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Aug 1971

**THE  
SOLDIER'S  
HANDBOOK**



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NO. 21-13

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
Washington, D.C., 15 September 1964

THE SOLDIER'S HANDBOOK

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**VITAL INFORMATION**

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## YOU, AN AMERICAN SOLDIER

When you entered the Army, you raised your right hand and swore that you would bear true faith and allegiance to the United States of America, and that you would serve them honestly and faithfully against all their enemies whomsoever. This is a sacred oath taken by you and there is a great trust placed in you by the people of America that you honor this oath.

As you look around you will not find a "typical American soldier" in height, weight, color of eyes and hair, family origin, education, wealth, intelligence or similar characteristics. The soldiers you have met and will meet are from all walks of life and all parts of our country. But all of you have two things in common. First, you are all serving the United States of America and believe in the principles that make it a free country. This not only gives you a common bond with your fellow soldiers but also guarantees you the same chances as the next man to get ahead. This American tradition is cherished in your Army as it is in all phases of American life. Second, the responsibility of all Americans is outstanding in the world today. The spirit of teamwork instilled in you at home, school and church, at work and play, aids in the cooperation needed for you to meet any and all tasks.

The habits of obedience you learned while growing into maturity are a necessary part of Army life. Obey promptly and cheerfully the orders given to you. Obedience and teamwork will make your performance better and your fellow soldier's tasks easier.

Service in the Army is a duty and a privilege. Each individual in this nation has the duty to contribute as much as he can to the well-being of the nation and its people. Military service is one form of such a contribution. From the oldest times it has been considered a privilege to be permitted to bear arms in the defense of one's nation or people. This privilege is afforded only to those who are individuals of good standing and good reputation.

## ARMY HISTORY

To write a full history of the United States Army would not be appropriate for this handbook. However, here are some historical highlights that may interest you.

The United States Army has its origin in the colonial militia. On 14 June 1775, the Continental Congress voted to adopt the militia and volunteers, fighting the British around Boston, as the Colonial Army. These were Infantrymen; so the Army is the senior of the services and the Infantry the senior branch of the Army. This Army defeated the British.

Cornwallis' surrender at Yorktown on 19 October 1781 ended the last major battle of the Revolution. The formal treaty of peace was signed on 3 September 1783. The Indian wars followed and the Army inherited the job of guarding the frontier against Indian tribes. The Army continued to do this job for a century, a job which called for great endurance, skill, bravery and patience.

During the war of 1812-15 our Army again fought the British on American soil. The 30 years of peace that followed actually spanned three other wars. In 1817, the Seminole War; in 1832 the Black Hawk War; and from 1832-42 the second Seminole War.

The War Between the States, 1861-65, Civil War, was a tragic and bitter conflict. Within a year soldiers of both armies were veterans, fighting with a skill rarely surpassed by any country at any time.

World War I saw our Army enter the conflict in 1917. Early in the fall of 1918 the Allies began an attack that did not stop until the war was won. American doughboys had a rough sector to take known as the Meuse-Argonne. In this area they showed ability to dish it out, as at the Marne; they had proved they could "take it." Their attack helped force the enemy to ask for an armistice in November 1918.

World War II. In 1918 the American soldiers thought they had helped "to end all wars." On 7 December 1941, we were once again at war. This war was different, even more than in the first war our soldiers fought as individuals; no more did they know the companionship of

trench fighting, but fought from individual positions and the name "fox-holes" was born. Many battles were fought in all parts of the world. The supreme assault came on 6 June 1944 on the Normandy Peninsula in France and our soldiers began the bitter advance. On 7 May 1945 the war in Europe was over and Japan surrendered on 14 August 1945.

The Korean War was a further test of American fighting ability and as part of the United Nations the American soldier again proved he was a determined fighter who could function under nearly impossible conditions. The conflict ended on 27 July 1953 adding another page of glorious history to the United States Army.

Today, communism is the major threat to our Nation. This threat is the primary reason for the Army to constantly train men as part of the U.S. fighting force. Your training and eventual performance of duty with a unit is a vital part of this Nation's defense.

## AMERICA'S HISTORICAL DOCUMENTS

The Declaration of Independence was adopted on 4 July 1776 and is divided into three important parts.

PART ONE states the fundamental principles of our American Government—that all men are created equal; that each man has the inalienable rights of life, liberty and the pursuit of happiness; that governments receive their power from the governed; and that the people have the right to alter or change that government if it becomes destructive to these ends.

PART TWO covers the acts which had been committed by the British against the American colonies.

PART THREE is the actual Declaration of Independence, ending with a pledge by the signers of their lives, their fortunes and their sacred honor in the cause of the United States.

The Declaration of Independence states our philosophy of government and the pledge of our forefathers to support it as the first pillar of our American freedoms.

The Constitution of the United States was ratified by the required number of States in 1788. The inauguration of General George Washington as the first President occurred 30 April 1789.

The Constitution basically establishes a government of three branches:

1. Executive—the President.
2. Legislative—the Senate and House of Representatives.
3. Judicial—The Court system, headed by the Supreme Court.

The three branches are controlled through a system of checks and balances such as a Presidential veto power, Senate approval of Presidential appointments to office and a Judicial review as to the constitutionality of laws.

The Constitution divides the power between the Federal and State Government with specific power delegated to the Federal Government, certain power denied the States and those powers not mentioned belonging to the States.

Finally, the Constitution authorizes Congress to make all laws necessary and proper for carrying into execution the powers granted by the Constitution.

The Constitution contains 24 amendments. The first 10 are called the "Bill of Rights." These rights state the individual freedoms guaranteed to American citizens; namely, freedom of religion, speech, and press, the right of petition to Government, of peaceful assembly, of trial by jury, of counsel and due process of law, to keep and bear arms, and the right to just compensation for private property; freedom from housing soldiers, from unreasonable search and seizure, from self-incrimination and double jeopardy, and from excessive bail, and cruel and unusual punishments.

## OUR FLAGS AND MILITARY AWARDS

1. Throughout the years, our Nation's flag has had various forms. Some of its predecessors were the Grand Union, the Stars and Stripes, and the Fifteen Stars and Fifteen Stripes. Today we have the thirteen stripe and fifty-star flag. It is normally flown only during daylight hours, being lowered at sunset when "retreat" is sounded. The flag has several names based on the size and purpose for which flown.

- a. The Post Flag — 19 x 10 feet — flown daily during good weather
- b. The Storm Flag — 9½ x 5 feet — flown during bad weather
- c. The Garrison Flag — 38 x 20 feet — flown on Sundays and national holidays

### 2. Medals and Decorations.

a. Medal of Honor. This is the highest military decoration awarded by our country. It was established in 1862 and is awarded for acts of bravery and heroism above and beyond the call of duty.

b. Other decorations awarded for acts of bravery in combat in descending order of precedence are—

- (1) Distinguished Service Cross.
- (2) Silver Star.
- (3) Distinguished Flying Cross.
- (4) Bronze Star Medal with "V" Device.
- (5) Air Medal with "V" Device.
- (6) Army Commendation Medal with "V" Device.

c. Purple Heart. The Purple Heart, originally established by General George Washington in 1782 and revived by President Hoover in 1932, is awarded to persons serving in or with the U.S. Armed Forces who have been wounded or killed in combat.

d. Service medals are awarded for an individual's service in time of war or crisis in specified geographical areas and the stars on the ribbon indicate the campaigns or battles in which the wearer has participated. Much of a soldier's personal history is represented by the ribbons he wears.

e. Normally ribbons are worn on the uniform with those representing decorations preceding those representing service.

## PAY

Your pay is an important subject. You must know what your pay is so that you can handle your financial matters intelligently.

1. Basic pay. You are authorized a certain amount of pay according to your pay grade and length of service. This is called basic pay.

### ENLISTED PAY SCALE

Grade	Under 2 yr	Over 2 yr	Over 3 yr	Over 4 yr	Over 6 yr	Over 8 yr	Over 10 yr	Over 12 yr	Over 14 yr	Over 16 yr	Over 18 yr	Over 20 yr	Over 22 yr	Over 26 yr	
E-9							494.70	506.10	517.80	529.20	540.60	551.70	580.50	636.90	
E-8						415.20	426.60	438.00	449.40	460.80	472.20	483.60	512.10	568.80	
∞	E-7	261.00	312.90	324.30	335.70	347.10	358.20	369.60	381.30	398.40	409.50	420.90	426.60	455.10	512.10
	E-6	225.00	273.00	284.40	295.80	307.50	318.60	330.00	347.10	358.20	369.60	375.60			
	E-5	194.10	239.10	250.50	261.60	278.70	290.10	301.50	312.90	318.60					
	E-4	163.50	204.90	216.00	233.10	244.80									
	E-3	117.90	164.70	176.40	187.80										
	E-2	97.50	136.50												
	E-1*	93.90	125.10												
	E-1**	87.90													

\* Over 4 months service.

\*\* Under 4 months service.

2. **Deductions.** There are several deductions which may legally be withheld from your pay, such as Income Tax, Social Security and others hereafter mentioned.

a. **Income Tax.** Your withholding tax is automatically computed on the basis of one exemption (yourself). If you have any dependents whom you wish to claim as exemptions, report this to the finance officer through your company cadre.

	Pay	Tax	Exemption
Pvt E-1 (no prior service) . . . . .	\$ 87.90	\$1.50	1
Pvt E-1 (over 4 months service) . . . . .	93.90	2.70	1
Pvt E-1 (over 2 years service) . . . . .	125.10	7.20	1
Pvt E-2 (under 2 years service) . . . . .	97.50	3.20	1
Pvt E-2 (over 2 years service) . . . . .	136.50	9.00	1

b. **Social Security.** This is deducted from your basic pay at the rate of 4.2 percent (effective 1 Jan 66).

Pvt E-1 (no prior service) . . . . .	\$ 87.90	\$3.69
Pvt E-1 (over 4 months service) . . . . .	93.90	3.94
Pvt E-1 (over 2 years service) . . . . .	125.10	5.25
Pvt E-2 (under 2 years service) . . . . .	97.50	4.10
Pvt E-2 (over 2 years service) . . . . .	136.50	5.73

c. Allotments may also be used for the following purposes:

- (1) Support of dependents (other than quarters allowance as mentioned below).
- (2) Purchase of U.S. Savings Bonds.
- (3) Payment of premiums on life insurance.
- (4) Payment of loans from Red Cross or Army Emergency Relief.
- (5) Savings or checking deposits in banks or other savings institutions.

d. Other deductions: Loss of pay may result from the following:

- (1) Unauthorized absence.
- (2) Absence from duty due to disease or injury resulting from your own misconduct.
- (3) Commission of an offense against the Uniform Code of Military Justice if it results in punishment under Article 15 or conviction by a court martial.

(4) Loss, destruction or damage of Government property due to your own misconduct or negligence.

(5) Fraudulent enlistment, such as misrepresentation of your qualifications for enlistment at the time you enlist.

3. Allowances.

a. Clothing allowance (monthly). \$4.20 after 6 months of active duty and \$5.40 after 36 months of active duty.

b. Dependents' allowance. An enlisted member in pay grade E-1 through E-4 (with less than 4 years service) who has a dependent wife, child or parent, is entitled to a quarters allowance on account of such dependent if he establishes an allotment in their favor. For instructions on the procedures to follow, see your cadre.

4. Bonuses.

a. Good soldiers are encouraged to remain in service of their country. Liberal benefits are provided for those who choose the Army as a career.

b. The following are examples of bonuses which will be paid you upon reenlisting for a 3-year period. If you are in the grade of—

E-3 and reenlist after 1 year of service you receive . . \$353.70

E-3 and reenlist after 2 years of service you receive . . 494.10

E-4 and reenlist after 2 years of service you receive . . 614.70

E-5 and reenlist after 3 years of service you receive . . 751.50

c. These are but a few examples of bonuses you may receive. Check with the Army Career Counselor at your station for further information.

## BASIC INFORMATION

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## THE SOLDIER'S CREED

I am an American soldier. I am a man of the United States Army—a protector of the greatest nation on earth. Because I am proud of the uniform I wear, I will always act in ways creditable to the military service and the nation it is sworn to guard.

I am proud of my own organization. I will do all I can to make it the finest unit of the Army. I will be loyal to those under whom I serve. I will do my full part to carry out orders and instructions given to me or my unit.

As a soldier, I realize that I am a member of a time-honored profession—that I am doing my share to perpetuate the principles of freedom for which my country stands. No matter what situation I am in I will never do anything for pleasure, profit or personal safety which will disgrace my uniform, my unit or my country. I will use every means I have beyond the line of duty to restrain my Army comrades from actions disgraceful to themselves and the uniform. I am proud of my country and its flag. I will try to make the people of this nation proud of the service I represent for I am an American soldier.

\*

## TRAININ

Basic combat training is tough. You are expected to act like a man and you will be treated as one. Training will be hard but it will be fair. After you have finished your 8 weeks of basic training, you will be prepared to develop your abilities further in advanced individual training. Remember, many men have gone before you and many will follow through these doors to success.

Don't be discouraged or afraid of what's ahead of you. You can take heart in this fact: Millions of Americans just like you went through this experience in World War II and the Korea War and made good soldiers. Your future in the Army is ahead of you and you too can be a good soldier if you will try. Do your utmost to excel in all your training and conduct. Don't be satisfied with average results. The U.S. Army isn't. It's up to you.

## INDIVIDUAL DRILL MOVEMENTS

This portion of your handbook presents some of the basic movements in drill you will be required to know. These movements are executed with snap and precision.

### Definition of Drill Terms

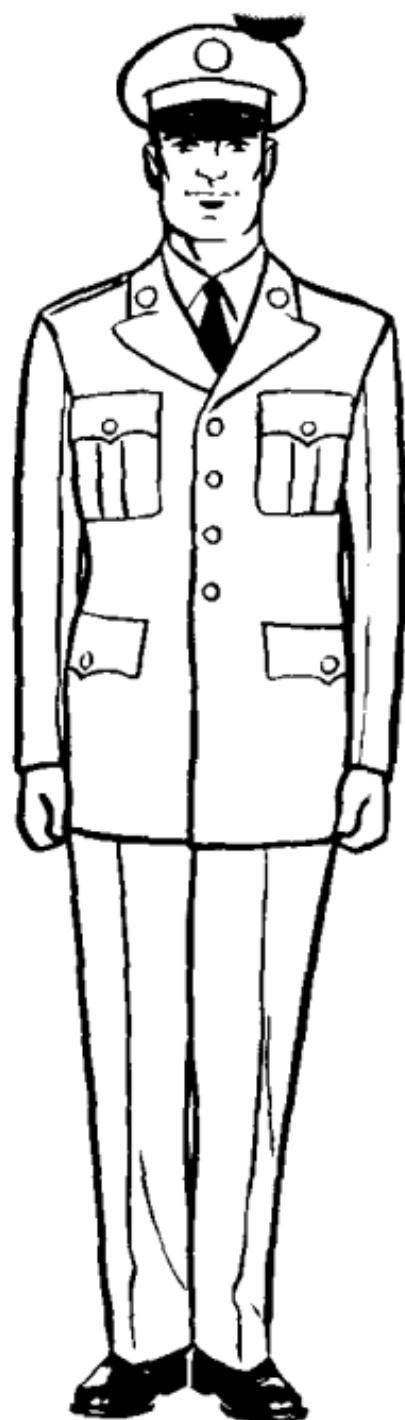
1. **Cadence.** The uniform number of steps as counts per minute at which a movement is executed.
2. **Step.** The prescribed distance measured from heel to heel of a marching man.
3. **Depth.** The space from front to the rear of a formation, including the front and rear elements.
4. **Element.** An individual, squad, section, platoon, company or larger unit forming a part of a larger unit.
5. **Rank.** A line which is only one element in depth.
6. **Interval.** The lateral space between elements.
7. **Distance.** The space between elements in column.
8. **Column.** A formation where elements are placed one behind the other.
9. **Cover.** Aligning yourself directly behind the man to your immediate front while maintaining proper distance.

