

WAR DEPARTMENT

COMMITTEE ON EDUCATION AND SPECIAL TRAINING

SECTION OF TRAINING AND INSTRUCTION BRANCH

WAR PLANS DIVISION, GENERAL STAFF

OLD LAND OFFICE BUILDING, 8TH AND F STREETS

WASHINGTON

TRAINING MEMORANDUM

November 18, 1918.

No. 3.

1. Reports in many cases indicate that the men are not getting sufficient sleep. Training Memorandum No. 1, dated October 1, 1918, calls for 8 hours and 25 minutes between taps and first call. This will be rigidly adhered to. It means that the men must have 8 hours and 25 minutes actual sleeping time. They will all be in bed with lights out at the hour of taps, and prior to first call, no unnecessary moving about or disturbance will be permitted.

2. It is of paramount importance that the men be kept in good physical condition. This result is largely dependent on their having the full amount of sleep, and commanding officers are charged with the responsibility to see that they get it.

3. The above will be reasonably contrued and applied in medical schools and in other special cases of professional students where the academic work requires a different schedule, but in all cases, even of professional students, care should be taken that the men have an average minimum of 8 hours sleep. Under the special circumstances referred to in this paragraph, commanding officers will make the necessary adjustments after conference with college authorities.

4. Copy of this memrorandum inclosed to be delivered by commanding officers to head of institutions. Also inclosed, copies of instructions relative to changes in academic schedules.

By direction of the Committee:

William R. Orton,
Major, Inf., U.S.A.,
In Charge Military Training.

Approved for issue:

Chesleigh H. Briscoe,
Major, Inf., U. S. A.,
Administrative Officer.

For Review

Copy of telegram dated November 14, 1918, to District Educational Directors (Collegiate Section) re changes in academic work.

Transmit following instructions to heads of educational institutions in your district quote In view of changed conditions comma instruction in the following subjects may be discontinued either immediately or at the end of the current term December twenty-first colon first Military Law and Practice comma second Surveying and Map Making comma third Map Reading and Navigation comma fourth Modern Ordnance period The time thus freed must be devoted to such academic work as each institution may prescribe period It is probable that no program of academic work will be prescribed after the end of the current term comma but that the colleges will then be free to lay out their own programs except that nine hours per week will be reserved for a course in War Issues or some modification of that course period Military instruction will continue as at present presdribed being strictly confined to eleven hours or in certain cases six hours per week period All military details conflicting with academic exercises will be eliminated period These changes in the curricula do not affect the existing financial arrangements between the War Department and the institutions.

Committee Education
Maclaurin

Copy of telegram dated November 16, 1918 to District Educational Director (Collegiate Section) re changes in academic work, supplementing telegram of November 14, 1918.

Interpreting telegram November fourteenth the time freed by discontinuance of hitherto prescribed studies need not be wholly devoted to new courses but may be utilized within reasonable limits . for additional study hours period Institutions may comma if they so desire comma reduce the total of forty-two hours academic work per week to not less than thirty-six hours.

Committee Education
Maclaurin

WAR DEPARTMENT

COMMITTEE ON EDUCATION AND SPECIAL TRAINING

SECTION OF TRAINING AND INSTRUCTION BRANCH

WAR PLANS DIVISION, GENERAL STAFF

SECOND FLOOR, MILLS BUILDING

WASHINGTON

ADVANCE COPY

TRAINING MEMORANDUM

No. 4.

November 19, 1918.

1. Owing to the signing of the Armistice it is deemed advisable to make some reduction in the total amount of military instruction, and to place greater emphasis upon physical training.

2. The hours per week devoted to military training will hereafter be as follows:

Drill	6 hours
Inspection and Ceremonies	2 hours
Theoretical military instruction	<u>1</u> hour
Total	9 hours

3. The six hours of drill will be divided into three periods of two hours each, and will be held in the afternoon.

4. In accordance with Training Memorandum No. 1, one-half of the time allotted to drill will be devoted to physical exercise in the form of military athletics (callisthenics and games) and bayonet exercise; the other half will be devoted to close order drill and musketry.

5. The provisions of Paragraphs 3 and 4 need not be strictly adhered to between this date and January 1st, as it is not desired that anything shall be done to interfere seriously with the existing academic schedule.

By direction of the Committee:

William R. Orton,
Major, Inf., U.S.A.,
Officer in Charge of Training.

