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Not to go below Regimental Headquarters

INSTRUCTIONS

FOR

REGIMENTAL INTELLIGENCE SERVICE

AMI DEPOSIT 1969

PREPARED BY

THE GENERAL STAFF

AMERICAN EXPEDITIONARY FORCES

FRANCE

October 21, 1918

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HEADQUARTERS AMERICAN EXPEDITIONARY FORCES.

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The Instructions for Regimental Intelligence Service of December 14, 1917, have been modified by the General Staff, American Expeditionary Forces, and are herein published for the information and guidance of all units serving in France.

By Command of General PERSHING:
JAMES W. MCANDREW,
Chief of Staff.

Official:
ROBERT C. DAVIS,
Adjutant General.

I. — MISSION OF THE REGIMENTAL INTELLIGENCE SERVICE.

It is the mission of the Regimental Intelligence Service:

1. To furnish information to the command on:

a) The material and moral condition of the enemy.

b) The details of his organization and works.

c) His occupations.

2. To verify, correct and complete the data obtained by aircraft and distant observation.

3. To maintain, at all times, such information of our own forces as may be required by the commander in his estimate of the situation.

Actual contact with the enemy and close, patient and continuous observation are vital to the fulfillment of this mission.

In battle it is of vital importance that the Regimental Intelligence Service keep the command informed of the enemy positions as the offensive develops. This information is essential as a basis of all decisions for following up successful operations, and such decisions may have to be made at any instant.

II. — ORGANIZATION.

The staff of each division or higher unit contains a section of the General Staff, known as the Intelligence Section, which is charged with all matters pertaining to military intelligence.

The intelligence personnel of each regiment of infantry comprises the following:

1. At Regimental Headquarters:

1 First Lieutenant, Regimental Intelligence Officer.

3 Sergeants, observers.

5 Privates, 1st Cl., observers and intelligence agents (two to be mounted on bicycles).

Enlisted personnel to be members of Headquarters Company.

The Intelligence Officer should not be detailed on any duty that will interfere with the duties of his office. After

having been appointed he should be continued on this duty as long as possible. Frequent changes are demoralizing and prevent the performance of efficient work.

2. In each battalion:

1 Lieutenant, scout, Assistant to Regimental Intelligence Officer.
1 Sergeant, scout.
2 Corporals, scouts.
12 Privates, scouts.
1 Sergeant or Corporal, observer.
10 Privates, observers.
2 Sergeants or Corporals, chief snipers.

The Scout Lieutenant in each battalion will be detailed from the lieutenants within the battalion by the regimental commander on recommendation of the Battalion Commander and will not be relieved from such duties except for cogent reasons. He will be in charge of the instruction and training of the intelligence personnel of the batallion under the supervision of the Regimental Intelligence Officer. He should be selected on account of his topographical knowledge and patrol and scouting training. He will be employed solely on intelligence work when his battalion is in contact with the enemy.

The enlisted personnel of the battalion are not to be separated from their organizations except when needed for intelligence duties for the battalion. When necessary, additional men may be detailed from the battalion personnel, by the Battalion Commander, for intelligence work of the battalion.

The enlisted personnel of the Regimental Intelligence Service should be required to devote their entire attention to intelligence work, and, once trained, should not be changed.

Should the organized personnel be insufficient to provide for observation posts as well as the other requirements of the Regimental Intelligence Service, or to meet the necessities arising in the event of battle, the deficiency will be made up by detail from the companies of the regiment.

The Regimental Intelligence Officer assumes charge and

supervision over all guides and interpreters furnished to the regiment.

III. — INSTRUCTION.

The officer in charge of military intelligence of the division is responsible for the instruction of the Regimental Intelligence Officers.

The Regimental Intelligence Officer is responsible:

1. For the instruction, drill and efficiency of the regimental intelligence personnel.

2. For the inculcation and maintenance, in all units of the regiment of the understanding that all must co-operate in order to obtain the best results from the intelligence service, and that any and all evidence concerning the enemy must be sought carefully and turned in to the Regimental Intelligence Officer.

Unless the officers and men of the intelligence service are carefully chosen and well instructed and trained, satisfactory results will not be obtained.

The officer in charge of military intelligence of the division will assemble the Regimental Intelligence Officers as often as practicable for instruction. He will emphasize the necessity for close contact and hearty co-operation with officers of the Army Intelligence, Artillery Intelligence and Aviation Services, and impress upon them that the intelligence service can only be efficient when its various branches are familiar with each other and come in contact frequently, extending mutual aid to each other and by each one doing his part for the common cause.

Information on intelligence matters will be issued from time to time to Regimental Intelligence Officers and will be read to all officers and men of the command on intelligence duty. Provision will be made to instruct all new arrivals in the duties of the intelligence service and to keep the subject fresh in the minds of all on this duty.

All members of the Regimental Intelligence Service must be able to read maps readily, interpret aeroplane photographs, make military sketches; write messages and reports clearly, accurately and concisely; operate telephones and convey verbal messages accurately; they must

be trained as scouts and their faculties of observation developed to the highest possible degree by out-door instruction and test, both night and day; they should be familiar with the appearance and forms of activity of the different arms of the service and methods used in trench warfare by the enemy; they must know the enemy's uniform, distinctive markings and habits; they must be expert in visual signalling; they must understand the application of the "Instructions for Regimental Intelligence Service."

After arrival in the theater of operations, the Regimental Intelligence Officer must keep the members of his group in touch, at all times, with the development by the enemy of new trench weapons, new systems of trench work and of change in methods of attack and defense. He will use the data prepared and available for distribution from our own or allied forces for this purpose. Before arrival in the trenches for first-line duty, careful instruction must be given in the observation of aircraft and the distinctions between our own and those of the enemy. For this purpose visits to our own and allied aero squadrons will be necessary, as well as the study of available literature on this subject. This will be supplemented by practical observation and test as frequently as possible.

The Regimental Intelligence Officer should request the commanding officer to issue the following instructions:

1. No helmet, insignia, or document of any kind, found or won in combat, will be retained by any officer or enlisted man without the authority of the Regimental Intelligence Officer.

