

HEADQUARTERS  
31st Bn Cal Cadet Corps  
La Sierra High School

BASIC      CADET      HANDBOOK



**Note:**

This text is not wholly original. It is a condensation of material that we feel is necessary for the basic cadet to master. The material is taken from the Jr. ROTC Manual, FM 22-5, and other reference sources.

1 November 1957

This Basic Cadet Handbook is published for the information and guidance of all concerned of the 31st. Battalion, La Sierra High School, Carmichael, California, California Cadet Corps.

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## PREFACE

The object of this publication is to provide for cadets a compact but comprehensive guide to basic military skills, as both a convenient reference booklet and a simple text for study. It is hoped that through the processes of condensation and simplification utilized in the preparation of this handbook, the subject matter of this course may have been made more accessible to the average cadet, and its successful study therefore facilitated.

The handbook has its limits: it does not touch upon the more advanced phases of military science to be met with in the second and third years of this course; but it does cover basic material thoroughly enough so that he who masters it will, in most cases, be eligible to receive the basic proficiency bar. We do not mean to imply that this is any small task; indeed, in certain facts of this course more study and practice will be necessary for absorption of the material than is necessary in most academic classes. Nor do we apologize for this; for this course, as set forth in the purposes and objectives of the California Cadet Corps, is probably as important where later progress and success is concerned as most of the "solids."

In any case, bear in mind that this course is primarily intended and keyed to the enthusiasms of the cadet who has enrolled freely, expecting to derive from his experience a better understanding of his fellow man; and thence, the advantage in dealing with his own affairs, and those of the world, which this understanding should impart to him.

*Harry Bishop*

### LETTER FROM THE BATTALION COMMANDER

Serving as the Battalion Commander of the 31st. Battalion has been one of my most enriching experiences. I've had the privilege of working with cadets of our own unit, as well as with the members of other local units. I've stood inspection at the conclusion of the summer encampment, and slept in the cold, damp pup tents during our annual bivouac. I've tried my luck at firing the offhand position during rifle marksmanship. I've seen our battalion grow from a company of 55 cadets to a full fledged battalion of 120 cadets.

To most people, these events have little significance. But to me, they mean a great deal. They have strengthened my character and taught me to realize that no matter what your job may be, it is always important.

It is my desire that the study of this text will aid in cultivating a thorough understanding of the California Cadet Corps program. The most important item I hope you retain from this program, is to be able to lead and discipline yourself both as an individual and as a member of a team.

*Charles Bridges*

### UNIT HISTORY OF THE 31st. BATTALION

The founders of the 31st. Battalion are listed below. These five cadets went to the 1955 summer encampment which was held at Fort Ord.

- |                     |                   |
|---------------------|-------------------|
| 1) Bridges, Charles | 3) Kenney, Roy    |
| 2) Brooks, David    | 4) Robinson, Gary |
| 5) Toler, Eugene    |                   |

At the beginning of the year of 1955-56, the 31st. Bn. was composed of only one company, which had 55 cadets enrolled under the command of Cadet Gary Robinson. The 31st. Bn. sent 6 cadets to leadership school in the winter, and all 6 passed with 70% or better. Also, we placed 2nd. in the J. V. team with Jim Ransdell as the top firer. The first cadets to be promoted in the 31st. Bn. were Charles Bridges and Gary Robinson to Cadet First Class.

In the spring, Gary Robinson entered the annual field meet which was held at El Camino and placed in the top ten drillers. Also, in the spring, we were inspected by our Regional Supervisor, Lt. Col. Schuster, and our rating was 86%. Some of the honors during the year were: Honor Company, Company 'A'; Best Platoon, John Felton's platoon; Outstanding rifleman, Jim Ransdell; Outstanding Driller, Gary Robinson; Out-standing Freshman Cadet, Charles Bridges.

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LEADERSHIP, DRILL, AND EXERCISE OF COMMAND



"Now that's what I call an inspection!"

# LEADERSHIP, DRILL, AND EXERCISE OF COMMAND

## GENERAL Chapter 1

We know that the principle objectives of the California Cadet Corps is to learn leadership. This should be the guide which all cadets should follow. Leadership covers a great deal of things that can only be obtained through constant work and study by the individual. We shall devote the following chapter to the methods of attaining this very valuable characteristic of leadership.

## MILITARY LEADERSHIP Chapter 2

The most common definition of leadership is "the art of influencing man behavior." Some of the basic subjects of this art are character, knowledge of men, and ability to instruct men and lead them.

### Character:

When a cadet is selected as an officer, U.C.O., etc., his character will play a great part in his selection. He should be exempt from profanity, etc., have a sense of responsibility both to the superiors and the men under his command. He should be a person who has high moral standards and will stick by them "when the going gets rough."

### Knowledge of men:

A cadet leader should be thoroughly familiar with all personnel under him. He should know their abilities and weaknesses. He should at all times aid the individual in developing the proper traits of leadership. "Remember, you can only lead men as well as you know them."

### Instructing your men:

Before you lead men to do a job you must first instruct them, and to instruct them you must know your subject thoroughly. You must instruct them as a team and never talk down to them. When you lack knowledge of a subject admit it to the men, never "bluff." Then, take steps to learn the subject.

### Leadership and command:

When ever you become in a position of command over men, you have a large responsibility both to superiors and subordinates. When you have fulfilled these responsibilities and your men obey you because they trust you rather than the fear of punishment from disobedience, you deserve to be called a "leader."

### Discipline:

This is one of the most prominent problems faced by any cadet unit. The solution to this problem can be best met by mental, moral, and physical training so as to develop willing response to commands, orders, etc. issued by the leader. The men should not respond from habit or fear of disciplinary actions but because they have confidence in their leader. If this type of discipline prevails in a unit, it will turn to a roaming, helpless mob when confronted by fear, or an almost impossible task.



Only a well-disciplined unit can undertake and solve an impossible task. When a commander is forced to punish a subordinate, he should present it as only a temporary punishment and that he is expected to improve. It should be pointed out that misconduct reflects unfavorably on the Corps. The leader should always remain calm and dignified and never humiliate a subordinate in front of his men.

#### Qualities of the Leader:

##### General:

A true leader is self-confident and commands his subordinates. He is intelligent and never looks down on his subordinates as inferiors and lacking in intelligence. He must be calm, neat in appearance, and loyal to his men in time of danger.

##### Experiences:

Practical experience gives the leader self-confidence and inspires it in his men. He should possess knowledge and intelligence in methods of handling men but only through practical experience can he develop the art of leading men. He should encourage subordinates to solve their own problems.

##### Relationship with subordinates:

The leader should respect his subordinates. He should never attempt to gain popularity with them by acts of favoritism, etc. He should develop a strong chain of respect between his subordinates and himself. He should be accessible at all times when needed by the men in his command. He should give thorough study to their complaints.

##### Making decisions:

An unexpected problem can be undoubtedly one of the greatest tests of leadership. When you are faced with a problem demanding immediate action, make sure you have all the facts pertaining to the problem and possibilities of solution. These factors will aid you in developing a sound and intelligent solution to the problem. When you do make an error, confess it to the men. This gains respect from both subordinates and superiors.

#### Responsibilities of the Leader:

##### General:

The leader has many responsibilities. It is generally agreed that the greatest responsibility of the leader is to the welfare of his men. If he is responsible to his men, they likewise will feel responsible for him. The manner in which he fulfills the following responsibilities will in a great sense effect the measure of success his unit will have when they are required to undertake a difficult task.

##### Training:

This is one of the greatest problems a unit encounters in the California Cadet Corps. It requires intelligent reasoning and thinking on all phases of the cadet program. The efficiency of a unit can be measured by the training they have received. To have a successful training schedule, you must have it well-balanced and must constantly check to see if it is being carried out and administered properly.

#### Assigning duties:

When a commander is making promotions, assigning details, etc., to individuals he must consider many important factors to make a sound and intelligent decision. He should make rosters so as all men receive special privileges and not just a few selected ones. He should never give the impression that an assignment is given just to keep the men busy. This develops poor attitudes by subordinates which result in drastic happenings. Promotions should be made fairly and deservingly. Blocking a promotion to keep a person in your section is an unintelligent habit and results in low unit morale. Never promote a man too fast so that he will be in a position of importance without proper training.

#### Welfare of the men:

The watching out for the men's welfare is important because of its tremendous effect on the accomplishment of their task. All leaders must be interested in the men of his command and their activities. He must see that they have proper uniforms, see that they are informed about the unit's activities. He must check and see that all men receive proper medals, awards, promotions, etc. coming to them. He accepts responsibility for their actions and welfare. As a cadet leader, if you attain these traits, you will be respected and obeyed by all of your subordinates.

## MILITARY COURTESY

### Chapter 3

#### General:

Courtesy is the expression of consideration for others. Courtesy is shown to all cadets. The courtesy shown to an officer is a recognition of the responsibility and authority of his position.

#### Salute:

The most important of all courtesies is the salute. The manner in which a cadet executes the salute is a strong indication of his morale, pride, and confidence.

#### Rules regarding the salute:

The hand salute is rendered when outside and when reporting to an officer. The hand salute is rendered when presenting the colors and standards. All officers are entitled to a salute unless they are in formation. Outside, the salute is rendered when walking or at a halt. You never salute when running. You first come to a halt (or walk) and salute six (6) paces in advance of the officer and hold it until you are six (6) paces past him. A cadet is to salute when reporting to an officer first regardless of rank. Never salute when working indoors (except when reporting), or carrying articles in both hands.

#### Reporting:

The salute is always rendered by the person giving the report. He will also salute when departing. When reporting, a cadet removes his cap, salutes and says: "Sir, Private Jones reporting to Sergeant Doe." The salute is held until the report is completed, unless otherwise stated by the person receiving the report. When a cadet wishes to speak to the company commander, he must first follow the "chain-of-command." When a cadet is reporting under arms, he follows the same procedure as above, except he comes to present arms when reporting.

#### Saluting on guard duty:

A sentinel on guard duty salutes by coming to present arms after first halting. A sentinel in conversation with an officer doesn't stop to salute another officer unless the officer he is conversing with salutes the officer. A sentinel salutes whether indoors or outdoors. No salute is required when it interferes with the duties of the sentinel.

#### Saluting in groups:

In formation. Individuals in a formation do not salute unless the command, PRESENT ARMS, is given. If the individuals are armed, they come to present arms. Commanders of organizations or detachments which are not a part of still a larger formation salute officers of higher rank by bringing the organization or detachment to attention before saluting. An individual in formation at ease or at rest comes to attention when addressed by a person superior to him in rank.

Not in formation. A group of individuals not in formation is called to attention by the first person noticing the officer who is approaching. Individuals do not salute when at work. The individual in charge of a detail salutes for the whole detail, if he is not working. A unit resting alongside of a road does not come to attention unless an officer addresses them. When an officer does address them, the unit comes to attention and salutes after the conversation is ended.

#### Other courtesies shown to officers:

When an officer enters a room or a tent, the first person who sees him calls the men to attention, unless the men are working. Whenever a junior is addressed by a senior, he is to come to attention, except during routine business between individuals at work. When a junior is accompanying a senior, he walks on the left side of him, unless during an inspection. Military custom requires that intermediate commanders be informed of instructions issued to their subordinates by higher commanders.

#### Honors to the "National Anthem" or "To the Color":

Whenever or wherever the "National Anthem" is played, all cadets are to rise and salute, facing towards the music, unless there are colors present, then he salutes towards the colors. When the "National Anthem" is played indoors, the same above method is used. Any cadet passing the colors will hold the salute until six (6) paces beyond it. When the "National Anthem" is played indoors, all cadets will stand at attention and face the music or the flag, if one is present. They will not salute unless under arms.

#### Other honors:

Military personnel passing an uncased color will salute at six (6) paces distance and hold the salute until they have passed six (6) paces beyond it. The same applies when an uncased color passes by the individual. When personal honors are rendered, officers and enlisted personnel present, and not in formation, salute at the first note of the music and hold the salute until the completion of the ruffles, flourishes, and march. Military personnel will also salute during the passing of a caisson or hearse bearing the remains in a funeral procession.

#### Uncovering:

All officers and enlisted men under arms uncover only when:

- 1) seated as a member of or in attendance on a court or board
- 2) entering places of divine worship
- 3) indoors when not on duty
- 4) in attendance at an official reception.

#### The following are the Army titles:

- 1) all general officers..... "General"
- 2) colonels and lieutenant colonels..... "Colonel"
- 3) majors..... "Major"
- 4) captains..... "Captain"
- 5) all lieutenants..... "Lieutenant"
- 6) all chaplains..... "Chaplain"
- 7) army nurses..... "Nurse"
- 8) cadets..... "Mister"
- 9) warrant officers..... "Mister"
- 10) all sergeants..... "Sergeant"
- 11) all corporals..... "Corporal"
- 12) privates and privates first class..... "Private Jones" or "Jones"

#### The following are the Navy titles:

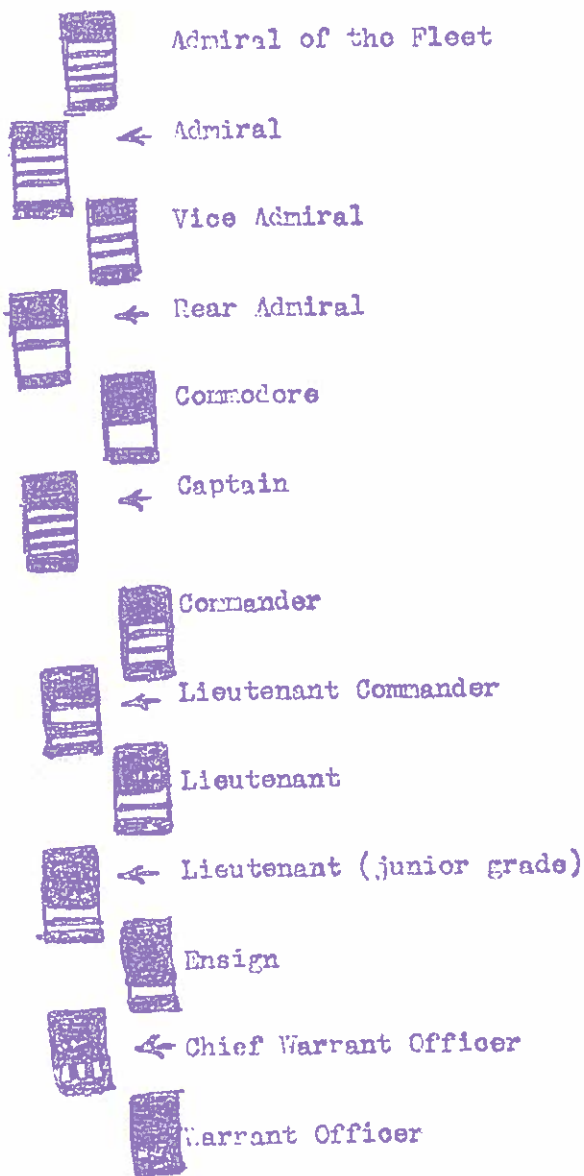
- 1) all admirals..... "Admiral"
- 2) commodores..... "Commodore"
- 3) captains..... "Captain"
- 4) commander..... "Commander"
- 5) lieutenant commanders..... "Mister"
- 6) ensigns..... "Mister"
- 7) all chaplains..... "Chaplain"

- 8) all medical officers....."Doctor"
- 9) in referring to or introducing captains in the Navy, it is customary to add after the name, "of the Navy", since the grade of captain in the Navy corresponds to the grade of colonel in the Army.

The following are the officers' insignia of grade of the Army:

	General of the Army
	General (silver)
	Lt. General (silver)
	Major General (silver)
	Brigadier General (silver)
	Colonel (silver)
	Lt. Colonel (silver)
	Major (gold)
	Captain (silver)
	First Lieutenant (silver)
	Second Lieutenant (gold)
	Chief Warrant Officer
	Warrant Officer (Junior Grade)
	Flight Officer
	Chief Warrant Officer (Marine)

The following are the officers' insignia of grade of the Navy:



The following are the relative rank between officers of the Army and of the Navy:

- 1) General of the Army with Admiral of the Fleet
- 2) General with Admiral
- 3) Lieutenant General with Vice Admiral
- 4) Major General with Rear Admiral
- 5) Brigadier General with Commodore
- 6) Colonel with Captain
- 7) Lieutenant Colonel with Commander
- 8) Major with Lieutenant Commander
- 9) Captain with Lieutenant
- 10) First Lieutenant with Lieutenant (junior grade)
- 11) Second Lieutenant with Ensign
- 12) Chief Warrant Officer with Commissioned Warrant Officer
- 13) Warrant Officer (junior grade) and Flight Officer with Warrant Officer



## Display and Salute of the Flag:

The flag of the United States is never to be dipped in salute or allowed to touch the ground. Torn flags should be burned privately. The flag should never be used as clothing, drapery, or on a vehicle. Nothing should be placed on the flag, and it must never be used in any form of advertising. When the flag is attached to a staff, the blue (union) is toward the staff and at the peak. When displayed horizontally or vertically, the flag should be flat with the union up and to the flag's own right (observer's left). When displayed over the middle of the street, the flag is suspended vertically with the union to the north in an east-west street or to the east in a north-south street.

To indicate mourning (funeral) the flag is at halfstaff. It is hoisted to the top before lowered to halfstaff. On Memorial Day, May 30th, the flag is displayed at halfstaff from sunrise until noon, then placed at full staff from noon to sunset. At a funeral, the flag is placed lengthwise on the casket with the union at the head and over the left shoulder of the deceased. The flag is not lowered into the grave.

In a procession with other flags, the flag of the United States is in the center and ahead and higher than the other flags. With only two (2) flags, the flag of the United States is at the right of itself (observer's left). When the flag of the United States is at crossed staffs, it is on its right (observer's left) crossed in front of the other flag.

In chapel, the flag of the United States is at the chaplain's right. The flag should be folded so that only the blue (union) is showing in a triangular shape with ends tucked in.

All service men salute the flag by the regular hand salute. Civilian men salute the flag by removing their hat and placing it over their heart. If they have no hat, they place their right hand over their heart. Civilian women salute the flag by placing their right hand over their heart.

## INTRODUCTION TO DRILL

### Chapter 4

The drill prescribed herein is designed for general use. Much discussion over trifles or failure to make appropriate adaptation indicates a failure to grasp the spirit of the regulations. Higher commanders should encourage subordinates to make minor adjustments without calling on higher authority for interpretation. Stress should be placed on precision in execution of the manual of arms and in marching in step with proper alignment. Precision inspires the military spirit more than to see or to be a part of a compact group moving in unison, confidently and at a measured cadence. Complicated procedure destroys this effect. Necessary adaptation should be simple and should not complicate the drill.

#### Purposes of Drill:

The purposes of drill are to:

- a) enable a commander to move his command from one place to another in an orderly manner and to provide simple formation from which dispositions for combat may be assumed readily.
- b) aid in disciplinary training by instilling habits of precision and response to the leader's orders.
- c) provide a means, through ceremonies, of enhancing the morale of troops, developing the spirit of cohesion, and giving interesting spectacles to the public.
- d) give junior officers and noncommissioned officers practice in commanding troops.

The following are the definitions of drill:

- a) alignment. A straight line on which several elements are formed.
- b) base. The element on which a movement is regulated.
- c) cadence. The uniform step and rhythm in marching.
- d) center. The middle point or element of a command.
- e) column. A formation in which the elements are placed one behind another.
- f) depth. The space from head to rear of any formation or of a position.
- g) distance. The space between elements in the direction of depth.
- h) doubletime. Cadence at the rate of 180 steps per minute.
- i) element. An individual, squad, section, platoon, company, or larger unit forming a part of still a larger unit.
- j) file. A column of individuals one behind the other.
- k) flank. The right or left of a command in line or in column.
- l) formation. Arrangement of the elements of a command in line, in column, or in any other prescribed manner.
- m) front. The space occupied by an element measured from one flank to the opposite flank.
- n) guide. An individual upon whom the command regulated its march.
- o) head. The leading element of a column.
- p) interval. Space laterally between elements of a body of troops.
- q) left. The left extremity of element of a body of troops.
- r) line. A formation in which the different elements are abreast of each other.
- s) mass formation. The formation of a company or larger unit in which the elements in column are abreast of each other at less than normal distances and intervals.
- t) pace. A step of 30 inches.
- u) rifle. As used in this book, an individual firearm such as a rifle.
- v) quick time. Cadence at the rate of 120 steps per minute.
- w) rank. A line of individuals placed side by side.
- x) right. The right extremity or element of a body of troops.
- y) step. The normal pace in marching.



Drills should be frequent and of short duration. Smartness and precision should be required in the execution of every detail. Any command the commander wants to revoke or begin again, the command, **AS YOU WERE**, is given.

#### General Rules for Guide:

Unless otherwise announced, the guide of an element of a company in column or line is right. To march with the guide rather than the prescribed method, the guide will give the command, **GUIDE RIGHT (LEFT, CENTER)**. The leading man in each file is responsible for the interval. The guide is responsible for the direction and cadence of march.

- a) when a platoon in line is given the command: **right, FACE**, the platoon guide will execute right face with the platoon, and immediately face to the right in marching and march to a position in front of the right squad leader, halt, and execute left face.
- b) with a platoon in column is given the command, column of files from the left, **MARCH**, the guide will, on the preparatory command, take position in front of the left file so that he will be at the head of the column.
- c) when a platoon in column is given the command, column of twos from the left, **MARCH**, the guide will, on the preparatory command, take position in front of the second file from the left so that he will be at the head of the right file of the column.

Partial changes of direction may be executed by the command, column half right (left), **MARCH**. Slight changes in direction are effected by the command, **INCLINE TO THE RIGHT (LEFT)**.

The following are the symbols used in this drill section:



Regimental Commander



Platoon Sergeant



Battalion Commander



Squad Leader



Company Commander



Assistant Squad Ldr.



Platoon Leader



Rifleman



Warrant Officer



Guidon Bearer



First Sergeant



Colors



Company Executive

## COMMANDS Chapter 5

A command is the direction of the commander expressed orally. Unless otherwise indicated, commands are given by the commander of the unit concerned. There are two kinds of commands:

- 1) the preparatory command, such as Forward, which indicates the movement that is to be executed.
- 2) the command of execution, such as MARCH, HALT, or AT EASE, which causes the desired movement, or halt, or element of the manual to be executed.
- 3) in certain commands, the preparatory command and the command of execution are combined, as for example: FALL IN, AT EASE, and REST.