### Position of Attention

The position of attention is the basic military position. It indicates that you are alert and ready for instructions. Come to attention with smartness and snap at the commands "FALL IN" or "ATTENTION." Thereafter, move only as ordered until given "PARADE REST," "STAND AT EASE," "AT EASE," "REST" and "FALL OUT" or until you are dismissed.

1. Bring your heels together smartly on the same line.
2. Turn your feet out equally, forming an angle of 45°.
3. Your legs are straight without stiffening or locking your knees.
4. Hold your body erect with your hips level, chest lifted and arched and your shoulders square and even.

5. Let your arms hang straight without stiffness along your sides with the backs of your hands outward, your fingers curled so that the tips of your thumbs touch the tips of your forefingers. Keep your thumbs along the seams of your trousers.
6. Keep your head erect and hold it squarely to the front with your chin drawn in. Look straight to the front.
7. Rest the weight of your body equally on the heels and balls of your feet. Stand still and do not talk.



## Alignment

As part of a squad or platoon, you will align yourself when you hear the command, "DRESS RIGHT—DRESS." On the command, "DRESS" raise your left arm to an extended position straight out to your left keeping your arm straight, fingers extended and joined; palm of hand is down. At the same time, turn your head to the right to align yourself with the man on your right.

## Rests at the Halt

1. Parade Rest. This movement is given from attention only. At the command "REST" of "PARADE REST" move your left foot smoothly 10 inches to the left of your right foot. Place your hands behind your back, both hands extended and joined by interlocking your thumbs so that the right hand is outward. Your head and eyes are held the same as for attention.

2. Stand at Ease. This movement is given from attention only. It is executed the same as parade rest except you turn your head and eyes toward the person issuing the command.

3. At Ease. You must keep your right foot in place, remain silent but you may move.

4. Rest. Keep your right foot in place. You may talk and move.

## Facing Movements

1. Right or Left Face. This two-count movement is for right face; for a left face, substitute the opposite word (left). At the command "FACE" slightly raise your left heel and right toe and turn to the right  $90^{\circ}$  to complete count one. On the second count, place your left foot smartly beside your right foot as at attention.

2. About Face. At the command, "FACE" of this two-count movement, place the toe of your right foot about 6 inches to the rear and slightly to the left of your left heel to complete count one. On the second count, turn to the right  $180^{\circ}$  stopping with your body in the position of attention.

## Marching Steps

### Right and Left Step

This movement is explained for right step. To execute left step, substitute the opposite word. This movement is executed from the halt only. On the command "MARCH" slightly bend the right knee and raise your right foot only high enough to allow freedom of movement. Place your right foot 10 inches to the right of your left foot and then move the left foot to a position alongside your right foot as in the position of attention. This is continued keeping your arms by your side until commanded to halt. To execute the halt, you will receive the command "HALT" as your feet are together, take one more step with your right foot, then place the left foot alongside the right foot remaining in the position of attention.

### Rear March

The command "REAR MARCH" is given as the right foot strikes the ground and only while marching at quick time. At the command "MARCH" take one additional step with your left foot, pivot about to the right, turning 180° and step off in the new direction with the left foot. Hold your arms to your sides as you execute this movement.

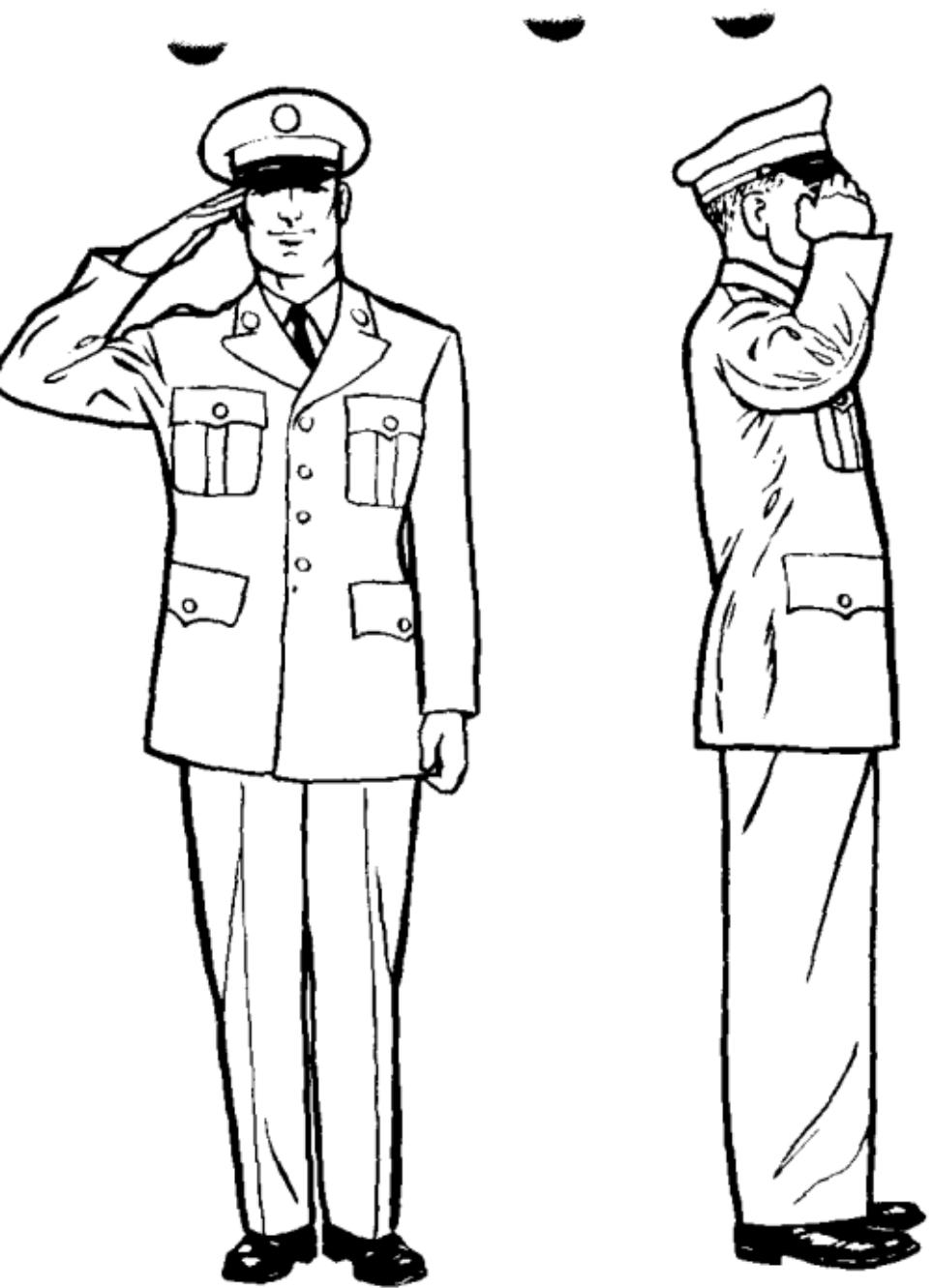
## SALUTING

This is a courtesy which is normally rendered to every officer and warrant officer you may meet or see. You can recognize an officer by the metal or cloth insignia worn on the right collar of the shirt or on the shoulders of the coat. These insignia will be in the form of gold or silver bars or oak leaves, silver eagles or silver stars. After you have been in the Army a few weeks, you will be able to recognize an officer in other ways: by his hat or by his uniform. During your initial training, watch for the metal or cloth insignia for recognition. Pictures of the officer and warrant officer insignia are shown on the following pages.

When approaching an officer or warrant officer and he is approximately six steps from you, assume good posture and raise your right hand directly and smartly until the tip of your forefinger touches the lower part of the cap, above and slightly to the right of your right eye. Thumb and fingers must be straight and touching each other; upper arm level with the ground; wrist and hand straight as a continuation of the line made by your forearm. With the salute, give a verbal greeting such as "Good morning, Sir," and hold the salute until it is returned by the officer, even if the officer does not return your salute immediately. Then cut your hand away smartly—directly back to your side. The salute will not be rendered while running. If you are walking it is not necessary to stop prior to saluting.

During your first 2 weeks of training you will receive training on saluting, reporting to an officer and military customs, but keep these rules in mind:

1. Never salute with a cigarette in your mouth.
2. Never salute with anything in your right hand.
3. When standing still, salute only from a position of attention.
4. Salute correctly.



COMMISSIONED OFFICERS' INSIGNIA

 <p>GENERAL (SILVER)</p>	 <p>MAJOR (GOLD)</p>				
 <p>LIEUTENANT GENERAL (SILVER)</p>	 <p>CAPTAIN (SILVER)</p>				
 <p>MAJOR GENERAL (SILVER)</p>	 <p>FIRST LIEUTENANT (SILVER)</p>				
 <p>BRIGADIER GENERAL (SILVER)</p>	 <p>SECOND LIEUTENANT (GOLD)</p>				
 <p>COLONEL (SILVER)</p>	<p>WARRANT OFFICERS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">   Silver Brown                 </td> <td style="width: 50%; text-align: center;">   Silver Brown                 </td> </tr> <tr> <td style="text-align: center;"> <p>WARRANT OFFICER 4</p> </td> <td style="text-align: center;"> <p>WARRANT OFFICER 3</p> </td> </tr> </table>	 Silver Brown	 Silver Brown	<p>WARRANT OFFICER 4</p>	<p>WARRANT OFFICER 3</p>
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 <p>LIEUTENANT COLONEL (SILVER)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">   Gold Brown                 </td> <td style="width: 50%; text-align: center;">   Gold Brown                 </td> </tr> <tr> <td style="text-align: center;"> <p>WARRANT OFFICER 2</p> </td> <td style="text-align: center;"> <p>WARRANT OFFICER 1</p> </td> </tr> </table>	 Gold Brown	 Gold Brown	<p>WARRANT OFFICER 2</p>	<p>WARRANT OFFICER 1</p>
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<p>WARRANT OFFICER 2</p>	<p>WARRANT OFFICER 1</p>				

LISTED PERSONNEL'S RANKS OF GRADE

	
<p>SERGEANT MAJOR</p>	
<p>FIRST SERGEANT</p> 	<p>MASTER SERGEANT</p> 
<p>PLATOON SERGEANT OR SERGEANT FIRST CLASS</p> 	<p>SPECIALIST 7</p>
<p>STAFF SERGEANT</p> 	<p>SPECIALIST 6</p> 
<p>SERGEANT</p> 	<p>SPECIALIST 5</p> 
<p>CORPORAL</p> 	<p>PRIVATE FIRST CLASS</p> 
	<p>SPECIALIST 4</p> 

## ARMY CUSTOMS

You will frequently run across customs in the Army that originated long ago. All customs in the Army have a traditional basis; because of this we find some interesting facts about certain ceremonies the Army conducts. Here are a few that may interest you:

### Salute

Some say it began in late Roman times (1 A.D. to 500 A.D.) when assassinations were very common. People who wanted to see public men had to come before them with right hands raised to show they did not hold a dagger. This practice gradually became a way of showing respect and sometimes involved removing the hat. By 1820, this was modified into touching the hat, and since then it has become the crisp hand salute.

### Walking or Sitting on Left of Superior

Many years ago, men fought with swords and most men were right handed; the heaviest fighting occurred on the right. Men and units who preferred to fight rather than to "let George do it," and who were proud of their fighting ability considered the right of a battle line to be a post of honor. When an officer walks on your right, he is symbolically filling the post of honor.

### Retreat

The name may surprise you because it seems to refer to a defeat, but the term is taken from the French word "retraite," referring to the evening ceremony. The bugle call sounded at retreat was first used in the French Army and dates back to the Crusades. As you hear the retreat melody, you are listening to a call that symbolizes the finest qualities of the soldiers of nearly 900 years. The past purpose of retreat was to notify sentries to start challenging until sunrise and tell the rank and file to go to their quarters. This ceremony, although the original purpose is gone, remains as a noble tradition.

## PERSONAL ACTION

The occasion may arise wherein you desire to speak to a member of the cadre. There is no precise manner to request this permission but good rules to follow are:

1. Knock on the door before entering.
2. Remove your hat before entering, unless you are under arms.
3. Never lean on the desk or against the wall; stand erect.
4. Address the person you speak to as "Sergeant," "Specialist," if enlisted member of cadre, or "Sir," if an officer. An example is: "Sergeant, Private Jones requests permission to speak with you."
5. During your initial training, never enter a military office with a cigarette in your hand.
6. You will not salute indoors unless you are under arms and on duty.
7. When out of doors, go to the officer or cadre; do not interrupt; salute if appropriate and simply state you request permission to speak with him.

### Profanity

Swearing and verbal filth is not the mark of a soldier. It is a poor crutch for a man with a small vocabulary and in most cases, little intelligence.

## YOUR VA~~TABLES~~ABLES

If you possess any valuable items at this time, such as cameras or portable radios, you will be shown where to place them for safekeeping.

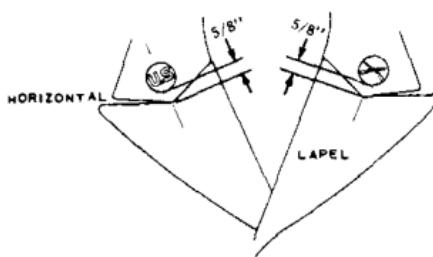
Remember:

1. Do not lend money to anyone.
2. Specific fund drives are authorized by the Department of the Army to be conducted on Army posts. Your officers will announce such authorized fund drives at which time you will be asked to contribute voluntarily. Donations to the church are an individual prerogative.
3. Do not sell or give away any of the clothes or equipment you were issued. You are required to maintain this clothing and equipment in good repair.
4. Before leaving the reception center, make sure you have turned in all issue items you are not supposed to have.
5. Anything you consider of value should be locked up in your wall or foot locker. If the item or items are of great value, it would be much better to send them home. If it's something you must have with you, ask the cadre or commander to help you and they will.

