

*Only 20*

[G. O. 70.]

GENERAL ORDERS, }  
No. 70. }

WAR DEPARTMENT,  
WASHINGTON, November 18, 1913.

1. The following laws, regulations, and instructions governing the detail of officers of the Army at educational institutions, and the issue of ordnance stores thereto, are published for the information and guidance of all concerned, and the regulations and instructions published in General Orders, Nos. 166 and 231, and Paragraph I, General Orders, No. 251, War Department, 1909; General Orders, No. 10, and Paragraph VI, General Orders, No. 19, War Department, 1912; and General Orders, No. 24, War Department, 1913, are rescinded.

Section 1225, Revised Statutes, as amended by act approved September 26, 1888.

SEC. 1225. The President may, upon the application of any established military institute, seminary or academy, college or university, within the United States, having capacity to educate at the same time not less than one hundred and fifty male students, detail an officer of the Army or Navy to act as superintendent or professor thereof; but the number of officers so detailed shall not exceed fifty from the Army, and ten from the Navy, being a maximum of sixty, at any time, and they shall be apportioned throughout the United States, first, to those State institutions applying for such detail that are required to provide instruction in military tactics under the provisions of the act of Congress of July second, eighteen hundred and sixty-two, donating lands for the establishment of colleges where the leading object shall be the practical instruction of the industrial classes in agriculture and the mechanic arts, including military tactics; and after that, said details to be distributed, as nearly as may be practicable, according to population. The Secretary of War is authorized to issue at his discretion and under proper regulations to be prescribed by him out of ordnance and ordnance stores belonging to the Government, and which can be spared for that purpose, such number of the same as may appear to be required for military instruction and practice by the students of any college or university under the provisions of this section, and the Secretary shall require a bond in each case, in double the value of the property for the care and safe-keeping thereof, and for the return of the same when required: *Provided*, That nothing in this act shall be so construed as to prevent the detail of officers of the Engineer Corps of the Navy as professors in scientific schools or colleges as now



provided by act of Congress approved February twenty-sixth, eighteen hundred and seventy-nine, entitled "An act to promote a knowledge of steam-engineering and iron shipbuilding among the students of scientific schools or colleges in the United States"; and the Secretary of War is hereby authorized to issue ordnance and ordnance stores belonging to the Government on the terms and conditions hereinbefore provided to any college or university at which a retired officer of the Army may be assigned as provided by section twelve hundred and sixty of the Revised Statutes.

An Act To amend section twelve hundred and twenty-five of the Revised Statutes, concerning details of officers of the Army and Navy to educational institutions.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That section twelve hundred and twenty-five of the Revised Statutes, concerning details of officers of the Army and Navy to educational institutions, be, and the same is hereby, amended so as to permit the President to detail, under the provisions of said act, not to exceed seventy-five officers of the Army of the United States; and the maximum number of officers of the Army and Navy to be detailed at any one time under the provisions of the act passed September twenty-sixth, eighteen hundred and eighty-eight, amending said section twelve hundred and twenty-five of the Revised Statutes, is hereby increased to eighty-five: *Provided*, That no officer shall be detailed to or maintained at any of the educational institutions mentioned in said act where instruction and drill in military tactics is not given: *Provided further*, That nothing in this act shall be so construed as to prevent the detail of officers of the Engineer Corps of the Navy as professors in scientific schools or colleges as now provided by act of Congress approved February twenty-sixth, eighteen hundred and seventy-nine, entitled "An act to promote a knowledge of steam-engineering and iron shipbuilding among the students of scientific schools or colleges in the United States."

Approved, January 13, 1891.

An Act To increase the number of officers of the Army to be detailed to colleges.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That section twelve hundred and twenty-five of the Revised Statutes, concerning details of officers of the Army and Navy to educational institutions, be, and the same is hereby, amended so as to permit the President to detail under the provisions of said act not to exceed one hundred officers of the Army of the United States; and no officer shall be thus detailed who has not had five years' service in the Army and no detail to such duty shall extend for more than four years and officers on the retired list of the Army may upon their own application be

detailed to such duty and when so detailed shall receive the full pay of their rank; and the maximum number of officers of the Army and Navy to be detailed at any one time under the provisions of the act approved January thirteenth, eighteen hundred and ninety-one, amending section twelve hundred and twenty-five of the Revised Statutes as amended by an act approved September twenty-sixth, eighteen hundred and eighty-eight, is hereby increased to one hundred and ten.

Approved, November 3, 1893.

Extract from the act of Congress approved March 3, 1909.

"That the act approved November third, eighteen hundred and ninety-three, authorizing the detail of officers of the Army and Navy to educational institutions, be amended so as to provide that retired officers, when so detailed, shall receive the full pay and allowances of their rank, except that the limitations on the pay of officers of the Army above the grade of major as provided in the acts of March second, nineteen hundred and five, and June twelfth, nineteen hundred and six, shall remain in force."

Extract from the act of Congress approved April 21, 1904.

SEC. 1. \* \* \* That section twelve hundred and twenty-five, of the Revised Statutes, concerning the detail of officers of the Army and Navy to educational institutions, be, and the same is hereby, amended so as to permit the President to detail under the provisions of that act, and in addition to the detail of the officers of the Army and Navy now authorized to be detailed under the existing provisions of said act, such retired officers and noncommissioned officers of the Army and Navy of the United States as in his judgment may be required for that purpose to act as instructors in military drill and tactics in schools in the United States and Territories where such instructions shall have been authorized by the educational authorities thereof, and where the services of such instructors shall have been applied for by said authorities.

SEC. 2. That no detail shall be made under this act to any school unless it shall pay the cost of commutation of quarters of the retired officers or noncommissioned officers detailed thereto and the extra-duty pay to which they may be entitled by law to receive for the performance of special duty: *Provided*, That no detail shall be made under the provisions of this act unless the officers and noncommissioned officers to be detailed are willing to accept such position: *Provided further*, That they shall receive no compensation from the Government other than their retired pay.

SEC. 3. That the Secretary of War is authorized to issue at his discretion, and under proper regulations to be prescribed by him, out of ordnance and ordnance stores belonging to the Government, and which can be spared for that purpose, upon the approval of the governors of the respective States and



Territories, such number of the same as may be required for military instruction and practice by such school, and the Secretary shall require a bond in each case, for double the value of the property, for the care and safe-keeping thereof and for the return of the same when required.

Approved, April 21, 1904.

#### APPORTIONMENT OF DETAILS.

2. The details authorized by the act approved April 21, 1904, are in addition to the number allowed by section 1225, Revised Statutes, as amended by the act approved November 3, 1893, and may be made to educational institutions in any State or Territory without reference to population or to the number of officers already serving therein.

The following apportionment, in accordance with section 1225, Revised Statutes, as amended by the act approved November 3, 1893, is adopted, and details will be made in accordance therewith:

*Apportionment of details of 100 officers of the Army at universities, colleges, academies, etc., based upon the number of States and the population of the States and Territories as determined by the census of 1910.*

States and Territories.	Details for land-grant schools.	Details by population.	Total.
Maine.....	1	3	8
New Hampshire.....	1		
Vermont.....	1		
Massachusetts.....	1		
Rhode Island.....	1		
Connecticut.....	1	7	10
New York.....	1		
New Jersey.....	1		
Pennsylvania.....	1	5	8
Delaware.....	1		
Maryland.....	1		
District of Columbia.....		2	4
Virginia.....	1		
West Virginia.....	1	2	4
North Carolina.....	1		
South Carolina.....	1	5	
Georgia.....	1		
Florida.....	1		
Alabama.....	1		
Mississippi.....	1		

*Apportionment of details of 100 officers of the Army at universities, colleges, academies, etc.—Continued.*

States and Territories.	Details for land-grant schools.	Details by population.	Total.
Texas.....	1	6	11
Louisiana.....	1		
Arkansas.....	1		
Oklahoma.....	1		
Tennessee.....	1		
Kentucky.....	1	4	6
Ohio.....	1		
Indiana.....	1	6	9
Illinois.....	1		
Michigan.....	1		
Missouri.....	1	3	6
Kansas.....	1		
Iowa.....	1		
Nebraska.....	1	3	6
Minnesota.....	1		
Wisconsin.....	1		
North Dakota.....	1	1	5
South Dakota.....	1		
Montana.....	1		
Idaho.....	1	1	3
Washington.....	1		
Alaska.....			
Oregon.....	1	2	6
California.....	1		
Nevada.....	1		
Utah.....	1		
Arizona.....	1		
Hawaii.....		1	4
New Mexico.....	1		
Colorado.....	1		
Wyoming.....	1	1	1
Porto Rico.....			
Total.....	48	52	100

3. The following regulations in regard to the detail of officers of the Army at educational institutions within the United States and its Territories are prescribed by the President under the foregoing laws:

#### CLASSIFICATION.

4. Institutions to which officers of the Army are detailed under the provisions of section 1225, Revised Statutes of the



United States, and of the acts of Congress amendatory thereof, will be divided into classes as follows:

*Class M C.*—Colleges and universities (including land-grant institutions) where the curriculum is sufficiently advanced to carry with it a degree, where the students are habitually in uniform, where the average age of the students on graduation is not less than 21 years, where military discipline is constantly maintained, and where one of the leading objects is the development of the student by means of military drill and by regulating his daily conduct according to the principles of military discipline.

*Class M.*—Essentially military institutions where the curriculum is not sufficiently advanced to carry with it a degree, or where the average age of the students on graduation is less than 21 years.

*Class C.*—Colleges and universities (including land-grant institutions) not essentially military, where the curriculum is sufficiently advanced to carry with it a degree, and where the average age of the students on graduation is not less than 21 years.

*Class S M.*—Institutions not included in any of the classes mentioned above.

5. The War Department will classify all institutions and make necessary changes of classification upon receipt of the reports of the annual inspections.

6. The institutions of Classes M C and C, not exceeding 10 in any year, whose students have exhibited the greatest degree of military training as compared with others of their class, and whose graduates of that year are, by reason of discipline, education, and military training, best qualified for commissions in the Army, will be designated, in addition to above classification, as "Distinguished colleges," and the year or years in which distinguished will be added.

The institutions of Class M, not exceeding 10 of the whole number in that class, whose students display the greatest degree of military training and instruction, will be designated as "Honor schools," and the year or years in which so designated will be added.

#### THE DETAIL OF OFFICERS AND NONCOMMISSIONED OFFICERS.

7. When the detail of an officer of the Army as professor of military science and tactics is desired, application should

be made by the president or other chief administrative officer of the institution to The Adjutant General of the Army.

8. The application, when no detail has been previously made to the institution, must be accompanied by the last printed catalogue and a certificate as to the number of male students the institution has the capacity in buildings, apparatus, and instructors to educate at one and the same time; the number of such students in actual attendance at the time of application, or, if the application is made during vacation, the number actually in attendance during the session immediately preceding it, and the number over 15 years of age. The certificate must also show the grade of the institution, the degrees it confers, and whether or not it is a land-grant institution, established under the provisions of the act of Congress approved July 2, 1862.

9. When application is made for the detail of an officer of the Army at an institution to which an officer has not previously been assigned, it will be visited at the time of the annual inspection of civil educational institutions having detailed officers by one of the officers detailed for such inspection, who will report to the War Department whether or not the institution fulfills the requirements of the law and regulations governing such details and will recommend specifically whether the detail should be made.

10. Application for the first detail, or for the renewal of a detail, may include a recommendation for such officer or officers as may be deemed suitable by the college authorities. When the officers named are not available for the duty, or when such recommendations are not made, selection will be made by the War Department from those available officers who may have been recommended for such duty by their military superiors.

11. Applications for the detail of retired noncommissioned officers should be addressed by the president of the institution to The Adjutant General of the Army, accompanied by a certificate to the effect that the noncommissioned officer will be furnished with quarters, or commutation therefor, and extra-duty pay at the rate of at least 50 cents per day during the period of his detail.

A retired noncommissioned officer will be detailed at an institution only where an officer of the Army is on duty.

12. To be eligible for the detail of an officer on the active



list as professor of military science and tactics, institutions will be required to maintain under the course of military instructions prescribed in paragraph 27 of this order, the following minimum numbers of male pupils over 15 years of age, viz:

Classes M C and M, 100.

Classes C and S M, 150.

An officer of the retired list will not be detailed as professor of military science and tactics at any institution (except land-grant institutions established under the provisions of the act of Congress approved July 2, 1862, which are required by said law to include military tactics in their courses of instruction) which does not maintain under military instruction at least 75 male pupils over 15 years of age, excepting under the provisions of the act of Congress approved April 21, 1904, amending section 1225, Revised Statutes.

13. Where a State has more than one college endowed by the national land grant, under the act approved July 2, 1862, the college which is designated by the governor of the State will be held to have the first claim to the officer allotted to the State for detail at a land-grant institution.

14. No officer who has not had five years' commissioned service in the Army is eligible for detail as professor of military science and tactics.

15. The detail of an officer on the active list will be for three years. In case an officer achieves marked success and is willing to remain longer on such duty, his detail may, upon application of the college authorities, be extended to four years. The detail of a retired officer or noncommissioned officer will be for four years.

16. No retired officer above the rank of major will be detailed as a professor of military science and tactics unless in connection with his duties as such he is to hold the position of president, superintendent, or principal of the institution.

17. Orders detailing an officer to relieve another as professor of military science and tactics will direct him to report at the institution during the school year and not less than two weeks prior to the relief of his predecessor.

#### DUTIES OF OFFICERS AND NONCOMMISSIONED OFFICERS.

18. The professor of military science and tactics will retain copies of all returns, reports, and correspondence, and

will keep an accurate journal of the drills and other military instruction. He will transfer these records to the officer who may succeed him or to the person designated by the chief administrative officer of the institution. In either case a receipt will be taken for the records.

19. The officer detailed as professor of military science and tactics will reside at or near the institution to which assigned, and when in the performance of his military duties will appear in proper uniform. He will, in his relations to the institution, observe the general usages and regulations therein established affecting the duties and obligations of other members of the faculty. He will perform no duties other than those of instructor in military science and tactics, which may include the duties of commandant of cadets, except by special permission of the War Department.

20. It is the duty of the professor of military science and tactics to enforce proper military discipline at all times when students are under military instruction, and in case of serious breaches of discipline or misconduct to report the same to the proper authorities of the institution, according to its established methods. In case no suitable action is taken by the authorities of the institution, the professor of military science and tactics will report the facts to The Adjutant General of the Army.

21. Where practicable a detailed retired noncommissioned officer may be ordered to report to the officer on duty at the school for instructions as his assistant. He will be reported by the latter to the president of the school or college, and will be instructed in his relations to the institution and to its officials. He will reside at or near the institution, and will perform no duties other than those of assistant to the instructor in military science and tactics and acting ordnance and quartermaster sergeant, except by special permission of the War Department.

#### ORGANIZATION.

22. Pupils under military instruction will be organized into companies, battalions, and regiments of infantry, the organization, drill, and administration of which will conform, as far as possible, to those of the Army. The strength of companies will not ordinarily exceed 58 students.

Where a battalion organization is maintained a band may



be organized, provided its members be thoroughly trained to include the school of the squad.

23. All rules and orders relating to the organization and government of the military students, the appointment, promotion, and change of officers, and all other orders affecting the military department, except those relating to routine duty, will be made and promulgated by the professor of military science and tactics after being approved by the chief administrative officer of the institution.

24. Upon occasions of military ceremony, in the execution of drills, guard duty, and when students are receiving any other practical military instruction, they will appear in the uniform prescribed by the institution. They will be held strictly responsible for the arms and accouterments issued to them.

#### INSTRUCTION.

25. The main object of the military instruction given at civil educational institutions having Army officers as professors of military science and tactics will be to qualify students who enter the military departments of such institutions to be company officers of infantry, volunteers or militia.

26. Infantry drill and training will be considered paramount. Instruction in other branches of the military service will not be sanctioned, nor will property be issued for instruction in such branches at any particular institution, unless the infantry instruction and training at that institution are found, upon inspection by officers designated by the War Department, to have reached a satisfactory plane of efficiency.

27. The following minimum courses of military instruction, practical and theoretical, are prescribed:

At every institution at which a professor of military science and tactics is detailed it shall be provided in its regular schedule of studies that at least three hours per week, or an equivalent of 84 one-hour periods per year for two years, shall be assigned for instruction in the military department, not less than two-thirds of the total time to be devoted to practical instruction and field training, and the remainder to theoretical instruction.

28. The instruction will vary according to the nature of the institution and the facilities afforded, but at all institutions will include the following:

*Infantry drill regulations.*—School of the Soldier, School of the Squad, School of the Company, Intrenchments, paragraphs 584 to 595.

*Field-service regulations.*—The Service of Information, The Service of Security.

*Small-arms firing regulations.*—Instruction preliminary to gallery and range practice. Gallery practice. Range practice, when a range can be procured.

The instruction will also include company administration, camp sanitation, and military-map reading. Whenever practicable an annual practice march and encampment will be included.

The additional ground to be covered will be determined by the instructor, having in view the age of the students, the strength of the organization, and other conditions.

Throughout the course of instruction the reasons for the successive steps in the military training will in all cases be carefully shown to the student before the initiation of that particular instruction.

The theoretical course of study will be based strictly upon the main object of the military instruction and will consist largely of talks or lectures, illustrated wherever and whenever practicable by lantern slides and by objects, and covering the essential principles and essential details of the subjects which a company officer of Infantry, Volunteers or militia should know, and omitting, as a rule, all auxiliary subjects and subjects pertaining to advanced military studies, such as campaigns, strategy, etc., except in those cases where the study of a campaign may be made the basis of the theoretical course or where advanced subjects may be utilized to hold and maintain the interest of the students, or where the time at the disposal of the military instructor is such as will enable him to supplement his theoretical course proper with a course of lectures on those subjects.

29. The professor of military science and tactics will endeavor to impart a full knowledge of the benefits of military training to the Nation, State, institution, and student.

To this end he will, in a preliminary talk or lecture to the students entering the military department, explain the main object of the military instruction and make clear to the student the benefits to be conferred by the military training, not only in fitting him for the full duties of citizenship, but also



in giving him the normal physical development necessary to his continued well-being throughout life.

30. In order that the graduates of the military department of the civil educational institutions having an officer detailed from the Army on duty may have knowledge of the aims, purpose, and necessity for the Army, and the necessity for a proper military organization, including thereunder not only the troops with the colors, but necessary reserves, the officer acting as professor of military science and tactics will give a course of lectures fully covering these subjects. These lectures will embody, also, a brief résumé of the main features of the military history of the United States, our present military system, and a thorough and careful exposition of the approved military policy. It is of the utmost importance that graduates of these institutions, who are presumably men of education and intelligence, shall take away with them sound and correct ideas on these most-important subjects. Too much time has generally been given to instructing students as though they were recruits, rather than in an effort to impart, in addition to this instruction, those ideas which are of vital importance in the establishment of a sound military policy.

#### WAR DEPARTMENT INSPECTIONS.

31. The military departments of educational institutions at which officers of the Army are detailed as professors of military science and tactics will be subject to inspection under the authority of the President of the United States. Stated inspections will begin about April 1 and be completed by June 1 in each year.

These inspections will be made by a board of four officers of the General Staff, the individual members of which will pursue itineraries to be prescribed each year.

The board will be convened in Washington, D. C., sufficiently in advance to enable the members to make such arrangements and preparations as will secure the greatest possible uniformity in methods and standards.

The inspecting officer will upon his arrival at any institution call upon the chief administrative officer present in order to obtain from him the necessary facilities for the performance of his duties.

The board will reconvene in Washington, D. C., not later than June 10 in each year, and after comparing individual

reports of their inspections will recommend the classification of institutions and those to be designated as "Distinguished colleges" and "Honor schools," and will make such further recommendations as may be deemed necessary to insure a proper compliance with the provisions of this order and to improve the methods and character of the military instruction. The board will also make special mention of such institutions as may have shown during the year gratifying improvement in their military departments.

These recommendations and the individual-inspection reports will be transmitted to the Chief of Staff not later than June 20 in each year.

A copy of the report of inspection will be furnished the president of the institution by the War Department.

#### DISTINGUISHED COLLEGES AND HONOR SCHOOLS.

32. For each year that an institution is designated as "Distinguished college" or "Honor school" one member of its graduating class, to be selected by the president and the professor of military science and tactics, acting jointly, will upon graduation be rated as honor graduate. By the term "honor graduate" is understood a graduate whose attainments in scholarship have been so marked as to receive the approbation of the president of the school or college, and whose proficiency in military training and knowledge and intelligent attention to duty have merited the approbation of the professor of military science and tactics. The honor graduate must be a citizen of the United States, unmarried, of exemplary habits, and of good moral character. The honor graduate of a "Distinguished college" must, in addition, be not less than 21 nor more than 27 years of age.

The name of the honor graduate should be reported to the War Department as soon as practicable after graduation.

33. Honor graduates of "Honor schools," under the provisions of this order, and those graduates who have been reported in the past as honor graduates of institutions formerly designated as "Distinguished institutions," who become candidates for commissions in the Army and make a general average of 85 per cent or more on the competitive mental examination and fulfill the other requirements for commissions in the Army, will be appointed in advance of other candidates from civil life.



34. In the regulations governing the examination and appointment of candidates from civil life for commissions as second lieutenants in the Army those heretofore reported as honor graduates of institutions formerly classed as "Distinguished institutions" are exempted from examination in certain subjects, as are also graduates of institutions rated as class M C or Class C and graduates of recognized colleges or universities.

35. The President of the United States authorizes the announcement that an appointment as second lieutenant in the Regular Army will be awarded annually to an honor graduate of each of the institutions designated as "Distinguished colleges," under the provisions of paragraph 6 of this order, provided sufficient vacancies exist after the appointment of graduates of the Military Academy at West Point, the successful competitors in the annual examination of enlisted men, and those candidates for commissions who comply with the conditions mentioned in the preceding paragraph.

The honor graduate of the "Distinguished college" must be a member of the class graduating from that institution in the year in which his appointment to the Army is made. He will not be required to take any mental examination, but may take the prescribed mental examination in order to compete for precedence in appointment with honor graduates of "Distinguished institutions" and "Honor schools."

#### AFFILIATION OF STUDENTS WITH THE ORGANIZED MILITIA AND VOLUNTEERS.

36. Upon the graduation of every class, the professor of military science and tactics, after consultation with the president of the college or school, will decide upon and report to The Adjutant General of the Army the names of such students belonging to the class as have shown special aptitude for military service, and will furnish a copy of his report to the adjutants general of the States of which such graduates are resident. This report will contain the following data:

1. Name.
2. Home address.  
Business address.
3. Institution.
4. Year of graduation.
5. Age at graduation.

6. Number of years under military instruction.
7. Highest rank held.
8. Branch of service best fitted for.
9. Rank for which recommended.
10. Whether willing to serve as reserve officer; and if so, in Volunteers or Regulars.
11. Remarks.

37. It is desired to bring the cadet organizations and the Organized Militia into closer relations, and to the attainment of this end professors of military science and tactics will endeavor to interest the cadets in the National Guard and encourage them to join it upon graduation. To further increase the mutual interest of the cadets and the militia, prominent military officials of the State, with the approval of the college authorities, should be invited to inspect the work done in the military department, to review the cadet organization on suitable occasions, and should be made acquainted with the qualifications of particular cadet officers who reside in the State in which the college is situated.

Where the necessary legal authority exists or can be obtained, and where such action meets with the approval of the State and college authorities and other conditions are favorable, National Guard organizations consisting entirely of cadets should be formed.

38. All graduates should be encouraged to take the examination for commission in any volunteer force which may hereafter be called for and organized under the authority of Congress, prescribed in General Orders, No. 57, War Department, March 25, 1909, under the provisions of section 23 of the act approved January 21, 1903. Graduates whose names have been reported to The Adjutant General of the Army under the provisions of paragraph 34 of this order will be excused, if they so desire, from examinations in those subjects which are actually covered by the course of instruction, regular or special, and in which they are declared proficient by the professor of military science and tactics, with the concurrence of the college inspection board convened annually by the War Department. Their marks in said subjects will be rated at 75 per cent of the maximum.

#### ISSUE OF ARMS, ETC.

39. The following regulations are prescribed for the issue



of ordnance and ordnance stores, required for military instruction and practice at colleges, universities, etc., under section 1225, Revised Statutes, and the amendments thereof.