Preparatory commands are indicated in this book by regular letters and those of execution by LARGE CAPITALS. Generally, when giving commands to troops, the commander faces them. When the platoon is part of a larger unit at drill or ceremonies, the leader turns his head toward the unit to give commands, but does not face about. Subordinate leaders repeat preparatory commands and give the proper new commands. If at a halt, the commands for movements involving marching, such as Column right, MARCH, are not prefaced by the command Forward.

### The command voice:

Proper execution of any command depends first on the voice in which it is given. A properly delivered command is loud and distinct enough to be clearly understood by every person in the unit. It is given with an inflection, a cadence, and a snap that inspires prompt, precise, simultaneous response. These qualities of loudness, distinctness, inflection, cadence, and snap are those which, properly used, enable a commander to obtain effective results with the minimum of effort and strain.

### Loudness:

The loudness or volume of a command should be proportioned to the number of men for whom it is intended and the distance it must carry. The commander normally places himself centrally and faces his unit so that his voice reaches the maximum number of men with approximately equal force. Under physical exertion is unnecessary and harmful. Do not use force to give the command. The best posture for giving commands with ease is at attention. All commands should come from the stomach, not the throat.

### Distinctness:

Distinctness depends on the proper use of the tongue, lips, and teeth to form the separate sounds of a word and on proper grouping of the sounds to form syllables. Indistinct commands cause confusion. This may be caused by laziness, or by trying to give the command too rapidly. Practice giving commands slowly and distinctly, prolonging the syllables and exaggerating the action of the lips, tongue, and jaw. Pronounce each word distinctly. For example, do not say "firsquad" for "first squad"

### Inflection:

Inflection is the rise and fall of the voice. It is used to avoid monotony and to gain emphasis. The preparatory command should be started near the natural pitch of the voice and should be spoken with a rising inflection. The command of execution should be in a pitch slightly higher than that of the last syllable of the preparatory command. The best exercise is to practice with the simple commands.

### Cadence:

The cadence should be adjusted to that of quick time, even though no marching is involved, as for instance, in the manual of arms. Giving commands in unison while marching at quick time is a good exercise for developing this cadence. The interval or pause between the preparatory command and the command of execution should be adapted to the size of the unit. It should be of uniform length for any given unit, so that everybody in the unit will know when to expect the command of execution and be prepared to respond instantaneously. For the squad or platoon, the best interval is that which allows the planting of one foot between the two commands---Forward---(step)---MARCH.

### Snap:

Snap is that extra quality in a command that demands instantaneous response. It expresses confidence, alertness, and decisiveness--in other words, complete control of one's self and the situation. To achieve it, the commander must be sure of his knowledge of the commands and of his power to voice them effectively. The erect posture, effortless breathing, resonance, clear enunciation, rising inflection, and quick cadence that contribute to the command voice all help to produce this snap.

### Mass Commands:

Mass commands are a way of instructing a cadet to give commands. The following is the proposed method for mass commands:

- |               |   |                                   |
|---------------|---|-----------------------------------|
| 1) instructor | - | 1. Call the platoon to attention, |
|               |   | 2. COMMAND                        |
| 2) cadet      | - | 1. Platoon,                       |
|               |   | 2. ATTENTION                      |

SCHOOL OF THE SOLDIER WITHOUT ARMS  
Chapter 6

General:

This chapter contains most of the individual positions and movements required in drill. These positions and the correct execution of the movements in every detail should be learned before proceeding to unit drill. Absolute precision is required in drills. The explanation of a movement that may be executed toward either flank is given in this chapter for only one flank. In other words, both "left" and "right" will not be given in the explanation of a movement. Only one or the other will be used.

Any marching movements may be executed in double time unless stated otherwise. When a movement is to be executed in double time from a halt or from quick time, the command DOUBLE TIME immediately precedes the command of execution. If the unit is already in double time, this command is not necessary.

Position of attention:

- a. Assume the position of attention on the command FALL IN or Squad (Platoon), ATTENTION.
- b. To come to attention, bring your heels together smartly on the same line. Hold them as near each other as the conformation of your body permits.
- c. Turn your feet out equally, forming an angle of 45°.
- d. Keep your legs straight without stiffening or locking your knees.
- e. Hold your body erect with your hips level, chest lifted and arched, and your shoulders square and even.
- f. Let your arms hang naturally along your sides with the backs of your hands outward, your fingers curled so that the tips of your thumbs touch the tips of your forefingers. Keep your thumbs along the seams of your trousers.
- g. Keep your head erect and hold it squarely to the front with your chin drawn in so that the axis of your head and neck is vertical. Look straight to the front.
- h. Rest the weight of your body equally on the heels and the balls of your feet.

Rests at the halt:

- a. The following rests are executed at the halt: parade rest, stand at---ease, at ease, rest, and fall out.
- b. At the command REST, of parade, REST, (given at attention only) move your left foot smartly 12 inches to the left of your right foot. Keep your legs straight so that the weight of your body rests equally on the heels and the balls of both feet. At the same time, let your arms hang naturally behind your back and below the belt line. Keep the fingers of both hands extended and joined; interlock your thumbs so that the palm of your right hand is outward. Hold your head and eyes as at the position of attention. Remain silent and do not move.
- c. At the command EASE, of stand at, EASE (given from the position of attention or from parade rest), execute parade rest as described above, but turn your head and eyes directly toward the commander or to the person who is speaking. This command is given to gain the undivided attention of the unit when it is in a rest position, without sacrificing a uniform appearance.
- d. At the command AT EASE keep your right foot in position. You may move, but must remain silent.
- e. At the command REST, keep one foot in place. You may talk and move.
- f. AT EASE and REST may be commanded from the position of attention, from each other, or from parade rest.

g. In resuming the position of attention from at ease, stand at ease, or rest, take the position of parade rest at the command Squad or Platoon; at the command ATTENTION, assume that position.

h. At the command FALL OUT, given from attention only, you may leave your position in the formation but remain in the immediate area. Resume your former place in the formation at the position of attention at the command FALL IN.

Facings at the halt:

Facings at the halt are executed in quick time.

a. Face to the Flank. The command is right (left), FACE. This is a two-count movement. At the command FACE, slightly raise your left heel and right toe, and turn 90° to the right on your right heel, assisted by a slight pressure on the ball of your left foot, in one count. Hold your left leg straight without stiffness. On the second count, place your left foot smartly beside your right foot, as at attention. Hold your arms as at attention when executing this movement.

b. Face to the Rear. The command is about, FACE. This is a two-count movement. At the command FACE, move the toe of your right foot to a position touching the ground one-half the length of your foot to the rear and slightly to the left of your left heel. This is the first count of the movement. Do not change the position of your left foot and keep your right leg straight without stiffness, resting most of the weight of your body on the heel of the left foot. On the second count, face to the rear, turning 180° to the right on your left heel and the ball of your right foot so that your feet are at attention when you complete the turn. Hold your arms as at attention when executing this movement.

Hand salute and eyes right:

a. For instructional purposes, the command is hand, SALUTE. This is a two-count movement. On the first count, raise your right hand and arm smartly, in the most direct manner, until the tip of your forefinger touches the lower part of your headdress. When not wearing a headdress, touch your forehead slightly above your right eye. Keep your fingers and thumb extended and joined, your forearm, wrist, and hand straight, and your upper arm horizontal. On the second count (ready, T.O), drop your hand and arm smartly in the most direct manner to your side as in the position of attention.

b. Eyes, RIGHT is a one-count movement. On the command RIGHT, turn your head and eyes smartly to the right on an angle of 45°, keeping your shoulders parallel to the front. On the command FRONT, of ready, FRONT, turn your head and eyes smartly to the front.

Steps and Marching:

a. When executed from a halt, all steps and marching except right step begin with the left foot.

b. For movements involving a turn while marching, both the preparatory command and the command of execution are completed on the left foot in the direction of the turn. Normally, for units no larger than a squad or platoon, the commands are given so that there is one step between the end of the preparatory command and the command of execution. For units larger than a platoon, time is allowed for the unit leaders to repeat the preparatory command or to give their supplementary command.



c. When instructing in marching, it is often helpful to have the soldiers count cadence. The instructor should count cadence as little as possible. The command Count Cadence, COUNT, is given as the left foot strikes the ground while marching at quick or double time. The soldiers take one more step and then count aloud for eight steps, One, Two, Three, Four, One, Two, Three, Four. The count should be vigorous and snappy. When the unit is further along in its training, it should be halted, when necessary, and marched forward again to get proper cadence. The soldier should develop a sense of rhythm rather than depending upon counting cadence.

#### Quick Time:

a. To march forward in quick time from a halt the command is Forward, MARCH. At the command, Forward, shift the weight of your body to your right leg without noticeable movement. At the command MARCH, step off smartly with your left foot and march straight forward with 30-inch steps without stiffness or exaggerating your movement. Swing your arms easily in their natural arcs, 9 inches straight to the front and 6 inches to the rear of the seams of your trousers. Keep your arms straight without stiffness, your fingers curled as in the position of attention and just clearing your trousers when swinging.

b. To halt from quick time, the command is Squad (Platoon), HALT, given as eight foot strikes the ground. At the command of execution, take one more step and then bring your rear foot alongside the stationary foot, as at the position of attention, halting in two counts.

#### To march in place:

a. To march in place at quick time, the command Mark Time, MARCH is given as eight foot strikes the ground while marching at quick time or at half step.

b. When marching at quick time or half step and the command Mark Time, MARCH is given, take one more step after the command of execution, plant the trailing foot alongside your stationary foot and march in place. Raise each foot alternately, approximately two inches off the ground, executing the movement in quick time. Allow your arms to swing naturally.

c. The command Forward, MARCH is given to resume marching with the 30-inch step. Take one more step in place and then step off with a full step. This command is given as either foot strikes the ground.

d. The halt from mark time is executed similarly to the halt from quick time.

#### Half step:

a. To march with a 15-inch step, the command Half Step, MARCH is given on either foot, and only while marching at quick time.

b. At the command MARCH, take one more 30-inch step, then take 15-inch steps in quick time. Allow your arms to swing naturally.

c. To resume the 30-inch step, the command and execution are similar to the movement from mark time.

d. The halt from the half step is similar to the halt from quick time.

e. While marching at the half step, no column or flanking movements can be executed.

#### Double time:

a. The command Double Time, MARCH is given from a half, or as either foot strikes the ground while marching at quick time.

b. When Double Time is given from a halt, shift the weight of your body to your left leg without noticeable movement. At the command MARCH, raise your forearms to a horizontal position, with your fingers and thumbs closed, knuckles out, and step off with your left foot. Continue to march with 36-inch steps in an easy jog at the cadence of double time. Let your arms swing naturally straight to the front and rear, but keep your forearms horizontal.

c. When marching at quick time, and the command Double Time, MARCH is given, take one more 30-inch step and step off with your trailing foot in double time as instructed in 'b' above.

d. To resume quick time from double time, the command is Quick Time, MARCH, as either foot strikes the ground. At the command of execution, take two more double-time steps, then resume quick time, dropping your arms at your side.

e. At the command HALT, when marching at double time, take two more double-time steps, then drop your arms and halt in two counts at quick time.

#### March in place:

a. To double time in place, the command is Place Double Time, MARCH is given while marching at double time, when either foot strikes the ground.

b. When marching at double time, at the command of execution, take two more steps in double time, then bring the trailing foot alongside and double time in place, raising your foot approximately six (6) inches off the ground.

c. To resume double time, the command Double Time, MARCH is given as either foot strikes the ground. At the command MARCH, take two more steps in place, then step off at double time with the 36-inch step.

d. The halt from in place double time is similar to the halt from double time in marching.

#### Side steps:

a. The command Right (Left) Step, MARCH is given only from the halt.

b. On the command MARCH, slightly bend your right knee and raise your right leg only high enough to allow freedom of movement. Place your right foot 12 inches to the right of the left foot, and then move your left foot, keeping your left leg straight, to a position alongside the right foot as in the position of attention. Continue this movement in quick time, keeping your arms by your sides, until the command HALT is given.

c. To halt from side step, the preparatory command (Squad, Platoon) is given when the heels are together, and the command of execution (HALT) when the heels are together the next time. The halt from the side step is executed in two counts. On the command HALT, take one more step with your right foot and place your left foot alongside the right in the position of attention.

#### To march backwards:

a. The command Backward, MARCH is given only from the halt.

b. At the command MARCH, take a 16-inch step to the rear with your left foot, and continue marching backward with 16-inch steps in quick time. Allow your arms to swing naturally.

c. The halt from backward march is executed in two counts, similarly to the halt from quick time, and may be given as either foot strikes the ground.

d. Backward march is executed only in quick time and for short distances.

#### To face in marching from a halt:

Facing in marching from a halt are important parts of the following movements: alignments; column left; close and extend while in line; take interval and assemble. For instructional purposes only, the command Face to the Right (Left) in marching, MARCH may be used to teach the individual to execute the movement properly. To execute the movement, pivot to the right or left on the ball of your right foot, and step off in the indicated direction with your left foot, beside the pivot and the step in one count and continue marching in the new direction.

#### To march to the rear:

a. The command Rear, MARCH is given as the right foot strikes the ground and only while marching in quick time.

b. At the command of execution, take one more step with your left foot, pivot on the balls of both feet, turning 180° to the right, and step off in the new direction. The pivot takes a full count. Hold your arms at your sides while executing the movement.

To change step:

a. The command Change Step, MARCH is given as the right foot strikes the ground while marching at quick time.

b. At the command of execution, take one more step with your left foot. Then, in one count, place your right toe near the heel of your left foot and then step off again with your left foot.

Rest movements while marching:

a. The command Route Step, MARCH or At Ease, MARCH are given on either foot when marching at quick time.

b. At the command MARCH of Route Step, MARCH take one more step and assume Route Step, MARCH. Neither silence nor cadence is required, but maintain the prescribed interval and distance.

c. At the command MARCH of At Ease, MARCH, take one more step and assume At Ease, MARCH. Cadence is not required, but maintain silence and the prescribed interval and distance.

d. The commands At Ease and Route Step, MARCH are given only from quick time or from each other. The unit must be called to attention before other commands may be given. The commander counts cadence for eight steps after calling the unit to attention.



SCHOOL OF THE SOLDIER WITH ARMS  
Chapter 7

General:

- a. Execute FALL IN with the rifle at order arms.
- b. Facing, alignments, and short-distance marching movements are normally executed from order arms. Side step, backward march, open and close ranks, and close and extend are short-distance movements. To march units forward for similar short distances, forward march also may be given from order arms. When these movements are commanded while at order arms, come automatically to trail arms on the command of execution for the movement. Return the rifle to order arms on halting.
- c. Before starting any other marching movement of armed troops, face the troops in the desired direction of march and then bring the weapons to right shoulder, port, or sling arms by the appropriate command. When a marching movement has been completed, and it is desired to execute a facing movement, first have the weapons brought to order arms or unsling arms and then give the command for the facing movement.
- d. When at a position other than sling arms, come to port arms for double time. When in formation, the commander gives the appropriate commands.

Rules for the rifle manual of arms:

- a. The term "at the balance" refers to a point on the rifle just forward of the trigger housing.
- b. With your left hand at the balance, hold the rifle by your thumb and fingers, including the sling in your grasp. Extend and join your fingers, forming a "U" with your thumb.
- c. The position of the rifle known as "diagonally across the body" is as follows: the barrel is up, the heel of the butt is on line with your right hip, and the barrel is at such an angle that one point of the barrel is in front of the juncture of your neck and left shoulder. Hold the rifle at a height which allows your right forearm to be horizontal when you grasp the small of the stock with your right hand. Grasp the rifle at the balance with your left hand as described in 'b' above, keeping your left elbow in at your side. The distance of the rifle from your body depends upon the conformation of your body, but it should be approximately 4 inches from your belt.
- d. The cadence for rifle movements is quick time, however, in early stages of instruction, precise execution is learned before acquiring the proper cadence.
- e. The manual for the rifle is taught to be executed while standing at the position of attention. To add interest to drill or less fatigue on long marches, movements between right and left shoulder, and port arms may be commanded when marching at attention in quick time. To move the rifle to the left shoulder from the right shoulder when marching, the command Left Shoulder, ARMS is given as the left foot strikes the ground. The first count of this movement is executed as the right foot strikes the ground and the left arm is moving forward in its natural arc. To move the rifle to the right shoulder from the left shoulder when marching, the command Right Shoulder, ARMS is given as the right foot strikes the ground. The first count of this movement is executed as the left foot strikes the ground and the right arm is moving forward in its natural arc.
- f. Any position of the manual of arms can be executed from another position, except inspection arms and trail arms, which must be executed from the position of order arms. Port arms is the only movement that may be commanded from inspection arms for this purpose.

## Order Arms

Order arms is the position of the soldier at attention with the rifle. It is assumed on the command Squad (Platoon), ATTENTION from any of the rest positions except fall out. Order arms is assumed on the command FALL IN and the command Order, ARMS from any position in the manual except inspection arms.

At order arms, maintain the position of attention except for your right arm and rifle. Place the butt of the rifle on the ground with the barrel to the rear and the toe of the rifle butt against your right shoe, on line with the front of your right shoe. Grasp the upper hand guard with your right hand in a "V" formed by your fingers extended and joined, and your thumb. Hold the tips of your index finger and thumb on line with the forward edge of the upper hand guard. Keep your right hand and arm behind the rifle so that your thumb is along your trouser seam.

### Rest positions with the rifle:

The rest positions with the rifle are commanded and executed as without arms, with the following exceptions and additions.

a. On the command Parade, REST keep the toe of the rifle butt on line with the front of your right shoe, and hold the rifle butt against your right shoe, and hold the rifle butt against your right shoe. Slide your right hand upward, regrasp the upper hand guard and straighten your right arm so the muzzle of the rifle is inclined toward the front. Place your left hand behind your back, just below the belt line, with your fingers and thumb extended and joined and your palm to the rear. Thrust the rifle out at the same time you move your left foot.

b. Execute Stand At, EASE with the rifle the same as parade rest with the rifle, but turn your head and eyes toward the commander.

c. On the command AT EASE or REST, keep your right foot in place. Hold the rifle as in parade rest, except that you may relax your arm slightly.

d. Advanced troops must be at attention at order arms port arms, stack arms, or unsling arms before FALL OUT may be given.

### Trail Arms:

a. The position of trail arms is executed on the command of execution of a march command when no other command precedes the preparatory command for the movement.

b. For instructional purposes, the command Trail, ARMS may be used to give the position at a halt. At the command ARMS, grasp the rifle with your right hand, with your fingers and thumb closed around the upper hand guard, your forearm and wrist straight and your elbow into your side. Raise the rifle butt three inches off the ground and incline the rifle forward at an angle of 30°. This movement is executed in one count.

c. At the command ARMS, of Order, ARMS lower the rifle to the ground with your right hand, steadying and guiding the rifle with your left hand between the stock and muzzle. When Trail, ARMS is commanded, hold the rifle at the trail until Order, ARMS is given.

### Right shoulder arms:

a. The command is Right Shoulder, ARMS.

b. This is a four count movement. At the command ARMS, raise the rifle diagonally across your body with your right hand, grasping it at the balance with your left hand so that the rifle is approximately 4 inches from your belt (count one). Hold your right elbow down without strain. On the second count, regrasp the rifle at the butt with your right hand, the heel of the butt between the first two fingers, thumb and fingers closed around the stock with the thumb and index finger touching. On the third count, place the rifle on your right shoulder with the rasp of your right hand unchanged.

Release your left hand from the balance and use it to guide the rifle to your shoulder by placing your left hand at the small of the stock, thumb and fingers extended and joined, palm toward your body, and the first joint of your left forefinger touching the rear of the receiver. Keep your left elbow down. On the fourth count, cut your left hand smartly back to its position by your side as at attention. At right shoulder arms, keep your right forearm horizontal and your right elbow against your side and on line with your back.

c. The return to order arms is a four count movement. On the command ARMS, press the rifle butt down quickly and move the rifle diagonally across your body, turning the butt so as to keep the barrel up. Grasp the rifle smartly at the balance with your left hand, retaining the grasp of your right hand on the butt (count one). On the second count, move your right hand up and across your body and grasp the upper hand guard, without moving the rifle. On the third count, release your left hand from the balance and lower the rifle to your right side with your right hand so that the butt of the rifle is 3 inches from the ground. Place your left hand on the rifle in the vicinity of the stacking swivel, fingers and thumb extended and joined, palm to the rear, to steady the rifle and hold the barrel vertical. On the fourth count, lower the rifle gently to the order with your right hand and cut your left hand smartly to your side.

#### Port Arms:

a. The command is Port, ARMS.

b. This is a two-count movement from order arms. The first count of the movement to port arms is the same as the first count from order to right shoulder arms. On the second count, regrasp the rifle with your right hand at the small of the stock, fingers and thumb closed around the stock. At port arms, keep your right forearm horizontal with your elbows in at your sides and hold the rifle diagonally across your body, approximately 4 inches from your belt.

c. Order arms from port arms is executed in three counts. At the command ARMS, move your right hand up and across your body and grasp the upper hand guard, without moving the rifle. The remaining two counts are the same as the last two counts to the movement from right shoulder to order arms.

d. Right shoulder arms from port arms is a three-count movement. On the first count, regrasp the rifle at the butt with your right hand as you would in coming to right shoulder from order arms. The last two counts are the same as the last two counts in moving from order to right shoulder arms.

e. Port arms from right shoulder arms is a two-count movement. The first count is the same as the first count from right shoulder to order arms. On the second count, regrasp the rifle with your right hand at the small of the stock in the position of port arms.

#### Left shoulder arms:

a. The command is Left Shoulder, ARMS. In coming to left shoulder arms from other positions of the manual, or in going to other positions in the manual from left shoulder arms, always execute port arms as part of the movement.

b. In coming to left shoulder from order arms, come to port arms in the first two counts. On the third count, place the rifle on your left shoulder with your right hand, keeping your right arm down; at the same time, regrasp the butt with your left hand in a manner similar to grasping the butt with your right hand in right shoulder arms. On the fourth count, cut your right hand smartly to your side. The position is similar to right shoulder arms.

c. Port arms from left shoulder arms is a two-count movement. On the first count, reach across your chest and grasp the small of the stock with your right hand, keeping your right elbow down. On the second count, carrying the rifle diagonally across your body with your right hand, and regrasp the balance with your left hand as in the position of port arms.

d. Order or right shoulder arms from left shoulder arms is a five-count movement. On the first two counts, bring the rifle to port arms. On the last three counts, go to order arms or right shoulder arms.



