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METHOD OF INSTRUCTING IN MILITARY COURTESY

Prepared by
War Plans Division
General Staff

WAR PLANS DIVISION
October, 1918

War Department
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WASHINGTON, *October* 1, 1918.

The following pamphlet, entitled "Method of Instructing in Military Courtesy," prepared by the War Plans Division, General Staff, is published for the information and guidance of all concerned.

BY ORDER OF THE SECRETARY OF WAR:

PEYTON C. MARCH,
General, Chief of Staff.

OFFICIAL:

P. C. HARRIS,
The Adjutant General

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Method of Instructing in Military Courtesy

1. Rigid discipline is necessary if victory is to be attained. Discipline is the instant and willing obedience to orders. Perfect discipline is attained when orders are instantly and willingly obeyed in battle. Military courtesy is one of the outward signs of discipline.

To secure the best and most uniform results, the following method of instructing in military courtesy is set forth. It has been used with success, is now published as a guide and is especially applicable to the instruction of a division.

In connection with this instruction it is emphasized that the proper development of military courtesy in the enlisted man depends primarily upon its observance by the officer. In carrying out instruction in this subject the officer will be first instructed. Particularly, in connection with saluting, he will be impressed with the fact that his acknowledgment of the salute of the enlisted man shall be made in the same exact manner as the salute is required of the enlisted man and, further, that his attention while in the vicinity of any enlisted man will be so directed to that man that the salute of the latter may be properly acknowledged, without fail. Obviously the non-observance on the part of the officer of the enlisted man's salute will destroy the best of instruction in military courtesy and the enlisted man's enthusiasm for the same.

2. To carry out the above mentioned method, a central school for instructors in discipline and courtesy is established. The course consists of motion pictures, lectures

on discipline, military courtesies, drills in saluting and exercises in the applicatory method of saluting. This course to last one week for each class, with two hours' instruction each day. A class should consist of about one hundred and forty-five members, about one-third of them being officers from each organization of the division. A suggested course of instruction divided into lessons is published hereafter.

3. The graduates from this school become the instructors in military courtesy in their organizations where they establish similar schools. As soon as efficiently trained officers and non-commissioned officers are graduated from the central school, a limited number are detailed as special inspectors in military courtesy for the division, to correct all errors, even of a minor nature, that they observe. They should be furnished blank cards upon which to report name, rank, organization, etc., of the delinquent, his delinquency, excuse submitted and recommendation made in each case. Four officers and twenty non-commissioned officers as special inspectors for a division should be on duty daily in and around the cantonment or camp. The delinquency reports should be turned in to the chief of staff, who forwards them to each commanding officer for his information. The chief of staff has, in these reports, an opportunity to publish a comparative list of delinquencies, by regiment, whenever he sees fit and so obtain a spirit of emulation among the organizations which will secure the assistance of all concerned toward the end desired (see appendix for form of delinquent reports used by special inspectors).

4. In order to facilitate the work of the special inspectors the following procedure is suggested: Each enlisted man leaving the camp should be supplied with a pass and a card setting forth whether or not he has taken the

course and is qualified in military courtesy. Blue cards should be supplied those who have successfully taken the course. Yellow cards should be supplied the recruit and those who have not taken the course (see appendix for forms of cards). Whenever a special inspector observes a soldier making mistakes in military courtesy, or showing lack of discipline, he will call upon the soldier for his pass and blue or yellow card. In case the soldier is without a pass he should be turned over to the provost guard. In case the soldier has a pass the inspector will take it up and give the soldier a receipt for it, directing him to return to his company. Passes should be taken up only for serious errors in saluting, failure to obey uniform regulations, or for other misconduct which reflects discredit on the service. For lesser offenses the delinquency report card should be used.

5. In addition to the special inspectors, all officers should take up the passes and make reports similar to those of the inspectors whenever they observe conduct which shows lack of discipline, military courtesy, or any violation of the camp regulations regarding military dress.

6. This method of instruction is also a check on the school established in each company. The efficiency of each school can be determined by the number of reports received against its graduates. It has the additional advantage in that the greater part of the corrections are made by a trained corps of inspectors who have had uniform instruction.

7. The following instructions for special inspectors are suggested:

(*a*) Correct all juniors and those of equal grade.

(*b*) Be particularly careful to correct small errors. Absolute thoroughness is imperative.

(*c*) Do nothing to humiliate the delinquent. The idea is to appeal to his pride as a prime soldier and first-class fighting man.

(*d*) Be especially vigilant to report non-commissioned officers and officers who observe errors in saluting and fail to take action.

(*e*) Watch for following common errors: Failing to call "attention," not facing officer, not coming to attention smartly, failure to keep hand raised until salute is returned, bringing hand down in two motions, failing to salute officers in automobiles or other vehicles, failing to salute properly indoors. Be particularly careful at railway depots, in front of stores, hotels, etc. Always note error on card if the soldier fails to use "Sir" to an officer.

