

U.S. Army Military History Institute  
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25 Mar 2011

Administration

## **ARMY ADMINISTRATION**

A Working Bibliography of MHI Sources

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### **GENERAL SOURCES**

Barr, Ronald J. The Progressive Army: US Army Command and Administration 1870-1914. NY: St. Martin's, 1998. 223 p. UA25.B36.

### **GENERAL SOURCES-Morning Reports**

Cooper, Samuel & Macomb, Alexander. A Concise System of Instruction and Regulations for the Militia and Volunteers of the United States...as Established by Authority for the Government of the Regular Army. Phila: Frank Desilver, 1847. 91 p. U143.C7RareBook.

“Duties of quartermasters and of commissaries of subsistence, morning report, muster roll, pay roll...”; and 1849 edition.

Kautz, August V. Customs of Service for Non-Commissioned Officers and Soldiers... Phila: Lippincott, 1865. 303 p. U113.K38.

Moss, James A. Noncommissioned Officers' Manual. Menasha, WS: Banta, 1909. 417 p. U123.M67.

"Streamling the Morning Report." Field Artillery Journal (Apr 1943): pp 278-79. Per.

## **Army Administration**

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U.S. Dept of Army. Unit Strength Accounting and Reporting: Army Regulations 680-1, dated Oct 1978. MilPub-Regs.

Eliminated morning reports; see earlier editions.

U.S. War Dept. Preparation of Morning Reports, Reports of Changes and Monthly Rosters: Special Regulation #57, dated Jun 1918. 45 p. MilPub-SR.

Virtue, C.M. Company Administration.... Harrisburg, PA: Military Service Publishing, 1942. Chap V. UB153.V56.

See other editions, 1936-69.

### **See also:**

-Bibliography on Machine Records Units; Army Regulations, 1921-78; 1<sup>st</sup> Pennsylvania Cavalry (consolidated morning report book, 1862-64) and Co K, 45<sup>th</sup> Massachusetts Infantry (morning report book, 1862-63), both in Archives.

## **GENERAL SOURCES-Administrative Personnel Involved in Combat**

**One example** is the "Battle of the Admin Box," Feb 1944, Burma, which involved headquarters area of the Indian XV Corps and 7<sup>th</sup> Division. See:

Allen, Louis. Burma: The Longest War. NY: St Martin's, 1985. Chap 3. D767.6.A47.

Madan, N.N. The Arakan Operations, 1942-45. Delhi: Interservice Historical Section, 1954. pp. 124-35. D767.6.M23.

### **Other examples:**

Anderson, Charles R. "Survival in the Rear." Vietnam (Aug 1989): pp. 18-25. Per.

U.S. Army. 28<sup>th</sup> Infantry Division. "History, 28<sup>th</sup> Div HQ Co, with Band Annex." Typescript w/clippings, 1945? 29 p. #05-28.1946.

Includes information on its combat employment during Battle of Bulge, Dec 1944.

The involvement of civilian administrative personnel is illustrated in the US Civil War during the Jul 1864 Confederate attack on Wash, DC, in which civilian federal employees joined actively in the defense. See papers of George Kimball (QM employee) and, in CW MiscColl, those of William H. Ivins (Ordnance employee).

More examples await discovery in these Arch materials:

- Clifford Bluemel Papers (CG, 31<sup>st</sup> Philippine Division, 1941-42)
- OCMH Coll - Louis Morton Coll - Fall of Philippines, 1942.
- Infantry-U.S. Divisions-99<sup>th</sup> Division Collection; see Battle of Bulge material.

**See also:**

- Bibliographies on Surrounded Units in Tactics; and Ardennes in WWII-ETO.

**GENERAL SOURCES-Administrative Planning and Support**

The G-1 plan of First U.S. Army appears in the Army War College course material for 1983-84 (Selected Readings: Conduct of War, Course 9, Overlord Campaign Planning, Vol. II, pp. D15-D67). To complement that material, see the G-1 plan of Third U.S. Army, in its published After Action Report: Special Annex to Outline Plan Operation Overlord, pp. 70-73 (#03-3.1945/2-v.1-SpAnxA).

A unique source on U.S. Army Organizational and administrative experience in northwestern Europe, 1944-45, is a collection of 131 reports prepared by the General Board of U.S. Forces, European Theater (USFET). Some of the studies focused specifically on the staff G-1 functions, while many others looked at aspects of personnel management and administration. See especially the studies listed on pp. 1-2, 5 and 23 of the Index to the collection.

Accounts of varying usefulness on G-1 organization and operations can be found in the histories of the World War II army groups and field armies on file here, notably:

Allied Forces. 12<sup>th</sup> Army Group. Report of Operations, Headquarters 12<sup>th</sup> Army Group (Final After Action Report). Vol. I. Germany, 1945. pp. 8-13 & 33-39. #02-12.1945v.1.  
And Vols. II & VII.

