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TRAINING CIRCULAR No. 8

PROVISIONAL INFANTRY TRAINING MANUAL 1918

PART I.—Minimum Specifications for Trained Infantry.

PART II.—Training Methods.



War Plans Division.
August 1918.

42271

WAR DEPARTMENT
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General.

WAR DEPARTMENT,
SHINGTON, *August* 14, 1918.
iblished for the purpose of
with infantry training to-
it system of infantry train-
ng programs of instruction
progress tests.
for the present, to be con-

ry simple and quickly and
Tests should not be per-
s of training. Records of progress should be very simple and should not take much time. Good results are reported from the use of training records maintained by squad and platoon leaders.

(062.1 A. G. O.)

BY ORDER OF THE SECRETARY OF WAR:

PEYTON C. MARCH,
General, Chief of Staff.

OFFICIAL:
H. P. McCAIN,
The Adjutant General.

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PART I.

Minimum Specifications for Trained Infantry.

THE INFANTRY SOLDIER.

(*a*) THE PHYSICAL STANDARD.

Physical training of the soldier to be so directed that he will be enabled with readiness to qualify in the following tests:

1. **Muscular development.**

Strength tests.

"Chin up" 8 times.

Dip 6 times. (If installation is practicable from ground without apparatus.)

2. **Agility or muscular efficiency.**

Running tests (service uniform without coat. No equipment):

50 yards in 7 seconds.

100 yards in 14 seconds.

220 yards in 35 seconds.

½ mile in 4 minutes.

Running tests (complete field equipment, including ammunition).

100 yards in 20 seconds.

Jumping tests (service uniform without coat. No equipment):

Standing broad jump 7 feet.

Running broad jump 12 feet.

Running high jump 3½ feet.

Jumping course test:

50 ft. course of three 4 ft. ditches and three 2½ ft. hurdles.

Vault fence 4½ feet high.

Scaling (service uniform without coat. No equipment):

Scale with readiness wall 7 feet high.

Climbing (service uniform without equipment):

Climb 20 foot rope in 30 seconds. If installation is practicable.

Climb or scale 100 yards of hill slope near camp in number of minutes set by average of Company.

Digging (in connection with intrenching):

Excavate in medium earth with short handled shovel: 1 cubic yard in 1 hour.

Marching:

March 20 miles in 12 hours carrying complete field equipment including ammunition, completing march in good physical condition.

Make forced march of 5 miles in one hour (alternate short distance double time with fast walk) carrying rifles, belts and ammunition and light packs, completing march in good physical condition.

Bayonet combat (see bayonet instruction, Standard of Soldier Training).

Boxing.

Foot work—left foot and left hand forward.
Straight left to head and block.
Straight left to body and block.
Left hook for head and block.
Left hook for body and block.
Right cross to head and block.
Right cross to body and block.
One-two.
Jab w. left for body and cross w. right to head.
Feinting w. left to use an uppercut.
Short bouts (2 minutes).

Wrestling.

Holds and breaks.
Foot work.
Short bouts (3 minutes).

Hand-to-Hand Fighting (reference "Hand-to-Hand Fighting," Inf. S. of A., 1918):

Defense against an opponent who rushes you from the front.
Offense in rushing at an opponent from the front.
Defense against an attack by an opponent from the rear.
Offense against an opponent from the rear.
Face to face standing tactics, offensive and defensive.
Escorting a prisoner.
Disabling methods.

3. **Sustained Rifle Fire.**

Sustain aimed simulated rifle fire at rate of 8 rounds per minute for 10 minutes.

4. **Equitation** (for mounted men).

Efficiency tests in the following:
Saddling and bridling.

Care of the horse.
Grooming.
Mounting and dismounting.
Position and reins.
Walk, trot, gallop.
Covering distances.
Jumps.
Elementary knowledge of horse shoeing.

(*b*) THE STANDARD OF MORALE.

Psychological training of the soldier to be so directed as to develop a high standard of morale in the following:

1. Patriotism and loyalty.
2. Discipline.
3. Self respect and pride.
4. Alertness.
5. Esprit.
6. Cheerfulness.
7. Enthusiasm.
8. Initiative.
9. Resourcefulness.
10. Aggressiveness.
11. Determination and tenacity.

(*c*) THE STANDARD OF TRAINING.

The individual soldier is required to qualify according to the highest attainable standard of average efficiency in the following:

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.
4. Prepare the equipment for inspection.
5. Pitch shelter tent and display equipment.
6. Pitch double shelter tent and display equipment.
7. Detach the pack when equipment is slung.
8. Adjust the poncho as a raincoat.
9. Make single and double sleeping bag.
10. Make up the individual surplus kit.
11. 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 principal parts of the rifle.
2. State what is meant by the caliber of the rifle.
3. Describe the effect on the bullet of the spiral rifling in the bore.
4. Disassemble and reassemble the belt mechanism.
5. Demonstrate and describe the proper methods of cleaning the rifle.
6. Describe the proper method of keeping the rifle in good condition during field service, especially in the trenches, under varied conditions of weather and warfare, including gas attack.
7. Explain battle sight, normal or half sight and peep sight and describe their use.
8. Set the sights correctly for indication of elevation and windage for both normal and peep sight with maximum time for each sight setting of ten seconds. Five tests.
9. Adjust the sling and take the proper firing positions standing, sitting, kneeling and prone. Include positions from parapet, wall top or other horizontal rest and from vertical edge of wall, door, window or tree.
10. Set sights with correct elevation and windage to bring placed shots to the bulls-eye on the 500-yard target. (Normal and peep sights, five tests, 10 seconds each).
11. Demonstrate proficiency in sighting with rifle in sighting rest. (Test: 3 consecutive triangles, no side of triangle to exceed ½ inch. Distance 20 feet).
12. Demonstrate facility in loading from belt in each of standing, sitting, kneeling and prone positions, using dummy ammunition clip in belt, pocket fastened. (Maximum time limit 6 seconds each in best five out of seven trials).
13. Demonstrate correct aiming combined with trigger squeeze in each of the four firing positions. Five tests. (Use target machine, aiming rod device, Belgian Aiming Device, or perforated bulls-eye covering the instructor's eye in tests).
14. Demonstrate facility in rapid loading, aiming and firing. Load from belt and simulate fire with two clips of dummy cartridges. Test by means of aiming rod device, Belgian aiming device, or perforated Bulls-eye over instructor's eye. Test in the four firing positions in the open and from trenches. Time: 1 minute each.

15. Demonstrate freedom from flinching. Test in prone position. Rifle to be so manipulated by the instructor that the man undergoing test does not know whether it is loaded or not. Service ammunition to be used.

C. GALLERY PRACTICE.

1. Make qualification score required by firing regulations at present in force, in each of the firing positions.

D. RANGE PRACTICE.

1. Make qualification markman's score required by firing regulations and orders at present in force.

E. MANUAL OF ARMS, ETC.

Execute with standard accuracy and precision:

1. Manual of arms by the numbers.
2. Manual of arms without the numbers.
3. Parade rest, trail arms.
4. Rifle salutes.
5. Inspection arms. Prepare for inspection (proper action when instructor takes and returns the piece.)
6. Stack arms. Take arms.

F. DRILL.

Execute with standard accuracy and precision:

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.
8. Obliques. Turns.
9. Face to the right or left in marching.