### Present Arms:

- a. The command is Present, ARMS.
- b. From order arms to present arms is a two-count movement. On the first count, carry the rifle to the center of your body with your right hand, keeping the barrel to the rear and vertical. Grasp the rifle and sling at the balance with your left hand, forearm horizontal, and elbow against your body. On the second count, grasp the small of the stock with your right hand. The distance of the rifle from your body depends upon the conformation of your body, but it should be approximately 4 inches from your belt.
- c. Order arms from present arms is a three-count movement. Execute the first count by smartly grasping the rifle between the upper sling swivel and stacking swivel with your right hand, keeping your right elbow in at your side. On the second count, lower the rifle with your hand, completing the second and third counts as in order arms from port arms.
- d. Port arms from present arms is executed in one count. Raise and twist the rifle with your right hand, moving the muzzle to the left, and regrab the rifle at the balance with your left hand.
- e. Present arms from port arms is executed in one count. Lower and twist the rifle with your right hand, moving the rifle to a vertical position, and regrab it at the balance with your left hand.
- f. Movements to and from present arms, from and to other positions in the manual (except order arms), are executed by first going through port arms.

### Inspection arms:

- a. The command is Inspection, ARMS. Inspection arms is a four-count movement, and is executed only from the position of order arms. On the first two counts, come to port arms.
- b. Seize the bolt handle with the thumb and forefinger of the right hand, turn the handle up, draw the bolt back, and lower the head and eyes sufficiently to glance into the magazine (third count). Having found the receiver empty or having emptied it, raise the head and eyes to the front (fourth count).
- c. Port ARMS is the only command that may be given from inspection arms. At the command ARMS, push bolt forward, turn handle down, pull the trigger, and regrab the small of the stock in the position of port arms.

### Rifle Salutes:

- a. This movement may be executed from order, trail, right shoulder arms, or left shoulder arms. For instructional purposes, the command Rifle, SALUTE may be used. The rifle salute is a two-count movement.
- b. When at order arms, on the first count, move your left arm across your body, and with your forearm and wrist straight, fingers and thumb extended and joined, palm down, touch the rifle with the first joint of your forefinger at a point between the stacking swivel and the muzzle. If not in ranks, turn your head and eyes toward the person or color saluted. On the second count, cut your left hand smartly away to your side and turn your head and eyes to the front.
- c. When saluting at trail arms, the movements are identical with those for saluting at order arms. However, hold the rifle in the trail arms position.
- d. At right shoulder arms, execute the movement by moving your left arm across your chest and touching the first joint of your forefinger to the rear of the receiver. Hold your left elbow so that the lower edge of your left forearm is horizontal. Hold your fingers, thumb, and wrist as described in 'b' above, with your palm down. The second count of the rifle salute at right shoulder arms is similar to the return from the rifle salute at order arms.
- e. At left shoulder arms, execute the movement by moving your right arm across your chest and touching the first joint of your forefinger to the rear of the receiver. Hold your right elbow so that the lower edge of your right forearm is horizontal. Hold the fingers, thumb, and wrist as described in 'b' above, with your palm down. The second count of the rifle salute at left shoulder arms is similar to the return from the rifle salute at right shoulder arms.

f. The next to the last count of right shoulder and order arms is not a rifle salute but is used for steadyin<sup>g</sup> the rifle. The rifle salutes are executed with the palm of your hand down and the side of the first joint of your forefinger touching the rifle.

#### Sling and unsling arms:

a. The command Sling, ARMS is given only from order arms. This movement is not executed in cadence. If the sling is not adjusted, at the command of execution, place the butt of the rifle on your right hip and cradle the rifle in the crook of your right arm. Adjust the sling with both hands and then sling the rifle on your right shoulder in the most convenient manner. When at sling arms, grasp the sling with your right hand, keep your right forearm horizontal, and hold the barrel of the rifle vertical. If the sling is already adjusted at the command ARMS, sling the rifle in the most convenient manner.

b. The command Unsling, ARMS is given only at the sling arms position. At the command of execution, unsling the rifle and bring it to order arms, steadyin<sup>g</sup> the rifle with your left hand.

c. Before precise movements of the manual may be executed the command Adjust, SLINGS is given. At the command SLINGS, tighten the sling from the position described in 'a' above.

d. To salute while at sling arms, on the command ARMS, of Present, ARMS, grasp the sling with your left hand to steady the rifle. Keep the palm of your left hand to the rear and your forearm horizontal. At the same time release the sling with your right hand and execute the first count of hand salute. At the command ARMS, of Order, ARMS, move your right hand and arm smartly to your side and then resume the original position of sling arms.

e. Execute parade rest and at ease while at sling arms in the manner prescribed for order arms, but keep the rifle slung, held with your right hand. When the command REST is given, you may unsling the rifle. At the preparatory command of Squad or Platoon, take the position of parade rest at sling arms.

COMPANY FORMATION  
Chapter 8

General:

- a. The training received in the squad and platoon drill phases is combined into the third phase---company drill.
- b. The company participates as a drill unit only in formations necessary for marches, drills, and ceremonies.
- c. A company consists of a company headquarters and two or more platoons. For dismounted drill and ceremonies, the company headquarters personnel are attached to the platoons to equalize the platoon strength without interfering with the permanent squad organization. Members of the company headquarters command group are formed for marches or special purposes at the head of the company, or as directed by the company commander.
- d. For road marches or prolonged periods of marching, the company headquarters group may march as a unit at the head of the column. When this is directed, a three-step distance between the headquarters group and the first platoon is maintained.

Posts for key personnel in company formations are as follows:

- (1) Company in line.
  - (a) Company commander. Twelve steps front and center of the company.
  - (b) Guidon bearer. One step to the rear and two steps to the left of the company commander.
  - (c) Platoon leaders. Six steps front and center of their platoons.
  - (d) Platoon guides. Normal interval to the right of the front rank sqd. ldr.
  - (e) Platoon sergeants. Left flank men in the rear sqd. of their platoons.
  - (f) First sergeant. Normal distance to the rear of the rear rank sqd. ldr. of the left center platoon (center platoon if a three-platoon formation).
  - (g) Executive officer. Normal distance to the rear of the left flank man of the rear rank of the right center platoon (right platoon if a three-platoon formation).
- (2) Company in column with platoons in column for drill purposes.
  - (a) Company commander. Three steps in front of the platoon leader or the leading platoon, or centered on the left flank of the company, three steps to the left of the left flank (as his presence is required).
  - (b) Guidon bearer. Three steps in front of the guide of the leading platoon.
  - (c) Platoon leaders. Normal distance in front of the sqd. ldr. of the left file sqd. in their platoons.
  - (d) Platoon guide. Normal distance in front of the sqd. ldr. of the right file sqd.
  - (e) Platoon sergeants. Normal distance to the rear of the last man in the right file in their platoons.
  - (f) Executive officer. Normal distance to the rear of the last man in the left file of the rearmost platoon.
  - (g) First sergeant. As the company commander directs.
- (3) Company in column with platoons in column for road marches.
  - (a) Company headquarters. Three steps in front of the leading platoon, formation as directed by the company commander.
  - (b) Company commander. Normal distance in front of the left front man of the company headquarters group.
  - (c) Guidon bearer. Normal distances in front of the right front man of the company headquarters group.
  - (d) All other personnel as outlined in 2 (two) above.

- (4) Company in column with platoons in line.
- (a) Company commander. Twelve steps front and center of the leading platoon.
  - (b) Guidon bearer. One step to the rear and two steps to the left of the company commander.
  - (c) Platoon leaders. Six steps front and center of their platoon.
  - (d) Platoon guide. Normal distance to the right of the front rank sqd. ldr.
  - (e) Platoon sergeants. Left flank man of the rear sqd. in their platoon.
  - (f) First sergeant. Normal distance to the rear of the sqd. ldr. of the rear rank of the rearmost platoon.
  - (g) Executive officer. Rear of the left file and one line with the first sgt.
- (5) Company mass at normal or close interval.
- (a) Company commander. Six steps front and center of the company.
  - (b) Guidon bearer. One step to the rear and two steps to the left of the company commander.
  - (c) Platoon leaders. Normal distance in front of the left file of their platoon.
  - (d) Platoon guides. Normal distance in front of the right file of the platoon.
  - (e) Platoon sergeants. Normal distance in rear of the rearmost man in the right file of their platoons.
  - (f) Executive officer. Normal distance in rear in the rearmost man of the left file of the right center platoon (right platoon if a three-platoon formation) on line with the first sergeant.
  - (g) First sergeant. In rear of the rearmost man of the right file of the left center platoon (center platoon if three-platoon formation) on line with the company executive officer.

When the company commander gives the order to open and close ranks, to align the company to stack and take arms, to close on the leading platoon, to dismiss the platoon, and to prepare for inspection, the movements are executed on the command of the platoon leaders and not on the order of the company commander. The order from the company commander describes the movement to be commanded by the platoon leaders.

To form the company:

- a. At the command FALL IN, the company forms in line of platoon in line with 3-step intervals between platoons. (fig. 1)
- b. The first sergeant normally forms the company. He posts himself nine 30-inch steps in front of the center and facing the line where the front rank of the company is to form and commands, FALL IN.
- c. The platoon sergeants take their posts so that the company will be centered on and at proper distance from the first sergeant. They face their platoons, and allow for three 30-inch steps between platoons.
- d. The platoon guides take their normal post relative to the platoon sergeant, and the platoons form in two or more ranks with normal intervals.
- e. With armed troops, the first sergeant and platoon sergeants are at right shoulder arms.
- f. The platoons are formed and the platoon sergeants receive the report from the sqd. ldr. Each platoon sergeant faces about after receiving the report from his sqd. ldr.
- g. The platoon sergeants are facing to the front, first sergeant commands REPORT. The platoon sergeants report in succession from right to left, "All present," "All present or accounted for" or "(so many) men absent." Salutes are exchanged.
- h. All platoons having reported, the first sergeant commands POSTS. The platoon sergeants face about, face to the half right in marching, and move to their posts by the most direct route.
- i. The first sergeant then faces about and reports to the company commander, "Sir, all present," "Sir, all present or accounted for," or "Sir, (so many) men absent." When his salute is returned, he faces about without command and moves directly to his post. The company commander is three steps from the first sergeant when the report is made, or 12 steps from the first rank of the company.



j. As the first sergeant faces about and moves to his post, the executive officer and platoon leaders take their posts. The platoon leaders move around the right flank of their respective platoons.

k. Men required to make a report, salute while reporting and holds the salute until it is returned. The person receiving the report does not return the salute until the report is completed.

l. On the command At Close Interval, FALL IN, the company forms with close interval between men, but the interval between platoons remains at 3 steps.

m. When the platoons are not organized into squads, the platoon sergeant commands, Inspection, ARMS; Port ARMS; Right Shoulder, ARMS, immediately after falling in, and calls the roll. Each man answers "Here" as his name is called, and comes to order arms.

To dismiss the company:

When the company is in line of platoons in line at attention, it is normally dismissed in either of the two following ways.

a. The company commander commands First Sergeant, DISMISS THE COMPANY. At the preparatory command First Sergeant, the first sergeant moves by the most direct route to a position three steps in front of the company commander and salutes. The company commander returns his salute and gives the command DISMISS THE COMPANY. Salutes are again exchanged. The company commander then falls out, and the executive officer and platoon leaders fall out at the same time. As the platoon leaders fall out, the platoon sergeants post themselves in front of their platoons. The first sergeant faces about and commands DISMISS YOUR PLATOONS. The platoon sergeants salute. When the salute is returned, they face about and dismiss their platoons by the commands Inspection ARMS; Port, ARMS; DISMISSED.

b. The company commander gives DISMISS YOUR PLATOONS. The platoon leaders salute. The company commander returns their salute and he, the executive officer, and the first sergeant fall out. The platoon leaders then face about and command Platoon Sergeant, DISMISS THE PLATOON. At the preparatory command, each platoon sergeant posts himself three steps in front of his platoon leader and salutes. The platoon leader returns the salute and gives the command of execution, DISMISS THE PLATOON. Salutes are again exchanged and the platoon leader falls out. The platoon sergeant then faces about and dismisses the platoon described in 'a' above.

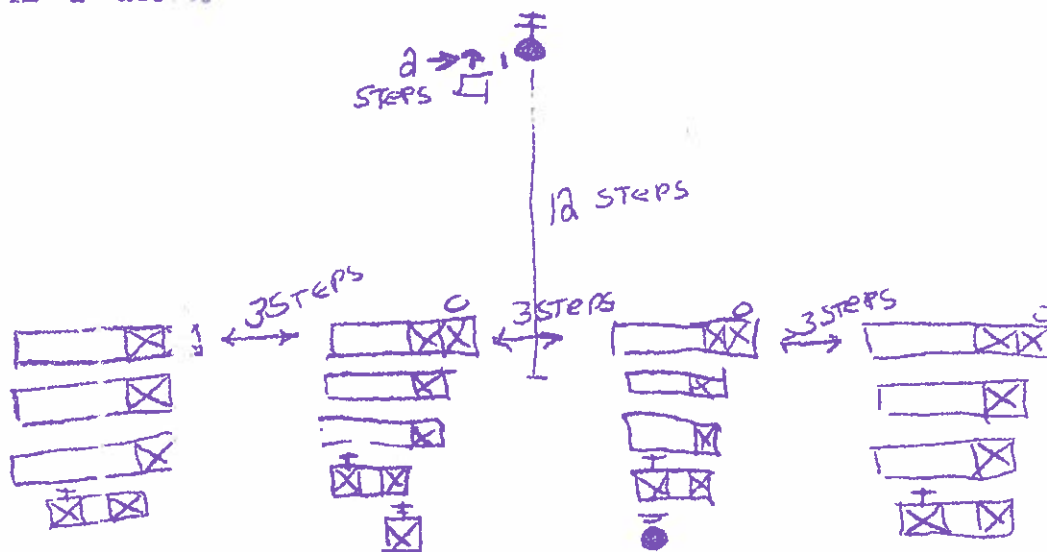


Figure 1. Rifle Company in Line with Platoons in Line



BATTALION FORMATION  
Chapter 9

To form in line with companies in line (for ceremonies):

a. Before the ceremonies, the adjutant sees that the battalion position on the parade ground is marked with as many flags and markings as are needed. One flag is placed on each flank of the line on which the battalion is to form. The adjutant takes his initial post for the ceremony six steps to the right of the right flank marker facing down the line.

b. When a band is to participate in the ceremonies, the adjutant prearranges a signal or a specific time for adjutant's call to be sounded. The left flank man of the band is 12 steps to the right of the right flank marker as shown in figure 2, and 6 steps to the right of the adjutant. (fig. 2 on next page)

c. Companies are marched in column of threes (fours), from the left flank of the battalion position so as to arrive successively at a position parallel to and in rear of the line. The command of execution for their movement is so timed that they will step off at the first note of music following adjutant's call. The line of march is far enough from the line on which the battalion is to form to permit alinement of the guides of the right company by the adjutant. As each company arrives in rear of its position, it is halted and faced to the left. The company commander then commands GUIDES ON LINE. At this command, the guides of each platoon double time at port arms to their positions on the line of flags (final line), come to order arms, and execute right face to face the adjutant. The adjutant alines the guides of the right company; the guides of the other companies cover the guides already on the line. As soon as the guides have established themselves on the line, the company is moved to the line of guides. The company commander halts the company so the right man of the front rank halts with his chest approximately six inches from the guide's right arm. If the company is at right shoulder arms, the company commander gives Order, ARMS. The company is then alined. On the command Dress, Right, DRESS, the right man of the front rank moves forward until his chest touches the guide's right arm.

d. When the units have reached their position on the line, the band stops playing. The adjutant then move by the most direct route to a position midway between the line of company commanders and the battalion commander. He halts and faces the battalion.

e. When all units are dressed, the adjutant commands Guides, POST. At this command, the guides move to their positions in ranks by taking one step forward, executing a face to the right while marching, advancing the right foot one step and bringing the left foot alonglike the right foot. They then face about.

f. The adjutant the commander Present, ARMS. faces the battalion commander, salutes, and reports, "Sir, the battalion is formed."

g. The battalion commander returns the salute and orders, "Take your post, sir." The adjutant passes to the battalion commander's right and takes his post on line with the staff. The battalion commander then commands Order, ARMS. He may then command several movements in the manual of arms.

h. The commander of troops may direct a ready line to be established in rear of the final line. These lines are approximately 30-yards apart. This permits the commanders to form their units on the ready line in the same formation as on the final line, prior to the adjutant's call. When adjutant's call has been sounded, first the guides and then the troops are moved to the final line on the commands of their commanders, from right to left. The ready line may be used for any formation.

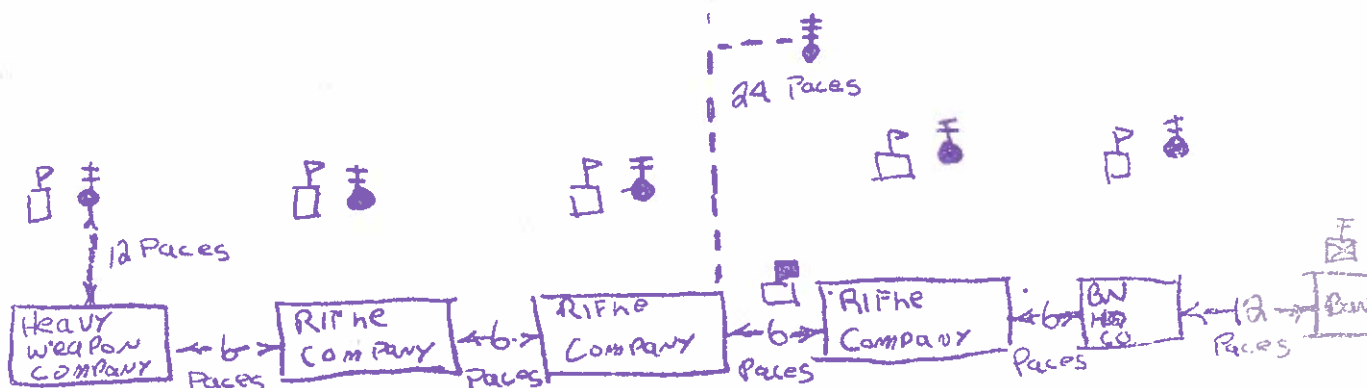


Figure 2. Battalion in Line with Companies in Line

## COMPANY INSPECTION Chapter 10

### General:

The company is the basic unit for inspection. Battalion, regimental, and higher commanders or inspecting officers inspect each company in its own area, or have it march to a designated place at a specified time for inspection. Under special conditions, an entire battalion or regiment is formed and inspected in one large formation.

### Company inspection:

a. Formation. The company forms in line of platoons in line or in column of platoons in line. When transportation is included in the formation, it forms in line 5 yards to the rear or as directed. The drivers remain with their vehicles. Transportation is inspected separately from the foot elements, or as directed.

#### b. Procedure:

(1) The company commander commands PREPARE FOR INSPECTION. At this command, platoon leaders command Open Ranks, MARCH. After verification of the alignment, the platoon leaders march three steps in front of their platoons, halt, face to the left and command, Ready, FRONT. After this movement has been completed, the platoon leaders take one step forward, halt, face to the right and await the inspection officer.

(2) Ranks having been opened, the company commander commands AT EASE. The company commander then inspects the company. During the inspection, officers, non-commissioned officers, and guidon bearers not in ranks come to attention at order arms as the inspecting officer approaches. As soon as inspected, they resume the position of at ease. The company commander may direct the executive officer or the first sergeant to join him and take notes during the inspection. When so directed, the executive officer or first sergeant places himself to the left rear of the company commander and accompanies him throughout the inspection. The inspecting officer, beginning at the head of the column or right of the line, makes a minute inspection of the arms, equipment, dress, and appearance of the men. As he approaches each platoon, its leader brings the platoon to attention and salutes. As soon as inspected, the platoon leader places himself to the right rear of the company commander and accompanies him throughout the inspection the platoon.

(3) The inspection is made from right to left in front of from left to right in rear of each rank.

(4) The inspecting officer moves from man to man by facing in marching to the right, taking two short snappy steps so as to position himself in front of the man to be inspected. He then executes a left face, facing the man.

(5) Each man individually executes inspection arms when the company commander is directly in front of and facing him. This enables the company commander to observe the manual of the person being inspected.

(6) To inspect a rifle, the company commander takes the rifle with his right hand by grasping it at the upper hand guard just above the upper sling swivel. As soon as the rifle has been grasped, the individual being inspected releases the rifle and lowers his arms and hands smartly to his side as in the position of attention. A suggested method of inspection that insures smartness, snap, precision, and a thorough inspection is as follows: Lower the rifle with your right hand, keeping the barrel to your right, and place the thumb of your left hand on the forward portion of the follower and glance into the barrel. The thumb nail will reflect adequate light for the barrel and chamber inspection. After completing the barrel inspection, grasp the small of the stock with your left hand and raise the rifle to a position in front of your body, forearms horizontal, barrel up and muzzle to your right. Move the rifle to your right, keeping the barrel horizontal, and inspect the upper portion of the rifle beginning with the front sight and working to the heel of the butt. To inspect the lower portion of the rifle, release your left hand from the small of the stock, and regrab the rifle with your left hand just forward of the receiver on the lower hand guard. Immediately rotate the rifle to the left, regrabbing it at the small of the stock with your right hand, palm up. The barrel is down and horizontal. Start this portion of the inspection at the toe of the butt and work left to the gas cylinder lock. As you complete the inspection, release your right hand from the small of the stock. Regrab the rifle with your right hand at the upper hand guard in the original manner. Return the rifle to the individual in the same position from which it was taken. The soldier takes the rifle with his left hand at the balance, immediately closes the bolt, pulls the trigger and executes order arms.

(7) When the rifle is inspected without handling, each man remains at inspection arms until the company commander has moved to a position in front of and facing the next man in line. He then comes to order arms. When the last man in the line has been inspected, he comes to order arms when the company commander has moved to his rear.

(8) The men armed with the automatic rifle, carbine, and pistol execute inspection arms as prescribed in the manual for their weapon. They resume their original positions after their weapons have been inspected, as outlined above.