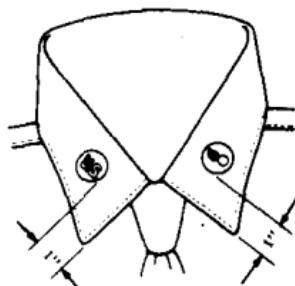
## UNIFORM

When wearing the uniform, every article must be neat, in a good state of repair, clean and appropriately pressed or polished. Your personal appearance, cleanliness and military bearing must be one of pride. Failure to wear the uniform properly or keep up a good appearance not only brings discredit to the Army but could possibly bring about disciplinary action.

- a. Wearing of the uniform. Follow these do's and don'ts:
  - (1) Don't wear flowers while in uniform.
  - (2) Don't carry an umbrella while in uniform.
  - (3) Don't mix uniforms or civilian clothes with the uniform.
  - (4) Do wear only regulation clothing.
  - (5) Do shine your brass.
  - (6) Do shine your shoes and boots.
  - (7) Don't place your oversea cap or tie under the epaulet of your uniform.
  - (8) Do cut or adjust your web waist belt so it extends beyond belt buckle.
- b. If you don't know how to wear a portion of the uniform, check with your cadre.



INSIGNIA ON LAPELS AND COLLAR OF COAT.



INSIGNIA ON COLLAR OF SHIRT,  
ENLISTED PERSONNEL.

## ARMY ORGANIZATION

Our Government is of the people, by the people and for the people. The people elect their representatives and the President, who then govern for the people.

The Executive Branch is headed by the President, who is also the Commander in Chief of the Armed Forces. The President appoints the Secretary of Defense and the Secretaries of the Army, Navy, and Air Force; the Senate has final approval on these appointments.

The Secretary of Defense is a civilian and he is assisted in military matters by staffs of professional Army, Naval, Air Force, and Marine officers and enlisted personnel. Within the Department of Defense are the Secretaries of the Army, Navy, and Air Force.

The professional military advisors form a council referred to as The Joint Chiefs of Staff. These men are members of the services and act as advisors to the President and Secretary of Defense.

The Secretary of the Army, a civilian, is responsible for all matters connected with the Army, to include—

Supervision of all Army spending.

Development of new weapons and equipment.

Training of all Army personnel.

Discipline and morale.

The Army Chief of Staff is an officer and is a four-star general. He is responsible for the condition, training, performance and future planning for the Army. Directly subordinate to the Department of the Army is the United States Continental Army Command (USCONARC). The Commanding General (a four-star general) of the United States Continental Army Command, through the five Army commanders, the commander of the Military District of Washington and the commandants of the USCONARC service schools, directs the largest military training establishment in the free world. The Commanding General, USCONARC, receives orders from the Army Chief of Staff and is responsible for the following mission within the Continental United States:

~~Command of all troop units and installations, with some minor exceptions.~~

Organization and training of units.

Training of individuals. (This is you and others like you.)

Management of resources.

This should give you an idea of how orders are passed down the chain and give you an understanding of our Army organization.

## THE CHAIN OF COMMAND

A question which might easily be in your mind now is: How do orders and information get from the top of the pyramid down to me?

The CHAIN of command is the method the Army uses. The very use of the term CHAIN indicates the linking of one to the other. This intangible path parallels the structure of the Army itself. Each link represents a commander.

We have provided a type chain of command by job title. (Fill in the blanks as appropriate as soon as you can.)

In other words, the officers and noncommissioned officers who command you exercise authority granted to them by the President or one of his subordinates in the chain of command. They are entitled to prompt and unquestioning obedience to all lawful orders issued by them.

NOTE: Dependent on the organization you are assigned to, some jobs within the chain may be omitted or may not appear. (You should check with your cadre for your particular chain of command.)

(COMMANDER-IN-CHIEF)  
PRESIDENT OF THE UNITED STATES \_\_\_\_\_

SECRETARY OF DEFENSE \_\_\_\_\_

SECRETARY OF THE ARMY \_\_\_\_\_

CHIEF OF STAFF ARMY \_\_\_\_\_

CG USCONARC \_\_\_\_\_

ARMY COMMANDER \_\_\_\_\_

CORPS COMMANDER \_\_\_\_\_

DIVISION COMMANDER \_\_\_\_\_

BRIGADE COMMANDER \_\_\_\_\_

BATTALION COMMANDER \_\_\_\_\_

COMPANY COMMANDER \_\_\_\_\_

PLATOON LEADER \_\_\_\_\_

SQUAD LEADER \_\_\_\_\_

YOU \_\_\_\_\_



## SICK CALL

If you feel sick or have any other problems concerning your health, report to your squad leader or platoon sergeant immediately. Do not run the chance of spreading a disease or causing serious injury to yourself. If you or one of your buddies need an ambulance, telephone ..... and give your location and the extent of injury or illness.

While on leave or traveling, ALL hospitals are obligated to care for you if the need should arise. You simply present your identification card, a copy of orders or leave papers and your identification tags to the admitting office and they will perform treatment as necessary.

### Identification Tags

Army regulations require that you wear your identification tags, (dog tags) while training in the field and traveling in aircraft.

MAIL

**Correspondence.** Write your parents and friends as often as you can. Write whatever you want, but **ALWAYS WRITE THE TRUTH**. Do not lie, exaggerate, or give wrong implications. If you do, you will cause extreme worry or concern to your family or friends for something that is false.

Your unit address will be posted on the bulletin board. Use it as directed and delivery of incoming mail will be easier and faster. Your unit mail clerk is responsible for delivery of mail. If post office facilities are not readily available, he can also assist you in procuring stamps and money orders and in mailing letters.

## VISITORS

You may receive visitors while you are taking training. You must understand that there are just certain times that you will be available to see them, so don't make any plans now but wait until you are familiar with your training formations.

## PROPER TERMINOLOGY

Soldiers have an interesting and colorful vocabulary. As soldiers, we use many terms for things that are different from the terms used by civilians. With time and experience, this vocabulary grows. Here are a few of the more common words that you will hear often:

In buildings we find:

LATRINES	—not bathrooms; heads; toilets or privies.
SQUAD BAYS (ROOMS)	—are large rooms or cubicles where men live.
BUNKS	—are beds.
FOOT AND WALL LOCKERS	—are containers to keep your equipment and personal gear in.

Around a mess hall we find:

MESS HALL	—where we all go to eat.
CHOW	—the food we eat.
K.P.'s	—are men detailed for kitchen police.
D.R.O.	—a man detailed as dining room orderly.
MESSING	—to eat a meal.

When we talk of places, we may say:

P.X.	—meaning the Post Exchange.
------	-----------------------------

WOODS

(BOONDOCKS OR BUSH) —field training area.

These items apply to our uniform or personal property:

TROUSERS	—not pants.
PERSONAL GEAR	—your personal property.
PONCHO	—is a coated nylon cloth used as a personal rain cape.
DOG TAGS	—two metal identification tags, worn while in the field, aboard aircraft and when reporting for medical aid.

When referring to certain people we say:

COMMANDING OFFICER	—not names which could be considered disrespectful.
FIRST SERGEANT	—not Sarge or "Top Kick."
CADRE	—the noncommissioned officers who train you.
COMPANY GRADE OFFICERS	—officers of captain rank and below.
FIELD GRADE OFFICERS	—officers of major's rank and above to include colonel.

These are terms applied to things we do. We:

KNOCK IT OFF	—stop doing what you are doing.
TAKE A BREAK	—usually a rest of 10 minutes or less.
POLICE UP	—clean up the area to include picking up paper, cigarette butts, etc.
UNDER ARMS	—means armed with a weapon.
GO ON SICK CALL	—report to our leaders when we are sick or have a health problem.
QUICK TIME	—marching at a rate of 120 steps per minute, each step 30 inches long.
DOUBLE TIME	—running at a rate of 180 steps per minute, each step 36 inches long.

Terms used when referring to our equipment:

RIFLE	—not gun.
ROUND	—a bullet together with its casing.

## ARMY EXCHANGE

You, as a soldier and a member of the United States Armed Forces have just become an authorized patron of this Army Exchange and all other exchanges operated by the United States Armed Forces. You are afforded unrestricted exchange privileges as long as you are on active duty in the Army.

### 1. Mission.

- a. The primary mission of the exchange is to supply military personnel articles and services necessary for their health, comfort and convenience at reasonable prices.
- b. The secondary mission is, through reasonable exchange profits, to provide funds for recreation.

2. Purchasing at military exchanges is a privilege and like any other privilege it can be revoked if abused. Throughout your career in the Army, it will be your responsibility to read and understand the rules governing your purchasing within military exchanges. A rule to remember about your exchange privileges is:

Anyone authorized military exchange privileges who resells articles bought in an exchange to persons not authorized these privileges commits an offense which is punishable under military law.

FIRE

Always be conscious of the possibility of fires in your area. Be careful with matches and cigarettes; never smoke in bed. Trash containers located in your squad bays must not be used to deposit cigarette butts, etc. Report immediately any fire, regardless of how small, to your cadre personnel or report the fire by means of a fire alarm or by telephone. Telephone number to report fires is 17 or 117. These numbers are applicable regardless of the training center you may be stationed at for training. It is necessary to state the building number when reporting a fire. Your barracks number is . . . . .

## PHYSICAL CONDITIONING

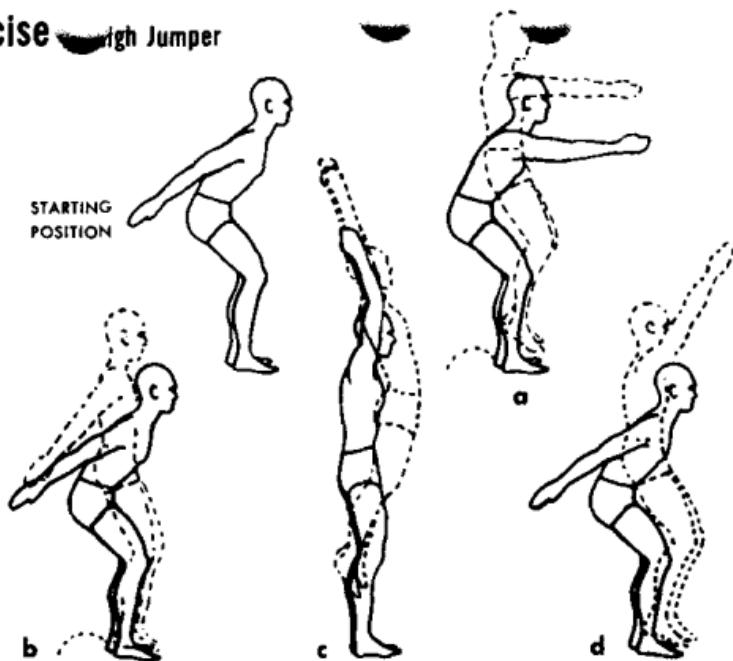
In order to be an effective soldier, a man must be in excellent physical condition. Physical training is primarily designed to get the man in condition and keep him in good physical condition. Experience has shown that few recruits enter the Army physically fit for strenuous duties of training. The softening influence of our modern machine civilization makes the problem of physically conditioning men more important than ever. Warfare makes great demands on a man's physical condition. He must be able to march long distances with full pack, weapons and ammunition through rugged country and to fight effectively upon arriving at the area of combat; to make assaults and to run and crawl for long distances; to jump into and out of foxholes, craters and trenches; to lift and carry heavy objects; to keep going for many hours without sleep or rest. Modern, mechanized warfare has not diminished the need for the soldier to be in "top notch" physical condition. There are always places where mechanized units cannot maneuver, tasks which they cannot accomplish, and situations in which equipment becomes disabled. Furthermore, the machines are no better than the men operating them.

a. Daily marches normally will be taken to and from your classes. During range firing, you may be required to march to and from the range complex. Usually during bivouac week you will be required to march 10 or more miles.

b. The Physical Combat Proficiency Test will be administered to all personnel near the completion of basic training. Requirements for combat are demanding and can only be met by physically hardened soldiers.

c. Each man will start with five repetitions of a set of calisthenic type exercises. You will progress until a minimum of twelve repetitions of each exercise have been achieved. Here are the exercises:

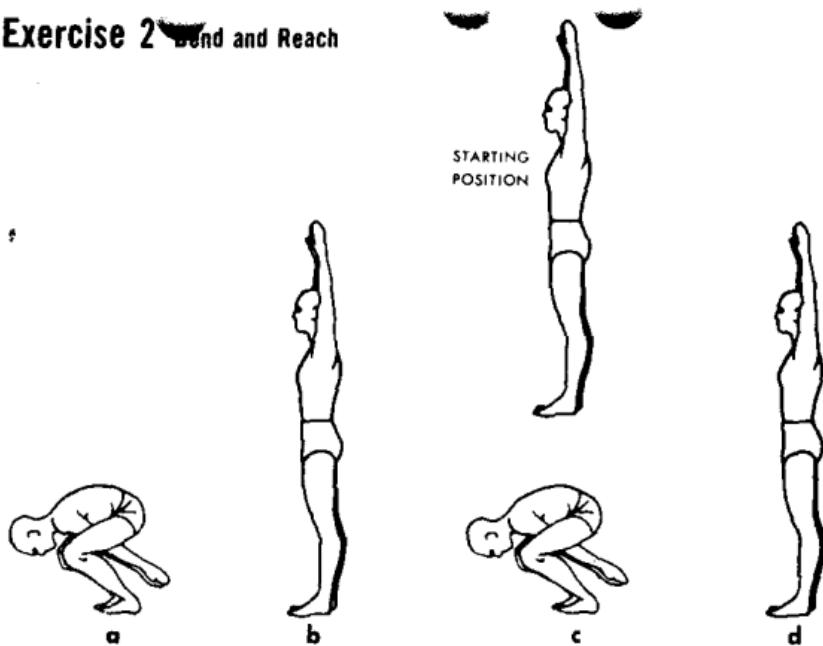
## Exercise 1 High Jumper



1. Starting Position: Feet separated about 12 inches, knees slightly bent, body bent forward  $45^{\circ}$  at the waist, arms raised backward.
2. Cadence: Moderate.
3. Movement.
  - a. Swing arms forward to shoulder height and jump upward a few inches.
  - b. Swing arms backward and jump upward a few inches.
  - c. Swing arms forward and overhead vigorously and jump upward at least 12 inches.
  - d. Jump upward several inches and swing arms backward.