U.S. Army. First Army. Report of Operations, 20 October 1943-1 August 1944. Vol. 5. Annex 4. Paris, 1944. pp. 61-82. #03-1.1944v.5.

\_\_\_\_\_. Third Army. After Action Report, 1 August 1944-9 May 1945. Regensburg, Germany: 1945. Vol. II. G-1 section, pts 1-9. #03-3.1945/2.

\_\_\_\_\_. Sixth Army. Report of the Luzon Campaign, 9 January 1945 - 30 June 1945. Vol. III. n.p., 1945. pp. 1-10 & 183-84. #03-6.1945.

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For World War II and Korean War doctrine on personnel management and support in an active theater, with which to compare with the above plans and after-action reports, see:

U.S. Dept of Army. Staff Officers' Field Manual, the G1 Manual: Field Manual 101-1, dated Jul 1951. 282 p. MilPub-FM.

A 1955 edition of 173 p. also on file.

U.S. War Dept. Field Service Regulations, Administration: FM 100-10, dated 15 Nov 1943. 179 p. MilPub-FM.

On file, too, are editions of 1940 (154 p.), 1949 (396 p.) and 1963 (189 p.).

### See also:

-Papers of A.E. Schanze, (Arch), who serves as G-1 of Second and Eighth Armies, WWII.

## PRE-20<sup>TH</sup> CENTURY

Carp, E. Wayne. To Starve the Army at Pleasure: Continental Army Administration and American Political Culture, 1775-1783. Chapel Hill, NC: U NC, 1984. 306 p. E259.C372.

Churchill, Sylvester. Papers. Arch.  
Inspector Gen, late 1850s.

Deutrich, Mabel E. Struggle for Supremacy: The Career of General Fred C. Ainsworth. Wash, DC: Pub Affairs, 1962. 170 p. E181.A5.D4.  
Adjutant General, 1904-12.

Ingersoll, L.D. A History of the War Department of the United States.... Wash, DC: Mohun, 1879. 613 p. UA23.6.I53.

Lee, J.G.C. "Reform in Army Administration." Journal of the Military Service Institution of the US (1890): pp. 529-43. Per.

Nourse, Charles. Papers. Arch.  
Adjutant General, 1820s.

Ryan, Garry. "War Department Topographical Bureau, 1831-63: An Administrative History." PhD dss, American U, 1968. UG470.R93Microfilm.

Shannon, Fred Albert. The Organization and Administration of the Union Army, 1861-65. 2 vols. Cleveland, OH: Clark, 1928. E491.S52.

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U.S. Congress. House Committee on Mil Aff. Army Organization Report. House Rpt No. 33, 40<sup>th</sup> Congress, 3<sup>rd</sup> session, 26 Feb 1869. 132 p. UA25.A429.

Bound with other Congressional documents re Army reorganization, 1869-79.

U.S. War Dept. Army Regulations, 1821-99. UB501date.

\_\_\_\_\_. General Orders and Circulars, 1815-1900. MilPub-GO.

\_\_\_\_\_. Secretary of War Reports, 1822-1900. UA24's.

\_\_\_\_\_. Special Orders, 1861-1900. Wash, DC: various dates. SO.

Weigley, Russell F. Quartermaster General of the Union Army: A Biography of M.C. Meigs. NY: Columbia, 1969. 396 p. E467.1.M44.W4.

Wesley, Edgar B. Guarding the Frontier...1815 to 25. n.p.: U MN, 1935. 217 p. E179.5.W48.  
See Chap 7.

### See also:

-Bibliographies on Adjutant General; Inspector General; U.S. War Dept; and Quartermaster.

## 20<sup>TH</sup> CENTURY

Adjutant General's School. Administration of the Army. Ft. Washington, DC: By the School, 1942. 9 p. UB153.A35.1942.

And revised edition, UB153.A35.1942b (8 p.).

Albridge, Harry E. "A Directive is Born." Army Information Digest (Mar 1947): pp. 50-53. Per.

Allison, M(ildred). Army Office Training: What Everybody Should Know About Army Organization, Administration, and Clerical Procedures. NY: Gregg, 1942. 92 p. UB163.A439.

Bolles, Frank C. "Economy in Military Administration." Infantry Journal (Apr 1928): p. 356. Per.

Chesarek, Ferdinand. Oral history transcript. Arch.  
Asst Vice C/S, 1960s.

"Clerical Soldier: Administrative Work in the Army Requires the Services of Many Soldiers: Those Qualified for Such Duty Usually Receive Good Ratings." 19 (1 Oct 1930): p. 5. Per.

Hatch, Louis C. The Administration of the American Revolutionary Army, NY: Longmans, Green, 1904. 229 p. E255.H36.

