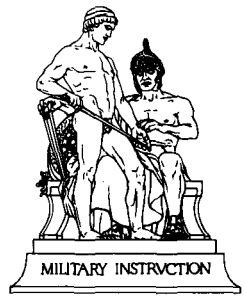


# UNITED STATES ARMY IN THE WORLD WAR 1917–1919

## Bulletins, GHQ, AEF

Volume 17




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# UNITED STATES ARMY IN THE WORLD WAR, 1917–1919

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# FOREWORD

Military historians and scholars of operational art have tended to neglect the role played by the American Expeditionary Forces in World War I. Although the Army organized a historical office in 1918 to prepare a multivolume history of the war, budget restraints and other considerations frustrated Chief of Staff Tasker H. Bliss' intention to "record the things that were well done, for future imitation . . . , [and] the errors as shown by experience, for future avoidance." The momentous events of succeeding decades only strengthened this tendency to overlook our Army's role in the fields of France in 1918. This neglect, although understandable, is unfortunate: World War I posed unique challenges to American strategists, tacticians, and logisticians—challenges they met in ways that could provide today's military student with special insights into the profession of arms.

To encourage further research in the history of World War I and to fill a gap in the Army's historical documentation of that conflict, the Center of Military History has created a World War I series of publications consisting of new monographs and reprints. Complementing our newly published facsimile reprint *Order of Battle of the United States Land Forces in the World War,* we are reprinting this seventeen-volume compilation of selected AEF records along with a new introduction by David F. Trask. Gathered by Army historians during the interwar years, this massive collection in no way represents an exhaustive record of the Army's months in France, but it is certainly worthy of serious consideration and thoughtful review by students of military history and strategy and will serve as a useful jumping off point for any earnest scholarship on the war.

There is a certain poignancy connected with the publication of this collection in the seventieth anniversary year of "the war to end all wars." Later this summer veterans of that war will gather together, perhaps for the last time, to discuss the history of the American Expeditionary Forces and to reminisce about their service. To them especially, but to all five million Americans who served in World War I, we dedicate this scholarly undertaking.

Washington, D.C.
1 June 1988

WILLIAM A. STOFFT
Brigadier General, USA
Chief of Military History

# Bulletins, GHQ, AEF

Note: Documents herein are reproduced as found without editorial correction of spellings or other grammatical errors in text.

HEADQUARTERS, A. E. F. ,
BULLETIN, NO. 1 *Paris, France, August 6, 1917.*

I. In accordance with the decision of the Minister of Finance the following information is published with regard to free entry of parcels addressed to members of the American Expeditionary Forces:

Free entry of parcels sent by private persons abroad to officers and men of the American Expeditionary Forces is authorized without other conditions than the statement of contents of the parcel and the fact of its shipment to addressee as indicated.

This privilege applies also to shipments made to wounded soldiers undergoing treatment in Red Cross hospitals. It includes tobacco, cigars, cigarettes, playing cards, wines, etc., and indicates freedom from payment of all customs, duties and record taxes, and, in appropriate cases, of all excise duties.

II. The U. S. Army post offices are now prepared to issue money orders payable in the United States, and to cash money orders issued in the United States payable at U. S. Army post offices in France.

These post offices are also prepared to sell U. S. postage stamps, which should be used for the prepayment of postage on all mail matter dispatched to the United States through these offices; otherwise postage will be collected on delivery of such mail matter in the United States.

By command of Major General Pershing:

JAMES G. HARBORD,
Lieutenant Colonel,
Chief of Staff.

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HEADQUARTERS, A. E. F.,
BULLETIN, NO. 2 *Paris, France, August 16, 1917.*

I. The following violations of General Orders No. 13 have been noticed by the U. S. Army Postal Service, 10 rue Ste. Anne, as constantly occurring:

(a) Officers sign their names on the envelopes without giving their rank. (Par. 11, Company Control, requires the "name and rank.")

(b) Officers sign their names in the wrong place on envelopes. (Par. 11 requires the "name and rank at the foot of the letter, and across the lower left-hand corner of the envelope.")

(c) The name and address of the sender has been put on the outside of the envelopes, even the unit being given in some cases. (Par. 3-b requires that "addresses on outgoing mail be given only inside the envelope.") Not only is this against the provisions of General Orders No. 13, but the mentioning of a unit may give valuable information to the enemy.

(d) Letters are sent to officers and men with the name of a place in the address. (Attention is called to Par. 3-a and 3-a-1. The mentioning of a place in nearly every case can be avoided, and where an officer or man is connected with a unit there is no necessity for this, as each unit is designated by a military address not containing the name of a place. This is known to the B. C. M. and to the U. S. Army Postal Service, and so mail can be delivered.)

II. Approximately 46,000 pairs of woolen spiral puttees for a division will be supplied

to the troops. These puttees are to be issued as needed to companies actually serving in the trenches.

By command of Major General Pershing:

JAMES G. HARBORD,
Lieut. Col., General Staff,
Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, September 9, 1917.*

BULLETIN, NO. 3.

The following rules for the preparation and transmittal of E. F. M. cablegrams to and from the United States are published for the information of all concerned:

INSTRUCTIONS FOR PREPARATION OF E. F. M. CABLEGRAMS AND FOR ACCOUNTING FOR TOLLS COLLECTED FOR THEIR TRANSMISSION.

RULE NO. 1.
Persons entitled to the privilege. Character of contents.

(a) The E. F. M. privilege is confined to officers, soldiers and civilians of the American Expeditionary Forces serving in Europe and to persons in the United States desiring to send messages to officers, soldiers and civilians of the American Expeditionary Forces serving in Europe.

(b) E. F. M. messages must refer only to matters of a personal and social character.

RULE NO. 2.
Where message may be filed in Europe and the United States.

(a) They may be filed at any United States military telegraph office in Europe designated by the Chief Signal Officer, American Expeditionary Forces, without regard to the location of the organization to which the sender may be attached. Messages for Europe may be filed at any Western Union office in the United States. (See example No.2.)

RULE NO. 3
E. F. M. messages to be accepted subject to delay and censorship regulations.

(a) All E. F. M. messages will be accepted subject to delay.

(b) A strict compliance with censorship regulations is imperative. Before transmission from Europe they must receive the approval of the censor at point of origin. After approval they will be forwarded by mail to the cable office at London, where they will be censored again, and then forwarded by telegraph to the United States. When from the United States full information will be furnished the sender by the Western Union.

RULE NO. 4.
No minimum, but brevity desired. To be written legibly on proper forms. How to prepare the message. Plain English language only permitted.

(a) Any number of words may be sent, but it is desirable that messages be as brief as is consistent with clearness, as facilities are limited.

(b) They should be prepared on message blank forms and preferably by typewriter. All words must be legibly written.

(c) A message for transmission to the United States must be prepared in conformity with the example No. 1; when from the United States, example No. 2 will govern. The date of filing and the name of headquarters must always be shown, but the location must never appear.

(d) Plain English language only is permitted; the use of code in the address, text or signature is prohibited.

RULE NO. 5.

Importance of the address. How to count words in messages.

(a) The importance of the address cannot be overestimated, and it must be sufficient to effect delivery.

(b) All words in the address, text and signature are counted and charged for as indicated in examples Nos. 1 and 2. E. F. M. is counted and charged for as one word and must be placed just before the name of the addressee. Each word in the name of a street is counted and charged for. Five figures or fraction thereof are counted as one word; Fort Benjamin Harrison, Indiana, would be counted and charged as one word. The name of the town and state together counts as one word. House numbers should be written in figures--not spelled out. (See example No. 1.)

RULE NO. 6.

Surname of sender required, and full name and address of same to be recorded.

(a) The surname, at least, of the sender is required in the signature. The full name, rank, organization and headquarters of the sender will be endorsed on the message blank, just below the signature of the sender, for the purpose of delivery by mail of any E. F. M. message that may be received for him.

RULE NO. 7.

All charges to be prepaid in French money; refunds not permissable.

(a) All charges must be in French money and be prepaid; refunds cannot be made.

(b) Postage of 15 centimes, in addition to the telegraph tolls, will be collected on each message. As the rate is very low it is almost always cheaper to send a new message than to make corrections by a paid service message whenever errors are discovered. Full cable rates apply to service messages of this class.

RULE NO. 8.

Duties of receiving clerk. Censorship. E. F. M. indication to be shown on envelopes. Receiver's register, Remittances.

(a) The receiving clerk will see that all words are legible and that the provisions of Rule No. 1 are complied with. He will carefully count the words; collect the necessary tolls, including postage; enter this data in the proper space on the message form, and present the message to the censor before transmission. The personal signature of the receiving clerk should be entered just after the amount on the message form. The censor will read the message, and if it conforms to regulations will place his stamp thereon and affix his initials thereto. The receiving clerk will then place the message in a sealed and stamped envelope, which envelope will bear the censor's stamp and E. F. M. indication, and forward the message to the London cable office, thus:

(b) Goulding,
Western Union House,
22 Great Winchester Street,
London, E. C. 2, England.
E. F. M. Messages.

Note: The E. F. M. indication on the envelope must always be shown. (See Par. d, this rule.)

(c) The receiving clerk will enter, by number, on a form for that purpose, at the time and in the order of their acceptance, all E. F. M. messages which are accepted for transmission. (See example.) When the messages are mailed to London he will endorse on the form the date and hour of mailing and his full name.

| Date. | No. of words. | Addressee. | Destination. | Signature. | Amount. |
|---|---|---|---|---|---|
| 8-15-17 | 10 | Smith, | New York, | Jones, | Fr. 3.00 |
| 8-15-17 | 10 | Jones, | New York, | Jones, | 3.00 |
| 3 messages mailed 5:40 P.M., August 15, 1917. | | | | | |
| John F. Smith, Pvt., S.C. | | | | | |

Example No. 1, showing how E. F. M. messages from Europe should be prepared:

Headquarters, First Division,
American Expeditionary Forces,
August 15, 1917.

E. F. M. John Doe,
110 Grand Trunk Boulevard,
St. Paul, Minn.:

All well.

Roe.

From Major Richard Roe, 10th U. S. Cav., Headqrs. 1st Div., A. E. F.

This message would be mailed to the London cable office and telegraphed from there to the United States.

Example No. 2, showing how E. F. M. messages from the United States should be prepared:

New York,
August 15, 1917.

Major Richard Roe,
Tenth Cavalry,
Amexforce, London:

All well.

Doe.

This message would be filed at the Western Union office in New York and cabled to London, where it would be mailed to the addressee at the proper headquarters in Europe.

The register will be totaled as to tolls and the number of the messages mailed. It will be held at the office where the messages are filed until the close of business for the month and then mailed to the District Signal Office where it will be held for six months, exclusive of the month in which the messages were filed, and then destroyed by burning.

The tolls collected, less cost of postage, will be carefully guarded against loss of any kind. Remittances will be made as directed by proper authority.

(d) Separate envelopes for each message are not necessary and should not be used when the day's business is mailed to London. This will result in an accumulation of a surplusage of postage funds. This surplus will be carefully accounted for, and after deducting the cost of remitting the tolls to the Western Union representative the

balance will be paid to said representative and receipt taken on the bill for the message by making the following entry on the foot of the bill:

"The amount of_____ remitted herewith in excess of the amount claimed is surplus postage caused by mailing several messages in one envelope."

RULE NO. 9.

Accounting for tolls and settlement of bills.

(a) All tolls for E. F. M. messages will be fully accounted for under such regulations as may be announced by the Chief Signal Officer, Headquarters American Expeditionary Forces. All tolls collected will be French money.

(b) Settlement will be made monthly with the representative of the Western Union Telegraph Company, No. 1, Rue Auber, Paris. Bills will be rendered against the accounting office by the London Office, through the Chief Signal Officer, Headquarters American Expeditionary Forces, and payment should be made by the accounting officer promptly. Receipted bills should be retained by the officer making payment for a period of six months after date of payment and then destroyed by burning. Each accounting officer will make settlement direct with the Paris representative upon receipt of the bill from the Chief Signal Officer, Headquarters, American Expeditionary Forces.

(c) No expense against the United States in collecting and remitting tolls is permissable.

By command of Major General Pershing:

JAMES G. HARBORD,
Lieut. Col., General Staff,
Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, October 10, 1917.*

BULLETIN, NO. 4.

The following information is published showing the measures taken by the French authorities to regulate the rate and method of exchange of American money for French money, applicable on French territory, in transactions between the French civil population and individuals of the American Army.

1. Treasurer's Office. Gold and paper money is changed without restriction at the rate of frs. 5.60 to the dollar at the various offices of the French Treasurer (General Treasurer, Finance Receiver's Office, Perception Office, Army Pay Office). These offices are not authorized to exchange silver money.

The location of the nearest Treasurer's Office may be ascertained by inquiry at any City Hall in French cities or towns.

French Army Paymaster's Offices may be found where there are Divisional Headquarters, an Army Corps or an Army of the French forces.

2. Post Office. The post offices do not usually exchange money, but will accept gold and paper money at the rate of frs. 5.60 to the dollar in payment for postal and telegraphic operation, issuing money orders, postal registration, payment of telegraphic taxes, issuing French Treasury bonds. They do not accept American silver.

3. Bank of France. The branches of the Bank of France change gold and paper money at the rate of frs. 5.60 to the dollar, and silver at the rate of frs. 5.00 to the dollar.

Checks on the Treasurer of the United States will be accepted at the Bank of France at the rate of frs. 5.70 to the dollar.

The rates of frs. 5.60 for gold and bills and frs. 5.00 for silver holds good until further notice from the French authorities.

The rate of frs. 5.70 for checks drawn on the Treasurer of the United States stands good until the end of October. The rate on these checks is fixed monthly by arrangement between the Bank of France and Lieut. Col. Chas. E. Stanton, Q. M. Corps, Chief Disbursing Officer, Office of the Chief Quartermaster, Line of Communications.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, October 15, 1917.*

BULLETIN, NO. 5.

I. The following extract of cablegram from the War Department is published for the information of all concerned:

"Instructions permitting officers and permanent civilian employees on duty beyond continental limits of the United States to make allotments of pay for support of family or dependent relatives will be issued shortly.

"War insurance bill makes compulsory allotments only in case soldier has wife or children. Compulsory deposits left to discretion of Secretary of War and can only be made provided one-half of soldier's pay is not allotted for Liberty Bonds or other purpose."

II. The following letter from the War Department, dated September 17, 1917, concerning vacancies in the regular non-commissioned staff, enlisted specialists, Coast Artillery Corps, is published for the information and guidance of all concerned:

1. "The Secretary of War directs that vacancies in brigade and regimental enlisted specialists, and non-commissioned staff, be filled by the appointment, as acting non-commissioned staff officers, of men who are qualified to fill these positions. Appointment will be made by regimental and brigade commanders from men trained for the various positions under supervision.

2. "Each regimental and brigade commander will keep a list of eligible men who have been properly instructed. The names of men on these lists will be transmitted to the Chief of Coast Artillery in order that they may be appointed, upon recommendation of the Chief of Coast Artillery, as vacancies occur in the authorized strength of enlisted specialists and non-commissioned staff officers."

(3738 A. G. O.)

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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1. The following is published for the information and guidance of all concerned:

"WAR DEPARTMENT
The Adjutant General's Office
Washington

September 13, 1917.

From: The Adjutant General of the Army.
To: The Commanding General, American Expeditionary Forces, France.
Subject: Allotment of funds for purchase of text books.

1. Subject to the provisions of Section II, Bulletin 16, War Department, 1917, for the selection of text books for non-commissioned officers school, the following table fixing the allotment of funds for the fiscal year 1918 for the purchase of text books other than Government publications, has been approved by the Secretary of War. Books for instruction in languages are purchaseable from this fund.

| | Unit | Strength each approx. | No. Units | Allotment to each | Total Amount | To be distributed under direction of |
|---|---|---|---|---|---|---|
| | Depot Brigade | 14,688 | 16 | 62.50 | 1,000. | Brigade Commander |
| | Company, Coast Artillery Corps | Based on 100 | 300 | 6.67 | 2,001. | Coast Defense Commander |
| | Division organized at minimum strength | 18,849 | 16 | 1312.00 | 20,992. | Division Commander |
| | Division organized at maximum strength | 26,265 | 18 | 1647.00 | 29,646. | Division Commander |
| When not assigned to a Division | Regiment, Infantry, Regular Army | 2,002 | 65 | 135.00 | 8,775. | Regimental Commander |
| | Regiment, Field Artillery, Regular Army | 1,500 | 21 | 100.00 | 2,100. | Regimental Commander |
| | Regiment, Cavalry, Regular Army | 1,520 | 25 | 100.00 | 2,500. | Regimental Commander |
| | Regiment, Engineers, not part of Division | 1,500 | 22 | 100.00 | 2,200. | Regimental Commander |
| | Battalion of Mounted Engineers | 750 | 2 | 50.00 | 100. | Battalion Commander |
| | Each corps for corps troops not parts of Divisions | 19,000 | 5 | 1000.00 | 5,000. | Commanding General |
| | | | | | 74,314. | |

Requisitions for funds will be submitted:

By order of the Secretary of War,

E. T. CONLEY, Adjutant General."

2. In accordance with the foregoing letter, the Chief Disbursing Officer, American Expeditionary Forces, Office of the Chief Quartermaster, Line of Communications, will make necessary requisition for funds required, and will be furnished with a list of organizations for use as a basis for requisition.

3. Payments for text books purchased under this authority will be made by Division Quartermasters for their respective Divisions and organizations attached thereto. Payments for text books purchased for units not a part of Divisions, will be made by Disbursing Quartermasters attached to such units, or serving therewith, if any.

4. In the case of purchases for organizations not attached to Divisions, and not having Disbursing Quartermasters, the bill will be sent to the Chief Disbursing Officer, American Expeditionary Forces, Office of the Chief Quartermaster, Line of Communications, for payment.

5. Division Quartermasters, and other Disbursing Quartermasters of other units concerned, will call on the Chief Disbursing Officer, Line of Communications for the funds required to pay bills incurred by the purchase of text books authorized above.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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BULLETIN NO. 7.

HEADQUARTERS, A. E. F.,
*France, October 26, 1917.*

All members of the American Expeditionary Forces claiming the right to vote in the State of New York, will be offered an opportunity to cast their ballots for the next general election for that State at polls which will be opened at the headquarters of their captain or other commanding officer at 8:00 a.m., November 2, 1917, except at Paris, le Havre and the town in which these headquarters are located, at which places the election will be held November 5th, and in Great Britain where the election will be held on such day prior to November 6th as may be designated by the Commanding General of the United States troops in that territory after consultation with the New York state election officials. The polls will be kept opened for at least three hours and for such further time, not later than sunset, as may be necessary to enable the voters to cast their ballots.

Should it be impracticable to hold the election on the day herein designated, the commanding officer of the place may designate the next secular day thereafter as the day of election. A person entitled to vote at such election is not required to vote at the same poll as others of his command, but may vote at such other place where a poll is taken as may be most convenient.

Commanding officers will make all necessary arrangements to hold the election in accordance with law and the regulations issued by Honorable Francis M. Hugo, Secretary of State of New York, which will be communicated to them by New York election officials.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

On or about October 12, 1917, an Act of Congress became effective providing (a) for compulsory and voluntary allotment of pay (b) compulsory deposit of pay when allotment thereof is not made (c) payment of separation or family allowances to dependents [a), (b), and (c) being applicable to enlisted men only] (d) benefits (pensions) for officers and soldiers in case of disability, and their dependents in case of death, and (e) the issuance of insurance to officers and men if they wish to avail themselves of the option of purchasing term insurance at net rates. The definitions of "officer" and "enlisted men" as they appear in the bill are attached to this Bulletin and the extract should be consulted.

A copy of the bill as signed is now enroute to these Headquarters but the widespread interest in the insurance feature indicates the advisability of publishing a bulletin in advance giving the essential facts in regard to the insurance, with the reservation that they may be subsequently altered in minor particulars.

The application for the insurance must be made to the Bureau of War Risk Insurance of the Treasury Department, which has established an office in Paris at 1, rue des Italiens, for the receipt of applications. The bill provides that if no application for insurance is made before February 12th, 1918, and death or disability should occur before that date, it will be presumed that application has been made to the Government for insurance, which will then be paid to a wife, child, or widowed mother of the deceased, or to the man himself, if disabled, amounting to two hundred forty monthly installments of twenty five dollars each. This represents approximately insurance for a face value of four thousand dollars, and if an officer or enlisted man should wish to apply for more insurance before the regular blanks are available, it is believed that an informal application can be filed with the bureau, giving the full name, date of birth, home address, rank, organization, station, date of enlistment or appointment, the amount of insurance desired, the name, relationship, post office address and amount each beneficiary is to receive together with an authorization to deduct the necessary monthly premiums from his pay. No responsibility is assumed for the filing of this informal advance application and the information is merely given to enable individuals to take such action as they may deem best for their interests.

The insurance is against death or total disability, and is issued in any multiple of five hundred dollars, not less than one thousand dollars, nor more than ten thousand dollars upon payment of premiums on the following basis per one thousand dollars of insurance, which premiums in the absence of an official copy of the law are stated approximately:

| Age | Premium |
|---|---|
| 20 | $7.54 |
| 25 | 7.79 |
| 30 | 8.14 |
| 35 | 8.64 |
| 40 | 9.46 |
| 45 | 10.79 |
| 50 | 13.31 |
| 55 | 17.94 |

The premiums shown above are annual premiums, and the insured may pay one twelfth each month; the proportional part may be deducted from the pay or compulsory deposit of the insured, or be otherwise made at his election. Policies must be applied for within one hundred twenty days after enlistment or after entrance into or employment in the

active service and before discharge or resignation, except that those who were in active service at the time of the publication of the terms and conditions of the contract of insurance may apply at any time within one hundred twenty days thereafter and while in such service. The benefits are payable in two hundred and forty equal installments to beneficiaries who may be a spouse, child, grandchild, parent, brother or sister only, no other beneficiaries being permitted. The insurance is not assignable and is not subject either to the claims of creditors of the insured or of the beneficiary, but the insured may direct that the insurance be divided among a number of such beneficiaries, the maximum total amount, however, being as stated above, ten thousand dollars.

The insurance during the war is not assessment insurance, the premium being fixed for the plan known as "term insurance", which provides that the premium is adjusted each year in accordance with the attained age of the insured and the table of rates; within five years after the conclusion of the war the policy must be exchanged for some form other than term insurance, which provides for a level net premium, which means that the Government will continue to bear all of the expenses of administration and excess mortality and disability cost resulting from the hazards of war. Section 314 of the Act is as follows:

"That compensation under this article shall not be paid while the person is in receipt of service or retirement pay. Existing pension laws and laws providing for gratuities or payment in the event of death in the service shall not be applicable after the enactment of this amendment to persons now in or hereafter entering the military or naval service, except in so far as rights under any such law shall have heretofore accrued."

"Compensation because of disability or death of members of the Army Nurse Corps (female) or of the Navy Nurse Corps (female) shall be in lieu of any compensation for such disability or death under the Act entitled "An Act to provide compensation for employees of the United States suffering injuries while in the performance of their duties, and for other purposes", approved September seventh, nineteen hundred and sixteen."

Capt. S. H. Wolfe, Q. M. Corps, U. S. R., has been placed in charge of this Bureau in Europe. His office is located at 1, rue des Italiens, Paris. All communications about and applications for insurance to be addressed to him.

By command of General Pershing:

JAMES G. HARBORD,
Brig. Gen. Chief of Staff.

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EXTRACT -- DEFINITIONS

(1) The term "child" includes.--

(a) A child legally adopted more than six months before the enactment of this amendment or enlistment or entrance into or employment in active service of the Military or Naval Forces of the United States, whichever of these dates is the later.

(b) A stepchild, if a member of the man's household.

(c) An illegitimate child, but, as to the father, only if acknowledged by him, or if he has been judicially ordered or decreed to contribute to such child's support.

(2) The term "grandchild" means a child as above defined of a child as above defined.

(3) The terms "child" and "grandchild" are limited to unmarried persons either under eighteen years of age, or of any age, if insane, idiotic or otherwise permanently helpless of pursuing any substantially gainful occupation.

(4) The term "Parent" includes a father, mother, grandfather, grandmother, stepfather, and stepmother, either of the man or of the spouse.

(5) The terms "brother" and "sister" include brothers and sisters of the half blood as well as those of the whole blood, stepbrothers and stepsisters, and brothers and sisters through adoption.

(6) The term "commissioned officer" includes a warrant officer, but includes only an officer in active service of the Military or Naval Forces of the United States.

(7) The terms "man" and "enlisted man" mean a person, whether male or female, and whether enlisted, enrolled, or drafted into active service in the Military or Naval Forces of the United States, and include noncommissioned and petty officers.

(8) The term "enlistment" includes voluntary enlistment, draft, or enrollment in active service in the Military or Naval Forces of the United States.

(9) The term "injury" includes disease.

(10) The term "pay" means the pay for service in the United States according to grade and length of service, excluding all allowances.

(11) The term "Military or Naval Forces" means the Army, the Navy, the Marine Corps, the Coast Guard, the Naval Reserves, the National Naval Volunteers, and any other branch of the United States service while serving pursuant to law with the Army or the Navy.

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BULLETIN, NO. 9

HEADQUARTERS, A. E. F.,
*France, November 6, 1917.*

The following information concerning the construction and operation of "Marmites Norvegienne" (fireless cookers) is published for the information and guidance of all concerned:

1. A case of solid wood, about one-third larger than the container utilized, should be constructed.

If the shape of the container is such that a second thin case can be made to fit it snugly, serving as a sheath for same, this should be done. The space between the two cases is then packed with shavings or crumpled paper.

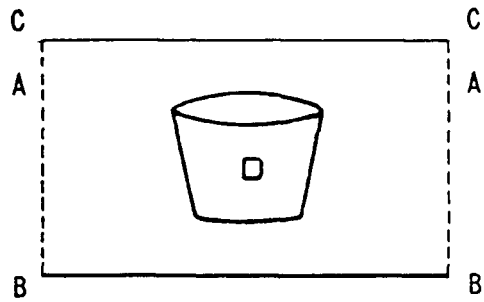
If it is not practicable to construct a second case to act as a sheath for the container, a bed should be made at the bottom and sides of same, with shavings or crumpled paper, held in place by cloth, which will serve as a cover for the successive operations.

The container must always fit tightly in the case, and should be forced into it to secure good results.

2. The food should be boiled for 15 minutes, after which the container should be instantly placed in the case. The empty space above should then be filled and the case hermetically sealed. Ordinarily four or five hours in the fireless cooker is sufficient.

3. Experiments have been made with a 40-litre washtub.

The system is indicated by the following drawing:



Shavings and paper have been used in part A-B, and paper in part A-C, placing over all a covering of wool.

After 15 minutes of boiling, the container D was put into place. For water a temperature of 83 degrees Centigrade was obtained after three hours. For soup, vegetables and meat, a temperature of 82 degrees Centigrade was obtained in four hours. The vegetables and meat were cooked to perfection.

The procedure can be used for dry vegetables, beans and split peas. It is sufficient to boil these for 30 minutes, and to leave them for six hours in the fireless cooker.

4. Lumber can not be provided for elaborate outer cases, which must be extemporized.

5. In order to economize, the fire used for heating the container should be immediately extinguished as soon as the container is placed in its case.

6. The Quartermaster Corps will issue water proof dressing for field shoes, called "DUBBIN". The following instructions for its use are announced.

(a) Shoes must be thoroughly cleaned, by brushing or washing, until all dust or mud are removed.

(b) The "DUBBIN" must then be well rubbed into the leather with the hand. The shoes may be either dry or damp.

(c) After the "DUBBIN" has been rubbed in and has penetrated the leather, a polished appearance may be given the shoe by rubbing with a smooth round stick.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, November 12, 1917.*

BULLETIN, NO. 10

The following translation of a memorandum transmitted to these headquarters through the French Military Mission, is published for the information and guidance of all concerned:

INFORMATION AS TO THE ORGANIZATION OF THE COMMAND AND OF THE TERRITORIAL SERVICES IN THE AREAS OCCUPIED BY AMERICAN TROOPS.

The various camps which will be occupied by American troops are situated either in the Zone of Etapes or in the Zone of the Rear.

In the Zone of the Rear the command of the territory is exercised by the general commanding the Region (21st Region Headquarters at Chaumont).

The following information applies only to the camps situated in the Zone of Etapes.

COMMAND.

The Director General of Etapes (Hdqrs. at Mattaincourt Secteur Postal 124) has jurisdiction over the territory in the Zone of Etapes, of the group of the Armies of the East.

Under this authority, he has charge of the general policing of the district and maintenance of order, working local resources, and has charge of all kinds of work undertaken in the Zone of the Etapes, as well as arranging quarters for troops to be billeted there.

He exercises no authority over the railway service which comes directly under the G. Q. G. (Service of the Rear). Consequently the installations in the railway stations, the transportation of supplies and of wounded do not come under his province. The matters are subject to the orders of the Chief of the Regulating Station of Is-sur-Tille, who is represented at each important station by a military station agent.

To carry out his duties the General D. E. (Directeur Etapes) is assisted by a General Major Superieur des Cantonments and has under his orders Commandants of "Etapes", troops of "Etapes" and various departments (Engineers, Quartermasters, Medical Department, Forestry Service, Provost Marshal, etc.)

COMMAND OF THE "ETAPES".

The Zone of Etapes is divided into a certain number of Etapes commands. Those which are at present concerned in the American forces are the Etapes Commands of Gondrecourt, Colombey-les-Belles, Neufchateau, Vaucouleurs and Bourmont.

The commanders of Etapes are representatives of the Director of Etapes and have direct command of all Etapes troops stationed in their commands.

SERVICE OF CAMPS AND BILLETS.

The functions of the Service of Camps and Billets are the organization and supervision of all work pertaining to Camps and Billets.

At the head of this department is the "General Major Superior des Camps et Cantonments" (Chief Town Major) Hdqrs. at Hymont, Secteur Postal 124.

Each "Camp" comprises a billeting area for one division (with artillery) comprising places suitable for manoeuvering and rifle ranges for infantry, (to be used contingently by artillery).

For each camp one Zone Major is detailed, (Commandants A'Etapes, can also be Zone Majors for a specific camp at the same time), assisted by Town Majors (junior officers of the line).

The Zone Major resides at the place designated as Headquarters of the division. He is responsible for the construction work (travaux) done in the cantonments, of improving and maintenance, as well as for billeting troops when they arrive in the Zone.

He has on his Staff, as a representative of the Engineer Corps, a staff officer who is more particularly charged with the technical supervision of construction work and with the supply of material.

The Zone Major has under his orders a certain number of Town Majors scattered over the "Camp" each one of whom is responsible for billeting troops in a certain number of villages.

Lastly, "Casemiers" (N. C. O.) (keepers of Engineer supplies) are placed at the disposal of each Town Major for the proper storing of all materials.

BILLETING TROOPS IN A "CAMP."

The detailed plan of distribution of the troops into the various cantonments is prepared in advance and placed in the form of a general descriptive plan, indicating the distribution of all parts of the division in the various villages. This plan is handed by the Zone Town Major to the officer who precedes the division and in addition to this, a description of the drill grounds and rifle ranges of all kinds that are known and which can be utilized.

Each Town Major will have for the use of the commanding officers of troops arriving in a village:

(1) A plan of the village.
(2) The capacity of each house for officers, men and animals.
(3) The distribution of the various units in the village.
(4) The designated use of all types of Adrian barracks in the vicinity of the village.
(5) Information as to water supply, watering places, parking spaces for wagons, etc.

HOW DEMANDS OF EVERY DESCRIPTION ARE MADE BY THE TROOPS IN BILLETS.

Demands and orders of a "general" nature which the Commander of the Division might have occasion to give are submitted to the Zone Major.

Those relating to any special cantonment are made to the Town Major. These are related chiefly to the materials necessary to improve the billets (lumber, scantling, rafters, tarred paper, bricks, tiles, cement, etc.)

When there is any question of making any detailed changes in any house it will always be necessary to obtain the consent of the inhabitants, and in case of disagreement to refer the matter to the Mayor of the place. No land can be taken for the purpose of erecting Adrian barracks or other object without the consent of the owner. For permanent buildings a satisfactory agreement as to location must be reached with the owner.

Certain compensations are allowed for billeting troops which are listed as follows:

(1) Billets.

| | |
|---|---|
| Rate per officer's bed per night | 1. fr. |
| Rate per N. C. O. or soldier's bed per night | 20 C. |
| Stable room for horse or mule per night | 05 C. |

(2) Cantonments.

| | |
|---|---|
| Per man per night (shelter without bed) | 05 C. |
| Per horse or mule (open shelter without mangers, racks, etc.) | For the manure |

If the occupancy is for an extended time, leases should be executed revocable at the discretion of the military commander, for the provisional buildings erected for sheltering or billeting troops or services.

The manure from the animals stabled or billeted is left with the inhabitants. The manure from animals picketted or sheltered under sheds belongs to the troops.
The question of compensation settlements is not handled directly by the occupying troops. The Town Major will each month submit a statement of the billeting which he will hand to the Mayor. This statement will be used the Mayor to draw the amount owing to the village, to be distributed later to those inhabitants having claims.

Places used as offices, storerooms, etc., are to be paid for at the rate fixed by the terms of lease or agreement drawn up to that effect. The rent of mess rooms is paid for by the Quartermaster.

DEPREDATIONS MADE IN BILLETS.

By depredations in billets is meant damage done inside houses or out-buildings, sheds of all kinds, gardens, wreckage of material and incursions made in the supplies of the inhabitants.

When troops leave a cantonment an officer is always left behind for 24 hours to receive the claims of the inhabitants and to verify damage done to billets.

Claims by the inhabitants must be filed with the Mayor before the departure of the troops, or in case of their unexpected departure, they must be filed within 12 hours. An official report (proces-verbal de constat) is made by the Mayor and Officer after both sides have been heard. This report is used by the Mayor in order to secure the settling of the account.

DRILL GROUNDS.

In each camping area certain drilling grounds of various sizes have been designated which are bounded by stakes painted white and red.

It is enjoined that even within the limits of these areas, all damage to the crops should be avoided and to give the farmers every opportunity to attend to their cultivation, consistently with carrying out the drills.

Outside the drill areas designated as such, troops may manoeuver on land which is not cultivated or seeded down. All damages to crops are settled by a permanent

commission appointed by the D. E. (Direction Etapes) a "Sous Intendant" (Q. M.) a civilian and a staff officer of Engineers.

RANGES FOR INFANTRY AND ARTILLERY.

Each range is governed by a set of regulations specifying all the conditions to which the troops must strictly conform. These regulations designate the firing stands, the sights for the targets, the days and hours for target practice after due notice has been given to the Mayors of the districts affected. They outline the zone where shots may fall and in which no traffic is allowed during the time of firing, and place posts for sentinels or flags to prevent access to this zone.

MAINTENANCE FOR AMERICAN TROOPS.

In principle the American Army must be maintained by supplies sent from the United States, purchases can only be made on such stocks as are in excess of the needs of the civil population and the French troops of the district.

In no case must the purchase price be in excess of the prices determined by the "General Directeur des Etapes".

It is necessary to carry out these instructions for purchases of all kinds as otherwise a rise in the price of provisions, very detrimental to the inhabitants, would occur.

If the occasion arises for purchases in quantity (d'une certaine importance) they can only be made in the interior and requested from the Commander-in-Chief.

WOOD FOR COOKING AND FOR HEATING PURPOSES.

The felling of wood for cooking purposes and for heating can only be made in forests indicated by the Forestry Service application to be made to the Zone Major.

Labor is furnished from details of regular troops (regulierement encadres). Only such lumber may be felled as has been designated by the "chasseurs forestiers" (foresters) to the officer commanding the detachment. He in turn furnishes the representative of the Forestry Service with a voucher specifying exactly the amount of wood removed.

It is strictly forbidden to hitch horses to trees, to cut or remove any wood without due authorization.

SALE OF DRINKS.

By order of the Commander in Chief, the sale of drinks must be under constant supervision.

No wine shop may be opened except under military authorization. Moreover, from September 16, 1917, to April 14, 1918, wine shops can only be opened to soldiers from 10:30 a.m. to 1 p.m., and from 5 p. m. to 8 p. m.

DISCARDED MATERIALS.

It is important to salvage all discarded materials. Clothing remnants of every kind and empty cans must be carefully placed in designated dumps in each cantonment.

Before the troops have left, all the quarters must be visited, separate beds should be gathered into the Adrian barracks or in special store rooms, or in default of this, will be properly arranged in the quarters which were occupied.

Hdqrs. 23d September, 1917.
Le General de Division Deletoille
Directeur des Etapes du G. A. E.
(Signed) "DELETOILLE"

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, November 14, 1917.*

BULLETIN, NO. 11.

Since the issuance of Bulletin No. 8, definite advices have been received from the United States, in the matter of premium rates for the insurance provided for by the Act of Congress approved October 6th, 1917, and the following table and explanatory notes are published for the information of those concerned.

The rates per $1,000.00 of insurance at the various ages are as follows:

| Age | Monthly premium | Age | Monthly premium | Age | Monthly premium |
|---|---|---|---|---|---|
| 15 | $.63 | 32 | $.71 | 49 | $1.08 |
| 16 | .63 | 33 | .72 | 50 | 1.14 |
| 17 | .63 | 34 | .73 | 51 | 1.20 |
| 18 | .64 | 35 | .74 | 52 | 1.27 |
| 19 | .64 | 36 | .75 | 53 | 1.35 |
| 20 | .64 | 37 | .76 | 54 | 1.44 |
| 21 | .65 | 38 | .77 | 55 | 1.53 |
| 22 | .65 | 39 | .79 | 56 | 1.64 |
| 23 | .65 | 40 | .81 | 57 | 1.76 |
| 24 | .66 | 41 | .82 | 58 | 1.90 |
| 25 | .66 | 42 | .84 | 59 | 2.05 |
| 26 | .67 | 43 | .87 | 60 | 2.21 |
| 27 | .67 | 44 | .89 | 61 | 2.40 |
| 28 | .68 | 45 | .92 | 62 | 2.60 |
| 29 | .69 | 46 | .95 | 63 | 2.82 |
| 30 | .69 | 47 | .99 | 64 | 3.07 |
| 31 | .70 | 48 | 1.03 | 65 | 3.35 |

A person who insures at the age of 25 for $1,000, will pay a monthly premium of sixty-six cents, until he reaches the age of 26, when his monthly premium will be increased to sixty-seven cents; as he reaches each successive birth-day, the premiums are increased as shown in the table.

The insurance is not payable in one sum, but in monthly instalments. For the premiums shown above, there will be paid, in case of death, two hundred and forty monthly instalments of $5.75 each. Insurance may be taken in multiples of $500, $1,000, being the smallest and $10,000 being the largest amount written. The rates and the amount of each monthly instalment will be proportional. For example, a person who insures at the age of thirty for $5,000 will pay $3.45 a month during the first period; in the event of

his death, his beneficiary will receive two hundred and forty monthly instalments of $28.75 each. In case the person insured becomes totally disabled, the monthly instalments will be paid to him so long as he lives and suffers such permanent disability. In the event of his death before the two hundred and forty instalments have been paid to him, the remainder of the two hundred and forty instalments will be payable to the beneficiary.

For the purposes of the insurance section of the Act, there is no limit placed on the age of the child or grand-child; no matter what their ages are, they may be beneficiaries.

Present advices indicate that the Congress changed the definition of commissioned officer as follows:

"(6) The term "commissioned officer" includes a warrant officer, an Army field clerk, and a field clerk, Quartermaster Corps, but includes only an officer in active service in the military or naval forces of the United States."

This Bulletin and Bulletin No. 8 will be given wide publicity, in order that no officer or enlisted man may be deprived of the right to become insured if he so desires. The applications must be sent to the American Bureau of War Risk Insurance, 1, rue des Italiens, Paris, France, within one hundred and twenty days after enlistment or after entrance into or employment in the active service and before discharge or resignation; those who were in active war service at the time of publication of the terms and conditions may apply at any time within one hundred and twenty days thereafter and while in such service.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General, Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, November 30, 1917.*

BULLETIN, NO. 12.

In addition to the privilege of taking additional insurance granted to the commissioned officers and enlisted men of the Army and Navy, the Act of Congress approved October 6th, 1917, provides for certain benefits indicated in subdivisions (a), (b), (c) and (d) of the first paragraph of Bulletin No. 8 A. E. F.c.s. A more detailed account of these benefits has been prepared by the American War Risk Insurance Bureau and is published for the information of those concerned.

SECTION I.

Allotment of Pay. All enlisted men having a wife or a former wife divorced (not remarried) or a child, are obliged to allot a certain portion of their pay each month; an allotment to any other person is voluntary. If, however, the written consent of the wife or former wife divorced, supported by evidence satisfactory to the Bureau of her ability to support herself and her children, is filed, the allotment may be waived; if the enlisted man is able to show to the satisfaction of the Bureau that for good cause he should be exempted from the allotment, such action may be taken.

The amount of monthly compulsory allotment is as follows:

It shall be equal to the family allowance referred to in Section II hereof, but shall not be less than $15 or more than one-half of his pay; for a wife living separate

and apart under court order or written agreement or for a former wife divorced, the monthly compulsory allotment shall not exceed the amount specified in the order or agreement to be paid to her. In the case of an illegitimate child to whose support the father has been ordered to contribute, the compulsory allotment shall not exceed the amount fixed in the order. If an allotment has been made to wife or child, a former wife divorced and who has not remarried becomes entitled to an allotment only out of the difference, if any, between the allotment for the wife or child or both and one-half of the pay.

The voluntary allotment may be for any amounts remaining after the compulsory allotment, and for the benefit of any person or persons selected by the man, subject to any conditions and limitations which may be prescribed under regulations of the Secretary of War.

In case one-half of an enlisted man's monthly pay is not allotted (either compulsory or voluntary) regulations may be made by the Secretary of War requiring any proportion of such one-half pay as is not allotted to be deposited to the man's credit, and held during such period of his service as may be prescribed. The deposits will bear interest at the rate of four per centum per annum, compounded semi-annually, and the principal and interest shall be paid to the enlisted man, if living, otherwise to any beneficiary or beneficiaries he may designate or in the absence of such beneficiary or beneficiaries, to the person or persons who would, under the laws of the State of his residence, be entitled to his personal property if he died without leaving a will.

SECTION II.

Family Allowances. The United States will pay a family allowance of not exceeding $50 a month upon written application to the Bureau by the enlisted man or by or on behalf of any beneficiary of such man as follows:

The family allowance is payable from the time of enlistment to death in or one month after discharge from the service, but not for more than one month after termination of the present war emergency, or for any period preceding November 1st, 1917. The allowance is subject to such regulations as may be adopted for cases of desertion, imprisonment and missing men.

Beneficiaries are divided into two classes, A and B, and the amounts payable per month are as follows:

Class A. In the case of an enlisted man to his wife (including a former wife divorced) and to his child or children:

(a) If there be a wife but no child, $15.

(b) If there be a wife and one child, $25.

(c) If there be a wife and two children, $32.50, with $5 per month additional for each additional child.

(d) If there be no wife, but one child, $5.

(e) If there be no wife, but two children, $12.50.

(f) If there be no wife, but three children, $20.

(g) If there be no wife, but four children, $30, with $5 per month additional for each additional child.

Class B. In the case of an enlisted man or an enlisted woman, to a grandchild, a parent, brother or sister:

(a) If there be one parent, $10.

(b) If there be two parents, $20.

(c) For each grandchild, brother, sister and additional parent, $5. In the case of an enlisted woman to a child or children:

(d) If there be one child, $5.

(e) If there be two children, $12.50.

(f) If there be three children, $20.

(g) If there be four children, $30, with $5 per month additional for each additional child.

NOTE: It must be borne in mind that the above allowances are in addition to the pay which the man will allot.

The allowance for members of Class A is paid only while the compulsory allotment is made by the man. The allowance to a former wife divorced is payable only if alimony shall have been decreed to her and only out of any difference between $50 and the payments to other members of Class A. In the case of a wife living separate and apart under court order or written agreement or in the case of a former wife divorced, the monthly allowance together with the allotment shall not exceed the amount specified in the court order or written agreement to be paid to her. In the case of an illegitimate child, to whose support the father has been ordered to contribute, the allowance together with the allotment shall not exceed the amount required.

The allowances to members of Class B are paid only if and while the members of that Class are dependent in whole or in part on the enlisted man and then only if and while he makes a monthly allotment of his pay to such members of Class B equal to the amount of the allowance to them as shown above except that:

(a) The maximum monthly allotment so required to be made to members of Class B shall be one-half of his pay.

(b) If he is making no allotment to a member of Class A the minimum monthly allotment so designated to be made to members of Class B shall be $15 per month.

(c) If he is making the compulsory allotment to a member of Class A, the minimum monthly allotment so designated to be made to members of Class B shall be one-seventh of his pay, but not less than $5 per month.

For good cause shown, on the enlisted man's application, the allotment required as a condition to granting the allowance to Class B may be waived.

There are further limitations to the allowances payable to members of Class B as follows:

(a) If an allowance is paid to one or more beneficiaries of Class A the total allowance to be paid to the beneficiaries of Class B shall not exceed the difference between the allowance paid to the beneficiaries of Class A and the sum of $50.

(b) The total monthly allowance to beneficiaries of Class B added to the enlisted man's monthly allotment to them, shall not exceed the average sum habitually contributed by him to their support monthly during the period of dependency but not exceeding a year immediately preceding his enlistment or the enactment of this amendatory Act.

SECTION III.

If death results from personal injury suffered or disease contracted in line of duty by any commissioned officer or enlisted man, or by any member of the Army Nurse Corps (female) (the injury or disease not having been caused by his own wilful misconduct) the United States will pay benefits as follows:

If the deceased leaves a widow or child, or if he leaves a widowed mother dependent upon him for support, the monthly compensation shall be the following amounts:

(a) For a widow alone, $25.

(b) For a widow and one child, $35.

(c) For a widow and two children, $47.50, with $5 for each additional child up to two.

(d) If there be no widow, then for one child, $20.

(e) For two children, $30.

(f) For three children, $40, with $5 for each additional child up to two.

(g) For a widowed mother, $20. The amount payable under this subdivision shall not be greater than a sum which, when added to the total amount payable to the widow and

children, does not exceed $75. This compensation shall be payable for the death of but one child, and no compensation for the death of a child shall be payable if such widowed mother is in receipt of compensation under the provisions of this article for the death of her husband. Such compensation shall be payable whether her widowhood arises before or after the death of the person and whenever her condition is such that if the person were living the widowed mother would have been dependent upon him for support.

The payment of compensation to a widow or widowed mother shall continue until her death or remarriage and the payment of compensation to a child shall continue until the child reaches the age of 18 years or marries, or if the child is incapable because of insanity, idiocy, or otherwise permanently helpless, the payments will continue during incapacity.

It should be noted that the term "widow," as used in this section, does not include one who shall have married the deceased later than ten years after the time of injury.

SECTION IV.

If disability results from the injury, as indicated in the first sentence of Section 3, the United States will pay the following amounts:

If and while the disability is total, the monthly compensation shall be the following amounts:

(a) If he has neither wife nor child living, $30.

(b) If he has a wife but no child living, $45.

(c) If he has a wife and one child living, $55.

(d) If he has a wife and two children living, $65.

(e) If he has a wife and three or more children living, $75.

(f) If he has no wife but one child living, $40, with $10 for each additional child up to two.

(g) If he has a widowed mother dependent on him for support then, in addition to the above amounts, $10.

To an injured person who is totally disabled and in addition so helpless as to be in constant need of a nurse or attendant, such additional sum shall be paid, but not exceeding $20 per month, as the director may deem reasonable: *Provided, however,* that for the loss of both feet or both hands or both eyes, or for becoming totally blind or helpless and permanently bedridden from causes occurring in the line of duty in the service of the United States, the rate of compensation shall be $100 per month: *Provided, further,* that no allowance shall be made for nurse or attendant.

The foregoing applies to *total* disability. If and while the disability is partial, the monthly compensation will be a percentage of the above compensation equal to the degree of the reduction in earning capacity resulting from the disability, no compensation however being payable for reduction in earning capacity rated at less than 10 per centum.

In addition to the compensation above provided, an injured man will be furnished by the Government such reasonable medical, surgical and hospital services, supplies, artificial limbs, trusses, etc., as may be decided upon as reasonably necessary.

In cases of dismemberment, of injuries to sight or hearing and other injuries commonly causing permanent disability, the injured person must follow such courses of reeducation as the Government may provide, and should such courses prevent the injured person from following a substantially gainful occupation while taking the same; a form of enlistment may be required which shall bring the injured person into the military service, providing for pay, allotments and family allowances in lieu of all other compensation for the time being.

No compensation shall be payable unless a claim therefor be filed in case of disability within five years after discharge or resignation from the service, or in case of

death during the service within five years after such death is officially recorded. In connection with this the following section should be carefully noted, as it has been changed from the quotation made in Bulletin No 8 and doubt has existed in the minds of some as to whether it applies in any way to the insurance referred to in Bulletin No's 8 and 11.

"Sec. 312. --That compensation under this article shall not be paid while the person is in receipt of service or retirement pay. The laws providing for gratuities or payments in the event of death in the service and existing pension laws shall not be applicable after the enactment of this amendment to persons now in or hereafter entering the military or naval service, or to their widows, children, or their dependents, except in so far as rights under any such law shall have heretofore accrued.

"Compensation because of disability or death of members of the Army Nurse Corps (female or of the Navy Nurse Corps (female) shall be in lieu of any compensation for such disability or death under the Act entitled 'An Act to provide compensation for employees of the United States suffering injuries while in the performance of their duties, and for other purposes,' approved September seventh, nineteen hundred and sixteen."

It should be noted that the foregoing does not apply to insurance but solely to the compensation payable in accordance with Sections III and IV of this Bulletin.

Bulletins No's 8 and 11, A.E.F., deal with the insurance furnished by the Government, and General Orders 56, A.E.F.c.s., refer to the method of paying the insurance premiums and reporting the same. Reference should be had to the Bulletins and General Orders indicated for further information. For more detailed information about allotments, allowances, compensation benefits and insurance, those interested are referred to the Act itself, approved October 6th, 1917, which is known as H.R.5723. An Act to amend an Act entitled "An Act authorize the establishment of a Bureau of War Risk Insurance in the Treasury Department", approved September second, nineteen hundred and fourteen, and for other purposes.

The Officer in Charge of the Bureau of War Risk Insurance states that applications are being sent to the Bureau without being properly inspected. Commanding officers will see that before the blanks are forwarded the applicant has named beneficiaries within the permitted class (see Bulletin No 8) has given the beneficiary's OWN christian name and that his age, as stated, is in conformity with his date of birth.

The following definitions of certain terms used in the Act are stated for the information of those concerned;

"The term 'child' includes:

"(a) A legitimate child.

"(b) A child legally adopted more than six months before the enactment of this amendatory Act or before enlistment or entrance into or employment in active service in the military or naval forces of the United States, whichever of these dates is the later.

"(c) A stepchild, if a member of the man's household.

"(d) An illegitimate child, but, as to the father, only, if acknowledged by instrument in writing signed by him, or if he has been judicially ordered or decreed to contribute to such child's support, and if such child, if born after December thirty-first, nineteen hundred and seventeen, shall have been born in the United States, or in its insular possessions.

"The term 'grandchild' means a child as above defined of a child as above defined.

"Except as used in section four hundred and one and in section four hundred and two, the terms 'child' and 'grandchild' are limited to unmarried persons either (a) under eighteen years of age, or (b) of any age, if insane, idiotic, or otherwise permanently helpless.

"The term 'parent' includes a father, mother, grandfather, grandmother, stepfather and stepmother, either of the person in the service or of the spouse.

"The terms 'brother' and 'sister' include brothers and sisters of the half blood as well as those of the whole blood, stepbrothers and stepsisters, and brothers and sisters through adoption.

"The term 'commissioned officer' includes a warrant officer, but includes only an officer in active service in the military or naval forces of the United States.

"The terms 'man' and 'enlisted man' mean a person, whether male or female, and whether enlisted, enrolled, or drafted into active service in the military or naval forces of the United States, and include non-commissioned and petty officers, and members of training camps authorized by law.

"The term 'enlistment' includes voluntary enlistment, draft and enrollment in active service in the military or naval forces of the United States.

"The term 'injury includes' disease.

"The term 'pay' means the pay for service in the United States according to grade and length of service, excluding all allowances.

"The term 'military or naval forces' means the Army, the Navy, the Marine Corps, the Coast Guard, the Naval Reserves, the National Naval Volunteers, and any other branch of the United States Service while serving pursuant to law with the Army or the Navy."

For the purposes of the allotment and family allowance sections the following should be noted:

"Marriage shall be conclusively presumed, in the absence of proof, that there is a legal spouse living, if the man and woman have lived together in the openly acknowledged relation of husband and wife during the two years immediately preceding the date of the declaration of war, or the date of enlistment or of entrance into or employment in active service in the military or naval forces of the United States if subsequent to such declaration."

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General, Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, December 7, 1917.*

BULLETIN, NO. 13.

I. The following instructions for the repair of shoes are published for the information and guidance of all concerned:

1. Soles of shoes should be renailed with hob nails as soon as the original ones are worn down close to the leather.

2. The old nails should not be removed but new nails should be placed between the old ones.

3. Square head Cabosh nails will be used in repairing heels instead of replacing the heel plates. This will require about 40 nails to a pair of heels. Cabosh nails will be supplied by quartermaster depot on requisition. (6631-A.G.O.)

II. 1. A national color made of bunting or other suitable material, but in all other respects similar to the silken national color, will be furnished as follows: To each Infantry Machine Gun Battalion, one color.

2. The official designation of the Machine Gun Battalion will be engraved in a silver band placed on the pike.

3. These colors will be carried on occasions as provided for other service colors. (7420-A.G.O.)

III. 1. The War Department has decided that absentees in the United States from organizations now in France cannot be transferred to organizations in the United States. These absentees will either be sent to their organizations here or will be otherwise disposed of by the War Department, and the organizations in France notified accordingly.

2. Vacancies in organizations in France will be filled as soon as sufficient replacement troops are available. Returns will be rendered periodically by organizations showing their replacement needs, on forms soon to be issued. Replacements will be furnished without further request.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, December 13, 1917.*

BULLETIN, NO. 14.

I. Since the issuance of Bulletin No. 11, advices have been received from the Treasury Department, stating that the increase in the amount of the premium on War Risk Insurance policies, will take place, not on the birthday of the applicant, but on the anniversary of the policy. In other words, payment for twelve months will be made at the initial rate at which the policy was issued, payments for the next twelve months will be at the rate of the next advanced age, etc.

Officers and enlisted men not wishing to name a spouse, child, grandchild, parent, brother or sister as beneficiary, but wishing to avail themselves of the Total Disability Benefits, may apply for a policy, leaving the space for the beneficiary's name blank, and at any time in the future may designate a beneficiary within the permitted class, by written notice to the Bureau or by provision in their wills. The premiums for the policy so applied for, are the same as those shown in Bulletin No. 11, and in the event of the death of the assured without any designation as indicated, the amount of the policy will be paid to that person or persons within the permitted class of beneficiaries as would, under the laws of the place of residence of the assured, be entitled to his personal property if he left no will.

II. The following extract of cablegram from the War Department (par. 10, No. 503-R) is published for the information and guidance of all concerned:

"Army Field Clerks and Field Clerks Quartermaster Corps have been held to be entitled to the benefits of the Insurance Act in every respect like enlisted men. Their applications for insurance should be submitted in the prescribed manner."

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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The Attorney General has ruled that third parties can not make application for Government insurance without definite authorization from the officer or enlisted man, whereby the person making the application is made his agent for such purpose.

If any officers, soldiers or other persons specifically authorized to take this insurance and serving with the A. E. F. have applied for their insurance through a third party, it will be necessary for them to write a letter to The American Bureau of War Risk Insurance, 1 Rue des Italiens, Paris, France, stating that the party who made the application was authorized to do so.

Appropriate steps will be taken to have the foregoing information published to all concerned.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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I. 1. The following letter of the War Department is published for the information and guidance of all concerned:

"221.71 (Misc. Div.)
WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE

Washington, November 6, 1917.

From: The Adjutant General of the Army.
To: The Commanding Generals of all Departments, and National Army and National Guard Divisions.
Subject: Cobblers for telegraph and field battalions, Signal Corps.

Table 23 (as corrected) and Table 114 (as corrected), Tables of Organization, authorize 1 corporal as cobbler for each telegraph and each field signal battalion. This corporal will be assigned to the headquarters detachment. Pending the issue of printed copies of Tables 23 and 114, authority is hereby granted for the enlistment of cobblers on the basis stated, in all telegraph and field signal battalions under your jurisdiction.

By order of the Secretary of War.

H. G. Learnard,
Adjutant General."

2. The necessary cobbling equipment is furnished by the Quartermaster Department and is shown on page 29, Table of Fundamental Allowances, Q. M. Supplies, 1917.

II. The death, discharge or desertion of a soldier serving with the American Expeditionary Forces having an allotment in favor of dependents of Class A or Class B, or having War Risk insurance will be reported by his immediate commanding officer to the Adjutant General, A. E. F.

Report will be made so as to reach the Adjutant General, A. E. F., before the end of the month.

Copies of the report will be furnished the Officer in charge of American War Risk Insurance Bureau, No. 1 Rue des Italiens, Paris, France.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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BULLETIN, NO. 17.

HEADQUARTERS, A. E. F.,
*France, December 20, 1917.*

The following cabled rulings of the Director, Bureau War Risk Insurance, are published for the information of all concerned:

"Compulsory allotments are to be pro-rated from date of enlistment and to include date of discharge, and voluntary allotments under Class B to be pro-rated from date of commencement as named in the application and to include date of discharge.

"If soldier enlisted prior to November first, compulsory and voluntary allotments under Class A and Class B cannot be withheld for any period prior to that date.

"Full monthly insurance premium must be withheld beginning with month in which insurance policy becomes effective as well as for month of discharge or resignation regardless of whether it is desired to continue or discontinue such policy."

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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BULLETIN, NO. 18.

HEADQUARTERS, A. E. F.,
*France, December 28, 1917.*

The following extract of cablegram from the War Department (No. 383-R) is published for the information and guidance of all concerned:

"Since instructions were issued that October and subsequent money accounts will be audited and filed in Paris, direct disbursing Quartermasters to prepare separate sets and certify a third copy abstract of regular allotments, abstract of Liberty Loan allotments, headed "Second Liberty Loan" and abstract of War Insurance premiums withheld, headed "Abstract Insurance Premiums" and mail all such third copies immediately to Quartermaster General at end of each month commencing with October accounts just closed. Extreme care necessary for correctness abstracts, as vouchers will not be available here

for examination and instructions regarding allotments supporting family allowance will be furnished later."

A third copy of abstract of soldiers' deposits received will also be furnished the Quartermaster General.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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BULLETIN, NO. 19.

HEADQUARTERS, A. E. F.,
*France, December 28, 1917.*

The following detailed instructions are issued to cover shipments of supplies by rail to and in the Adv. Sec., L. of C., amplifying the rules laid down in General Order 73, H. A. E. F.

SUPPLY OFFICERS.

1. All supply officers charged with the shipment and trans-shipment of supplies will take all precautions to insure the safe arrival in sound condition of the supplies dispatched by them.
2. All supplies will be double checked into cars.
3. Copy of checker's list will be placed in a conspicuous place in each car.
4. When supplies are loaded in cars, care will be taken to economize loading capacity to the fullest extent compatible with not overloading any particular car and *with the convenience of the consignee in unloading.*
5. In the case of shipments (Class 2 Supplies--Par. 20, G. O. 73) of less than *carload lots*, pertaining to organizations of a division, such supplies properly and plainly marked for the organizations will, whenever practicable, be loaded with automatic supplies destined for the division to which the organizations belong.
6. The sealing of cars will be supervised by a non-commissioned officer.
7. All old pasters will be removed or wholly obliterated.
8. Cars will be labelled on both sides, viz.:
   For Divisions--the pasters with the divisional symbol number will be used.
   For non-divisional elements or organizations of a division which are at present detached, the old paster will be used for the present, bearing in writing thereon in bold and conspicuous letters the designation of the organization to whom the supplies are consigned.
9. Bulk train shipments to regulating station, for distribution, such as flour, coal, gasoline, etc., will be marked "Regulating Station 'A.' "
10. The depot officer will inform the R. T. O. (representative of the T. D.) of the number and kind of cars that will be required to forward supplies, and the time and place that they should be spotted.
11. When the cars have been loaded, sealed and properly marked, the shipping officer will furnish the R. T. O. with a list showing car numbers, contents and destination; whereupon the R. T. O. will prepare the necessary Ordre de Transport.

12. The T. D. is responsible that all freight turned over to its representative for transportation is promptly delivered to destination.

13. In case of damage or deficiency occurring through neglect in loading, the consignor is liable to be held responsible for the loss.

14. During transit, when possible, the cars will be accompanied to destination by a reliable representative of the shipper, who will report any delay, and upon arrival at destination will procure a receipt for the shipment and return to his depot.

15. The local supply officer at railheads or refilling stations will be charged with the receipt and prompt unloading of all cars received at his station for American troops.

16. He will be advised of their arrival by the regulating officer, and will make his requisition upon the local commanding officer for the necessary troops to unload the cars within 24 hours after they are placed for unloading.

17. He will be charged with the proper cleanliness of that part of the yard that may become littered up by American troops or supplies. The necessary details of troops will be furnished him upon application to the local commanding officer. He will receive his instructions on the above matter from the regulating officer.

18. When the car arrives at its destination unsealed the fact will be noted on the red portion of the Ordre de Transport, which is signed by the local supply officer, who is the consignee, as follows:

"Car No. . . . . received unsealed, contents subject to verification and subsequent claim for loss or damage (if any)."

19. When the contents have been checked a formal notice stating the deficiency (if any) will be sent to the chef de gare at the station at which the car was received, with a copy to the R. T. O., at the station; or, if there be no local R. T. O., then to the R. T. O. at the dispatching station.

20. On the arrival of a supply train or a single car the local supply officer will remove all labels therefrom and will check with the utmost care the identification numbers of the cars to those advised on the telegram of advice or shipping bills as the case may be. He will at the same time observe and report to the R. T. O. if any car is not properly sealed.

21. When cars containing supplies are received duly sealed at a refilling point or railhead from a base supply depot or advance base the local supply officer will give a clear receipt for the cars actually received.

22. If on receiving or making direct issue of such car any discrepancies in the number of packages, etc., are thought to exist notification of same will be immediately made by the local supply officer.

23. If a car, which is advised by telegraph or shipping bill as having been dispatched by any supply depot, does not arrive with the train, a reference to the non-arrival will be indorsed on the Ordre de Transport by the local supply officer even though a car containing similar contents is received in replacement.

24. If the car detached arrives subsequently the facts will be reported to the proper officer by telegram.

25. Perishable supplies such as soft bread, fresh beef, etc., will be issued in preference to substitutes of the same components of the ration on the day they are received, and if, from any cause, they are left undrawn by units, immediate application will be made to the regulating officer for instructions as to their disposal.

26. When a supply officer at a railhead point has occasion to make a demand on a field supply base he will only demand complete cases or sacks; similarly, on no account will broken packages be returned to such bases.

27. The local supply officer is responsible that the articles of the ration and quantities issued by him comply in full with the demands of the ration returns and do not exceed the actual requirements of the organizations. Similarly, the divisional supply

officer is responsible that when the distribution is made to units the quantities issued do not exceed the quantities authorized on the basis of the total reported strength, or that if any excess is unavoidably issued the proper adjustment is made on the following day.

28. A book will be kept at each railhead or refilling point by the local supply officer in which will be recorded the numbers of all cars received by him, the date of receipt, the identification numbers, the general contents and the date on which they were handed over to the R. T. O. for dispatch.

RAILWAY TRANSPORT OFFICERS.

29. Officers representing the transportation department at railheads will be known as railway transport officers and receive instructions from the regulating officer.

30. Daily reports of cars on hand at 4 p.m. and cars received and cars made empty during the past twenty-four hours, will be made at 6 p.m. by telegraph and on the forms heretofore used. This report will also give car numbers of the cars received containing the automatic daily supply. This report will also give the number of days demurrage accrued and due for the day on which the report is made.

31. Immediate report will be made by telegraph of the cars on hand which for any reason cannot be released promptly, with full particulars.

32. Telegraphic reports will be made of arrival and departure of troop trains with particulars of any cause of dissatisfaction.

33. Reports will be made by mail showing the number of cars received and forwarded each day other than daily automatic supply.

34. Records will be kept in form convenient for examination showing in tabular form the following with reference to all cars billed to or from this station:

| CARS UNLOADED. | CARS LOADED. |
|---|---|
| Date of arrival. | Date placed. |
| Date of placement. | Date loaded and released. |
| Date of release. | Date forwarded. |
| Number of days under load. | |
| Number of days on hand empty. | |

35. Ordres de Transport will be made out for freight reported for movement by the supply officer and for troop movements covered by travel orders.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, December 29, 1917.*

BULLETIN, NO. 20.

I. The following War Department Bulletin (566-R) is quoted for the information of all concerned:

"In order to provide non-commissioned officers of suitable rank to perform the

duties of Battalion Supply Sergeant in Machine Gun Battalions pending legislation to create suitable grade, Secretary of War authorizes appointment one additional battalion sergeant major in each machine gun battalion."

II. The following information, based upon War Department Cablegram (No. 571-R) is published for the information of all concerned:

The enlisted personnel of division ammunition trains, corps ammunition trains and corps artillery parks are Field Artillery excepting attached Ordnance personnel, and are recruited from Field Artillery.

The enlisted personnel of ammunition trains attached to army Artillery and army Artillery Parks are Coast Artillery excepting attached Ordnance personnel, and are recruited from Coast Artillery.

The enlisted personnel of division ammunition trains, corps ammunition trains, and the enlisted personnel of ammunition trains attached to army Artillery will wear the following insignia:

Collar Ornaments: A bronze button with the letters "U. S." with number of train below the letters "U. S.," on the right side of the collar, a bronze button containing the letter "T" 3/4 inch high on left side of the collar.

Red Hat Cords will be worn.

Enlisted men in corps Artillery Parks wear Field Artillery insignia; those in army Artillery Parks wear Coast Artillery insignia.

Officers detailed for duty with above organizations wear the insignia of the arm of the service in which commissioned.

III. 1. The following tariff rates, which will govern in all payments for motor transport service rendered the American Expeditionary Forces by the British and French Governments, are published for the information and guidance of all concerned. The same basis of rates will govern where motor transport service by the American Expeditionary Forces is rendered the above mentioned Governments:

BRITISH RATES--TRANSPORTATION OF PERSONNEL AND MATERIEL.

50 francs per day for 3-ton lorries up to 50 kilometers.
25 francs per half-day for 3-ton lorries up to 25 kilometers.
40 francs per day for 30-cwt. lorries up to 50 kilometers.
20 francs per half-day for 30-cwt. lorries up to 25 kilometers.
Distance to be computed to and from garage, with one franc per kilometer in excess of above distances. Where vehicle is occupied less than half-day, the charge will be one franc per kilometric ton capacity.

FRENCH RATES--TRANSPORTATION OF PERSONNEL.

*By Truck.*

15 cme. per kilometer per man. Applicable loaded only.

*By Touring Car.*

12 H. P. car or under, 75 cme. per car per kilometer.
12 H. P. to 20 H. P. car, one franc per car per kilometer.
Over 20 H. P. car, one franc 25 cme. per car per kilometer.
Applicable loaded or unloaded.

| Trucks. | Rate per kilometer. | Minimum to be collected if kilometrical rate is applied | | Contract rate when distances cannot be computed. | | Contract rate per day when all upkeep, driving, supply and repair expenses are charged to lessee |
|---|---|---|---|---|---|---|
| | | Per half-day (5 hrs.) | Per day (10 hrs.) | Per half-day (5 hrs.) | Per day (10 hrs.) | |
| Under 3 tons | .80 | 25.00 | 37.50 | 37.50 | 56.25 | 15.00 † |
| " " | | | | | | 20.00 ‡ |
| 3 tons and over, but less than 4 tons | 1.00 | 30.00 | 45.00 | 45.00 | 67.50 | 25.00 ‡ |
| 4 tons and over, but less than 5 tons | 1.20 | 35.00 | 52.50 | 52.50 | 78.75 | 30.00 |
| 5 tons and over, but less than 6 tons | 1.40 | 40.00 | 60.00 | 60.00 | 90.00 | 35.00 |
| Purrey trucks under 6 tons | | | | | | 25.00 |
| 6 tons and over | | | | | | 35.00 |
| Tractor, light, Jeffrey | 1.60 | 50.00 | 75.00 | 75.00 | 113.50 | 40.00 |
| Tractor, heavy | 2.40 | 70.00 | 105.00 | 105.00 | 155.00 | 60.00 |
| Trailer, 2-wheel | | | | | | 10.00 \|\| |
| Trailer, 4-wheel | | | | | | 15.00 \|\| |

† Under 2 tons.
‡ 2 to 3 tons.
|| Trailers hired for whole days only.

Distances to be computed to and from garage. All half-days begun are to be counted as full half-days. Trucks used for more than fixed number of hours will be charged 5 francs per hour overtime. This amount is to be over and above amount due for distance run during the overtime, provided minimum distance has already been made. Contract rate will apply only when vehicles are not required to go more than 30 kilometers from their garaging point. Vehicles are only leased temporarily. The French Government reserves right to cancel lease at anytime and in urgent cases without previous notice. Rates are due the French Government per vehicle per day. Amounts due are paid monthly. Organizations which have leased vehicles out are responsible that payment is made. Vehicles delivered in running order will be returned in running order. All expenses for driving, fuel and repairs, unless specially excepted, are borne by lessee. Statement of condition of vehicle and inventory of accessories will be made when vehicle is leased out. Such statement and inventory will be basis for any indemnity due to damage to vehicle or loss of accessories.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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(NOTE.--Bulletin No. 20 is the last of the series for 1917.)

HEADQUARTERS, A. E. F.,
*France, January 2, 1918.*

BULLETIN, NO. 1.

The following extract of War Department Cablegram (No. 581-R) is published for the information of all concerned:

"Paragraph 271 Army Regulations has been changed to read 'Battalion non-commissioned staffs and company non-commissioned officers are appointed by regimental or separate battalion commanders. The former upon the recommendation of the battalion commander, the latter upon the recommendation of the company commander. In units not organized into regiments or separate battalions, by the unit commander with approval of the next higher tactical commander, or of the chief of the service to which the unit belongs, and in division supply, ammunition, engineer and sanitary trains by the respective chiefs of service. On the recommendation of company commanders, company non-commissioned officers may be temporarily appointed by battalion commanders under the conditions stated in paragraph 256, but in no case will any company organization have an excess of non-commissioned officers above the number authorized by law. The non-commissioned officers of Coast Artillery companies, upon the recommendation of the company commanders, will be appointed by coast defense commanders.'"

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, January 4, 1918.*

BULLETIN, NO. 2.

The following translation and classification of the French and American terms in use regarding places for the housing of troops is published for the information and guidance of all concerned:

| *French Term.* | *Meaning.* | *American Term.* |
|---|---|---|
| Zone or Camp. | A reserved territory in which troops may be placed or may maneuver regardless of the shelter that may exist therein. | Area or Zone. |
| Bivouac. | Where troops rest for the night without shelter except such as may be improvised on the spot. | Bivouac. |
| Camp sous la tente. | Camp under canvas. Where troops are sheltered in tents. | Camp. |
| Dans les baraques. | Where troops are sheltered in temporary wooden barracks. | In Cantonments. |
| Logement or Cantonment. | Where troops are put in the dwellings of the inhabitants. | Billets. |

| *French Term.* | *Meaning,* | *American Term.* |
|---|---|---|
| Dans les Casernes (Inf.) Dan les Quartiers (Cav. & Art.) | Where troops are in regular permanent barracks. | In Barracks. |

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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HEADQUARTERS, A. E. F.,
*France, January 15, 1918.*

BULLETIN, NO. 3.

I. 1. The War Department has been requested to stop the shipment of private mounts abroad. All private mounts now in France may be retained by their owners as long as the circumstances of the service permit. Upon change of station, private mounts will be sent overland.

2. Whenever the owner so desires, or the circumstances of the service make it necessary, private mounts will be purchased by the Government in the manner prescribed in par. 1095, A. R.

II. 1. To carry out the provisions of paragraph 3, G. O. 74, H. A. E. F., 1917, with reference to Engineer property, the following instructions are published:

2. (a) A final return in triplicate covering the period from date of last return to date of arrival at station in France will be prepared in the usual form, except that for troop organizations now stationed in France this return will be prepared for the period from date of last return to date of receipt of this bulletin. It will be supported by the customary invoices, together with statements and certificates of lost property, property condemned and destroyed, etc., as provided by Army Regulations.

(b) The duplicate will be held by the Supply Officer, while the original and triplicate, together with a complete set of supporting papers, will be forwarded to the Office of the Chief Engineer, A. E. F., Accounts and Contracts Section.

3. With reference to paragraph 4 of the order, all property received for which no receipt has been accomplished, will be listed on W. D. Form 35, which will be made out in triplicate. This will be given its proper invoice number and will be headed "Property (Received) for Which No Receipt Has Been Accomplished." The items so listed will be shown alphabetically, and will be given consecutive serial numbers which will appear in the "Condition" column of the form. One copy of this list will be retained by the Supply Officer, while the two extra copies will be forwarded to the Office of the Chief Engineer, A. E. F., Accounts and Contracts Section, with the final return. As invoices for the articles so listed are received and accomplished by the Supply Officers concerned, information necessary to permit their being located on the return will be noted on the separate invoices as follows:

"The articles covered by this invoice are listed as Items No. . . . . on sheet headed "Property Received for Which No Receipt Has Been Accomplished," which accompanied my final return dated . . . . . 191 . . . ."