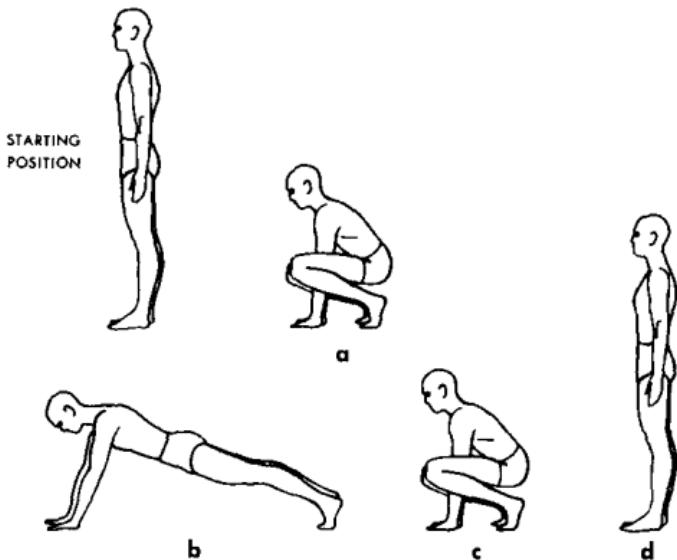
These movements of EXERCISE 1, the HIGH JUMPER are continuous and work into one another. The arm swing is much like that performed just prior to a standing broad jump. The jumps on counts a, b, and d, are merely "crow hops". The jump on count c calls for full effort.

## Exercise 2 Bend and Reach



1. Starting Position: Side straddle, arms overhead.
2. Cadence: Moderate.
3. Movement:
  - a. Bend trunk forward and downward. At the same time swing arms between the legs, touching fingers to ground between and behind the heels. Knees are bent. Touch fingers as far behind heels as possible. Do not raise heels.
  - b. Recover starting position.
  - c. Repeat count a.
  - d. Recover starting position.

## Exercise 3 Squat Thrust



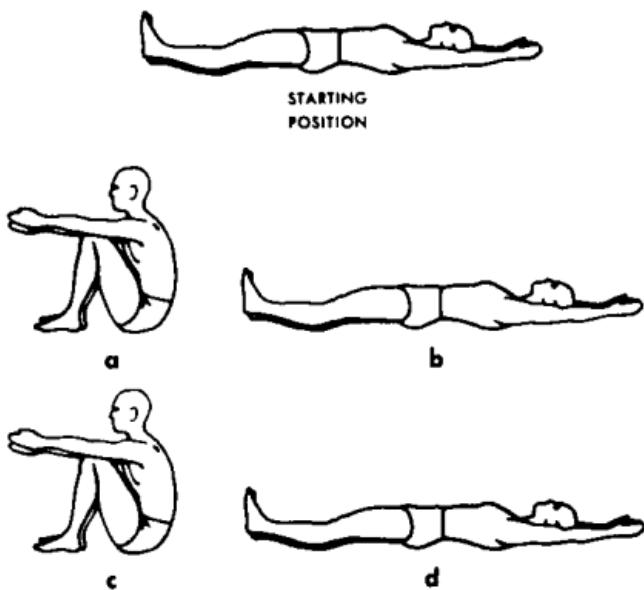
1. Starting Position: Attention.

2. Cadence: Moderate.

3. Movement:

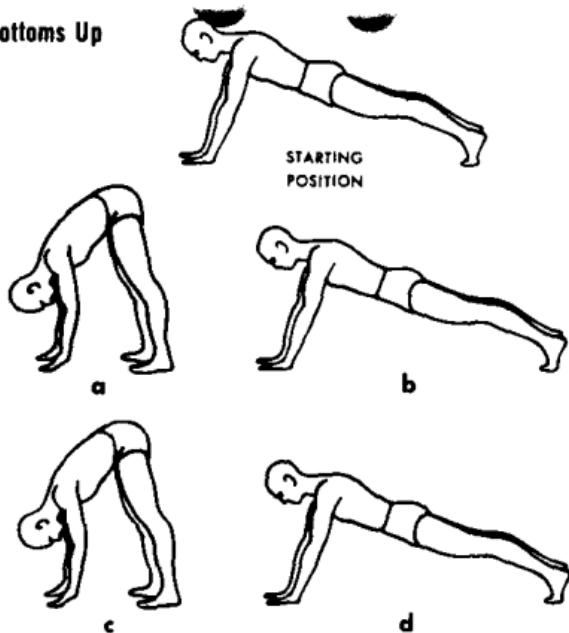
- Bend at knees and hips and, squatting down, place hands on the ground shoulder width apart. Keep elbows inside the knees.
- Thrust feet and legs backward to a front leaning rest position. Keep body straight from head to heels. Support weight on hands and toes.
- Recover to the squatting position.
- Recover to starting position.

## Exercise 4 Rowing Exercise



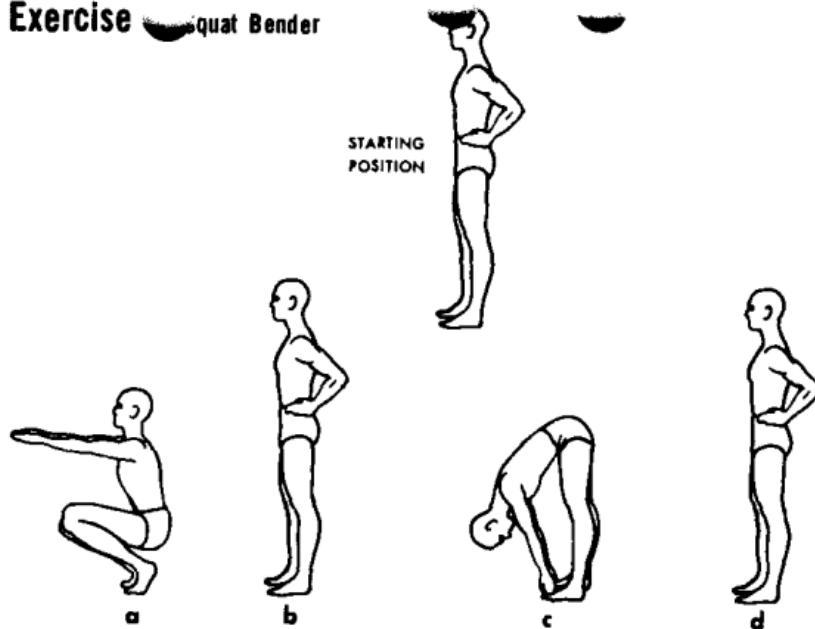
1. Starting Position: On back, arms extended overhead, feet together.
2. Cadence: Alternating Fast—Slow.
3. Movement:
  - a. Sit up sharply and at the same time bend knees sharply. Lean forward, swinging arms forward to a "rowing position." Keep knees together and against the chest, feet flat on the ground, and heels close to buttocks. Arms move forward and backward in a vertical plane.
  - b. Recover slowly to starting position.
  - c. Repeat count a.
  - d. Recover slowly to starting position.

## Exercise 11 Bottoms Up



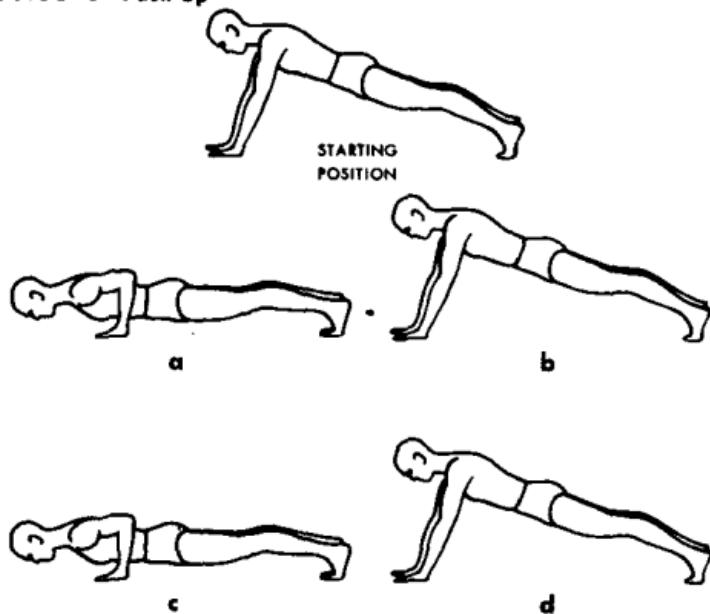
1. Starting Position: Front leaning rest, body straight from head to heels, weight supported on hands and toes.
2. Cadence: Moderate.
3. Movement:
  - a. Push against ground with feet, keeping knees straight, raise hips sharply and jump, feet forward so that hips are elevated and trunk and legs form an inverted V. Jump as far forward as possible with knees straight.
  - b. Recover to starting position.
  - c. Repeat count a.
  - d. Recover to starting position.

## Exercise Squat Bender



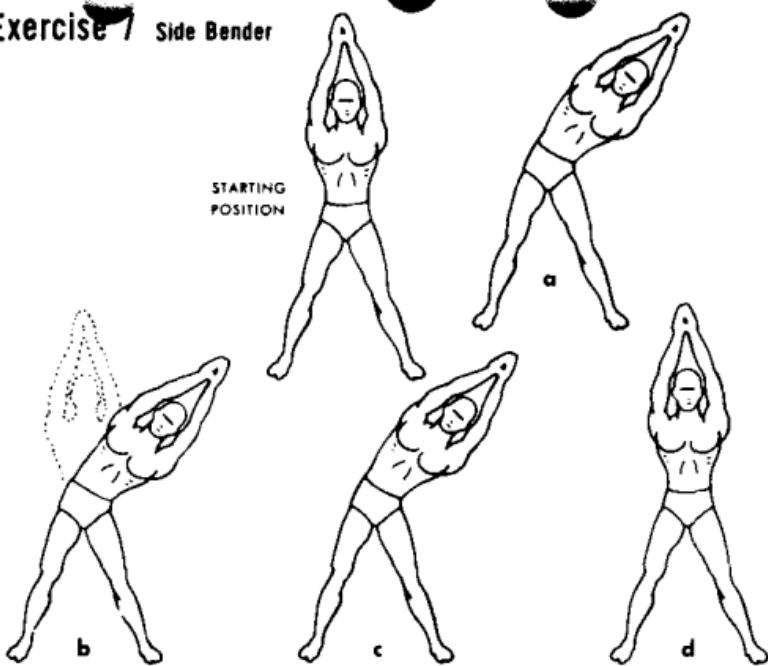
1. Starting Position: Standing with feet slightly separated, hands on hips.
2. Cadence: Moderate.
3. Movement:
  - a. Do a full knee bend, and thrust arms forward. Keep fingers extended, palms down and trunk erect.
  - b. Recover to starting position.
  - c. Bend trunk forward, keeping knees straight, touch ground in front of the toes.
  - d. Recover to starting position.

## Exercise Push-Up



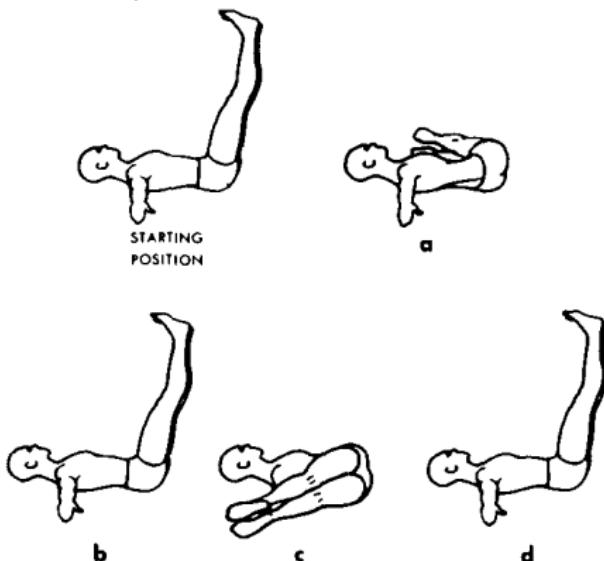
1. **Starting Position:** Front leaning rest, body straight from head to heels, weight supported on hands and toes. Hands are directly under shoulders.
2. **Cadence:** Moderate.
3. **Movement:**
  - a. Bend elbows and touch chest to ground keeping body straight.
  - b. Straighten elbows, and recover to starting position.
  - c. Repeat count a.
  - d. Repeat count b.

## Exercise 7 Side Bender



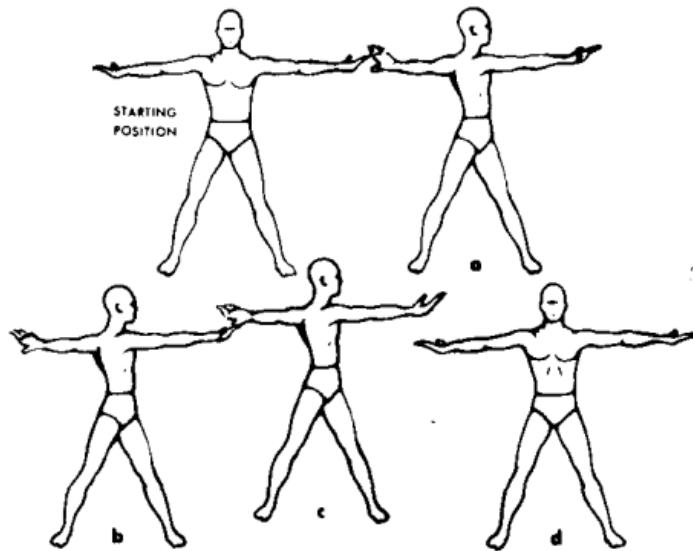
1. Starting Position: Side straddle, arms overhead with upper arms forced against ears, thumbs interlocked.
2. Cadence: Slow.
3. Movement:
  - a. Bend sideways sharply to the left. Bend straight to the side without twisting the trunk or shoulders. Keep heels flat.
  - b. Recover slightly and repeat with a bounce.
  - c. Repeat count b.
  - d. Recover to starting position.Repeat on right side for counts e, f, and h.

## Exercise 8 Body Twist



1. Starting Position: On back, arms on ground and extended side-ward, palms down, legs nearly vertical, feet together, knees locked.
2. Cadence: Alternating Slow—Fast.
3. Movement:
  - a. Lower legs slowly to the left, twisting trunk and touching ground next to left hand. Keep knees straight, and both shoulders on ground. Legs must be lowered, not dropped.
  - b. Recover sharply to starting position without bending knees.
  - c. Lower legs slowly to right, twisting trunk, and touching ground near right hand.
  - d. Recover sharply to starting position.

## Exercise 8A Turn and Bounce



1. Starting Position: Side straddle, arms sideward, palms up.
2. Cadence: Slow.
3. Movement:
  - a. Turn trunk sharply to left to limit of motion, then relax rotation slightly.
  - b. Bounce to the left, and relax slightly.
  - c. Repeat count b.
  - d. Recover to starting position.

