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SOLDIER'S HAND BOOK
U. S. A.

REVISED

1908

U. S. Army Military History Institute

The
477
Soldier's Handbook

FOR

USE IN THE ARMY OF
THE UNITED STATES

Published by direction of the Secretary of War



WASHINGTON
GOVERNMENT PRINTING OFFICE

1908

PROPERTY OF US ARMY

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CCLE# 4661849

WAR DEPARTMENT
Document No. 332
OFFICE OF THE CHIEF OF STAFF

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PREFACE.

Soldiers' handbooks issued or turned over to organizations will be accounted for on the muster rolls of the organization, but handbooks issued to enlisted men will be dropped from the rolls.

Serviceable handbooks left with organizations by deserters, etc., will be kept for reissue when necessary.

The soldier's handbook will be considered as part of the personal effects of the soldier; but when lost or destroyed by a soldier, through his own fault, the cost of the book (21 cents) will be charged to him on muster and pay rolls.

The name of the soldier to whom this book is issued will be written on a slip of paper and the slip pasted on the outside of the front cover of the handbook.

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Specified by ^{Stanley} L. Beck sig 0-42
January 1917 (By Cash)
... \$26.00

INDEX.

	Page.
Unauthorized absence	7
Extracts from Army Regulations of 1908—	
Military discipline.....	8
Rank of officers, etc.....	9
Appointment and promotion	10
The post noncommissioned staff.....	11
Retirement of enlisted men	12
Extra-duty pay.....	14
Soldiers' Home.....	16
Medals of honor and certificates of merit	17
Salutes	19
Enlistments.....	21
Pay.....	23
Allotments.....	23
Deposits.....	23
Payment of discharged soldiers.....	25
Extracts from Articles of War.....	27
Guard duty.....	43
The ration.....	44
Clothing.....	46
Arms and equipments.....	46
Army code—the Myer system for United States Army and United States Navy signaling.....	51
American Morse telegraph code.....	55
Outlines of first aid.....	58
Last will and testament.....	87

THE SOLDIER'S HANDBOOK.

UNAUTHORIZED ABSENCE—DESERTION.

By absenting themselves without authority from their commands soldiers destroy one of the principal objects in maintaining an army, which is to have always in readiness trained men.

Specific laws have therefore been made providing for the punishment of soldiers for absence from particular duties; for absence from troop, battery, or company; for going more than a mile from camp without leave in writing, and for sleeping out of quarters, garrison, or camp without authority. (See 31st to 34th Articles of War.)

When the absence from the troop, battery, or company is with the intention of not rejoining, it is called desertion, and is one of the most serious military offenses; but not only is it a military offense, it is an offense against the Government, and the law not only provides for the punishment of the offense according to the rules and articles of war, but the offense against the Government is punished by sections 1996 and 1998, Revised Statutes, which provide that persons who desert the military or naval service of the United States are deemed to have voluntarily relinquished and forfeited their rights of citizenship as well as their rights to become citizens, and such deserters are forever incapable of holding any office of trust or profit under the United States, or of exercising any rights of citizens thereof.

Soldiers should therefore bear in mind that in absenting themselves without proper authority from their command, they are committing a serious offense, and that in deserting—that is, going away intending not to return—they are committing an offense which in the eye of the law is quite as serious as that of perjury. A deserter becomes in fact a fugitive from justice, liable to arrest at any time, and if convicted is liable to be sentenced to a term of imprisonment.

Having this in mind, a soldier who, through misconduct or misfortune, finds himself separated from his command, should make every effort to rejoin, to avoid any possibility of his being considered a deserter.

If without the necessary means or authority for rejoining, he should, in order to prevent his being reported a deserter, at once report in person to the nearest post or command, and state his case to the commanding officer, whose duty it is to provide for him and have him forwarded to his proper command at the earliest opportunity. Should this course be impossible, then the soldier should report *by letter* to the commanding officer of the nearest post, or to The Adjutant-General of the Army.

The soldier should bear in mind that any failure to take proper steps to join his command, when separated from it, no matter what the cause, involves inconveniences and troubles that are not overcome without much difficulty. *Sickness, insurmountable accidents, etc.*, all require to be established by conclusive testimony, to free him from the suspicion that always attends an unusual absence from his proper post.

EXTRACTS FROM THE ARMY REGULATIONS OF 1908.

MILITARY DISCIPLINE.

1. All persons in the military service are required to obey strictly and to execute promptly the lawful orders of their superiors.

2. Military authority will be exercised with firmness, kindness, and justice. Punishments must conform to law and follow offenses as promptly as circumstances will permit.

3. Superiors are forbidden to injure those under their authority by tyrannical or capricious conduct or by abusive language.

4. Courtesy among military men is indispensable to discipline; respect to superiors will not be confined to obedience on duty, but will be extended on all occasions.

5. Deliberations or discussions among military men conveying praise or censure, or any mark of approbation, toward others in the military service, and all publications relating to private or personal transactions between officers, are prohibited. Efforts to influence legislation affecting the Army, or to procure personal favor or consideration, should never be made except through regular military channels; the adoption of any other method by any officer or enlisted man will be noted in the military record of those concerned.

RANK OF OFFICERS, ETC.

9. The following are the grades of rank of officers and noncommissioned officers:

1. Lieutenant-general.
2. Major-general.
3. Brigadier-general.
4. Colonel.
5. Lieutenant colonel.
6. Major.
7. Captain.
8. First lieutenant.
9. Second lieutenant.
10. Veterinarian, cavalry and field artillery.
11. Cadet.
12. (a) Sergeant-major, regimental; sergeant-major, senior grade, Coast Artillery Corps; (b) master electrician, Coast Artillery Corps; master signal elec-

- trician; (c) engineer, Coast Artillery Corps; (d) electrician sergeant, first class, Coast Artillery Corps.
13. Ordnance sergeant; post commissary-sergeant; post quartermaster-sergeant; sergeant, first class, Hospital Corps; first-class signal sergeant; electrician sergeant, second class, Coast Artillery Corps; master gunner, Coast Artillery Corps.
 14. Quartermaster-sergeant and commissary-sergeant, regimental; chief musician.
 15. Sergeant-major, squadron and battalion; sergeant-major, junior grade, Coast Artillery Corps; color sergeant; chief trumpeter; principal musician; battalion quartermaster-sergeant, engineers and field artillery.
 16. First sergeant; drum major.
 17. Sergeant; quartermaster-sergeant, company; stable sergeant.
 18. (a) Corporal; (b) fireman, Coast Artillery Corps.
- In each grade and subgrade, date of commission, appointment, or warrant determines the order of precedence.

APPOINTMENT AND PROMOTION.

27. Vacancies in the grade of second lieutenant in the cavalry, artillery, and infantry remaining on the 1st of July, each year, that are not needed for the graduates of that year of the United States Military Academy, may be filled by appointment in the following order:

(a) Of enlisted men of the Army, whose fitness for advancement shall have been determined by a competitive examination.

(b) From civil life.

All vacancies occurring after July 1, and not needed for the graduates of that year of the Military Academy, will be held for the next graduating class of the Academy.

28. A soldier to be eligible to compete for appointment to the grade of second lieutenant must be a citizen of the

United States, unmarried, and under 30 years of age on the 1st day of September of the year in which he is to enter the competition, and must have served honorably not less than two years in the Army as an enlisted man on or before that date; he must also be physically sound, of good moral character before and after enlistment, and must be an enlisted man of the Army at the date of his application and of his examination, and, if appointed a second lieutenant, must be an enlisted man at the date of his appointment.

29. An enlisted man who desires to appeal for examination will submit through military channels an application so that it will reach the department commander on or before February 1 of the year in which he desires to take the examination. An application received after that date will not be considered unless it be shown that the delay was through no fault of the applicant.

Company commanders in forwarding such applications will verify the statements of service as given, and will state specifically whether, in their opinion, the soldier fulfills each of the conditions required by the preceding paragraph, and will add their remarks as to the aptitude of the applicant for the position sought.

Post commanders will, upon the receipt of such applications, cause the applicants to be examined by a medical officer as to their physical qualifications, and will forward the report of such examination with the applications, adding their remarks as to the aptitude of the applicants for the position sought.

THE POST NONCOMMISSIONED STAFF.

93. The post noncommissioned staff consists of ordnance, post commissary, and post quartermaster sergeants. They are appointed by the Secretary of War, after due examination, as follows: Ordnance-sergeants from sergeants of the line who have served at least eight years in the Army, including four years as noncommissioned officers, and who

are less than 45 years of age; post commissary-sergeants from sergeants of the line who have served five years in the Army, including three years as noncommissioned officers; post quartermaster-sergeants from sergeants of the line who have served four years in the Army.

94. An application for appointment to the post non-commissioned staff must be in the handwriting of the applicant, and will briefly state the length and nature of his military service, and for what time and in what organizations he has served as a noncommissioned officer. The company commander will indorse thereon the character of the applicant and his opinion as to his intelligence and fitness for the position. The application so indorsed will be submitted to the regimental or artillery district commander, who will forward the same, with his remarks as to the merits of the applicant, to The Adjutant-General of the Army.

95. While the law contemplates in these appointments the better preservation of public property at the several posts, there is also a further consideration—that of offering a reward to faithful and well-tried sergeants, thus giving encouragement to deserving soldiers to hope for substantial promotion. Commanding officers can not be too particular in investigating and reporting upon the character and qualifications of applicants.

96. Regulations for the examination of applicants for appointment as post noncommissioned staff officers will be published from time to time in orders by the War Department.

RETIREMENT OF ENLISTED MEN.

133. When an enlisted man of the Army shall have served as such for thirty years, either in the Army, Navy, or Marine Corps, or in all, he may apply to The Adjutant-General of the Army for retirement. Upon the approval of the application an order will be issued from the War

Department transferring him to the retired list and directing that transportation in kind to his home and commutation of subsistence during necessary travel be given to him.

Service as a commissioned officer of the United States Volunteers organized in 1898 and 1899, or of the Porto Rico Provisional Regiment of Infantry, or of the Philippine Scouts will count for the purpose of retirement as an enlisted man as though rendered as such, and length of war service with the Army in the field, or with the Navy or Marine Corps in active service (either as volunteer or regular) during the war of the rebellion and actual service in China, Cuba, the Philippine Islands, the Island of Guam, Alaska, or Panama, or prior to April 23, 1904, in Porto Rico, will be doubled in computing the thirty years' service necessary to entitle an enlisted man to be retired.

134. Upon receipt of the order for retirement, the soldier's immediate commanding officer will furnish him with final statements, closing his accounts of pay, deposits, and all allowances other than those of travel, as of the date of the receipt of the order; he will forward to The Adjutant-General of the Army a descriptive list (in duplicate), noting thereon the fact that final statements have been given, the reenlistment or the continuous-service pay per month for which the soldier was last mustered, and his post-office address for the next thirty days. The descriptive list will bear the soldier's signature, or, if he can not write, a statement to that effect. The final statements and descriptive lists must state the date to which subsistence has been furnished, also whether subsistence while traveling home has been furnished, and, if so, for what dates. A discharge certificate will not be given, but the soldier will be dropped from the rolls of his command with appropriate explanatory remarks. The Pay Department will be notified and furnished with the soldier's signature, as in case of discharge.

135. On the last day of every calendar month each retired enlisted man will report his post-office address to

The Adjutant-General of the Army. Blank forms for personal reports and official penalty envelopes will be furnished to retired enlisted men on application to The Adjutant-General of the Army.

136. The authorized pay and allowances of retired enlisted men will be paid to them monthly by the Pay Department. Their pay will be three-fourths of the monthly pay allowed by law for the grade held by them when retired. In addition to the monthly pay they are entitled to \$9.50 per month for commutation of clothing and rations and \$6.25 per month in lieu of quarters, fuel, and light. Service on the retired list does not entitle enlisted men to any further increase of pay for length of service beyond what accrued at date of retirement.

137. The Adjutant-General of the Army will furnish a descriptive list to each retired enlisted man, who will forward it to the chief paymaster of the department in which he may be residing.

The paymaster will note all payments on the descriptive list.

WORKING PARTIES—EXTRA AND SPECIAL DUTY MEN.

