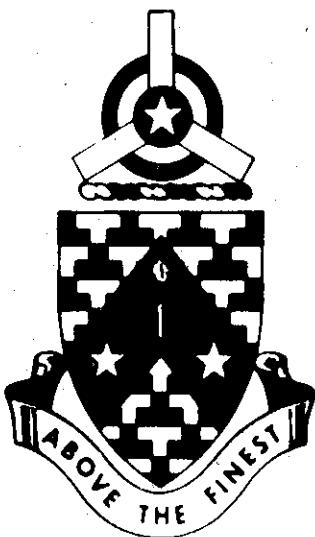


## PROGRAMMED TEXT

UNIT ADMINISTRATION  
PART III



MARCH 1968

UNITED STATES ARMY  
PRIMARY HELICOPTER SCHOOL  
FORT WOLTERS, TEXAS

# PROGRAMMED TEXT

**PROGRAM TEXT****FILE NO.:****PROGRAM TITLE**

Unit Administration Part III

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**POI SCOPE:** Covers the main points in preparing a morning report. How to maintain the duty rosters and the preparation of the unit sick slip and sick call procedures.

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**INSTRUCTOR REFERENCES:**

AR 220-45, AR 335-60

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**PREPARED BY:**

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**DATE:**

March 1968

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May 1968

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Unit Administration Part III

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## PREFACE

This text will cover the main points in preparing a morning report; the steps in maintaining the duty roster and the unit sick slip and sick call procedures.

Start with frame 1 and work each frame in succession. Each frame will usually ask you a question. The correct answer is printed on the top of the next frame. If you were incorrect, turn back and restudy the information before continuing on to the next frame. When you have finished the text, complete the self evaluation exercise. Now begin by studying the performance objectives on page 1.

## PERFORMANCE OBJECTIVES

Upon completion of this programed text, you will be able to:

1. Recognize application and importance of morning report.
2. Recognize proper methods of maintaining unit duty roster.
3. Recognize purpose of unit sick slip and sick call procedures.

## FRAME 1

## (Morning Report)

The morning report (DA Form 1) is the basic record reflecting the official daily status of the reporting organization and each person assigned or attached to it. The morning report provides accurate and official information to the Department of the Army in three main areas. It accounts for all personnel within the reporting unit at all times. Secondly, it is the source of data for official strength and other statistical reports. Last of all, it provides a unit history for each unit in the Army.

## QUESTION A.

IDENTITY	STRENGTH SECTION												ATTACHED				
	ACCOUNTABLE			OPERATING						INTRATRANSPORT			PRESENT	ABSENT	TOTAL		
PREVIOUS DAY'S STRENGTH	GAINS	LOSSES	TODAY'S STRENGTH	PRES	TDY	LEAVE	HOSP	ARREST CHP	AWOL	MISSING	TOTAL	INCOMING	OUT-GOING	TOTAL	PRESENT	ABSENT	TOTAL
COMMISSIONED	4	0	1	3	2	1					3						
WARRANT	1	1	2	2							2						
ENLISTED	52	2	1	53	48	1	1	1	1	1	52		1	1	1	1	

What is the total strength of this unit today, this includes officers, warrant officers and enlisted men? 53

## QUESTION B'.

14. GRID DISTRIBUTION	OPERATING												INTRATRANSPORT											
	GEN	COL	LTC	MAJ	CPT	1 LT	2 LT	TOTAL	W4	W5	W2	W1	TOTAL	E5	E6	E7	E8	E9	E4	E5	E6	E1	TOTAL	
	CO								W0		1	1	2	E1	1	1	4	10	19	10	4	2	1	52

Out of the 53 enlisted men in this unit how many of them are E-4's? 11

TURN TO FRAME 2 PAGE 4.

ANS: The individual with the highest number

FRAME 7

In the preparation of the duty roster there are three letters that can be substituted for numbers. These letters are used to show why a person was not available for duty on a particular day. The letter "A" denotes an authorized absence such as leave, TDY, pass or illness in the line of duty. The individual's number DOES NOT increase.