Demonstrate:

10. Proper carriage of body and piece in marching.
11. Action as various numbers of a squad in "As skirmishers."
12. Acton as various numbers of combat group 1, 2, 3 and 4 in "As skirmishers in two lines (one wave) march."
13. Proper execution of load, aim and fire.
14. Proper action in response to commands for volley fire, fire at will, clip fire, suspend firing, cease firing, unload.

G. INTERIOR GUARD DUTY.

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

2. Demonstrate:
   (1) Halts and advances.
   (2) Calls (corporal, the guard, fire, relief).
   (3) Salutes.
   (4) Duties of No. 1 of the Guard.

H. BAYONET EXERCISE AND COMBAT.

Execute with standard accuracy:

1. Guard, High Port, Long thrust, Short thrust, Parrys, Jabs, butt Strikes.
2. Execute combination of the above movements.
3. Demonstrate accuracy and quickness in offense against the parry stick, rings, etc.
4. Demonstrate accuracy, quickness and power in thrusts and varied offense against dummy.
5. Demonstrate efficient withdrawal of bayonet.
6. Demonstrate standard accuracy, quickness and power in the assault over the assault course.
7. Demonstrate kicking and tripping as aids to bayonet offense.
8. Describe the proper offensive action in the bayonet assault.
9. Describe the location of the vulnerable points of the anatomy.
10. Demonstrate disarming opponent when attacking with fixed bayonet.
11. Demonstrate method of disarming opponent armed with knife.
12. Demonstrate various features of "in-fighting."

I. 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 camp and billet.
5. Describe the method of 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, slings.
11. Demonstrate carrying patient.
12. Demonstrate placing patient on litter.

J. TRENCH WARFARE, SANITATION, ETC.

1. Describe the care of the feet in the trenches.
2. Describe the means of combatting vermin.

K. GAS, SANITATION, ETC.

1. Describe effects of various kinds of gas.
2. Describe how gas is recognized.
3. Describe measures of gas defense.
4. Demonstrate standard efficiency in putting on gas masks.
5. Pass through gas chamber wearing protective mask.
6. Describe methods of dispersion of gas.
7. Double time 4 minutes wearing gas mask.
8. Wear gas mask one hour.

L. SIGNALLING.

1. Make and interpret with standard speed the drill and firing signals authorized in I, D. R.
2. Interpret the generally used bugle calls and signals.
3. Interpret the whistle signals.
4. Send and receive by flag and semaphore with standard speed and accuracy. (Selected men of the company).

M. MARCHING.

1. March three miles at rate of four miles per hour equipped with rifle and belt and ammunition.
2. March twenty miles in twelve hours. wearing full field equipment. including ammunition. Finish in good physical condition.

N. MILITARY COURTESY.

Execute and explain use of proper hand and rifle salutes.

(*a*) The soldier standing still.

(*b*) The soldier passing an officer.

(*c*) The soldier in public conveyance, the soldier indoors, in public gatherings indoors, the soldier during playing of the National Anthem or sounding "To the colors."

O. ELEMENTS OF FIELD SERVICE.

Demonstrate:

1. Proper action of various members of squad in pitching and folding pyramidal and wall tents.
2. Demonstrate individual cooking of coffee, bacon, potatoes, stew.
3. Demonstrate proficiency in carrying verbal messages.
4. Recognition of or pointing out of various individual officers of the command.
5. Demonstrate efficiency in construction of obstacles.
6. Estimate distances with standard efficiency.

P. GRENADE INSTRUCTION.

1. Describe with models construction and action of various forms of grenades in use.
2. Demonstrate acquaintance with explosives in use.
3. Demonstrate efficiency in filling grenades.
4. Demonstrate efficiency in emptying grenades.
5. Throw dummy grenades with proper timing and accuracy from various positions at ranges from 3 to 30 yards.
6. Throw live grenades with proper timing and accuracy. (Selected men).
7. Demonstrate thorough knowledge of the correct tactics of the individuals of the small group in:
   (*a*) Trench warfare.
   (*b*) Shell hole warfare.
   (*c*) Open warfare. (Fighting in the open, in the streets, etc.)
   (*d*) Mopping up.
   (*e*) Use of the group in combination with other specialties.
8. Demonstrate thorough knowledge of the rifle grenades in use.
9. Fire the rifle grenade with accuracy.
10. Demonstrate knowledge of the tactics of rifle grenade barrage.

Individuals will be instructed and their efficiency observed and tested in the practice of details of open warfare and of trench warfare, which details will be correctly demonstrated and practiced under varied conditions as elements of a stated field situation.

The required details are outlined in the company standard herewith.

THE SPECIALIST.

(*a*) **The Sniper** (add to the general training of the soldier):

1. Demonstrate thorough knowledge of telescopic sights.
2. Demonstrate thorough knowledge of stalking and large telescopes.
3. Demonstrate thorough knowledge of patrolling and scouting.
4. Demonstrate thorough knowledge of map reading.
5. Prepare good panoramic sketches, map sketches, range cards.
6. Demonstrate skill in observation by day and by night and in reporting and recording observations.
7. Prepare written messages and reports.
8. Demonstrate skill in selection and construction of sniper posts.

9. Demonstrate skill in the use of the prismatic compass and the plotting of observations taken with same.
10. Demonstrate skill in practical use of methods of camouflage.
11. Exhibit expert riflemanship.
12. Demonstrate thorough knowledge of trench systems.
13. Demonstrate special skill in signalling, use of telephone and other means of communication.
14. Demonstrate special skill in estimation of distance and use of range finders.
15. Demonstrate thorough knowledge of methods of trench warfare.
16. Demonstrate thorough knowledge of periscope, sniper-scopes.
17. Demonstrate ability in the interpretation of aerial photographs.
18. Demonstrate skill in the use of cover in crawling and in stalking.

(*b*) **The soldier agent of liaison** (the signalman, the scout, the runner):

1. Describe the principles of liaison.
2. Qualify in use of ground, flag and aerial signals.
3. Qualify in knowledge of service signals and abbreviations.
4. Quality in use of flash, fire and rocket signals.
5. Qualify in transmission of battle orders.
6. Qualify in knowledge of trench systems.
7. Qualify in knowledge and use of telegraph, telephone and buzzer systems.
8. Qualify in knowledge and use of radio system.
9. Qualify in knowledge and use of ground induction apparatus.
10. Qualify in listening methods.

(*c*) **The grenadier and bomber.**

Add to the general training of the soldier the following.

(Note that the general training of the soldier includes a thorough training in bombing):

1. Knowledge of trench systems.
2. Knowledge of the tactics of the bombing squad in the offense and in the defense.
3. Throw live bombs.
4. Special physical training. Special accuracy.
5. Trench clearing. Trench blocking.
6. Crater fighting.

(*d*) **The automatic rifleman and the Lewis gunner** (add to the general training of the soldier):

1. Demonstrate thorough knowledge of the nomenclature of the arm.
2. Disassemble and assemble the arm.
3. Demonstrate thorough knowledge of the care of the arm.
4. Demonstrate skill in marksmanship.
5. Demonstrate skill in firing while advancing.
6. Demonstrate knowledge of the correct tactics of the arm in:
   (a) Trench warfare. (Offensive and defensive).
   (b) Shell hole warfare.
   (c) Open warfare. (Offensive and defensive).
   (d) Use in combination and with other specialties.

(*e*) **The Cook** (special knowledge required in the following):

1. Cooking and baking.
2. Mess sanitation.
3. Mess management.
4. Field cooking.
5. Use of the fireless cooker.
6. Selection, care and preparation of foods and meats.
7. Kitchen economy.

