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TRAINING CIRCULAR No. 23

Training Regulations for Depot Brigades

PREPARED BY
WAR PLANS DIVISION
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WAR DEPARTMENT,
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The following pamphlet, entitled "Training Circular No. 23—Training Regulations for Depot Brigades," is published for the information and guidance of all concerned.

(062.1 A. G. O.)

BY ORDER OF THE SECRETARY OF WAR:

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TRAINING CIRCULAR No. 23

Training Regulations for Depot Brigades

1. Functions of depot brigades

(*a*) Receiving depots involving the issue of clothing and equipment, physical examination involving the segregation of the physically unfit, and the assignment of the men to training battalions.

NOTE—Preparation of preliminary records and occupational classification of the men is conducted by the camp headquarters, personnel office.

(*b*) The organization of development battalions for the rehabilitation of all men who, for any reason, are not immediately fit for full military duty.

(*c*) The separation and organization of all skilled men and their careful allotment under orders from the War Department.

(*d*) The assignment, distribution and shipping of men to organizations under orders from the War Department.

(*e*) Incidentally the providing of efficient basic training for the recruit, suitable and proportional to the length of time he is retained in the depot brigade.

2. Importance of efficiency of management and training in the depot brigade

It is of the greatest importance that the depot brigade should function with the highest efficiency.

The drafted man gets his first military impression of the military service in the depot brigade. His morale is influenced and raised or lowered by the management and conduct of every process through which he goes, whether being received at the station, examined, clothed, equipped or trained.

It is particularly desirable that men who have been vaccinated within the two-day period and who are not sick in quarters be furnished organized, light occupation and instruction interspersed with recreation.

It is particularly undesirable that venereals should be permitted to loaf. They should follow schedules of organized occupation and instruction approved by the medical authorities.

The morale of the men in the depot brigade should not be adversely influenced by great amounts of poorly directed fatigue work.

The training problem in the depot brigade is so important that the commanding officer, if necessary, should, by frequent demonstrational conferences with his officers, prepare for the securing of maximum training results.

3. Classification of training activities

(*a*) *Training of officers on duty with units of the depot brigade*—This training should be, in general, confined to such organized instruction as is necessary to secure a maximum of efficiency in the performance of their duties in connection with the depot brigade. Officers' schools should be held for the purpose.

(*b*) *Training of noncommissioned officers on duty with units of the depot brigade*—This training should, in general, be confined to such organized instruction as is necessary to secure a maximum of efficiency in the performance of their duties in connection with the depot brigade. Noncommissioned officers' schools should be held for the purpose.

(*c*) *Training of drafted men*—This training should be proportional in scope to the time the men stay in the depot.

It should be regulated according to the physical limitation necessarily imposed by vaccination, etc.

It should be basic in nature.

It should cover in scope only those things which can be done well.

It should cover with a maximum of efficiency of instruction management and perfection of result attained the primary essentials of basic training of the soldier. To this end faults of execution should be constantly corrected.

(*d*) *Training of men in development battalions*—Training regulations for development battalions are being formulated in the experimental development battalions and will be issued separately.

(*e*) *Training of drafted men retained in depot brigades beyond the period of two weeks*—Such men should be organized for replacement training and their training should be governed by Regulations for Infantry Replacement Training.

(*f*) *Training of casual officers and men with the depot brigade*—If casual officers and enlisted men are attached to the depot brigade the commanding officer should provide work or proper courses of instruction and study for them.

4. Scope of training

The following scope of training is considered appropriate for drafted men, covering a period of about two weeks. It is selected from infantry specifications in Training Circular No. 8. In case the period available for training is extended beyond two weeks, the training becomes, in effect, replacement training and Infantry Replacement Training Regulations should govern.

Morale (see pages 7 and 39, Training Circular No. 8)—Emphasize this training in the depot brigade.

Provide specific training with a special view to developing:

Patriotism and Loyalty.
Discipline.
Self respect and pride.
Alertness.
Esprit.
Cheerfulness.
Enthusiasm.

Specific training in initiative, resourcefulness, aggressiveness, determination and tenacity should not be taken up in the depot brigade during the two weeks training period. It is appropriate to a later period.