(9) On completion of the inspection, the platoon leader salutes the company commander upon his departure. The platoon leader then takes his post three steps in front of the guide, faces down the line and commands, Close Ranks, MARCH. When the ranks have been closed, he moves to a position six steps in front and center of his platoon, faces the platoon, and commands AT EASE. He then executes about face and assumes the at ease position.

(10) The company commander may direct the platoon leaders to make a detailed inspection of the arms or other equipment of the men of the platoon.

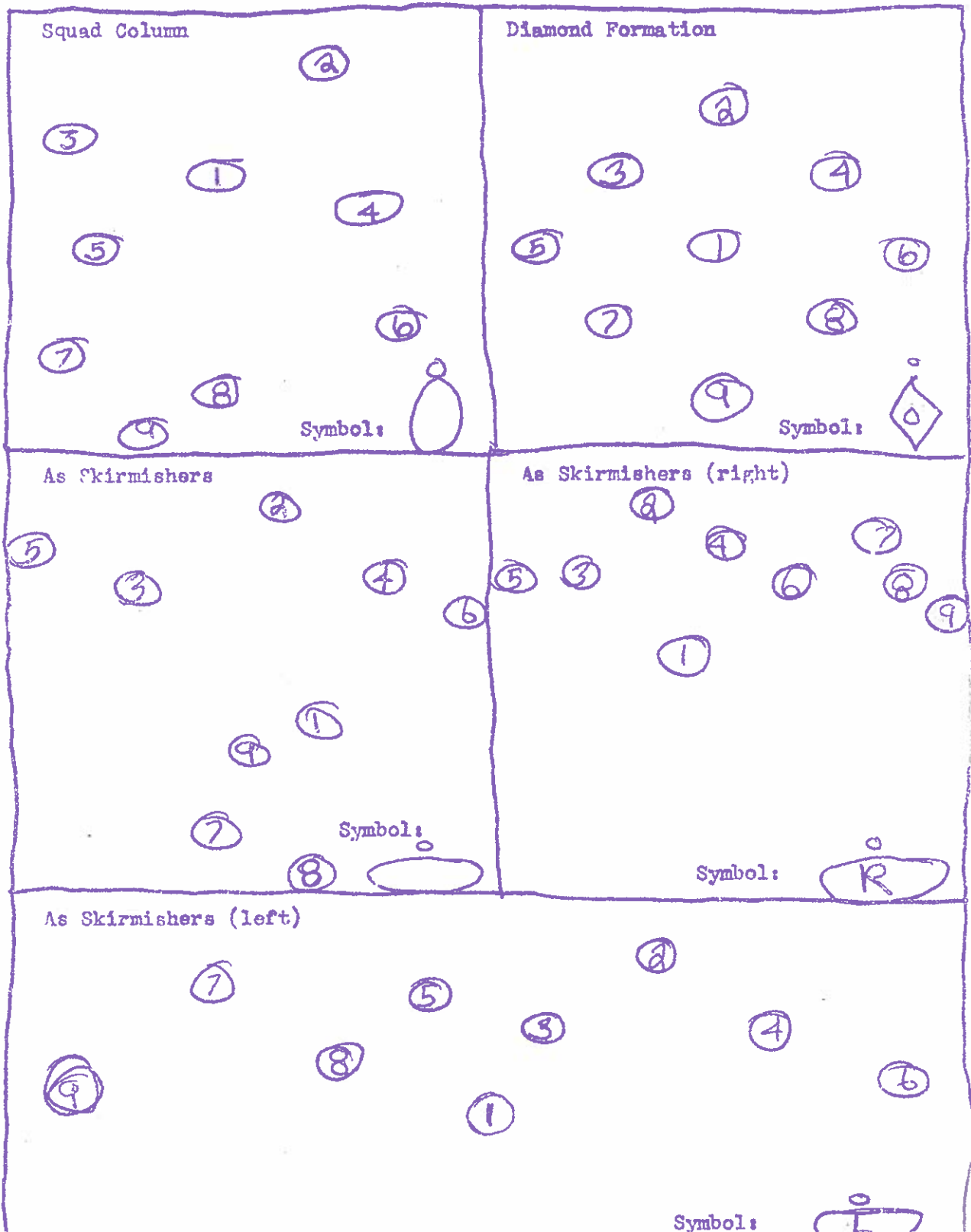
(11) When the company is inspected by an officer of a higher command, the company commander, on the approach of the inspecting officer, commands Company, ATTENTION. He then faces to the front, salutes and reports by saying "SIR, CAPTAIN JONES reports A Company ready for inspection." The same procedure as outlined above is followed, substituting the works inspecting officer for company commander and company commander for company executive officer and first sergeant.

(12) During the inspection, squads and platoons are given at ease only when directed by the inspecting officer. The command is given by the unit leaders.

# COMBAT FORMATIONS

## Chapter 11

The purpose of combat formations is to enable a group of men to attack and/or defend themselves properly and efficiently. The following are the squad formations.



## SIGNALS Chapter 12

### General Arm-and-Hand Signals:

Attention-Move hand above head rapidly from side to side.

Ready-Extend the arm <sup>0</sup>toward the leader or individual for whom the signal is intended, hand raised fingers extended and jointed, palm toward the leader.

Forward-Face and move in the direction of march; at the same time, extend the hand vertically to the full extent of the arm and hold it in that position until the signal is understood.

Down; Take Cover-Turn toward the unit or group and raise the hand, palm down, in front of the elbow, forearm horizontal; thrust the hand and forearm downward about 12 inches and return to original position.

Double Time; Increase Speed; Rush-Carry the hand to the shoulder, first closed; rapidly thrust the first upward vertically to the full extent of the arm and back to the shoulder several times.

Quick Time; Decrease Speed; Walk-Raise the elbow to a position above and to the right(left) of the shoulder and extend the forearm to the right(left), hand above the head, palm to the front.

Change Direction-Carry the hand that is on the side toward the new direction across the body to the opposite shoulder and, with the palm turned in the direction of the change, swing the forearm in a horizontal arc, extending the arm and hand to point in the new direction.

Action-Thrust the first several times in the direction toward which it is desired to go into action.

Out of Action-Strike the closed first of one and rapidly several times against the open palm of the other.

Join Me; Follow Me-Point toward the person(s) desired, and beckon them to you.

Cover our Advance-Repeatedly strike top of helmet with open hand.

Squad-Extend one arm toward the squad leader, palm of the hand down; distinctly move the hand up and down several times, holding the arm steady.

Section-Extend one arm toward the section leader, palm off and down, and describe large vertical circles.

Platoon-Extend both arms toward the leader(s) for whom the signal is intended and describe large vertical circles.

Column-Extend arm horizontally straight to front, palm down; then drop it smartly to the side.

Diamond Formation-Raise both arms over the head, elbows slightly bent and palms joined.



Skirmishers AR Team Right (LEFT)-Raise both arms laterally until horizontal; swing arm, on side toward which AR team is to move, upward until vertical and back immediately to the horizontal position; repeat movement several times; hold the other arm steadily in the horizontal position until signal is completed.

Edge-Extend both arms downward and to the side at an angle of  $45^{\circ}$  below the horizontal.

Vee-Extend both arms upward and to the side at an angle of  $45^{\circ}$  above the horizontal.

Echelon Right (left)-Extend the arm, on the side toward which the column is to be echeloned, upward to the side at an angle of  $45^{\circ}$  above the horizontal.

Tactical Column-Extend both arms horizontally straight to the front, palms down, then let them drop smartly to the sides.

Assemble-Raise the hand vertically to the full extent of the arm, fingers extended and joined, and describe large horizontal circles with the hand and arm.

Enemy in Sight-Hold the rifle horizontal above the head with the arms extended.

Range or Battle Sight-Extend the arm fully toward the leader or men for whom the signal is intended, with the first closed.

Commence Firing-Extend the arm and hand waist high in front of the body to their full extent, palm of the hand down; move them several times through a wide horizontal arc.

Elevate; Depress-Extend one arm toward the gunner(s) concerned, with the palm of the hand toward the ground. Move the hand in a short upward (downward) movement by flexing it at the wrist, exposing one finger for each hit the gun is to be elevated (depressed).

Fire One Round-Face the gunner for whom the signal is intended, and extend one arm above the head. Cut the arm sharply downward.

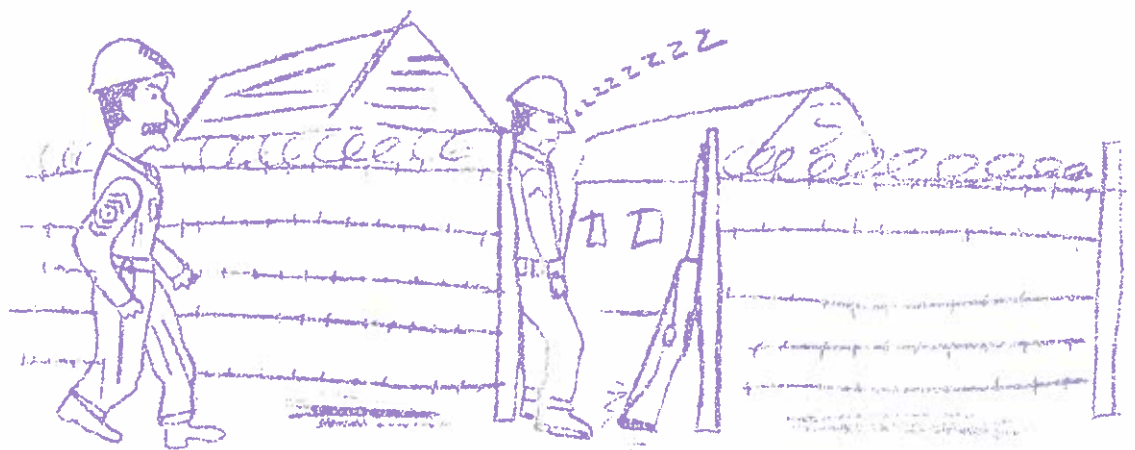
Cease Firing-Raise the hand in front of the forehead, palm to the front, and swing it and the forearm up and down several times in front of the face.

Fix Bayonets-Simulate the movement of the right hand in removing a bayonet from its scabbard and fixing it on a rifle.

Mount; Load Trucks; On Carts-Extend the arm horizontally to the side, palm up, and wave it upward several times.

Dismount; Off Cars; Unload Trucks-Extend the arm horizontally to the side, palm down, and wave it downward several times.

INTERIOD GUARD DUTY



"Pvt. Jones.....!!"

F. Xeilie

INTRODUCTION  
Chapter 1

The purpose of interior guard duty is to preserve safety and security of all public property and buildings within its post. Its duties are to preserve order, protect property, and enforce police regulations. Some of the definitions are as follows:

- 1) post. when used other than in the sense of a sentinel's post, it will be used to include a garrison, station, camp or bivouac.
- 2) company. whenever this term is used, it will mean a troop, battery, or similarly organized unit.
- 3) guardhouse. whenever this term is used, it will mean a guard tent or any other designated location for the guard.
- 4) commanding officer. whenever this term is used, it will mean the commanding officer of a post, station, or garrison.
- 5) challenge. whenever this term is used, it will mean a word or distinctive sound used to cause an unidentified person or party to halt and be identified. Always use the word HALT for the first challenge then the secret word.
- 6) password. whenever this term is used, it will mean a word or distinctive sound used as an answer to a secret challenge, which identifies the person or party desiring to enter or pass. The password is always secret.

The proper method of challenging is as follows:

sentinel---HALT, who is there?  
person---(gives name and rank)  
sentinel---advance on and be recognized  
person---(advances with identification) if not.....  
sentinel---calls: CORPORAL OF THE GUARD, POST # 5, and defends himself if necessary.

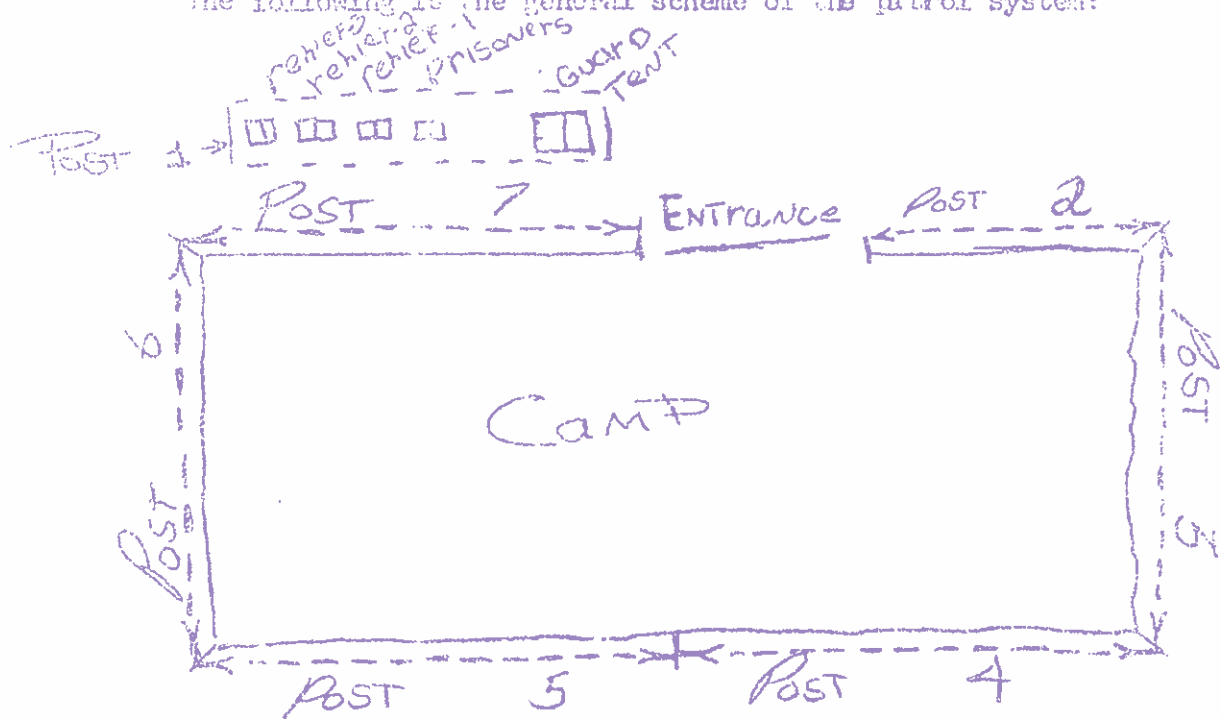
Posting systems:

The following are the two different types of posting systems for interior guard duty:

- 1) Patrol system- This system consists of two groups: the patrol and a reserve. Certain key men should stay on guard while others are changed over a period of time. The daily tour for each guard is from 6 to 8 hours. However this time may be reduced upon request of the proper commander. Each relief is inspected before going on duty. The reserve is maintained at the guardhouse.



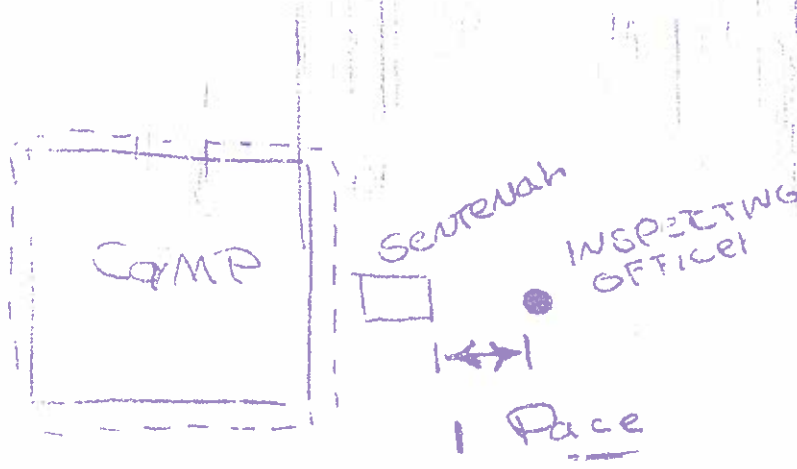
The following is the general scheme of the patrol system:



2) Fixed Post system- this system is more formal than the other and involves more men over a period of time, as the guard is changed every 24 hours. In this system, each post is stationary and the posts are a lot closer to each other as there is no movement. The duties for the non-commissioned officer in charge of either the Patrol or Fixed Post System are as follows:

- He will promptly report to the commanding officer any violations of orders.
- He will answer the sentinels calls promptly.
- In case of fire, he will give the alarm.
- Whenever he leaves his guard, he will post capable member to it.

The following are the positions of the sentinial & inspecting officer when the sentinial is inspecting on his post:



DUTIES OF OFFICERS, NON-COM, AND PRIVATES OF THE GUARD  
Chapter 2

1) Commanding Officer:

He selects the guard, prescribes the regulations, and makes sure that the guard is functioning properly.

2) Officer of the Day:

He is responsible for the proper performance of duty. He does not command the guard, he just supervises.

3) Commander of the Guard:

He is responsible for the discipline and instruction of the guard. He also receives and obeys all orders from the Commanding Officer and Officer of the Day. He is the officer who inspects the guard, when necessary.

4) Sergeant of the Guard:

He has supervision over all non-coms of the guard, is responsible for all property, lists all articles checked out for the guard, forms the guard, and has charge of all prisoners. He also is responsible for the proper guard of the guardhouse and he keeps the keys to the prisoners tent.

5) Corporal of the Guard:

He has the job of receiving and obeying all orders from all of his superiors. He is the person who assigns the sentinels their posts, makes up the list of sentinels, and instructs them.

6) Privates of the Guard:

The privates of the guard are assigned to the different posts as a sentinel. All privates must know the 11 general orders thoroughly, as well as all other personnel. The privates of the guard must also abide by the following orders relating to his post:

- a) allow no prisoners to escape.
- b) allow no one to communicate with the prisoners without authority from a superior.
- c) challenge any person or party in the same manner as other sentinels.
- d) call the corporal of the guard in case of fire and disorder or any disorderly persons.
- e) learn, apply, and obey all of the 11 general orders.

ORDERS  
Chapter 3

Classes:

Orders for sentinels are of two classes:

- a) general orders applying to all sentinels
- b) special orders applying to particular posts and duties

Special Orders:

The number, limits, and extent of his post will constitute part of the special orders of a sentinel. The limits of his post will be so defined as to include every place to which he is required to go in the performance of his duties.

General Orders:

Every cadet must know the 11 general orders which are listed below.

- 1) To be in charge of this post and all government property in view.
- 2) To walk my post in a military manner, keeping always on the alert and observe in everything that takes place within sight or hearing.
- 3) To report all violations of orders I am instructed to enforce.
- 4) To repeat all calls from posts more distant from the guard house than my own.
- 5) To quit my post only when properly relieved.
- 6) To receive, obey, and pass on to the sentinel who relieves me, all orders from the commanding officer, officer of the day, and all officers and noncommissioned officers of the guard only.
- 7) To talk to no one except in the line of duty.
- 8) To give the alarm in case of fire or disorder.
- 9) To call the corporal of the guard in any case not covered by instructions.
- 10) To salute all officers, and all colors and standards not raised.
- 11) To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

G. O. No. 1:

To be in charge of this post and all government property in view. A sentinel will report immediately to the corporal of the guard every unusual or suspicious occurrence noted. He will arrest all suspicious-looking persons and all persons involved in a disorder occurring on or near his post. He should be always on the alert.

G. O. No. 2:

To talk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.  
A sentinel is not required to patrol his post in any prescribed manner, but he must be constantly alert observing everything that takes place within his sight or hearing.

G. O. No. 3:

To report all violations of orders I am instructed to enforce.  
A sentinel will report a violation of orders at the first opportunity. He will arrest the offender, if necessary.

G. O. No. 4:

To repeat all calls from posts more distant from the guardhouse than my own.  
To call the corporal of the guard for any purpose other than fire or disorder a sentinel will call, "Corporal of the guard, Post No. 3."

G. O. No. 5:

To quit my post only when properly relieved.  
If relief becomes necessary by reason of sickness or other cause, a sentinel will call, "Corporal of the guard, Post No. 3, relief." or communicate by telephone if one is available. Sentinels will leave their posts for meals as specifically directed by the commanding officer. If a sentinel is not relieved by the new sentinel at the expiration of his tour, the old sentinel will not abandon his post, but will call the corporal of the guard.

G. O. No. 6:

To receive, obey, and pass on to the sentinel who relieves me, all orders from the commanding officer, officer of the day, and all officers and noncommissioned officers of the guard only.  
During his tour of duty, a sentinel is subject to the orders of the commanding officer, officer of the day, and all officers and noncommissioned officers of the guard only; but any officer is authorized to investigate apparent violations of regulations by members of the guard.

G. O. No. 7:

To talk to no one except in the line of duty.  
When persons make proper inquiries of a sentinel, courteous answers should be given. When challenging or holding conversation with any person, a sentinel armed with a rifle will take the position of port arms.

G. O. No. 8:

To give the alarm in case of fire or disorder.  
In case of fire, the sentinel will immediately call, "Fire, Post No. 3." and give an alarm or make certain that an alarm has already been given. He will then take the necessary action to direct the responding fire apparatus to the fire. If possible, the sentinel will extinguish the fire. As soon as practicable the sentinel will notify the guardhouse of his action. Sentinels shall immediately transmit to the guardhouse information of any disorder and will take proper police action with regard thereto.

G. O. No. 9:

To call the corporal of the guard in any case not covered by instructions. If any difficulty comes up of which the sentinel is in doubt, or which he cannot handle himself, he calls the corporal of the guard. If he is on Post 5, for example, he calls, "Corporal of the guard, Post No. 5."

G. O. No. 10:

To salute all officers and all colors and standards not cased. Sentinels render salutes as follows:

- a. sentinels posted with a rifle salute by presenting arms.
- b. during hours for challenging, the first salute is rendered as soon as the officer has been recognized and advanced.
- c. a sentinel in conversation with an officer does not interrupt the conversation to salute another officer, but if the officer with whom the sentinel is conversing salutes a senior officer, the sentinel also salutes.
- d. a sentinel on post or a guard on duty salutes whether outdoors or indoors.
- e. no salute is rendered by a guard when saluting would interfere with the proper performance of his duty.

Persons entitled to the salute are commissioned officers (both male and female) of the Army, Navy, Marine Corps, Air Force, and the Coast Guard; all female personnel in grades corresponding to those of commissioned officers; and commissioned officers of Allied nations.

The saluting distance should not exceed 30 paces. The salute is rendered when the person to be saluted is 6 paces distance. Hold the salute until the person saluted has passed or the salute is returned. The salute is rendered but once if the senior remains in the immediate vicinity and no conversation takes place. If a conversation takes place, the junior again salutes the senior upon departing or when the senior departs.