40. As the appropriations for the supply of ordnance and ordnance stores to the Army are very limited, and as the language of the law restricts the issue that can be made to colleges to such as "can be spared for that purpose," issues of ordnance and ordnance stores to colleges will be limited to such stores as are enumerated in the following paragraphs, for the purpose of military instruction, to each selected institution having an officer of the Army stationed thereat.

41. The small arms issued to any institution of learning will hereafter be either the United States rifle, caliber .30, model 1903, the United States magazine rifle, caliber .30, model 1898, or the United States magazine carbine, caliber .30, model 1899, but in no case will the number of arms issued be in excess of the number of male students in regular attendance and actually receiving military instruction, except as provided for elsewhere in this paragraph.

The issue of United States rifles, caliber .30, model 1903, will be made to all institutions which have been reported as a result of the annual inspection for three consecutive years as either "Distinguished colleges" or "Honor schools." In the case of institutions other than those reported as "distinguished" an issue of one United States rifle, caliber .30, model 1903, may be made for every 15 students annually participating in range practice, in addition to the United States magazine rifles, caliber .30, model 1898, with which they are now armed. For every 15 students participating in gallery practice, one gallery-practice rifle, caliber .22, may be issued.

The issue of the magazine carbine will be limited to institutions having mounted cadets and to institutions having cadet students, who on account of their youth, need the arm of lighter weight for instruction and drill. For this latter purpose the magazine carbine may, upon the request of any selected institution, be altered for the attachment of the knife bayonet and gun sling, the actual cost of alteration to be paid by the institution.

42. The equipments to be used with the United States magazine rifle, model of 1898, and United States rifle, model of 1903, will consist of a bayonet scabbard, gun sling, McKeever cartridge box with leather waist belt, complete, waist-belt

adapter (for use with bayonet scabbard), or, in place of the cartridge box with waist belt, a woven cartridge belt provided with pockets and suspenders, such as is worn by regular troops in field service. With the United States magazine carbine the bayonet scabbard and gun sling will not be needed, unless the carbine has been altered under the provisions of paragraph 41. Canteens, tin cups, haversacks, knives, forks, spoons, and meat cans will be supplied if so desired. Two sets of the authorized fencing equipment (infantry) will also be supplied.

43. The cavalry saber and scabbard of old design and the noncommissioned officer's sword and scabbard may be issued for the use of the officers and noncommissioned officers of corps of cadets. With the saber there will be supplied the necessary attachment for the leather belt, and with the noncommissioned officer's sword the sliding frog, to enable this sword to be worn on the ordinary waist belt. Four sets of the authorized fencing equipment (cavalry) will be supplied to those institutions having mounted detachments.

44. A limited number of cavalry sabers and scabbards with the necessary belts and horse equipments will be issued for instruction and drill of mounted cadets, when satisfactory evidence of their necessity for the purpose is presented. The horse equipments to be supplied are saddles, saddlebags, bridles, carbine scabbards, links, stirrups, hooded, with guidon socket, and spurs and straps; all equipments to be of black leather.

45. When in the opinion of the Chief of Ordnance the supply on hand will permit, breech-loading field guns, as hereinafter indicated, with their carriages, limbers, equipment, and implements, will be issued to military schools or colleges entitled to them under the provisions of paragraph 26 of this order:

- 2 3.2-inch steel guns.
- 2 breech sights.
- 2 breech-sight pouches.
- 2 front sights.
- 2 front-sight covers.
- 2 3.2-inch carriages and limbers.
- 2 sponges and rammers, bore.
- 4 rammers and sponges, combined.



- 2 sponge covers, bore.
- 4 sponge covers, chamber.
- 2 combination screw-drivers.
- 2 gunners' gimlets.
- 2 gunners' reamers.
- 2 priming wires.
- 2 vent punches.
- 2 vent covers.
- 2 primer pouches.
- 4 lanyards, new pattern.
- 1 wheel grease can.
- 1 wheel grease can knife or spatula.
- 2 combined tompons and muzzle covers.
- 2 breech covers.
- 1 sperm oiler.
- 2 pole props (for end of pole).
- 2 paulins, 12 by 12.
- 4 gunners' haversacks.
- 2 maneuvering handspikes.
- 1 water bucket, galvanized iron.
- 2 prolonges.

46. Issues of the stores above specified will be made by the Chief of Ordnance to any selected institution upon its filing a bond in the penal sum of double the value of the property, conditioned that it will fully insure against loss by fire, take good care of, and safely keep and account for the same, and will, when required by the Secretary of War, duly return the same, within 30 days, in good order to the Chief of Ordnance, United States Army, or such other officer or person as the Secretary of War may designate to receive them.

47. For practice firing there will be allowed annually to each selected institution having 3.2-inch field guns 100 blank cartridges and 300 friction primers. Projectiles will not in any case be issued for field guns.

48. The following allowances of rifle ball cartridges, blank cartridges, .22 caliber ball cartridges for gallery practice, and targets and target supplies are authorized, subject to the following rules, for educational institutions at which officers of the Army are detailed as professors of military science and tactics and for land-grant colleges having arms supplied by

the Ordnance Department, and will not exceed \$30,000 in the aggregate for the one hundred such institutions:

The following maximum allowances for each student are prescribed for institutions at which practice is held as indicated—

(1) Forty rounds of rifle ball cartridges for each range, but not to exceed 120 rounds.

(2) Sixty rounds of .22 caliber rifle ball cartridges where gallery practice is held in addition to range practice.

(3) One hundred and twenty rounds of .22 caliber ball cartridges where gallery practice is held and no rifle ball cartridges are to be supplied during the fiscal year.

(4) Ten rounds of rifle blank cartridges.

(5) For any institution, such targets and target supplies as may be desired, but such issue will be made only in lieu of a corresponding monetary reduction of the ammunition allowance as determined for that institution.

The issue of one kind of ammunition in lieu of another kind is not authorized.

No credit will be given for fired shells, empty ammunition boxes, etc.

Any additional ammunition needed must be procured by colleges at their own expense from private manufacturers.

49. The allowances of ammunition, and the targets, target supplies, and dummy cartridges, which can be drawn in lieu of rifle ball or gallery practice ammunition, will be issued on requisitions certified to by the professor of military science and tactics, or in his absence by the president of the institution, who will specify the actual facilities for gallery and range practice, the time allotted by the institution, and the number of students enrolled in the military department to whom opportunity is afforded by the authorities of the institution to participate in gallery or range practice, or both.

As annual allowances date in all cases from July 1 of each year, requisitions should be forwarded before or as soon after that date as practicable for the current year's supply. Undrawn allowances of one year can not be drawn in the succeeding year.

50. All ordnance and ordnance stores issued to colleges must be kept insured against loss by fire for the benefit of the United States by the college authorities for their full in-



voice value, as shown in the bond, and the Chief of Ordnance promptly informed when and where the insurance is placed, and date of expiration.

51. The transportation of ordnance and ordnance stores from the Government arsenals to institutions of learning and from institutions of learning back to Government arsenals is always without expense to the United States.

52. The colleges to which issues of ordnance and ordnance stores are made, under bonds given as required by law, will be required to keep said property in like good and serviceable condition as when issued by the Government, and for this purpose the spare parts, implements, appendages, and cleaning materials necessary will be sold to them at cost prices.

The sales authorized above of spare parts and appendages for small arms will be made by the commanding officer of the Rock Island Arsenal, Rock Island, Ill., or of the Springfield Armory, Springfield, Mass., and in case of other stores by the commanding officer of the Rock Island Arsenal, Rock Island, Ill. Application will be made to these officers by the president of the educational institution desiring the articles for the maintenance of the ordnance stores issued to them and should state that they are for this purpose. These sales are to be made under the provisions of the act of Congress approved May 11, 1908.

53. When ordnance and ordnance stores are returned to the Ordnance Department by any institution of learning, they will be carefully examined when received at the arsenal, and if they are found imperfect or unserviceable by reason of carelessness or causes other than legitimate use in service, the damage will have to be made good to the United States.

54. The cost of all missing property must be made good to the United States.

55. Ordnance stores which become unfit for use from any cause will, upon application of the president of the institution and the approval of the Chief of Ordnance, be sent to an arsenal without expense to the United States; provided, however, that in case of stores having become unfit for use through ordinary wear and tear in service, and not being worth shipment to an arsenal, the president of the institution may submit them to the inspector at any annual inspection, who, if satisfied of their unfitness for use and that such

unfitness resulted from ordinary wear and tear in service, shall cause their destruction in his presence. If upon submission of the stores to the inspector he shall determine that their unfitness resulted from causes other than ordinary wear and tear, he will not proceed with the inspection nor direct their destruction, but action shall be taken as first above provided. Ordnance stores upon reaching an arsenal will be inspected by an officer of the Ordnance Department, and if their condition is found to be due to the ordinary incidents of service they may be replaced with serviceable stores of like character; but if their condition is found to be due to carelessness or other than legitimate causes the extent of damage or value of missing stores will be determined by the Chief of Ordnance and must be paid by the institution before any new issue of stores is made. Ordnance stores destroyed by direction of an inspector may also be replaced with serviceable stores of like character.

56. The guns and carriages must not be allowed to remain out of doors with only the paulins as a protection from the weather, but they must be housed in a suitable building and habitually kept there except when used for drills or saluting purposes.

57. Regular property returns will be rendered semiannually to the Chief of Ordnance by each president or superintendent of an institution supplied with arms, etc., accounting for all ordnance and ordnance stores issued to the institution under his charge. These returns will be made on the blank forms to be supplied by the Chief of Ordnance.

58. Failure on the part of any institution of learning to comply with the foregoing regulations, or any others that may be prescribed by the Chief of Ordnance for the care, preservation, or accountability of any ordnance or ordnance stores issued to it by the United States, will be considered sufficient cause for the prompt withdrawal by the Secretary of War of the Government property in its possession.

59. Whenever any institution shall fail to return the public property in its charge within 30 days after demand made by the Secretary of War, the delinquency will be peremptorily referred to the Attorney General that the bond of the institution may forthwith be put in suit.



THE FOLLOWING INSTRUCTIONS MUST BE STRICTLY OBSERVED IN PREPARING THE BOND REQUIRED TO BE FURNISHED TO THE CHIEF OF ORDNANCE, UNITED STATES ARMY, BEFORE ANY ARMS, ETC., CAN BE OBTAINED BY ANY COLLEGE:

60. A copy of the record giving the by-law, or resolution of the Board of Trustees or other governing body of the institution (including the fact of adoption of the resolution), showing the authority of the President or other officer to execute the bond on behalf of the corporation, authenticated as a true copy by the signature of the Secretary and the corporate seal, must accompany the bond. Unless the resolution gives the name of the officer vested with authority to execute the bond, a copy of the record of the selection or recognition of the official character of such officer, similarly authenticated, must also be furnished.

61. A copy of the charter or articles of incorporation, authenticated by the Secretary of State or other officer required by law to keep a record of such corporations, or a reference to the statute, if incorporated by direct legislative act, is also required.

62. The sureties must sign the bond, and their names must be written in the body thereof, together with their residence, including town, county, State, or Territory. If the bond is executed in the State of Maine, Massachusetts, or New Hampshire, a seal of wax, wafer, or other adhesive substance, not a mere scroll with a pen, must be attached opposite the signature of each person.

63. At least one witness is required to each signature.

64. There must be two sureties when individuals are the sureties. Each surety must justify by making oath that he is worth some specific sum at least equal to the full amount of the penalty over and above all his debts and liabilities. Two persons must not join in one affidavit. Each must subscribe his own oath separately. A certificate as to the sufficiency of the sureties must be made by a judge or clerk of a United States court, a United States district attorney, United States commissioner, or a judge or clerk of a State court of record, with the seal of said court attached, to the effect that to the best of his knowledge and belief each surety is worth over and above all debts and liabilities the sum stated in his affidavit of justification.

65. Incorporated surety companies which have complied with the requirements of the War Department will also be accepted as surety on the bond, and in this case only one surety is required.

66. A college corporation desiring ordnance and ordnance stores for the use of the college must furnish evidence that some one is authorized to execute in its behalf the bond which the law requires.

67. This authority can only be given by the governing body of the corporation, i. e., the body invested with authority to employ the faculty and make all other contracts in its behalf, and designated in the charter of the corporation as board of regents, board of trustees, etc., and this body must give the authority in the formal way in which it does other business, the action taken being recorded as a part of the proceedings of the meetings at which it was taken. The evidence of this authority required to be furnished will be an extract from the record of the proceedings of the board of regents or board of trustees, showing that the board met in its official capacity, that a resolution was offered authorizing some person by name to execute the required bond for the corporation, and that this resolution was adopted; and this extract must be certified, under the corporate seal, to be a true extract from the record of the proceedings of the board by the secretary or other custodian of the records. His certificate that the authority has been conferred, or that such a resolution was passed, is not sufficient. The record speaks for itself, and a copy of so much of it should be furnished as will show that it purports to be a record of the board, that the resolution was offered, and that it was passed.

68. Great pains should be taken to use the name given to the corporation by its charter, and to mention in the resolution the particular bond to be given.

69. It is desired that a copy of the charter be sent to the Chief of Ordnance, United States Army, Washington, D. C.; also a copy (accompanied by certificate under corporate seal) of so much of the record of the election of the officers of the corporation as will show the election of the particular officer who is to execute the bond.

In calling for form of bond it should be stated—

First. If the principals and sureties are individuals.



Second. If the principal is a corporation and surety an individual.

Third. If principal is an individual and surety a corporation.

Fourth. If both principal and surety are corporations.

As indicated above, there are four forms of bond, as follows:

1417. When principal and sureties are individuals.

1418. When the principal is a corporation and the sureties are individuals.

1419. When the principal is an individual and the surety a corporation.

1420. When principal and surety are corporations.

In calling for the blank forms of bond they may be called for as "Form No. 1417," "Form No. 1418," etc.

[2087186, A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

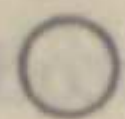
LEONARD WOOD,

*Major General, Chief of Staff.*

OFFICIAL:

GEO. ANDREWS,

*The Adjutant General.*





Next examination will be held beginning Jan., 29, 1917.

[G. O. 64]

GENERAL ORDERS, }  
No. 64. }

WAR DEPARTMENT,  
WASHINGTON, November 16, 1915.

All orders and circulars heretofore issued prescribing the requirements and procedure in the case of applicants for appointment to the positions hereinafter mentioned are rescinded and the following is published for the information and guidance of all concerned:

1. Notice of appointments and letters of designation are issued by the War Department through The Adjutant General of the Army. Oaths of office of officers of the Army will be taken before some officer who is authorized by the law of the United States or by the local municipal law to administer oaths, before the judge advocate of a department, or of a court-martial, or before the trial officer of a summary court.

Officers of the Army, other than those above specified, are not authorized by law to administer oaths.

#### APPOINTMENT AS SECOND LIEUTENANT OF THE LINE.

2. Vacancies in the grade of second lieutenant in the Cavalry, Field Artillery, Coast Artillery Corps, and Infantry occurring in any fiscal year will be filled by appointment as required by law: First, of cadets graduated from the United States Military Academy during that fiscal year; second, of enlisted men whose fitness for promotion shall have been determined by examination; third, of candidates from civil life between the ages of 21 and 27 years. Candidates from civil life will be selected by competitive examination from those designated by the War Department. No candidate will be designated who is married or who is not a citizen of the United States, and no candidate will be designated who is not eligible for appointment on date set for the examination.

3. All vacancies occurring after June 30, and not needed for the graduates of that fiscal year of the Military Academy, will be held for the next graduating class of the Academy.

4. No person who has been a cadet at the United States Military Academy will, under any circumstances, receive a commission in advance of his class; nor will any one who has been a midshipman at the United States Naval Academy receive a commission in advance of the class at the Military Academy corresponding to his class at the Naval Academy.



No cadet who has been expelled from the Military Academy for hazing will be commissioned until two years after the graduation of his class.

5. Applicants who are graduates of certain institutions (par. 36) will be entitled to exemption in certain subjects, as follows:

(a) Honor graduates of institutions which are designated as "distinguished colleges" will be exempt from the mental examination, but must undergo the physical test prescribed in paragraph 10 of this order.

(b) Honor graduates of institutions formerly classed as "distinguished institutions" will not be required to include any subject of Group III, paragraphs 21 or 23.

(c) Graduates of institutions rated as class MC or class C, and graduates of recognized colleges or universities will not be required to include any of Group I, paragraphs 21 or 23.

Each applicant should state the branch of service for which he desires to compete, with second and third choice. Those desiring exemptions should submit to the War Department diplomas, certificates, or other evidence of such graduation when applying for the letter of designation or with the application referred to in paragraphs 8 and 28 of this order. If exempted, candidates will be so informed.

#### DUTIES OF EXAMINING BOARDS.

6. Boards for the examination of candidates for appointment as second lieutenant will be governed by the following:

The duties of the medical officers shall be confined to inquiring into and reporting upon the physical qualifications of the applicants. The duties of the line officers shall be to pass upon the moral qualifications of each candidate, as far as practicable from all available data; to inquire into the general suitability of candidates, and the suitability for mounted service of candidates applying therefor; and to supervise the mental examination.

The physical examination will be first, the examination into the moral character and general qualifications next, and this will be followed by the mental examination, which will be written and will take place in the presence of the line officers of the board, at least one of whom must be present at all times during the examination. Each examination paper will contain a certificate from one of the line officers of the board that the candidate has undergone the examination in his presence and without assistance from anyone.

#### APPOINTMENTS OF SECOND LIEUTENANTS FROM THE ARMY.

7. 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 July 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 and of good moral character before and after enlistment, and must be an enlisted man of the Army when he submits his application and when he appears for examination, and if appointed a second lieutenant, must be an enlisted man at the date of his appointment.

#### APPLICATIONS.

8. An enlisted man who desires to appear for examination will submit, through military channels, an application so that it will reach his post commander on or before March 1, or if in Alaska or the Philippines, before January 1, of the year in which he desires to take the examination. Any applications received after those dates will not be considered unless it be shown that the delay was through no fault of the applicant. The application will be accompanied by the "Form for individual record of candidate" (page 3), filled out and sworn to as indicated.

The applicant's immediate commander, in forwarding such application, will verify the statement of service as given, and will state specifically whether, in his opinion, the soldier fulfills each of the conditions hereinbefore required, adding his remarks in each case as to the aptitude of the applicant for the position sought and whether, in the event of his appointment as second lieutenant in the Army, he would object to the applicant's assignment to his organization, should a vacancy exist therein, giving his reasons, if any, for the objection.

#### FORM FOR INDIVIDUAL RECORD OF CANDIDATE.

- (1) Give the exact date and place of your birth.
- (2) Are you married or single?
- (3) Are you a citizen of the United States? If so, state whether native born or naturalized.
- (4) What schools have you attended and for what periods? Answer explicitly, giving dates and designations of schools, as public schools, academies, district schools, colleges, manual-training schools, night schools, etc. Give also names and present addresses



of presidents, superintendents, commandants, principals, professors, or teachers under the supervision of whom you were while attending schools, academies, colleges, etc.

(5) In what profession or occupation have you been employed? Answer explicitly, giving time, character of employment, etc.

(6) During what time have you supported yourself, totally or partially by your own labor?

(7) Have you ever served in the Volunteers or Organized Militia, or as a cadet at the United States Military Academy? Answer explicitly, giving State, arm of service, rank, dates, etc.

(8) State concisely your service in the Regular Army, giving organizations in which you have served and names of officers under whom you have served, with periods of such service (as near as possible) in each case.

(9) State the places of your residence since your twelfth birthday, giving dates between which you resided at each place.

(10) State the name and present address of each person by whom you were employed since your twelfth birthday, giving in each instance the nature of the employment and date of its beginning and ending. (Signature with full name, rank, etc.).....  
Sworn to and subscribed before me the ..... day of..... A. D. 191...

#### PRELIMINARY EXAMINATION FOR APPOINTMENT AS SECOND LIEUTENANTS FROM THE ARMY.

##### GENERAL PROVISIONS.

9. The commanding officer of each post where applications are received will convene a board, consisting of at least one medical and two line officers, exclusive of the immediate commander of any applicant, to conduct the preliminary examination. Should the appointment of such board be impracticable, or should the applicant be not serving at a post, the application will be forwarded through military channels to the commander of the district, territorial department, or division (if in the field), who will designate the board before which the candidate is to appear. These boards will be convened as soon as practicable after March 1, or, if in the Philippines or Alaska, after January 1.

##### PHYSICAL EXAMINATION.

10. Each applicant will be first subjected to a rigid physical examination, and if any cause of disqualification is found to exist it will be specified in the report, and the applicant will be rejected

and his examination will cease, unless, in the opinion of the medical officers of the board, the physical defects are temporary in nature and such as may be overcome by the time the applicant is to appear for final examination, in which case the physical defects and the reasons which influenced the board to continue the examination, notwithstanding such defects, will be fully set forth in the report. Examination as to physical qualifications will conform to the standard required of recruits, except that any applicant whose degree of vision is less than 20/40 in either eye or who is color blind for red, green, or violet, will be rejected.

The physical examination will be made complete in each case, even though a disqualifying defect be discovered, so as to ascertain whether any other defects exist. It is highly desirable that where a candidate is rejected for any physical cause, the cause of rejection should be so clearly established as to be conclusive of the reasonableness and propriety of the rejection, and in cases where physical fitness appears doubtful the board may require the production of such testimony as to the medical history of the candidate and of his family as may be obtainable.

##### EXAMINATION AS TO MORAL CHARACTER AND FITNESS.

11. The moral character of each applicant found physically qualified will then be inquired into, and any applicant who has not borne a good moral character before and after enlistment will be rejected, and his examination will cease.

Each applicant will submit to the officer conducting the examination testimonials or certificates as to his moral character and fitness for the position of a commissioned officer, and these testimonials and certificates will be forwarded with the report of the board.

12. The board will conduct such inquiries as will enable it to render an opinion, based on observation, verbal questioning of the applicant and upon all available data, as to whether the candidate possesses the qualifications to be desired in a commissioned officer and as to his probable ability to pass satisfactorily the final mental examination.

##### REPORT OF THE BOARD.

13. Upon the conclusion of the preliminary examination the board will render a full report as to its proceedings and findings in the case of each applicant, and will forward this report with all papers pertaining thereto through military channels to The Adjutant General of the Army.



# FINAL EXAMINATION FOR APPOINTMENT AS SECOND LIEUTENANTS FROM THE ARMY.

## GENERAL PROVISIONS.

14. Each year in which there remain vacancies in the grade of second lieutenant for appointment to which enlisted men are eligible, the War Department will, on July 1, or subsequent thereto, convene such boards as may be deemed necessary, consisting of two or more line officers and two medical officers, before which those who have successfully passed the preliminary examination will be ordered to appear to compete in the final examination for appointment to such vacancies.

15. No applicant will be ordered before the final board in any calendar year who has not successfully passed the preliminary post or departmental board during that calendar year or the one immediately preceding. An applicant who twice fails to pass the preliminary examination in years in which final examinations are held or who twice fails in his final examination will not be permitted to compete again for appointment to the grade of second lieutenant in the Army.

16. The records of the preliminary examinations of candidates ordered to take the final examination, and the papers pertaining thereto, together with such official records in the War Department as relate to the character and qualifications of such candidates for commission, will be submitted to the final board.

## PHYSICAL EXAMINATION.

17. Each candidate will first be subjected to a rigid physical examination, and any candidate who fails to pass it will be rejected by the board; but should he so desire, he will be permitted to undergo the mental examination with the distinct understanding that such examination will not confer upon him any right to appointment should his physical disability finally be regarded as disqualifying. This examination will conform to the rules laid down in paragraph 10 of this order, and the report of the preliminary board as to the physical qualifications of the candidate will be considered. A certificate of physical examination by the medical officers of the board will accompany the proceedings of the board in each case.

## MENTAL EXAMINATION.

18. Upon the completion of the physical examination, will follow the mental examination, which will be written, and the questions for which will be furnished by The Adjutant General of the Army to the senior line officer of the board. Each examination paper will contain a certificate from one of the line officers of the board that the applicant has undergone the examination in his presence and without assistance from anyone.