2. Military matters will not be discussed in public places, or at any time or place with civilians.

3. Prompt report will be made to the Intelligence Officer of any civilian seeking military information, or whose actions are suspicious.

4. Questions which, if overheard, might be of value to the enemy, will not be discussed in front-line trenches.

5. Maps or sketches will not be marked so as to show our own or allied positions.

6. No document, map or letter will be carried into the

front-line trench which might be of value to the enemy if captured. (One of the most valuable sources of information is the address of a letter received by a soldier.)

7. No document or insignia which, if captured or found by the enemy, might disclose information will be carried on patrol, raiding party or attacking unit.

8. The material pertaining to aircraft brought down within the sector will not be disturbed in any way; it will be protected from depredation until taken in charge by proper authority.

IV. — FUNDAMENTAL PRINCIPLES.

It is a fundamental principle of military intelligence that Army Corps are responsible for the *collection* of information and Armies are responsible for its *collation.*

The term "collection", as herein used, refers to the collection, verification, classification and summarization of information. The term "collation" refers to the deduction of general conclusions from information of the same or different sources.

It is essential that all information reach Army Headquarters in time to be of value and time should not be wasted in corps or lower organizations in attempting to piece information together. Information sent to Army Headquarters must be reliable. If any doubt exists, the degree of its reliability must be stated.

Corps collect information from their immediate front to a depth of five miles. Army Headquarters are responsible for information further in rear.

It is a further principle, in no way inconsistent with the foregoing, that each organization, from the trench-unit to general headquarters, is responsible for the collection and preparation for use, of all available data concerning its own front. When organizations are relieved by others in the order of battle, the retiring organization is responsible to the new for a complete and orderly record of all data necessary for an understanding of the situation along the front occupied.

In accordance with these fundamental principles, military information obtained is subject to the following classification:

Class A: Information of such importance as to require its immediate transmittal to higher authority.

Class B: Information of interest to higher authority, but which may be collected and held for periodical transmission.

Class C: Information of immediate interest to the organization by which it has been collected.

Information of Class A must be transmitted at once by the quickest reliable means, preferably by telegraph, but, when telegraph is not available, by telephone or even visual signals, wireless, messenger or carrier pigeon.

The following kinds of information are of Class A, and should be handled accordingly:

1. Changes in the enemy's order of battle.
2. Units seen in rear and indications of movements of hostile formations.
3. Composition of enemy's regiments, battalions and companies.
4. Any other information of immediate importance.

Information which is of vital and immediate importance to regiments of adjacent sectors will be at once communicated directly to them.

Information of Class B (which may include that of Class C and should, as a rule, repeat that of Class A) should be verified, sorted, classified and summarized in a periodical report which will present the information in a clear concise form of telegraphic simplicity so that higher authority will not have to wade through matter with which it has no concern to discover the points which are essential.

In order to reduce to a minimum the labor and time spent on the consolidation, classification and summarization of information received from lower echelons, it is essential that uniform arrangements be adopted for the presentation of data in the daily intelligence reports of organizations. This arrangement will conform to that of the "Daily Summary of Intelligence" issued by Corps Headquarters.

Appendix "A" shows the form for the Regimental Daily Report of Information. The Daily Intelligence Report of

the Regimental Intelligence Officer, after being exhibited to his Regimental Commander, goes to the Divisional Intelligence Section with the least practicable delay. On its way it must be exhibited to the brigade commander or his designated representative, but must not be delayed for purposes of record or any other action.

Information of Class C must be recorded, within the unit concerned, in such manner as to be available for instant use. This is usually accomplished by indications on and corrections of maps issued by Army Headquarters or of aeroplane and panoramic photographs, or of self-indexed logs. It is a principle in the preparation of records of this kind that they are not to be considered as returns or diaries, but should be confined to information essential to a proper understanding of the situation and to an intelligent continuation of policy by relieving organizations.

More detailed and specific directions for the handling of information under Classes A, B and C, will be given elsewhere in these instructions.

V. — GENERAL DUTIES OF THE REGIMENTAL INTELLIGENCE OFFICER.

The Regimental Intelligence Officer will direct the search for, collection, verification and co-ordination of information concerning the enemy. His role is an active one. He does not wait for information, but goes after it, visiting the units of the first line as often as possible and particularly verifying the accuracy of observations.

It is the special duty of the Regimental Intelligence Officer to furnish the corrections for the battle map to be sent to the Topographic Section of the Army Corps. These corrections result from modifications in our own defensive organizations in the sector of his regiment.

He makes abstracts from patrol and reconnaissance reports, questions the lookouts of the first line, and seeks information from infantry observers of that part of the battlefield nearest our troops.

He furnishes the command with particulars on the occupation of trenches and works of the enemy.

When atmospheric conditions prevent observation by aircraft and balloon his responsibility increases. At such times he becomes practically the sole source of all information. The intelligence should be complete and rapidly transmitted. Before sending it he should analyze it and verify its accuracy.

He identifies prisoners by determining name, rank, organization, and time and place of capture, and reports the result of the identification as hereinafter prescribed.

He visits, at least once each day, each company of the first line. He collects from them all information of the enemy. He converses with officers, visits the infantry observing stations, directs the observers and stimulates their interest, and reports to Division Headquarters all that he has seen or heard about the enemy.

He reports information of immediate importance (Class A) at once by telephone to the next higher echelon and summarizes all information each day for transmission to, and use as a basis of report by the superior echelons.

He reads attentively all information published by the Army and Army Corps, extracting what concerns his unit.

Finally, he assembles the information that superior echelons send to him and sees to its distribution.

The Regimental Intelligence Officer must provide a means of "being reached" at any hour of the day or night. He should have an established post which, in his absence, will at all times be occupied by a noncommissioned officer of the Regimental Intelligence Service who can act in emergency in his stead.

VI.—NATURE OF INFORMATION TO BE COLLECTED.

Information to be collected may be classified as follows:

A. Enemy Order of Battle.
B. Enemy Defense Works.
C. Enemy Artillery.
D. Machine Guns and Trench Mortars.
E. Enemy Aviation.
F. Enemy Movements.
G. Signals.
H. New Tactics.

