300.4 Misc orders 96th Inf

LAST NAME - FIRST NAME - MIDDLE INITIAL	SERVICE NUMBER

RECORDS FILED UNDER

LAST NAME - FIRST NAME - MIDDLE INITIAL	SERVICE NUMBER
Hq 9th MD	

CLERK	UNIT	DATE

ARCEM FORM 7A 1 MAY 56 Replaces MPRC Form 1-7A, 1 Apr 53, which may be used

CROSS REFERENCE CARD

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312 · LEYTE AREA COMMAND
92ND DIV (9TH MIL DIST)
HQ 96TH INFANTRY REGT
CORRESPONDENCE

COMMONWEALTH OF THE PHILIPPINES
PHILIPPINE ARMY
HEADQUARTERS, 96TH INF., 92ND DIV.

5 April '45

Subject: DUTY ROSTER & MORNING SICK REPORT PREPARATION OF

To : ALL UNIT COMMANDERS, 96TH INF., 92ND DIV., PA

1. In the absence of sample forms and directives from higher headquarters with regards to the preparation of the above forms, to have uniformity with the preparation of the same, and for your guidance, the following are hereby published for compliance:

A - DUTY ROSTER:- The duty roster is prepared by the 1st sergeant everyday. The commanding officer will see to it that the details are fairly made to all. The duty roster will be prepared as follows:

1. All officers and E/M of the organization and officers and E/M attached for duty will appear alphabetically according to their ranks and grades under the column Rank and name. However, if these attached are on special duty, the notation SD should appear in the space under each respective date in the column guard roster of the duty roster. (see example)

2. Opposite the name of the officer and E/M in each space under each date in the guard roster column must be noted the number of off duty. When detailed as guard half of the space under date he is detailed as such will be shaded with line diagonally. The following day after his guard duty the notation (No) 1 in the next space must be placed. This marks the beginning of his off duty. Anybody detailed as guard within 24 hours after his duty is not available for any detail. (see example)

3. All the rest not detailed as guard opposite their names under each date in the column guard roster no. 1 must be noted and in the following day if not still detailed as guard (No.) 2 should be guard, etc., until he is detailed as guard wherein Par. 1 a- 2 should be observed. (See example)

4. Other details, as charge of quarters and room orderly, fatigue, kitchen police and any other duty except guard duty that the commanding officer may deem necessary for the good of the command, only the date under each of the above duties will appear. But anybody after having been detailed as of the above duties is available for guard duty. (see example)

5. It must be understood that the highest off duty is the first available for guard detail. (See example)

6. The notation SK should appear for those reported sick and any other notation as may be necessary.

B - MORNING SICK REPORT: - The morning sick report is prepared by the first Sergeant and signed by the commanding officer under each entry in the column Company Commander's report. The medical officer will sign under every entry made in the column medical officer's report.

(OVER)

MORNING REPORT CONT'D

An enlisted man or any member of the command appearing in the morning sick report will always be counted everyday in the morning sick report until such time he is dischargeed from the hospital. When there is no SK reported for a certain day as entry will be made both in the Company Commander and the Medical Officer's reports column. In other words an entry in the morning sick report will only be made when a member or any enlisted man reports to the first sergeant as sick. (see example)

By order of Major MAZARENO:

(SGD) LORETO MICABEL
1st Lieut., Inf.
Adjutant

2/jba

1st Indorsement

HEADQUARTERS, 1ST BN, 96TH INFANTRY, PA 15 April '45
TO: Unit Comdrs, 1st Bn, 96th Inf., PA, In the Field

For compliance.

By order of Lieut. MONDRAGON:

Ruperto D. Alcantara
RUPERTO D. ALCANTARA
1st Lieut., Inf., PA
Ex-O & Adjutant

A/grc-

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Japan 25 (Gen Mac Dist)
11th Army Military Report
CORRESPONDENCE