(*f*) Correct no one except officers or soldiers of the United States Army.

(*g*) Be very careful to say nothing to a sentinel except to ask his name, regiment and company.

(*h*) Correct officers and enlisted men who are walking about the street with shoulders drooping and head bent, etc.

(*i*) Work will be done quietly, especially out of camp. Argument is inadvisable.

(*j*) Whenever any card is made out the pass card will be examined by the inspector in order to insure getting the proper name, rank and organization. If the soldier in camp has no card, send him to his organization for identification. If out of camp without a pass card, turn him over to the provost guard.

(*k*) Complete all cards, except that of sentinels, by filling in each blank space except the number. Be careful to sign full name, rank and organization. Officers will initial each card made out by non-commissioned officer inspectors.

(*l*) All cards will be turned in by the senior officer on duty, who will see that they are completed.

LESSON 1.

(*a*) Read and carefully explain Sections 1 to 5 inclusive, *Manual for Non-commissioned Officers of Infantry, 1917*, or of the appropriate arm.

(*b*) Follow the reading with a quiz.

LESSON 2.

(*a*) Read and carefully explain Section 6 to 8 inclusive, *Manual for Non-commissioned Officers of Infantry, 1917*, or of the appropriate arm.

(*b*) Follow the reading with a quiz.

LESSON 3.

(*a*) Short talk on discipline and courtesy, followed by a projection of motion picture reel No. 1, entitled *Training and Discipline*. This is the first reel of a set of motion pictures prepared by the general staff and entitled *The Training of the Soldier*. Requests for prints of these pictures should be made to the adjutant general, U. S. Army, Washington, D. C.

LESSON 4.

Saluting.

(*a*) Explanation and demonstration of military salute.

(*b*) Explanation and demonstration of beginning and end of salute (i. e., begun when within six paces of point of nearest approach to officer to be saluted and finished as soon as it is acknowledged or as soon as the officer saluted has been passed).

(*c*) Explain that salutes are exchanged between officers and enlisted men if they come within saluting distance of each other. Saluting distance is that distance within which recognition is easy, that distance within which friends in ordinary life would recognize and greet each other.

(*d*) The following common errors in saluting are demonstrated:

1. With hat on back of head.
2. With cigar, cigarette or pipe in mouth.
3. With one hand in pocket.
4. Standing on one leg, or with heels apart, or otherwise slouching.
5. In a listless or sloppy or half-hearted way (illustrate the difference between the slovenly salute and the proud, smart salute).
6. Not looking at the officer saluted.
7. In a clumsy or apologetic way.
8. With coat unbuttoned.

(*e*) Placing those under instruction in a large circle, the instructor, requiring the salute as he passes, criticises and corrects all errors. The class then passes the intructor at quick time, again being criticised and corrected. The class is then required to approach, halt and salute.

NOTE.—During instruction insist on close attention to each salute by the members of the class, teaching them to detect and be able to correct errors. The instructor should correctly and carefully acknowledge each properly made salute, correct those not so made and repeat the exercise until each member of the class salutes properly.

(*f*) *Questions and talk on above.*—The instructor requires the salute over and over again. It is only by continuous practice that awkwardness in saluting is overcome. If soldiers realize that they salute awkwardly they dislike

to do it and hunt every excuse to avoid it. On the other hand, if they salute proudly and smartly, they are always glad to display this soldierly accomplishment.

Lesson 5.

Saluting (continued).

(*a*) Soldiers in ranks, at rest or at ease, non-commissioned officer in command.

1. Officer (instructor) approaches and passes in front of the squad, the squad is called to attention, the non-commissioned officer salutes.

2. Officer (instructor) approaches and passes in rear of the squad, the squad is called to attention, the non-commissioned officer faces the same way as the squad and all remain at attention until the officer has passed, the non-commissioned officer does not salute.

(*b*) Soldiers in ranks at rest or at ease, officer in command.

1. Officer of grade equal or junior to officer in command approaches, the officers exchange salutes, the organization remaining at rest or at ease.

2. Officer of grade above that of officer in command approaches, organization is called to attention and officers exchange salutes.

(*c*) Organization is in formation, marching at route order, officer in command.

1. Officer of grade equal or junior to officer in command passes, officers exchange salutes, organization not being called to attention.

2. Officer of grade above that of officer in command passes, organization is called to attention and officers exchange salutes.

(*d*) Squad is marching at route order non-commissioned officer in command.

1. It passes an officer of any grade, non-commissioned officer calls the squad to attention and salutes.

(*e*) Organizations or detachments are marching at route order, officers in command.