(*f*) **The clerk** (special knowledge required in the following):

1. Military correspondence.
2. File and correspondence work.
3. Office organization.
4. Desk efficiency.
5. Orders.
6. Army regulations.
7. Use of blank forms.
8. Field desks and contents.
9. Making and use of pay rolls.
10. Making of requisitions.

(*g*) **The mechanic** (special knowledge required in the following):

1. Cordage, blocks, tackles, levers.
2. Oils, paint, preservatives, soaps, metal solvents.
3. Care and repair of equipment (metal, leather, web and canvas).
4. Stenciling and marking of Government property.
5. Ammunition (Issue, storage, cleaning and packing).
6. Company workshop (Army chest).
7. Machine gun, rifle, pistol, automatic rifle.

8. Orders, regulations, pamphlets, in regard to company property.
9. Distribution, loss, handling, survey, allowances and spare parts of equipment "C."
10. Carpenter and machine tools.
11. Bolts, screws, nails.
12. Carpentry.
13. Plumbing, blow-torch, putty, glass, wiring.
14. Field service, camp expedients.
15. Wagon, truck, and railroad car packing.

(h) The wagoner (special knowledge required in the following):

1. Care of animals.
2. Driving.
3. Stable and corral management.
4. Care of harness.
5. Repair of harness.
6. Grooming.

5. The squad.

Qualification required under direction of its leader in:

(*a*) Close order drill.
(*b*) Mechanism of extended order drill.
(*c*) Maneuvering as a patrol with maximum efficiency of protection, observation, communication, etc.
(*d*) Attacking without support.
(*e*) Delivering bayonet attack with maximum effectiveness.
(*f*) Designating and covering an indicated target with maximum efficiency.
(*g*) Distribution of fire over target.
(*h*) Shifting of fire with maximum efficiency.
(*i*) Ready response to fire control.
(*j*) Execution of squad rushes with maximum efficiency.
(*k*) Packing surplus kit.

Qualification required under direction of its leader in the demonstration of the correct knowledge of principles and action in the appropriate details of **open warfare** and of **trench warfare** (listed in company standard, page 16) correctly demonstrated under varied conditions as elements of a stated field situation, involving varied strength of the entire command.

6. The platoon.

Qualification required under command of its leader in:

(*a*) Close order drill. (Platoon independent).
(*b*) Close order drill. (Platoon as part of a company).

Qualification required under direction of its leader in the demonstration of the correct knowledge of principles and action in in the appropriate details of **open warfare** and of **trench warfare** (listed in company standard page 16) correctly demonstrated under varied condition as elements of a stated field situation involving varied strength of the entire command.

7. The Company.

Qualification required under direction of the Company Commander in:

(*a*) Close order drill.
(*b*) Mechanism of extended order drill.
(*c*) Designating and covering an indicated target with maximum efficiency.
(*d*) Distribution of fire over target.
(*e*) Ready response to fire control.
(*f*) Preparing company equipment for wagon and truck loading and loading same.
(*g*) Demonstration of cohesive route marching.

Qualification required under direction of its leader in the demonstration of the correct knowledge of principles and action in appropriate details of **open warfare** (listed below correctly demonstrated under varied conditions as elements of a stated field situation, involving varied strength of the entire command.

I. ADVANCE GUARD DUTY.

1. The Point.

(*a*) Order to. Manner of moving out.
(*b*) Conduct at variations in road terrain.
(*c*) Conduct on observing enemy.
(*d*) Conduct under surprise fire of varied strength from front and flanks.
(*e*) Conduct in falling back.

2. The Advance Party.

(*a*) Formation on varied terrain and under varied situations.
(*b*) Manner of sending out patrols. Giving orders to patrols.
(*c*) Method of communication with support and with patrols.
(*d*) Action under surprise fire of varied strength from front and from flanks
(*e*) Action in vigorous frontal attack to seize important point.
(*f*) Action on meeting superior force.

(*g*) Action in retiring from the support.

3. Patrols from the Advance Party.

(*a*) Transmission of orders and giving of directions by leaders.
(*b*) Formation and manner of moving out.
(*c*) Manner of procedure on varied terrain (woods, defiles, inclosures, etc.)
(*d*) Communcation and control within the patrol.
(*e*) Communication with the advance party.
(*f*) Conduct upon observing the enemy.
(*g*) Conduct in combating enemy's patrols in the rencontre.
(*h*) Conduct in gaining information of the enemy's position, strength, etc., when the advance guard encounters an enemy in position. Transmission of such information.
(*i*) Conduct of patrol in combat firing.
(*j*) Conduct of patrol when advance party is forced to retire.
(*k*) Conduct of patrol in gaining observation positions to front and flanks.

4. Connecting Files.

(*a*) Manner of marching. Action at road variations.
(*b*) Methods of communication.

5. The Support.

(*a*) Formation under varied situations.
(*b*) Communication with advance party and with reserve.
(*c*) Action under surprise fire of varied strength from front and flanks.
(*d*) Action under surprise artillery fire.
(*e*) Action in support of advance party by rendering flank patrol assistance.
(*f*) Action in reinforcing the advance party under varied conditions.
(*g*) Action in covering the retirement of the advance party.
(*h*) Action in retiring upon the reserve.

6. The Reserve.

(*a*) Practically the same problems as the above (support), relative of course, to the support and to the main body.
(*b*) Method of advance at rapid rate of march for reinforcing support and formation of advance to avoid heavy losses.

II. THE FLANK GUARD, THE CONVOY.

Flank guard and the convoy offer variation in advance guard formation studies.

III. ROUTE MARCHING.

(*a*) Methods and rating of marching over measured courses. (Special attention to individuals. Classifying individuals if necessary and practice in classified section). Acceleration of speed. Cohesive marching.

(*b*) Practice over short courses in keeping closed up and in position and in preventing straggling. Changing rate of marching.

(*c*) Clearing road at rests. Side of the road and concealment from aeroplane reconnaissance marching. Sending squad representatives to fill squad canteens. Conduct at pumps and springs in canteen filling.

IV. REAR GUARD DUTY.

(*a*) Formation under varied situations.

(*b*) Action or rear guard patrol.

(*c*) Selection and preparation of successive defensive position.

(*d*) Action of rear party in retreating before closely pursuing force.

(*e*) Action of support in covering retreat of the rear party.

(*f*) Action of support and reserve in withdrawing from defensive position and in taking up the retreat.

(*g*) Action of the reserve in intercepting a rear flanking attack upon the main body.

V. OUTPOST DUTY.

1. The Main Body.

(*a*) Field lecture and demonstration on camp sites, kitchen sanitation, incinerators, location, construction and sanitation of rears, location and care of corrals, location of drinking, bathing and wash water, etc.

(*b*) Interior camp guard duty.

(*c*) Shelter tent pitching.

(*d*) Pyramidal and wall tent pitching.

(*e*) Communication with supports.

(*f*) Quick turning out and forming under surprise and emergency orders.

(*g*) Transmission of orders, inspection, preparation, etc., of special patrols sent out from main body.

(*h*) Forced marching to reinforce supports.