166. Troops will not be employed in labors that interfere with their military duties except in cases of necessity.

167. Enlisted men detailed to perform specific services which remove them temporarily from the ordinary duty roster of the organization to which they belong will be reported on extra duty if receiving increased compensation therefor, otherwise on special duty. They will not be placed on extra duty, except as bakers or to perform the necessary routine services in the Quartermaster's and Subsistence Departments, without the sanction of the department commander, except at posts commanded by general officers; they will not be employed on extra duty in time of war, nor in time of peace for labor in camp or garrison which can properly be performed by fatigue

parties. Allotments of funds for payment of extra-duty men at department headquarters and depots under the control of department commanders will only be made with the approval of the Secretary of War. Duty of a military character must be performed without extra compensation.

168. Enlisted men detailed by name on extra duty and employed under competent authority at constant labor for not less than ten days are entitled in time of peace to receive extra-duty pay at the following rates: For services as mechanics, artisans, and school-teachers, 50 cents per day; as bakers, according to paragraph 334; as overseers, clerks, teamsters, laborers, and for all other extra-duty services, 35 cents per day. Enlisted men receiving or who are entitled to the 20 per cent increased pay for foreign service as provided by law are not entitled to extra-duty pay.

169. The detail of a noncommissioned officer on extra duty, other than that of overseer, will not be made, except in cases of emergency, without the prior approval of the department commander or of a general officer commanding the post. A noncommissioned officer will not be detailed on any duty inconsistent with his rank and position in the military service.

170. Enlisted men of the several staff departments, including members of the post noncommissioned staff, will not be detailed on extra duty without authority from the War Department. They are not entitled to extra-duty pay for services rendered in their respective departments.

171. Company mechanics, artificers, farriers and blacksmiths, saddlers, and wagoners will not be detailed on extra duty in the Quartermaster's Department.

172. Soldiers on extra duty will be paid the extra rates of pay allowed by law for the duty performed and for the exact number of days employed; and no greater number of men will be employed on extra duty at any time than can be paid the full legal rates for the time employed from

the funds provided. Payments made in violation of the above rules will be charged against the officers who ordered the details.

173. Extra and special duty men will attend as many inspections, drills, and other duties as the commanding officer deems practicable, unless specifically excused by higher authority.

174. Extra-duty men will be held to such hours of labor as may be expedient and necessary; but, except in case of urgent public necessity, as in military operations, eight hours will be considered a day's work. For all hours employed beyond that number, the soldier will receive additional compensation—the extra hours being computed as fractions of a day of eight hours' duration.

SOLDIERS' HOME.

176. An honest and faithful service of twenty years in the Army entitles a soldier to admission to the Soldiers' Home, Washington, D. C.

177. When a soldier, by reason of long service or disability contracted in the line of duty, desires to enter the Soldiers' Home, his company commander will so report, through military channels, to The Adjutant-General of the Army, giving all the details necessary for a full understanding of the case, including the date of each enlistment, with company and regiment. If the soldier be physically disabled, the report will be accompanied by certificates of disability. The papers will be referred to the Board of Commissioners of the Home, and if, in its opinion, the soldier is entitled to become an inmate, the necessary authority will be given for his discharge at the place where he is serving. He may then proceed to Washington and report to the Board of Commissioners for admission to the Home.

178. Transportation to the Home will not be furnished, except by authority of the War Department on the application of the Board of Commissioners; and in such case the officer who pays the account will, as soon as payment is

made, forward the original account to the Quartermaster-General, with a letter of transmittal, in which he will state that the account is forwarded so that it may be referred to the treasurer of the Soldiers' Home for repayment to the Quartermaster's Department. The paying officer will take credit for the amount paid on his accounts for the month, and will note thereon the fact that the account was forwarded to the Quartermaster-General, on a specified date, for the purpose aforesaid.

179. Commanding officers will not order the issue of clothing or subsistence to be repaid from the funds of the Home.

MEDALS OF HONOR AND CERTIFICATES OF MERIT.

180. Medals of honor authorized by Congress are awarded to officers and enlisted men in the name of the Congress for particular deeds of most distinguished gallantry in action.

1. In order that the medal of honor may be awarded, officers or enlisted men must perform in action deeds of most distinguished personal bravery or self-sacrifice above and beyond the call of duty so conspicuous as clearly to distinguish them for gallantry and intrepidity above their comrades, involving risk of life or the performance of more than ordinarily hazardous service, and the omission of which would not justly subject the person to censure as for shortcoming or failure in the performance of his duty. The recommendations for the medal will be judged by this standard of extraordinary merit, and incontestable proof of the performance of the service will be exacted.

2. For most distinguished gallantry in action a medal of honor can be awarded to a person, regardless of whether he is in the military service or not, provided he was at the time of the gallant act or acts an officer, noncommissioned officer, or private in the Army of the United States.

3. Consideration of cases will be confined to those in which a specific recommendation for the award of a medal of honor was made or shall be made at the time of the action

or within one year thereafter. The testimony in support of such recommendation must, when practicable, embrace that of at least two eyewitnesses, and must be in the form of certificates from officers and affidavits from enlisted men and others, describing specifically the act or acts of gallantry performed.

4. Commanding officers will thoroughly investigate all cases of recommendation for medals of honor arising in their commands, and indorse their opinion upon the papers, which will be forwarded to The Adjutant-General of the Army through regular channels.

181. When any enlisted man of the Army shall have distinguished himself in the service, the President may grant a certificate of merit to him on the recommendation of the commanding officer of the regiment or chief of corps to which such man belongs.

1. A certificate of merit can be granted only upon a recommendation therefor made, while the person to whom the grant of the certificate is recommended was in the military service of the United States, by the officer who, at the time such enlisted man distinguished himself, was commanding the regiment or was chief of the corps to which the enlisted man belonged.

2. The word "corps" as used in this article is construed to mean any corps, staff corps, or department of the Army.

3. Unless the officer in immediate command of a regiment or corps at the time an enlisted man thereof distinguished himself has specifically recommended the award of a certificate of merit to that man, such certificate can not be granted to him upon the recommendation of any superior commander or of any other officer.

4. Consideration of cases will be confined to those in which a specific recommendation for the grant of a certificate was made or shall be made at the time of the act or within one year thereafter.

182. Recommendations for a certificate of merit must be based upon the statement of an eyewitness, preferably the immediate commander. The act or acts by which the

enlisted man distinguished himself must be specifically described, and when the recommendation is made by a commissioned officer who was an eyewitness it must be so stated. When a commissioned officer was not an eyewitness, the testimony, when practicable, of at least two eyewitnesses who so describe themselves must accompany the recommendation. Each case will be submitted separately and forwarded through the regular channels, with the views or recommendations of each commander indorsed thereon, including the commanding officer of the regiment, or chief of the corps to which the enlisted man belongs.

183. Extra pay at the rate of two dollars per month from the date of the distinguished service is allowed to each enlisted man to whom a certificate of merit is granted.

184. If the soldier be out of the service when the certificate is issued it will be retained in the office of The Adjutant General until called for, when proof of the identity of the applicant will be required. Should he die before receiving his certificate, it will be deposited in the office of the Auditor for the War Department for delivery to those legally entitled to it.

185. Neither a medal of honor nor a certificate of merit will be awarded in any case when the service of the person recommended, subsequent to the time he distinguished himself, has not been honorable.

SALUTES.

333. The national or regimental color or standard, uncased, passing a guard or other armed body, will be saluted, the field music sounding "to the color" or "to the standard." Officers or enlisted men passing the uncased color will render the prescribed salute; with no arms in hand, the salute will be made by uncovering, the headdress being held in the right hand opposite the left shoulder, right forearm against the breast.

384. Whenever "The Star Spangled Banner" is played by the band on a formal occasion at a military station or at any place where persons belonging to the military serv-

ice are present in their official capacity, all officers and enlisted men present will stand at attention, such position being retained until the last note of "The Star Spangled Banner." The same respect will be observed toward the national air of any other country when it is played as a compliment to official representatives of such country. Whenever "The Star Spangled Banner" is played under circumstances contemplated by this paragraph, the air will be played through once without repetition of any part, except such repetition as is called for by the musical score.

385. No honors are paid by troops when on the march or in trenches, except that they may be called to attention, and no salute is rendered when marching in double time or at the trot or gallop.

389. When an enlisted man without arms passes an officer he salutes with the hand farthest from the officer. If mounted, he salutes with the right hand. Officers are saluted whether in uniform or not.

390. An enlisted man, armed with the saber and out of ranks, salutes all officers with the saber if drawn; otherwise he salutes with the hand. If on foot and armed with a rifle or carbine, he makes the rifle or carbine salute. A mounted soldier dismounts before addressing an officer not mounted.

391. A noncommissioned officer or private in command of a detachment without arms salutes all officers with the hand, but if the detachment be on foot and armed with the rifle or carbine, he makes the rifle or carbine salute, and if armed with a saber he salutes with it.

392. An enlisted man, if seated, rises on the approach of an officer, faces toward him and salutes. If standing, he faces the officer for the same purpose. If the parties remain in the same place or on the same ground, such compliments need not be repeated. Soldiers actually at work do not cease work to salute an officer unless addressed by him.

393. An enlisted man makes the prescribed salute with the weapon he is armed with, or if unarmed, whether covered or uncovered, with the hand, before addressing an officer. He also makes the same salute after receiving a reply.

394. Indoors, an unarmed enlisted man uncovers and stands at attention upon the approach of an officer; he does not salute unless he addresses or is addressed by the officer. If armed he salutes as heretofore prescribed, without uncovering.

395. When an officer enters a room where there are soldiers, the word "Attention" is given by some one who perceives him, when all rise and remain standing in the position of a soldier until the officer leaves the room. Soldiers at meals do not rise.

396. Soldiers at all times and in all situations pay the same compliments to officers of the Army, Navy, Marine Corps, and volunteers, and to officers of the organized militia in uniform as to officers of their own regiment, corps, or arm of service.

ENLISTMENTS.

858. Applicants for original enlistment and men who apply to reenter the Army after an interval of more than three months from date of discharge will be required to furnish evidence of good character. To determine an applicant's fitness and aptitude for the service and to give him an opportunity to secure testimonials of character he may, after having signed the declaration of intention to enlist and passed the required examination, be retained and provided for not to exceed six days before being accepted or rejected. At recruiting stations at which no medical officer or recruiting officer is on duty an examination by the senior noncommissioned officer on duty at the station will be sufficient to determine whether the applicant may be retained for the period named, but such exam-

ination will not take the place of that to be made by the recruiting officer under paragraph 857.

859. The enlistment or acceptance with a view to enlistment of persons of any of the following classes is prohibited: Former soldiers whose service during last term of enlistment was not honest and faithful, insane or intoxicated persons, deserters from the military or naval service of the United States, persons who have been convicted of felony or who have been imprisoned under sentence of a court in a reformatory, jail, or penitentiary; also for original enlistment, persons under 18 or over 35 years of age, and for first enlistment in time of peace any person (except an Indian) who is not a citizen of the United States or Porto Rico, or who has not made legal declaration of his intention to become a citizen of the United States, or who can not speak, read, and write the English language.

871. Application to reenter the Army from persons of any of the following classes will not be granted without special authority from The Adjutant-General of the Army:

1. Former soldiers who have been discharged before expiration of term of service, excepting those discharged by purchase or for the convenience of the Government.
2. Former soldiers who have been discharged with character other than good, or its full equivalent.
3. Former soldiers over 40 years of age who were last discharged as privates and have failed to reenlist within three months thereafter. In such cases the applications must show that the enlistments will be for the interest of the service.
4. Former soldiers who can not pass the required examination in all respects. Applications of this nature should show that any existing defects will not prevent the performance by the applicant of full military duty.

872. An applicant will be subjected to the required examination before application is made for special authority for his enlistment or reenlistment. The result of the examination will be stated in the application. Commanding

officers forwarding applications from men of their command for permission to reenlist for some other organization will report in each case whether the applicant is married or single, what character will be given him on discharge, and whether or not he can pass the required examination.

873. Enlisted men of good character and faithful service, who, at the expiration of their terms, are undergoing treatment for injuries incurred or disease contracted in the line of duty, may be reenlisted if they so elect, and if the disability prove to be permanent they will subsequently be discharged on certificates of disability. An enlisted man not under treatment, but who has contracted in the line of duty infirmities that may raise a question of physical eligibility to reenlistment, but not such as to prevent his performing the duties of a soldier, may be reenlisted by authority of the War Department on application made through the surgeon and proper military channel in time to receive a decision before the date of discharge.