1. They are about to pass each other, they are called to attention, each by its own commander and the officers salute.

(*f*) Detachments are marching at route order, non-commissioned officers in command.

1. They pass, they are not called to attention and non-commissioned officers do not salute (this is not the case if the detachments are the old and new guards under the command of a non-commissioned officer of the guard).

(*g*) Questions and talk on the above, again from time to time reminding the class that this formality is simply "military politeness" and "good form" and that all soldiers should be carefully instructed in it, that they should be familiar with it and should know it so that they will. at all times, through their courtesies and knowledge of "good form," reflect credit on their organizations.

(*h*) Practice in saluting.

Lesson 6.

(*a*) Soldiers out of ranks simulating being at work, as for instance, clearing the drill grounds.

1. Officer (instructor) approaches and passes, no salutes are made.

2. Officer approaches and speaks with members of class in turn, the man spoken to ceases work, salutes and stands at attention until conversation is completed, when he salutes again and resumes his work.

(*b*) Soldiers in ranks at drill.

1. Officer approaches and passes, no salutes are made.

(*c*) Soldiers in ranks at drill, but standing at rest or at ease.

1. Officer approaches. If officer who approaches is senior in grade to the officer conducting the drill the class is called to attention and the instructor salutes. Same rules apply as in lesson 4.

(*d*) Soldiers actually engaged in games (not standing and looking at them), as, for instance, playing baseball.

1. Officer approaches, no salutes are made. Impress the class with the idea that in this case it should be a game not readily interrupted, as, for instance, baseball, football, etc. If pitching quoits, horseshoes, or other similar games, the courtesy should be rendered.

(*e*) Soldiers at mess (illustrate this by actually going into the mess hall).

1. Officer enters the room. The first man perceiving him commands "Attention," whereupon all stop eating but do not rise. They remain seated at attention until the officer leaves the room or directs otherwise.

(*f*) Soldiers in squad room.

1. Officer enters the room. The first soldier to perceive him commands "Attentoin," whereupon all rise and stand at attention until the officer leaves the room or directs otherwise.

(*g*) Soldiers in the hallway or on the stairway of barracks.

1. Officer enters. The first soldier to perceive him commands "Attention," whereupon all stand at attention until the officer leaves the hallway or stairway or directs otherwise.

(*h*) Soldiers sitting or standing in a corridor.

1. Officer enters, soldiers salute officer entering the corridor by rising, uncovering and standing at attention.

2. If a soldier is passing along the corridor on business he will salute an officer as though he were outdoors.

(*i*) Class under instruction of officer.

1. Officer of equal or junior grade to the instructor enters the room, no compliment is paid.

2. Officer of grade senior to instructor enters the room, the instructor (warned by some one in the class, if necessary), commands "Attention," whereupon all rise and remain standing at attention until the visiting officer is seated, leaves the room or directs otherwise.

NOTE.—If this officer, after remaining for some time, rises to leave the room the compliment is paid again while he withdraws.

3. Explain to the class that in a recreation or amusement hall such as the Y. M. C. A. building or tent, for instance, they are not called to attention and do not rise when an officer enters.

(*j*) Questions and talk on the above.

NOTE.—Again remind the class that all of the instruction is merely teaching them "good form," that the soldier untaught in this matter is at the same disadvantage as the uncultured young man who has never learned the forms of polite society. Remind them that a punctilious observance of these rules marks them favorably, just as a polite and well-mannered man is always marked favorably and that this observance reflects credit not only on them as soldiers but also on their company, their regiment their brigade, their division and their country.

(*k*) Practice in coming instantly to attention and saluting.

Lesson 7.

(*a*) Soldiers outside barracks, sitting or standing, covered or uncovered.

1. Officer approaches. The first soldier to perceive him commands "Attention," whereupon all will come smartly to attention and salute. It is customary for all to salute at or about the same instant, taking the time from the soldier nearest the officer, who should salute when the officer is six paces from him.

(*b*) Soldiers in ranks at ease or at rest.

1. An officer steps up to the various men and speaks to them, each soldier, when spoken to, comes smartly to attention and remains in that position until the officer has finished speaking with him and has left, when he resumes the rest or at ease. He does not salute.

(*c*) Soldiers out of ranks, out of doors, covered or uncovered.

1. An officer (the instructor) speaks to each soldier in turn. When spoken to he comes smartly to attention, salutes and remains at attention until the officer has finished speaking with him, when he again salutes.

(*d*) Soldiers out of rank, indoors, covered or uncovered.

1. An officer (the instructor) speaks to the men in turn, same as (*c*) 1.

(*e*) The instructor, out of doors, causes each member of the class to approach in turn and speak to him, he halts in front of the officer, salutes, states what he desires and, on receiving his reply, salutes again, makes an about face and departs.