2. **The Reserve.**
   Location, formation and conduct. Relieving the supports.
3. **The Support.**
   Demonstration of:
   (*a*) Location and formation.
   (*b*) Support intrenching and defense preparations.
   (*c*) Communication with reserve and with pickets.
   (*d*) Support sentinels. Interior conduct of support.
   (*e*) Individual cooking.
   (*f*) Patrolling from the support.
   (*g*) Relieving the pickets.
   (*h*) Combat action of the support under varied situations.
4. **The Picket.**
   Demonstration of:
   (*a*) Location and formation.
   (*b*) Conduct and messing of the picket.
   (*c*) Patrolling from the picket.
   (*d*) Combat action under varied situations.
   (*e*) Night formations.
   (*f*) Communication with supports and with outguards.
   (*g*) Relieving the outguards.
   (*h*) Combat retiring upon the supports.
5. **Conduct of the Examining Post.**
   Demonstrate:
6. **The Outguards.**
   Demonstrations of:
   (*a*) Positions and conduct of cossack posts.
   (*b*) Positions and conduct of sentinels, double sentinels, sentry squads.
   (*c*) Conduct of visiting patrols and of examining patrols.
   (*d*) Orders for sentinels of the outguards.
   (*e*) Communication.
   (*f*) Relieving the outguards.
   (*g*) Combat action under varied situations.
   (*h*) Combat retiring upon the picket.
   (*i*) Receiving flag of truce.
   (*j*) Receiving deserters.
   (*k*) Night changes.

VI. MARCH OUTPOST DUTY.

Demonstration of:
(*a*) Formation, posting, relieving, communication.
(*b*) Combat action under varied conditions.

VII. THE DEFENSE.

(*a*) Practice of surprise deployments from any formation in any direction.

(*b*) Field lecture on selection of defensive positions, selecting and planning lines of intrenchments, dummy trenches, shelters and bomb proofs, trench quarters, communications and approaches, trench rears, etc. (for selection and preparation of defensive positions, see trench warfare).

(*c*) Construction of intrenchments.

(*d*) Construction of obstacles, theory and practice.

(*e*) Location of detachments for flank protection and strengthening of such positions.

(*f*) Interior communication.

(*g*) Location of supports and use in combat.

(*h*) Location of reserves and use in combat.

(*i*) Estimation of distances and range finding.

(*j*) Practice in pointing out and defining targets.

(*k*) Distribution of fire of squads and platoons over targets. Shifting of fire.

(*l*) Assigning of defense zones to platoons. Maintenance of defense within zones. Maintenance of observation within platoon defense zones.

(*m*) Control of fire.

(*n*) Conduct of prolonged defensive firing. Use of firing reliefs in squads, platoon and company.

(*o*) Distribution of ammunition.

(*p*) Receiving and repulse of bayonet charges

(*q*) Counter attacks by supports and reserves.

(*r*) Interior communication.

VIII. THE POSITION IN READINESS.

Problems requiring or justifying.

IX. THE ATTACK.

Demonstrations of:

(*a*) The approach from distant ranges.

(*b*) The advance through artillery zones.

(*c*) The advance through the mid zone under varied conditions.

(*d*) The assignment of platoon and squad targets and the communication of targets to individuals.

(*e*) The use of combat patrols and ground scouts.

(*f*) Range finding and estimation of range.

(*g*) Interior and exterior communication and use of signals.
(*h*) Opening fire, rating of fire.
(*i*) Practice squad rushes for speed and minimum exposure, especially at beginning and at end of rush.
(*j*) Practice of platoon rushes.
(*k*) Practice of attack with defense outlined with men equipped with red flags to give indication of fire superiority and to control the advance.
(*l*) Combat action in meeting surprise fire, of varied strength, from varied positions, front and flank.
(*m*) Preparation for the bayonet charge.
(*n*) Practice squad, platoon and company bayonet charges for cohesion, team work and force.
(*o*) Supplying and distribution of ammunition.
(*p*) Reinforcing the firing line.
(*q*) Reorganizing of squads of the firing line.
(*r*) Continuation of attack when various leaders are disabled.
(*s*) Location, formation and use of supports.
(*t*) Individual use of cover.

X. NIGHT MANEUVERS.

(*a*) The night march.
(*b*) The deployment at night.
(*c*) The night occupation of a position.
(*d*) The advancing of a line and the intrenching of a new line at night.
(*e*) The night withdrawal from a position.
(*f*) The night attack.
(*g*) The night defense.

XI. EXERCISES INVOLVING CAVALRY AND ARTILLERY.

(*a*) The unit in support of artillery.
(*b*) The unit in attack upon artillery.
(*c*) The unit in attack upon cavalry.
(*d*) The defense against cavalry under varied conditions.

Qualification required under direction of its leader in the demonstration of the correct knowledge of principles and action in the appropriate details of trench warfare (listed below), correctly demonstrated under varied conditions as elements of a stated field situation involving varied strength of the entire command.

TRENCH WARFARE—THE DEFENSE.

1. **The Defense.**
   (*a*) Necessary action for immediate defense in passing from open to trench warfare.
2. **The Seizing and Holding of Advantageous Positions.**
   (*a*) Seizing advantageous terrain.
   (*b*) Establishing outposts.
   (*c*) Digging in under fire.
   (*d*) Connecting up flanks and supports.
   (*e*) Establishing communication.
   (*f*) Correction and reorganization of the line according to tactical considerations. (Fire trench first.)
3. **Defensive Organization of a New Area or Sector.**
   (*a*) Distribution of Garrison. Mounting of listening and observation posts.
   (*b*) General defense scheme including the necessary drawing of trench sketches of defenses.
   (*c*) WORK.—Drawing plan of work in sequence of importance—immediate organization of garrison for front line and forward area work—recommendations for other working parties with proposed work schedule.
   (*d*) GARRISON WORK.—Building of Fire trench. Making parapet bullet-proof.
   Clearing, repairing, and improving all front line trenches.
   Digging of saps for listening posts.
   Protection for advanced posts.
   Wiring—constructing proper wire entanglements.
   Sanitation—construction of latrines—drainage.
   Clearing of communication trenches in forward area, revetting where advisable—construction of dug-outs, shelters, grenade and ammunition stores.
   Construction of Machine Gun emplacements and alternative positions.
4. **The Conduct of Trench Routine.**
   (*a*) The organization and conduct of trench guard by day and by night (Tests of vigilance).
   (*b*) Conduct and reasons of "stand-to."
   (*c*) Conduct of messing—rations and carrying parties.
   (*d*) Daily inspections—equipment, rifles, ammunition, feet.
   (*e*) The conduct of sanitary measures, use of latrines, etc.

(*f*) The conduct of work on wire and trench repairs and new construction.
(*g*) Care of ammunition and knowledge of orders regarding the wearing of equipment.
(*h*) Challenging by night.
(*i*) Conduct during and after enemy gas attack.
(*j*) Conduct during a heavy bombardment.
(*k*) Conduct—if a mine is blown in front or near your own line.
(*l*) Conduct during an enemy attack or raid.
(*m*) Conduct of the counter-attack.
(*n*) Conduct of patrols for offense and reconnaissance.
(*o*) Making reports.
(*p*) Keeping log-book, trench store book and necessary records.
(*q*) Flag of truce. Procedure with prisoners.
(*r*) Reporting and handling of casualties.
(*s*) Preparation for relief.
(*t*) Conduct of the relief.

5. **Conduct in preparation for trench relief** (outgoing unit):
(*a*) Orders.
(*b*) Checking and listing of trench stores.
(*c*) Statement for incoming unit containing all information for incoming unit, including enemy trenches and wire and enemy activities.
(*d*) Completion of entries in log-book.
(*e*) Organization for quick relief, listening and detached posts first.
(*f*) Special protection during relief.
(*g*) Routes of departure.
(*h*) Order of leaving front line trenches and march to rear.

