Level by Companies

Company	60	70	80	90	100	110	120
Hq Co	100.9						
"A"	96.7						
"B"	90.4						
"C"	82.8						
Rcn Co	96.4						
Med Det	100.4						
Bn Average	85.6						

Are there any illiterates in the Battalion \_\_\_\_\_

What steps are being taken to correct illiteracy?



814th TD Bn

Check List for Morning Reports

	HQ	RCN	A	B	C
1. The cover of the Morning Report is not complete					
2. Entries are not made in either ink or indelible pencil					
3. Errors or erasures are not initialed by Co. Cmdr		/			
4. Ink eradicator has been used					
5. Unauthorized abbreviations are used		/	/	/	
6. Nature of duty performed by men on SD is not shown				/	/
7. The ration section is not kept up to date					
8. Rations are not figured correctly	/		/		/
9. The U P O does not initial Morning Report daily			/		/
10. The Co. Cmdr. does not initial Morning Report daily					
11. When an EM goes to Hosp or on fur, complete ration is not dropped for that day, regardless of the hour	/				/
12. When an EM returns from Hosp or fur, complete ration is not taken for that day, regardless of the hour					/
13. ID status is not shown in case of an injury					/
14. Old and new status is not shown					
15. In case of injury, the hour and a brief statement of the cause of injury is not shown	/				/
16. Remarks are not neat					
17. Remarks are not legible					
18. Remarks are not complete	/				/
19. Each letter of U P O and Co. Cmdr. initialing the Morning Report are not legible and readable.	/		/	/	/
20. Stations and Record of Events section is not up to date	/				
21. Time of AVOL is not shown					
22. In case of transfer, time EM left organ is not shown			/		
23. In case of transfer, the SO number, etc, is erroneously entered					
24. Remarks do not follow the form suggested in "Model Remarks" of the Army Regulations					
25. The Morning Report indicates very little supervision, if any, by Company Commander					
26. The Morning Report indicates very little supervision, if any, by the Battalion Headquarters Staff					/
<b>Last months ration not totaled</b>	/	/	/	/	/
Percentage for each Co	74%	91%	78%	80%	60%
Rating for each Co	S	E	S	S	U

Tab "C"

Average rating for Battalion -   E  

Average percentage for Battalion - 76.6%

(Note: Method of arriving at rating is by determining the number of points correct and dividing by total number of points which were checked, ie: 5 discrepancies were found in a company, therefore the record is 21/26th correct, or a percentage of 85%).

- Below 70% - Rating is Unsatisfactory
- 70 to 80% - Rating is Satisfactory
- 80 to 90% - Rating is Very Satisfactory
- 90 to 95% - Rating is Excellent
- Above 95% - Rating is Superior

614th TD Bn

Check List for Sick Reports



	HQ	RCN	A	B	C
1. All entries are not in ink					
2. U P O does not initial 1st and last entry of an individual in column "in line of duty" of remark "No; AR 35-1440" to indicate that necessary information has been transcribed to appropriate records	/			/	
3. Daily corrective action is not taken by Co. Comdr. as indicated by the condition of the Sick Reports	/				
4. Daily corrective action is not taken by Bn Hq Staff (U P O) as indicated by the condition of Sick Report	/				
5. Ink eradicator is used on Sick Reports		/	/		
6. Co. Comdr. did not sign Sick Report on the following dates. - - -	/				
7. Sick Book is not taken to place of Sick Call by a non-commissioned officer					
8. EM entered on Sick Report are not reported to the Medical Officer by non-commissioned officer					
9. Errors are not lined out and initialed by Co. Comdr.		/			/
10. All columns have not been filled in by the Co. Comdr.					/
11. Medical Officer does not show disposition for each case					/
12. Entries in "Disposition" column are not limited to "Hosp", "Strs" or "Duty"			/		
13. Signature of Co. Comdr. does not include "Grade" "Orgzn" and "Comdg" (example: Captain, 510th TD Bn, Comdg)	/		/	/	
14. Signature of Med. O. does not include above data					
15. Date book was opened does not appear on cover					
16. Sick Report is not neatly kept					
17. Lines have been skipped					
18. Sick Report is not completely filled up before starting a new one					
19. EM (sk in Hosp) are not carried forward from day to day until returned to duty	/				
20. Line of Duty status determined by Co. Comdr. and Med. Officer does not agree					
21. Entry under LD of "No" is not qualified by adding reason for such entry, ie., "No; AR 35-1440 or "No; AR 107" or "No; EPTE"					
Percentage for each Co	71%	90%	86%	90%	90%
Rating for each Co	S	VS	VS	VS	VS