## SUITABILITY FOR MOUNTED SERVICE.

19. Upon the completion of the mental examination, the board will examine the applicants for mounted service and will report upon their suitability therefor, taking into consideration only proficiency in riding, horsemanship, and size when so great as to indicate present or future unsuitability for mounted service, and the board will report them by name in two groups as determined by the result of the examination, viz: First, those considered qualified; second, those considered not qualified.

## COMPLETION OF PROCEEDINGS.

20. The proceedings of the board will be completed and all papers connected with the case of each candidate will be forwarded in accordance with instructions furnished by The Adjutant General of the Army.

## SUBJECTS FOR MENTAL EXAMINATION OF CANDIDATES FROM THE ARMY FOR APPOINTMENT AS SECOND LIEUTENANTS IN THE CAVALRY, FIELD ARTILLERY, AND INFANTRY.

(Civilian candidates are examined in these subjects. See par. 32.)

21. Each applicant who is physically qualified or desires to undergo the mental examination notwithstanding his physical defects, will be examined mentally in the following subjects, subject to the exemptions noted in paragraph 5.

### GROUP I.

	Weight.
1. United States History and Constitution.....	1
2. Geography.....	1
3. Elementary English.....	1
4. Algebra.....	1
5. Geometry.....	1
6. Trigonometry.....	1



## GROUP II.

	Weight.
1. Elementary French, German, or Spanish, as the applicant may elect.....	1
2. General history.....	1
3. Elementary surveying.....	1

Also in one of the following subjects:

## GROUP III.

1. Advanced English.....	2
2. Advanced French.....	2
3. Advanced German.....	2
4. Advanced Spanish.....	2
5. Analytical geometry.....	2
6. Calculus (differential and integral).....	2
7. Military art and field engineering.....	2
8. Advanced surveying.....	2

## OPTION.

The candidate, before entering upon the mental examination, will submit to the board in writing his choice of subject in Group III and in 1 of Group II, and thereafter no change of subject will be allowed.

## SCOPE OF THE EXAMINATION.

22. The general scope of the examination in each subject will be as follows:

## GROUP I.

1. *United States History and Constitution.*

A knowledge of prominent persons and events connected with the origin, growth, and Government of the United States, from the discovery of the American continent to the present time. The examination will not be concerned with mere annals and dates, but will require an intelligent insight into causes and effects; also, a knowledge of the evolution and principal characteristics of government and their relation to history.

The textbooks used will be any good high-school history of the United States, Upton's Military Policy, and Constitutional Law, by E. G. Davis.

2. *Geography.*

A general knowledge, based on information obtainable from the best school textbooks, with especial reference to the United States. The examination will require knowledge of the principal land and water features of the world and of their relations to one another; of commercial routes, navigable rivers, principal centers of popu-

lation and manufacture, general location of races, political boundaries, and the natural products of certain areas.

3. *Elementary English.*

Knowledge of English composition, grammar, and spelling, and the ability to express clearly ideas on subjects of common knowledge, or on subjects connected with the candidate's examination. The candidate will be required to write one or more letters or compositions on subjects he may select from a list given in the examination papers, to explain the meaning of certain words or phrases contained in given quotations, and will be tested generally as to his knowledge of English construction. *Special attention will be paid to effective arrangement of material, power of exact statement, correct grammatical construction, and spelling.*

4, 5, and 6. *Mathematical Subjects.*

The scope of the mathematical subjects will be that usually considered necessary as a general foundation or preparation for undertaking a scientific course of study such as is covered by the following, or any other recognized textbooks on the same subjects of an equivalent standard, namely:

New School Algebra (Wentworth).

Plane and Solid Geometry, Revised (Wentworth).

New Plane and Spherical Trigonometry (Wentworth).

## GROUP II.

1. *Elementary French, German, or Spanish.*

The scope of the examination in elementary French, German, or Spanish will include the construction of the language, ability to read and write the simple forms, translation from English into French (German or Spanish) and vice versa; the knowledge to be as extended as that which would ordinarily be acquired by a college student taking a course of instruction in a first year's college course extending over about 200 recitation periods of an hour each.

It is covered by the following-named or any other recognized textbook:

(A) *Elementary French.*

## 1. Grammar:

Elementary French Grammar (Olmsted).

Aldrich and Foster, Elementary French (or)

Whitney, French Grammar.

Marchand, French Idioms; Martin, French Verb.



## 2. Composition:

François, Introductory French Composition,  
 François, Advanced French Composition (or)  
 Weekley, French Prose Composition. (London, W. B.  
 Olive.)

## 3. Reading:\*

## (a) Plays—

Molière, le Bourgeois Gentilhomme,  
 Les Précieuses Ridicules, L'Avare, Le Misanthrope.  
 The plays of Scribe, Labiche, Augier, Dumas fils,  
 Pailleron, Rostand, or of any other standard modern  
 dramatic author.

## (b) Prose proper—

The works of Châteaubriand, Hugo, Balzac, Maupas-  
 sant, or of any other standard modern author.

## (c) Poetry—

Lamartine, de Musset, Hugo, Sully-Prudhomme,  
 Coppée.

(B) *Elementary German.*

## 1. Grammar:

Whitney's German Grammar or Thomas's Practical German  
 Grammar.

## 2. Composition:

Collar's Eysenbach, Graded German Lessons.

## 3. Reading:\*

## (a) Plays—

Lessing, Goethe, and Schiller.  
 Any modern plays of standard character.

## (b) Prose proper—

Heine—Die Harzreise; Hoffmann—Meister Martin  
 der Kufner, Das Fräulein Von Scuderi; Riehl—Der  
 Fluch der Schönheit; Whitney's German Reader;  
 any standard modern prose.

## (c) Poetry—

Goethe—Hermann and Dorothea; Heine's poems;  
 Scheffel—Der Trompeter Von Sakkingen.

\* The indications under "3. Reading" do not mean that all the authors mentioned will be required, nor that all of a given author's works must be read. The scope is made purposely broad, so as to cover possible variations in the course of study pursued by the candidate.

(C) *Elementary Spanish.*

## 1. Grammar:

A Spanish Grammar (Olmsted and Gordon).  
 Ramsey's Textbook of Modern Spanish (or) De Arteaga,  
 Practical Spanish.

## 2. Composition:

Crawford's Spanish Composition.

## 3. Reading:\*

## (a) Plays—

Calderon—La Vida es Sueño; Moratín—El sí de las  
 niñas; Galdós—Electra; any other modern standard  
 plays.

## (b) Prose proper—

Valera—Pepita Jiménez; Alarcón—El Capitan Ve-  
 neno, El Sombrero de Tres Picos; or any standard  
 modern prose.

2. *General History.*

So much of the history of ancient Greece and Rome as is contained in good high-school textbooks on those subjects, and the important facts in general ancient history and in the history of mediæval Europe to the end of the fifteenth century; also so much of the political, social, and economic history from the end of the Middle Ages to the present day, and the fundamental principles of civil government historically considered as is contained in the following, or any other recognized textbooks of an equivalent standard, namely:

Outline of the World's History (Swinton).

A Political History of Modern Europe (F. Schwill).

The Development of Modern Europe (J. H. Robinson and C. A. Beard).

Readings in Modern European History, Volume II (Robinson and Beard).

The Development of the State (Dealy).

3. *Elementary Surveying.*

The applicant need not be a practical surveyor. He must have, however, a good general knowledge of the instruments and methods

\* The indications under "3. Reading" do not mean that all the authors mentioned will be required, nor that all of a given author's works must be read. The scope is made purposely broad, so as to cover possible variations in the course of study pursued by the the candidate.



used in topographical surveying, and must be proficient in reading a contoured map.

The requirements are fully covered in Part I, Chapters I-IV, inclusive; Part II, Chapters I (omitting paragraphs 68-70, inclusive), II, IV (omitting paragraphs 118 and 119), V (omitting paragraphs 130-133, inclusive), VI (omitting paragraph 159), VIII, IX, and X of *Military Topography for the Mobile Forces*, Sherill, third edition.

### GROUP III.

#### 1. *Advanced English.*

(a) Such general knowledge of American and English literature and their history as is covered by works on these subjects of the standard of the following:

History of English (Champneys).

English Literature (Long).

A History of English Literature (Moody and Lovett).

Introduction to American Literature (Pancoast).

American Literature (Bronson).

(b) Ability to write understandingly on the subject matter of the works of the principal American and English authors.

One or more compositions will be required on subjects taken from 10 of the works in the following list. Preparation is expected on two works in each group, and the choice of subjects indicated in the examination will be broad enough to cover the special preparation of the candidate.

The candidate is not expected to have a minute knowledge of the subject matter of these books; and he may not offer mere knowledge of the books as a substitute for the ability to write good English. His aim should be to acquire through his reading the power to express his own thought. He is expected, however, to have such a general knowledge of the books as would come from fresh and thoughtful reading.

#### I.

Shakespeare's *As You Like It*, *Henry V*, *Julius Cæsar*, *The Merchant of Venice*, *Twelfth Night*, *Midsummer Night's Dream*.

#### II.

Bacon's *Essays*; *The Sir Roger de Coverly Papers* in the *Spectator*; Franklin's *Autobiography*; Goldsmith's *The Vicar of Wakefield*; Scott's *Ivanhoe*; Scott's *Quentin Durward*; Hawthorne's

*The House of the Seven Gables*; Thackeray's *Henry Esmond*; Mrs. Gaskell's *Cranford*; Dickens's *A Tale of Two Cities*; George Eliot's *Silas Marner*; Blackmore's *Lorna Doone*; Stevenson's *Treasure Island*.

#### III.

Bunyan's *Pilgrim's Progress*, Part I; Macaulay's *Essays on Lord Clive and Warren Hastings*; Thackeray's *English Humourists*; Selections from Lincoln, including the two Inaugurals, the Speeches in Independence Hall and at Gettysburg, the Last Public Address, and a brief memoir or estimate; Parkman's *Oregon Trail*; Thoreau's *Walden*; Stevenson's *Inland Voyage and Travels with a Donkey*.

#### IV.

Irving's *Sketch Book*; Lamb's *Essays of Elia*; De Quincey's *Joan of Arc and the English Mail-Coach*; Carlyle's *Hero as Poet, as Man of Letters, and as King*; Emerson's *Essays (selected)*; Ruskin's *Sesame and Lilies*.

#### V.

Palgrave's *Golden Treasury (First Series)*, Book II and III, with especial attention to Dryden, Collin, Gray, Cowper, and Burns; Gray's *Elegy in a Country Churchyard* and Goldsmith's *The Deserted Village*; Coleridge's *The Ancient Mariner* and Lowell's *The Vision of Sir Launfal*; Scott's *The Lady of the Lake*; Byron's *Childe Harold*, Canto IV, and the *Prisoner of Chillon*; Palgrave's *Golden Treasury (First Series)*, Book IV, with especial attention to Wordsworth, Keats, and Shelley; Poe's *The Raven*; Longfellow's *The Courtship of Miles Standish*, and Whittier's *Snow Bound*; Macaulay's *Lays of Ancient Rome*, and Arnold's *Sohrab and Rustum*; Tennyson's *Gareth and Lynette*, *Lancelot and Elaine*, and the *Passing of Arthur*; Browning's *Cavalier Tunes*, *The Lost Leader*, *How They Brought the Good News from Ghent to Aix*, *Home Thoughts from Abroad*, *Home Thoughts from the Sea*, *Incident of the French Camp*, *Hervé Riel*, *Pheidippides*, *My Last Duchess*, *Up at a Villa—Down in the City*.

(c) Questions will be asked on the following books:

Shakespeare's *Macbeth*; Tennyson's *Idylls of the King*, or Milton's *Comus*, *L'Allegro*, and *Il Penseroso*; Burke's *Speech on Conciliation with America*, or Washington's *Farewell Address* and Webster's *First Bunker Hill Oration*; Macaulay's *Life of Johnson*, or Carlyle's *Essay on Burns*.



This part of the examination will be upon subject matter, form, and structure, and presupposes the thorough study of each of the books named. In addition, the candidate may be required to answer questions on the leading facts in those periods of English literary history to which the prescribed works belong.

#### 2, 3, and 4. *Modern Languages.*

(Either French, German, or Spanish may be chosen.)

Thorough knowledge of the grammar and construction of the language chosen, with ability to translate idiomatically to or from English, and to write original compositions on a subject chosen from a given list.

The examination will generally include:

- (a) One or more translations from the language chosen into English of quotations from various authors.
- (b) Translations from English into the language chosen.
- (c) Translations to and from English of selected sentences, with especial regard to idiomatic peculiarities.
- (d) Paraphrases of quotations.
- (e) Grammatical construction, declensions, conjugations, etc., usually of selected words and phrases from preceding quotations or sentences.
- (f) A composition of at least 250 words in the language selected on a subject chosen from a list given in the examination papers.

#### 5 and 6. *Analytical Geometry and Calculus.*

The scope of the examination in higher mathematics will be that of a final examination at the end of the sophomore or junior years in the scientific courses of recognized colleges and technical schools, and is covered by the following or any other recognized textbooks of an equivalent standard, namely:

Analytical geometry, Tanner and Allen.

Differential calculus, McMahon and Snyder.

Integral calculus, D. A. Murray.

#### 7. *Military Art and Field Engineering.*

Handling of commands not larger than a battalion, map reading, principles of military topography, and field fortification, to the extent covered by the following books:

Drill Regulations of the Three Arms (Combat only), Field Service Regulations, 1914 (Parts I, II, and III).

#### *Studies in Minor Tactics.*

Military Topography—Sherrill (Chapters I, II, and III, Part I, and Chapters I, II, III, IV, V, and VI, Part III only).

Applied Principles of Field Fortification for Line Officers—Woodruff (Chapters II, IV, VII, IX, X, and XI).

The examination will consist of map problems and exercises designed to test the candidate's intelligent perception of the subjects, and ability to apply to concrete cases his knowledge of principles.

#### 8. *Advanced Surveying.*

Part I—General theoretical knowledge of the methods employed in mapping large areas; control of the survey; astronomical observations for azimuth, time, latitude, and longitude; trigonometrical leveling; barometric leveling; filling-in methods; projection methods.

Part II—Special knowledge of either (a) Topographical Surveying, (b) Hydrographic Surveying, or (c) Railroad Surveying.

A candidate who elects advanced surveying as his optional subject will take Part I and either (a), (b), or (c) of Part II as he may elect.

Theoretical and practical knowledge required will conform to the following standards or their equivalents:

Part I—The Principles and Practice of Surveying—Breed and Hosmer.

The Theory and Practice of Surveying—Johnson.

Part II—(a) Topographic Surveying—Wilson; Breed and Hosmer, Vol. II, Parts I and II; Methods in Use by U. S. Geological Survey.

(b) Breed and Hosmer, Vol. II, Part III; Methods in Use by U. S. Coast and Geodetic Survey; Methods in Use by U. S. Lake Survey.

(c) Johnson, Chapters IX and XIII, and Railroad Construction—Webb, Part I, Chapters I, II, and III.

SUBJECTS FOR MENTAL EXAMINATION OF CANDIDATES FROM THE ARMY FOR APPOINTMENT AS SECOND LIEUTENANTS IN THE COAST ARTILLERY CORPS.

(Civilian candidates are examined in these subjects. See par. 32.)

23. Each applicant who is physically qualified or desires to undergo the mental examination notwithstanding his physical



defects, will be examined mentally in the following subjects, subject to the exemptions noted in paragraph 5.

## GROUP I.

	Weight.
1. United States History and Constitution.....	1
2. Geography.....	1
3. Elementary English.....	1
4. Algebra.....	1
5. Geometry.....	1
6. Trigonometry.....	1

## GROUP II.

1. Elementary French, German, or Spanish, as the applicant may elect.....	1
2. General history.....	1
3. Elementary electricity.....	1
4. Elementary mechanics.....	1
5. Elementary chemistry.....	1

Also in one of the following subjects:

## GROUP III.

1. Advanced English.....	2
2. Advanced French.....	2
3. Advanced German.....	2
4. Advanced Spanish.....	2
5. Advanced surveying.....	2
6. Advanced mathematics.....	2
7. Advanced electricity.....	2
8. Advanced mechanics.....	2

## OPTION.

The candidate, before entering upon the mental examination will submit to the board in writing his choice of subject in Group III, and in 1 of Group II, and thereafter no change of subjects will be allowed.

The scope of the examination in the subjects of Groups I, II (except subjects 3, 4, and 5), and III (except subjects 6, 7, and 8) is given in paragraph 22 of this order.

24. The scope of the examination in elementary electricity, mechanics, and chemistry will be that of a high school or preparatory school examination in these subjects and will cover only so much of the subjects as is usually considered necessary as a general foundation or preparation for beginning one of the scientific courses at recognized colleges or technical schools. The scope of the subjects is that covered by the following, or any other recognized textbooks of an equivalent standard, viz:

Lessons in Practical Electricity (Swoope, lessons 1 to 23).

A Text Book of Physics (Wentworth and Hill).

Elementary Chemistry (Clarke and Dennis).

The scope of the examination in advanced mathematics, electricity or mechanics will be that of a final examination in these subjects given by certain correspondence schools, and by recognized colleges and technical schools at the end of the sophomore or junior years in the scientific courses, and the scope of the subjects covered by the following or any other recognized textbooks of an equivalent standard, viz:

For advanced mathematics:

Differential calculus, McMahon and Snyder.

Integral calculus, D. A. Murray.

Analytical geometry, Tanner and Allen.

For advanced electricity:

Elements of electrical engineering, vol. 1, Franklin and Estay.

For advanced mechanics:

International Library of Technology, covering the subjects of steam engines, steam boilers, gas-engine management, carburettors, electrical ignition, and gas producers.

## APPOINTMENTS.

25. The final examination is competitive and for a specified number of vacancies. The board which conducts the final examination will recommend for appointment only such number, in the order of merit established by the final examination, as will equal the number of vacancies apportioned to enlisted competitors by the Secretary of War, and no greater number will be reported as having passed. No competitor will be recommended by the board who is not physically and morally qualified for the position of second lieutenant in the Army, nor any whose general average on the mental examination is less than 70 per cent, or less than 65 per cent in any subject, but the mere fact that a candidate makes a general average of 70 per cent or more will not give him any right or title to appointment.

## AWARDING OF MARKS.

26. The board convened to mark the papers will award marks in each subject on a scale of 100; these marks will then be multiplied by the relative weight of the corresponding subject, as given in



paragraphs 21 or 23 of this order, and the total of the products divided by the total weight, as in the following example:

Candidate's name: A. B. Class D.

No.	Subject.	Mark.	Weight	Product of marks by weights.
1	United States History and Constitution.....	80	1	80
2	Geography.....	86	1	86
3	Elementary English.....	74	1	74
4	Algebra.....	91	1	91
5	Geometry.....	85	1	85
6	Trigonometry.....	90	1	90
7	Elementary Spanish (French or German).....	87	1	87
8	General history.....	77	1	77
9	Elementary surveying.....	90	1	90
10	Advanced Spanish.....	83	2	166
	Total.....		11	926
	General average.....			84.18

#### APPOINTMENTS OF SECOND LIEUTENANTS FROM CIVIL LIFE.

##### GENERAL PROVISIONS.

27. An appointment as second lieutenant in the Army will be awarded annually to one honor graduate of each institution designated as a "distinguished college," provided sufficient vacancies exist after the appointment of graduates of the United States Military Academy and of the successful competitors in the annual examination of enlisted men.

The honor graduate of the "distinguished college" must be a member of the class graduating from that institution in the year in which his appointment to the Army is made. He will not be required to take any mental examination.

##### APPLICATIONS.

28. Applications for designation should be addressed upon the prescribed form to The Adjutant General of the Army. Copies of the prescribed form may be obtained upon application to The Adjutant General of the Army, and, when filled and returned, should be accompanied by three or four letters of recommendation as to character from persons of the community in which the applicant has lived.

29. Upon receipt of such application The Adjutant General will issue letters of designation to those applicants whom the War Department desires to appear for examination.

##### EXAMINING BOARDS.

30. Candidates will be authorized to report for examination at such military posts in the vicinity of their homes as may be designated in each case. The examination will be conducted by a board to consist of two medical officers and two or more line officers, appointed by the commanding officer at the post designated.

##### PHYSICAL EXAMINATION.

31. The physical examination will be as prescribed in paragraph 10.

##### MENTAL EXAMINATION.

32. Upon the completion of the physical examination, the mental examination as prescribed in paragraphs 18, 21, and 22, or 18, 23, and 24, as the case may be, will follow.

##### MORAL CHARACTER.

33. All candidates shall submit to the officer conducting the mental examination testimonials or certificates as to their moral character and fitness for the position of a commissioned officer, and these testimonials and certificates will be forwarded with the examination papers.

##### SUITABILITY FOR MOUNTED SERVICE.

34. Upon the completion of the mental examination the examination prescribed in paragraph 19 will follow.

##### COMPLETION OF PROCEEDINGS.

35. Examination papers when completed will be forwarded to The Adjutant General of the Army. Marks upon the examination papers will be awarded by the War Department.

##### CLASSIFICATION OF CANDIDATES.

36. Candidates will be classified as follows:

*Class A.*—Honor graduates of "distinguished colleges," who must be members of the classes graduating from the several institutions in the year in which appointments to the Army are made.



*Class B.*—Honor graduates of institutions of learning at which Army officers are detailed as professors of military science and tactics, who have at any time been designated as honor graduates of "honor schools," as well as those graduates who have been reported in the past as honor graduates of institutions formerly designated as "distinguished institutions," and who may at any time become candidates for commission in the Army, shall be given certain privileges of precedence in appointment as indicated in paragraph 39.

*Class C.*—Other graduates of institutions of learning at which Army officers are detailed as professors of military science and tactics and which are classified as class MC and class C at date of the candidate's graduation; members of the Organized Militia of not less than three years' creditable service in the militia.

*Class D.*—Other candidates.

#### GRADING OF CANDIDATES.

37. Candidates will be graded according to merit as established by their averages. Those whose general average is 85 per cent or more will be graded separately in their several classes, as described in paragraph 36. Those whose general average is 75 per cent or more and less than 85 per cent will be graded in one list without regard to class.

#### AWARDING OF MARKS.

38. Marks will be awarded as prescribed in paragraph 26.

#### APPOINTMENTS.

39. Vacancies remaining after the appointment of qualified enlisted candidates will be filled: *First*, from those candidates belonging to class A; *Second*, from those candidates whose general average is 85 per cent or more, by taking first those of class B, second those of class C, and third those of class D; *Third*, the remaining available vacancies will then be filled in order of merit from the list of candidates, without regard to the classification, whose general average upon the competitive examination is 75 per cent or more.

No candidate will be appointed who is not physically or morally qualified, nor whose general average is less than 75 per cent, or whose mark in any subject is less than 70 per cent, except those candidates belonging to class A, who are exempt from any mental

examination. The mere fact that a candidate makes a general average of 75 per cent or more will not give him any title to an appointment.

The examination will be competitive, and the board will recommend for appointment only such number of candidates as equal the number of vacancies apportioned by the Secretary of War for civilian candidates.

[2301790 A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

H. L. SCOTT,  
*Major General, Chief of Staff.*

OFFICIAL:

H. P. McCAIN,  
*The Adjutant General.*



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GENERAL ORDERS }  
No. 48.

In force  
Jes 32

WAR DEPARTMENT,  
WASHINGTON, *September 19, 1916.*

1. The following regulations governing the detail of officers and noncommissioned officers to schools and colleges under the provisions of section 56 of the act of Congress approved June 3, 1916, and the issue of arms, tentage, and equipment thereto, are published for the information and guidance of all concerned:

Sec. 56, act of Congress approved June 3, 1916:

SEC. 56. *Military equipment and instructors at other schools and colleges.*—Such arms, tentage, and equipment as the Secretary of War shall deem necessary for proper military training shall be supplied by the Government to schools and colleges, other than those provided for in section forty-seven of this act, having a course of military training prescribed by the Secretary of War and having not less than one hundred physically fit male students above the age of fourteen years, under such rules and regulations as he may prescribe; and the Secretary of War is hereby authorized to detail such commissioned and noncommissioned officers of the Army to said schools and colleges, other than those provided for in section forty-five and forty-six of this act, detailing not less than one such officer or noncommissioned officer to each five hundred students under military instruction.