These invoices will then be forwarded to the Office of the Chief Engineer, A. E. F., Accounts and Contracts Section.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 4 *France, January 21, 1918.*

I. Requests from the Y. M. C. A. for heat, light, water and telephone service, in buildings rented or occupied by the Y. M. C. A. and used exclusively by our forces, are approved where installations can be made with due regard to available facilities. This approval shall not apply to any such buildings in which rooms are rented to officers, soldiers or others as quarters or for any purposes whatsoever. Telephone service herein authorized may be furnished only when available by the Signal Corps, and no expenditure of public funds is authorized for telephone rentals or tolls.

II. The following extract of War Department cablegram (653-R) is published for the information of all concerned:

1. "All officers and enlisted men who were in the service on October 15, 1917, forfeit their rights for the Government Insurance unless they apply for same before February 12th. Use all means possible to bring this to the attention of all officers and enlisted men your command and afford them opportunity to apply for insurance before February 12th."

2. This forfeiture of rights, to which attention is called in above cablegram, is an application of the law as published in Article IV., Bulletin 57, War Department, 1917.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 5. *France, January 24, 1918.*

1. Division and other Quartermasters will carefully collect all beef tallow not absolutely necessary for use of troops and send it to the nearest Quartermaster Depot, from which place it will be forwarded weekly to the Salvage Depot, at St. Pierre-des-Corps, Indre et Loire.

2. Empty vinegar, oil, or similar barrels may be used for this purpose.

3. This tallow is to be used for making Dubbin for the preservation of shoes.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 6. *France, January 29, 1918.*

I. An allotter may transfer Liberty Bonds before payment of full purchase price, but remains liable to Government for full purchase price, unless Government accepts assignee as debtor.

II. 1. Instructions having been received from the War Department that the tenth allotment covering purchases of Liberty Loan bonds under the allotment plan as stated in the third paragraph of cable No. 263-R, namely $6.75, was erroneous, and that such tenth allotment should be $4.75 per $50 bond, the attention of all persons who subscribed to the Second Liberty Loan under the allotment plan, and who are paid on individual pay accounts, is invited to the fact that the amount of the allotment to he charged on the pay accounts for the month ending July 31, 1918, should be $4.75 for each $50 bond. All organization commanders will make the necessary notation on the retained form of allotments made by members of their organization for the purchase of Second Liberty Loan bonds, and on which the tenth allotment is given as $6.75, to show that such tenth allotment is $4.75.

2. All disbursing officers who make payment of accounts on which are entered charges for allotment due for the purchase of Second Liberty Loan bonds will exercise care that the tenth allotment provides for a deduction of $4.75 for each $50 bond.

3. It will not be necessary that a new allotment form be made out to cover this change. The Depot Quartermaster, Washington, D. C., will arrange to have the necessary change made on the allotment forms now on file in his office.

III. 1. The Commanding General, Line of Communications, is authorized to issue, "by authority of the Commander-in-Chief," "War Risk Bulletins and Circulars" to be numbered serially and to be distributed by him throughout the entire A. E. F. (including troops in the Zone of the Advance).

2. These War Risk circulars will contain information and instructions as to the operations of the War Risk Section, the benefits accruing to individuals under the provisions of the so-called War Risk Insurance Act of October 6, 1917, etc, etc.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 7. *France, February 1, 1918.*

I. The following instructions of the War Department are published for the information and guidance of all concerned:

"Under Section 92, Selective Service Regulations, effective December 15, questionnaires are now being mailed by Local Boards to all persons registered under the Selective Service Law, except those inducted into military service under such law. Whenever practicable, questionnaires and supporting affidavits provided therein should be executed under supervision of Commanding Officer, but if, for any reason, this is impracticable,

questionnaires may be executed in behalf of such men by an officer having knowledge of the facts and promptly returned to the proper Local Board."

By command of General Pershing:

JAMES G. HARBORD,
Briaadier General,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 8. *France, February 5, 1918.*

The following instructions regarding the local treatment of MANGE in the field are published for the information and guidance of all concerned:

*Mange* is a highly contagious cutaneous disease, which breaks out among animals of large armies, and becomes general over a whole country after any considerable duration of war. It is a very active cause of emaciation and debility, weakening the animals to such an extent that it puts them out of service for months and produces useless animals, which are a hindrance to the armies.

Although caused by special parasites, which are alone capable of producing the disease, mange outbreaks are assisted by lack of proper and thorough grooming, filthy surroundings, reduced rations, excess of work and general neglect, whereby the body becomes enfeebled *and a ready prey for parasitic infection.*

The contagion takes place either directly by contact of an infected animal with a healthy one, or indirectly by contact with the bedding, blankets, harness, grooming kit and other objects which have become infected.

In winter the skin is covered with a thick coat, which if soiled by excrements, dust, sweat, and epidemic debris, offers to the parasite a ground eminently favorable to its development and its propagation.

The disease manifests itself by loss of hair in patches, slight at first, but increasing rapidly. The skin in these places becomes covered with small vesicles and is the seat of violent itchings; the animals rub on everything surrounding them, bite themselves and finish by being covered with sores and scabs due to the irritant action of these exterior violences. They can no longer rest as they are in a constant state of acute itching, day and night; they get thin and emaciated and fall much quicker into a state of physical collapse, inasmuch as they are already weakened and exhausted by fatigue, bad care and defective or insufficient food.

*PREVENTIVE TREATMENT:* Thorough grooming, avoidance of dirty stabling, disinfection before occupancy of stables, the use of a hard bristle brush or one of cocoa fibre, cleanliness of harness, etc.

Every horse presenting symptoms of skin irritation, whatever its nature should be isolated immediately and report made to the veterinarian, who will immediately treat the animal with a local anti-parasitic application.

*CURATIVE TREATMENT:* The microscopic parasites, which cause mange are propagated by eggs deposited in sub-epidermic galleries, where they are thus sheltered.

The treatment must consist in destroying not only the parasite, but also the eggs. The result can be obtained with a large number of medical preparations, but all are not efficient to the same degree and of a really practical use in a campaign. It is

necessary, therefore, to make a judicious choice among them and give preference to those whose efficiency is rapid, certain and reduces as much as possible the irritant action on the skin, for very often the anti-mange treatments leave traces of chronic inflammation of the skin as active and as disagrreable, if not more so, than mange itself.

The mange bath is to be considered only in cases that show infection covering the greater part of the body and where local applications are deemed useless owing to the large surface to be covered. Local applications to all lesions not too extensive will be thoroughly tried before animals are sent to a mange hospital.

*ANTI-MANGE PREPARATIONS:* Among these preparations, when it is a question of localized mange, preference should be given to one of the following. They are effective, really practical, not calling for repeated applications and are especially inoffensive to the animal's skin.

*No. 1, Anti-Mange Pomade (Sulpho-petrol):*

| | |
|---|---|
| Flowers of sulphur | 2 parts |
| Oil of petrol (paraffin) | 1 " |
| Carbonate of soda | 1 " |
| Cosmoline or lard | 7 " |

General soaping of the skin after the shearing; apply the pomade the next day.

The day after each application smooth out the pomade which has remained on the body of the animal and has not entirely been absorbed.

It is necessary that the application be general; the intermaxillary space, which is especially the home of the parasite, must be particularly well coated.

One pound of pomade is usually sufficient to treat one horse; the pomade should be well stirred with a stick before being applied.

At the end of six days, *not before*, proceed to a general washing with hot water and soap, or with a washing of carbonate of soda.

In lieu of washing, one may make the animal sweat, allow the skin to dry, then clean vigorously the skin with a hard bristle brush.

*NO. 2, Antiseptic Liquid Mixture:*

| | |
|---|---|
| Cottonseed (or olive) oil | 3 parts |
| Raw benzine (gasoline) | 1 " |
| Oil of petrol (paraffin) | 1 " |

Use with a brush, without previous soaping and preferably in cases of localized mange. This mixture is efficient, but irritant and must be used with care. The application should not be renewed *more* than three times.

*No. 3, Cresyl Oil Dressing:*

| | |
|---|---|
| Cottonseed (or olive) oil | 8 parts |
| Cresyl | 1 " |

Use in frictions.

DISINFECTION: The curative treatment of mange, whatsoever it may be, remains inefficient if not accompanied by disinfection of the premises occupied by the sick animals, the various parts of their harness, as well as the grooming kit used on them.

(a) Premises: Take up the bedding; wash the ground, walls, partitions, mangers and racks with a cresyl solution of 5 per cent.

(b) *Harness:* All the leather parts should be soaped, scraped, thoroughly cleaned with the help of hard bristle brushes, rinsed several times, dipped for ten minutes in a

cresyl solution of 5 per cent, dried in the shade, then greased if necessary. The canvas parts are soaked with the same cresyl solution. The covers, felts and surcingles, for lack of stoves which cannot be obtained in the field, are immersed for an hour in a cresyl solution of 5 per cent, then rinsed with plenty of water and dried.

(c) *Grooming kit:* This, including the nose-bag, should also be immersed in a cresyl solution for an hour.

ANIMALS SHOULD NOT BE SENT TO A VETERINARY HOSPITAL UNTIL THE HOSPITAL AUTHORITIES HAVE BEEN COMMUNICATED WITH AND IT HAS BEEN ASCERTAINED THAT THEY ARE ABLE TO ACCOMMODATE THEM.

In cases where medicines and clippers are not on hand, request for emergency purchase should be made on the surgeon of the unit. In the meantime hand scissors, hand clippers, etc., can be used to remove the hair from small localized infections and any of the above prescriptions thoroughly rubbed in. This treatment confines the spread of the disease over the rest of the body, and if persisted in will destroy the parasite. Be sure and see that cured animals are not put back in infected stables and that all harness has been disinfected.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 7, 1918.*

BULLETIN, NO. 9.

I. The following phraseology will be used in the instruction of troops of the American Expeditionary Forces:

(a) The term "wave" will be used to designate the lines of skirmishers or small columns into which the assaulting and reinforcing platoons are divided. (Manual of the Chief of Platoon of Infantry, pages 318, 325, 332, 336.)

(b) In trench warfare the platoons of a company forming the front echelons in attack, and constituting, ordinarily, the first two "waves," will be designated as "assaulting platoons"; the platoons not forming part of the assaulting troops are designated "supporting (reinforcing) platoons." (Manual of the Chief of Platoon of Infantry, pages 332 and 340.)

(c) The term "line" will be used to designate the more important echelons on the battlefield from front to rear, either in offense or defense. Thus, the "first line" is composed of units wholly or partially in the firing line with their supports; the "second line" is composed of troops assigned as local reserves, and the "third line" is composed of the main reserve or reserves. Additional units held in reserve, but not forming a part of the particular active offensive or defensive scheme, are reserves of higher commanders.

(d) The habitual formation of the company for field service will be the column of squads in order of platoons from front to rear, as contemplated on page 29 and illustrated on page 40 of the Manual of the Chief of Platoon of Infantry. The formation in double rank, shown in figure 23 on the same page, will be employed when necessary for close order drills, parades, inspections, etc. Sections in platoons will likewise be

habitually assembled in regular order from front to rear in column, or from right to left in line, in such manner as to preserve the integrity of each group as a combat unit, and to assist in verification of the presence of the various specialists. No formations will be taken in line which will necessitate a loss or gain of distance upon changing from line to column. The other formations, movements and deployments of the platoon outlined in chapters V and VI, Manual of the Chief of Platoon of Infantry, are authorized as guides; the organization, however, of units must conform to the tables of organization.

(e) The term "firing trenches" will be used to designate the forward line of transverse trenches from which rifle fire is to be delivered. The term "cover trenches" will be used to designate the trenches close in rear of the "firing trenches." "Cover trenches" are constructed for the protection of troops of the first line who are not placed in the "firing trenches." The group of trenches located in the rear of the "firing trenches," in which supporting troops are grouped, and the group of trenches located still farther to the rear, in which reserves are grouped, will be designated, respectively, "support trenches" and "reserve trenches."

Transverse trenches not included in any of the above groups will be designated "intermediate trenches."

The transverse trench located approximately parallel to the enemy's front line, and from which the assault is to be launched, will be designated "the parallel of departure."

Trenches extending from front to rear, and connecting any or all of the foregoing systems of transverse trenches, will be designated "communicating trenches." The latter trenches should be placarded "in" and "out," so as to control movement of troops to the front and to the rear. "Intermediate trenches" needed for lateral communication only should be placarded with appropriate words, if necessary, to indicate the special use for which they are intended.

II. The following information received from the British War Office is published for the information and guidance of all concerned:

When firing Stokes three-inch trench mortars with the new blue cartridges care should be taken that with one ring the rate of fire does not exceed 15 rounds; with two rings or more, 20 rounds per minute. Otherwise liability exists of rounds being ejected by accumulation of gas from previous rounds and falling a few yards from mortar.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 8, 1918.*

BULLETIN, NO. 10.

1. The Commander-in-Chief has authorized the publication of a weekly newspaper by and solely in the interests of the personnel of the A. E. F.

2. This newspaper--the only official publication of the A. E. F.--has been named the *Stars and Stripes.* It will be published every Friday, beginning February 8, 1918, for the duration of the war.

3. The *Stars and Stripes* will give the A. E. F. the latest news from home by cable, through its American staff correspondent, a life-long newspaper man of national

reputation. He will not only cable over and explain the important happenings of each week--he will also cable the A. E. F. the latest news of sports at home.

4. The *Stars and Stripes* will give the A. E. F. news about itself, keeping every unit as fully informed as possible as to what the entire A. E. F. is doing. The folks back home have been getting this news all along; now it will be given every week to the members of the A. E. F.

5. In addition, the *Stars and Stripes* will serve as a medium of publication for poems, stories, articles, caricatures and cartoons of army life produced by members of the A. E. F.

6. In brief, the *Stars and Stripes* will be strictly and solely an A. E. F. newspaper, bringing to its members regularly every week the news which up to now it has received at best irregularly and in an unsatisfactory manner. In addition to this, the *Stars and Stripes* will be an excellent medium through which you may keep relatives and friends at home informed of such interesting information as they can obtain in no other way.

7. It is hoped that there may be a large subscription for the *Stars and Stripes* in every company or corresponding unit of the A. E. F.

8. The individual subscription for three months for any member of the A. E. F. is *four francs*, paid in advance. In order to facilitate the handling and accounting for subscriptions, the following plan for handling the same in company or detachment lots is made:

| No. of subscribers. | Proportion of authorized strength. | Price per copy to organization. | Period. |
|---|---|---|---|
| 150 and over. | 3/5 | Fr. 3.00 | 3 months. |
| 100 and over | 2/5 | Fr. 3.25 | 3 months. |
| 65 and over | 1/4 | Fr. 3.50 | 3 months. |
| 64 and below | | Fr. 3.75 | 3 months; |

By this plan the company or other unit makes for its fund the difference between the amount charged the organization and the individual subscription price of *four francs.*

9. Regimental and similar unit commanders will designate an officer to consolidate and handle the subscriptions and funds for the regiment or unit, and also to see that the weekly bundles for each company or detachment are promptly delivered. Company and detachment commanders will make a settlement every three months with the officer mentioned above. The list of subscribers will be kept in the company and not forwarded.

10. When all subscriptions are paid, the officer designated in each regiment will forward the funds with a statement showing number of subscriptions per company, through the Division Adjutant, to the Treasurer, *Stars and Stripes*, G. H. Q., A. E. F.

11. As soon as the number of subscriptions in each unit has been approximately determined, it will be reported to the Division Adjutant, who is authorized to use the telegraph to notify the *Stars and Stripes*, Press Division, G. H. Q., A. E. F., at the earliest possible moment of the total number of subscriptions in the division, giving these figures by company units, so that the necessary number of copies to fill the subscriptions may be printed and forwarded each week.

12. The required number of papers to fill subscriptions will be delivered each week through regulating stations along with other supplies for organizations. Station commanders will take the necessary steps to have these papers delivered promptly to company offices for distribution to individual subscribers.

13. Individual subscriptions for officers and men not attached to organizations will be received and handled by the nearest officer designated by a regimental or similar commander as outlined in paragraph 9.

14. Members of the A. E. F. wishing copies sent by mail to friends can pay for such subscriptions at the base rate, *four francs* per three months. Designated regimental officers (see paragraph 9) will forward such names and addresses, with postal money order for the total amount, to Treasurer, *Stars and Stripes*, G. H. Q., A. E. F.

15. The heartiest and promptest co-operation of all organization commanders is desired in order that the *Stars and Stripes* may reflect the greatest possible credit on the A. E. F.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 9, 1918.*

BULLETIN, NO. 11.

1. Inspections of the accounts of disbursing officers have developed the fact that, on account of the scarcity of copper coins, disbursing officers have, in some instances, been paying civilian employees and others in the sums nearest to fifty centimes under the amounts actually due. When such procedure becomes necessary, the disbursing officers will be violating a statute of the United States if credits are taken in their accounts for the full amount shown on the vouchers and payrolls as being due the payees when, in fact, payment in full is not actually made. Attention in this connection is invited to Section 86 of the Act of Congress of March 4, 1909 (35 Stat., 1105), which prohibits any officer or other person charged with the payment of any appropriation made by Congress from requiring any employee of the United States to give a receipt or voucher for an amount greater than that actually paid to and received by the employee.

2. When it becomes necessary for disbursing officers to underpay civilian employees and others because of the scarcity of fractional coin, the amount actually paid should be stated on the vouchers covering such payment.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 11, 1918.*

BULLETIN, NO. 12.

1. Under authority of the War Department, a special competitive examination will be held of such officers and soldiers now serving with the A. E. F. as may desire to become candidates for appointment as provisional second lieutenants in the Corps of Engineers. Pertinent provisions of law governing the appointments as second lieutenants in the Corps of Engineers are given in the following extracts from acts of Congress:

"Sec. 5. * * * Vacancies in the grade of second lieutenant in the Corps of Engineers shall hereafter be filled, as far as may be consistent with the interest of the military service, by promotions from the Corps of Cadets at the United States Military Academy: *Provided*, That vacancies remaining in any fiscal year after the assignment of cadets of the class graduating in that fiscal year may be filled from civil life as hereinafter provided: * * * To become eligible for examination and appointment, a civilian candidate for the appointment as second lieutenant must be an unmarried citizen of the United States between the ages of twenty-one and twenty-nine, who holds a diploma showing graduation in an engineering course from an approved technical school, and is eligible for appointment as a junior engineer under the Engineer Bureau of the War Department. Selection of eligible civilians for appointment, including term of probation, shall be made as a result of such competitive examination into the mental, moral and physical qualification and under such rules and regulations as shall be recommended by the Chief of Engineers and approved by the Secretary of War. (Act approved February 27, 1911.)

"Sec. 23. *Original appointments to be provisional.*--Hereafter all appointments of persons, other than graduates of the United States Military Academy, to the grade of second lieutenant in the Regular Army shall be provisional for a period of two years, at the close of which period such appointments shall be made permanent if the appointees shall have demonstrated, under such regulations as the President may prescribe, their suitability and moral, professional and physical fitness for such permanent appointment, but should any appointee fail so to demonstrate his suitability and fitness his appointment shall terminate; and should any officer become eligible for promotion to a vacancy in a higher grade, and qualify therefor before the expiration of two years from the date of his original appointment, he shall receive a provisional appointment in such higher grade, which appointment shall be made permanent when he shall have qualified for permanent appointment upon the expiration of two years from the date of his original appointment, or shall terminate if he shall fail so to qualify.

"Sec. 24. * * * *Provided further*, That appointments to the grade of second lieutenant in the Corps of Engineers, including those created by this Act, shall continue to be made as now provided by law, but that officers of the Army or Navy of the United States may become candidates for said appointments under the provisions of section five of the Act of Congress, approved February twenty-seventh, nineteen hundred and eleven, without previously, vacating their commissions as officers, and that the Secretary of War may, in his discretion, allow persons to become candidates without previously establishing eligibility for appointment as junior engineer under the Engineer Bureau of the War Department."

2. The competitive examination in the case of candidates in the A. E. F. will consist in a thorough physical examination, an inquiry into the moral character of the candidate, his temperamental fitness for a commission, the extent of his professional education, and the extent to which he has applied the same in practice and has kept himself in touch with professional matters.

3. A board to conduct the required examination will be appointed by these headquarters, and all persons in France or arriving before February 15, 1918, who are eligible under the law, will be given an opportunity to appear before the board. Persons desiring to become candidates will without delay telegraph to these headquarters their names and the name of the organization to which they belong. Applications to be considered must be received not later than March 1, 1918.

By command of General Pershing:

JAMES G. HARBORD,
Brigadier General,
Chief of Staff.

GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 13. *France, February 18, 1918.*

The following cablegram from the Acting Secretary of State to the Ambassador of the United States in Paris is published for the information and guidance of all concerned:

"By exchange of notes dated respectively January 3rd and January 14, 1918, between the Secretary of State and the French Ambassador, following arrangement consummated and effective January 14: 'The Government of the United States of America and the Government of the French Republic agree to recognize during the war the exclusive jurisdiction of the tribunals of their respective land and sea forces with regard to persons subject to the jurisdiction of those forces, whatever be the territory in which they operate, or the nationality of the accused. In the case of offenses committed jointly, or in complicity with persons subject to the jurisdiction of the said military forces, the principals and accessories who are amenable to the American land and sea forces shall be handed over for trial to the American military or naval justice, and the principals and accessories who are amenable to the French land and sea forces shall be handed over for trial to the French military or naval justice. The Government of the United States of America and the Government of the French Republic further agree to recognize during the present war the exclusive jurisdiction within American territory of American justice over persons not belonging to the French land and sea forces who may commit acts prejudicial to the said military forces, and the exclusive jurisdiction within French territory of French justice over persons not belonging to American land and sea forces who may commit acts prejudicial to the said military forces.

" 'The word "persons," as used in the first paragraph of this agreement, designates, together with the persons enrolled in the Army, Navy and Marine Corps, any other person who, under the American or French law, is subject to military or naval jurisdiction, especially members of the Red Cross regularly accepted by the Government of the United States of America, or the Government of the French Republic, insofar as the American or French law and the customs of war place them under military or naval jurisdiction.' "

(13145 A. G. O.)

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F. ,
BULLETIN, NO. 14. *France, February 25, 1918.*

1. Some organizations of the A. E. F. have devised methods for setting up two field ranges, No. 1, so that only one fire is required to cook food for a company of 250 men, thereby making unnecessary one of the fires previosly required when two separate ranges were in use. The methods are as follows:

FIRST METHOD.

Between the ovens of two field ranges place the boiling plate of one of them. Place one of the two parts of an Alamo attachment at the back end of each oven. This will leave an open space between the parts of the Alamo attachment and at the back end of the boiling plate. To provide a cover for this space take one of the parts of the Alamo attachment belonging to the second range, and, with a cold chisel or other means, cut away the end so that this part will consist of only top and side. It can then be fitted over the open space.

SECOND METHOD.

This method is similar to the first except that one of the ovens and the boiling plate are shifted, the boiling plate being on the outside.

2. In order to economize fuel, all organizations using two field ranges will adopt one of these or similar methods.
(12383 A. G. O.)

II. The following extract of War Department cablegram (827-R) is published for the information and guidance of all concerned:

"Commissioner of Internal Revenue ruled February 20th that time for filing income tax returns for calendar year 1917 by or in behalf of persons in military or naval establishment stationed or on duty beyond continental limits of the U. S. is extended to Oct. 1, 1918."

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 27, 1918.*

BULLETIN, NO. 15.

1. General orders and bulletins issued from these headquarters will be distributed by the Adjutant General. The distribution will be made, first, by the Adjutant General directly, and, second, under the direction of the various commanding generals concerned, by their adjutants.

To the Chief of Staff, Assistants Chief of Staff, Department Chiefs for their sections and offices, to all schools and training sections, by the Adjutant General.

Sufficient copies will be furnished:

To all Army and Corps Headquarters, for distribution to officers and offices at headquarters, including headquarters troops and such attached organizations as are not supplied elsewhere;

To all Division Headquarters for distribution to officers and offices at Division Headquarters, Brigade Headquarters and to organization within the division, as outlined in paragraph 2 below;

To Headquarters Service of the Rear for distribution at headquarters and for such organizations and offices as are not supplied by the commanders of the various Base Sections, in the manner outlined in paragraph 2 below;

To Headquarters Base Sections, Service of the Rear, for distribution at Section Headquarters and offices, to all organizations serving under the jurisdiction of the commander of the base section, and to ALL ORGANIZATIONS ARRIVING AT PORTS OF DEBARKATION WITHIN HIS SECTION.

2. In making the distribution hereinbefore provided for the following rules will govern:

An official file or a personal file consists of one copy of each order and bulletin of the series. Only one personal file will be allowed in any individual case, and the number of official files will be as follows:

To all offices, one general file and one copy to each officer serving thereat; to the headquarters of Army, Corps, Divisions, S. O. R. and Base Sections, S. O. R., such number as may be necessary.

An official file will be kept by all unit commanders down to companies and by detachments serving permanently away from their commands. Three complete files will be kept at regimental, separate battalion or similar organization headquarters for the use of officers to whom orders are not supplied. Orders and bulletins for personal files will not be supplied to officers below the grade of major, serving with troops.

Regimental Headquarters will be furnished with five copies for use of regimental and battalion offices, sixteen copies for use of organizations of the regiment, including sanitary detachment, and three extra copies to be kept accessible for the use of officers to whom orders are not furnished.

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, March 6, 1918.*

BULLETIN, NO. 16.

I. 1. Section I., Bulletin No. 6, c. s., these headquarters, is revoked.

2. The following War Department cablegram (858-R), is published for the information of all concerned:

"Paragraph 11. Liberty Bonds subscribed for under Army allotment system not transferable until payments are completed, and no transfers from party designated on allotment form will be permitted unless such transfers necessary because of death of designated party or for similar reasons. In such cases no transfers will be permitted unless approved by soldier's organization commander stating reasons therefor."

II. In requesting decisions of the Assistant Comptroller of the Treasury disbursing officers will forward their applications through the chiefs of their respective staff services, and not direct.

(14504 A. G. O.)

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

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BULLETIN, NO. 17.

[No copy found]

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GENERAL HEADQUARTERS, A. E. F.,
*France, March 14, 1918.*

BULLETIN, NO. 18.

I. The following cabled instructions from the War Department (895-R) are published for the information of all concerned:

Wound and War Service Chevron identical. Specifications: V-shaped bar gold lace, arms two inches long and one-fourth inch wide. Angle between arm same as lance corporal chevron.

Wound and War Service Chevron will be worn point down on outer half of sleeve, the point of lower chevron to be one inch above cuff braid in case of officers and four inches from edge of sleeve in case of enlisted men. Additional chevrons will be placed one-fourth inch apart.

On officers' coats bearing looped knot insignia of rank on sleeve the chevron will be superimposed upon such insignia with point of lower chevron one inch below lower angle of knot.

Wound Chevron will be worn on the right sleeve and War Service Chevron on left sleeve.

II. The following War Department cablegram (910-R) is published for the information of all concerned:

In connection with the third Liberty Loan Campaign which commences April 6th, 1918, and continues for a period of three or four weeks, it is recommended by the Secretary of the Treasury that you ask each officer and enlisted man under your command to write a letter to at least one friend or member of his family requesting assistance in making this great loan a success by obtaining subscriptions from at least 10 other persons.

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

I. 1. The substance of an agreement entered into between the French and the United States authorities, relative to the treatment and disposition of animals left for treatment and care in the hands of the French authorities, or with inhabitants, is published for the information and guidance of all concerned:

2. Whenever sick or wounded animals bearing the U. S. brand are left in the hands of the French military authorities, or with civilians, for safekeeping, they will be sent to a French veterinary hospital.

3. All such animals will receive the mallein test and, if they react thereto, will be treated in the same manner as are French animals (kept for experiment or slaughtering, according to their classification).

4. Animals found in the possession of a civilian will be reported to the "General Directeur des Etapes," who will cause to be paid such sums as may be due for the keep of animals, and will cause animals to be taken to a veterinary hospital.

5. On return to American authorities of animals belonging thereto, a statement of the amount paid for their maintenance will be sent to the C. G., S. O. S., for settlement. If animals have been cared for in the veterinary hospital the statement will show the number of days kept therein.

6. Prices for reimbursement are fixed as follows:

(a) Daily indemnity allowed to inhabitants to whom an animal has been intrusted, Fr. 2.60.

(b) Reimbursement for the food and care of an animal left with an organization of the French Army, Fr. 3.15 per day.

(c) Reimbursement for treatment in a veterinary unit of the French Army (medicine included), Fr. 5 per day.

These prices, fixed at present by the Minister of War, are subject to change by reason of increase in the price of forage.

7. The attention of all is called to the fact that a certain number of condemned animals of the A. E. F. have been sold in France. These horses are branded "I. C. S." on one side of the neck (under the mane, if there be one). Animals thus marked will not be taken from the people with whom found.

8. American officers will not be sent into the Zone of the French Armies for the purpose of looking for animals belonging to the A. E. F.

9. When American animals are left with French military authorities, or inhabitants, there will be turned over with them a memorandum showing:

(a) The date.
(b) Place.
(c) Description.
(d) Reason for leaving animal.
(e) Organization to which animal belongs.
(f) Condition of animal when left.
(g) Disposition desired to be made of such animal.

A copy of this memorandum will be mailed or sent to the C. G., S. O. S. The original will remain with the animal and be turned over to the American authorities when the animal is returned.

10. When American animals in French formations are fit for service they will be turned over to the nearest American Remount Depot or Veterinary Hospital. To accomplish this the commander of the French unit will notify the nearest American commander, upon whom will then devolve the duty of notifying the nearest American Remount Depot or Veterinary Hospital, and the units so notified will then send personnel to get the animals; will

receipt for them and will take them upon their returns with proper notation showing how received.

11. Dead or permanently unserviceable American animals will be disposed of by the French authorities as if they belonged to the French Government; any money resulting from this disposition will be credited to the American Government on the statement of expenses provided for above.

12. Should there be an officer of the U. S. Veterinary Corps in the vicinity, and it be possible to have him summoned for conference, the French authorities will, before disposing of such animals, summon this officer and obtain his opinion as to the disposition thereof. In the case of a disagreement between the U. S. representative and the French the matter will be referred to the General Directeur des Etapes, whose decision will be final.

13. French animals that fall into the hands of American military units will be similarly treated; report of receipt and any expenses incurred will be sent by the receiving officer to the C. G., S. O. S., Tours.

14. *REPORTS:* A statement will be made on the 15th and last day of each month by the C. O. of each French Veterinary Hospital, where American animals are being treated, to the commanding officer of the nearest American Remount Depot, showing the number and state of serviceability of such animals.

15. *STRAYS:* Uninjured animals straying from American units and picked up by civilians will be reported to the nearest French authorities, either military or civilian, with a view to having report made and animals returned to American control at the earliest date practicable. A daily indemnity of Fr. 2.60 will be allowed for each animal while in the hands of such civilian. In the case of manifest ill-treatment of animals while in civilian hands, the matter will be reported through channels to the French Military Mission for adjustment. It is agreed that the French military authorities will take steps to have prompt report made in case of American animals being picked up by a civilian.

II. The following extract from War Department cablegram No. 949-R is published for the information and guidance of all concerned:

"Senior Staff Officers your headquarters authorized to appoint all non-commissioned Staff Officers for their respective services, except in case where Army Regulations require appointment to be made by Secretary of War. Where appointments are made by Secretary of War you are authorized to make temporary appointments, forwarding papers to War Department, for approval. Regimental and Battalion Sergeants Major, Judge Advocate General's Department, will be appointed by Acting Judge Advocate General in France, upon recommendation of commander of organization for which they are authorized. Sergeants and corporals appointed by above commander."

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, April 17, 1918.*

BULLETIN, NO. 20.

I. 1. The attention of all concerned is invited to the care with which charcoal and coke should be used in trenches and dugouts.

2. Both charcoal and coke give off gases which are very deadly if breathed in improperly aired quarters. It will be the duty of all concerned to provide proper and

thorough ventilation of buildings and trenches where either charcoal or coke is used.
(15878 A. G. O. )

II. Paragraph 3, Bulletin No. 20, H. A. E. F., December 29, 1917, relating to tariff rates which will govern in all payments for motor transport service rendered the American Expeditionary Forces by the British and French Governments, is revoked. Authorized rates will hereafter be those issued from time to time by the French and British authorities.
(5205 A. G. O.)

By command of General Pershing;

JAMES G. HARBORD,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 21. *France, April 29, 1918.*

1. Bread is now being baked, in ten-pound loaves, for shipment to all troops supplied from our bakeries through the Regulating Stations. Similar loaves are being successfully baked by all field bakeries in the United States as a matter of economy and to increase the capacity of each oven in field bread.

2. Complaints have been made that this bread, upon being cut, crumbles and falls to pieces. This is frequently due to bad handling in the organizations. Often dull knives are used, and the knives are pressed down and forced through the bread without using a sawing motion, and such action naturally breaks the bread or mashes it. Sharp knives and a sawing motion only should be used.

3. It is easy to find faults with bread and not recognize the faults due to bad handling, and it is a well-known fact that bread is a delicate substance at best and is often abused.

4. This new loaf, being about 12 inches wide and about 24 inches long, should be cut in half, through the long dimension, so as to leave the halves about 24 inches long and about 6 inches wide, and of the same thickness which the loaf had when baked. After the loaf is thus divided it should be turned up on edge, with the edge made by the first cutting operation flat on the table. Then slice by using the sawing motion, cutting the slices from the top edge, through the loaf, to the table.

5. Care in cutting, if the cutting is done as directed, will prevent any material waste.

II. The following decision of the Assistant Comptroller of the Treasury is published for the information of all concerned:

*"Treasury Department,*
*PARIS, FRANCE, April 20, 1918.*

Service of a veterinarian or assistant veterinarian in the Quartermaster Corps is not service which may be counted for longevity pay purposes."

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 22. *France, May 4, 1918.*

I. The following extract of War Department cablegram (No. 1159-R) is published for the information and guidance of all concerned:

"Commencing on May 1st, payrolls will be prepared at headquarters of regiments, separate or detached battalions, and other similar units, instead of company commanders. Pay rolls of companies and detachments not forming part of or attached to regiments, separate or detached battalions or similar units will be prepared at headquarters of the command, post, camp or other stations. In coast defense commands pay rolls will be prepared at headquarters of separate forts forming commands. Tables of Organization have been amended to provide an additional captain as personnel officer for headquarters each regiment, ammunition train and sanitary train. His duties include preparation and authentication of pay rolls. Battalion adjutant or supply officer of separate or detached battalions or other similar units will perform duties of personnel officer in addition to other duties. Personnel clerks at rate of one for each battalion, train headquarters and military post, supply train and section of sanitary train are provided by amendment to Tables of Organization replacing statistical clerks which are abolished. One of these clerks in each regiment and ammunition train will have grade of regimental sergeant major and in sanitary train grade of sergeant first class. Other personnel clerks have grade of sergeant. If present statistical clerks are qualified they may be appointed personnel clerks in new grades; if not qualified they will be attached with present grades to companies until they can be absorbed without demotion. A pay card for keeping data for the preparation of pay is being printed and will be distributed at an early date. Pending receipt of pay cards this data will be kept in memorandum form. Company commanders will lend to personnel officers retained pay rolls for April and furnish necessary assistance and data until new system is well started. Muster rolls will be required as now provided by regulations until further orders. The system of report replacement muster rolls will probably be effective July 1st."

II. The following based upon War Department letter dated April 4, 1918, is published for the information and guidance of all concerned:

"The Bureau of War Risk Insurance advises that many officers who have filed their applications for insurance have failed to pay the monthly premiums. You will inform all officers in your command that these premiums must be paid monthly by either remitting the amount direct to the Bureau of War Risk Insurance, Treasury Department, Washington, D. C., or by making deduction on monthly pay vouchers.

"An officer who may be in arrears in the payment of his premiums should, in order to protect his policy, make payment immediately covering all premiums."

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, No. 23. *May 6, 1918.*

The following regulations governing the transfer of officers and enlisted men to the Tank Corps are published for the information and guidance of all concerned:

1. Applications will be received through military channels by these headquarters from officers and enlisted men desiring to transfer to the Tank Corps.

QUALIFICATIONS--OFFICERS.

(a) Officers should be possessed of excellent physical and mental activity, military training for a period of not less than a year, practical knowledge of gas engines (ability to operate an auto-machine), and knowledge of topography.

(b) At the present time only officers possessing the above qualifications will be accepted by transfer. It is contemplated, later, to commission enlisted men who show by their work in the Tank Corps that they possess the necessary qualifications.

QUALIFICATIONS--ENLISTED MEN.

(a) Enlisted men should be of good character, good physique, have had some military training and experience as chauffeurs, truck or tractor drivers, or have been artillerymen or automobile mechanics.

2. Applications for transfer should be made through military channels stating the qualifications possessed, the immediate Commanding Officer verifying the statement.

RANK AND DUTIES OF PERSONNEL OF TANK CORPS.

Officers.

| *Rank.* | *Duties.* |
|---|---|
| Colonel | Staff or commands two or more Centers. |
| Lieut. Colonel | Staff or commands a Center (2 or more Bns.) |
| Major | Staff or commands a Battalion., |
| Captain | Staff or commands a Company. |
| 1st Lieutenant | Staff or commands a Platoon. |
| 2nd Lieutenant | Commands a Platoon or Tank. |

Enlisted Men.
(Pay, Rank and Allowances Same as Engineer Corps.)

| *Rank.* | *Duties.* |
|---|---|
| Master Engineer, Sr. Grade | Mechanical Specialists. |
| Sergeant 1st Class | Sgt. Major, 1st Sgt., Foreman Mech., Signal, Supply, Electrician, Topographer, Draughtsman, Photographer, or Clerk. |
| Sergeant | Tank Comdr., Tank Driver, Motor Mech., Electrician, Blacksmith, Acetylene Welder, Bench and Lathe Hand, Mess, Supply, Signal, Draughtsman, Topographer, Photographer, Auto Driver, or Clerk. |
| Corporal | Reserve Tank Comdr., Tank Driver, Gunner, Auto Driver, or Clerk. |
| Cook | Cook. |
| Private 1st Class. | Reserve Tank Driver, Truck Driver, Motorcycle Driver, Machine Gunner, Telephone Operator, or Signal. |
| Private | Cannoneer, Mechanic's Helper, Clerk, Orderly, Bugler, Signal, etc. |

II. Increased pay under Par. 1267, Army Regulations, is not payable where an officer succeeds to a higher command by seniority under Par. 245 or 267, A. R., nor in such case is an assignment in orders effective for this purpose; the Supreme Court in United States vs. Mitchell (1907), 205 U. S. 161, having held that: "The benefits of the statute extend only to cases where such an order is *necessary* to impose the burden of higher command upon an officer."

The Assistant Comptroller, Paris, on April 26, 1918, said:

"Congress has made no appropriation for increased pay to officers who may exercise higher command during the period of the present war, and until it does so, disbursing officers are not authorized to make payment of such claims."
(12745, A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 24. *France, May 8, 1918.*

I. 1. The following order of the Post Office Department, No. 1259, and an extract from War Department Bulletin No. 15, 1918, are published for the information of all concerned:

"Post Office Department,
Order No. 1259. Washington, *March 29, 1918.*

On and after April 1, 1918, parcels for members and individuals connected with the American Expeditionary Forces in Europe shall not be accepted for mailing or dispatched unless they contain such articles only as are being sent at the written request of the addressee, approved by his regimental or higher commander or an executive officer of the organization with which he is connected.

A. S. BURLESON,
Postmaster General."

*Extract from W. D. Bulletin No. 15, 1918.*

"In future, shipments of any article to members of the American Expeditionary Forces abroad will be limited to those articles which have been requested by the individual to whom same are to be shipped, such request having been approved by his regimental or higher commander. Parcel post shipments will be accepted by the post office authorities and other shipments by express or freight companies only upon presentation of the above approved request in each individual case."

II. Reports of investigations indicate that damages to civilian property and premises are numerous. A great majority of these reports indicate that American troops, in using and handling such property, are not only lacking in the care and consideration enjoined by G. O. No. 7, H. A. E. F., 1917, but also that many damages are wantonly inflicted. This is decidedly to the discredit of the troops of this command, and with new troops arriving it is a matter which calls for drastic action. It is known that much of the fault lies in the lack of proper supervision by the officers in charge of troops and to the failure to enforce discipline in their commands. This is especially true in cases of premises occupied as billets. Commanding officers of troops will be held strictly

accountable for the discipline of their commands, and failure to exercise proper supervision over same will be considered as sufficient evidence of unfitness for command.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, May 9, 1918.*

BULLETIN, NO. 25.

The following instructions are published as a guide to all concerned in the matter of American awards for gallantry in action and exceptionally meritorious service, and to set a standard for such awards:

I. GALLANTRY IN ACTION. (1) The Medal of Honor and (2) the Distinguished Service Cross are awarded for gallantry in action.

(1) Medal of Honor. The award of the Medal of Honor is confined to officers and soldiers of the American Army whose action complies with the following tests:

(a) Who have performed in action deeds of most distinguished personal bravery and self-sacrifice.

(b) Above and beyond all call of duty.

(c) So conspicuous as clearly to distinguish them for gallantry and intrepidity above their comrades.

(d) Which involve risk of life or the performance of more than ordinarily hazardous service.

(e) The omission of which would not justly subject the person to censure as for shortcoming or failure in the performance of his duty.

Recommendations will be as prescribed by Par. 182, A. R., except in cases where the person concerned is believed to be fatally wounded or so ill as to endanger his life, when Division Commanders will forward a statement of the evidence by telephone or telegraph direct to the Commander in Chief.

With a view to giving all commanders a guide in making recommendations the following typical cases for which similar awards have been made in the past in the armies of our Allies are given:

1. Lieutenant_____took command of his own and another company when both had suffered severely, and with great dash and success he led them forward in attack under heavy machine gun fire. Seeing the battalion on his right held up by machine gun fire, he led a platoon to their help; then he went on with only two men to a dugout. Leaving the men on top he entered the dugout alone and brought up 14 prisoners. Then he proceeded with his two men to another dugout which with rifle and machine gun fire and bombs had been holding up the attack. This dugout was reached, and the crew was either killed or captured and the machine gun taken. The lieutenant was then attacked from another dugout by 15 of the enemy under an officer, and one of his men was killed and the other wounded. Undaunted still,_____seized a rifle and shot no fewer than five of the enemy; then, using another as a shield, he forced most of the survivors to surrender. Such was the quickness, courage and resource of this young officer that he cleared several other dugouts alone, or with one man, taking in all about 50 prisoners. He then skillfully consolidated his position and personally wired his front under heavy close-range sniping in broad daylight, when all others had failed to do so. Official credit was given to_____'s leadership and courage for the complete success of the attack on this part of the line.

2. Sergeant _____ was commanding 15 men who formed two advanced posts, and in spite of being surrounded by the enemy, and having no water and little food, he held his post for four days and four nights. On the morning of the fifth day a large force of the enemy advanced to dislodge him _____ ordered his men out of their shell holes, and taking the initiative he bombed the advancing enemy while he used his Lewis gun with great effect from a flank. On seeing that he was surrounded by superior numbers the sergeant led his men back in a charge through the enemy and reached a stream which lay between the posts and the line. He instructed his party to cross at once, while he and Private _____ remained to cover their retirement. It was not until the whole of his forces, unscathed, had gained the southwest bank that the sergeant himself crossed, and this he did under a shower of bombs.

3. Private _____ was a stretcher bearer, and for three days and nights he strove unceasingly to bring the wounded into safety, dressing them and getting them food and water. During these prolonged operations he worked in an area which was swept by shell, machine-gun and rifle fire, and several times he was knocked down and partially buried by enemy shells. He rescued a comrade who had been blinded and was stumbling about ahead of our trench, in full view of the enemy, who were sniping him. He brought in another comrade under heavy shell fire, and on a third occasion he brought in a wounded man "under very heavy enemy fire of every description." Neither fire nor excessive work nor exhaustion deterred him from persisting in his humane work.

(2) Distinguished Service Cross. The award of the Distinguished Service Cross is confined to anyone who may distinguish himself or herself by extraordinary heroism in connection with military operations against an armed enemy of the United States under circumstances which do not justify the award of the Medal of Honor, and may be awarded to any person who, while serving in any capacity with the Army, shall hereafter distinguish himself or herself, or, who, since April 6, 1917, has distinguished himself or herself. (This is held by the War Department to include officers and enlisted men of the Allied forces so serving.)

The following typical cases for which similar awards have been made in the past in the armies of our Allies are given:

1. Lieut. Col._____ when in command of his battalion was wounded early in the operations, and though he was suffering much pain he refused to leave his post and remained in command during three days of heavy fighting. He showed great courage and resolution, and largely contributed to the successful defense of the sector against repeated enemy counter-attacks.

2. Captain _____ was in charge of a reserve company. When the leading companies, after suffering heavy casualties, were forced to fall back, he led his company forward and secured the ridge to the right, after severe hand-to-hand fighting with the advancing enemy, and beat off several counter-attacks, causing severe losses to the enemy. His company captured two machine guns. Throughout a very trying and critical time he showed utter disregard of personal danger, and inspired great confidence.

3. Lieutenant _____ gave proof of unhesitating devotion and energy during the offensive operations of October 24 and 25, 1916, brilliantly leading his platoon to the assault, capturing numerous prisoners, and presiding over the organization of the captured positions, in disregard of all danger. On October 25, while charged with the support and protection of a reconnaissance within the enemy's lines, he gave the best example of calmness, decision and courage under a particularly intense machine gun fire. Wounded in this action, he refused to let himself be evacuated and remained in command of his platoon.

4. Sergeant _____ during the action was in charge of the forward station, between which and headquarters he succeeded in establishing communication in spite of very heavy shell fire. Later, he repeatedly essayed to lay lines to the advanced battalion, and at length was successful in obtaining communication, though he was throughout this

period exposed to shell and machine gun fire of extreme violence. He remained at his post for forty-eight hours under circumstances which called for the greatest determination and courage.

5. Private _____, an automatic rifleman of great bravery, remained alone at his post during a hostile attack, firing continually until his gun was broken by a bullet. Having no weapon with which to resist further, and his lieutenant having been badly wounded by his side, he put the latter on his back and carried him in the open over shell-plowed ground under a very heavy barrage fire to a first aid post. Immediately rejoined the remainder of his company still in line.

II. EXCEPTIONALLY MERITORIOUS SERVICE. The Distinguished Service Medal is awarded for meritorious service.

Distinguished Service Medal. The award of the Distinguished Service Medal will be confined to anyone who distinguishes himself or herself by exceptionally meritorious service to the Government in a duty of great responsibility in time of war, or in connection with operations against an armed enemy of the United States. (This is held by the War Department to include officers and enlisted men of the Allied forces so serving.)

NOTE: It has been found that there is some misapprehension regarding the distinction between the class of cases for which the Distinguished Service Cross and the Distinguished Service Medal are granted. Some apparently have had the idea that both were given for gallantry, the medal being awarded for less distinguished gallantry than the cross. This is an erroneous idea. The Distinguished Service Cross is given for gallantry--"extraordinary heroism." The Medal is given for exceptionally meritorious service in a duty of great responsibility. The Distinguished Service Medal may properly be granted to persons serving far from the theater of hostile operations, even to those serving in the United States. It might also be properly granted to commanders or members of their staff holding responsible positions for exceptionally able performance of duties, though no particular act of bravery be involved, or to any others performing exceptionally meritorious service in a duty of great responsibility.

III. GENERAL. Recommendations for the award of any of these decorations will show the rank, organization and full name of officers and soldiers, and will be prepared carefully to avoid correspondence.

The place and date of the specific act of gallantry upon which the recommendation for Medal of Honor or Distinguished Service Cross is based must be given; the nearest point of importance, town, village, etc., i. e., near VERDUN, north of LUNEVILLE, west of ARRAS, etc.

Officers or soldiers who are reported prisoners of war are not to be recommended for award in recognition of acts of gallantry connected with their capture.

The surname should follow the given name, thus: JOHN SMITH, not SMITH, JOHN.

Previous awards should be stated if known.

The particular award for which a person is recommended, should always be stated by his immediate commander.

Recommendations for award which are not approved will not be resubmitted.

All recommendations will be disposed of at the time they are submitted and the decision of the Commander in Chief will be communicated to the division commander who forwarded the recommendation.

Recommendations for awards are to be treated as confidential, and officers will not divulge at any time the nature of the recommendations they have made. This does not prevent commanders from expressing in orders or otherwise their appreciation of services rendered by officers or soldiers of their commands, but no indication will be given as to whether or not the services in question have formed the basis for a recommendation to higher authority.

In cases where recommendations for award have been disapproved by the Commander in Chief the decision will not under any circumstances be communicated to the officer or soldier concerned.

Division commanders will where possible make a personal investigation of every case recommended, and will so state when making the recommendation. In case recommendation is made for the award to more than one individual, the recommendations should be placed and numbered in the order of their merit.

The presentation of the awards will be made by the Commander in Chief in person when possible. When it is impracticable for the Commander in Chief to be present at the ceremony of presentation, the Army, Corps or Division Commander will be authorized by the Commander in Chief to make the presentation in his name.

IV. CEREMONY OF PRESENTATION. Where practicable, the actual presentation of the Medal of Honor, the Distinguished Service Cross, or the Distinguished Service Medal will be accompanied by a formal review (Infantry Drill Regulations, Part IV).

The persons to receive the award will assemble on the right of the line and between the music and the first company.

If practicable, not less than one battalion will take part in the review.

The division commander will receive the review and personally present the awards. After the division commander has completed the review of the troops (Par. 712, I. D. R.), the persons to be decorated will be marched parallel to and fifteen paces in front of the line to a point opposite the reviewing officer. They will then change direction to the right, and accompanied by the colors will advance in line to a point midway between the division commander and the troops. The march will be conducted by the senior brigade commander. The band will play during the march. The colors, including the color guard, will follow at ten paces the center of the line of persons to be decorated and halt in a corresponding position. The brigade commander will advance toward the division commander and will salute, reporting, "Sir, the persons to be decorated are present."

The division commander will return the salute, and will direct that the command be presented. The brigade commander will then bring the command, including the persons to be decorated and the colors, to present arms. The music will then play "The Star Spangled Banner," or, if only field music is present, "To the Colors" will be sounded. On the completion of the music the brigade commander will bring the troops to order arms.

A staff officer of the division commander will then read to the command the order announcing the awards. The division commander, accompanied by his staff, will then advance to the line of persons to be decorated and after making appropriate remarks will pin the decorations awarded on the left breast of each person. Upon completion of this ceremony he will direct the brigade commander to pass the troops in review, and will then return to the post of the reviewing officer.

The persons who have been decorated will join the division commander and form in line on his left. The colors will join the color company. The command will then be marched in review and dismissed.

In all formations, persons to be decorated will be formed in line in accordance with their rank from right to left.

By command of General Pershing:

JAMES W. McANDREW.
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 26. *May 11, 1918.*

1. Subscriptions for the Stars and Stripes having exceeded the demand contemplated when Bulletin No. 10, c. s., these headquarters, was issued, new means of distribution have been prepared. The most hearty and prompt cooperation of all organization commanders is desired in order that the official newspaper may continue to reflect the greatest possible credit on the American E. F.

2. A field force will be organized to cover the operations of the Stars and Stripes in all the various units in the Zone of the Advance and in the S. O. S. A suitable personnel will operate with each A. P. O. and with the headquarters, Base Section No. 3, S. O. S.

3. Company and detachment commanders will designate an officer to handle the subscriptions and funds, and also to see that the weekly bundle for their unit is promptly delivered. Such officers will make a settlement each week with the Stars and Stripes representative attached to the A. P. O. from which mail service is given. The list of subscribers will be kept in the company and not forwarded.

4. Subscriptions may be taken at the rate of 8 francs for each six months--26 copies. A receipt bearing 26 coupons will be issued for each subscription. For each paid subscription Fr. 1.50 will be turned in to the company funds. On account of the. shortage of white paper for printing, a company or detachment can purchase copies only up to one-third of its strength, this third including copies to be sent to the United States.

5. Copies of the paper will be delivered to any address in the United States to the number of coupons forwarded to the Stars and Stripes representative as described in Par. 3. These will be mailed to the address given without extra charge.

6. Coupons attached to receipts will be accepted as payment for single copies of the paper, at the rate of one coupon for one copy, by all persons charged with distributing the Stars and Stripes. Each receipt will indicate clearly on its face the time during which coupons thereto attached shall be valid for presentation and acceptance. If at the end of the period indicated 26 copies have not been purchased there will be proper reimbursement on application to a Stars and Stripes representative.

7. The Q. M. Department will render every assistance to the field force of the Stars and Stripes in carrying out the work assigned to it.

8. The officer in charge of the Stars and Stripes is charged with the organization and maintenance of all field forces provided for herein, as well as their general direction.

9. So much of Bulletin No. 10, c. s., these headquarters, as may conflict with this order is revoked.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 27. *France, May 13, 1918.*

I. 1. Attention is called to the danger of handling or tampering with unexploded shells, bombs and grenades.

Such projectiles will not be handled by any person except those especially assigned to this duty.

2. Commanding officers of units serving at the front will see that these orders are known and understood by all individuals of their commands. They will also make appropriate arrangements for the disposition of unexploded projectiles.

3. Copies of "UNEXPLODED SHELLS, BOMBS AND GRENADES: METHOD OF DESTRUCTION," already distributed, can be obtained from the Chief Ordnance Officer, S. O. S.

II. In connection with Par. 51 War Risk Circular No. 1, Headquarters L. of C., 1918, and Bulletin No. 6, L. of C., 1918, the following instructions received from the War Department are published for the information of all concerned:

"When Liberty Bond allotments of enlisted men to Federal Reserve Bank of New York are discontinued account discharge, or under authority of telegrams of November 22nd and January 9th discontinuance will be effective from date of commencement. If amount deducted is less than $50.00 organization commanders authorized credit enlisted men on pay rolls or final statements. If $50.00 or more has been deducted, statement showing amount should be forwarded Depot Quartermaster, Washington, who will furnish one or more bonds and refund balance in cash. This applies equally to discontinuance previously made without refundment. In case of men already discharged without being prepaid for such deductions certificate should be furnished them showing amounts deducted from pay on account such allotments. Amounts credited should be verified from pay rolls showing actual withholdings. If allotment made to bank other than Federal Reserve Bank of New York, settlement must be effected between soldier and bank. No authority for a discharged soldier continuing monthly payments to Federal Reserve Bank, but may remit Depot Quartermaster, Washington, amount which together with amount deducted from his pay will make even multiple of $50.00, and Depot Quartermaster will furnish bonds. In cases of death organization commanders should state on final statements amount deducted account allotment and name of bank to whom allotment made. When enlisted man is discharged to accept commission he should continue allotment and should forward Quartermaster General old statement showing old rank and new, the amount already deducted from pay account such allotment. There is no authority for transfer of bonds not completely paid for."

III. 1. The following letter from the Sous Secretariat d'Etat de la Presidence du Conseil, Office Central des Relations Franco-Americaines, dated May 4, 1918, to the C. in C., A. E. F., is published for the information of this command:

"As you know, the French Government issues National Defense Bonds which are good investments. I would be happy to know whether you would approve of having this splendid saving plan recommended to the troops under your command.

"France is thankful to the American Army for the cooperation which it might offer in this regard, no matter how small."

2. The C. in C. is pleased to bring this matter to the attention of the officers and soldiers of the A. E. F., and invites their attention to the advantages accruing not only to the French but to themselves by participation in this loan.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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I. To assist the French authorities in carrying out the provisions of an existing law, medical officers will promptly notify the local mayor of all cases of epidemic disease observed by them among members of the civil population of a community. Included in the list of notifiable diseases to be reported under this paragraph are puerperal infection, ophthalmia neonatorum and tuberculosis.

II. 1. On account of the heavy demands for lumber, sawn timbers and railroad ties it is essential that less expensive substitutes for these products be used in all cases where such substitutes can be made to serve the purpose.

2. Rough timber may generally be employed to advantage in the following cases and its use is prescribed whenever practicable:

(a) Round poles in lieu of sawn posts or timbers for framing, especially as uprights, in warehouses, stables, and all of the regular or more temporary structures.

(b) Split poles (cut through the center on a saw giving one flat side), for stables and fencing, protecting rails around horse troughs, and the like, and for siding for rough buildings where tight joints are not essential.

(c) Hurdles or panels woven from brushwood as substitutes for siding and partitions in rough buildings, for screens about latrines and for similar purposes.

(d) Mill slabs, split poles or round poles at depots and dumps as bottoms or skidways for piles of piping, rail fittings, shells and heavy articles of all kinds.

(e) Fascines similarly at depots and dumps as bottoms for stacks of lighter commodities, particularly where good drainage and air circulation are important. This applies particularly to stacks of hay, sacked grain, rations in cases or sacks, cases of small ammunition and other articles of this general type.

3. In certain situations it is possible to use stone as supports for piles of material, and this should be done when circumstances will permit.

4. Requisitions for rough forestry products of the character above indicated will be made through prescribed channels on the Engineer Department. Unit commanders will issue necessary instructions and assure themselves that substitutes for the more expensive timber are used in all possible cases.

(16629 A. G. O.)

III. The following rules, as agreed with the French Government, will govern the use of the French telephone and telegraph system by the American Expeditionary Forces:

TELEPHONE COMMUNICATION FOR AMERICAN TROOPS DURING MOVEMENTS.

The Signal Officer of an American unit is authorized to establish connection with the nearest civil exchanges or military telegraph offices.

In exceptional cases, lines belonging to the local systems may be used for these connections, but only with the authorization of the Director of the Department of Post and Telegraph or that of the Chief of the Telegraph Service of the First Line of the Army concerned.

Lines belonging to the Interurban System may not be used without permission of the Chief of the Telegraph Service of the First Line of the Army, or of the Chief of the Telegraph Service of the Second Line of the Army Group.

Excepting in cases of urgent necessity, interior connections with the switchboard in the civil offices or military stations will be made by French services.

Stations thus connected are authorized to call independent units of the same organization (divisions, brigades, regiments, etc.), units belonging to neighboring organizations and headquarters of higher organizations (Army Corps, Army, G. H. Q.).

The Signal Officer will give the Post and Telegraph agents a list of organizations which may be called.

In order to insure permanent telephone service the Signal Officer of the American unit will assign the necessary personnel to the civil offices or military stations used.

TELEPHONE COMMUNICATION IN ENGLISH FROM BOOTHS AND OFFICES OF THE FRENCH DEPARTMENT OF POST AND TELEGRAPH IN THE ZONE OF THE ARMIES OR THE ZONE OF THE INTERIOR: Officers upon presentation of their identification cards and a written request as follows:

The _____
(Officer's rank, name, organization)

American { Station No. _____ } at X _____
(Or such and such a service)

may telephone in English from any booth or office of the French Department of Post and Telegraph in the Zone of the Armies or the Zone of the Interior to any telephone station of the American Expeditionary Forces.

TELEPHONE INSTALLATIONS IN THE ZONE OF THE ARMIES (FRENCH FIRST LINE): Telephone installations to French centrals are obtained by applying through the unit or organization Signal Officer to the Chef du Service Telegraphique of the French Army concerned.

TELEPHONE INSTALLATIONS IN THE ZONE OF THE ARMIES (FRENCH SECOND LINE) OR IN THE ZONE OF THE INTERIOR: Requests for telephone installations and use of long distance lines should be made through channels to the Chief Signal Officer of the American Expeditionary Forces. The request for such installation or long lines should state clearly the place where telephone is to be installed and to which telephone exchange it is to be connected and the need of such installation. It is not intended to make extensive telephone installations, and the Chief Signal Officer will consider each request in its relation to the best interest of the service. If there is a Signal Officer on duty at or in the immediate vicinity of the place where telephone connection is required the application to the Chief Signal Officer, A. E. F., should be forwarded through such Signal Officer, who will transmit same to the Chief Signal Officer, A. E. F., with the necessary technical information and his recommendations as to the service requested.

When telephone connection has been authorized, and upon completion of the installation, rental contract and invoice of material and labor of the French Department of Post and Telegraph will be forwarded through the unit, post, base or section Signal Officer to the Chief Signal Officer, A. E. F., with statement as to the work done.

When the service of a telephone or a line is no longer required prompt advice must be sent through the unit, post, base or section Signal Officer to the Chief Signal Officer, A. E. F., that such service may be discontinued.

All monthly invoices for telephone service presented by the Department of Post and Telegraph should be certified as to correctness and forwarded through unit, post, base or section Signal Officer to the Chief Signal Officer, A. E. F.

All telephone communications originating in the Zone of the Armies (French) are free of charge. Telephone communications from stations in the Zone of the Interior to stations in the Zone of the Armies (French) or to other stations in the Zone of the Interior are charged at tariff rates of the Department of Post and Telegraph.

The English language is authorized over French lines between all stations of the American Expeditionary Forces and when calling from booth or office of the Department of Post and Telegraph.

TELEGRAPH SERVICE: Official telegrams of the American Expeditionary Forces will be transmitted free of charge by all French Post and Telegraph offices. The words "Official Message" must be stamped or written in the lower lefthand corner and the message signed by an officer.

SIGNAL CORPS TELEPHONE PASSES: Signal Corps officers and N. C. O.'s bearers of a pass from the Chief Signal Officer are authorized to make telephone communications from

all French Post and Telegraph offices free of charge in connection with the construction, maintenance and operation of Signal Corps lines.

PERSONAL TELEGRAMS OR CABLEGRAMS: Personal telegrams or cablegrams from officers and soldiers of the American Expeditionary Forces will be received at all French Post and Telegraph offices upon presentation of identification cards, or if message has been duly stamped by a censor of the American Expeditionary Forces. These messages are received at regular rates as published by the Department of Post and Telegraph.

E. F. M. CABLE MESSAGES: E. F. M. personal cable messages (deferred service) from officers and soldiers at one-fourth regular rates will be received at all French Department of Post and Telegraph offices. All such messages must bear the stamp of a censor of the American Expeditionary Forces.

(12231 N.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 29. *France, May 18, 1918.*

The following extract from War Department letter dated March 23, 1918, is published for the information and guidance of all concerned:

"The Secretary of War directs that where any enlisted men have received knowledge since the first of March that their dependents at home, for whom they have made allotments, have not received any check, they will immediately execute an allotment and allowance blank, Form 1-B, the same to be plainly marked "Supplemental," and send it to the Bureau of War Risk Insurance through the proper channels.

"The Bureau of War Risk Insurance states that immediate attention will be given to all supplementary applications thus received and that checks will be forwarded promptly to the beneficiaries in all cases where checks have not already gone forward."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 30. *France, May 23, 1918.*

I. Pending the publication of a manual the following general principles will govern in the employment of machine guns:

1. The Division Machine Gun Battalion--motorized (2 companies)--should be assigned to the "Division Reserve" at the beginning of an engagement, unless the machine gun requirements of the action can be most clearly foreseen or the nature of the ground is such as to preclude its profitable employment on the remainder of the division front. The battalion has been motorized in order that the Division Commander might have at his

disposal a great fire power of extreme mobility. To prematurely relinguish control of this fire power will often result in an inability to influence the action at its most critical stage. The Battalion may be employed either under the direct control of the Division Commander or may be used to reinforce either one or both brigades.

The Battalion Commander is the machine gun officer of the Division Staff, and is the adviser of the Commanding General on all matters pertaining to machine guns. He will, through his agents of communication, keep constantly in touch with the tactical situation and will apprise the Division Commander of any opportunity for the employment of his guns.

2. The brigade machine gun battalion (4 companies) is a tactical command and must be treated as such. A general assignment for all tactical exercises of the companies of this battalion to the infantry battalions of the brigade is a distinct violation of the spirit of G. O. No. 82, H. A. E. F., 1917. The battalion may be employed in any one of the following ways:

(a) As a unit.

(b) One or more companies may be assigned to infantry regiments and the remainder of the battalion act as a unit.

(c) All of the companies may be assigned to infantry regiments or battalions.

The second method will be the one most used.

Whether or not the machine gun companies of the brigade machine gun battalion should be attached to the infantry battalion in any special case depends entirely upon the task to be assigned to them, and must be determined for each tactical situation. As a general principle, the companies of the machine gun battalion should only be taken from the control of the commander of the machine gun battalion when they can more efficiently serve the infantry by acting directly under the command of infantry battalion or regimental commanders.

When the terrain is such that the machine guns will evidently have a series of missions which cannot be clearly foreseen at the beginning of the action, the machine gun companies should be attached to infantry battalions or regiments.

Barrage fire calls for a concentration of guns and centralization of command. When the terrain permits and the tactical situation calls for an overhead barrage, either direct or indirect, it will usually be best to keep the companies so employed under the control of the machine gun battalion commander.

The brigade commander should not relinquish command of the whole of the machine gun battalion at the beginning of the action except for a very special reason.

The commander of the machine gun battalion is the machine gun officer of the brigade staff, and his duties as such are analogous to those of the machine gun officer of the Division Staff.

3. Regimental machine gun companies or machine gun companies attached to a regiment may be used in any of the following ways:

(a) The company may be retained under the direct control of the regimental commander.

(b) One or more platoons may be attached to battalions, and the remainder retained under the direct control of the regimental commander.

(c) The whole company may be assigned to one battalion or the platoons assigned to different battalions, the regimental commander retaining control over no part of the company.

4. It is not sufficient to use machine guns to obtain isolated successes at decisive points in the infantry combat. They must be so used that they will exert a continuous influence during the whole of the fight. This can only be accomplished if all commanders understand the principles of machine gun employment, and plan carefully, not only the initial use to be made of the guns, but their employment during the latter stages of the fight. Whether employed by battalion, company or platoon, definite tasks

must be assigned to the machine guns, but the machine gun commander must not be restricted too much in carrying out this task. The initiative of machine gun commanders must be developed.

The following are suitable tasks for machine guns:

In the Offensive:

(a) To support the assaulting troops with a powerful fire, thus reducing the losses of the infantry.

(b) To protect the flanks of the attack.

(c) To occupy an interval.

(d) To occupy the conquered ground.

(e) To assist in resuming the attack in open ground.

5. The initial task of the machine guns in the attack is to cover the first objectives of the infantry with a belt of fire. The object of this is to immobilize the enemy and keep him down in the trenches.

Whether the machine gun fire is directed against the enemy's front line or against the ground in rear, depends upon the distance between the opposing lines and the terrain.

As the infantry approaches the objective it will become necessary for the machine guns to fire upon reserves, the retreating enemy or other objectives farther to the rear.

If the duration of the fire is not regulated by a time table, arrangements must be made for machine gun agents to accompany the assaulting waves so as to signal when the fire is becoming dangerous to our infantry.

6. Distribution in depth must be maintained in the offensive as well as on the defensive. This will provide security against counter-attacks and protection for the flanks. Machine guns should be put in the infantry lines only when an immediate increase of fire power is demanded and the machine guns cannot intervene by flanking fire or from the rear by use of overhead fire or firing between units. If the engagement develops into a steady advance a very high degree of initiative is required of the machine gun commanders. Sections, platoons or companies are advanced alternately. Their objectives are points from which they can obtain overhead or flanking fire on the enemy most dangerous to our infantry. Their principal task is to cover with a heavy fire the hostile infantry which is decisively engaging the infantry which the various machine gun units have been designated to support. The automatic rifles, trench mortars and 1-pounders can better engage the hostile machine guns.

7. In the war of movement, seek constantly for opportunities for direct overhead or flanking fire. Indirect fire is practicable only when time and a detailed knowledge of our own and the enemy's troops are available. Maps of not less that 1:20000 scale or accurate range finding and angle measuring instruments are also essential.

8. Machine guns must always be advanced as far as practicable by means of the carts or pack animals.

9. An infantry escort must be provided for machine guns where surprise is at all probable.

10. In the defensive the following are suitable tasks for machine guns:

(a) When attack appears imminent, to enfilade trenches, trails, defiles, and areas where enemy troops would probably form for the assault.

(b) During the assault to fire upon the enemy with maximum intensity.

(c) If the enemy gains a foothold in the position to hold him until the counter-attack can be prepared.

(d) To support counter-attacks by flanking or overhead fire.

11. Direct fire is the primary consideration. Indirect fire is secondary. Therefore, all guns must be sited for an extensive field of fire. However, machine guns which are placed to cover ground by direct fire must also be able to carry out their tasks by indirect fire at night, in case of smoke, fog, etc., and must be in a constant state of readiness to execute such fire. Indirect fire may always be employed to

harass the enemy providing the supply of extra barrels and ammunition is sufficient and the damage inflicted is commensurate with the cost. The indirect S. O. S. barrage is justifiable only when the hostile infantry attack is really imminent.

12. Guns should usually be sited in pairs, with the four guns of a platoon close enough together to be controlled by the platoon commander.

13. Machine guns must be sited for all-around defense. Any dead ground in the vicinity must be covered by auto rifles, rifles or grenades.

14. If withdrawal becomes necessary there must be close co-operation between the infantry and machine guns. In the withdrawal machine guns cover the infantry, and, in turn, are covered by the automatic rifles of the infantry. As soon as the infantry has withdrawn and reorganized on its new position part of the machine guns should take up new positions in depth. An officer should be sent to the rear to make a reconnaissance of these positions before the arrival of the guns in order that there may be no delay in opening fire. These successive positions must be separated by a considerable distance to permit of an orderly withdrawal.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, May 24, 1918.*

BULLETIN, NO. 31.

I. The following extracts from War Department cablegrams are published for the information and guidance of all concerned:

PREPARATION OF PAY ROLLS AND ABSTRACTS OF ALLOTMENTS:

"No. 1108. Pending preparation new form pay roll beginning with April rule seven narrow columns in space for remarks on present pay roll, headed 'Army serial number,' 'Class A allotments,' 'Class B allotments,' 'Insurance Premiums,' 'Second Liberty Bond Federal Reserve Bank,' 'Third Liberty Bond Secretary Treasury,' 'All other Class E allotments.' Organization Commanders will enter Army serial number and amount allotments each class in proper columns, entering amounts of premiums for War Risk Insurance and private insurance separately, but in same column. Under heading 'All other Class E allotments' enter all allotments made on Form 38, Quartermaster Corps, except Liberty Bond allotments to Federal Reserve Bank and Secretary Treasury. No remarks regarding allotments will be entered except to correct errors on previous rolls or when payment is being made for more than one month and one or more of allotments have commenced or terminated within period for which paid. Remarks on pay rolls should commence under soldier's surname one inch from left margin and continue to but not into first allotment column. Beginning with May, abstracts of allotments will be made in quadruplicate on thin legal cap or larger paper with columns ruled for above titles including Army serial number, forwarding original with account current one legible copy direct to Bureau War Risk Insurance, Washington, and one copy to Depot Quartermaster, Washington, direct, each marked conspicuously for whom intended. Quartermasters in Europe will make five copies and forward the extra copy to Quartermaster General direct. Model forms of pay rolls and abstract of allotments being mailed, but if not received in time for preparation April pay rolls forms should be improvised according above instructions. Paragraphs twenty and twenty-four Special Regulations number seventy-two just issued amend accordingly."

REFUNDMENT OF ERRONEOUS DEDUCTIONS:

"No. 1159. In cases where War Risk allotments Class A and B or insurance premiums have been erroneously charged against and collected from pay, credit amount on next pay rolls or vouchers, filing therewith authority from the Bureau of War Risk Insurance for such refundment. Officer paying pay rolls or voucher on which refund is made, should state at end of abstract amount so credited, giving in each instance name, rank and organization of officer or enlisted man, month or months for which amounts were erroneously deducted from their pay and total amount refunded to each person, total so refunded to each. Total so refunded should then be deducted from total amount on abstracts. Subsequent to discharge refundment of erroneous premiums should be made direct to Bureau."
(4434-A 161 A. G. O.)

II. Enlisted men of the American Expeditionary Forces who, upon completion of thirty years' service, make application for retirement will not be retired in France. Upon approval of the application such soldiers will be ordered by the War Department to the United States with a view to their retirement upon arrival at the station specified in the War Department order, and final statement will not be prepared by the soldier's organization commander upon their departure from France, but will be prepared by the commanding officer at the stations to which such soldiers have been ordered for retirement.

III. American units being supplied with electrical current produced by power installations under French control, have increased the load by the substitution of lamps of higher candle power than those previously installed by the French, and also by extension of lighting circuits. This action has interfered with the use of power for other purposes, and in one instance it is stated to have resulted in injury to the generator.

Commanding officers will take suitable measures to prevent alterations in electric installations, pertaining to or in any manner under the control of the French Service of Electricity, without first securing the approval of the officer in local charge of such service.

Similar alterations in lighting or power systems under exclusive American jurisdiction will not be made without the prior approval of the American officer in charge of such systems.

In the event that any electric machine, pertaining either to the French or American services, is injured or burned out the officer in immediate charge will investigate the circumstances with a view to determining the character and amount of damage and fixing the responsibility. For all installations in the S. O. S. report of action or injury will be made to the C. G., S. O. S., and for all installations not under the S. O. S., report will be rendered through channels to the C. G. of the Army.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F..
*France, May 27, 1918.*

BULLETIN, NO. 32.

Whenever the appearance of contagious diseases among the troops in a division or army leads the Chief Surgeon thereof to believe that an epidemic is apt to ensue, he is authorized to communicate directly, by telephone or telegraph if necessary, with the

Director of Laboratories, A. E. F., A. P. O. No. 721, and request him to furnish specialist professional assistance and material to temporarily reinforce his local facilities and arrest the epidemic in its incipiency. The Director of Laboratories will promptly dispatch, from the laboratories under his control, to the points indicated, such personnel and material as he may deem necessary, and co-operate with the Chief Surgeon to the fullest extent of his resources towards accomplishing the end sought.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 33. *France, June 4, 1918.*

INSTRUCTIONS GOVERNING PRIVATE PURCHASES OF FOOD SUPPLIES BY MESSES AND INDIVIDUALS OF THE A. E. F.