PAY.

Tables giving the pay of soldiers in each grade and for each year of service are published annually in the Army Register. A copy of this book is kept in the company office.

ALLOTMENTS.

1366. Every enlisted man absent on distant duty shall be allowed to allot such portion of his pay as he may desire for the support of his family or relatives, for his own savings, or for any other purpose, excepting that of obtaining an advance on his pay; but the allotment privileges to soldiers serving within the boundaries of the United States will be limited to the support of their families and relatives.

DEPOSITS.

1380. An enlisted man, not on the retired list, may deposit his savings with any paymaster in sums of not less

than \$5; the same to remain so deposited until final payment on discharge. The paymaster will furnish to each depositor a book in which each deposit, with the name of the depositor, date, place, and amount, in words and figures, will be entered in the form of a certificate, signed by the paymaster and company commander. The transfer, pledge, or sale of a deposit book is prohibited.

Each company or detachment commander will keep in the soldier's record an account of every deposit made by the soldier, and after each regular payment he will forward directly to the Paymaster General a list of the names of the depositors, showing in each case the date, place, and amount of deposit and the name of the paymaster who received it. Each report will be restricted to and will include only deposits with one paymaster on a given date. These lists before transmittal will be examined and compared with the record of deposits on the company or detachment book and the deposit book of the soldier, and attesting officers will see that the names are identical with the names as borne on the rolls.

Should a soldier who has made a deposit be transferred or desert, the fact will be promptly reported directly to the Paymaster-General by the officer in command of the company or detachment to which he belongs. In case of transfer his descriptive list will show the date and amount of each deposit. There is no objection to deposits being made by Indian and Philippine scouts and Porto Rico provisional troops.

1381. On the discharge of a soldier, the date and amount, in words and figures, of each of his deposits will be entered upon his final statements, and his deposit book will be taken up by the paymaster who pays him and filed with the voucher of payment. In case deposits are forfeited by desertion, the amounts of the same will be entered on the final statements under the head "Remarks," and the facts and authority for such forfeiture given.

1382. Before delivering final statements upon which deposits are credited, the officer signing them will ascer-

tain whether the soldier has the deposit book; and, if so, instruct him to present it to the paymaster. Should he claim to have lost it, the officer will cause his affidavit to that effect to be taken before he leaves the post and attached to the statements. The affidavit will clearly state the circumstances attending loss of the book and show that the soldier has not sold or assigned it. Upon this evidence the paymaster may pay, and the responsibility for the correctness of amounts credited on the statements will rest with the officer certifying them.

1383. Paymasters will not pay deposits except on final statements. When they are not paid, the soldier should forward his deposit book or the evidence referred to in the preceding paragraph to the Paymaster General. Enlisted men should be informed of the importance of preserving deposit books as the only certain means of insuring prompt repayment.

1384. A soldier must draw his deposit when he is discharged. He can then renew it after reenlistment, and will be entitled to interest thereon from the date of such renewal. Failure to present the final statements leaves the money without interest until it is drawn and again deposited. A discharged soldier who desires, after reenlistment, to have all or a part of the money due to him on discharge deposited under the provisions of paragraph 1380, must furnish to the paymaster who makes payment on his final statements, a written order requesting that such part of the amount due thereon, as he may desire so deposited, be transferred to his new account. The paymaster will file this order with the paid final statements as authority for this disposition of the money due the soldier.

PAYMENT OF DISCHARGED SOLDIERS.

1395. Discharged soldiers will be paid on final statements prepared in duplicate and furnished to them by their company or detachment commanders. Payment will be made only on presentation of both copies. Except when notified as prescribed in paragraph 153, pay-

masters will not pay discharged soldiers, unless otherwise satisfied of the genuineness of the discharge papers and the identity of the claimants.

1396. Upon payment of the final statements of a discharged soldier, the paymaster will write on the discharge "Paid in full," with his signature, noting amounts paid, except when the final statements have been transferred and are not accompanied by the discharge. The day of enlistment and the day of discharge will both be included in reckoning pay.

1397. Paymasters, or other officers to whom a discharged soldier reports the loss or nonreceipt by him of final statements to which he is entitled, will report the fact to the Paymaster General, with any evidence the soldier furnishes them in the matter. The Paymaster General will transmit the evidence to the Auditor for the War Department.

1398. When an enlisted man is discharged from the service, except by way of punishment for an offense, he shall receive 4 cents per mile from the place of his discharge to the place of his enlistment, enrollment, or original muster into the service: *Provided*, That for sea travel on discharge transportation and subsistence only shall be furnished to enlisted men: *And provided further*, That for the purpose of determining allowances for all travel of enlisted men on discharge, travel in the Philippine Archipelago, the Hawaiian Archipelago, the home waters of the United States, and between the United States and Alaska shall not be regarded as sea travel and shall be paid for at the rates established by law for land travel within the boundaries of the United States.

1399. Paymasters when paying final statements of soldiers discharged under above conditions will include in such payments travel allowances from station to port of embarkation and from port of arrival in the United States to place of enlistment or enrollment.

EXTRACTS FROM THE ARTICLES OF WAR.

(Relating to enlisted men.)

Sec. 1342. The armies of the United States shall be governed by the following rules and articles. The word officer, as used therein, shall be understood to designate commissioned officers; the word soldier shall be understood to include noncommissioned officers, musicians, artificers, and privates, and other enlisted men, and the convictions mentioned therein shall be understood to be convictions by court-martial.

ARTICLES TO BE READ TO RECRUITS.

ART. 2. These rules and articles shall be read to every enlisted man at the time of, or within six days after, his enlistment, and he shall thereupon take an oath or affirmation in the following form: "I, A. B., do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the rules and articles of war." This oath may be taken before any commissioned officer of the Army.

DISCHARGES.

ART. 4. No enlisted man, duly sworn, shall be discharged from the service without a discharge in writing, signed by a field officer of the regiment to which he belongs, or by the commanding officer, when no field officer is present; and no discharge shall be given to any enlisted man before his term of service has expired, except by the order of the President, the Secretary of War, the commanding officer of a department, or by sentence of a general court-martial.

FURLOUGHS.

ART. 11. Every officer commanding a regiment or an independent troop, battery, or company, not in the field, may, when actually quartered with such command, grant furloughs to the enlisted men in such numbers and for such time as he shall deem consistent with the good of the service. Every officer commanding a regiment, or an independent troop, battery, or company, in the field, may grant furloughs not exceeding thirty days at one time, to five per centum of the enlisted men, for good conduct in the line of duty, but subject to the approval of the commander of the forces of which said enlisted men form a part. Every company officer of a regiment commanding any troop, battery, or company not in the field, or commanding in any garrison, fort, post, or barrack, may, in the absence of his field officer, grant furloughs to the enlisted men for a time not exceeding twenty days in six months and not to more than two persons to be absent at the same time.

WASTING AMMUNITION.

ART. 16. Any enlisted man who sells, or wilfully or through neglect wastes the ammunition delivered out to him, shall be punished as a court-martial may direct.

LOSING OR SPOILING ACCOUTERMENTS, ETC.

ART. 17. Any soldier who sells or through neglect loses or spoils his horse, arms, clothing, or accouterments shall be punished as a court-martial may adjudge, subject to such limitations as may be prescribed by the President by virtue of the power vested in him.—[G. O. 57, 1892.]

DISRESPECTFUL WORDS AGAINST THE PRESIDENT, ETC.

ART. 19. Any officer who uses contemptuous or disrespectful words against the President, the Vice-President, the Congress of the United States, or the chief magistrate

or legislature of any of the United States in which he is quartered, shall be dismissed from the service, or otherwise punished, as a court-martial may direct. Any soldier who so offends shall be punished as a court-martial may direct.

DISRESPECT TOWARD COMMANDING OFFICER.

ART. 20. Any officer or soldier who behaves himself with disrespect toward his commanding officer shall be punished as a court-martial may direct.

STRIKING A SUPERIOR OFFICER.

ART. 21. Any officer or soldier who, on any pretense whatsoever, strikes his superior officer, or draws or lifts up any weapon, or offers any violence against him, being in the execution of his office, or disobeys any lawful command of his superior officer, shall suffer death, or such other punishment as a court-martial may direct.

MUTINY.

ART. 22. Any officer or soldier who begins, excites, causes, or joins in any mutiny or sedition, in any troop, battery, company, party, post, detachment, or guard shall suffer death, or such other punishment as a court-martial may direct.

QUARRELS AND FRAYS.

ART. 24. All officers, of what condition soever, have power to part and quell all quarrels, frays, and disorders, whether among persons belonging to his own or to another corps, regiment, troop, battery, or company, and to order officers into arrest, and noncommissioned officers and soldiers into confinement, who take part in the same, until their proper superior officer is acquainted therewith. And whosoever, being so ordered, refuses to obey such officer or noncommissioned officer, or draws a weapon upon him, shall be punished as a court-martial may direct.

REPROACHFUL OR PROVOKING SPEECHES.

ART. 25. No officer or soldier shall use any reproachful or provoking speeches or gestures to another. Any officer who so offends shall be put in arrest. Any soldier who so offends shall be confined and required to ask pardon of the party offended, in the presence of his commanding officer.

CHALLENGES TO FIGHT DUELS.

ART. 26. No officer or soldier shall send a challenge to another officer or soldier to fight a duel, or accept a challenge so sent. Any officer who so offends shall be dismissed from the service. Any soldier who so offends shall suffer such corporal punishment as a court-martial may direct.

ALLOWING PERSONS TO GO OUT AND FIGHT; SECONDS AND PROMOTERS.

ART. 27. Any officer or noncommissioned officer, commanding a guard, who knowingly and willingly suffers any person to go forth to fight a duel shall be punished as a challenger; and all seconds or promoters of duels, and carriers of challenges to fight duels, shall be deemed principals, and punished accordingly. It shall be the duty of any officer commanding an army, regiment, troop, battery, company, post, or detachment, who knows or has reason to believe that a challenge has been given or accepted by any officer or enlisted man under his command, immediately to arrest the offender and bring him to trial.

UPBRAIDING ANOTHER FOR REFUSING CHALLENGE.

ART. 28. Any officer or soldier who upbraids another officer or soldier for refusing a challenge shall himself be punished as a challenger; and all officers and soldiers are hereby discharged from any disgrace or opinion of disadvantage which might arise from their having refused to

accept challenges, as they will only have acted in obedience to the law, and have done their duty as good soldiers, who subject themselves to discipline.

WRONGS TO SOLDIERS, REDRESS OF.

ART. 30. Any soldier who thinks himself wronged by any officer may complain to the commanding officer of his regiment, who shall summon a regimental court-martial for the doing of justice to the complainant. Either party may appeal from such regimental court-martial to a general court-martial; but if, upon such second hearing, the appeal appears to be groundless and vexatious, the party appealing shall be punished at the discretion of said general court-martial.

LYING OUT OF QUARTERS.

ART. 31. Any officer or soldier who lies out of his quarters, garrison, or camp, without leave from his superior officer, shall be punished as a court-martial may direct.

SOLDIERS ABSENT WITHOUT LEAVE.

ART. 32. Any soldier who absents himself from his troop, battery, company, or detachment without leave from his commanding officer, shall be punished as a court-martial may direct.

ABSENCE FROM PARADE WITHOUT LEAVE.

ART. 33. Any officer or soldier who fails, except when prevented by sickness or other necessity, to repair, at the fixed time, to the place of parade, exercise, or other rendezvous appointed by his commanding officer, or goes from the same, without leave from his commanding officer, before he is dismissed or relieved, shall be punished as a court-martial may direct.

ONE MILE FROM CAMP WITHOUT LEAVE.

ART. 34. Any soldier who is found one mile from camp, without leave in writing from his commanding officer, shall be punished as a court-martial may direct.

FAILING TO RETIRE AT RETREAT.

ART. 35. Any soldier who fails to retire to his quarters or tent at the beating of retreat shall be punished according to the nature of his offense.

HIRING DUTY.

ART. 36. No soldier belonging to any regiment, troop, battery, or company shall hire another to do his duty for him, or be excused from duty, except in cases of sickness, disability, or leave of absence. Every such soldier found guilty of hiring his duty, and the person so hired to do another's duty, shall be punished as a court-martial may direct.

CONNIVING AT HIRING DUTY.