Approved for issue:

Chesleigh H. Briscoe,
Major, Inf., U. S. A.,
Administrative Officer.

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WAR DEPARTMENT

COMMITTEE ON EDUCATION AND SPECIAL TRAINING

SECTION OF TRAINING AND INSTRUCTION BRANCH
WAR PLANS DIVISION, GENERAL STAFF

593, STATE, WAR AND NAVY BUILDING

ADVANCE COPY

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TRAINING MEMORANDUM

No. 1.

WASHINGTON

September 26, 1918

1. Members of the Students Army Training Corps are soldiers in every sense of the word, and commanding officers have all the authority of military law over them. The routine of the life in each institution must be regulated by bugle calls. Each "assembly" is a military formation, a roll call, and an accounting for absentees. Attached to these instructions is a suggested list of calls. This schedule meets time requirements for Sections A. It will need considerable modification to be applicable to Section B. The commanding officer at each institution will confer with the educational authorities and will draw up a list of calls suited to local conditions.

2. The Students Army Training Corps will be organized as Infantry. Platoons will have a strength of about fifty men (forty-five to fifty-eight), and companies will be composed of four platoons. Battalions will be formed of four companies, and regiments of three battalions without machine gun, supply, and headquarters companies. Should a unit contain only one hundred men, it will be organized as a company of two platoons.

3. Time allotted to drill will be, for the collegiate sections, (Sections A), eleven hours per week, and for the vocational sections, (Sections B), fifteen hours and thirty minutes per week. For Sections A this time will usually be divided as follows:

Four drills weekly of two hours each.
Two hours weekly theoretical instruction.
One hour on Saturday for inspection.

For Sections B the time will ordinarily be allotted as follows:

Thirteen and three-quarters hours of drill
weekly to be distributed from Sunday
to Friday, inclusive.
Inspection on Saturday - one hour and forty-
five minutes

4. Where there are two sections in a unit, Sections A and B will ordinarily drill separately.

5. The training will seek to develop:

- A. Discipline
- B. Physical hardihood
- C. Confidence in the power of the rifle.
- D. The offensive spirit

a. Discipline will be developed by concentrating on the mechanical perfection of close order drills, saluting, ceremonies, etc.

b. Physical hardihood will be developed by physical drill, military athletics (games in which all participate) and by bayonet exercises.

c. Confidence in the power of the rifle will be instilled by teaching its possibilities. By target practice (preceded by sighting, position and aiming drills, and gallery practice) the possibilities of the rifle are learned.

d. Bayonet exercise will be the principal means of developing the offensive spirit.

6. Commanding officers will prepare weekly schedules of military instruction. Each drill period will usually include instruction in each of the four subjects. The schedules will indicate what phase of each subject will be covered in each drill, and the time allotted to each subject. It will contain references to the applicable paragraphs of the various manuals. These paragraphs will be studied by assistant instructors in preparation for the drill.

7. Practically every Section A will contain men who have specialized in bayonet work at the Students Army Training Camps, and who will therefore be qualified to assist in the instruction in that subject. Also, many institutions will have men who took the Small Arms Course at Camp Perry, and who will be able to help in the musketry training. In the same way, it is believed that commanding officers can develop and select expert instructors in close order drill and physical exercises so that the training in each subject will be controlled by a group of specialists in that subject. Thus a platoon might do for the first half hour of drill to the bayonet instructor, the next half hour to the musketry instructor, then to the physical instructor for a half hour and to the instructor in close order drill for the remainder of the period.

8. The practical instruction will conform to the authorized manuals, as follows:

Close order drill:	I.D.R. as amended by Training Circular No. 17
Bayonet exercise:	Manual of Bayonet Training
Musketry:	Small Arms Firing Manual
Physical exercise:	Manual of Physical Training, S.R. No. 23, and improvised exercises.

Extended order drill will not be taken up unless a high degree of proficiency has been attained in each of the above subjects. The Offensive Conduct of Small Units, (W.D. Doc. 802) will govern.

9. The platoon in the combat unit, and since it must fight as an organization, it must also be trained as an organization. Therefore, drill, and instruction will be carried on largely by platoons.

10. The commanding officer will at once undertake the construction of bayonet assault courses, using the attached drawing as a guide.