1. The following is published for the information and guidance of all concerned:

The French Minister of Agriculture and Supplies has sent to the Prefects of France the following circular:

> "From various sources my attention has been called to the action of certain storekeepers, who, profiting by the presence of American and British troops on our territory, sell them goods at excessive prices and in all cases greater than that paid by the French consumers.
>
> "I cannot condemn too greatly such a procedure, as it is in complete opposition to the spirit which should exist between Allies.
>
> "Let us not forget that for the same ideal and with the same effort the Armies of our Allies of Europe and America are marching with ours to dispute, foot by foot, the aggressions of the enemy on the soil of our invaded regions.
>
> "Undoubtedly I realize that some of the increase in prices may be explained, at least in part, by the difficulties of our retailers in getting provisions and the work of our small producers. But these reasons cannot justify the asking of higher prices to men who are united to us by the fraternity of arms on the battlefields of France.
>
> "The Government is therefore resolved to put a stop to these regrettable practices. Consequently, you are invited, after having reminded those concerned of the considerations above mentioned, to see that all persons guilty of such acts are delivered to justice to be tried by the application of the Law of April 20, 1916, on illegal increasing of prices."

2. The above indicates clearly the attitude of the French Government as regards the treatment it desires accorded in the matter of prices to the officers and soldiers of the A. E. F. by French dealers. Officers and soldiers of all units will familiarize themselves with a list of current prices and take the necessary steps to see that the spirit of these regulations is carried out. Effective results can be obtained only through co-operation with the local French authorities. Cases of overcharging should be reported to the local American A. P. M., whose duty it shall be to make report of same to the proper French authority. Attention is especially directed to the fact that failure to follow these instructions will result in a general rise in prices, affecting

directly not only the members of the A. E. F., but also the French civilian population.

3. The question of prices for official purchases is published in General Orders from G. H. Q., A. E. F. and Headquarters S. O. S., A. E. F.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, June 5, 1918.*

BULLETIN, NO. 34,

Service records are being received with incomplete concerning immunization of individuals against smallpox, typhoid fever and paratyphoid fever. In many instances it appears that the necessary immunizing doses have been administered without properly recording the fact. Whenever the record of immunization is incomplete the individual soldier will be sent to a medical officer for such examination and interrogation as may be necessary to determine whether the immunization has been properly accomplished. If the evidence as to previous immunizations disclosed is satisfactory to the medical officer the record will be completed by an appropriate entry. If any doubt exists the soldier will be revaccinated. As a triple vaccine is now being universally employed, the completion of typhoid immunization must also necessarily imply the completion of paratyphoid, and vice versa. When vaccinating against smallpox, if the soldier exhibits a good scar from a previous vaccination, but has been revaccinated with an unsuccessful result, the record of same under "Result" will be closed with the entry: "Unsuccessful, but protected."

(9375-E. A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, June 8, 1918.*

BULLETIN, NO. 35.

I. Officers and soldiers in France have been sending packages to their friends and relatives containing dutiable articles, and the friends and relatives have in many instances been required to pay duty on these packages.

All members of the A. E. F. are informed that there is no authority of law under which packages containing articles included in the dutiable list of the Tariff Act are exempt from duty even though sent by soldiers or sailors in France to their friends or relatives in the United States.

II. 1. The Signal Corps lines of the American Expeditionary Forces are carrying a very heavy and increasing volume of long distance telephone calls. Because of the limited number of circuits a serious congestion of traffic is resulting in long delays in completing many very important messages.

2. To relieve this congestion and to reduce the present delays to a minimum, the following restrictions are placed upon the use of Signal Corps lines:

(a) Personal conversations are forbidden.

(b) Conversations should always be made as short as possible.

(c) Each call is limited to six minutes, excepting between the hours of 12.00 and 2.00 P. M., 7.00 P. M. and 9.00 A. M., when fifteen minutes are allowed. (Preferred service calls excepted.)

(d) File telegrams instead of telephone calls whenever possible.

3. The following restrictions have been placed in effect by the French Ministry of War, and apply to calls made from A. E. F. telephones over French lines:

(a) Military long distance calls are permitted subject to official limitations of the calling station. Each call is limited to 9 minutes, excepting between the hours of 12.00 and 2.00 P. M., 7:00 P. M. and 9:00 A. M., when fifteen minutes are allowed.

(b) Personal conversations are forbidden.

(12231-Q A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, June 10, 1918.*

BULLETIN, NO. 36.

1. In accordance with arrangements with the French authorities, dated April 14, 1918, material for filling bed sacks will hereafter be obtained through the French Government as follows:

(a) For troops in the French Zone of the Army requisitions will be made to the division quartermaster, or to the quartermaster of the organization to which they are attached, who will submit a consolidated requisition to the General commanding the French Army with which the troops are serving or within whose area they are operating.

(b) For troops and civilian labor units outside the French Zone of the Armies requests will be made to the quartermaster of the orgniazation, who will submit same to the Directeurs de l'Intendance of the French military region in which the organization is located.

(c) Requests will not be made for quantities in excess of the allowance of 15 pounds per man per month.

2. Hay will be issued under the provisions of Section VII, G. O. No. 41, these headquarters, current series, only in cases where the French authorities are unable to supply bedding.

(6012-A-2 A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 37. *June 14, 1918.*

1. In view of the scarcity of paint and the need for economy in its use, the practice of painting vehicles of transportation, such as trucks, ammunition trucks, escort wagons, automobiles and motorcycles, in camouflage colors, as a means of reducing visibility, will be discontinued. The effectiveness of this painting is very slight. Irregular, colored patterns painted on a moving body often render it more conspicuous than solid dull colors.

2. Camouflage painting of buildings should only be undertaken after consultation with camouflage officers. This painting will be limited in application to special cases meriting treatment. The simple painting of buildings without other means of concealment is an ineffective measure, and does not warrant the expenditure of material.

3. Requests for camouflage made by organizations in a division will be sent to the division engineer, and should set forth the object to be treated rather than the materials required. The actual materials required can best be prescribed by the division engineer after a reconnaissance by his camouflage officer.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 38. *France, June 18, 1918.*

1. Officers and enlisted men of the American Expeditionary Forces having incomes of $1,000 or more for the calendar year 1917 are required to prepare income tax returns on the form prescribed by the Commissioner of Internal Revenue, and mail same to reach the offices of the proper collectors of Internal Revenue in the United States on or before October 1, 1918.

2. The personnel of the A. E. F. should forward their individual returns of income to the Collector of Internal Revenue for the district in which they maintain their legal residence; those without a permanent residence should forward their returns to the Collector of Internal Revenue at Baltimore, Maryland.

3. For full instructions as to the income tax returns attention is invited to Special Regulations No. 73, War Department, Washington, March 11, 1918, subject "Income Tax."

4. Income tax forms will be obtainable at an early date through the offices of the disbursing quartermasters throughout the American Expeditionary Forces.

5. Commanding officers will cause these instructions to be published to all in their commands who may be concerned.

(12965-F A. G. O.)

By command of General Pershing,

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 39. *France, June 20, 1918.*

1. Reports from the Army and Corps schools indicate that in many cases organization commanders have not exercised sufficient care in the selection of officers and noncommissioned officers for instruction at these schools.

2. In order that these schools may be of maximum benefit, all officers and noncommissioned officers will, in addition to good general qualifications, possess the following:

(a) They will have a good common school education. Those from the artillery or machine gun organizations should have a knowledge of arithmetic to include common and decimal fractions.

(b) They will possess some degree of adaptability to play the role of instructor.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 40. *France, June 22, 1918.*

I. The provisions of Bulletin No. 3, 1917, these headquarters, are revoked.

II. The French Department of Post and Telegraph in cooperation with the transatlantic cable companies will accept EFM cablegrams at all French post and telegraph offices in France.

The following rules for the preparation and transmittal of EFM cablegrams to and from the United States are published for the information of all concerned:

RULE NO. 1.
Persons entitled to the privilege. Character of contents.

(a) The EFM privilege is confined to officers and soldiers of the American Expeditionary Forces, also army clerks and army nurses attached to the A. E. F., and to persons in the United States desiring to send messages to them.

(b) EFM messages must refer only to matters of a personal and social character.

RULE NO. 2.
Where messages may be filed in Europe and the United States.

(a) EFM messages for the United States may be filed at any French post and telegraph office in France. Messages for Europe may be filed in the United States at any Western Union or Commercial Cable office.

RULE NO. 3.
EFM messages to be accepted subject to delay and censorship regulations.

(a) All EFM messages will be accepted subject to delay.

(b) Strict compliance with the censorship regulations is imperative. Messages will not be accepted unless approved and stamped by the censor.

RULE NO. 4.

No minimum, but brevity desired. To be written legible on proper forms. How to prepare the message. Plain English language only permitted.

(a) Any number of words may be sent, but it is desirable that messages be as brief as is consistent with clearness as facilities are limited.

(b) Messages should be prepared on blank forms furnished for the purpose and preferably by typewriter. All words must be legibly written.

(c) A message for transmission to the United States must be prepared in conformity with example No. 1; when from the United States, example No. 2 will govern. The date of filing and the name of headquarters must always be shown, but the location must never appear.

(d) Plain English only is permitted; the use of code in the address, text or signature is prohibited.

RULE NO. 5.

Importance of the address. How to count words in messages.

(a) The importance of the address cannot be overestimated, and it must be sufficient to effect delivery.

(b) All words in the address, text and signature are counted and charged for as indicated in examples Nos. 1 and 2. EFM is counted and charged for as one word and must be placed just before the name of the addressee. Each word in the name of a street is counted and charged for. Fort Benjamin Harrison, Indiana, would be counted and charged as one word. The name of the town and state together counts as one word. House numbers must be spelled out; figures are not permissible. (See example No. 1.)

RULE NO. 6.

Name of sender required, and full name and address of same to be recorded.

(a) A signature is required to all messages. The full name, rank, organization and headquarters of the sender will be indorsed on the message blank, just below the signature.

Example No. 1, showing how EFM messages from Europe should be prepared:

Headquarters, First Division,
American Expeditionary Forces,
*March 1, 1918.*

EFM John Doe,
One Hundred Ten Grand Trunk Boulevard,
St. Paul, Minn.

All well.

Roe.

From: Major Richard Roe, 10th U. S. Cav., Headqrs., 1st Div., A.E.F.

Example No. 2, showing how EFM messages from the United States should be prepared:

New York, *March 1, 1918.*

Major Richard Roe,
Tenth Cavalry,
Amexforce, Paris.

All well.

Doe.

RULE NO. 7.

All charges to be prepaid in French money; refunds not permissible. No expense against the U. S. to be incurred.

(a) All charges must be in French money and be prepaid; refunds cannot be made.

(b) No expense against the United States in collecting or remitting tolls on messages is permissible, and accounts will not be kept of EFM traffic by the Signal Corps telegraph offices.

TARIFF RATES PER WORD IN FRANCS.

| States. | Toll. | States. | Toll. |
|---|---|---|---|
| Alabama | .3875 | Missouri--St. Louis | .3875 |
| Alaska via Seattle | .8125 | Other offices | .45 |
| Alaska via Ashcroft | 1.3875 | Montana | .45 |
| Arizona | .475 | Nebraska | .45 |
| Arkansas | .45 | Nevada | .475 |
| California | .475 | New Hampshire | .3125 |
| North Carolina | .3875 | New Jersey--Hoboken | .3125 |
| South Carolina | .3875 | Jersey City | .3125 |
| District of Columbia | .3625 | Other offices | .3625 |
| Colorado | .45 | New York-- | |
| Connecticut | .3125 | N. Y. City and | |
| Delaware | .3625 | offices listed | |
| Florida--Key West | .475 | in Col. 2 of | |
| Pensacola | .3875 | the list of Tel. | |
| Other offices | .45 | Office under | |
| Georgia | .3875 | "New York City | |
| Idaho | .475 | rates." | .3125 |
| Illinois | .3875 | Other offices | .3625 |
| Indiana | .3875 | New Mexico | .45 |
| Iowa | .45 | North Dakota | .45 |
| Kansas | .45 | Ohio | .3875 |
| Kentucky | .3875 | Oklahoma | .45 |
| Louisiana--New Orleans | .3875 | Oregon | .475 |
| Other offices | .45 | Pennsylvania | .3625 |
| Maine | .3125 | Rhode Island | .3125 |
| Maryland | .3625 | Tennessee | .3875 |
| Massachusetts | .3125 | Texas | .45 |
| Michigan | .3875 | South Dakota | .45 |
| Minnesota -- Duluth, | | Utah | .475 |
| Minneapolis, | | Vermont | .3125 |
| St. Paul, S. | | Virginia | .3875 |
| St. P. Yds. | | Washington | .475 |
| and Winona | .3875 | West Virginia | .3875 |
| Other offices | .45 | Wisconsin | .3875 |
| Mississippi | .3875 | Wyoming | .45 |

NOTE: Whenever the total includes a fraction of five centimes, the toll is increased by the amount necessary to pay the whole of five centimes.

Example: For a 15-word EFM message to New York, rated at 4.6875 francs, 4.70 francs must be paid.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 41. *France, June 24, 1918.*

I. In compliance with the provisions of Sec. IV, G. O. No. 30, G. H. Q. A. E. F., 1918, the following procedure will be observed in acquiring land for cemeteries in the A. E. F.:

(a) ORDINARY ACQUISITIONS (not on the Battle Front).

1. Such acquisitions are a function of the Graves Registration Service, and will not be attempted by individual officers or commands.

2. Commanders within whose jurisdiction the necessity may be apparent will at once give notice to the G. R. S. whenever new land may be required for cemetery purposes.

3. In all cases initiative will be taken with the Allied governments by the G. R. S., and the Chief of that Service will pursue legal formalities to conclusion, announcing thereupon that the respective site is available for American use. Officers concerned are enjoined to furnish such information as may be necessary for the G. R. S. to make adequate provision.

(b) EMERGENCY ACQUISITIONS (Battle Front Cemeteries).

1. Paragraph 491, A. R. 1913, as amended, specifies: "It is the duty of Commanding Generals to set apart a suitable spot near every battle field, and to cause the remains of the killed to be interred therein."

2. Where due to war conditions it is impossible to observe the usual formalities in acquiring burial sites, the Commanding General shall be the sole judge of their location. Formalities will be completed later. Choice of location should be governed, however, by the French requirements that cemeteries shall not be within 100 metres of a dwelling that the drainage therefrom shall not involve contamination of water supply, and that their location shall not obstruct established roadways or paths leading from interior properties, and that of various sites the one chosen shall be the least fertile.

3. The Chief of the G. R. S. will prepare standardized plans for battle ground cemeteries, containing all measurements, and so arranged that they may be used in squares of approximately 200 graves each, and so expanded by the addition of other squares as to meet the demand for space. These plans will be furnished to each division quartermaster, and will also be kept in the possession of G. R. S. units at the front.

4. Surveys of selected sites will be made at the earliest possible moment, and the Chief of the G. R. S. so notified in order that he may institute the formalities required by the French law.

(c) RESPONSIBILITY FOR BURIALS.

A decision of the C. in C. (December 30, 1917), is to the effect that: "The dead must necessarily be buried by units themselves. These units perform this duty as tribute to their dead."

(d) CO-ORDINATION OF BURIAL OFFICERS, CHAPLAINS AND G. R. S. UNITS.

1. Burial officers will be appointed for each division, and working parties detailed for emergency work under their direction.

2. Burial officers and chaplains shall co-ordinate with G. R. S. groups

operating within areas or departments at the front, and efforts should be made to avoid isolated interments and the use of any but the prescribed places of burials. G. R. S. groups will be advised, at all times, of special arrangements as to joint use of cemeteries made by the Chief of that Service with Allied governments in localities in which Allied Forces are operating.

(e) BURIAL REPORTS.

In all cases where American troops perform burials for members of the Allied Forces, the same reports must be made on Grave Location Blanks and forwarded to the same officers as in the case of American dead.

(f) MONUMENTS.

In order to prevent inequality in honors to the dead of the A. E. F., the erection of all permanent monuments will be suspended during the continuance of existing war. This rule is doubly operative in British areas, by reason of the prohibition of such monuments in the B. E. F.

(8051-A-32 A. G. O.)

II. General Order No. 66, c. s., G. H. Q. A. E. F., was published with the intention of placing the chaplains of the American Expeditionary Forces on the same footing, as regards the performance of their duties, as officers of other arms of the service. The importance in wartime of the chaplain's work can hardly be overestimated. The chaplain should be the moral and spiritual leader of his organization. His continued effort should be the maintenance of high standards of life and conduct among officers and men. In brief, he should be the spiritual guide of his organization. Actual experience has demonstrated that the chaplain has it is his power to contribute to the morale of the Army to a remarkable degree.

Though holding a military commission, it is on the basis of the supreme performance of his ministerial duties that he fulfills his fundamental obligations to the Army. A sympathetic recognition of the chaplain's duties and responsibilities is expected of every officer. It is only through their ready co-operation that he can reach the entire Army, as G. O. No. 66 intended. Commanding officers should afford chaplains every facility for the performance of their functions, and should not in general assign them to duties which may impede them in the performance of such functions.

III. The following remarks of the Inspector General upon training of American units in France are published for the information and guidance of all concerned:

"It has been observed that in many training areas there is a lack of that seriousness and vigor on the part of the instructors that is so necessary, and moreover a lack of careful explanation. Mistakes are often passed over without notice. The immediate effect of all this is to develop an attitude of more or less carelessness on the part of the troops undergoing training. It must be borne in mind that an instructor at drill must labor harder than any of the individuals undergoing instruction in order to secure the desired results. Moreover, the military situation has cut short the time available for training, and every last effort must be put forth in order that our troops may attain that degree of discipline and training necessary for victory.

"Company officers must give instruction constantly. They should become accustomed to leading their men in all phases of their activities and be able to execute all features of the work themselves. Officers are warned against simply giving commands; they should preface same by intelligent explanations and be prompt to correct errors. Field and higher officers will be held responsible that the drills and exercises carried on by the troops under their command are performed with life, great energy and careful instruction. They will also be held responsible that men are not permitted to sit about in idleness during drill hours, as this indicates a lack of intelligent plans for the employment of available time.

"It is not believed necessary that the officers mentioned should spend all their time supervising drills, but rather should secure satisfactory results by sharp and

short inspections and by intelligent and vigorous action."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 42. *France, June 29, 1918.*

I. Officers of the A. E. F. who may be ordered to the United States for duty are advised that Bulletin No. 62, W. D., October 24, 1917, prohibits the wearing of the Sam Browne belt within the limits of the United States.

(414-R A. G. O.)

II. So much of Bulletin No. 23, c. s., these headquarters, as authorizes applications for transfer to the Tank Corps is hereby revoked.

Personnel for the Tank Corps will be applied for in replacement requisitions under the provisions of G. O. No. 46, G. H. Q. A. E. F., 1918.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 43. *France, July 2, 1918.*

I. The following extract from War Department letter dated May 21, 1918, is published for the information and guidance of all concerned:

"All line officers of the Regular Army of field officer grade, temporary, who are now, or who hereafter may be, regularly assigned to duty with machine gun battalions of the Regular Army or to the staff of Regular Army divisions or brigades, shall be appointed to the National Army in the same grades which they hold temporarily in the Regular Army, or to which they may become entitled under the law providing for the temporary promotion of officers of the Regular Army during the existing emergency." (3066-A 242 A. G. O.)

II. 1. Instructions requiring the approval of regimental or higher commanders of requests for shipment of articles from the U. S. to members of the A. E. F., are not being complied with and requests are being signed by junior officers.

2. Following extract from War Department Bulletin No. 15, 1918, is republished for the information of all concerned.

"In future, shipments of any article to members of the American Expeditionary Forces abroad will be limited to those articles which have been requested by the individual to whom same are to be shipped, such request having been approved by his regimental or higher commander. Parcel post shipments will be accepted by the post office authorities and other shipments by express or freight companies only upon presentation of the above approved request in each individual case." (Bul. 15, W. D., 1918.)

3. All commanders who may approve requests covered by the foregoing are notified that their approval should be given only on requests for supplies that cannot be obtained in France.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 44. *France, July 7, 1918.*

During recent inspections the Commander in Chief has observed that some regimental and company commanders permit their administrative functions (supply and office work) to absorb the greater part of their time and attention, even to the detriment of the more important and urgent duties relating to operations and training. The primary and direct function of the regimental and company commander is the tactical command and training of his unit. Administrative duties, while of great importance, are a secondary and supervisory function, which should be accomplished through assistants.

The present regimental and company organization provides sufficient personnel for and contemplates the detail of an officer in each of these organizations who will have direct charge of all administrative duties relating thereto. This officer should so relieve the commander of administrative details that the latter may exert his full mental and physical capabilities towards the tactical command and training of his unit.

With the foregoing in view, an officer in each regiment and company will be designated to handle all administrative duties under the supervision of the regimental and company commander.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 45. *France, July 9, 1918.*

The following extract from the decision of the Comptroller of Currency of April 23, 1918, is published for the information and guidance of all concerned:

(a) "The monthly compulsory allotments of pay, Class A, under the provisions of Sections 200 to 210 of the Act of Oct. 6, 1917 (War Risk Insurance Act), the allotment under Class B of said law, the Liberty Loan allotments and the premiums on war risk insurance are not disturbed or affected by sentence of court-martial imposing forfeiture of pay.

(b) "Forfeiture of 'two-thirds of his pay for one month' is not equivalent to forfeiture of two-thirds of one month's pay. The forfeiture in such case is for a definite period of time, one month, and ceases at the expiration of that period, even if the soldier was in a pay status only a part of that period.

(c) "Thus, if a soldier, whose pay is $33, had a compulsory allotment of $15, a voluntary Class B allotment of $5, a Liberty Loan allotment of $5, war risk insurance premium of $5, and he is sentenced by court-martial to forfeit two-thirds of his pay per month for three months, the entire $30, above enumerated, will be deducted before the forfeiture is made. He will accordingly forfeit two-thirds of $3 and will receive $1 each month for those three months. If the sentence is forfeiture of all pay for three months, the forfeiture will be $3 for each month."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 46. *France, July 12, 1918.*

In order to shorten telegraphic reports of casualties as required by G. O. No. 40, c. s., these headquarters, as amended by G. O. No. 77, c. s., these headquarters, the following three letter words are prescribed for use as code equivalents for the phrases shown. These code equivalents will be used in the preparation of all casualty reports throughout the A. E. F.

| | |
|---|---|
| Report following accidentally killed | AWL |
| Report following killed in action | BOX |
| Report following died of wounds | COW |
| Report following died of disease | DAY |
| Report following missing in action | END |
| Report following severely wounded | FEW |
| Report following slightly wounded | GAS |
| Drowned, body recovered | INK |
| Drowned, body not recovered | JAR |
| Death in line of duty | KIT |
| Death not in line of duty | LEG |
| Result of own misconduct | MOP |
| Not result of own misconduct | NAG |
| All in line of duty, not result of own misconduct | OAK |
| All entitled to wound chevron | PUN |
| Not entitled to wound chevron | RAM |

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 47. *France, July 19, 1918.*

I. The French Government has issued a decree to the effect that after July 31, 1918,

certain French coins will be withdrawn from circulation and will not be accepted after that date as legal tender.

The coins referred to are those of 20 centimes, 50 centimes, 1 franc and 2 franc value emitted from 1864 to 1870, bearing on one side the effigy of Napoleon III; on the reverse side either the wreath or the imperial escutcheon.

These coins may be exchanged prior to that date at the offices of the Army Paymaster (Postal Sectors), all Post Offices, the General Treasurers, Receiving and Collecting Officers and all branches of the Bank of France.

II. The following extract from War Department letter (W. R. I.--524) dated July 2, 1918, is published for the information and guidance of all concerned:

"Under decisions of The Comptroller of the Treasury under dated of April 23, 1918 and May 18, 1918, as published in circular letter W. R. I.--76, June 22, 1918, the monthly compulsory allotments to Class A dependents under the provisions of Sections 200 to 210 of the Act of October 6, 1917, the allotments under Class B of said law, the Liberty Loan Allotments and the premiums on War Risk Insurance are not disturbed or affected by sentences of courts-martial imposing a forfeiture of pay.

This decision is effective from June 1, 1918."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 48. *France, July 20, 1918.*

I. Section II, Par 3, sub-paragraph (a), Bulletin No. 35, these headquarters, is amended to read as follows:

"Military long distance calls are permitted subject to official limitations of the calling station. Each call is limited to six minutes, excepting between the hours of 12 and 2 P. M., 7 P. M. and 9 A. M., when fifteen minutes are allowed."

II. The dubbin now being supplied by the Quartermaster Corps is intended for greasing shoes and for reclamation work. It is entirely unsuitable for application to the skin and will not be used as a foot grease under any circumstances.

(414-A2 A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 49. *France, July 22, 1918.*

I. Paragraph 9, War Department cable (1730-R), is published for the information and guidance of all concerned:

"The new system of reporting changes in duties and status of officers which became

effective July 1st renders unnecessary the notation concerning duties of officers heretofore made on monthly returns. Pending receipt of new forms the following instructions for the use of old forms will govern: (A) The use of form numbers 24 B, 24 C, 27 A and 41 A is discontinued and any forms remaining on hand will be destroyed. (B) The lower half of form number 27 and of form number 41 will be cut off and destroyed. (C) Forms numbers 24, 24 A and the upper half of form number 27 and of form number 41 will be completed in accordance with instructions heretofore in force. (D) Separate companies will make return on form number 30, Adjutant General's Office, according to instructions now in force, except that the space under the heading, 'Officers present and absent accounted for by names,' will be left blank. A return is not required for companies serving at the headquarters of the regiment, separate battalion, as well as separate units. Detached companies will make returns according to instructions now in force, except that under the heading, 'Officers present and absent accounted for by name,' will be given only the information required by Pars. 39 and 40, Special Regulations No. 57 A, for roster of officers. (E) Officers will be accounted for in figures in the tables according to instructions now in force. They will not be accounted for by names on any monthly return except as provided in subparagraph D for detached companies."

II. 1. Service records of soldiers dropped from the rolls of their organizations, under the provisions of G. O. No. 68 and G. O. No. 111, c. s., these headquarters, are sent to the Central Records Office.

2. Therefore in all cases of soldiers reporting to an organization without service records the organization commanders will immediately apply direct to the Central Records Office, A. P. O. No. 717, for such records.

3. If the service record is not on file at that office an application for a new record, in accordance with Par. No. 9, service record, should then be made. Attention is directed to Sec. III, Bulletin No. 8, War Department, February 18, 1918.

III. 1. In much of the correspondence relating to soldiers the army serial number of the soldier is not used as prescribed by G. O. No. 27, c. s., these headquarters.

2. With the number of soldiers in the A. E. F. there are many duplications of names, and in order to keep accurate records the use of the army serial number in addition to the name is imperative. Organization commanders, statistical and personnel officers will take the necessary steps to see that the army serial number is used in the manner prescribed in all rolls, reports, returns and correspondence relating to soldiers.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, July 26, 1918.*

BULLETIN NO. 50.

I. The following extract from Par. 16, War Department cable (1763-R) is published for the information and guidance of all concerned:

"Army Appropriation Bill approved by the President July 9th, 1918, provides as follows: 'That American citizens who have received since August 1st, 1914, decorations or or medals for distinguished service in the armies or in connection with the field service of those nations engaged in war against the Imperial German Government shall, on entering the military service of the United States, be permitted to wear such medals or decorations. That any and all members of the military forces of the United States serving in

the present war be, and they are hereby, permitted and authorized to accept during the present war or within one year thereafter from the government of any of the countries engaged in war with any country with which the United States is or shall be concurrently likewise engaged in war, such decorations, when tendered, as are conferred by such government upon the members of its own military forces; and the consent of Congress required therefor by Clause 8 of Section 9 of Article 1 of the Constitution is hereby expressly granted. Provided that any officer is hereby authorized to accept and wear any medal or decoration heretofore bestowed by the government of any of the nations concurrently engaged with the United States in the present war.' "

II. Appendix No. 1, "Liaison for all Arms," is supplanted by "Provisional Signal Unit Equipment for Infantry Division," dated June 15, 1918. Copies of the new table will be distributed by the office of Chief Signal Officer.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 51. *France, July 27, 1918.*

The following cablegram has been received by the War Department from the Chief of Staff, Imperial Japanese Army, and is published for the information of the command:

"Please accept my sincerest congratulations on the recent brilliant success won by your gallant army on the French battlefield. I am looking forward with absolute confidence to the continued favorable development of the situation, and I feel fortified in my conviction of the final triumph of our common cause.

(Signed) "GENERAL BARON Y UYEHARA."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F. ,
BULLETIN, NO. 52. *France, July 29, 1918.*

1. The following extract from the Act of Congress, approved March 28, 1918, Public 109, 65th Congress, is published for the information and guidance of all concerned:

Extract.

* * * * *

Public No. 109, Par. 65.

Claims of officers and enlisted men for loss of private property destroyed in the military service: Property belonging to officers, enlisted men and members of the Nurse

Corps (female) of the army, which they are required by law or regulations to own and use in field service in the performance of their duties, which since the fifth day of April, nineteen hundred and seventeen, has been or shall hereafter be lost, damaged or destroyed in the military service, shall be replaced, or the damage thereto, or its value, recouped to the owner as hereinafter provided, when such loss, damage or destruction has occurred or shall hereafter occur without fault or negligence on the part of the owner in any of the following circumstances:

First. When such private property so lost or destroyed was shipped on board an unseaworthy vessel by order of an officer authorized to give such order or direct such shipment, or destroyed by the enemy or by shipwreck.

Second. When it appears that such private property was so lost or destroyed in consequence of its owner having given his attention to the saving of property belonging to the United States which was in danger at the same time and in similar circumstances.

Third. When such private property is destroyed or captured by the enemy, or is destroyed to prevent its falling into the hands of the enemy, or is abandoned by reason of military emergency requiring its abandonment.

The Secretary of War is authorized and directed to examine into, ascertain, and determine the value of such property lost, destroyed, captured or abandoned as specified in the foregoing paragraphs, or the amount of the damage thereto, as the case may be; and the amount of such value or damage so ascertained and determined shall be paid from appropriations made therefor, or such property lost, destroyed, captured, or abandoned, or so damaged as to be unfit for service, may be replaced in kind from Government property on hand by the supply officer or quartermaster of the organization to which the person entitled thereto belongs or with which he is serving, upon the order of the commanding officer thereof.

Tender of replacement or the determination made by the Secretary of War upon a claim presented as provided for in the foregoing paragraphs shall constitute a final determination of any claim cognizable under this Act, and such claim shall not hereafter be reopened or considered by any accounting officer or court of the United States.

No claim arising under this Act shall be considered unless made within one year from the time that it accrued, or presented within six months after peace is established.

For the payment of any awards hereunder there is appropriated the sum of $200,000.

2. Under authority of the War Department the following regulations are prescribed for the settlement of claims presented under the Act cited above:

Each claim for compensation will be forwarded through military channels to the Chief Quartermaster, A. E. F., and will, if possible, be accompanied by the proceedings of a board of officers showing fully the circumstances of the loss.

The board will in every case embody in its report:

(a) A full statement of the circumstances of the loss.

(b) A finding whether or not the loss occurred without fault or negligence on the part of the owner.

(c) A finding whether or not the circumstances bring the case within one of the three classes in which reimbursement or replacement is authorized by the statute.

(d) An itemized list of the property for whose loss or damage claim is made, setting opposite each item:

(aa) The true value of the article at the time of its loss, bearing in mind that in most cases the property will be more or less worn. In case of articles damaged but not lost, the board should report the depreciation in value.

(bb) Whether or not the article was one which the claimant was required by law or regulations to own and use in field service. Suitable clothing, toilet articles and equipment necessary for a proper performance of the officer's duty are deemed to be required even if not expressly mentioned in any regulation.

(e) A recommendation of the sum to be paid the officer.

The findings of the board may be reviewed by the Chief Quartermaster, A. E. F., if he deem necessary, and, in case it is impracticable to obtain the findings of a board, it will be the duty of the Chief Quartermaster, A. E. F., to pass and determine on any claim submitted hereunder, and his findings shall be final in each case.

(12585-A-6 A. G. O.)

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By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 53. *France, August 6, 1918.*

I. A certified copy of each official telegram of the A. E. F. (not transatlantic cablegrams) originating in France, and destined to points outside of France, except Great Britain, whether filed at French or Signal Corps telegraph offices, will be forwarded by mail at the end of each month to the Chief Quartermaster, A. E. F., U. S. A. P. O. 717, by the office in which the telegram is prepared. These certified copies will be held in the office of the Chief Quartermaster, A. E. F., until receipt of the bill from the French Government, when they will be checked against the bill, which, if found to be correct, will be paid by the Chief Quartermaster, A. E. F., the certified copies of the telegrams to accompany the voucher.

This action is necessary to provide a means of checking and paying bills received from the French Government for telegrams transmitted over lines beyond their jurisdiction, such as those addressed to Spain, Italy and Switzerland.

(18621 A. G. O.)

II. 1. The term "very unusual cases" as used in Par. 11, G. O. No. 32, c. s., these headquarters, has been defined by the Commander in Chief to mean cases in which a soldier shows not only extraordinary heroism in the face of the enemy, but also exhibits at the same time qualities of leadership which clearly indicate that he is of suitable officer material.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 54 *France, August 7, 1918.*

1. The disturbance of normal social conditions caused by war tends to a breakdown of moral standards and an increase of immorality and venereal disease. Verified statistics of actual experience in the present war show that a great danger of veneral infection confronts both the civil population and the army.

2. To combat this danger full dissemination of the facts about venereal disease and rigid enforcement of regulations are essential.

3. Attention of all members of the A. E. F. is directed to the information and regulations governing the prevention of venereal disease contained in G. O. Nos. 6, 34 and 77, 1917, and in this order. All officers will see that these regulations are completely understood and carried out throughout their commands. Failure in this will be serious evidence of inefficiency.

(A) FACTS ABOUT VENEREAL DISEASE.

The greatest source of venereal infection is the "regulated and inspected" house of prostitution. The methods of inspection are grossly ineffective. The women in these resorts are not free from infection. They frequently stay daily with a score or more of men, each thus passing the infection from one man to those following him. There are numerous cases of soldiers contracting both syphilis and gonorrhea at these houses. The placing of "regulated" houses of prostitution "off limits" at one seaport reduced venereal infection to one-eighth the previous rate.

Venereal infection is highly prevalent among unregistered "clandestine" prostitutes, and exists to-day to an increasing degree in social classes hitherto little suspected. The practice of illicit indulgence in sexual intercourse will almost inevitably lead to venereal infection sooner or later.

In the majority of cases drunkenness precedes and leads to exposure to venereal infection.

Failure to submit to prompt prophylaxis increases the percentage of incapacitating infection. The effectiveness of prophylaxis depends upon the promptness with which it is employed. Within the first hour the failures are only one-tenth of 1 per cent., second hour one-half of 1 per cent., and after three hours from 1 1/2 to 7 per cent. The average rate of failure for the A. E. F. of 2 per cent, indicates that in many organizations the prompt submission to prophylaxis is not enforced.

The methods of regulation adapted under the general orders referred to above have steadily reduced the venereal rate from 84 new cases per thousand men per year in 1916 to 29 in the A. E. F. to-day.

The contraction of venereal disease incapacitates for service and often produces permanent impairment of health. It is a breach of duty to the country, Army and fellow soldier.

(B) CONTINENCE.

Sexual continence is the plain duty of members of the A. E. F., both for the vigorous conduct of the war and for the clean health of the American people after the war. Sexual intercourse is not necessary for good health, and complete continence is wholly possible. Careful studies show that only a relatively small proportion of members of the A. E. F. habitually indulge in sexual intercourse.

Commanding officers will urge continence on all men of their commands as their duty as soldiers and the best training for the enforces sexual abstinence at the front. Instruction, work, drill, athletics and amusements will be used to the fullest extent in furthering the practice of continence.

(C) LEAVES.

All night and week-end leaves are a fertile source of infection, multiplying contacts and delaying prophylaxis. Such leaves will be denied as much as possible.

(D) DRUNKENNESS.

The provisions of existing orders relating to the sale of intoxicants to members of the A. E. F. will be uniformly and strictly enforced. Cases of drunkenness will be dealt with by prompt disciplinary action.

(E) PROPHYLAXIS.

All means will be adopted to enforce the uniform and early use of prophylaxis.

(F) COURTS-MARTIAL.

Courts-martial will be sufficiently severe in dealing with cases of venereal infection to deter men from wilful exposure. The records of all sentences imposed will be carefully examined and compared and lax courts and officers held strictly accountable.

(G) TREATMENT.

The importance of early treatment is so great that officers will urge their men to report for examination on any suspicion of disease.

(H) HOUSES OF PROSTITUTION.

Throughout the A. E. F. all houses of prostitution, as well as saloons indulging in the improper sale of intoxicants to members of the A. E. F., will be designated as "off limits." Commanding officers will adopt the necessary means and disciplinary measures to prevent soldiers from visiting them.

(I) APPREHENSION OF CLANDESTINE PROSTITUTES.

By co-operation with the French police, military and civil authorities every effort will be made to repress clandestine prostitution and street walkers and employ every available means under the French law to have all such women sent away.

(J) REPORTS.

Reports of conditions in contravention of the purposes of this order will be made by military police and all officers concerned.

4. The C. in C. enjoins upon all members of the A. E. F. the strictest observance of sexual continence. His position on this question is stated as follows in a letter appointing representatives to a British-American Conference on the subject:

"I have heard with great satisfaction of the recent decision of the British War Office that the licensed houses of prostitution are to be put out of bounds in the B. E. F. Many of us who have experimented with licensed prostitution or kindred measures, hoping thereby to minimize the physical evils, have been forces to the conclusion that . . . . . abolition as distinguished from regulation is the only effective mode of combatting this age-long evil. I have the greatest hope that the results of the conference which you have called will be far-reaching in their effect. This menace to the young manhood in the army forces and to the health and future well-being of our peoples cannot be met by the efforts of each Government working apart from the others . . . . . The gravest responsibility rests on those to whom the parents of our soldiers have intrusted their sons to the battle, and we fail if we neglect any effort to safeguard them in every way.

"We have the common ground of humanity; we have the well considered conclusions of the best scientific minds on our side, and from the fact that, in this war of nations-in-arms the soldier is merely a citizen on war service, we have all the elements which will

force cooperation between military and civilian authorities. With our nations co-operating hand-in-hand, . . . . . we have the brightest prospects of winning the victory."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, Aug. 8, 1918.*

BULLETIN, No. 55.

A.--ORGANIZATION OF WATER SUPPLY SERVICE.

I. The Water Supply Service of the American E. F. is organized as a branch of the Engineer Department. It consists of certain officers and special engineer troops experienced in water supply work, including examinations, design and construction. Its duties are defined by Sec. I. G. O. No. 131, G. H. Q. A. E. F., 1918.

For each army the water supply service will consist of Army Engineer troops (not to exceed one regimental headquarters and six companies), especially trained and equipped for water supply work and such additional officers as conditions may require.

In general, the functions of the Army water supply organization will include the investigation of water resources, the development of water supply, and the construction and operation of such works as may be necessary to make water available at "water points," including conveniences for watering animals, filling water carts, water-tank trains, buckets, canteens, and other containers. Tactical units will make provision for the transportation of water from "water points" to the final point of consumption.

The commanding officer of the water supply regiment will normally be the water supply officer of the Army, serving as an assistant to the Chief Engineer of the Army. He will anticipate and make suitable provision to meet the water supply needs of the Army, and will exercise such technical supervision and control over water supply work in the entire area occupied by the Army as may be necessary to co-ordinate water supply developments and economize time, material and labor. Under the direction of the Chief Engineer of the Army he will direct laboratory and sanitary inspections necessary to determine potability and to prevent contamination.

Under the direction of the Chief Engineer of the Army, the work of installation, maintenance and repair of power pumping equipment incidental to the development of "water points" will be done by engineers of the electrical and mechanical or other units according to conditions, but such equipment will be operated in accordance with the requirements of the water supply organization.

Water supply troops are Army troops as differentiated from division or corps engineer troops. When working in army areas they will perform their work and be under the direct control of the Chief Engineer of the Army acting under instructions from Army Headquarters. To properly perform their duties water supply troops must acquire an intimate knowledge of the area in which they are to operate, and must be thoroughly familiar with layout and mechanical details of water supply installation serving the area. In the interests of efficiency therefore, these troops should be used continuously in the same sector and on the same class of work, in so far as other military requirements will permit. They will not be moved except upon instructions from Army Headquarters.

When operating within sectors assigned to corps, division, or other tactical

commands, the relation between water cupply troops and other engineer organizations of those commands will be the usual relation existing between Army troops and corps or division troops, namely: Officers of the water supply service, when in local charge of work lying within the territorial jurisdiction of those commands:

1st. Will at all times be prepared to furnish, upon request by corps or division engineers, information concerning their work in hand and future projects.

2nd. Will secure the approval of corps or division engineers upon questions of installation and operation, as far as tactical considerations are involved, but will report direct to the Chief Engineer, Army, upon all technical matters.

3rd. Will, upon request, advise corps and division engineers on technical matters pertaining to the water supply service, and perform such technical work as may be consistent with the work assigned to them by the Chief Engineer, Army. Whenever the performance of work requested by corps or division engineers will conflict with work already assigned by the Chief Engineer, Army, or known to be under immediate consideration, the local water supply officer will, before proceeding, request approval from the Chief Engineer, Army, and will advise the corps or division engineer of action taken, and the reason therefor.

Nothing in these instructions shall be construed to deprive the commanding officer of the corps, division or other command, of the authority that is fundamentally vested in him, such as police and traffic control, arrangements for subsistence and supply, and enforcement of measures for safety.

## B.--RELATIONS AND DUTIES OF WATER SUPPLY SERVICE IN RESPECT OF QUALITY OF WATER SUPPLIES.

To facilitate water analysis work a branch of the Water Supply Service of the Engineer Department has been established for the laboratory examination of water supplies and for such sanitary inspection work as may be required in connection therewith. The personnel of this branch is drawn from the Engineer Department and from the Sanitary Corps of the Medical Department. The officers of this laboratory branch are responsible to the Engineer Department in all matters pertaining to water analysis.

Water supply laboratory equipment is furnished by the Medical Department. When a water supply laboratory is located within a Medical Department laboratory, the soldier personnel of the water supply laboratory shall, for purposes of administrative control and supply, be attached to the Medical Department organization of that laboratory. The officers of the water analysis branch of the Engineer Department shall sign reports and transmit them to the proper authorities. They shall also correspond directly with the Engineer Department on all technical phases of the water supply work.

The duties of the laboratory branch of the Water Supply Service are as follows:

1st. Laboratory examinations of such samples of water as may be sent into the laboratories by the Medical Department, the Engineer Department or other authority.

2nd. Systematic, periodic inspections and suitable examinations as to the quality of water supplies from all sources or at all water points that come under the direct control of the Water Supply Service.

3rd. To seek out and make inspections and laboratory examination of all sources of water supply used by American troops which have not been definitely provided or developed by the Water Supply Service, as, for example, village supplies, wells, springs, etc.

4th. Inspection, instruction and supervision of operation of special water equipment, such as filters, liquid chlorine apparatus, special mobile purification units, or othersapparatus designed for treatment of water.

5th. Systematic reporting to the proper authorities of the results of such inspection and laboratory examination.

6th. Placarding of water points and other sources of supply to indicate their quality.

In the zone of the armies the officers of the laboratory branch will be assistants to the water supply officers of the corresponding engineer jurisdictions in which they work. Owing, however, to the special technical nature of their work, their activities will be directed largely by the senior officer of the laboratory branch of the Water Supply Service in so far as such direction does not conflict with their proper functions as assistants to the local water supply officer.

In areas outside the zone of the armies the water supply laboratory work will, in general, be directed from Headquarters S. O. S.

Certain laboratories at various points in the American E. F. have been designated as principal centers for water supply laboratory work. These are as follows:

1. Central Medical Laboratory, U. S. A. P. O. 721.
2. Water Analysis Laboratory, U. S. A. P. O. 702.
3. Base Laboratory, Intermediate Section, U. S. A. P. O. 717.
4. Base Laboratory, Base Section No. 1, U. S. A. P. O. 701.
5. Base Laboratory, Base Section No. 2, U. S. A. P. O. 705.
6. Base Laboratory, Base Section No. 5, U. S. A. P. O. 716.
7. Army Laboratory No. 1, U. S. A. P. O. 731.

Other laboratories will be designated as the demand justifies, and, in addition, certain mobile laboratories will be used in the field.

## C.--DUTIES OF DIVISION SANITARY INSPECTOR OF WATER.

The sanitary officer assigned to the duties of water inspector in the division is under the control of the division sanitary inspector. He shall aid the sanitary inspector in the discharge of the responsibilities placed upon the Medical Department with reference to the quality of water supplies, which shall include giving advice or instruction relating to the purity of water supplies, and taking other steps necessary to provide water of good quality in so far as this is not covered by the functions of the Engineer Department (Water Supply Service).

In areas occupied by divisions, whether within or without the army zone, the division sanitary inspector of water is charged with carrying out these responsibilities. In all other areas of the A. E. F. these responsibilities rest upon the local Medical Department authorities.

When the division occupies an area the division sanitary inspector of water may obtain records of the location and quality of available supplies from the Engineer Department (Water Supply Section). If necessary survey for this purpose has not been made, as, for example, in an area in which the responsibility for the development and supervision of water supplies has not yet been turned over by the French, he shall make a survey, showing the location of water supplies and the possible sources of contamination. On leaving the area he shall deposit this record with the Engineer Department (Water Supply Service).

The division sanitary inspector of water shall make such analyses or shall secure such information from water analysis laboratories as may be necessary to indicate the quality of the various sources of water supply in the area occupied by the division.

Samples of water for examination shall be forwarded by courier to the laboratories so as to reach their destination as soon as possible. The method of collecting samples shall conform to conditions specified in Pars. 256 to 259, Manual of the Medical Department, 1916.

The Division sanitary inspector of water will make known to the laboratory branch of the Water Supply Service any water sources used or proposed for use which have not been taken under examination by that service, as provided in Sec. B. He may also, when conditions warrant, call upon the laboratory branch to investigate the water after treatment in the Lyster bags, the quality of chemical supplied for such treatment, or any

other questions relating to the quality of the water.

He shall inspect and supervise the treatment of water used by the division, where such inspection and supervision does not come definitely within the responsibilities of the water supply service organization.

Instructions for the use of the Lyster bag recently issued from the Chief Surgeons' Office (See Circular No. 27, C. S. O., May 13, 1918), specify one tube of powder for each bagful of water. While it has been assumed on the basis of the best available evidence that this dose is satisfactory, it is recognized that it may not be the best dose for all conditions. The division sanitary inspector of water, shall therefore use his discretion concerning the dose of calcium hypochlorite when definite data is available from laboratory examination to justify a modification of the amount previously prescribed.

For further general instructions regarding the handling of the Lyster water sterilizing bag see Par. 5, Special Regulations No. 28, W. D., 1917.

II. The following extract of a letter from the Assistant Comptroller of the Treasury is published for the information and guidance of all concerned:

"The Secretary of the United States Treasury has issued regulations conferring upon this office authority to approve duplicate checks of disbursing officers and agents of the military establishments of the United States serving in Europe, issued to replace lost, stolen or destroyed checks drawn either on the Treasury of the United States or on United States depositories in Europe, and the accompanying bonds.

"The new regulations and new form of bonds are being prepared and printed at Washington and should be ready for delivery to disbursing officers and agents upon request, within the next thirty or forty days.

"An advance copy of the new regulations has been received. The procedure thereunder is much the same as under the old regulations which are briefly outlined in Par. 602 of the Army Regulations, corrected to April 15, 1917. The form of the bond is of the same general tenor as the old.

"The duplicate checks which are issued by disbursing officers or agents, together with the necessary affidavits and bonds in support thereof, instead of being forwarded to the Secretary of the Treasury at Washington as heretofore, will be forwarded directly to this office at No. 2 Rue des Italiens, Paris, France, A. P. O. 702. All communications relative to the issuance of duplicate checks here in Europe, except notices to stop payment, should be addressed to this office.

"United States internal revenue documentary stamps are not required on bonds of indemnity executed and delivered beyond the jurisdiction of the United States."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, August 13, 1918.*

BULLETIN, NO. 56.

1. Delay is frequently caused in making award of the Distinguished Service Cross by omission of necessary information in the recommendation. Attention of all commanders initiating recommendations is drawn to Bulletin No. 25. Recommendations must include:

(1) Correct name and initials or given names of persons recommended.
(2) Date and place where act occurred for which cross is recommended.

(3) Next of kin of proposed recipient (unless impossible to obtain it).

(4) Recital of act performed sufficient to show its "extraordinary heroism" and military value.

2. Division commanders will take such steps as may be necessary to carry out the above provisions, and will not forward recommendations to these headquarters for consideration unless they comply therewith.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, August 14, 1918.*

BULLETIN, NO. 57.

I. No artificial protection against disease justifies neglect of elementary sanitary precautions. Evidences of neglect are daily becoming more apparent. Vaccination against typhoid fever will not protect against the results of gross pollution of food or water. Drinking water and food are being polluted by personal uncleanliness.

Now that dysentery of epidemic character has been reported among our forces this warning is issued to all officers to remind them of their obligation to the soldiers intrusted to their charge, and call upon them to teach and require their soldiers to maintain the highest possible standards of personal cleanliness.

It is inevitable that hands become soiled at the latrine, and through this fact, unless proper precautions are taken, food and food containers are soiled during the handling, preparation and serving of the ration.

Cooks and all kitchen help must keep their finger nails cut short and cleaned, and scrub their hands with hot water and soap before entering the kitchen and always after using the latrine.

All mess kits should be rinsed in boiling water after washing in hot soapy water.

These simple precautions will prevent many infections, not only those of the intestinal tract but also those of the mouth, nose and throat. From these diseases in the past year the A. E. F. has suffered heavily in man power, and in consequent loss of days of service.

PERSONAL CLEANLINESS is still our most reliable protection against disease.

The United States Army triumphed over preventable disease in the tropics by personal cleanliness. The lessons learned there must be applied here and now.

II. This bulletin will be read to all organizations at the first formation after its receipt, again after the elapse of two weeks, and as often thereafter as changes in personnel through replacement increments may necessitate.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

I. 1. The following Veterinary instructions are published for the information and guidance of all concerned.

2. All requisitions for veterinary supplies will be made out on Form 35, Medical Department, in quadruplicate, one retained and three forwarded.

(a) Of the three copies received at the depot, one will be retained for file, one will be returned to the organization with marks as set forth below (indicating the action taken on each item), and the other copy will be similarly marked and forwarded to the Chief of the Division of Accounting and Finance, Medical Department, Headquarters S. O. S.

(b) The copy returned to the organization will serve both as an invoice and as a packing list, and those two forms heretofore furnished organizations will no longer be prepared. Upon receipt of the marked copy from the depot, the organization making the requisition will erase all articles on the corresponding retained copy, except those shown on the copy from the depot as having been shipped (showing the amounts shipped in any article cut), and will then forward the copy so marked to the Chief of the Division of Accounting and Finance, Medical Department, Headquarters S. O. S., direct, acknowledging receipt across its face.

3. The depot copies may indicate certain articles as having been placed upon the due list. Such due lists will be made in triplicate. When shipments are made of these articles previously due listed, one copy of the due list will be sent to the consignee, one copy to the Chief of the Division of Accounting and Finance, and one copy retained, all copies being marked as shown in sub-paragraph 3(a). Upon the receipt of such marked due lists by the consignee he will change his retained copy of the corresponding requisition to include the articles received, will sign the due list and forward it to the Chief of the Division of Accounting and Finance, Medical Department. When partial shipments are made upon due lists, the articles not shipped will again be due listed and the same procedure carried out.

(a) The marks shown will be as follows:

| | |
|---|---|
| Check mark | Requisition filled in full. |
| Number replacing the original number | Requisition cut to that amount. |
| Erasure | Requisition disapproved. |
| D. L. followed by number | Amount placed on due list; shipment to be made when stock is received. |

(b) Articles not in stock or not expected within a reasonable time will not be due listed, and should, therefore, be again requisitioned for, but not until the lapse of a sufficient interval to warrant expectation of their receipt from the United States. Articles not on hand, but expected within a reasonable time, will be due listed and will be furnished upon receipt without further requisition.

4. Telegraphic requisition will be made in actual emergencies only, and must be followed by a requisition made out in proper form in quadruplicate, triplicate copies being forwarded, marked "Confirmation of telegraphic requisition." When requisitions are made in letter form they also will be forwarded in triplicate.

5. Attention is called to the very great importance of conserving medical supplies in every possible way. It must be remembered that supplies are obtainable only with the greatest difficulty. Frequent inspection of storerooms and the closest scrutiny of all expenditures is enjoined upon all concerned.

6. Form No. 35. M. D., can be obtained by requisition on medical supply depots.

(a) Blank forms as described in this bulletin will be requisitioned for at the Intermediate Medical Supply Depot No. 3, A. P. O. 737.

7. Requisitions will call for articles on the new Veterinary Supply Table only, and will be arranged alphabetically, as shown in this table.

(a) The number of animals on hand must in all cases be shown at the top of the requisition. Remarks column should not be filled in unless some special item needs explanation.

(b) Requisitions will be prepared by the veterinary surgeon on duty with the unit, and will then be approved by the commanding officer and forwarded to the designated depot.

(c) Veterinary officers in the Zone of Advance will requisition to their division medical supply officer, Advance Section, A. P. O. 712; Intermediate and Base Sections, A. P. O. 737.

8. Veterinary officers, in making requisition, should look ahead as to the number of animals they will have under their charge in the succeeding two months. Mallein and disinfectants should always be kept in reserve supplies. In cases where outbreaks of glanders occur, veterinary officers will at all times have sufficient mallein to test animals of their organizations, and thus avoid making it necessary to telegraph for mallein.

(a) Biological products, such as mallein, serum anti-tetanicum, etc., for veterinary use, have been stocked in the following laboratories:

Central Medical Department Laboratory, A. P. O. 721.
Army laboratory No. 1, A. P. O. 731.
Base laboratory, Base Section No. 1, A. P. O. 701.
Base laboratory, Base Section No. 2, A. P. O. 705.
Base laboratory, Base Section No. 5, A. P. O. 716.
Base Laboratory, Intermediate Section, S. O. S., A. P. O. 717.
Laboratory, A. R. C. M. Hospital No. 2, A. P. O. 702.

These items should be requisitioned from the nearest laboratory to the unit concerned, and not from medical supply depots.

(b) The following disinfectants are available for issue: Liquor cresolis compound, Cresol. These solutions will be used as a spray in a 3 per cent. solution, either with a small spray known as a "vermerol," or a large disinfector spray pump on skids.

## MANGE

9. The treatment of mange outlined below will be followed in the future:

(1) Horses will be thoroughly cleaned by good grooming, washing and scrubbing, and clipping when necessary, before receiving mange treatment.

(2) Dipping and hand treatment method.

Constituents.--Fresh unslaked lime, 10 lbs.; sulphur sub., 22 ½ lbs.; water, 20 gallons.

Procedure of Making.--Into a boiler having a capacity of about 30 gallons, or over, put 20 gallons of water. On a wooden or cement surface spread the sulphur in a layer about 2 inches thick, the lime being put in a heap in the center of this, and water taken from the original 20 gallons added, stirring steadily. More and more water is added until a complete mixture results, having a consistency of a paste. The water in the boiler having been brought to the boil, the paste is added, and the mixture kept stirred and boiling steadily until all solid matter is dissolved and the solution resulting is a dark chocolate color. This takes about two hours, and care is required to prevent boiling over.

Dilution.--To one part of the chocolate solution, add three parts of water.

Mode of Using Solution by Hand.--For applying the preparation to a large number of horses it is necessary to have another smaller boiler, such as a "soyer," where the solution can be kept at such a temperature that the operator can just bear his hand in it.

This is baled out into a bucket, and from that into bottles holding about a quart.

The usual Procedure is to have the dressers, with a filled bottle and a dandy or body brush, begin on the legs and work from knees and hocks down, rubbing the application well in.

After this is done, apply bandages soaked in the preparation as hot as the hand of the operator can use without discomfort. In case the dresser should find the contents of his bottle getting cold when applying it should be emptied into the boiler and replenished from the hot. After the legs have been done, commence at the poll and work to tail, and finish up with the head. A mop or swab on a stick should be used, soaked in the solution, to be inserted in each ear; also, another swab should be used for the sheath, both of these places being favorite hiding places of the parasites. When treating head, care should be taken not to let any of the solution get into the eye, though if this should happen it occasions pain to the animal for about 10 minutes only. After the patient has been dressed he should be blanketed until dry, when the blanket and bandages can be removed.

Grooming twice daily should be carried out as usual, care being taken to disinfect the brushes each time after use. In seven days after application the patient should be thoroughly washed with soap and water, and the following day receive the second dressing, carried out in a similar manner to the first. A third, and, in some instances, a fourth, dressing will also be applied, with intervals of seven days. Owing either to friction or caustic nature of the dip, it is found that the dressers' fingers get very sore after being employed on this duty for two days. The application of grease around the finger nails, and the use of woolen gloves will lessen this to a large extent.

The main points to be observed are:

(a) The solution must be freshly prepared in accordance with directions.

(b) During application, it must be kept at the right temperature, (100 to 104 degrees).

(c) Thoroughness in application.

(d) Good grooming.

(3) Sulphur Fumigation.--The type of machine to be used for sulphur fumigation will be constructed sulphur chanbers. Application for the construction of these will be requested by letter to the Chief of the Remount Service, Headquarters, S. O. S.

One and one-half pounds of sulphur will be sufficient to treat 10 animals.

They will be left in the chamber 1 ½ hours.

Three exposures to this gas treatment will be given at an interval of every six days.

The cure of mange in animals with cold solutions of coal tar products is not a success, and only of doubtful success with hot, and then in very mild cases.

## TAGGING.

10. The tagging of animals evacuated from the Zone of the Advance to the Advance Section veterinary hospitals and intermediate hospitals will be carried out as follows:

The veterinary officer with any mobile organization, before sending an animal to the mobile section of his division, will see that each animal has tied securely to the hair of his tail a tag, on which is written: Name of veterinary officer, number of horse, unit, and reason for evacuation. Form II will be filled in at the same time for all animals, and will be turned over to the veterinary officer commanding mobile section. On such animals that have no hair on tail, the mane will be used, and in the absence of both, the tag will be tied around the neck. These tags will be furnished in tin as soon as obtained, with stamping outfits. Until these are issued, the ordinary linen paper tag will be used; a pen or indelible pencil should be used in recording on this kind of tag.

DESCRIPTION OF BLANK FORMS (Veterinary).

Form I.

11. This form is to be kept by all veterinarians with combatant units, stationary units, and all other units (if desired), to be a reference in filling out Form V (weekly) and Form VI (monthly). It will also be a ready reference to any case that may be traced back that has later reacted to mallein, or a mistaken diagnosis has been made by a unit evacuating to the mobile section; i. e., when a case of mange or other communicable disease has not been marked as such by the unit, and if discovered later by the Advance Section hospital, these errors can be traced back to the veterinarian, who will be held responsible. The headings of this record may be entered in a large note book and kept in place of these forms, which will be found more convenient, being in book form.

Form II.

This form to be used for all animals evacuated to a mobile section; made in duplicate, one retained. In space, "Tag Numbers," the total number sent will be entered, i. e., if 35 were sent, 1 to 35 will be put down; in space for diseases, the diseases and their numbers, inclusive, will be enumerated.

Form III.

This form is the veterinarian's daily report with mobile organization to his commanding officer and to the division veterinarian; rendered in triplicate, one to commanding officer, one to division veterinarian, and one retained.

Form IV.

This form will be rendered in triplicate by the veterinarians in command of mobile sections when they turn animals over to the evacuating section; two copies will be given to the senior of the evacuating section, one of which will be returned as a receipt, signed by the receiving officer, and one forwarded to the division veterinarian.

Form V.

This report is one of the most important that the veterinarian renders. All diseases are under lettered headings in Appendix A. When the disease, for instance, is "Catarrh" it is entered as a case under "Respiratory;" the number of these cases are then entered in "Last Report" space, "Admitted Since," and then total of this disease on hand.

"Transferred Sick." When a veterinarian is ordered to leave sick animals and go elsewhere with his unit or division he will enter in this column the number transferred of each disease, and note on lines of "Remarks" to what unit and name of veterinarian to whom they were transferred.

This report will be sent from each regiment or smaller unit to division veterinarian, who will consolidate them into one report for his division and forward it weekly to the Chief Veterinarian, A. E. F., Headquarters S. O. S.; corps or army troops to corps or army veterinarians, who will consolidate and forward as directed to Chief Veterinarian, A. E. F., Headquarters S. O. S.; all other units direct to Chief Veterinarian, A. E. F., Headquarters S. O. S.

Form VI.

This detailed monthly report will be made out as follows: The four weekly reports (Form V) will be taken, and all cases of one disease treated during the month will be totaled, the classification letter and number will be seen in Appendix V, thus: Fifty cases of mange (sarcoptic) will be entered, class letter 1, class number 10, number of cases 50.

Forwarding, consolidation, etc., will be carried out in the same manner as Form V.

Form VII.

The weekly report of the division veterinarian to the division commander will be made out from the reports received from the units of the division, and also data gathered from personal inspections, one copy sent to Chief Veterinarian, A. E. F.

Form 104 (Med. Dept.).

Daily reports of animal casualties from mobile veterinary section of division to division veterinarian, and presented to division commander when called for.

Form 106 (Med. Dept.).

This telegram will be sent, showing the status for the week ending Saturday, by division veterinarians and senior veterinarians of advance and base hospitals to Chief Veterinarian, A. E. F., Headquarters S. O. S. Copy by mail will be forwarded at same time.

Form 107 (Med. Dept.).

This telegram will be sent by division mobile section veterinarian to the army corps veterinarian, stating the number of animals he has to evacuate.

12. Unit veterinarians will arrange to meet their division veterinarian weekly, when they will bring Form V, filled out for the week, with them. The division veterinarians will consolidate these reports and take them the following day to the corps veterinarian, who will consolidate them, and the next day take them to the Army Veterinarian, who will send the completed report to the Chief Veterinarian, A. E. F., for tabulation and record.

This system will avoid mistakes in reports, and, at the same time, matters pertaining to the betterment of veterinary service can be discusses by unit, division, corps and army veterinarians weekly.

(17338-W, A. G. O.)

II. The following additions to and modifications of instructions contained in Bulletin No. 8, G. H. Q. A. E. F., 1918, are issued for the information and guidance of all concerned:

MANGE.

CAUSE.-- Mange is a skin disease, due to small animal parasites, which by the irritation they create are an active cause of emaciation and debility, weakening animals to such an extent that it renders them inefficient, and eventually they become so weak and exhausted they are useless.

DESCRIPTION.--The parasites which cause this disease are of two descriptions; one lives on the skin feeding on the dirt given off in the form of scurf; the other lives under the outer layer of the skin. Both of these parasites breed very rapidly, laying eggs which hatch out after a very few days. The former is comparatively easy to get at and destroy; the latter, unfortunately the most common form, is extremely hard to destroy. No system of treatment possible in the field will destroy the eggs of these parasites; therefore, all treatments must aim at an application of some medicant three or four times at long enough intervals to catch the parasite immediately after it has been hatched and prior to developing its egg-laying powers.

METHOD OF INFECTION.--This disease is very highly contagious. The parasite can be and is conveyed from animal to animal in a variety of ways; by the hands and the clothes of horse tenders, by grooming kits, by saddlery, and by harness. Infection of healthy animals is frequently caused by the parasite getting onto the woodwork of stables or trucks, where it crawls into crevices difficult to clean, from whence it emerges when a healthy horse comes into the stall or truck. The parasite has been found on rats, and even on the wings of house flies. It will be seen from the above that once the horses or stables of an organization become infected, only the most thorough disinfection of buildings and the complete removal of the infected horses from possible contact, directly or indirectly, with healthy horses will insure the control of the disease.

METHOD OF DIAGNOSIS.--In its earliest stage the presence of this disease is hard to discover, and by the time it has developed to such an extent as to be noticeable to the ordinary observer it has already been a source of infection to other horses for some days. Careful examination, however, of every horse daily will materially help to an early diagnosis. Animals infected with the parasite first show evidence of its presence by itchiness. Any such animal will show great pleasure if gently rubbed (testing animals by rubbing is highly dangerous unless the observer carefully cleans his hands, or what ever he used to the scratch the animal with, before approaching another animal). Any animal showing itself itchy should be carefully examined, and even if no mange lesions are discovered should be separated from all other animals unless the examiner is satisfied that the itchiness is due to:

(a) DIRT.--An animal has to be very dirty before he becomes itchy.

(b) LICE.--These are visible to the naked eye on careful examination.

(c) FORAGE BUGS.--These parasites are somewhat similar to the mange parasite in appearance. In either case, they can only be seen through a microscope. Their effect is confined to irritation, and beyond being evidence of bad grooming they are not harmful.

As the disease progresses, patches of small pimples can be felt on the skin when the hand is passed over it. Later on the hair on these patches falls out. The pimples ooze; presently the skin becomes hard and lies in folds like corrugated iron. Then animals reach this stage, treatment is difficult and very prolonged. All horses in every organization should each be examined daily by the man in charge of them. If he notices that an animal is rubbing against his stall post or biting at himself, he should at once draw the attention of his non-commissioned officer to the fact; they should then examine the horse for lice. If the animal is not lousy the attention of the veterinarian in charge of the organization should be at once drawn to the animal. This officer should take a "scraping" from the part of the animal which is apparently most itchy. This "scraping" should be taken by first clipping the hair from the place to be scraped and then scrape with a blunt knife until the blood begins to ooze. The veterinarian should then endeavor to have the "scraping" microscopically examined at the earliest possible moment. Meanwhile, the animal should be considered suspicious and be isolated, and its stall, harness, saddlery, gear, etc., thoroughly disinfected. Any bedding in its stall should be burned. The animals standing upon his right and left should be carefully examined and kept under ovservation.

METHODS OF ISOLATION.--Isolation can be of two kinds: Absolute isolation and working isolation. In absolute isolation an infected animal is removed from all possible contact with other horses, preferably to a veterinary hospital, but if the circumstances do not allow of this he is removed to a stable well away from that occupied by healthy animals. The man in charge of him is not permitted to come in contact with any other horses, forage, grooming kits, saddlery or harness; nor is he allowed to mingle with men looking after healthy horses until he has changed his clothes and thoroughly washed himself.

Working isolation: This form of isolation is not good. In cases, however, where shortage of animals, or the military necessities of the moment make absolute isolation impossible, it is a means by which the spread of contagious disease can be to a certain extent limited. It consists of separating all infected and suspicious animals from apparently healthy ones, and working them, in every sense of the word, by themselves. Saddlery, harness, vehicles, grooming kits, wagoners or drivers, should all be kept most strictly from anyone and anything else in the organization. Animals in working isolation may be treated with comparative success.

DISINFECTION.--Where possible, all stabling and stable fitting, railroad trucks, loading ramps, yard posts and possibly infected fences, should be disinfected by the application of actual fire, namely by the use of the painter's blow lamp or gasoline torch. Failing the use of this, everything should be washed down with a cresyl solution of 5 per cent. All harness and saddlery should be taken apart, the leather parts soaked and scraped, then dipped for 10 minutes in a cresyl solution of 5 per cent. and dried in a shed, and thoroughly greased when dry. Canvas parts, covers, felts and surcingles should be immersed for an hour in the same solution, then rinsed through three or four changes of fresh water. Grooming kits should be immersed in a cresyl solution for an hour, or in kerosene oil for 15 minutes, then rinsed and dried.

TREATMENT.--A cure while in the field is very difficult, but the following treatment, with use of material which is generally at hand, will prevent the spread of the disease, and, if taken in time and properly administered, will often effect a cure. The animals should first be clipped all over. Clipping should take place in a building set apart for that purpose or between screens so that all hair may be collected and burned. After each clipping, the clipping machine should be immersed for 10 minutes in kerosene oil. The animal should then be thoroughly washed with soap and water, and one or other of the following mixtures applied to the skin all over:

Mixture A: Sulphur 1 part, cosmoline 8 parts. About one pound of the ointment is required to thoroughly massage for an hour by hand. On the third day the dressing should be washed off with soap and water, and reapplied on the fourth day; again massaged on the fifth day, then washed off on the sixth day. The animal should then be kept under careful observation for a period of 28 days, and if during that time he has shown no indication of skin irritation, and has not been permitted to come in contact with any mangy horses, he may be considered free of the disease and sent out of quarantine.

Mixture B: Cottonseed oil 3 parts, gasoline 1 part, coal oil 1 part, used with a brush without washing. The application may be renewed three times at intervals of six days. The use of this treatment, except in localized patches, is dangerous because of the irritation and blistering it produces.

PREVENTIVE TREATMENT.--Mange is invariably the result of bad animal management. It is a disease bred of dirt. Well groomed horses in cleanly stables, no matter how rough they be, are not subject to mange.

Too great stress cannot be laid on the necessity of all officers, non-commissioned officers and men being acquainted with this disease, its cause, prevention and treatment, and the seriousness of its spread in a field army. Officers can naturally help

to spread this knowledge by bringing the contents of this bulletin to the notice of all soldiers in charge of animals under their command.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, August 16, 1918.*

BULLETIN, NO. 59.

War Department cablegram (1823-R) is published for the information and guidance of all concerned:

"Following general order issued by direction of the President furnished you for your information and guidance:

"1. This country has but one army, the United States Army. It includes all the land forces in the service of the United States. These forces, however raised, lose their identity in that of the United States of America. Distinctive appellations, such as the Regular Army, Reserve Corps, National Guard and National Army, heretofore employed in administration and command, will be discontinued, and the single term, the United States Army, will be exclusively used.

"2. Orders having reference to the United States Army as divided into separate and component forces of distinct origin, or assuming or contemplating such a division, are to that extent revoked.

"3. The insignia now prescribed for the Regular Army shall hereafter be worn by the United States Army.

"4. All effective commissions purporting to be, and described therein as, commissions in the Regular Army, National Army, National Guard or the Reserve Corps shall hereafter be held to be, and regarded as, commissions in the United States Army, permanent, provisional or temporary, as fixed by the conditions of their issue; and all such commissions are hereby amended accordingly. Hereafter during the period of the existing emergency all commissions of officers shall be in the United States Army and in corps, departments and arms of the service thereof, and shall, as the law may provide, be permanent, for a term or for the period of the emergency. And hereafter during the period of the existing emergency provisional and temporary appointments in the grade of second lieutenant and temporary promotions in the Regular Army and appointments in the Reserve Corps shall be discontinued.

"5. While the number of commissions in each grade and in each corps, department and arm of the service shall be kept within the limits fixed by law, officers shall be assigned, without reference to the term of their commission, solely in the interest of the service; and officers and enlisted men will be transferred from one organization to another as the interests of the service may require.

"6. Except as otherwise provided by law, promotion in the United States Army shall be by selection. Permanent promotions in the Regular Army shall continue to be made as prescribed by law."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 60. *France, August 19, 1918.*

I. The Bank of France on August 8, 1918, made the following rates, until further notice, for exchanging American money:

Silver--Francs 5.00 to the dollar.
Gold--Francs 5.60.
Paper money--France 5.55.

This amends Sec. III, Bulletin No. 4, 1917, G.H.Q.A.E.F., with reference to rate of exchange on paper money.

(3860-K A. G. O.)

II. 1. When prisoners of war are received at division, corps or army prisoners of war inclosures, officers in charge of inclosures will prepare requisitions for the ordnance property necessary for issue to the prisoners. Such requisitions will be submitted to the proper supply officers through the division, corps or army ordnance officer, and the approval of the latter will be sufficient authority for the issue of the property. Ordnance property thus issued upon requisitions of the officers in charge of inclosures will not be accounted for by them.

2. Commanding officers of central prisoners of war inclosures will inventory all ordnance property in possession of prisoners of war arriving at central prisoners of war inclosures. Such inventories, when certified to, will be used by the accountable officers at the central prisoners of war inclosures as vouchers, upon which to take up and account for the property involved.

(2845-A-93 A. G. O.)

By Command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.
BULLETIN, No. 61 *France, August 22, 1918.*

The following extract from War Department cablegram (1855-R) is published for the information and guidance of all concerned:

"Secretary of War has held that, as Army field clerks and field clerks, Quartermaster Corps, receive, under the law, same allowances and benefits as heretofore allowed by law to pay clerks, Quartermaster Corps, exclusive of retirement, and as latter were never entitled to and did not receive subsistence at public expense, Army field clerks and field clerks, Quartermaster Corps, cannot be furnished rations at public expense, nor can they be paid per diem under Par. 733, Army Regulations. Where clerks on duty with troops in the field are furnished rations, or per diem in lieu thereof, same will be discontinued at once."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, No. 62. *France, August 23, 1918.*

I. The following instructions, which are agreed to be the French Army, are published for the information and guidance of all concerned in the disposition of prisoners captured by divisions composed of French and American units:

(a) So far as practicable, prisoners made by the Americans will be set aside for them. Where, due to the intermixing of the units engaged, it is not possible to identify the prisoners made by the Americans, the number of prisoners to be given to them from the total number captured will be proportional to the number of American soldiers who are part of the effective total of the division.

(b) The same rule will be observed in disposing of captured material.

(2845-A 98 A. G. O.)

II. 1. An "Officers' Leave Bureau" has been established at A. P. O. 702 for the convenience of officers going on leave.

2. This bureau is charged with the collection and distribution of data concerning accommodations available in all localities of France where officers are permitted to spend their leave. This data will include all pertinent information concerning hotels, pensions, accommodations with private families, hunting and fishing reserved, bathing beaches, sports of all kinds, other points of interest, and all courtesies extended through the Association of French Homes, with whom the bureau works in close liaison.