When the flag is being lowered at retreat, a sentinel on post, not engaged in the performance of his duty, stands at attention at the first note of the "National Anthem" and renders the prescribed salute. Normally, he faces toward the flag while saluting, but he may face in another direction if the duty in which he is engaged requires it. At the last note of music he resumes walking his post.

G. O. No. 11:

To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

During challenging hours, if a sentinel sees any person or party on or near his post, he will advance quickly along his post toward such person or party, and when within about 30 paces will challenge sharply, "HALT, WHO IS THERE?" The sentinel ordinarily continues to advance while challenging, but he may halt if circumstances require. After challenging, he places himself in a steady position from which he may act quickly, if possible. The sentinel should require the challenged person or one of the party to advance toward a light, or any other desired area. The sentinel should always allow only one person to advance, since there is always the possibility of being rushed. The sentinel must satisfy himself beyond a reasonable doubt that the person or party challenged are what they represent themselves to be and have a right to pass. If he is not satisfied, he should call the corporal of the guard. When a secret challenge and pass word are used, the secret challenge is given after the person has been advanced to be recognized as prescribed above. The secret challenge and password should be given in a low tone so as not to be overheard by others. A sentinel must never allow himself to be surprised, or permit two parties to advance upon him at the same time.



### Inspection of a Sentinel:

While being inspected, a sentinel faces the inspector at an oblique, with his rifle at port arms. He still must be on the alert for happenings in the vicinity of his post, even though he is being inspected. He should face in the direction which will be enable him to see all that is going on, unless the inspecting officer otherwise directs.

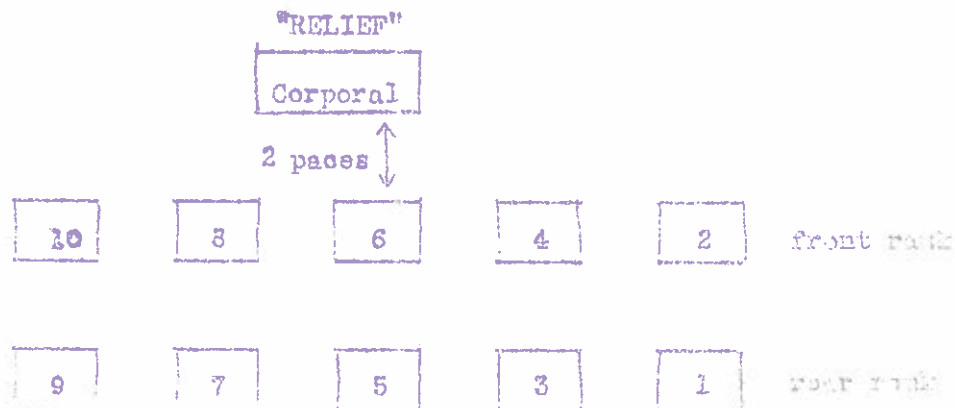
## FORMATIONS Chapter 4

### Forming the Guard:

At all formations the guard forms under arms. When directed to turn out, the guard is formed and the inspection is conducted as prescribed in regulations for inspection of a company or platoon. The post of the senior noncommissioned officer, if commander of the guard, is the same as in the case of an officer. If not commander of the guard, it is in the line of file closer and in rear of the right file of the guard. The next in rank is right guide, the next left guide, the other in line of file closer, each corporal being usually in rear of his relief. The reliefs form in numerical order right to left. At night the roll may be called by reliefs and numbers instead of names. Thus, the first relief being on post; "Second relief, corporal; No. 1; No. 2; etc. Third relief, corporal; No. 1; No. 2; etc." If the sergeant is also the commander, he forms the guard as sergeant of the guard and then takes his post and proceeds as commander of the guard.

### The Posting of Reliefs when Patrol System is Employed:

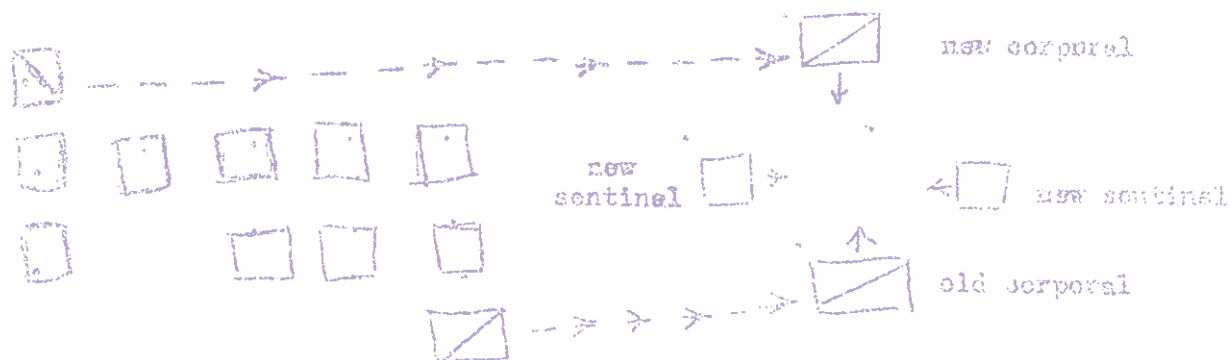
At an appropriate time before sentinels are due to go on post, the corporal inspects them, checks their appearance, fitness for duty, condition of arms if carried, issues ammunition if required, and assures himself that they understand their instructions. When the relief is large, it may be more convenient to form the relief, call roll, and inspect the sentinels in ranks. The corporal then reports to the commander of the guard that his relief is ready to be posted, or, if so directed, sends the sentinels to their posts without so reporting. The corporal sends his sentinels to their posts by the direct order, "Private Jones, Private Smith, take your posts," or if the roll has been called, "Take your posts." Each sentinel will then proceed to his post. One sentinel relieves another by inspection at a particular point at a prearranged time. The following is a diagram showing the number system when forming a relief:



To Forward Post a Relief, Using a Fixed Line of Sentinels:

The corporal keeps the same number they go to in the Patrol System. However, instead of letting the sentinels go to their separate posts on their own, the corporal makes the relief team. He goes to each post and posts the new sentinel while he picks up the old sentinel. The following is the formation used in moving the new sentinels and picking up the old sentinels: (During this time, the old sentinel relays any orders he is supposed to, to the new sentinel according to the sixth general order.)

### "RELIEF"



The procedure is as follows:

(the relief approaches the sentinel)

sentinel: HALT! WHO IS THERE?

corporal to relief: 1. relief, 2. HALT.

corporal to sentinel: relief.

sentinel: advance one to be recognized.

(corporal advances and is recognized)

sentinel: advance relief.

corporal to relief: 1. forward, 2. MARCH, and when at 6 paces: 1. relief, 2. HALT. (then all the veterans take their posts as shown above)

The corporal of the word is reminded to assign the number of each man to the correct corresponding number of his post as to avoid confusion.

FIRST AID



"Medio! Medio!"

F. Zeillemaker

## FIRST AID AND HYGIENE

### HEALTH OF THE ARMY

#### Chapter 1

The best way a person can help himself, is to learn all about first aid and hygiene. This chapter is about the training of first aid and hygiene, however, even though the Cadet can read and study this section, he must apply it to gain knowledge. This pertains to any subject. In the Army, the Medical Department is in charge of the health of the command as a whole. The health of a person depends upon himself and his commanders. Sanitation of a unit is accomplished by the Corps of Engineers. This organization actually plans, constructs, and maintains all waste disposal facilities, and controls the insect and rodent problems.

### PERSONAL HYGIENE

#### Chapter 2

Personal hygiene refers to measures taken by the individual to help him keep his body physically fit. The cause of disease is germs. Germs enter our body in the following ways:

- 1) eating food or drinking water contains bacteria
- 2) breathing in germs
- 3) cuts in the skin, this causes infection

An unclean body may favor the entry of disease germs. You should bathe yourself at least twice a day, if possible. The following is the method for taking care of blisters:

- 1) wash the blister with soap and water
- 2) sterilize a needle by heating it in a flame
- 3) open the blister by sticking it at the lower edge
- 4) cover with adhesive tape or blister

Proper shoes should be worn at all times and only wool socks should be worn on marches. Never wear cotton socks on marches. Toenails and fingernails should be kept cut and clean. The following are the methods for preventing trenchfoot:

- 1) never stand in water or mud
- 2) remove wet socks
- 3) lace shoes loosely
- 4) sleep with feet in elevated position
- 5) wear shoe-pacs, overshoes, or arctic
- 6) practice massaging regularly

The best way to avoid diseases is to keep your body clean and when you are ill, treat yourself accordingly and practice what you have learned. When applying a dressing, NEVER TOUCH THE SIDE OF THE DRESSING WHICH GOES NEAR TO THE WOUND. Protect yourself at all times from insects, rodents, and infected persons. Be sure of proper housing, clothing, mess sanitation, waste disposal, and water. Monthly physical inspections are required to keep the unit in good health.

## FIRST AID Chapter 3

A first aid pouch should be carried on your person at all times. When taking round pills, remember: always take water with them, otherwise do not take them. The following methods should be taken for protecting wounds:

1) Stop bleeding - do this with pressure of a dressing applied at the place of bleeding. Never use clothes. Raising the part of the body that is bleeding, will also be of some help. If this does not help because of severe bleeding, apply a tourniquet as follows:

- a) make a loop around the limb
- b) pass a stick through the loop
- c) twist the stick around enough to stop the bleeding
- d) bind the free end of the stick to the limb by another loop

When applying a dressing, remember: DO NOT TOUCH SIDE OF WHICH GORE LAX TO GORE.

- a) Protect the wound - do this by applying over the wound to keep the germs out
- a) Prevent shock - do this by the following methods:

- a) make person comfortable
- b) keep his head low
- c) keep him warm
- d) lay unconscious man face down

Shock is the feeling of weakness, trembling, and cold sweating. Maybe unconsciousness will develop, so be careful with the person. Move him as little as possible.

### Burns and Fractures

Burns should be treated with a liniment and be covered with a dressing. Fractures are labeled into two different kinds. The simple fracture, which is the bone broken, and the compound fracture, which is the bone broken and it is injuring tissues around it. You must be careful in handling fractures, because a simple fracture may develop into a compound fracture if not handled properly.



Broken backs and necks must be treated very carefully and moved only when absolutely necessary. If a person with a broken back or neck is moved, his body and head must be level. Stomach wounds must be treated by a medical officer. Never feed him anything or give him water. Chest wounds should be covered and made as airtight as possible. Arm wounds should be treated by applying pressure and by stopping bleeding. Then tie a bandage over the jaw to protect the wound and his face from frost and treat him for shock. Morphine is usually available to ease the pain.

#### Artificial Respiration

This is used mostly when a person is breathing. The following is the method for an infant artificial respiration:

- 1) lay the person face down with his head turned sideways on crossed hands
- 2) kneel down in front of the person's head and place your hands in the small of his back
- 3) rock forward, keeping your elbows stiff
- 4) rock back, sliding your hands down his body to the elbows
- 5) lift the elbows about the height of his head and lower again
- 6) repeat this method

Do not give up hope of recovery, even after two hours. Only stop giving artificial respiration when told so by a Medical Officer, if he proclaims the person dead. A person shocked electrically should be moved from the wire and apply artificial respiration. When a person recovers from artificial respiration, keep him warm and give him warm liquids regularly.

## CASES OF EMERGENCIES Chapter 4

### General:

Any accident can occur at any time, so every person should know the principal signs or symptoms of common injuries and the simple first aid measures useful in their immediate care. It is well for a person to wish to aid those who have met with an accident, but he must apply the correct first aid. The wrong thing may harm the injured person rather than help him. In case of doubt as to what to do, there is one important rule: secure or get the service of a doctor. While waiting for his arrival, measures should be taken to assist the patient in being comfortable.

### Minor Wounds and Burns:

Simple cuts seldom bleed severely and they usually stop bleeding as soon as a dressing is applied. Use one which is sufficiently large enough to cover the wound completely. Keep the wound clean by not touching it, be absolutely sure of protecting it by applying a dressing as soon as possible. As in the case of simple wounds, small burns are a constant hazard unless adequately protected because they are easily infected. Apply burn ointment if it is available and cover the areas with a suitable dressing. In the absence of an ointment, cover the burn with a clean dressing just the same. If the burn is extensive, take wound pills and drink a large quantity of water.

### Foreign Body in the Eye:

If a foreign body is in the eye, close the eye gently and allow the tears to accumulate; then while the lid is down grasp the lashes of the upper lid and gently lift the upper lid from the eyeball, at the same time slowly rolling the eyeball up and down. If this method does not work, try flushing the eye with cold water. Never rub an eye which has a foreign body in it. If an eye is irritated with an acid, flush it with a mild alkaline solution such as baking soda. In any serious case, don't fool with your eye, but go to a doctor immediately. When there is any foreign body in the ear, don't try to remove it with a pin or stick. Go directly to a doctor. To remove an object from within the nose, blow gently. Foreign bodies in the throat which can be reached, may be taken out with the fingers while the head is down. A foreign body which cannot be removed by your hands, it is best to go to a medical officer.

### Snake Bites:

Immediate attention is mandatory. Bites on the extremities require the use of a tourniquet applied above the elbow or knee between the bite and the heart, in order to prevent the fast flowing of poisoned blood. It must be only tight enough to stop the return flow of blood to the heart. A cross  $\frac{1}{4}$  inch deep and  $\frac{1}{2}$  inch long must be cut at each fang mark to permit free bleeding. Suction by suction apparatus or by mouth should then be instituted and continued for at least one hour with the tourniquet in place. These steps can be taken by the victim without assistance from others. Should the bite be on any part of the body where a tourniquet cannot be used, the crosses must be cut, suction begun, and medical aid secured. In all cases of this nature, the patient must remain as quiet as possible--no running or walking is to be tolerated.

### Insect Bites and Stings:

These can often be prevented by sleep under a mosquito net, wearing a head net and gloves, and by using insect repellent. To apply insect repellent, pour the repellent into a small container and pour a coat of the liquid over the exposed skin surfaces.

One application will usually keep insects away for two hours. For severe insect stings such as those caused by bees and wasps, the application of a folded cloth thoroughly wet with cold water will help relieve discomfort. Do not scratch the affected area; to do this increases the danger of infection. First aid for poisonous spider bites is the same as for snake bites.

#### Unconsciousness:

Unconsciousness may be complete or partial. It may result from a number of causes, and treatment must be along general lines. An unconscious person with an order of alcohol on his breath should not always be considered drunk. An intoxicated person may not have an alcoholic breath. It is always wise to consider the possibility of apoplexy and skull fracture in every case of unconsciousness. In examining an unconscious person, look carefully for the cessation of breathing and for symptoms of poisoning, bleeding, or sunstroke, as special treatment for these must be given at once. Lay the patient on his back with the head and shoulders slightly raised. Apply cold cloths or an ice pack to the head. Insist on absolute quiet; do not move the patient unless urgent, and then do so very carefully. Have sufficient cover to keep him warm. Use no stimulants until the patient is awake.

#### Fainting:

Except as a symptom of severe shock this condition is seldom dangerous. Lay the patient on his back with the head lower than the rest of the body if practicable, loosen clothing, give plenty of fresh air, and give stimulants (when consciousness is regained) carefully and slowly. A cold compress on the head is beneficial; it is usually placed on the forehead or the back of the neck. Sprinkling cold water on the head and face can be done in lieu of a compress. The arms and legs may be rubbed, rubbing from the hands or feet toward the body. Aromatic spirits of ammonia inhaled in small doses are considered useful.

#### Effects of Heat:

Get the victim into the shade and remove his equipment and heavy clothing. Cool him by applying a cold wet cloth\* to his head and face. Sprinkle large amounts of water over his body. Fan him continuously. If he is conscious--or when consciousness returns--give him cool salt water. This is made by dissolving a quarter of a teaspoonful of table salt in a canteen of water. Give him plenty of water and if his skin gets dry, repeat the cooling with water and fanning.

Warning signs of heat exhaustion are:

headache

dizziness

red or purple spots before the eyes

shortness of breath

occasional vomiting

cramps in stomach and muscles

sense of weakness

#### Frostbite and Freezing:

Frostbite and freezing are mostly preventable, but when they do occur and error in the technique of prevention usually is responsible. They have an insidious way of causing trouble almost without the casualty being aware. Your buddy may be the first to notice that your ear is turning white or he may make you think of your feet when you stumble. When in the cold a good rule is to look out for your buddy and then he will look out for you. Watch for the signs of freezing, which may include numbness and the feeling of stiffness from frostiness. Exposed parts in which the circulation is poor are the ones that will be first affected. Keep the body warm and dry, but prevent sweating; avoid constricting bands and tight clothing; maintain good circulation are the main preventive measures. Thaw a frostbite gradually, avoiding too much heat. Pain is an indica-

tion that the frozen part is being thawed too fast.

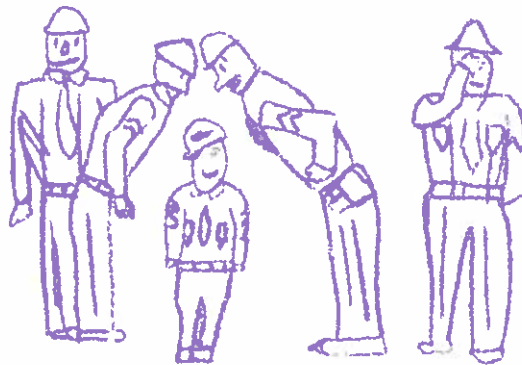
#### Electric Shocks and Burns:

Shocks result from contact with wires. The most important thing to do is to remove the person from such contact. This is always likely to be dangerous and should not be attempted until the rescuer has some way of insulating himself, otherwise he may receive as severe a shock or burn as the person he is trying to rescue. Always take steps to have the power cut off, before attempting to separate the victim from the current. It may be easier to rush the wires aside, or the victim away from the source of the current. In doing this, use a lot of pieces of dry wood. Once the victim is removed from the current, if he is unconscious, only artificial respiration.

#### Poisons:

For a treatment of poisons, it is best to make the victim vomit. Give the following fluids in order to do this; preferably lukewarm, soft water  
salt water or soda water  
diluted water  
one tablespoonful of mustard in warm water  
tickling the throat with the finger will often usually induce vomiting.

MILITARY ORGANIZATION



"That's Our new squad leader!?"

F. Zeillenaker



## MILITARY ORGANIZATION

### INTRODUCTION

#### Chapter 1

This subject is designed to acquaint the cadet with the basic principles of military organization.

#### Potential Strength:

The potential military strength of the United States consists of every citizen who can render military service of any type. There are about 25,000,000 men and women who might be included in that definition. Marching four abreast, they would form a column which extends 7,000 miles and would take five months to pass a given point.

#### National Defense Act:

In 1920, four years after we entered World War I, Congress established the National Defense Act. This act is the foundation of our present military organization. This organization is as follows:

- a) Regular Army which provides a full-time professional organization to protect the nation and to train civilians in a major emergency.
- b) National Guard which is composed of state troops formed and commanded by state officials. However, in a major emergency, when the situation dictates, the National Guard is called into federal service under control of the national government.
- c) The Organized Reserves which consists chiefly of officers and noncommissioned officers who are civilians, may be called into active service only in an emergency or at their own request.
- d) The Reserves Officers Training Corps, with units in schools and colleges; provides officers and noncommissioned officers for the Organized Reserves.
- e) In addition to the provision of military organization, the National Defense Act also gives the President of the United States power to insure that every industrial plant in the Nation manufactures material needed by the service in time of war. He can seize and also operate these plants if necessary.

#### The National Security Act:

The National Security Act was passed by Congress and signed by the President in July, 1947. Its purpose is best described by the following quotation from the act itself: "In enacting the legislation, it is the intent of Congress to provide a comprehensive program for the future security of the United States of America; to provide the establishment of interstate policies and procedures for the departments, agencies, and functions of the government relating to the the National Security; to provide three military departments for the operation and administration of the Army, Navy, and the Air Force, with their essential combat and service components; to provide for their authorization, coordination, and unified direction under civilian control, but not to merge them; to provide for the effective strategic direction of the armed forces and for their operation under unified control and for their interrelation into an efficient team of land, naval, and air forces."

## PRINCIPALS OF MILITARY ORGANIZATION

### Chapter 2

#### Need for Organization:

A military organization is a group of men or units banded together to perform military functions with responsibilities and duties assigned each individual.

#### The Organization Pattern:

Every well-planned organization, civilian or military, follows the same general pattern. Wherever decisions must be made and action taken, there is an executive or commander. He has the authority to issue any orders necessary to carry out his responsibilities. Every member of the organization has specific, clearly defined duties.

#### The Squad:

A squad is the smallest organized group in the Army. The infantry squad is a nine man fighting team with each man given a specific job.

#### Higher Units:

Three rifle squads and a weapons squad make up a rifle platoon; three rifle platoons and a weapons platoon forms a rifle company; three rifle companies and a heavy weapons company and a headquarters company make up a battalion. There are three battalions in a regiment; three regiments in a division; two or more divisions in a corps; two or more corps in a field army; and two or more field armies in an army group. The army group is under the theater commander who is in command of all forces of our country fighting in a given area (theater).

#### Chain of Command:

Every military unit is headed by a commander who is responsible for everything that his unit does or fails to do. This commander directs the work under him and carries out the orders of the higher commanders. This principle is essential to the effectiveness of the organization of any type of enterprise. The pathway traveled by orders passing down this chain is termed the "command channel."

#### Leadership:

Every military organization to be efficient must have well trained leadership all along its chain of command. The commander of any given unit must be a capable soldier who can inspire those under him with confidence, enthusiasm, and determination. The success of any unit depends greatly upon his professional skill, imagination, careful attention to details, and the ability to overcome difficulties.

#### National Policy:

The mission of the armed forces is decided by the people of the United States, represented by Congress. The President of the United States, as commander in chief, establishes the organization and policies of the national security forces in accordance with the Constitution and laws adopted by Congress. He is assisted by members of his cabinet and professional military advisers. They also have a chain of command, which is more complex, just as there is in a small unit.

## THE SQUAD OF THE PLATOON

### Chapter 3

Any organization and equipment of a unit depends upon its mission.