Headquarters WAC Branch #&: Army Administration School, Alpine, Texas. Baton Rouge, LA: Army & Navy, 1943? 47 p. U426.15.Z1.W65.

Hewes, James E. From Root to McNamara: Army Organization and Administration, 1900-1963. Wash, DC: CMH, 1975. 452 p. UA25.H55.

Holdridge, Herbert C. Military Correspondence: A Check List. Fort Washington, MD: Book Service, Adjutant General's School, 1943. 40 p. UB163.M5.

Lindsell, Wilfrid G. "Administrative Lessons of the Great War." Journal of the Royal United Service Institute (RUSI) (Nov 1926): p. 712. Per.

Matzger, Neil M. "A Study of the Army Board on Correction of Military Records." MA Thesis, American U, 1952. 90 p. UB163.M37.

Moss, James A. Army Paperwork: A Practical Working Guide in Army Administration. Menasha, WI: Banta, 1917. 387 p. UB163.M6.1917c.

\_\_\_\_\_. Officers' Manual. Menasha, WS: Banta, 1917. 350 p. U113.M74.  
Unofficial but very informative. See earlier & later editions. See Chaps 5-6 & 25.

Pomrenze, Seymour J. Aspects of the Historical Development of the Army Records Administration Program. n.p., 1952. 51 p. UB163.P65.

Sanger, Donald B. "Planning." Quartermaster Review (Sep/Oct 1927): p. 8. Per.

Santens, Michael G. "OMB Circular A-76: Outsourcing and Competition—An Analysis of the Department of the Army's 'Competitive Sourcing Program' From 1997-2001." DPA dss, 2004. 291 p. HD3861.U6.S26.

Savvoir, Edward, O., Sr. "United States Department of Defense, Department of the Army, Office of the Adjutant General, Personnel Research and Procedures Division, Personnel Management, Personnel Procedures Section." MA thesis, American, 1959. 110 p. UB173S38.

Schones, Tony L. "The Government Performance and Results Act and the Department of Defense: A View from the Bottom." PhD dss, U OK, 2004. 232 p. UB23.S36.

Sczudlo, Walter. Handbook to Army Regulations and Other Directives on Administration. Harrisburg, PA: Military Service Publishing, 1944. 305 p. UB501.1944.

U.S. Army. Infantry Association. Army Regulations Applicable to Individual Officers and the Administration of Units of the Army. Wash, DC: By the Assn, 1923. 716 p. UB501.1923.

U.S. Army. Transportation Training Command. Office of History. Preparation of the Command Report. n.p., 1961. 29 p. U45.P735.

U.S. Dept of Army. Army Regulations, 1900-. UB501.date & MilPub-Regs.

\_\_\_\_\_. Guide for Battalion and Battalion Level Administrative and Logistic Procedures: Department of the Army Pamphlet Pam 1-2, dated Oct 1977. 166 p. MilPub-Pams.  
And Nov 1980 edition (90 p.).

\_\_\_\_\_. Modern Army Record Keeping System (MARKS): Army Regulations 340-22, dated Dec 1985. MilPub-Regs.  
See earlier editions.

\_\_\_\_\_. Off Mil Hist. Army Headquarters Organization and Administration. Wash, DC: Hist Div, OCMH, n.d. UA25.A77a.

U.S. War Dept. Administration: Technical Manual 12-250, dated Feb 1942. 305 p. MilPub-TM.  
And 1940 edition.

\_\_\_\_\_. Administrative Procedures: TM 12-255, dated Nov 1942. 244 p. MilPub-TM.  
Describes frequent procedures & cites pertinent ARs.

\_\_\_\_\_. The Army Clerk: TM 12-252, dated Apr 1943. 315 p. MilPub-TM.  
Includes examples of forms.

\_\_\_\_\_. Disposal of Records: WD Pamphlet 12-5, dated Mar 1944. 144 p. MilPub-Pam.

\_\_\_\_\_. The Evaluation, Classification and Assignment of Military Personnel in the U.S. Army: WD Pam 12-8, dated Jul 1944. 51 p. MilPub-Pam.

\_\_\_\_\_. Orders, Bulletins, Circulars and Memoranda: TM 12-256, dated Nov 1944. 30 p. MilPub-TM.  
And Order Digest (Supplement) TM 256A, 42 p.

Virtue, C. M. Company Administration: Desk Work in the Small Army Unit. Harrisburg, PA: Stackpole, 1969. 288 p. UB153.V56.

Waldron, William H. Company Commanders' Manual of Army Regulations: Being Paragraphs of the Army Regulations That Pertain to the Administration of A company, Troop and Battery: Compiled From the Regulations of 1901. Kansas City, MO: Hudson-Kimberly, 1902. 270 p. UB501.1901d.

**See also:**

-Bibliographies on Computers; Personnel Management in Military Service; Bureaucracy in Administration; and Military Publication Inventories.