3. It is desired that all officers make fullest possible use of this bureau, to the end that their leaves may be spent in pleasant, congenial and enjoyable surroundings suited to their particular tastes and at a reasonable expense.

4. Officers desiring information or reservations at any point may communicate direct with this bureau, the designation and address of which is:

Officers' Leave Bureau,
American Expeditionary Forces,
A. P. O. 702.

(19112 A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 63. *France, August 24, 1918.*

I. 1. The following policy with reference to aerial observers is announced:

(a) Upon successful completion of their training in the Air Service Schools, aerial observers shall receive official rating as observers, and be recommissioned in the Air Service in the same grades that they held in their own branches. Observers are thus placed on a footing of absolute equality with other officers of the Air Service as regards command, promotion, and pay.

(b) The observer personnel now attached to the Air Service shall be given opportunity to transfer to the Air Service. In case any elect to remain in their original arms, these officers shall continue to serve with the Air Service until such time as they can be replaced

by Air Service personnel, and none of them shall be returned to his arm except on application approved by the C. A. S.

(c) Observers who are promoted to grades in their own arms above that of captain will be returned to their original organizations, or given positions of responsibility in the Air Service suitable to their grades.

(d) The C. A. S. is charged with the examination of officers applying for instruction as aerial observers and the training of the accepted candidates.

2. In order to carry out the above policy, officers in any branch of the service who desire to be trained as aerial observers are invited to submit their applications through proper channels, stating preference for airplane or balloon observation. Commanding officers should indorse on these applications their estimates of the qualifications of the officers applying for the important and specialized duties involved.

(18873-B. A. G. O.)

II. 1. Under authority contained in W. D. cablegram (1850-R) the following ratings are authorized for Coast Artillery troops serving in Europe:

(a) Anti-Aircraft Batteries:

| | |
|---|---|
| 3 gun Commanders<br>4 Gun Pointers<br>2 Plotters<br>4 Observers 1st Class | Per Battery |

(b) Railway Guns:

| | |
|---|---|
| 2 Plotters<br>3 Observers 1st Class<br>4 Gun Commanders<br>4 Gun Pointers | Per Battery |

(c) Trench Mortars, 6" Guns, 8" Guns, 9.2 Guns and 240 mm. Guns:

| | |
|---|---|
| 2 Plotters<br>2 Observers 1st Class<br>4 Gun Commanders<br>4 Gun Pointers<br>1 Observer 2nd Class | Per Battery |

2. No new ratings will be made. All present ratings will be discontinued after December 31, 1918. The ratings of soldiers who formerly held fire command and battle command ratings ceased after leaving their coast defenses.

3. Attention is directed to G. O. No. 48, W. D., May 17, 1918.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, August 28, 1918.*

BULLETIN, NO. 64.

I. 1. Supplementing instructions contained in Bulletin No. 38, these headquarters, January 18, 1918, the following in connection with rendition of income tax returns is published for the information and guidance of all concerned.

2. By Treasury Department Decisions No. 2581, November 10, 1917, and No. 2672, March 16,

1918, American citizens residing abroad, including persons in the military and naval establishments of the United States, who, by reason of war conditions and absence from the country cannot file their returns within the prescribed time, were granted an extension for such period as might be necessary, to and including 90 days after the proclamation of the President of the United States announcing the close of the war with Germany. If such persons return to the United States on an extended leave or for duty due diligence should be exercised by them in filing returns promptly upon arrival in the United States.

3. The above regulations are being promulgated in Changes to Special Regulations No. 73 Income Tax, 1918.

II. The Military Police will turn into the nearest quartermaster all lost Government property that comes into their possession. The quartermasters will handle this property in the same manner required by existing orders and regulations covering salvage material.

(9293-A-26 A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, August 29, 1918.*

BULLETIN, NO. 65.

The following is published for the information and guidance of all concerned:

ARMY ENGINEER TROOPS.

1. In general the duties of army engineer troops pertain to the operation of permanent and semi-permanent facilities within the army zone. The limits of their work are therefore geographical rather than tactical. They should be more or less permanently assigned to areas, and should not be interrupted in their work when divisions and corps are changed. When working in the army areas army engineer troops will perform their duties under the direct control of the Chief Engineer of the Army, acting under directions from Army Headquarters. These troops will not be moved except upon instructions from Army Headquarters or from the Chief Engineer of the Army, in accordance with the plans of Army Headquarters.

2. Whenever conditions arise wherein the functions of army engineer troops overlap, the Chief Engineer of the army will make such differentiation in duties as will meet the requirements of the service.

3. When operating within sectors assigned to corps, division or other tactical commands, unless temporarily attached to these commands, the relation between army engineer troops and other engineer organizations of these commands will be the usual relation existing between army troops and corps or division troops, namely: commanding officers of army engineer troops, when in local charge of work lying within the territorial jurisdiction of these commands,

1st, Will at all times be prepared to furnish, upon request by corps or division engineers, information concerning their work in hand and future projects;

2nd, Will secure the approval of G-3 of the corps or division upon questions of installation and operation, as far as tactical considerations are involved, but will report direct to the Chief Engineer, Army, upon all technical matters.

3rd, Will upon request, advise corps and division engineers on technical matters pertaining to their work, and perform such technical work as may be consistent with the work assigned to them by the Chief Engineer, Army. Whenever the performance of work requested by corps or division engineers will conflict with work already assigned by the Chief Engineer, Army, or known to be under immediate consideration, the local commander of army engineer troops concerned will, before proceeding, request approval from the Chief Engineer, Army, and will advise the corps or division engineer of action taken, and the reason therefor.

4. Nothing in these instructions shall be construed to deprive the commanding officer of the corps, division or other command of the authority that is fundamentally vested in him, such as police and traffic control, arrangements for subsistence and supply, and enforcement of measures for safety.

(19051-A A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, Sept. 3, 1918.*

BULLETIN, NO. 66.

I. 1. French law authorizes certain towns to charge and collect a toll upon foodstuffs, fodder, fuel, building materials, gasoline, etc., imported into and consumed or utilized within the town. These tolls are called "Octroi Dues" and are normally collected on each article upon its entry into the town. By agreements made with the various octroi towns these dues have been commuted for the American Expeditionary Forces to a flat payment, computed at an agreed rate per man or per animal, or both, and per year.

2. This flat rate is applicable to all officers and soldiers of the American Expeditionary Forces and to all other persons employed and fed by the A. E. F., whose camp or billet is situated within the limits of the octroi of the town.

3. In cases where horses are to be paid for, all those animals fed within the octroi limits of the town must be included.

4. There shall be excepted, however, from the payment of the octroi dues, except where specifically mentioned in the agreement:

(a) Transients.

(b) Officers forming part of the garrison but who are living in hotels and eating in said hotels.

(c) Sick and wounded of the American Expeditionary Forces undergoing medical or surgical treatment in American Expeditionary hospital formations.

(d) Civilian inhabitants of the town employed by the American Expeditionary Forces.

NOTE.--The definition of "Transients" for the purpose of this agreement is: Members of the American Expeditionary Forces who shall remain less than forty-eight hours within the limits of the town octroi.

5. A copy of the agreement made with the municipality will be furnished to the quartermaster who will be charged with making payments of the octroi dues.

6. The commanding officer of the troops in the cities where agreements have been executed will take the necessary steps to insure that the following information is furnished the quartermaster daily:

(a) The number of officers and soldiers forming the garrison of the post during the preceding day.

(b) The number of transients who have remained more than forty-eight hours.

(c) The number of officers forming part of the garrison who are lodged and eating in the hotels of the town.

(d) The number of civilian employees fed by the A. E. F. within the octroi limits.

(e) The number of horses and mules fed and lodged within the octroi limits of the town.

7. The quartermaster making payments under the agreement will arrive at the daily indebtedness to the municipality, as far as MEN are concerned, in the following manner: Take the number of the garrison, plus the number of transients who have remained 48 hours, plus the civilians employees fed by the A. E. F.; deduct therefrom the officers of the garrison living in hotels, and multiply the resultant figure by the number of centimes, or fractions thereof, as specified in the agreement.

8. In those towns where a capitation rate has been made concerning animals he will multiply the daily return of horses and mules by the number of centimes representing the daily octroi dues, and will add the figures thus obtained to that of Par. 7.

9. Upon the last day of each month he will communicate to the Mayor, or his representative, the data upon which his figures are based for the past month, make payment of the sum due and take a receipt therefor. (3843-A-4 A. G. O.)

II. Section I, Bulletin No. 60, c. s., these headquarters, referring to rates of exchange for American money, is revoked.

Owing to the fluctuations in exchange from day to day it is impracticable to publish changes in rates of exchange. (3860-M A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, Sept. 7, 1918.*

BULLETIN, NO. 67

I. 1. The following articles of subsistence being required in the preparation of diets for the sick in hospitals and the immediate supply being limited, it is directed that the sale of these articles by sales commisaries be discontinued, except to hospitals:

Apricots, canned.
Cherries, canned.
Chocolate, plain.
Cocoa, breakfast.
Crackers, soda.
Crackers, graham.
Gelatin.
Peaches, canned
Pears, canned.
Pineapples, canned
Syrup, maple.
Starch, corn.

2. The commanding officers of hospitals will exercise the necessary care to insure the use of these articles exclusively for the sick.

II. 1. The sub-paragraph of Sec. III, Bulletin No. 28, c. s., these headquarters, reading as follows:

"All monthly invoices for telephone service presented by the Department of Post and Telegraph should be certified as to correctness and forwarded through unit, post, base or section signal officer to the Chief Signal Officer, A. E. F.,"

is revoked, and the following substituted therefor:

"Monthly bills for telephone service should be obtained from the Administration of Postes, Telegraphes and Telephones, examined, and, if found correct, certified to and forwarded to the signal officer having jurisdiction over the territory in which the indebtedness was incurred. The signal officer will verify, sign and return the bills to the Postes, Telegraphes and Telephones office whence they emanated, after having recorded them in triplicate on forms provided therefor by the Chief Signal Officer, American E. F." (12231-A-20 A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 68. *France, Sept. 9, 1918.*

The following letter of instructions concerning the naturalization of aliens in the American Expeditionary Forces, received from the representative of the Bureau of Naturalization, is published for the information and guidance of all concerned:

* * * * *

1. The law authorizing and governing the naturalization of aliens in the American Expeditionary Forces is as follows:

> "Any alien who, at the time of the passage of this act, is in the military service of the United States, who may not be within the jurisdiction of any court authorized to naturalize aliens, may file his petition for naturalization without appearing in person in the office of the clerk of the court and shall not be required to take the prescribed oath of allegiance in open court. The petition shall be verified by the affidavits of at least two credible witnesses who are citizens of the United States and who shall prove in their affidavits the portion of the residence that they have personally known the applicant to have resided within the United States. The time of military service may be established by the affidavits of at least two other citizens of the United States, which, together with the oath of allegiance, may be taken in accordance with the terms of section seventeen hundred and fifty of the Revised Statutes of the United States after notice from and under regulations of the Bureau of Naturalization. Such affidavits and oath of allegiance shall be admitted in evidence in any original or appellate naturalization proceeding without proof of the genuineness of the seal or signature or of the official character of the officer before whom the affidavits and oath of allegiance were taken, and shall be filed by the representatives of the Government from the Bureau of Naturalization at the hearing as provided by section eleven of the Act of June 29, 1906." (Act of May 9, 1918, Public No. 144, 65th Congress.)

2. The general plan is as follows: A blank form entitled "Petition for Naturalization" will be prepared and executed in duplicate for each alien in the American Expeditionary Forces who desires to become an American citizen. Full instructions appear on the inside of each "Petition for Naturalization" form as to the manner in which such petitions shall be filled out, and attention is invited to such "General Instructions." Except as hereinafter modified, such instructions will be carefully followed. The affidavits to prove the period of the alien's residence in the United States will be taken by naturalization examiners in the United States as a result of the names and addresses furnished by the alien in his "Petition for Naturalization." (Par. 6 of the latter blank.) Each "Petition for Naturalization" will be made part of the court records in the nearest naturalization court to the place of the alien's former United States residence. Thus, if an alien states his residence in the United States to be 456 Gates Avenue, Brooklyn, N. Y., the "Petition for Naturalization" will be filed in the naturalization court for Kings County, N. Y., and the formal order of the court admitting him to American citizenship will be signed by the judge of that court.

3. If any alien has no fixed place of United States residence, he may give his residence as the place where his United States witnesses reside, because those witnesses must appear before the judge in his behalf. Therefore, avoid naming United States witnesses living at remote places from the court.

4. It is not necessary that the alien himself fill out the "Petition for Naturalization" blank. It is preferable that the "Petitions" be filled out by persons who have had clerical experience.

5. Each alien must sign his full name to his own "Petition for Naturalization" on both the original and duplicate copies. He can not sign by mark. If he can not sign his name, place the signature before him and let him copy it. A few minutes of instruction will enable him to sign his own name. Printed characters are permissible, if this course is found easier for those who can not write.

6. American citizenship is purely voluntary. No alien is compelled or required to become a citizen against his will. The new law under which we are operating merely affords those aliens who are outside the United States and in the American Expeditionary Forces an opportunity to complete their citizenship without returning to the United States and going through all of the customary steps. It should be explained to the aliens that the decision to become citizens rests solely with them. There is absolutely no compulsion.

7. No fees whatsoever are involved or will be collected, either in the A. E. F. or in the United States.

8. Aliens in the American Expeditionary Forces need not have "first papers" in order to complete their citizenship, nor are they required to have been residents of the United States for five years, or any other specified period. They must merely be former residents of the United States (period immaterial), and have the bona fide intention of resuming their United States residence when released from military obligations. This will not interfere with their visiting their native countries or any other foreign countries for temporary purposes upon the conclusion of the war.

9. Chinese are prohibited from becoming naturalized. Certain other Asiatics, such as Japanese, are generally held by the courts to be inadmissible to American citizenship because they are not "white persons" or "persons of African nativity or African descent," to which classes of persons naturalization is limited under our laws. Except Chinese, any other alien who desires is at liberty to make a "Petition for Naturalization" and have the court pass upon the question of his admissibility.

10. Subjects of the Central Powers (Germans and Austro-Hungarians) who are in the military service of the United States have almost without exception been held by the courts to be admissible to American citizenship. Such aliens may make "Petitions for Naturalization."

11. The witnesses whom the alien names to prove his United States residence may be any persons who are American citizens, including members of the alien's family, his relatives, friends or acquaintances. Such witnesses may be male or female.

12. Aliens of known bad moral character or with serious criminal records, especially during the past five years, are not eligible candidates for American citizenship. These are usually questions of fact, and are left to the judgment of the commanding officers. Petty offenses are not necessarily a bar to citizenship. The test is, will he make a good citizen?

13. It is preferable that commissioned officers certify to the military service of aliens in their command, but if impracticable or inconvenient, non-commissioned officers or privates of the same command will be acceptable. All witnesses must be American citizens. (See "General Instructions" on the "Petition for Naturalization" form regarding the nature of the affidavits required respecting military service.)

14. Occasionally a commissioned officer will be found who may be an alien. Such officer has the same privilege of becoming naturalized under these proceedings as any other alien.

15. An alien desiring to change his name may be accorded that privilege as part of his naturalization. Simply add this entry in the margin of the "Petition for Naturalization" form: "I desire my name be changed to _____ _____."

16. Former Turkish subjects will renounce allegiance to Mehmed VI, Emperor of the Ottomans. Mehmed VI succeeded Mehmed V a few weeks ago. (Armenians and Syrians are Turkish subjects.)

17. Poles owe allegiance to Germany, Austria or Russia, depending on the country in which born. They should renounce allegiance according to the country of their birth.

18. In Par. 4 of "Petition for Naturalization" aliens who are married are required to set forth certain data regarding their wives and children. In addition to that data, also add the wife's age, and the dates of birth of the children. If dates of birth of the children are not known, set forth their ages in terms of years.

19. Where possible, prepare the "Petitions" on the typewriter, using carbon paper to make the "duplicate." If not possible to use typewriter, prepare "Petitions" in ink or indelible pencil, making sure that a clear and legible copy is made of the "duplicate" by use of carbon paper. All signatures, including aliens, witnesses and attesting officers, should be in ink on both the original and duplicate copies.

20. Paragraph 6 of "Petition for Naturalization" calls for the names of two citizens to prove United States residence. If the alien can furnish the names and addresses of one or more additional witnesses it is desirable to do so as a precaution, in case the first two witnesses named have moved, or for other reasons are not readily available.

21. The purpose of executing each "Petition" in the duplicate is as follows: The "original" forms part of the court record, and the "duplicate" is kept on record in the Bureau of Naturalization, Washington, D. C., as the Government's record. This serves as a double check.

22. In the entries regarding the alien's description observe the following:

"Color" refers to race; that is, "White" or "Black."

"Comp." refers to complexion; that is, "Fair," "Ruddy," "Dark," etc.

"Marks" refers to visible identifying or distinguishing marks; that is, "Mole on right cheek," "Scar on left temple," "Right index finger deformed," etc.

23. Only the officers described in the 114th Article of War are competent to administer the oath of allegiance to aliens and swear the witnesses to the "Petition for Naturalization."

24. In case of any doubt whatsoever whether any soldier is a citizen, or is entitled to become naturalized, it is desirable that he be given the opportunity to make his "Petition for Naturalization," and the facts can be recorded on a separate sheet of paper and securely fastened to his "Petition." Make memorandum of such facts in duplicate,

fastening one to the "original" and the other to the "duplicate." Questions of doubt in any individual case can then be gone into and determined by the Government examiner and the court.

25. After any alien has made out his "Petition" and taken the oath of allegiance before the proper army officer, he may for all purposes be regarded as an American citizen. There is nothing further for him to do so long as he remains in the army. The Bureau of Naturalization will make arrangements with the War Department to furnish the latter department with full information as to all aliens who have taken steps to become naturalized, and the War Department records will therefore contain full information as to the citizenship of such persons. Should it be necessary for any such person to establish his citizenship for any purpose, the Bureau of Naturalization in Washington will do all that is necessary in the way of furnishing the necessary information or proof from its "duplicate" records. When any person who has made a "Petition for Naturalization" while in the American Expeditionary Forces returns to the United States he may secure his final naturalization certificate by writing to the Commissioner of Naturalization, Washington, D. C. He should state the home address he gave in his petition, as well as his present address. The Commissioner of Naturalization will then take all steps that may be necessary to place him in possession of a due and proper final naturalization certificate. Final certificates will not be sent to naturalized soldiers who may be abroad because of the possibility of their falling into the hands of others or of the enemy. They will be retained in the files of the Bureau of Naturalization in Washington for safekeeping until the soldier himself returns to the United States and requests his certificate.

* * * * *

(13500-A-8 A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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BULLETIN, NO. 69.

GENERAL HEADQUARTERS, A. E. F.,
*France, Sept. 12, 1918.*

The following War Department letter, dated August 19, 1918, quoting a letter from the office of the Secretary of the Treasury upon the discontinuance of Liberty Bond allotments, dated June 22, 1918, and issuing instructions to the Army on this subject, is published for the information and guidance of all concerned:

I. "REGULATIONS GOVERNING TERMINATION AND REDUCTION OF ALLOTMENTS FOR SUBSCRIPTIONS TO THIRD LIBERTY LOAN BONDS FROM PERSONS IN THE MILITARY FORCES OF THE UNITED STATES IN CERTAIN CASES.

"1. Allotments of pay made to the Secretary of the Treasury by persons in the military forces of the United States, pursuant to 'Regulations Defining Special Arrangements for Subscriptions to Third Liberty Loan Bonds from Persons in the Military Forces of the United States,' issued under date of April 9, 1918,* may be terminated or reduced to a smaller multiple of $5.00 per month when necessity therefor arises by reason of any of the following causes:

* Published in G. O. No. 37, War Department, April 17, 1918.

(a) Death of allotter.

(b) Discharge of allotter, except in case of an enlisted man discharged for the purpose of accepting a commission.

(c) Desertion of allotter.

(d) Increase of obligation of allotter under the War Risk Insurance Act or reduction in rate of pay, whereby the allotter is unable to provide for his dependents and take out necessary insurance without reducing the amount of his pay remaining for personal use below the sum of $7.50 per month.

"2. Such allotment may be terminated or reduced to a smaller multiple of $5.00 per month only on approval of the Secretary of War or an officer designated by him, and in accordance with the requirements of these regulations.

"3. Where allotments are terminated by reason of death or discharge of allotter, the allotment may be canceled as of date of commencement, and the amount deducted from pay prior to termination of the allotment may be repaid to the persons entitled thereto, provided that, in case of termination by reason of discharge after $50.00 or some multiple thereof has been deducted from pay, the allotter shall be entitled to receive, upon request, bonds in amounts of $50.00 or multiples thereof to the extent that the face amount thereof has been fully paid, and to receive the balance over the face amount thereof in cash. Such discharged allotter may, upon discharge, complete payments for bonds subscribed for, or for any bonds aggregating at face value a smaller multiple of $50.00 by paying the amount deducted from pay remaining to his credit under this regulation, and, in addition thereto, an amount in cash that will equal the face amount of the bonds on which payment is to be completed. Bonds delivered pursuant to this regulation will bear interest only from September 15, 1918, and, in the case of coupon bonds, will be delivered with the coupon due September 15, 1918, detached, and the allotter shall not be entitled to delivery of such coupon.

"4. Where allotments are terminated by desertion of allotter, any sum previously deducted from pay shall be forfeited to the United States.

"5. In case of reduction of allotment from a larger to a smaller multiple of $5.00 from each month's pay, the allotment shall continue for the full allotment period at the reduced monthly amount, and the excess over the reduced monthly amount which shall have been deducted from the pay of the allotter in previous months may be repaid to the allotter.

"6. The total par value of bonds upon which allotments are discontinued, either by termination or reduction pursuant to these regulations, in each month, shall be reported monthly to the Secretary of the Treasury.*

"These regulations are supplemental to 'Regulations Defining Special Arrangements for Subscriptions to Third Liberty Loan Bonds from Persons in the Military Forces of the United States,' dated April 9, 1918.

(Signed) "L. S. ROWE,
"Acting Secretary."

II. Under the authority of the foregoing regulations, commanding generals of departments and tactical divisions, the Commanding General of the American Expeditionary Forces, commanding generals of Expeditionary depots and commanding officers of independent stations are authorized to discontinue or reduce Liberty Loan Bond allotments of enlisted men to the Secretary of the Treasury, so as to permit them to provide for their dependents under the War Risk Insurance Act, take out necessary insurance and leave them at least $7.50 per month for their personal use. Officers authorized herein to discontinue such allotments will report promptly by name to the Quartermaster General all discontinuances or reductions of bond allotments granted by them.

III. In the case of enlisted men who are discharged (except for the purpose of accepting

* This report is made by the Quartermaster General of the Army.

a commission), or who, under the foregoing authority, are permitted to discontinue or reduce their allotments to the Secretary of the Treasury, the discontinuance or reduction will be effective as of date of commencement. Organization and detachment commanders will credit such enlisted men on the current pay rolls, or upon final statements, with such amounts as have been deducted from their pay on account of their allotments, or, in case of reduction of allotment, the excess over the reduced monthly amount which shall have been deducted from the pay of the allottee in previous months. Discharged allotters who desire to have one or more bonds delivered to them shall be furnished with certificates in the form prescribed below, and should be directed to forward them to the Quartermaster General, together with a check, draft or money order for a sufficient amount to make an even multiple of $50.00, or, if the amount deducted from their pay is over $50.00 and they desire delivery of one bond and the refund of the balance in cash, the certificate should be forwarded to the Quartermaster General, together with the proper request.

FORM OF CERTIFICATE

_____

_____, 191 _____

I hereby certify that Private_____of _____

Company, _____ Regt. of _____made

an allotment of $_____ per month from April 1, 1918, in favor of the Secretary of the Treasury for the purchase of bonds of the Third Liberty Loan; that deductions were made upon pay rolls and final statements for the months of April, 1918, to _____

_____, 191 _____, inclusive; total amount deducted _____

_____Dollars ($ _____); and that this soldier was not credited with this amount upon pay rolls or final statements, and that no previous certificate of this nature has been furnished him. Reason for discharge was _____

_____

_____

_____

IV. In the cases of men who have already been discharged from the service without having been credited on the pay rolls or final statements with the amounts deducted from their pay on account of allotments to the Secretary of the Treasury, the organization or detachment commander will at once forward to the Quartermaster General a certificate showing the amounts deducted from the pay of such enlisted men on account of the Liberty Bond allotments, giving present address of the discharged soldier, if practicable. Organization and detachment commanders should be careful to include in these certificates only such amounts as have been actually deducted from the pay of the enlisted man up to the date to include which payment has actually been made on the pay rolls, and, if necessary, the certificate will be forwarded through the Quartermaster who paid the final statements (giving date of discharge) for notation by him of the amount deducted on account of the bond allotment on final statements. Upon receipt of this certificate the Quartermaster General will ascertain from the man whether or not he desires delivery of one or more bonds or refund of the entire amount in cash.

V. In case of death of an enlisted man having allotments to the Secretary of the Treasury, organization and detachment commanders will state on final statements forwarded to The Adjutant General of the Army the amount which has been deducted from the pay of the soldier on account of such allotments, in order that the Auditor for the War Department may include this amount in the settlement with the heirs.

VI. In case of desertion of an enlisted man having allotments to the Secretary of the Treasury, the organization or detachment commander will state in the "Remarks" column of the pay roll in which the name is dropped the amount which has been deducted from the soldier's pay on account of such allotments. This amount is forfeited by the soldier's desertion, but full data concerning it is required by the Auditor for the War Department in adjusting the account.

VII. An enlisted man who has an allotment to the Secretary of the Treasury and is discharged to accept a commission will continue his allotment, and should notify the Quartermaster General of his discharge, giving his rank and the organization in which he was serving when the allotment was originally made and his new rank and organization, in order that his allotment record may be identified. The officer will then enter on his pay voucher each month the charge to secure deduction, beginning with the month following that for which deduction was last made from his pay on the pay rolls or final statements.

VIII. No provision is made for an enlisted man to continue monthly payments on his Liberty Bond allotments to the Secretary of the Treasury after separation from the service, but if he so desires he may forward, together with the certificate prescribed in Par. 3 hereof, an amount sufficient to make an even multiple of $50.00 to the Quartermaster-General, stating the address to which he desires bonds to be forwarded. Upon receipt of this certificate, together with an amount sufficient to make an even multiple of $50.00, the Quartermaster General will forward the man the proper number of bonds.

IX. The sale, transfer, or hypothecation of Liberty Loan Bonds which are being purchased under the Army allotment system, but not yet delivered, is prohibited. There is no objection to a change in the name of the person or institution to whom the bond is to be delivered, provided there is a good and sufficient reason therefor, but such request must be forwarded with the approval of the organization or detachment commander. The War Department will not approve requests to have a Liberty Bond delivered to a person who is known to be a broker or speculator pecuniarily interested in the bond.

X. Allotments made to banks or other institutions will be governed by Pars. 43 to 49, inclusive, Special Regulations No. 72. Requests for discontinuance or reduction must be forwarded to the Quartermaster General, and deduction must be made upon the pay rolls until receipt of acknowledgement of discontinuance. Discontinuances of such allotments may be made under conditions mentioned in Par. 2 hereof, but must be forwarded on Q. M. C. Form 39 to the Quartermaster General. Deductions must be carried until receipt of acknowledgment of discontinuance. No refundment on account of such allotments may be made on the pay rolls or final statements, but an enlisted man should be directed to make application to the bank for settlement.

XI. Allotments made to banks should be entered on pay rolls in column headed "All Other Class E Allotments."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 70. *France, Sept. 17, 1918.*

The Mexican Service Badge authorized under the provisions of G. O. No. 155, series 1917, W. D., and the corresponding ribbon for same as specified in Changes No. 1 to Special Regulations No. 42, dated December 29, 1917, is the only Mexican Service Ribbon that has been authorized by the War Department.

Other so-called Mexican Service or Border Service Ribbons will not be worn.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 71. *France, Sept. 21, 1918.*

INSTRUCTIONS GOVERNING THE DISTRIBUTION OF BLANK FORMS AND BOOKS.

1. Distribution to stations and organizations, serving in the American Expeditionary Forces, of blank forms and books furnished by the Adjutant General's Department, including forms of the Statistical Division, will be made under the immediate direction of the Adjutant General, these headquarters, by the Adjutant General of the Services of Supply, and the adjutants of the several tactical divisions and detached brigades. Any communication with regard to such distribution should be addressed directly by the Adjutant General of the Services of Supply or by the adjutants of the tactical divisions and detached brigades to the Adjutant General, these headquarters, who will convey directly to them such instructions as may be necessary. The adjutant General, Services of Supply, will supply all officers and organizations of the S. O. S., and the adjutants of the several tactical divisions and detached brigades will supply all organizations of their respective divisions and brigades.

2. The Adjutant General of the Services of Supply and the adjutants of the tactical divisions and detached brigades will carefully scrutinize all requisitions submitted to them under the foregoing provisions for blank forms and books distributed by the Adjutant General's Department in order to prevent any waste thereof, and will see that the issues of such requisitions are restricted to actual needs of organizations based on their strength and the proper requirements of the service.

3. The Adjutant General of the Services of Supply and the adjutants of the tactical divisions and detached brigades, and organization and other commanders using such blank forms and books will, except in emergency, make but four requisitions a year, on January 1, April 1, July 1 and September 1, for the number of blanks and books required by them for the following three months.

4. Individual officers, organization and other commanders not attached to divisions or detached brigades, or serving in the area of the Services of Supply, will submit requisitions for the necessary blanks and books direct to these headquarters under simmlar conditions as those specified in Par. 3.

5. War Department standard forms and Quartermaster Corps forms are distributed by the Quartermaster Corps. Blank forms and manuals pertaining to a staff department will be distributed by the particular department to which they pertain.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN NO. 72. *France, Sept. 23, 1918.*

DUTIES OF CHAPLAINS IN THE DIVISIONS.

1. The attention of all chaplains is called to Sec. III, G. O. No. 147, W. D., 1917, and Sec. IV, G. O. No. 133, c.s., these headquarters.

2. The senior chaplain of the division shall be responsible for the proper functioning of all chaplains within the division and the coordination of their work with that of the welfare organizations operating in the divisional area. He shall see that the chaplains in the division are acquainted with orders, bulletins and memoranda affecting their work; that they are instructed in work in dressing stations and in the care and burial of the dead; under instructions from the division commander he shall call and preside over conferences of chaplains in the division, and he shall make recommendations through his commanding general to G. H. Q. Chaplains' Office regarding changes in personnel. He shall enable all men to receive, as far as possible, periodic ministrations from a chaplain of their own faith.

3. Weekly reports shall be submitted by chaplains in the divisions to the division senior chaplain on forms furnished by G. H. Q. Chaplains' Office. A summary of these reports shall be made by the senior chaplain on a similarly prescribed form to the senior chaplain of the army corps, or, where the latter has not yet been appointed, to the G. H. Q. Chaplains' Office.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 73. *France, Sept. 25, 1918.*

I. The following War Department letter of August 24, 1918, is published for the information and guidance of all concerned:

"It has been noted that some bands have not in the past taken advantage of the allowance provided for securing new music, and attention is invited to Par. 2423, Vol. 1, of the Manual for the Quartermaster Corps, which gave the authority for an allowance of $5.00 per month for each army band for the purchase of music. This allowance was accumulative for the fiscal year. The usual method was to purchase $15.00 worth of music quarterly,

place this authority on the voucher and send same to the supply officer for settlement.

"In circular letter from The Adjutant General, dated May 23, 1918, sent to all department and division commanders, information was conveyed to the service that the monthly allowance for band music was increased to $45.00 a quarter for each band, and that the initial allowance for purchase of music for newly recruited bands was increased to $200.00. This letter amounts to a revision of Par. 2423, of the Manual for the Quartermaster Corps, and when quoted upon the vouchers for music purchased within the allowance of a band will constitute the authority necessary for payment of same by the supply officer of the organization concerned." (8182-A-185 A. G. O.)

II. 1. The drivers of all motor vehicles will be held strictly responsible for all tubes, tires, rims, tools and other accessories issued to them. Any article issued to a driver which, through negligence or carelessness is lost, misplaced, stolen, broken, or otherwise disposed of, other than through fair wear and tear in the Government service, will be charged against the driver unless the latter is relieved of responsibility in the manner hereinafter stated.

2. In each motor vehicle there shall be a list of all accessories, including extra tires, tools and any equipment issued to the driver of the vehicle. This list shall be signed by the driver. A duplicate of the list shall be filed in the office of the garage to which the vehicle is assigned.

3. No erasure shall be made on this list except when initialed by the commanding officer of the driver.

4. If a driver has need of any article which is not in his possession, and which is not on the list mentioned in Par. 2, he is authorized to draw it from any depot carrying the article in stock. The depot, when issuing the article, shall see that a notation is made on the list mentioned in Par. 2, and that such notation is initialed by the driver. The driver shall give to the depot his personal receipt, in duplicate, covering the articles issued, and the depot shall note on the face of the receipt and of the duplicate that notation has been made on driver's list mentioned in Par. 2 hereof. One original receipt shall be held by the depot as a voucher for dropping the articles issued, and the duplicate shall be forwarded by the depot to the commanding officer of the driver, who will enter the articles so issued on the driver's list.

5. If any article in the possession of the driver becomes unserviceable through fair wear and tear in the Government service, any depot carrying this article in stock will issue a serviceable one to the driver, the latter turning in the unserviceable article. In such case no responsibility will attach to the driver, and no alteration will be made in the list described in Par. 2.

6. If any article is lost, and if the driver presents to the depot a certificate signed by a commissioned officer to the effect that the article in question was lost through no fault on the part of the driver, then the depot shall replace the article. The certificate shall be held by the depot as a voucher for dropping the article so issued. In such case no responsibility will attach to the driver, and no alteration will be made on the list described in Par. 2.

7. If any article is lost, and the driver cannot produce such a certificate as described in Par. 6 above, and is in need of the article for an emergency, he shall give his personal receipt in duplicate to the depot issuing the article, together with a statement indicating the name of his commanding officer. The depot shall thereupon make the issue, without making any change in the list described in Par. 2 above. The depot shall at once forward the duplicate receipt to the commanding officer of the driver, giving the price of the article. The original receipt shall be held by the depot as a voucher for dropping the article so issued. The commanding officer will then:

(a) Furnish the depot with a certificate as described in Par. 6, to be filed with the original receipt; or,

(b) Notify the depot that such receipt cannot be given. In the latter case the article will be surveyed, and the commanding officer will forward to the depot a copy of the proceedings of the board, to be filed at the depot with the original receipt. If the board of survey does not relieve the driver the value of the article shall be deducted from the driver's pay in the usual manner.

8. The forms necessary for the operation of the plan as outlined above shall be furnished by the Motor Transport Corps.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 74. *France, Sept. 27, 1918.*

The following War Department letter dated August 24, 1918, is published for the information and guidance of all concerned:

"All organization commanders will be directed to instruct all enlisted men under their commands who have applied for War Risk Insurance, or who have made an allotment on Treasury Department Form 1-B, to notify the Bureau of War Risk Insurance, Treasury Department, Washington, D. C., immediately of any change in the address of the allottee or beneficiary.

"Similar notice will be sent to the Quartermaster General where the allotment has been made on Q. M. C. Form 38.

"In giving this notice to the Bureau or Quartermaster General the following information should be furnished:

"1. Name and rank of enlisted man.

"2. Army serial number.

"3. Organization to which he belonged at time of making allotment or applying for insurance.

"4. Address of allottee or beneficiary as given on allotment or insurance blank.

"5. Change in address of allottee or beneficiary."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 75. *France, Oct. 2, 1918.*

I. Officers charged with the censorship of the mail of their commands and those using the censor stamp will use care to avoid obliterating any part of the address on the envelopes of letters passing through their hands. Carelessness in this matter causes delay and, in some cases, failure of delivery. (9081-A-351 A. G. O.)

II. A high degree of protection against mustard gas can be obtained by the use of at

least two thicknesses of tar paper of good quality. Food, medicinal products, liquids, tobacco, clothing and other articles contained in closed receptacles may thus be further protected against contamination by inclosing the containers in paper of this type.

For this purpose tar paper in limited quantities will be furnished in the usual manner on application to division engineers, who will maintain a stock in divisional engineer dumps. (13360-A-3 A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, Oct. 8, 1918.*

BULLETIN, NO. 76.

1. The following will govern in giving official credit to aviators of the American E. F. for enemy aircraft brought down:

(a) Every enemy airplane or balloon which, as a result of an aerial combat, lands or falls within our own lines will be considered as having been brought down. Every enemy aircraft destroyed in enemy territory as a result of aerial combat will likewise be considered as having been brought down.

(b) Enemy airplanes forced to land on enemy territory as the result of combat, and which make normal landings will not be considered as having been brought down.

(c) In order that official credit may be given for enemy aircraft brought down, one or more written confirmations, in addition to the reports of the combatants, must be made to the proper authority, by:

(a) Pilots or observers who were observers of the combat.

(b) Pilots or observers who saw on the ground, at the point stated by those who claimed the victory, debris from such enemy aircraft.

(c) From balloon observers who witnessed the facts.

(d) By observers at Anti-aircraft observation posts.

(e) From ground observers of any sort.

(f) By the declarations of enemy prisoners.

2. Enemy aircraft brought down and confirmed should be credited to everyone who has contributed to this result. To the pilot of mono-place machines which have achieved the victory; to both pilot and observer in victorious bi-place machines, and for airplanes carrying more than two in the crew, to the pilots and to such observers and machine gunners as may have taken part in the combat with the enemy plane at the time when it was brought down.

3. The names of the officers and men in the Air Service who are entitled to official credit for having brought down enemy aircraft will be furnished about the 1st and 15th of each month to these headquarters. (18065-A A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 77. *France, Oct. 14, 1918.*

I. Information with reference to change of address of allottee or beneficiary of those who have applied for war risk insurance or who have made an allotment on Treasury Form No. 1B, as required by War Department letter dated August 24, 1918, as published in Bulletin No. 74, c. s., these headquarters, will, for those serving in the American Expeditionary Forces, be forwarded through the War Risk Section, headquarters S. O. S., A. P. O. No. 717, American E. F., as contemplated for all communications concerning War Risk matters under the provisions of Sec. II, Par. 8, G. O. No. 137, c.s., these headquarters. (4434-A-265 A. G. O.)

II. Paragraph 15, Bulletin No. 68, c. s., these headquarters, provides that an alien, when submitting his petition for naturalization, may make request thereon to change his name.

This requested change of name will not be effective until notice has been received from the War Department. Service records and other records will not be changed until so authorized by the War Department.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 78. *France, Oct. 15, 1918.*

I. The following War Department letter, dated Washington, September 18, 1918, is published for the information and guidance of all concerned:

"In dealing with questions of over-deductions made by commanding officers, owing to their misunderstanding of the requirements of the War Risk Insurance Act, the procedure will be as follows:

"The commanding officer shall file a request with the Quartermaster General through military channels for permission to refund to the soldier the excess deduction, setting forth in full all of the facts in the case.

"The request will be forwarded by the Quartermaster General to the Bureau of War Risk Insurance, with a request that a statement of the payments made to the allottee be given in detail by indorsement thereon, and the papers returned to the Quartermaster General.

"With the facts before him the Quartermaster General can then authorize the commanding officer to refund any amounts deducted from the pay of the enlisted man in excess of the payments made by the Bureau of War Risk Insurance to the allottee."

II. The following extract from War Department Cablegram (2026-R) is published for the information and guidance of all concerned:

"Comptroller of the Treasury in decision rendered September 26, 1918, holds that army field clerks are entitled benefits Act April 16, 1918, allowing commutation of

quarters, heat and light on account dependents. This decision applies equally to field clerks, Quartermaster Corps."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 79. *France, Oct. 19, 1918.*

The following note, transmitted to these headquarters by the Commissioner General of Franco-American War Affairs, relative to the French Liberation Loan, is published at the request of the French Government, for the information of the officers and soldiers of the A. E. F.:

"FRENCH LIBERATION LOAN.

The French sale of the War Liberation Bonds will be opened on October 20, 1918.

These bonds are the direct obligation of the Government of France, which guarantees their payment and their not being converted within 25 years.

They bear four per cent interest on their par value.

They are sold at a discount, so that you pay only 70 francs 80 centimes for a 100 franc bond.

The bond sold at this discount pays interest at the rate of 5.65 per cent on the actual money invested.

Interest on these bonds paid quarterly, by coupon, first payment being due on January 16, 1919.

One of the attractive features of this investment is that if these bonds reach par value, the capital invested would be consequently increased by 41 per cent.

Payments for subscription may be made on delivery or in four quarterly installments: First installment on subscription; second installment on January 16, 1919; third installment on March 1, 1919; fourth installment on April 16, 1919.

Subscription for the French Loan closes on November 24, 1918.

Any bank will take subscription."

(7056-R A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 80. *France, Oct. 22, 1918.*

Articles have been printed and public speeches made in the United States and elsewhere based on letters written by members of the A. E. F. recounting atrocities falsely

alleged to have been committed by the enemy. The effect of such publications has been unfortunate. Relatives of members of the A. E. F. have been unnecessarily frightened by the fear that similar atrocities had happened to their relatives in the service. Exaggerations and downright falsehoods tend, moreover, to weaken the confidence in the official reports of German atrocities which have been carefully compiled and are deserving of complete credence.

Verified reports of recent atrocities by the enemy are desired by these headquarters. Such reports should be sent with the least practicable delay through military channels to the Adjutant General, G. H. Q. A. E. F.

Unverified reports, however, are not to be circulated. Members of the A. E. F., including all civilians attached to the A. E. F., will abstain from writing anything of the sort, and company and regimental censors will eliminate from letters submitted to them any such recitals unless the facts have previously been officially verified.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 81. *France, Oct. 24, 1918.*

1. On account of the coming of winter, the constant arrival of troops, and the prevalence of a widespread epidemic of influenza throughout Europe, the following information on transmissible respiratory diseases is published for the guidance of all officers and soldiers, more especially those in direct command of troops.

2. Certain highly communicable diseases, while not classed as diseases of the breathing apparatus, are transmitted by the secretions of the nose, throat and mouth, namely, diphtheria, scarlet fever, meningitis, measles and tonsilitis. Another group of diseases in which the air passages and lungs are the sites attacked is also transmitted directly from the breathing apparatus of the patient to that of the sound man; these are common colds, bronchitis, pneumonia and influenza. Pneumonia, the gravest and most fatal of this group, occurs in several forms. One variety, the so-called septic pneumonia, occurring as a complication of measles and influenza, is especially to be feared.

3. No body of men living together under military conditions can avoid the introduction of one or more of the above mentioned diseases in its midst, and the use of each and every means to diminish the opportunity of direct transmission from the sick to the well is imperative if widespread sickness is to be avoided, with loss of man power and of life itself.

4. The infection of the sound man by the sick occurs generally before the nature of the illness can be recognized; this is specially true of measles and influenza, both of which may at first show only slight symptoms of a "cold in the head."

5. The mechanism of infection is simply the projection of fine germ-laden spray from the air passages of one man into the air passages of another by sneezing, coughing or in the act of spitting. Germs of disease are in this way projected several feet, and therefore close contact of men in crowded assemblies or dormitories gives numberless opportunities for infection.

6. If the foregoing simple statement of well established facts is clearly understood by all officers and soldiers in the A. E. F. it must be apparent to all that much may be done to prevent opportunity for close contact, or when such contact is inevitable to diminish in other ways the direct transmission of the respiratory diseases.

7. This duty falls upon all who are responsible for the care of a party of men, the squad, the platoon, the company, the battalion and the regiment, and is by no means the exclusive province of the medical officers.

8. Watchful personal care should be afforded every soldier by his immediate superior, commissioned or non-commissioned officer. To save a soldier's life in battle is more heroic and requires more self-sacrifice than to prevent serious illness or death by careful supervision and attention to details of discipline, but the end attained is the same for the good of the soldier and our army.

9. The following instructions will be carefully observed by all officers and men concerned:

SOLDIERS. Sleep as far from your immediate neighbors as possible. Sleep alternately, head to foot, and never pool the bed covering on account of cold.

Do not cough or sneeze directly in the face of a comrade. Use a handkerchief and turn your head. Keep the handkerchief clean.

Never spit on the floor, or indoors at all, except into a receptacle placed for the purpose. Do not spit on paths and steps, nor in corners.

NON-COMMISSIONED OFFICERS. Know the men directly under you. Notice when they are ailing and report it to your immediate superior. See that your men understand the reasons for this bulletin and obey it.

OFFICERS COMMANDING ORGANIZATIONS. Keep track of the prevalence of colds, sore throat and of depressed health or spirits of any kind among your men. Use every endeavor to prevent exhaustion in marching, drilling and labor of all kinds by judicious use of rest and amusement. Co-operate closely with medical officers, and call upon them to go with you when you think a survey of the physical condition of your men is advisable. Provide, as far as possible, for special drying rooms or sheds for wet clothing. Much can be done in this direction by improvising drying places in connection with authorized kitchen or incinerator fires.

Thin out the men in sleeping quarters as far as possible. General Order No. 46, G. H. Q., October 10, 1917, provides for construction of shelter at "the lowest practicable limit" only, and does not offer a sanitary ideal or even a recognizedly sufficient amount of floor space per man. Its limitations are consequent upon war conditions, and its disadvantages must be overcome by resourcefulness and personal effort, so as to extend, whenever possible, the floor and air space per man by billets or tents. Scrupulous cleanliness and frequent airing of barracks and billets are enjoined. Devise a screen of shelter-half, or even newspaper, between sleeping men.

MEDICAL OFFICERS. Co-operate with line officers and do not be satisfied to see only men who report to you as sick. Note carefully at all times the general physical condition of the organizations with which you are serving, and try to prevent disease, so that you will not have it to treat later.

10. This bulletin will be conspicuously posted and its meaning explained to all soldiers by officers directly responsible for their care. (16670-0 A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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1. Paragraphs 2, 3, 4 and 5 of this bulletin fix the channels for submitting statistical reports from the following classes of units:

(a) Army troops serving with corps or divisions.
(b) Corps troops serving with divisions.
(c) S. O. S. troops in the area of the armies.
(1) If unattached to any combat unit.
(2) If attached to a division, corps or army.
(d) General Headquarters combat troops (troops organized for service against the enemy and not included in the tables of organization of an entire army).

2. All organizations serving as army troops, except Army Artillery, will submit their statistical reports direct to the statistical officer of their army, except that if an army unit is attached to a corps or division, that fact will he stated in the reports, which reports will be sent through the statistical officer of the corps or the division to the statistical officer of the army. All such units, if attached to a corps or division, will be carried on the army station list, with the indication of the organization to which attached, and on the corps or division station list as attached from the army. Organizations serving as Army Artillery will submit their reports through the statistical officer of the unit to which attached, to the statistical officer of their army, or the Anti-Aircraft Service, or the Railway Artillery Reserve.

3. All units serving as corps troops will submit their statistical reports direct to the statistical officer of their corps, except that if a corps unit is attached to a division, that fact will be stated in the reports, which reports will be sent through the statistical officer of the division to the statistical officer of the corps. All such units, if attached to a division, will be carried on the corps station list with such notation, and on the division station list as attached from the corps.

4. All Services of Supply units will submit their statistical reports direct to the Statistical Officer of the Services of Supply section in which they are serving, except that if such unit is serving with a combat unit, that fact will be stated in the reports, which reports will be sent through the statistical officer of the combat unit. All organizations except those included in the Tables of Organization of armies, corps, divisions, or General Headquarters troops are, for statistical purposes, designated as Services of Supply units. All Services of Supply units will report change of station directly to the statistical officer of the Services of Supply section in which they are stationed; in case of change of station from one section into another, report will be made to the statistical officer of both sections concerned.

5. General Headquarters combat troops, when in training or in reserve in a section of the Services of Supply, or at a school, will submit their report to the statistical officer attached to the headquarters of their corps. When they are attached to a combat unit they will submit their reports through the statistical officer of the combat unit to the statistical officer attached to the headquarters of their corps.

6. A detachment not provided for in an approved table of organization, which organization is formed to perform a particular function, will be reported to the statistical officer of the organization under which it is serving, and its personnel will be reported as detachments of the army or corps or organizations of which they are members.

7. Statistical officers of combat units up to and including armies are responsible for the prompt rendering of reports for army troops to the statistical officer at army headquarters, for corps organizations to statistical officer at corps headquarters, and for Services of Supply organizations to the statistical officer at the headquarters of the Services of Supply section in which they are serving. They will supervise the collection and forwarding of these reports.

8. Any change of status of an organization will be reported by the statistical officer of the headquarters ordering the change, to all statistical officers concerned. (16139-A-4 A. G. O.)

By command of General Pershing:

JAMES W. McANDREW
Chief of Staff

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 83. *France, Oct. 26, 1918.*

1. The French Government has been making special efforts to prevent excessive prices being charged members of the American Expeditionary Forces for articles of food purchased locally in France. Ministerial decrees, regional and municipal regulations have been issued by the French fixing prices for all articles of food. These decrees and regulations fix the prices which may be charged, and, in addition, they restrict the sale of certain classes of food supplies. Municipal regulations almost universally require the posting of prices for meals in the various French restaurants.

2. Cases have been frequently reported of officers, soldiers and messes of the American Expeditionary Forces paying illegal prices for the purpose of procuring restricted articles of food or excessive quantities of articles generally deficient, thus depriving the civil population of their proper share of this food. In certain regions it is reported that the civil population is nearly entirely deprived of certain classes of foodstuffs improperly reserved by vendors for the purpose of illegal sale at exorbitant prices to officers, soldiers and messes of the American Expeditionary Forces.

3. In view of the fact that the quantity of food stocks existing in France is limited, it is the duty of every member of the American Expeditionary Forces to discourage in every way possible illegal sales and speculation in foodstuffs by local vendors. All such cases coming to the notice of officers and soldiers of the American Expeditionary Forces will be promptly reported to the local A. P. M., and in turn by the latter to the proper French authorities.

4. Local commanders will take the necessary measures to prevent these practices in the future, and are further enjoined to co-operate in every possible way with the local French authorities, to the end that the decrees and regulations issued by the French authorities governing the sale of food supplies be complied with by all officers and soldiers of the American Expeditionary Forces.

By command of General Pershing:

JAMES W. McANDREW
Chief of Staff

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 84. *France, Oct. 28, 1918.*

I. 1. A school is established at these headquarters, to be known as the "American E. F. Bandmasters and Musicians' School." The purpose of the school will be:

(a) The training of bandmasters.
(b) The training of musicians in the study of certain instruments.

2. In conjunction with the school there will be an examining board appointed by these headquarters for the examination of candidates for the grades of first and second lieutenant (band leader).

3. The course for bandmasters will be 8 weeks, and will include theoretical and practical tuition in conducting, the latter with a full practice band; a course in harmony and instrumentation, and a course in administrative work. Upon the completion of the course, candidates who are not already commissioned will be examined for promotion to the grades of first or second lieutenant. All band leaders in the A. E. F. will be required to attend the school, excepting those who have been examined in the American E. F. and have been recommended for a commission. These latter may attend the school upon their own application.

4. The course for musicians will be for 12 weeks and will include the following classes:
(a) French horn.
(b) Oboe.
(c) Bassoon.
(d) A course for sergeant buglers.

5. Candidates for commissions as band leaders who have not already been examined in France, will make application to be examined by the board prior to attending the school. In case of failure to pass said examination they will be required to attend the school and be examined upon completion of the course.

6. In making appointments for commissioned band leaders those band leaders now in the service will be given the preference; those who have had five years or more service as band leaders in the Regular Army, or National Guard, or National Army, or altogether, being eligible for commission as first lieutenants, and those who have had less than five years of such service being eligible for commission as second lieutenants. Application for examination for a commission as band leader will be accompanied by the following:
(a) A statement by the regimental commander that such a vacancy exists.
(b) Name in full.,
(c) Home address, and emergency address.
(d) Place and date of birth.
(e) Citizenship. (If naturalized, documentary proof thereof.)
(f) Detailed report of physical examination by a medical officer.
(g) Report of prior service, with special reference to length of time served as a band leader.
(h) Evidence as to whether applicant has been rejected for a commission in any branch of the military service, or as to whether applicant has another application for a commission pending; if previously rejected, reason for rejection.
(i) Letter stating whether or not the regimental commander recommends the applicant for a commission.

7. Except as noted in Par. 5 above, all students for the bandmasters and band musicians' course will be detailed from these headquarters.

II. 1. An agreement has been entered into with the French authorities whereby all animals condemned and ordered sold will be turned over to the French military authorities.

2. Notification will be sent by the officer concerned, through the American liaison officer, to the French commanding general of the region in which the animals are located, or if in the Zone of the Armies to the authority designated by the Directeur de l'Arriere of the French general headquarters, of any animals which have been condemned, and the French authorities will call for them.

3. Receipt in duplicate will be taken from the French authorities for all animals turned over to them; one copy of receipt will be retained with the organization and one copy forwarded to the C. Q. M., Headquarters S. O. S.

4. All animals condemned for sale will be branded "'I. C." on the neck, as provided for in Par. 3059, Manual of the Quartermaster Corps. (10973-A-512 A. G. O.)

By command of General Pershing:

JAMES W. McANDREW
Chief of Staff

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 85. *France, Oct. 30, 1918.*

I. Numerous petitions for naturalization are being received at these headquarters from soldiers who have entered the military service since the passage of the Act of Congress, approved May 9, 1918, authorizing and governing the naturalization of aliens in the American Expeditionary Forces, as referred to in G. O. No. 151 and Bulletin No. 68, c. s., these headquarters. The provisions of that Act refer only to such aliens as were in the military service at the time of the passage thereof. Therefore, any officer or soldier who entered the military service after May 9, 1918, is not entitled to the benefits of the Act, and no petition from any such person will be forwarded.

II. 1. Under regulations promulgated, with the approval of the Treasury Department, by the designated U. S. Government depositories for the A. E. F. in France, viz: Guaranty Trust Company of N. Y., Farmers Loan and Trust Company and Equitable Trust Company, checks drawn by disbursing officers of the A. E. F. on those depositories from and after November 1, 1918, will be negotiable through other banks and through their own branches outside of Paris for ninety days only, after date of issue. Checks drawn on the banks named on or after November 1, 1918, and presented for payment more than ninety days after date of issue can be negotiated only in the Paris branches of the three banks.

2. In view of the above, all checks drawn by disbursing officers on the Guaranty & Trust Company of New York, Farmers Loan and Trust Company and Equitable Trust Company prior to November 1, 1918, should be cashed within ninety days of that date, and those drawn on and after that date should be cashed within the prescribed time, in order to avoid the necessity of sending same to Paris and the inconvenience incident thereto.

By command of General Pershing:

JAMES W. McANDREW
Chief of Staff

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 86. *France, Oct. 31, 1918.*

I. The following points of an agreement reached by the French and American military authorities, relative to the functioning of the American military police in France and the arrest of deserters, is published for the information and guidance of all concerned:

1. French civil and military authorities are authorized and required to place under arrest any soldier of the American military forces in France who is a deserter, or who is

absent from his organization and is unable to produce authenic proof, such as a leave permit, or special order showing the authority of his absence from his organization. They will also arrest any soldier of the American military forces in France who is guilty of disorderly conduct or commits any other offense against French law and regulations. An American soldier so arrested by the French authorities will be delivered to the American Provost Marshal or Assistant Provost Marshal of the locality, or, if there be none, to the nearest American unit, or he may be taken to the headquarters of the Region (French).

2. The military authorities of the American Expeditionary Forces in France are authorized and required to place under arrest any soldier belonging to the armies of the French Republic who is a deserter, or who is absent from his organization and is unable to furnish authentic proof, such as a leave permit, special order, or some other official paper showing his status. They will also arrest any soldier of the French army who has caused disorder, or who has violated laws and regulations, it being understood that such arrests will only be made when the offender is caught in the act or has committed an offense causing prejudice to the security of the American army. A French soldier so arrested by the American authorities will be delivered to the French Provost Marshal, or the nearest French military police (gendarmerie).

3. It is also agreed that the military police of the American Expeditionary Forces in France are not required to deliver to the French authorities soldiers belonging to the American Expeditionary Forces who have not answered the French call to the colors, or who have deserted from the French army previous to the entry of the United States into the war, but the military police of the American Expeditionary Forces will deliver to the French military authorities soldiers of the American Expeditionary Forces who have deserted from the French army since the entry of the United States into the war.

II. Section IV, G. O. No. 113, c. s., these headquarters, is revoked.

III. Bulletin No. 46, c. s., these headquarters, is revoked, and the following substituted therefor:

In order to shorten telegraphic reports of casualties as required by Par. 8 (a), Sec. IV, G. O. No. 170, c. s., these headquarters, the following three-letter words are prescribed for use as code equivalents for the phrases shown. These code equivalents will be used in the preparation of all casualty reports throughout the A. E. F. of all casualty reports throughout the A. E. F.

| | |
|---|---|
| Report following killed of disease | LAW |
| Report following killed in action | BOX |
| Report following died of wounds | COW |
| Report following died of disease | DAY |
| Report following missing in action | END |
| Report following severely wounded | FEW |
| Report following sightly wounded | SAG |
| Drowned, body recovered | INK |
| Drowned, body not recovered | JAR |
| Death in line of duty | KIT |
| Death not in line of duty | LEG |
| Result of own misconduct | MOP |
| Not result of own misconduct | NAG |
| All in line of duty; not result of own misconduct | OAK |
| All entitled to wound chevron | PUN |
| Not entitled to wound chevron | RAM |

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff

1. Payments for motor transportation furnished by the French authorities to the American authorities, or by the American authorities to the French authorities, will be governed by schedules as follows:

SCHEDULE I--FOR THE PERIOD JUNE 15, 1917, TO DECEMBER 31, 1917 (BOTH DATES INCLUSIVE)

| CAPACITY OF VEHICLES | TARIFF A. To cover all expenses for upkeep, driving and supplies. When borne by lessor add 20 per cent to figures given below. | | | | | TARIFF B. The contract rate per day. All expenditures of driving, upkeep, supplies and repairs will be supported by the lessee. | |
|---|---|---|---|---|---|---|---|
| | Rate per Kilometer (1) | Minimum to be collected if kilometrical rate is applied (3) | | Contract rate when distance cannot be reckoned (4) | | | |
| | | Per Half Day (5 H.) (2) | Per Day (10 H.) | Per Half Day (5 H.) (2) | Per Day (10 H.) | | |
| | Fr Cme | Fr Cme | Fr Cme | Fr Cme | Fr Cme | Fr Cme | |
| Under 3 tons | 0.80 | 25.00 | 37.50 | 37.50 | 56.25<br>20.00 | 15.00 | under 2 tons.<br>under 3 tons. |
| Over 3 tons | 1.00 | 30.00 | 45.00 | 45.00 | 67.50 | 25.00 | |
| Over 4 tons | 1.20 | 35.00 | 52.50 | 52.50 | 78.75 | 30.00 | |
| Over 5 tons | 1.40 | 40.00 | 60.00 | 60.00 | 90.00 | 35.00 | |
| Purrey truck- | | | | | | | |
| Under 6 tons | | | | | | 25.00 | |
| 6 tons and more | | | | | | 35.00 | |
| Jeffery tractor- | | | | | | | |
| Light | 1.60 | 50.00 | 75.00 | 75.00 | 113.50 | 40.00 | |
| Heavy | 2.40 | 70.00 | 105.00 | 105.00 | 155.00 | 60.00 | |
| Trailer, 2 wheels | | | | | | 10.00 | (Trailers are hired per whole days only.) |
| Trailer, 4 wheels | | | | | | 15.00 | |

Note (1) Including distance to and from the garage.
Note (2) All half-days begun are charged for.
Note (3) The charge for these trucks when used more than the fixed number of hours shall be 5 francs per hour, over and above the amount due for the distance run during this overtime, if the minimum journey has already been made.
Note (4) This rate will apply only when the vehicles are not required to go beyond a 30-kilometer radius from their garage.

SCHEDULE II--FOR THE PERIOD JANUARY 1, 1918, TO APRIL 16, 1918 (BOTH DATES INCLUSIVE).

| TYPE AND TONNAGE OF VEHICLES<br><br>These rates will always be used on the basis of the indicated tonnage of the vehicle. | TARIFF A<br><br>All expenses for upkeep, driving and supplies supported by lessor. | | | TARIFF B<br><br>The contract rate per day. All expenditures of driving, upkeep, supplies and repairs will be supported by the lessee.<br><br>Minimum charges per day (10 hours). | |
|---|---|---|---|---|---|
| | Minimum Charges | | | | |
| | By Kilometer (1) | By Day (10 hours) When the kilometer rate is used (2) | When the kilometer rate cannot be used (3) | | |
| | Fr Cme | Fr Cme | Fr Cme | Fr Cme | |
| Light trucks and trucks less than 2-ton capacity: | 0.80 | 48.00 | 64.00 | 15.00 | |
| 2 to 3-T. cap | 0.95 | 57.00 | 76.00 | 20.00 | |
| 3 to 4-T. cap | 1.20 | 78.00 | 96.00 | 25.00 | |
| 4 to 5-T. cap | 1.45 | 87.00 | 118.00 | 30.00 | |
| 5-T. capacity and up | 1.70 | 102.00 | 136.00 | 35.00 | |
| Purrey of 6-T. capacity | | | | 25.00 | |
| Purrey over 6-T. capacity | | | | 35.00 | |
| Light tractors (Jeffery) | 1.90 | 114.00 | 152.00 | 40.00 | |
| 'Baby Holt' tractors | | | | 40.00 | |
| Heavy tractors | 2.90 | 145.00 | 203.00 | 60.00 | |
| 2-wheel trailers | 0.30 | 16.00 | 20.00 | 10.00 | (These prices do not include the brakesman, who will be supplied by the lessee.) |
| 4-wheel trailers | 0.45 | 22.00 | 27.00 | 15.00 | |
| Touring cars up to 12 h. p. | 0.50 | . . | 75.00 | 15.00 | |
| Touring cars from 12 h. p. to 18 h. p. | 0.65 | . . | 97.50 | 20.00 | |
| Touring cars from 18 h. p. up | 0.90 | . . | 135.00 | 30.00 | |
| Charges per ton cargo per kilometer | 0.40 | | | | |

Note (1) Including distance to and from the garage.

Note (2) The charge for these trucks when used more than the fixed number of hours shall be 5 francs per, hour, over and above the amount due for the distance run during this overtime, if the minimum journey has already been made.

Note (3) This rate will apply only when the vehicles are not required to go beyond 30-kilometer radius from the garage.

Special Note: Tariff "A " will only be used in exceptional circumstances and by special agreement.

Tariff "B" will normally be used.

SCHEDULE III--FOR THE PERIOD COMMENCING APRIL 17, 1918.

The rates authorized to be paid for motor vehicles furnished after April 17, 1918, by the Allied authorities to the American authorities, or to be charged by the American authorities to the Allied authorities, shall be those which may from time to time be fixed by agreement between said authorities.

2. Section II, Bulletin No. 20, G. H. Q. A. E. F., c. s., is revoked.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, Nov. 6, 1918.*

BULLETIN, NO. 88.

The following information regarding the protection of private insurance policies under the Soldiers' and Sailors' Civil Relief Act is published for the information and guidance of all concerned:

I. INTRODUCTION.

1. The Soldiers' and Sailors' Civil Relief Act, approved March 8, 1918, protects persons in the active military service, upon proper application, against the lapsing or forfeiture of certain life insurance contracts with commercial life insurance companies and fraternal orders or organizations.

2. The Act provides that in a proper case, the Government will guarantee to the insurance company or organization the payment of the premiums on insurance not to exceed $5,000; the policy or policies will thus be kept in force and the men in service will have one year, after the termination of their military service, in which to pay all unpaid premiums, with interest. If the insured has not paid the premiums by the expiration of such year, the policy will terminate, and the Government will have the right to be repaid out of the cash surrender value, if any, for the premiums paid by it.

3. When one or more applications are made under the Act by any one person in military service in respect of insurance exceeding a total face value of $5,000, whether on one or more policies in one or more companies, and the insured shall not in his application indicate an order of preference, the Bureau of War Risk Insurance, Treasury Department, shall reject such policies as have the inferior cash surrender value, so as to reduce the total benefits conferred within the face value of $5,000. If necessary the Bureau may have the policies divided.

4. Before any loan or settlement can be made on any policy receiving relief under the Act, the written consent of the Bureau of War Risk Insurance, Treasury Department, must be obtained.

5. In the event that the military service of any person being the holder of a policy receiving the benefits of this Article shall be terminated by death, the amount of any unpaid premiums, with interest at the rate provided for in the policy for policy loans, shall be deducted from the proceeds of the policy and shall be included in the next monthly report of the insurer as premiums paid.

6. If the insured does not, within one year after the termination of his period of military service, or within one year after the termination of the war, pay to the insurance company or organization all past-due premiums with interest thereon from their several due dates at the rate provided in the policy for policy loans, the policy shall at the end of such year immediately lapse and become void, and the insurance company or organization shall thereupon become liable to pay the cash surrender value thereof, if any: Provided, That if the insured is in the military service at the termination of the war such lapse shall occur, and surrender value be payable, at the expiration of one year after the termination of the war.

## II. PERSONS WHO MAY APPLY FOR RELIEF.

1. All officers and soldiers of the United States Army, which includes what formerly were:
   - Regular Army,
   - Regular Army Reserve,
   - Officers' Reserve Corps,
   - Enlisted Reserve Corps,
   - National Guard or National Guard Reserve, recognized by the Militia Bureau of the War Department;
   - National Army.

2. All officers and enlisted men of the
   - Navy,
   - Marine Corps,
   - Coast Guard,
   - Naval Militia,
   - Naval Reserve Force,
   - Marine Corps Reserve,
   - National Naval Volunteers, recognized by the Navy Department.

3. All officers of the Public Health Service detailed by the Secretary of the Treasury for duty with the Army or Navy.

4. Any of the personnel of the Lighthouse Service and Coast and Geodetic Survey transferred by the President to the service and jurisdiction of the War or Navy Departments.

5. Members of the Nurse Corps; army field clerks; field clerks, Quartermaster Corps; civilian clerks and employees on duty with the military forces detailed for service abroad in accordance with provisions of existing law; and members of any other body who have heretofore, or may hereafter, become a part of the military or naval forces of the United States.

6. All forces raised under the Act entitled "An Act to authorize the President to increase temporarily the Military Establishment of the United States," approved May 18, 1917.

## III. WHEN SUCH PERSONS MAY APPLY.

1. The benefits of the Act are available only to persons in active military service, including the period during which such person is absent from duty on account of sickness, wounds, leave or other lawful causes.

2. Persons on the retired list and reserves shall not be entitled to the benefits of the Act until ordered to active service.

3. The benefits of the Act are only available to persons in the service, from March 8, 1918 (the date of the approval of the Act), and to persons entering active service after that date, from such date of entry.

4. The benefits are only available during the period of active military service.

## IV. HOW TO OBTAIN RELIEF.

1. Relief may be applied for on forms which will be furnished upon request by the War Risk Section, headquarters S. O. S.

2. Each form consists of an original "Application" and a "Copy of Application." The original "Application" shall be sent by the insured to the insurance company or organization and the "Copy of Application" to the Bureau of War Risk Insurance through War Risk Section, headquarters S. O. S.

3. The insured may, however, send both the original "Application" and the "Copy of Application" to the War Risk Section to be forwarded for him.

4. In either event, an additional copy of each clearly marked "Extra copy" will be forwarded to the War Risk Section for record.

## V. POLICIES ON WHICH RELIEF MAY BE OBTAINED.

1. Relief under this Act is available only on policies which conform to all the following requirements:

(a) The policies must have been issued and had at least one premium paid thereon prior to September 1, 1917.

(b) The policies must have been issued either by insurance companies or associations which are required by the law under which they are organized or doing business to maintain a reserve, or by insurance companies or associations which, if not so required, have made or shall make provision for the collection from all their insured of a premium to cover the special war risk of those insured persons who are in military service.

(c) Policies must be in force under their terms up to but not exceeding the face value of $5,000, irrespective of the number of policies on a single life, whether in one or more companies.

## VI. POLICIES ON WHICH RELIEF IS UNOBTAINABLE

1. Policies which are void, or which may at the option of the insurer be voidable, if the insured is in military service, either in the United States or abroad.

2. Policies which as a result of the insured being in military service, either in the United States or abroad, provide for the payment of any sum less than the face thereof or for the payment of an additional amount as premium.

3. Policies on which premiums are due and unpaid for a period of more than one year at the time of making application for relief.

4. Policies on which there is outstanding a policy loan or other indebtedness equal to or greater than 50 per cent of the cash surrender value of the policy.

## VII. INQUIRIES.

1. All inquiries and other communications relative to the above matters will be addressed to Chief, War Risk Section, A. P. O. 717, American E. F.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 89. *France, Nov. 9, 1918.*

1. A Tailoring Branch Center of the Quartermaster Corps, for the manufacture and supply of officers' uniforms (coats and breeches) is established in Paris, under the direction of the Q. M. Corps.

2. Officers' uniforms will be furnished under the following conditions:

(a) By measure and personal fittings.

(b) By measure, using Quartermaster Form No. 164, "Directions for measuring for United States army clothing."

(c) By supply of ready-to-wear tailored uniforms.

3. Officers' uniforms may be procured under the following methods:

(a) By application to the officer in charge, Tailoring Branch Center, Elysee Palace Hotel, 103 Avenue des Champs Elysees, Paris, for measurement and fittings.

(b) By mailing to the officer in charge, Tailoring Branch Center, Quartermaster Corps, Elysee Palace Hotel, 103 Avenue des Champs Elysees, Paris, Q. M. C. Form No. 164, completely filled out, with address of place to which uniform is to be shipped.

(c) By application to the Depot Quartermaster, Paris, for ready-to-wear, tailored uniforms, stating sizes and kind of uniforms desired.

4. The charge for uniforms will be the actual cost of cloth, bindings and tailoring. The cost of uniforms made to measure and fitted (Par. 2-a), will vary. The cost of uniforms made to measure but not fitted (Par. 2-b), and uniforms ready to wear, tailored (Par. 2-c), will be announced in Quartermaster Price List of Subsistence Stores, Office Chief Quartermaster, S. O. S., American E. F.

5. Officers will not be permitted to go to Paris for the especial purpose of purchasing uniforms from the Quartermaster Corps. (3921-M, A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 90. *France, Nov. 11, 1918.*

1. The memorandum of September 11, 1917, office of Chief Quartermaster, A. E. F. and any other instruction relative to the marking of motor vehicles contrary to the tenor of the following are hereby revoked, and the methods hereinafter set out substituted therefor:

2. System of Classification.

(a) All motor vehicles will be classified according to type in the following manner:

| | |
|---|---|
| Passenger cars (regardless of size and type of body) | Type 1 |
| Light delivery trucks (1 ton or less capacity) | Type 2 |
| Trucks (1 1-2 and 2 ton capacity) | Type 3 |
| Trucks (3 and 4 ton capacity) | Type 4 |
| Trucks (5 ton capacity or more) | Type 5 |
| Motorcycles (with or without sidecars) | Type 6 |
| Motor ambulances (all types) | Type 7 |

| | |
|---|---|
| Tractors (excepting caterpillars) | Type 8 |
| Caterpillar tractors | Type 9 |
| Trailers (all types, except kitchen trailmobiles and machine shop) | Type 0 |
| Machine shop trucks (all types) | Type 00 |
| Kitchen trailer auto | Type 10 |
| Special Engineer vehicles | Type 20 |
| Balloon winch trucks | Type 30 |
| Reconnaissance cars | Type 40 |
| Disinfectors and fire engines | Type 50 |
| Laboratory trucks (all types) | Type 60 |
| Machine shop trailers | Type 70 |
| Tank trucks | Type 80 |
| Special Ordnance vehicles | Type 90 |

Further types will be established from time to time as required in bulletins from the office of the Director, Motor Transport Corps.

(b) Privately owned motor vehicles which are authorized to procure gasoline, oil and repairs from governmental sources, will be assigned numbers in accordance with the foregoing classification, with the addition of the letter "X" to such number to indicate the privately owned character of the vehicle.

3. System of Marking.

(a) All motor vehicles will be painted an olive drab color, with paint mixed as indicated in Par. 3964, Manual for the Quartermaster Corps, 1917. All letters and numbers of an identifying character placed on motor vehicles shall be shown in white paint.

(b) The identifying numbers will be placed on both sides and on the rear of each motor vehicle, the symbols composing such numbers to be four inches in height, and the complete number to be invariably preceded by the letters "U. S." and, in cases of private ownership, followed by the letter X. On trucks and ambulances the side numbers will be placed on the hood; on passenger cars on the rear doors. On trucks the rear number will be shown on the right two-thirds or two panels of the tail-gate, and on other vehicles in the center of the rear.

(c) The identifying numbers on trailers will be placed on both sides and in the center of the rear of the body, in symbols not less than two inches in height.

(d) The identifying numbers for motorcycles, to which sidecars are attached on the right side, will be placed on the left side of the gasoline tank of the motorcycle and on the right side, front and rear of the sidecar; where the sidecar is attached to the left side of the motorcycle the number will be shown on the right side of the gasoline tank and on the left side, front and rear of the sidecar. Symbols on motorcycles and sidecars will be not less than two inches in height. Sidecars are not given identifying numbers as such, but take the number of the motorcycle to which attached.

(e) The identifying numbers for motorcycles without sidecars will be shown on both sides of the gasoline tank and on a plate firmly attached to the rear mudguard, in symbols not less than two inches in height.