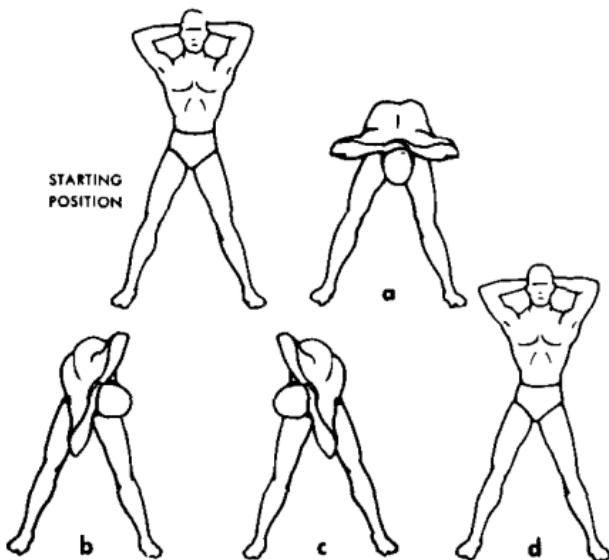
Repeat on right side for counts e, f, g, and h.

## Exercise 9 Knee Bender



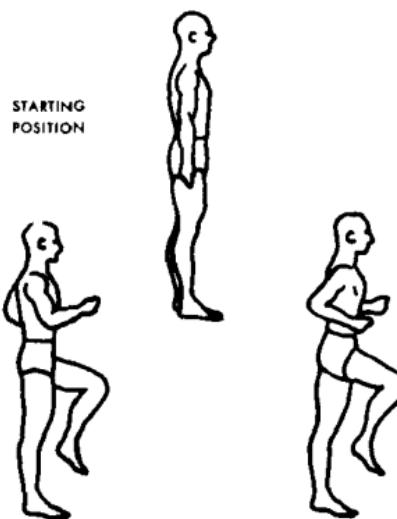
1. Starting Position: Standing with feet slightly separated, hands on hips.
2. Cadence: Moderate.
3. Movement:
  - a. Do a full knee bend, at the same time bend slightly forward at the waist and thrust the arms between the legs until the extended fingers touch the ground. The hands are about 6 inches apart.
  - b. Recover sharply to the starting position.
  - c. Repeat count a.
  - d. Repeat count b.

## Exercise 10 Trunk Twister



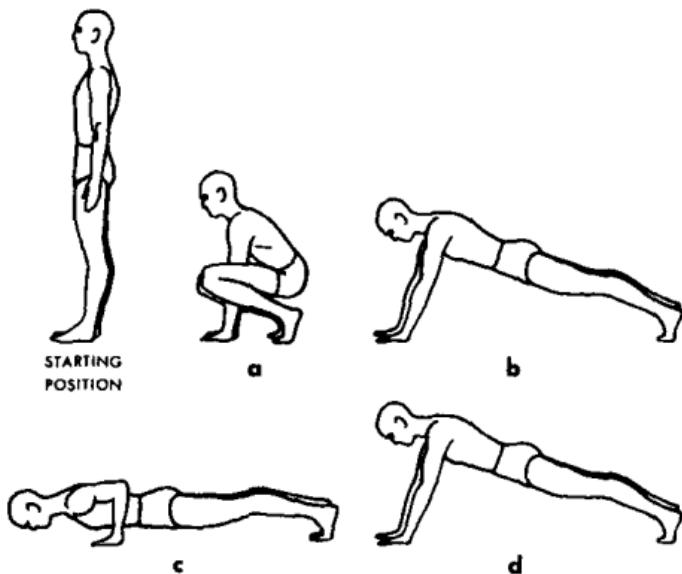
1. Starting Position: Side straddle, fingers laced behind head, elbows back, chin in.
2. Cadence: Slow.
3. Movement:
  - a. Keeping knees locked, bend forward sharply, with a slight bouncing movement that causes slight recovery from the bend.
  - b. Bounce downward, and simultaneously twist the trunk sharply to the left so that right elbow is down.
  - c. Repeat count b to the right. This time the left elbow swings down.
  - d. Recover to starting position.

## Exercise 11 Stationary Run



1. Starting Position: Attention.
2. Cadence: Fast.
3. Movement: Begin run slowly, then speed up somewhat, raising knees above hips. Increase gradually to full speed, raising knees hard, then slow down. For men in good condition, this exercise should continue for approximately 1 to 1½ minutes, the middle half minute of which should be at top speed. To start and stop the exercise the instructor counts two series of four, counting only as the left foot strikes the ground.

## Exercise 12 Eight Count Push-Up



1. Starting Position: Attention.

2. Cadence: Moderate.

3. Movement:

- a. Bend at knees and hips and place hands on floor in front of feet in squatting position.
- b. Thrust feet and legs backward to a front leaning rest position. Keep body straight from head to heels. Support weight on hands and toes.
- c. Bend elbows and touch chest to ground.
- d. Recover to front leaning rest position.
- e. Repeat count c.
- f. Recover to front leaning rest position.
- g. Recover to squatting position.
- h. Recover to starting position.

## THE CODE OF CONDUCT

In Executive Order 10631, 17 August 1955, the President of the United States published the following Code of Conduct. It is a written expression of the ideals and principles which have traditionally guided and strengthened American fighting men and the United States. It will give you strength if you fall into the hands of the enemy, it will guide your conduct, and it may save your life.

### CODE OF CONDUCT FOR MEMBERS OF THE UNITED STATES ARMED FORCES

#### I

I am an American fighting man. I serve in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

**EXPLANATION.** To give your life is the ultimate in saying what you will do but as an American fighting man you must always remember: Should I be required I would give my life, without hesitation, to preserve the things in which I believe.

#### II

I will never surrender of my own free will. If in command, I will never surrender my men while they still have the means to resist.

**EXPLANATION.** As an individual, you never have a right to surrender voluntarily. If you are cut off and cannot fight, you must try to avoid capture and join the nearest friendly forces. A commander never has the authority to surrender his unit if it can still fight or evade capture. If a unit is cut off, it must continue to fight until it is relieved or reaches friendly forces.

#### III

If I am captured I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

**EXPLANATION.**

1. To resist even after captured can be accomplished by your thoughts and attitude in all things you may be compelled to do. Never make it easy for the enemy to hold you as a prisoner. Try to escape, assist others to escape, if you fail try again. Even though you have been captured never agree to stop fighting for the things you believe in.

**IV**

If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and back them up in every way.

**EXPLANATION.** There is strength in numbers, even two men can "make it" better than one. Never reveal who may have valuable military information. Each man must assist others in any way humanly possible. Take care of the sick, never exclude another prisoner, and organize your group by rank or age or ability, but **ORGANIZE**. Officers and noncommissioned officers still carry out their responsibilities, and if they are gone someone must take command.

**V**

When questioned, should I become a prisoner of war, I am bound to give only name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

**EXPLANAT**

1. Even under pressure you must not give in to demands for oral or written confessions, whether true or false, answers to questionnaires, personal history statements, propaganda recordings and broadcasts, appeals to other prisoners of war, signatures to peace and surrender appeals, self-criticisms, or any other oral or written statements that may help the enemy or harm the United States, its Armed Forces, its allies, or other prisoners, for such is forbidden.

**VI**

I will never forget that I am an American fighting man, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my GOD and in the United States of America.

**EXPLANATION.** Even as a prisoner of war, you are still subject to the Uniform Code of Military Justice. When you return, your conduct will be investigated to see whether you surrendered or were guilty of misconduct during your captivity. You must remain loyal and never give up hope.

These articles are not meant to teach you to become a prisoner of war. They are meant to guide you in your conduct if, after doing everything in your power to prevent it, you become a prisoner of war. The Code is intended to make you realize that the prison camp is an extension of the battlefield.

## YOUR RIFLE AND EQUIPMENT

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## MECHANICAL TRAINING, M-14 RIFLE

### 1. Background.

a. Standards established by the North Atlantic Treaty Organization of which the United States is a member, made .30 caliber ammunition obsolete and therefore our M-1 rifle became destined for replacement.

b. The 7.62-millimeter round, having been adopted as the standard caliber for all NATO small arms weapons, required the development of a new rifle and machinegun for the Armed Forces of the United States.

c. The M-14 rifle was adopted by the U.S. Armed Forces and replaces the M-1 rifle, the Browning Automatic Rifle, the carbine and the submachinegun.

### 2. You must remember these things about your rifle:

a. Name—U.S. Rifle, 7.62-millimeter, M-14.

b. Weight fully loaded—11.25 pounds.

c. Weight without magazine—9.75 pounds.

d. Maximum effective range is 460 meters.

e. Maximum range is 3,725 meters.

f. Muzzle velocity is 853 meters per second.

g. Overall length of rifle is 44.13 inches.

h. Length of barrel (includes chamber) is 22.00 inches.

i. Your rifle number is .....

### 3. Here are some more things you must remember about your rifle:

a. Description: 7.62 millimeter, magazine fed, gas operated, air cooled, semiautomatic, shoulder weapon. It can be converted to automatic operation by installing a selector and bipod.

#### b. Rate of fire:

(1) Cyclic rate of fire 700-750 rounds per minute.

(2) Maximum rate of fire.

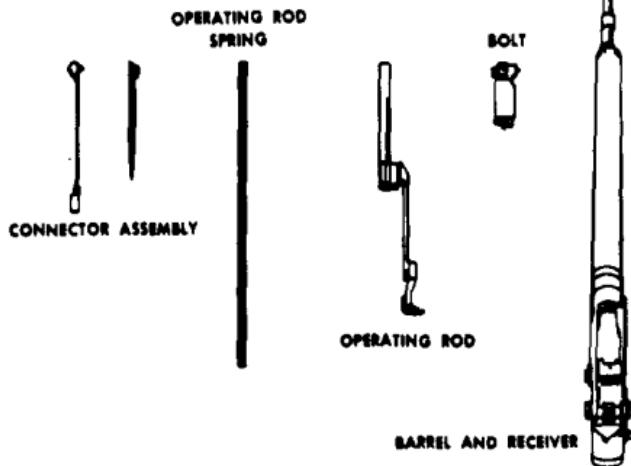
(a) Semiautomatic, 40 rounds per minute.

(b) Automatic, 60 rounds per minute.

## THREE MAIN GROUPS OF THE M-14

1. In disassembly and assembly of your rifle follow these golden rules:
  - a. Clear your weapon prior to disassembly and always check your rifle for easy movement of parts after assembly.
  - b. Never force parts during disassembly and assembly.
  - c. During disassembly remove the parts in order and place them in sequence to aid in easier assembly.
2. Disassembly procedure for normal maintenance and daily cleaning.
  - a. Separation of the three main groups:
    - (1) Place the safety in the **SAFE** position. (This is fully to the rear.)
    - (2) Place weapon on your left hip, sights to the left and loosen the sling.
    - (3) Remove the magazine.
    - (4) Turn weapon so sights are to the right; with right hand open the bolt and inspect the chamber. Release the operating handle and allow the bolt to move forward.
    - (5) Remove the firing mechanism by grasping the trigger guard at the rear with the thumb and forefinger of your right hand, pull downward and outward as far as the guard will go. Lift out the mechanism.
    - (6) Lay the weapon on a clean, flat surface with the sights up and muzzle to the left. Grasp the receiver with your left hand over the bolt and raise the rifle a few inches. With the right hand, strike down on and grasp the small of the stock, separating the stock group from the barrel and receiver group. The three main groups are—
      - (a) Firing mechanism assembly.
      - (b) Barrel and receiver group.
      - (c) Stock group.
  3. Assembly is conducted in the reverse order of disassembly making sure you do not force any of the parts together. Remember: check the weapon for easy movement of parts after assembly.

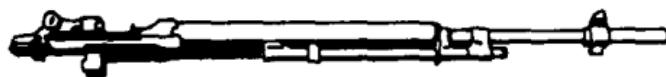
Parts of the barrel and receiver  
in the order of disassembly



THE THREE MAIN GROUPS



FIRING MECHANISM ASSEMBLY



BARREL AND RECEIVER GROUP



STOCK GROUP

## FUNCTIONING, M-14 RIFLE

1. The functioning of your rifle is important to you because—
  - a. It develops confidence in your own rifle by understanding how and why it operates.
  - b. It gives you the knowledge to reduce and prevent stoppage which may occur during firing.
  - c. It gives you the knowledge to handle and use the rifle safely.
  - d. It gives you the knowledge to practice proper care and cleaning of your rifle.
2. You must understand how your rifle operates in semiautomatic operation. Here is how it works:
  - a. Feeding — a round is forced up from the magazine into the path of the bolt.
  - b. Chambering — a round is forced into the chamber by the bolt.
  - c. Locking — when the bolt is fully closed.
  - d. Firing — occurs when the firing pin strikes the primer of the cartridge.
  - e. Unlocking — occurs after the round is fired and the locking lugs of the bolt are disengaged from the locking recesses of the receiver.
  - f. Extracting — pulling the empty cartridge from the chamber.
  - g. Ejecting — throwing the empty cartridge out of and away from the receiver.
  - h. Cocking — occurs when the hammer is forced into the cocked position by the bolt as it moves to the rear ready to pick up the next round.
3. You must know and understand the functioning of the parts of the firing mechanism assembly that are listed below:
  - a. Sear — the sear catches the rear hammer hooks, holding the hammer to the rear while the trigger is being held to the rear by the shooter in semiautomatic fire. The trigger must be released to the forward position before the sear will release the rear hammer hooks.
  - b. Trigger lugs — the trigger lugs engaged in the hammer hooks keep the hammer in the rear position after the trigger is released to the forward cocked position.

c. Trigger — when the trigger is moved to the rear again the trigger lugs are disengaged from the hammer hooks and the hammer is released.

d. Hammer — the hammer moves forward under pressure of the hammer spring and strikes the tang of the firing pin.

e. Does your rifle have a safety? Your rifle really has two safeties. One, with the safety to the rear the hammer is actually held by the top part of the safety. The second safety is built into the rifle—that is, unless the bolt is all the way forward, the hammer is blocked from hitting the firing pin.

4. Your rifle has the capability of automatic fire by the installation of a selector on the right side of the receiver just below the rear sight. The important thing to know about this feature is that the rifle will fire continually as long as you depress the trigger to the rear and you do not run out of ammunition. Although your rifle can be made to fire automatically, you normally will fire it one shot at a time. In later training you may learn how to fire the weapon in its automatic fire role.

STOPPAGES, IMMEDIATE ACTION, REAR SIGHT  
MECHANICS AND SAFETY PRECAUTIONS, M-14

1. A stoppage is a failure in the cycle of operation of your rifle and it can be caused by—
  - a. Faulty ammunition.
  - b. Faulty magazine.
  - c. Faulty operation (malfunction) of a mechanical part of the rifle.
  - d. Dirty weapon.
2. If your rifle stops firing, you must take IMMEDIATE ACTION. This must be in two phases.
  - a. PHASE I. Pull operating rod to the rear, palm up; release, re-aim, and attempt to fire. If the rifle fails to fire, go to the second phase as outlined below:
  - b. PHASE II.
    - (1) Make a quick but detailed visual inspection of the rifle.
    - (2) Then do these things:
      - (a) TAKE the rifle from your shoulder.
      - (b) PULL the operating rod handle slowly to the rear and check the chamber to see if a round is being extracted; if a round is being ejected and if the primer at the base of the round has been struck by the firing pin.
      - (c) LOOK into the receiver.
      - (d) LOCATE the stoppage by observing as you pull the operating rod handle slowly to the rear.
      - (e) REDUCE the stoppage and continue to fire.
  3. Rear sight mechanics.
    - a. The rear sight of your rifle should always be all the way down unless you are cleaning or firing your rifle.
    - b. If your sights are too tight, or oily, check with the unit armorer for correction or adjustment.

c. How your sights work.