A. *Enemy Order of Battle:*

1. Enumeration and position of enemy units (Army Corps, Divisions, Regiments, Battalions, Companies) facing the sector of the Regiment.
2. Date of arrival in the sector and whence come.
3. Strength of contingent.
4. Habitual activities of enemy troops (surprise attacks, advance posts, trenches occupied by day; by night).
5. Distribution of troops.
6. Trench garrisons.
7. Reserves.
8. Rest billets.
9. System of reliefs.
10. Cantonments and command posts.
11. Ammunition dumps.
12. Stores.

B. *Enemy Defense Works:*

1. Successive positions (first position, intermediate position, 2nd and 3rd position, etc.).
2. Degree of organization of each of these positions.
3. Firing trench.
4. Supporting trench.
5. Reserve trench.
6. Shelters (number, depth and capacity).
7. System of entanglements (nature and extent).
8. System of charged wire entanglements (extent and strength).
9. Listening posts.
10. Supporting points (detailed organization).
11. Observing posts.
12. Mine galleries (if any).
13. Snipers' posts.

C. *Enemy Artillery:*

Information which Infantry can gather of the enemy artillery is slight, but not negligible. Very precise observa-

tions are not demanded of the Infantry and because of their simplicity the Infantry should make every effort in their collection.

1. Approximate number of enemy shells fallen in their sector.

2. Nature of these projectiles (shrapnel, explosive, percussion, time-fuse, tear-producing or asphyxiating shells, or new types of materiel).

3. General direction of source of fire (if possible).

4. Calibre of projectiles.

5. Trenches, communications, terrains and villages most frequently bombarded and usual hours of bombardment.

The Regimental Intelligence Officers allot, within the sector of their regiment, the zone to be watched by each observer. Shots are *not* to be noted one by one, but are reported in round numbers, as 10 shots, 30 shots, 100 or 200 shots, in a way to give the Intelligence Section of the Army Corps an idea of the activity of the enemy artillery in different sectors. This activity will *not* be tabulated as "ineffective", "medium", or "lively", but will be recorded by a total of shots. In the same way, the Intelligence Section of the Army Corps records the fire of adjustment, of destruction, of reprisal, or of any other special kind, and it is from the number of shots and the time during which they are fired that a conclusion can be reached. The hours of firing have their importance also, as it is by comparison of these hours with intelligence from other sources about the enemy artillery that batteries can often be identified.

Experience has shown that Infantry can confirm, by its observations, the general direction of fire from groups of enemy artillery.

In determining calibre a satisfactory method is to collect the fuses, rotating bands or fragments of projectiles.

The Regimental Intelligence Officer must take pains to make the men understand the importance and interest of such objects in determining the calibre and batteries, and should never neglect to send any fuses or fragments he may find to the Intelligence Section of the Army Corps.

D. *Machine Guns and Trench Mortars:*

1. Their position, make, activity, and usual zone of action.

2. Points most frequently fired upon, and hours of firing.

3. Numbers in sector.

4. Character of emplacements.

E. *Enemy Aircraft:*

Aircraft operate for the benefit of Infantry (Infantry Aircraft), the Artillery (Ranging and Protecting Aircraft), and Headquarters (Reconnaissance and Bombarding Aircraft).

Hostile infantry aircraft fly over their own lines. Artillery aircraft usually stay within the lines or fly over the point they are ranging. Headquarters aircraft penetrate inside our lines.

An increased number of aircraft upon the lines, and the number of ascending balloons are indications of the enemy's intentions or preparations for attack, if verified by other sources of information. The activity of the enemy aeronautic service, aviation and balloon, should be as closely observed as that of the Infantry and Artillery, with which it is so closely connected.

The troops on the first line, or near the front, can best observe the hostile aircraft as they fly within the enemy lines or pass over their heads. They can also observe the enemy balloons.

Reports on enemy aircraft should only be made by the trained officers and noncommissioned officers of the Intelligence Service or of the Aviation Section, Signal Corps.

In case enemy aircraft (other than balloons or aeroplanes) are observed by any individual, report will be made immediately to the Regimental Intelligence Officer. A priority dispatch will be sent by regimental headquarters prepared in the following form:

To:

Zeppelin moving (compass direction or towards——) over (place) at (time).

From:

NOTE. — If map-squares be given, the number of the sheet must be given as well as the number of the square. It is better, however, to give name of an important locality as reference.

To avoid congestion of Signal Corps lines, it is essential that the exact form given above be used and that no organization lower than a regiment send a "Zeppelin" dispatch.

"Zeppelin" messages originating in an Army area are repeated automatically to all commands concerned and to all anti-aircraft batteries.

F. *Enemy Movements:*

1. Roads and paths usually used, necessary points of passage, hours during which the traffic is most important.
2. Normal or narrow railroad tracks, switches, constructions, stations.
3. Organizations supplied.
4. Nature and importance of traffic, usual hours of movements.

G. *Signals:*

1. Nature and meaning of rockets.
2. Points from which they are usually sent.
3. Type.
4. Activity.

H. *New Tactics:*

Any new form of operation, ruse, precaution or device, on the part of the enemy should be reported to the Regimental Intelligence Officer, who, after investigation, will prepare a description of it, which description, after submission to the regimental commander, will be forwarded to higher authority.

VII. — SOURCES OF INFORMATION.

The following are the main sources of information:

A. Prisoners or Deserters.

B. Captured Documents and Equipment.

C. Infantry Observing Stations.
D. Patrols and Reconnaissance.
E. Telephonic Listening Posts.
F. Aero Photographs.
G. The Artillery of the Sector.
H. Intelligence Bulletin of the Army and the Army Corps.
I. Captured Materiel.
J. Constant Observation by Troops of the Front Line.

A. *Prisoners or Deserters:*

Prisoners or deserters constitute one of the most fruitful sources from which information of the enemy is obtained.

The responsibility for the examination of prisoners rests entirely with the Intelligence Section of the General Staff. In the case of prisoners who can give information on such subjects as mining, aviation, gas, artillery, etc., it will frequently be desirable for the examination to be carried out in conjunction with an officer having expert knowledge of the subject in question, but the Intelligence Section still remains responsible for the examination, and will decide whether it is desirable or not that the expert shall be present during the actual examination of the prisoners.