(f) On trucks, passenger vehicles and motor ambulances assigned to ammunition, engineer, supply and sanitary trains, the identifying insignia will be shown on both sides of bodies of vehicles and, in the case of trucks, on the left one-third or panel of the tail-gate.

4. System of Numbering.

The first numeral of an identifying number on a motor vehicle will indicate the type of such vehicle. This numeral, together with those making up the complete number, gives the A. E. F. registration number of the vehicle. Thus, the 685th passenger car

placed in the service would be Type 1-685, or U. S. 1685. Further examples are as follows:

| | |
|---|---|
| Vehicle No. 1--Passenger car | U. S. 11 |
| Vehicle No. 1--Light delivery truck | U. S. 21 |
| Vehicle No. 1--1 1-2 ton truck | U. S. 31 |
| Vehicle No. 1--Kitchen trailer | U. S. 101 |
| Vehicle No. 5--Privately owned passenger car | U. S. 15X |
| Vehicle No. 6--Privately owned 1 1-2 ton truck | U. S. 36X |
| Vehicle No. 1--Privately owned kitchen trailer | U. S. 101X |

5. Additional Marking.

(a) In order that the identifying number of each motor vehicle may be indelibly shown thereon, such number, as soon as ascertained, will be stamped with steel dies in the right hand longitudinal member of the frame of the chassis, together with the serial number of such vehicle. These numbers will be not less than one-half inch in height. Stenciling or painting these numbers on the frames of chassis will be discontinued.

(b) Where vehicles have but one number and that the motor number, as with Ford cars, such motor number will be considered the serial number within the meaning of the foregoing paragraph.

(c) The provisions of the foregoing Par. 5(a) will not apply to motorcycles and sidecars by reason of the fact that parts for these vehicles are readily interchangeable.

(d) An identifying number, once assigned to a motor vehicle, remains with that vehicle during its life, notwithstanding the fact that the motor or other parts may be changed. When a vehicle loses its identity through capture, salvage, conversion or other causes, the number so vacated will not be reassigned to any other vehicle.

(e) Motor truck covers will invariably be marked with the same identifying numbers as the truck to which they belong. Such numbers will be on the covers in such a manner as to make them visible on either side when the cover is placed, and the symbols will be in contrasting color, four inches in height.

6. System of Assigning Numbers.

(a) Reception parks and other motor transport units or representatives authorized to register motor vehicles will have allotted to them registration numbers from the office of the Director, Motor Transport Corps, from time to time, as required. Immediately upon the assignment to a vehicle of one of these numbers, the officer making it will immediately forward the required data to the Director, Motor Transport Corps, marking it "Urgent Official Mail."

(b) Where it is impracticable to mark the vehicle properly at the point of receipt, due to its being boxed or crated and issue being made in that condition, Form 122, M. T. C., will be properly completed and attached thereto. When the vehicle is unpacked, the officer who receives it is charged with the duty of properly marking it.

(c) In the case of motor vehicles received through other sources than reception parks, i. e., by purchase, capture, etc., the officer into whose possession such vehicles first come will advise the Director, Motor Transport Corps, of the make, capacity, type, motor and chassis numbers. The director will then furnish the necessary identifying numbers and instructions.

7. Identification Insignia.

(a) Trucks composing trains or smaller units of not less than twelve trucks will have stenciled or painted on both sides and in rear distinctive insignia, together with the serial number of such truck within the company or other unit. The design must be of simple pattern, readily discernible at some distance, and must be black, but on a background of any color, which must not be more than eighteen inches square. The same design and the same colored background will be used for all vehicles in a company or

smaller unit, while the same design, but a different colored background, for each company will be used for the vehicles in a train. Motor ambulances and passenger cars will also bear such insignia, so far as body construction will permit.

(b) The organizational number will be placed within the square containing the insignia in such a manner as not to create a tendency to confuse it with the registration number, and will indicate the vehicle's number within the organization. Thus, if an organization operates twenty-seven trucks or ambulances and one passenger vehicle, the trucks or ambulances will be numbered from one to twenty-seven, consecutively, and the passenger vehicle twenty-eight.

(c) No insignia will be used or adopted for this purpose until after a design or description thereof shall have first been submitted to the Director, Motor Transport Corps, and his approval given. Approved designs will be registered in the office of the director to prevent duplication. In cases where organizations find it impracticable to cut their own stencils, requisition therefor should be submitted to the Director, Motor Transport Corps.

(d) The provisions of the foregoing Par. 7(a) are limited to the following organizations:

COMBAT DIVISION.

Division headquarters.
Train headquarters and Military Police.
Ammunition train.
Supply train.
Engineer train.
Sanitary train.
Mobile ordnance repair shop.

CORPS TROOPS.

Corps headquarters (including headquarters troop).
Military police company.
Corps artillery park (including M. O. R. S.).
Sanitary train.
Supply train.
Troop transportation trains.
Engineer regiment and engineer train.

ARMY TROOPS.

Army headquarters (less army artillery headquarters).
Army artillery park.
Military police company.
Motor supply service (1 regiment headquarters and 6 companies--engineers).
Road service.
Truck companies.
Sanitary train.
Truck companies, army train.
Supply train.
Army reserve.

S. O. S.

Motor truck trains
Motor truck companies.
Motor car companies.

In addition to the foregoing, various organizations operating in the Services of Supply, such as groups, schools and training centers, may, upon application to the Director, Motor Transport Corps, be assigned identification insignia where circumstances warrant such action.

(e) Motorcycles, rolling kitchens, trailers and vehicles belonging to combat trains of organizations will not be worked with identification insignia.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, Nov. 12, 1918.*

BULLETIN, NO. 91.

1. The following table shows the authorized "Day of Fire" for various calibers:

| CALIBER | DAY OF FIRE |
|---|---|
| 3" Stokes Mortar | 200 |
| 58 mm. Trench Mortar | 200 |
| 6" Newton | 150 |
| 240 mm. Trench Mortar | 60 |
| 37 mm. Gun | 300 |
| 75 mm. Anti-aircraft | 300 |
| 75 mm. Gun | 300 |
| 4.7 inch Gun | 180 |
| 5" Sea Coast Gun | 150 |
| 155-C-15; C-17 | 150 |
| 155 St. C. | 150 |
| 155 L-17; L-14 | 150 |
| 155 G. P. F. | 150 |
| 6" Sea Coast Gun | 150 |
| 8" Howitzer | 100 |
| 9.2" Howitzer | 80 |
| 240 mm. St. C. | 60 |
| 19-G | 100 |
| 24-G | 50 |
| 32 | 50 |
| 340 | 30 |
| 400 | 24 |
| 8" R. R. Gun | 60 |
| 10" R. R. Gun | 50 |
| 12" R. R. Gun | 40 |
| 14" R. R. Navy | 40 |
| 12" R. R. Mortar (10 Cal.) | 60 |

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 92. *France, Nov. 13, 1918.*

I. 1. Paragraph 2, Sec. II, Bul. No. 84, c.s., these headquarters directs that whenever any animals are condemned and ordered sold in the Zone of the Armies the officer concerned will notify the authorities designated by the Directeur de l'Arriere of the French General Headquarters, who will have the animals called for.

2. The French have designated the French Mission at G. H. Q. as the authority to be notified.

II. 1. Considerable quantities of subsistence and other Quartermaster supplies have been lost to the American Expeditionary Forces through the hasty action of officers. Entire quarters of beef have been condemned when merely a small portion thereof was unfit for consumption, and entire shipments of canned goods, forage, etc., of which but a small percentage was spoiled, have been sent to the Salvage Depot.

2. Officers to whom tainted beef is submitted for inspection will in every case determine what part of the quarter is unfit for use, have such part trimmed away, and the remainder used. Lots of canned goods, forage and other supplies, subject to deterioration, when presented for inspection must be viewed in the same light, and only such part as is entirely unfit for consumption or use will be condemned or sent to salvage.

3. The difficulties of bringing into France the quantities of supplies of all kinds required are too great to permit any waste whatsoever.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 93. *France, Nov. 16, 1918.*

I. 1. Claims for services in guarding or salvaging airplanes after forced landings are payable by Air Service disbursing officers out of Air Service appropriations.

2. Claims for services in guarding or salvaging airplanes will be transmitted with full information containing the name and address of claimant, number and type of airplane and, if known, organization to which it belongs, approximate location of landing place, together with period of guarding or description of other services rendered and amoumt of compensation claimed and recommended, to the Air Service disbursing officer for the territory in which the landing occurred. Care will be exercised to see that the correct address is given and that the words "Air Service" are included in the designation of the disbursing officer.

3. Following are the addresses of the Air Service disbursing officers and the territory covered by each:

| | |
|---|---|
| Air Service Disbursing Officer,<br>Zone of Advance,<br>A. P. O. 731-A,<br>American E. F. | Haute Marne, Meuse, Meurthe and Moselle and Vosges, Cote d'Or, Haute Saone, Doubs, Belfort, Cities of: Chalons-sur-Marne, Vitry-le-Francois, Troves-sur-Seine, Bar-sur-Seine, Vendeuvres. |

| | |
|---|---|
| Air Service Disbursing Officer,<br>Base Section No. 1, A. P. O. 701,<br>American E. F. | Loire Inferieure. |
| Air Service Disbursing Officer,<br>U. S. Air Service,<br>A. P. O. 717,<br>American E. F.<br>(Through Asst. Chief, Supply Sec.) | Indre-et-Loire. |
| Air Disbursing Officer,<br>Air Service Production Ctr. No. 2,<br>A. P. O. 713-A<br>American E. F. | Loire-et-Cher. |
| Air Service Disbursing Officer,<br>Aerial Gunnery School,<br>St. Jean-des-Monts,<br>(Vendee.) | Vendee. |
| Air Disbursing Officer,<br>3d Aviation Instruction Center,<br>A. P. O. 724, American E. F. | Indre, Cher. |
| Air Service Disbursing Officer,<br>Air Service Replacement Concentration Barracks No. 3,<br>A. P. O. 725,<br>American E. F. | Deux Sevres, Vienne. |
| Air Service Disbursing Officer,<br>7th Aviation Instruction Center,<br>A. P. O. 723, American E. F. | Allier, Puy de Dome, Loire, Rhone. |
| Air Service Disbursing Officer,<br>Base Section No. 2,<br>A. P. O. 705, American E. F. | Gironde. |
| Air Service Disbursing Officer,<br>U. S. Air Service,<br>A. P. O. 702, American E. F. | All territory outside that named above. |

II. 1. Whenever a discrepancy is found to exist between the actual weight and the weight shown on tags of bales of French hay received, the receiving officer will prepare a list in quadruplicate, showing date, car numbers and initials of shipment, if known, regulating officer through which hay came, the actual weight per bale, and the supposed weight as per tags attached to each bale. The total actual weight will be deducted from the total weight shown on tags, thus establishing the total discrepancy. He will certify the correctness of the statement, adding the organization or station receiving the hay.

2. If possible, a French officer or military interpreter should be present and sign the certificate below signature of receiving officer, giving his rank and official designation. If no officer or interpreter is available, that fact should be stated on the certificate.

3. The original and duplicate certificates will be sent to the American regulating officer concerned, by troops or stations of the Advance Section; to the depot Q. M. who shipped the hay, by troops or stations in the intermediate or base sections. The regulating officer or depot quartermaster will take the necessary steps to correct the original receipt given for the hay in question. If this receipt has already left the hands of the French officer through whom the hay was received, the certificates will be forwarded to the Chief Purchasing Officer, Q.M. Corps, Paris, requesting him to cause proper deductions to be made upon presentation of the bill by the French Government.

4. The triplicate and quadruplicate certificates will be attached by the supply officer or quartermaster to his next requisition for forage and will be the authority for the railhead officer or depot quartermaster to replace the quantity of hay short as shown on certificate. (9874-A-138, A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 94. *France, Nov. 21, 1918.*

1. The allowance of floor space for barracks provided for in Par. 3, Sec. I, G. O. No. 46, G. H. Q., October 10, 1917, was fixed as an emergency measure and should be regarded as the minimum permissible for the housing of troops. Whenever facilities in billets permit, 40 square feet of floor space per man will be the allowance which will govern officers in charge of billeting. Under no circumstances will soldiers be billeted with an allowance of floor space less that 20 square feet per man.

2. Whenever materials are available the construction of shelter for troops will be on the basis of an allowance of 40 square feet per man. Under no circumstances will any construction be inaugurated that has in view a smaller allowance than 20 square feet per man, and this minimum allowance only when necessary to meet a temporary emergency.

3. Whenever, by reason of insufficient billeting space or insufficient material for construction, 20 square feet of floor space cannot be provided, the necessary amount of tentage will be substituted to insure carrying out the intent of this bulletin.

4. Whenever double-tier bunks in sets of four are constructed a partition two feet high and three feet long, measured from the head toward the foot of the bunk, will be provided between adjacent bunks. The tiers of bunks will be placed five feet four inches apart, allowing one foot four inches of barrack length, equivalent to two feet eight inches of wall space, per man in Adrian barracks.

5. If sufficient material is not available to permit of separating the tiers of bunks by a distance of five feet four inches, this space may be reduced, but under no circumstances will there be less than two feet eight inches of space separating the adjacent tiers, thus allowing not less than one linear foot of barrack length, equivalent to two linear feet of wall space, per man in Adrian barracks.

6. All officers charged with provision of shelter for troops will use every resource to obtain, by billets, barracks or tentage 40 square feet of floor space per man. Nothing less than this will adequately protect men against communicable diseases spread through

close personal contact by discharges from the nose and mouth. (16670-L A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 95. *France, Nov. 23, 1918.*

I. Army field clerks, field clerks Quartermaster Corps, and members of the Army Nurse Corps have a military status and are entitled to the military rate of transportation on railroads in France, as provided in Par. 15, G. O. No. 6, H. A. E. F., c. s.

No civilian attached to the A. E. F. in any capacity is entitled to the military rate. (8284-J A. G. O.)

II. Officers and men of the American Expeditionary Forces are prohibited from giving away or abandoning to the civil population any serviceable or unserviceable articles of uniform or equipment; including those which are private property. All such articles must be turned in to salvage.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 96. *France, November 30, 1918.*

With a view to securing the cooperation necessary to obtain the maximum benefit for American soldiers from the several welfare organizations associated with the A. E. F., the following is published for the information and guidance of all concerned:

1. Section II, G. O. No. 26, H. A. E. F., 1917, prescribes the broad division of activities between the A. R. C. and the Y. M. C. A. as follows:

"The Red Cross will provide for the relief work and the Y. M. C. A. will provide for the amusement and recreation of the troops by means of its usual program of social, educational, physical and religious activities."

The K. of C. and Salvation Army will participate with the Y. M. C. A. in the activities so prescribed for it.

The Y. W. C. A. and Jewish Welfare Board will carry on their activities through the medium of the Y. M. C. A.

The American Library Association will co-operate with the other organizations to the fullest extent, and wherever possible will put its book service at the disposition of the A. E. F. through the medium of those organizations. It is authorized, however, to supplement that service by furnishing, at the request of the proper military authorities, book collections directly to military units and by loaning books directly to members of the A. E. F.

2. There is hereby constituted a joint committee representing these organizations,

composed of the chief executives in France of the A. R. C., Y. M. C. A., S. A., K. of C., Y. W. C. A., J. W. B. and A. L. A., which will meet at least once each month for consideration of questions of mutual concern and co-ordination of plans and activities. The committee will govern its own organization, procedure and time and place of meetings, ad vising these headquarters of action taken and affording opportunity for a representative to attend its meetings. Chiefs of organizations unavoidably prevented from attending meetings will be represented by authorized representatives.

3. Exchanges for American troops in France are conducted by the Y. M. C. A. under authority of Sec. III, G. O. No. 33, A. E. F., 1917. To facilitate the maintenance and extension of this service the Q. M. Corps is perfecting arrangements to supply Y. M. C. A. exchanges with articles ordinarily sold in the commissary stores, for resale at cost. In order to obtain the widest extension of the service, exchanges may also he conducted by the Salvation Army and K. of C. in localities not served by the Y. M. C. A., and by the Red Cross in connection with hospitals and at railroad stations, and to that end these organizations will be accorded facilities similar to those accorded the Y. M. C. A. and will be governed by existing orders affecting its exchange service.

4. Owing to the heavy demands for transportation, as well as obligation to prevent any wasteful use of the resources contributed to these societies by the public, it is directed that free distribution by them of food, tobacco and other articles be strictly limited to those situations in which such free distribution will be of real benefit to the troops. In general, free distribution may be permitted to troops when ordinary comforts and facilities are not available, as to the sick and wounded, to troops in transit, or otherwise separated from usual sources of supply. Special cases not specifically covered herein will be dealt with in accordance with the principles announced, which all organizations concerned will be required to observe.

5. Each of the organizations above named will submit to these headquarters a monthly financial statement of its overseas operations.

6. The work of the welfare organizations will be so distributed as to reach the greatest number of men. To secure the best distribution and prevent duplication, it is directed that none of the organizations herein named shall make arrangements for the erection of huts, hiring of buildings or establishment of stations of a fixed or permanent character without first making application to the zone major of the area concerned, and obtain his approval of the location proposed. Zone majors shall take into account the location of other existing or approved stations of the applicant and other similar organizations in the area with a view to obtaining the best distribution of their facilities, and shall also consult the commanding officers of troops in the area. In localities where there are no zone majors, applications for approval of locations shall be made direct to commanding officers of troops through the proper staff officers. With a view to the development of a consistent plan of distribution of facilities, the decisions of zone majors will be subject to revision by these headquarters.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 97. *France, Dec. 2, 1918.*

I. A military Inter-Allied Tennis Tournament is scheduled to be held in Paris on or about December 13-14-15, under the auspices of the Commission Centrale de Tennis, of the Union des Societes Francaises de Sports Athletiques. Entries are limited to officers and men of the Allied Armies (1) who have personally served at the front or (2) who are over 35 years of age. There will be championship singles and championship doubles contests. Applications for permission to take part in this tournament should be made through military channels. Entries may be filed direct with the president of the Commission Centrale de Tennis, 3 Rue Rossini, Paris, on or before December 10.

II. The work of collecting samples of material of war for historical and exhibition purposes is not now well co-ordinated.

Each department, corps and service is directly charged with the collection and packing for shipment of such material relating to the work of that department, corps or service, and the production of models of work or material that are too bulky for shipment home.

G-4 is hereby charged with the general co-ordination of such work.

III. Applications for transfer from one arm of the service to another will not be submitted to these headquarters, as cabled instructions from the War Department prohibit further transfers of this character.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 98. *France, Dec. 3, 1918.*

I. The American Library Association has made available to the members of the A. E. F. a great number of books, by furnishing circulating libraries to the Y. M. C. A. and other organizations and to military units, and also by loaning books directly to officers and men. Through the efforts of this association transports are being equipped in America with permanent book collections, which will remain on board as long as the ships are in the transport service. In order that the greatest advantage to all may be obtained from this service, it is essential that books be promptly returned to the collections from which they are taken. Commanding officers will give special attention to this when their commands are moving from one area to another and will take the necessary steps to ensure that no such books are taken on board returning transports by troops embarking for the United States.

II. Attention is called to the importance of preventing the practice of reselling tobacco or other commodities purchased in Y. M. C. A. exchanges or Quartermaster sales

stores to French civilians or other persons not entitled to purchase the same. The exchanges and sales stores are conducted for the benefit of the members of the A. E. F., and the practice above mentioned constitutes a direct injury to all those for whom these conveniences are provided. Commanding officers will take necessary steps to enforce this regulation and will take appropriate disciplinary action in cases of its infraction. Members of the military police will be on the lookout for such cases and report them to proper authority.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 99. *France, Dec. 7, 1918.*

The attention of all organization commanders is directed to the following instructions pertaining to individual soldier records:

ORGANIZATION COMMANDERS SERVING WITH THE AMERICAN EXPEDITIONARY FORCES IN EUROPE WHOSE ORGANIZATIONS ARE NOT SCHEDULED TO RETURN TO THE UNITED STATES WITHIN TWO MONTHS OF THE DATE OF THIS BULLETIN WILL AT ONCE TAKE THE NECESSARY STEPS TO COMPLY WITH THE INSTRUCTIONS CONTAINED HEREIN.

ORGANIZATIONS RETURNING TO THE UNITED STATES WITHIN TWO MONTHS OF THE DATE OF THIS BULLETIN ARE AUTHORIZED TO SUSPEND ACTION UNTIL THEIR ARRIVAL IN THE UNITED STATES.

(Extract from Sec. V, G. O. No. 83, W. D., September 10, 1918.)

"Upon the receipt of this order all duplicate allotment and insurance applications of enlisted men will be turned over by company and detachment commanders to the personnel adjutant, who will forward them directly to The Adjutant General of the Army after the verification and notations have been made as hereinafter indicated.

"Company and detachment commanders will--

(a) Write or stamp the word 'duplicate' at the top of the first page of each application.

(b) Place the army serial number on the line with and following the name of the applicant.

(c) Arrange the applications alphabetically by class.

(d) Separate the form recording the fact that no allotment or insurance has been applied for from other applications and arrnage these forms alphabetically.

(e) Enter the amount of the insurance on the service record in addition to the premium which is required by paragraph 18, Special Regulations 72.

(Paragraph 18, Special Regulations 72.)

'Notations made on service record. War Risk allowances and insurance premiums will be entered on page 7 of the soldier's service record in space provided for "Clothing settlements." On separate lines, the following notations will be made, leaving a vacant line under each notation to allow for notice of discontinuance:
Class A family allowance, $ . . . . per month;
Class B family allowance, $ . . . . per month;
Government insurance premiums, $ . . . . per month;
Private insurance premiums, $ . . . . per month,

as the case may be. Class E allotments will be entered in space provided for allotments at the bottom of page 7, interpolating the words "Class E" before "Allotments" in the heading.'

(f) Verify all notations on the service record with amounts shown on applications.

(g) Transmit the duplicate applications to the personnel adjutant.

"The personnel adjutant will-

(a) Verify the notations on the pay cards with amounts shown on applications.

(b) Destroy all duplicates of forms recording the fact that no allotment or insurance is applied for after the proper verification with pay cards.

(c) Forward the duplicates directly to The Adjutant General of the Army."

(Circular No. 57, W. D., November 6, 1918.)

"1. Four new blank forms are now being distributed for use with the service record:

(a) Insert for service record, pages 6a-6d.

(b) Paster for service record.

(c) Form No. 29a, A. G. O. Extract from service record.

(d) Card containing 'Instructions for the notation of data on service record.'

"2. The present service record will be supplemented by the use of these forms immediately upon the receipt of them.

"3. The use of these forms, and compliance with Section V, General Orders No. 83, War Department, 1918, will reduce the individual records of enlisted men, in the company or detachment file, to the service record and the individual equipment record.

"4. In the preparation and use of 'Insert for Service Record' the following will be observed:

(a) The notations on page 6a will be made from the qualification card.

(b) Before entries are made of convictions by courts-martial, on pages 6b and 6c, paragraph 79, and Appendix 4a, Manual for Courts-Martial, 1917 (C. M. C. No. 4, W. D., 1918), must be consulted.

(Paragraph 79, Manual for Courts-Martial, Changes No. 4, 1918.)

'79. Disposition of copies of charges. When trial is to be had by summary court the original charge sheet will be completed as the record of trial. This record will be delivered to the personnel adjutant, who will, after noting necessary data on the pay card of the accused, initial it in the place provided and transmit same to the company or other commander, who will, after making the necessary entries on the service record, initial and return to the commanding officer who appointed the court, in whose office it will be carefully preserved for a period of two years, at the end of which time it may be destroyed. A copy thereof will be retained in the office of the commanding officer who, appointed the court until the original record has been returned for file when this copy may be destroyed. The other copy will, with the least practicable delay, be transmitted as the required report of trial to the officer exercising general court-martial jurisdiction over the command, there to be filed in the office of the judge advocate until the statistical information required for the annual report of the judge advocate has been secured, when it may be destroyed.'

(c) The record of company punishment on page 6c, replaces the delinquency record and all present notations on the latter will be transcribed to the insert.

(d) The record of known distance rifle practice of each enlisted man will be transcribed from Form No. 304, A. G. O., or from 'Score card--known distance rifle practice, Special Course "C," as the case may be, to page 6d of the insert and the qualification, if any, will be entered on page 4 of service record. The score card--known distance rifle practice, and Form No. 304, A. G. O., will hereafter only be used on the target range, as score cards, and after the data from them has been noted on service record, they will be destroyed.

"5. A 'Paster for Service Record' will be placed on the service record of each enlisted man and the necessary data entered thereon.

"6. The 'Extract from Service Record' will be used as prescribed on card 'Instructions for the notation of data on service record.'

"7. The card 'Instructions for the notation of data on service record' supersedes the instructions on Form No. 29, A. G. O., and will be complied with."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 100. *France, Dec. 10, 1918.*

I. Paragraphs 1 and 2, Sec. I, Bulletin No. 67, these headquarters, dated September 7, 1918, which limits the sale of canned fruits, chocolate, cocoa, crackers, gelatine, maple syrup and corn starch to hospitals, is revoked. (12231-A-45 A. G. O.)

II. The signing of the armistice or the event of a declaration of peace will not affect the payment of allotments. Allotments made for the "duration of the war," "period of emergency" or for any similar term, through army allotment system by officers, soldiers, army field clerks, members of the Army Nurse Corps and permanent civilian employees, will be continued until the individual concerned executes and forwards a notification of discontinuance of allotment (Form No. 39, Q. M. C.), and same has been received at Washington. Notations on pay forms and rolls will be made and deductions continued until acknowledgement of discontinuance is received. (W. D. Cable No. S-322.)

By command of General Pershing:

JAMES W. McANDREWS,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 101. *France, Dec. 11, 1918.*

1. In order to co-operate with the French authorities during the coming winter the following regulations governing the removal of snow from highways and the control of traffic upon highways during periods of thaw are published for the information and guidance of all concerned.

2. The French road service is provided with snow plows and other equipment for the removal of snow. Normally the road service personnel is sufficient to do this work, but in case of shortage of labor or teams French regulations provide that nearby troops may be called upon to assist. The snow removal here considered pertains to the highways and is in addition to that done in the towns and villages by the troops occupying them.

3. When a thaw follows a hard frost, roads will suffer damage which is often irreparable if heavy traffic is allowed to circulate before they have had time to settle. This settling period varies according to the intensity of the frost and the subsequent

thaw, but is usually about three days. To meet this situation, the French road service has authority to restrict, or, if necessary, suspend traffic over roads which have been affected by the frost.

4. To provide for these contingencies in American areas the following will govern: In training areas, the commanding generals of the armies and in S. O. S. areas the commanding general of the appropriate section, S. O. S., through their chief engineer officers, are responsible that suitable action is taken. Liaison with French authorities will be maintained by the engineers to the end that the commanders of the American units may be kept at all times informed of road conditions and of the measures necessary to protect the roads from destruction.

5. The responsibility of specifying the roads over which traffic is to be restricted, and the duration and character of such restriction rests upon the French authorities. The engineers will, however, maintain close liaison with these authorities, conduct a system of road inspection, report bad road conditions and advise their commanding generals whenever traffic is to be regulated. The necessary control of traffic will be effected through the Military Police, co-operating with the French civil authorities.

6. The sections of highways upon which traffic is to be limited will be indicated by posts marked "Barrieres de Degal," which will be erected by the Zone Major, the Commandant d'Etapes, or the Engineers, when conditions require. In such sections the following rules will be observed:

(a) Circulation will be suspended--

1. For motor trucks.
2. For loaded wagons in convoy.
3. For loaded wagons alone, if they have more than one horse harnessed and only one axle, and more than two horses if they have more than one axle.
4. For carting fertilizer whatever be the vehicle used.

(b) All vehicles not mentioned in (a) will be allowed to circulate at the same rate of speed as a man walking.

7. In the event of serious conditions all circulation may be suspended. The sections of the routes on which this suspension is declared will be indicated by posts marked "CIRCULATION IMTERDITE," which will be erected as above. All unit commanders and area commandants will see that their commands understand the seriousness of this situation and will take all necessary steps to co-operate with the road authorities to carry out these instructions. They will see that supplies and fuel are distributed so as best to meet the specific emergency and when possible, that their units have on hand throughout the winter a 3-day allowance of rations, forage and fuel. They will make arrangements during periods of thaw to draw necessary supplies by light horse transport, eliminating or reducing to a minimum, heavy trucking and motor haulage.

8. Similar action will be taken in devastated areas occupied by or traversed by American units upon their own initiative, if no French authority has as yet been established, and in areas outside of France insofar as it may be necessary for the maintenance of communications for American units.

9. Chains, lugs, or metal anti-skid attachments on motor vehicles or tractors shall not be used except in case of actual necessity or at times when roads are iced or snow covered. They shall under no circumstances be employed on roads merely inconveniently slippery on account of mud.

10. Liaison should be maintained with the following French officials in connection with road work; in areas within the Zone of the Interior, Ingenieur in Chef des Ponts et Chaussees of each Department whose headquarters are at the Prefecture of the

Department; and for work in the Zone of the Armies with Chef du Service des Routes, Direction des Etapes Zone U. S. (D. E. Z. U. S.), No. 28 Ave. de la Banque, Bar-le-Duc.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, Dec. 16, 1918.*

BULLETIN, NO. 102.

1. Section I, Bulletin No. 78, c. s., these headquarters, publishes a War Department letter which states that, in questions of overdeductions made by commanding officers, owing to their misunderstanding of the requirements of the War Risk Insurance Act, the commanding officer shall file a request with the Quartermaster General, through military channels, for permission to refund to the soldier the excess deduction, setting forth in full all of the facts of the case.

2. War Department Circular No. 49, issued November 1, 1918, provides for the adoption of the following method in the handling of overdeductions of War Risk allotments and insurance:

"War Risk Insurance Bulletin No. 109 has reference only to those cases where circumstances require the approval of the Bureau of War Risk Insurance before allotments once deducted may be repaid. When officers or enlisted men are entitled to credit on pay accounts or pay rolls for amounts which have been withheld or collected as allotments through error, and the facts are known to the officer entitled to such credit or to the officer certifying the pay roll of the enlisted men, it is not necessary to secure authority from the War Department or the Bureau of War Risk Insurance for reimbursement.

"In cases where overdeductions for allotments, including insurance premiums, have been made from the pay of officers or enlisted men through wrong amounts being withheld or through double payments, resulting in the allotments being twice withheld, and such deductions have been included in abstracts of allotments forwarded by disbursing officers, the following method will be pursued when adjustments are made:

"All allotment abstracts covering allotments withheld or collected during the period covered by the money account will be totaled. Following the total of allotments so deducted and under the caption, 'Allotments Repaid,' there will be listed on the abstract the names of the officers or enlisted men, with amounts in the proper columns, all allotments with which such officers and men have been credited and repaid in said money account, because of previous erroneous or double deductions. The total of allotments repaid will be deducted from the total of allotments withheld, so as to show the net amount of allotments of each class withheld over the amount repaid. This information is necessary in order that the records of the War Department as to the amounts due the Treasury Department for Liberty Loan allotments and the Bureau of War Risk Insurance for allotments of Classes A, B, and insurance premiums may be kept correctly."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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1. The Officers' Leave Bureau, organized as indicated in Sec. II, Bul. No. 62, c. s., these headquarters, has established in Paris an American Officers' Hotel at the corner of Avenue de l'Opera and Rue de Rivoli (Hotel du Louvre). It will be open for American officers about December 20, 1918.

2. This hotel has been authorized by the Commander in Chief and assented to by the French Government. It is supported by the Red Cross, through whose generosity the project has been made possible.

3. The operating management will be under the supervision of the general manager of the Waldorf-Astoria Hotel and Hotel McAlpin, New York City. The general management will be under the military control and direction of a board of governors, appointed by the Commanding General, District of Paris.

4. The rooms in this hotel are intended exclusively for the use of officers of the A. E. F. on leave in Paris, or passing through. All the rooms have hot and cold running water, and to many of them bath rooms are attached. A large restaurant will be operated at the hotel and will be open to all American officers in Paris, whether resident or on leave.

5. In addition to this hotel there has been placed at the disposal of American officers a large club building at 4 Avenue Gabriel (just off the Place de la Concorde), which will be their leave headquarters in Paris, and where there will be centralized many activities of a social nature.

6. On and after December 20, 1918, busses will meet the principal incoming trains and convey officers, with their hand baggage to the hotel free of charge.

7. Limited banking facilities will be provided.

8. There will be a service of sight-seeing busses, which will start from the hotel according to schedule.

9. The hotel will be provided with an American news and cigar stand, public stenographers, barber shop, bootblack stand, etc.

10. Medical service will be available.

11. A representative of the railroad transportation officer will be constantly on hand at the hotel to look after the officers' baggage and transportation.

12. Connected with the Officers' Leave Bureau is an Information Department prepared to furnish officers with information relating to other hotel accommodations, restaurants, boarding houses (pensions), theatres, places of amusement, transportation facilities and various points of interest in and about Paris. This information is not, however, confined to the city of Paris, but extends to all districts in France where officers are permitted to spend their leaves. For purposes of reference the Information Department will be provided with a full set of maps, plans and guide books of Paris and the French provinces.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 104. *France, Dec. 19, 1918.*

Reports of inspectors regarding the condition of animals in the A. E. F. indicate serious neglect or lack of knowledge of the care of animals on the part of responsible officers; therefore, in order that present conditions may be improved, the following instructions are published for the information and guidance of all concerned:

(a) All animals will be fed three times a day, watered twice a day and groomed twice a day. Animals of veterinary hospitals will receive such additional feed, water and grooming as may be necessary.

(b) An enlisted man will be detailed as an assistant to the teamster for each four-line team, and when necessary an additional man will be detailed for each two-line team. Officers in charge of transportation will see that all animals are properly fed, watered and groomed before starting work in the morning and after work in the evening. They will also see that harness is properly cleaned after each day's work and that the wagon and equipment are kept in proper condition.

(c) Many animals are in poor condition or sick through overwork and lack of care. Organization commanders will see that such animals are given special care and attention, with only light work or exercise.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 105. *France, Dec. 20, 1918.*

Bulletin No. 52, c. s., these headquarters, is rescinded and the following substituted therefor:

1. The following regulations are prescribed with regard to claims for private property of officers, enlisted man and members of the Army Nurse Corps, which has been or which may hereafter be lost, damaged or destroyed in the military service:

2. All applications for replacement in kind, commutation or reimbursement must be submitted in conformity with the provisions of, and subject to, the limitations prescribed in Chapter VI, Act of Congress approved July 9, 1918, which is quoted for the information and guidance of all concerned:

"That the Act entitled 'An Act to provide for the settlement of the claims of officers and enlisted men of the Army, for loss of private property destroyed in the military service of the United States,' approved March third, eighteen hundred and eighty-five (Chapter three hundred and thirty-five, Twenty-third Statutes, page three hundred and fifty), be, and the same is hereby, amended to read as follows:

'Sec. 1. The private property belonging to officers, enlisted men and members of the Nurse Corps (female) of the Army, including all prescribed articles of equipment and clothing which they are required by law or regulations to own and use in the performance of their duties, and horses and equipment required by law or regulations to be provided by mounted officers, which since the fifth day of April, nineteen hundred and seventeen, has been or shall hereafter be lost, damaged or destroyed in the military service shall be replaced, or the damage thereto or its value recouped to the

owner as hereinafter provided, when such loss, damage or destruction has occurred or shall hereafter occur in any of the following circumstances:

'First. When such loss or destruction was without fault or negligence on the part of the owner.

'Second. When such private property so lost or destroyed was shipped on board an unseaworthy vessel by order of an officer authorized to give such order or direct such shipment.

'Third. When it appears that such private property was so lost or destroyed in consequence of its owner having given his attention to the saving of property belonging to the United States which was in danger at the same time and in similar circumstances.

'Fourth. When during travel under orders the regulation allowance of baggage transferred by a common carrier is lost or damaged; but replacement or recoupment in these circumstances should be limited to the extent of such loss or damage over and above the amount recoverable from said carrier.

'Fifth. When such private property is destroyed or captured by the enemy, or is destroyed to prevent its falling into the hands of the enemy, or is abandoned on account of lack of transportation or by reason of military emergency requiring its abandonment, or is otherwise lost in the field during campaign.

'Sec. 2. That, except as to such property as by law or regulations is required to be possessed and used by officers, enlisted men, and members of the Nurse Corps (female), respectively, the liability of the Government under this chapter shall be limited to damage to or loss of such articles of personal property as the Secretary of War shall decide or declare to be reasonable, useful, necessary, and proper for officers, enlisted men or members of the Nurse Corps (female), respectively, as the case may be, while in quarters, engaged in the public service, in the line of duty.

'Sec. 3. That the proper accounting officers of the Treasury be, and they are hereby, authorized and directed to examine into, ascertain and determine the value of the property lost, destroyed, captured, or abandoned as specified in the foregoing sections, or the amount of the damage thereto, as the case may be; and the amount of such value or damage so ascertained and determined shall be paid out of any money in the Treasury not otherwise appropriated; Provided, that in time of war, or of operations during public disaster such property lost, destroyed, captured, or abandoned, or so damaged as to be unfit for service shall be replaced in kind from Government property on hand, or adequate commutation given therefor when replacement in kind can not be made, or can not be made within a reasonable time, by the supply officer or quartermaster of the organization to which the person entitled thereto belongs or with which he is serving upon the order of the commanding officer thereof.

'Sec. 4. That the tender of replacement or of commutation, or the determination made by the proper accounting officers of the Treasury upon a claim presented as provided for in the foregoing section, shall constitute a final determination of any claim cognizable under this chapter, and such claim shall not thereafter be reopened or considered.

'Sec. 5. That no claim arising under this chapter shall be considered unless made within two years from the time that it accrued; except that when a claim accrues in time of war, or when war intervenes within two years after its accrual, such claim may be presented within two years after peace is established.'"

3. All claims shall be investigated by a board of three disinterested officers, appointed by the Commander in Chief of the American Expeditionary Forces. The claimant will submit a list of the articles, quantity of each, with original price paid, approximate date of purchase, the length of time the articles had been used, and condition and value at time of loss, or amount of damage, together with certificate by the claimant (or affidavit when claim is by others than officers) as to the facts of the

loss or damage. The board shall obtain the testimony of at least one other reliable person as to the facts of the loss or damage, and file all evidence and information with its report. The amounts allowed should not exceed the following percentage basis of original cost: New articles and those used slightly and not depreciated by ordinary wear and tear, 100 per cent.; articles of outer uniform clothing, only slightly depreciated by wear and tear used not over three months, 90 per cent.; where good and serviceable and not used over one year, 75 per cent.; or two years, 50 per cent.; or three years, 33 1/3 per cent.; articles of underwear, socks, shoes, etc., and miscellaneous articles, which have been used on basis of condition and serviceability at time of loss, but not exceeding 85 per cent. in any case. No allowance will be made for wornout articles or those that can not be classed as good and serviceable. In case of loss of expensive articles or those purchased at unusually high prices, allowance will be based upon fair and reasonable prices for articles suitable for necessary purposes, but where the prices of suitable articles have changed greatly since the purchase of the same a pro rata increase or decrease may be applied in fixing the allowances, the facts in such event to be fully set forth. Where a claim includes items of furniture, household effects, or miscellaneous articles other than those required by law or regulations to be possessed and used by such claimant, allowance will be limited to such as are needed and are appropriate, in moderate numbers or quantities and of reasonable prices, and no allowance will be made for civilian outer clothing, for luxuries, for souvenirs and all other items that can not properly be regarded as useful, reasonable and necessary in the service; for articles of approved classes to the extent the same may be in excess of reasonable needs; nor for articles not personal to the use of such claimant officer, enlisted man, or member of the Army Nurse Corps, as the case may be. Claims for money lost will not be considered except the loss resultant from casualty or military exigency, and the claimant will be required to make strict proof of the facts of the loss and whether a high degree of diligence had been exercised for the safekeeping of those funds; any reimbursement to be in a very limited amount, depending upon the circumstances in each case.

4. The report will, subject to right of appeal as indicated below, be acted upon finally by the Commander in Chief as the commanding officer of the organization to which the claimant belongs or with which he is serving; and upon approval the articles lost, damaged, or destroyed will be replaced in kind from stock an hand, or communtation therefor will be paid if replacement in kind can not be made within a reasonable time, by the supply officer or quartermaster of the organization according to the approved report. Any such commutation will be paid from funds appropriated under the title "Incidental Expenses, Quartermaster Corps," upon the certificate of the supply officer or quartermaster that replacement from stock on hand can not be made. All authorizations for replacements or payments of this kind will be reported at the time of approving the same to the Chief Quartermaster upon Q. M. C. Form 150. In cases pertaining to enlisted men and members of the Army Nurse Corps, entry will be made upon the service record of the claimant as to the action taken on the claim, giving a list of articles replaced and the articles and amounts allowed in commutation; and in cases pertaining to officers similar data will be reported to The Adjutant General of the Army for file with the personal papers of the officer concerned. A claimant who is not satisfied with the award so tendered may decline the same and appeal to the Secretary of War, through military channels, for revision, providing the application therefor be submitted by the claimant within one month after receiving notice of the award. In event of appeal the full record will be forwarded for examination.

5. The act cited in Paragraph 2 has application only to losses and damages arising on or after April 6, 1917, and no claim for losses before that date will be considered under these regulations. It is provided in said law that claims arising thereunder must be submitted within two years from the time they accrue, "except that when a

claim accrues in time of war, or when war intervenes within two years after its accrual, such claim may be presented within two years after peace is established." When claimants act with promptness better opportunity obtains for collecting and submitting required information, and earlier settlements can be secured.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, Dec. 21, 1918.*

BULLETIN, NO. 106.

I. From the manner in which War Diaries are being received it is apparent that neither Par. 35, Field Service Regulations, nor instructions issued from these headquarters, are being closely followed in their preparation or transmission. It is very necessary for each unit to follow strictly the regulations covering the preparation and the following instructions on the forwarding of War Diaries:

All units within the division will, within five days after the close of each month forward their complete monthly War Diaries to divisional headquarters. Divisional units will not forward diaries direct to these headquarters nor will leaves be torn from the monthly books.

Division headquarters will make up a complete monthly packet, well protected against dampness and accident, of the War Diaries of all its units and forward it promptly to corps headquarters.

Army corps will transmit the diaries, both of its corps troops and of its divisions, in complete monthly bundles, to G. H. Q., the divisional bundles being forwarded intact.

No form except the one prescribed shall be used. Monthly divisional quota of War Diary books may be obtained on requisition to A. G. O., G. H. Q.

II. Paragraph 6, Sec. I, Bulletin No. 19, c. s., these headquarters, is revoked and the following substituted therefor:

Rates of reimbursement are announced as follows, being effective as from October 1, 1918, on all outstanding obligations:

(a) Rate allowed to civilians for care of an animal, including food and maintenance, francs 5 per day.

(b) Rate for food and care of an animal left with an organization of the French Army, francs 5 per day.

(c) Rate for food, care and treatment of an animal in a veterinary unit of the French Army (medical included), francs 8.50 per day.

These rates, fixed by the French Minister of War, are subject go change by reason of increase in the cost of forage.

III. Reports have been received of a serious epidemic of rabies in England caused by dogs having been taken from France in aeroplanes and in officers' and men's kits. In this connection, the attention of all concerned is called to the British law requiring the quarantine of all dogs entering the United Kingdom. The provisions of this law will be strictly complied with.

IV. 1. Visiting officers and other parties of visitors in entering and leaving the territory of the 3rd Army will enter through Bar-le-Duc or Toul and will be restricted to the following routes:

(a) To Treves and Coblenz, via Bar-le-Duc and Luxembourg:

| | | |
|---|---|---|
| Bar-le-Duc, | Longuyon, | TREVES, |
| Souilly, | Longwy | Wittlich, |
| Verdun, | LUXEMBOURG, | Cochem, |
| Etain, | Grevenmacher, | Treis, |
| Spincourt, | Wasserbillig, | COBLENZ. |

(b) To Treves and Coblenz, via Toul, Metz and Thionville:

TOUL,
Pont-a-Mousson,
METZ,
via east or west bank of Moselle,
Thionville,
via east or west bank of Moselle,
Treves,
via LUXEMBOURG,
via west bank of Moselle,
via Sierck and Saarburg,
Wittlich,
Cochem,
Treis,
COBLENZ

The Military Police Corps will allow no visitors on any other roads within the Zone of the 3rd Army.

2. All military police posted on country roads and at entrances of cities and towns will require all members of the A. E. F. to show satisfactory written authority for their presence.

The military police stationed in towns and cities will daily at uncertain hours make rounds of the streets, cafes, restaurants and places of amusement and require all members of the A. E. F. to show their passes or other authority for being present. Whenever practicable officers' patrols will examine officers. General officers and members of their staffs accompanying them are excepted from the requirements of this paragraph.

3. Members of the A. E. F. will at all times and places be most punctilious in matters of dress, deportment and military courtesy. Any officer or enlisted man whose conduct or appearance in public places is not up to the well-known standard prescribed in existing orders will be brought before the nearest A. P. M. or P. M. and appropriate action taken.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, Dec. 24, 1918.*

BULLETIN, NO. 107.

1. With the cessation of active hostilities, the responsibilities of the chaplains and their opportunities for increased contact with and influence over soldiers become increasingly important. New agencies have sprung into force to meet new requirements involving increasing activities upon the part of the chaplains.

2. The chaplains are necessarily dependent upon pooled transportation, and military necessities have, during active operations, frequently made in impracticable to allot to them the transportation which their duties required. Commanding officers are now directed to give special attention to all reasonable requirements of the chaplains for transportation, and will see that they are allotted an amount of transportation commensurate with the importance and varied nature of their duties.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 108. *France, Dec. 28, 1918.*

1. In order to provide meals and lodging at reasonable prices for Allied officers passing through the large cities of France, exclusive of Paris, the following arrangements have been made by the French authorities:

A. LODGING.

(a) Reservations. A sufficient number of rooms to accommodate transient officers will be set aside by the hotels for this purpose and reserved daily until a fixed hour in the evening. For the night only, a limited number of rooms will be reserved in hotels near the stations. Information bureaus will be established in or near the railway stations where officers arriving in the city should apply for hotel accommodations. officers arriving in the city should apply for hotel accommodations.

(b) Prices. Rooms reserved as indicated above will be divided into classes according to the accommodations furnished and a maximum price fixed for each class. A maximum price for breakfast will also be set.

B. MEALS.

In certain regions officers' messes and restaurants have been organized which are open to all transient officers of the Allied armies. In addition, provision is being made for the fixing of maximum prices for meals in public hotels and restaurants. Information on this subject will be available at the information bureaus mentioned above.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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NOTE.--Bulletin No. 108 is the last of the series of 1918.

GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 1. *France, January 7, 1919.*

MILITARY RATES EXTENDED.

So much of Par. 1, Bul. No. 95, series 1918, these headquarters, as specifies certain classes of persons entitled to the military rate of transportation on railroads as provided in Par. 15, G. O. No. 6, H. A. E. F., 1918, is amended to include the militarized members of the Y. M. C. A., American Red Cross, Knights of Columbus and Salvation Army.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 2. *France, January 15, 1919.*

REPATRIATED PRISONERS OF WAR.

I. 1. All commanding officers and chiefs of services will immediately cause to be interrogated all repatriated prisoners of war in their respective commands and ascertain whether any of them claim to have suffered a property loss or to have been subjected to treatment not in accordance with International Law while held as prisoners of war by enemy governments.

2. All repatriated prisoners of war having such claims will be required to make an affidavit in the following form:

AFFIDAVIT.

American Expeditionary Forces
_____ } ss.
France.

_____, of lawful age, being first duly sworn, upon his oath deposes and states that at all times herein mentioned he was a member of the American Expeditionary Forces, that he is a _____ _____in_____, and that his home address is_____, that he has lately been a prisoner of war in the hands of the Germans at _____ _____, having been taken prisoner at or near _____ on the _____ day of_____1918. And affiant further states of his own knowledge as follows: _____
_____
_____
_____
_____
_____

And further affiant sayeth not.

_____

_____

_____

_____

Subscribed and sworn to before me, an Officer of the United States Army, duly authorized to administer oaths by the 114th Article of War, this _____ day of _____A. D. 1919.

_____

_____

3. All such affidavits will be forwarded promptly to these headquarters for transmission to the War Department.

OFFICERS' TENNIS TOURNAMENT TO BE HELD AT NICE.

II. 1. A Tennis Tournament, singles and doubles, open to officers of the A. E. F., will be held at Nice, France, beginning 19th of February, 1919. Entries will be limited to:

Four officers from each Division.
Two officers from each Corps, Headquarters or Corps Troops.
Two officers from each Army Headquarters or Army Troops.
Four officers from each Base Section, S. O. S.
Four officers from Intermediate Section, S. O. S.
Four officers from Advance Section, S. O. S.
Four officers from Paris District, S. O. S,

Officers belonging to units not included above may apply direct to these headquarters, through immediate commanding officers, for permission to attend.

2. Commanders of units mentioned above are authorized to grant permission, within the limit of number indicated above, to officers desiring to attend this tournament.

3. Officers wishing to enter will be allowed to leave their posts in time to reach Nice by the 16th February, 1919.

4. Leaves granted for this purpose will be in addition to any leaves granted under provisions of G. O. No. 6, series 1918, these headquarters.

5. Names of all entrants will be submitted to Colonel Wait C. Johnson, General Staff, at these headquarters, by the 12th February, 1919, and officers participating will report to Colonel Johnson on arrival in Nice. Exact place for reporting will be communicated later.

REMAINING OVERNIGHT IN COBLENZ.
BULLETIN NO. 106, 1918--AMENDED.

III. All members of the American Expeditionary Forces not on duty status, who desire to remain over night in the city of Coblenz, will first ascertain whether or not billets are available to quarter them. Bulletin 106, series 1918, these headquarters, is amended accordingly.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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1. In connection with G. O. No. 241, series 1918, these headquarters, attention is directed to the possibilities of horse shows both as a source of recreation and entertainment and as a means of stimulating interest in the proper care and treatment of animals and their equipment.

2. As a general guide for such events the programs of two horse shows, one given by the 82nd Division, December 14, 1918, and the other to be given by the same division, February 1, 1919, are reproduced as an appendix to this bulletin. The Commander in Chief desires that, as far as practicable, similar shows be held in all divisions, to be followed in turn by corps and army shows. The conditions under which troops are serving from time to time will determine the extent to which this program can be carried out.

3. Ordinarily an elimination show should be held in each regiment or separate organization for the purpose of selecting the entries to the division show. Where distance requires, elimination contests may be held in brigades also, and only the winners of these contests allowed to enter the division show. Winners of first, second and possibly third places in division shows will be entered in corps shows. If distances are not too great and transportation facilities permit, corps shows will be followed by army shows and the latter by an A. E. F. show, under regulations from these headquarters.

4. Shows corresponding to division shows may be held by corps troops and the winners entered in corps shows, and in like manner, shows corresponding to corps shows may be held by army troops and the winners entered in army shows.

5. In case an artillery brigade or other unit is separated from its division so that it is unable to participate in its division show, it will hold a separate show and the winners will be eligible to enter the nearest corps show. Ribbons awarded to such a unit will be in addition to those awarded to the corps organizations.

6. It is impracticable to establish rules to govern all cases, but the following general regulations will be used as a guide:

(a) Classes should be arranged so that all kinds of animals and transportation will be exhibited, with the exception of rolling kitchens.

(b) Each organization, mounted or equipped with horse-drawn vehicles, should enter one or more teams of each class included in its equipment.

(c) In judging, the judges must take care not to be unduly influenced by type and awards should be based mainly on the condition of the animals, vehicles and equipment, and on the condition and fit of the harness.

(d) In judging the condition of animals, grooming, shoeing and general appearance should be especially considered.

(e) Consideration should be given to the manner in which teams are handled and the degree of skill of the men handling them.

(f) In riding classes, the condition of the animals will count at least 50 per cent.

7. Ribbons will be awarded to the winners of first, second and third places in division, corps and army shows, and may be worn at all times. In addition all such winners will be permitted to take leaves of the following duration: First place, 7 days; second place, 5 days; third place, 3 days. These leaves may be of any of the classes provided by G. O. No. 14, c. s., provided that the limitations of time applicable to each class will not be exceeded.

8. A booby class will be included in all division, corps and army shows. This will be open to the worst teams of draft animals, irrespective of type, in each organization competing. Entrants will be selected on the day before the show by officers or boards of officers from other organizations, and the teams, drivers and helpers so

selected will be required to report immediately to the officer in charge of the show at the point where it is to be held. The winner of the booby class will receive no ribbon or leave, and no organization having a winner in that class will be permitted to receive a first prize in any other class. The officer or board of officers selecting from an organization the booby-class entrant, which wins the booby prize, will be given a first-prize leave under Par. 7.

9. Division shows will be held during January and February, corps shows during March, army shows during April, and the A. E. F. show at a time and place to be hereafter announced. All divisions still in France on March 1, 1919, which have not held a show, will report in writing to these headquarters, giving the reasons therefor.

10. Records will be kept of the winners of first, second and third places in all shows and will be considered in selecting representative units to participate in any international triumphal ceremony that may be held upon the conclusion of peace.

11. The commanders of division, corps and armies and of isolated units referred to in Par. 5 are authorized to detail suitable officers to be in charge of horse shows in their respective commands.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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APPENDIX.

CLASSES AND ENTRANTS FOR 82ND DIVISION HORSE SHOW, TO BE HELD AT PRAUTHOY, FRANCE, SATURDAY, DECEMBER 14TH, 1918.

CLASS I--4-Line Teams.

| | ENTRANTS. |
|---|---|
| Escort Wagons | 307th Engineers.<br>307th Engineer Train.<br>325th Infantry.<br>326th Infantry.<br>327th Infantry.<br>328th Infantry. |

CLASS II--4-Line Teams.

| | ENTRANTS. |
|---|---|
| Fourgons | 82nd Military Police Co.<br>307th Field Signal Battalion.<br>307th Engineers.<br>307th Engineer Train.<br>325th Infantry.<br>326th Infantry.<br>327th Infantry. |

CLASS III--2-Line Teams.

| | ENTRANTS. |
|---|---|
| G. S. Wagons | 82nd Military Police Co.<br>307th Sanitary Train.<br>307th Engineers.<br>325th Infantry.<br>Headquarters Troop. |

ENTRANTS.

G. S. Wagons (Cont.)
- 326th Infantry.
- 327th Infantry.
- 328th Infantry.
- 320th Machine Gun Battalion.
- 321st Machine Gun Battalion.
- 163rd Infantry Brigade.
- 164th Infantry Brigade.

CLASS IV--2-Line Teams.

ENTRANTS.

Carts, Water
- 82nd Military Police Co.
- 307th Sanitary Train.
- 307th Engineers.
- 307th Engineer Train.
- 307th Field Signal Battalion.
- 325th Infantry.
- 326th Infantry.
- 327th Infantry.
- 328th Infantry.
- 320th Machine Gun Battalion.
- 321st Machine Gun Battalion.
- Headquarters Troop.

MACHINE GUNS AND 37 MM.

Condition and care of.
Spare parts.
Nomenclature.
Rapidity with which gun may be brought into action.
Firing data.
Transportation of same without animal.

PERSONNEL.

Appearance and dress of driver.
Ability to handle and drive his team.
Treatment and care of animals (feeding, grooming, etc.).

EXTRA MAN ON BOX.

Appearance and dress.
Knowledge of his duties as such.
Able to handle team if driver is injured (etc.).

GUN CREWS.

Appearance and dress.
Nomenclature of piece.
Handling of gun, both on the offensive and defensive.
Selection of gun positions (offensive and defensive).
Time to go into firing position.
Time to assemble and ready to advance or retire.

SADDLE CLASSES.
ANIMALS.

Conditions of horse and equipment.
Gaits, walk, trot, canter.
Manners, mount, dismount, backing and turning.

UNIFORM.

Helmets, overcoats, rifle and belt (rifle in boot), putties, woolen; gloves, leather issue.

JUDGES.

From G. H. Q. and 5th Corps.

Capt. Edgar B. Dunlap, Cavalry, is detailed as officer in charge of grounds. Capt. Dunlap will appoint an officer as clerk of the course, and the necessary enlisted assistants.

NOTE.--Organizations having carts, medical, may enter same in CLASS VIII--SPECIAL. This is not compulsory.

Organizations will proceed to Prauthoy the day before the Horse Show, reporting upon arrival to Lieut. Hugh Comer, in charge of casuals, for billeting and stabling of animals.

F. W. KOBBE,
Colonel, U. S. A.,
Officer in Charge.

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HEADQUARTERS 82ND DIVISION, A. E. F.,
*January 5, 1919.*

LIST OF EVENTS, 82ND DIV., HORSE SHOW, FEBRUARY 1ST, TO SELECT ENTRIES FOR CORPS SHOW.

| | | |
|---|---|---|
| 1. | 2-line Water Carts | 9:00 |
| 2. | 4-line Escort Wagon (mules) | 9:20 |
| 3. | 2-line Ration Carts (horses) | 9:20 |
| 4. | 4-line Escort Wagon (horses) | 10:00 |
| 5. | 1 M. G. Squad (mules) | 10:20 |
| 6. | 4-line Fourgon (mules) | 10:40 |
| 7. | Horses Saddle En. men | 11:00 |
| 8. | 37 m. m. Squad (mules) | 11:20 |
| 9. | Horses, Saddle, Officers | 11:40 |
| 10. | 4-line Fourgon (horses) | 12:00 |
| 11. | Field Signal Wire Cart, 2-line | 1:00 |
| 12. | 4-line Ambulance (either horses or mules) | 1:20 |
| 13. | 1-line Medical Cart | 1:40 |
| 14. | 75 gun and limber | 2:00 |
| 15. | Jumpers, Officers | 2:20 |
| 16. | Jumpers, Men | 2:40 |

## DESCRIPTION OF EVENTS.

### Jumping Classes.

4 Jumps 30 inches high.
1 in and out 24 inches high. 18 feet between jumps.
Jumps will be 12 feet long without wings.
2 bar jumps and 2 brush jumps.
Each contestant will circle ring twice and take in and out once.

### Riding Classes.

At least once around track at each walk, trot and gallop.
Individual figure 8 around posts at gallop.

### Draft Classes.

Draft classes will enter the track, circle same and form line in front of judges, facing stand.

### F. S. Wire Reel Carts.

Driving between posts in form of a cross, height of posts above hubs, space between posts allow 4 inches each side of hubs.

### 37 m. m. Gun Squad.

Section is formed according to Drill Reg. on prescribed mark. Gun goes into action, dismounted 50 yards in advance--fire one blank cartridge.

Gunner signals for ammunition, which is brought forward by carrier. Fire second blank cartridge.

Reassemble gun and return by hand to starting point.

Section commander throws up hand when gun is mounted and section reformed. All movements cease.

Violations of rules will render squads liable to disqualification.

### Machine Gun Squad.

Starting from indicated starting point, gun or cart--squad in column in front.

At signal move forward 30 yards, go into action--action front--fire one round blank.

Move forward 40 yards by hand, fire one shot (using cartridge placed on ground at that point) gunner then signals for ammunition--ammunition carrier brings up box containing one round blank which will be loaded and fired.

Section commanders then assemble gun squads on gun--squads form as before.

When completed and all in position, section commander throws up his right hand--after which squad stands fast.

Violations of rules laid down render squads liable to disqualification.

### 75 m. m. Gun.

Entries each 1 section.

Horses harnessed to be tied to ground picket line 15 yards in rear of rear element of piece.

On signal teams will be hitched. Drivers and camconeers mount and section will

drive to line about 75 yards, execute "action front." Fire one blank cartridge, limber and return to exact starting point (which will be marked).

METHOD OF JUDGING.

Draft Classes:
- Vehicles--
  - Condition and serviceability.
  - Painting and symbol.
  - Spare parts.
  - Personnel and equipment.
- Harness--
  - Condition and preservation.
  - Properly adjusted, etc.
  - Bitting.
  - All equipment (spare parts or certificate).
    - Total weight 40 points.
- Animals--
  - Appearance--grooming--soundness.
  - Suitable for work required.
  - Shoeing.
  - Performance.
    - Total weight 60 points.

Saddle Classes:
- Riding horses--
  - Horse--quality--manners--appearance 60.
  - Rider--seat--style--control 40.
- Jumping horses--
  - Horse 60.
  - Rider--seat--style--control 40.

Machine Gun, 37 mm., and Wire Carts:
- Condition and care of and harness.
- Spare parts.
- Painting and symbol.
- Personnel and equipment--total weight 30.
- Animals--appearance--grooming--soundness.
- Suitability for work required.
- Shoeing--total weight 30.
- Performance as prescribed--total weight 40.
- (75 m.m.) Artillery--
  - Animals 40.
  - Material 40.
  - Speed and execution 20.
- Wire carts--
  - Animals 40.
  - Material 40.
  - Speed and execution 20.

RECOMMENDATIONS.

1. That each officer of the Fifth Corps and Divisions attached thereto be assessed the sum of five (5) francs with which to defray the expenses of the Horse Show.

2. That one hangar be erected for each division for use in preparing contestants for the exhibition and also that one hangar be erected for the corps as a headquarters.

3. That each division supply a consolidated band of 75 pieces.

4. A suitable prize will be awarded to the band adjudged to be the best.

5. That each division be charged with the decoration of its own headquarters hangar. That all its available regimental flags and standards be brought for that purpose.

6. That accommodations be provided in Nogent for about 350 men. It has been determined that the accommodations for this number of men can be secured.

7. That an invitation be extended to 1st Army Headquarters to participate.

8. That there be three judges to each event and that the points be divided so that the total of same will be 100. The decision of each judge will be handed to a Statistical Officer, who will compute the various decisions and determine which competitor has the greatest number of points. A supreme judge will be selected to decide all ties.

9. That all contestants arrange to arrive in Nogent two days before the day of the Horse Show.

10. That the full equipment be carried by all contestants, and that steel helmets be worn, except in the saddle classes.

11. That on either side of the field by the stand a hospital ward tent be erected and a buffet luncheon served officers and men.

12. That each contestant for each event be given a number which number will correspond to a number opposite his name on the programme and this number will be used by the judges in reporting their decisions.

13. That the track be suitably set off and marked by pennants carrying the various corps and division insignia of the 1st Army.

14. That no horse be permitted in both officers' and enlisted men's classes and that enlisted men be not permitted to show horses owned by or assigned to officers.

15. That the Aviation Section, 5th Army Corps, be requested to make such entry as conditions permit.

16. Each division will provide at least one commissioned officer and a suitable detail to care for their hangar and material.

17. G-1, each division, will arrange for the transportation of their personnel.

18. Entries will be submitted to the Statistical Officer by messenger, addressed:

Statistical Officer (Horse Show),
5th Army Corps,
A. P. O. 769.

19. Entries to arrive by (date).

NOTE--In case time permits, the program may be elaborated by the inclusion of such military events as the following:

Signal Platoon Cross-Country Race. A regimental signal platoon with all necessary means of communication starts from a given point and proceeds about three miles across country to a P. C. indicated on the map. On arrival at the P. C. they open station, a message is sent from the starting point to the P. C. and delivered to the judge at the P. C., an answer is delivered by the judge to the operator at the P. C. and sent to the starting point. The other competing platoons follow in turn. Several means of communication may be used, such as radio, T. P. S., projectors, flags, etc. In judging, value should be given to both speed and accuracy.

Pioneer Platoon Race. The competing platoons are furnished with uniform, limited equipment and material, and are allowed a given time to construct the best possible shelter. The design and manner of doing the work is left to their own ingenuity. judging is based on the sufficiency of the shelter provided.

SEMI-MONTHLY REPORT OF ANIMALS.

1. In order to obtain a proper classification of horses and mules in the A. E. F. with a view to their final disposition, all organizations having animals on hand will mail on the 1st and 15th of each month, beginning with February 15, a report of animals on hand classified as follows:

(A) Under 12 years and serviceably sound.

1. Cavalry.
2. Light Arty., up to 1250 lbs.
3. Heavy Arty., 1250-1400 lbs.
4. Heavy Arty., 1400-1700 lbs.
5. Mules, wheel.
6. Mules, lead.
7. Mules, pack and riding.

(B) Over 12 years or unserviceable.

1. Cavalry.
2. Light Arty., up to 1250 lbs.
3. Heavy Arty., 1250-1400 lbs.
4. Heavy Arty., 1400-1700 lbs.
5. Mules, wheel.
6. Mules, lead.
7. Mules, pack and riding.

These reports will be rendered to the Chief Quartermaster, A. E. F., Remount Division, A. P. O. 717, in the following manner:

(a) Organizations in the S. O. S. or unassigned to divisions, corps or armies will report direct to the Chief Quartermaster, Remount Division.

(b) Divisional organizations will report to the Remount Officer or Quartermaster of their division, who will consolidate all reports from his division into one report which he will forward to Corps Remount Officer. Corps Remount Officer will make a separate report for Corps troops which he will attach to the Divisional Reports and forward to the Army Remount Officer. The Army Remount Officer will make a separate report for Army troops of his Army and attach same to the reports from Corps and Division Remount Officers or Quartermasters and forward same to the Chief Quartermaster, A. E. F., Remount Division, A. P. O. 717.

2. The above report is in addition to the weekly telegraphic report of animal strength which should be submitted by wire each Wednesday noon through similar channels to the Chief Quartermaster, A. E. F., Remount Division, and must give the following information:

(a) Number of animals on hand in organization, by classes, as follows: Cavalry; Light Artillery; Heavy Artillery; Mules, Wheel; Mules, Lead; Mules, Pack.

(b) Number of animals having died in organization during preceding week. (10973-A-836, A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 5. *France, February 8, 1919.*

ISSUE OF LUXURY TAX BOOKS TO FIELD CLERKS AND CIVILIANS.

I. Army field clerks and field clerks Quartermaster Corps, are entitled to the same luxury tax books as are issued to officers under Sec. II, G. O. No. 3, c. s., G. H. Q. A. E. F. Members of the Army Nurse Corps are entitled to the same books as soldiers. Members of militarized welfare organizations and civilians attached to the A. E. F. in any capacity are not entitled to luxury tax books.

SETTLEMENT OF OCTROI TOLLS.

II. 1. All negotiations with the French municipal officials for the settlement of octroi tolls where the American E. F. is liable to these duties having been placed under the control of the Chief Quartermaster, American E. F., notice of all demands by the French municipal officials should be immediately forwarded to that officer.

2. No octroi duties will be paid until authorized by the Chief Quartermaster, American E. F.

3. Attention of disbursing officers is called in this connection to Bul. No. 66, G. H. Q. A. E. F., September 3, 1918.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 6. *France, February 9, 1919.*

TRAINING

Training Bulletins Nos. 1, dated January 9, 1919; No. 2, dated January 25, 1919; No. 3, dated January 27, 1919, are published for the information and guidance of all concerned:

TRAINING BULLETIN NO. 1.

ATHLETICS.

AMERICAN EXPEDITIONARY FORCE CHAMPIONSHIPS.

I. 1. All Team Events shall be conducted in such manner under the supervision of G. H. Q., Army and S. O. S. Athletic Officers, as to determine the best team in the following units for entry into the American Expeditionary Force Championships:

G. H. Q. Troops--One Team.
1st Army--One Team.
2nd Army--One Team.

3rd Army--One Team.
S. O. S.--Two Teams.
District of Paris--One Team.

These teams will not be All-star Teams picked from the entire personnel of the Army or S. O. S., but will be the teams winning the Championship of the different Armies or the S. O. S. in the various team events, as hereinafter indicated for football and basketball.

2. Boxing and Wrestling: The contests shall be so conducted as to determine the winners, at all specified weights, in G. H. Q. Troops, Army Troops, Corps Troops, Divisions, and similar-sized units in the S. O. S.

3. Track and Field Events: The meets shall be so conducted as to determine the winners, in each of the specified events, in G. H. Q. Troops, Army Troops, Corps Troops, Divisions, and similar-sized units in the S. O. S. These individual winners will be eligible for the final American Expeditionary Force Championships, the date and place for which will be announced later.

4. Baseball and Tennis: Information as to these sports will be published later.

II. 1. Football: Owing to the impossibility of securing sufficient football material to equip an average of ten teams per Division, or similar-sized unit, it has been found necessary to make the basis of the American Expeditionary Force Championships in this sport one team from each of the following units:

G. H. Q. Troops.
Army Troops.
Corps Troops.
Divisions.
Base Sections of the S. O. S.
Intermediate Section of the S. O. S.
Paris District of the S. O. S.
Advance Section of the S. O. S.

Under the supervision of the army, corps and S. O. S. athletic officers, elimination schedules will be conducted to determine the champion team for each army and the two best teams in the S. O. S. These elimination contests must be concluded by February 28, 1919, in order that the American Expeditionary Force finals may be played off in March, 1919.

2. Basket Ball: In order to encourage the participation of the greatest number of players, division tournaments, embracing teams from Infantry, Artillery and Engineer regiments, Machine Gun battalions and other similar divisional units, will be held; also similar tournaments among G. H. Q. troops, army troops, corps troops and units in the S. O. S.

Upon completion of each tournament, division and other similar unit basket ball teams will be selected, and corps, army and S. O. S. elimination contests held, as in football. All these contests must be concluded by March 31, 1919, in order that the American Expeditionary Force finals may be played off early in April.

3. Boxing: Contests for the American Expeditionary Force Championships will be staged in the following classes;

Feather Weight--125 lbs. under.
Light Weight--135 lbs. and under.
Welter Weight--145 lbs. and under.
Middle Weight--160 lbs. and under.
Light-Heavy Weight--175 lbs. and under.
Heavy Weight--Over 175 lbs.

All bouts shall consist of three three-minute rounds, one minute intermission, except semi-finals and finals in division corps, army, G. H. Q. and S. O. S. tournaments. These shall consist of five three-minute rounds, with one-minute intermissions.

In all other matters concerning actual conduct of bout, A. A. U. rules will govern.

4. Wrestling: Contests will be staged at each of the six weights indicated for boxing. A. A. U. rules will govern.

5. Tournaments in both boxing and wrestling will be conducted as hereinbefore indicated for football and should be concluded by March 31, 1919. Instructions will be issued later in regard to place and date for the American Expeditionary Force finals in boxing and wrestling.

III. Prizes: These will be arranged for at these headquarters and will be awarded as follows:

Baseball and Basket Ball: Individual prizes to all members of the teams winning first place in all divisional or similar unit contests and to members of the two teams contesting in final American Expeditionary Force Championship.

Football: Individual prizes to members of the teams winning the three army championships and the two teams representing the S. O. S. in the American Expeditionary Force finals and to members of the two teams contesting in final American Expeditionary Force Championships.

Boxing and Wrestling: Individual prizes to winners of first place, in each class, in all divisional or similar unit contests, and to the two contestants competing in the finals for the American Expeditionary Force Championship, in each class.

Track and Field Events: Individual prizes to winners of first place in each event in divisional or similar unit contests, and to the winners of first, second and third places in the final American Expeditionary Force Championship Meet.

All prizes will be emblematic of service in the American Expeditionary Forces.

Tennis: Information on this subject will be published later.

IV. Eligibility: All officers who are bona fide members of the unit which they represent are eligible to participate in all team events, tennis and track and field sports. All men who are bona fide members of the units which they represent are eligible to participate in all events.

## TRAINING BULLETIN NO. 2.

### ATHLETICS.
### ALL-POINT COMPANY CHAMPIONSHIP.

1. In accordance with the provisions of sub-Par. 2, Par. 1, G. O. No. 241, series 1918, these headquarters, the following regulations for the All-Point Company Championship are published for the information and guidance of all concerned.

2. The contest will be a Pentathlon embracing the following events:
   100-yard dash.
   880-yard run.
   Standing broad-jump.
   Putting the shell (12 1/2 lbs.)
   Pull-up.

3. Conduct of event:

This will be carried out under the strictest supervision of the division or similar-sized unit athletic officer, in order that the events may be contested in the most uniform manner possible. By the terms of Pentathlon it should be noted that unless each man competes in all five events his score in single events will not be counted. Two days, consecutive, if weather permits, will be allowed for the completion of the event by any one company.

4. Eligibility:

All enlisted men of unit are eligible to compete.

5. Equipment and uniform:

All events will be run off in the following uniform:

O. D. web belt.
O. D. breeches, woolen.
O. D. shirt.
Poll puttee, leggins.
Regulation shoes, socks and underwear.
Overseas cap (optional).

6. Special regulations for the Pentathlon:

100-Yard Dash--Course for this event will be measured off on a road in the vicinity of camp, care being taken to select a level stretch with no turns. Men may run individually or in competition, as seems most desirable to division athletic officer. Stop watches will be available to division athletic officer through division athletic director and special care must be taken to accurately time each man.

880-Yard Run--Course to be measured off on a road convenient to the camp. Stretch selected should be as level as possible and contain not more than one moderate curve. Other conditions the same as for the 100-yard dash.

Standing Broad-Jump--No weight or artificial aid will be allowed. The scratch line will be a joist eight inches wide, set flush to the ground. Stepping over the scratch so as to mark the ground in an attempt shall be no jump, but shall count as a trial. Each competitor shall be allowed three trials and will be credited with the best of all his jumps. The measurement shall be from the outer edge of the joist to the nearest break of the ground made by any part of his person.

Putting the Shell--It shall be from the shoulder, one hand only, and during the attempt it shall not pass behind or below the shoulder. It shall be put from a circle seven feet in diameter, four feet of the circumference of which shall be a toe-board four inches in height. The circle shall be divided into two halves by a line drawn as indicated in attached diagram. Each competitor shall be allowed three puts and shall be credited with the best of all his puts. The measurement of the put shall be determined by the zone, furthest from the circle, in which the shell first breaks ground.

Foul puts, which shall count as puts, but will not be measured, are:

(1) Letting go of shell in an attempt to put.

(2) Touching the ground outside of circle with any portion of the body while the shell is in the hand.