- (1) If you raise your sights, this will cause you to raise the muzzle of the rifle to maintain a correct sight alignment which will raise the strike of the bullet on the target.
- (2) If you lower the rear sight, this will cause you to lower the muzzle of the rifle to maintain a correct sight alignment which will lower the strike of the bullet on the target.
- (3) If you move the rear sight to the right/left, you must move the muzzle of your rifle the same direction thereby moving the strike of the bullet on the target.

4. Safety procedures. You must observe these safety precautions all the time:

- a. Consider that every weapon is loaded.
- b. Before handling a weapon inspect it first to make sure it is clear.
- c. Inspect the bore for obstructions before firing.
- d. Except as directed for training, never point your weapon at another person.

## CARE AND CLEANING, M-14

1. Your rifle is the finest and most dependable weapon that has ever been placed in the hands of soldiers. In order for it to be dependable and accurate in combat, you must give it careful daily care and cleaning. Always check the rifle to make sure it is clear before starting to clean it.

2. Daily. Wipe the outside metal parts of your rifle with a dry clean rag. Use the cleaning rod with a clean dry patch on the bore. Apply a light coat of oil to all the metal parts, including the bore, with the exception of the gas system.

3. Before firing. Remove the light coat of oil from the bore and chamber. Lightly oil the metal parts that do not touch the ammunition. Remove any oil from the gas system. Lubricate, lightly, the metal parts as follows:

- a. Camming surfaces in hump of operating rod.
- b. Lip of receiver.
- c. All locking recesses.
- d. Bolt camming lug.

4. After firing, the rifle should be field stripped.

NOTE: Do not attempt to field strip your weapon at this time. You may cause serious damage. You will receive instruction on how this is done during your first weeks of training.

Your weapon is cleaned in the following manner:

a. Bore. Run patches dampened with bore cleaner or hot, soapy water back and forth through the bore several times. Next, attach the rifle bore brush and run it back and forth through the bore one or two times. Repeat with wet patches, then dry patches, inspecting each dry patch until patch comes out clean with no evidence of fouling.

b. Chamber. Place chamber brush in chamber and allow bolt to slowly close against it. Insert one section of the cleaning rod into the hole at the end of the chamber brush and rotate the brush several times to loosen the carbon and dirt in the chamber. Wrap a cleaning patch around the brush, insert it in the chamber and turn several more times.

Continue this operation with dry patches until chamber is clean.

c. Gas cylinder plug. Pour a small amount of bore cleaner in the plug, insert bore cleaning brush and rotate it. Remove the brush, clean and dry the plug with patches.

d. Gas cylinder. Put two patches in the patch holder on a section of the cleaning rod, moisten with bore cleaner and swab the cylinder bore.

Dry the cylinder with patches. Use no abrasives and do not oil the interior surfaces.

e. Gas piston. Apply bore cleaner to the exterior surface and wipe as clean as possible with dry patches. Use the bore brush to clean the interior of the piston. Wipe the piston dry but do not oil.

f. Face of the bolt. Clean with bore cleaner and patches. Oil lightly.

g. Magazine. Wipe inside and outside clean and dry, then apply a light coat of oil.

h. Spindle valve. Depress the valve and rotate it several times after each day's firing. Do not disassemble.

i. All other parts. Use a bristle brush and dry cloth to remove all dirt or sand from other parts and exterior surfaces. Apply a light coat of oil to the metal parts. Rub raw linseed oil, as required, into the wooden parts.

5. Never used any type of abrasive on the metal of your rifle. It is not because you will destroy the weapon, it is because you will remove the dark color of the metal (bluing) which protects it from rust.

6. The rifle must be cleaned no later than the evening of the day it is fired. For 3 consecutive days thereafter check for evidence of fouling by running a clean patch through the bore and inspecting it. The bore should be lightly oiled.

## CLOTHING

1. The Army issues military clothing of a personal nature, including underwear, footwear, and headgear, which is required by all enlisted personnel for general duty wear. Essential items and quantities of this clothing are prescribed as initial allowances for all enlisted personnel.

2. Once you have received your initial issue, it is your responsibility to keep all your clothing in good serviceable condition. The Army assists you by giving you, after 6 months of service, money to keep your clothing in acceptable condition. This extra money is called "Uniform and Clothing Monetary Allowance."

a. After 6 months, your pay will include a \$4.20 clothing allowance each month.

b. After 36 months, your clothing allowance will increase to \$5.40 per month.

c. It will be your responsibility to save this money for purchase of replacement items or to repair your uniform.

3. Remember that you are entitled to free alteration on your uniform for the first 6 months you are in the Army. Check the fit of your uniforms before this period is passed.

4. Marking of Clothing. You must know these things:

a. Only selected items of clothing are marked for identification purposes. All other items will not be marked.

b. Marking will be made with either stencils, pen, and rubber or metal stamps, using indelible waterproof marking ink. Items of a dark color should be marked in white, and items of a light color should be marked in black.

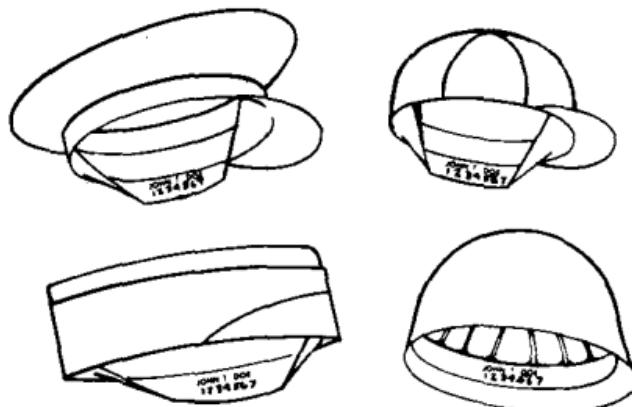
c. The size of the letters and numerals is determined by space available and type of material. Normally the characters should not be less than one-eighth of an inch nor more than one-half of an inch high. An exception will be the duffel bag which is explained in d (4) below.

d. Selected items.

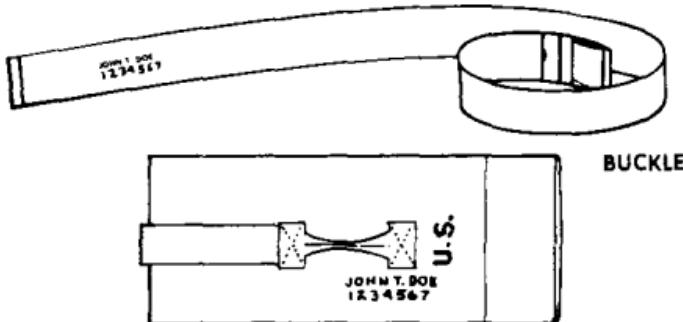
- (1) Footgear. Inside right quarter near top.
- (2) Headgear. Inside, on sweatband. Under sweatband if band turns down.
- (3) Belt, web, waist. Inside starting from metal buckle tip.
- (4) Duffel bag. Size of letters and numerals will be not less than 1 inch nor more than 2 inches in height. The reception center will place the required markings in the proper place. It's up to you to keep them legible.



FOOTGEAR: INSIDE RIGHT REAR TOP



HEADGEAR: INSIDE LEFT, ON SWEATBAND



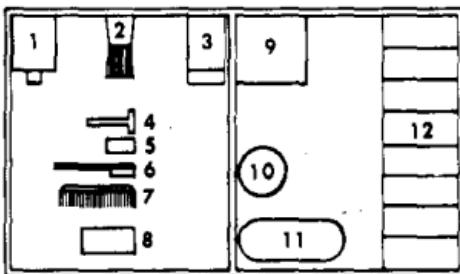
DUFFLE BAG

5. While serving in the Army you can always expect to stand clothing inspections. This is done to allow your commanders to insure—

- a. That you have the required amount of clothing.
- b. That the condition and repair of the clothing is satisfactory.

The charts on the following pages show you how to display your equipment.

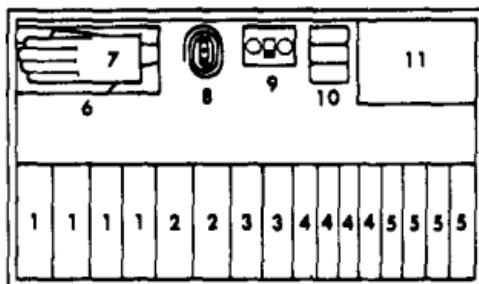
# FOOTLOCKER DISPLAY



## TRAY

1 Toothpaste or Powder	7 Comb (teeth down large teeth to right)
2 Shaving Brush (if used)	8 Soap (in open dish)
3 Shaving Cream (if used)	9 Handkerchief (4x4)
4 Razor (if used)	10 Shoe Polish
5 Razor Blades (if used)	11 Shoe Brush (bristles up)
6 Tooth Brush (bristles down)	12 Wool Cushioned Sole Socks

Note: If you use an electric razor it will be displayed. All toilet articles displayed will be the ones you use daily.



## BOTTOM

1 Towels	6 Garrison Caps (open part to clothing)
2 Wool Drawers	7 Gloves (palm to palm thumbs to wall)
3 Wool Undershirts	8 Belt (rolled brass tip outside)
4 Cotton Drawers	9 Brass (on card w/qualification badge)
5 T-Shirts	10 Cotton Socks
	11 Personal Items

Note: All clothing folded exactly 8" long, 7" high and wrinkle free.

# FORMAL INSPECTION LAYOUT

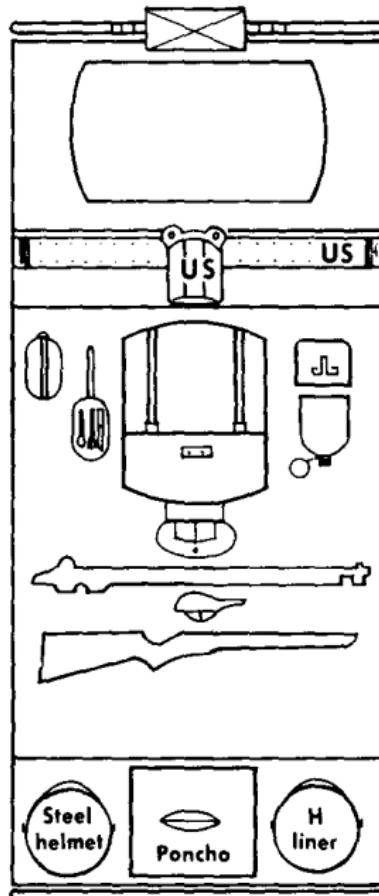
LAUNDRY BAG  
(CENTERED)

9

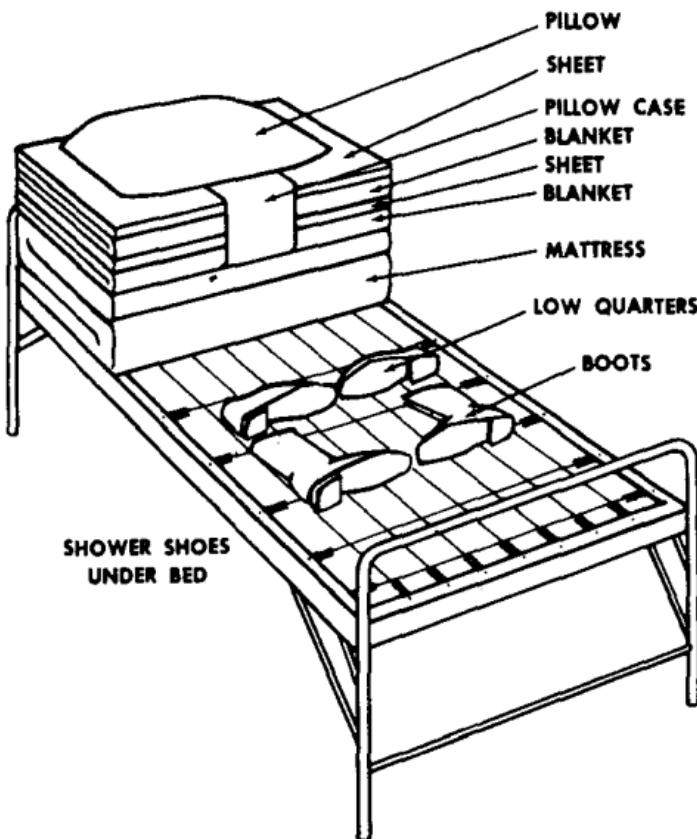
SPRING

LEFT TO RIGHT  
SPOON, FORK &  
KNIFE. US UP

SECOND BLANKET  
QM FOLD EVEN WITH  
EDGE OF BED



# BEDDING DISPLAY LINEN DAY



1. To fold a blanket or sheet lay it open on bunk, fold both sides over top until it is width of bunk, then fold in half lengthwise, then fold it in thirds lengthwise, display w/large smooth edge towards aisle.
2. All edges and folds will be *exactly* even: all sheets and blankets *exactly* same length and width.

ARMY  
INDIVIDUAL LOAD-CARRYING EQUIPMENT

1. General. Your equipment consists of the following:
  - a. Pistol belt. The pistol belt helps to support the field pack and is used to carry the intrenching tool and carrier, ammunition pouches, canteen cover, first aid case and compass case.
  - b. Combat field pack suspenders. The suspenders are used to support the field pack and pistol belt. They distribute the weight of the load evenly. Make sure the shoulder pads are centered on the shoulders.
  - c. Combat field pack. The field pack is used to carry individual rations and equipment that are essential during field operations. It is designed to permit certain items to be carried in a number of different ways to meet changing conditions.
  - d. Intrenching tool carrier. This carrier has an attachment for carrying the bayonet scabbard.
  - e. Ammunition pouches. Each ammunition pouch is designed to carry any part of the small arms basic load of individual ammunition.
  - f. Canteen cover. The canteen cover accommodates the canteen cap and canteen. If you keep the felt material on the inside wet during hot weather, this will help to keep the water cool.
  - g. First aid case. The first aid case is used to carry the individual field dressing.
  - h. Sleeping bag carrier. The sleeping bag carrier is designed so that the sleeping bag can be carried on the back above the field pack. The quick release system allows the sleeping bag to be dropped in case of emergency.
2. The load-carrying equipment is designed to accommodate two basic types of loads:
  - a. Combat load. The combat load consists of existence-type items needed by all soldiers regardless of duty assignment.
  - b. Full field load. The full field (marching) load consists of the combat load plus other items of comfort. Typical items are sleeping bags and extra clothing.