11. The commanding officer will at the beginning of the college year take steps for the procurement and equipment of a target range. It will not be possible for all institutions to secure a model "Class A" range, but a range of some kind must be provided, even if not more than fifty yards in length. A range of three hundred yards will be considered very satisfactory. It should have a number of targets proportionate to the strength of the unit at the institution. Instruction will be taken up at once in the theory of rifle shooting, and a thorough foundation laid for range practice by sighting, position and aiming drills. Men will be made to understand that a large part of the training necessary in developing a marksman can be given before going on the range. Gallery rifles and ammunition will be furnished, and gallery practice will continue throughout the winter. The range practice will begin as early as possible in the spring. As far as practicable, all men who are in the unit next spring will fire Special Course "A".

12. Bayonet exercise and competitive games should, for the most part, take care of the physical condition of the men. Calisthenic exercises are valuable in restoring control after games, but calisthenics given purely as exercise should be reduced to a minimum.

13. The theoretical instruction will take up the following subjects;

1. Infantry Drill Regulations Close Order.
2. W.D. Doc. 802.
3. Small Arms Firing Manual.
4. Field Service Regulations.
5. Map Reading.
6. Tables of Organization.
7. Personal Hygiene and Sanitation.
8. Military Policy of the United States.

By direction of the Committee:

Wm. R. Orton
Major, Inf., U.S.A.
Officer in Charge of
Training

Approved for issue:

C. H. Briscoe
Major, Inf., U.S.A.
Ass't. Executive Officer

Headquarters, Students' Army Training Corps,

Jones College,

Smithtown, New York,

October 1, 1918.

General Orders
No. 1.

The following list of calls, effective October 1, 1918,
are published for the guidance of all concerned:

1st call-----	6:25 a.m.
March-----	6:35 a.m.
Reveille-----	6:40 a.m.
Assembly immediately after.	
 Fatigue call-----	 6:45 a.m.
 Mess-----	 6:55 a.m.
Assembly-----	7:00 a.m.
 School (recitations, lectures, laboratory work and study periods)-----	 8:00 a.m. to 12:00 m.
 Mess-----	 12:10 p.m.
Assembly-----	12:15 p.m.
 *School-----	 1:30 to 2:30 p.m.
 Drill-----	 2:30 p.m.
Assembly-----	2:40 p.m.
 Recall-----	 4:45 p.m.
 Retreat:	
1st call-----	6:05 p.m.
Assembly-----	6:10 p.m.
Mess immediately after.	
 Call to quarters-----	 7:15 p.m.
Tattoo-----	9:45 p.m.
Taps-----	10:00 p.m.

There will be no drill on Wednesdays, on which days the
afternoon school period will be from 1:30 to 4:40 p.m.

From the time designated as "School," two hours weekly
will be devoted to theoretical military instruction.

*(During the winter months it may be advisable to shift this school
hour to 5:00 p.m. to 6:00 p.m., giving the recreation hour during
daylight).

The calls for Saturday and Sunday will be as follows:

Saturday:

1st call-----	6:25 a.m.
March-----	6:35 a.m.
Reveille-----	6:40 a.m.
Assembly immediately after.	
Fatigue call-----	6:45 a.m.
Mess-----	6:55 a.m.
Assembly-----	7:00 a.m.
School-----	8:00 a.m. to 10:00 a.m.
Inspection:	
1st call-----	10:25 a.m.
Assembly-----	10:30 a.m.
Mess-----	12:10 p.m.
Assembly-----	12:15 p.m.
Retreat:	
1st call-----	6:10 p.m.
Assembly-----	6:15 p.m.
Mess immediately after.	
Call to quarters-----	10:45 p.m.
Taps-----	11:00 p.m.

Sunday

Reveille:	
1st call-----	7:25 a.m.
Assembly-----	7:40 a.m.
Fatigue call-----	7:45 a.m.
Mess-----	7:55 a.m.
Assembly-----	8:00 a.m.
Mess-----	12:30 p.m.
Assembly-----	12:40 p.m.
Retreat:	
1st call-----	6:05 p.m.
Assembly-----	6:10 p.m.
Mess immediately after.	

Cal to quarters-----	7:15 p.m.
Tattoo-----	9:45 p.m.
Taps-----	10:00 p.m.

By order of Major John Smith.

Russell Jones,
1st Lieutenant, Inf.,
Adjutant.