(3) Touching the ground forward of the front half of the circle with any portion of the body before retiring from the rear half.

The competitor must remain in the circle until the attempt is marked by the officials.

(Note--Owing to the impossibility of securing sufficient number of regulation 12-lb. shot, dummy Stokes Mortar shells, weighing about 12 lbs., have been substituted.)

Pull-Up--The bar shall be placed at such a height from the ground that when hanging from it with arms straight and body extended the competitor's feet shall clear the ground. In scoring the number of times the competitor chins the bar, a completed pull-up will be recorded only when the body is lowered to the full extent of the arms and raised so that the chin appears above the bar. Only one trial shall be allowed each contestant, and only the number of fully completed pull-ups recorded.

7. Scoring:

Attendance and performance will both be taken into consideration in the following manner:

(a) Men actually absent on detached service are not to be counted as present.

(b) Contests will be staged on two consecutive days in order that any men an special duty may compete.

(c) To encourage men to take good care of themselves, keep off sick report and hold themselves fit for the competition, men sick in quarters or hospital will be counted present and competing. Also, men absent without leave will be counted as present and competing. Men in confinement will not be allowed to compete but will be counted as present and competing. The fighting efficiency of a company depends upon its training and the number of physically fit men it takes into the firing line. The same principles apply to these contests.

8. Regulations for scoring all events:

Total points earned, in accordance with attached official scoring tables, by all men competing will be divided by the total number of men present, including sick in quarters, sick in hospital, absent without leave and men in confinement, on the morning report of the company on the morning of the day the event takes place. Quotient will be the average number of points scored by the company. For example:

200 men score a total of 9, 200 points.

Present on morning report, 220 men.

9,200 divided by 200 equals 41.81 points, average number of points scored by the company.

This system fixes the method of determining the winning company in any one of the five events.

To select the company winning the Pentathlon the following method will be employed:

To the company winning a single event will be awarded 500 points.

To the company winning second place will be awarded 475 points.

To the company winning third place will be awarded 450 points.

To the company winning fourth place will be awarded 425 points.

To the company winning fifth place will be awarded 400 points.

To the company winning sixth place will be awarded 390 points.

To the company winning seventh place will be awarded 380 points.

To the company winning eighth place will be awarded 370 points.

To the company winning ninth place will be awarded 360 points.

To the company winning tenth place will be awarded 350 points.

To the company winning eleventh place will be awarded 349 points.

To the company winning twelfth place will be awarded 348 points, and so on.

In case two or more companies are tied with the sane record for any one event all of those companies shall receive the number of points corresponding to the place for which they are tied. Example:

Standing Broad Jump--Company with average record of 41.81 points wins 425 points for fourth place, and ten companies are tied with 41.75 points as next best jump. All of these companies shall receive 400 points for fifth place and the company with the next highest, say, 41.50, shall receive 390 points for sixth place.

To the company winning the greatest total number of points in all five events will be awarded the championship.

In case any two companies are tied with a grand total of points won, the company with the greatest percentage of its personnel participating in all events shall be declared the winner.

The Pentathlon may be run off at any time under proper supervision of division or similar unit athletic officer, but must be completed by May 15, 1919. Owing to large number of company units which will be competing, it is hardly necessary to point out that athletic officers must insure uniform conditions for all and exact a very careful compliance with all provisions and regulations for the contest. The official contest will not be run off except under supervision of division or similar unit athletic officer. Upon completion of the contests in any unit, an official report will be made to these headquarters, giving records of attendance of the unit in each event and the records of performance worked out as hereinbefore described.

SCORING.

1. In order that each competitor may see at once the number of points secured for his unit by his own individual accomplishment in each event, copies of the following scoring table, showing the number of points awarded in each event for each effort shall be posted on all company bulletin boards prior to and during the days of the contest.

2. No fractional points shall be scored.

3. In order to earn the points designated for each effort, the record set forth in the table, opposite the number of points, must be equaled or bettered. Example:

880-Yard Run--

4.55 seconds earns 2 points.

4.56 seconds to 5 minutes earns 1 point.

4. In case the performance of any competitor is better than that for which 100 points is to be scored, additional points shall be awarded at the same rate of increase as that of the last five points. Example:

100 yards in 11 1/5 seconds, earns 105 points.

880 yards in 2.59 earns 102 points.

Standing broad-jump of 9 ft. 3 in. earns 112 points.

37 pull-ups earns 108 points.

SCORING TABLE--COMPANY PENTATHLON.

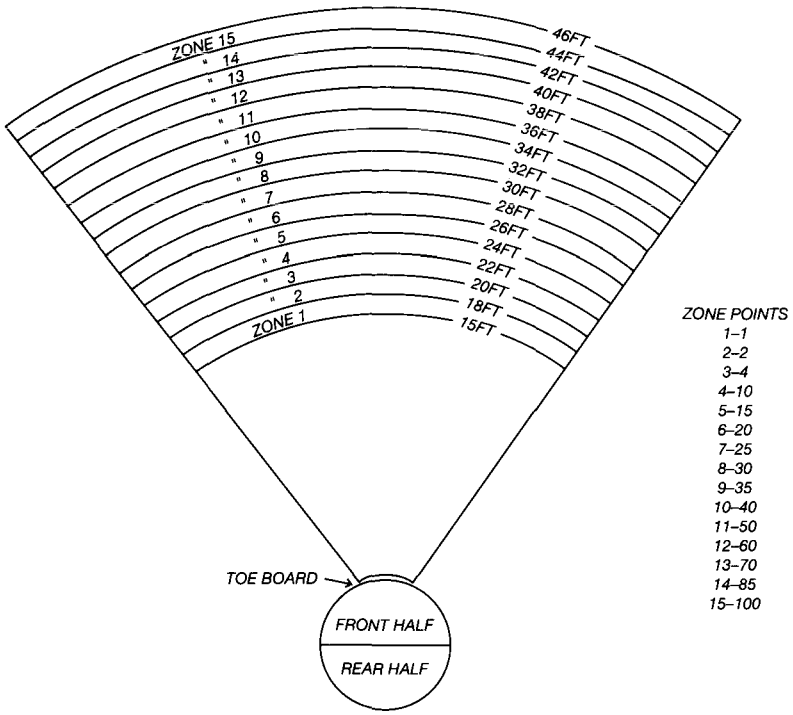
| Points | 100 Yds. Sec. | 880 Yds. Min Sec. | Standing Broad Jump Ft. In. | Pull Ups No. | Points | 100 Yds. Sec. | 880 Yds. Min Sec. | Standing Broad Jump Ft. In. | Pull Ups No. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 20 | 5 | 4 | | 26 | 16 3/5 | 4 4 | 6 1 | 12 |
| 2 | 19 4/5 | 4 55 | 4 1 | 1 | 27 | | 4 3 | 6 2 | |
| 3 | 19 3/5 | 4 50 | 4 2 | | 28 | 16 2/5 | 4 2 | 6 3 | |
| 4 | 19 2/5 | 4 46 | 4 3 | 2 | 29 | | 4 1 | 6 4 | 13 |
| 5 | 19 1/5 | 4 42 | 4 4 | | 30 | 16 1/5 | 4 0 | 6 5 | |
| 6 | 19 | 4 38 | 4 5 | 3 | 31 | | 3 59 | 6 6 | |
| 7 | 18 4/5 | 4 36 | 4 6 | | 32 | 16 | 3 58 | 6 7 | 14 |
| 8 | 18 3/5 | 4 34 | 4 7 | 4 | 33 | | 3 57 | 6 8 | |
| 9 | 18 2/5 | 4 32 | 4 8 | | 34 | 15 4/5 | 3 56 | 6 9 | |
| 10 | 18 1/5 | 4 30 | 4 9 | 5 | 35 | | 3 55 | 6 10 | 15 |
| 11 | | 4 28 | 4 10 | | 36 | 15 3/5 | 3 54 | 6 11 | |
| 12 | 18 | 4 26 | 4 11 | 6 | 37 | | 3 53 | 7 | |
| 13 | | 4 24 | 5 | | 38 | 15 2/5 | 3 52 | 7 1 | 16 |
| 14 | 17 4/5 | 4 22 | 5 1 | 7 | 39 | | 3 51 | 7 2 | |
| 15 | | 4 20 | 5 2 | | 40 | 15 1/5 | 3 50 | 7 3 | |
| 16 | 17 3/5 | 4 18 | 5 3 | 8 | 41 | | 3 49 | | 17 |
| 17 | | 4 16 | 5 4 | | 42 | 15 | 3 48 | 7 4 | |
| 18 | 17 2/5 | 4 14 | 5 5 | 9 | 43 | | 3 47 | | |
| 19 | | 4 12 | 5 6 | | 44 | 14 4/5 | 3 46 | 7 5 | 18 |
| 20 | 17 1/5 | 4 10 | 5 7 | 10 | 45 | | 3 45 | | |
| 21 | | 4 9 | 5 8 | | 46 | 14 3/5 | 3 44 | 7 6 | |
| 22 | 17 | 4 8 | 5 9 | | 47 | | 3 43 | | 19 |
| 23 | | 4 7 | 5 10 | 11 | 48 | 14 2/5 | 3 42 | 7 7 | |
| 24 | 16 4/5 | 4 6 | 5 11 | | 49 | | 3 41 | | |
| 25 | | 4 5 | 6 | | 50 | 14 1/5 | 3 40 | 7 8 | 20 |

SCORING TABLE--COMPANY PENTATHLON. (CONTINUED)

| Points | 100 Yds. Sec. | 880 Yds. Min Sec. | Standing Broad Jump Ft. In. | Pull Ups No. | Points | 100 Yds. Sec | 880 Yds. Sec. | Standing Broad Jump Ft. In. | Pull Ups No. |
|---|---|---|---|---|---|---|---|---|---|
| 51 | | 3 39 | | | 76 | | 3 14 | 8 6 | |
| 52 | | 3 38 | 7 9 | | 77 | 12 2/5 | 3 13 | | 29 |
| 53 | 14 | 3 37 | | 21 | 78 | | 3 12 | | |
| 54 | | 3 36 | 7 10 | | 79 | | 3 11 | | |
| 55 | | 3 35 | | | 80 | 12 1/5 | 3 10 | 8 7 | 30 |
| 56 | 13 4/5 | 3 34 | 7 11 | 22 | 81 | | | | |
| 57 | | 3 33 | | | 82 | | 3 9 | | |
| 58 | | 3 32 | 8 | | 83 | | | | |
| 59 | 13 3/5 | 3 31 | | 23 | 84 | | 3 8 | 8 8 | 31 |
| 60 | | 3 30 | 8 1 | | 85 | 12 | | | |
| 61 | | 3 29 | | | 86 | | 3 7 | | |
| 62 | 13 2/5 | 3 28 | | 24 | 87 | | | | |
| 63 | | 3 27 | 8 2 | | 88 | | 3 6 | 8 9 | 32 |
| 64 | | 3 26 | | | 89 | | | | |
| 65 | 13 1/5 | 3 25 | | 25 | 90 | 11 4/5 | 3 5 | | |
| 66 | | 3 24 | 8 3 | | 91 | | | | |
| 67 | | 3 23 | | | 92 | | 3 4 | 8 10 | 33 |
| 68 | 13 | 3 22 | | 26 | 93 | | | | |
| 69 | | 3 21 | 8 4 | | 94 | | 3 3 | | |
| 70 | | 3 20 | | | 95 | 11 3/5 | | | |
| 71 | 12 4/5 | 3 19 | | 27 | 96 | | 3 2 | 8 11 | 34 |
| 72 | | 3 18 | 8 5 | | 97 | | | | |
| 73 | | 3 17 | | | 98 | | 3 1 | | |
| 74 | 12 3/5 | 3 16 | | 28 | 99 | | | | |
| 75 | | 3 15 | 8 6 | | 100 | 11 2/5 | 3 | 9 | 35 |

ZONE SCORING TABLE FOR SHELL PUT.

In order to obviate the necessity of measuring each individual put, an area will be laid out, by means of white lines, as indicated below. Scoring for different zones will be as shown in marginal chart.




TRAINING BULLETIN NO.

ATHLETICS.

1. Officers and enlisted men qualifying, under provisions of G. O. No. 241, these headquarters, series 1918, for entrance into the American E. F. Championships in any sport mentioned in said order, and whose units are returned to the United States prior to the holding of said games, may, at their own request, remain in France for participation in these games, and will be entered as representing the unit to which they permanently belonged.

2. Officers and enlisted men who, by virtue of winning places in the American E.F. Championships, or who, by reason of their previous performances, are selected as members of the team to represent the United States Army in the Inter-Allied Games, may, in case their units are returned to the United States prior to the conclusion of said games, at their own option, be retained in France for participation in these games.

3. All officers and enlisted men who are selected to remain in France, under provisions of Pars. 1 and 2 of this Bulletin, will be assembled at the Athletic Training Camp now being established near the Colombes Stadium, Paris.

4. Application for permission to remain in France as indicated in Pars. 1 and 2 will be forwarded to these headquarters.

5. All officers and enlisted men who are selected to remain in France, under provisions of this order, for participation in the American E. F. Championships and Inter-Allied Games will be returned to the United States as casuals immediately upon completion of the latter games.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 10, 1919.*

BULLETIN, NO. 7.

TRAINING
RIFLE AND PISTOL COMPETITION FOR THE A. E. F.

1. A rifle and pistol competition and a musketry match for the troops in the American Expeditionary Forces will be held in the D'Auvours Rifle Range, near LeMans, early in May. It is the intention to hold this competition just prior to the American Expeditionary Force Athletic Meet in Paris, so that the competitors can attend this athletic meet.

RIFLE COURSE.

2. This will be the same as the Qualification Course in the Small Arms Field Manual, which is as follows:

SLOW FIRE.

| Range. | Time | Shots. | Target. | Position |
|---|---|---|---|---|
| 300 | No limit. | 10 | A | 5 sitting, 5 kneeling. |
| 500 | No limit. | 10 | B | Prone. |
| 600 | No limit. | 10 (2 S. S.) | B | Prone, S. B. rest. |

RAPID FIRE--TARGET D.

| Range. | Time. | Shots. | Position. |
|---|---|---|---|
| 200 | 1 Minute. | 10 | Kneeling or sitting, from standing. |
| 300 | 1 Minute 10 seconds. | 10 | Prone from standing. |
| 500 | 1 Minute 20 seconds. | 10 | Prone. |

Rifle. Either U. S. Rifle, cal. .30, Model 1903, or U. S. Rifle, cal. .30, Model 1917, may be used.

Organizations or individuals not equipped with the model of rifle desired will arrange, if possible, through the division ordnance officer to obtain the model desired for the competition and for the match.

Sights. Either Battle or Leaf sights may be used in both slow and rapid fire.

Rules governing competitions as laid down in the Small Arms Firing Manual will apply on all points not specified herein.

3. PISTOL AND REVOLVER COMPETITION.

Course.

SLOW FIRE--TARGET L.

| Range. | Time. | Shots. |
|---|---|---|
| 25 Yards. | No limit. | 10 |
| 50 Yards. | No limit. | 10 |
| 75 Yards. | No limit. | 10 |

RAPID FIRE--TARGET L.

| Range. | Time. | Shots. |
|---|---|---|
| 15 Yards. | 10 Seconds. | 10 (2 scores of 5 each.) |
| 25 Yards. | 10 Seconds. | 10 (2 scores of 5 each.) |
| 50 Yards. | 10 Seconds. | 10 (2 scores of 5 each.) |

Arms. Either the automatic pistol, calibre .45, or the revolver, chambered to take .45 calibre automatic ammunition, may be used, but in either case the pistol or revolver must be of the model issued to the service. The trigger pull not to be less than four pounds.

Rules governing competitions as laid down in the Small Arms Firing Manual will apply on all points not specified herein.

4. MUSKETRY COMPETITION.

Following the individual competitions a match between platoons will be held.

No details of this firing will previously be made known to platoon leaders, except that it will be in the form of an attack problem, in which a platoon advancing within an assigned sector, dependent entirely upon its own fire, is confronted with local situations as would be met with under actual conditions.

The formations adopted, the estimate of the tactical situation, as shown by the dispositions, the application of fire power, the orders, conduct and control of the platoon, all will form a basis for the determination of the relative standing.

The platoon will carry the same arms and equipment as in battle (new I. D. R.) except that packs will not be worn.

5. WHO WILL COMPETE.

(a) Rifle.

One soldier from each infantry company, each engineer company and each troop of cavalry.

Other units armed with the rifle may send one man for each two hundred men armed with the rifle in the organization.

Two officers from each regiment of infantry and cavalry; one officer from each engineer regiment.

One officer may be sent from each division, corps and army headquarters, and one from each other unit armed with the rifle, proportioned to one officer for each fifty officers in the organization.

(b) Pistol and Revolver.

Four soldiers from each infantry and artillery regiment, and two from each engineer regiment. One soldier from each troop of cavalry.

Other organizations armed with pistol or revolver may send competitors in proportion to one man for each one hundred men so armed.

Two officers from each regiment of infantry, cavalry, engineers or artillery.

Other organizations may send officers in proportion to one competitor for each fifty officers in the organization. One competitor may also be sent from each division, corps and army headquarters.

(c) Musketry Match.

One platoon of fifty-eight men and platoon leader from each division, selected by the division commander, will take part in the match.

This platoon will not be made up of selected men from the company or regiment, but will be composed of the men in the platoon on the date of this order, plus any replacements later assigned to it. In case the selected platoon is below strength other men in the company may be assigned to it, but no vacancies in the platoon will be created by transfer to other platoons for the purpose of assigning more desirable men to the selected platoon.

6. MEDALS.

Soldiers will be awarded medals according to the rule for Department Competition of the Small Arms Firing Manual.

Separate lists of officers and of soldiers will be made up according to their standing in the match. The officers will then be awarded medals according to their standing on this list. Thus, soldiers are competing for medals only with other soldiers, but officers are competing with both officers and soldiers. The winning platoon in the Musketry Match will be awarded a trophy, and the men of the platoon will be given bronze medals.

7. Elimination tests should be held in the organizations to select individuals to represent the organization. Division commanders should hold tests to select the platoon to represent it in the Musketry Match.

8. The names of the individuals, and the platoon selected to attend the matches, will be submitted to these headquarters by April 20, so that orders can be issued at any time after that date.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 11, 1919.*

BULLETIN, NO. 8.

TRAINING
TEXT-BOOKS AND SCHOOL SUPPLIES.

1. All school officers will consult this Bulletin before requisitioning text-books, maps and other supplies for use in the Post Schools and other classes under the direction of G-5 and the Army Educational Commission.

2. This Bulletin supersedes the provisional "List of Approved Basal Text-Books," issued by the Y. M. C. A. All copies of the former circular should be destroyed.

This Bulletin, also, may later be revised or extended, in subsequent issues.

3. The books listed in this Bulletin are "Basal" texts, to be used for regular class work, and are to be issued without charge to the individual students, is so far as the supply will warrant. Reference books will be furnished by the American Library Association from the headquarters of each division, upon application to the divisional School Officer. These are to be used to supplement the matter in the basal texts. Reference books should be asked for sparingly, as the supply is limited. They should not be issued to students, but should be kept in the possession of the teacher or librarian, to be used by him, or loaned to students who wish to read up on special topics. Lists of available reference books will be distributed by the American Library Association.

4. There will be a limited supply of maps at G-5 Library, these headquarters, to be issued upon requisition as required.

5. As the main supply of books arrives at G-5 Library they will be divided into quotas for each army and each section of the S. O. S. Each quota will be shipped as soon as possible to distributing centers as follows: For the First, Second and Third Armies to their respective army headquarters at Bar-sur-Aube, Toul and Coblentz; Advanced Section of S. O. S., Neufchateau; Intermediate Section of the S. O. S. and Base Section, Nevers.

6. The several corps and divisions of each army will secure their books and supplies by requisition by the school officer of each corps or division upon the Quartermaster at the headquarters of the army or section as above indicated. Likewise school officers of the regiments, battalions and smaller posts will secure their books and supplies by requisition upon the Quartermaster of the divisions or section of the S. O. S., etc. Such books will be issued on memorandum receipt.

7. In the case of certain technical books quantities are limited and the supply officer at the distributing point, may find it necessary to substitute books of similar character.

8. All books will be continued in use by all organizations until their arrival at the port of embarkation under orders to return to the United States. The books will then be invoiced by the accountable officer to the Quartermaster of the Base Section of the port of embarkation.

## LIST OF BOOKS.

Books marked with one star are for common or grammar school classes.
Books marked with two stars are for high school classes.
Books marked with three stars are for classes of collegiate grade.
Books marked with star after the title are limited in quantity and will be held at the G-5 Library in Chaumont to be sent out on special requisition instead of being shipped to the distributing center.

### English, Including Reading.

*Althouse and Root--Brief Grammar.
*O'Brien--English for Foreigners, Book I (for illiterates).
*O'Brien--English for Foreigners, Book II (for illiterates).
*Stewart--Country Life Reader (for illiterates).
*Spaeth--Camp Reader (for illiterates).
*Spaeth--Twenty-four Selected Lessons (for illiterates).
**Mayne--Business Spelling Book.
**Wooley--Handbook of Composition.
**Lewis and Hasic--Practical English.

*Goldberger--English for Coming Americans (for illiterates).
*Effective Reader (for illiterates).
Webster--Handy Dictionary.
Webster--New Handy Dictionary.
Cotter--Everyday Pronunciation.
*Miscellaneous Readers.

Arithmetic.

*Hoyt and Peet--Everyday Arithmetic (Book II).
*Chancellor--Arithmetic for Evening Schools.

Civics.

*Dunn--Community and the Citizen.
**Hughes--Community Civics.
*Hill and Davis--Civics for New Americans.
*Guitteau--Preparing for Citizenship.
**Guitteau--Government and Politics.
Cabot--Course in Citizenship (For teacher's use).*
**Beard--American Citizenship.
***Macy--History of Political Parties.
**Ashley--The New Civics.
***Ogg--The Government of Europe.
***Monro--Principles and Methods of Municipal Administration.
Bryce--American Commonwealth (For teacher's use).*

U. S. History.

*Beard and Bagley--History of American People.
*Montgomery--American History.
**McLaughlin--History of the American Nation.
***Fite--History of the United States.*
***Coolidge--The United States as a World Power.*
***Nicolay--Our Nation in the Building.*
***Powers--America Among the Nations.*
**Coman--Economic and Indust. History of the U. S.
***Turner--Rise of the New West.*
***Roosevelt--Autobiography.

Geography.

*Tarr and McMurry--Completed Geography.
**Davis--Elementary Physical Geography.
*Allen--United States.
*Allen--Europe.
*Allen--Asia.
*Allen--South America.
***Salisbury, et. al--Modern Geography.
**Philips--Model Geography of Europe.*
**Davis--Handbook of Northern France.*
**Tarr--New Physical Geography.

## French.

Gourio--My French Companion.
Hugo--French Simplified.
Gase--French-English Dictionary.
E. F. G.--French-English Dictionary.
Cassell--French-English Dictionary.

## Spanish.

Moreno-Lacalle--Elements of Spanish.
Bonilla--Spanish Daily Life.

## German.

German Conversation Book.

## Higher Mathematics.

**Hawkes, Luby and Touton--First and Second Course in Algebra.
***Rietz and Crathorne--College Algebra.
***Young and Morgan--Elementary Math. Analysis (Algebra, Geometry, Trigonometry).
**Wentworth and Smith--Plane and Solid Geometry.
**Wentworth and Smith--Plane and Spherical Trigonometry.
***Wilson & Tracy--Analytical Geometry.*
***Townsend and Goodenough--Essentials of Calculus.
**Hall--School Algebra.

## European History.

**Montgomery--Leading Facts of French History.
***Hayes--Modern Europe (For teacher's use).*
***Hazen--Modern European History.
**Robinson and Beard--Development of Modern Europe.
**Robinson and Beard--Outlines of European History (Part II).
***Schapiro--Modern Contemporary European History.*
**Pollard--History of England.
**Cheyney--Industrial and Social History of England.

## Business.

**Pitman--Shorthand Manual.
**Pitman--Shorthand Instructor.
**Pitman--Primer of Bookeeping.*
**I. C. S.--Advertiser's Handbook.*
**Gregg--Manual of Shorthand.
**Alexander--Life Insurance.
***Calder--Modern Production Methods (In 6 volumes).*
***Lough--Business Organization (In 6 volumes).*
***Lough--Course in Personal Development (In 6 volumes).*
***Pratt--Course in Foreign Trade (In 12 volumes).*
***Pratt--Course in Foreign Trade (In 2 volumes).

***Elementary Banking.*
**Commercial and Banking Law.
***Huebner--Life Insurance.*
***Hurich--History of Commerce and Industry.*
***Huebner--Property Insurance.
**Huffcut--Elements of Business Law.
***Johnson--Railroad Traffic and Rates.*
***Kimball--Principles of Industrial Organization.*
**Schulze--Office Administration.
**Scott--Influencing Men in Business.
**Rittenhouse and Clapp--Accounting (Unit I).
***Rittenhouse and Clapp--Accounting (Unit II).*
***Tipper--Principles and Practice of Advertising.
***Eastern Underwritter--Insurance and Salesmanship.
**Hawkins--The Selling Process.*
***Wildman--Principles of Accounting.*
**Smith--Commerce and Industry.
***Smith--Commercial and Industrial Geography.
***Ettinger and Golieb--Credits and Collections.*
***Association Press--Salesmanship Course (2 volumes).
***Lough--Business Finance.*
***Dewing--Corporation Finance.*

Economics.

**Clay--Economics for the General Reader.
***Davenport--Economics' of Enterprise.*
***Fisher--Elementary Principles of Economics.*
***Munroe--Principles and Methods of Municipal Admin.*
***Taussig--Principles of Economics (2 volumes).*
**Ely and Wicker--Elementary Principles of Economics.
**Ely--Outlines of Economics.
***Gide--Political Economy.*
***Johnson--Introduction to Economics.*
***Seligman--Principles of Economics.*
**Seager--Economics, Briefer Course.*

Science.

**Brownlee, et all--Chemistry of Common Things.
**Hildebrand--Principles of Chemistry.*
***Norris--Principles of Organic Chemistry.*
***Smith--General Chemistry for Colleges.*
***Rogers--Elements of Industrial Chemistry.
**Mullican and Gale--First Course in Physics.
**Franklin and McNutt--General Physics.*
**McKendrick--Principles of Physiology.*

Engineering.

**Agg--Construction of Roads and Pavements.*
***Crandall & Barnes--Railroad Construction.*

**Hale--Practical Applied Mechanics.
***Merriman--Mechanics of Materials.*
**Croft--Practical Electricity.*
***Gray--Principles and Practices of Electrical Engineering.*
**Rowland--Applied Electricity for Practical Men.
**Timbie--Elements of Electricity.*
**Hills--Machine Drawing.*
**Hiscox and Page--Gas, Gasoline and Oil Engines.*
***Hogle--Internal Combustion Engines.*
***Leutwiler--Elements of Machine Design.*
***Marshall--Elementary Machine Design and Drawing.*
***Schwamb & Merrill--Elements of Mechanism.*
**Colvin and Stanley--American Machinists' Handbook.*
**Halsey--Handbook for Machine Designers.*
**Page--A. B. C. of Aviation.*

Automobiles.

**Page--Modern Gasoline Automobiles.
**Hobbs & Ellott--The Gasoline Automobile

Agriculture.

**Eckles & Warren--Dairy Farming.
*Montgomery--Productive Field Crops.
*Morgan--Field Crop for the Cotton Belt.
*Plumb--Beginnings in Animal Husbandry.
**Powell--Cooperation in Agriculture.
*Sampson--Effective Farming.
**Warren--Farm Management.
*Taylor--Handbook for Rangers and Woodmen.*
*Bailey--Rule Book.
**Lyon--Soils and Fertilizers.*
**Mumford--Breeding.
**Eckles--Dairy Cattle.*
**Weld--Marketing.*
**Mosier and Gustafson--Sale Physics and Management.*
*Day--Productive Swine Husbandry.*
*Davis--Productive Plant Husbandry.*
*Sears--Productive Orcharding Husbandry.*
**Craig--Common Diseases of Farm Animals.*
*Lloyd--Productive Vegetable Growing.*
*Lewis--Productive Poultry Husbandry.*
*Davidson--Agricultural Engineering.

Mining.

Young--Elements of Mining.*

Telephone and Wireless.

Bucher--Practical Wireless Telegraphy.*
**Jansky & Faber--Principles of the Telephone.*

**Zenneck--Wireless Telegraphy.*
**Mills--Radio Communication.*

Design, Drafting, Lettering.

***French--Engineering Drawing.*
***Reinhardt--Lettering for Draftsmen, Engineers and Students.*
***Weick--Elementary Mechanical Drawing.*

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 9. *France, February 12, 1919.*

TRAINING

AGRICULTURE FOR POST AND DIVISION SCHOOLS.

Post schools in agriculture should be organized in all posts and billets wherever the demand is sufficient. One or all of the following types of work should be undertaken in accordance with needs and facilities.

1. The organization of Farmers' Clubs.
2. The holding of Farmers' Institutes.
3. The offering of short courses.

FARMERS' CLUBS.

A farmers' club can be profitably organized in any post or billet where a group of men, ten or more in number, have sufficient interest to join and maintain such a club. It is desirable to have a very simple organization, with a membership roll, a designating name, and a leader chosen by the members. The club should include all those who are interested in agriculture, whether or not they have had farming experience.

The farmers' club should meet as regularly and as frequently as seems desirable to the school officers and to the members, and should continue as long as interest is maintained. Its work will consist of discussions, debates and lectures. School officers should make an effort to furnish to each farmers' club a special lecture once a week or at least once fortnightly. One of the most valuable features of the club will be exchange of experience and opinions among the members. Subjects for discussion will suggest themselves, but may be found in the outlines for short courses printed at the end of this bulletin.

It is strongly urged that the club discuss some of the larger questions of agricultural importance, including marketing, rural credit, farm community life, the place of the farmer in national and world affairs.

The farmers' club may easily prove one of the most useful means of agricultural education for the A. E. F. men, especially in developing leadership in the days when the armies are disbanded.

It is urged that farmers' institutes be established as soon as a staff of speakers can be chosen. These institutes should be held in series, and the aim should be to hold them in every hut, and, if possible, in every post in each military division.

It is strongly advised that each institute have a three days' program, and that every effort be made to secure permission of the commanding officers to release from their duties during the period of the institute men who are sufficiently interested to attend all the sessions. The accompanying schedule is given as a sample of a three days' program which can be carried on by a staff of nine speakers, provided each group of three spend but one day at a hut or post.

A SAMPLE PROGRAM FOR A FARMERS' INSTITUTE.

| Hour (1). | 1st Day. | 2nd Day. | 3rd Day. |
|---|---|---|---|
| 10-11 | Soils--Speaker A (2). | Live Stock--D. | Horticulture--G. |
| 11-12 | Farm Crops--B. | Dairying--E. | Farm Management--H. |
| 2-3 | Fertilizers--A. | Live Stock--D. | Horticulture--G. |
| 3-4 | Farm Crops--B. | Dairying--E. | Farm Management--H. |
| 4-5 (3) | Conference--Acquiring More Education--Speaker C. | Conference--Securing a Farm--F. | Conference--Opportunities in Agriculture--I. |
| 7:30 | Address--A Rural Democracy--Speaker C. | Address--The Farmer and the Other Fellow--F. | Address--The Farmer and His Community--I. |
| 7:30 | Agricultural Motion Pictures No. 1. | Motion Pictures No. 2. | Motion Pictures No. 3. |

(1) Lecture, 25 minutes; questions and answers, 25 minutes.
(2) Name of speakers.
(3) Informal discussion.

SCHEME OF FARMERS' INSTITUTES DATES FOR TEN UNITS OR HUTS.

| Unit. | I | II | III | IV | V | VI | VII | VIII | IX | X |
|---|---|---|---|---|---|---|---|---|---|---|
| Monday | 1D | | | | | | | | | |
| Tuesday | 2D | 1D | | | | | | | | |
| Wednesday | 3D | 2D | 1D | | | | | | | |
| Thursday | | 3D | 2D | 1D | | | | | | |
| Friday | | | 3D | 2D | 1D | | | | | |
| Saturday | | | | 3D | 2D | 1D | | | | |
| Monday | | | | | 3D | 2D | 1D | | | |
| Tuesday | | | | | | 3D | 2D | 1D | | |
| Wednesday | | | | | | | 3D | 2D | 1D | |
| Thursday | | | | | | | | 3D | 2D | 1D |
| Friday | | | | | | | | | 3D | 2D |
| Saturday | | | | | | | | | | 3D |

Under this plan a staff of nine can hold six institutes a week for an indefinite period.

It is important that the school officer, for the period of the institute, should give all his attention to its management. There should be ample advance advertising, a very carefully prepared program, a certainty that audience rooms will be available and that speakers will be on hand and can be transported promptly from unit to unit.

The selection of speakers will be one of the most important tasks. They must necessarily be found within the division itself, and their detail secured from the commanding officer.

The great value of the farmers' institute lies in the fact that it offers an opportunity for discussion. Therefore, the talks should not be over twenty or twenty-five minutes in length, with an equal amount of time for question and answer.

No institute should be held that does not offer as a part of its program a conference in which men interested in agriculture may have an opportunity to meet the speakers at close hand, in order to discuss special problems and agricultural needs and possibilities in the United States.

It is also important that at least one talk each day should be on the larger phases of agriculture and country life, particularly the relations of farmers to the great national and world problems of the time.

Where three-day meetings are impracticable for any reason institutes of two days or even of one day in length may be held. Where it proves absolutely impossible to secure daylight hours for the institute, a modification can be made by having the sessions from 6:30 p. m. to 9:30 p. m. This plan will permit twenty-minute talks, twenty-minute discussions, and five minutes interim.

Wherever possible at the close of the farmers' institute, have a conference of leaders on methods of improving agriculture and country life. In fact, if these leadership conferences can be maintained with some degree of regularity as a result of the institute, it will be much worth while.

It is also desirable to have an expression at each farmers' institute, probably by sending in written slips, as to the demand for short courses in agriculture. In fact, the farmers' institute is a good opportunity to explain the importance and value of both the farmers' clubs and the short courses.

## SHORT COURSES.

Short courses will be offered at each post wherever the demand warrants and a teaching staff can be recruited in sufficient numbers from the division to carry on these courses. Each course will consist of ten exercises, one each day for five days in the week. It will consist of lectures chiefly, with reading of books and pamphlets wherever they are available.

Note-books should be kept if it is possible to obtain them, and at the end of the course there should be at least an informal test of the student's work in the course. Where that work is satisfactory, a certificate will indicate the gound covered.

Outlines of the courses which may be offered are given at the end of this bulletin. Instructors are, of course, at liberty to modify these if necessary or desirable.

It is suggested that in the smaller posts only one course be given at a time; that in the larger posts courses be divided into groups of perhaps three which can be given simultaneously. It is desirable that wherever there is sufficient teaching force either single courses or groups of courses follow one another successively, in order that the men may have as wide a range as possible of opportunity in covering the various subjects. The following grouping of courses to be offered simultaneously is merely suggestive:

Group 1

Elementary Agriculture.
Soils and Fertilizers.
Agricultural Opportunities.

Group 2

Field Crops.
Breeding and Feeding of Live Stock.
Farm Life.

Group 3

Farm Dairying.
Poultry Growing.
Marketing of Farm Products.

Group 4

Fruit and Vegetable Growing.
Greenhouse Farming.
Agricultural Credit.

Group 5

Agricultural Engineering.
Farm Management.
Comparative Agriculture--Europe and America.

Group 6

Irrigation and Dry Farming.
Family Gardens for City People.
Rural Organization.

IN GENERAL.

Agricultural Opportunities. In connection with Farmers' Clubs, Farmers' Institutes, and Short Courses a chance should be given the men, especially those who have never farmed but who want to become farmers, to discuss under competent leaders agricultural opportunities in the United States. Both the advantages and disadvantages of farming itself, of different types of farming, and of different sections of the country should be considered frankly and as fully as possible.

Special Lectures. No doubt it will be found that there are many men in the army quite competent to give lectures on various special topics, and these should be made available especially to the Farmers' Clubs. As rapidly as possible a corps of special lecturers will be sent out by the Army Educational Commission to speak at the various posts in the different divisions.

Correspondence Courses and Reading Courses. Neither of these forms of agricultural education can be established until text books are fully available, but will be started as soon as possible, with the intention of making them of use at every post or at least at every post where there is a hut library.

Study of Local Agriculture. One of the most useful methods of agricultural education is to make a careful study of the agriculture and country life of the region in the neighborhood of the post. Whether or not the farming in this region yields lessons for the improvement of American agriculture, nevertheless it should be studied both for its good and bad points, and an effort should be made to seek the reasons for the practice followed. In nearly all parts of France there are agricultural syndicates or co-operative societies, credit associations, and other forms of agricultural co-operation. The village life itself is of interest, covering such points as education, health, recreation, home life.

Slides and Films. At present the supply of both slides and films illustrating agricultural subjects is extremely limited, but efforts are being made to secure an adequate supply of these, illustrating not only American but European agriculture.

## OUTLINES OF SHORT COURSES IN AGRICULTURE FOR POST SCHOOLS

### Elementary Agriculture

1. The Soil.
2. Plant Growth and Propagation.
3. Farm Crops.
4. Fruit Growing.
5. Live Stock.
6. Dairying.
7. Poultry Keeping.
8. Farm Engineering.
9. Farm Business.
10. Farm Life.

### Soils and Fertilizers

1. Origin of the Soil.
2. Soil Types.
3. Soil Physics.
4. Soil Chemistry.
5. Soil Tillage.
6. Drainage.
7. Soil Fertility.
8. Manures.
9. Commercial Fertilizers.
10. National Soil Conservation.

### Field Crops

1. Wheat.
2. Corn.
3. Cotton.
4. Hay and Forage
5. Oats, Rye and Barley.
6. Potatoes.
7. Tobacco.
8. Sugar Plants.
9. Hemp and Flax.

### Fruits and Vegetables

1. Apples.
2. Other Orchard Fruits.
3. Small Fruits.
4. Truck Crops.
5. Greenhouse Crops.
6. Diseases.
7. Pests.
8. Spraying.
9. Propagation.
10. Plant Breeding.

### Live Stock Husbandry

1. Horses.
2. Beef Cattle.
3. Dairy Cattle.
4. Sheep.
5. Swine.
6. Poultry.
7. Diseases.
8. Breeding.
9. Feeding.
10. Management.

### Dairying

1. The Dairy Cow.
2. Milk.
3. Butter.
4. Cheese.
5. Market Milk.
6. Other Milk Products.
7. Diseases.
8. Feeding.
9. Breeding.

10. Rice.

### Forestry and Landscape

1. The American Forest.
2. Forest Problems.
3. Forest Problems.
4. Lumbering and Milling.
5. The Farm Woodlot.
6. The Field of Landscape Art.
7. The Principles of Landscape Gardening.
8. The Principles of Landscape Gardening.
9. The Profession of Landscape Gardening.
10. Country Planning.

### Poultry-Keeping

1. Poultry Growing.
2. Types and Breeds.
3. Selection and Breeding.
4. Egg Production.
5. Incubation.
6. Brooding and Care.
7. Feeding and Housing.
8. Fattening and Killing.
9. Marketing.
10. Diseases.

### Greenhouse Farming

1. Advantages, Disadvantages, Problems.
2. Location and Soils.
3. Greenhouse Construction.
4. Vegetables under Glass.
5. Vegetables under Glass.
6. Flowers and Fruits under Glass.
7. Diseases.
8. Pests.
9. Management.
10. Marketing.

### Marketing Farm Products

1. Defects of Present Methods.
2. Standardization of Products-Grading and Packing.
3. Transportation.
4. Middlemen and Commission.
5. Co-operative Sales.
6. Co-operative Sales.
7. Storage.
8. Speculation in Farm Products.

10. Dairy Management.

### Irrigation and Dry Farming

1. Water and Water Rights.
2. The Practice of Irrigation.
3. Crop Growing under Irrigation.
4. The Soil under Irrigation.
5. Irrigation Organization.
6. The Areas of Dry Farming.
7. Saving the Water.
8. Crop Growing.
9. Crop Breeding for Dry Farming.
10. Stock Growing in Dry Farming Areas.

### Agricultural Engineering

1. Farm Tools.
2. Farm Machinery.
3. Farm Power.
4. Tractors.
5. Roads and Bridges.
6. Farm Buildings.
7. Cement.
8. Drainage.
9. The Farm Layout.
10. Irrigation.

### Farm Management

1. The Farm Business.
2. Capital.
3. Labor
4. The Farm Plan.
5. Equipment.
6. Records and Accounts.
7. Cost Accounting.
8. Marketing Problems.
9. Insurance and Protection.
10. Reinvestment of Profits.

### Agricultural Opportunities

1. The Attractions in Farming.
2. The Disadvantages of Farming and Farm Life.
3. Choosing a Farm.
4. Characteristics of a Good Farmer.
5. Education for Farming.
6. Farm Labor.
7. Farm Home Life.
8. Enjoying the Country.

9. Laws of Price.
10. State and Federal Activities.

### Comparative Agriculture

1. Main Features of American Agriculture.
2. Main Features of American Agriculture.
3. Main Features of French Agriculture.
4. Main Features of French Agriculture.
5. What the American Farmer can learn from France.
6. What the French Farmer can learn from America.
7. Agriculture in other European Countries.
8. Agriculture in other European Countries.
9. Agriculture and the World's Food Supply.
10. The Future of American Farming.

### Farm Life

1. The Real Farm Problem One of Human Welfare.
2. Isolation and Communication.
3. Rural Education.
4. Rural Education.
5. Training for Agriculture.
6. Health.
7. Recreation
8. Local Government.
9. Rural Institutions.
10. Co-operation for Community Welfare.

9. Farm Community Life.
10. Can the City Man and his Wife Succeed on the Farm?

### Rural Organization

1. Principles of Social Organization.
2. The Great Farmers' Associations.
3. Co-operative Farm Business.
4. Building the Local Rural Community.
5. A State Plan of Agricultural Development.
6. An American Agricultural Program.
7. The Government and Agriculture.
8. The Place of the Farmer in a World Organization of Society.
9. Rural Co-operation on a World Basis.
10. The American Farmer's New Outlook.

### Family Gardens for City People

1. Food Shortage and High Prices in the United States.
2. Benefits of the Home Garden to the Wage Earner.
3. Seeds and Soil Preparation.
4. A Definite Plan for the Garden.
5. Hot-Beds--How to Make and How to Use Them.
6. Cultivation and Weeding,
7. Garden Cities and Community Gardens.
8. Food Storage and Canning for Winter Use.
9. Comparative Food Values and Meat Substitutes.
10. Small Fruits--A Fresh Supply from your own Back Yard.

### Agricultural Credit

1. The Need for Agricultural Credit--Long Term.
2. The Need for Agricultural Credit--Short Term
3. Credit and the General Banking System.
4. Other Opportunities of Borrowing by Farmers.
5. The Federal Farm Land Bank System.

6. European Systems of Farm Credit.
7. European Systems of Farm Credit.
8. European Systems of Farm Credit.
9. A Short Term or Personal Credit System for the United States.
10. Agricultural Credit and in Relation to Other Interests.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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BULLETIN, NO. 10.

GENERAL HEADQUARTERS, A. E. F.,
*France, February 13, 1919.*

EDUCATION.

1. The following Training Memorandum issued by the Second Army so well defines the relationship of the representatives of the Army Educational Commission, Y. M. C. A., to the Army post schools, that it is published for the information and guidance of all concerned:

HEADQUARTERS SECOND ARMY.

5 February, 1919.

RELATIONSHIP OF THE Y. M. C. A. EDUCATIONAL REPRESENTATIVES TO THE ARMY POST SCHOOLS.

1. The function of the representatives of the Educational Commission of the Y. M. C. A. in the conduct of the Army post schools is briefly outlined Par. 9, G. O. No. 9, G. H. Q., 13 January, 1919. Four distinct responsibilities are assigned to them:

(a) They will "act as teachers of methods of instruction to detailed instructors," that is whenever and wherever possible they will conduct conferences and normal classes for the instructors of the post schools.

(b) They will act as "supervisors and inspectors of instruction." This will probably be their chief responsibility. As inspectors and supervisors, they are authorized to visit schools, interview school officers and instructors, make observations, answer questions and make any suggestions that they deem advisable. They will probably furnish copies of reports of their inspections to the school officers.

(c) They will act "as advisors to the school officers." The educational representatives of the Y. M. C. A. are all experienced and capable educational directors who have been especially selected for this work. They will be able to give expert and technical advice along educational lines that will be of great value to the school officers.

(d) They will act as "instructors of classes so far as their other duties will permit." In view of the limited number of Y. M. C. A. representatives available,

it will probably be best to utilize them in a supervisory and advisory capacity--Pars. (b) and (c)--rather than as instructors of regular classes.

2. General Orders No. 9 is not interpreted as delegating any military authority to the educational representatives of the Y. M. C. A. The school officer is alone responsible to his commanding officer for the administration of the school. It is expected that the Y. M. C. A. representatives will make many valuable suggestions long administrative lines, e. g., in regard to the selection of teachers, school room arrangements, hours, etc., but decisions and action will be made by the school officer under the direction of the commanding officer.

3. Inasmuch as the post schools are army schools, the reports submitted through military channels in accordance with G-5 bulletins and memoranda on the forms provided by the G-5 Section are regarded as sufficient. While no statistical reports to the Y. M. C. A. are authorized, all possible information should be freely given to the Y. M. C. A. representatives in order that complete co-operation may be secured.

4. It is understood that the organization of the Y. M. C. A. educational representatives will correspond to the Army organization. Local or post, division, corps and army Y. M. C. A. educational representatives will be associated with their respective post, division, corps and army school officers.

5. Wherever a Y. M. C. A. representative encounters an unsatisfactory school situation that cannot be remedied by his suggestions to the school officer, the difficulty should be reported through the Division Y. M. C. A. educational representative to the division school officer. In the same way, division Y. M. C. A. educational representatives will report all difficulties through the Corps or Army Y. M. C. A. educational representatives to the Corps or Army school officer.

6. The Y. M. C. A. representatives thus have a distinctive task in the program of post school education that the Army is undertaking. The present army orders place executive responsibility in the hands of the school officer. To the Y. M. C. A. an advisory responsibility is just as definitely assigned. The existence of the Y. M. C. A. Educational Commission does not lessen the responsibility of the school officer for his school. It rather provides him with the expert advice and assistance of men who are competent and anxious to afford the best possible educational opportunities to the American soldier. The efficiency of the school and the success attained will depend in a large measure upon the degree of co-operation between these educational experts and the school officers who have direct charge of school administration.

J. R. BRABSON,
Lt. Col., G. S.,
A. C. of S., G-5.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 14, 1919.*

BULLETIN, NO. 11.

AUTOMOBILES NOT TO BE TAKEN TO ENGLAND.

I. Automobiles will not be taken to England without special authority of these headquarters in each instance.

SHIPMENT OF OFFICERS' PRIVATE MOUNTS TO THE U. S. A.

II. 1. In connection with the shipment of officers' private mounts to the States, the following extract from War Department cablegram is quoted:

"Regulations governing quarantine are being considered jointly with Agricultural Department. Quarantine in France will be for a period of not less than three months. No animals will be shipped prior to the receipt in France of these regulations, and then only when the requirements of the regulations have been complied with."

2. These quarantine regulations as soon as received will be published for the information and guidance of all concerned. Until further orders no private mounts will be shipped to the United States.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 12 *France, February 15, 1919.*

EDUCATION--LECTURES.

1. It is evident that the schools which are now being organized in every army post will not reach all the men, and that not all who undertake the school work can take all of the courses. At the same time it is highly desirable that the educational stimulus be brought to bear upon the largest possible number. There are many things that ought to be brought to the attention of every man and much information that should be put within his reach. It is also true that many subjects can be better taught through lectures than by classroom methods.

2. It is quite probable that a great deal of this work can be developed locally. Many men can be found in divisions and smaller units who are capable of giving talks on the special subjects in which they are interested. Plans similar to that worked out by the Liberty Loan drives in America, in the use of four-minute speakers, might also be developed for the discussion of topics of live interest and current events. There is a fertile field here for the use of initiative on the part of educational leaders, and there is almost no limit to what may be accomplished. Discussion groups and debates may also be organized. If there is any man in the A. E. F. who has a worth while hobby of any sort he should be given an opportunity to tell about it to the other men. In many cases very competent and capable lecturers may be discovered whose influence might be extended beyond the limits of their own unit.

3. A certain number of lecturers can be furnished by the Educational Commission who should be used as widely as possible. The educational value of their lectures varies, but they are all worth while. Efforts should be made to get them into the smaller billeting areas where the larger entertainments seldom come. It is easy to undervalue the worth of this method of getting information and inspiration of ideas before the men. Such lectures should never be a substitute for educational classes, but they may nevertheless be of the highest value in turning the minds of the soldiers into educational channels.

4. There are being shipped to France, or produced here, a great many motion films and lantern slides of decidedly educational character, of which the largest possible use will be made.

5. It is evident that the educational work is closely related to that of the Entertainment Department, and the most cordial relation of co-operation should be established between the educational and entertainment departments, in order that this work may be carried out to the best advantage.

(a) Such short talks on current events as have been suggested above may be given in connection with other entertainments, either at the beginning or to fill up gaps.

(b) Educational films will be routed through the entertainment department and may be interspersed with entertainment films. A similar use may he made of lantern slides. It is not necessary to have a special lecturer with every set of slides. Lecture material accompanies the slides and it can be read by any competent person. Sometimes the slides are of sufficient interest of themselves to need no lecturer.

(c) A matter of special importance is the routing of lecturers to avoid a conflict of dates with entertainment companies and motion pictures. In the matter of making the schedule for each week the educational department will work in the closest co-operation with the entertainment department. In some cases it is possible to assign one evening or more each week as "educational night," on which night the educational department will be responsible for the use of the evening, and the entertainment department will avoid the use of that date. The important thing is a good understanding and a cordial relation between the two departments.

(d) Of equal importance is co-operation in the use of transportation. It frequently happens that the same car may be used to carry lecturers and entertainment parties to adjacent points, and the educational department will offer the use of its transportation freely to the entertainment department for this purpose.

6. It will be the aim of all officers and members of the Army Educational Commission to give the soldier a profitable and enjoyable method of employing his spare time during the period of waiting and to afford him the largest possible intellectual stimulus. All will strive to get the largest possible results in the use of the limited material available.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 17, 1919.*

BULLETIN, NO. 13.

ABBREVIATIONS.

1. In official communications in which brevity is required the following designations will be used. All titles, names of services, and names of units not mentioned herein will be written in full, without abbreviation:

GENERAL.

| | |
|---|---|
| Commander in Chief | C. in C. |
| Commanding General | C. G. |
| Commanding Officer | C. O. |

| | |
|---|---|
| Chief of Staff | C. of S. |
| Secretary General Staff | S. G. S. |
| Deputy Chief of Staff | D. C. of S. |
| Assistant Chief of Staff | A. C. of S. |
| Deputy Assistant Chief of Staff | D. A. C. of S. |
| Adjutant General | A. G. |
| Inspector General | I. G. |
| Judge Advocate General | J. A. G. |
| Chief of Artillery | C. of A. |
| Chief of Cavalry | C. of Cav. |
| Chief of Infantry | C. of I. |
| Chief of Tank Corps | C. Tank C. |
| Chief of Air Service | C. A. S. |
| Chief Quartermaster | C. Q. M. |
| Chief Surgeon | C. S. |
| Chief Engineer Officer | C. E. O. |
| Chief Ordnance Officer | C. O. O. |
| Chief Signal Officer | C. S. O. |
| General Purchasing Agent | G. P. A. |
| Chief Transportation Officer | C. T. O. |
| Director General of Transportation | D. G. T. |
| Provost Marshal General | P. M. G. |
| Chief of Motor Transport Corps | C. M. T. C. |
| Assistant Provost Marshal | A. P. M. |
| Railroad Transportation Officer | R. T. O. |
| Senior Chaplain | Sr. Ch. |

SERVICES.

| | |
|---|---|
| American Expeditionary Forces | A. E. F. |
| General Headquarters | G. H. Q. |
| Services of Supply | S. O. S. |
| General Staff | G. S. |
| Infantry | Inf. |
| Pioneer Infantry | Pion. Inf. |
| Cavalry | Cav. |
| Field Artillery | F. A. |
| Coast Artillery Corps | C. A. C. |
| Anti-Aircraft Artillery | A. A. A. |
| Air Service | A. S. |
| Corps of Engineers | C. E. |
| Signal Corps | Sig. C. |
| Tank Corps | Tank C. |
| Chemical Warfare Service | C. W. S. |
| Marine Corps | U. S. M. C. |
| Quartermaster Corps | Q. M. C. |
| Medical Department | M. D. |
| Sanitary Corps | San. C. |
| Ordnance Department | Ord. Dept. |
| Transportation Corps | T. C. |
| Motor Transport Corps | M. T. C. |
| Army Service Corps | A. S. C. |
| Postal Express Service | P. E. S. |

| | |
|---|---|
| Military Police | M. P. |
| Corps of Intelligence Police | C. I. P. |
| Division of Criminal Investigation | D. C. I. |
| Military Intelligence Department | M. I. D. |
| Inspector General's Department | I. G. D. |
| Judge Advocate General's Department | J. A. G. D. |
| Provost Marshal General's Department | P. M. G. D. |
| Adjutant General's Department | A. G. D. |
| Statistical Division, A. G. D. | S. D. A. G. D. |
| Service of Light Railways | S. L. R. |
| Quarry Service. | Qy. Serv. |
| Water Supply Service | W. S. S. |
| Road Service | R. Serv. |
| Army Transport Service | A. T. S. |
| Department of Construction and Forestry | D. C. F. |
| Motor Dispatch Service | M. D. S. |
| Engineer Department | Engr. Dept. |

## UNITS.

### General.

| | |
|---|---|
| Army | Army |
| Army Corps | Army Corps |
| Division | Div. |
| Brigade | Brig. |
| Regiment | Regt. |
| Battalion | Bn. |
| Squadron | Sq. |
| Company | Co. |
| Troop | Tr. |
| Battery | Btry. |

### Special.

| | |
|---|---|
| INFANTRY, CAVALRY AND ARTILLERY: | |
| Headquarters Company (Troop) | Hq. Co. (Tr.) |
| Supply Company (Troop) | Sp. Co. (Tr.) |
| Machine Gun Company (Troop) | M. G. Co. (Tr.) |
| Trench Mortar Battery | T. M. Btry. |
| Anti-Aircraft Machine Gun Battlion (Company) | A. A. M. G. Bn. (Co.) |
| Anti-Aircraft Battery | A. A. Btry. |
| Anti-Aircraft Sector | A. A. Sec. |
| Railway Artillery Reserve | R. A. R. |
| Army Artillery Park | Army Arty. Pk. |
| Army Inspection Park | Army Insp. Pk. |
| Corps Artillery Park | Corps Arty. Pk. |
| AIR SERVICE: | |
| Observation Wing | Obs. Wing |
| Observation Group | Obs. Gr. |
| Observation Squadron | Obs. Sq. |
| Photo Section | Photo. Sec. A. S. |
| Baloon Wing | Bal. Wing |

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| AIR SERVICE (Continued): | |
| Baloon Group | Bal. Gr. |
| Baloon Company | Bal. Co. |
| Monoplace Pursuit Wing | Mon. Purs. Wing |
| Monoplace Pursuit Group | Mon. Purs. Gr. |
| Monoplace Pursuit Brigade | Mon. Purs. Brig. |
| Monoplace Pursuit Squadron | Mon. Purs. Sq. |
| Day Bombardment Group | Day Bomb. Gr. |
| Day Bombardment Squadron | Day Bomb. Sq. |
| Aero Squadron | Aero Sq. |
| Aero Construction Company | Aero Constr. Co. |
| Air Service Mechanics Regiment | A. S. Mech. Regt. |
| Air Park Company | Air Pk. Co. |
| ARMY SERVICE CORPS: | |
| Administrative Labor Company | Admins. Lab. Co., A. S. C. |
| Depot Labor Company | Depot Lab. Co., A. S. C. |
| Army Garden Service Co. | Army Gard. Serv. Co., A. S. C. |
| Cement Mills Company | Cem.Mill Co., A. S. C. |
| Engineer Section Detachment | Engr. Sec. Det., A. S. C. |
| Well Drilling Detachment | Well Dr. Det., A. S. C. |
| Guard Company | Gd. Co., A. S. C. |
| Italian Service Battalion (Company) | It. Serv. Bn. (Co.), A. S. C. |
| Headquarters Battalion | Hq. Bn., A. S. C. |
| Headquarters Printing Company | Hq. Print. Co., A. S. C. |
| Labor Bureau | Labor Bureau |
| Leave Area Detachment | L. A. Det., A. S. C. |
| Prisoner of War Escort Company | P. W. E. Co., A. S. C. |
| Railway Construction Battalion (Company) | Rwy. Const. Bn. (Co.), A. S. C. |
| Renting, Requisition and Claims Company | R. R. & C. Co., A. S. C. |
| War Risk Bureau | W. R. B., A. S. C. |
| CHEMICAL WARFARE SERVICE: | |
| Gas Regiment | Gas Regt. |
| ENGINEERS: | |
| Regiment, Sappers | Regt. Engrs. (Sap.) |
| Regiment, Mining | Regt. Engrs. (Min.) |
| Regiment, Topographical and Survey | Regt. Engrs. (T. & S.) |
| Regiment, General Construction | Regt. Engrs. (Gen. Const.) |
| Regiment, Supply and Shop | Regt. Engrs. (Sp. & Shop) |
| Regiment, Construction | Regt. Engrs. (Const.) |
| Regiment, Electrical and Mechanical | Regt. Engrs. (Elec. & Mech.) |
| Regiment, Supply Service | Regt. Engrs. (Sp. Serv.) |
| Regiment, Water Supply Service | Regt. Engrs. (W. Sp. Serv.) |
| Regiment, Forestry | Regt. Engrs. (For.) |
| Regiment, Searchlight | Regt. Engrs. (S. L.) |
| Regiment, Quarry | Regt. Engrs. (Quarry) |
| Regiment, Light Railway Operation | Regt. Engrs. (Lt. Ry. Opr.) |
| Regiment, Road Service | Regt. Engrs. (Rd. Serv.) |
| Battalion, Flash and Sound Ranging | Bn. Engrs. (F. & S. R.) |
| Service Battalion | Bn. Engrs. (Serv.) |
| Battalion, Camouflage | Bn. Engrs. (Cam.) |

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| ENGINEERS (Continued): | |
| Engineer Train | Engr. Tn. |
| Pontoon Train | Pon. Tn. |
| MEDICAL DEPARTMENT: | |
| Ambulance Company | Amb. Co. |
| Ambulance Section | Amb. Sect. |
| Ambulance Service Park | Amb. Serv. Pk. |
| American Red Cross Convalescent Home | A. R. C. Conv. Home |
| American Red Cross Hospital | A. R. C. Hosp. |
| Base Hospital | B. H. |
| Naval Base Hospital | Nav. B. H. |
| Camp Hospital | C. H. |
| Evacuation Hospital | Evac. Hosp. |
| Field Hospital | F. H. |
| Mobile Hospital | Mob. Hosp. |
| Hospital Train | Hosp. Tn. |
| Convalescent Camp | Conv. Camp |
| Convalescent Depot | Conv. Depot |
| Medical Depot | Med. Depot |
| Medical Supply Depot | Med. Sp. Depot |
| Evacuation Ambulance Company | Evac. Amb. Co. |
| Laboratory Unit | Lab. Unit |
| Medical Laboratory | Med. Lab. |
| Mobile Laboratory | Mob. Lab. |
| Mobile Optical Unit | Mob. Optic. Unit |
| Mobile Operating Unit | Mob. Opr. Unit |
| Oral and Plastic Surgery Unit | O. and P. Surg. Unit |
| Ortheopedic Surgery Unit | O. S. Unit |
| Ortheopedic Training Battalion | O. T. Bn |
| Instrument Repair Unit | Inst. Rep. Unit |
| Sanitary Squad | San Squad |
| Sanitary Train | San. Tn. |
| Veterinary Hospital | Vet. Hosp. |
| Base Veterinary Hospital | Base V. H. |
| Mobile Veterinary Hospital | Mob. V. H. |
| MILITARY POLICE CORPS: | |
| Military Police Battalion (Company) | M. P. Bn. (Co.) |
| MOTOR TRANSPORT CORPS: | |
| Administrative Company | Admin. Co., M. T. C. |
| Motor Transport Corps Park | M. T. C. Pk. |
| Motor Transport Corps Reserve Park | M. T. C. Res. Pk. |
| Spare Parts Depot | S. P. Depot, M. T. C. |
| Supply Depot | Sp. Depot, M. T. C. |
| Army Reserve Material Unit | Army Res. Mat. Unit, M. T. C. |
| General Repair Shop | G. R. S., M. T. C. |
| Reserve Vehicle Depot | R. V. D., M. T. C. |
| Motor Car Company | M. C. Co., M. T. C. |
| Motorcycle Company | Motorcycle Co., M. T. C. |
| Motor Supply Train | M. S. Tn., M. T. C. |
| Motor Truck Company | M. T. Co., M. T. C. |

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| MOTOR TRANSPORT CORPS (Continued): | |
| Water Tank Train | W. T. Tn., M. T. C. |
| Service Park Unit | Serv. Pk. Unit, M. T. C. |
| Repair Unit | Rep. Unit, M. T. C. |
| ORDNANCE DEPARTMENT: | |
| Railway Ordnance Repair Shop | R. O. R. S. |
| Mobile Ordnance Repair Shop | M. O. R. S. |
| Heavy Mobile Ordnance Repair Shop | Hv. M. O. R. S. |
| Ordnance Depot | Ord. Depot |
| Provisional Ordnance Depot Company | Prov. Ord. Depot Co. |
| Grenade Depot | Grenade Depot |
| Automatic Arms Repair Detachment | Aut. Arms Rep. Det. |
| QUARTERMASTER CORPS: | |
| Bakery Company | Bak. Co., Q. M. C. |
| Butchery Company | Butch. Co., Q. M C. |
| Fire Hose Truck Company | F. H. T. Co., Q. M. C. |
| Ice Plant Company | Ice Pl. Co., Q. M. C. |
| Laundry Company | Laund. Co., Q. M. C. |
| Refrigerating Plant Company | Ref. Pl. Co., Q. M. C. |
| Salvage Company | Salv. Co., Q. M. C. |
| Supply Company | Sp. Co., Q. M. C. |
| Wagon Company | Wag. Co., Q. M. C. |
| Sales Commissary Unit | Sales Com. Unit, Q. M. C. |
| Mobile Laundry Unit | Mob. Laund. Unit, Q. M. C. |
| Graves Registration Unit, | Gr. Reg. Unit, Q. M. C. |
| Clothing Squad | Clothing Squad, Q. M. C. |
| Conservation and Reclamation Depot Battalion | C. & R. Depot Bn., Q. M. C. |
| Animal Transport Depot | An. Trans. Depot, Q. M. C. |
| Remount Depot | Rem. Depot, Q. M. C. |
| Field Remount Squadron | Fld. Rem. Sq., Q. M. C. |
| Labor Battalion (Company) | Labor Bn. (Co.), Q. M. C. |
| Pack Train | Pack Train, Q. M. C. |
| Railhead Supply Detachment | Railhead Sp. Det., Q. M. C. |
| SIGNAL CORPS: | |
| Radio Section | Rad. Sect., Sig. |
| Field Signal Battalion | F. Sig. Bn. |
| Telegraph Battalion | T. Bn., Sig. |
| Pigeon Company | Pigeon Co., Sig. |
| Meteorological Section | Met. Sect., Sig. |
| Photographic Laboratory | Photo. Lab., Sig. |
| Signal Corps Depot | Sig. Depot |
| Purchasing Division | Purch. Div., Sig. |
| TANK CORPS: | |
| Tank Center | Tank Center |
| Tank Brigade | Tank Brig. |
| Tank Battalion (Company) | Tank Bn. (Co.) |
| Replacement and Salvage Company | R. & S. Co., Tank Corps |

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| TRANSPORTATION CORPS: | |
| Company | Co., T. C. |
| Stevedore Company | Stev. Co., T. C. |
| TRAINS: | |
| Ammunition Train | Am. Tn. |
| Supply Train | Sp. Tn. |
| Sanitary Train | San. Tn. |
| Engineer Train | Engr. Tn. |

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 18, 1919.*

BULLETIN, NO. 14.

LEAVE TRAIN MOVEMENT BUREAU ESTABLISHED.

1. A Leave Train Movement Bureau has been established at 246 Boulevard St. Germain, Paris, for the purpose of arranging for transportation for all officers, soldiers and militarized civilians on duty with the American Expeditionary Forces when on leave.

2. A daily leave train, operating in both directions, between Is-sur-Tille and Menton, with accommodations for one thousand soldiers, is announced, stopping at the following stations:

Is-sur-Tille
Dijon (Porte Neuve)
Macon
Lyon
Valence
Avignon
Marseille
Toulon
Les Arcs
Strapheal
Cannes
Antibes
Nice
Menton

Officers, except those in command of leave detachments, nurses and militarized civilians on duty with the American Expeditionary Forces will not travel on this train.

3. A daily special American leave train, operating in both directions, between Paris and Menton, with first-class accommodations for 300 officers, nurses and militarized civilians on duty with the American Expeditionary Forces, and 240 third-class accommodations for soldiers, is announced, stopping at the following stations:

| | |
|---|---|
| Paris | (Gare de Lyon) |
| Dijon | (Ville Station) |
| Lyon | |
| Marseille | |

Nice
Menton

Reservations on these trains will only be made upon presentation of first-class ticket by officers, nurses or militarized civilians on duty with the American Expeditionary Forces, or upon presentation of ordre de transport by soldiers.

Reservations for space on southbound trains are centralized in Paris and may be secured by those starting from that point by applying to the R. T. O., Gare de Lyon. Passengers desiring to board the train at intermediate points will make application to the nearest R. T. O. in sufficient time to enable him to communicate with the Paris office and secure the reservation.

Reservations for space on northbound trains are centralized in Marseille and may be secured for stops on the Riviera, other than Marseille, by application to the local R. T. O. Reservations from Marseille may be secured by application to the R. T. O. at that point.

4. No officer, nurse, militarized civilian on duty with the American Expeditionary Forces, or soldier, on leave will use any of the express trains between Paris and the Riviera, except in the event of emergency, in which case permission to travel on one of these trains will be secured from the Chief R. T. O., Elysee Palace Hotel, Paris, or the Chief R. T. O., Marseille.

5. The Provost Marshal General will furnish sufficient personnel of the Military Police Corps to properly police the Paris-Menton leave trains, and will also prevent all personnel of the American Expeditionary Forces on leave from traveling on the regular express trains of the P. L. M. railway.

6. Schedule of leave trains may be obtained from any railroad transportation officers upon application.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 21, 1919.*

BULLETIN, NO. 15

ENTERTAINMENT.

1. Entertainment Bulletin No. 1, dated January 28, 1919, is published for the information and guidance of all concerned:

ENTERTAINMENT BULLETIN NO. 1

ENTERTAINMENT.

A.--GENERAL SCOPE OF ACTIVITIES.

1. The entertainment program announced in G. O. No. 241, series 1918, is intended to provide, so far as possible, suitable entertainment each night in every important center occupied by American troops.

B.--CO-OPERATION WITH Y. M. C. A.

2. To accomplish this, Entertainment Officers appointed under that order will

(a) Utilize all available entertainment facilities and personnel of the A. E. F.; and,

(b) Effect the fullest co-operation with the Entertainment Department and Booking System of the Y. M. C. A.

(c) Entertainment activities of other welfare organizations will be conducted through the entertainment organization of the Y. M. C. A.

C.--Y. M. C. A. ENTERTAINMENT ORGANIZATION.

3. The Y. M. C. A. entertainment organization is divided into Y. M. C. A. GRAND REGIONS. They correspond generally to the 1st, 2nd and 3rd Army areas; to the territory in the S. O. S. tributary to Brest, St. Nazaire, Le Mans, Bordeaux and Vierzon, respectively, and to the various leave areas. Each region has a Y. M. C. A. Regional Director and Booking Office which distribute among the divisions and other organizations in the region the entertainers provided by the Y. M. C. A. Entertainment Department, Paris.

D.--A. E. F. ENTERTAINMENT ORGANIZATION.

4. The A. E. F. entertainment organization is based on unit Entertainment Officers appointed under G. O. No. 241, series 1918, these headquarters. Entertainment Officers of regiments and smaller units report to Division Entertainment Officers, Division Entertainment Officers report to Corps Entertainment Officers, and Corps Entertainment Officers to Army Entertainment Officers. Entertainment Officers of S. O. S. organizations report to the Entertainment Officers, headquarters S. O. S. In general, Corps Entertainment Officers will supervise the entertainment activities of the divisions and of the corps troops, and will direct the furnishing of entertainment units to divisions, but will not attempt to route them within divisions. In like manner, Army Entertainment Officers will supervise the entertainment activities of their several Corps and of the Army troops. They will also keep the Y. M. C. A. Regional Entertainment Directors informed of the needs of their Armies and the localities to which entertainment should be sent and will advise them of any soldier entertainment units available for use outside of their Army area. A similar system will be followed in the S. O. S., the C. G., S. O. S. designating the regions corresponding to the Army areas and Entertainment Officers in charge thereof.

E.--DETAILS OF OPERATION.

5. A single Entertainment Office should be established in each Division, Corps, Army and S. O. S. organization. In this office the Entertainment Officer of the unit and the Y. M. C. A. Entertainment Director will work in co-operation. The booking chart for the unit will be kept in this office, and reports of activities, requests, complaints, etc., received there.

6. Each Army, Corps, Division and S. O. S. unit Entertainment Officer should cause an immediate canvass to be made of his area, calling upon the local Entertainment Officers for information concerning the number of troops there stationed, the facilities available for entertainment such as theatres, huts, hangars, and improvised buildings and existing and proposed local plans.

7. Arrangements should be made in each locality where facilities permit for regular "amateur nights" and vaudeville competitions. In addition each locality should

periodically endeavor to produce a local show. In general these local shows should be used locally and in nearby units as long as possible.

8. Local shows and entertainment units will in general be of two classes, first, those organized within a unit which it is undesirable to detail permanently on entertainment duty, and second, those it is desired to use extensively for entertainment purposes. Division, Corps and Army commanders and commanders of corresponding S. O. S. organizations have full authority to send units of the first class on limited tours within the areas occupied by their respective commands. It is neither necessary nor desirable that these men should be detailed for entertainment duty under the provisions of G. O. 241, series 1918, these headquarters. The second class should be detailed for entertainment duty under the provisions of that order. In this case they should be ordered to report to the division or unit Entertainment Officer and used exclusively for entertainment duty.

## F.--SENDING SHOWS ON TOUR.

9. Whenever a division or unit Entertainment Officer has an entertainment unit which is competent to give entertainment generally and which cannot be longer used locally, he will report the fact to the Entertainment Officer of the Army, or to the Entertainment Officer, headquarters S. O. S. This report will include a brief description of the entertainment, the number of officers and men, the properties carried, transportation required, and what stage-settings, lights, additional properties, etc., are necessary for the act. He will also state how long a tour is desired away from the organization. The Entertainment Officer to whom this report is made will, if possible, use the entertainment locally. If that is not possible, he will report the facts to the Assistant Entertainment Officer, A. E. F., Paris, who, if it is decided to send the show on tour, will make the necessary arrangements.

10. Whenever entertainment units leave the Army area, or similar region in the S. O. S., where organized, they will be routed by the Assistant Entertainment Officer A. E. F., Paris, through the medium of the Y. M. C. A. booking system.

11. A unit which it is intended to send on an extended tour should be as small as possible, in general not exceeding 20 men, and should be so organized, that if local facilities prevent their putting on their entire program, they will be capable of being broken up into two or more smaller units, each able to give an evening's entertainment.

12. It is very desirable that entertainment units on tour away from their organizations be in charge of an officer. This officer will command them as a detachment and be responsible for their conduct and for providing lodgings and rations or commutation in lieu thereof.

13. Transportation of Entertainment Units between regions will ordinarily be by rail on Y. M. C. A. movement orders and within the regions, by motor transportation furnished by the Y. M. C. A. or the Army. The Entertainment Officer concerned and the Y. M. C. A. Entertainment Director will arrange the necessary details. Commanding officers are authorized to furnish motor transportation, if available, for the local transportation of these units.

## G.--COMBINED SHOWS OF PERSONNEL FROM DIFFERENT ORGANIZATIONS

14. In order that soldiers belonging to different organizations maybe combined into entertainment units to be used for extensive touring, such individuals may be detailed directly by the Division or unit commander for entertainment duty and ordered to report to the Assistant Entertainment Officer, A. E. F., Paris. They will be combined into entertainment units and routed through the Y. M. C. A. booking system.

In general, no soldiers will be so detailed except on the request of the Assistant Entertainment Officer, A. E. F. Paris. Soldiers so detailed will be reported by telegraph to the Assistant Entertainment Officer, A. E. F., Paris, who will inform the proper commanding officer where they should be sent.

H.--ENTERTAINMENT DETAILS FROM UNITS RELEASED FOR RETURN TO THE UNITED STATES.

15. Officers and soldiers, belonging to organizations released for return to the United States, who desire to remain in France for entertainment duty, may be detailed for this duty by the Commanding General, S. O. S. or officers designated by him. No officer or soldier will be so detailed except on his own application approved by his division or unit commander on the recommendation of the Entertainment Officer of his organization, and approved by the Entertainment Officer, S. O. S. Officers and soldiers so detailed will be reported by telegraph to the Entertainment Officer, S. O. S., who will inform the proper commanding officer where they should be sent.