3. Wearing ~~of~~ the pack. An ill-fitting ~~or~~ incorrectly worn pack will chafe and tire the wearer because of unequal weight distribution.
4. Care and cleaning. All webbing equipment is cleaned by brushing with a dry brush or, if necessary, by dipping them vigorously in a pail of warm water containing a mild soap or synthetic detergent. Do not scrub webb equipment with a brush because this will damage the material.

## SHELTER TENTS

As Soldiers, we must know how to provide ourselves with shelter in the field. With no other equipment than what you carry on your back, you can construct a shelter tent. Knowing how to construct this shelter tent properly will determine whether you spend a comfortable or a miserable night in the field.

1. Necessary Equipment.
  - a. Two shelter halves—each man supplies one.
  - b. Two tent poles—each man supplies one.
  - c. Ten tent pins—each man supplies five.
  - d. Two guy lines—each man supplies one.
2. Selection of site should include:
  - a. Proper drainage.
    - (1) Never pitch in a dry stream bed.
    - (2) Avoid valley bottoms.
    - (3) Avoid wet or marshy ground.
  - b. Soil must be suitable for anchoring tent pins.
  - c. Camouflage—tent must blend with terrain.
3. Ditching.
  - a. Dig a small ditch completely around the tent that leads away from the tent.
  - b. Do not pile dirt on sides of tent.
  - c. Make sure the ditch is clear so water will run freely.
  - d. Padding the ground to insulate against cold and dampness is accomplished by covering the floor of the tent with a poncho or whatever vegetation can be found, such as grass, hay, or tender branches of trees.
5. Procedure in the event of fire:
  - a. Pull the pins and poles and collapse tent.
  - b. Beat out fire by smothering with water, sand or dirt.

## **EQUIPMENT RESPONSIBILITY**

- 1. There are some important things you need to know about your responsibilities for the care of equipment or property you may be issued or have assigned under your control.**
  - a. If you sign for, use or have equipment under your control, you are responsible for any damage or loss.**
  - b. If responsible you can be required to pay for items damaged or lost because of your neglect. Remember, as a taxpayer, you are helping to pay for the original cost of Army equipment; why pay for it again?**
- 2. Practice conservation of Army equipment, or in short—don't waste. The Army must pay for everything it has; it's up to you to use things intelligently. If you take care of your equipment, it will take care of you.**

HEALTH

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MESSING

You are assigned to the same mess hall where you will eat all of your meals while undergoing individual training except when at the rifle ranges or field training area. You will remove your cap upon entering the mess hall. As you enter the mess hall, you will pass through a line much like a cafeteria. It is necessary to eat a well-balanced meal, which normally will include hot foods and a salad. Take all you want and take at least a small portion of all foods offered. At the end of the line, you will find cups and silverware. Do not handle cups or silverware other than your own as this spreads germs. When you have everything you need, move out of the line and proceed to your table. Normally you will eat at four-man dining tables. Filling all tables from front to rear increases the utilization of the messing facilities. Eat everything you take and remember that good table manners are part of your life here in the Army. When you have finished eating all of the food on your tray, if you are still hungry, you may obtain second helpings if available.

After you have finished your meal, insure that your immediate area is policed and then proceed to scrape the food into the garbage receptacle, place your eating utensils and tray into the proper receptacles and move out of the mess hall.

## PERSONAL HYGIENE

1. Personal hygiene is a set of rules each soldier must live by to stay in good physical health. Your body is one of your country's most valued military assets. Remember — this is group protection. In the Army your health is very basic to your performance. If you are sick, you are of little value as a soldier. Therefore, it is only logical that your personal hygiene will be continually stressed while you are in the Army.

2. Disease is caused by germs entering the body through our food, through the air we breathe, through breaks in our skin or the other natural openings of our body.

3. You can stay healthy longer if you do these things:

a. Bathing. Bathe at least once a day, scrubbing all parts of your body with soap and water.

b. Care of teeth. Brush your teeth at least twice a day, preferably after every meal, if possible. Use dental floss to remove food particles lodged between the teeth; and visit the dentist twice a year.

c. Washing hands. After using the latrine and before every meal, wash your hands with soap and water; keep your nails trimmed and clean.

d. Coughing and sneezing. If possible, avoid people who have colds. If you have a cough or cold, use a handkerchief to cover your mouth when you cough or sneeze.

e. Spitting. Sputum is discharged from nose, throat and mouth, and is an extremely active carrier of germs. It collects in the throat and mouth. If you must spit, spit in the latrine or your handkerchief, or swallow it if no facility is available. Never spit on the floor.

f. Take care of your feet.

(1) Wash daily with soap and water and then dry thoroughly.

(2) Trim toenails straight across, file sharp and ragged edges. Do not tear.

(3) Blisters must never be punctured; if a blister is painful, report to sick call for treatment. If necessary, the unit aidman may puncture the blister and apply medication to prevent infection.

- (4) Corns, blisters, ingrown toenails and serious abrasions should be treated by medical personnel.
- (5) Athlete's foot is cracking of the skin between and under the toes, or a general itching. The best prevention against athlete's foot is to keep feet dry and clean, use shower shoes in the living area and showers, and apply foot powder daily. Report on sick call if this condition appears.
- (6) Change your socks daily. Make sure that they fit without wrinkles, are loose enough for free toe movement, and that they have no holes.
- (7) Your footgear must fit. Tight shoes cause binding and pressure. Large shoes cause blisters. If the size of your socks or shoes feels wrong, check with your cadre.

g. Bowels. Get in the practice of regular bowel movements. The drinking of ample water during the day helps to regulate bowels. Don't use laxatives unless the doctor directs it, and if you have any cramps or loose bowels, report on sick call.

## MILITARY SANITATION

In the field, the proper use of latrines and care of mess gear is necessary to reduce the possibility of spreading germs carried by the fly. The diseases most commonly spread by the fly are dysentery, typhoid fever and, in some areas, cholera.

The fly picks up germs from body waste, diseased persons and spoiled food and spreads them by body contact, excretion, and vomiting. To avoid some of the menaces, we can properly use our latrines and care for our mess gear in the following manner:

a. Latrines:

- (1) **CAT HOLES.** A cat hole is a method of depositing our waste when we are on a hike. We merely dig a small hole, deposit the waste and cover the hole. A "cat hole" is 1 foot deep.
- (2) **STRADDLE TRENCH.** A straddle trench is a latrine 1 foot wide, 2½ feet deep and 4 feet long. One trench per 25 men will normally be sufficient for a 24-hour period. In any case, when the trench fills to within 1 foot of the surface, the trenches should be closed. The dirt from the trench is left alongside with an entrenching tool, to cover waste as it is deposited.
- (3) **DEEP PIT LATRINE.** This type latrine is equipped with a latrine box and is used when troops will be in the area for extended periods of time.

b. Mess Gear.

- (1) **Before eating.** Dip your mess gear in boiling water for a minimum of 3 seconds.
- (2) **After eating.** Scrape the food scraps into the garbage can or waste pit. Wash in the first container of hot, soapy water, rinse the gear in the second can of clear, boiling water by dipping it up and down several times. Disinfect by dipping in third can of clear boiling water, remove and shake gear to remove excess water. Allow to air dry and replace cover.

c. Drinking Water. The rule to remember while in the field is, "Never drink water that has not been inspected and declared safe for consumption." Your water can be purified by either:

- (1) Boiling for 5 minutes or,
- (2) Using iodine tablets; normally 1 iodine tablet is used per canteen of clear water and 2 iodine tablets per canteen of cloudy water. After 30 minutes the water is safe to drink.

d. Insects. When in the field protect yourself from disease bearing insects.

- (1) Mosquitoes carry malaria and dengue fever. They are common in swampy or poorly drained areas. Best protection is to remain fully clothed, wear impregnated clothing if possible, use netting if available and use insect repellent. Apply insect repellent frequently —at least every 3 to 4 hours—and more often if it has been washed away by rain, perspiration or water.
- (2) Lice. A louse is a very small, disease transmitting insect which may appear when you are not able to bathe or launder your clothing regularly.

(a) Types.

1. Body lice—live in clothing and body.
2. Head lice—live in hair area of head.
3. Crab lice—live in most hairy areas on the body generally covered by clothing.

(b) Transmission. Lice can be transmitted to you by coming in contact with a person, or with bedding, clothing, towels, or other items which are infested with lice.

(c) Preventive steps against lice are—

1. Bathe and launder clothing as often as practicable.
2. Use louse powder on all hairy parts of the body and repeat once a week for 2 weeks.
3. Keep hair cut short.

(3) Fleas. Fleas transmit disease and must be controlled by measures similar to those for control of mosquitoes and lice above. They are common to all the areas of the world that you may visit or live in.

- (a) Destroy all rodents.
- (b) Use DDT or louse powder on body and clothing and on all pets and in living areas.

(4) Ticks. Ticks transmit disease and are easily acquired while in the field. They live on animals in the area and fall off after eating. They live in the brush, trees or crawl on the ground and wait for you to come along. Preventive treatments against ticks are—

- (a) Examine your body daily.
- (b) Use DDT or louse powder on clothing and insect repellent on your body as a deterrent.
- (c) If a tick is attached to the skin, DON'T pull it off. Apply repellent or heat on its body and it will detach itself from your skin; then apply antiseptic to the area.

## FIRST AID

1. What is first aid? First aid is the care you may give to yourself or to your buddies who have become casualties, before regular medical attention can be administered by our medical aidmen or doctors.

2. You may have to render first aid at anytime. To do so properly, you should recognize the types of bleeding, which are as follows:

a. Arterial. Blood is bright red in color and if the wound is not too deep, blood will spurt with each beat of the heart.

b. Venous. Blood is dark red in color and flows in a steady stream.

c. Capillary. Blood oozes from wound.

3. If a wound is deep, the victim can have all three types of bleeding at the same time. In all first aid procedures you follow a sequence known as "the four life-saving steps."

a. "Stop the bleeding." The person giving First Aid will use pressure bandage, elevation, pressure point, tourniquet, or a combination of these to stop the loss of blood. Remember: the tourniquet should be used only as a last resort to stop the bleeding.

b. "Clear the Airway." Maintain an open airway by positioning the casualty properly (chin up position) and clearing his mouth of any foreign matter or mucus. If the casualty is having trouble breathing, start artificial respiration immediately.



c. "Protect the Wound." The first aid dressing if properly applied, protects the wound from the outside and it keeps dirt and germs out. It protects the wound from further injury. When applying the first aid dressing, do not try to clean the wound. If there is dirt or other foreign matter in the wound, leave it there! Trained medical personnel will clean the wound. Simply apply the dressing. Do not touch the wound with your hands.

d. "Prevent or Treat for Shock." Must be used with all types of injuries. A person in shock may tremble and appear nervous; he may be thirsty; he may become very pale, wet with sweat, and may pass out. To prevent shock, make the casualty comfortable. Handle him very gently. Do not move him more than absolutely necessary. If there is no head injury, jaw wound or chest injury, position him so that his head and shoulders are lower than the rest of his body in order that blood may flow to his brain more freely. But remember, do not raise a fractured leg or move a casualty who has a fracture until the fracture has been properly splinted. Keep the casualty comfortably warm by wrapping him in a blanket, poncho, coat or shelter half. Remember, keep him comfortably warm—do not overheat him.

4. Heat Exhaustion is common and can happen at any time. Be alert for it.

a. Indication. Your buddy may be extremely tired, dizzy and sick to the stomach and have a pale face, cold skin and be sweating heavily.

b. Treatment. If conscious, give generous doses of salt and water. If unconscious, no liquids; in either case, treat for shock.

5. Heat Stroke is common, very dangerous and will cause a man to have a headache, be dizzy, vomit and have a hot and dry skin, a red face and feel a high fever. Try to move him quickly to a shaded or cool spot, elevate his head, cool his body. The best way to cool his body is to immerse him in a cold water bath containing ice. If ice is not available use the coldest water you can. If bathing is not possible, remove victim to a shady, cool spot, remove his clothing and keep his entire body wet by pouring water over him. Cool him by continuously fanning his wet body. **GET MEDICAL AID.**

6. Cold injuries can be prevented by preventing loss of body heat.

a. Trench foot. A serious condition that can result in amputation of the feet. Trench foot occurs while it is cold but always at temperatures above freezing. Actually, this injury results from loss of blood circulation in the feet. It can be prevented. Do not stand in water, snow or mud for

extended periods of time without constant exercise of the legs and feet. Massage feet for several minutes each day, clean and dry feet thoroughly and put on dry socks.

b. Frostbite. This is actually freezing a part of the body. The frost-bitten part of the body will turn grayish or white and you will lose all feeling in the affected part. Prevention is easy; wear warm, loose-fitting, dry clothing. Treat by thawing rapidly in warm (not hot) water or exposure to warm air. Do not rewarm by massage, exercise or rubbing with snow.

7. In any nuclear, biological or chemical attack the greatest asset for self-protection will be to remain calm and think clearly.

a. NUCLEAR ATTACK. Apply the four lifesaving steps to any of your buddies who are injured. You can expect to be faced with all types of wounds and burns. As soon as you have applied first aid, try to locate a decontamination station for protection against further radiation. When you have done all you can for your buddies, leave the area.

b. BIOLOGICAL ATTACK. There is very little first aid that can be administered to a man suffering from this type of attack. Remember those most receptive to this type attack usually are men who follow very poor personal habits of cleanliness.

c. CHEMICAL ATTACK. The best preventive action against chemical attack is alertness and quick action. Self first aid regardless of gas used is STOP BREATHING, MASK and continue mission. If symptoms appear, use one of the following:

- (1) Nerve gas—atropine injection.
- (2) Blood gas—amyl nitrite.
- (3) Blister gas—protective ointment (not near eyes).
- (4) Choking, vomiting or tear gas—use the protective mask; you will receive detailed instruction on this subject.

8. Mouth-to-Mouth Artificial Respiration. When a person cannot breathe for himself due to electric shock, gas asphyxiation or drowning YOU may preserve a life if you do the following at once:

- a. If air passage is blocked, clear at once by striking victim sharply on back, by dislodging the obstruction with your fingers or by drawing it out by suction.
- b. Start immediately. The first several seconds are vitally important. DO NOT DELAY to summon a doctor or aid, transport victim or give secondary first aid.
- c. Place victim on his back with neck fully extended and if available (don't waste time looking for these materials), place a rolled blanket or some other similar material under the shoulders so that the head will drop backward.
- d. Elevate victim's jaw by inserting your thumb between his teeth, grasping the lower jaw and lifting it forcefully upward to pull the tongue forward out of the air passage. Do not attempt to hold or depress the tongue.
- e. Close victim's nose by pinching the nose between the finger and the thumb, and cover victim's mouth by placing your mouth completely over his with airtight contact.