Tab "D"

Average rating for Battalion - VS

Average percentage for Battalion - 85.4%

(Note: Method of arriving at rating is by determining the number of points correct and dividing by total number of points which were checked, ie: 5 discrepancies were found in a company, therefore the record is 16/21st correct, or a percentage of 76%).

- Below 70% - Rating is Unsatisfactory
- 70 to 80% - Rating is Satisfactory
- 80 to 90% - Rating is Very Satisfactory
- 90 to 95% - Rating is Excellent
- Above 95% - Rating is Superior

14th TD Bn

Check List for Duty Rosters

REFERENCE: AR 345-25)

	HQ	RCN	A	B	C
1. The Co. Cmdr. does not personally supervise the keeping of the Duty Roster					
2. Names of EM reduced are not removed from their place in the roster and placed at the end of the roster			/		
3. Names of EM promoted are not left in the same place on the roster, with fact of promotion noted					
4. Entries on Duty Roster are not made in either ink or indelible pencil					
5. When an EM is AWOL, on pass, in confinement, in arrest, or sk, NID, he is not charged on the roster as if available for duty					/
6. When an EM returns after being sick ID, excused from duty, on furlough, SD, or DS, he is not picked up on the Duty Roster where he left off					
7. When an EM joins an orgzn, he does not take his proper place on the Duty Roster at the bottom of the list					
8. Abbreviations other than those listed in Par 12, AR 345-25 are used.	/				
9. Details for duty are not made in such a manner so that the person off duty longest is the first detailed			/		
10. Names of all men in unit are not listed on Duty Roster					
11. Duty Roster is not divided into groups according to grade					
12. Each group is not numbered consecutively beginning with the number "1"					
13. The corresponding numbers are not placed on right hand margin of guard roster section					
14. An EM is not given credit for K.P. on the roster by drawing a diagonal line through the date detailed	/				
15. The Duty Roster is not maintained up to date	/				
16. The Duty Roster and the Sick Book do not agree	/				
17. The Duty Roster and the Morning Report do not agree					
18. The Duty Roster is not inspected weekly by Bn Hq Staff					
19. The Duty Roster is not neat			/		
20. The names of EM on last month's roster are not carried forward on the new roster so as to credit the EM with the number of days "in", as shown by the old roster					
21. Ink eradicator is used					
22. Erroneous entries have been erased					
23. Red ink is used					
24. Black or blue-black ink is not used					

Tdb  
"E"

Percentage for each Co

83% 100% 85% 100% 92%

Rating for each Co

VS SUP VS SUP E

Average rating for Battalion - E

Average percentage for Battalion - 92%

(Note: Method of arriving at rating is by determining the number of points correct and dividing by total number of points which were checked, ie: 5 discrepancies were found in a company, therefore the record is 19/24th correct, or a percentage of 79%).

- Below 70% - Rating is Unsatisfactory
- 70 to 80% - Rating is Satisfactory
- 80 to 90% - Rating is Very Satisfactory
- 90 to 95% - Rating is Excellent
- Above 95% - Rating is Superior





814th TD Bn

Check List for Company Punishment Book  
 (Authority: Par 109, MCM, 1928 &  
 Par 28, AR 345-125, changes No.1)