16. In general, an officer will be detailed for entertainment duty only when his services are desired as a manager, director, conductor, or in charge of an entertainment unit. Officers will not be detailed as actors or performers.

I.--EXPENSES.

17. The Y. M. C. A. has agreed to furnish funds to cover expenses of soldier entertainment units to the extent that they are not covered by Government allowances. When an entertainment unit cannot be assigned to an organization for quarters or rations the Y. M. C. A. will provide an allowance to cover lodgings and meals. The amount of such allowance will be determined by agreement between the local Y. M. C. A. Entertainment Director and the Local Unit Entertainment Officer. The sum so determined will be paid in advance to the officer in charge of the show or, if there be no such officer, to the Local Unit Entertainment Officer, who will then be charged with providing quarters and rations for the soldier entertainers with the funds so delivered to him. Local Unit Entertainment Officers will enter date, amount and details of expenditure of all funds so received in an expense book maintained for this purpose by the local Y. M. C. A Entertainment Director. In all cases where soldiers detailed for entertainment duty under the provisions of G. O. 241, series 1918, these headquarters, draw commutation of rations and quarters, the whole of such government allowance will be applied to their expenses for food and lodging before any additional allowance is requested or received from the Y. M. C. A.

J.--RECORDS AND REPORTS.

18. The service records of soldiers detailed for entertainment duty and ordered to report to unit Entertainment Officers will be kept under the direction of such officers. Those of soldiers ordered to report to the Assistant Entertainment Officer, A. E. F. Paris, will be sent to that officer, who in turn will cause the necessary identification papers, pay books, etc., to be made out and will keep the accounts of the men so detailed.

19. On the 15th and last days of each month, reports will be made by the Entertainment Officers of Armies and S. O. S. Units to G-1, these headquarters, giving a general statement of the entertainment activities within their areas. This report will show the number of important centers where there has been no entertainment or diversion of any sort, and the number where there have been only one, two, three, etc., during the period covered by the report.

II. Section 2-A, Training Bulletin No. 1, G. H. Q., A. E. F., December 18, 1918 (No. 1436, G5-A. E. F.), is hereby revoked and the following substituted therefor:

A report, corrected Form 1, G-5, School report, will be made by the school officer of the regiment, separate battalion, special unit, cantonment, hospital or detachment, through the division, corps, army or area school officer, who will forward such reports to the A. C. of S., G-5, G. H. Q., as follows:

(a) This report will be mailed at the end of each month and within five days after the closing of the school. Reports will be made in triplicate and disposed of as follows: One copy to be retained; two copies to be forwarded (one to be retained by the division, corps, army or area school officer, and one forwarded to G-5, G. H. Q., A. E. F.)

Army and Corps school officers will render their report for army and corps troops only.

This report will also be made as above in the case of division educational centers direct to G-5, G. H. Q.

Commandants of universities will render their report direct to G-5, G. H. Q., modifying same as may be necessary.

The February and subsequent reports will be rendered on this new form.

Section 2-B is modified by G. O. No. 9, c. s., A. E. F., and no transfer cards will be sent to G-5, A. E. F.

## CARE OF PUBLIC PROPERTY AND STORES

III. 1. During the period of active operations, the expeditious forwarding of supplies to troops at the front was a paramount consideration and conditions often necessitated extreme measures without regard to the intrinsic value of the supplies themselves. Time, labor, transportation and space were often lacking and these deficiencies prevented that care in the handling of property to which it is justly entitled under the more normal conditions which have now succeeded the cessation of hostilities. Much needless waste has already taken place through a continuation of lax methods, the execuse for which, if it ever existed, can be accepted no longer. Every effort must now be made tending toward a systematic arrangement of property with a view to protecting it against deterioration, loss or theft and with a view also to facilitating its ultimate disposal.

2. The chiefs of all supply services, commanding officers of the various S. O. S. sections and the commanding officers of units, depots, dumps, posts and other installations at which property may be handled will be held responsible for the enforcement of all measures necessary to effect an orderly arrangement of supplies and materials and to provide suitable protection against the elements or against unauthorized removal.

3. Covered storage will be used wherever available, but where none is provided steps will be instituted for the classification and piling of the materials and supplies. In many cases additional temporary covered storage can be improvised from material at hand. In other cases the stocks themselves can be so piled as to protect them in a large measure from the weather. In still other cases the use of preservatives such as oil, paints or cosmoline may be necessary, but such means should not involve unwarranted expense or waste of effort not commensurate with the value of the material. While the construction of additional covered storage is not contemplated at this time, cases justifying the use of a considerable amount of construction material may arise and should be reported with full particulars with a view to obtaining approval for construction if necessary.

4. Care should be taken to so arrange materials of the same kind as to facilitate the taking of inventories and frequent checks on all stocks thereafter. Due regard should be given to the location of materials with respect to roads and railways in order to reduce labor in handling at the present time as well as in the future.

5. In making their inspections, officers of the Inspector General's Department and other special inspectors appointed by chiefs of services will include in their reports data as to care and preservation of property at supply establishments and other installations and when appropriate will recommend measures for the betterment of this phase of the service.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 25, 1919.*

BULLETIN, NO. 16.

CLASSIFICATION OF ANIMALS--AMENDED.

I. The classification given in Par. 1, Bulletin No. 4, c. s., these headquarters, is revoked and the following is substituted therefor:

(A) Serviceably sound.
1. Cavalry.
2. Light Artillery.
3. Heavy Artillery.
4. Mules, Wheel.
5. Mules, Lead.
6. Mules, Pack and Riding.

(B) Unserviceable.
1. Cavalry.
2. Light Artillery.
3. Heavy Artillery.
4. Mules, Wheel.
5. Mules, Lead.
6. Mules, Pack and Riding.

These classifications will be made according to the standard U. S. specifications.

STANDARDIZED TEST FOR GLANDERS.

II. 1. The following rules for the technique of the Intradermal Palpebral Mallein Test, for the interpretation of this test and for disposition of reactors to this test, are published for the information and guidance of all concerned. All previous instructions issued on this subject are revoked.

2. Injections will be made during the morning hours.

3. Method of administration: Inject 1/10 cc of a solution of Mallein containing 1 part concentrated Mallein to 3 parts of 5/10% phenicated water, into the skin of the middle third of the lower eyelid, approximately 1/4 inch from the palpebral border.

The skin of the eyelid is made tense by drawing it inward and forward with the thumb of the left hand while the right hand, holding the syringe, rests on the side of the face. The needle is introduced between the two layers of the skin and not through them. It is very important that the injection is not made subcutaneous. The operator will note a small bleb or enlargement at the point of injection. The needle shall be inserted to a depth of 1/4 inch horizontally. When the needle has been inserted the skin is allowed to relax so that the tension will not hinder the delivery and retention of the Mallein.

The needle shall be disinfected after each injection by wiping with gauze saturated in alcohol.

4. The Syringe. The syringe adopted in the French Army shall be used. Until these can be procured a syringe of one gram capacity with an adjustable graded piston and equipped with a fine needle 1/4 inch long shall be used (needles now in use having a length greater than 1/4 inch will be shortened).

5. Observations. Observations will be made as follows: The first at the 24th hour after the injection of Mallein, the second at the 28th hour, and the third at the 32nd hour, and a fourth observation will be made on the morning of the following day on all animals showing any degree of reaction at the third observation.

6. Reactions. All animals shall be classified into the following four groups:

A. Animals showing no perceptible swelling shall be marked---0.

B. Animals showing a circumscribed swelling of the lower lid regardless of its dimensions shall be marked---1.

C. Animals showing swellings gravitating below the region of the lower eyelid shall be marked---2.

D. Animals showing swellings of the upper eyelid in conjunction with a gravitating swelling of the lower eyelid, or a voluminous gravitating swelling below the eye will be marked---3.

Animals showing a conjunctivities will be marked +, and if there is associated with this a purulent discharge will be marked ++ in addition to 1, 2 or 3, as the case may be.

Class B associated with conjunctivitis will be marked 1+, and if there is a purulent discharge will be marked 1++.

Class C associated with conjunctivitis will be marked 2+, and if these is a purulent discharge will be marked 2++.

Class D associated with conjunctivitis will be marked 3+, and if there is a purulent discharge will be marked 3++.

Any animal evincing pain on palpitation of the swelling will be marked (p) in addition to the other markings, thus the marking 2++(p) would indicate the animal has a gravitating painful swelling with a conjunctivitis and a purulent discharge.

7. Conclusions. The injection of Mallein into the skin of the eyelid may produce the following results:

A. Different degrees of tumefaction, painful or non-painful.

B. Different degrees of conjunctivitis, purulent or non-purulent.

C. Different degrees of systemic depression.

D. Different degrees of photophobia.

As the above phenomena do not always occur in the same ratio of intensity, to insure a uniform interpretation, the following will be adopted for recording the results, of the Intradermal Palpebral Mallein Test:

0 Negative.

1 Negative.

2 Suspicious and shall be re-tested.

3 Very suspicious and shall be re-tested.

1+ If disappearing in 24 hours after the first reading shall be considered negative. If present after 24 hours shall be re-tested. 1+, 1++, 1+(p) or 1++(p) shall be considered suspicious and shall be re-tested.

2+ 2+ shall be considered suspicious and shall be re-tested. 2++ shall be considered suspicious and shall be re-tested. 2(p), 2+(p) and 2++(p) shall be considered suspicious and shall be re-tested.

3+ 3+ are typical reactors and shall be destroyed.

3++ 3++ are typical reactors and shall be destroyed.

An animal showing 2 or 2+ if still suspicious after re-test with the Interdermal Palpebral Mallein Test shall be held for an immediate subcutaneous test. An animal

showing 2++ or a 2++(p) on re-test will be destroyed. An animal showing 3 on first test and a reaction equal to 2+ on re-test shall be destroyed.

Re-tests with the Interdermal Palpebral Mallein Test will be made within 48 hours of the first test. All suspects following the re-tests will be subjected to the standard subcutaneous Mallein test as prescribed by the Bureau of Animal Industry, and if found reacting to this test will be destroyed.

If suspects are immediately subjected to the subcutaneous tests 4 cc of subcutaneous Mallein shall be used instead of 2 cc.

8. No more than 5 horses will be destroyed from any one test without the approval of the Chief Veterinarian, A. E. F., Chief Veterinarian of Section, or Chief Veterinarian of the Army in which the animals are found.

9. The control of large outbreaks of glanders shall be conducted under the instruction of the Chief Veterinarian, A. E. F.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

Note.--Bulletin No. 16-A, dated February 20, 1919, is a mimeographed bulletin on musketry.

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GENERAL HEADQUARTERS, A. E. F.,
*France, February 27, 1919.*

BULLETIN, NO. 17.

TOWN MAJORS TO CO-OPERATE WITH FRENCH AUTHORITIES.

I. To carry out the provisions of Bulletin No. 83, series 1918, these headquarters, local commanders will designate the Town Major or Acting Town Major to co-operate with the local French authorities in the enforcement of all decrees and regulations governing the sale of food supplies.

FRENCH TARIFF RATES.

II. Schedule III, Bulletin No. 87, series 1918, these headquarters, is revoked and the following is substituted therefore, viz:

The tariff rates as published in Sechedule II, Bulletin No. 87, series 1918, these headquarters, will apply to all motor transportation furnished by the French authorities to the American authorities, or by the American authorities to the French authorities, from and after April 17, 1918, and until further notice. (18187-F, A. G. O.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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CARE AND DISPOSITION OF ALL KINDS OF ARMS AND EQUIPMENT.

Supplementing Sec. IV of G. O. No. 212, series 1918, these headquarters, the following instructions will govern the care and disposition of all kinds of arms and equipment that will not accompany organizations on leaving their stations for return to the United States.

Unless otherwise specifically directed by the chiefs of supply services concerned, each package or bundle will be clearly marked to show the consignor (organization and officer), the consignee (officer or depot), the invoice number (shipping officer's invoice number), the contents, the name of the officer or soldier who checked the contents prior to packing, and the name of the packer. Whenever practicable, a list of contents will be placed within the package or bundle, and a duplicate thereof will accompany the invoice which will be sent to consignee by mail or special courier.

I. AIR SERVICE.

1. All Air Service property will be packed and shipped in accordance with Air Service General Orders issued by the C. A. S.

2. Inspection of materiel, previous to packing, will be made as follows:

(a) For Air Service units in the field, by an inspector of the next higher unit.

(b) For depots and schools, by an officer, preferably a field officer, appointed by the commanding officer of the depot or school.

3. A certificate of inspection will, in all cases, be attached to and sent with the invoice of materiel shipped.

II. CHEMICAL WARFARE SERVICE.

1. Gas masks which have been issued to officers and enlisted personnel will be retained by them as part of their regular equipment. Only excess masks held by supply officers of organizations will be turned in.

2. Organizations within a division will turn in to the division gas officer all Chemical Warfare Service equipment in a clean and dry condition, carefully packed, and the container fully marked as to the character and contents.

3. (a) Property now in the hands of troops stationed east of a line drawn north and south through Gievres will be shipped to Gievres.

(b) Property in the hands of troops stationed west of this line, and north of a line drawn east and west through Gievres, will be shipped to Montoir.

(c) Property in hands of troops stationed elsewhere will be shipped to St. Sulpice.

III. CORPS OF ENGINEERS.

1. Engineer intelligence equipment, including surveying and drafting, reconnaissance, photographic and map reproduction equipment, will be carefully cleaned and packed apart from other Engineer equipment. Cases will be marked to show contents.

2. Engineer tools which are part of the issue as authorized by Equipment Manuals for Service in Europe, Series "A," Nos. 7 and 12, will be cleaned and oiled to prevent rust and then packed as far as possible in the Engineer tool wagon or limber and caisson in

which they are ordinarily carried. Other Engineer tools and equipment will be cleaned and prepared to prevent rust and deterioration and packed so that shipment can be made without danger of loss or breakage.

3. Triton, dynamite and other explosives will be packed separate from the detonators or caps, the cases of which will be plainly marked showing contents. Section II, G. O. No. 9, W. D., 1918, provides: "Dynamite, gun cotton, powder, gasoline or other explosives or inflammable liquids (not including small arms ammunition) will not be loaded or carried with impedimenta on the same train with troops, and especial care will be exercised to prevent such explosives or inflammable liquids (not including small arms ammunition) being included in any shipment of packages of impedimenta intended for transport overseas. Articles of this character must be shipped in accordance with the regulations published in Ordnance Pamphlet No. 1720. Should an emergency exist requiring the shipment of explosives on troop trains, permission will be obtained in advance from the War Department."

4. (a) Property now in the hands of troops stationed east of a line drawn north and south through Montierchaume will be shipped to Montierchaume.

(b) Property in the hands of troops stationed west of this line, and north of a line drawn east and west through Montierchaume will be shipped to St. Nazaire.

(c) Property in the hands of troops stationed elsewhere will be shipped to St. Sulpice.

IV. MEDICAL DEPARTMENT.

1. Medical units with combatant troops:

(a) Serviceable field medical supplies will be shipped to field medical supply salvage depot at Montierchaume (Indre).

(b) Supplies pertaining to post supply table will be turned in to the nearest medical supply issue depot.

(c) All unserviceable medical property unfit for further use will be turned into the nearest salvage depot.

2. All other medical units belonging to the army, such as evacuation hospitals, mobile and surgical units, mobile hospitals, etc., will request instructions as to disposition of medical supplies from the office of the Chief Surgeon, A. E. F., upon receipt of orders to discontinue their functions.

V. MOTOR TRANSPORT CORPS.

1. All motor vehicles, before being turned in, will be thoroughly cleaned, and minor repairs or adjustments, such as are made by company mechanics, completed. Vehicles, tools, equipment and spare parts will be listed on M. T. C. Form 101 to facilitate transfer.

2. (a) Property in the hands of units in the Advance Section will be turned in to M. T. C. park at Dijon.

(b) Property in the hands of units in the Intermediate Section will be turned in to Verneuil and Romorantin.

(c) Property in the hands of units in the Paris Section to M. T. O., Paris.

(d) Property in the hands of units in the base sections to motor reception park, base port.

3. No motor transportation which may have been assigned to or used by individuals or organizations in France will be shipped to the United States.

VI. SIGNAL CORPS.

1. Wire, Outside Construction Material and Heavy Tools. Tools will be cleaned before shipment. None of this material need be packed, but coils of wire will be securely

wired before shipment, and tools and other material wired in bundles of suitable size to facilitate handling.

2. Radio Equipment. Radio equipment of all descriptions, both French and American, will be thoroughly cleaned and then well packed for shipment. All vacuum tubes will be removed from the sockets and shipped separately in the special boxes usually provided. All accessories and movable parts will be securely fastened and proper provision made to protect all delicate portions of the equipment. The exterior of the cases will be marked "Radio," adding number of types of equipment contained in the cases.

3. Miscellaneous Material. Material and equipment not covered in subparagraph 1 and 2, with the exception of accumulators, will be cleaned and well packed. Special care will be taken in the packing of electrical instruments, watches, compasses and field glasses. These items will be carefully packed in pack chests when these are obtainable. Equipment of different kinds in this class will, as far as possible, be packed separately. The contents of the cases will be marked on the exterior of the case.

4. Storage Batteries. All storage batteries which were requisitioned dry and received in that condition and never put into service will be returned as received. All storage batteries which have been put into service will be given a thorough charge and overcharge with a proper amount of electrolyte, as explained in the Signal Corps pamphlet, "Instructions for the Use and Maintenance of Small Portable Storage Batteries," and Circular No. 78, Office C. S. O., A. E. F. Storage batteries will be loaded in one end of the car and so braced that they cannot upset and spill the electrolyte.

5. (a) Property now in the hands of troops stationed east of a line drawn north and south through Gievres will be shipped to Gievres.

(b) Property in the hands of troops stationed west of this line and north of a line drawn east and west through Gievres will be shipped to Montoir.

(c) Property in the hands of troops stationed elsewhere will be shipped to St. Sulpice.

VII. QUARTERMASTER CORPS.

1. All articles requiring repairs or renovation will be turned over to the Salvage Service.

2. In making shipments, the following will be observed:

(a) Lamps, Lanterns and Oil Stoves. Oil will be removed from reservoirs before shipment.

(b) Ash and Garbage Cans and Buckets. Such articles will be thoroughly cleaned before shipment so as to be made immediately available for reissue.

(c) Field Ranges and Tool Chests. Each article will be made complete, so far as prescribed contents are concerned, by taking contents of several ranges or tool chests. These articles will be market "Complete" or "Incomplete," as the case may be.

(d) Harness will be thoroughly cleaned and well oiled.

(e) Paulins and Tentage. Each article will be thoroughly dried out, properly folded and securely tied.

(f) Vehicles will be shipped complete with prescribed equipment.

3. Packing and Marking. There are practically no packing boxes available at Q. M. depots. Suitable materials must be found locally for packing property to be turned in. Empty sacks will be used wherever possible. A limited quantity of burlap, twine and sacking needles may be obtained on requisitions from Q. M. depots; baling wire will be used for making bundles of shovels, spades, rakes, etc.

4. Bundling and Assembling:

Blankets--10 to a bundle, tied with twine; O. D. blankets will be separated from commercial blankets.

Bedsacks--20 to a bundle, tied with twine.

Bags, Water--10 to burlap bag; shipping tag to show contents.
Bags, Nose--20 in burlap bag; shipping tag to show contents.
Buckets, G. I.--10 to a nest, wired together with baling wire.
Forks, Stable--6 to a bundle, fastened with baling wire.
Harness, 4-line:

(a) Collar Harness. Each single set in a separate burlap bag; shipping tags to show whether lead or wheel, near or off side.

(b) Brest Strap Harness. The two wheel and the two lead sets will be packed in two burlap bags; shipping tag to show contents, and whether harness is French or American.

(c) Cart Harness. Single sets, one set in a burlap bag; tandem or double sets, the two sets in one bag; shipping tag to show contents.

Halters--20 to a burlap bag; shipping tag to show contents.
Paulins and Heavy Tentage--One each to a bundle; shipping tag to show contents.
Tent Flies--5 to a bundle; shipping tag to show contents.
Pickaxes--6 to a bundle, wired together.
Pins, Shelter Tents--500 to bag; shipping tag to show contents.
Pins, Tent, large--100 to a bag; shipping tag to show contents.
Pins, Tent, small--100 to a bag; shipping tag to show contents.
Rakes, Steel--6 to a bundle, wired together.
Shovels--6 to a bundle, wired together.
Spades--6 to a bundle, wired together.
Tents, Shelter Halves--20 to a bundle or bag; shipping tag to show contents.

5. Each package or bundle will be marked as follows:

From: (Designation of organization: example: Supply Officer, 333rd F. A.)
To: Depot Quartermaster at_____
Invoice No.: (Shipping officer's invoice number.)
Contents: _____

6. (a) Property now in the hands of troops stationed east of a line drawn north and south through Montierchaume will be shipped to Montierchaume.

(b) Property now in the hands of troops stationed west of this line and north of a line drawn east and west through Montierchame will be shipped to St. Nazaire.

(c) Property in the hands of troops stationed elsewhere will be shipped to St. Sulpice.

7. All property shipped to Q. M. depots will be invoiced to the D. Q. M. concerned Wherever possible, invoices will show date of shipment, also car numbers and initials.

8. These instructions apply also to organizations stationed in the immediate vicinity of Q. M. depots, except that where no rail shipments are involved, the property is to be turned in to the nearest Q. M. depot.

VIII. ORDNANCE.

ARTILLERY AMMUNITION.

1. All ammunition will be carefully cleaned. All grease and grit removed.

2. Replace all fuse-hole plugs after removing dirt and grit from the fuse cavity and threads. Replace grommets for protection of rotating band on all shells.

3. Thirty-seven m/m and 4.7" ammunition for which there are no grommets will be placed in the original containers. Special care will be exercised to insure that ammunition bearing the same lot number is placed together and segregated from other lot numbers. Where containers are not available, ammunition will be carefully cleaned and placed in piles segregated according to lot number and types of shell (as gas, incendiary, shrapnel, etc.).

Shells that have been fused preparatory to firing and not fired will be considered as "duds" and carefully arranged in a segregated pile. Ammunition will be placed in well-drained positions on suitable dunnage to protect it from the dampness of the ground and covered with suitable protection from weather.

5. Powder charges will be replaced in their original containers and stored as above. They will be suitably protected from the weather and dampness of the ground in segregated piles, according to lot number.

6. All units stationed north and east of Is-sur-Tille will ship all empty cartridge cases in their possession to Advance Ordnance Depot No. 1. Units stationed at all other points will ship all empty cartridge cases to Intermediate Ordnance Depot No. 4, Mehun.

7. Empty wooden packing cases will not be turned in, but may be retained within the organization and used for any purpose.

8. Metal linings or containers will be turned over to the nearest salvage depot.

FIELD ARTILLERY MATERIAL.

A. 75 m/m Guns; Model, 1897; 4.7" Gun; 155 m/m Howitzer, Model 1917.

1. Guns and Howitzers will be cleaned and lubricated as prescribed in the "Provisional Drill Regulations for Field Artillery, 75 m/m Gun, August, 1917," pages 55, 56 and 57, paragraphs 26-36, inclusive, and in the "155 m/m Howitzer Drill Regulations," pages 72-76, paragraphs 20-51, inclusive, and 70. In addition, all polished surfaces, moving parts and the interior of the bore will be heavily and thoroughly slushed with cosmoline or similar grease.

2. Gun book will be placed in trail chest.

B. Caissons, Limbers and Other Vehicles.

1. All vehicles of this type will be thoroughly cleaned and lubricated, as prescribed in "75 m/m Gun Drill Regulations," pages 69-70, paragraphs 70-72, inclusive, and in "155 m/m Howitzer Drill Regulations," pages 76-77, paragraphs 52-60, inclusive.

C. Accessories.

1. All Fire Control instruments will be cleaned as prescribed in "75 m/m Gun Drill Regulations," paragraph 75, and carefully packed in cases.

HEAVY ARTILLERY MATERIEL.

"A" Class--8" and 9.2" Howitzers.

1. Howitzers, carriages, platforms, limbers and transport vehicles will be assembled and put in traveling condition.

2. All bearing surfaces will be well lubricated with the lubricant specified in the handbooks.

3. All bright exposed surfaces will be well coated with either cosmic or light slushing oil.

4. The bores of howitzers and the breech mechanisms will be cleaned thoroughly with hot water and soda and slushed with light slushing oil.

5. Recuperators will be pumped to full service pressure. If the mechanical condition is such that this cannot be done, the howitzers will be securely lashed or blocked in place.

6. The traveling lock will be in place, the quick loading gear unlatched, and the elevating gear depressed to relieve the elevating gear from traveling strains.

7. The rocking bar sights will be moved from the carriages and placed in their proper chests.

8. The sights and other optical instruments will be placed in their proper cases, handled, stored and located separately from any heavy material which might cause damage.

9. All accessories will be sorted and stored or loaded in such manner that they may be easily handled and checked. All material will be grouped in accordance with the classification shown in the equipment tables.

"B" Class--155 G. P. F.--Wheeled Materiel.

1. Guns, carriages, limbers and transport vehicles will be properly assembled and placed in traveling condition.

2. All bearings will be lubricated with the lubricant specified in the handbooks.

3. All exposed finished surfaces will be well coated with either cosmic or light slushing oil.

4. The bores of guns and breech mechanisms will be cleaned thoroughly with hot water and soda and well slushed with light slushing oil. The breech and muzzle covers will be secured in place.

5. Guns will be retracted and held securely in traveling position.

"C" Class--Sights.

1. All fire control instruments will be removed from the carriages and placed properly in their chests.

2. All chests of fire control instruments will be handled, stored and loaded separately from any heavy materiel.

"D" Class--Accessories.

1. All accessories will be sorted and stored or loaded in such manner that they may be easily handled and checked. This material will be grouped in accordance with classification shown in the equipment tables.

MOTOR EQUIPMENT.

"A" Class--Tanks and Tractors.

1. Tanks and tractors will be thoroughly cleaned.

2. Water circulating system will be thoroughly drained. Pet cocks are on pumps, and drainage plugs are located in pipe lines from tank or from pump to radiator.

3. Fan belt tightener will be loosened so all tension is removed from belt.

4. All tools will be carefully cleaned, slushed and packed in tool boxes.

5. After locking tool box, keys and switch keys will be wired on the cylinder side and magneto cover tied on securely.

6. All bearings lubricated with hard grease will be well filled.

7. Careful attention will be paid to slushing valves, valve springs, valve stems, and around tappet guides to prevent water entering at these points.

8. The exhaust manifold will be covered by a metal or wooden cap securely fastened in place.

9. Crank cases will be drained and washed out with kerosene and the oil supply replenished. Special attention will be exercised to see that the oil pump screen is well cleaned.

10. Six hundred W, hot cup grease, or regular ordnance slushing oil are all satisfactory for slushing. The first two can be secured from Motor Transport Corps gas and oil centers; the ordnance oil from ordnance supply depots.

11. All metal parts not painted or running in oil will be carefully slushed.

## TRENCH WARFARE MATERIEL.

"A" Class--Trench Mortars.

1. The barrels will be cleaned with warm water and soap and then slushed with cosmoline or slushing oil.

2. All other metal parts will be slushed with cosmoline or slushing oil.

"B" Class--Very Pistols.

They will be thoroughly cleaned and all metal parts slushed with cosmoline or slushing oil.

"C" Class--Rifle Grenade Dischargers and Shims.

They will be thoroughly cleaned and slushed with cosmoline of slushing oil.

## MACHINE GUNS, SMALL ARMS AND AMMUNITION.

"A" Class--Machine Guns and Automatic Rifles.

1. Machine guns and automatic rifles when turned in by organizations will be thoroughly cleaned and freed of rust. All parts, particularly working parts, must be effectively coated with cosmoline.

2. Metal fouling will be removed from the bore by means of metal fouling solution if necessary in accordance with current instructions, and a heavy coat of cosmoline carefully applied.

3. The bolt, firing mechanism, receiver, feed mechanism and all springs will have a heavy coat of cosmoline well rubbed in.

4. Special care will be exercised when cleaning and coating with cosmoline all sliding bearings of barrel, muzzle and breech ends on water cooled guns.

5. Front and rear sights will be heavily coated with cosmoline and protected against damage in handling and shipping.

6. Machine gun tripods will be carefully cleaned and a coating of cosmoline applied to unpainted metal parts prescribed for the guns. Special care will be exercised in connection with the following parts:

Mill Scales, Elevating Screws, Slow Motion Traverse Screw (not on all tripods), Clamps.

7. The tripods will be folded and strapped as for transportation on the carts.

"B" Class--37 m/m Guns, Model of 1916.

1. They will be thoroughly cleaned and freed of rust. Special care will be exercised in connection with the following parts:

Recoil Slide, Trunnion Bearings, Pintle, Socket, Breech Mechanism, Piston Crosshead Key and Sear, Striker, Elevating Screw and Wheel, Traversing Screw, Nut and Bearings.

2. All parts, after cleaning, will be effectively coated with cosmoline. The recoil cylinder will be filled in the usual manner if oil is available, but will not be disassembled in the field.

3. Spare parts and accessories will be cleaned, preserved as directed, and packed in their proper places on the ammunition cart.

4. Fire control instruments will be wiped clean, lightly oiled on unpainted metal surfaces, placed in their cases. The gun cover will be carefully placed on the gun.

"C" Class--Machine Gun and 37 m/m Carts.

1. Wheels and shafts will be removed from carts after the material has reached shipping point. Heavy grease will be applied to the axle and wheel bearing. Wheels and shafts will be securely tied to the body of the cart. Where regular machine gun packing cases are not available, guns should be placed in boxes provided for them on carts. Ammunition-boxes should be placed in carrying spaces provided on cart. Particular care should be taken to see that all Hotchkiss ammunition boxes are filled with feed strips. Hotchkiss machine gun and ammunition carts should be carefully inspected to determine their serviceability. Steps should be taken to have the unserviceable ones scrapped on the spot, rather than forwarded to depots.

2. All exposed surfaces and scale graduations of fire control instruments will be cleaned and thinly coated with a light, high grade oil, and placed in the cases provided for them. Special care will be exercised in their cleaning.

3. Belt loading machines will be placed in the-boxes provided, after all working surfaces and parts having exposed finished surfaces have been thoroughly cleaned and coated with cosmoline. Water boxes will be emptied, and the covers tightly screwed on. Machine gun belts will be placed in ammunition boxes. As many accessories as possible will be packed in their proper places on carts.

4. Special care will be exercised to assemble complete sets of spare parts and tools in the cases provided. All finished surfaces will be heavily coated with cosmoline.

"D" Class--Rifles.

1. No rifle should be left cocked; all slings will be detached from the rifle and packed separately. The bore will be thoroughly cleaned and cosmolined in accordance with the instructions given in Ordnance Pamphlet No. 1923, or Publication No. 1917, on the U. S. Rifle, Model of 1917.

2. All dirt, surplus grease and rust will be removed and metal parts covered with cosmoline.

3. Front sight covers will be placed on all rifles, Model of 1903.

4. If packing chests or boxes are not available for storage breech covers will be used on all rifles for better protection. Rifles will then be tied together tightly in bundles of three (3), muzzles opposed, with two (2) pieces of heavy twine, then wrapped with burlap, if available, although the latter is not essential.

"E" Class--Riot Guns.

1. No shells will be left in magazine or chamber of gun, nor gun left in cocked position.

2. The piece will be thoroughly cleaned of all dirt, grease and rust, the bore with soda solution, when necessary, and all metal parts covered with cosmoline.

"F" Class--Pistols and Revolvers.

1. No pistols or revolvers will be left cocked.
2. The piece will be thoroughly cleaned of all grease and rust, particularly the bores, and cosmolined.
3. Pistols will be placed in holsters for protection.
4. Care will be exercised to insure the holsters being dry and clean.
5. If arm chests are not available for packing pistols, ammunition boxes or other boxes will be used. Boxes containing pistols will be sealed.
6. Special care will be exercised to clean thoroughly all surfaces before coating with cosmoline, as cosmoline gives little protection against rust on dirty surfaces.

"G" Class--Small Arms Ammunition.

1. Ammunition presented in the original packing cases with metal liners unopened is considered as serviceable and in firstclass condition. This material will be turned in without further packing.
2. Ammunition in bandoleers and paper cartons will be packed in available boxes, preferably empty ammunition boxes, and labeled on the cover as follows:

"Small Arms Ammunition in Bandoleers Paper Cartons Reboxed in Field"
Caliber_____.

3. Loose ammunition will be gathered up, freed from dirt and foreign matter, separated by caliber and packed in bulk in any available boxes. Boxes will be labeled as follows:

"Small Arms Ammunition, Caliber_____Loose."

EQUIPMENT.

"A" Class--Leather Equipment (Including Harness).

1. Used leather equipment will be cleaned with saddle soap (or if not available, castile soap), thoroughly dried and liberally oiled on both sides with neatsfoot oil; unused leather equipment will be packed without treatment of any kind.
2. Serviceable webbing equipment, such as haversacks, pack carriers, cartridge belts, etc., will be thoroughly brushed before packing. Articles containing wool, such as saddle blankets and blanket lined horse covers, will be packed with naptholine if possible. If this is not available they will be packed and marked "Without Naptholine," so that they will be opened at a depot.
3. All blades and cutting edges will be given an application of slushing oil to prevent rust. Wooden or metal handles will be cleaned with a damp cloth and dried. Mess equipment will be thoroughly cleaned with soap and water and will not be packed until absolutely dry.
4. Under no circumstances will periscopes or observation instruments be dismounted. Exterior surfaces will be thoroughly cleaned and the exposed surface of lenses will be cleaned by blowing on them to remove the dust, and afterwards wiped gently with a clean soft cloth. No oil will be used on the lenses, nor will they be rubbed with fingers, heavy cloth, gloves or any other material which may scratch or grease them. Delicate instruments will be carefully packed to prevent damage in transit
5. Unserviceable material will be turned over to Salvage Service.

Ordnance property of all classes will be disposed of as follows:

(a) For units stationed east of a line drawn north and south through Gievres, all Artillery material to be shipped to Mehun; all personal and horse equipment to Gievres; all ammunition to St. Loubes.

(b) For property in the hands of units stationed west of Gievres, shipping instructions will be obtained from the C. O. O.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

NOTE.--(Bulletin No. 18-A, dated March 3, 1919, is a mimeographed bulletin on Musketry.)

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 19. *France, March 8, 1919.*

COLLECTION OF MONEY DUE REPATRIATED AMERICAN PRISONERS OF WAR.

I. 1. Due bills from the German Government, issued to American prisoners of war for labor performed, or receipts for money deposited, which are still in the possession of released prisoners, may be turned in to any disbursing quartermaster, who will forward them to the Chief Quartermaster, A. E. F. The Chief Quartermaster will transmit such due bills or receipts to the American Representative, Permanent International Armistice Commission, for presentation to the German Government for payment.

2. The money thus collected from the German Government will be paid to the original holder of the due bills or receipts under regulations to be issued by the Chief Quartermaster.

REQUISITIONS FOR BOOKS TO BE MADE THROUGH SCHOOL OFFICER

II. So much of Bulletin 8, c. s., these headquarters, as reads:

"Books marked with star after the title are limited in quantity and will be held at G-5 Library in Chaumont to be sent out on special requisition, instead of being shipped to the distributing center,"

is amended to read as follows:

"Books marked with a star after the title are limited in quantity and will be held at G-5 Library at Chaumont to be shipped on special requisition, instead of being sent to distributing centers without requisition. Units desiring these books will make requisition through school officer of such unit. If unit is part of a division the requisition will be submitted divisional school officer, who will in turn submit his requisition to the army school officer, who will forward a consolidated requisition to G-5 Library at Chaumont."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

NOTE.--Bulletin No. 19-A, dated March 6, 1919, is a mimeographed bulletin on musketry.

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# BUSINESS EDUCATION.

## I. GENERAL STATEMENT.

1. Under the authority of G. O. No. 9, c. s., these headquarters, providing for the organization of Post Schools and of G. O. No. 30, c. s., these headquarters, providing for the organization of Division Educational Centers and an A. E. F. Educational Center and for detail of officers and soldiers to British and French educational institutions, this Bulletin is issued for the information and guidance of all concerned in arranging for instruction in business subjects. The courses of instruction in this field for which texts and instructors' manuals are ready for use or are expected to be ready shortly are:

Elementary Shorthand.
Shorthand Dictation.
Office Practice.
Commercial Law.
Bookkeeping.
Principles of Accounting.
Principles of Selling and Advertising.
Insurance Practice and Salesmanship.
Foreign Trade.

A brief statement as to the character and scope of each of these courses is given in Sec. VII. Other courses may be offered, either in Post Schools or in Educational Centers, whenever there is a sufficient demand and when competent instructors and facilities can be secured.

## II. DIVISION AND POST SCHOOL COURSES.

1. Business courses in the Post Schools will conform to the general instructions given in Training Bulletin No. 1 on "Post Schools" issued by G-5, G. H. Q. Especial attention is called to the following: "Instructors will be detailed from officers or soldiers of the command selected for their special fitness. Soldiers detailed as instructors will be excused from other military duties." (Training Bulletin No. 1, G-5, G. H. Q. Sec. I, Par. 3.)

2. The question as to what courses should be offered in any school must be determined with reference to three factors: (1) the texts or other equipment required and available; (2) the instructors available within the command; (3) the desires of the men. The third factor is less important than the other two, inasmuch as most men who want some type of business training will find any one of several courses helpful and interesting. In general, it is believed that competent instructors for the first five of the nine courses named in Sec. I can be found in most commands and that textbooks, instructors' manuals and equipment can be supplied. Unless there is some special reason for organizing some other course, the school officer at the beginning should focus his efforts on some or all of these five courses. The following observations as to the three factors mentioned in this paragraph should be carefully studied and followed by the Post School officer.

3. All the above courses may be conducted by a well-informed instructor even though textbooks are not to be had. If the school officer is satisfied that the instructor is

capable, he should encourage him to organize his own instruction and should not unduly delay starting the class on account, of a temporary lack of texts. This procedure, however, is to be regarded only as a temporary expedient and is to be used with care.

4. Good judgment in selecting instructors is of the first importance. They may be found either among officers or the soldiers. The whole command should be canvassed with a view to finding the ablest man for each course. Among the qualifications to be considered are: Knowledge of the subject, teaching experience (desirable, but not essential), general education, interest in the work, personality, character, standing in the army. Men should not be arbitrarily assigned to this duty. Unwilling instructors cannot do first-grade work. Point out to each man the advantage of giving instruction as an effective method of mastering a subject and of gaining experience which will prove valuable both in military and in civilian life; all army and business administration is to a large extent a matter of developing people through correct methods of giving them instruction.

5. In order to stimulate interest on the part of the men interested in business subjects, they should be given an opportunity, so far as practicable, to elect their own courses. However, their range of choice should be limited to subjects which are ready or are likely to be given later. While it is not desirable to urge men unduly to take up business courses, they should be described and presented attractively and it should be pointed out that these courses are useful not only to men who are looking forward to business occupations, but to many others as well. Suggestions as to the wording of written announcements will be found in the appended statement regarding each of the nine courses listed in Sec. I. The Post School officer should reach all the men interested through securing the personal interest and cooperation of commanding officers, through bulletins posted in conspicuous places and through the distribution of mimeographed or printed statements describing the business course or courses to be offered.

6. The school officer is expected to supervise closely the instructors in business subjects, since many of them are likely to have had little previous experience in giving instruction. To meet this situation complete and detailed manuals for instructors in business courses have been prepared or are in preparation. The school officer should become familiar with the manual of each course conducted in his Post School and should see that the standard methods therein presented are followed. The manual will assist him greatly in checking up the progress of each class and the efficiency of the instructor.

7. School officers are authorized to write or wire direct to the Director, Business Education Dept., Army Education Commission, A. E. F. University, A. P. O. 909, Beaune, Cote d'Or, France, in regard to any questions or plans on which technical information or advice regarding the business courses is needed.

III. BUSINESS MEN'S CONFERENCES.

1. Closely connected with the formation of Post School classes in business subjects is the organization of one-day or two-day Business Men's Conferences for camps or billeting areas. A conference may be organized and conducted independently by a school officer or by two or more school officers cooperating under proper military authority; or a series of conferences within a division or area may be organized by a divisional or base school officer. Whenever practicable, the Army Educational Commission will assist in supplying speakers and in the preliminary organization, but this is not necessary in order to carry through a conference with marked success; in any case most of the speakers must be found locally.

2. The main purpose of these conferences is to stimulate the interest of qualified men in the study of business subjects as a means of preparing themselves for successful business careers. This interest may be at once directed toward the business courses offered in Post Schools and Educational Centers; or in the case of men who are about to

return to the United States, it may be directed toward the educational opportunities which they will find awaiting them. The conferences should also bring to light many men who are capable of giving instruction, taking the lead in forming business study clubs and the like.

3. The conference should normally have three sessions of two to three hours each, morning, afternoon and evening, the exact hours to be determined by local conditions. Both officers and men who have a real interest in business subjects should be invited and encouraged to attend. However, the main effort should be to bring together men who can contribute something or can get something of value out of the conference rather than merely to provide a large audience. The chairman of the conference should either be a well-qualified officer or some member of the staff of the Army Education Commission; he ought to be sufficiently resourceful and well-informed to be able to speak on most of the topics selected and should make it his main business to stimulate discussion. The speakers for the most part must be found (as may easily be done) among the officers and soldiers of the camp or area in which the conference is held.

4. The cordial approval and cooperation of the commanding officers must be obtained if the conference is to be held under the right conditions. The first step is to present the plan and to request cooperation along the three lines named below:

(a) Providing a suitable meeting place.

(b) Having announcement of the conference and of the conditions under which it may be attended brought to the attention of all the officers and men in the camp or area by having it read at formations, placing it on bulletin boards, and the like.

(c) Issuing instructions which will permit qualified men to be excused from all other military duties during the day or days of the conference in order to attend the sessions.

Cooperation along these three lines will give the conference the stamp of official approval on the part of commanding officers which it should have.

5. The attendance at the conference should be restricted to officers and men who have made application to be admitted and whose applications have been approved by some designated officer. A suggested form of application, which may be printed or mimeographed locally, follows:

(Fill in all blanks. Brief notations under the heads, Business Experience, Education, and Purpose, will be sufficient.)

Camp_____ Located at or near_____ Date_____

The undersigned hereby applies for permission to attend the Business Men's Conference on _____ 1919.

_____

(Surname.) (Number.) (Given Name.)

Rank_____ Organization_____

Business Experience_____

_____

Education_____

Purpose in attending conference_____

_____

Application approved by_____

The business subjects in which I am especially interested are checked below: (Indicate your choice of not more than three subjects in the following list by check marks on the lines preceding the subjects. If you desire, add one or two other subjects in the blank spaces.)

Elements of Business Practice.
Elementary Shorthand.
Shorthand Dictation.
Insurance Salesmanship.
Principles of Foreign Trade.
Advanced Business Correspondence.

| | |
|---|---|
| Elementary Business Correspondence. | Banking Practice and Law. |
| Office Practice. | Principles of Accounting. |
| Elements of Bookkeeping. | Elements of Cost-finding. |
| Elements of Commercial Law. | Railway Rates and Traffic. |
| Business Organization. | Ocean Rates and Traffic. |
| Modern Production Methods. | Laws of Contracts and Agency. |
| Principles of Selling and Advertising. | Applied Economics. |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

6. The topics to be presented at the conference should clearly be those which are of interest to men in all lines and grades of business. On the other hand, it is not desirable to restrict the list of topics to those which have only an economic or public interest. There are plenty of suitable topics in such fields as: Business Personality and Psychology, Office Management, Modern Production Methods, Principles of Salesmanship, Advertising Practice, Retail Merchandising, Foreign Commerce, Foreign Banking and Investment, Business Letter Writing, Banking Practice, Real Estate Valuation and Management, Accounting Principles, Cost Finding Methods, Railway Rates and Traffic, Ocean Rates and Traffic, Commercial Law, Employing and Handling Workers, Present Economic Conditions. The foregoing list is merely suggestive of the wide range of subject-matter from which suitable topics may be selected. It is impossible to lay out-in advance a standard program, inasmuch as the choice of topics will be determined chiefly by the experience and abilities of the speakers selected. It is better to let each speaker give the results of his own thought and experience (provided he is speaking of a topic of general interest) than to insist on his discussing a topic on which he is not so well informed. After selecting a speaker, the topic assigned to him can readily be agreed upon in a personal talk with him.

Following are some suggestions which will indicate the type of topics recommended:

"Qualities Required to Make a Successful Executive."
"Efficiency Methods in a Modern Factory."
"Efficiency Principles Applied to Office Work."
"The Collection and Use of Business Statistics."
"Qualities Required by a Successful Salesman."
"What Makes a Good Advertisement?"
"Successful Methods of Window Dressing."
"How Life Insurance Is Sold."
"Some Foreign Markets for American Goods."
"How to Write a Good Business Letter."
"Collecting Money by Mail."
"Selling Goods by Mail."
"What Service Should a Bank Give?"
"A Well-planned Cost Accounting System."
"How Railway Rates Are Made."
"Differences Between American and French Commercial Law."
"How an Employment Department is Organized."

In general, each speaker should be allowed twenty to thirty minutes, followed by twenty minutes or more allowed for questions and discussion. Three or four talks can be given at each of the three sessions.

7. The chairman should be prepared to open the conference by a general statement as to its purpose and might well review some of the recent changes and tendencies in American business methods. He should emphasize throughout the conference in connection with every subject discussed the necessity for further study in order to keep abreast of the times. He will take pains also to call for expressions of opinion and statements as to personal

experiences of men present. In the closing session someone should review the opportunities which will be open to the men present for the study of business both while they remain in the Army and after their return to civilian life. If practicable, this part of the session may be used to insure the successful formation of classes in business subjects to be started in a day or two after the conference. The success of the conference will be gauged largely by the amount of interest and discussion that it inspires and by the extent to which it stimulates the use of business textbooks in the hut library and the attendance at business classes.

IV. BUSINESS STUDY CLUBS.

1. At any post where ten or more men are found who are keenly interested in getting back into touch with business affairs and methods in the United States, a Business Study Club may be profitably organized. It is desirable to have a very simple organization with a membership roll, a designating name, and a leader chosen by the members. The membership should be open to anyone in the army who can attend the sessions. The purpose of such a club is to provide for interchange of experiences and ideas on business topics in which the members are interested. School officers are expected to take the initiative in forming such clubs and to assist them in every way practicable when the conditions are favorable. They should not be allowed to interfere with organized educational work.

2. A program committee of the members should assist in locating men who are capable of giving interesting talks. Some of them may be found in the membership of the club, others among officers and men in or near the camp or billeting area; others among the members of authorized civil aid societies; others among the civilian population of the district, subject to the approval of the commanding officer. Debates on business questions may be made at times a stimulating feature of the club sessions. Topics for discussion and debate will be along the lines suggested in Section III, for the business men's conferences.

V. LECTURES.

1. Another activity closely related to Post School work consists of the organization of short lecture courses on business subjects of general interest, whenever competent lecturers can be found locally or supplied by the Army Education Commission or by authorized civil aid societies. School officers are expected to take an active part in securing suitable quarters, making announcements, and requesting the approval and cooperation of the commanding officer. Short lecture courses are an especially valuable feature of the business educational program in camps or areas where there is difficulty for any reason in organizing more thorough and complete courses.

2. Single lectures may also be given from time to time, as opportunity offers to secure qualified lecturers.

3. School Officers are requested to advise the Director, Business Education Dept., Army Education Commission, as to any officers or men at their posts who are in their judgment qualified to give single lectures or short lecture courses on business subjects. Such communications need not go through military channels. Through co-operation of this kind it is hoped that a large staff of competent lecturers can be quickly assembled.

VI. EDUCATIONAL CENTER COURSES.

1. Business courses of a more advanced or more specialized character than can ordinarily be given at Post Schools will be organized at Divisional Education Centers, under the provisions of G. O. No. 30, c. s., these headquarters. Such work will be under the direct charge of Divisional or Area School Officers and will include

ordinarily courses in Principles of Accounting, Selling and Advertising, Insurance Practice and Salesmanship, and Foreign Trade, and other courses of equal grade for which capable instructors may be available.

2. The same courses and other courses of equal or higher grade will be conducted at the A. E. F. University, under the provisions of G. O. No. 30, c. s., these headquarters.

VII. STATEMENTS AS TO NINE STANDARD BUSINESS COURSES.

1. Elementary Shorthand. This course may be taken to advantage by any man of fair intelligence who has a grammar school education or better. It is a useful course in preparation for a wide variety of occupations.

As a means of getting a start in business a knowledge of shorthand is one of the most useful and lucrative accomplishments. The efficient stenographer-secretary is always close to the fountain head of his business, and his services are indispensable to the accurate and speedy dispatch of that business. The roll of great business, professional, and public men of America contains the names of many men who began their careers as stenographers, and who have never discarded their use of the art. The ability to reproduce spoken language in brief, accurate forms and to restore it at will, is recognized as of value by an ever increasing number of business and professional men. The executive at his desk, the teacher in the class room, the student in the lecture hall, the professional man in conference, the tourist in his travels, the reporter in his study of law, are but a few of those who have realized large returns on their investments in stenographic training. Many students, and the number is increasing every year, are using stenography to take notes in the class room, and are doing stenographic work after school hours, for faculty, class mates, or business men, meeting all school expenses with the return for this work.

A detailed "Manual for U. S. Army Instructors in Elementary Shorthand" is ready for the personal use of school officers and of instructors in this subject and may be obtained on requisition to the nearest distributing center for educational text-books. The text is either "Gregg Shorthand" or "Pitmanic Instructor," depending on which system is taught. Any capable shorthand writer, of the right personality, may become a good instructor.

2. Shorthand Dictation. Any one who has had training in any shorthand system and who normally has a speed of 80 words a minute or more, even though he may be entirely out of practice, should be permitted to enroll for this course. It will be devoted chiefly to drill in taking dictation at graded rates of speed and in reading notes. The instructor will assist each student individually in overcoming faults and in perfecting his style and increasing his speed.

A "Manual for U. S. Army Instructors in Shorthand Dictation" is ready for distribution through the regular channels. The textbook is Gregg's "Speed Studies." Any skilled stenographer, of the right personality may become a good instructor.

3. Office Practice. This is a course of thirty-six class sessions which covers among other things: Forms of Business Correspondence, How to Secure Office Positions, Business Etiquette, Office Systems, Filing, Business Documents. It is arranged in three units of twelve class sessions each. The course is designed especially for young men who have had little or no office training. It is of direct value both to men who are preparing for clerkships and other office positions and to others whose work may be outside but who should have some knowledge of office methods.

No text-book is required. A "Manual for U. S. Army Instructors in Office Practice" is in preparation. The course may be successfully conducted by a bright, well-educated man who has had a reasonable amount of business experience.

4. Elementary Commercial Law. The enrollment should be restricted to men of grammar school education or better and of intelligence above the average. It need not be restricted, however, to men who are preparing for business. On the contrary, this course

has a direct vocational value for farmers and all others who have business dealings, and may well be considered an essential part of every man's preparation for citizenship. It is valuable also for the training it gives in close and accurate thinking and expression.

The course covers the elements of the law of contracts, agency, master and servant, sales, bailments, insurance, negotiable instruments, real property and personal property. A great deal of attention is given to typical business situations and cases.

The text-book is Huffcu's "Elements of Business Law." A "Manual for U. S. Army Instructors in Commercial Law" is in preparation. Any lawyer or any one trained in the law, of the right personality, may become a good instructor.

5. Bookkeeping. This course may be taken by men of grammar school education or better and of some business experience. Little time is given to accounting theory, but attention is concentrated chiefly on practice in keeping books. At the end of the complete 72-lesson course a student should be prepared to handle a bookkeeping job successfully or to direct the bookkeeping in connection with a small business.

The text is Clapp and Rittenhouse's "Accounting Theory and Practice, No. 1." A "Manual for U. S. Army Instructors in Bookkeeping," is in preparation. It should be possible in most commands to find an instructor who has had experience in teaching this subject; if not, any capable accountant, of the right personality, can become a good instructor.

6. Principles of Accounting. This is a more advanced course open only to men of good intelligence who already have considerable knowledge of bookkeeping and business practice. It is useful not only to bookkeepers and accountants, but to all others who are preparing for responsible business duties. Executives, salesmen and factory men are all better able to handle their duties and to win advancement if they are equipped with at least an elementary knowledge of accounting principles. The course will deal largely with the reading of accounting statements and the classification of accounts. There will be much less practical work than in the course in Bookkeeping and a larger proportion of theory.

The text is either Clapp and Rittenhouse's "Accounting Theory and Practice, No. 2," or Wildman's "Principles of Accounting." A "Manual for U. S. Army Instructors in Accounting" is in preparation. The instruction cannot be successfully given except by an experienced and broadly-trained accountant.

7. Principles of Selling and Advertising. The enrollment should ordinarily be restricted to men who have had considerable business experience or a broad training in some other field. However, the course is of value not only to business men but to prospective lawyers and other professional men, and in fact to all men who are looking forward to exercising influence and spreading ideas of any kind. The course is based on a practicable application of principles of psychology. A great deal of attention is devoted to practice work under the guidance and helpful criticism of the instructor. It is introductory to more specific courses in various phases of selling or advertising which a student may take up later either in the army or in civilian life.

The text-books are the "Y. M. C. A. National Course in Salesmanship" and Colkin's "Business of Advertising." A "Manual for U. S. Army Instructors in Selling and Advertising" is expected to be ready shortly for distribution. The breadth of experience and the personality of the instructor are factors of such importance in conducting this course successfully that especial care should be used in selecting him.

8. Life Insurance Practice and Salesmanship. This course is designed only for high-grade men who are capable of grasping quickly the fundamentals of the life insurance business. The first half of the course will be devoted to a study of the principles underlying the development of life insurance and to a comparative review of the various forms of policies. The second half will consider the adaptation of insurance to the particular needs of various different types of persons and the correct methods of selling insurance to these persons. The course will prove of value even to men not likely to be connected with the life insurance business.

The texts are Alexander's "What Life Insurance Is" and Huebner's "Life Insurance." A detailed "Manual for U. S. Army Instructors in Life Insurance Practice" is in preparation. The instructors must be chosen with great care from men who have had broad experience in this field.

9. Foreign Trade. With the sudden and rapid development recently of the foreign interests and commerce of the United States, there has come a change in the character of all American business. International connections have been established which must be understood and dealt with not only by men who are actively engaged in exporting or importing, but by those indirectly concerned as well. This course is designed to appeal to all intelligent, broad-gauged men who are preparing for posts of leadership in American business during the decades of expansion just ahead. It has an even more immediate value for those who will enter foreign trade work either at home or abroad. The topics treated will include: Economics of Foreign Commerce, Selling Methods, Financing, Shipping, Law Applicable to Foreign Trade.

The text is Prett's "Course in Foreign Trade." A "Manual for U. S. Army Instructors in Foreign Trade" is in preparation. The instructor should be a man of wide experience and of thorough economic training.

By command of General Pershing

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 21. *France, March 11, 1919.*

ELEMENTARY COURSES IN ENGINEERING, INDUSTRY AND TRADES.

This bulletin is written for the information of the school officer who may not be acquainted with the organization of instruction bearing on mechanic arts, trade extension and industrial subjects, and who wants in condensed form a guide of what subjects selected from that field can be offered and taken to advantage in divisional and post school classes. It would be a great assistance in dealing with the mechanical or vocational field if the school officer could associate with himself an officer who has had experience with this line or who may have had college training and been engaged in the mechanical end of some industry.

Courses Not Requiring Equipment.

Courses in mechanical or industrial lines are generally intensively applied to the specialties or sub-divisions which make up a more general subject and should always be announced with that point in view. "Electrical Engineering" is too general a label. Vocational subjects in electrical lines are such as House Wiring, Storage Batteries, Operation of D. C. Machinery, and Principles of the Telephone. Much confusion also exists because of the mistaken idea that no vocational work can be given, without extension equipment. No trade can be well taught without shop equipment and conditions, but the technical content or trade knowledge can frequently be gotten over, particularly to men who have had some trade experience, by the class room method. Automobile repairing can only be learned by repairing automobiles, but class work can be given with profit

in such technical subjects as Motor Construction and Mechanics, Types of Ignition Systems, Starting and Lighting Systems, and Lubrication and Cooling.

The Instructor.

The first essential in determining what courses can be offered is the discovery of a teacher or a man with the right experience who can be made into a teacher. Such courses nearly always demand a teacher who has had experience in or in contact with the specialty he is to teach. A teacher of general arithmetic can seldom teach shop arithmetic successfully because the heart of the study is its application to shop or mechanical problems, and the interest of the class is lost if they feel the teacher does not have that practical application. The suggestions on what kind of man would probably make a good teacher of the subject are included to help the school officer get a first line on him from his personal record card.

Suggestions on Organization.

A survey, by means of a blank to be filled out by each man, should be made of the unit to determine what schooling he has had, what trade or professional training or what work he has been engaged on, and his special interest in technical subjects.

Information should be ascertained as to what quarters are available or can be made available for meeting of classes.

On the basis of the data obtained by the survey, a selection of courses, picked from the list, should be made, and a canvass of instructor material be made to line up instructors.

The matter of seeing that supplies and equipment necessary to carry on the classes are promptly procurable should be arranged for.

On the basis of the list of courses selected and the rooms available, and the instructors lined up, courses should be announced for enrollment and brought to the attention of every man in the command. Enough detailed information should be given as to the character and exact purpose of the courses so that men may make intelligent selection.

No man should be permitted to take a course who, in the judgment of the school officer and the teacher of the subject, cannot take it to advantage. However, in general, no man should be excluded because he cannot maintain desirable standards. If the man can be helped by the work, he should be permitted to take it.

A small class, even if it contains only three or four members, can be handled to best advantage. A number too large for the instructor to establish individual contact with each man should not be permitted.

Extension Courses in the Trades.

Most of the trade knowledge in many trades, both mechanical and general, has never been reduced to book or printed form. This knowledge frequently consists of "tricks of the trade," shop kinks, methods of working or adapting materials, etc. An opportunity exists for good instructional work in trade extension by capitalizing the knowledge which a good craftsman may have and getting it across to other men in his craft. Wherever a group of men are interested in the same trade, there is nearly always someone of them who is master enough of his craft to lend inspiration and valuable knowledge to the rest. He generally needs assistants in organizing this knowledge into teaching form. An experienced baker can frequently give much instruction on flours, flour improvers, baking materials, oven and shop equipment, yeasts and control of fermentation, cakes and pastry, marketing and advertising of bakery goods, and cost keeping for bake shops. The discussions aroused always contain profit to the group.

The following courses can be given by the usual class room method and the usual class room equipment, as fast as texts are available.

In some cases, several texts are given under the name of a course. This does not mean that all the texts will be used for any one class, but that essentially the same instruction is given whichever text is used. The school officer will be supplied with the text which happens to be available when he calls for the course.

List of Courses.

1. Automobile Operation--2 units of 12 lessons each.
2. Automobile Starting and Lighting Systems--2 units of 12 lessons each.
3. Gas Engine Ignition--2 units of 12 lessons each.
4. Gas, Gasoline and Oil Engines--2 units of 12 lessons each.
5. Gas Tractor Operation--1 unit of 12 lessons.
6. Elementary Electricity--2 units of 12 lessons each.
7. Shop Arithmetic--2 units of 12 lessons each.
8. Advanced Shop Arithmetic--2 units of 12 lessons each.
9. Practical Mechanics--2 units of 12 lessons each.
10. Strength of Materials--2 units of 12 lessons each.
11. Shop Sketching--2 units of 12 lessons each.
12. Machine Elements--2 units of 12 lessons each.
13. Principles of the Telephone--5 units of 12 lessons each.
14. Theory and Operation of Direct Current Machinery--3 units of 12 lessons each.
15. Heat--3 units of 12 lessons each.
16. Steam Boilers--3 units of 12 lessons each.
17. Steam Engines--4 units of 12 lessons each.
18. Gas Power--2 units of 12 lessons each.
19. Materials of Engineering--3 units of 12 lessons each.
20. Elementary Surveying.
21. Mechanics of Materials--6 units of 12 lessons each.
22. Elements of Hydraulics--6 units of 12 lessons each.
23. Heat Engines.
24. Heating and Ventilating.
25. Road Construction--2 units of 12 lessons each.
26. Machine Drawing--3 units of 12 lessons each.
27. Machine Drafting and Design--3 units of 12 lessons each.
28. Elements of Mechanics--2 units of 12 lessons each.
29. Elementary Mechanical Drawing--3 units of 12 lessons each.
30. Lettering--2 units of 12 lessons each.

(1) AUTOMOBILE OPERATION.
Two units of 12 lessons each.
Texts: Hobbs and Elliott--"The Gasoline Automobile."
Page--"Modern Gasoline Automobile."
Dyke--"Automobile Encyclopedia."

Description.

This course is intended to cover the general ground of the construction and principles of operation of the gasoline automobile. It is of value not only to those who have a general interest in the subject, but also to those who will be connected with

garages. Pictures, diagrams and practical pointers are liberally used. It covers the field of motor mechanics, two and four-stroke cycles, transmission systems and their care, axle and spring construction, ignition systems, carburetors, lubrication and cooling, lighting and starting systems.

Preparation the Student Needs.

None. Anyone interested can profit from the course. If a class of auto mechanics is formed, the subject can be much more intensively developed by the instructor for that class.

Equipment.

Paper, pencil and eraser for student, and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man for Instructor.

(1) Man engaged in auto industry in shops, design or selling organization. (2) Garage mechanic. (3) Man with college training in mechanical engineering. (4) Army trained auto mechanic.

(2) AUTOMOBILE STARTING AND LIGHTING SYSTEMS.

Two units of 12 lessons each.
Texts: Page--"Modern Starting, Lighting and Ignition Systems."
Consoliver--"Wiring Diagrams for Starting and Lighting." (Blueprints.)

Description.

Starting and lighting systems have become almost a specialty in the field of automobile work. This course takes up the different systems used on American automobiles. It deals with wiring systems and troubles, single and two unit systems, generators and motors, types, troubles and care of storage batteries. It is of general value to anyone interested in automobiles, and especial interest to automobile mechanic's.

Preparation the Student Needs.

None. An elementary knowledge of electricity would help, but is not necessary.

Equipment Needed.

Paper, pencil and eraser for students and general equipment of blackboard, eraser and chalk. If spare parts of motors and batteries are available, they could be used to advantage.

Kind of Man for Instructor.

(1) Man experienced in storage batteries and generators. (2) Automobile mechanic. (3) Army-trained auto mechanic. (4) Same type man who handles automobile course.

(3) GAS ENGINE IGNITION.

Two units of 12 lessons each.
Texts: Norris, Winning and Weaver--"Gas Engine Ignition."
Dyke--"Automobile Encyclopedia."

Description.

This course gives complete and detailed instruction in the use, care and adjustm of ignition apparatus and systems for both automobile and stationary gas engines. It takes up methods of ignition, hot tube, electrical make and break, coils, vibrators, distributors, cells, low and high tension systems, etc.

Preparation the Student Needs.

None.

Kind of Man for Instructor.

Same type of man as for automobile operation course.

Equipment.

Paper, pencil and eraser for student, and general equipment of blackboard, erase and chalk.

(6) GAS, GASOLINE AND OIL ENGINES.

Two units of 12 lessons each.
Texts: Hiscox and Page--"Gas, Gasoline and Oil Engines."
Sterling--"Internal Combustion Engines."

Description.

This course covers the ground not only of the type of engine used in automobiles tractors and aeroplanes usually with cylinder motors, but also stationary engines, on and two cylinders. It takes up types of ignition, governing, lubrication and economy operation. It contains much more information on the many applications of gasoline engines to industry and agriculture, but does not go into the mechanical construction motor cars.

Preparation the Student Needs.

None.

Kind of Man For Instructor.

Same type of man as for the automobile operation course.

(5) GAS TRACTOR OPERATION.

One unit of 12 lessons.
Text: Special Printed Leaflets.

Description.

This course deals with the construction and principles of operation of various types of tractors, engines, carburetors, magnetos, clutches, transmission, axles and treads. It also deals with the problems of kerosene burning and the principles of operation of modern tractor carburetors using lower grade fuel, and the care, operation and power possibilities of various types of tractors. Should be used after a study of the elementary principles of the gas engine as given in the course Gas, Gasoline and Oil Engines.

Preparation the Student Needs.

Completion of the Gas, Gasoline and Oil Engine course or equivalent.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk. Any equipment that may be secured to illustrate the subjects would add greatly to the value of the course.

Kind of Man For Instructor.

Same type as for automobile courses, preferably a man who has a knowledge of tractor operation in the field.

(6) ELEMENTARY ELECTRICITY.

Two units of 12 lessons each.
Texts: Rowland--Applied Electricity for Practical Men."
Timbie--"Elements of Electricity."
Timbie--"Essentials of Electricity."

Description.

This course deals with the fundamental principles of magnetism and electricity in as simple a form as possible. It deals with bar and horseshoe magnets and their application, resistance, current, voltage, dry, wet and storage batteries, electric circuits, measuring instruments, generators and motors, and the location of troubles. The theory of electric currents is ordinarily too complex for the practical men to grasp without elaborate preparation, but the work covered in this course gives a wireman or electrician an intelligent understanding of calculations involved in wiring, battery and power work.

Preparation the Student Needs.

A knowledge of arithmetic and an understanding of simple equations.

Equipment.

Paper, pencil and eraser for the student, and general equipment of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Graduate electrical engineer. (2) Practical electrician. (3) Telephone wireman or repairman. (4) Man who has taught physics.

(7) SHOP ARITHMETIC.

Two units of 12 lessons each.
Text: Norris and Smith--"Shop Arithmetic."

Description.

This is a practical course in elementary mathematics as used in the shop. The fundamental principles of mathematics are discussed, using shop terms and processes. Numerous applications to shop problems are given, which develop in the student an ability to apply mathematical and scientific principles to his every day work. The applications relate largely to the metal working trades, but the work is not applied so closely to these trades that it will not interest or be of value to men in other lines of industry. It is also recommended as a course in mathematics preparatory to more advanced technical subjects.

Preparation the Student Needs.

None.

Equipment.

Notebook and pencil for each man, and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

Approximately a high school education, with sufficient shop experience to be able to understand the shop application to mathematics.

(8) ADVANCED SHOP MATHEMATICS.

Two units of 12 lessons each.
Text: Norris and Craigo--"Shop Mathematics."

Description.

This course is a continuation of Course No. II, Shop Arithmetic. The course discusses such of the principles of formulas, layouts, trigonometry and logarithms as have been found to be of practical value in the shop, showing some of the better known applications, and making the presentation as practical as possible, so as to develop in the student the necessary ability to apply correct principles to his own shop problems.

Preparation the Student Needs.

Shop Arithmetic, Course No. II, or equivalent.

Equipment.

Notebook and pencil for each man, and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

Approximately a high school education, with sufficient shop experience to be able to understand the shop application to mathematics.

(9) PRACTICAL MECHANICS.

Two units of 12 lessons each.
Texts: Jameson--"Practical Mechanics."
Hale--"Practical Applied Mechanics."

Description.

This course is intended to acquaint men with the essential mechanical principles and laws upon which technical studies are built. It aims to develop a knowledge of the fundamental facts and theories and an ability to apply this knowledge to practical problems. It deals with forces, their composition and action, friction, levers, wedges, screws, pulley blocks, cranes, velocities, etc.

Preparation the Student Needs.

A knowledge of Shop Arithmetic and Shop Mathematics, or equivalent.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Man who has been machine shop foreman. (2) Teacher of physics. (3) Graduate engineer.

(10) STRENGTH OF MATERIALS.

Two units of 12 lessons each.
Text: Merriman's--"Strength of Materials."

Description.

This is an elementary course dealing with the properties and strengths of different kinds of materials of construction, wood, steel and concrete. It takes up the principles of computing parts of machines and structures under compression, tension, torsion, shear and bending stresses. The problems are all practical ones, and after the student completes the course he has a good understanding of how and why machine parts are made in the shapes and sizes called for. While reinforced concrete is touched on only in a general way, enough is given on the subject to give an understanding of the size and placing of reinforcing.

Preparation the Student Needs.

Must have a good working knowledge of arithmetic and be able to substitute in, and solve simple equations.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man to Select for Teacher.

(1) Any man who has had an engineering college course. (2) A man with drafting room experience. (3) Some machine shop foreman. (4) Any man who has taught almost any engineering subject.

(11) SHOP SKETCHING

Two units of 12 lessons each.
Text: Wooley and Meredity--"Shop Sketching."

Description.

This course is intended to give a practical working knowledge of drawing as shop men need it. A shop mechanic must be able to read mechanical drawings; they are the language of the shop. He must be able to draw such occasional sketches as the better mechanics are often called upon to make. He may be on a repair job which requires that a sketch be made of a broken part, or he may want to convey to another his idea of a special tool, fixture or machine part. At times he may find it necessary to make a sketch for the benefit of someone who cannot understand a regular drawing. This ability is developed by drawing from simple and well known objects, and is further brought out and tested by problems requiring the student to construct other views from given drawings.

Preparation the Student Needs.

None.

Equipment.

Sketching paper in pads, pencil, eraser, ruler, for each man, and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) A shopman who can sketch and understand the principles of sketching. (2) A draftsman who is fairly familiar with shop problems. (3) An engineering graduate.

(12) MACHINE ELEMENTS.

Two units of 12 lessons each.
Text: Marshall--"Elementary Machine Design and Drawing."

Description.

This is not primarily a drawing course. It takes up the calculation and determination of design of machine parts, materials, screws and screw fastenings, keys, cotters, shafting and couplings, bearings, pulleys and fly wheels, gearing, belting and chains. It is of interest to men who expect to be engaged in machine building or installation.

Preparation the Student Needs.

Arithmetic and working knowledge of formulas, knowledge of practical mechanics, mechanism and strength of materials.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser chalk.

Type of Man for Instructor.

(1) Engineering graduate. (Draftsman or machine designer.)

(13) PRINCIPLES OF THE TELEPHONE.

The course will be treated in three sub-divisions:
Part A--Subscriber's Apparatus.
(One unit of 12 lessons.)
Part B--Central Office Equipment.
(Two units of 12 lessons each.)
Part C--Aerial and Underground Construction.
(Two units of 12 lessons each.)
Text: Jansky and Faber--"Principles of the Telephone."

Description.

This course is intended for men needing a training which includes a study of the laws underlying speech transmission instruments, switchboards and other apparatus in any exchange; and of the laying, testing and maintaining in good condition circuits outside.

Preparation the Student Needs.

None. An elementary knowledge of electricity would be valuable.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Electrical engineer. (2) Expert trouble shooter or mechanic from telephone work. (3) Teacher of physics in secondary schools.

(14) THEORY AND OPERATION OF DIRECT CURRENT MACHINERY.

Three units of 12 lessons each.
Text: Jansky--"Theory and Operation of D. C. Machinery."

Description.

This course is for men who wish to understand thoroughly the elementary principles

involved in the construction and operation of direct current generators and motors; these principles are explained without the use of higher mathematics or relation of design. The course explains the operating characteristics, methods of selection, and care of machines.

Preparation the Student Needs.

A good working knowledge of arithmetic and algebra will be required.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk. Also, if possible, some D. C. generators and motors, or parts.

Kind of Man For Instructor.

(1) Electrical engineer. (2) Teacher in secondary schools of electrical engineering or electricity. (3) Mechanic who has made a fairly thorough study of D. C. machinery.

(15) HEAT.

Three units of 12 lessons each.
Text: Shealy's--"Heat."

Description.

This course is intended for men who wish to understand more thoroughly the laws governing HEAT and its relation to engine efficiency and economical operation. It is planned particularly to teach the application of heat energy to power production and industrial processes. The theories are explained in very simple terms.

Preparation the Student Needs.

A good working knowledge of arithmetic and an ability to use and solve simple equations.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Mechanical engineer. (2) Teacher of physics. (3) Stationary engineer.

(16) STEAM BOILERS.

Three units of 12 lessons each.
Text: Shealy's--"Steam Boilers."

Description.

This course is planned primarily for those who have to do with the care and operation of boiler plants. The operation of boilers is, therefore, treated in considerable detail. The subjects of boiler room equipment, efficient combustion of fuels, smoke prevention, and proper methods of firing are treated in detail. The course is also valuable to anyone interested in the installation or management of a boiler plant.

Preparation the Student Needs.

A good working knowledge of arithmetic and an ability to use and solve simple equations.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Stationary engineer or assistant who understands boilers. (2) Mechanical engineer.

(17) STEAM ENGINES.

Four units of 12 lessons each.
Text: Shealy's--"SteamEngines."

Description.

The course in Steam Engines deals primarily with the erection and operation of practically all classes of modern engines. It treats of both theory and practice as applied to steam engines. It may be studied by those who have had but little or no experience with steam engines, and yet is advanced enough to benefit the experienced engineer. Firemen and engineers seeking advancement will find the course an excellent preparation for required examinations.

Preparation the Student Needs.

A good working knowledge of arithmetic and an ability to use and solve simple equations.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Stationary engineer. (2) Teacher of Steam Engineering, with some professional experience. (3) Draftsman or designer in steam engine company.

(18) GAS POWER.

Two units of 12 lessons each.
Text: Hirshfield and Ulbricht--"Gas Power."

Description.

This course deals primarily with the principles of producing and utilizing gas power. It goes into fuels and combustion, properties of gases, gas producers, gas analysis and calirimetry. It touches on but does not go deeply into the subject, of gas and oil engines and is of interest to men who expect to go into gas powerplant work. It is of college grade.

Preparation the Student Needs.

College mathematics through analytic geometry, some knowledge of chemistry.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser. and chalk.

Kind of Man For Instructor.

(1) College graduate in Mechanical Engineering. (2) Chemist who has been engaged in gas power work.