6. **Relief Operation** (incoming unit).
(*a*) Visit and reconnaissance previous to taking over.
(*b*) Number of officers and noncommissioned officers required.
Party to obtain all detailed information necessary for the immediate occupation and defense.
(*c*) Operation orders.
(*d*) Order of march from billets or rear position.
(*e*) Conduct of guides.
(*f*) Distribution of stores to be carried by the men.
(*g*) Inspection. Rifles, equipment, etc.

(*h*) Orders regarding noise, light and intervals, precautions for night marching.
(*i*) Action to be taken in the event of attack during relief.
(*j*) Instructions to new sentries.
(*k*) Taking over trench stores, log-book, information, etc.
(*l*) Reporting relief.

TRENCH WARFARE—THE OFFENSE.

I. RAIDS.

(*a*) Conduct of preparing details, objects, information, demoralization, inflict losses. Make enemy nervous, taking of prisoners for identification and information. Supplement intelligence collected by other branches of the Service.

II. PREPARATION FOR AN ATTACK.

1. Practice trenches.
2. Taking and laying out of ground as exact copy of enemy area to be attacked, based on photographs, trench maps and information regarding trenches. Strong points, machine gun emplacements, mine shafts, tunnels and all obstacles.
3. Preliminary orders.
4. Distribution of ground.
5. Disposition of units in 1st, 2d and mopping up waves.
6. Role assigned to each unit.
7. The obstacles to overcome in order to insure success.
8. The means at the disposal of unit.
9. Coordination of all arms in unit and their tactical value.
10. Allotment of sections for special work.
11. Plan of operation in detail.
12. The number of assaulting sections, starting point of each, distinguishing marks.
13. Objectives for each unit.
14. Lines of attack and compass bearings.
15. Time assault is to start.
16. Communication—runners, signallers, telephones.
17. Method by which artillery fire is to be timed.

18. Explanation and practice with dummy barrage, to conform with progress of infantry.
19. Arrangements for signals informing positions of each unit.
20. Methods to be adopted in marking out the front occupied, either at some particular line or on some line agreed on.

THE CONDUCT OF THE ASSAULT.

21. The occupation of the conquered position.
22. The exploitation of success obtained.
23. Equipment to be carried.
24. Supply of ammunition.
25. Situation of dumps, stores, etc.
26. Evacuation of wounded.
27. Tests in discipline during practice and preliminary training.

III. ASSAULT.

1. Final orders—read.
2. All ready—every man knows his job—cautioned against the word "retire."
3. Checking up. Maps, supplies, message forms, etc. Watches synchronized.
4. Inspection.
5. Jumping off trenches occupied.
6. Distribution of material, ammunition, etc., to be carried. Location of ration and material dumps.
7. Conference with arms which coordinate with your unit.
8. Final fixing of zero hour.
9. Signal to go.
10. Direction of waves.
11. Movement conforming with artillery barrage.
12. Pace uniform.
13. Control of section commanders.
14. Fighting—the unit overcoming all obstacles.
15. Rush. Objective.
16. Signals showing positions. Messages.
17. Mopping up wave dropped.
18. Moving on to a final objective—same procedure as first.
19. Sending back prisoners' escorts.
20. Probable reinforcements.
21. Immediate protection by patrols. Outposts.

22. Digging in.
23. Communications, signals, reports, connecting up. Consolidation.
24. Preparation for counter attacks.
25. Exploitation of success.
26. Care of wounded.
27. Clearing of position.
28. Burial of dead.
29. Salvage.

MINIMUM SPECIFICATIONS FOR TRAINED INFANTRY.

The Headquarters Company.

Add to the general physical and other individual general traning of the soldier the following special training of the various specialists of the headquarters company.

1. The Band.

(*a*) Music, individual and ensemble.
(*b*) Marching.
(*c*) Ceremonies.
(*d*) Litter bearing.
(*e*) Hygiene and 1st Aid work.
(*f*) Knowledge of trench systems.

2. The Signalmen.

Special instruction as outlined in the standard of the individual soldier (the soldier agent of liaison 1*c*, 2*c*.)

3. The Mounted Orderlies.

(*a*) Equitation.
(*b*) Care of animals.
(*c*) Care and repair of saddles and leather equipment and of horse equipment.
(*d*) Stable and corral management and sanitation.
(*e*) Grooming.
(*f*) Message carrying.
(*g*) Map reading.
(*h*) Organization, trench systems, etc.

4. The One Pounder Cannoneers.

(*a*) Nomenclature of piece.
(*b*) Care of piece.

(*c*) Disassemble and assemble.
(*d*) Tactical use.
(*e*) Care and use of range finders.
(*f*) Range and target designation.
(*g*) Use of mil scale.
(*h*) Use of prismatic compass.
(*i*) Use of clinometer.
(*j*) Knowledge of ammunition.
(*k*) Use of range tables.
(*l*) Intrenching.
(*m*) Emplacements.
(*n*) Camouflage.
(*o*) Target practice.

5. The Trench Mortarman.

(*a*) Nomenclature and mechanism.
(*b*) Care and repair of arm.
(*c*) Gun drill.
(*d*) Ammunition. Supply of ammunition.
(*e*) Offense and defense.
(*f*) Emplacements.
(*g*) Map reading
(*h*) Trench systems.

6. Sappers and Bombers.

(*a*) Head cover.
(*b*) Execution of full sap and of double sap.
(*c*) Execution of mining operations.
(*d*) Galleries, shafts, timbering.
(*e*) Galleries in sandy soil.
(*f*) Explosives. Fuses, caps.
(*g*) Loading and firing mines.
(*h*) Storage and transportation of explosives.
(*i*) Destruction of timber, steel, etc.
(*j*) Methods of putting guns out of commission.
(*k*) Obstructions and barricades.

7. Pioneers.

(*a*) Tools and equipment.
(*b*) Supply and issue of tools and equipment.
(*c*) Knots and lashes.
(*d*) Block and tackle.
(*e*) Handling heavy weights.
(*f*) Field piledrivers.
(*g*) Cutting and clearing timber and brush.

(*h*) Construction and repair of roads.
(*i*) Trail building.
(*j*) Use of concrete.
(*k*) Camp expedients.
(*l*) Bridges.
(*m*) Fords.
(*n*) Pack transportation.
(*o*) Trench construction.
(1) Wire entanglements.
(2) Chevaux de frise.
(3) Abatis.
(4) Fougasse.
(5) Trous de loup.
(6) Inundations.
(7) Concealment of obstacles.
(8) Camouflage.
(9) Street barricades.
(10) Gabions.
(11) Fascines.
(12) Hurdles.
(13) Revetments of timber, chicken wire, sod, concrete, stone, etc.
(14) Dummy trenches.
(15) Splinter and bomb proofs.
(16) Sniper and observation posts.
(17) Listening posts.
(18) Trench drainage.
(19) Latrines, dressing stations.
(20) Approaches and communications.
(21) Cave dugouts.
(22) Strong points.
(23) Woods for defense.
(24) Buildings for defense.
(25) Trench lighting.
(26) Trench construction at night.
(27) Trench repair and reversal.

The Supply Company.

Add to the general necessary instruction of the soldier in the matters of discipline, physical development, use of arms, etc., the following special training:

1. **The Supply N. C. O.'s and Detail.**
(*a*) General use of blank forms, requisitions, payrolls, etc.
(*b*) Receiving, warehousing, care of and issue of supplies.