(*f*) Explain to the class that all officers recognized as such are saluted whether they belong to their own regiment or not, that they are to be punctilious in saluting whether

they know the officer or not, that a reputation as a punctilious organization comes more from the opinion of officers from other organizations than from its own.

(*g*) Questions and talk on the above.

NOTE.—Instructors are cautioned that soldiers learn best by "doing" rather than by "seeing" or "hearing." Care should, therefore, be taken to have actually performed (illustrated) the various exercises mentioned.

LESSON 8.

Courtesies in Conversation—Use of the Word "Sir."

(*a*) Soldiers in ranks at ease.

1. An officer goes down the line asking each soldier his name. As each one is addressed by the officer he comes smartly to attention and, in reply to the question, "What is your name?" answers "Private Smith, Sir." Being in ranks, he does not salute. He resumes the "at ease" after the officer has passed.

(*b*) Use of the third person in speaking to an officer. Soldiers out of ranks, at rest.

1. Soldier salutes and stands at attention. He asks a question such as "Sir, at what time does the lieutenant wish the guard detail formed?" On receiving a reply, he salutes, makes an about face and departs.

NOTE.—It should be explained that it is not proper form to say "you" to an officer.

(*c*) In official conversation, officers or soldiers are referred to by their titles.

1. Have each member of class, in turn, approach the instructor, salute, stand at attention and make some such report as: "Sir, I am unable to find sergeant Smith and private Jones. Corporal Brown said to tell the lieutenant

that he saw them leave camp." On being dismissed, he salutes, makes an about face and departs.

(*d*) Illustrate dismounting, before addressing a superior not mounted (A. R. 383).

(*e*) Questions and talk on the above.

(*f*) Practice in coming instantly to attention and saluting.

Lesson 9.

Reporting to the company commander, major, colonel, or other higher officer.

(*a*) One of the class, representing the company commander (or other officer), is seated at a desk. The instructor acts as critic, calling members of the class in turn as follows: "Smith, you have asked and secured permission of the first sergeant to speak to the company commander, go and do so," or "Brown, you have been selected as the colonel's orderly, report to the colonel," or "Jones, the company commander wants to see you and has sent you an order to report to him."

1. Soldier knocks at the door, whether it be closed or open.

2. Removes headdress unless he is wearing belt.

3. He approaches the officer, halts a short distance in front of him and salutes.

4. He reports: "Sir, private Smith has the permission of the first sergeant to speak to the company commander," or "Sir, private Brown, company A, reports as orderly," or "Sir, private Jones reports to the company commander as ordered."

5. As soon as the report is completed and the officer dismisses him, the soldier salutes and departs, closing the door if he found it closed before entering the room.

NOTE.—Have each member of the class do this important exercise several times. Show them how unsoldierly it appears, while talking to the officer, to stand first on one foot and then on the other, to fold one's arms, to stand with feet apart, or to be continually moving some part of the body. In short, clearly and forcefully illustrate the soldierly way of standing still at attention, as the proper and polite way of reporting to an officer.

(*b*) Soldiers outside, not in formation.

1. In turn each soldier approaches and speaks to an officer, salutes, stands at attention, finishes his interview, salutes, makes an about face and departs.

LESSON 10.

Miscellaneous.

(*a*) Explain that in public conveyances, such as railway trains and street cars and in public places such as theatres, salutes are omitted when they are manifestly not appropriate or apt to disturb civilians present.

(*b*) Explain that when two or more officers are riding or walking together the junior rides or walks on the left.

(*c*) Explain that when a soldier accompanies an officer, both mounted, the soldier rides about one horse length in the rear and salutes all officers. When both are dismounted, the soldier walks on the officer's left and about one pace in the rear unless the officer directs otherwise. He salutes all officers (illustrate).

(*d*) Explain that a soldier driving a motor car does not salute if the car is in motion, if it is stopped, he does (illustrate).

(*e*) Explain that a soldier driving a wagon always salutes unless he is having trouble with his team.

(*f*) Questions and talk on the above.

(*g*) Practice in saluting, as in previous lessons.

LESSON 11.

Officers' Uniforms.

(*a*) Explain the different grades in the army from second lieutenant to general and the command for each (A. R. pars. 9 and 14).

Describe the insignia for each.

(*b*) Explain the different kinds of officers' uniforms, illustrating them by pictures from any catalogue of uniforms.

(*c*) Explain the different combinations of service uniforms worn and describe how the insignia is worn on each. Explain how the insignia is worn on the O. D. shirt, the sweater and the overcoat.

(*d*) Explain how the officers' uniforms differ from those of the enlisted men, that is, the marks by which they are expected to be able to distinguish an officer from an enlisted man. Explain why, on the battlefield, it is so essential to have the officers' uniform as near like that of the men as possible.

(*e*) Explain the relative rank between officers of the army and navy (A. R. par. 12).