ART. 37. Every noncommissioned officer who connives at such hiring of duty shall be reduced. Every officer who knows and allows such practices shall be punished as a court-martial may direct.

DRUNK ON DUTY.

ART. 38. Any officer who is found drunk on his guard, party, or other duty, shall be dismissed from the service. Any soldier who so offends shall suffer such punishment as a court-martial may direct. No court-martial shall sentence any soldier to be branded, marked, or tattooed.

SENTINEL SLEEPING ON POST.

ART. 39. Any sentinel who is found sleeping upon his post, or who leaves it before he is regularly relieved,

shall suffer death, or such other punishment as a court-martial may direct.

QUITTING GUARD, ETC., WITHOUT LEAVE.

ART. 40. Any officer or soldier who quits his guard, platoon, or division, without leave from his superior officer, except in a case of urgent necessity, shall be punished as a court-martial may direct.

MISBEHAVIOR BEFORE THE ENEMY, COWARDICE, ETC.

ART. 42. Any officer or soldier who misbehaves himself before the enemy, runs away, or shamefully abandons any fort, post, or guard, which he is commanded to defend, or speaks words inducing others to do the like, or casts away his arms or ammunition, or quits his post or colors to plunder or pillage, shall suffer death, or such other punishment as a court-martial may direct.

COMPELLING A SURRENDER.

ART. 43. If any commander of any garrison, fortress, or post is compelled, by the officers and soldiers under his command, to give up to the enemy or to abandon it, the officers or soldiers so offending shall suffer death or such other punishment as a court-martial may direct.

DISCLOSING WATCHWORD.

ART. 44. Any person belonging to the armies of the United States who makes known the watchword to any person not entitled to receive it, according to the rules and discipline of war, or presumes to give a parole or watchword different from that which he received, shall suffer death, or such other punishment as a court-martial may direct.

RELIEVING THE ENEMY.

ART. 45. Whosoever relieves the enemy with money, victuals, or ammunition, or knowingly harbors or protects

an enemy, shall suffer death, or such other punishment as a court-martial may direct.

CORRESPONDING WITH THE ENEMY.

ART. 46. Whosoever holds correspondence with, or gives intelligence to, the enemy, either directly or indirectly, shall suffer death, or such other punishment as a court-martial may direct.

DESERTION.

ART. 47. Any officer or soldier who, having received pay, or having been duly enlisted in the service of the United States, deserts the same, shall, in time of war, suffer death, or such other punishment as a court-martial may direct; and in time of peace, any punishment, excepting death, which a court-martial may direct.

DESERTER SHALL SERVE FULL TERM.

ART. 48. Every soldier who deserts the service of the United States shall be liable to serve for such period as shall, with the time he may have served previous to his desertion, amount to the full term of his enlistment; and such soldier shall be tried by a court-martial and punished, although the term of his enlistment may have elapsed previous to his being apprehended and tried.

ENLISTING IN OTHER REGIMENT WITHOUT DISCHARGE.

ART. 50. No noncommissioned officer or soldier shall enlist himself in any other regiment, troop, or company without a regular discharge from the regiment, troop, or company in which he last served, on a penalty of being reputed a deserter, and suffering accordingly. And in case any officer shall knowingly receive and entertain such noncommissioned officer or soldier, or shall not, after his being discovered to be a deserter, immediately confine him and give notice thereof to the corps in which he last served, the said officer shall, by a court-martial, be cashiered.

ADVISING TO DESERT.

ART. 51. Any officer or soldier who advises or persuades any other officer or soldier to desert the service of the United States shall, in time of war, suffer death, or such other punishment as a court-martial may direct; and in time of peace, any punishment, excepting death, which a court-martial may direct.

MISCONDUCT AT DIVINE SERVICE.

ART. 52. It is earnestly recommended to all officers and soldiers diligently to attend divine service. Any officer who behaves indecently or irreverently at any place of divine worship shall be brought before a general court-martial, there to be publicly and severely reprimanded by the president thereof. Any soldier who so offends shall, for his first offense, forfeit one-sixth of a dollar; for each further offense he shall forfeit a like sum and shall be confined twenty-four hours. The money so forfeited shall be deducted from his next pay, and shall be applied, by the captain or senior officer of his troop, battery, or company, to the use of the sick soldiers of the same.

PROFANE OATHS.

ART. 53. Any officer who uses any profane oath or execration shall, for each offense, forfeit and pay one dollar. Any soldier who so offends shall incur the penalties provided in the preceding article; and all moneys forfeited for such offenses shall be applied as therein provided.

WASTE OR SPOIL, AND DESTRUCTION OF PROPERTY WITHOUT ORDERS.

ART. 55. All officers and soldiers are to behave themselves orderly in quarters and on the march; and whoever commits any waste or spoil, either in walks or trees, parks, warrens, fish ponds, houses, gardens, grain fields,

inclosures, or meadows, or maliciously destroys any property whatsoever belonging to inhabitants of the United States (unless by order of a general officer commanding a separate army in the field), shall, besides such penalties as he may be liable to by law, be punished as a court-martial may direct.

VIOLENCE TO PERSONS BRINGING PROVISIONS.

ART. 56. Any officer or soldier who does violence to any person bringing provisions or other necessaries to the camp, garrison, or quarters of the forces of the United States in foreign parts shall suffer death, or such other punishment as a court-martial may direct.

FORCING A SAFEGUARD.

ART. 57. Whosoever, belonging to the armies of the United States in foreign parts, or at any place within the United States or their Territories during rebellion against the supreme authority of the United States, forces a safeguard, shall suffer death.

CERTAIN CRIMES DURING REBELLION.

ART. 58. In time of war, insurrection, or rebellion, larceny, robbery, burglary, arson, mayhem, manslaughter, murder, assault and battery with an intent to kill, wounding, by shooting or stabbing, with an intent to commit murder, rape, or assault and battery with an intent to commit rape, shall be punishable by the sentence of a general court-martial, when committed by persons in the military service of the United States, and the punishment in any such case shall not be less than the punishment provided, for the like offense, by the laws of the State, Territory, or district in which such offense may have been committed.

OFFENDERS TO BE DELIVERED UP TO CIVIL MAGISTRATE.

ART. 59. When any officer or soldier is accused of a capital crime, or of any offense against the person or property of any citizen of any of the United States, which is punishable by the laws of the land, the commanding officer, and the officers of the regiment, troop, battery, company, or detachment to which the person so accused belongs, are required, except in time of war, upon application duly made by or in behalf of the party injured, to use their utmost endeavors to deliver him over to the civil magistrate, and to aid the officers of justice in apprehending and securing him, in order to bring him to trial. If upon such application, any officer refuses or wilfully neglects, except in time of war, to deliver over such accused person to the civil magistrates, or to aid the officers of justice in apprehending him, he shall be dismissed from the service.

CERTAIN CRIMES OR FRAUD AGAINST THE UNITED STATES.

ART. 60. Any person in the military service of the United States who makes or causes to be made any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or

Who presents or causes to be presented to any person in the civil or military service thereof, for approval or payment, any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or

Who enters into any agreement or conspiracy to defraud the United States by obtaining, or aiding others to obtain, the allowance or payment of any false or fraudulent claim; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or against any officer

thereof, makes or uses, or procures or advises the making or use of, any writing, or other paper, knowing the same to contain any false or fraudulent statement; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, makes, or procures or advises the making of, any oath to any fact, or to any writing or other paper, knowing such oath to be false; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, forges or counterfeits, or procures or advises the forging or counterfeiting of, any signature upon any writing or other paper, or uses, or procures, or advises the use of, any such signature, knowing the same to be forged or counterfeited; or

Who, having charge, possession, custody, or control of any money or other property of the United States, furnished or intended for the military service thereof, knowingly delivers, or causes to be delivered, to any person having authority to receive the same, any amount thereof less than that for which he receives a certificate or receipt; or

Who, being authorized to make or deliver any paper certifying the receipt of any property of the United States, furnished or intended for the military service thereof, makes, or delivers to any person, such writing, without having full knowledge of the truth of the statements therein contained, and with intent to defraud the United States; or

Who steals, embezzles, knowingly and wilfully misappropriates, applies to his own use or benefit, or wrongfully or knowingly sells or disposes of any ordnance, arms, equipments, ammunition, clothing, subsistence stores, money, or other property of the United States, furnished or intended for the military service thereof; or

Who knowingly purchases, or receives in pledge for any obligation or indebtedness, from any soldier, officer, or

other person who is a part of or employed in said forces or service, any ordnance, arms, equipments, ammunition, clothing, subsistence stores, or other property of the United States, such soldier, officer, or other person not having lawful right to sell or pledge the same,

Shall, on conviction thereof, be punished by fine or imprisonment, or by such other punishment as a court-martial may adjudge, or by any or all of said penalties. And if any person, being guilty of any of the offenses aforesaid, while in the military service of the United States, receives his discharge, or is dismissed from the service, he shall continue to be liable to be arrested and held for trial and sentence by a court-martial, in the same manner and to the same extent as if he had not received such discharge nor been dismissed.

CRIMES AND DISORDERS TO PREJUDICE OF MILITARY DISCIPLINE.

ART. 62. All crimes not capital, and all disorders and neglects, which officers and soldiers may be guilty of, to the prejudice of good order and military discipline, though not mentioned in the foregoing articles of war, are to be taken cognizance of by a general, or a regimental, garrison, or a field officers' court-martial, according to the nature and degree of the offense, and punished at the discretion of such court.

SEC. 3. That fraudulent enlistment, and the receipt of any pay or allowance thereunder, is hereby declared a military offense and made punishable by court-martial, under the sixty-second article of war.—[G. O. 57, 1892.]

ALL TROOPS SUBJECT TO ARTICLES OF WAR.

ART. 64. The officers and soldiers of any troops, whether militia or others, mustered and in pay of the United States, shall, at all times and in all places, be governed by the articles of war, and shall be subject to be tried by court-martial.

SOLDIERS ACCUSED OF CRIME.

ART. 66. Soldiers charged with crime shall be confined until tried by court-martial or released by proper authority.

DURATION OF CONFINEMENT.

ART. 70. No officer or soldier put in arrest shall be continued in confinement more than eight days, or until such time as a court-martial can be assembled.

CHALLENGES BY PRISONER.

ART. 88. Members of a court-martial may be challenged by a prisoner, but only for cause stated to the court. The court shall determine the relevancy and validity thereof, and shall not receive a challenge to more than one member at a time.

PRISONER STANDING MUTE.

ART. 89. When a prisoner, arraigned before a general court-martial, from obstinacy and deliberate design, stands mute, or answers foreign to the purpose, the court may proceed to trial and judgment as if the prisoner had pleaded not guilty.

JUDGE-ADVOCATE, PROSECUTOR, AND COUNSEL FOR PRISONER.

ART. 90. The judge-advocate, or some person deputed by him or by the general or officer commanding the Army, detachment, or garrison, shall prosecute in the name of the United States; but when the prisoner has made his plea, he shall so far consider himself counsel for the prisoner as to object to any leading question to any of the witnesses, and to any question to the prisoner the answer to which might tend to criminate himself.

CONTINUANCES.

ART. 93. A court-martial shall, for reasonable cause, grant a continuance to either party, for such time, and as often, as may appear to be just: *Provided*, That if the prisoner be in close confinement, the trial shall not be delayed for a period longer than sixty days.

FLOGGING.

ART. 98. No person in the military service shall be punished by flogging, or by branding, marking, or tattooing on the body.

NO PERSON TRIED TWICE FOR SAME, ETC.

ART. 102. No person shall be tried a second time for the same offense.

LIMITATION OF TIME OF PROSECUTION.

ART. 103. No person shall be liable to be tried and punished by a general court-martial for any offense which appears to have been committed more than two years before the issuing of the order for such trial, unless by reason of having absented himself, or of some other manifest impediment, he shall not have been amenable to justice within that period.

"No person shall be tried or punished by a court-martial for desertion in time of peace and not in the face of an enemy, committed more than two years before the arraignment of such person for such offense, unless he shall meanwhile have absented himself from the United States, in which case the time of his absence shall be excluded in computing the period of the limitation: *Provided*, That said limitation shall not begin until the end of the term for which said person was mustered into the service."—[Act approved April 11, 1890.]

PARTY ENTITLED TO A COPY.