(*c*) Entraining and detraining.
(*d*) Embarking and disembarking.
(*e*) Field bases. Distributing points, dumps.
(*f*) Transportation. Transportation requests. Bills of lading.
(*g*) Billeting.
(*h*) Castramentation.
(*i*) Office organization.
(*j*) Property accounts and responsibility. Property returns.
(*k*) Surveys.
(*l*) Care of animals, corrals, harness.
(*m*) Care and slaughter of beef cattle.
(*n*) The ration.
(*o*) Construction and repair of buildings.
(*p*) Road discipline.
(*q*) Supply of units in the field.
(*r*) Field cooking. Bakeries.

2. The Wagoners and Transportation Detail.

(*a*) Care of animals.
(*b*) Driving of teams.
(*c*) Stable and corral management.
(*d*) Care and repair of harness.
(*e*) Grooming.
(*f*) Road discipline. Train conduct.
(*g*) Organization in general.

3. Additional for Motor Transportation.

(*a*) Knowledge of construction, operation, repair, etc., of motor vehicles in general and trucks in particular.
(*b*) Knowledge of care of motor vehicles.
(*c*) Driving motor vehicles and trucks.
(*d*) Loading and packing.
(*e*) Motor trains.

8. The Battalion.

Qualification required under direction of the Battalion Commander in:

(*a*) Close order drill.
(*b*) Deployments.
(*c*) Battalion Ceremonies.

Qualification required under direction of the Battalion Commander in the demonstration of the correct knowledge of the principles and action in the appropriate details of open warfare

and of **trench warfare** (listed in company standard page) correctly demonstrated under varied conditions as elements of a stated field situation involving varied strength of the entire command.

9. The Regiment.

Qualification required under direction of the Regimental Commander in the demonstration of correct knowledge of the principles and action in the following details of **open warfare** correctly demonstrated under varied conditions as elements of a stated field situation.

1. The Regiment as Reserve of an Advance Guard:
   - (*a*) Formation under varied situations.
   - (*b*) Ammunition with support and with main body.
   - (*c*) Protection of flanks.
   - (*d*) Action in response to surprise fire from front and from flanks.
   - (*e*) Action under surprise artillery fire.
   - (*f*) Action under aeroplane bombing attack.
   - (*g*) Action in aid of the support when the latter is checked.
   - (*h*) Action in aid of the support in the quick seizure of advantageous terrain.
   - (*i*) Action in covering the retirement of the support.
   - (*j*) Action in retiring upon the reserve.
2. The Regiment as an Advance Guard:
   - (*a*) The formation.
   - (*b*) The advance.
   - (*c*) The deployment in attack.
   - (*d*) The action in the rencontre.
3. The Regiment as Flank Guard.
4. The Regiment as convoy.
5. The preparation by the Regiment of its equipment for loading on its transportation and the loading of the same.
6. The cohesive route march of the Regiment with its transportation.
7. Simulation of entraining and detraining.
8. Simulation of embarking and disembarking.
9. The Regiment as Rear Guard.
   - (*a*) The formation.
   - (*b*) Action in delaying a closely pursuing enemy.
10. The Regiment as Reserve of a Rear Guard.

11. The Regiment as Outpost.
    (*a*) The formation of the outpost.
    (*b*) The proper conduct of the routine of the outpost.
    (*c*) Defensive action of the outpost under varied assumed situations.
12. The Regiment as Reserve of an outpost.
13. The Regiment acting alone in the offense.
    (*a*) The advance from distant ranges through various zones.
    (*b*) The reconnaissance.
    (*c*) The issue of the attack order.
    (*d*) The conduct of the attack.
    (*e*) The conduct of liaison.
    (*f*) The supply and distribution of ammunition.
    (*g*) The pursuit.
    (*h*) The organization of captured ground.
    (*i*) The withdrawal.
14. The Regiment attacking in Brigade.
15. The Regiment acting alone in the defense.
    (*a*) The selection and occupation of a defensive position with hasty intrenchment.
    (*b*) The conduct of the defense.
    (*c*) The use of supports and reserves.
    (*d*) The conduct of liaison.
    (*e*) The use of reserves.
16. The position in readiness.
17. Night maneuvers.
    (*a*) The night march.
    (*b*) The deployment at night.
    (*c*) The night occupation of a position.
    (*d*) The advancing of a line and the intrenching of a new line at night.
    (*e*) The night withdrawal from a position.
    (*f*) The night attack.
    (*g*) The night defense.
18. Exercises involving cavalry and artillery.
    (*a*) The Regiment in support of artillery.
    (*b*) The Regiment in attack supported by artillery.
    (*c*) The Regiment in defense against cavalry.
    (*d*) The Regiment in attack assisted by cavalry.
19. Conduct of the Regimental ceremonies.

Qualification required under direction of the Regimental Com-

mander in the demonstration of correct knowledge of principles and action in the following details of **trench warfare** correctly demonstrated as elements of a stated field situation.

1. The passage from open to trench warfare.
   (*a*) The seizing of advantageous terrain.
   (*b*) The organization of the sector under fire.
2. The defensive organization of a new sector.
3. The conduct of trench routine.
4. Action in being relieved.
5. Action in relieving another regiment.
6. The conduct of various phases of the defense.
7. The offensive.
   (*a*) The conduct of the raid.
   (*b*) The conduct of the preparation for the attack.
   (*c*) The conduct of the assault.
8. The passage from trench to open warfare.

The Non-Commissioned Officer.

(*a*) The Non Commissioned Officer will be required to qualify in the training requirements of the individual soldier.

(*b*) The Non Commissioned Officer will be required to qualify in the duties of instructor and command appropriate to his grade and rank outlined in the training standard for Company Officers (page 30) and marked thus (x) substituting wherever it occurs squad, detachment or platoon for company.

The Company Officer.

If the company officer has not had adequate training as a soldier, he will while being instructed in the duties of command also be given instruction in the requirements of the individual soldier standard and be required to qualify therein. He will be required to qualify in the following:

1. **Manipulation of Field Equipment.**
   (*a*) Adjust the officer's individual field equipment.
   (*b*) Make officer's bedding roll with required contents and weight.
2. **Command Qualification.**
   (*a*) Conduct inspection of company equipped for field service and demonstrate proper condition, distribution, adjustment, etc., of equipment.
   (*b*) Inspect and check articles of Equipment "A" carried in field train.

(*c*) Inspect and check articles of Equipment "B" carried in field train.
(*d*) Direct packing of Equipment "A" and Equipment "B."
(*e*) Conduct inspection of detachment with open packs.
(*f*) Conduct inspection of detachment pitching single shelter tents.
(*g*) Conduct inspection of detachment pitching double shelter tents.
(*h*) Direct the packing of the surplus kit bag.

3. Study and conferences.
Drill regulations. Equipment manuals.

4. Nomenclature, Care and Use of the Pistol.
(*a*) Nomenclature of the pistol.
(*b*) Dismount the pistol and assemble.
(*c*) Demonstrate position and aiming drills.
(*d*) Nomenclature of the hand grenade.

5. Command Qualification.
(*a*) Direct detachment in sight setting drills.
(*b*) Direct detachment in deviation drills.
(*c*) Direct detachment in dummy loading practice.
(*d*) Direct detachment in fire rateing practice.
(*e*) Conduct sighting drills.
(*f*) Conduct position and aiming drills.