(*f*) Explain in a general way the uniform of naval officers and their insignia of rank.

(*g*) Explain in a general way the uniforms of officers of the allied armies and their insignia of rank.

(*h*) Explain that officers of our allies must be saluted.

(*i*) Practice in saluting, as in previous lessons.

(*j*) Read, explain and ask questions on the uniform order pertaining to the camp.

LESSON 12.

Illustrate honor paid when a National Anthem is played (par. 378, A. R.). This applies to our own anthem, to the anthems of our allies and of neutral countries.

(*a*) Brief statement of the history of the writing and adoption of our National Anthem.

(*b*) Illustrate ceremony at retreat, as follows:

1. Soldiers in line brought to parade rest.

2. Officer or non-commissioned officer (instructor) in front, faces same way as class; comes to parade rest.

3. Playing of retreat explained and simulated.

4. Soldiers brought to attention, officer or non-commissioned officer again faces same way as the class and stands at position of salute during playing of Anthem.

(*c*) Illustrate being out of ranks when Anthem is played at retreat.

First, Covered.

1. Have class fall out, give signal that Anthem is being played, see that they face toward the flag, come to attention and hold the position of the salute until the last note of the music.

Second, Uncovered.

2. Same as when covered, except that the salute is not rendered.

(*d*) Illustrate being out of ranks when Anthem is played, not at retreat (any time or place.)

First, Covered.

1. Same as (*c*) 1, above.

Second, Uncovered.

1. Same as (*c*) 2, above.

(*e*) Illustrate action of officers and enlisted men when they are in a theatre, for instance, when the Anthem is played.

1. Stand at attention, but do not salute.

(*f*) Illustrate action of officers and enlisted men when "To the Color" is being sounded.

1. The same rules apply as when the National Anthem is played.

(*g*) Illustrate action of officers and enlisted men when the National Anthem of any other country is being played.

1. If the occasion is an official one the same rules apply as when our own National Anthem is played.

(*h*) Questions on the above, calling on different ones to illustrate the different situations given.

(*i*) Practice in saluting as in previous lessons.

LESSON 13.

Saluting the Colors.

(*a*) Explain the terms "color" and "standard." The National and regimental flags belonging to a dismounted organization are called "colors" and to a mounted organization, "standards." An uncased color is one that is not in its waterproof cover.

(*b*) Soldiers in ranks, organization at rest or at ease, officer or non-commissioned officer in command.

1. Cased color or standard passes, no honor is rendered.

2. Uncased color or standard passes, organization is called to attention and its commander salutes.

(*c*) Soldiers in ranks, marching at route order, officer or non-commissioned officer in command.

1. Cased color or standard is passed, no honor is rendered.

2. Uncased color or standard is passed, organization is called to attention and its commander salutes.

(*d*) Soldiers out of ranks, at rest or at work, covered or uncovered.

1. Cased color or standard passes, no honor is rendered.

2. Uncased color or standard passes, all come to attention and salute (the salute is begun when the color is within six paces of the point where it will be nearest to the soldier and the hand is lowered when it has passed six paces beyond that same point).

(*e*) The color or standard is placed in front of the colonel's tent.

1. Have soldiers pass it, seeing that they render the prescribed salute.

(*f*) Explain that flags on buildings or on flag poles, or small flags carried by individuals, are not saluted. Colors or standards (uncased) only, are saluted.

(*g*) Questions and talk on above.

(*h*) Practice in saluting as in previous lessons.

Lesson 14.

The Flag of the United States.

What does a flag represent?

What does a national flag represent?

A flag is the symbol of the integrity of a nation. It has been used since the oldest time to represent the character of its people. It is an interpretation of the nation's aims and ideals. Thus the cross on the flag of the Crusaders represented the Christianity for which they were striving. The lion on the flags of Richard Coeur de Lion represented a bravery unsurpassed.

These ideas taught to the people, particularly the children, of any nation, soon give the flag a value to its people and a firm belief in the nation. The people themselves thus attain a character, symbolized by the flag, of

great faith, bravery and belief in the correctness of the things for which the flag stands.

What does our flag represent? It is the symbol of our national ideals and may be described as follows:

Our flag, consisting of red stripes, white stripes, blue field (or union) and white stars bound together in one whole, represents by its red stripes a willingness to undergo hardship, strife and battle for its honor. By its white stripes a purity of purpose in all things. By its blue field, covered with stars, opportunity as wide as the heavens and by its stars, one of which is placed for each State, independence of all other nations. Bound together into one whole, it represents strength of purpose, of right and of character for right so great as to be unbreakable.

These qualities are shown in the character of our people, in our belief in justice to all, equality of opportunity, independence of thought and utterance, charity, ever giving, considering and acting toward nations as well as towards individuals with a magnanimity to the unfortunate unparalleled in the world's history. Witness the Philippines, China indemnity, Cuban independence.