ART. 114. Every party tried by a general court-martial shall, upon demand thereof, made by himself or by any person in his behalf, be entitled to a copy of the proceedings and sentence of such court.

DECEASED SOLDIER'S EFFECTS.

ART. 126. In case of the death of any soldier, the commanding officer of his troop, battery, or company shall immediately secure all his effects, then in camp or quarters, and shall, in the presence of two other officers, make an inventory thereof, which he shall transmit to the office of the Department of War.

EFFECTS OF DECEASED OFFICERS AND SOLDIERS TO BE ACCOUNTED FOR.

ART. 127. Officers charged with the care of the effects of deceased officers or soldiers shall account for and deliver the same, or the proceeds thereof, to the legal representatives of such deceased officers or soldiers. And no officer so charged shall be permitted to quit the regiment or post until he has deposited in the hands of the commanding officer all the effects of such deceased officers or soldiers not so accounted for and delivered.

ARTICLES OF WAR TO BE PUBLISHED ONCE IN SIX MONTHS TO EVERY REGIMENT, ETC.

ART. 128. The foregoing articles shall be read and published, once in every six months, to every garrison, regiment, troop, or company in the service of the United States, and shall be duly observed and obeyed by all officers and soldiers in said service.

GUARD DUTY.

The duties of members of the guard are given in the "Manual of Guard Duty," copies of which are kept in the company. Only so much of the manual is quoted here as the privates of the guard are required to memorize.

Orders for sentinels on post are divided into two classes, *general orders* and *special orders*.

Sentinels will be required to memorize the following:

My general orders are:

- 1 To take charge of this post and all Government property in view;
- 2 To walk my post in a military manner, keeping constantly on the alert, observing everything that takes place within sight or hearing;
- 3 To report every breach of orders or regulations that I am instructed to enforce;
- 4 To repeat all calls from posts more distant from the guardhouse than my own;
- 5 To quit my post only when properly relieved;
- 6 To receive, transmit, and obey all orders from and allow myself to be relieved by the commanding officer, officer of the day, an officer or noncommissioned officer of the guard only;
- 7 To hold conversation with no one except in the proper discharge of my duty;
- 8 In case of fire or disorder to give the alarm;
- 9 To allow no one to commit nuisance in the vicinity of my post;
- 10 In any case not covered by instructions to call the corporal of the guard;
- 11 To salute all officers, and colors or standards not cased;
- 12 At night to exercise the greatest vigilance. Between retreat (or — o'clock, naming the hour designated by the commanding officer) and broad daylight (or — o'clock, naming the hour designated by the commanding officer), challenge all persons seen on or near my post, and allow no person to pass without proper authority.

In addition to the foregoing, sentinels posted at the guardhouse or guardtent will be required to memorize the following:

Between reveille and retreat, to turn out the guard for all persons entitled to the compliment, for all colors or standards not cased, and for all armed parties approaching my post, except troops at drill and reliefs or detachments of the guard.

At night, after challenging any person or party, to advance no one, but call the corporal of the guard, repeating the answer to the challenge.

THE RATION.

The soldier is subsisted on a ration fixed by the President by authority of law.

Each soldier is entitled to one ration per day when it can be issued, or to commutation thereof when it can not be issued, but back rations will not be issued if troops have been sufficiently subsisted for the period involved.

No one is entitled to more than one ration per day.

"A ration is the allowance for the subsistence of one person for one day and varies in components according to the station of the troops or the nature of the duty performed, being severally known as the garrison ration, the field ration, the haversack ration, the travel ration, the Filipino ration, and the emergency ration. The garrison ration is issued to troops in garrison or in permanent camps; the field ration to troops not in garrison or permanent camps; the haversack ration to troops in the field in active campaign when transportation is limited; the travel ration to troops traveling otherwise than by marching and separated from cooking facilities; the Filipino ration for use of the Philippine Scouts; and the emergency ration to troops in active campaign for use on occasions of emergency.

"The commanding officer will determine which of the several prescribed rations is appropriate for the particular service to be performed and will direct the issue of the same." (Par. 1217, A. R., 1908.)

Rations are usually issued to organizations for periods of a few days at a time and are prepared in the company kitchen or the general mess and served to the men at stated hours three times a day.

In special cases, with the approval of the commanding officer, rations may be issued to an individual.

When rations are issued to the individual soldier he should be careful to ascertain the length of time for which they are issued and so regulate their use that they will last the proper time.

When the emergency ration is issued to the soldier it must be carefully preserved and accounted for by him at inspections, etc. It is not to be opened except by authority of an officer or in an emergency. Full directions for its use are to be found in the can.

The soldier should be careful to learn how to cook his ration by the use of his field kit, as his comfort and utility in the field will often depend on this knowledge.

When rations can not be issued in kind they may be commuted in money at rates fixed by regulations. An order from proper authority is required in each case, which should fix the rate of commutation and the time for which they may be commuted. This order must be presented to the commissary to whom the soldier applies for commutation to be properly indorsed by the commissary.

When traveling under orders the individual soldier is subsisted by issue of cooked or travel rations, meal tickets, or his ration may be commuted in accordance with regulations. Before proceeding on his journey the soldier should present his travel order to the commissary, who will make proper issues thereunder.

To obtain commutation of rations while on furlough the soldier must join his proper station at or before the expiration of the furlough and present his original furlough to the commissary to whom he applies for commutation.

In case of loss of the original furlough the soldier should apply to his company commander for instructions as to methods to be pursued to obtain his commutation.

CLOTHING.

All necessary clothing, outer and under, is supplied to soldiers by the Quartermaster's Department.

Soldiers are not permitted to wear any articles of uniform not so supplied by the Quartermaster's Department, nor are they permitted to alter the cut or fit of uniforms so supplied.

Clothing furnished by the Quartermaster's Department to a soldier can not be sold, loaned, pledged, or given away, and punishments are prescribed for any soldier who so disposes of his clothing. This prohibition applies to blankets and underwear as well as uniform clothing.

The clothing is charged to the soldier on his clothing account, and he is given credit on this account on June 30 and December 31 of each year for certain amounts. If on any of these dates (June 30 and December 31) it is found that the soldier has drawn clothing of value in excess of his credits, he is charged with the excess on the pay rolls and it is deducted from his pay.

The clothing account is finally settled on the date of his discharge, and for any amount found due the soldier he is credited on his final statements and the amount is paid him by the paymaster.

It is thus seen that the soldier is financially interested in caring for his clothing.

ARMS AND EQUIPMENTS.

1. Enlisted men will not take their arms apart except by permission of a commissioned officer under proper supervision, and only in the manner prescribed in the descriptive pamphlet of the arm issued by the Ordnance Department.

2. The polishing of blued or browned parts of small arms, rebluing or rebrowning, putting any portion of an arm in a fire, or removing the receiver from a barrel is prohibited. The mutilation of any part by filing or otherwise and attempts to beautify or change the finish are prohibited. This is not to be construed as forbidding the application of raw linseed oil to the wood parts of the arms, which is considered necessary for the preservation of the wood, and it may be used for such polishing as can be given by rubbing in one or more coats when necessary, but no other oil will be allowed for re-dressing, and the application of any kind of wax or varnish, including heel ball, is strictly prohibited.

3. It is forbidden to use any dressing or polishing material on the leather accouterments or equipments of the soldier, the horse equipments of cavalry, or the artillery harness, except the preparations supplied by the Ordnance Department for the purpose.

4. Equipments will be fitted to the men under the direction of an officer; all other changes are prohibited.

CARE OF ARMS.

5. Care is required in cleaning the arm after firing, as the residuum of smokeless powder, if not completely removed, corrodes the bore in a short time.

6. After firing, the piece should be at once cleaned, before the fouling has had time to harden.

7. To clean the barrel, using the cleaning rod, insert in the chamber a cartridge shell, the front end of which has been filled with a wooden plug, and close the bolt; clean the bore with rags saturated with soda water, or, if that is not obtainable, with water; wipe thoroughly dry with clean rags; remove the bolt and cartridge shell; clean and dry the chamber, from the rear, in the same manner; finally oil both chamber and bore with cosmoline oil, leaving a light coating. The oil can best be applied with a piece of cotton, upon which a few

drops have been placed, thereby avoiding the use of an unnecessary amount. If a cleaning rod is not available, the barrel should be cleaned as thoroughly as possible by means of the thong brush and rags, and oiled as above. To do this, the thong brush is unscrewed and the rag placed in the rag slot of the thong tip.

8. If gas escapes at the base of the cartridge, it will probably enter the well of the bolt through the striker hole. In this case the bolt mechanism must be dismounted and the parts and well of the bolt thoroughly cleaned.

9. Before assembling the bolt mechanism, the firing pin, the barrel of the sleeve, the body of the striker, the well of the bolt, and all cams should be lightly oiled. Many of the parts can generally be cleaned with dry rags. All parts, after cleaning, should be wiped with an oiled rag.

10. Any part that may appear to move hard can generally be freed by the use of a little oil.

PRECAUTIONS.

11. Special care should be taken to avoid any strain that might bend the barrel of the rifle.

12. A misfire may be produced if the bolt be not completely closed; this last may arise from the handle not being fully pressed down when the piece is loaded, or the soldier in pulling the trigger may press slightly under the handle of the bolt and throw it up.

13. As the "safety lock" can not be used except when the main spring is compressed, or the piece cocked, care must be taken that this "lock" be always in effective condition and is not injured by improper blows given to the arm.

14. To obtain positive ejection, and to insure the bolt catching the top cartridge in the magazine when loading from the magazine, the bolt must be drawn fully to the rear in opening it.

15. Since the "cut-off" can not be turned "off" when the bolt is in its rearmost position, to pass at this time from magazine-loading to single-loading, it is necessary to force the top cartridge or the follower below the reach of the bolt, and to push the bolt forward about half an inch before the "cut-off" can be turned to the position desired.

16. In bringing the arm to the "order," the Manual prescribes that the motion next to the last concludes with the butt of the piece about 3 inches from the ground, the "order" being completed by "lowering the piece *gently* to the ground." "Allowing the piece to drop through the right hand to the ground, or other similar abuse of the rifle to produce effect in executing the manual, is prohibited."

17. Arms will be unloaded before being taken to quarters or tents, and as soon as the men using them are relieved from duty, unless otherwise ordered.

57140-08-4

ARMY CODE.—THE MYER SYSTEM FOR U. S.
ARMY AND U. S. NAVY SIGNALING.

(Prescribed by G. O. No. 32, A. G. O., 1896.)

A.....	22	J.....	1122	S.....	212
B.....	2112	K.....	2121	T.....	2
C.....	121	L.....	221	U.....	112
D.....	222	M.....	1221	V.....	1222
E.....	12	N.....	11	W.....	1121
F.....	2221	O.....	21	X.....	2122
G.....	2211	P.....	1212	Y.....	111
H.....	122	Q.....	1211	Z.....	2222
I.....	1	R.....	211	tion.....	1112

NUMERALS.

1.....	1111	2.....	2222
3.....	1112	4.....	2221
5.....	1122	6.....	2211
7.....	1222	8.....	2111
9.....	1221	0.....	2112

ABBREVIATIONS.

a.....	after	n.....	not	ur.....	your
b.....	before	r.....	are	w.....	word
c.....	can	t.....	the	wi.....	with
h.....	have	u.....	you	y.....	yes

CONVENTIONAL SIGNALS.

End of a word.....3	Wait a moment.....1111 3
End of a sentence.....33	Repeat after (word)
End of a message.....333	121 121 3 22 3 (word)
xx3.....numerals follow	Repeat last word
(or) numerals end.	121 121 33
sig 3.....signature follows.	Repeat last message
Error.....12 12 3	121 121 121 333
Acknowledgment, or "I understand".....22 22 3	Move a little to right
Cease signaling	211 211 3
22 22 22 333	Move a little to left
	221 221 3
	Signal faster.....2212 3

CODE CALLS.

I C U—International Code Use.	
T D U—(Navy) Telegraph Dictionary Use.	
G L U—(Navy) Geographical List Use.	
G S U—(Navy) General Signal Use.	
N I U—Navy List Use.	
V N U—Vessel's Numbers Use.	
C A U—Cipher "A" Use	} These calls are for preconcerted use in or with the Navy.
C B U—Cipher "B" Use	
C C U—Cipher "C" Use	

INSTRUCTIONS FOR USING THE SYSTEM.