2. SCHOOLS AND COLLEGES.—The schools and colleges referred to in section 56 above include all those educational institutions, public or private, which do not maintain units of the Reserve Officers' Training Corps. There must be enrolled at the institution not less than 100 physically fit male students above the age of 14 years.

3. STUDENTS UNDERGOING MILITARY INSTRUCTION.—The proper authorities of the institution must agree to maintain under the prescribed military training not less than 100 physically fit male students above the age of 14 years. They must further agree that any student who enters upon the prescribed course of military training shall be required to continue the training for the remainder of that academic year, as a prerequisite for graduation or promotion from that year's course, unless excused therefrom for physical disability, which fact shall be established by a certificate from a reputable physician to that effect.

4. TIME DEVOTED TO MILITARY INSTRUCTION.—The proper authorities of the institution must agree to allot and require an



average of not less than three hours a week per school year to the prescribed course of military training.

5. PRESCRIBED COURSE OF MILITARY TRAINING.—The instruction given to those students taking the first year's course of military training must include the following subjects as a minimum:

- (a) Nomenclature and care of the rifle and equipment.
- (b) Infantry drill regulations; close and extended order, to include the schools of the soldier, squad, and company.
- (c) Instruction in firing the rifle, to include gallery practice.

6. ADDITIONAL MILITARY TRAINING.—Every effort should be made to offer to those students who have satisfactorily completed the course of training set forth in the preceding paragraph a further and progressive course of military instruction which should follow, as nearly as the facilities at the institution permit, the infantry courses prescribed for students of the Reserve Officers' Training Corps. Information relative to these courses is contained in The Reserve Officers' Training Corps Regulations, a copy of which may be obtained from the department commander (see pars. 33 and 34). These regulations should be carefully studied and the policy and method of training outlined therein should be used as a guide and as far as practicable be carefully adhered to.

7. Instruction in branches of the military service other than infantry will not be sanctioned unless the infantry instruction and training at the institution are found upon inspection by officers designated by the department commander to have reached a satisfactory plane of efficiency.

8. When any student severs his connection with the institution he should be given a certificate stating what military training he has satisfactorily completed.

9. MILITARY INSTRUCTORS.—In so far as the exigencies of the service permit, officers and noncommissioned officers of the Army, active or retired, will be detailed under section 56 of the act of Congress approved June 3, 1916, as follows:

(a) Officers, active or retired; one to each institution, and where the institution has more than 500 students under military instruction, one additional officer for each additional 500 students, or major fraction thereof.

(b) Noncommissioned officers, active or retired; one to each institution, and where the institution has more than 250 students under military instruction, one additional noncommissioned officer for each additional 250 students, or major fraction thereof.

10. The duties of officers and noncommissioned officers, either active or retired, detailed by the War Department to educational institutions under section 56 of the act of Congress approved June 3, 1916, are solely those of instructors in the military course of training prescribed by the Secretary of War, and they will not perform any other duty at the institution or take a course of instruction thereat, except that an officer of the Army may perform the duties of commandant of cadets. Clerical labor connected with the issue, care, and accountability of Government property, and manual labor connected with the care and repair of such property must be provided by the authorities of the institution.

11. When one or more officers are detailed by the War Department to an educational institution, the senior shall be the head of the Department of Military Training. All other officers detailed by the War Department to said institution shall be directly under his orders and control in all matters pertaining to their military duties at the institution. On arriving at the institution for duty the senior officer shall report to the head of the institution and thereafter his status and relations with the institution shall be the same as are those of the head of any other department of the institution.

12. When no officer is detailed by the War Department to the institution, there shall be designated by the authorities of the institution a suitable person to be the head of the Department of Military Training, whose status and relations with the institution shall be the same as are those of the head of any other department of the institution.

Noncommissioned officers detailed by the War Department to the institution shall report to and be under the supervision of the head of the Department of Military Training.

13. When no officer is detailed by the War Department to the institution, the department commander must be satisfied that the head of the Department of Military Training designated by the authorities of the institution is qualified for his duties.

14. ORGANIZATION AND DISCIPLINE.—Students under military training will be organized into companies, battalions, and regiments of Infantry, the organization, drill, and administration of which shall conform as far as practicable to that prescribed for similar units of the Regular Army. The strength of Infantry companies should not be less than 50 nor in general, more than 80 students.



15. All rules and orders relating to the organization, discipline, and government of the military students, the appointment, promotion, and change of officers, and all other orders affecting the military department, except those relating to routine duty, will be made and promulgated by the head of the Department of Military Training after being approved by the chief administrative officer of the institution.

16. Discipline will be maintained at all times when the students are undergoing military training.

17. ARMS AND EQUIPMENT.—Before Government property of any description is issued under section 56 of the act of Congress approved June 3, 1916, it must appear affirmatively that the institution to which the issues are to be made has proper facilities for the care and safe-keeping of such property.

18. No issue of Government property will be made until the authorities of the institution file a bond with the Quartermaster General in the sum of the value of the property, providing that the institution shall take good care of and safely keep and account for the same, and shall, when required by proper authority, duly return same in good order within 30 days to such officer as the proper authority may designate.

19. All Government property issued to the institution must be kept insured for its full invoice value against loss by fire for the benefit of the United States by the authorities of the institution, and the department commander promptly informed when and where the insurance is placed and date of expiration.

20. The following arms, tentage, and equipment are designated for issue to educational institutions under section 56 of the act of Congress approved June 3, 1916, the model depending upon the available supply:

For each student undergoing military training: 1 rifle (complete), 1 gun sling, 1 cartridge belt, 1 bayonet scabbard, 1 haversack, 1 canteen, 1 cup, 1 knife, 1 fork, 1 spoon, 1 meat can, 1 shelter half, 1 shelter tent pole, 5 shelter tent pins.

For each 300 sets or fractions thereof of equipment issued, the issue of 1 ordnance property stencil, cut with the initial of the institution, and 1 number stencil for stenciling numbers  $\frac{1}{2}$  inch high, is authorized.

21. The Cavalry saber and scabbard of old design and the non-commissioned officer's sword and scabbard with necessary attach-

ments may be issued for the use of student officers and noncommissioned officers.

22. For every 15 students participating in gallery practice, one gallery practice rifle, caliber .22, and necessary accessories, may be issued.

23. For every 15 students participating in range practice, one United States rifle, caliber .30, model 1903, complete with gun sling, may be issued in case the student body is not equipped with this model.

24. For each student undergoing military training the following allowance of ammunition, targets, and target supplies is established:

(1) Forty rounds of rifle ball cartridges for each range, but not to exceed 120 rounds.

(2) Sixty rounds gallery practice cartridges, caliber .22, where gallery practice is held in addition to range practice.

(3) One hundred and twenty rounds gallery practice cartridges where gallery practice is held and no rifle ball cartridges are to be supplied during the fiscal year.

(4) Twenty rounds of rifle blank cartridges.

(5) For any institution, such targets and target supplies as may be desired, but such issue will be made only in lieu of a corresponding monetary reduction of the ammunition allowance as determined for that institution.

The issue of one kind of ammunition in lieu of another kind is not authorized.

No credit will be given for fired shells, empty ammunition boxes, etc.

Any additional ammunition needed must be procured by colleges at their own expense, either by purchase from the United States or from private manufacturers.

25. Institutions to which Government property is issued are required under their bond to keep said property in a good and serviceable condition. For this purpose the Government will issue to the institution a proper annual allowance of spare parts, implements, appendages, and cleaning material. If this allowance is exceeded, the excess must be purchased by the institution and may be obtained from the Government at cost price, the cost of transportation to be borne by the institution.

26. The following instructions concerning the use of the ordnance property stencil are published for the information and



guidance of all concerned. In the case of articles stenciled U. S., the initials of the institution should be stenciled thereon with the bottom of the initials as nearly as practicable 1 inch above the top of the U. S. An identifying number should also be stenciled so that the top of the number shall be as nearly as practicable 1 inch below the bottom of the U. S. If for any reason the stenciling can not be so located, it should be neatly arranged as directed by the officer charged with the care of the property. In no case should the marking consist of more than the letters U. S., the initials of the institution, and an identifying number.

27. Government property issued to educational institutions under section 56 of the act of Congress approved June 3, 1916, must be accounted for annually on blank forms furnished by the War Department for this purpose.

28. Property lost, destroyed, or damaged by unavoidable causes and without fault or neglect on the part of the institution or any person charged with the care of such property, or which becomes unserviceable through fair wear and tear incident to the proper and authorized use of said property, will be replaced or repaired at the expense of the United States. All other loss, destruction, damage, or deterioration must be made good by the institution.

29. All loss, destruction, damage, or deterioration of Government property which the authorities of the institution are not willing to make good without investigation by the Government must be reported to the department commander, with the view of having such investigation and survey made on behalf of the Government as will protect its interests.

30. Whenever any arms are lost, the department commander will be notified immediately by wire and the authorities of the institution will also notify the proper civil authorities, with a view of seizing the arms, if found, and of prosecuting all persons concerned with the illegal possession of the same.

31. All requisitions, surveys, and returns of Government property shall be made out on blank forms furnished by the War Department and in accordance with printed instructions thereon.

32. CAMP EQUIPAGE.—Whenever it is desired to place the military students of the institution in a camp of instruction of not less than seven days' duration, the department commander should be informed thereof not less than two months previous to the desired dates. Upon receipt of such information, the authorities of the institution will be informed whether or not the Government has

tentage and camp equipage available for use at such camp and, if available, of the conditions under which its use will be authorized.

33. No tentage (other than shelter tents) or camp equipage will be issued for the use of educational institutions under section 56 of the act of Congress approved June 3, 1916, for camps of less than seven days' duration.

34. SUPERVISION.—The department commander of the territorial department of the Army in which the educational institution is situated is charged with carrying into effect the provisions of section 56 of the act of Congress approved June 3, 1916, in accordance with such general orders and instructions as may be issued by the Secretary of War.

35. In order that the authorities of institutions may know to what department commander communications should be addressed the territorial limits of the several departments are given below:

*The Eastern Department.*—Headquarters, Governors Island, N. Y., embraces the New England States, New York, New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, South Carolina, Kentucky, Tennessee, Georgia, Florida, Alabama, Mississippi, and Porto Rico.

*The Central Department.*—Headquarters, Chicago, Ill., embraces the States of Ohio, Michigan, Indiana, Illinois, Wisconsin, Minnesota, North Dakota, South Dakota, Iowa, Missouri, Kansas, Nebraska, Wyoming, and Colorado.

*The Southern Department.*—Headquarters, Fort Sam Houston, Tex., embraces the States of Texas, Louisiana, Arkansas, Oklahoma, New Mexico, and Arizona.

*The Western Department.*—Headquarters, San Francisco, Cal., embraces the States of Washington, Oregon, Idaho, Montana, California, Nevada, Utah, and Alaska.

36. COMMUNICATIONS AND REPORTS.—All communications from educational institutions referring to subjects included in section 56 of the act of Congress approved June 3, 1916, shall be addressed to the department commander of the territorial department in which the institution is situated.

37. Such reports shall be made by the head of the Department of Military Training on the organization, personnel, training, and equipment of the students undergoing military instruction at the institution as shall be prescribed by the department commander or higher authority.



38. There shall be kept in the Department of Military Training of the institution such records as will show specifically the following information:

- (1) Date and duration of each drill or instruction period.
- (2) Kind of drill or subjects of instruction covered at each drill or instruction period.
- (3) Name of instructor at each drill or instruction period.
- (4) Number of students present at each drill or instruction period for the entire period.
- (5) Names of absentees and the reasons for absences.
- (6) When range practice is held, the score of each student should be kept.
- (7) Record of all Government property issued to the institution.
- (8) Lists of all Government property issued to each student by the institution.

39. Inspections of the personnel of the military department, of the method of instruction, records, amounts and condition of Government property, and of other matters which under the law fall under rules and regulations to be prescribed by the Secretary of War, shall be made at such times and in such manner as may be directed by department commanders or higher authority.

40. The head of the Department of Military Training will render to the department commander a special report covering in full any serious case of breach of military discipline in which adequate action has not been taken by the authorities of the institution within a reasonable time.

41. APPLICATIONS TO RECEIVE GOVERNMENT AID UNDER SECTION 56.—When any educational institution which has not received Government aid under the provisions of section 56 of the act of Congress approved June 3, 1916, desires to receive such aid, the authorities of such institution shall submit their application in accordance with the following form:

.....  
Place.

.....  
Date.

From: .....

Name of institution.

To: Commanding General, ..... Department, .....  
Location.

Subject: Government aid under section 56, act of Congress approved June 3, 1916.

(1) The ..... of .....  
Governing body. Name of institution.

located at ..... desires to participate in the Government aid authorized under section 56, act of Congress approved June 3, 1916.

(2) Number of physically fit male students above the age of 14 years enrolled at the institution .....

(3) Number of such students who agree, or will be required, to participate in the prescribed military training .....

(4) The authorities of the institution agree to allot and require an average of not less than three hours a week per school year to the course of military training prescribed by the Secretary of War.

(5) They further agree that when any student enters upon such course of military training, it shall, as regards such student, be a prerequisite for graduation or promotion for that academic year unless such student is excused for physical disability as prescribed by the Secretary of War.

(6) The authorities of the institution (do not) desire one or more officers and noncommissioned officers of the Army as instructors if any are available for this duty.

(7) In case no officer or noncommissioned officer of the Army is detailed for duty as military instructor at the institution, the authorities of the institution are prepared to provide an instructor qualified to teach the course of military training prescribed by the Secretary of War.

(8) The authorities of the institution will provide suitable storage facilities for all Government property issued to the institution, and will take such measures as are necessary to properly care for same; they will cause to be executed on the blank form to be furnished by the War Department a bond in the value of the Government property to be issued, for the care and safe-keeping thereof and for its return in good condition when required; they further agree to keep said Government property insured against loss by fire for the benefit of the United States.

Signature .....

Head of institution.



42. Upon receipt of the preceding application, the department commander will, as soon as practicable, detail an officer of the Army to visit and inspect the institution. This officer should, in general, be an officer on duty at the nearest educational institution. If the inspection indicates that the institution is entitled to the benefits of section 56 of the act of Congress approved June 3, 1916, requisitions will be prepared at department headquarters for the arms, tentage, and equipment to be issued, and the necessary copies thereof furnished to the institution for signature. After being signed, the requisition will be forwarded to the War Department with remark and recommendation of the department commander. After the value of all property that will be issued to institutions has been decided upon at the War Department, a bond in the value of all Government property to be issued will be furnished by the institution to the Quartermaster General. Upon receipt by the Quartermaster General of the bond properly executed, shipment will be made of the property, including the annual allowance of spare parts, etc., referred to in paragraph 25 of these regulations. Such shipments will be made on regular form of Government bill of lading at the expense of the United States. Such blank forms and instructions will be furnished to the institution as are necessary to properly care and account for Government property.

[2442282, A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

H. L. SCOTT,

*Major General, Chief of Staff.*

OFFICIAL:

H. P. McCAIN,

*The Adjutant General.*



✓ Cal W. J. Johnson  
In force

GENERAL ORDERS, }  
No. 49. }

WAR DEPARTMENT,  
WASHINGTON, September 20, 1916.

The following regulations and instructions governing the establishment, administration, and maintenance of the Reserve Officers' Training Corps at educational institutions and the issue of Government property thereto in accordance with existing law are published for the information and guidance of all concerned.

These regulations will be known as the Reserve Officers' Training Corps Regulations (R. O. T. C. R.).

#### I. GENERAL PRINCIPLES.

SEC. 40. *The Reserve Officers' Training Corps.*—The President is hereby authorized to establish and maintain in civil educational institutions a Reserve Officers' Training Corps, which shall consist of a senior division organized at universities and colleges requiring four years of collegiate study for a degree, including State universities and those State institutions that are required to provide instruction in military tactics under the provisions of the act of Congress of July second, eighteen hundred and sixty-two, donating lands for the establishment of colleges where the leading object shall be practical instruction in agriculture and the mechanic arts, including military tactics, and a junior division organized at all other public or private educational institutions, except that units of the senior division may be organized at those essentially military schools which do not confer an academic degree but which, as a result of the annual inspection of such institutions by the War Department, are specially designated by the Secretary of War as qualified for units of the senior division, and each division shall consist of units of the several arms or corps in such number and of such strength as the President may prescribe.

1. The primary object of establishing units of the Reserve Officers' Training Corps is to qualify, by systematic and standard methods of training, students at civil educational institutions for reserve officers. The system of instruction herein prescribed presents to these students a standardized measure of that military training which is necessary in order to prepare them to perform intelligently the duties of commissioned officers in the military forces of the United States, and it enables them to be thus trained with the least practicable interference with their civil careers.

2. It should be the aim of every educational institution to maintain one or more units of the Reserve Officers' Training Corps in



order that in time of national emergency there may be a sufficient number of educated men, trained in military science and tactics, to officer and lead intelligently the units of the large armies upon which the safety of the country will depend. The extent to which this object is accomplished will be the measure of the success of the Reserve Officers' Training Corps.

## II. CONSTITUTION.

SEC. 41. The President may, upon the application of any State institution described in section forty of this act, establish and maintain at such institution one or more units of the Reserve Officers' Training Corps: *Provided*, That no such unit shall be established or maintained at any such institution until an officer of the Army shall have been detailed as professor of military science and tactics, nor until such institution shall maintain under military instruction at least one hundred physically fit male students.

SEC. 42. The President may, upon the application of any established educational institution in the United States other than a State institution described in section forty of this act, the authorities of which agree to establish and maintain a two years' elective or compulsory course of military training as a minimum for its physically fit male students, which course when entered upon by any student shall, as regards such student, be a prerequisite for graduation, establish and maintain at such institution one or more units of the Reserve Officers' Training Corps: *Provided*, That no such unit shall be established or maintained at any such institution until an officer of the Army shall have been detailed as professor of military science and tactics, nor until such institution shall maintain under military instruction at least one hundred physically fit male students.

3. The Reserve Officers' Training Corps shall consist of the units established by the President in those universities, colleges, and schools which shall have applied for admission of such units to membership in the corps, and shall have agreed to the regulations prescribed by the Secretary of War for the government and training of said units.

4. Units of the senior division may be organized at civil educational institutions which require four years' collegiate study for a degree, including State universities and those State institutions that are required to provide instruction in military tactics under the provisions of the act of Congress approved July 2, 1862, donating lands for the establishment of the colleges where the leading object shall be practical instruction in agriculture and the mechanic arts, including military tactics, and at essentially military

schools not conferring academic degrees but specially designated by the Secretary of War.

5. Units of the junior division may be organized at any other public or private educational institution.

6. Before any unit, senior or junior, of the Reserve Officers' Training Corps may be organized at any institution there must be enrolled at the institution not less than 100 physically fit male students not less than 14 years of age; and the authorities must agree to maintain under the prescribed course of military instruction and training not less than 100 of such students. The prescribed course, when entered upon by any student, shall, as regards such student, be a prerequisite for graduation.

7. In those institutions established and maintained under the provisions of the act of July 2, 1862, all students are required to take military training pursuant to the provisions of said act.

8. A civil educational institution desiring to have established thereat one or more units of the Reserve Officers' Training Corps should apply to The Adjutant General of the Army for admission of such units to membership in the corps; but no unit will be admitted unless the conditions laid down are fulfilled and the institution is, in the opinion of the Secretary of War, capable of efficiently carrying out the work prescribed.

9. The Secretary of War may cancel the membership of any university, college, or school unit, should he consider that its work, as part of the Reserve Officers' Training Corps, is not in keeping with the object for which the corps is established.

## III. CONTROL.

10. For purposes of organization and control the Reserve Officers' Training Corps is directly under the supervision of the Secretary of War, but questions of administration, maintenance, and inspection shall, so far as practicable, be under the control of the several department commanders in whose departments the institutions are located. This will insure a systematic and orderly assignment of such officers as are graduated from the Reserve Officers' Training Corps to the reserve units or to training camps for the purpose of undergoing the annual summer training prescribed in section 48 of the act of June 3, 1916.

11. University, college, and school authorities will retain their ordinary powers of supervision and control.

12. All units will be considered as Federal units and are organized for the purposes before quoted.



## IV. ORGANIZATION.

## General organization.

13. The Reserve Officers' Training Corps will be organized into two divisions:

(a) The senior division, composed of units at universities and colleges requiring four years' collegiate study for a degree and all units at those essentially military schools which do not confer academic degrees, but which, as the result of an inspection by the War Department, are specially designated by the Secretary of War as qualified for units of the senior division.

(b) The junior division, composed of units organized in all other institutions.

14. The university or college contingents may be made up of one or more units, and one or more arms of the service may be represented.

15. Members of the Reserve Officers' Training Corps will be organized into companies, batteries, troops, ambulance companies, field hospitals, battalion, or squadrons, and regiments, the organization, drill, and administration of which shall conform as far as possible to that laid down for similar units in the Regular Army.

Strength. 16. The strength of the several units to be organized in both divisions shall be as follows:

*Infantry.*—The strength of an Infantry company will not exceed 80 nor be less than 50. Should the strength of an Infantry unit be made up of two or more companies, it may be organized into one or more battalions, and two or more battalions may be organized as a regiment.

At institutions where the Infantry or Cavalry instruction has progressed to such a stage as to insure proficiency in the work, a machine-gun contingent may be organized; but special permission in every case will be obtained before such organization is undertaken.

*Field Artillery, Cavalry, Engineers, Signal Corps, Coast Artillery Corps, and Medical Corps.*—The organization of units other than Infantry will be made at institutions with due regard to the facilities offered for the special type of instruction, and no such unit will be organized unless special authority of the War Department is obtained.

17. In the junior division for the present only Infantry units will be organized.

18. Members of the Reserve Officers' Training Corps may be trained and employed as members of the band, provided their prescribed military training is not interfered with.

19. The rules and orders relating to the organization and government of the members of the Reserve Officers' Training Corps, the appointment, promotion, and change of officers, and all other orders affecting the military department, except those relating to routine duty, will be made and promulgated by the professor of military science and tactics after consultation with the chief administrative officer of the institution.

20. The appointment of cadet officers and noncommissioned officers for units of the Reserve Officers' Training Corps will be made from members of the junior and senior classes and from members taking postgraduate courses, provided there are a sufficient number. It is the intention to give the student entering the advanced course the benefit of an opportunity of training in a responsible rather than in a subordinate position, and also to permit the professor of military science and tactics to determine his proficiency at different periods of the practical part of the prescribed course. It will also afford the professor of military science and tactics the opportunity to recommend that said student discontinue his work in the department in case he is not found to be competent and his work not up to the required standard.

## V. CONDITIONS OF SERVICE.

21. Eligibility to membership in the Reserve Officers' Training Corps shall be limited to students of institutions in which units of such corps are established who are citizens of the United States, who are not less than 14 years of age, and whose bodily condition indicates that they are physically fit to perform military duty, or will be so upon arrival at military age.

22. No member of the Army, Navy, or Marine Corps of the United States, or of the National Guard or Naval Militia, shall be eligible for membership in the Reserve Officers' Training Corps.

## VI. ASSIGNMENT OF OFFICERS AND NONCOMMISSIONED OFFICERS.

SEC. 45. The President is hereby authorized to detail such numbers of officers of the Army, either active or retired, not above the grade of colonel, as may be necessary, for duty as professors and assistant professors of military science and tactics at institutions where one or more units of the Reserve Officers' Training Corps are maintained; but the total number of active officers so detailed at educational institutions shall not exceed three hundred, and no active officer shall be so detailed who has not had five years' commissioned service in the



Army. In time of peace retired officers shall not be detailed under the provisions of this section without their consent. Retired officers below the grade of lieutenant colonel so detailed shall receive the full pay and allowances of their grade, and retired officers above the grade of major so detailed shall receive the same pay and allowances as a retired major would receive under a like detail. No detail of officers on the active list of the Regular Army under the provisions of this section shall extend for more than four years.

SEC. 46. The President is hereby authorized to detail for duty at institutions where one or more units of the Reserve Officers' Training Corps are maintained such number of enlisted men, either active or retired or of the Regular Army Reserve, as he may deem necessary, but the number of active noncommissioned officers so detailed shall not exceed five hundred, and all active noncommissioned officers so detailed shall be additional in their respective grades to those otherwise authorized for the Army. Retired enlisted men or members of the Regular Army Reserve shall not be detailed under the provisions of this section without their consent. While so detailed they shall receive active pay and allowances.