- 1) The mission of the rifle squad is to close with enemy and destroy him with bullets, bayonets, and grenades. To accomplish this special mission, the rifle squad is equipped with weapons and equipment that can be carried by a soldier on his person. The rifle squad can go anywhere that a single rifleman can go.
- 2) The comparison between a rifle squad and a weapons squad varies greatly. The weapons squad of the rifle platoon is limited in its movements by the weight of its weapons and ammunition, and the difficulty of ammunition resupply. The mission of the weapons squad is to support, by fire, rifle units of its own platoon. To accomplish this mission, the weapons squad is equipped with a light machine gun, a rocket launcher, rifle, and pistols. The rocket launcher can be employed against tanks, pillboxes, etc.

#### The organization of the rifle squad:

The rifle squad is composed of a squad leader and an assistant squad leader, each armed with a rifle, a two-man automatic rifle team, and five riflemen. One of the five rifle is equipped with a grenade launcher to fire grenades when the situation requires a heavier weapon, and another one of the five riflemen is designated as a sniper.

#### Squad Leader:

The squad leader leads his men in combat and is responsible for accomplishing any mission given to his squad. He is also responsible for the training, discipline, control, appearance, and conduct of his squad. Prior to a mission, the squad leader must see to it that his men are fed, their weapons and equipment are in good shape, and that they understand all directions clearly, and that the squad is well supplied with ammunition.

#### Assistant Squad Leader:

The assistant squad leader commands the squad during the absence of the squad leader. He also performs any duties given to him by the squad leader.

#### Squad Members:

Every man in the squad has a mission related to the mission of his squad. Each rifleman is armed with a rifle. Therefore, the individual rifleman in the squad is able to deliver promptly a large volume of accurate fire upon any designated target within range. The rifleman is also equipped with a bayonet. There is also an automatic rifleman who is armed with the BAR (Browning Automatic Rifle). He provides the squad leader with an easily controlled and maneuvered weapon capable of supporting the rifle man with a large volume of fire. The rifle grenadier either fires his rifle or uses his grenade launcher to launch grenades against tanks, pillboxes, grouped enemy, or similar targets.

## THE PLATOON AND COMPANY

### Chapter 4

#### Rifle Platoon Organization:

The rifle platoon consists of a command group, three rifle squads and a weapons squad. The command group consists of a lieutenant, platoon leader, platoon sergeant, second in command, platoon guide and two messengers. One messenger stays with the platoon leader, while the other reports to the company commander.

#### Command Group:

The platoon, like the squad, is controlled directly by the leader. He gives his orders to the squad leaders, who are next below him on the platoon chain of command. He is responsible for the training, discipline, control, and tactical employment of the platoon. The platoon sergeant is second in command. He assists the platoon leader as directed. The platoon guide enforces orders concerning cover, concealment, and discipline.

#### Rifle Company Organization:

The rifle company consists of a company headquarters, three rifle platoons, and a weapons platoon. It is not just a fighting unit, but an administrative unit as well. The company is organized to handle its own supply and personnel records. The command group and an administrative group form the company headquarters.

#### Command Group:

The command group consists of the company commander, a second in command which is the company executive, first sergeant, a communication sergeant, a radio-telephone operator, messengers, and other personnel. The duties of the members of the command group are as follows:

- a) company commander: He is responsible for the discipline, administration, supply, training, tactical employment, and control of his company, under all conditions and at all times.
- b) second in command: The second in command is the company commander's principal assistant, the company executive officer. He may be assigned any duty that best furthers the success of the company. Frequently, under combat conditions, he is made responsible for controlling the movement of weapon carriers within the company area, and for the resupply of ammunition to the platoons. He may be used as a platoon leader and he must be prepared to take over the command of the company commander because of a casualty or absence of the company commander.
- c) First sergeant: The first sergeant is the company commander's chief enlisted man. His position in the company is like that of a foreman. During combat his duties may vary from handling administrative and supply matters to commanding a platoon. Ordinarily, he aids the company commander in all matters pertaining to the administration of the enlisted men of the company. He is the link to the company commander from the men.
- d) The administration group: This consists of a supply sergeant, a mess steward, cooks, armorers, and a company administrative clerk.

The duties of the administration group is as follows:

1) supply sergeant: The supply sergeant obtains and distributes the supplies needed by the company.

2) company administrative clerk: The company administrative clerk keeps the company records. He is a member of the personnel section. Ordinarily, he assists the first sergeant who has the use of ceremonial headquarters.

3) cooks and mess steward: They are in charge of all the preparation of the food.

4) armorer: They are in charge of all the armor the company possesses.



## THE BATTALION Chapter 5

The infantry battalion is the basic tactical, or fighting unit of the infantry. The three battalions of a regiment ordinarily operate together under the control of the regimental commander.

### Organization:

The battalion consists of a headquarters and headquarters company, three rifle companies, and a heavy weapons company.

### Battalion Headquarters:

- a. The battalion is commanded by a lieutenant colonel. Assisting him is a group of officer specialists, his staff. These officers are supervised by a major, who is the executive officer and second in command of the battalion. Staff officers are assistants and advisors to the battalion commander. They do not have the authority to issue orders without his approval.
- b. The battalion is the smallest infantry to have a staff. The staff are designated by the letter "S", followed by a number. In the battalion staff, the S-1 is the adjutant and personnel officer, the S-2 is the publications officer, the S-3 is the training and operations officer, and the S-4 is the supply officer.

## THE REGIMENT Chapter 6

### Organization:

The regiment consists of a headquarters and headquarters company, three infantry battalions, a medical company, a service company, a heavy mortar company, a heavy tank company, and sometimes a band.

### Regimental Headquarters:

The regimental is commanded by a full colonel. Assisting him are the unit staff and the special staff. These officers are supervised by a lieutenant colonel, who is the executive officer and second in command of the regiment.

### The unit staff includes:

1. Executive who is second in command
2. Adjutant (S-1) and assistants
3. Publications (S-2) and assistants
4. Training and Operations (S-3) and assistants
5. Supply (S-4) and assistants

The special staff consists of officers who command troops or are the heads of technical, supply, administrative and morale services. Their primary duties are to command their troops or direct their services.

RELATIVE CL. OF COL. IN U.S. ARMY, U.S. AIR CORP., U.S. NAVY  
Chapter 7

AIRBORNE FORCES

CALIFORNIA MILITARY CORPS

President of the United States

Governor

Secretary of Defense

Adjutant General

Secretary of the Army

Executive Officer

Chief of Staff

Assistant Executive Officer

Army Commander

Regional Supervisor

Corps Commander

School Board

Division Commander

Principal

Regimental Commander

Commandant

Battalion Commander

Battalion Commander

Company Commander

Company Commander

Platoon Leader

Platoon Leader

Squad Leader

Squad Leader

Assistant Squad Leader

Assistant Squad Leader

Private

Cadet

COMBAT TECTICS



"Just how far south did your combat patrol go, Dixon?"

Leatherneck magazine

## COMBAT TACTICS

### GENERAL Chapter 1

Before a soldier can effectively operate as a member of a team, he must know how to function as an individual under all conditions of combat. He must know how to take care of himself; how to use the ground, the grass, the trees, and other natural objects to the best advantage. He must also develop habits in order to move with quickness and caution. Terrain has one of the most profound effects of military operations. Hills and mountains furnish observation over large areas, thereby permitting the occupying forces to observe and place themselves on an approaching enemy. Rivers and streams are physical obstacles to advancing troops, and can be used as barriers if strongly defended. Deserts present military difficulties, and special measures must be taken for troops to operate extensively on this type of terrain. Jungles or dense woods can be used for surprise movements. A soldier must be able to evaluate terrain within his vision if he is to combat himself skillfully and stay alive.

### COVER AND CONCEALMENT Chapter 2

The soldier is trained to make the best use of cover and concealment at all times. Cover is protection against the enemy fire. Concealment is protection from air or ground observation, but not from enemy fire. A field of high grass, for instance may offer concealment, but it would not provide cover. To insure concealment the soldier must follow these principles:

- a) don't disturb natural camouflage
- b) make no unnecessary movements
- c) use all available concealment
- d) expose nothing that glistens
- e) blend with the background
- f) stay in the shade, if any
- g) stay off skylines
- h) make a low silhouette
- i) keep to the right of any object
- j) avoid landmarks
- k) avoid airplane observation

Whenever a soldier observes from a flat surface, he should place his head sideways on the ground, never stand straight up. Pick out good brush to observe behind. When observing from behind a tree, never stand up and look past it. Always lay down and look past the roots and grass near the roots. This gives little chance of being spotted.

## MOVEMENT BY DAY Chapter 3

Moving by day, a person must stay in concealed places and move only when necessary. When running, the individual runs with body low and drops to the ground quickly and then immediately moves a few more paces from where he previously dropped.

The following points should be taken when moving by day:

- a) Take advantage of moving whenever possible.
- b) In tall grass, move when the wind blows.
- c) Avoid making tracks.
- d) Use cover to good advantage when crossing a road.
- e) Be cautious near wire, as it may be mined and booby-trapped.

When the prone position, the body is as flat as possible with heels turned in. Be careful when rushing from and dropping to the prone position. When creeping, rest your weight on your forelegs and lower legs, the rifle cradled in the arms.

When crawling, the body is as flat as possible against the ground. The rifle is supported over the shoulder along the body, with the hand holding the part around the stacking swivel.

## MOVEMENT BY NIGHT Chapter 4

A man must have good sight and hearing to be able to execute movements by night. He also must have a lot of training to protect himself from the enemy. He must have a sense of smell and touch in order to enable him to make quick decisions. When walking, the soldier should walk with his weight on his heel. When dropping to the ground, he must drop to his right knee, stopping himself with his left hand. He must keep a good grip on his rifle. Crawling at night must be slow and quiet. The following are the points that should be observing when moving by night:

- a) Look and listen whenever possible.
- b) Don't allow loose articles to jingle.
- c) When fear of sneezing, place finger under nose and press upward.
- d) Do not strain the eyes by looking at one object during a long period of time.
- e) A ringing noise in the head may be stopped by yawning.



## OBSERVATION Chapter 5

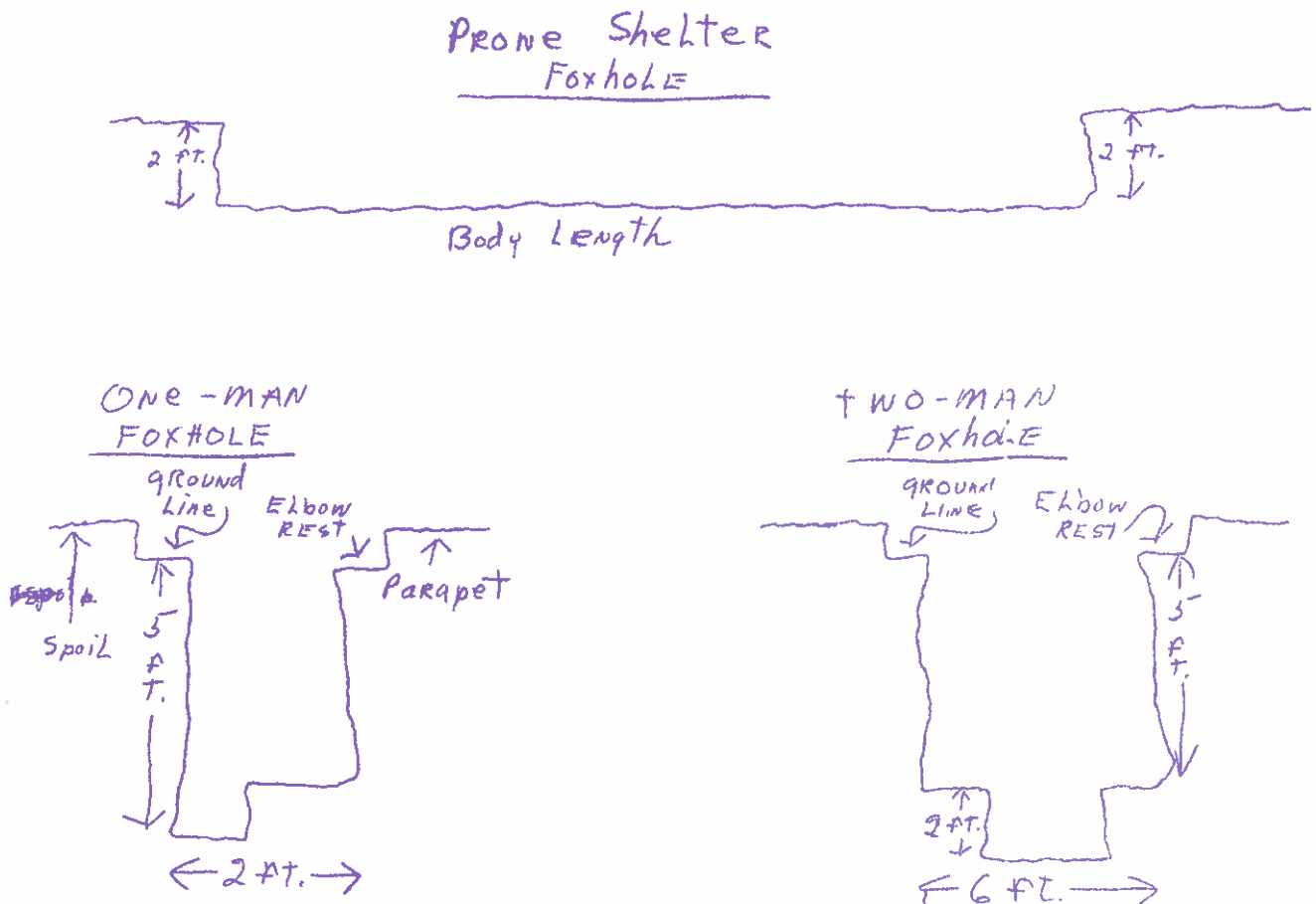
Observation is a vital element in gaining information. A person should always keep under cover when observing. When searching in daylight, look first at the ground nearest you, then slowly move farther out looking from side to side. Some indications that aid in tracking are:

- a) a freshly-made track has sharp edges
- b) a running man digs his toes into the ground
- c) a walking man's footprint is fairly even between the toes and the heel

When establishing troop strength, it can be easily estimated by the time it takes for the troop to pass a given point. Remember: When observing from a window, stand back in the shadows in order to prevent your body from casting a shadow. Also, when hiding in a tree, choose a tree which has a lot of branches on it and is surrounded by other trees. If you won't do this, your shadow will be casted on the ground.

## INDIVIDUAL PROTECTION Chapter 6

A foxhole is the best protection from the enemy. It will protect you from men, tanks, and airplanes. The foxhole should be dug deep enough for a soldier to fire a rifle standing up. However, sometimes a foxhole which can be used to fire from the prone position, is best. Camouflaging your foxhole will prevent the enemy from spotting you. The best foxhole is a foxhole for two men as this gives two men a chance to work together and help each other in case the unexpected happens. Here are diagrams of several different foxholes:



# MILITARY TEACHING METHODS



"Now, for our lecture today, we have....."

F. Zeillemaker

# MILITARY TEACHING METHODS

## GENERAL Chapter 1

The ultimate object of all military training is to prepare our forces so that, if war does come, it will be brought to a successful conclusion. The best methods of instruction to insure proper training must be used. Teaching fundamentals and teaching principals must be known and used by every instructor from general to corporal. Teaching is the process by means of which knowledge, skills, and attitudes are developed in the student. During the instruction the student learns to add to his experience and efficiency. The teacher checks frequently to see that the principals and procedures as presented are understood. The instructor by this means also measures his own success and the amount of knowledge that the student has acquired. The student learns best by thinking and doing, rather than by listening to lectures all the time. The following are the five steps used by each and every instructor:

- a) PREPARATION
- b) PRESENTATION
  - 1. Introduction
  - 2. Explanation-Demonstration
- c) APPLICATION
- d) EXAMINATION
- e) DISCUSSION AND CRITIQUE

PREPARATION  
Chapter 2

THE INSTRUCTOR MUST "KNOW" HIS SUBJECT. He must be truly interested in it. He must know how to prepare his material so that when it is presented the students desire to learn will be aroused. The instructor must plan and organize and specific information, procedures, and skills that are involved in teaching any specific subject. The simple is taught first, then by adding and learning, the complex is understood. Success in teaching requires a consideration of what is to be taught, a knowledge of people, the solution of the way problems pertaining to instruction, a constant revision of materials, and repeated rehearsals.

Planning phases:

The following are the planned phases used in a lecture by the instructor. The instructor should follow this planning phase as to be sure of a well-rounded lecture, demonstration, and test.

PREPARATION  
by  
INSTRUCTOR

PRESENTATION

Introduction  
Explanation and Demonstration  
Summary

APPLICATION

Individual performance  
Team performance

EXAMINATION

Oral questions  
Performance tests  
written tests  
observation and reviews

DISCUSSION  
&  
CRITIQUE

#### Characteristics of a good lesson:

- a) Unity-Each lesson should be a unified segment of instruction with one objective.
- b) Content-Each lesson should contain new material. These new facts, principles, or procedures should be based upon or related to the lesson or subjects already presented; a short review, often necessary, is a part of the introduction to the lesson.
- c) Scope-Each lesson should be limited in scope. Men can master only a few skills or principles at one time, the number depending on the complexity. Presenting too much material in one lesson results in confusion.
- d) Practicality-Each lesson should be planned in terms of training conditions. The indoor and outdoor teaching locations will determine, in part, the way in which each lesson can be taught. Also, the types of training aids will influence the lesson's instruction.

General principles of arranging in sequence new ideas or procedures of a lesson are as follows:

- a) Arrange the material so that the student will see the necessity for each step in the instruction.
- b) Start with material with which the student is familiar with and proceed to that which is new.
- c) Process from the simple to the complex.

#### The lesson plan:

The purpose of a lesson plan is to insure that each lesson is well taught. It shows what material is to be taught, in what order it is to be taught, and exactly what procedures will be used. Each lesson plan is an outline of the material to be taught. A well-written lesson plan will fulfill these functions:

- a) Insure wise selection of material and elimination of unimportant details.
- b) Make certain that proper consideration is given each part of the lesson.
- c) Aid the instructor in presenting the material to be used in the classroom or in the field.
- d) Provide an outline to the teacher proceedings to be used in the classrooms or in the field.
- e) Serve as a means of relating each lesson to the objectives on the whole course.
- f) Give the inexperienced instructor a feeling of self-confidence.



The following is a diagram of what a lesson plan should cover:  
(do not write in this book!)

CALIFORNIA CADET CORPS

LESSON PLAN

SCHOOL: \_\_\_\_\_

UNIT: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

DATE: \_\_\_\_\_

LESSON NO: \_\_\_\_\_

TITLE: \_\_\_\_\_

LESSON OBJECTIVE: \_\_\_\_\_

TRAINING AIDS: \_\_\_\_\_

REFERENCES: INSTRUCTOR: \_\_\_\_\_

STUDENT: \_\_\_\_\_

REMARKS: \_\_\_\_\_

LESSON OUTLINE AND PHASES OF INSTRUCTION: \_\_\_\_\_

This lesson plan should include a means of arousing the interest of the students and steps and procedures to be used. Also the location in which the instruction is to be given. The conscientious instructor will check his plan and be sure of the following items:

- a) does the lesson deal with one topic only?
- b) are the number of new ideas small enough to be understood by the men?
- c) are the facts presented in order?
- d) has the lesson been built on the previous experiences and abilities of the men?
- e) does the lesson present some new material?
- f) is the method of presentation the one most suitable to present the known facts first and the unknown facts last?
- g) is every thing ready in the classroom?
- h) is the lesson understandable?

## PRESENTATION

### Chapter 3

Here the effectiveness of the planning and preparation is put to test. The class must progress smoothly and efficiently. It will, if everything is in readiness; if the stage is properly set. Here, frequently, even the most carefully laid plans must be adjusted to meet the teaching situation. Every instructor works with people, not machines. As a leader of men, the teacher must know them well, be able to secure their co-operation and train them so that they will desire to comply voluntarily with the requirements and will desire to use their initiative. The best way to obtain this objective is for the teacher to be fair, firm, and friendly.

- a) The instructor, to be fair, should show no favoritism, never call down the entire class for the mistakes of a few, never try to bluff, admit a mistake, and never call down a man in front of the other men.
- b) The instructor to be firm should act decisively, abide by decisions, and keep the class directed toward its objective by step by step progress.
- c) The instructor to be friendly and helpful should know and use the names of his men, respect the right of his men, be courteous, enthusiastic, and cheerful, know how to use humor in the classroom, encourage class participation, and lead and encourage self-reliance and initiative.

An erect posture and a self-confident attitude are an instructor's main manners and military bearing. Through them he convinces his students that he is capable of handling the teaching situation. Neatness should be model of the instructor as he is on inspection before his men at all times. Most of all, the instructor must be heard for the men to understand. The instructor must talk in a clear voice since his voice is his best training aid. In the presentation, the instructor should first arouse the interest of the men, and then relate back to review a little so the men won't be completely unfamiliar with the subject. When the instructor is beginning to get into his lecture, he should have ample training aids to keep the interest of the men. Otherwise the men will lose the most important part of the lecture. Arousing the interest of the men is one thing, but keeping it is another. When the explanation is completed, the instructor should present a summary of the lecture to insure that the men have the right ideas in mind. Demonstration is the most important part of the lecture since it shows the men what the instructor has been talking about. The instructor should always have a demonstration. Never give a sloppy demonstration as this will leave an uncertainty in the minds of the men.

#### A Good Speaker:

Remember the following points which make for a good speaker:

- a) motivate and challenge the men
- b) talk directly to the men
- c) use language the men understand
- d) think about your ideas as you present them
- e) emphasize important points
- f) maintain poise
- g) speak clearly and distinctly
- h) use gestures and movements properly

## APPLICATION

### Chapter 4

Application is learning by doing. It is that stage of instruction in which the student's, directed and assisted by the instructor, put into practice the procedures and ideas previously taught. The instructor should always be on the alert for opportunities for application. When applying application, complete mastery of the skill is developed by frequent performances. Practice, however, leads to perfection only if the practice is supervised and guided. If the wrong practice is used, it may develop into misguided ideas. When using application, always be sure the application is done correctly. The following are the types of application:

- a) individual performance. The instructor supervises the class while each student works by himself at his own speed.
- b) group performance. An instructor and assistants direct the activities of students who are working together at the same rate.
- c) coach-and-pupil method. The students, paired off, act alternately as instructor and student under the general supervision of the instructor and his assistants. Properly applied and supervised, this teaches the individual to think as well as to do.