The character of truth is best shown by the kind of diplomacy used by our people, never underhanded, intriguing, but ever open and aboveboard, as shown by the frank statements concerning our aims in all wars, starting with the Revolution and including the present war.

Finally, our flag stands for all that is most dear to us in the life of our nation, a part of the world's humanity. Its violation is taken as a challenge against right, calling for defense even to the extent that we go into this war.

With the above remarks about what our flag stands for it is necessary that every soldier should know what the flag is.

How many stripes has it? Thirteen.

Why are there thirteen stripes? One for each of the original colonies (bring out the significance of the number thirteen as used in coins and the seal of the United States).

Were there always thirteen stripes? No, not until Vermont was admitted to the Union, when a stripe as well as a star was added to the flag. It was then noticed that the red color was so great that at a short distance the white was not seen, so about 1819 Congress passed a law fixing thirteen as the number.

How many stripes does the blue field extend down the flag? Seven.

How many stars has the flag? Forty-eight (change made on the 4th of July following the admission of State to the Union).

Why are there forty-eight stars? One for each State in the Union.

Are all flags the same size? No. Several different sizes are prescribed for use in the army, each depending on the purpose for which it is to be used. Thus, at a cantonment, there is the flag at headquarters on the flag pole, with ten feet hoist and nineteen feet fly, replaced in rainy weather with the storm flag with the five feet hoist and a nine and a half feet fly.

How is the flag hoisted? Rapidly to the top of the flag staff.

How is it lowered? Under all circumstances slowly and steadily, with dignity and reverence. When at half staff it is always raised to the top before being lowered.

What other flags are used in the army? The national color, carried by all regiments and the regimental color. Both national and regimental colors, carried by regiments, not mounted, such as infantry or engineers, are of silk, with a five and a half feet fly, four feet four inches on

the pike, which is nine feet long. For convenience, mounted troops carry a somewhat smaller color, called the standard. On the regimental color is embroidered the official coat of arms of the United States and the number of the regiment. Engraved on a silver band on the pike of the national color is the official designation of the regiment. Each branch of the service has its distinctive regimental color or standard, blue for infantry, scarlet for artillery and engineers, yellow for cavalry, orange for the signal corps.

After this instruction the class is questioned on the points brought out.

Lesson 15.

The Delivery of Messages by Orderlies.

(*a*) Have the section out of doors, soldiers in ranks at rest.

1. They are called on, in turn, to carry a message from the captain or lieutenant to the colonel or captain, that is, from a junior to a senior.

(*a*) The soldier is called to the captain.

(*b*) He salutes and stands at attention.

(*c*) He is given some such message as "Report to the colonel or commanding officer that I am unable to secure clothing for the company to-day."

(*d*) Make supposition that the soldier does not understand and have him say "Sir, I do not clearly understand. Will the captain please repeat?

(*e*) When the orderly does understand, he repeats the message, salutes, executes an about face and goes directly to the officer for whom the message is intended.

(*f*) He halts three or four paces directly in front of this officer, salutes and reports "Sir, captain Smith directed me to inform the commanding officer that he is unable to secure clothing for the company to-day."

(*g*) The soldier waits until he is dismissed by the colonel, or, if there is uncertainty, it is proper form for him to say "Sir, is there any reply?"

(*h*) On being dismissed by the colonel, he salutes, executes an about face, returns to the captain, salutes and reports "Sir, the captain's message to the commanding officer has been delivered," salutes and leaves.

2. Soldiers, in turn, are called on to carry a message from the colonel (or captain) to the captain (or lieutenant), that is, from a senior to a junior.

(*a*) The procedure is exactly the same as before, except that the orderly, on saluting the junior, says "Sir, the commanding officer presents his compliments to captain Smith and would like to see him at headquarters right away."

NOTE.—The instructor should assume various conditions so as to accustom the soldiers to the names of officers of their own battalion, regiment or brigade and various practical everyday messages calling attention to this very important duty that so frequently comes to the attention of officers outside the organization and officers of higher rank. Impress them with the desire to do this duty in a smart, businesslike manner. Invite their attention to the fact that a junior never presents his compliments to a senior but that a senior always does to a junior. Impress them with the necessity of always reporting back to the sender of the message as to whether or not it was delivered.

LESSON 16.

Miscellaneous.

(*a*) Read and explain paragraphs 375 and 376, Army Regulations and ask questions thereon.

(*b*) Illustrate personal honors.

1. Soldiers in uniform, out of ranks, but within view and within saluting distance of person or official who is honored by ruffles or flourishes, stand at attention, salute and remain at the position of the salute until the end of the "ruffles" or "flourishes" or until the command "order arms" or "carry saber" is given.