23. When application is made in the form for the establishment of a unit of the Reserve Officers' Training Corps at any institution to which an officer of the Regular Army has not previously been detailed, it will be visited by an officer detailed by the commander of the department in which the institution is located. After such inspection this officer will report to the War Department, through the department commander, whether or not the institution fulfills the requirements of law and regulations governing such details, and will recommend specifically whether the detail should be made.

24. All details of officers at civil educational institutions for duty with units of the Reserve Officers' Training Corps will be for four years, unless sooner relieved.

25. Whenever practicable orders detailing an officer to relieve another as professor or assistant professor of military science and tactics will direct him to report at the institution during the school year, preferably at the end of the first semester or the beginning of the spring semester and not less than two weeks prior to the relief of his predecessor.

26. Professors of military science and tactics will retain copies of all returns, reports, and correspondence and will keep an accurate journal of the drills and other military instruction. They will transfer these records to the officer or officers who may succeed them, or to the person designated by the chief

Duties of officers  
and noncommission-  
ed officers.

administrative officer of the institution. In either case a receipt will be taken for the records.

27. Professors or assistant professors of military science and tactics will reside at or near the institution to which assigned, and when in the performance of their military duties will appear in the proper uniform. They will, in their relations to the institution, observe the general usages and regulations therein established affecting the duties and obligations of other members of the faculty. They will not, without permission of the Secretary of War, undertake any course of study in the institution or perform duties in or out of the institution other than those of instructors in the department of military science and tactics, which may include the duties of commandant of cadets.

28. It is the duty of the professors of military science and tactics to enforce proper military discipline at all times when students are under military instruction, and in case of serious breaches of discipline or misconduct to report the same to the proper authorities of the institution, according to its established methods. Should suitable action not be taken by such authorities within a reasonable time, the facts will be reported to The Adjutant General of the Army through the department commander.

29. Enlisted men detailed for duty with units of the Reserve Officers' Training Corps will be ordered to report to the senior officer on duty at the institution for instruction. They will be reported by the latter to the president of the school or college and also instructed in their relations to the institution and to its officials. They will reside at or near the institution and perform no duties other than those of assistants to the professors of military science and tactics and of acting ordnance and quartermaster sergeants.

30. No professor or assistant professor of military science and tactics will be authorized to accept a commission in a unit of the National Guard.

31. Both officers and enlisted men shall be apportioned with due reference to the kind of unit undergoing training, endeavor being made to provide a suitable instructor for each type of unit.

## VII. TRAINING.

SEC. 43. The Secretary of War is hereby authorized to prescribe standard courses of theoretical and practical military training for units of the Reserve Officers' Training Corps, and no unit of the senior division shall be

Act of June 3, 1916.



organized or maintained at any educational institution the authorities of which fail or neglect to adopt into their curriculum the prescribed courses of military training for the senior division or to devote at least an average of three hours per week per academic year to such military training; and no unit of the junior division shall be organized or maintained at any educational institution the authorities of which fail or neglect to adopt into their curriculum the prescribed courses of military training for the junior division, or to devote at least an average of three hours per week per academic year to such military training.

\* \* \* \* \*

SEC. 48. The Secretary of War is hereby authorized to maintain camps for the further practical instruction of the members of the Reserve Officers' Training Corps, no such camps to be maintained for a period longer than six weeks in any one year, except in time of actual or threatened hostilities; to transport members of such corps to and from such camps at the expense of the United States so far as appropriations will permit; to subsist them at the expense of the United States while traveling to and from such camps and while remaining therein so far as appropriations will permit; to use the Regular Army, such other military forces as Congress from time to time authorizes, and such Government property as he may deem necessary for the military training of the members of such corps while in attendance at such camps; to prescribe regulations for the government of such corps; and to authorize, in his discretion, the formation of company units thereof into battalion and regimental units.

32. The following courses prescribed under the provisions of the

General object. above-quoted sections of the act of June 3, 1916,  
are designed to develop the greatest possible  
Appendix II. initiative on the part of the student, and they

also provide that the cadet officers and noncommissioned officers shall participate in the administration and training and share the responsibility therefor.

33. As the object of all training in the Reserve Officers' Training Corps is to bring the largest possible number of cadets up to the proper standard of proficiency, permission to be absent, unless there are exceptional circumstances, should be granted only for physical disability. Any member who is absent from any part of the instruction shall be required, subsequently, to make up the omitted training before being credited with the number of units necessary for graduation.

34. Close order drills and ceremonies have a disciplinary value and effect not to be obtained in any other manner and serve as the groundwork upon which to build the military character and discipline of cadets; but, proficiency in such drills should not be con-

sidered or treated as the final result to be accomplished in a season's training.

SEC. 50. When any member of the senior division of the Reserve Officers' Training Corps has completed two academic years of service in that division, and has been selected for further training by the president of the institution and by its professor of military science and tactics, and has agreed in writing to continue in the Reserve Officers' Training Corps for the remainder of his course in the institution, devoting five hours per week to the military training prescribed by the Secretary of War, and has agreed in writing to pursue the courses in camp training prescribed by the Secretary of War, he may be furnished, at the expense of the United States, with commutation of subsistence at such rate, not exceeding the cost of the garrison ration prescribed for the Army, as may be fixed by the Secretary of War, during the remainder of his service in the Reserve Officers' Training Corps.

35. Any member of the senior division who has completed two academic years of service in that division, who has been selected for further military training by the president of the institution and the professor of military science and tactics, and who executes the following written agreement, will be entitled, while not subsisted in kind, to the commutation of subsistence fixed by the Secretary of War in accordance with law:

Contract. ...., 191 .

In consideration of commutation of subsistence to be furnished me in accordance with law, I hereby agree to continue in the Reserve Officers' Training Corps during the remainder of my course in .....

(Institution.)

to devote five hours per week during such period to the military training prescribed, and to pursue the courses of camp training during such period, prescribed by the Secretary of War.

Witness: .....

36. The instruction required should be coordinated with the college schedule, and the hour or hours of instruction, so far as is possible, should come before 4.30 in the afternoon.

37. Every effort should be made to obtain the cooperation of the military department with other departments of the institution, for the reason that some of the courses prescribed for the instruction of the reserve officer are now being taught, to a certain extent, by other departments of the institution.



38. A history course in the college may readily be specialized in such as to give all the necessary instruction in the military history of certain wars to the students taking the military training course. The subject of hygiene, camp sanitation, etc., may be taught by the professor of hygiene. First-aid instruction may be carried out by instructors in the Medical College.

39. An especially interesting opportunity for such cooperative teaching would be found in problems of governmental administration and transportation, which naturally would become a specialty of the men teaching administration and transportation in the department of economics and government.

40. There is an increasing demand throughout the country for teachers of high-school grade who are able to give military instruction. It may be deemed desirable by the college or department of education to encourage those taking teacher's courses to fit themselves to give military instruction, for by so doing they would be adding an important asset to their professional equipment. Other possibilities in the way of cooperation between different faculties will no doubt be effected as time goes on.

41. As soon as practicable in institutions the graded courses prescribed by the Secretary of War will be taken up in the freshman class and carried through to a consistent end as prescribed by these regulations, it being the intention to provide a full four years' graded course for this work.

42. Any graduate of the senior division under 21 years of age at date of graduation, or any graduate of the junior division who has completed a course in military training substantially the same as that prescribed for the senior division, under the age of 21 years at date of graduation, shall, before becoming eligible for appointment as a reserve officer, be required to attend one camp in each year prior to his arrival at the age of 21 years.

43. Regulations governing camps for units of the Reserve Officers' Training Corps will be issued as soon as formulated.<sup>1</sup>

Camps.

### VIII. UNIFORMS, ARMS, AND EQUIPMENTS.

SEC. 47. The Secretary of War, under such regulations as he may prescribe, is hereby authorized to issue to institutions at which one or more units of the Reserve Officers' Training Corps are maintained such public

<sup>1</sup> It will not be practicable to hold camps prior to the summer of 1917 for these units.

animals, arms, uniforms, equipment, and means of transportation as he may deem necessary, and to forage at the expense of the United States public animals so issued. He shall require from each institution to which property of the United States is issued a bond in the value of the property issued for the care and safe-keeping thereof, and for its return when required.

44. Units of the Reserve Officers' Training Corps of both divisions are permitted to adopt at their own expense a full dress, dress, and fatigue uniform.

45. When a unit of the Reserve Officers' Training Corps has been established at an educational institution, there will be issued to such institution the following uniform:

Uniforms.

For each member of the unit:

- 1 breeches, woolen, olive drab, pair.
- 1 cap, olive drab.
- 1 coat, woolen, olive drab.
- 1 leggings, canvas, pair.
- 1 cap and collar ornament, set.
- 1 shoes, russet, pair.

46. When the individual members of the unit have agreed in writing to participate in such camps of instruction as the Secretary of War shall prescribe, there will be issued to such institution the following additional uniform:

For each member of the unit who so agrees:

- 1 hat, service.
- 1 cord, hat.
- 2 breeches, cotton, olive drab, pairs.
- 2 shirts, flannel, olive drab.

47. No article of Government uniform issued to an institution under section 47, national defense act, shall be used except to uniform members of the units of the Reserve Officers' Training Corps at the institution to which said uniforms were issued.

48. The maintenance, care, and accountability of uniforms will be governed by the provisions of paragraphs 50 to 62, inclusive, of these regulations.

49. It is the policy of the War Department to issue to institutions maintaining units of the Reserve Officers' Training Corps the latest model arms and equipment in so far as the supply and the appropriations of Congress permit, and in quantities sufficient to insure the proper instruction of the units organized. Should

Arms and equipment.



the available supply of the latest model not be sufficient to arm and equip all units of the Reserve Officers' Training Corps, preference in this respect will be given to institutions at which units of the senior division are organized.

50. The number and kind of arms and equipment to be issued will, in general, conform to those prescribed in orders and equipment manuals for similar organizations of the Regular Army, excepting such articles as are not essential to the proper instruction of the units organized or which, in the opinion of the Secretary of War, can not be advantageously used because of lack of proper facilities at the educational institution in question.

51. Requisitions for Government property for an educational institution authorized to have it will be sent to the commander of the territorial department in which the institution is located. After ascertaining what Government property requested under the law the institution needs, the department commander will forward the requisitions to the War Department with remark and recommendation as to the property he finds should be issued if available. Separate requisitions will be required for the property pertaining to each supply department. After the value of all the property that should be issued to an institution has been decided upon at the War Department, a bond in the value of all Government property to be issued for the care and safekeeping thereof, and for its return when required, will be furnished to the Quartermaster General before any Government property can be obtained by the institution. The Quartermaster General will file the bond in his office and furnish the chief of every other supply department concerned with official information showing amount credited on the bond to cover the property pertaining to his department or corps. Government property to an amount in excess of that covered by the bond will not be issued. Educational institutions may execute bonds somewhat in excess of their immediate needs in order that any reasonable expansion may be met by the supply departments without entailing the necessity for the execution of a new bond. Blank forms for bonds and instructions for their preparation will be obtained from the Quartermaster General.

Shipment of Government property authorized by section 47, national defense act, from depots, arsenals, or armories to institutions, and return shipments of such property from institutions

to depots, arsenals, or armories, will be made on regular form of Government bill of lading at the expense of the United States.

52. All Government property issued must be kept insured for its full value against loss by fire for the benefit of the United States by the authorities of the educational institution and the department commander promptly informed when and where the insurance is placed and date of expiration.

53. Requisitions and returns for Government property must be prepared in accordance with the regulations governing the respective supply departments concerned.

54. No Government property will be issued to any institution unless adequate facilities are provided for its proper storage, care, and safe-keeping.

55. All Government property must be kept in serviceable condition. A proper allowance of cleaning material and spare parts will be issued by the Government for this purpose.

56. When any property is lost, destroyed, stolen, or damaged, or becomes unserviceable from any cause whatsoever, the cause will be investigated by an officer of the United States Army detailed by the department commander. If it appears that the loss, damage, or unserviceability is due to neglect or any lack of reasonable care or precautions on the part of the authorities of the institution or any member of the Reserve Officers' Training Corps, the institution must make good to the United States such loss or damage. When property becomes damaged, the institution will be held responsible, except for such deterioration as is due to fair wear and tear incident to the use of the property in that military instruction prescribed or authorized by the Secretary of War.

57. Property lost, destroyed, or damaged due to unavoidable causes and without fault or neglect on the part of the institution or any member of the Reserve Officers' Training Corps, or which is worn out due to fair wear and tear incident to its use in military instruction prescribed or authorized by the Secretary of War, will be repaired or replaced at the expense of the United States.

58. Detailed instructions as to the care, use, preservation, and accountability of Government property are found in the Army Regulations and in other regulations or instructions issued by the War Department.

59. As far as practicable each student should be required to care for his rifle and equipment during the first two years of military training, this instruction being considered an essential part of the course.



60. All textbooks, manuals, and maps must be purchased by the student himself or by the institution, in the same manner as other textbooks are obtained. These books can be bought by the institutions from the Superintendent of Public Documents, from the War Department, and from the Army Service Schools, under the provisions of the act of Congress of July 17, 1914.

61. The War Department will issue such blank forms as may be necessary for the proper instruction and administration of these units.

62. Distinctive insignia, to be worn on the upper part of the left forearm, will be issued to each student who is  
**Distinctive insignia for R. O. T. C.** duly enrolled in the Reserve Officers' Training Corps. The design of said insignia will be in accordance with sealed pattern deposited in the office of the Quartermaster General.

63. It is the intention from time to time to issue insignia indicating a rating for excellence obtained during the course of instruction in addition to a badge for proficiency in target practice. Detailed instructions covering the issue of these badges will be issued from time to time.

#### IX. ADMINISTRATION.

64. At each institution an officer of the Army shall be appointed by the Secretary of War an acting quartermaster. He shall receive, disburse, and account for all Government funds allotted to the institution in connection with the maintenance of the Reserve Officers' Training Corps and shall assist the authorities of the institution in the preparation of all requisitions, reports, and returns required by the War Department.

#### X. APPOINTMENT OF TEMPORARY SECOND LIEUTENANTS.

SEC. 51. Any physically fit male citizen of the United States, between the ages of twenty-one and twenty-seven years, who shall have graduated prior to the date of this act from any educational institution at which an officer of the Army was detailed as professor of military science and tactics, and who, while a student at such institution, completed courses of military training under the direction of such professor of military science and tactics substantially equivalent to those prescribed pursuant to this act for the senior division, shall, after satisfactorily completing such additional practical military training as the Secretary of War shall prescribe, be eligible for appointment to the Officers' Reserve Corps and as a temporary additional second lieutenant in accordance with the terms of this act.

SEC. 52. The President alone is hereby authorized to appoint and commission as a temporary second lieutenant of the Regular Army in time of peace for purposes of instruction, for a period not exceeding six months, with the allowances now provided by law for that grade, but with pay at the rate of \$100 per month, any reserve officer appointed pursuant to sections forty-nine and fifty-one of this act and to attach him to a unit of the Regular Army for duty and training during the period covered by his appointment as such temporary second lieutenant, and upon the expiration of such service with the Regular Army such officer shall revert to his status as a reserve officer.

65. Upon the receipt of these regulations each institution at which an officer of the Army has been detailed during the current year should communicate with those of its graduate students who in the past (prior to June 3, 1916) have taken a course substantially equivalent to that prescribed for the senior division, informing them of the law above quoted and calling attention to the following regulations.

66. Applications for these appointments, in form hereafter prescribed, should then be made without delay by all such graduates who desire commissions in the Officers' Reserve Corps and appointment as temporary second lieutenant in the Regular Army. These citizens must be between the ages of 21 and 27 years. Applications should be submitted as soon as practicable in order that the applicants may be given the preliminary course in training camp required to qualify them for appointment under the above-quoted sections of the law. (Appendix IV.)

67. Upon approval of their applications these citizens will then be eligible for the prescribed additional training, which will consist of attendance at the third (blue) camp for the purpose of taking a four weeks' course strictly practical in its nature.

68. Approved applications will be referred to the commanding general of the department in which the candidate resides. The department commander will then arrange for the attendance of the candidate at the most convenient camp.

69. Upon completion of the course prescribed for the third (blue) camp the applicant should obtain a certificate from his commanding officer setting forth his proficiency. This certificate should be then forwarded, through the department commander, with a renewed application for commission in the Officers' Reserve Corps and appointment as temporary second lieutenant. The application for such commission and appointment will state the institution



from which graduated, date of graduation, arm of service for which trained, present age, and other recommendations, as well as name of officer of the Army who was on detail at said institution.

70. This application will then be passed upon at the War Department and, if approved, the applicant will be reported to the President as qualified for commission in the Officers' Reserve Corps and appointment as a temporary second lieutenant.

71. Graduates of the Reserve Officers' Training Corps who desire to undergo the six months' period of training will make timely application for this appointment, giving the data and recommendations set forth in paragraph 70 of these regulations.

72. The object of the six months' training with the Regular Army is to acquaint the reserve officer with service in the Regular Army and to enable the Government to ascertain his qualifications for future promotion by thus providing a probationary period of training under the immediate supervision of officers of and with units of the Regular Army.

#### XI. MISCELLANEOUS.

73. With the approval of the authorities of any institution, physically fit members of the faculty or of the corps of instructors are authorized to take the courses of training prescribed in these regulations for members of the Reserve Officers' Training Corps. However, it must be understood that participation in these courses does not entitle them to participate in any Government expenditure therefor, nor does it in itself render them eligible for appointment as reserve officers, but they may qualify by complying with the law and regulations provided for the Officers' Reserve Corps.

74. Provisions of the act June 3, 1916, and of these regulations shall not affect obligations to provide military instruction imposed by act of July 2, 1862, upon State institutions.

[2442282 A. G. O.]

BY ORDER OF THE SECRETARY OF WAR.

H. L. SCOTT,  
Major General, Chief of Staff.

OFFICIAL:

H. P. MCCAIN,  
The Adjutant General.

#### APPENDIX I.

[Extract from the act of June 3, 1916.]

\* \* \* \* \*

SEC. 40. *The Reserve Officers' Training Corps.*—The President is hereby authorized to establish and maintain in civil educational institutions a Reserve Officers' Training Corps, which shall consist of a senior division organized at universities and colleges requiring four years of collegiate study for a degree, including State universities and those State institutions that are required to provide instruction in military tactics under the provisions of the act of Congress of July second, eighteen hundred and sixty-two, donating lands for the establishment of colleges where the leading object shall be practical instruction in agriculture and the mechanic arts, including military tactics, and a junior division organized at all other public or private educational institutions, except that units of the senior division may be organized at those essentially military schools which do not confer an academic degree but which, as a result of the annual inspection of such institutions by the War Department, are specially designated by the Secretary of War as qualified for units of the senior division, and each division shall consist of units of the several arms or corps in such number and of such strength as the President may prescribe.

SEC. 41. The President may, upon the application of any State institution described in section forty of this act, establish and maintain at such institution one or more units of the Reserve Officers' Training Corps: *Provided*, That no such unit shall be established or maintained at any such institution until an officer of the Army shall have been detailed as professor of military science and tactics, nor until such institution shall maintain under military instruction at least one hundred physically fit male students.

SEC. 42. The President may, upon the application of any established educational institution in the United States other than a State institution described in section forty of this act, the authorities of which agree to establish and maintain a two years' elective or compulsory course of military training as a minimum for its physically fit male students, which course when entered upon by any student shall, as regards such student, be a prerequisite for graduation, establish and maintain at such institution one or more units of the Reserve Officers' Training Corps: *Provided*, That no such unit shall be established or maintained at any such institution until an officer of the Army shall have been detailed as professor of military science and tactics, nor until such institution shall maintain under military instruction at least one hundred physically fit male students.

SEC. 43. The Secretary of War is hereby authorized to prescribe standard courses of theoretical and practical military training for



units of the Reserve Officers' Training Corps, and no unit of the senior division shall be organized or maintained at any educational institution the authorities of which fail or neglect to adopt into their curriculum the prescribed courses of military training for the senior division or to devote at least an average of three hours per week per academic year to such military training; and no unit of the junior division shall be organized or maintained at any educational institution the authorities of which fail or neglect to adopt into their curriculum the prescribed courses of military training for the junior division, or to devote at least an average of three hours per week per academic year to such military training.

SEC. 44. Eligibility to membership in the Reserve Officers' Training Corps shall be limited to students of institutions in which units of such corps may be established who are citizens of the United States, who are not less than fourteen years of age, and whose bodily condition indicates that they are physically fit to perform military duty, or will be so upon arrival at military age.

SEC. 45. The President is hereby authorized to detail such numbers of officers of the Army, either active or retired, not above the grade of colonel, as may be necessary, for duty as professors and assistant professors of military science and tactics at institutions where one or more units of the Reserve Officers' Training Corps are maintained; but the total number of active officers so detailed at educational institutions shall not exceed three hundred, and no active officer shall be so detailed who has not had five years' commissioned service in the Army. In time of peace retired officers shall not be detailed under the provisions of this section without their consent. Retired officers below the grade of lieutenant colonel so detailed shall receive the full pay and allowances of their grade, and retired officers above the grade of major so detailed shall receive the same pay and allowances as a retired major would receive under a like detail. No detail of officers on the active list of the Regular Army under the provisions of this section shall extend for more than four years.

SEC. 46. The President is hereby authorized to detail for duty at institutions where one or more units of the Reserve Officers' Training Corps are maintained such number of enlisted men, either active or retired or of the Regular Army Reserve, as he may deem necessary, but the number of active noncommissioned officers so detailed shall not exceed five hundred, and all active noncommissioned officers so detailed shall be additional in their respective grades to those otherwise authorized for the Army. Retired enlisted men or members of the Regular Army Reserve shall not be detailed under the provisions of this section without their consent. While so detailed they shall receive active pay and allowances.

SEC. 47. The Secretary of War, under such regulations as he may prescribe, is hereby authorized to issue to institutions at which one or more units of the Reserve Officers' Training Corps are maintained such public animals, arms, uniforms, equipment, and means of transportation as he may deem necessary, and to forage at the expense of the United States public animals so issued. He shall

require from each institution to which property of the United States is issued a bond in the value of the property issued for the care and safekeeping thereof, and for its return when required.

SEC. 48. The Secretary of War is hereby authorized to maintain camps for the further practical instruction of the members of the Reserve Officers' Training Corps, no such camps to be maintained for a period longer than six weeks in any one year, except in time of actual or threatened hostilities; to transport members of such corps to and from such camps at the expense of the United States so far as appropriations will permit; to subsist them at the expense of the United States while traveling to and from such camps and while remaining therein so far as appropriations will permit; to use the Regular Army, such other military forces as Congress from time to time authorizes, and such Government property as he may deem necessary for the military training of the members of such corps while in attendance at such camps; to prescribe regulations for the government of such corps; and to authorize, in his discretion, the formation of company units thereof into battalion and regimental units.

SEC. 49. The President alone, under such regulations as he may prescribe, is hereby authorized to appoint in the Officers' Reserve Corps any graduate of the senior division of the Reserve Officers' Training Corps who shall have satisfactorily completed the further training provided for in section fifty of this act, or any graduate of the junior division who shall have satisfactorily completed the courses of military training prescribed for the senior division and the further training provided for in section fifty of this act, and shall have participated in such practical instruction subsequent to graduation as the Secretary of War shall prescribe, who shall have arrived at the age of twenty-one years and who shall agree, under oath in writing, to serve the United States in the capacity of a reserve officer of the Army during a period of at least ten years from the date of his appointment as such reserve officer, unless sooner discharged by proper authority; but the total number of reserve officers so appointed shall not exceed fifty thousand: *Provided*, That any graduate qualified under the provisions of this section undergoing a postgraduate course at any institution shall not be eligible for appointment as a reserve officer while undergoing such postgraduate course, but his ultimate eligibility upon completion of such postgraduate course for such appointment shall not be affected because of his having undergone such postgraduate course.