Whenever the instructor uses application, he must be sure the men understand the subject thoroughly and that they are capable of using what they have learned. Also, the instructor must be sure that he has the proper equipment.

## EXAMINATION

### Chapter 5

The purposes of testing are to evaluate the student's learning, evaluate the instructor's instruction, and to discover gaps in the student's learning. Mainly, a test is to evaluate the student's performance and what he has learned. A written test can be essay or true-false--multiple-choice. The essay type is a good test in that it brings out the true feelings of the student and he has a chance to express himself. However, out of the two, the true-false--multiple-choice type is considered the best because it is easier to correct and mainly, it gives the student a chance to guess. However, the best test to give whenever possible is a performance test. This gives the instructor a chance to see if the student understood the lecture thoroughly and is able to apply his knowledge. Also, it gives the student actual practice in the things he has learned. When using an observation test, the instructor must be sure he has the right technique to observe correctly all of his men. Tests should only be given when it is required. However, a performance test is good for practice for both the instructor and the student.

## DISCUSSION AND CRITIQUE

### Chapter 6

Discussion and critique, the final stages of instruction, follow the application or examination. Their functions are to give a complete picture of what has been taught and to clarify any phases of the lesson or problems which are not entirely understood. The term "critique" is usually restricted to that summary or review given after all exercises from those of the squad to those of the field army. The purpose, as described above, is to insure that every cadet has the right idea of the lecture. Also to clear up any wrong ideas. A summary should be given to complete the course and to give the student an overall picture of what he has learned. The critique cannot be planned as thoroughly as the other stages of training, because the points to be covered are influenced directly by the performance of the students and their reaction to the other stages of instruction. The preparation will consist of the selection of the location, the time of the critique, securing training aids, and paper and pencils for taking notes during the critique. It is helpful, to have some sort of written study guide so the students may have something to take with them for their own personal review. Suggest to the students that they take some notes for future references.

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KNOWLEDGE OF THE CALIFORNIA CADET CORPS



"Do you have your parents' consent?"

# KNOWLEDGE OF THE CALIFORNIA CADET CORPS

## THE WEARING OF THE UNIFORM Chapter 1

The uniform identifies the soldier. The uniform identifies the wearer as a member of the Armed Forces or similar military units. Officer's uniforms should set the example of neatness. The manner of wearing the uniform is as follows:

- a) the uniform will be kept clean
- b) missing insignia will be promptly replaced
- c) insignia will be of a bright finish
- d) shirts will be buttoned throughout at all times
- e) service hats will be worn in regulation shape
- f) no civilian decoration, watch chain, or other jewelry will be exposed on the uniform

Individual officers have the following responsibilities:

- a) officers will, by their appearance, set the example of neatness
- b) within the bounds of common sense, it is the duty of every officer to make on the spot corrections of any violations of uniform regulations.

The following are some of the distinctive articles which should be worn on the uniform:

- a) badges
- b) buttons
- c) caps
- d) coats
- e) decorations
- f) insignia
- g) overcoats

The uniform should be taken care of properly. When wearing the uniform, you should at all time present a neat looking appearance. When you remove your uniform, you should always hang it up, letting the trousers hang on a hanger at full length. Brass should be kept clean at all times. The best cleaning article to use is a polishing cloth, but cleaning fluid may be used. The following are a few decorations and medals which should also be kept neat and clean:

- a) Medal of Honor
- b) Navy Cross
- c) Silver Star
- d) Purple Heart
- e) Good Conduct Medal

Decorations are required to be worn when:

- a) on state occasions
- b) when receiving or calling upon the President of the United States
- c) at all official and social functions at the White House
- d) when a member of an escort of the Color

## MISSIONS AND OBJECTIVES

### Chapter 2

The following are the missions of the California Cadet Corps:

- 1) To provide the secondary schools of this state with courses in military instruction as an integral part of the school program...Central Hdqrs. in Sacramento.
- 2) To provide at the state's expense; Uniforms, Rifles, Ammo, and other training equipment to the California schools participating.
- 3) To provide activities for cadets such as; military field meets, training conferences, weekend bivouacs, leadership schools, and two-week summer encampments.
- 4) To make available to the schools participating, a Regional Supervisor, to assist in supply, administration, and other things which might arise.

The following are the objectives of the California Cadet Corps:

- 1) To develop the quality of leadership usefull as a soldier in any branch of the service as well ~~as~~ in civilian life.
- 2) To help the student to understand the basic military camps in case they are, in some future time, called into the service.
- 3) To assist the schools in educating youths for citizenship by training cadets to work together as a team.
- 4) To develop a real and solid sense of patriotism in cadets, and to teach cadets the limited role of the military in a democracy.
- 5) To encourage cadets to develop a good standard of all around knowledge and a good scholastic record, also, to secure the maximum amount of education.

## HISTORY OF THE CALIFORNIA CADET CORPS

### Chapter 3

A short history of the California Cadet Corps:

- I. First mention of the California Cadet Corps was in 1865 by the Adjutant General.
- II. First Bn. of university of Cadets was at the University of California, around 1873.
  - a. Curriculum in 1880 consisted of code and regulations governing the National Guard of California.
  - b. National Guard Officers served as instructors in private academies throughout California.
- III. Cadet companies at times attached to the Regiments were:
  - a. San Francisco High, 1892
  - b. Santa Rosa High, 1885
  - c. Modesto High, 1886
  - d. Exact nature of these companies is not clear, but they did furnish officers for the National Guard of California.
- IV. Sacramento and Placer counties had cadets, but they were regular National Guard.
- V. The cadet companies were not continued after the war with Spain except in the University of California.
- VI. Official Cadet Corps began in 1911 when the California Legislature passes the High School Cadet Bill.
  - a. The Father of the Cal. Cadet Corps is considered ADJUTANT GENERAL, EDWIN A. BROWN

ORGANIZATION OF THE CALIFORNIA CADET CORPS  
Chapter 4

The following is the organization and chain-of-command for the California  
Cadet Corps: (fill in the blanks with the correct names and ranks in pencil)

GOVERNOR \_\_\_\_\_

ADJUTANT GENERAL \_\_\_\_\_

EXECUTIVE OFFICER \_\_\_\_\_

ASSISTANT EXECUTIVE OFFICER \_\_\_\_\_

REGIONAL SUPERVISOR, AREA \_\_\_\_\_ ; \_\_\_\_\_

SCHOOL BOARD

SCHOOL PRINCIPAL \_\_\_\_\_

CADET COMMANDANT \_\_\_\_\_

ASSISTANT CADET COMMANDANT \_\_\_\_\_

CADET BATTALION COMMANDER \_\_\_\_\_

CADET COMPANY COMMANDER \_\_\_\_\_

CADET PLATOON LEADER \_\_\_\_\_

CADET SQUAD LEADER \_\_\_\_\_

ASSISTANT CADET SQUAD LEADER \_\_\_\_\_

INDIVIDUAL CADET

INSIGNIA OF RANK; OFFICERS AND NONCOMMISSIONED OFFICERS  
Chapter 5

The following are the insignia of rank for cadet officers:



COLONEL  
(silver)



LT. COLONEL  
(silver)



MAJOR  
(gold)



CAPTAIN  
(silver)



FIRST LIEUTENANT  
(silver)



SECOND LIEUTENANT  
(gold)

The following are the insignia of rank for cadet noncommissioned officers and P.F.C.s:



MASTER SERGEANT



FIRST SERGEANT



SERGEANT FIRST CLASS



SERGEANT



CORPORAL



PRIVATE FIRST CLASS



RIFLE MARKSMANSHIP



"The weather was fine at Camp Perry. Er, take this thing out and bury it...."

Leatherneck Magazine

# RIFLE MARKSMANSHIP

## INTRODUCTION Chapter 1

The purpose of the following chapters on rifle marksmanship is to give the student the basic instruction necessary to teach him to be a good shot. Shooting ability is not an inherited trait. It is a skill which the individual cadet must develop by continual practice, observation, and following the right procedures. Anybody can learn to fire a weapon if he is of average intelligence and has use of good facilities. Rifle marksmanship training is divided into four main steps: (1) sighting and aiming, (2) position exercises, (3) trigger-squeeze exercises,

## PREPARATORY RIFLE INSTRUCTION Chapter 2

The following is the step by step procedure used in preparatory rifle instruction:

### First Step:

The first step in preparatory rifle instruction is the sighting and aiming. A training aid called the sighting device is used to show the cadet the correct sight picture when he fires a weapon.

The correct sight picture is when the pole or stick is directly in the center or midpoint of the circle. The little ball must be exactly on top of this pole, so that it is not to one side, or up or down too far. Which one of the pictures below is the correct sight picture?



Another method of sighting and aiming is triangulation. This form of sighting and aiming is done in the following manner:

The rifle is placed in a rifle rest and pointed at a blank sheet of paper mounted on a box. The rifle rest and the aiming box on which the marker sits should each be weighted with a sandbag or rocks. Taking a prone position and looking through the sights without moving the rifle or rifle rest, the pupil directs the marker by moving his arm-and-hand in the desired direction to move the disk until the bottom of the bulls-eye is in correct alignment with the sights. He then commands: MARK. The marker, without moving the disk, makes a dot on the paper with a sharp-pointed pencil inserted through the hole in the center of the bulls-eye. The marker then moves the disk to change the alignment. The marker should hold the disk by pressing the handle against the box with the fingers of one hand, the thumb of the hand resting on top of the box. The other hand is used to move the disk.

The pupil, without moving the rifle or right rest, repeats this operation until three dots, numbered one, two, and three, respectively, have been made. These dots form the shots group. The pupil's name is written under the shot along with his unit designation so that when the paper is removed from the box the triangle can be discussed. The triangle formed should be able to be covered by a dime, when the distance between the box and rifle is 50 feet.

#### Second Step:

The second step in preparatory rifle marksmanship is the four positions. Instruction in all four positions include the use of the sling, holding the breath while aiming, and aiming itself. A properly adjusted sling is of great assistance in shooting. It helps to steady the rifle and should be adjusted to give firm support without discomfort to the soldier. To hold the breath, draw in a little more air than in an ordinary breath, let out a little, and keep the remainder by closing the throat in such a manner that the rest of the air in the lungs presses against the closed throat. Do not hold the breath with the throat open or by the muscular action of the diaphragm. The correct holding of the breath makes the rifle steadier during the final check of the aim and in the process of squeezing the trigger. Avoid holding the breath too long, as this will cause you to quiver and shake.

Each position must be steady and must require a minimum of muscular effort for its maintenance during prolonged firing. To accomplish this, the rifleman's frame supports the rifle; that is, the bones and not the muscles support the rifle. When the rifleman assumes a position, there is some point at which the rifle aims naturally and without effort at the center of the target. If this point is not the center of the target, the whole body must be shifted so as to bring the rifle into proper alignment. Otherwise the rifleman will be under a strain because for each shot he will be pulling the rifle toward the target by muscular effort.

The right hand grasps the small of the stock. The right thumb may be either around the small of the stock or on top of the stock; it should not be placed alongside the stock. The left hand is against or near the stock ferrule swivel, wrist straight, rifle placed in the crotch formed by the thumb and index finger and resting on the heel of the hand. The elbow is directly under the rifle or as nearly in that position as it can be placed without appreciable effort. For untrained men, this will initially require strenuous effort.

The trigger finger is in contact with the trigger at the most comfortable point between the tip and the second joint, the remainder of the forefinger being out of contact with the stock. The exact part used depends on the size of the rifleman's hand and the length of his arm. It is desirable that there be no contact between the trigger finger and the stock. This insures that trigger pressure will be straight to the rear and that all pressure will be applied on the trigger and not partly on the stock. The cheek is pressed firmly against the stock and placed as far forward as possible without strain to bring the eye near the rear sight. The butt of the rifle is held firmly against the shoulder. Left-handed men who have difficulty with the right-hand position will be allowed to use the left-hand position.

#### Prone Position:

In assuming the prone position, the body should lie at an angle of about 30° to the line of aim with the spine straight. The exact angle of the body to the line of aim will depend upon the conformation of the firer. The legs should be well apart, the inside of the feet flat on the ground, or as nearly so as can be attained without strain.

Elbows should be well under the body so as to raise the chest off the ground. The right hand grips the small of the stock. The left hand should be near the stock ferrule swivel, as far forward as is comfortable and convenient for the individual firer, wrist straight, rifle placed in the crotch formed by the thumb and index finger and resting on the heel of the hand. The cheek should be firmly pressed against the stock with the eye as close to the rear sight as is possible, without straining the neck muscles. The sling should be just sufficiently tight to offer support, but not so tight as to have a tendency to pull the left elbow to the left. The right thumb may be over the small of the stock or on top of the stock; it should not be placed alongside the stock.

The exact details of the position will vary, depending upon the conformation of the individual firer. However, the firer must secure a position that will not be changed by the recoil of the weapon. When the correct position has been attained it will be found that upon discharge, the muzzle will move slightly up and very slightly to the right, and that it will then settle back close to the original aiming point.

#### Sitting Position:

The firer sits half-faced to the right, feet well apart and well braced on the heels, which are dug slightly into the ground. Body is leaning well forward from the hips with the back straight. Both arms resting inside the legs and well supported. Cheek pressed firmly against the stock and placed as far forward as possible without straining. Left hand near the stock ferrule swivel, wrist straight, rifle placed in the crotch formed by the thumb and index finger and resting on the heel of the hand. Because of unusual conformation, some men cannot take the sitting position described above. The vast majority of such exceptions are men with unusually long legs and relatively short arms and body. These men are physically unable to place their elbows in the prescribed position. In such cases, the instructor may authorize the soldier to modify the prescribed position, using either the cross-legged or the crossed-ankle positions. Each case is decided by the instructor on its merit; in no circumstance will these modified positions be adopted at random by the riflemen.

#### Kneeling Position:

The firer kneels half-faced to the right on the right knee, sitting on the right heel. The left knee bent so that the left lower leg is vertical. The left arm is well under the rifle and resting on the left knee with the point of the elbow beyond the knee cap. The right elbow above or at the height of the shoulder. Cheek pressed firmly against the stock and placed as far forward as possible without strain.

#### Standing Position:

The firer stands half-faced to the right, feet from 1 to 2 feet apart, body erect and well balanced, and left elbow well under the right. The left hand is in front of the balance, wrist straight, rifle placed in the crotch formed by the thumb and index finger and resting on the heel of the hand. The butt of the piece is high up on the shoulder and firmly held. The right elbow is approximately at the height of the shoulder, and the cheek is pressed against the stock and placed as far forward as possible without strain. When squeezing the trigger in this position, relax the stomach and leg muscles to prevent jerking the trigger. A position with the left hand against or under the trigger guard and with the left upper arm supported against the body is not a practical field position.

### Third Step:

To become proficient in rifle marksmanship there is one requisite that exceeds all others in importance. The ability to squeeze the trigger properly. With his sights kept properly alined on the target, the firer, in squeezing the trigger, applies such a steady increase in pressure that he realizes that the rifle has been fired only after the bullet is on its way. No attempt is made to fire the rifle the instant at which the sights are alined. The rifle is held steadily and is discharged only when the sights are on the bulls-eye. Should they get slightly out of alinement, the pressure on the trigger is held until the sights are again in line. This method of trigger squeeze applies to both slow and sustained fire. The increase of pressure on the trigger is timed identically in both. Particular attention should be given to the proper application of correct trigger squeeze in all simulated firing, or the value of the practice is lost. The difference between poor shots and good shots is measured in their ability to squeeze the trigger properly.



SAFETY RULES  
Chapter 3

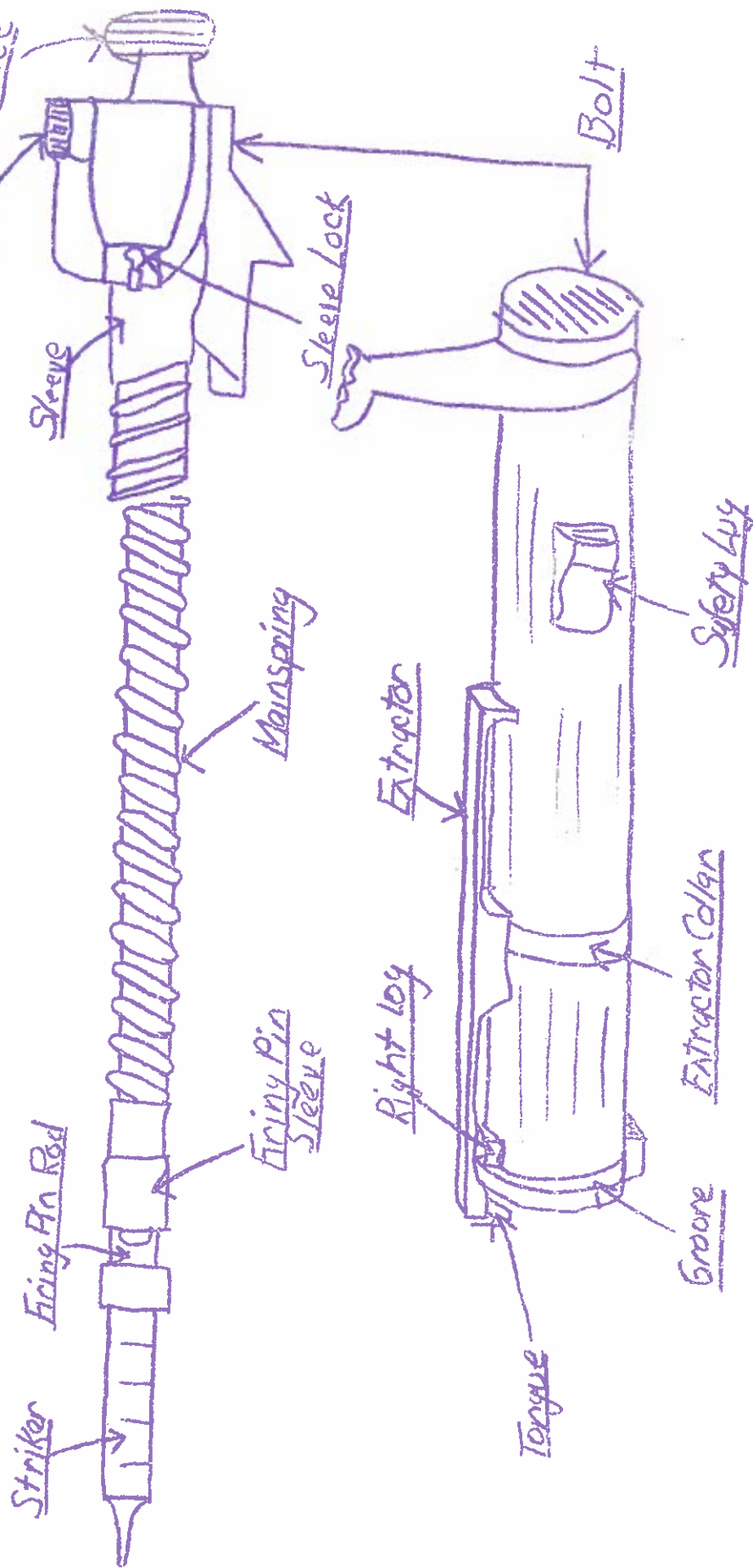
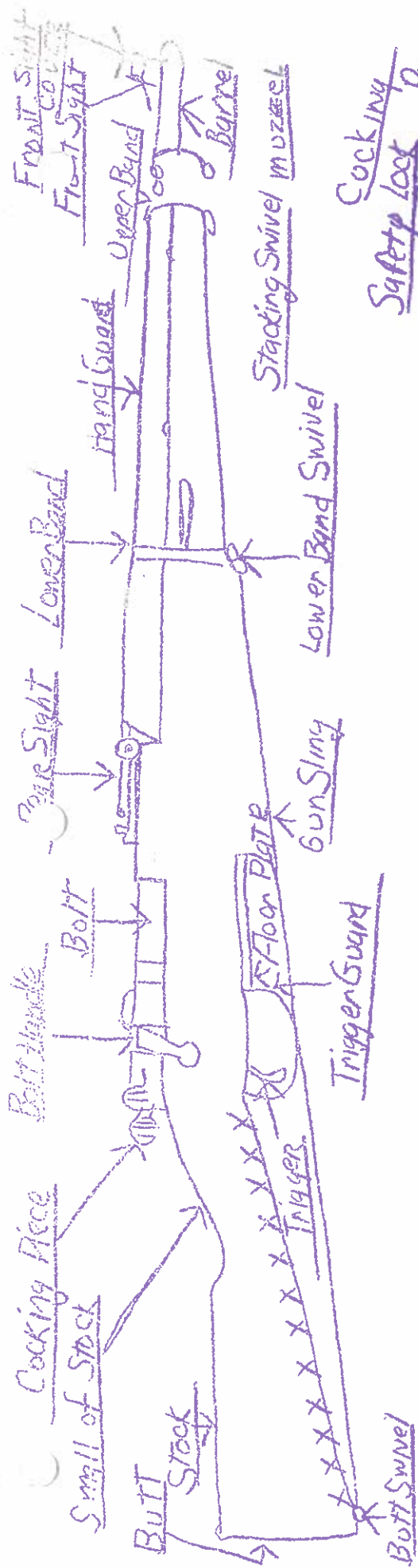
The following are the safety rules that should be followed anytime you're around weapons, loaded or not:

- 1) I will cock my gun and pull the trigger only when I am aiming at the target which I intend to shoot.
- 2) I will unload my gun and open the action as soon as I finish shooting and before I move from the firing line.
- 3) I will immediately make sure that any gun I handle is not loaded.
- 4) I will shoot only regular approved targets, or, if hunting, only at legal game.
- 5) I will unload and open my gun before I climb a tree, fence, or similar obstacle.
- 6) I will remember that a .22 caliber bullet will travel for a mile, or through nine inches of ordinary board, and that it will ricochet (glance) a long way across water.
- 7) I will "play safe" at any time when I am in doubt of the proper action.
- 8) I will see that everyone around me obeys these rules for safety and good of all.
- 9) I will give my help to any less skillful shooter, and will seek the advice of better marksmen for myself.
- 10) I will do my part to make America once again "A Nation of Riflemen."