The intelligence officer conducting the examination will not be interfered with in any way, lest the object of the examination be defeated, and, except as mentioned above, only General Staff officers and intelligence officers concerned will be present at the examination. The fact that an officer is of senior rank, or is a commander of the organization that captured the prisoners, does not entitle him to be present at the examination, unless, in the opinion of the examining officer, his presence is desirable. If a commander desires certain information the examining officers will obtain it for him.

The examination of prisoners, both wounded and unwounded, is primarily a matter for Corps Intelligence officers, who are responsible for obtaining not only such information as affects their own front, but, also, the information required by Army and General Headquarters.

It is therefore very important that Corps Intelligence officers shall have access to all prisoners and deserters as promptly as possible after their capture. It is also desirable that regimental, brigade and division commanders shall have such information relative to their sectors as the prisoners may be able to give. With these considerations in view, the following general routine, relative to prisoners and deserters, will be observed: As promptly as possible after capture they will be searched and examined by the Regimental Intelligence Officer, who will question them only concerning the enemy opposite the regimental sector. He will not detain the prisoners for more than two hours, and before the expiration of that time will forward them to the division assembly point, where the Divisional Intelligence Officer, after questioning the prisoners with reference to matters opposite the division sector, will promptly forward them to the point designated by the Corps Intelligence Officer. After the more detailed examination at Corps Headquarters the prisoners will be evacuated to the rear. The detailed examination of prisoners by lower organizations during the continuance of trench warfare wastes time and interferes with the success of the examination at Corps Headquarters. Such examinations, therefore, will be permitted only to the extent outlined herein, and Corps will issue the necessary orders to insure that these instructions are strictly complied with.

Identification marks to be looked for on German soldiers are as follows:

1. The identification disk (hung around the neck).
2. The pay-book (*Soldbuch*) in the blouse pocket.
3. The shoulder strap. (This is marked with a number or monogram. The nature and color of these marks, as well as that of the surrounding piping are of importance. In forwarding a shoulder strap it should be stated whether taken from blouse or overcoat.)
4. Markings found on arms, clothing or equipment:
   Inside the flap on the cartridge box.
   On the bayonet near the hilt.

On the back of the blouse lining.

Inside the cap or helmet.

5. The color of pipings, bands or stripes:

Caps (the band is often covered over by a strip of gray cloth).

Blouses (collar and cuffs).

6. Maps, letters, orders, notebooks and other documents (usually found in the skirt pocket at the back of the blouse).

One shoulder-strap is always to be cut off and sent to the Corps Intelligence Section with the other identification marks and the documents found on the prisoner.

B. *Captured Documents, Equipment and Identifications:*

Documents, equipment and identifications when captured must be forwarded at once to Corps Headquarters for examination.

Importance of such material must be impressed upon all ranks and cooperation insured. When attack is anticipated, careful arrangements must be made for collection and examination by the intelligence service.

Information from documents is second, in importance, only to that from prisoners. Every single document captured must be rapidly and systematically examined. Speed in forwarding, therefore, is the first essential and time must not be wasted in making translations.

All papers, maps and sketch books found on the prisoner, along with his pay-book (*Soldbuch*) and identification disk, with one of his shoulder straps are done up in an individual package, labeled with the name and corps markings of the prisoner, and sent forward, at the same time as the prisoner, under charge of the escort leader.

On finding the corpse of an enemy, the Regimental Intelligence Officer should transmit, without delay, through military channels, all objects of identity belonging to the body (shoulder-straps, markings in the clothes, headgear, cockade and identification disk). He should see that no papers or effects are taken by officers or men, and impress upon them the importance, to the command, of even the slightest mark of identification.

EXAMINATION OF DOCUMENTS.

Experience has shown that the information derived from documents is second in value only to that secured by the actual examination of prisoners. Too much stress cannot be laid upon the importance of the rapid and systematic examination of every single document captured. It must be remembered that speed in forwarding is the first consideration, and therefore time will not be wasted in making translations.

Prisoners must be carefully searched as soon as possible after capture in order that they may not have opportunity to destroy their papers. The search is conducted in the presence of an officer, who will see that all papers, maps and sketches found on the prisoner along with his pay-book (*Soldbuch*) are kept together under the prisoner's name. The Intelligence Officer will go over the papers obtained rapidly to see if there is anything of importance. He will enter brief particulars of each prisoner on a report under the following headings: *a*) name; *b*) company; *c*) battalion; *d*) regiment; *e*) place where and time when taken; *f*) division to which attached (of importance if resting battalions are withdrawn from other parts of the front and attached to divisions already holding the line); *g*) remarks (particularly noting any men who are likely to repay further examination). The above report, together with all documents, maps and sketches, the *Soldbuch* and a shoulder-strap (done up in a package under the prisoner's name), will be handed to the escort commander. It may be noted that experience has shown that, provided the escort has strict orders to guard against prisoners throwing away their documents, it is preferable, where there are a number of prisoners, to allow them (officers and N. C. O.'s excepted) to retain their documents until arrival at some place where they can be sorted out in an orderly manner. Everything capable of use as a weapon must of course be taken away from prisoners as soon as captured. When officers are searched, their clothing should be subjected to the most rigorous examination.

COLLECTION OF DOCUMENTS IN AN ATTACK.

When an attack is in contemplation on any part of the enemy's line it is essential that specially selected men should be detailed to go around the enemy's trenches to collect any documents that may have been left there. These men should make a careful search for documents in the quarters of the battalion and company commanders and of the signal and intelligence offices and observation stations. All articles of clothing and equipment or of ammunition having any possible value from an intelligence viewpoint, as well as all documents, maps and sketches, will be brought without delay to the Regimental Intelligence Officer, who will list same, noting particularly the location of the trenches from which each came (map reference) and will forward in separate packages to the Division Intelligence Officer; other documents of importance taken from prisoners or dead will be forwarded in the same manner. A written report noting the documents forwarded will accompany each package.

C. *Infantry Observing Stations:*

The Regimental Intelligence Officer pays special attention to the choice of Infantry Observing Stations and to the choice of the observing personnel. He instructs the observers himself, directs them, points out the points to be observed and the nature of the information to be acquired. He visits them every day and, when possible, controls their observations himself. He organizes the observing stations, which should not exceed 2 or 3 per regimental sector and sees to the maintenance of their equipment for which he is responsible.