SEC. 50. When any member of the senior division of the Reserve Officers' Training Corps has completed two academic years of service in that division, and has been selected for further training by the president of the institution and by its professor of military science and tactics, and has agreed in writing to continue in the Reserve Officers' Training Corps for the remainder of his course in the institution, devoting five hours per week to the military training prescribed by the Secretary of War, and has agreed in writing to pursue the courses in camp training prescribed by the Secretary of War, he may be furnished, at the expense of the United States, with



commutation of subsistence at such rate, not exceeding the cost of the garrison ration prescribed for the Army, as may be fixed by the Secretary of War, during the remainder of his service in the Reserve Officers' Training Corps.

SEC. 51. Any physically fit male citizen of the United States, between the ages of twenty-one and twenty-seven years, who shall have graduated prior to the date of this act from any educational institution at which an officer of the Army was detailed as professor of military science and tactics, and who, while a student at such institution, completed courses of military training under the direction of such professor of military science and tactics substantially equivalent to those prescribed pursuant to this act for the senior division, shall, after satisfactorily completing such additional practical military training as the Secretary of War shall prescribe, be eligible for appointment to the Officers' Reserve Corps and as a temporary additional second lieutenant in accordance with the terms of this act.

SEC. 52. The President alone is hereby authorized to appoint and commission as a temporary second lieutenant of the Regular Army in time of peace for purposes of instruction, for a period not exceeding six months, with the allowances now provided by law for that grade, but with pay at the rate of \$100 per month, any reserve officer appointed pursuant to sections forty-nine and fifty-one of this act and to attach him to a unit of the Regular Army for duty and training during the period covered by his appointment as such temporary second lieutenant, and upon the expiration of such service with the Regular Army such officer shall revert to his status as a reserve officer.

SEC. 53. No reserve officer or temporary second lieutenant appointed pursuant to this act shall be entitled to retirement or to retired pay and shall be eligible for pension only for disability incurred in line of duty in active service or while serving with the Regular Army pursuant to the provisions of this act: *Provided*, That in time of war the President may order reserve officers appointed under the provisions of this act to active duty with any of the military forces of the United States in any grades not below that of second lieutenant, and while on such active duty they shall be subject to the Rules and Articles of War: *And provided further*, That The Adjutant General of the Army shall, under the direction and supervision of the Secretary of War, obtain, compile, and keep continually up to date all obtainable information as to the names, ages, addresses, occupations, and qualifications for appointment as commissioned officers of the Army, in time of war or other emergency, of men of suitable ages who, by reason of having received military training in civilian educational institutions or elsewhere, may be regarded as qualified and available for appointment as such commissioned officers.

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## APPENDIX II.

### COURSE OF TRAINING FOR INFANTRY UNITS OF THE SENIOR DIVISION.

#### 1. Military art.

Three hours a week (counting 14 units).

##### (a) Practical. Weight 10.

Physical drill (Manual of Physical Training—Koehler); Infantry drill (U. S. Infantry Drill Regulations), to include the School of the Soldier, Squad and Company, close and extended order. Preliminary instruction sighting position and aiming drills, gallery practice, nomenclature and care of rifle and equipment.

##### (b) Theoretical. Weight 4.

Theory of target practice, individual and collective (use of landscape targets made up by U. S. Military Disciplinary Barracks, Fort Leavenworth, Kans.); military organization (Tables of Organization); map reading; service of security; personal hygiene.

#### 2. Military art.

Three hours a week (counting 14 units).

##### (a) Practical. Weight 10.

Physical drill (Manual of Physical Training—Koehler); Infantry drill (U. S. Infantry Drill Regulations), to include School of Battalion, special attention devoted to fire direction and control; ceremonies; manuals (Part V, Infantry Drill Regulations); bayonet combat; intrenchments (584-595, Infantry Drill Regulations); first-aid instruction; range and gallery practice.

##### (b) Theoretical. Weight 4.

Lectures, general military policy as shown by military history of United States and military obligations of citizenship; service of information; combat (to be illustrated by small tactical exercises); United States Infantry Drill Regulations, to include School of Company; camp sanitation for small commands.



## 3. Military art.

Three hours a week (counting 14 units).

## (a) Practical. Weight 10.

The same as course 2 (a). Combat firing, if practicable, but collective firing should be attempted in indoor ranges by devices now in vogue at United States Disciplinary Barracks.

## (b) Theoretical. Weight 4.

United States Infantry Drill Regulations, to include School of Battalion and Combat (350-622); Small-Arms Firing Regulations; lectures as in (b) course 2; map reading; camp sanitation and camping expedients.

## 4. Military art.

Three hours a week (counting 14 units).

## (a) Practical. Weight 10.

The same as course 2 (a); signaling; semaphore and flag; first-aid. Work with sand table by constructing to scale intrenchments, field works, obstacles, bridges, etc. Comparison of ground forms (constructed to scale) with terrain as represented on map; range practice.

## (b) Theoretical. Weight 4.

Lectures, military history (recent); service of information and security (illustrated by small tactical problems in patrolling, advance guards, rear guards, flank guards, trench and mine warfare, orders, messages, and camping expedients); marches and camps (Field Service Regulations and Infantry Drill Regulations).

## 5. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Duties consistent with rank as cadet officers or noncommissioned officers in connection with the practical work and exercises laid down for the unit or units. Military sketching.

## (b) Theoretical. Weight 11.

Minor tactics; field orders (studies in minor tactics, United States School of the Line); map maneuvers. Weight 8.

Company administration, general principles (papers and returns). Weight 1.

Military history. Weight 2.

## 6. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Same as (a) course 5. Military sketching.

## (b) Theoretical. Weight 11.

Minor tactics (continued); map maneuvers. Weight 8.

Elements of international law. Weight 2.

Property accountability; method of obtaining supplies and equipment (Army Regulations). Weight 1.

## 7. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Duties consistent with rank as cadet officers or noncommissioned officers in connection with the practical work and exercises scheduled for the unit or units. Military sketching.

## (b) Theoretical. Weight 11.

Tactical problems, small forces, all arms combined; map maneuvers; court-martial proceedings (Manual for Courts-martial).

International relations of America from discovery to present day; gradual growth of principles of international law embodied in American diplomacy, legislation, and treaties.

Lectures: Psychology of war and kindred subjects.

General principles of strategy only, planned to show the intimate relationship between the statesman and the soldier (not to exceed 5 lectures).

## 8. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Same as course 7 (a).

## (b) Theoretical. Weight 11.

Tactical problems (continued); map maneuvers. Rifle in war.

Lectures on military history and policy.

It is presumed that each member of the Reserve Officers' Training Corps during his academic course has taken one course or equivalent credit in either French, or German, or Spanish.

Special courses can no doubt be arranged at each institution so that specialists will be developed for duties other than those prescribed for reserve officers of the mobile arms.



It must be clearly kept in mind that these courses are arranged so that the standard required will be that for a platoon leader in an Infantry company or of the equivalent unit in the other arms.

Such units can not be considered apart from the larger ones, which are made up of a combination of smaller ones. Hence intelligent teamwork depends on the leaders of smaller tactical units understanding the working of the larger units of their own arm or in combination with the other arms.

The student upon graduation should know what is required of a platoon from the point of view of the company commander, and understand clearly the interior economy of a company. He must know what is demanded of the soldier as an individual and also in combination as part of a larger organization. The last knowledge should include some idea of the tactical handling of a battalion, of which his company is a smaller unit.

The schedule of training prescribes graded courses covering a period of four years, and instruction will be taken up as follows:

#### BASIC COURSE.

Freshman year, courses 1 and 2 (28 units).

Sophomore year, courses 3 and 4 (28 units).

#### ADVANCED COURSE.

Junior year, courses 5 and 6 (48 units).

Senior year, courses 7 and 8 (48 units).

### COURSE OF TRAINING FOR CAVALRY UNITS OF THE SENIOR DIVISION.

#### 1. Military art.

Three hours a week (counting 14 units).

##### (a) Practical. Weight 10.

Physical drill (Manual of Physical Training—Koehler).

Cavalry drill (U. S. Cavalry Drill Regulations), to include the School of the Trooper and Troop, close and extended order; elementary training in equitation and horsemanship.

Preliminary instruction sighting position and aiming drills gallery practice, nomenclature and care of rifle and equipment.

#### 1. Military art—Continued.

##### (b) Theoretical. Weight 4.

Theory of target practice, individual and collective (use of landscape targets made up by U. S. Military Disciplinary Barracks, Fort Leavenworth, Kans.); military organization (Tables of Organization); map reading; service of security; personal hygiene.

#### 2. Military art.

Three hours a week (counting 14 units).

##### (a) Practical. Weight 10.

Physical drill (Manual of Physical Training—Koehler).

Cavalry drill (U. S. Cavalry Drill Regulations), to include School of Squadron, special attention devoted to fire control; ceremonies; intrenchments; first-aid instruction; range and gallery practice.

Elementary training in equitation and horsemanship, second period.

##### (b) Theoretical. Weight 4.

Lectures general military policy, etc.

Cavalry Drill Regulations, to include School of Troop.

Marches, camping, service of information.

#### 3. Military art.

Three hours a week (counting 14 units).

##### (a) Practical. Weight 10.

Review of Course 2 (a).

Combat Firing.

Elementary training in equitation and horsemanship, third period.

##### (b) Theoretical. Weight 4.

United States Cavalry Drill Regulations, to include School of Squadron; service of security; combat.

Lectures, general military policy as shown by military history of United States and military obligations of citizenship.

Map reading.

Camping expedients.

#### 4. Military art.

Three hours a week (counting 14 units).

##### (a) Practical. Weight 10.

Review of work prescribed in Course 2 (a).



## 4. Military art—Continued.

## (b) Theoretical. Weight 4.

Lectures, military history (recent); service of information and security (illustrated by small tactical problems in patrolling, advance guards, rear guards, flank guards, trench and mine warfare, orders, messages and camping expedients); marches and camps (Field Service Regulations and Cavalry Drill Regulations).

Care of saddlery and stable management.

## 5. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Duties consistent with rank as cadet officers or noncommissioned officers in connection with the practical work and exercises laid down for the unit or units.

Military sketching.

## (b) Theoretical. Weight 11.

Minor tactics; field orders (Studies in minor tactics, United States School of the Line); map maneuvers.

Troop administration, general principles (papers and returns).

Military history.

Stable management and care of the Cavalry horse.

## 6. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Same as course 5 (a).

## (b) Theoretical. Weight 11.

Minor tactics (continued); map maneuvers. Weight 8.

Elements of international law. Weight 2.

Property accountability; method of obtaining supplies and equipment (Army Regulations). Weight 1.

## 7. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Duties consistent with rank as cadet officers or noncommissioned officers in connection with the practical work and exercises scheduled for the unit or units.

Military sketching.

## 7. Military art—Continued.

## (b) Theoretical. Weight 11.

Tactical problems, small forces, all arms combined; map maneuvers; court-martial proceedings (Manual for Courts-Martial).

International relations of America from discovery to present day; gradual growth of principles of international law embodied in American diplomacy, legislation, and treaties.

Lectures: Psychology of war and kindred subjects.

General principles of strategy only, planned to show the intimate relationship between the statesman and the soldier (not to exceed 5 lectures).

## 8. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Same as course 7 (a).

## (b) Theoretical. Weight 11.

Tactical problems (continued); map maneuvers.

Rifle in war.

Lectures on military history and policy

The schedule of training prescribes graded courses covering a period of four years, and instruction will be taken up as follows:

## BASIC COURSE.

Freshman year, courses 1 and 2 (28 units).

Sophomore year, courses 3 and 4 (28 units).

## ADVANCED COURSE.

Junior year, courses 5 and 6 (48 units).

Senior year, courses 7 and 8 (48 units).



## COURSE OF TRAINING FOR FIELD ARTILLERY UNITS OF THE SENIOR DIVISION

### 1. Military art.

Three hours a week (counting 14 units).

#### (a) Practical. Weight 10.

Physical drill (Manual of Physical Training, Koehler) (3 hours).

Provisional drill and service regulations for Field Artillery.

Dismounted instruction:

General rules.

The soldier dismounted.

The squad.

Manual of the Pistol.

The battery dismounted.

Preliminary exercises of the gun squad; gunner instruction.

Mounted instruction:

The soldier mounted, to include elementary training in equitation and horsemanship, first period; the driver, to include nomenclature of harness, disposition of harness, harnessing and unharnessing and cleaning and care of harness and horse equipment.

#### (b) Theoretical. Weight 4.

Theory of probability, rules of fire, simulated fire, calculation of firing data.

Military organization, map reading, personal hygiene (9 hours).

### 2. Military art.

Three hours a week (counting 14 units).

#### (a) Practical. Weight 10 (33 hours).

Physical drill (Manual of Physical Training, Koehler) (3 hours).

First-aid instruction.

Provisional drill and service regulations for Field Artillery. (Dismounted instruction) (15 hours).

Firing instruction.

Use of instruments; calculation of firing data.

Mounted instruction (15 hours).

Elementary training in equitation and horsemanship, second period.

School of the Driver.

### 2. Military art—Continued.

#### (b) Theoretical. Weight 4 (9 hours).

Lectures: general military policy as shown by military history of the United States and military obligation of citizenship.

Provisional drill and service regulations for Field Artillery:

Artillery in the field.

Use of instruments; calculation of firing data.

Theory of probability; practical ballistics.

### 3. Military art.

Three hours a week (counting 14 units).

#### (a) Practical. Weight 10.

Provisional drill and service regulations for Field Artillery:

Dismounted instruction—

Firing instruction.

Service firing (subcaliber practice only).

Use of instruments; calculation of firing data (16 hours).

Mounted instruction—

Elementary training in equitation and horsemanship, third period.

The battery mounted (17 hours).

#### (b) Theoretical. Weight 4.

Use of instruments; calculation of firing data.

Theory of probability; practical ballistics.

### 4. Military art.

Three hours a week (counting 14 units).

#### (a) Practical. Weight 10.

Review of work prescribed for first, second, and third courses.

Signaling and use of service buzzer.

#### (b) Theoretical. Weight 4.

Review of work prescribed for first, second, and third courses.



## 5. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13 (60 hours).

Duties consistent with rank as cadet officers and noncommissioned officers in instructing the cadets taking the first to fourth courses, inclusive (30 hours).

School of the Battery, mounted.

Duties of the special details.

Mounted instruction, including elementary training in equitation and horsemanship, first, second, and third periods; School of the Driver and care and conditioning of horses.

## (b) Theoretical. Weight 11 (10 hours).

Minor tactics, field orders, and map maneuvers. Weight 8.

Battery administration (papers and returns). Weight 1.

Military history. Weight 2.

## 6. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13 (60 hours).

Duties consistent with rank as cadet officers and noncommissioned officers in instructing the cadets taking the first to fourth courses, inclusive (30 hours).

School of the Battery, mounted.

Duties of the special details.

Subcaliber practice.

## (b) Theoretical. Weight 11.

Minor tactics (continued); map maneuvers. Weight 8.

Elements of International Law. Weight 2.

Property accountability; method of obtaining same (Army Regulations). Weight 1.

## 7. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 20.

Duties consistent with rank as cadet officers and noncommissioned officers in instructing the cadets taking the first to fourth courses, inclusive (30 hours).

School of the Battery, mounted.

Duties of the special details.

Equitation, care and conditioning of horses, stable management.

## 7. Military art—Continued.

## (b) Theoretical. Weight 4.

Military history. International relations of America from discovery to present day.

Court-martial proceedings.

Lecture: Psychology of War.

General principles of strategy.

## 8. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 20.

Same as course 7.

Target practice.

## (b) Theoretical. Weight 4.

Tactical problems, small forces, all arms combined; map maneuvers; field orders.

The schedule of training prescribes graded courses covering a period of four years, and instruction will be taken up as follows:

## BASIC COURSE.

Freshman year, courses 1 and 2 (28 units).

Sophomore year, courses 3 and 4 (28 units).

## ADVANCED COURSE.

Junior year, courses 5 and 6 (48 units).

Senior year, courses 7 and 8 (48 units).

## COURSE OF TRAINING FOR ENGINEER UNITS OF THE SENIOR DIVISION.

## 1. Military art.

Three hours a week (counting 14 units).

## (a) Practical. Weight 10.

Physical drill (Manual of Physical Training—Koehler).

Infantry drill (U. S. Infantry Drill Regulations), to include the School of the Soldier, Squad, and Company, close and extended order.

Practical military engineering—laying out and constructing trenches, obstacles, and revetments (Part V, Engineer Field Manual, and 584-595, Infantry Drill Regulations). Use sand table when outdoor work is impracticable.



## 1. Military art—Continued.

## (b) Theoretical. Weight 4.

Military organization (Tables of Organization).

Service of Security (Field Service Regulations).

Personal hygiene (lectures).

Part V, Engineer Field Manual (including latest addendum); omit mining and demolitions.

## 2 Military art.

Three hours a week (counting 14 units).

## (a) Practical. Weight 10.

Physical drill (Manual of Physical Training—Koehler).

Infantry drill (U. S. Infantry Drill Regulations), to include School of Battalion and Ceremonies.

First-aid instruction.

Range and gallery practice.

Practical military engineering—military mining and demolitions (Part V, Engineer Field Manual).

## (b) Theoretical. Weight 4.

Lectures on general military policy as shown by military history of United States and military obligations of citizenship.

Service of Information (Field Service Regulations).

United States Infantry Drill Regulations, to include School of the Company.

Camp sanitation for small commands (lecture).

Part V, Engineer Field Manual—military mining and demolitions.

## 3. Military art.

Three hours a week (counting 14 units).

## (a) Practical. Weight 10.

Same as course 2 (a) except practical military engineering, which will consist of knots and lashings and improvised military bridges.

## (b) Theoretical. Weight 4.

United States Infantry Drill Regulations—School of the Battalion.

Small-Arms Firing Regulations, paragraphs 1-134

Part II, Engineer Field Manual—Bridges.

## 4. Military art.

Three hours a week (counting 14 units).

## (a) Practical. Weight 10.

Same as course 2 (a) except practical military engineering, which will consist of building military bridges, including floating bridges and instruction in rowing when practicable.

## (b) Theoretical. Weight 4.

Lectures on recent military history.

Field Service Regulations—patrolling, advance and rear guard and outpost, orders and messages, marches, and camps and camp expedients.

Ponton Manual.

## 5. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

uties consistent with rank as cadet officers, noncommissioned officers, and instructors in connection with the practical work and exercises of the students taking courses 1 (a) and 3 (a).

Military reconnaissance and sketching.

## (b) Theoretical. Weight 11.

Review of Parts II and V, Engineer Field Manual.

Notes on Field Fortification (Army Field Engineer School).

Part I, Engineer Field Manual—Reconnaissance. Weight 8.

Company administration—general principles (papers and returns). Weight 1.

Two lectures on the History of Military Engineering (students to submit notes on lecture). Weight 2.

## 6. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Duties consistent with rank as cadet officers, noncommissioned officers, and instructors in connection with the practical work and exercises of the students taking courses 2 (a) and 4 (a).

Military reconnaissance and sketching.



## 6. Military art—Continued.

## (b) Theoretical. Weight 11.

Review of military mining and demolitions in Part V, Engineer Field Manual.

Review of Ponton Manual.

Field Service Regulations, paragraphs 354-410, 242-246, and Appendix 2. Weight 8.

Elements of international law. Weight 2.

Property accountability and methods of obtaining property (Army Regulations). Weight 1.

## 7. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Duties consistent with rank as cadet officers, noncommissioned officers, and instructors in connection with the practical work and exercises of the students taking courses 1 (a) and 3 (a).

Military reconnaissance and sketching.

## (b) Theoretical. Weight 11.

Field Service Regulations—Article V, Combat.

The use of engineer troops—Official Bulletin No. 4.

Map reading and map maneuvers.

Manual of Courts-Martial.

## 8. Military art.

Five hours a week (counting 24 units).

## (a) Practical. Weight 13.

Same as course 7 (a).

## (b) Theoretical. Weight 11.

Organization and equipment of engineer troops.

Night illumination of battle field.

Studies in minor tactics (School of the Line, 1915).

Lectures on military history and policy, based on Upton.

The schedule of training prescribes graded courses covering a period of four years, and instruction will be taken up as follows:

## BASIC COURSE.

Freshman year, courses 1 and 2 (28 units).

Sophomore year, courses 3 and 4 (28 units).

## ADVANCED COURSE.

Junior year, courses 5 and 6 (48 units).

Senior year, courses 7 and 8 (48 units).

## COURSE OF TRAINING FOR JUNIOR DIVISION, TOTAL WEIGHT 22 UNITS.

1. Infantry drill regulations (practical and theoretical), to include definitions, general principles, combat and ceremonies.

School of the Soldier....

School of the Squad.....

School of the Company..

School of the Battalion..

In extended order, combat, and intrenchments.

2. Manual of Interior Guard Duty (practical and theoretical). Duties as sentries; general principles.

3. Physical drills: Calisthenics, bayonet exercises, and combat fencing.

4. Military hygiene: To include principles of personal hygiene, camp sanitation, first aid to the injured, etc.

5. Military policy: A few lectures when in last year at institution on the military policy of the United States and the military obligation of citizenship.

6. Small-arms firing regulations: Preliminary instruction in rifle firing; sighting position and pointing and aiming drill; indoor and range practice; due attention devoted to fire direction and control and, if possible, some collective fire.

7. Administration and Organization: A few lectures on company administration and Tables of Organization.

8. Map reading: Instruction in reading a contoured map (in connection with 9).

9. Field service regulations: Patrolling; advance and rear guards; outposts, by means of the sand table and small map maneuvers; messages and orderly work.

10. Marches and camps: Simple camping expedients.

11. Signaling: Semaphore and flag.

Owing to the wide range of the ages of students in this class of institutions, the majority being too young to follow intelligently a graded course such as is prescribed for the senior division, only the subjects in which proficiency must be attained are laid down. It is impossible to set any fixed number of years for the accomplishment of this programme, and hence each institution should arrange its schedule of instruction so that the cadet upon graduation will be proficient in all of the above subjects.



Should the cadet enter a collegiate institution in which is organized a senior division of the Reserve Officers' Training Corps he will not have to repeat the theoretical work in any of the above subjects, but he will not be excused from any practical work. He will not, however, repeat any work in the school of the soldier or squad if the professor of military science and tactics judges him to be proficient in such schools.

The courses prescribed can be added to in case institutions so desire, but the minimum requirements quoted above must be completed upon graduation.

### APPENDIX III.

#### APPLICATION BLANK.

From:

To: The Adjutant General, United States Army.

Subject: Application for establishment of unit or units of the Reserve Officers' Training Corps.

1. By direction of the governing authorities of ——— university (or school), I hereby submit application for the establishment of one or more units of the Reserve Officers' Training Corps at this institution.

2. Should this application be accepted by the President, the authorities of this university (or school) hereby agree to establish and maintain a two-years' compulsory (or elective) course of military training as a minimum for its physically fit male students, which course when entered upon by any student shall, as regards such student, be a prerequisite for graduation; to allot a minimum of an average of three hours per week per academic year to military training and instruction during the first two academic years and to arrange for five hours per week during the balance of such student's course, and to use their endeavors to promote and further the objects for which the training corps is organized.

3. The authorities of this institution also agree to conform to the regulations of the Secretary of War relating to issue, care, use, safe-keeping, and accounting of such Government property as may be issued to the institution.

4. Attached herewith is a statement giving particulars with reference to the institution.

#### STATEMENT.

1. Grade of institution and degrees it confers:
  - (a) Land grant.
  - (b) Collegiate.
  - (c) Number of years of academic study necessary for a degree.
  - (d) Preparatory institution.



2. Number of students not less than 14 years of age enrolled in the institution (inclose last printed catalogue if not already furnished).

3. The number of male students the institution is prepared to instruct at one and the same time (capacity of buildings, apparatus, and instructors).

4. Number of cadet companies, troops, batteries organized at present date.

5. Details (material, dimensions) of storage facilities for arms, equipment, etc. (Stable facilities and shelter for forage and for guns and caissons in case mounted arms of service are to be organized.)

6. Designation of governing body (board of regents, trustees, etc.).

(a) Number of members of same.

(b) Official designation of the head of the institution.

## APPENDIX IV.

From:

To: The Adjutant General of the Army, Washington, D. C.

Subject: Application for commission in Officers' Reserve Corps and appointment as temporary second lieutenant in Regular Army.