EXAMPLE:

GRADE	NAME	MONTH	FEBRUARY													
			DAY	5	6	7	8	9	10	11	12	13	14	15	16	17
SGT	Adams			7	8	A	A	A	4	5	9	10	11	12	6	7
SGT	Brown			4	5	6	7	8	1	A	A	A	9	10	2	3
SGT	Clark			11	12	13	14	15	9	10	16	11	1	2	11	12

The letter "U" denotes an unauthorized absence such as AWOL, arrest or confinement. The individual's number DOES increase in this case.

EXAMPLE:

GRADE	NAME	MONTH	FEBRUARY																
			DAY	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
SGT	Brown			2	3	4	5	U	U	U	U	8	9	10	11	6	7	12	13

The letter "D" shows that a man was due for the duty on a specific date but was unable to perform the duty because he was scheduled for another day on another roster. The "D" is substituted for a number on that day and the individual assumes that duty the following day.

EXAMPLE:

GRADE	NAME	MONTH	FEBRUARY													
			DAY	5	6	7	8	9	10	11	12	13	14	15	16	17
SGT	Rogers			9	10	11	D	11	4	5	1	2	3	4	5	6
SGT	Smith			6	7	8	9	10	2	3	11	11	1	2	3	4

QUESTION:

What letters may be substituted for numbers in the duty roster, and what do the letters mean?

TURN TO FRAME 8 PAGE 5

ANS: A. 58 B. 11

FRAME 2

All the information concerning the way to fill out, change and inspect the morning report is found in AR 335-60. This Army Regulation further spells out which units and detachments are required to prepare morning reports.

EXAMPLE:

AR 335-60 states that each subunit of a parent unit or each parent unit not composed of subunits will submit a morning report each day during which changes occur in the status of military personnel or organizations and on the last day of each month regardless of whether any changes occur.

QUESTION:

Should a unit assigned to the Texas National Guard that has been called to active duty submit a morning report on the 15th of a month if two members of the company are injured and end up in the hospital?

a.  Yes

b.  No

ANS: "A" "D" & "U"

A - Authorized absence

U - Unauthorized absence

D - Man was scheduled for duty but could not perform it because he performed duty on another roster

FRAME 8

Individuals eligible for performing a specific duty are listed on the duty roster alphabetically by RANK.

EXAMPLE:

GRADE	NAME	MONTH DAY	FEBRUARY							
			1	2	3	4	5	6	7	8
SFC	Clark, A									
SFC	Clark, R									
SFC	Ellis									
SSGT	Able									
SSGT	Duggen									
SSGT	Fuller									

PROBLEM:

Sgt	Brown									
SFC	Clark									
SSGT	Downs									
Sgt	Jones									

What name is not in the proper order?

ANS: a.  Yes

FRAME 3

( The prime purpose of the duty roster is to make a fair and equitable distribution of routine details within a unit. )

The numbers in parentheses immediately following a person's name refer to a corresponding explanatory remark on the reverse side of the roster indicating the reason the person's name was added or deleted from roster. Examples of such remarks are as follows:

- (1) assigned and joined
- (2) excused - SD

DUTY ROSTER (AR 220-45)		NATURE OF DUTY		HOLIDAY		WEEKEND		FROM (Date)											
GRADE	NAME	MONTH	February					Co A 3d Infantry						March					
		DAY	14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4	5 6 7	8 9 10 11 12 13 14	1 2 3 4	5 6 7	8 9 10 11 12 13 14	1 2 3 4	5 6 7	8 9 10 11 12 13 14	1 2 3 4	5 6 7	8 9 10 11 12 13 14	1 2 3 4	5 6 7	8 9 10 11 12 13 14	
SFC Able		3 9 10 11 12 1 2 3 4 1 1 4 5 2 3 4 5																	
SFC Brown		10 11 12 13 14 3 4 1 5 1 2 3 6 7 4 5 6 8																	
SFC Burch		7 8 9 10 11 1 2 1 2 2 13 14 1 3 4 1 2 3 4																	
SFC Cook		9 10 11 12 13 2 3 14 4 1 1 2 5 6 3 4 5 6																	
SFC George, G. B.		3 4 5 6 7 6 7 8 9 10 11 9 10 11 12 13 6 7 8																	
SGT Ames		17 A A A 8 11 12 9 13 10 11 12 14 1 13 14 1 1																	
SGT Boise		11 12 13 14 1 12 13 1 14 2 3 4 1 1 5 6 A A																	
SGT Call		1 2 3 4 4 5 6 6 6 6 7 8 7 9 4 10 11 12																	
SGT Dunn		1 2 3 4 5 6 7 6 9 7 8 9 9 10 10 11 12 13																	
SGT George, A. Z.		12 13 14 1 13 14 2 1 3 4 5 1 2 6 7 8 9																	
SGT Himes		2 3 4 5 6 7 8 7 9 8 9 10 10 11 11 12 13 14																	
SPL Botts		13 14 1 1 2 10 11 3 12 4 5 6 13 4 7 8 9 10																	
CPL Daly		4 5 6 7 8 9 10 9 11 10 11 12 12 13 13 1 1 2																	
CPL Easy		3 4 5 6 7 8 9 8 10 9 10 11 11 12 12 13 14 1																	
CPL Fox		14 1 1 2 3 14 1 4 1 5 6 7 2 3 8 9 10 11																	
CPL George, A. A.		6 7 8 9 10 5 6 11 7 12 13 14 8 9 A A A A																	
CPL Howe		15 6 7 2 9 8 9 10 10 11 12 13 11 12 1 2 3																	
SFC Cody (1)																1 2 3 4			

DA FORM 6 OCT 58

REPLACES EDITION OF 1 JUN 58, WHICH  
WILL BE USED UNTIL EXHAUSTED.

SEE REMARKS ON REVERSE.

Examples of duties usually placed on duty rosters are kitchen police, guard, charge of quarters and staff duty officer.

A. For what duty is the roster above maintained? C Q

B. CPL Easy had duty on the 3rd of March. Who would have duty on the 4th of March? H. W. L.

ANS: SFC Clark

FRAME 9

Credit for performing an assigned duty is displayed on the duty roster as a series of diagonal lines drawn across the block opposite an individual's name and below the correct date.

EXAMPLE:

GRADE	NAME	MONTH	FEBRUARY														
			DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	
SFC	Brown		11	12	9	10	13	/	/	1	2	3	11	/	4	5	

QUESTION:

GRADE	NAME	MONTH	FEBRUARY																
			DAY	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
SOT	Jones		4	5	6	7	12	13	8	9	10	11	12	/	11	13	/	1	2

SFC Jones performed his weekday duty on 20 February and his weekend duty on 17 February. Complete the roster shown above based on the numbers shown for the first weekday and weekend in the sample. Be sure to give credit for the duty performed.

ANS: A. Charge of quarters  
 B. SGT Himes

FRAME 4

The duty roster is based on numbers. The first day a man enters a unit he is assigned the number 1 and each succeeding day his number increases. This situation is true for both weekday and weekends.

EXAMPLE:

Grade	Name	Month	February																	
			Day	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
SGT	Jones (1)					1	2	1	2	3	4	5	6	7	3	4	8	9	10	
SGT	Smith (2)		2	3	4	5	2	3	6	7	8	9	10	4	5	11	12	13		

SGT Jones was assigned to the unit on 8 February. His number started with 1 for the weekday on the 8th and 1 for the weekend on the 10th.

QUESTION:

If a man reports for duty on Monday, the 20th of the month and is placed on the duty roster that day, what number will he have on Friday the 24th? 5 On Sunday the 26th? 2

ANS:

GRADE	NAME	MONTH	FEBRUARY																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SGT	Jones		1	5	6	7	12	13	8	9	10	11	12	/	/	1	13	/	1	2

FRAME 10

The sick slip (DD Form 689) consists of three main parts: The Heading, Unit Commander's Section and the Medical Officers Section. The Heading and Unit Commander's Section are filled out in the unit prior to the individual going on sick call.