These observing posts are established in the fire and support trenches and their vicinity within 600 yards of the front. Posts more than 600 yards in rear of the front line have fields of view covering, as a rule, more than one brigade or division sector. They will, normally, be organized and operated under Division Headquarters.

a) Equipment:

The observing stations should be equipped as follows:

Plane-table with battle-map of the enemy's positions.

Periscopic alidade (for front-line observing-posts. Where command permits, as in observing posts further to the rear, telescopic alidades are used).

Field glass (periscope if necessary).

Stand for field glass.

Watch, protractor compasses, 2 triangles, magnifying glass and compass.

Panoramic photograph or panoramic sketch of sector to be observed.

Two observation records, alternating every 24 hours.

The battle-map of the plane-table should have an azimuth circle with radii of orientation to one or more prominent points in the field of view.

Panoramic photographs should be taken, or panoramic sketches made where possible, from observation posts. These photographs or sketches, if marked with a degree scale corresponding to the azimuth circle of the plane-table and having the prominent features named, are of the greatest importance to observers if they are framed and hung up in the post.

b) Organization and Training:

Observation-post personnel must be permanent.

When the organization to which the observation-post personnel belongs is relieved by another organization, the old personnel should remain a day or two with the new to insure the familiarity of the new personnel with the front to be observed.

The personnel must be trained in the care and use of their equipment. They must be able to recognize the various kinds of equipment and uniform worn by the enemy. They must be instructed in reporting their observations intelligently. They must be trained in map reading and be thoroughly familiar with the names and locations of all prominent objects such as villages and farms on their front.

New men are of little value in a post for three or four days until they are thoroughly familiar with their front.

The manning detachment of an observation post is one non-commissioned officer and three men.

c) Operation:

In sedentary warfare the whole front must be watched carefully and continuously. In this way the observation posts assist the reconnaissance work of scouts and patrols.

Observers must record all observations in their observation record books, noting the date, hour and accurate map references or bearings (azimuths) of their observations.

Important information must be transmitted at once to the regimental intelligence officer.

Observation posts should always be in communication, telephonic or otherwise, with neighboring signal stations and artillery observation posts, and, in case of information of *vital importance* to headquarters or to the artillery, immediate report will be made by the observing post to the headquarters concerned.

D. *Patrols and Reconnaissance:*

The information secured by patrols and reconnaissance is often necessary to verify the information of the terrestrial observing stations.

The Regimental Intelligence Officer recommends to the regimental commander the sending out of the necessary patrols specifying the points of terrain and of the enemy's organizations to be investigated and verified.

E. *Telephonic Listening Posts:*

Although the telephonic listening posts come directly under the Intelligence Section of the General Staff of the Army, it is the duty of the Regimental Intelligence Officer to keep in touch with the chief of the post. The chief of the post communicates to him all the information, obtained by the post, which is of interest to the sector of the regiment. The chief of the listening post will communicate constantly to the Regimental Intelligence Officer all information requiring immediate action. The Regimental Intelligence Officer should inform the chief of the listening post of the steps necessary in order to reach him quickly. The Regimental Intelligence Officer should use the greatest discretion in all that concerns the telephonic listening posts.

F. *Aero Photographs:*

Aero photographs and panoramas are classified in chronological order. Each photograph is provided with a serial number reproduced on the map of the works of the spot photographed.

All photographs received should be studied attentively, even those which are interpreted, and all indications which they contain should be found on the map.

G. *The Artillery of the Sector:*

The Regimental Intelligence Officer should hold himself in liaison with the artillery of his sector. He visits artillery observing stations frequently and talks with the battery officers. He will gather information from them concerning the movements of the enemy behind the front, the employments and caliber of the batteries of the enemy acting on his sector and the habits of the enemy.

H. *Intelligence Bulletin of the Division and the Army Corps:*

These bulletins contain local information on the sector adjoining that of the regiment, and general information on the whole of the front and the various theatres of operation, the general organization of the enemy's army, its recruiting, transformations, new devices, tactics, etc. The Regimental Intelligence Officer should make abstracts for the use of his regiment.

I. *Captured Material:*

All portable captured material such as hand grenades, fuses and fuse caps, machine guns and other trench material will be disposed of according to directions from army headquarters.

In case of material which is not portable a full description with sketches of all new devices will be forwarded to the Division Intelligence Officer.

J. *Constant Observation by Troops of the First Line:*

Those elements of the first-line organizations which are constantly on the alert, such as trench listening posts, lookouts, snipers and emergency machine-gun posts, to say nothing of men who have taken part in such operations as

sapping, mining and entanglement work which has given them opportunity to gain information about the enemy, are among the most valuable sources of information.

VIII.—CO-ORDINATION OF INFORMATION.

The reports received by the Regimental Intelligence Officer from all sources furnish the substance for his daily work of coordination. The result is submitted to his commanding officer and sent in to the Intelligence Section of the General Staff of the Division through the brigade commander in the form of a daily summary.

He is thus enabled to:

1. Form a clear idea of the general day's work, "Infantry, artillery, trench artillery, aviation".
2. Keep the battle-maps up-to-date.
3. Keep the record of the sector up-to-date.
4. Complete the information obtained and filed in writing on the organization of the German Army.

IX.—TRANSMISSION OF INFORMATION.

The Regimental Intelligence Officer will:

1. Telephone at a prescribed hour in the evening to the division intelligence section, the information received during the preceding twenty-four hours; and follow this at a prescribed early hour the following morning by a telephonic report of any changes during the night.
2. Write up, submit to his commanding officer, and send off his daily regimental intelligence report.
3. Transmit at the proper time and in a useful form to the battalions and companies of his regiment, the information of interest to them. The simplest and most practical way is to issue a daily bulletin which is distributed among all the companies. See appendix A.
4. Obtain and distribute among the units of his regiment the staff-maps, battle-maps, charts and plans of the Intelligence Section of the General Staff of the Army Corps, photographs and panoramas according to scales of distribution prescribed by higher authority.

5. See that the most recent issue of the trench-map as given in the information bulletin of the Army, is in the hands of those most concerned, and that the older ones are collected and burned.