Physical—Physical training in depot brigades should be limited to the following: The purpose should be the initial set up of the soldier and his gradual hardening without strain.

(*a*) Setting-up exercises (based on standard in S. R. No. 23, W. D.)—For the development of soldierly bearing, mental and physical alertness and disciplinary response.

NOTE—In training insist upon perfection in posture and execution. Instruct preferably by platoon.

(*b*) *Selected group games*—For the purpose of acquainting the men with the games and largely for recreative purposes.

Provide incidental hardening of muscles.

NOTE—In training carefully supervise. Have as many small groups as possible.

(*c*) *Marching*—Daily marches of about one hour each without pack.

NOTE—In training insist upon perfect march discipline. Alternate attention with route step. Instruct in march singing.

(*d*) *Singing*—Important that singing be organized and emphasized.

(*e*) Repetition of commands and counts by men in setting-up and close order drills helps physical growth and development of alertness and morale.

(*f*) *"After day's work,"* voluntary participation in baseball, football, quoits, boxing, wrestling, etc., should be organized largely for recreative purposes. It is not desirable that this form of instruction be especially forced in the depot brigade except for recreative purposes.

Regulations, Orders, Customs of the Service, etc. (by conference, demonstration or lecture):

(*a*) Conduct in camp, barrack and outside of camp.

(*b*) Sanitation, hygiene, cleanliness, venereal prophylaxis, etc.

(*c*) Elements of organization and general functions of units and individuals.

(*d*) Recognition of insignia and grades.

(*e*) Elements of military discipline, courtesy, authority of and relation to officers, noncommissioned officers, etc.

(*f*) Relation to government and civilian property, necessity for avoidance of waste, economy, etc.

(*g*) Why we are at war.

(*h*) Articles of War.

(*i*) Pertinent W. D. camp and organization orders.

(*j*) Absence without leave, desertion, attention to duty, etc.

(*k*) Rights and obligations of the soldier.

Drill, etc.

(*a*) Manipulation of the Field Equipment:

(1) Name and indicate the principal parts of the field equipment of the infantry soldier.

(2) Disassemble and assemble the equipment.

(3) Sling and unsling the equipment with proper adjustment.

(4) Prepare the equipment for inspection.

(5) Make single and double sleeping bag.

(6) Make up the individual surplus kit.

(7) Demonstrate and describe the cleaning and care of web equipment and of leather equipment.

(*b*) Nomenclature, care and use of the rifle:

(1) Name and indicate thirty principal parts of the rifle.

(2) State what is meant by the calibre of the rifle.

(3) Describe the effect on the bullet of the spiral rifling in the bore.

(4) Disassemble and reassemble the bolt mechanism.

(5) Demonstrate and describe the proper methods of cleaning the rifle.

(*c*) Drill without arms (particular attention will be paid to the following):

(1) Attention.

(2) Facings.

(3) Mark time. Side steps. Backward march.

(4) By the flanks. To the rear.

(5) Eyes right. Right dress.

(6) Hand salute.

(7) Action as pivot and as various numbers in squad right and in squad right about, from a halt and in marching.

(8) Obliques. Turns.

(9) Proper carriage of body and piece in marching.

(*d*) Interior guard duty (particular attention will be paid to the following):

(1) Demonstrate a thorough working knowledge of the general orders for sentinels.

(2) Demonstrate:
(I) Halting and advancing approaching parties.
(II) Calls (corporal, the guard, fire, relief).
(III) Salutes.
(IV) Duties of No. 1, of the guard.

(*e*) Sanitation, Hygiene and First Aid.

(1) Describe the make and fit of the proper marching shoe and of the proper marching sock.

(2) Describe the proper care of the feet from day to day on extended marches.

(3) Describe the proper care of blisters on the feet.

(4) State reasons for the necessity of personal cleanliness, including care of the teeth and cleanliness of the camp and billet.

(5) Describe the purpose of the prevention of malaria, typhoid and para-typhoid in the service.

(6) Describe the methods in use in combatting venereal disease.

(7) Demonstrate the application of the first-aid packet.

(8) Demonstrate resuscitation from drowning.

(9) Demonstrate stoppage of bleeding.

(10) Demonstrate bandaging, care of fractures, use of splints and other makeshifts and slings.

