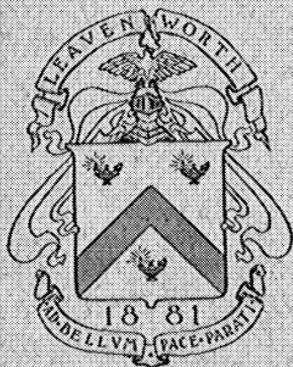


Field Orders



Prepared by Direction of
the Chief of Staff for a
Proposed Revision of the
Field Service Regulations

Adopted by Direction of the Commandant for
Use in the Service Schools at Fort Leavenworth

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ARTICLE II

ORDERS

GENERAL PRINCIPLES

1. A military order is the expression of the will of a chief conveyed to subordinates. However informally expressed, it must be cheerfully and promptly obeyed.

The art of giving proper directions and orders to troops is one of the most important features in the exercise of command.

2. Orders are classified as follows:

(a) *Ordinary Orders*. The written orders of commanders of regiments (and of battalions not formed into regiments), or of larger units, and of posts, districts, territorial departments or divisions, are denominated *general orders* or *special orders* according to character; orders of smaller units are simply called orders.

General orders publish information or instruction to the whole command; special orders relate to individuals or matters not of general application. *Circulars* have the force of orders when conveying mandates or instruction. They are numbered in separate series. An order may also be placed in the form of an official letter addressed to the individual concerned, or it may be simply a note.

(b) *Field Orders*. That class of orders dealing entirely with the tactical and strategical operations incident to a state of war. The originals of such orders will be carefully preserved for future reference, and as a basis for formal reports of operations.

Each class of orders is numbered in separate series beginning with the year, or with the establishment or organization of a new command.

FIELD ORDERS

3. At the beginning of operations, and from time to time thereafter, the plans and intentions of the supreme authority will be communicated in the form of *letters of instruction* and general orders. These regulate movements over large areas and for considerable periods of time.

As soon as it becomes necessary to prescribe tactical or strategical operations, "field orders" are issued. For example: orders for a march or for the formation of a camp, bivouac, or cantonment; orders for attack or defence; orders for advance guards, rear guards, or outposts, etc.

4. Field orders should not, ordinarily, include administrative details. Such matters, as well as questions of drill, discipline, etc., are usually better covered by verbal instructions or by general or special orders or circulars. Circumstances may arise, however, especially in small commands, where it may be advantageous to include in field orders instructions relating to rations, ammunition, forage, etc,

5. Orders are issued verbally, by dictation, or in writing. Verbal orders may be delivered in person, or they may be carried by staff officers. When the officers concerned can be readily assembled, orders may be communicated to them by the commander or by a staff officer, but even then orders of some importance or length should be dictated. For commands which are scattered, or as large as a division, the *written order* or one by wire is the rule.

The manner of issuing orders in the field is influenced to a great extent by circumstances. The smaller units usually issue verbal or dictated orders, the commanding officers or their adjutants being assembled either at established hours or pursuant to special call. When ample time and facilities are available manifold copies of orders are furnished from the headquarters of the larger units.

In large commands it requires some time for formal orders to reach all the lower units; this may be roughly estimated at one hour for a brigade and one hour and a half for a division. The hour stated in the heading of an order should be the hour of *signature*.

6. Regularity in the hour of issue of orders is out of the question, depending, as it often does, upon information which may not arrive until the last moment; but every effort should be made to issue them in ample time. Minor staffs will have to work, often for hours, after the receipt of orders from superior headquarters; new orders will have to be prepared and officers assembled to receive them or messengers dispatched to deliver them, and final preparation made for the contemplated movement. All this may run late into the night and will affect the hour when orders finally reach the troops. As a rule, however, it is desirable to keep contemplated movements secret as long as possible, and to confine knowledge

thereof to chiefs of staff departments and commanders of the larger tactical units.

7. Orders are addressed to commanding officers of units affected by them; but, owing to the great difficulty of transmitting orders after a movement has begun, especially an engagement, all officers, and in minor affairs all non-commissioned officers, should be informed, at the time operations begin, of the general plan of the commander, so that in case of unforeseen developments they may continue to act in conformity with such plan without waiting for further orders.

8. As there is always a possibility of controversy as to the exact wording of verbal orders they should not be sent by orderlies except in cases of necessity, and when so sent should contain but one definite mandate. For example: "The regiment will halt three hours at———." More latitude may be allowed in sending verbal orders by officers.

The bearer of a verbal order or message should repeat the same before starting.

COMPOSITION OF FIELD ORDERS

9. To frame a suitable field order the commander must (1) *estimate the situation*, (2) decide upon a *definite plan of action*, and (3) actually *draft or word the orders* which will carry his plan of action into effect.