1. I hereby apply for a commission in the Officers' Reserve Corps and for appointment as a temporary second lieutenant of the Regular Army.

2. As a condition precedent to such commission and appointment I agree to take the prescribed four weeks' course in training camp.

3. I graduated from .....  
(Institution.)  
on .....  
(Date), and was recommended for appointment  
as a second lieutenant of ..... by  
(Arm of service.)

.....  
(Name of Army officer.)  
4. I was born .....  
(Date and place.)  
and am now employed as ..... by  
(Occupation.)  
..... whose present  
(Name of employer.)  
address is .....

5. For further information as to my character and reputation, inquiry may be made of—

.....  
(Name and address of two responsible male citizens.)

.....  
(Signature.)



## APPENDIX V.

## AUTHORIZED TEXTBOOKS AND MANUALS.

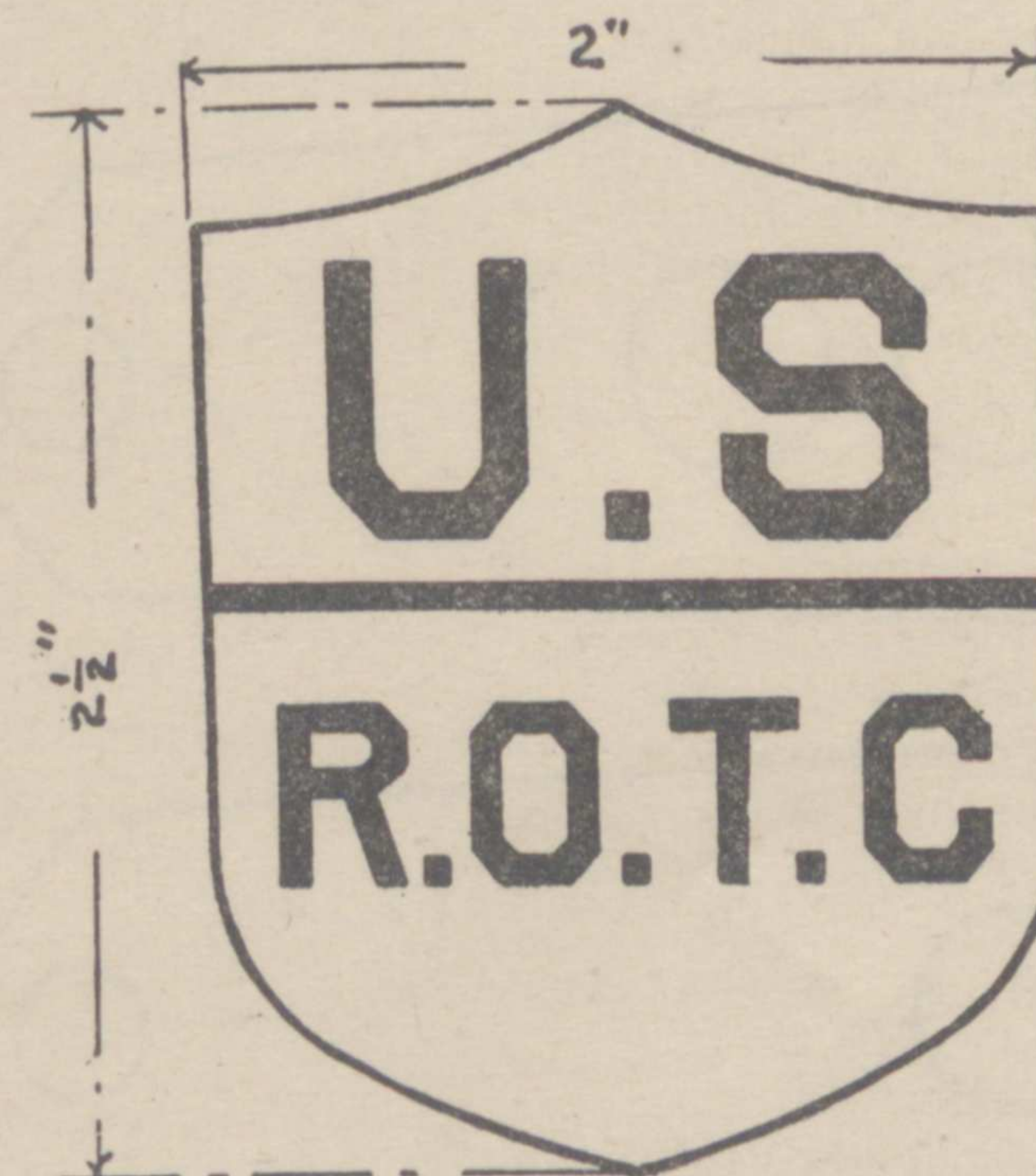
American Campaigns—Steele.  
 Drill Regulations of the several arms.  
 Manual of Courts-Martial, 1908, corrected to 1913.  
 Gunnery and Explosives for Field Artillery Officers, 1911.  
 Engineer Field Manual, 1912.  
 Notes on Field Fortification, U. S. Field Engineer School.  
 Manual of Interior Guard Duty, 1914.  
 Small-Arms Firing Manual, 1913.  
 Military Policy of the United States—Upton.  
 Army Regulations, 1913.  
 Field Service Regulations, July 1, 1914.  
 Rules of Land Warfare, 1914.  
 Tables of Organization, 1916.  
 Signal Book, 1914.  
 Manual of Physical Training (Koehler), 1914.  
 Studies in Minor Tactics—Army Service Schools.  
 Elements of Military Hygiene—Ashburn.  
 The Rifle in War—Eames.  
 Military Sketching and Map Reading—Grieves.

## AUTHORIZED TEXTBOOKS FOR REFERENCE.

Ballistics—Hamilton.  
 Company Training—Haking.  
 Infantry Tactics, Seventy Problems in—Morrison.  
 Map Maneuvers and Tactical Rides—Sayer, 1914.  
 Medical Service in Campaign—Straub.  
 Military Hygiene—Havard.  
 Military Topography—Sherill.  
 Tactics, Infantry (Balck), Volume I—Krueger translation.  
 Tactics, Cavalry and Field Artillery (Balck), Volume II—  
 Krueger translation.  
 The Fundamentals of Military Service—Andrews.

## APPENDIX VI.

The distinctive badge prescribed in paragraph 63 of these regulations shall be of the shape and dimensions shown below. The design shall be embroidered on cloth, the color being that of the arm of the service for which the member of the Reserve Officers' Training Corps is undergoing training.



INSIGNIA OF RANK.

These insignia will be of white metal for cadet officers, gold or gilt for instructors, circular flat disk for company officers and flat diamond shape for field officers.

Disk to be  $\frac{3}{4}$  inch in diameter; diamond to be  $\frac{3}{4}$  inch wide by  $1\frac{1}{4}$  inches long.

These insignia will be worn on the shoulder loop or on the shoulder in similar position if the coat have no shoulder loop, or on the collar of the olive drab shirt when worn without coat.



Rank will be indicated as follows:

Second lieutenant, one disk.

First lieutenant, two disks.

Captain, three disks.

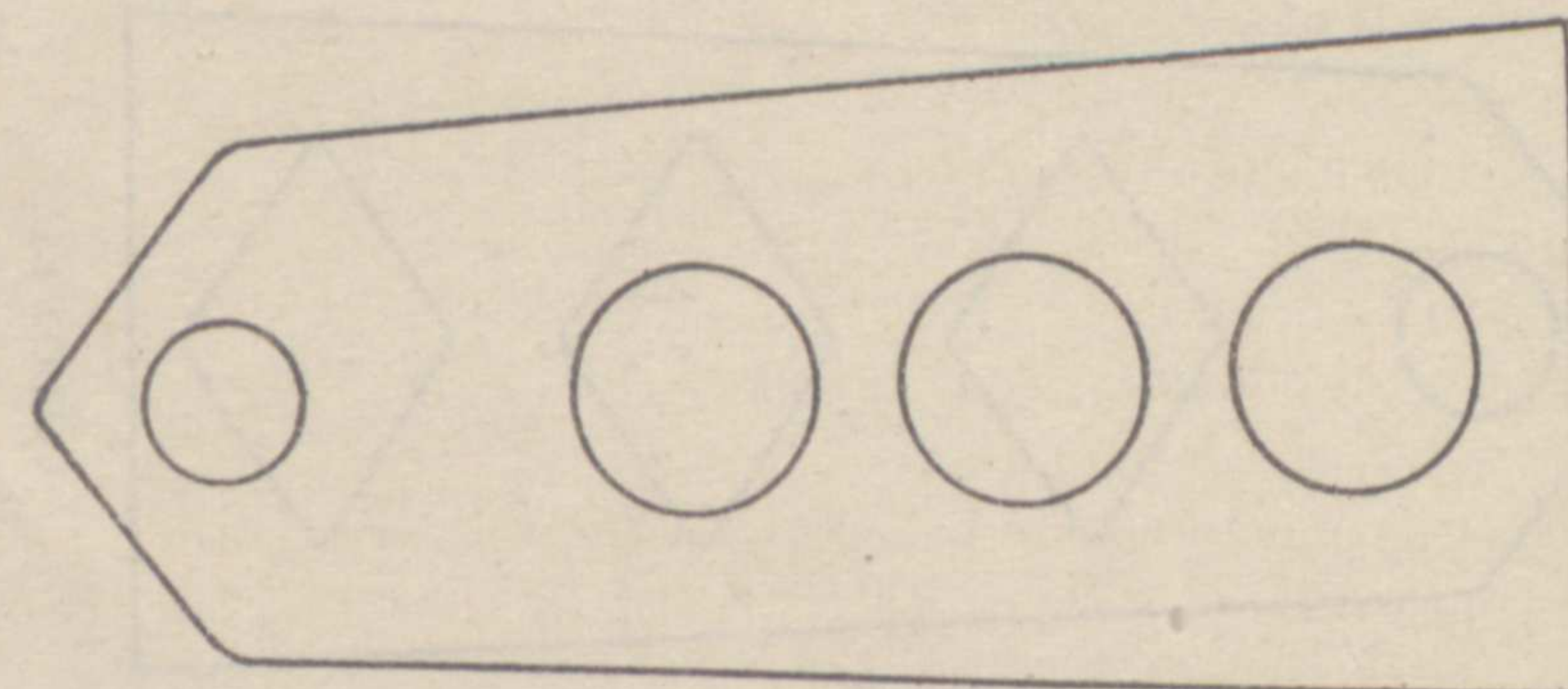
Major, one diamond.

Lieutenant colonel, two diamonds.

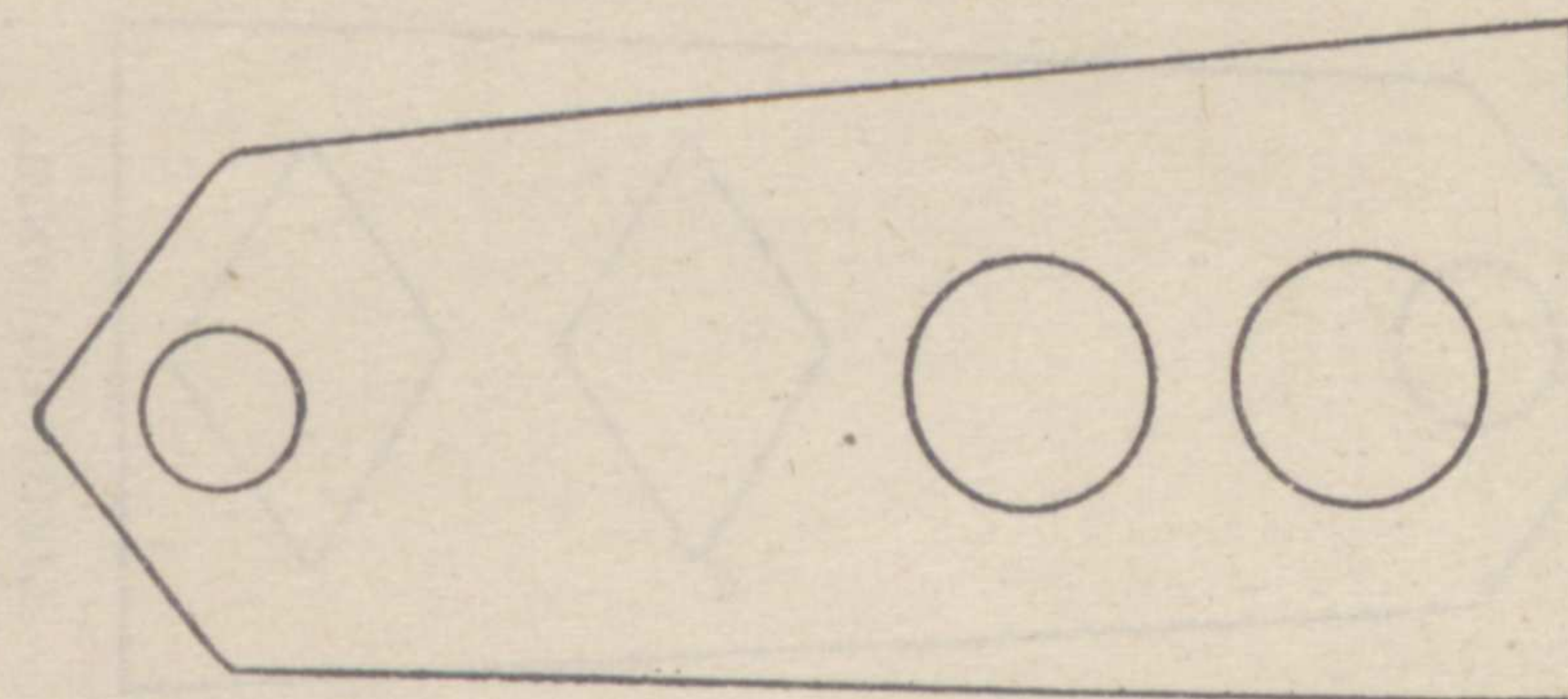
Colonel, three diamonds.

Corporals and sergeants will wear chevrons as prescribed for the Regular Army.

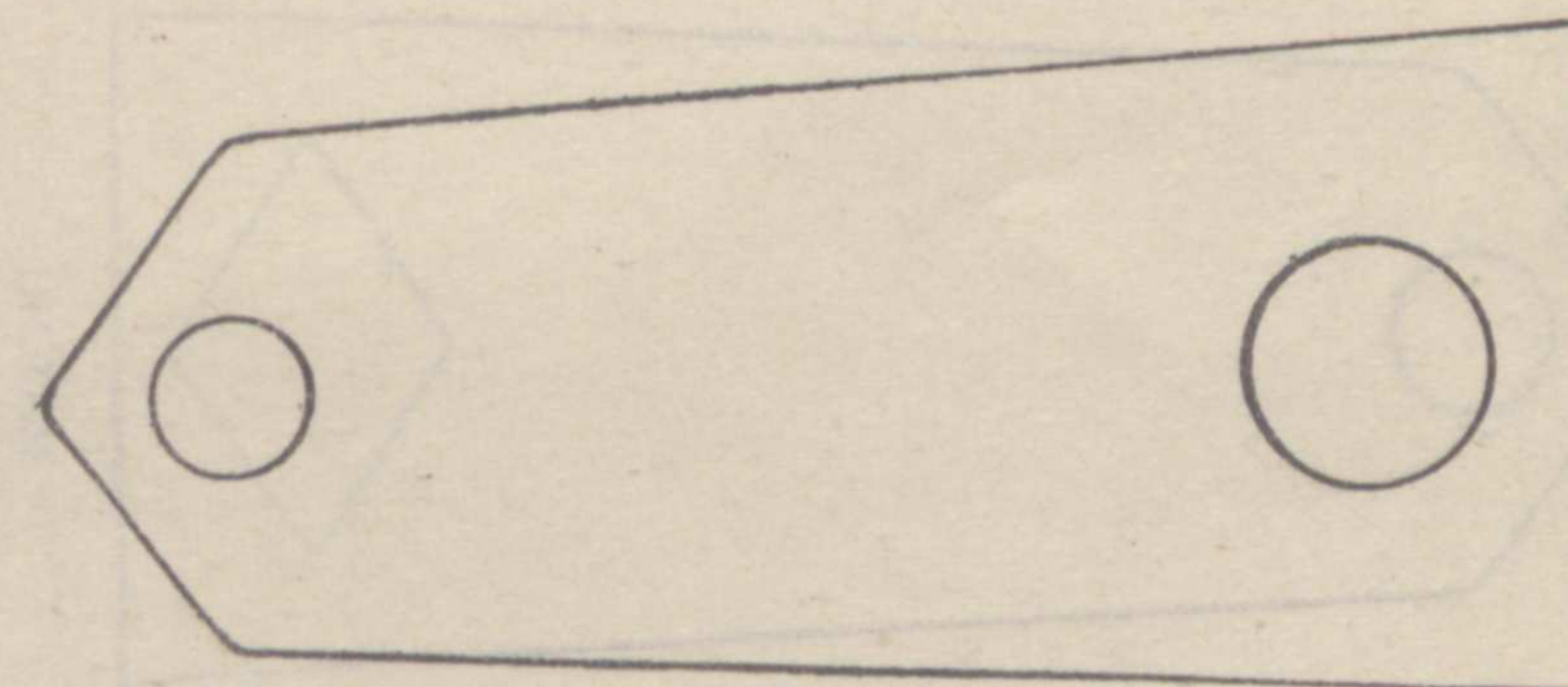
ARRANGEMENT OF INSIGNIA ON SHOULDER LOOP.



CAPTAIN

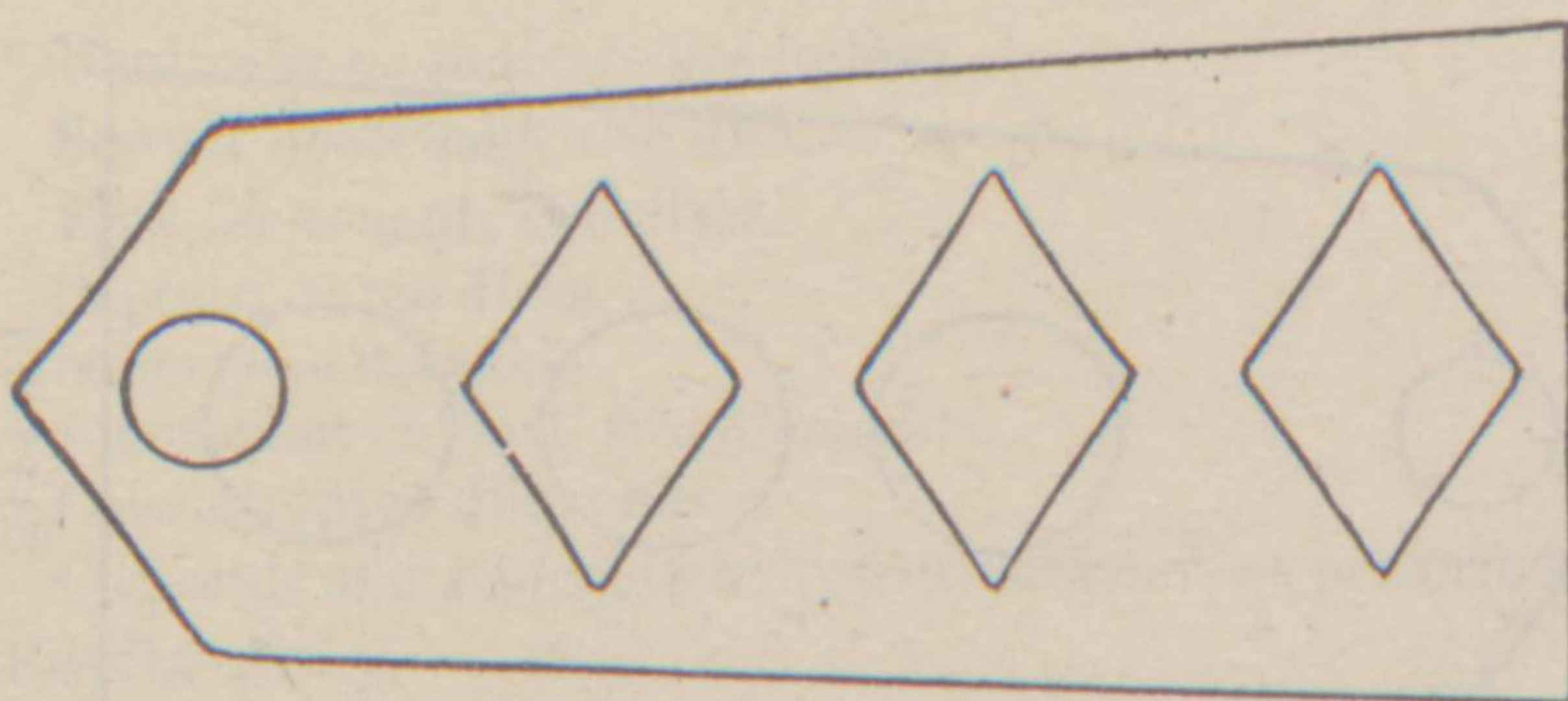


FIRST LIEUTENANT.

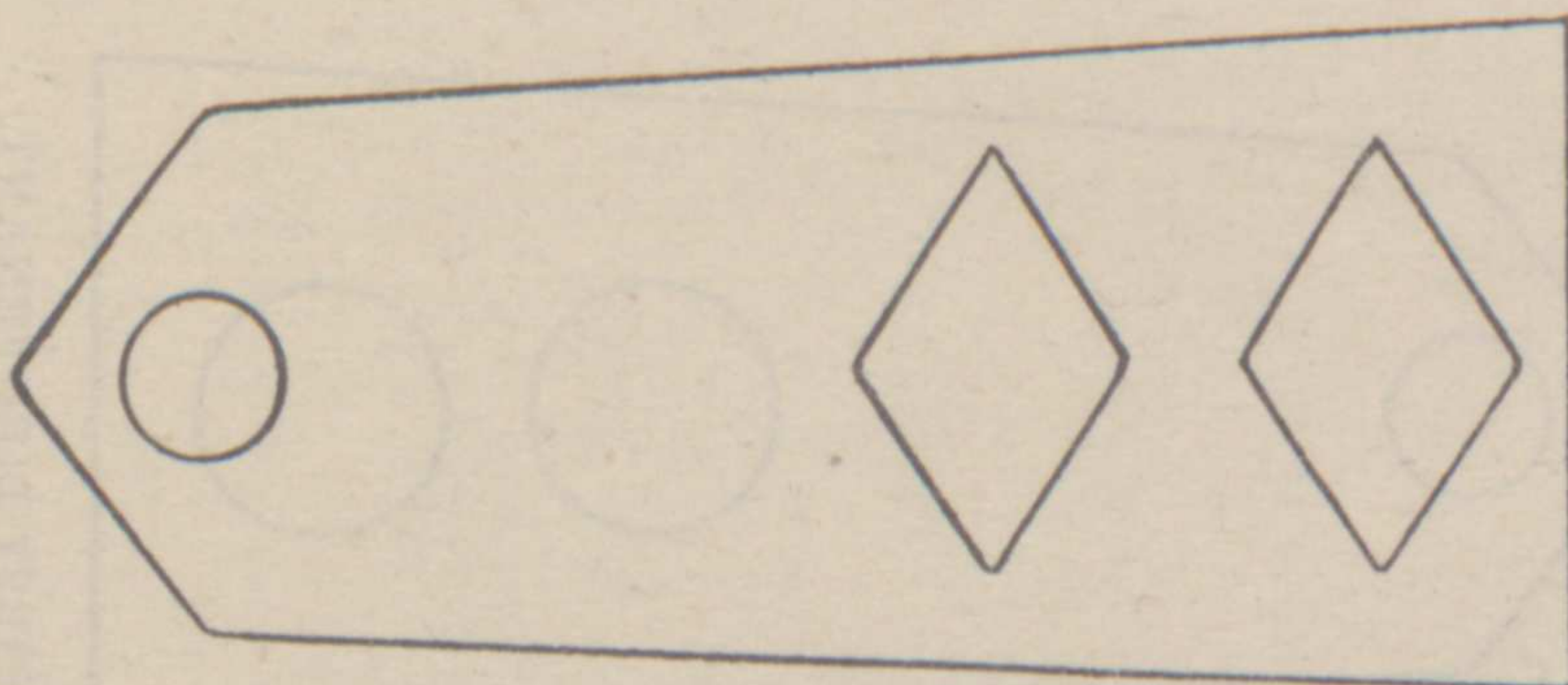


SECOND LIEUTENANT.