X. — KEEPING TRENCH MAPS UP-TO-DATE.

a) *Changes of Situation in the Course of an Engagement:*

It has been found that information of the location of the front line of an attack is of vital importance and is very difficult to obtain.

The following methods may be used:

1. Aerial photographs sent to the units showing the front attacked.

2. Previous study of the terrain of attack to be covered and signals agreed upon with the units to indicate that the conspicuous points are gained. Reliable observers judiciously placed observing the movements of their own infantry.

3. The use of carrier pigeons bearing messages in the shape of sketches prepared in advance and filled in during operations.

4. The sending of reliable and well directed agents to the commanders of units in order to verify the position of important points of the terrain (such as old German batteries and groups of shelters), with reference to the most advanced line of the attacking troops.

5. The questioning of our own wounded at the dressing stations.

Regimental intelligence officers must realize that this part of their work can be done satisfactorily only when carefully prepared in advance.

The Signal Corps is charged with the preparation and maintenance of the means to forward inter-communication in battle, but the Regimental Intelligence Officer is responsible for the actual collection of information and, if the liaison furnished by the Signal Corps is insufficient for his purposes, he must improvise means as above.

In carrying out the above mission, the Regimental Intelligence Officer must not lose sight of the movements of the enemy. The mistake is made frequently of being satisfied with *knowing where we are* without bothering about *what has become of the enemy.* The Regimental Intelligence Officer must use every possible means of maintaining observation of the enemy during the action.

b) *Information as to Our Own and Enemy Works:*

The Regimental Intelligence Officer keeps the maps, which are necessary to the commander of the regimental sector, up-to-date.

He must keep himself informed of the works under construction or planned, the trenches and communicating trenches which have become useless or been abandoned and the positions and value of shelters, so as to furnish without delay any maps or information required by the commander. All these maps must be made out in accordance with the trench-map or in elaboration of it.

During active operations he marks the maps (scale: 1-5000) according to the information and photographs received, as follows:

1. The enemy's trenches and dugouts captured and reconstructed.
2. The enemy's trenches and dugouts captured and left destroyed.
3. New trenches and communications.
4. Works which were begun but abandoned later.
5. Any further information he may consider useful.

XI. — THE RECORDING OF INFORMATION "CLASS C".

a) *The Sector Record:*

The Regimental Intelligence Officer has charge of keeping the Sector Record in all that concerns the enemy.

The Sector Record is a record of information filed under the several headings herein above noted under the title of

"NATURE OF INFORMATION TO BE COLLECTED".

A special file corresponds to each heading and contains all the information collected by the Regimental Intelligence Officer under that heading.

A map, to the scale of 1-5000 or 1-10000, is attached to each heading so that a rapid examination of the maps gives a clear idea of the appearance of the sector occupied by the enemy.

The Sector Record should also contain all the aerial photographs and the notes on particular instructions concerning the sector with reference to the Intelligence Service.

The Sector Record (information on enemy) is handed to the intelligence officer of the relieving regiment at the moment of relief. It should be examined by both regimental intelligence officers and all useful information given by the officer going out to the officer coming in.

The new Regimental Intelligence Officer should arrive in the sector at least twenty-four hours before his unit to acquaint himself with all the details of the situation before entering on his new responsibilities.

The Sector Record will not be carried further forward than Battalion Headquarters.

b) *Trench Log Books:*

Log Books are issued, one to each trench commander and should be maintained by him according to the following instructions:

1. The Log Book is not to be considered as a return or diary. It should contain only information which will be of benefit to incoming reliefs.

2. The Log Book is always to be available for inspection. It is not to be taken out of the trench (except as noted in paragraph 6) and will be handed over with other trench property when the garrison of the trench is relieved.

3. PART 1. — Headings are printed in RED and are for entries containing information about our trenches only.

This information will be limited strictly to details which it is necessary for the incoming relief to know.

PART 2.—Headings are printed in BLACK and will contain only information about the enemy.

4. All information should be dated and initialed by the officer entering it. Obsolete information should be crossed off and erasure initialed and dated.

5. Records should be made on the map inside the front cover whenever possible, in preference to writing in the book.

6. Any individual must destroy or remove the trench Log Book in the event of the enemy's appearing likely to occupy the trench. If an attack is anticipated, the book should be sent back to battalion headquarters.

The pocket at the back is intended for spare copies of the map.

The fly leaf of the trench Log Book bears the following instructions in bold type:

"IN THE EVENT OF THE ENEMY PENETRATING INTO OUR TRENCHES, THIS BOOK TO BE REMOVED TO A POSITION OF SAFETY OR DESTROYED."

NOTE. — In case it is necessary to improvise the Log Book, the above inscription on the fly leaf must be inserted.

The Log Book is self-indexing for entries as follows:

1. Aeroplane photograph of the trench, or a map on a scale of 1-2500 or over (photograph or map to include the whole or our own and the enemy's trenches, so as to show "No Man's Land").
2. Table of trench property.
3. Work in progress or contemplated.
4. Patrols.
5. Danger points.
6. Suggestions.
7. Enemy's trenches.
8. Enemy's armament.
9. No Man's Land.
10. Hostile wire or other artificial obstacles.

11. Hostile mining.
12. Hostile reliefs.
13. Hostile patrols.
14. Hostile signals and results observed.
15. Points where enemy exposes himself.
16. New constructions of doubtful works.
17. Hostile organizations in rear of front line.

NOTE. — Entries 2 to 6 have titles in *Red*. Entries 7 to 17 in *Black*.

XII. — ARTILLERY REGIMENTAL INTELLIGENCE.

The mission of Regimental Intelligence Service stated in Paragraph I, applies to the artillery and will govern.

XIII. — ORGANIZATION.

The Intelligence Officers of Regiments and Battalions are staff officers of the unit commanders, and as such receive orders from or through these commanders only.