NOTE.—Explain the sounding of "ruffles" and "flourishes."

(*c*) Instructor explains that no salutes are rendered when troops are marching at "double time" or at "trot" or at "gallop." Also that it is improper to remain at the double time when saluting an officer.

1. Have members of the class approach the instructor at double time as though they were going to pass him. See that each one comes down to quick time, salutes and then resumes the double time.

(*d*) Thoroughly explain that soldiers and officers at all times and in all places pay the same compliment to officers of the army, navy, marine corps and to officers of the national guard, as to officers of their own regiment, corps or arm of the service.

(*e*) Questions and talk on the above.

(*f*) Practice in saluting as in previous lessons.

LESSON 17.

1. The instructor will place thirteen soldiers at a table in regular court-martial form. At the end opposite the president will be the judge advocate. The judge advocate calls for the witness, "Private Smith."

(*a*) The soldier called, equipped with side arms (belt and pistol) and gloves, enters the room, salutes the judge advocate and, without being told, removes his headdress and right glove.

(*b*) When the judge advocate says: "You will be sworn as a witness in this case," he raises his right hand above his head, palm to the front and when the judge advocate says to him: "You swear that the evidence you shall give in the case now in hearing shall be the truth, the whole truth and nothing but the truth, so help you God," he replies: "I do" or "So help me God."

(*c*) He sits down in the chair indicated by the judge advocate. He does not cross his legs, but sits upright.

(*d*) In answer to the question by the judge advocate: "Do you know the accused, if so state who he is," he answers: "I do, private John Doe, company A, one hundred and twenty-ninth infantry" (instructor uses some member of the section as the accused, so as to make the occasion as real as possible).

(*e*) When the judge advocate says: "That is all," the witness rises, salutes and leaves the room.

2. Explain that a soldier should never go to the captain without first obtaining permission to do so from the first sergeant. The reason for this is that the first sergeant is the captain's helper and, in most cases, can give the information desired, or necessary instructions, thus saving the captain's time for other more important matters. Impress upon them, however, that when necessary, or for counsel or advice, whether in official or private matters, they can always obtain an interview with the captain and the first sergeant will always grant them the necessary permission.

3. The instructor will simulate the payment of the company.

(*a*) Form the company in columns of files in "Muster roll order." Explain "Muster roll order."

(*b*) Place a member of the class at the table to represent the paymaster, the clerk and the captain, who calls the roll.

(*c*) Each man, as his name is called, answers "here" in a loud, clear voice, steps up to the table, salutes the paymaster, counts the money as the paymaster spreads it out before him, but does not touch it until the paymaster has finished counting it and has pushed it toward him. He then picks up his money quickly and leaves the room.

NOTE.—Explain to the soldiers that the paymaster does not return their salute because he is too much occupied in counting out his large amount of money.

LESSON 18.

(*a*) Dont's on saluting.

1. Don't bow when you salute. Hold your head up. Look straight at the person saluted.

2. Don't salute at one or two paces. Salute at six paces.

3. Don't drop the hand until the salute has been returned, or until the officer has passed.

4. Don't bring the hand down in two motions. Bring it from the visor down to its natural position at the side in one quick, sharp motion without slapping the leg.

5. Don't fail to salute because you happen to be in an automobile or other vehicle, or because the officer happens to be in an automobile or other vehicle. Don't fail to salute in railway depots.

6. Don't report and salute at the same time. Complete the salute and then make the report.

7. Don't slouch in uniform. Keep your head up and your shoulders back and walk like a soldier.

8. Don't fail to observe courtesies in conversation (lesson 8 and 9) when talking to an officer.

9. Don't fail to correct any junior who makes an error, even a slight one, in saluting in your presence.

10. If a member of a group of soldiers and an officer is observed approaching don't fail to call "attention" in a military manner. Don't come to attention leisurely. Take the position of attention promptly.

11. Don't seek excuses for not saluting. If there is any doubt in your mind, salute, whatever the error, you will get the credit of being courteous.

(*b*) Practice in saluting as in previous lessons.

Lesson 19.

Hints for Instructors.

The following points should be emphasized:

In teaching soldiers to salute they should be thoroughly taught how to make the regulation hand salute with or without the hat; the rifle salute at "right shoulder," "order arms" and "trail arms." The following examples are given for assistance and should be considered under two heads, soldier addressed by officer and soldier meeting officer: Indoors, outdoors, armed, unarmed, walking a post, guarding prisoners, a member of a group, member of walking party, on the march, in the trenches, at drill, engaged in athletic games, reporting to an officer seated at a desk, delivering messages, in automobiles or other vehicles, in kitchens and mess halls, in squad rooms, in orderly rooms, in corridors, halls, in stores, hotels or theatres. This should be done by "hearing" (explanations), "seeing" and "doing" the latter. The applicatory method, which should follow the first three lessons, cannot be neglected if results are to be obtained.