The whole number opposite each letter or numeral stands for that letter or numeral.

TO SIGNAL WITH FLAG, TORCH, HAND LANTERN, OR BEAM OF SEARCH LIGHT.

There are but one position and three motions.

The first position is with the flag or other appliance held vertically, the signalman facing squarely toward the station with which it is desired to communicate.

The first motion ("one" or "1") is to the right of the sender and will embrace an arc of 90°, starting with the vertical and returning to it, and will be made in a plane at right angles to the line connecting the two stations.

The second motion ("two" or "2") is a similar motion to the left of the sender.

The third motion ("front," "three" or "3") is downward directly in front of the sender, and instantly returned upward to the first position.

Numbers which occur in the body of a message must be spelled out in full. Numerals may be used in signaling between stations having naval signal books, using the code calls.

The beam of search light will be ordinarily used exactly as a flag, the first position being a vertical one.

To break or stop the signals from the sending station, make with the flag or other signal 12 12 12 continuously.

To use the torch or hand lantern, a footlight must be used as a point of reference to the motion. The lantern is more conveniently swung out upwards, by hand, from the footlight for "1" and "2" and raised vertically for "3."

TO SEND A MESSAGE.

To call a station signal its call letter until acknowledged; if the call letter be not known, signal "E" until acknowledged. To acknowledge a call, signal "I understand," followed by the call letter of the acknowledging station.

Make a slight pause after each letter and also after "front." If the sender discovers that he has made an error he should make 3 followed by 12 12 3, after which he begins the word in which the error occurred.

*FLASH SIGNALS, WITH LANTERN, HELIOGRAPH, OR SEARCH LIGHT.

Use short flash for "1," two short flashes in quick succession for "2," and a long steady flash for "3." The

elements of a letter should be slightly longer than in sound signals.

The first position is to turn a steady flash on the receiving station; the signals are made by alternate obscuration and revelation.

To call a station, make the call letter until acknowledged. Each station will then turn on a steady flash and adjust. When the adjustment is satisfactory to the called station it will cut off its flash and the calling station will proceed with its message.

If the receiver sees that the sender's mirror needs adjusting he will turn on a steady flash until answered by a steady flash. When the adjustment is satisfactory the receiver will cut off his flash and the sender will resume his message.

To break the sending station for other purposes, turn on a steady flash and call for repeat, etc., as occasion requires. All other conventional signals are the same as for the flag, etc.

SOUND SIGNALS, WITH FOG WHISTLE, FOG HORN, OR BUGLE.

Use one toot (about half-second) for "1," two toots (in quick succession) for "2," and a blast (about two seconds long) for "3." The ear and not the watch is to be relied upon for the intervals.

The signal of execution for all tactical or drill signals will be one long blast followed by two toots in quick succession.

In the use of any other appliance, such as a bell, by which a blast can not be given, three strokes in quick succession will be given in place of the blast to indicate "3."

When more than two vessels are in company, each vessel, after making "I understand," should make her

* For full directions for working with the heliograph, see Heliograph Instructions.

call letter, that it may be certain which vessel has acknowledged.

ADDITIONAL INSTRUCTIONS.

Each word, abbreviation, and conventional signal is followed by "3."

To start the sending station signal 121 121 3 22 3, followed by the last word correctly received; the sender will resume his message, beginning with the word indicated by the receiver.

To acknowledge the receipt of a message signal 22 22 3, followed by the personal signal of the receiver. Each station should have its characteristic *call letter*, as Washington, W, and each signalist his *personal signal*, as Jones, Jo.

The full address of a message shall be considered as one sentence, and will be followed by the signal "33."

AMERICAN MORSE TELEGRAPH CODE.

(Used by commercial telegraph systems in the United States and by military telegraph lines.)

ALPHABET.

A ---	J -----	S ---
B -----	K -----	T ---
C ---	L ---	U ---
D ---	M ---	V -----
E -	N ---	W ---
F ---	O -	X -----
G -----	P -----	Y ---
H -----	Q -----	Z -----
I --	R - -	& - - -

NUMERALS.

1 -----	5 -----	9 -----
2 -----	6 -----	0 -----
3 -----	7 -----	
4 -----	8 -----	

PUNCTUATION MARKS.

Comma -----	Exclamation -----
Semicolon Si	Parentheses Pn
Colon Ko	Brackets Br
Period -----	Dollar Mark Sx
Interrogation -----	Dash Dx
Quotation Qn	Hyphen Hx
Paragraph -----	Underline Ux

A fraction is made by inserting a dot between the numerator and denominator—Ex., $\frac{7}{8}$, -----

SIGNALS AND ABBREVIATIONS.

- | | |
|--|-------------------------|
| 1. Wait a moment. | Ahr. Another. |
| 4. Start me. | Ans. Answer. |
| 5. Have you anything for me? | Ck. Check. |
| 7. Are you ready? | Col. Collect. |
| 8. Busy on other wires (or stations). | D H. Deadhead. |
| | G A. Go ahead. |
| 9. Train order (or important military message)—give way. | G E. Good evening. |
| | G M. Good morning. |
| | G N. Good night. |
| 13. Do you understand? | G R. Government rate. |
| 18. What is the matter? | N M. No more. |
| 27. Adjust your magnet (or flash). | O B. Official business. |
| | O K. All right. |
| 30. Circuit closed (or close station). | Opr. Operator. |
| | Pd. Paid. |
| 44. Answer quick. | Qk. Quick. |
| 73. Accept compliments. | Sig. Signature. |
| 92. Deliver (ed). | |
| 134. Who is at the key (flag, or torch)? | |

CONVENTIONAL SIGNALS FOR TELEGRAPH.

To call a station.—Signal the "call letter" of the station required until acknowledged, signaling at intervals the "call letter" of the station calling.

To acknowledge a call.—Signal "I" three times, followed by call letter of acknowledging station.

To break or stop the signals from the sending station.—Open the key.

To start the sending station after breaking.—Signal "G A," followed by the last word correctly received; the sender will immediately resume his message, beginning with the word indicated by the receiver. If nothing has been received, signal "R R;" the sender will then repeat all.

Error in sending.—Signal seven dots (-----) rapidly, and resume the message, beginning with the last word correctly sent.

End of address.—Signal the period (-----).

Signature follows.—Signal "Sig."

To acknowledge receipt of message.—Signal "O K," followed by personal signal or initial of receiver.

CONTINENTAL CODE.

(This code is ordinarily used for wireless telegraphy and submarine cable telegraphy.)

LETTERS.

A ---	J -----	S ---
B -----	K -----	T ---
C -----	L -----	U -----
D -----	M ---	V -----
E -	N ---	W ---
F -----	O -----	X -----
G -----	P -----	Y -----
H -----	Q -----	Z -----
I --	R ---	

NUMERALS.

1 -----	5 -----	8 -----
2 -----	6 -----	9 -----
3 -----	7 -----	0 -----
4 -----		

PUNCTUATIONS, ETC.

Period	-----
Colon	-----
Semicolon	-----
Interrogation	-----
Exclamation	-----
Hyphen	-----
Pound sterling	-----
Comma	-----
Underline	-----
Parenthesis	-----
Quotation marks	-----
Apostrophe	-----

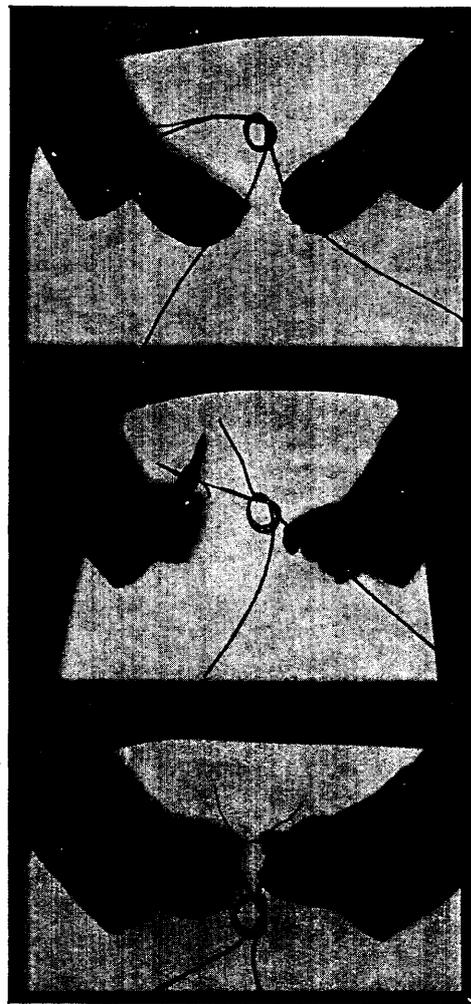
TACTICAL FIELD LINES.

Troops finding field wire lines cut or broken should tie the two ends together by a good hard knot at a point about a foot from the end of each; the insulation on the end of each wire should then be scraped back for about two inches and the bare wires themselves twisted or tied together, as in the accompanying illustrations. The knot is left loose in the illustrations to show the method, but should be drawn up tight before leaving the temporary splice.

OUTLINES OF FIRST AID.

As most of the first-aid work in war under present conditions will be done by the individual soldier acting alone and not by a squad of two or more men, it is important that his training should be largely individual and such as will develop self-reliance and resourcefulness.

The object of any teaching upon first aid, or early assistance of the injured or sick, is not only to enable one person to help another, but in some measure to help himself. The purpose of these directions is to show how this may be done by simple means and by simple methods. It is a mistake to think that you must know many things to be helpful, but you must understand a few things clearly in



MAKING TEMPORARY SPLICE.

order to assist the patient in the severer cases until he can be seen by the surgeon or those who are thoroughly trained. In ordinary cases what you can do may often be all that is necessary.

These short instructions are intended for application anywhere—at a military post, in camp, or under any circumstances of ordinary life; but as the wounds received in battle are the most important to the soldier, it is the more necessary that he should know what to expect there, and what to do for himself and others. Most of these wounds are made by the rifle ball, fewer by shell or shrapnel, while those made by the saber and bayonet come last in frequency.

WOUNDS.

When a ball enters or goes through the muscles or soft parts of the body alone, generally nothing need be done except to protect the wound or wounds with the contents of the first-aid packet, used as follows:

1. If there is one wound, carefully remove the paper from one of the two packages without unfolding compress or bandage and hold by grasping the outside folds between the thumb and fingers.

When ready to dress wound, open compress by pulling on the two side folds of bandage, being careful not to touch the inside of the compress with the fingers or anything else.

Still holding one roll of the bandage in each hand, apply the compress to the wound and wrap the ends of the bandage around the limb or part until near the ends, when the ends may be tied together or fastened with safety pins. The second compress and bandage may be applied over the first or may, if the arm is wounded, be used as a sling.

2. If there are two wounds opposite each other, use one compress opened out—but with the folded bandage on the back—for one wound, and hold it in place by the bandage of the compress used to cover the other wound.

3. If there are two wounds, not opposite each other, apply a compress to each.

4. If the wound is too large to be covered by the compress, find and break the stitch holding the compress together, unfold it, and apply as directed above.

Be careful not to touch the wound with your fingers nor handle it in any way, for the dirt of your hands is harmful,

SLINGS.



FIG. 1.—SLEEVE AS SLING.

and you must disturb a wound as little as possible. Never wash the wound except under the orders of a medical officer.

The bandaging will stop all ordinary bleeding. Generally this is all that is necessary for the first treatment, and sometimes it is all that is needed for several days. The

importance of the care with which this first dressing is made can not be too seriously insisted upon. It is better to leave a wound undressed than to dress it carelessly or ignorantly, so that the dressing must soon be removed.



FIG. 2.—FLAP OF COAT AS SLING.

BANDAGES AND SLINGS.

In addition to the slings made with the bandage, two forms of slings furnished by the ordinary clothing are here shown. (Figs. 1 and 2.)

BLEEDING FROM WOUNDS.

Now and then a wound will bleed very freely, because a large blood vessel has been wounded, and you must know how to stop the bleeding, or hemorrhage as it is called. Remember that all wounds bleed a little, but that as a rule this bleeding will stop in a few minutes if the patient is quiet, and that the firm pressure of the pads



FIG. 3.

and bandage will keep it controlled. Occasionally, but not often, something else must be done.