	HQ	RCN	A	B	C
1. The Company Punishment Book does not show date of offense clearly	?	?	?	?	?
2. The Company Punishment Book does not clearly show the offense alleged to have been committed				/	
3. The Company Punishment Book does not clearly specify the punishment awarded				/	
4. The Company Punishment Book does not show authority for awarding punishment	/	/	/	/	/
5. The Company Punishment Book does not show whether or not EM appealed punishment awarded					
6. The Company Punishment Book does not clearly state the place where offense was committed	/	/			/
7. Unusual punishment has been awarded	/			/	
8. Erroneous entries have been made (ie: Record of trial by Courts-Martial, reduction, etc.)				/	
9. The name of more than one man is entered on one page					
10. The book is not neat					
11. Pages are entered for every man in the company and not only for those who are awarded punishment					
12. The Company Punishment Book is not signed or initialed by the Company Commander					
13. Kitchen Police has been given as company punishment					
14. Punishment covering a period of more than 7 days has been given					/
15. The Company Punishment Book is not kept by the Company Commander					
16. The Company Punishment Book indicates very little supervision by the Battalion headquarters					
17. The Company Punishment Book was found to be in the possession of the 1st Sgt or other EM of the company	?	?	?		?
18. EM awarded punishment are not properly supervised during period they are undergoing the punishment					
Percentage for each Co	81%	87%	94%	72%	81%
Rating for each Co	VS	VS	E	S	VS

Tab "F"

Average rating for Battalion - VS

Average percentage for Battalion - 83%

(Note: Method of arriving at rating is by determining the number of points correct and dividing by total number of points which were checked, ie: 5 discrepancies were found in a company, therefore the record is 13/18th correct, or a percentage of 72%.)

- Below 70% - Rating is Unsatisfactory
- 70 to 80% - Rating is Satisfactory
- 80 to 90% - Rating is Very Satisfactory
- 90 to 95% - Rating is Excellent
- Above 95% - Rating is Superior

Check List for Company Correspondence Files

(Authority: AR 345-620 as amended and Par 2, AR 345-10)

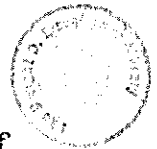
	HQ	RCN	A	B	C
1. An alphabetical index is not maintained		/			
2. Correspondence other than that of permanent record is filed				/	
3. Extraneous and irrelevant matter is filed in the Company Correspondence File					/
4. The action taken on letters received is not always shown				/	/
5. File number of each communication is not placed on the right hand corner of the paper		/			
6. Correspondence is not filed in numerical order without folding					
7. As a communication is numbered and filed, the corresponding file number on the outside of the envelope is not underscored with ink or indelible pencil to show that the number has been used				/	
8. When an obsolete document is eliminated from the file, the corresponding entry on the file envelope is not lined out and initialed by the officer designated per Par 3, AR 345-620		?	?	?	?
9. The Company Files are not divided into two parts, ie: "The Company Correspondence File" & "The Transitory File"					
10. Correspondence is not filed in 9" x 12" envelopes					
11. Data called for in AR 345-620 is not included on the outside of the envelopes					
12. The files are not numbered consecutively by calendar year					
13. The condition of the files indicates very little supervision by the Company Commander					
14. The condition of the files indicates very little supervision by the Battalion Headquarters					
15. Obsolete documents were found in the Company Correspondence File					
16. Communications are not given proper classification under "Subject" on the envelope and in the "Alphabetical Index"					
17. The files are not neat and legible					
Percentage for each Co	0%	87%	100%	81%	87%
Rating for each Co	U	VS	SUP	VS	VS

AR 345-620 not compiled with

Tab "6"

Average rating for Battalion - S

Average percentage for Battalion - 71%



(Note: Method of arriving at rating is by determining the number of points correct and dividing by total number of points which were checked, ie: 5 discrepancies were found in a company, therefore the record is 12/17th correct, or a percentage of 71%).

- Below 70% - Rating is Unsatisfactory
- 70 to 80% - Rating is Satisfactory
- 80 to 90% - Rating is Very Satisfactory
- 90 to 95% - Rating is Excellent
- Above 95% - Rating is Superior







8. What sources are used to keep Form 20 current?

Informational Rosters  
Reports of Changes

9. How are necessary changes on Form 66-1 forwarded to higher headquarters?

66-1 have been graded and punched and necessary changes made by this  
office as of 4/12/43 - and Code Sheets sent to H.R.U.