The Intelligence personnel of each regiment of artillery comprises the following:

1st or 2nd Lieutenant (Regt. A. I. O.) . . 1
2nd Lieutenant (Bn. A. I. O.) . . . . . 2 or 3
Sergeant office assistant 1

Artillery liaison officers serving with combat units of infantry, while not members of Intelligence Organization, will report information to the Regt. A. I. O. as hereinafter prescribed. Before an artillery liaison officer enters upon a tour of duty with an infantry unit, he will consult the Regt. A. I. O. for instruction as to the character of enemy information desired and its proper transmission. The Regt. A. I. O. shall be selected from officers of the regiment who have been instructed in the Artillery Information Service and will not, except in emergency, be required to perform any duty other than that of intelligence and information. The Bn. A. I. O. shall be selected from the existing commissioned personnel of artillery battalion staff and will include intelligence and information work as a component of such duty as he may already have been charged with as

a normal function of his existing assignment. The office assistant shall be selected from the sergeants of the regiment at large and will be attached to the artillery regimental headquarters company. He should be competent to perform clerical work, including typewriting.

XIV.

The Regimental Artillery Intelligence Officer is responsible for the training and functioning for intelligence of such of the personnel of the regiment as may be hereafter designated to perform this duty. He is expected to impress upon officers of artillery units, artillery liaison officers, observers and others of his regiment who may be in a position to assist in the procurement of enemy information, a complete realization of the value of accurate information and its prompt and proper transmission. In carrying out this policy, he will be supported by his regimental commander. The instruction of artillery observers, for intelligence, will include the following: map reading; military sketching; writing messages and reports; operation, maintenance and simple tests of telephones and observing instruments; enemy methods and uniform, visual signalling and other auxiliary means of communication and the exterior characteristics of enemy fuses and projectiles.

XV.

Fundamental principles as stated in Paragraph IV apply to the artillery except that portion prescribing the form for regimental intelligence report and its channel of transmission.

XVI. — GENERAL DUTIES.

The Regimental Artillery Intelligence Officer is charged with the following:

1. He should, if possible, visit daily artillery liaison officers and the commanding officers of infantry units in the trenches.

2. When practicable, he should visit daily each battery and observing station of his regiment, constantly seeking information and verifying observers' reports, when prac-

ticable, from the point or station from whence the report originated.

3. He will report Class "A" information at once to the Brig. A. I. O. and to all artillery units immediately concerned by the most rapid means of communication.

4. He will summarize all information procured during the daily period in the form of a report and after submitting it to his regimental commander, will forward it to the Brig. A. I. O.

5. He will receive and distribute among the regiment, all maps, bulletins and summaries received from higher authority and arrange for the destruction of obsolete maps.

6. He will arrange, by direction of his regimental commander, for the prompt "turn-in" of any new or unusual types of enemy projectiles, fuses or their fragments found by the personnel of the regiment.

7. He will establish a permanent post at which he or his office assistant may be found at all times, and when leaving such post, will inform his assistant of probable itinerary and duration of absence.

8. He will report by telephone to the Brigade Artillery Intelligence Officer at a prescribed hour each evening, such information as he has procured since the close of the last artillery regimental intelligence report and has not otherwise furnished to that office.

9. Each Bn. A. I. O. will collect and summarize in a report arranged as to heading and form in the same manner as prescribed for A. R. I. O., all information procured by combatant artillery units and observers within the battalion and after submitting it to his commanding officer, will forward it at the same time and to the place fixed by the Regt. A. I. O. Information of immediate importance will be transmitted as soon as practicable by the most rapid means to commanders of combatant artillery units concerned and to the Regt. A. I. O.

10. Artillery observers will note all occurrences seen by them with accurate statements as to time, place, and nature, in station Log Books provided for the purpose. These books will be furnished in sets of two, each bound

in different colors. At the close of the daily reporting period, the books for that day will be sent, at the hour prescribed, to the place designated by the Regt. A. I. O. and entries for the next daily period will be initiated in the other book of the set. The following headings will be employed in station Log Books: date, time of observation, nature of observation and visibility.

The primary function of Artillery observers is artillery work and Intelligence work must not interfere with this. They must, however, give promptly all available information when they are not actually observing for artillery.

11. Information summarized in the daily artillery regimental intelligence reports will be grouped under heading in the order below stated:

THE ENEMY.

1. Artillery activity:

a) Batteries in action: hour, position, caliber, rounds and objective.

b) Anti-Aircraft and special guns.

c) Total rounds fired: classification by caliber.

2. Infantry activity.

3. Aeronautics:

a) Airplanes: hour, number, location and direction.

**b*) Balloons: hour, up and down location.

4. Movement:

a) Troops: hour, number, location, direction (if marching).

b) Trains: trucks and wagons, hour, number, location, direction (if moving).

5. Works.

6. Miscellaneous.

OUR OWN TROOPS.

7. Artillery Activity:

a) Battery: nature of fire: rounds: objective.

8. General Impression of the Day:

a) Enemy activity.

* Not ordinarily reported on by artillery observers.

b) Our own activity.
c) Aeronautics.
d) Visibility.

XVII. — NATURE OF INFORMATION TO BE COLLECTED.

Enemy information required by our artillery may be classified as follows:

Probable objectives for our artillery.
Enemy artillery fire activity.
Enemy tactics.

a) Probable objectives for our artillery within the maximum range of the armament of the regiment include:

Hostile gun and howitzer batteries.
Hostile minenwerfer and gas projector positions.
Machine gun and automatic rifle positions.
Observing stations.
Dug-out groups.
Kitchens.
Command posts.
Ammunition dumps.
Telephone centrals.
Material dumps.
Railway stations.
Transport parks.
Enemy wire.
Critical points in the trench system.
Circulation routes.
Bridges.
Rest billets.

b) Enemy artillery fire activity:

Number of shots fired by each enemy battery, classified as to caliber and kind in H. E., gas, shrapnel, etc.
Character of enemy fire.
Areas or targets within our lines subjected to enemy fire.
Effect of enemy fire.

Determination of probable enemy field of fire by battery.

c) Enemy tactics:

Existing enemy methods for employment of artillery.

Changes in enemy methods of artillery employment.

Enemy plans, i. e., habitual shelling of certain areas, circulation routes, cross roads, etc., within our lines.

Enemy pyrotechnic signals for various classes of fire.

Enemy artillery materiel.

Enemy ruses.