Looking upon the heart as a pump, you will understand that to stop the current of blood pumped through the arteries you must press upon the blood vessel between the wound and the heart. This pressure stops the current of blood in the same way that you would stop the flow of water in a leaky rubber hose or tube by pressing upon it between the leak and the pump, or other source of power. The points or places where you can best do this for the different parts of the body are illustrated in the woodcuts.

These points are chosen for pressure because the blood vessels which you wish to control there lie over a bone against which effective pressure can be made.

POINTS FOR COMPRESSION WITH THUMB AND FINGERS.

The temporal artery is reached by pressure in front of the ear just above where the lower jaw can be felt working in its socket. A branch of this artery crosses the temple on a line from the upper border of the ear to above the eyebrow.

The carotid artery may be compressed by pressing the thumb or fingers deeply into the neck in front of the strongly marked muscle which reaches from behind the ear to the upper part of the breastbone. Fig. 3 shows pressure on the carotid of the left side.



FIG. 4.—SUBCLAVIAN, RIGHT SIDE.

In bleeding from wounds of the shoulder or armpit the subclavian artery may be reached by pressing the thumb deeply into the hollow behind the middle of the collar bone.



FIG. 5.—BRACHIAL, LEFT SIDE.

In bleeding from any part of the arm or hand the brachial artery should be pressed outwards against the bone just behind the inner border of the larger muscle of the arm.



FIG. 6.

In bleeding from the thigh, leg, or foot press backward with the thumbs on the femoral artery at the middle of the groin where the artery passes over the bone. The point is a little higher up than that indicated in Fig. 6.

There are two other simple means for helping to stop bleeding—such as elevating or holding an arm or leg upright when those parts are wounded, and by applying cold to the wound; but you will find the compress and

IMPROVISED TOURNIQUET.



FIG. 7.—COMPRESSION OF RIGHT BRACHIAL.

bandage, or the pressure made by your fingers, as described to be most useful in the great majority of cases.

When, however, the bleeding continues after you have used these simpler means, or your fingers become tired in making the pressure, which they may do after ten or fifteen minutes, you will have to use what is called a "tourniquet," and generally will be obliged to improvise one out of material at hand. The principle of such a tourniquet is easily understood—a pad or compress placed on the

line of the artery and a strap or band to go over the pad and around the limb so that, when tightened, it will press the pad down upon the artery and interrupt the flow of the blood. In the arm apply the tourniquet over the point shown for compression by the fingers; in the thigh,

IMPROVISED TOURNIQUET.



FIG. 8.—COMPRESSION OF LEFT FEMORAL.

four or five inches below the groin, as it can not be applied higher up. (See Fig. 8.)

The pad or compress may be made of such an object as a cork, or smooth round stone wrapped in some material to make it less rough; the bandage folded, a handkerchief, or a cravat being used for the strap. After tying the band closely around the limb any degree of pressure may be

made by passing under it a stick, bayonet, or something of that kind, and twisting or turning it around so that the pad is pressed firmly in place. Turn the stick slowly and stop at once when the blood ceases to flow, fixing the stick in place with another bandage. Remember that you may do harm in two ways in using this rough tourniquet. First by bruising the flesh and muscles if you use too much force, and, second, by keeping this pressure up too long and thus strangling the limb. It is a good rule to relax or ease up on this or any other tourniquet at the end of an hour, and allow it to remain loose but in place, if no bleeding appears. By watching you can tighten the tourniquet at any time if necessary.

FRACTURES.

The next injury you must know how to help is a broken bone. The lower extremities, thigh and leg, are more frequently wounded than the upper arm and forearm; and so you will find more fractures of the thigh and leg bones than of the arm and forearm. You will usually know when one of these long bones is broken by the way the arm or leg is held, for the wounded man loses power of control over the limb, and it is no longer firm and straight. What you must do is much the same in all cases—straighten the limb gently, pulling upon the end of it firmly, and quietly, when this is necessary, and fix or retain it in position by such splints or other material as you may have. This is called "setting" the bone. If you have none of the splint material supplied, many common materials will do for immediate and temporary use—a shingle or piece of board, a carbine boot, a scabbard, a tin gutter or rain spout cut and fitted to the limb, a bunch of twigs, etc. Whatever material you chose must be well padded upon the side next to the limb, and afterwards secured or bound firmly in place, care being taken never to place the bandage over the fracture, but always

above and below. Some of these methods are shown in the following figures:



FIG. 9.

Fracture of the arm: Apply two splints, one in front, the other behind, if the lower part of the bone is broken; or to the inner and outer sides if the fracture is in the middle or upper part; support by sling as in Fig. 9.



FIG. 10.

Fracture of the forearm: Place the forearm across the breast, thumb up, and apply a splint to the outer surface extending to the wrist, and to the inner surface extending to the tips of the fingers; support by sling as in Fig. 10.



FIG. 11.

Fracture of the thigh: Apply a long splint, reaching from the armpit to beyond the foot on the outside, and a short splint on the inside (Fig. 11). The military rifle

may be used as an outside splint, but its application needs care. A blanket rolled into two rolls, forming a trough for the limb, is useful.



FIG. 12.



FIG. 13.

The carbine boot may be used to advantage in splinting fractures of the thigh and leg, as illustrated in Figs. 12 and 13.

Fracture of the leg: Apply two splints, one on the outside, the other on the inside of the limb. When nothing



FIG. 14.

better can be had, support may be given by a roll of clothing and two sticks, as shown in Fig. 14.



FIG. 15.—FRACTURE OF LEFT LEG, SUPPORTED BY SOUND LEG.

Many surgeons think that the method of fixing the wounded leg to its fellow, and of binding the arm to the body, is the best plan for the field, as the quickest and as serving the immediate purpose.

The object of all this is to prevent, as far as possible, any motion of the broken bone, and so limit the injury to the neighboring muscles, and to lessen the pain.

Be very careful always to handle a broken limb gently. Do not turn or twist it more than is necessary to get it straight, but secure it quickly and firmly in one of the ways shown, and so make the patient comfortable for carriage to the dressing station or hospital. Time is not to be wasted in complicated dressings.

OTHER WOUNDS.

There are, of course, many wounds of the head, face, and of the body, but for the most part you will have little to do with these except to protect the wound itself with the contents of the first-aid packet, or, if bleeding makes it necessary, use in addition several of the packet compresses to control it. As the surface blood vessels of the head and face lie over the bones and close to them, it will generally not be difficult to stop the bleeding by this means or by the pressure with the fingers, as already shown. Remember, as you were told, to make the pressure between the heart and the bleeding point.

With wounds about the body, the chest and abdomen, you must not meddle, except to protect them, when possible without much handling, with the materials of the packet.

CAUTIONS.

You have already been warned to be gentle in the treatment of the wounded, and the necessity for not touching the wound must always be in your mind; but there are some other general directions which you will do well to remember:

1. Act quickly but quietly.
2. Make the patient sit down or lie down.
3. See an injury clearly before treating it.

4. Do not remove more clothing than is necessary to examine the injury, and keep the patient warm with covering if needed. Always rip, or, if you can not rip, cut the clothing from the injured part, and *pull* nothing off.

5. Give alcoholic stimulants cautiously and slowly, and only when necessary. Hot drinks will often suffice when obtainable.

6. Keep from the patient all persons not actually needed to help him.

THE DIAGNOSIS TAG.

The diagnosis tag is very important in preventing unnecessary handling of the wounded man and interference with his dressing on the field. When available, it is to be attached by the person who applies the first dressing and is not to be removed until the patient reaches the field hospital. When a patient has a tag on it is to be carefully read before additional treatment is given, and will usually indicate that no further treatment is needed before reaching the hospital.

OTHER ACCIDENTS AND INJURIES.

There are a few other conditions about which you should be informed, although they are not peculiar to military life, the first two only being related to wounds.

POISONED WOUNDS.

When a wound is known to be poisoned, such as one infected by the venom of a snake or a rabid animal, the treatment should be directed toward preventing the passage of the poison into the circulation. In snake bites the poison acts quickly; to prevent its absorption a bandage should be carried around the limb between the wound and the heart, tight enough to compress the veins; then get the poison out of the wound by laying

it open and sucking the poison out (if there is no crack in the mouth or lips) and destroying what is left by cauterization with fire or caustic. Stimulants may be freely given if the heart is weak.

In the bite of a rabid animal the poison is for a long time localized in the wound and there is no danger of immediate absorption. Do not use a tourniquet, but use the other local measures advised for snake bite.

SHOCK.

By this term is meant a very severe physical and mental depression following extensive wounds, such as those produced by shell, and ordinary wounds in which the chest and abdomen are entered. You can hardly mistake this condition, for it resembles approaching death. If possible, the patient should not be moved, but kept in position where found, warmed and carefully stimulated. This will be difficult, perhaps impossible, on the battlefield, but it should be attempted unless removal is unavoidable.

FAINTING.

This condition is generally the result of severe bleeding, or exhaustion from fatigue. The patient should be laid upon his back, head lowered, arms by the side, feet extended, and should be carefully stimulated. This condition is rarely dangerous.

POISONING.

Poisoning by way of the stomach may result from swallowing mineral or vegetable poisons. In the military service it often follows the taking of food which has undergone changes resulting in the production of poisons—ptomaines, etc.

Whenever there is no evidence of caustic action, such as burns on the mouth, an effort should be made to empty the

stomach and bowels by the free use of emetics and laxatives, such as mustard and warm water, two teaspoonfuls; a tablespoonful of salt in a glass of warm water; epsom or rochelle salts; castor oil, etc. After the poison has been evacuated, give stimulants and apply heat and rubbing externally.

When the lips are burned, give no emetic; give olive oil, cotton-seed oil, or castor oil, internally, and also the proper antidote if you know it.

The other important accidents or conditions with which you may have to deal are drowning, sunstroke, heat exhaustion, burns, and freezing.

DROWNING.

Being under water for four or five minutes is generally fatal, but you should always make an effort to revive the apparently drowned unless it is known that the body has been under the water for a long time.

Remove patient's coat and shirt; lay him on his face; clasp hands under his belly and raise him to drain water from lungs; place him on his back with a roll under his shoulders; clean out his mouth and nose; pull his tongue forward and hold it with a dry handkerchief. To expand the chest, kneel at his head, grasp an arm just below the elbow with each hand; draw his arms outward and upward to sides of the head. (Fig. 16.)

To drive air from the chest bring patient's arms down along sides and front of chest, pressing on them. (Fig. 17.) Alternate these movements about fifteen times per minute, until natural respiration begins, or for at least one hour. Occasionally hold ammonia to his nose and slap his chest with a cold, wet cloth. While these movements are being made, remove his lower garments, and dry the skin, rubbing toward the body. As soon as patient is able to swallow, give stimulants carefully, and warm fluid nourishment.



FIG. 16.—FIRST MOVEMENT, INSPIRATION—SYLVESTER'S METHOD.



FIG. 17.—SECOND MOVEMENT, EXPIRATION—SYLVESTER'S METHOD.

FIRST-AID RULES.

1. Never touch a wound with anything unclean—dirty fingers, nondisinfected bandages, dirty water, etc.; it may cause inflammation, ulceration, or blood poisoning.

2. Expose the wound by removing the covering article of dress, which contains many impurities. Unbutton or cut clothes and examine extent of bleeding. Open all articles of clothing which might hinder circulation of blood or breathing (collar, necktie, belt). To avoid pain and bleeding, raise legs by putting under them a blanket roll, saddle, truss of straw, etc.; slight bleeding will often cease in this position of its own accord, without bandaging. A bandage is advisable to protect the wound from dirt, flies, or cold. USE THE FIRST-AID PACKET. Coats, pouches, haversacks, etc., may be used as pillows.

3. If the wound does not bleed at all or only a few drops at a time, no constriction or pressure is necessary.

4. If the blood is spurting or in a strong stream from a wound, you must use measures to stop it.

5. Whoever is able to walk after being wounded must repair at once to the dressing station. Those who can not walk must be carried by stretcher bearers and must await their arrival by lying down as quietly and as comfortably as possible in order to avoid pain, bleeding, and aggravation of the wound.

SUNSTROKE.

Sunstroke or heat stroke occurs in persons exposed to high temperature either in or out of the sun. The face is flushed, skin hot and dry, breathing labored, pulse rapid, heat of body great. The patient may be unconscious. Place him in the shade, loosen clothing, and try to lessen heat of body by cold applications to the head and surface generally.