INDIVIDUAL SICK SLIP		DATE
<input type="checkbox"/> ILLNESS <input type="checkbox"/> INJURY		
LAST NAME - FIRST NAME - MIDDLE INITIAL OF PATIENT		ORGANIZATION AND STATION
SERVICE NUMBER	GRADE/RATE	
UNIT COMMANDER'S SECTION		MEDICAL OFFICER'S SECTION
IN LINE OF DUTY		IN LINE OF DUTY
REMARKS		DISPOSITION OF PATIENT <input type="checkbox"/> DUTY <input type="checkbox"/> QUARTERS <input type="checkbox"/> SICK BAY <input type="checkbox"/> HOSPITAL <input type="checkbox"/> NOT EXAMINED <input type="checkbox"/> OTHER (Specify): _____
		REMARKS
SIGNATURE OF UNIT COMMANDER		SIGNATURE OF MEDICAL OFFICER

DD FORM 689

PREVIOUS EDITIONS ARE OBSOLETE.

648-10-77439-1 GPO

QUESTION:

- a. How many parts of the sick slip are filled out at the unit? 2
- b. How many parts are filled out at sick call? 1

ANS: 5 and 2

FRAME 5

Weekday duty and weekend duty are kept on the same roster. They are separated by using blue numbers for weekdays and red numbers for weekends or heavy vertical lines on either side of the weekend days.

EXAMPLES:

GRADE	NAME	MONTH	MARCH									
			DAY	1	2	3	4	5	6	7	8	9

GRADE	NAME	MONTH	MARCH									
			DAY	1	2	3	4	5	6	7	8	9

QUESTION:

Is it possible to display two duty rosters on one page? How many ways are there of displaying these two rosters (weekdays and weekends) on one page?

yes 2

ANS: a. 2 b. 1

FRAME 11

The main purpose of the sick slip is to act as a means of communication between the unit commander and the medical officer. It is also the basis of morning report entries and for the unit commander to establish a line of duty status.

EXAMPLE:

The unit commander places the nature of the medical problem on his section of the sick slip along with his "Line of Duty" determination. The medical officer makes his "Line of Duty" determination on his section as well as his remarks to the unit commander concerning the individual's status, limitations to duty and future appointments. See example below:

REMARKS	DISPOSITION OF PATIENT		
E.M. Injured knee in fall off helicopter	<input type="checkbox"/> SICK BAY	<input checked="" type="checkbox"/> DUTY	<input type="checkbox"/> QUARTERS
	<input type="checkbox"/> NOT EXAMINED	<input type="checkbox"/> HOSPITAL	<input type="checkbox"/> OTHER (Specify):
REMARKS			
No PT or marching for three days. E.M. report back to sick call on 15 Feb.			
SIGNATURE OF UNIT COMMANDER	SIGNATURE OF MEDICAL OFFICER		
			
DD FORM 1 MAR 68 689	PREVIOUS EDITIONS ARE OBSOLETE. 64B-1C-7740R-1 GPO		

QUESTION:

If the EM referred to on the sample sick slip was working for you which of the following actions would you take:

1. Reprimand him for being careless.
2. Return him to duty.
3. Send him to his quarters for three days.

ANS: Yes 2

FRAME 6

The duty roster operates on the system of ascending numbers. When an individual reports to a unit he is given the number 1 on the duty roster that day and each day his number increases by 1. When a person has the highest number on the roster he will perform the assigned duty the next day. Following his duty his number drops back to 1 and the cycle starts over.

EXAMPLE:

GRADE	NAME	MONTH	JANUARY - FEBRUARY																
			30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
SFC	Jones		7	8	9	10	2	3	11	12	13	1	4	5	2	3	4	5	
SSGT	Addison		10	11	12	13	11	12	11	1	2	3	4	13	11	5	6	7	8
SSGT	Baker		2	3	4	5	6	7	6	7	8	9	10	8	9	11	12	13	11
SSGT	Brown		9	10	11	12	12	13	13	11	1	2	3	11	1	4	5	6	7
SSGT	Able	(1)				1	1	2	2	3	4	5	6	3	4	7	8	9	10

QUESTION:

Upon looking at a duty roster how can you determine by looking down a specific days column who will perform the duty the following day?

*The man with the highest #.*

STOP. RETURN TO FRAME 7 PAGE 3

ANS: 2. Return him to duty.

FRAME 12

Line of duty is determined by both the unit commander and the medical officer. If no entry is made on the sick slip, then the line of duty is determined to be "YES".