6. Study and Conference.
S. A. F. Manual. Drill Regulations. Ordnance Manuals.

7. Outdoor Range Practice.
(*a*) Individual qualification.
Qualification, score, pistol practice.
(*b*) Command qualification.
(1) Demonstrate correct methods of conduct of target practice both at firing points and in the pit.
(2) Demonstrate methods of efficient range instruction and coaching.
(3) Conduct of field firing exercises.

8. Manual of Arms, etc.
(*a*) Individual qualifications.
(1) Manual of the sabre; marching with sabre. Saluting when passing in review, etc. (Omit at present.)
(2) Voice and oral command training.

(*b*) Command qualification.

(1) Instruct and drill detachment in Requirements 1-7, Infantry Soldier's Standard. (Manual of Arms.)

(2) Demonstrate and describe "Honors and Salutes."

9. Drill.

(*a*) Command qualifications:

(1) Instruct and drill detachment in requirements of Infantry Soldier's Standard. (Drill.)

(2) Instruct and drill a squad, take distance, interval, right by twos, right by file, squad column.

(3) Command a company in company close order drill.

(4) Command a company in platoon close order drill.

(5) Command a platoon in company close order drill.

(6) Command a company in extended order drill, commands and with signals only.

(7) Lead deployments of squad, platoon and company from any direction with maximum speed and efficiency.

(8) Direct and lead squad, platoon and company rushes with maximum efficiency.

(9) Five tests in proper indication of targets.

(10) Communicate an assigned target to members of squad.

(11) Indicate and assign targets to squads of a platoon.

(12) Indicate and assign targets to platoons of a company.

(13) Direct and control fire of a squad, platoon, and a company without ammunition and with blank ammunition.

(14) Direct the distribution of the fire of squad, platoon and company.

(15) Direct the shifting of fire of a squad, platoon, and company.

(16) Direct the combat advance of a company through various zones.

(17) Demonstrate the mechanism of intrencing. Demonstrate use of the mil rule in designation of targets.

(18) Demonstrate use of "range estimators."

(19) Demonstrate use of fixed base range finder.

(20) Demonstrate means of communication within the company an dbetween company and battalion.

(21) Command company in battalion drill and in deployments.
(22) Prepare drill and instruction schedules.

10. Interior Guard Duty.

(*a*) Command qualifications.
(1) Demonstrate duties of noncommissioned officers of the guord.
(2) Demonstrate duties of the officers of the guard.
(3) Demonstrate duties of the officer of the day.
(*b*) Study and conference.
(1) Guard manual.

11. Bayonet Exercise and Combat.

(*a*) Command qualification.
(1) Command and instruct detachment in bayonet exercise.
(2) Command and instruct detachment in bayonet combat.

12. Sanitation, Hygiene and First Aid.

(*a*) Command qualification.
(1) Demonstrate inspection of feet of company.
(2) Demonstrate measurement of feet and fitting of shoes.
(3) Discuss venereal prophylaxis.
(4) Describe construction and care of rears, picket lines, etc.
(5) Demonstrate use of sterilizing bag, water.

13. Signalling.

(*a*) Command qualification.
(1) Proper interpretation with speed of drill and firing signals.
(2) Instruction in flag and semaphore signalling.
(3) Bugle calls and signals.
(4) Use of whistle.
(5) Knowledge of trench systems of signals and liaison.

14. Marching.

(*a*) Command qualification.
(1) Demonstrate guiding and leading the column in marching.
(2) Describe and demonstrate march discipline.

15. Elements of Field Service.

(*a*) Individual and command qualification.

(1) Direct the pitching and the folding of pyramidal and wall tents.
(2) Demonstrate selection of camp site and placing of troops in camp.
(3) Demonstrate individual cooking.
(4) Special qualification test in estimation of distance.
(5) Use of fixed base range finder.
(6) Use of field glasses.
(7) Facility in map reading.
(8) Elementary instruction for machine guns.
(9) Make a position sketch of designated area.
(10) Make a road sketch.
(11) Solve small map problems.
(12) Participate in small map maneuvers.
(13) Prepare written messages.
(14) Prepare written field orders.
(15) Issue verbal field orders.

(*b*) Qualification in the command and leadership required by the corporal, the sergeant, lieutenant and the captain in the various details of field service outlined in the individual standard.
(1) Conduct of grenade instruction.
(2) The instruction of the company non-technical specialists.

16. Administration, Records, Interior Economy of a Company.

(*a*) Command qualification.
(1) Instruction by demonstration of interior economy and administration of company
(2) Study of records of a company.
(3) Preparation of company and battalion papers.
(4) Study and conference on orders and regulations.

17. Customs of the Service.

(*a*) Conference and study of subject following Mess Officers' Manual.

18. Military Law.

(*a*) Demonstration of conduct of members of courts-martial, judge advocate, witness, counsel, mock courts.
(*b*) Preparation of military law papers and records.

19. Trench Warfare.

(*a*) Command and instruct the company and included units in the details of trench warfare listed in the school of the company.

(*b*) Special knowledge of organization of terrain appropriate to the company.
(*c*) Special and thorough knowledge of trench systems and the details of trench construction.
(*d*) The drawing up of defense schemes.
(*e*) The preparation of trench records and reports.
(*f*) The preparation and interpretation of operation orders.
(*g*) Special knowledge of methods of liaison.

The Field Officer and The Staff Officer.

The Field Officer will be required to qualify in the following:

The requirements of the standard of training for company officers.
The tactical use of trains.
The conduct of battalion close order drills.
The conduct of battalion deployment.
The use of inter-company and inter-regimental systems of communication.
The indication and assignment of targets.
The direction and control of battalion fire using blank ammunition.
The conduct of field firing exercises.
The direction of the advance of a battalion through various zones.
The refilling and supplying and the distribution of ammunition.
The leading of bayonet charges, battalion and regimental.
The use of battalion supports and regimental reserves. The reinforcement of the firing line.
The conduct of marches of battalion and regiment with proper march discipline and effectiveness.
Battalion and regimental castramentation.
Solution of map problems involving the battalion, regiment and brigade.
Participation in map maneuvers involving the battalion, regiment and brigade.
Preparation of map problem and direction of map maneuvers.
Preparation of training schedules.
The use of machine guns.
Preparation of written messages.

Verbal issue of field orders involving the battalion and regiment.

Preparation of written field orders involving the battalion, regiment and brigade.

Command of battalion and regiment in varied field exercises involving: Advance guard duty, rear guard duty, flank marches, convoy, the outpost, the defense, the attack, the position in readiness, night maneuvers.

Trench Warfare.

Command and instruct the battalion and regiment in the appropriate details of trench warfare.

Special knowledge of the organization of a sector in trench warfare.

Special knowledge of trench systems.

The drawing up of defense schemes.

The preparation and interpretation of operation orders.

Special knowledge of methods of liaison.

PART II.

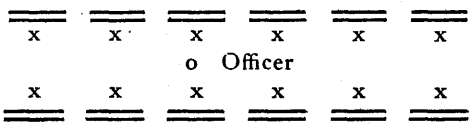
Training Methods.

1. To organize for the development of individuals to a standard.

(*a*) Organize an instruction unit directed by a commissioned instructor assisted by non-commissioned officer instructors.

EXAMPLE

(Unit of 200 men.)



(*b*) Organize four instruction units into an instruction battalion with the following additional personnel: one officer (supervising training), one testing group consisting of one officer and two noncommissioned officers.