The heat may also cause, especially when soldier is much fatigued, a form of exhaustion without insensibility. Rest on the back in the shade with cold applica-

tions to the head and a little aromatic spirits of ammonia are usually sufficient to relieve.

In rare cases this exhaustion may go on to threatened collapse, with cold skin and extremities, pale face, and very weak pulse. Here alcoholic stimulants and heat to the body become necessary.

It is well to be warned that both sunstroke and heat exhaustion are common and severe among drinkers and the intemperate.

BURNS.

Do not pull the clothing from the burnt part, but rip or cut it off. Do not break the blisters, nor prick them even if large. Protect a burn quickly with a mixture of equal parts of linseed or olive oil and lime water, if you have them; or with the plain oil, covering the whole with lint or cotton wool. Put nothing on a burn that will be difficult to remove afterwards.

FREEZING AND FROSTBITE.

The part frozen, which looks white, or bluish white, and is cold, should be very slowly raised in temperature by brisk but careful rubbing, in a cool place and never near a fire. Stimulants are to be given cautiously when the patient can swallow, and followed by small amounts of warm liquid nourishment. The object is to restore the circulation of the blood and the natural warmth gradually and not violently. Care and patience are necessary to do this.

TRANSPORTATION.

The carriage of patients, for moderate distances on or from the field, is best done with the service litter, and when that can not be procured, by some improvised substitute which secures the comfort and safety of the person disabled. These methods, and those by one or

more bearers, are fully described in the Drill Regulations for the Hospital Corps, and are not repeated here.

It will generally be found necessary during or after an action to restrict the number of bearers to two, and attention to methods requiring not more than two bearers is recommended.

TAKE CARE OF YOUR HEALTH.

1. In times of peace and freedom from deadly infectious diseases about 4 men out of every regiment of 1,000 men die of disease in a year. In time of war this number is greatly increased on account of unavoidable exposures and privations. A little knowledge and a little care on the part of each soldier will often prevent him from becoming sick, and will increase the efficiency of the command to which he belongs. Knowledge alone is of no use unless care is taken to apply it practically.

2. A soldier should care for his teeth because their damage or loss will result in improper chewing of food and thus in various diseases of the digestive system. Decay, which is the commonest disease of the teeth, is caused by allowing particles of food to remain on and between them. These should be removed by thorough brushing. It is well to use a good tooth powder once or twice daily. In order that decay of the teeth may be detected before serious damage has occurred, a contract dental surgeon should be consulted at frequent intervals. Toothache indicates that the deeper parts of the teeth have become diseased and a soldier should not, therefore, wait until the teeth ache to consult a dentist, as by that time destruction may be so great as to much increase the severity of the dental operations needed or even to make impossible any effective repair.

3. A soldier should endeavor to be always at his best. He should avoid all exposures, not in line of duty, which he knows would be likely to injure his health, for if he is from any cause below par he is liable to break down

under influences which otherwise might have had but little effect on him.

4. Even in garrison, in time of peace, soldiers often expose themselves unnecessarily by going out without overcoats when the weather is such as to require their use, or by failing to remove damp socks or other clothing on their return to barracks.

5. Before starting on a campaign the soldier should provide himself with the necessaries for personal cleanliness and for keeping his clothing in repair; towel, soap, toothbrush, pocket comb, and looking-glass, with needles, thread, a few strong safety pins and spare buttons. His shoes and socks should be carefully selected to fit, and it is well to have shoes broken in by a few days' usage before starting.

6. At rests on the march he should sit down or lie down if the ground is suitable, for every minute so spent refreshes more than five minutes standing or loitering about.

7. At the midday rest lunch should be eaten, but it should always be a light meal.

8. On the march or during exercise in hot weather the body loses water continuously by the skin and lungs, and this loss must be replaced as it occurs to keep the blood in proper condition. Only a few swallows should be taken at a time, no matter how plentiful the water supply may be. When exceedingly thirsty after a long dry stretch, water should not be taken freely at once but in smaller drinks at intervals, until the desire for more is removed.

9. Smoking in the heat of the day or on the march is depressing and increases thirst.

10. On hot marches water should be taken quite frequently, but, as already stated, in small quantities at a time, to replace the loss by perspiration. This will often prevent attacks of heat exhaustion and sunstroke.

11. On a hurried or forced march, particularly in sultry weather, a soldier may become faint and giddy from the heat and fatigue. His face becomes pale, his lips lead-colored, his skin covered with clammy perspiration, and he trembles all over. His arms and equipments should be removed and his clothing loosened at the neck, while he is helped to the nearest shade to lie down, with his head low, until the ambulance train or wagons come up. Meanwhile, fan him, moisten his forehead and face with water and, if conscious, make him swallow a few sips from time to time.

12. In sunstroke the man is unconscious and often has convulsions. He should be cared for as stated in paragraph 11, using cold water freely on the head, face, and body, until the arrival of the surgeon.

13. Military operations often have to be conducted without regard to temperature, but in hot weather unnecessary exposure to the sun should be avoided.

14. When camp is reached and the tents pitched, each tent should be trenched to keep out the rainfall, even although rain seems unlikely. Each man should then prepare the floor for his bed by picking out hard irregularities and scooping out a shallow depression for the hip bones. Grass, hay, leaves, or other available material should be laid on as a mattress, with the rubber poncho or slicker over all to keep dampness from the body. In good weather blankets should be unrolled and spread out to air before the time for their use.

15. If the soldier comes into camp much exhausted a cup of hot coffee is the best restorative. When greatly fatigued it is dangerous to eat heartily.

16. When the tents have been arranged for the night and the duties of the day are practically over, the soldier should clean himself and his clothes as thoroughly as the means at hand will permit. No opportunity of taking a bath nor of washing socks and underclothing should be lost. In any event the feet should be bathed or mopped with a wet towel every evening to invigorate the skin.

17. In the continued absence of opportunity for bathing it is well to take an air bath and a moist or dry rub before getting into fresh underclothes and, in this case, the soiled clothes should be freely exposed to the sun and air when the blanket roll is unpacked.

18. By attention to cleanliness of the person and of the clothing the discomforts of prickly heat, chafing, cracking, blistering, and other irritations of the skin will be avoided. If chafings do occur apply to the surgeon for a healing remedy, for, if neglected, they may fester and cause much trouble.

19. A hearty meal should be eaten when the day's work is over, but the soldier should eat slowly, chewing every mouthful into a smooth pulp before swallowing; and it is good when one can rest awhile after this meal. Hard bread and beans when not thoroughly chewed give rise to diarrhea, one of the most dangerous of camp diseases. Fresh meat should be eaten sparingly when used for the first time after some days on salt rations.

20. The soldier would do well to restrict himself to the company dietary. Particularly should he avoid the articles of food or drink for sale by hawkers and peddlers. Green fruit and overripe fruit are dangerous, as is also fruit to which the individual is unaccustomed. Unpeeled fruit should never be eaten, for it may have been handled by persons suffering from dangerous infectious diseases.

21. It should be unnecessary to speak of the danger from the use of intoxicating liquors, for every soldier knows something of this. The mind of a man under the influence of these liquors is so befogged that he is unable to protect himself from accidents and exposures. How many men have passed from this world because of exposures during intoxication! How many have lost their health and strength and become wretched sufferers during the remainder of a shortened existence! Besides, for days after indulgence in liquor the system is broken down

and the individual less able to stand the fatigues, exposures, or wounds of the campaign.

22. If filtered or condensed water is not furnished to the troops, and spring water is not to be had, each soldier should fill his canteen overnight with weak coffee or tea for the next day's march. This involves boiling, and the boiling destroys all dangerous substances in the water. Typhoid fever, cholera, and dysentery are caused by impure water.

23. All the belongings of the soldier should be taken under shelter at night to protect them from rain or heavy dews.

24. When not prevented by the military conditions, soldiers should sleep in their shirts and drawers, removing their shoes, socks, and other clothing.

25. In the morning wash the head, face, and neck with cold water. With the hair kept closely cut this can be done even when the water supply is limited.

26. In hot climates, where marches are made or other military work performed in the early morning or late in the evening, a sleep should be taken after the midday meal to make up for the shortened rest at night. Everyone to keep in good condition should have a total of eight hours sleep in the twenty-four.

27. If the march is not to be resumed, the soldier should take the first opportunity of improving his sleeping accommodations by building a bunk, raised a foot and a half, or more, from the ground. This is of the first importance when the ground is damp. The poncho, or slicker, must be relied upon as a protection in marching camps, but when the camp is to be occupied for some days bunks should be built.

28. In hot climates this raising of the bunks from the ground lessens the danger from malarial fevers.

29. When malarial fevers are prevalent, hot coffee should be taken in the morning immediately after roll

call, and men going on duty at night should have a lunch and coffee before starting.

30. The soldier should never attempt to dose himself with medicine. He should take no drugs except such as are prescribed by the surgeon.

31. No matter how short a time the camp is to be occupied, its surface should not be defiled. The sinks should be used by every man, and the regulations concerning their use should be strictly complied with. Waste water and refuse of food should be deposited in pits or other receptacles designed to receive them. Attention to these points will prevent foul odors and flies.

32. When there are foul odors and flies in a camp, the spread of typhoid fever, cholera, dysentery, and yellow fever is likely to occur.

33. When any of these diseases are present in a command, every care should be taken to have the hands freshly washed at meal times.

34. In the camps of field service the interior of tents should be sunned and aired daily, and efforts should be made by every soldier to have his bunk, arms, equipments, and clothing in as neat and clean condition as if he were in barracks at a permanent station.

35. Harmful exposures are more frequent in hot than in cold weather. Soldiers seek protection against cold, but in seeking shade, coolness, and fresh breezes in hot weather they often expose themselves to danger from diarrhea, dysentery, pneumonia, rheumatism, and other diseases. A chill is an exciting cause of these affections; it should be avoided as much as possible.

36. When the feet become wet the first opportunity should be taken of putting on dry socks.

37. When the clothing becomes wet in crossing streams or in rain storms there is little danger so long as active exercise is kept up, but there is great danger if one rests in the wet clothing.

38. When the underclothes are wet with perspiration the danger is from chill after the exercise which caused the perspiration is ended. If the soldier can not give himself a towel rub and a change of underclothing, he should put on his blouse and move about until his skin and clothes become dry.

39. To rest or cool off, and particularly to fall asleep, in a cool, shady place in damp clothes is to invite suffering, perhaps permanent disability or death.

40. When an infectious disease is known to be present among the civil population in the neighborhood of a military camp or station, care should be taken by every member of the command to avoid exposure to the infection. Scarlet fever, measles, and diphtheria are met with in the United States, but in some localities our troops may have to guard against smallpox, yellow fever, cholera, and bubonic plague. The careless or reckless individual will be the first to suffer, but he may not suffer alone; many of his comrades may become affected and die through his fault.

41. Such infections prevail mostly among the lower classes of a community who have no knowledge of the difference between healthful and unhealthful conditions of life. Communication with them should therefore be avoided.

42. The soldier should remember that association with lewd women may disable him for life.

43. Every soldier should become familiar with the instructions in the "Outlines of First Aid," so as to be able to help himself or others in the event of wounds or accidents.

LAST WILL AND TESTAMENT

OF

.....

I,
of
do make, publish, and declare this my last will and testament.

I give, devise, and bequeath to¹.....
.....
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.....
.....
.....
.....
.....
.....
.....

And I do give, devise, and bequeath all the rest and residue of my estate, both real and personal, to.....
.....
.....
.....
.....

heirs and assigns forever,².....
.....
.....
.....

1. Here insert specific legacies and devises.
2. If the residue of the estate is given to several persons, add here the manner in which it is to be divided, as "in equal shares as tenants in common."

I hereby appoint
 executor
 of this my last will and testament, and I desire that
 shall not be required to give bond for the performance of the
 duties of that office.

Witness my hand this³
 day of, 190

Signed, published, and declared by
 the above-named testator, as and for his last will and testa-
 ment, in the presence of us, who, at his request and in his
 presence, and in the presence of each other, have subscribed
 our names as witnesses thereto.⁴

Residence:

 Residence:

 Residence:

3. If the will is made in Nevada, or if the testator has real estate in that State, he should affix his seal.
 4. If the will is made in Louisiana, unless it is wholly in the handwriting of the testator, there should be seven witnesses and a notary at the "sealing up." If wholly in his handwriting no formalities are required.