(11) Demonstrate carrying patient without litter.

(12) Demonstrate placing and carrying patient on litter.

(13) Describe the care of the feet in the trenches.

(14) Describe the means of combatting vermin.

(*f*) *Military Courtesy*—Demonstrate and explain use of proper hand and rifle salutes in the following cases:

(1) Rendering Honors to The Flag, The National Anthem and to The Colors.

(2) The soldier standing still.

(3) The soldier passing an officer.

(*g*) *School of the Squad*—Elementary.
School of the Platoon—Elementary.

5. Routine training

In order to render desired action habitual, the following routine drills should be practiced. In all routine drills a maximum of perfection will be exacted:

(*a*) Daily (except Saturdays, Sundays and Holidays):

(1) Setting up exercises—two periods 15 to 30 minutes each.

(2) Saluting drills not under arms (following morning setting-up exercises), 10 minutes.

(3) Saluting drills under arms (during other drills), 10 minutes.

(4) Supervised squad drill (for discipline and steadiness), 30 minutes.

(5) Supervised platoon drill (for discipline and steadiness), 30 minutes (frequently require men to sound off commands and counts).

(*b*) Twice per week (Wednesday and Saturday):

(1) A thorough inspection of personnel, equipment and barracks.

6. Training methods

(*a*) *Schedules*—On Thursday of each week company commanders will submit for approval to battalion commanders a schedule, in duplicate, of proposed training work for the following week, also an alternative inclement weather schedule Battalion commanders will forward a copy of the approved schedule to the headquarters depot brigade.

Early each evening company commanders will carefully plan in detail the training work of the following day and assemble their subordinate officers for conference on proposed work.

(*b*) *Preparation for daily training*—Battalion commanders will see that, after the close of each day's training, all who will be engaged in the work of training for the next day are thoroughly prepared to instruct in all details.

7. Training areas

Each company will be assigned, by the battalion commanders, a well defined and marked recruit training area.

Company training areas will be so arranged as to facilitate supervision of training by the battalion commanders.

Battalion training areas will be assigned by headquarters depot brigade and will be so arranged as to facilitate supervision of training.

8. Supervised company training

Company recruit instruction, when relating to individuals, squads or platoons, will habitually be given by the supervised group method. Formation of the company for this instruction is as below:

X X	X X	X X	X X	N. C. O's
o Lt.	o Lt.	o Capt.	o Lt.	o Lt.
X X	X X	X X	X X	N. C. O's

The captain or the officer in charge of recruits directs the nature and order of the instruction.

The lieutenants assist in supervising the instruction.

9. Setting of standards

(*a*) Standards will be frequently set by means of demonstration, units or individuals, especially perfected for this purpose.

(*b*) Motion pictures, approved by the general staff, will also be used for this purpose. Depot brigade commanders will develop a system of using these pictures in such a manner as to obtain a maximum of training assistance from their use.

10. Instructor conferences

If necessary part of the day and evening will be given

to schools for instructors in which they will be trained practically in the methods of imparting the instruction for the next day.

11. Supervision and exertion of pressure for increase of efficiency

(*a*) Supervisors of instruction will constantly circulate among their units, stimulating, energizing and co-ordinating.

(*b*) Battalion commanders will constantly circulate among units, stimulate, energize and co-ordinate.

(*c*) Company officers will supervise, stimulate and energize work of their N. C. O.'s by every art known to the skilled instructor.

They will not permit themselves to relax into indifference. They will maintain the highest degree of attention and instruction energy. They will cause their N. C. O.'s to constantly exert pressure for maximum efficiency in instruction work and the securing of results. They frequently assemble their N. C. O.'s for very short and sharp conferences. They will frequently cause standards to be demonstrated.

12. Hours of training

Training hours for recruits will habitually be from 7 a. m. to 11.30 a. m. and from 1 p. m. to 4.30 p. m.

On Sundays and on Saturday afternoons there will be no formal instruction.

13. Records of training qualifications

Inasmuch as it is possible, by proper preparation for and supervision of training, to qualify most men received in the draft, according to a high standard of perfection in the preceding training specifications, platoon commanders should keep a graphic chart showing the progress and qualifications of training of the individual soldiers under the several training subjects.