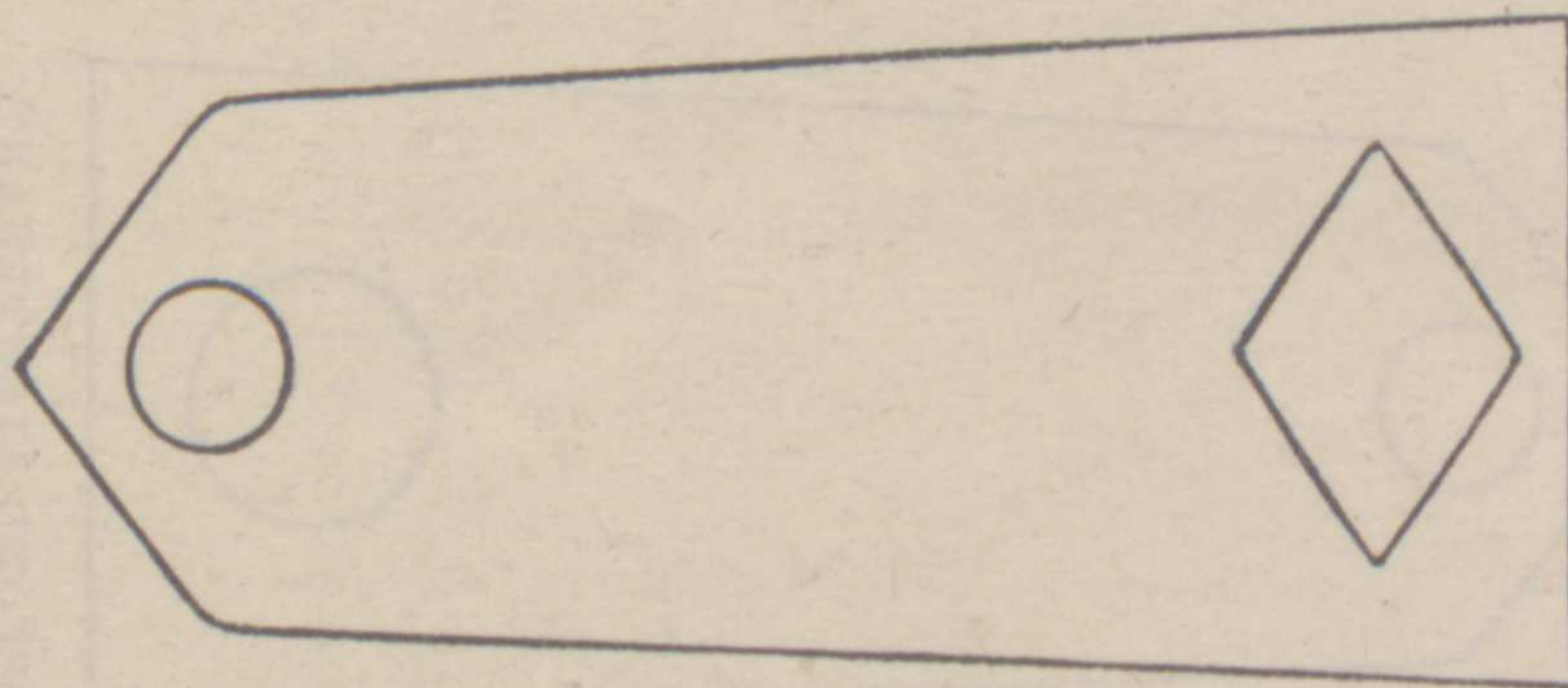




COLONEL.



LIEUT. COLONEL.



MAJOR.







BULLETIN }  
No. 32. }

## WAR DEPARTMENT,

WASHINGTON, May 24, 1917.

The following act of Congress is published to the Army for the information and guidance of all concerned:

An Act To authorize the President to increase temporarily the Military Establishment of the United States.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That in view of the existing emergency, which demands the raising of troops in addition to those now available, the President be, and he is hereby, authorized—

First. Immediately to raise, organize, officer, and equip all or such number of increments of the Regular Army provided by the national defense act approved June third, nineteen hundred and sixteen, or such parts thereof as he may deem necessary; to raise all organizations of the Regular Army, including those added by such increments, to the maximum enlisted strength authorized by law. Vacancies in the Regular Army created or caused by the addition of increments as herein authorized which can not be filled by promotion may be filled by temporary appointment for the period of the emergency or until replaced by permanent appointments or by provisional appointments made under the provisions of section twenty-three of the national defense act, approved June third, nineteen hundred and sixteen, and hereafter provisional appointments under said section may be terminated whenever it is determined, in the manner prescribed by the President, that the officer has not the suitability and fitness requisite for permanent appointment.

Second. To draft into the military service of the United States, organize, and officer, in accordance with the provisions of section one hundred and eleven of said national defense act, so far as the provisions of said section may be applicable and not inconsistent with the terms of this act, any or all members of the National Guard and of the National Guard Reserves, and said members so drafted into the military service of the United States shall serve therein for the period of the existing emergency unless sooner discharged: *Provided*,



That when so drafted the organizations or units of the National Guard shall, so far as practicable, retain the State designations of their respective organizations.

Third. To raise by draft as herein provided, organize and equip an additional force of five hundred thousand enlisted men, or such part or parts thereof as he may at any time deem necessary, and to provide the necessary officers, line and staff, for said force and for organizations of the other forces hereby authorized, or by combining organizations of said other forces, by ordering members of the Officers' Reserve Corps to temporary duty in accordance with the provisions of section thirty-eight of the national defense act approved June third, nineteen hundred and sixteen; by appointment from the Regular Army, the Officers' Reserve Corps, from those duly qualified and registered pursuant to section twenty-three of the act of Congress approved January twenty-first, nineteen hundred and three (Thirty-second Statutes at Large, page seven hundred and seventy-five), from the members of the National Guard drafted into the service of the United States, from those who have been graduated from educational institutions at which military instruction is compulsory, or from those who have had honorable service in the Regular Army, the National Guard, or in the volunteer forces, or from the country at large; by assigning retired officers of the Regular Army to active duty with such force with their rank on the retired list and the full pay and allowances of their grade; or by the appointment of retired officers and enlisted men, active or retired, of the Regular Army as commissioned officers in such forces: *Provided*, That the organization of said force shall be the same as that of the corresponding organizations of the Regular Army: *Provided further*, That the President is authorized to increase or decrease the number of organizations prescribed for the typical brigades, divisions, or army corps of the Regular Army, and to prescribe such new and different organizations and personnel for army corps, divisions, brigades, regiments, battalions, squadrons, companies, troops, and batteries as the efficiency of the service may require: *Provided further*, That the number of organizations in a regiment shall not be increased nor shall the number of regiments be decreased: *Provided further*, That the President in his discretion may organize, officer, and

equip for each Infantry and Cavalry brigade three machine-gun companies, and for each Infantry and Cavalry division four machine-gun companies, all in addition to the machine-gun companies comprised in organizations included in such brigades and divisions: *Provided further*, That the President in his discretion may organize for each division one armored motor-car machine-gun company. The machine-gun companies organized under this section shall consist of such commissioned and enlisted personnel and be equipped in such manner as the President may prescribe: *And provided further*, That officers with rank not above that of colonel shall be appointed by the President alone, and officers above that grade by the President by and with the advice and consent of the Senate: *Provided further*, That the President may in his discretion recommission in the Coast Guard persons who have heretofore held commissions in the Revenue-Cutter Service or the Coast Guard and have left the service honorably, after ascertaining that they are qualified for service physically, morally, and as to age and military fitness.

Fourth. The President is further authorized, in his discretion and at such time as he may determine, to raise and begin the training of an additional force of five hundred thousand men, organized, officered, and equipped, as provided for the force first mentioned in the preceding paragraph of this section.

Fifth. To raise by draft, organize, equip, and officer, as provided in the third paragraph of this section, in addition to and for each of the above forces, such recruit training units as he may deem necessary for the maintenance of such forces at the maximum strength.

Sixth. To raise, organize, officer, and maintain during the emergency such number of ammunition batteries and battalions, depot batteries and battalions, and such artillery parks, with such numbers and grades of personnel as he may deem necessary. Such organizations shall be officered in the manner provided in the third paragraph of this section, and enlisted men may be assigned to said organizations from any of the forces herein provided for or raised by selective draft as by this act provided.

Seventh. The President is further authorized to raise and maintain by voluntary enlistment, to organize, and equip, not



to exceed four Infantry divisions, the officers of which shall be selected in the manner provided by paragraph three of section one of this act: *Provided*, That the organization of said force shall be the same as that of the corresponding organization of the Regular Army: *And provided further*, That there shall be no enlistments in said force of men under twenty-five years of age at time of enlisting: *And provided further*, That no such volunteer force shall be accepted in any unit smaller than a division.

SEC. 2. That the enlisted men required to raise and maintain the organizations of the Regular Army and to complete and maintain the organizations embodying the members of the National Guard drafted into the service of the United States, at the maximum legal strength as by this act provided, shall be raised by voluntary enlistment, or if and whenever the President decides that they can not effectually be so raised or maintained, then by selective draft; and all other forces hereby authorized, except as provided in the seventh paragraph of section one, shall be raised and maintained by selective draft exclusively; but this provision shall not prevent the transfer to any force of training cadres from other forces. Such draft as herein provided shall be based upon liability to military service of all male citizens, or male persons not alien enemies who have declared their intention to become citizens, between the ages of twenty-one and thirty years, both inclusive, and shall take place and be maintained under such regulations as the President may prescribe not inconsistent with the terms of this act. Quotas for the several States, Territories, and the District of Columbia, or subdivisions thereof, shall be determined in proportion to the population thereof, and credit shall be given to any State, Territory, District, or subdivision thereof, for the number of men who were in the military service of the United States as members of the National Guard on April first, nineteen hundred and seventeen, or who have since said date entered the military service of the United States from any such State, Territory, District, or subdivision, either as members of the Regular Army or the National Guard. All persons drafted into the service of the United States and all officers accepting commissions in the forces herein provided for shall, from the date of said draft or acceptance, be subject to the laws and regulations govern-

ing the Regular Army, except as to promotions, so far as such laws and regulations are applicable to persons whose permanent retention in the military service on the active or retired list is not contemplated by existing law, and those drafted shall be required to serve for the period of the existing emergency unless sooner discharged: *Provided*, That the President is authorized to raise and maintain by voluntary enlistment or draft, as herein provided, special and technical troops as he may deem necessary, and to embody them into organizations and to officer them as provided in the third paragraph of section one and section nine of this act. Organizations of the forces herein provided for, except the Regular Army and the divisions authorized in the seventh paragraph of section one, shall, as far as the interests of the service permit, be composed of men who come, and of officers who are appointed from, the same State or locality.

SEC. 3. No bounty shall be paid to induce any person to enlist in the military service of the United States; and no person liable to military service shall hereafter be permitted or allowed to furnish a substitute for such service; nor shall any substitute be received, enlisted, or enrolled in the military service of the United States; and no such person shall be permitted to escape such service or to be discharged therefrom prior to the expiration of his term of service by the payment of money or any other valuable thing whatsoever as consideration for his release from military service or liability thereto.

SEC. 4. That the Vice President of the United States, the officers, legislative, executive, and judicial, of the United States and of the several States, Territories, and the District of Columbia, regular or duly ordained ministers of religion, students who at the time of the approval of this act are preparing for the ministry in recognized theological or divinity schools, and all persons in the military and naval service of the United States shall be exempt from the selective draft herein prescribed, and nothing in this act contained shall be construed to require or compel any person to serve in any of the forces herein provided for who is found to be a member of any well-recognized religious sect or organization at present organized and existing and whose existing creed or principles forbid its members to participate in war in any form



and whose religious convictions are against war or participation therein in accordance with the creed or principles of said religious organizations, but no person so exempted shall be exempted from service in any capacity that the President shall declare to be noncombatant; and the President is hereby authorized to exclude or discharge from said selective draft and from the draft under the second paragraph of section one hereof, or to draft for partial military service only from those liable to draft as in this act provided, persons of the following classes: County and municipal officials; customhouse clerks; persons employed by the United States in the transmission of the mails; artificers and workmen employed in the armories, arsenals, and navy yards of the United States, and such other persons employed in the service of the United States as the President may designate; pilots; mariners actually employed in the sea service of any citizen or merchant within the United States; persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interest during the emergency; those in a status with respect to persons dependent upon them for support which renders their exclusion or discharge advisable; and those found to be physically or morally deficient. No exemption or exclusion shall continue when a cause therefor no longer exists: *Provided*, That notwithstanding the exemptions enumerated herein, each State, Territory, and the District of Columbia shall be required to supply its quota in the proportion that its population bears to the total population of the United States.

The President is hereby authorized, in his discretion, to create and establish throughout the several States and subdivisions thereof and in the Territories and the District of Columbia local boards, and where, in his discretion, practicable and desirable, there shall be created and established one such local board in each county or similar subdivision in each State, and one for approximately each thirty thousand of population in each city of thirty thousand population or over, according to the last census taken or estimates furnished by the Bureau of Census of the Department of Commerce. Such boards shall be appointed by the President, and shall consist of three or more members, none of whom shall be

connected with the Military Establishment, to be chosen from among the local authorities of such subdivisions or from other citizens residing in the subdivision or area in which the respective boards will have jurisdiction under the rules and regulations prescribed by the President. Such boards shall have power within their respective jurisdictions to hear and determine, subject to review as hereinafter provided, all questions of exemption under this act, and all questions of or claims for including or discharging individuals or classes of individuals from the selective draft, which shall be made under rules and regulations prescribed by the President, except any and every question or claim for including or excluding or discharging persons or classes of persons from the selective draft under the provisions of this act authorizing the President to exclude or discharge from the selective draft "Persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment, or the effective operation of the military forces, or the maintenance of national interest during the emergency."

The President is hereby authorized to establish additional boards, one in each Federal judicial district of the United States, consisting of such number of citizens, not connected with the Military Establishment, as the President may determine, who shall be appointed by the President. The President is hereby authorized, in his discretion, to establish more than one such board in any Federal judicial district of the United States, or to establish one such board having jurisdiction of an area extending into more than one Federal judicial district.

Such district boards shall review on appeal and affirm, modify, or reverse any decision of any local board having jurisdiction in the area in which any such district board has jurisdiction under the rules and regulations prescribed by the President. Such district boards shall have exclusive original jurisdiction within their respective areas to hear and determine all questions or claims for including or excluding or discharging persons or classes of persons from the selective draft, under the provisions of this act, not included within the original jurisdiction of such local boards.

The decisions of such district boards shall be final except that, in accordance with such rules and regulations as the



President may prescribe, he may affirm, modify or reverse any such decision.

Any vacancy in any such local board or district board shall be filled by the President, and any member of any such local board or district board may be removed and another appointed in his place by the President, whenever he considers that the interest of the Nation demands it.

The President shall make rules and regulations governing the organization and procedure of such local boards and district boards, and providing for and governing appeals from such local boards to such district boards, and reviews of the decisions of any local board by the district board having jurisdiction, and determining and prescribing the several areas in which the respective local boards and district boards shall have jurisdiction, and all other rules and regulations necessary to carry out the terms and provisions of this section, and shall provide for the issuance of certificates of exemption, or partial or limited exemptions, and for a system to exclude and discharge individuals from selective draft.

SEC. 5. That all male persons between the ages of twenty-one and thirty, both inclusive, shall be subject to registration in accordance with regulations to be prescribed by the President; and upon proclamation by the President or other public notice given by him or by his direction stating the time and place of such registration it shall be the duty of all persons of the designated ages, except officers and enlisted men of the Regular Army, the Navy, and the National Guard and Naval Militia while in the service of the United States, to present themselves for and submit to registration under the provisions of this act; and every such person shall be deemed to have notice of the requirements of this act upon the publication of said proclamation or other notice as aforesaid given by the President or by his direction; and any person who shall willfully fail or refuse to present himself for registration or to submit thereto as herein provided, shall be guilty of a misdemeanor and shall, upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, and shall thereupon be duly registered: *Provided*, That in the call of the docket precedence shall be given, in courts trying the same, to the trial of criminal proceedings under this act: *Provided*

*further*, That persons shall be subject to registration as herein provided who shall have attained their twenty-first birthday and who shall not have attained their thirty-first birthday on or before the day set for the registration, and all persons so registered shall be and remain subject to draft into the forces hereby authorized, unless exempted or excused therefrom as in this act provided: *Provided further*, That in the case of temporary absence from actual place of legal residence of any person liable to registration as provided herein such registration may be made by mail under regulations to be prescribed by the President.

SEC. 6. That the President is hereby authorized to utilize the service of any or all departments and any or all officers or agents of the United States and of the several States, Territories, and the District of Columbia, and subdivisions thereof, in the execution of this act, and all officers and agents of the United States and of the several States, Territories, and subdivisions thereof, and of the District of Columbia, and all persons designated or appointed under regulations prescribed by the President whether such appointments are made by the President himself or by the governor or other officer of any State or Territory to perform any duty in the execution of this act, are hereby required to perform such duty as the President shall order or direct, and all such officers and agents and persons so designated or appointed shall hereby have full authority for all acts done by them in the execution of this act by the direction of the President. Correspondence in the execution of this act may be carried in penalty envelopes bearing the frank of the War Department. Any person charged as herein provided with the duty of carrying into effect any of the provisions of this act or the regulations made or directions given thereunder who shall fail or neglect to perform such duty; and any person charged with such duty or having and exercising any authority under said act, regulations, or directions, who shall knowingly make or be a party to the making of any false or incorrect registration, physical examination, exemption, enlistment, enrollment, or muster; and any person who shall make or be a party to the making of any false statement or certificate as to the fitness or liability of himself or any other person for service under the provisions of this act, or regulations made by the



President thereunder, or otherwise evades or aids another to evade the requirements of this act or of said regulations, or who, in any manner, shall fail or neglect fully to perform any duty required of him in the execution of this act, shall, if not subject to military law, be guilty of a misdemeanor, and upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, or, if subject to military law, shall be tried by court-martial and suffer such punishment as a court-martial may direct.

SEC. 7. That the qualifications and conditions for voluntary enlistment as herein provided shall be the same as those prescribed by existing law for enlistments in the Regular Army, except that recruits must be between the ages of eighteen and forty years, both inclusive, at the time of their enlistment; and such enlistments shall be for the period of the emergency unless sooner discharged. All enlistments, including those in the Regular Army Reserve, which are in force on the date of the approval of this act and which would terminate during the emergency shall continue in force during the emergency unless sooner discharged; but nothing herein contained shall be construed to shorten the period of any existing enlistment: *Provided*, That all persons enlisted or drafted under any of the provisions of this act shall as far as practicable be grouped into units by States and the political subdivisions of the same: *Provided further*, That all persons who have enlisted since April first, nineteen hundred and seventeen, either in the Regular Army or in the National Guard, and all persons who have enlisted in the National Guard since June third, nineteen hundred and sixteen, upon their application, shall be discharged upon the termination of the existing emergency.

The President may provide for the discharge of any or all enlisted men whose status with respect to dependents renders such discharge advisable; and he may also authorize the employment on any active duty of retired enlisted men of the Regular Army, either with their rank on the retired list or in higher enlisted grades, and such retired enlisted men shall receive the full pay and allowances of the grades in which they are actively employed.

SEC. 8. That the President, by and with the advice and consent of the Senate, is authorized to appoint for the period of

the existing emergency such general officers of appropriate grades as may be necessary for duty with brigades, divisions, and higher units in which the forces provided for herein may be organized by the President, and general officers of appropriate grade for the several Coast Artillery districts. In so far as such appointments may be made from any of the forces herein provided for, the appointees may be selected irrespective of the grades held by them in such forces. Vacancies in all grades in the Regular Army resulting from the appointment of officers thereof to higher grades in the forces other than the Regular Army herein provided for shall be filled by temporary promotions and appointments in the manner prescribed for filling temporary vacancies by section one hundred and fourteen of the national defense act approved June third, nineteen hundred and sixteen; and officers appointed under the provisions of this act to higher grades in the forces other than the Regular Army herein provided for shall not vacate their permanent commissions nor be prejudiced in their relative or lineal standing in the Regular Army.

SEC. 9. That the appointments authorized and made as provided by the second, third, fourth, fifth, sixth, and seventh paragraphs of section one and by section eight of this act, and the temporary appointments in the Regular Army authorized by the first paragraph of section one of this act, shall be for the period of the emergency, unless sooner terminated by discharge or otherwise. The President is hereby authorized to discharge any officer from the office held by him under such appointment for any cause which, in the judgment of the President, would promote the public service; and the general commanding any division and higher tactical organization or territorial department is authorized to appoint from time to time military boards of not less than three nor more than five officers of the forces herein provided for to examine into and report upon the capacity, qualification, conduct, and efficiency of any commissioned officer within his command other than officers of the Regular Army holding permanent or provisional commissions therein. Each member of such board shall be superior in rank to the officer whose qualifications are to be inquired into, and if the report of such board be adverse to the continuance of any such officer and be approved by the President, such officer shall be discharged from the service at



the discretion of the President with one month's pay and allowances.

SEC. 10. That all officers and enlisted men of the forces herein provided for other than the Regular Army shall be in all respects on the same footing as to pay, allowances, and pensions as officers and enlisted men of corresponding grades and length of service in the Regular Army; and commencing June first, nineteen hundred and seventeen, and continuing until the termination of the emergency, all enlisted men of the Army of the United States in active service whose base pay does not exceed \$21 per month shall receive an increase of \$15 per month; those whose base pay is \$24, an increase of \$12 per month; those whose base pay is \$30, \$36, or \$40, an increase of \$8 per month; and those whose base pay is \$45 or more, an increase of \$6 per month: *Provided*, That the increases of pay herein authorized shall not enter into the computation of continuous-service pay.

SEC. 11. That all existing restrictions upon the detail, detachment, and employment of officers and enlisted men of the Regular Army are hereby suspended for the period of the present emergency.

SEC. 12. That the President of the United States, as Commander in Chief of the Army, is authorized to make such regulations governing the prohibition of alcoholic liquors in or near military camps and to the officers and enlisted men of the Army as he may from time to time deem necessary or advisable: *Provided*, That no person, corporation, partnership, or association shall sell, supply, or have in his or its possession any intoxicating or spirituous liquors at any military station, cantonment, camp, fort, post, officers' or enlisted men's club, which is being used at the time for military purposes under this act, but the Secretary of War may make regulations permitting the sale and use of intoxicating liquors for medicinal purposes. It shall be unlawful to sell any intoxicating liquor, including beer, ale, or wine, to any officer or member of the military forces while in uniform, except as herein provided. Any person, corporation, partnership, or association violating the provisions of this section or the regulations made thereunder shall, unless otherwise punishable under the Articles of War, be deemed guilty of a misdemeanor and be punished by a fine of not more than \$1,000 or imprisonment for not more than twelve months, or both.

SEC. 13. That the Secretary of War is hereby authorized, empowered, and directed during the present war to do everything by him deemed necessary to suppress and prevent the keeping or setting up of houses of ill fame, brothels, or bawdy houses within such distance as he may deem needful of any military camp, station, fort, post, cantonment, training, or mobilization place; and any person, corporation, partnership, or association receiving or permitting to be received for immoral purposes any person into any place, structure, or building used for the purpose of lewdness, assignation, or prostitution within such distance of said places as may be designated, or shall permit any such person to remain for immoral purposes in any such place, structure, or building as aforesaid, or who shall violate any order, rule, or regulation issued to carry out the object and purpose of this section shall, unless otherwise punishable under the Articles of War, be deemed guilty of a misdemeanor and be punished by a fine of not more than \$1,000 or imprisonment for not more than twelve months, or both.

SEC. 14. That all laws and parts of laws in conflict with the provisions of this act are hereby suspended during the period of this emergency.

Approved, May 18, 1917.

[2600914, A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

TASKER H. BLISS,

*Major General, Acting Chief of Staff.*

OFFICIAL:

H. P. McCAIN,

*The Adjutant General.*