- f. Blow forcefully into his mouth until you see his chest rise. (If the chest does not rise, hold jaw up more forcefully and blow harder while making sure there is no blockage of the air passage and no air leakage around the mouth or nose.)
- g. When his chest rises, stop blowing and quickly remove your mouth from his. Take another deep breath while listening for his exhalation.
- h. After exhalation, blow in the next deep breath. The first 5 to 10 breaths must be deep and given at a rapid rate in order to provide rapid reoxygenation. Thereafter, continue breathing at a rate of 12 to 20 times a minute until the casualty begins to breathe normally.

## MILITARY JUSTICE AND CONTROL

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## UNIFORM CODE OF MILITARY JUSTICE

1. In a civilian community, it is necessary to maintain peace and good order, to protect public and private property, and to protect the personal well being of its people. The Government enacts laws for that purpose. In a military community, it is necessary to accomplish those same purposes; it is also necessary to maintain a strong state of discipline to insure that our military forces are at all times ready to defend our country. The Congress of the United States has enacted a special law for that purpose. This law is called The Uniform Code of Military Justice. It applies equally to all the Armed Forces.

2. As a soldier, you are subject to the Uniform Code of Military Justice. Article 137 of that Code requires that you be instructed concerning its provisions. This will be done soon after you enter the service. In the meantime, however, this section of your handbook is intended to give you a brief summary of the provisions that apply to you in order that you will have some general understanding of your responsibilities and rights.

3. The Uniform Code of Military Justice has three purposes:

a. It prescribes what conduct is expected of every soldier and provides penalties for failure to comply with those standards. This section of the Code consists of Articles 77 through 134, called the "Punitive Articles." Each Article covers a specific kind of misconduct. For example, Article 118 covers murder, Article 121 covers stealing, Article 129 covers burglary, and there are numerous other Articles covering other civilian-type offenses that you will easily recognize. There are still other Articles that cover conduct that is an offense under military law but would not be under civilian law. As examples, Article 85 and 86 cover desertion and absence without leave, Articles 89, 90, and 91 cover insubordination and disrespect toward superior officers and noncommissioned officers, Article 92 covers failure or refusal to obey an order or regulation, and Article 113 covers misbehavior as a sentinel. These are examples only; more complete instruction on these Articles will be given as part of your regular training.

b. It provides a system for enforcing the law. There is a system of military courts, just as there is a system of courts in civilian life. These will be discussed in the next section. In addition, because of the needs of the military service, commanding officers are given authority to punish subordinates under their command for minor infractions without referring the matter to a court-martial. This authority is covered by Article 15, Uniform Code of Military Justice, and the punishment imposed is called "nonjudicial punishment" or, in ordinary military speech, "company punishment" because it usually is (but not always) imposed by a company commander. Because nonjudicial punishment is an important part of the military-discipline system, a more complete discussion will be given in a subsequent paragraph.

c. It safeguards the individual soldier's interest in a fair and impartial administration of justice. The rights granted by the Code are quite similar to those preserved by the Constitution in the case of ordinary citizens. There are Articles dealing with the legal rules governing arrest, confinement, and searches. The privilege against self-incrimination is protected. Thorough investigations, particularly of serious charges, are required before charges are referred to a court-martial for trial. The soldier is granted the right to counsel during such investigations and at any trial before a general or special court-martial. Provision is made for legal review of cases, not only after trial but even before charges are referred to a court for trial. There are safeguards against double jeopardy and cruel and unusual punishments. In short, the military system for administering justice contains the same safeguards for an accused person as our civilian system, and in some instances, goes even farther.

4. a. As has been stated, nonjudicial punishment under Article 15 is an important part of the military-disciplinary system. This type of punishment may be imposed for a minor offense by any commanding officer on any subordinate in his command without referring the case to a court-martial. However, the commander's right to do so is restricted to those cases in which the accused person has been offered a trial by court-

martial and has ~~elected~~ not to demand one. There is ~~one~~ exception to that rule; trial by court-martial need not be offered to an accused person who is attached to or embarked on a vessel. The Army hopes that you will never have to make this decision; if you do, however, it is well to keep in mind that, while a court-martial gives you an opportunity to have the case decided by someone other than your commander, a conviction by court-martial is a permanent black mark on your record, whereas a punishment under Article 15 does not count as a conviction, even though it will obviously reflect unfavorably upon you to some extent.

b. A person punished under Article 15 has certain rights. The charge must allege an offense against the Code, and he is entitled to know what the charge is. As already stated, he has a right to demand trial by court-martial unless he is attached to or embarked on a vessel. Even if he decides not to demand trial, he is entitled to make a statement in his own behalf and to present any other evidence in his favor that may be available. The punishment imposed must be within the limits set by law. Finally, if he feels that the punishment is unjust or disproportionate to the offense, he has the right to appeal the decision to the next senior commander.

c. If the commander is a company grade officer (captain or lieutenant) the punishment he imposes may not exceed the following punishments:

- (1) reprimand or admonition;
- (2) if imposed upon a person attached to or embarked on a vessel, confinement on bread and water or diminished rations for not more than 3 consecutive days;
- (3) "correctional custody" for not more than 7 consecutive days. "Correctional custody" is physical restraint during duty or nonduty hours and may include extra duties, fatigue duties, or hard labor;
- (4) forfeiture of not more than 7 days' pay. Forfeited pay is permanently lost unless some action is later taken to restore it;

- (5) Reduction to the next lower grade (e.g., from E-4 to E-3) if the grade from which reduced is within his promotion authority.
- (6) Extra duties for not more than 14 consecutive days.
- (7) Restriction to certain specified limits for not more than 14 consecutive days.
- (8) Detention of not more than 14 days' pay. Detained pay is not permanently lost; it is merely withheld for a certain length of time.

d. If the commander is a field grade or general officer (major or above), the limits on punishments are higher. He may impose any of the following punishments:

- (1) Reprimand or admonition.
- (2) If imposed on a person attached to or embarked on a vessel, confinement on bread and water or diminished rations for not more than 3 consecutive days.
- (3) Correctional custody for not more than 30 consecutive days.
- (4) Forfeiture of not more one-half of 1 month's pay per month for 2 months.
- (5) Reduction to the lowest enlisted grade if the grade from which reduced is within the promotion authority of the commander. However, an enlisted man in grade E-5 or higher may be reduced only one grade.
- (6) Extra duties for not more than 45 consecutive days.
- (7) Restriction to certain specified limits for not more than 60 consecutive days.
- (8) Detention of not more than one-half of 1 month's pay per month for 3 months.

5. This brief discussion is intended to acquaint you with the rules under which you will live and work while you are in the military service. The standards expected of you are high because the Army has an important job to do for the American people and can be satisfied with nothing but the best. No man need fear the military system of discipline if he will do his duty to the best of his ability and so conduct himself as to deserve the respect of his fellow

soldiers and the people among whom he lives. Remember that the Army is performing difficult and sometimes dangerous missions all over the world, just as it has always done; and remember, too, that the Army has never yet failed to accomplish its mission. This is because its soldiers, with few exceptions, have been disciplined, courageous, well-trained men, ready and willing to do their duty. It should be your constant endeavor to maintain those high standards.

## MILITARY COURTS

1. In civilian life, you have been used to courts established by law with permanent judges who are elected or appointed. These courts are available to determine the rights and obligations of all citizens of the community, whether among themselves in a civil proceeding or between the citizen and his government in a criminal proceeding. These courts are an accepted part of our life that we ordinarily give little thought to unless we have need of their services. Nevertheless, they are important to us; if we did not have them, there would be no fair and effective way to settle our disputes.

2. The military service differs from the civilian community in many respects. Individual units are constantly moving around. Units and individuals frequently serve outside the United States where there are no American courts. The Army has many special needs that the civilian courts are not prepared to satisfy. For these reasons, Congress in the Uniform Code of Military Justice has provided for a court system specifically designed to meet the needs of the Army.

3. Military courts (called "courts-martial") differ from civilian courts in many important respects.

- a. They are not a part of the civilian judicial system.
- b. They are not permanent but are appointed by a military commander as authorized by law, as needed.
- c. They have the authority to hear and determine cases involving violations of the Uniform Code of Military Justice, but do not enforce the general criminal law of the civilian community or decide civil cases of any kind.
- d. They have jurisdiction only over persons in the military service.
- e. They have jurisdiction only over those cases referred to them by the commander who appointed them.
- f. Their procedures are prescribed by the Uniform Code of Military Justice and the Manual for Courts-Martial, which is a regulation prescribed by the President of the United States, your Commander in Chief.

g. Their "findings" (verdict) and sentences are subject to the approval of the commander who appointed them, but he cannot increase the punishment adjudged or change a finding of "not guilty" to "guilty."

h. The punishments they may impose are limited to those prescribed in the Uniform Code of Military Justice or by the President in the Manual for Courts-Martial.

i. Their proceedings are not generally subject to review by the civilian courts, but are reviewed in the manner prescribed by Congress in the Uniform Code of Military Justice.

4. There are three kinds of courts-martial:

a. The Summary Court Martial is the lowest court in the system. It consists of one officer and he has jurisdiction over relatively minor cases. As its name implies, it is used to dispose of such cases quickly; consequently, its procedures are more informal than those in other military courts. There is no counsel for the Government and the accused person is not provided counsel either, although he may provide his own counsel if he so desires. The punishment it may impose is limited as follows:

- (1) Confinement at hard labor for 1 month.
- (2) Hard labor without confinement for 45 days.
- (3) Restriction to certain specified limits for 2 months.
- (4) Forfeiture of two-thirds of 1 month's pay.
- (5) Reprimand or admonition.
- (6) Reduction in grade. If the accused person is a noncommissioned officer or a specialist above grade E-4, he may be reduced only one grade.

b. The Special Court-Martial is the intermediate court in the system. It consists of at least three members and its proceedings are more formal than those of the Summary Court-Martial. The Government is represented by counsel and so is the accused person. These counsel need not be attorneys. The accused person may, however, be represented by civilian counsel at his own expense. The punishment it may impose is limited as follows:

- (1) Confinement at hard labor for 6 months.
- (2) Hard labor without confinement for 3 months.
- (3) Restriction to certain specified limits for 2 months.
- (4) Forfeiture of two-thirds of 1 month's pay per month for 6 months.
- (5) Reprimand or admonition.
- (6) Reduction in grade. A Special Court-Martial may reduce any enlisted man to the lowest enlisted grade.

c. The General Court-Martial is the highest court in the system. It consists of at least five members. It also has a "law officer" or military judge, who must be an attorney and specially certified by The Judge Advocate General of the Army as qualified to perform his duties. Both the Government and the accused person are represented by counsel, who must be attorneys and, in the case of military attorneys, must be certified by The Judge Advocate General as qualified for the performance of their duties. The accused person is also entitled to civilian counsel at his own expense. The proceedings of a General Court-Martial are formal and must be recorded. It has jurisdiction over any offense against the Code and may adjudge the following punishments, subject to the limitations contained in the Code and the Manual for Courts-Martial:

- (1) Death.
- (2) Dishonorable or bad-conduct discharge.
- (3) Confinement at hard labor for life or a term of years.
- (4) Forfeiture of all pay and allowances.
- (5) Other punishments such as reprimand or admonition, reduction in grade, hard labor without confinement, and restriction, subject to the limitations imposed by law as indicated above.

## **ARMED FORCES CHARGE**

1. There are five types of discharges by which you may be separated from the Armed Forces. Here they are—

a. Honorable Discharge. You can obtain this discharge upon successful completion of your enlistment or upon discharge when not due to misconduct.

b. General Discharge.

(1) Separation under honorable conditions.

(2) Given for inaptitude or complete unsuitability to service life.

c. Undesirable Discharge.

(1) Separation under less than honorable conditions.

(2) Given for unfitness as demonstrated by undesirable habits and traits of character.

d. Bad Conduct Discharge. A punitive discharge given only as a result of court-martial.

e. Dishonorable Discharge. A punitive discharge given only as a result of court-martial.

2. A discharge under less than honorable conditions is a serious thing. Not only is it a black mark on your military service, it may also affect your whole future. Employers generally ask a former serviceman for his discharge papers and will frequently refuse to employ one with a less than honorable discharge. In addition, many benefits made available to former servicemen by the Federal Government are not available to those with a less than honorable discharge.

## INTERIOR GUARD

1. General. Any commander may establish an interior guard to preserve order, protect property, and enforce regulations within the limits of his command. The elements of an interior guard are classified according to their purposes, they include the main guard, and special guards (park, train, boat and other guards detailed for specific purposes). Generally, the interior guard consists of a system of patrol and fixed posts.

### 2. Orders.

a. General Orders. These are a set of eleven standing orders that apply to all sentries of the main and special guard. They do not change and are the same throughout the Armed Forces. All sentries of the main and special guard are required to MEMORIZE, KNOW, and COMPLY with the General Orders.

b. Special Orders. These orders, originated by the Commanding Officer, are the do's and don'ts for any one post, and differ from post to post.

## GENERAL C~~OUR~~S

1. To take charge of this post and all Government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentinel who relieves me all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.
7. To talk to no one except in line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the commander of the relief in any case not covered by instructions.
10. To salute all officers, and all colors and standards not cased.
11. To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post and allow no one to pass without proper authority.

## ORGANIZATION ~~OF~~ THE GUARD

1. Commanding Officer is responsible for the security of his command. With this in mind, he sets up his interior guard; he is also the senior member of the guard.
2. Field Officer of the Day is a field grade officer detailed as the Commanding Officer's personal representative. He is assigned various duties, normally, one of these duties is to supervise the interior guard.
3. Officer of the Day is responsible for the performance of the guard.
4. Commander of the Guard is responsible for the instruction, discipline, and performance of the guard.
5. Sergeant of the Guard has general supervision over all enlisted men of the guard; is thoroughly familiar with all guard orders; is responsible for all guard property; insures that other noncommissioned officers of the guard inspect the guard as prescribed.
6. Relief Commander posts and relieves sentinels of the relief; instructs all members of his relief; checks appearance, fitness, and condition of arms; issues ammunition and makes sure his relief is thoroughly schooled in general and special orders.
7. Sentinels of the Guard. All members of the guard will memorize, understand, and comply with the General Orders for sentinels; and also understand and comply with the special orders applying to their particular post.

## LEGAL ASSISTANCE PROGRAM

Soldiers frequently find it difficult to solve personal problems involving legal rights and obligations. The Army recognizes that this problem exists. The Army provides a limited amount of free legal service to soldiers. Legal assistance officers have been established at most posts and in larger units. If you have a problem of this kind, see your cadre for information as to the procedures you should follow to contact the legal assistance officer.

By Order of the Secretary of the Army:

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HAROLD K. JOHNSON,  
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Chief of Staff.

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USACMLCSCH (1)	Rcpt Sta (CONUS) (3,000 ea)

NG: State AG (3); units—same as Active Army.

USAR: Same as Active Army.

For explanation of abbreviations used, see AR 320-50.