Other rules just as important when around weapons:

- 1) The Range Officer and his assistants will be in direct charge of the range at all times when firing is being conducted, and ready to give assistance to any shooter in need of help.
- 2) The breech of every rifle on the range will be kept open at all times except when actually on the firing line ready to shoot.
- 3) All rifle, regardless of type, will be used as single loaders and the magazines will not at any time be loaded.
- 4) No cartridge belts will be worn. Loading will be only from loading blocks or from the regular cartridge box.
- 5) No rifles will be loaded until the command "Load" is given, and no shots fired before the command "Commence Firing".
- 6) All rifles will be immediately unloaded and breeches left open upon the command "Cease Firing".
- 7) No shooter, at any time, except under the order of the instructor, will move any portion of his body in advance of the firing point, and then only after all rifles are unloaded and all breeches open.
- 8) No person except those actually firing and the coaches and instructors will at any time be in advance of the Ready Line.
- 9) In cleaning or polishing the range, any unfired cartridges which may be found will be immediately turned in to the Range Officer. They will not be thrown into the trash can.





(71 a)

U.S. Rifle, Caliber .30 - Model 1903 (Chapter 4)

MAP READING



"I can't figure this thing out!  
It always points at me..!"

F. Zeillemaker

MAP READING



"I can't figure this thing out!  
It always points at me..!"

F. Zeillemaker

## MAP READING

### INTRODUCTION Chapter 1

Why learn to read a map? In civilian life it is possible for a stranger to find his way around a large city or town by merely asking directions. Map reading is essential to the training of all personnel of the Cadet Corps, or any other phases of the military field. The movement of personnel and supplies of a mobile army, in peacetime training or in war, is based upon military maps. These maps will furnish you the information you need to know. Learn to read them as you may have to rely upon them.

At times you may be entirely alone in a strange part of the country and a map may be your only guide. The value of map reading was proved during World War II. Thousands of soldiers escaped capture or were able to get back to their own lines because of their ability to read a map. Unfortunately, hundreds of soldiers were captured because of their inability to follow the information contained on their maps. If a unit takes a wrong turn the result isn't always pretty. Of course, a wrong turn on the open road is not always disastrous, but a wrong turn in enemy territory nearly always means destruction or capture. You should not only have possession of a map, but you should know how to read it. You should learn to read and understand the language of a map. It is a simple and clear language. You will use it very often when you are in a tight spot. If you learn to use it correctly, it won't let you down.

What is a map? A map is a picture of the land and the things people have built on the land, as taken from a vertical air view. It isn't a puzzle and it isn't hard to read. There are really only two things about a map which make it a little strange to read. In the first place, a map is flat and when we look at it we are looking at a picture of the ground from a spot high in the air. That view is different from the one we have looked at all our lives, from one point on the ground to another point on the ground. So the first thing we must do is to understand where we stand when we look at a map. To give us an idea of what happens when we look at something from above, watch a football game and see what happens when we look at it from different angles. The player's bench, the grandstand, in a blimp above the edge of the stadium, and a blimp directly over the playing field give us views from different angles. Remember, maps are views of things from directly above.

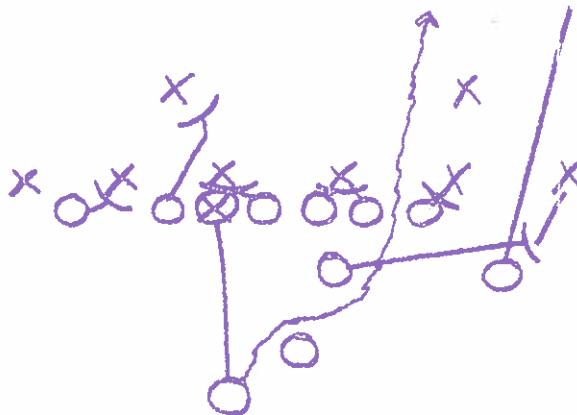
Take good care of your map. Fold it small enough to slip into your shirt to protect it from rain. Fold it in such a way that you can see the part of the map that you're using. When you mark your map, mark it lightly. It may have to last you a long while. Heavy marks on it will confuse you, and if you erase any heavy lines, it will smear and make it difficult to read. Try to avoid soiling it with mud or other matter.

Keep your map from the enemy. Any marks on it may give him valuable information. If in danger of capture, burn it. If you can't burn it, tear it into small bits and scatter them widely. If you can't do either, fold it as small as possible and bury it.

## CONVENTIONAL SIGNS Chapter 2

What's on a map? A map is a picture, but it is not a photograph. It is a drawing in ink on paper, and the big difference between a map and a photograph is that the map has signs and symbols instead of photographs of objects. We do the same thing with a football game. For example, below is a diagram, or map, of a football play. It may look like a puzzle, but it really isn't, and it is very simple. The "X's" stand for the players on one team, and "O's" stand for the players on the team having the ball, and the lines are the paths the players take in the play. A little study of this diagram, and it is easy to figure out that it illustrates an off-tackle play and shows each man's job. A map is not much different. On a map there are signs, like the "X's" and "O's" which stand for things on the ground, just as the football symbols stand for the players on the ground.

To read a map, then, we have to learn what these various signs mean. Map signs all look something like the actual thing they stand for. All the signs are simple to draw and are easily recognized. For example, the sign for a mine is a pick crossed with a sledge-hammer. These two tools are used in mining. Another example is the sign for a school-house, a blank block with a flag flying from it. Most schools have a flag on a flagpole, and the sign gives you the idea of a school.



The following are the basic conventional signs used on most maps:



1. mine



2. school



3. buildings



4. church



5. hospital



6. cemetery



7. cultivated fields



8. grassland



9. swamp



10. orchard



11. woods



12. lakes & ponds



13. roads



14. trails



15. cut  
(railroad)



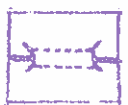
16. fill  
(railroad)



17. stream



18. pass over  
railroad



19. tunneled



20. telephone lines



21. barbed  
wire



22. basic symbol for  
an army unit



23. command post



24. field  
artillery

The size of a unit is also shown by signs. A squad is shown by a single dot, a section by two dots, and a platoon by three. A company is shown by a single, straight line. The following list shows you these signs, in order, as the unit gets bigger:

Squad.....  
Section.....  
Platoon.....  
Company.....  
Battalion.....

Regiment.....  
Brigade.....  
Division, or command of Air Force...  
Corps or Air Force.....  
Army.....



## ELEVATION Chapter 3

How high is it? So far, everything on our map is flat. We must now find a way to learn something about the different ground levels. It means something to us to know that a hill is in a certain place, but we would further like to know how high it is. A picture of a hill taken from above will not show us this, but there is a way for our map to give this information. Since a hill is broader at its base than it is at its top, let us take an object which is like a hill, a cone, for example, and see what we can do to a picture of it from above to let us know how high it is.

First suppose there are two boulders on the side of the cone, as in figure 1 below. When we look at this from above, we can tell which boulder is higher and how high the boulder is. Next, let us suppose that we walked up this cone until we were 10 feet higher than the base. Now let us walk around the cone, marking it as we go with a bag of flour. Finally, we will come back to the place we started from. Now, what do we know about this mark as we look at it from above? We know that anything on it is 10 feet higher than the base of the cone. Notice that one of the boulders is right on this line; therefore its elevation, or height, is 10 feet. If we mark another 10 feet off, we will know that anything on it will be 20 feet from the base of the cone. The second boulder is about in the center of both lines, therefore its elevation is 15 feet. In this way we can tell the elevation of objects.

These lines tell us still more. They tell us that the cone is round, for example. If the object were not round, an object other than a cone, these lines can tell us that, also. For example, suppose we stretch one side of the cone so that it looks like figure 2 below. If we do our flour-bag stunt again, from above, the lines look like they do in the figure. We find, then, that these lines can tell us two things: elevation and shape. Maps have many such lines, and if you understand them, they are easy to read and very helpful. On maps these lines are called contours or contour lines.

Elevation above what? It may be noticed that the elevation of the base of the hill in figure 3 below is 300 feet rather than 0 feet. The reason for this is, elevation on all maps is figured from sea level. In other words, we compare the elevation of all land anywhere to the average level of the sea. Although the hill is far from the sea, the base of the hill on the land is 300 feet above sea level. Sea level is the zero for the elevation measurements.

These contour lines are very helpful things to have, and they can help us in other ways. For example, suppose we have a high spot of ground that breaks off suddenly and becomes a cliff. From the ground, as in figure 4-a below, it is easy to tell this. When a hill or cliff is steep, the contour lines appear close together. Figure 4-b and 4-c below show other kinds of ground forms.



fig. 1



fig. 2

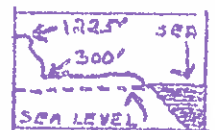


fig. 3



fig. 4-a  
(cliffs)



fig. 4-b  
(saddle-2 mountains)



fig. 4-c  
(valley formed  
by a stream)

## SCALES Chapter 4

How far is it? We have now put a map together and looked at many of its parts, so that at this point we can learn a good deal about a region by reading a map. There are still more things which a map can tell us. One of these things is: How far is it from one place to another? Distances on a map can be measured. The reason for this is that a map is a true picture of the land. A distance is measured on the map, and then the map tells you how much smaller this distance is than the actual ground, by means of a number found in the bottom margin of the map, about in the center. This number is called the SCALE. The scale number may be shown in two ways, both meaning the same thing. It may be written as a fraction:  $1/25,000$ ; or it may look like this: 1:25,000. In either case, it is the same as saying that 1 inch on the map is equal to 25,000 inches on the real ground.

Another method for finding distances is by the use of the Graphic scale. This method is even easier to use than the one we have just explained. Just below the notation of scale,  $1/25,000$ , is something which looks like a ruler. It is a ruler, a special one made just for that particular map. This special ruler is called a graphic scale. (fig. 1 below) It is used with a map in the following manner: First, a straight strip of paper is placed on the map alongside the distance you want to know. We then place marks on the paper at both ends of this distance. The paper is then placed alongside our graphic scale. This will show you how long the distance really is on real ground. There is another thing to notice about this scale. It has two parts. From the zero mark to the right it reads in large numbers, 500 meters apart. From the zero mark to the left it breaks down this large distance into smaller distances, 100 meters apart, so that we can measure more accurately.



figure 1.

### Coordinates:

Where is it? In a town or city, it is easy for us to tell someone that the church is at the corner of 1st Avenue and 1st Street. Or if you make a date with someone at the corner of 6th Avenue and 3rd Street, you could be pretty sure that both you and your date would be able to find the place. In a military unit, however, we are faced with a different problem. We must be able to give someone else the location of a lone tree in the middle of a large field, or a machine gun or sniper in a woods, or a guard along a stream. There are no streets in those places, but our maps have a system of letting us tell someone else where these points are.

This is done by placing on the face of the map a series of lines in the form of squares. These squares are used somewhat like the street system in a city, and every point on the map is near some "street." All we have to do is tell someone to go to one of these corners, just as we do in town with a real street. This is called a grid system, and the pattern is called a grid. The streets in a grid all have very simple names. They are all numbers. Before we can use these numbers, however, we must learn a few rules about them. In the first place, each square gets its name from the numbered lines which meet at its lower left-hand corner. The name is made up of two numbers separated by a dash. The rule is "READ RIGHT UP." For example, if your platoon leader tells you to meet a patrol on the path at (47-33) on a map, first you read right along the numbers at the bottom until you come to 47. Then you read up this line until you come to the line marked 33. Read Right Up.

## HOW TO USE A COMPASS AND ORIENTATION

### Chapter 5

On the ground and on the map, the army has an easy way to point out the directions of things. This same way is used in the Cadet Corps. It is easy because the same idea is used wherever we are. The idea is simply this: We suppose that wherever we happen to be at any given moment, we are in the center of a circle which has "avenues" running off in all directions. The circle is marked off into 360 avenues. Each of the 360 spaces is called a degree and each avenue has a name called an azimuth. This azimuth is just a name for direction line; each of these direction lines has a number, depending upon which of the 360 avenues it is.

We can march off on one of these avenues, or azimuths, starting at the center of the circle. The avenues all start where you are, whether you are in a jungle, on a hill, or on a highway. You can think of a soldier in the center of the circle with 360 avenues or azimuths running out from him like the spokes from the hub of a wheel. Every 10th avenue is numbered to make it easy to find those in-between.

Now there are two important things to remember about this circle of avenues: FIRST: The zero avenue must always point NORTH. SECOND: The avenues are numbered CLOCKWISE. That means we number them in the direction that we number hours on a clock.

With this knowledge, let's put this circle to work for us. You are told that there is a sniper in a tree in the orchard at Furlough Farm, and also told that if you crawl along up the creek to where the railroad crosses it at the foot of the hill, you can see the sniper's tree on the azimuth of exactly  $60^\circ$ . You find where the railroad crosses the creek and go there. You remember that the center of the circle of azimuths is right where you are. The first thing to do is to point the zero mark on the circle at north. (You will learn how to do this with your compass later in this chapter). Now it is easy to see which tree is on the avenue or azimuth marked  $60^\circ$  on the circle. That is the address of that tree, using the azimuth system. You take a bead on the sniper and knock him from the tree with your first shot. You move cautiously up to the tree, examine the fellow carefully, and find he is dead. You walk back to the railroad where it crosses the creek.

Now, what azimuth did you walk back on? Was it  $60^\circ$ ? No, it wasn't. It was  $240^\circ$ . A straight line, going forward and then backward, equals  $180^\circ$ . So, all you do, is to add  $180^\circ$  to the  $60^\circ$  you already have, and you get  $240^\circ$ . You have both a forward azimuth and a backward azimuth. The back azimuth is an important thing to know about, because if you know how to use it, it will take you back to your starting point. If you are sent on a mission to a point in strange country and at night, for example, your back azimuth will show you the direction in which you return.

We come now to the compass, that usefull item which finds north for us and finds our azimuth for us. The compass has on it the circle of numbered avenues or azimuths which we have been explaining to you. In other words, the compass is our direction finding tool, and it has everything on it to help us find our way. There are several types of compasses, but the one which we shall use here is called the lensatic compass.

Let us look now at figure 1. for a good look at the lensatic compass. The most important thing about this compass is that no matter how you turn it, as long as you hold it level, the white arrow always points in the direction of north. It won't let you down if you remember one thing: never use it near any metal object if you can help it. Metal objects will make the compass needle point in the wrong direction. Whenever you use a compass then, make sure you are well away from such metal objects as your helmet, rifle, truck, a wire fence, or any metal object which will bother your compass needle.

Besides the compass needle which points north, there is another important part of the compass. That is the numbered circle of avenues or azimuths right on the face of the dial. Everything else on the compass is designed to help you line up your compass with things on the ground and on your map and to help you read the avenue or azimuth numbers.

Compass reading is easy, if it is done correctly. For example, it is important to hold the compass correctly. Remember to point the compass in the general direction you want to go before you try to use it, and hold it level. Hold the compass so that it is steady and that it is held with the eyepiece close to the eye. You look at an object through the slit in the eyepiece and through the slit in the cover with the hair line in it. The glass eyepiece is used only to read the azimuth numbers on the dial. It is there only so you will be able to glance down and read these numbers at the same time you line up an object with the compass.

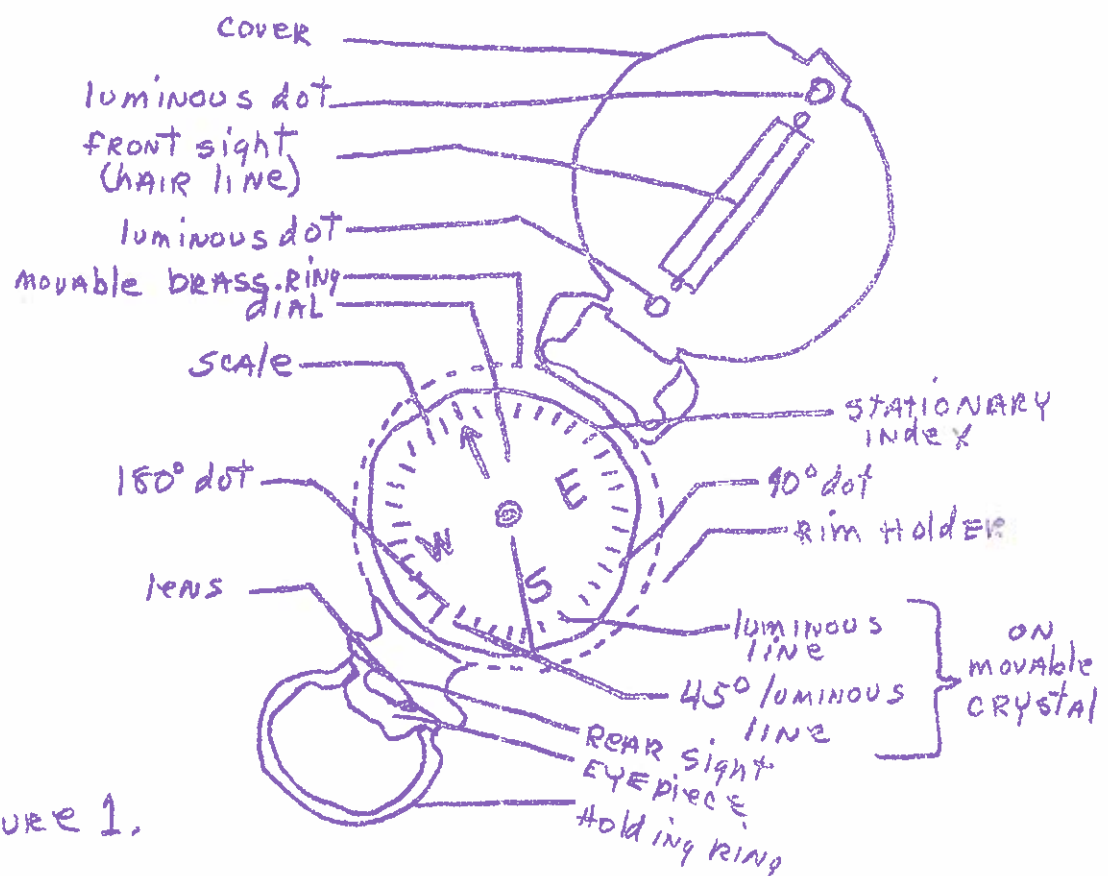


Figure 1.



## Orientation:

Before the compass and the map are ready to work together, the map must be placed in a position so that the directions on the map are lined up with the directions on the ground. There are two ways to do this, one of them without aid of a compass and the other with the help of a compass or of some other way of finding north. This act of lining up your map with the ground is called orienting the map.

**BY INSPECTION.** The first way of lining up your map is called "by inspection" which simply means "by looking at the ground with the map in front of you. This can be done when you have found objects on the ground which you recognize on your map and which you can see. Hold your map so that the objects on the map line up with the objects on the ground in front of you. Your map is then oriented.

**BY COMPASS.** Another way to line up your map is by using the compass. The compass needle points to magnetic north. The difference between magnetic north, grid north, and true north, is shown on your map as in figure 1. by a declination diagram. The prong with a half arrow represents magnetic north. The line marked "Y" is grid north, parallel to the vertical grid lines. The third prong on the declination diagram represents true north and is marked with a star. The three lines are not always in the same positions shown in figure 1. Which is in the middle and which are to the right and left differ on maps in various parts of the world. The angle between grid north and magnetic north is called the G-M (grid-magnetic) angle. The numerical value of this angle is printed beside the declination diagram, as in figure 1.

The way to use this angle and a compass to orient your map with the ground is as follows: Lay your map on a flat surface. Place the open compass so the hairline on the cover coincides with a vertical grid line. Read the G-M angle on the declination diagram and note whether magnetic north is right or left of grid north. Turn the map until the compass needle points to the right or left of the stationary index by the amount of the G-M angle. If the declination diagram shows magnetic north right of grid north, then the map should be turned until the compass needle points right of the vertical grid line.

Note. Before you use a map, ask your platoon leader or commander to make sure you are orienting your map properly.

## How to find north without a compass:

Even without a compass, however, you can orient your map with a north line. There are ways to find north without a compass.

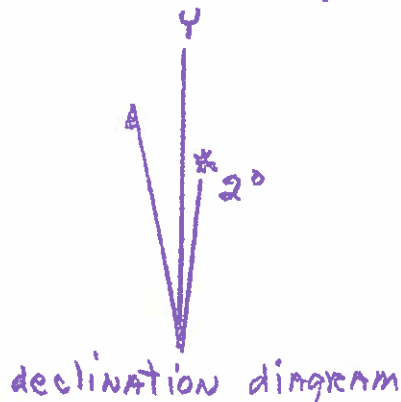


Figure 1.

BY DAY. North Temperate Zone. In the north temperate zone, one way to find north is with an ordinary watch in good running order. Simply point the hour hand at the sun. Halfway between the hour hand and 12 o'clock is due SOUTH. Directly opposite from south is NORTH, of course. The only tricky thing about this is that the watch should read on sun, or standard time. If your watch is running one hour ahead (such as on daylight-saving time), use the 1 o'clock number instead of the 12 o'clock number.

South Temperate Zone. In the south temperate zone, we use the watch too, but a bit differently. In this case you point the 12 o'clock on the watch at the sun. Halfway between 12 o'clock and the hour hand is due NORTH. Again, be sure it is standard time. If your watch is on daylight saving time, use the 1 o'clock number on the watch instead of the 12 o'clock number.

AT NIGHT. Northern Hemisphere. At night we must use another way to find north without a compass. We do this by means of the stars. In the northern hemisphere one way to use the stars is to find the Big Dipper. The Big Dipper is made up of seven fairly bright stars in the shape of a dipper with a long curved handle. If you can see the Big Dipper, use as pointers the two stars which form the side of the cup farthest from the handle. These point in the direction toward which you would pour from the dipper. These pointers aim at a bright star which is about five times the distance between the two stars of the Dipper cup. This bright star is the North Star, and is directly over the North Pole.

Southern Hemisphere. In the southern hemisphere you can find true South in relation to the Southern Cross. Two bright pointer stars in the vicinity of the Southern Cross serve as locators to help pick out the right group of stars. There are five stars in the Southern Cross. The outer four are fairly bright and form a cross. Imagine this cross as the frame of a kite. Put a straight tail on the kite four and one-half times as long as the length of the kite itself, using fingers' widths for a measuring stick. The end of this tail will be close to a position directly over the South Pole. Usually you won't be able to see a star in that immediate vicinity because no bright star appears directly above the South Pole.

There is another way to find the approximate location of the South Pole without measuring the four and one-half distance along the kite tail of the Southern Cross. Imagine a straight line perpendicular to the center of a line between the pointers. This perpendicular line intersects the extension of the Southern Cross kite tail. The point in intersection is approximately above the South Pole.