The soldier should be put under simulated conditions and required to salute in the proper manner. It is not until this applicatory system is established in each unit that real results can be accomplished. Little problems in saluting should be worked up by instructors simulating actual conditions, the soldier being required to salute under these circumstances and corrected for all minor mistakes, until he understands how to salute under any and all circumstances. One method is to post six thoroughly and strictly trained non-commissioned officers on a line with about thirty yards interval and have the remainder of the class come past in little groups of one, two, three or four soldiers, simulating soldiers on liberty in town on the street. These groups should come past not closer than about forty yards from each other. They should be required to salute the non-commissioned officer as though he were an officer on the street. A non-commissioned officer will correct the saluting and send back any group that makes an error in the salute, the instructor meanwhile observing the method used by the non-commissioned officers in their correction. In correcting the soldiers in saluting the non-commissioned officers should be firm and decisive, but should not reprimand the delinquent unless he himself makes it necessary by his attitude.

Attention must be called to the error of bowing, either during or after the salute and to lack of smartness. A salute, regardless of how well made otherwise, if not made smartly, is wrong and should be corrected.

At attention, the heels should be on the same line and as near each other as the conformation of the man permits. The hand should be brought down in one motion, not in two. The first soldier of a group who perceives an officer should call "attention" in time so that the group can salute

before the officer arrives within six paces, that is to say, he should call "attention" when the officer is about nine or ten paces away. "Attention" should be called in a firm, decisive tone of voice, otherwise the command will be obeyed in a careless manner. Soldiers should get to their feet promptly and stand at attention facing the officer. The salute should be rendered at six paces, not at two or three. The hand should be kept at the salute until the senior has returned the salute. There should be no talking while the salute is made. In saluting, preliminary to a report, the salute is first made, after it is completed, the report is made.

There seems to be a general misunderstanding about saluting by occupants of automobiles and other vehicles. The general rules for saluting apply. In rendering personal salutes, by occupants of automobiles and other vehicles, the hand salute will be made sitting up straight, whether the machine is in motion or standing still. Drivers of automobiles will not salute when the machine is in motion. In saluting the National Anthem or the "Color," the vehicle will be stopped, the occupants will get out on the ground, stand at attention and render the prescribed salute, except in the following case: If the vehicle is passing the Color, then the hand salute only will be made from the vehicle. If the Color passes the vehicle standing still the occupants will get out, stand at attention and render the prescribed salute.

Salutes may be rendered on horseback, standing or at a walk. If riding faster than a walk, when meeting a senior entitled to the salute, horses will be brought to a walk while the salute is being rendered.

DELINQUENCY REPORT

(FRONT SIDE)

To: C. O.....

Subject: Delinquency report. No.....

(Filled in at regiment)

Name .....

Rank .....

Organization .....

Character of Delinquency.....

.....

Place .....

Date and hour.....

Excuse given.....

.....

Recommendation:

Signature:

....

..... Rank and organization:

....

Special inspector.

DELINQUENCY REPORT

(REVERSE SIDE)

These cards to be filled in by special inspectors, when the error in saluting observed is only of minor nature. In errors of more serious character, the blue or yellow pass card is taken up.

BLUE CARD

(FRONT SIDE)

Company ..... Regiment .....

Date.....

THIS IS TO CERTIFY that

.....

Name Rank

has been properly instructed and examined in: Military courtesy. Military dress. Military bearing. This pass will be surrendered by the bearer to any commissioned officer, or to any noncommissioned officer on duty as a special inspector, or to any member of the provost guard.

Name.

.....

Rank and Organization.

.....

.....

Commanding.

BLUE CARD

(Reverse Side)

This pass was taken up because the bearer.....
.....(When this card is taken up, the man must report to the N. C. O., in charge of quarters at once).

Place .....

Date and hour.....

Excuse given.....
.....

Recommendation .....
.....

Signature:
.....

Rank and organization:
.....

RECRUIT PASS

(FRONT SIDE)

Company..... Regiment.....

Date.....

THIS IS TO CERTIFY that

.....

Name Rank

has permission to leave camp on holidays and between retreat and 11:30 p. m. This pass will be surrendered by the bearer to any commissioned officer, or to any non-commissioned officer on duty as a special inspector or to any member of the provost guard.

Name

.....

Rank and Organization.

.....

.....

Commanding.

GOOD FOR TWO WEEKS AFTER ISSUE.

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In the Public Domain
11-076

RECRUIT PASS

(REVERSE SIDE)

This pass was taken up because the bearer.....

.....

.....

Place .....

Date and hour.....

Excuse given.....

.....

Recommendation .....

.....

Signature:

.....

Rank and organization:

.....