EXAMPLE:

Line of duty entries made by unit commander:

1. No (M)	Caused by own misconduct or negligence.
2. No (AWOL)	Occurred while AWOL.
3. UND	If any doubt exists and all other cases.

Line of duty entries made by medical officer:

1. No (EPTE)	Existed before entry into service.
2. No (AR 600-140)	Ill because of intemperate use of alcohol or drugs.
3. No (VD)	VD not promptly reported for treatment.
4. UND	All other cases and if unit commander had made an entry.

QUESTION:

When no entry has been made on the sick slip by either the unit commander or the medical officer, this indicates that "Line of Duty" has yet to be determined.

(CIRCLE CORRECT ANSWER)

a. TRUE    orb. FALSE

CONTINUE TO THE SELF EVALUATION EXERCISE

UNIT ADMINISTRATION  
PART III  
SELF EVALUATION EXERCISE

1. Select from the list below the source or sources of information that the morning report provides to Department of the Army.
  - A. Accounts for all personnel in a unit
  - B. Provides statistical data
  - C. Provides unit history
  - D. All of the above
  
2. What reference contains the information required to fill out, read and inspect the morning report?
  - A. AR 335-60
  - B. TM 1-300
  - C. FM 22-5
  - D. TM 1-260
  
3. Who is required to submit morning reports?
  - A. Active duty units battalion size or smaller.
  - B. Active duty and ready reserve units, regardless of size.
  - C. All units on active duty.
  - D. Active duty units up to corp level.
  
4. The purpose of the duty roster is to ....
  - A. determine who within the unit come to work each day.
  - B. locate and identify all members of the unit.
  - C. make a fair and equitable distribution of routine details.
  - D. show graphically the amount of work done within the unit.
  
5. Weekdays and weekends are listed on the same page. How are they separated?
  - A. The weekends shown as Roman numerals and weekdays as Arabic numerals.
  - B. Weekend days are enclosed with brackets.
  - C. The weekdays are shown on the first 2/3 of the page and weekends on the last 1/3 of the page.
  - D. Weekday numbers are recorded in blue and weekends in red.

6. How do you determine which person on the duty roster has the duty on a specific date?

- A. The man who has the highest number in that days column.
- B. The person with the letter "A" in that days column.
- C. The last man that joined the unit.
- D. The person who's name is below that of the person who performed the duty last.

7. What letter symbols can be used in preparing the duty roster?

- A. "E" for excused and "L" for leave.
- B. "A" for authorized absence, "D" for people selected for other details and "U" for unauthorized absence.
- C. "S" for those sick in quarters.
- D. "A" for AWOL, "P" for those men promoted and "J" for newly joined personnel.

8. How are the individuals eligible for a duty listed on the duty roster?

- A. Alphabetically, regardless of rank.
- B. By date of rank.
- C. By date of assignment to the unit.
- D. Alphabetically by rank, with the highest rank at the top.

9. How is credit for performance of duty entered on the duty roster?

- A. By placing the number 1 in the square opposite the individual's name.
- B. Place a check mark next to the man's name on the roster.
- C. Place an "A" in the square opposite the individual's name.
- D. By placing a series of diagonal lines in the square opposite the individual's name and under the correct date.

10. The main purpose of the sick slip is:

- A. To account for people missing from the company area or training.
- B. Aid the medics in keeping records on how many people they treat.
- C. Prevent personnel from seeking medical aid without prior permission.
- D. Act as a means of communication between the unit commander and the medical officer.

11. The sick slip consists of three (3) main parts. These are:

- A. Personnel Section, Medical Section, Morning Report Section.
- B. Heading, Unit Commander's Section, Medical Officers Section.
- C. Heading, Line of Duty Section, Unit Commander's Section.
- D. Heading, Injury Section, Treatment Section.

12. Line of duty on the sick slip is determined by:

- A. Unit commander.
- B. Medical officer.
- C. Patient.
- D. Unit commander and medical officer.

UNIT ADMINISTRATION PART III  
ANSWERS TO SELF EVALUATION EXERCISE

1. d
2. a
3. c
4. c
5. d
6. a
7. b
8. d
9. d
10. d
11. b
12. d

14

17

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