(*c*) Organize four instruction battalions into an instruction regiment with additional personnel of, one officer (supervising training).

(*d*) Organize in each training center a Training Board to act upon questions of training and to consist of:

(1) The Commanding Officer.
(2) The Chief of Staff.
(3) The C. O.'s of Training Regiments.
(4) The Directors of Special Instruction.
(5) The Director of the Training Laboratory.

(*e*) In a large training centre organize a training laboratory to work on improvement of standard, improvement of methods, to try out suggestions, etc. Included in its personnel in an advisory capacity should be an "efficiency engineer" from civil industry.

2. To define the standard of training.

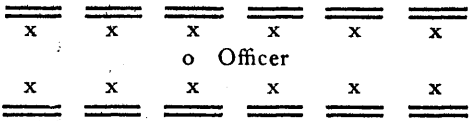
(*a*) Prepare specifications stating definitely and clearly what tre trained individual should know and what the trained individual or unit should be able to do.

(*b*) Exhibit General Staff films prepared for the purpose of fixing standard of precision in certain branches.

(*c*) Exhibit standard of action by means of selected qualified men.

3. To conduct individual instruction in an instruction unit.

(*a*) Form the unit as below:



(*b*) For convenience mark the line of groups by a line or otherwise.

(*c*) Divide the instruction into details.

(*d*) State the detail of instruction to be taken up and command "Take up the instruction."

(*e*) Do not permit N. C. O.'s to rest their groups until you indicate rest by a whistle signal.

(*f*) Maintain interest and attention by frequent change in nature of instruction.

(*g*) Bring constant pressure to bear upon N. C. O.'s to maintain instruction efficiency at a maximum.

(*h*) Give all forms of individual instruction by this method, including drill, acquiring information, etc.

4. To exert pressure for securing concentration and efficiency in the work of training.

(*a*) Assign drill areas and rotate if necessary.

(*b*) The commanding officer makes frequent inspections, keeping in close touch with the work.

(*c*) Regimental commanders constantly circulate among their units, stimulating, energizing and co-ordinating.

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

Battalion commanders supervise qualification tests and maintain graphic progress charts for comparison and detection of inefficiency.

(*e*) Training unit commanders supervise, stimulate and energize work of their N. C. O.'s by every art known to the skilled instructor. They do not permit themselves to relax into indifference. They maintain the highest degree of attention and instruction energy. They cause their N. C. O.'s to constantly feel 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 frequently exhibit standards.

(*f*) Training progress and qualifications are graphically recorded on large bulletins and posted for stimulating effect.

5. To Graphically record training progress.

(*a*) Arrange large bulletin, post in training area of training unit, showing training subjects in columns and names of men in lines.

Blacken squares to indicate qualifications.

(*b*) Indicate total unit progress by means of a large clock dial, thermometer face or other graphic method.

(*c*) Post comparative graphs of progress of all units in Regimental Training Record Office for study of the Commanding Officer.

6. To conduct the instruction of deficients.

(*a*) Quickly separate deficients from their units.

Organize them under instructors of special skill.

After fair trial if they fail to qualify recommend them for suitable government work in some other capacity.

7. To plan and schedule training work.

(*a*) Central authority issue the statement of the specifications or the standard.

(*b*) Central authority may issue a very general outline of the desired order of progress of the work.

(*c*) Commanding Officer issues an outline of the desired order of the progress of the work, hours of instruction, etc.

(*d*) Commanders of units of instruction submit weekly schedules through Battalion Commanders, to Regiment Commanders.

(*e*) Frequent conferences are held to co-ordinate and correct schedules.

8. To maintain efficiency and render desired action habitual.

(*a*) List routine drills and give them their proportion of time, for example:

(1) Dummy loading.
(2) Sight setting.
(3) Firings: Fire direction, control and distribution (without ammunition and with ball ammuition).
(4) Field firing (with ball ammunition).
(5) Marching.
(6) Supervise squad drill for development of leadership in N. C. O.'s.
(7) Close order drill for development of discipline ("steadiness drill").
(8) Saluting drill for development of discipline.
(9) Attacks by small units.
(10) Gas defense drills, etc.

9. **To conduct instruction in the elements of Field Service.**

(*a*) State simple Field Problems.

(*b*) Separate problem into details for execution.

(*c*) Study practically the execution of the details. Criticize and repeat until they are correctly executed and all the lessons involved correctly learned.

10. **To develop march ability.**

(*a*) Inspect the feet and cause them to be put into good condition.

(*b*) Inspect the fitting of the socks.

(*c*) Inspect the fitting of the shoes.

(*d*) Repeat routine practice marches, beginning with small organizations without packs, short distances, low rates of speed and gradually increasing until large organizations are efficient. Conducting long marches at designated rates of speed and carrying full field equipment.

(*e*) Qualify N. C. O.'s in the duties of guiding marching columns and rating marches.

(*f*) Make frequent foot inspections.

To Develop Morale.

(*a*) Cause officers and non-commissioned officers to understand the proportion occupied by morale in the standard of training of the soldier and to understand their part in the development of morale.

(*b*) Cause the men to understand that large part of the development of the standard of moral depends upon their responsiveness and co-operation. Cause them to respond in the following:

1. **Patriotism and Loyalty.**

(a) Make judicious use of ceremonies. Make ceremonies spectacular and of local importance. Avoid making ceremonies disagreeable.

(*b*) Direct historical study preferably through motion pictures.

(*c*) Make use of patriotic motion pictures.

(*d*) Secure occasional short talks by patriotic speakers. preferably a "field talk" during a drill rest period.

2. **Discipline.**

(*a*) Make routine use of close order "steadiness drill" pressing with maximum energy for exactness, smartness and precision.

(*b*) Cause the men to understand the meaning of discipline. Use occasions of hardship to strengthen ideas of discipline in the minds of the men.

3. **Self Respect and Pride.**
   (*a*) Develop pride in individual military appearance, skill in drill, accomplishment in war, etc.
   (*b*) Develop smartness to a high degre.
4. **Alertness.**
   (*a*) Develop by proper diet, proper sleep, proper exercise, good bathing facilities, good facilities for recreation, military drills, etc.
5. **Esprit.**
   (*a*) Take every advantage to further esprit of organization. Sometimes proper advantage can be taken of community esprit and of race esprit.
6. **Cheerfulness.**
   (*a*) Develop by providing good messes and comfortable living conditions, recreation, etc.
   (*b*) Provide intelligent and efficient training.
   (*c*) Provide plenty of work with an object in view. Avoid prescribing work merely to kill time.
   (*d*) Eliminate nagging and abuse by officers. Eliminate habitual "knocking."
   (*e*) Make timely use of praise and reward.
7. **Enthusiasm.**
   (*a*) Develop by personal effort of commanders. It is dependent upon their personality.
8. **Initiative.**
   (*a*) Use every opportunity at drills and elsewhere to cause individuals to use their heads, and in the absence of orders to aggressively take the action which he deems proper.
   (*b*) Encourage individuals to think and to submit ideas. Provide means for testing these ideas. Give the individuals credit.
9. **Aggressiveness.**
   (*a*) Develop by physical drill.
   (*b*) Develop by accustoming men to personal contest in boxing, wrestling, etc.
   (*c*) Develop in connection with bayonet fighting.
   (*d*) Take advantage of every opportunity to develop aggressiveness.

10. Determination and Tenacity.

(*a*) Take advantage of every opportunity to impress upon the minds of individuals the necessity for extreme tenacity and determination.