10. Requests and suggestions.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Remarks.

1 2 3 4 5  
 Rating

1 2 3 4 5  
 Interest

This Battalion has kept it's cards in excellent condition. On this  
date the inspecting team checked each card individually against an  
informational roster and found that almost all the cards were up to date  
in regards to entries under Items #26 and #28 and that the punching of  
the cards. Those cards whose MOS numbers were not up to date were brought  
up to date. All men were given a Military Specialty number and a degree  
of skill if their work warranted it. The personnel Sgt has done a fine  
job of keeping the Form #20's of this Battalion up to date. The Battalion  
has a complete set of needles and punches.

Lloyd D. Fraser  
 Signed,  
 LLOYD D. FRASER  
 Captain, A. I. D.,  
 Classification Officer

Encl #16

Ch TD En

Average rating E.



NAME  
DATE  
INSPECTOR

COVER

Tab  
"A"

Cover information conforms with page 2	
Component shown if entered service since 9/15/43	1
Limited Service indicated where applicable	
RAR indicated after ASN in case of Reservist	
Initials required by UPO on this page?	

Page 1

Induction record complete	
Smallpox vaccination; Reaction shown	6
Typhoid immunization complete & not expired	6
Tetanus immunization complete & not expired	16
Blood Type shown	2
Yellow Fever immunization taken	
Identification tag impressed on Service Record	6
Initials required by UPO on this page?	1

Page 2

Shoe size	1
Beneficiaries or no beneficiary verified	
Current Enl. Longevity verified & initialed	
Initials required by UPO on this page?	

Page 3

Prior service. Must conform with longevity.	3
Initials required by UPO on this page?	

Page 4

Army Specialty indicated	8
Articles of War read within prescribed time	1
Sex Morality lecture read within prescribed time	
Initials required by UPO on this page?	

Page 5

Assignment or attachment records complete	
Military Record complete and initialed	1
Initials required by UPO on this page?	1

Page 6

Furlough record complete	5
Issue of Good Conduct Medal recorded	
Issue of American Defense Ribbon recorded	
Medals, etc., recorded	
Initials required by UPO on this page?	1

Page 7

Time lost under AW 107 correctly recorded	
Initials required by UPO on this page?	

Pages 8 & 9

Record of Trials by Courts Martial correctly recorded	2
Initials required by UPO on this page?	

Pages 9 & 10

Class E Allotments correctly recorded	1
Class N Allotments correctly recorded	
Declination of Cl N Ins. correctly recorded	
Class F Allotments correctly recorded	1
Initials required by UPO on this page?	

Incl #6 (cont'd)

Page 11

Deposits recorded correctly	
Pay Detained by Courts-Martial recorded	
Initials required by UPO on this page?	

Pages 13 & 14

Class "A" Pay Reservation entered	<b>Not cancelled</b>	<b>11</b>
Issue of Pay Book recorded		<b>2</b>
Declination of Allotment for Dependents recorded if entered service since Jan. 22, 1943		<b>1</b>
Initials required by UPO on this page?		<b>2</b>

Page 15

Religious Preference stated		
Extension of service remark recorded		<b>4</b>
Amendment to Nat'l Service Life Ins read & recorded		<b>3</b>
Soldier's Handbook issued		
Prescription for Spectacles recorded	<b>Incomplete</b>	<b>3</b>
Limited Service defect stated		
Initials required by UPO on this page?		

Pages 16 to 22 incl.

Date soldier reports entered		<b>9</b>
Indorsements signed		
Initials required by UPO on these pages?		

Page 24

Initials and name of initialing officers recorded		<b>2</b>
Initials required by UPO on this page?		

FINAL

Are inserts to service record stated on margin of original page?		<b>1</b>
Have all records which contain a waiver of travel pay been processed as follows:-- The original entry lined out and initialed by UPO with the following notation entered, "Canceled. Sec. III, ND 64r 20, 28, Jan. 22, 1943".		