(19) MATERIALS OF ENGINEERING.

Three units of 12 lessons each.
Text: Moore--"Materials of Engineering."

Description.

This course deals with the manufacture properties and uses of iron, steel, brass, bronze, wood, brick, cement and concrete. It is of interest only to engineering students or graduates.

Preparation the Student Needs.

A working knowledge of mathematics, through calculus, statics, graphics and strength of materials.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

Graduate mechanical or civil engineer.

(20) ELEMENTARY SURVEYING.

This is a general course in the fundamentals of surveying practice. It deals with measurements of lines, levels, compass, sextant and transit, surveying areas, profiles, grading, etc. It can only be taken with profit by men who have some acquaintance with surveying instruments.

Preparation the Student Needs.

Knowledge of arithmetic, logarithms and formulas.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Surveyor. (2) Civil engineering graduate. (3) Man experienced in making army topographical maps.

(21) MECHANICS OF MATERIALS.

Six units of 12 lessons each.
Text: Merriman's--"Mechanics of Materials."

Description.

The laws of stresses and deformations of materials, effects of shear, bending moments stresses in hooks, plates, peers, etc., reinforced concrete, steel and timber construction. This course is of collegiate grade.

Preparation the Student Needs.

All of college mathematics and mechanics.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Graduate civil engineer. (2) Structural designer.

(22) ELEMENTS OF HYDRAULICS.

Six units of 12 lessons each.
Text: Merriman--"Elements of Hydraulics."

Description.

The course deals with the mechanics of fluids, principle of pressure, flow of liquids and gasses, flow of water through pipes and canals, the study of hydraulic machinery design, and types for service. It is of college grade.

Preparation the Student Needs.

College mathematics, including calculus, graphics, statics, and mechanics of materials.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

Civil or mechanical engineer.

(23) HEAT ENGINES.

Description.

The theory of heat energy and its transformation into work, with particular preference to the steam engine, steam turbine, air compressors and refrigerating machines. A college grade course.

Preparation the Student Needs.

College mathematics and college.

Equipment.

Notebook, pencil, eraser and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

Graduate mechanical engineer.

(24) HEATING AND VENTILATING.

Description.

This course is intended to help engineers, architects, constructors, plumbers and steamfitters who need a practical course which will equip them to plan, estimate and install heating and ventilating systems in buildings. It will also be of value to anyone interested in the problem of heating and ventilating as applied to residence, schools, factories, etc.

Preparation the Student Needs.

A good working knowledge of arithmetic and an ability to use simple formulas is required.

Equipment.

Notebook, pencil, paper and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) College trained man with preferably some experience in the profession of heating and ventilating. (2) Heating contractor.

(25) ROAD CONSTRUCTION.

Two units of 12 lessons each.
Texts: Agg--"Construction of Roads and Pavements."
Harger and Bonney--"Highway Engineers' Hand Book."

Description.

This course is for men who wish to obtain a general knowledge of the principles of practical road construction. The subject matter is taken up as a construction problem beginning with the preliminary survey and through to specifications and methods of building the various types of roads, as dirt, gravel and standard pavements.

Preparation the Student Needs.

None.

Equipment.

Notebook, pencil, paper and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

A civil engineer with some experience in road construction.

The following courses all require the use of mechanical drawing instruments and should not be undertaken until equipment is available.

(26) MACHINE DRAWING.

Three units of 12 lessons each.
Text: Hill's--"Machine Drawing."

This course is intended for shop men who need a training in mechanical drawing, and who wish to more thoroughly understand the applications of mechanical drawing to special lines of work. The various conventions used in structural steel work, steam-fitting, electrical work, patent drawings, etc., are studied in this course.

Preparation the Student Needs.

None.

Equipment.

Set of instruments, two triangles, T-square, scale, thumb tacks, drawing board, pencil, eraser, paper, and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) A shop foreman who understands mechanical drawing. (2) A draftsman who is familiar with shop methods and work. (3) Graduate engineer.

(27) MACHINE DRAFTING AND DESIGN.

Three units of 12 lessons each.
Text: Spooner's--"Machine Drawing and Design."

Description.

This course is intended for men needing a training in mechanical drawing. It includes a study of examples in which the factors of strength, rigidity, durability, materials, weights, workshop and manufacturing processes are also considered. The course is largely based on a solution of problems in machine design involving the necessary mechanics as applied to engineering.

(The course follows the standard "European" practice and is not based on American methods.)

Preparation the Student Needs.

Sufficient mathematics, including algebra, so that formulas would be understood.

Equipment.

Set of instruments, two triangles, T-square, scale, thumb tacks, drawing board, pencil, paper, eraser, and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

He should be a mechanical engineer or draftsman, one preferably familiar with European standards, etc.

(28) ELEMENTS OF MECHANICS.

Two units of 12 lessons each.
Text: Schwamb and Merrill--"Elements of Mechanism."

Description.

Mechanism is that part of the study of machines which has to do with the study and calculation of the motions or paths machine parts go through to accomplish their work. The course includes the study of linkages, cams, both disc and cylindrical, gears and the forms of gear teeth, belting and pulleys. A considerable number of drawings illustrative of types of mechanisms are made.

Preparation the Student Needs.

A knowledge of arithmetic and formulas, and some elementary knowledge of mechanical drawing.

Equipment.

Drawing instruments, triangle, scale, T-square, and drawing board. Paper and pencil for the student and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Teacher of mechanical drawing. (2) Draftsman or designer. (3) Graduate engineer. (4) Man who has taught physics.

(29) ELEMENTARY MECHANICAL DRAWING.

Texts: French--"Engineering Drawing."
Weick--"Elementary Mechanical Drawing."

Description.

This course is intended for men who wish to become draftsmen or who wish to acquire a working knowledge of mechanical drawing as practiced in the best offices. The texts and problems are arranged so as to develop speed, accuracy and neatness. The course gives a much more complete drill in mechanical drawing and geometrical construction than the course in machine drawing.

Preparation the Student Needs.

None.

Equipment.

Set of instruments, two triangles, T-square, scale, thumb tacks, drawing board, pencil, eraser, paper, and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Mechanical draftsman of technical high school training or (2) student who has finished the freshman work in college. (3) A professional draftsman.

(30) LETTERING.

Two units of 12 lessons each
Text: Reinhardt--"Lettering for Draftsmen and Student."

Description.

This course is intended to assist those whose draftsmanship would be improved by a study of good lettering and for those who expect to need the ability to letter rapidly and well. The course covers the Engineering News style of lower case and capital letters; title design, single stroke, and shaded lettering. It consists entirely of exercises in lettering both in pencil and ink.

Preparation the Student Needs.

None.

Equipment.

Paper in pads, pencil, eraser, rules, pen, ink, for each man, and general equipment, if possible, of blackboard, eraser and chalk.

Kind of Man For Instructor.

(1) Draftsman who has specialized somewhat in lettering, as in map work, title design, and architecture. (2) Engineering graduate. (3) Teacher of mechanical drawing.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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I. The following War Department Circular No. 99, c.s., is published for the information and guidance of all concerned:

"OFFICIAL CORRESPONDENCE.

1. In order to expedite the record work in the office of The Adjutant General of the Army, the classification number, office mark, and date will be quoted in all communications, whether mail or telegraphic, addressed to that office and relating to prior correspondence from that office. If no classification number is given the word 'unclassified' will be used.

Examples: 'Reference A. G. 210.2, Off. Div., January 12, 1918', 'reference A. G. 220.2, E. M. Div., January 12, 1918', 'reference A. G. 123.7, Pub. Div., March 18, 1918', 'reference A. G. 320.2, Misc. Div., February 12, 1918'; or 'reference unclassified, February 5, 1918'; or 'reference telegram March 3, 1918'.

2. In all offices of record, in which it is necessary to make a record of a communication bearing the classification number and office mark of The Adjutant General's Office, a notation of same with date will be made for future reference."

INCOME TAX.

II. The following War Department Cablegram is published for the information of all concerned:

"Income tax bill approved February 24, 1919, fixes tax at 6 per cent on first $4000 net income subject normal tax, and 12 per cent upon excess that amount. Military exemption of $3500 is allowed, limited to salary or compensation received during present war for active service in the military or naval forces and no portion thereof can be applied to income from any other source. Persons whose salary or compensation for active service in military force is less than $3500 plus civil exemption of $1000 case single person, and $2000 case married person, are not required to render income tax return. Should income exceed exemption specified above return must be rendered notwithstanding further exemption of $200 each may be claimed for certain dependents. Extension for filing returns for calendar year 1918 has been granted by Commissioner Internal Revenue in case of aliens living abroad, American citizens residing or traveling abroad and persons in Military and Naval service on duty with the American Expeditionary Forces for such period as necessary not exceeding 90 days after proclamation of the President of end of war. Persons having no legal residence in the United States should forward returns to Collector of Internal Revenue, Baltimore, Maryland. Blank form also mailed to Chief Quartermaster for distribution all concerned."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff

Note.--Bulletin No. 22-A, dated March 14, 1919, is a mimeographed bulletin on musketry.

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## BAND MUSIC FOR A. E. F. BANDS

I. The increased allowance for band music quoted in Par 9, Sec. II, G. O. No. 183, series 1918, these headquarters, is effective commencing October 1, 1918.

II. A shipment of band music has been received from the United States and has been made up into sets of 78 selections, the cost of which is approximately $60.00. All sets are alike. One of these sets has been ordered shipped to each authorized band in France. Another shipment of band music is now en route and as soon as the contents thereof have been ascertained, the Chief Quartermaster will furnish each band a list thereof showing cost of each selection. From this list requisitions should be prepared and forwarded to the Chief Quartermaster, A. E. F., through usual channels, but the total money value of the music requisitioned must not exceed the money allowance due each band. Requisitions will carry a certificate of the supply officer showing dates inclusive for which band music has been provided. (8182-B 679 A. G. O.)

## ATHLETICS.

III. 1. A Golf Tournament, open to officers and enlisted men of the A. E. F., will be held at Nice, France, beginning April 10, 1919. Entries will be limited to:

Four from each Division;
Two from each Corps Headquarters or Corps Troops;
Four from each Army Headquarters or Army Troops;
Four from each Base Section, S. O. S.;
Six from Intermediate Section, S. O. S.;
Eight from Advance Section, S. O. S.;
Four from Paris District, S. O. S.

Officers and enlisted men belonging to units not included above may apply direct to these headquarters through immediate commanding officers, for permission to attend.

2. Commanders of units mentioned above are authorized to grant special leaves, for this purpose, to officers, and special passes to enlisted men, within the limit of number indicated above, to those desiring to attend this tournament. These absences will be special ones in addition to regular absences authorized by present orders.

3. Officers and men desiring to enter will be allowed to leave their organizations at such time as will enable them to reach Nice by April 8, 1919.

4. Names of all entrants will be submitted to the Athletic Subsection of the Training Section at these headquarters by April 6, and officers and men participating will report to the officer in charge of the tournament on arrival at Nice.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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REGULATIONS FOR CONDUCT OF Q. M. SALES STORES AND CAMP EXCHANGES.

To carry into effect the provisions of G. O. No. 50, c. s., these headquarters, extending sales commissary activities, the following instructions governing the operation of Q. M. sales commissaries and camp exchanges are published for the information and guidance of all concerned:

1. Commanding officers of regiment or separate organizations are responsible for the establishment of such sales commissaries or camp exchanges as may be necessary to serve all units of their respective commands. In general, existing sales commissaries will be extended or additional sales commissaries established, but where, in the opinion of the commanding officer, it is not practicable to extend or establish sales commissaries, camp exchanges may be operated.

2. Personnel and transportation for additional sales commissaries and camp exchanges will be furnished by the commanding officers concerned. Personnel may be drawn from any troops available. Line officers detailed to take charge of sales commissaries will be designated as acting quartermasters. Officers detailed to take charge of camp exchanges will be designated as camp exchange officers. Enlisted personnel from line troops detailed for duty with sales commissaries or camp exchanges will be carried on special duty and will be excused from drills and other formations which would ordinarily interfere with their duties in sales commissaries or camp exchanges; personnel so detailed will under no circumstances receive additional compensation for such services.

3. Sales by Q. M. sales commissaries and camp exchanges will be made only to enlisted and commissioned personnel of the A. E. F., field clerks, nurses, American civilian employees, authorized welfare organizations, and officers and men of Allied nations when on duty with U. S. troops in isolated localities where their own cooperative stores are not operated.

4. Such hours of opening and closing sales commissaries and camp exchanges as may be most convenient will be fixed by commanding officers, except that all Q. M. sales commissaries and camp exchanges will be open during the noon hour and between the hours of 6 p. m. and 9 p. m. daily, excepting Sundays and holidays, on which days they will be open from 9 a. m. to 12 noon.

5. Q. M. sales commissaries will be conducted as provided in existing regulations with the following modifications:

(a) All sales will be for cash, except to camp exchanges and officers' messes. Camp exchange officers and mess officers purchasing on credit will be held personally responsible for the prompt payment at the close of each calendar month for all purchases made during the month.

(b) Q. M. C. sales slips will not be used in retail sales. The officer in charge of the sales commissary will be responsible that articles are sold in reasonable quantities and only to persons authorized to purchase.

(c) Officers in charge of sales commissaries are authorized to sell articles by the unit, but care will be taken to break only such packages as are absolutely necessary and every effort will be made to have a minimum of broken packages. In selling cigars or other articles by the unit, the unit price will be so fixed that when the package is completely sold the money received will equal the price of the packages shown on Q. M. C. price list.

6. (a) Camp exchanges will be organized in general as provided in Special Regulations 59, War Department, 1917, but shares in any exchange will be held only by units of the same regiment or other corresponding command.

(b) The supervision of camp exchanges devolves upon the Fourth Section, General Staff.

(c) Necessary buildings, office fixtures, heat, light and water for the conduct of camp exchanges will be furnished by the United States Government. Supplies purchased in the open market for camp exchanges as hereinafter provided may be shipped to the camp exchanges concerned on Government bills of lading.

(d) Purchases for camp exchanges will be made primarily from the Q. M. C. Purchases in the open market for camp exchanges are authorized only when it is certain that the supplies desired are not on hand in the Q. M. Corps, and then such purchases will be made through a general purchasing agent in Paris. This agent shall be known as the Chief Purchasing Agent for Camp Exchanges, A. E. F., and will be under the supervision of the General Purchasing Agent, A. E. F.

(e) Requisition for supplies not shown on Q. M. price lists will be consolidated in divisions and corresponding territorial sections of the S. O. S. and forwarded through channels to the Chief Purchasing Agent for Camp Exchanges, Paris.

(f) A monthly inventory of all goods on hand will be taken in each camp exchange established and a copy of this inventory will be furnished the Q. M. Supply Depot on which the camp exchange is based for supply.

(g) Supplies purchased by camp exchanges from Q. M. Corps will be sold at prices shown in Q. M. price lists.

(h) Supplies purchased in open market may be sold at such a profit as will cover ordinary breakage, shrinkage, loss, etc.

(i) When it is desired to discontinue a camp exchange, the organization commander concerned will notify the G-4 representative concerned, who will authorize disposition of the stock on hand.

(j) Commanding officers will inaugurate a simple system of accounting for camp exchanges providing a proper method of invoices, cash receipts and expenditures, which will serve to protect the interests of the Government and meet the requirements of the Inspector General's Department.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, March 28, 1919.*

BULLETIN, NO. 25.

TRAINING.

I. RIFLE, PISTOL AND MUSKETRY COMPETITIONS.

1. The A. E. F. rifle and pistol competitions and the A. E. F. musketry competition announced in Bulletin No. 7, c. s., these headquarters, will be held at the D'Auvours Rifle Range, near Le Mans, France, beginning Monday, May 5, 1919.

2. In carrying out the provisions of Par. 8, Bulletin No. 7, c.s., these headquarters, division commanders will consolidate on separate lists the entries from the various organizations of their divisions in each of the following competitions:

(a) Rifle competition.
(b) Pistol competition.
(c) Musketry competition.

Above lists of entries in quadruplicate will be forwarded direct to these headquarters, attention G-5, so as to arrive not later than April 20, 1919.

Similarly, corps headquarters, army headquarters and headquarters, S. O. S., will consolidate and forward in quadruplicate to these headquarters, attention G-5, lists of entries from their various headquarters and organizations under their command and not belonging to divisions.

II. TENNIS.

1. All competitions referred to in this bulletin will be open to both officers and enlisted men.

2. Each division; corps headquarters, including corps troops; army headquarters, including army troops; base, intermediate and advance sections, S. O. S.; Paris district and G. H. Q. area will hold singles and doubles championships, which must be completed by April 30, 1919. All matches will be best two of three advantage sets, except finals, which will be the best three of five advantage sets.

3. Subsequent to these tournaments, elimination contests to determine the championship of the three armies, the Le Mans area, and the two teams to represent the S. O. S. will be held. These matches will be completed by May 15. Teams competing from divisions or similar units will consist of five singles players and two doubles pairs. In arranging for the army, S. O. S. and Le Mans contests, an entire team of five singles and two doubles pairs from a division or similar section of the S. O. S. will be considered as a single unit, and a regular elimination contest under the "Bagnall-Wild" system will be conducted, the first round of which will be determined by lot. The drawings having been determined by lot, the contest will then be so arranged that the best player on one team plays the best player on the other; the second best on one team, the second best on the other, and so on. The pairing for the doubles will follow the same system. The team winning the majority of these seven matches wins.

4. The teams winning in each army, the Le Mans area, the two teams from the S. O. S., teams from G. H. Q. and the District of Paris will meet in the A. E. F. finals in Paris, beginning about May 25, 1919. All matches, both singles and doubles, in the A. E. F. finals will be the best three out of five advantage sets.

III. A. E. F. TRACK AND FIELD CHAMPIONSHIPS.

1. These championships, provided for in Training Bulletin No. 1, c. s., these headquarters, will be held at the Colombes Stadium, Paris, beginning May 21, 1919.

2. The names of the individual winners of the various events provided for in Sec. I, Par. 3, Training Bulletin No. 1, c. s., these headquarters, as published in Bulletin No. 6, c. s., these headquarters, will be forwarded so as to reach the Chief Athletic Officer, A. E. F., Chaumont, by May 10, 1919.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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MARRIAGE REQUIREMENTS FOR AMERICAN CITIZENS OF THE AMERICAN E. F. IN FRANCE.

I. 1. The following extract from a decision of the French Minister of Justice, dated March 13, 1919, which effects a change in the requirements for marriages of American citizens, members of the American E. F. in France, is published for the information and guidance of all concerned:

"--les mariages des Militaires Americains pourront etre celebres moyennant les formalites suivantes:

"1. Production par le Militaire Americain, futur epoux d'une piece constatant sa declaration faire sous serment (affidavit) devant le Juge-Avocat Militaire au sujet de son Etat-Civil et de sa capacite matrimoniale.

"2. Attestation par laquelle le Commandant de l'Unite a laquelle appartient le futur epoux certifie qu'il n'a connaissance d'aucun renseignement contraire aux declarations de ce dernier.

"3. En cas de divorce, production d'un certificat delivre par le Greffier de la Cour qui a prononcé le decret de divorce."

2. The civil status (etat-civil) required to be established by affidavit, as provided by Par. 1 of the above French text, includes the following.

(a) That the person is an American citizen and a member of the American E. F., giving present military address.

(b) The full Christian and surname of the person and the place and date of his birth.

(c) The full name of his father, and mention whether the father be living or deceased.

(d) The full maiden name of his mother, with mention of whether she be living or deceased.

(e) The domicile and residence of the person in the United States.

(f) Whether the person was ever married before, and, if so, the manner of termination of such previous marital relation.

3. It is understood from correspondence on this subject with the French authorities that the "Juge-Avocat Militaire" before whom the affidavit is required to be made is intended to mean an officer of the Judge Advocate General's Department, and not to apply to officers of other branches of the service acting as judge advocates of general or special courts-martial.

BAGGAGE SERVICE.

II. 1. The Baggage Service organized by the Chief Quartermaster under G. O. No. 62, headquarters S. O. S., December 5, 1918, will be responsible for the supervision of the movement of all baggage from the time such baggage comes into possession of the Baggage Service until it is turned over to the owner in France or in the United States, or to the Army Transport Service on the docks at port of embarkation. The following extracts from G. O. No. 62, headquarters S. O. S., 1918, are quoted for the information of all concerned:

"The Baggage Service will be organized by, and operate under, the direction of the Chief Quartermaster. This service will have the following functions:

(a) To locate and, if necessary, search for all baggage in the A. E. F.

(b) To direct the proper collection, marking, shipping, storing and ultimate disposition of all baggage.

(c) To make such arrangements with private agents who have in storage baggage belonging to members of organizations of the A. E. F. as may be necessary or advisable for the purpose of effecting proper disposition of such baggage. All arrangements so made, however, must be first approved by the Commanding General, S. O. S.

(d) To establish, change or abandon shipping points or depots for baggage.

Baggage of officers and men of an organization ordered home will be collected and shipped to the organization when called for by the organization commander.

Casuals under orders to return to the United States may arrange with the Central Baggage Office for the collection and shipment of their property.

2. In France, requests for information and instructions will be addressed to the Central Baggage Officer, Gievres, A. P. O. 713, or to one of the officers hereinafter named; in the United States, to the Lost Baggage Depot, Hoboken, N.J. The Baggage Service has offices at the following addresses:

Tours--Chief of Baggage Service, O. C. Q. M., A. P. O. 717.

Paris--Officer in Charge Baggage Service, 64 Rue de Tokio, A. P. O. 702.

Le Mans--Officer in Charge Baggage Service, 14 Rue Albert Maignan, A. P. O. 762.

Officer in Charge Baggage Service, c/o Base Quartermaster at St. Nazaire, Bordeaux, Le Havre, Brest and Marseille.

3. France has been divided into zones, and Baggage Service officers will operate in these zones until all baggage has been removed or located. Complete records of all baggage located in these zones by Baggage Service officer will be forwarded to the Central Baggage Officer, Gievres. No baggage left in storage by private arrangement will be removed by the Baggage Service except on written instruction from the owner. All accrued charges on baggage must be paid by owner before the Baggage Service will remove baggage of this class.

4. All troop and organization baggage not shipped in troop trains, and all baggage of officers, non-commissioned officers, field clerks, enlisted men, civilian employees and other auxiliary personnel of the A. E. F. entitled to railroad transportation at Government expense, when unaccompanied by the owner or owner's representative, should be turned over to the Baggage Service for shipment under convoy in order to insure safe delivery at destination.

5. Convoys for shipments made by the Baggage Service will be provided by the Director General of Transportation upon proper request by the Baggage Service. The Baggage Service officer, in making such requests, will combine shipments to reduce to a minimum the number of separate convoys. Where delays occur in the forwarding of baggage due to the combining of shipments, the Baggage Service will inform the owner of the baggage, the cause for such delay, and the approximate time that the baggage will be forwarded. (14501-A-140.)

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 27. *France, March 31, 1919.*

DESTINATION FOR SHIPMENTS OF PROPERTY PUBLISHED IN BULLETIN 18, C.S., THESE HEADQUARTERS -- RESCINDED.

1. So much of Bulletin No. 18, c. s., these headquarters, as gives destination for shipments of property, is rescinded. Destinations for shipments of property are published from time to time in the form of Embarkation Instructions, issued by the Commanding General, S. O. S. Such changes as are necessary to meet special situations will be made by the Commanding General, S. O. S., in the telegraphic instructions directing units to prepare for embarkation. (14501-A 139, A. G. O.).

SPECIAL FORMS FOR STRENGTH RETURNS TO BE USED BY TROOPS OF STAFF CORPS AND DEPARTMENTS.

II. The following War Department Cablegram (3057-R) is published for the information of all concerned:

"Special forms for strength returns are authorized for use by troops of Staff Corps and Departments in lieu of forms furnished by this office as follows: (1) In lieu of form number 30, Adjutant General's Office only, (a) form Motor Transport Corps 377, January 3, 1919, for Motor Transport Corps; (b) Quartermaster Corps form number 434, November 9, 1918, for Quartermaster Corps; (c) form number 1, DMA, October 15, 1918, for Air Service. (2) In lieu of form number 30 and form number 41, Adjutant General's Office: (a) Ordnance Department form number 6028, January 21, 1919, for Ordnance Department; (b) form number 485, CSO, November 8, 1918, for Signal Corps of the Army. Instructions on forms must be carefully observed."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 28. *France, April 5, 1919.*

TRAINING
"DOUGHBOY" TOURNAMENT.

1. Each combat division not scheduled to leave the A. E. F. before June 1, 1919, will inaugurate a series of games and a play-off to determine the champion company or battery in the division. Upon completion of the division championships, corps championships to determine the champion company in each corps will be held. Companies winning the corps championships will then proceed to Paris to play for the A. E. F. championship during the A. E. F. athletic meet, May 21-31, 1919.

2. Each company or battery may enter a team for the series of games which will determine the battalion championship and booby. In each division, the battalion champions will play off for the division championship, but the division champion will not be

qualified to enter the corps tournament unless more than half of the infantry and machine gun companies and artillery batteries have participated in the battalion series.

3. All officers and men of the winning company or battery (corps champion) will be in camp in Paris during the entire athletic meet. In addition, each corps champion will select and take along to Paris 50 other players from other "Doughboy" teams of the division to which the winning company belongs, but none of these 50 players shall be selected from a battalion booby team. In the championship games, the division team at the Paris meet will consist of 100 players from the winning company or battery, and the 50 extra players mentioned above. Total 150 men, 12 squads.

4. To provide for the necessary officials during the A. E. F. championship, each division will select six lieutenants or first sergeants who have been most active and proficient as "Doughboy" players, referees, or umpires. These lieutenants or first sergeants will be attached to the division team and accompany it to Paris.

5. Time Schedule.

(a) Battalion season, April 14th to May 10th. Each company or battery will play three games with every other company or battery in the battalion. The team with the highest percentage of games won is the battalion champion. The team with the lowest percentage of games won is the battalion booby.

(b) Play-off by battalion champions for division championship, May 10th to May 18th.

(c) Corps championships to be concluded by May 22nd.

6. Each battalion and division commander will appoint a referee for his command. Each battalion referee will have complete charge of all arrangements and schedules of games during the play-off for the battalion championship, and will referee those games. Division referees will perform the same duties in connection with the play-off for the division championship and for corps championships, which will be conducted under the supervision of corps athletic officers.

7. The rules for the game are published in Simplified Handbook on Athletics.

8. A battalion season will not be recognized unless all of the companies and batteries of the battalion participate.

9. Special Troops. Division commander will decide what special troops may enter into the championship contest. Conditions will not be the same in all divisions. The main considerations are: (1) units must approximate infantry companies in number of men for duty; (2) the division commander must be satisfied that the unit can be spared for one week if it wins the championship; (3) the division commander must be satisfied that the whole unit will be available and on hand for its scheduled games; (4) all the units of the same kind in the division must participate in a battalion series during the first four weeks and carry out the booby contest to the end.

The organizations which will be considered equivalent to Infantry organizations are as follows:

| Equivalent to Infantry Battalion. | Equivalent to Infantry Company. |
|---|---|
| Brigade Machine Gun Battalion | Machine Gun Company |
| Division Machine Gun Battalion | Machine Gun Company |
| Battalion of Engineers | Engineer Company |
| Motor Amm. Bn. | Truck Company |
| Horsed Amm. Bn. | Co. (Caisson or Wagon) |

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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TRAINING
COMPETITIONS FOR THE A. E. F.

I. 1. In addition to the rifle, pistol and musketry competitions at the D'Auvours Rifle Range near Le Mans, there will also be held an automatic rifle competition and a machine gun competition.

2. Browning Automatic Rifle Match.

Competitors:

One from each regiment of Infantry.

One from each corps school.

Course to be fired:

(1) 300 yards, "B" target.

(2) 300 yards at figure targets concealed with brush or other material, the approximate location but not the exact location of the targets being known.

(3) 500 yards, "B" target.

(4) 500 yards at figure targets concealed with brush or other material, the approximate location but not the exact location of the targets being known.

Time: One minute at each range.

Number of Shots: Unlimited.

Kind of Fire: Either automatic or semi-automatic at discretion of competitor.

Position: Prone, without rest.

No competitor will be permitted to have a coach or assistant on the firing line. Magazines may be removed from the belt before firing opens.

3. Machine Gun Match.

To follow the musketry match. One machine gun platoon from each corps, selected by the corps commander, will take part in the match.

The match will consist of the following:

(a) Indirect fire problem.

The machine gun platoon commander will be given a map on which will be indicated the position of his directing gun, the positions of two hostile targets, and the position of the reference object. Speed and accuracy in the calculation of the firing data and preparation of fire charts will be an element in determining the proficiency of platoons, which data will be used in the firing of the problem. In addition to the two hostile positions, other targets may be indicated after the problem is commenced.

(b) Direct fire.

This problem will involve the occupation of the position, the disposition of the personnel and material, quick recognition and designation of targets, rapidity of opening fire, and accuracy of fire.

Machine gun carts will not be used during these problems. Organizations will use their own guns and equipment.

4. Paragraph 4, sub-Par. 4, Bulletin No. 7, c. s., these headquarters, is amended to read as follows:

"The platoon will carry the same arms and equipment as in battle (New I. D. R.), except that packs will not be worn. Steel helmets and blouses will be worn. No ammunition will be carried by any member of the platoon to the competition grounds, but there will be issued in the following amounts:

220 rounds, caliber .30, to each rifleman.

480 rounds, caliber .30, for each automatic rifle.

50 rounds, caliber .30 (tracer), to each platoon.
9 grenades, V. B.
9 grenades, Phosphorous.

To be issued to each platoon before the competition: 36 pockets, each capable of carrying two magazines; a belt for the automatic riflemen to carry 12 magazines."

5. Arrangements have been made to supply all competitors with blankets and bed sacks or mattresses at the camp. Enlisted competitors, however, should bring their mess kits.

EXTRACT OF THE C.-IN-C.'s LETTER OF APPRECIATION TO THE Y. M. C. A.

II. 1. The following extract of a letter from the Commander in Chief to Mr. E. C. Carter, Chief Secretary, Y. M. C. A., A. E. F., upon the transfer of the Army Educational Commission and its organization to the Army, is published for the information of all concerned:

"It is desired, in conclusion, to express the highest appreciation of the work of the Y. M. C. A. through its Educational Commission in organizing the educational work at a time when it was impracticable for the Army to do so, and for the continued assistance up to the present time in the wise development of the educational system in the A. E. F. The large number of well-qualified educators brought to France, by the Y. M. C. A. during the past year will be of inestimable value to the Army in its educational work, and this contribution is especially appreciated."

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 30. *France, April 10, 1919.*

CERTIFIED COPY OF DISCHARGE CERTIFICATE.

I. The following War Department Courier Cablegram (No. A-102), is published for the information of all concerned:

"Amending telegraphic instructions re payment of bonuses, the discharged officers and enlisted men entitled to $60.00 bonus under Act of Congress approved February 24, 1919, who do not wish to forward their discharge certificate to the Zone Finance Officer, Washington, D. C., may furnish a certified copy thereof under the following conditions: The copy will be a literal, full and complete copy of the original and will contain both printed and written matter of every nature and description of both sides of the original discharge certificate. This complete copy, together with the original discharge and a letter addressed to the Zone Finance Officer, Lemon Building, Washington, D. C., stating the soldier's service since April 6, 1917, the date of last discharge and their present address to which they desire their bonus check to be sent, will be presented to the nearest Recruiting Officer of the Army who will make and sign a certificate in the margin on the back of the original discharge paper in ink, or stamped with indelible ink reading as follows: 'A true copy of this discharge certificate has been made and attested to by me to enable soldier to obtain bonus.' This officer will also place the

following certificate on the copy of the discharge that is to be forwarded to Washington, D. C.: 'I certify that the foregoing is an exact, true and literal copy of the discharge certificate of blank and that I have written in ink, or stamped with indelible ink and signed, on the original from which the copy was made the following words: "A true copy of this discharge certificate has been made and attested to by me to enable soldier to obtain bonus." ' Officers signing certificates will show rank and station. After this certificate has been made the original certificate will be returned to the soldier and all other papers will be forwarded by the Recruiting Officer to the Zone Finance Officer, Lemon Building, Washington, D. C., for payment. Blank forms for use of recruiting officers in furnishing certified copies of discharge will be mailed them shortly."

TRAINING
RIFLE AND PISTOL COMPETITION FOR THE A. E. F.

II. 1. Officers and men selected in accordance with the provisions of (a) and (b), Par. 5, Training Bulletin No. 7, c. s., G. H. Q. A. E. F., as competitors in the Rifle or Pistol Competitions to be held at the D'Auvours Rifle Range beginning May 5, 1919, and whose organizations are scheduled to return to the United States prior to June 1, may at their own option be retained in France for participation in said competitions.

2. Organizations scheduled to return to the United States prior to June 1, 1919, will only include in the lists of competitors, forwarded to these headquarters in accordance with Par. 2, Sec. I, Training Bulletin No. 25, c. s., G. H. Q. A. E. F., the names of such officers and soldiers as are under orders to remain in France or desire to remain in France for the purpose of attending these competitions.

The competitors who have remained behind solely for the purpose of attending the competition will be returned to the United States, as casuals, immediately after termination of the competition.

ONLY ROUTE TO LUXEMBOURG AND OCCUPIED GERMANY.

III. After April 15, 1919, only one route will be maintained by American Troops from the American Area in Eastern France to Luxembourg and occupied Germany. Only along this route will gas stations and motor repair shops be found. All trucks must take this road, whether going or returning. The road is as follows:

Neufchateau, Vaucouleurs, Void, Commercy, St. Mihiel, Verdun, Etain, Spincourt, Longuyon, Longwy, Luxembourg.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, April 14, 1919.*

BULLETIN, NO. 31.

TRAINING
I. BASEBALL.

The G. H. Q., Army, S. O. S., Le Mans and Paris District tournaments in this sport must be completed by the end of the first week of June. A. E. F. Championships in

Baseball, as for Football and Basket Ball, will be held in Paris beginning about the 8th of June. Exact date to be announced later.

## II. SOCCER.

In order to encourage this sport and to select a team to represent the A. E. F. in the Inter-Allied Games, a Soccer Tournament has been added to the official list of A. E. F. sports.

Under supervision of the Army, S. O. S., Le Mans, and Paris District athletic officers, tournaments in this sport will be held among such units as have Soccer teams, to select the teams to compete in the A. E. F. finals which will be held in Paris beginning about the 15th of May. Exact date to be announced later.

## III. SWIMMING.

This sport has been added to the list of official A. E. F. championships, and the following will govern all competitions organized in the A. E. F.

1. Events.
   - (a) 100 meters, free style.
   - (b) 100 meters, back stroke.
   - (c) 200 meters, breast stroke.
   - (d) 400 meters, free style.
   - (e) 800 meters, free style.
   - (f) 400 meters, relay, free style, 4 men.
   - (g) 1500 meters, free style.
2. Teams.

(a) Swimming teams will be organized through competition by the athletic officers of the following units and sections to compete in the A. E. F. finals: 1 team from 3rd Army; 2 team from the S. O. S.; 1 team from Le Mans Area; 1 team from Paris District; 1 team from G. H. Q.

(b) The participation of the greatest number of swimmers possible is desired. Team competitions within the army or section will be carried on under direction of the respective athletic officers for the championship of the army or section, but the final team picked to represent the army or section in the A. E. F. finals will be picked according to individual performance and time, so that the representative teams that enter the A. E. F. finals will be composed of the best individual performers in the army or section from which they come.

3. Meets.

(a) All contests within the armies and sections must be completed and the representative teams for the A. E. F. finals picked by May 28, 1919.

(b) The place of holding the A. E. F. championship meet will be announced later.

4. Scoring.

For all events.

| | |
|---|---|
| 1st Place | 3 points. |
| 2nd Place | 2 points. |
| 3rd Place | 1 point. |

5. Rules Governing.

(a) Breast Stroke.

The contestants shall dive and swim on the breast. Both hands must go forward and be brought backward simultaneously and must so be used throughout the race. The body must be kept perfectly on the breast and the shoulders kept on a line with the surface of the water. The carrying of one shoulder higher than the other disqualifies the contestant from that race.

The touch at the ends of the pool and at the finish of the race shall be made with both hands simultaneously.

If the head be carried under the water, it must come up above the surface of the water after each stroke.

The use of any side stroke movement whatsoever, will serve to disqualify the contestant.

Violation of any of the above rules shall serve to disqualify the contestant by the, referee.

(b) Back Stroke.

In the back stroke, the contestants shall start in the water facing the starting end, with both hands resting on the rail or end of the pool. The feet may be resting against the end of the pool. At the pistol they shall push off on their backs and commence and continue swimming on their backs throughout the race. Contestants may turn on their breasts just as they reach the end of the pool, but must "coast" and not use either arms or legs for propulsion. Both hands must be placed on the end or rail of the pool at each turn before pushing off, the same as at the start of the race.

The violation of any of the above rules shall serve to disqualify the contestants by the referee.

(c) Relay Races.

The same rules governing individual races will apply to relay racing.

The contestant must touch the rail or end of the pool with one or both hands before the next contestant of his team shall leave the take-off.

(d) General Rules.

(1) In all races except the back stroke, each contestant shall stand with both feet on the take-off. Stepping back before or after the pistol is not allowed and shall serve to disqualify the contestant from that event.

(2) If the contestant leaves the take-off prior to the firing of the starter's pistol, it shall be considered a false start. The starter shall disqualify any contestant who makes three false starts. No substitution shall be allowed for such disqualified competitor.

(3) Each contestant shall keep a straight course parallel to the other contestants. They shall be started at least six feet apart and each one is entitled to a straight lane of water six feet wide from start to finish.

(4) Any contestant, who when out of own lane, shall touch another contestant, is liable to disqualification from that event by the referee.

Touching or swimming across or obstructing any contestant in any way so as to impede his progress shall constitute a foul. If, in the opinion of the referee a swimmer has been fouled to a degree that endangers his chance of success, he shall allow him to compete in the next heat or final, and he shall be eligible to take any prize to which his position in the final may entitle him. Should a foul occur in the final, the referee shall order the race reswum.

The contestant committing the foul shall be disqualified from that event.

(5) In all races except the breast stroke and back stroke, the contestant must touch the rail or end of the pool with one or both hands before pushing off.

(6) In all races except the breast stroke, each contestant shall have finished the race when any part of his person reaches the end of the pool or finish line.

(7) The choice of positions shall be drawn for.

(8) In case of a dead heat the tie shall be decided by a swim-off the same day, or the contestant or team refusing to swim shall be given second prize.

(9) Violation of any of the above rules shall serve to disqualify the contestant by the referee.

6. Officials.

The officials shall consist of one referee, at least three time keepers, three judges, one starter, one announcer, one clerk of, the course and assistants when necessary.

7. Entries.

Entries shall be limited to three for all races except the relay race for which but one team may be entered.

IV. TENNIS.

In addition to the unit championship provided for in Bulletin No. 25, these headquarters, dated March 28, 1919, an individual tournament for the championship of the A. E. F., in singles and doubles, open to officers and men, will be held in Paris immediately following the unit championship.

Two singles players and one doubles pair, selected under the supervision of Division or proper unit Athletic Officer from each Division, Base Section, S. O. S., Paris District, G. H. Q., and Le Mans Area, and four singles players and two doubles pairs from the Intermediate and Advance Sections of the S. O. S., are authorized to attend. Representation from A. E. F. Universities at Beaune and Sarbonne, and from other educational centers, may be obtained upon request to these headquarters.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, April 16, 1919.*

BULLETIN, NO. 32.

USE OF FOREIGN AMMUNITION IN U. S. RIFLES PROHIBITED.

1. In order to prevent repetition of serious injuries to personnel and damage to United States equipment caused by firing foreign ammunition in United States rifles, attention is directed to the following:

(a) German service cartridges can be forced into the chambers of U. S. rifles, and can be loaded easily into U. S. rifles when the chamber is maximum or slightly worn. Firing such ammunition in U. S. rifles has resulted in serious accidents.

(b) The use of German, or any ammunition except U. S. caliber .30 cartridges, in the U. S. Model 1903 or 1917 rifles is prohibited.

2. Commanding officers will issue corresponding instructions to their commands.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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## QUARANTINE REGULATIONS FOR PRIVATE MOUNTS TO BE RETURNED TO THE UNITED STATES.

I. The War Department, under date of January 30, 1919, has directed that the following regulations shall govern the quarantine of army horses in France preparatory to shipment to the U. S. A.

1. No public animals belonging to the military forces will be imported from Europe to the United States.

2. Private mounts of officers, not to exceed a total of two hundred animals, may be imported, subject to the quarantine and other restrictions hereinafter set forth:

(a) Each such mount shall have been placed in strict quarantine in France and so held for a period of ninety days prior to embarkation for the United States. Said quarantine shall be under the personal supervision of a veterinary officer of the army designated by the Chief Surgeon of the A. E. F., and shall be maintained at a place recommended by the said Chief Surgeon. While in quarantine the animal shall be wholly under the charge of the responsible veterinary officer and shall be subject to such regulations, restrictions, examinations and treatment as may be directed by the Chief Surgeon. On arrival in quarantine, the animal will be securely tagged with the name of the owner for purposes of identification and will be accompanied by all equipment which it is proposed shall accompany said animal to the United States, and this equipment shall remain constantly with the animal until the quarantine is finally raised in the, United States.

(b) At any time during the quarantine period, should the animal show symptoms of communicable disease it shall be prohibited shipment to the United States until cured of such disease under such further regulations, including extension of quarantine for an additional period of ninety days from the date of cure, as the Chief Surgeon, A. E. F., may prescribe; excepting that, if the animal is found to be affected with glanders, equine tryanosomiasis, epizootic lymphangitis, ulcerative lymphangitis or piroplasmosis, it shall be absolutely prohibited shipment to the United States. Animals infected with any of the forenamed diseases shall be disposed of locally, subject to the regulations of the civil authorities. Accidental exposure to any communicable disease during quarantine shall nullify the quarantine period already elapsed and further quarantine for the full period of ninety days shall be strictly enforced.

(c) The mount will be moved to the port of embarkation from the place of quarantine in strict isolation from all other animals. A railroad car or other vehicle in which it may be transported shall be cleaned and disinfected under the supervision of a veterinary officer previous to use. The animal will be accompanied from the place of quarantine to the port of embarkation by a commissioned or non-commissioned officer of the Veterinary Corps, in addition to a regular attendant. This officer will remain on duty with the mount until it is placed on board ship, and will furnish a sworn statement that it has not used a public watering trough or feeding place nor come in contact with any other animal during the journey or at the port.

(d) The animal shall be shipped in isolation from all others, securely tagged with the owner's name and description of the animal, and a personal attendant shall be detailed for its care during the entire voyage.

(e) Before embarkation, the following papers will be prepared in duplicate and will accompany the animal to the United States. A complete set of these papers will be presented to the Collector of Customs at the port of entry and by him delivered to the

Inspector of the Bureau of Animal Industry at that port. A duplicate set of these papers will be delivered to the Port Veterinarian at the port of entry.

A certificate of the officer owning the mount that he is the bona fide owner, and that it was acquired for his personal and official use as an officer of the army.

A certificate of a veterinary officer that the animal is suitable as an officer's mount under existing regulations.

A certificate of the veterinary officer in charge of the quarantine in Europe to the effect that the animal is free from all evidence of communicable disease and that all the quarantine and other requirements of these regulations have been complied with.

A certificate furnished by the Minister of Agriculture or other competent authority of the Government to the effect that, insofar as it has been possible to ascertain, no case of dourine, epizootic lymphangitis, ulcerative lymphangitis, prioplasmosis or foot and mouth disease has occurred in the locality or localities in which the animal has been in quarantine during the period of said quarantine.

A certificate or affidavit, properly executed by the officer who accompanied the mount to the port of embarkation, to the effect that the animal, while en route from the place of quarantine to the port, did not come in contact with any others as described in Section (c) above.

A clinical history of the animal during the entire quarantine period showing what, if any, symptoms of disease were manifested, the nature and results of all laboratory or other examinations and treatment applied. Copies of laboratory reports will be inclosed. This record will be signed by the veterinary officer in charge of the quarantine.

(f) On arrival in the United States the animal shall be entered at the port of Newport News, Virginia, and shall be handled in accordance with the regulations of the Department of Agriculture in cooperation with the War Department, and shall be put in quarantine at a place mutually approved by the Surgeon General of the Army and the Chief of the Bureau of Animal Industry. A veterinary officer designated by the Port Veterinarian shall meet the animal on the transport and shall accompany it and its equipment to the place of quarantine and shall be responsible that the animal while en route does not use a public watering trough or feeding place and does not in any way come in contact with other animals. Any vehicle used for its transportation must be cleaned and disinfected before and after use. The quarantine in the United States shall be for a period of ninety days for animals which have already undergone ninety days' quarantine in France under these regulations. In the absence of such quarantine in France, the quarantine in the United States shall be for a period of one hundred and eighty days.* While in quarantine the animal shall be wholly isolated from all others and shall be in charge of a veterinary officer to be designated by the Port Veterinarian and approved by the Surgeon General.

The animal shall be subject to such regulations including the extension of the quarantine period in case of accidental exposure to serious communicable disease, laboratory or other examinations and treatment as the Surgeon General may prescribe. On the development of evidence of any disease which in the opinion of the Surgeon General may present a menace to the health of other animals, the animal in question may be destroyed. It should be understood that an animal which cannot present a clean bill of health on arrival at the port may be wholly excluded from landing and be destroyed.

3. On the termination of the aforementioned quarantine period and after proper notification, the owner of the mount will take prompt steps to have the animal and equipment removed from the place of quarantine.

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* The Provisions of this sentence apply to such animals at Newport News or en route from France on this date.

4. The places of quarantine and the methods of procedure herein described shall be subject at all times to the inspection and approval of authorized representatives of the Department of Agriculture.

II. As much of the above quarantine regulations as refers to the quarantine in France will be followed in detail. As the number of mounts to be returned to the U. S. A. is limited, the first two hundred mounts will be accepted. Application will be made by telegram to Chief Surgeon, Tours, for authority to place animals in quarantine to be returned to U. S. A.

Officers' mounts will be turned over direct to the place of quarantine, which is Camp de Souge (Gironde), or to the nearest remount depot, on or before May 15, 1919. All officers' mounts turned into Remount Depots for forwarding to place of quarantine, or handed over direct to place of quarantine, will be accompanied by:

(1) Authority from Chief Surgeon to place animal in quarantine.

(2) A certificate of the officer owning the mounts that he is the bona fide owner, and it was acquired for his personal and official use as an officer of the army.

(3) A certificate of a Veterinary officer that the animal is suitable as an officer's mount under existing regulations.

(4) A description of animal.

(5) All necessary equipment which will accompany said animal to the United States.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff

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GENERAL HEADQUARTERS, A. E. F.,
*France, May 1, 1919.*

BULLETIN, NO. 34.

TRAINING
BASEBALL.

1. Recent changes in the unit organization of the American Expeditionary Forces have rendered necessary a changed policy in regard to the final championships of the A. E. F. in baseball.

With a view to permitting as many men as possible to see the games in the championship series, and to obtaining the greatest participation in the sport, the following plan has been adopted:

Leagues will be organized and schedules played in-each of the various A. E. F. athletic areas for the purpose of selecting the best teams for participation in the A. E. F. League, as hereinafter organized:

| | |
|---|---|
| G. H. Q. Area | One Team |
| Third Army | Three Teams |
| S. O. S. | Two Teams |
| Le Mans Area | One Team |
| District of Paris | One Team |

The teams selected will not be "All-Star Teams" selected from the entire Army or S. O. S. area, but will be the teams representing divisions or similar S. O. S. units, as indicated in Bulletin No. 6, subparagraph 4, Par. 2, c. s., these headquarters, for basketball.

2. A. E. F. Series. The eight teams selected in accordance with the provisions of Par. 1 will be organized into an American Expeditionary Force League. A regular league schedule of twenty-one (21) games for each team will be played, commencing about June 8, 1919.

In this schedule each team will play a series of three games with each other team in the league. These games will be played at the home grounds of the various teams according to a schedule which will be published later, and, weather permitting, will be concluded before the team moves to the next area.

The championship of the A. E. F. will go to the team having the highest percentage of games won upon completion of the schedule.

All protests will be forwarded to the Chief Athletic Officer, A. E. F., G-5, G. H. Q. His decision will be final. The athletic officer of home teams will in each case arrange for billeting and rationing the visiting teams.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 35. *France, May 2, 1919.*

INDIVIDUAL QUALIFICATION TESTS FOR MEMBERS OF MACHINE GUN ORGANIZATIONS.

The Provisional Machine Gun Firing Manual (1917) does not contain a table for the Browning machine gun showing in detail groups and parts to be dismounted and assembled. Under authority from War Department, dated April 21, 1919, the following table is published as a guide for examining boards where the organization is equipped with the Browning machine gun:

| Parts given in detail | Dismount | | Assemble | |
|---|---|---|---|---|
| | Min. | Sec. | Min. | Sec. |
| A--Barrel and Receiver Group | 1 | 35 | 2 | 10 |
| (a) Back Plate | | | | |
| (b) Bolt Handle | | | | |
| (c) Bolt | | | | |
| (d) Lock Frame | | | | |
| (e) Barrel Extension | | | | |
| (f) Barrel | | | | |
| (g) Latch | | | | |
| (h) Latch Spring | | | | |
| (i) Belt Holding Pawl Split Pin | | | | |
| (j) Belt Holding Pawl | | | | |
| (k) Belt Holding Pawl Spring | | | | |

| Parts given in detail | Dismount | | Assemble | |
|---|---|---|---|---|
| | Min. | Sec. | Min. | Sec. |
| B--Bolt Group | 1 | 20 | 2 | .. |
| (a) Bolt Handle | | | | |
| (b) Extractor | | | | |
| (c) Cocking Lever Pin | | | | |
| (d) Cocking Lever | | | | |
| (e) Sear | | | | |
| (f) Sear Spring and Pin | | | | |
| (g) Firing Pin | | | | |
| C--Lock From Group | 1 | .. | 1 | 30 |
| (a) Accelerator Pin | | | | |
| (b) Accelerator | | | | |
| (c) Trigger Pin | | | | |
| (d) Trigger | | | | |
| D--Cover and Belt Feed Group | 1 | 30 | 1 | 50 |
| (a) Cover Pin | | | | |
| (b) Cover | | | | |
| (c) Belt Feed Lever Pivot | | | | |
| (d) Belt Feed Lever | | | | |
| (e) Belt Feed Slide | | | | |
| (f) Belt Feed Pawl Pin | | | | |
| (g) Belt Feed Pawl | | | | |
| (h) Belt Feed Pawl Spring | | | | |
| (i) Cover Extractor Spring | | | | |
| E--To replace asbestos packing | 15 | .. | .. | .. |
| (a) Front | 5 | .. | .. | .. |
| (b) Rear | 10 | .. | .. | .. |

Note.--The time table under "dismount" signifies time from gun assembled, mounted on tripod, to completion of dismounting of each group.

The gun will be considered completely dismounted when subparagraphs A, B, C and D (above) have been complied with.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, May 5, 1919.*

BULLETIN, NO. 36.

AMERICAN CITIZENSHIP.

I. 1. In order to establish American citizenship at the office of any American consul, it is necessary to have:

(a) For natural born American citizens, the birth certificate from the records of the community in which born. (Note.--If it is intended to use this before any French legal authorities it is advisable to have such certificates vised by the nearest French consul to the community in which the birth is recorded)

(b) For naturalized citizens, the certificate of naturalization granted by and signed by the United States judge who administered the oath of allegiance.

2. If it is desired to remain in France for business purposes. application should be made for the granting of a departmental passport, and also for registration as an American citizen at the office of the nearest American consul.

3. Temporary passports are granted only at the office of the American Passport Bureau, No. 68 rue Pierre Charron, Paris. These passports are good only for return to the United States.

4. Aliens who prepared "Petitions for Naturalization" under the provisions of the Act of. Congress approved May 9, 1918, as published in G. O. No. 151 and Bulletin No. 68, series 1918, these headquarters, are not American citizens in the full legal sense and cannot obtain passports until proof of the completion of their naturalization is received from the U. S. courts through the Bureau of Naturalization, Washington.

5. Commanding officers who are requested to certify to American citizenship of the men under their command as provided in subparagraph (2), Par. 1, Sec. I, Bulletin No. 26, c. s., these headquarters, should note especially the new ruling in Par. 4, supra.

LIMITED SALE OF U. S. POSTAL MONEY ORDERS.

II. The following instructions from the Postmaster General to the United States Postal Agent at Paris as contained in War Department Cablegram 3321-R are published for the information of all concerned:

"No officer or soldier will be permitted to purchase in any one month money orders aggregating more than the amount of his monthly pay. If unusually large amounts are requested frequently by the same officer or soldier, decline to issue and notify department. In the event of wide fluctuation in exchange, suspend sale of money orders and notify department."

A. L. A. TO FURNISH MAGAZINES TO THE A. E. F.

III. The American Library Association is prepared to furnish a weekly magazine service to every unit whose commanding officer will ask for it and will arrange to see that the magazines are properly distributed and cared for. The commanding officer is asked to assume no responsibility beyond that of seeing that the magazines are put to the best possible use. Requests for this magazine service will be sent direct to "Magazine Department, American Library Association, 10 Rue de l'Elysee, Paris."

OFFICERS AND SOLDIERS TO BE DISCHARGED IN FRANCE TO PROVIDE THEMSELVES WITH CIVILIAN CLOTHING BEFORE DISCHARGE.

IV. The attention of officers and soldiers discharged in France is directed to the circumstance that our laws give them no right to wear the uniform of the United States in France after their discharge, and that after such discharge they are subject to French law, which by Art. 259, Penal Code, provides that every person who shall publicly wear a uniform which he is not entitled to wear shall be punished with imprisonment of from six months to two years. Officers and soldiers who are to be discharged in France should

therefore provide themselves with civilian outer clothing before discharge, and discharge papers will be withheld until they have so done.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 37. *France, May 13, 1919.*

OBSERVANCE OF MEMORIAL DAY.

1. The Commander in Chief desires that appropriate observance of Memorial Day be had so far as possible at all cemeteries in which American soldiers are buried in Europe. In view of the large number and scattered location of these cemeteries, it is necessary that the responsibility for such observance be assumed by commanding officers of American units, whatever their size or character, who may be stationed in the vicinity of such cemeteries on May 30th. All commanding officers are therefore directed to ascertain the location and number of American graves in their neighborhood and to make arrangements in advance for Memorial Day ceremonies. In case their units are ordered away from their present stations before May 30th, they will turn over all information on the subject to the senior American officer remaining on duty in the neighborhood. Inasmuch as most of the areas in which graves are located will be occupied only by S. O. S. troops on that date, commanding officers of such troops are particularly enjoined to assume responsibility in this matter.

2. The Graves Registration Service has complete records of American cemeteries. It also has available an ample supply of small American flags for the decoration of graves, which may be obtained for that purpose on application to the G. R. S. officers of advanced areas, base and intermediate sections. Commanding officers should confer, wherever possible, with local G. R. S. officers and the representatives of such authorized organizations as may desire to participate in the observance of the day.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 38. *France, May 14, 1919.*

WRITTEN REQUESTS FOR ARTICLES FROM U. S. NO LONGER REQUIRED

1. Section I, Bulletin No. 24, series 1918, these headquarters, is rescinded. Mailable parcels may hereafter be sent from the United States to members and individuals connected with the American Expeditionary Forces without the prior written request of the addressee.

MEDALS TO BE AWARDED WINNERS IN DIVISIONAL OR SIMILAR UNIT CONTESTS.

II. 1. In accordance with Par. 3, Bulletin No. 6, c. s., these headquarters, medals are to be awarded winners in divisional or similar unit contests in baseball, basketball, football, track and field, boxing and wrestling.

2. The preparation of the prizes will be attended with considerable delay, and in order that the winners of the events may receive the proper acknowledgement, certificates, properly attested, will be furnished to all winners in the events enumerated above. Upon presentation of this certificate, in writing or in person, on or after June 30, 1919, the prize will be given to the winner.

3. In the case of units which are still in the A. E. F. on June 30, 1919, these certificates should be presented to the G-5 Athletic Section, 53 Avenue Montaigne, Paris.

4. In the case of units which have returned to the United States, these certificates should be presented, in writing or in person, to Dr. George J. Fisher, Y. M. C. A., War Work Council, 347 Madison Avenue, New York City.

REGULATIONS FOR THE TRANSMISSION OF ATHLETIC NEWS.

III. In order to secure maximum service from the Signal Corps under demobilization conditions, which necessitates reducing to the smallest possible volume the news matter transmitted over Signal Corps lines, all news of athletic events throughout the A. E. F. will hereafter be transmitted under the following regulations:

1. Upon receipt of this Bulletin it is directed that at G. H. Q. A. E. F., Advance G. H. Q., headquarters S. O. S., headquarters Advance Section S. O. S., headquarters Intermediate Section, S. O. S., headquarters District of Paris, headquarters of the Army of Occupation, and at the headquarters of each corps, division, replacement depot, embarkation center, each Base Section of the S. O. S. and at the American E. F. University, Beaune, an officer be made responsible for the writing and sending in of all athletic news from his organization. The person so detailed may be the athletic officer, the present correspondent or another. Name of correspondent so detailed to be wired to "Athletics, Paris," the registered telegraphic address.

2. Athletic news of every kind is desired. Reports of important meets and games in which units of any one of the above named organizations compete should be sent by wire. Reports of meets and games between two or more of the above named organizations should be written by a correspondent selected by the officer in charge of the joint meet or game and wired in; the name of this correspondent to be furnished "Athletics, Paris," in advance.

3. Wires must be as brief as possible, giving only results, short resume of the crowd and distinguished visitors present and unusual points which would be of news interest. Other athletic events and long stories should be reported by courier mail to G-5 (Athletics), Publicity Department, 53 Avenue Montaigne, Paris.

4. The Signal Corps will transmit to "Athletics, Paris," such telegraphic matter on athletic events as conforms to the above regulations and is filed by the officers to be designated as official correspondents.

5. Distribution of all stories and items to European and American papers will be made only through arrangements operating from Paris.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 39. *France, May 17, 1919.*

SIGNAL CORPS PHOTOGRAPHIC LABORATORY, PARIS, WILL CEASE TO FUNCTION ON MAY 31, 1919

I. In order that the Signal Corps Photographic Laboratory, Paris, may be closed on the date prescribed by these headquarters, no orders or requests for photographic work will be received by that laboratory after May 31, 1919. The month of June, or such time as may be required, will be devoted to completing work on hand in the laboratory and transferring the negatives, files and records to Washington, after which the laboratory will be abolished.

CERTIFIED COPY OF OFFICIAL TELEGRAMS OF THE A. E. F. DESTINED TO POINTS OUTSIDE OF FRANCE.

II. Section I, Bulletin 53, series 1918, these headquarters, is revoked and the following substituted therefor:

A certified copy of each official telegram of the A. E. F. (not transatlantic cablegrams) originating in France, and destined to points outside of France, except Great Britain, Antwerp, Belgium, Rotterdam, Holland, points within the American section of occupied Germany and points in Luxembourg, will be forwarded by mail at the end of each month to the Chief Quartermaster, A. E. F., U. S. A. P. O. 717, by the office in which the telegram is prepared. These certified copies will be held in the office of the Chief Quartermaster, A. E. F., until receipt of the bill from the French Government, when they will be checked against the bill, which, if found to be correct, will be paid by the Chief Quartermaster, A. E. F., the certified copies of the telegrams to accompany the voucher.

This action is necessary to provide a means of checking and paying bills received from the French Government for telegrams transmitted over lines beyond their jurisdiction, such as those addressed to Spain, Italy and Switzerland.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 40. *France, May 22, 1919.*

TRAP SHOOTING TOURNAMENT.

1. In view of the large number of men interested therein, and of its close relation to military training, a Trap Shooting Tournament, open to officers and soldiers, has been authorized for the A. E. F. It will be held on the Army Rifle Range at Belgian Camp, Le Mans, beginning June 18, 1919.

2. Owing to lack of adequate equipment, it has been found impossible to hold preliminary try-outs to select competitors. Division commanders and commanders of sections of the S. O. S. are authorized to select from their commands, and to send to this

competition, not to exceed twenty (20) men each, to arrive not later than June 15, 1919, reporting upon arrival to Col. Alexander J. Macnab, G. S., Officer in Charge Rifle Competitions, Belgian Camp, Le Mans.

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, May 26, 1919.*

BULLETIN, NO. 41.

PASSPORTS.

I. Instructions have been received from the War Department to the effect that June 15, 1919, has been fixed as the date for the relaxation of the restrictions as to passports, but that no passports will be given to the wives of officers who are scheduled for return to the United States in the three months following.

REGULATIONS WITH REGARD TO CLAIMS FOR PRIVATE PROPERTY OF OFFICERS, ENLISTED MEN AND MEMBERS OF THE ARMY NURSE CORPS.

II. Bulletin No. 105, these headquarters, December 20, 1918, is rescinded and the following substituted therefor:

The following regulations are prescribed with regard to claims for private property of officers, enlisted men and members of the Army Nurse Corps, which has been or which may hereafter be lost, damaged or destroyed in the military service:

1. All applications for replacement in kind, commutation or reimbursement must be submitted in conformity with the provisions of, and subject to, the limitations prescribed in Chapter VI, Act of Congress, approved July 9, 1918, which is quoted for the information and guidance of all concerned:

"That the Act entitled, 'An Act to provide for the settlement of the claims of officers and enlisted men of the Army, for loss of private property destroyed in the military service of the United States,' approved March third, eighteen hundred and eighty-five (Chapter three hundred and thirty-five, twenty-third Statutes, page three hundred and fifty), be, and the same is hereby, amended to read as follows:

"'Sec. I. The private property belonging to officers, enlisted men and members of the Nurse Corps (female) of the Army, including all prescribed articles of equipment and clothing which they are required by law or regulations to own and use in the performance of their duties, and horses and equipment required by law or regulations, to be provided by mounted officers, which since the fifth day of April, nineteen hundred and seventeen, has been or shall hereafter be lost, damaged or destroyed in the military service shall be replaced, or the damage thereto or its value recouped to the owner, as hereinafter provided, when such loss, damage or destruction has occurred or shall hereafter occur in any of the following circumstances:

" 'First. When such loss or destruction was without fault or negligence on the part of the owner.

" 'Second. When such private property so lost or destroyed was shipped on board an unseaworthy vessel by order of an officer authorized to give such order or direct such shipment.

" 'Third. When it appears that such private property was so lost or destroyed in consequence of its owner having given his attention to the saving of property belonging to the United States which was in danger at the same time and in similar circumstances.

" 'Fourth. When during travel under orders the regulation allowance of baggage transferred by a common carrier is lost or damaged; but replacement or recoupment in these circumstances should be limited to the extent of such loss or damage over and above the amount recoverable from said carrier.

" 'Fifth. When such private property is destroyed or captured by the enemy, or is destroyed to prevent its falling into the hands of the enemy, or is abandoned on account of lack of transportation or by reason of military emergency requiring its abandonment, or is otherwise lost in the field during campaign.

" 'Sec. 2. That, except as to such property as by law or regulations is required to be possessed and used by officers, enlisted men, and members of the Nurse Corps (female), respectively, the liability of the Government under this chapter shall be limited to damage to or loss of such articles of personal property as the Secretary of War shall decide or declare to be reasonable, useful, necessary, and proper for officers, enlisted men or members of the Nurse Corps (female), respectively, as the case may be, which in quarters, engaged in the public service, in the line of duty.

" 'Sec. 3. That the proper accounting officers of the Treasury be, and they are hereby, authorized and directed to examine into, ascertain and determine the value of the property lost, destroyed, captured, or abandoned as specified in the foregoing sections, or the amount of the damage thereto, as the case may be; and the amount of such value or damage so ascertained and determined shall be paid out of any money in the Treasury not otherwise appropriated; provided, that in time of war, or of operations during public disaster such property lost, destroyed, captured or abandoned or so damaged as to be unfit for service shall be replaced in kind from Government property on hand, or adequate commutation given therefor when replacement in kind cannot be made, or cannot be made within a reasonable time, by the supply officer or quartermaster of the organization to which the person entitled thereto belongs or with which he is serving upon the order of the commanding officer thereof.

" 'Sec. 4. That the tender of replacement or of commutation, or the determination made by the proper accounting officers of the Treasury upon a claim presented as provided for in the foregoing sections, shall constitute a final determination of any claim cognizable under this chapter, and such claim shall not thereafter be reopened or considered.

" 'Sec. 5. That no claim arising under this chapter shall be considered unless made within two years from the time that it accrued; except that when a claim accrues in time of war, or when war intervenes within two years after its accrual, such claim may be presented within two years after peace is established.' "

2. Presentation of claims. Claimants will submit a list of articles, quantity of each, with original price paid, approximate date of purchase, the length of time the articles had been used, and condition and value at time of loss, or amount of damage, together with certificate by the claimant (affidavit when claim is by others than officers) as to the facts of the loss or damage.

3. Investigation of claims. All claims shall be investigated by a board or boards of three disinterested officers, appointed by the following named commanding officers:

Commander of an army.
Commander of each combat division.
Commander of each section, S. O. S.
Commander of S. O. S., 3rd Army.
Commander District of Paris.

Commander American Embarkation Center, LeMans.
Commander 1st Replacement Depot, St. Aignan-Noyers.
Headquarters Commandant, G. H. Q. A. E. F.
Headquarters Commandant, Headquarters S. O. S., A. E. F.

4. Action by the Board. The board will obtain or require the claimant to obtain the testimony of at least one other reliable person in support of his claim. In case doubt exists as to the loss of the property, claimants will be required to show that they have made all reasonable and practicable efforts to find their baggage; also the board will obtain or require claimant to obtain a statement from the baggage service (Central Baggage Office, A. P. O. 713) that they have not received the baggage in question; in case of loss by rail a similar statement should be obtained from the Transportation Corps (Lost Baggage Bureau, A. P. O. 717). In case of baggage known to have been lost by a common carrier under the circumstances set forth in the fourth condition, Sec. I, Chapter VI, of the Act quoted above, claimants should present their claims to the common carrier involved and no allowance will be made by the Board unless, after reasonable efforts, the claimant has been unable to recover from the common carrier or the board will make an allowance to the extent of the loss or damage over and above the amount recoverable from the said carrier. The amounts allowed should not exceed the following percentage basis of original cost: New articles and those used slightly and not depreciated by ordinary wear and tear, 100 per cent; articles of outer uniform clothing, only slightly depreciated by wear and tear and not used over three months, 90 per cent; where good and serviceable and not used over one year, 75 per cent; or two years, 50 per cent; or three years, 33 1/3 per cent; articles of underwear, socks, shoes, etc., and miscellaneous articles, which have been used on basis of condition and serviceability at time of loss, but not exceeding 85 per cent, in any case. No allowance will be made for wornout articles or those that cannot be classed as good and serviceable. In case of loss of expensive articles or those purchased at unusually high prices, allowance will be based upon fair and reasonable prices for articles suitable for necessary purposes, but where the prices of suitable articles have changed greatly since the purchase of the same a pro-rata increases or decrease may be applied in fixing the allowance, the facts in such event to be fully set forth. Where a claim includes items of furniture, household effects, or miscellaneous articles other than those required by law or regulations to be possessed and used by such claimant, allowance will be limited to such as are needed and are appropriated, in moderate numbers or quantities and of reasonable prices, and no allowance will be made for civilian outer clothing, for luxuries, for souvenirs and all other items that can not be properly regarded as useful, reasonable and necessary in the service; for articles of approved classes to the extent the same may be in excess of reasonable needs; nor for articles not personal to the use of such claimant officer, enlisted man, or member of the Army Nurse Corps, as the case may be. Claims for money lost will not be considered except the loss resultant from casualty or military exigency, and the claimant will be required to make strict proof of the facts of the loss and whether a high degree of diligence had been exercised for the safekeeping of those funds; any reimbursement to be in a very limited amount, depending upon the circumstances in each case. The board will take into consideration the length of time elapsing since loss of property and recommend whether the lost, damaged, or destroyed articles, or certain of these articles should be replaced or whether commutation therefor should be paid. The board will file all evidence and information with its report.

5. Action by appointing authority. The report of the board will, subject to right of appeal as indicated below, be acted upon finally by the officer appointing the board as the commanding officer of the organization to which the claimant belongs or with which he is serving; and upon approval, the approving authority will cause the lost, damaged, or destroyed articles to be replaced in kind or commutation therefor to be paid

according to the approved report, by the Supply Officer or Quartermaster, and in case replacement according to the approved report can not be made within a reasonable time, commutation therefor will be paid upon the certificate of the Supply Officer or Quartermaster that replacement from stock on hand cannot be made. Any commutation will be paid from funds appropriate under the title "General Appropriation, Quartermaster Corps." The approving authority will cause all authorizations for replacements or payments to be reported at the time of approving the same to the Chief Quartermaster upon Q. M. C. form 150, and in cases pertaining to enlisted men and members of the Army Nurse Corps will cause entry to be made upon the service record of the claimant as to action taken on the claim, giving a list of articles replaced and the articles and amounts allowed in commutation; in cases pertaining to officers he will cause similar data to be reported to the Adjutant General of the Army for file with the personal papers of the officer concerned.

6. Appeals. A claimant who is not satisfied with the award so tendered may decline the same and appeal to the Secretary of War, through military channels, for revision, providing the application therefor be submitted by the claimant within one month after receiving notice of the award. In event of appeal the full record will be forwarded for examination.

7. The act cited in Par. 1 has application only to losses and damages arising on or after April 6, 1917, and no claims for losses before that date will be considered under these regulations. This act also has application only to officers, enlisted men and members of the Nurse Corps (female) of the United States Army and no claims of others than those mentioned will be considered under these regulations. It is provided in said law that claims arising thereunder must be submitted within two years from the time they accrue, "except that when a claim accrues in time of war, or when war intervenes within two years after its accrual, such claim may be presented within two years after peace is established." When claimants act with promptness better opportunity obtains for collecting and submitting required information, and earlier settlements can be secured. Claimants leaving the American Expeditionary Forces before their claims can be acted upon by a board should endeavor to obtain testimony and evidence in support of same prior to leaving.

8. No officer, enlisted man, or member of the Army Nurse Corps, will submit a subsequent claim for the same lost, damaged, or destroyed property to any board without first withdrawing any previous claim that may have been filed.

9. Nothing in this order shall be construed to prevent the payment of claims upon the approved report of the board of officers convened by these headquarters.

By command of General Pershing:

JAMES W. McANDREW,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
*France, May 27, 1919.*

BULLETIN, NO. 42.

RECALLING OF OLD STYLE CHECKS BY GUARANTY TRUST CO.

1. The Assistant Comptroller of the Treasury, Paris, has approved instructions issued by the Guaranty Trust Company, Paris branch, to French banks, that the old style or salmon colored checks on Guaranty Trust Company, except duplicate checks approved by the Assistant Comptroller, will be accepted only for collection after June 20, 1919.

2. In order to avoid the inconvenience that will be occasioned by having to deposit such checks for collection after June 20, 1919, all persons having the old style checks in their possession should have same cashed on or before that date.

3. As far as the old style or salmon colored checks on Guaranty Trust Company are concerned, this amends Sec. II, Bulletin No. 85, these headquarters, dated October 30, 1918.

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 43. *France, May 28, 1919.*

ALLY OFFICERS AND SOLDIERS.

1. The entire subject of Ally personnel is transferred to the Commanding General, S. O. S. The authorization for the employment of the services of Ally officers and soldiers required by Par. 2-C, Sec. XII, G. O. No. 202, series 1918, these headquarters, will hereafter be obtained from the Commanding General, S. O. S., for all organizations of the American Expeditionary Forces.

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.

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GENERAL HEADQUARTERS, A. E. F.,
BULLETIN, NO. 44. *France, June 6, 1919.*

BASEBALL SCHEDULE.

1. In compliance with Training Bulletin No. 34, G. H. Q., May 1, 1919, on baseball, the following official schedule is published:

June 8, 9, 10.

G. H. Q. team plays 2nd Division at Heddesdorf.
7th Division team plays 3rd Division at Andernach.
A. E. C. team plays District of Paris at Paris.
Base Section No. 1 team plays Tours at Tours.

June 11, 12, 13.

2nd Division team plays 3rd Division at Andernach.
7th Division team plays G. H. Q. at Coblenz.
District of Paris team plays Tours at Tours.
Base Section No. 1 team plays A. E. C. at Le Mans.

June 14, 15, 16.

2nd Division team plays 7th Division at Coblenz.
3rd Division team plays G. H. Q. at Coblenz.
District of Paris team plays Base Section No., 1 at Nantes.
Tours team plays A. E. C. at Le Mans.

June 20, 21, 22.

2nd Division team plays District of Paris at Paris.
3rd Division team plays Tours at Tours.
G. H. Q. team plays A. E. C. at Le Mans.
7th Division team plays Base Section No. 1 at Nantes.

June 23, 24, 25.

2nd Division team plays Tours at Tours.
3rd Division team plays District of Paris at Paris.
G. H. Q. team plays Base Section No. 1 at Nantes.
7th Division team plays A. E. C. at Le Mans.

June 29, 30, July 1.

District of Paris team plays G. H. Q. at Coblenz.
Base Section No. 1 team plays 3rd Division at Andernach.
A. E. C. team plays 2nd Division at Heddesdorf.
Tours team plays 7th Division at Coblenz.

July 2, 3, 4.

District of Paris team plays 7th Division at Coblenz.
Tours team plays G. H. Q. at Coblenz.
A. E. C. team plays 3rd Division at Andernach.
Base Section No. 1 team plays 2nd Division at Heddesdorf.

2. The travel necessary to carry out the above schedule is authorized and is necessary in the military service.

By command of General Pershing:

JAMES G. HARBORD,
Chief of Staff.