XVIII. — SOURCES OF INFORMATION.

The normal sources of information available to Regt. A. I. O. are:

1. Division summaries and bulletins.
2. Artillery Brigade Bulletins.
3. Sound and flash ranging.
4. Airplane and balloon observation.
5. Division and brigade observers.
6. Intercept and listening-in service.
7. The infantry in the line and their observers.
8. Artillery liaison officers with the infantry.
9. Combatant artillery units of the regiment and their observers.

Sources 1-7 inclusive, are agencies not under control of the regiment, but may be depended upon to furnish a large portion of the information desired.

Sources 8 and 9, are regimental agencies and should be utilized to the greatest extent compatible with the attainment of fire efficiency by the combatant units to which they belong or serve.

a) Artillery liaison officers are detailed for duty with infantry units in the line generally not lower than the battalion. They are in a position to furnish much artillery and general information of value, and should report the result of their observations to the Regt. A. I. O. on the occasion of his daily visit.

b) A large quantity of artillery information may be

procured from the combatant artillery units. The Regt. A. I. O. should procure this information through personal visits to the batteries, command posts and artillery observing stations, made daily when practicable.

APPENDIX A

Forms for Regimental Intelligence Report and Summary.

DAILY REPORT OF INFORMATION COLLECTED

BY THE .... REGIMENT .....

Period: from.... , p. m. , 191...., to...., p. m., 191.....

Information on Order of Battle:

Artillery:

Trench Mortars, Machine Guns:

Works: (Indicate the precise point by co-ordinate map-references on the 1-10000 map, supplemented by the location of this point with reference to a conspicuous point, village, woods, etc.)

Communications:

A. Railroads.

B. Roads.

C. Paths.

Signals:

Miscellaneous:

The following form should be used for the Regimental Bulletin.

1. Situation in front of sector.

2. Situation in front of neighboring sectors (right sector, left sector).

3. General Information.

NOTE. — This bulletin is drawn up on the same general lines as the Bulletin of Information for the Army.

The Regimental Intelligence Officer finds most of the information concerning neighboring sectors and general information interesting his regiment in the Bulletins of the Army and Army Corps.

ABREVIATIONS USED IN GERMAN DOCUMENTS.

The following is a list of abbreviations used in the regimental stamps and postmarks on German documents and correspondence:

A. K.	Armee-Korps.	Corps.
R. A. K.	Reserve-Armee Korps.	Reserve Corps.
A. O. K.	Armee Ober Kommando.	Army Headquarters.
A. H. Q.	Armee Hauptquartier.	" "
K. H. Q.	Korps Hauptquartier.	Corps "
B. A.	Bekleidungsamt.	Clothing Office.
Batl.	Bataillon.	Battalion.
Bttr.	Batterie.	Battery.
B. A. K. Z.	Ballon Abwehr Kanonen Zug.	Anti-Aircraft Section.
F. Spr.	Fernsprecher.	Telephone.
G. R. z. F.	Garde Regiment zu Fuss.	Foot Guard Regiment.
M. G. K.	Maschinen Gewehr Kompagnie.	Machine-Gun Company.
geh.	geheim.	secret.
gez.	gezeichnet.	signed.
i. A.	im Auftrag.	by order.
i. V.	in Vertretung.	signed for.
Gr. H. Qu.	Grosses Hauptquartier.	Main Headquarters.
St. Qu.	Stabsquartier.	Headquarters.
K. D.	Kaiserlich Deutsch.	Imperial German.
K. Pr.	Koniglich Preussisch.	Royal Prussian.
K. B.	Koniglich Bayerisch.	Royal Bavarian.
K. S.	Koniglich Sachsisch.	Royal Saxon.
K. W.	Koniglich Wurttembergisch.	Royal Wurttemberg.
K. G. O. H. L.	Kampf-Geschwader Oberste Heeresleitung.	Battle-plane Squadron under Main Headquarters.
Kr. M.	Kriegsministerium.	War Office.
F. P. Exp.	Feldpostexpedition.	
F. P. St.	Feldpoststation.	Field Post Office.
F. P. Amt.	Feldpostamt.	
S. B.	Soldaten Brief.	Soldier's Letter.
V. L.	Vereins-Lazarett.	Auxiliary Hospital.
Off. Stellv.	Offizier-Stellvertreter.	Temporary Officer.
U. offz.	Unteroffizier.	Corporal.
Kr. (in a postmark).	Kreis.	District.
Tr. Ueb. Pl.	Truppen-Uebungs-Platz.	Training Camp.
O. U.	Orts-Unterkunft.	Billets.

TRENCH TERMS IN COMMON USE.

ENGLISH:	FRENCH:	GERMAN:
Identity Disc.	Plaque d'identite.	Erkennungsmarke.
Railhead.	Gare d'origine d'etape.	Etappenort.
Refilling Point.	Depot de Ravitaillement.	Ausgabestelle.
Shelter Trench.	Tranchee de doublement.	Ausweichgraben.
Communication Trench.	Boyau.	Laufgraben (Annaherungsgraben).
Dugout.	Abri-caverne.	Unterstand.
Assembly Place.	Place d'armes.	Sammelplatz.
Supporting Point.	Point d'appui.	Stutzpunkt.
Command Post (Local C. O.'s).	Poste de Commandement.	Kommando Posten.
Observing Station.	Observatoire (Poste d'observation).	Beobachtungsstelle.
Telephone Wire.	Fil telephonique.	Fernsprech Leitung.
Barbed Wire.	Fil de fer barbele.	Stacheldraht.
Chevaux de Frise (Knife Rest).	Chevaux de Frise.	Spanischer Reiter (Knife Rest).
Obstacle (Entanglement).	Obstacle *or* reseau.	Hindernis (Verhau).
"Very" Light (signal).	Feu Pilote (Signal lumineux).	Leuchtkugel.
Rocket.	Fusee.	Signalrakete.
Carrier Pigeon.	Pigeon voyageur.	Brieftaube.
Bomb Mortar.	Mortier.	Minenwerfer.
Bomb Thrower.	Tromblon (V. B.).	Handgranatenwerfer.
Respirator.	Masque respirateur.	Selbstretter.
Field Cooker.	Cuisine roulante.	Feldkuche *or* Gulaschkanone (slang).
Listening Post.	Poste d'ecoute.	Lauschposten.

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