An *estimate of the situation* involves a careful consideration, from the commander's view point, of all the circumstances affecting the particular military problem. In making this estimate he will generally consider (a) the orders or instructions under which he is acting, (b) all available information of the enemy's military situation (strength, position, probable intentions, etc.), and (c) conditions affecting his own command (strength, position, supporting troops, terrain, etc.).

Information is obtained from a variety of sources—the higher commanders, adjoining troops, inhabitants of the country, newspapers, letters, telegraph files, prisoners, deserters, spies, maps and reconnaissances all contributing to the general fund. Knowledge of the terrain, always essential to a correct understanding of the military situation, is obtained from a careful study of available maps supplemented by thoro reconnaissance. When reliable information of the enemy is lacking it is safe to assume that he will act with good judgment.

The commander's *plan of action*, at which he has arrived after a careful estimate of the whole situation, will be to ad-

vance, attack, retreat, take up a defensive position, or a position in readiness, etc., and the *order* is issued accordingly.

In framing orders it is well to bear in mind that the integrity of tactical units should be preserved whenever possible.

10. ¹ Formal field orders are divided into sections, or parts, arranged in logical sequence, matters relating to the same subject being grouped together. The wording must be so clear and intelligible as to leave no opening for mistakes. Expressions depending upon the point of view of the observer, such as *right, left, in front of, behind, on this side, beyond*, are to be avoided, reference being made to points of the compass instead. The terms *right* or *left* may, however, be applied to individuals or bodies of men, or to the banks of a stream; in the latter case the observer is supposed to be facing down stream. The terms *right flank* and *left flank* are fixed designations. They apply primarily to the right and left of a command when facing the enemy and do not change when the command is retreating.

To minimize the possibility of error geographical names are printed in CAPITALS, and when the spelling does not conform to the pronunciation the latter is shown phonetically in parenthesis, thus: BICESTER (Bister), GILA (Heé-la).

When two or more places or features on the map have the same name they are distinguished by reference to other points.

A road is designated by connecting two or more names or places on the road with dashes, thus: LEAVENWORTH—LOWEMONT—ATCHISON road.

A positive and not a negative form of expression should be used. Such an order as, "The baggage train will not accompany the command," is defective because the gist of the order depends upon the single word "not".

Written orders should be so distinct as to be legible even in bad light.

11. Orders should be brief; short sentences are easily understood; conjectures, expectations, reasons for measures adopted and detailed instructions for a variety of possible events, are little calculated to raise the confidence of troops, and should therefore be avoided.

12. Orders must not be couched in uncertain terms. The commander should accept the entire responsibility and shift none of it to the shoulders of his subordinates. Precise orders give confidence in dangerous undertakings. The more diffi-

¹ Distinguished from notes, messages, brief dispatches, etc.

cult the situation, the clearer and more definite should be the order. Such expressions as "attempt to capture", "try to hold", "as far as possible", "as well as you can", should be avoided. They tend to divide responsibility between the commander and his subordinate. Weak commanders will frequently choose such forms of expression in order to shift the responsibility in case of failure.

13. *An order should not trespass upon the province of a subordinate.* It should contain everything beyond the independent authority of the subordinate, but nothing more. When the transmission of orders requires a considerable period of time during which the situation may change, detailed instructions should be avoided. The same rule holds when an order may have to be carried out under circumstances which cannot be completely foreseen, in such cases a letter of guidance is more appropriate. It should lay stress upon the *object to be attained*, and leave open the means to be employed.

14. Orders should not attempt to arrange matters too far in advance, for counter measures of the enemy and unexpected contingencies will often make it necessary to recall the originals and substitute others. Frequent changes weary the men, shake their confidence in their commander, and tend to make subordinates uncertain in their actions.

15. The particulars of time and place must be stated so precisely that error will be inexcusable. It is important that an excellent time-piece be kept at headquarters and that commanders and staff officers of subordinate units set their watches by it.

16. Tho based thereon, the orders of subordinates should not be mere repetitions of those from higher authority with additions tacked on. A new order will be clearer and more satisfactory.

17. Arrangements for a possible retreat should be communicated confidentially to a few senior commanders only.

FORM OF FIELD ORDERS

1. To enable the will of the commander to be readily understood, and to secure cooperation among his subordinates, a typical form has been adopted for formal field orders, which form, with the necessary variations, is applicable to nearly all military situations.

This form divides the order into sections or parts and assigns to each a particular class of information, as follows:

The Heading

That part of the order giving the title, or official designation of the issuing officer's command, the place, date (usually the hour) of issue, and the number of the order.

The Distribution of Troops

That part of the order showing the composition of the various fractions into which the command is to be divided, and the nature of the duties to be performed by each. It is headed TROOPS, and in written or printed orders is placed on the left of the *body* of the order and occupies about one third of the page.

The "distribution of troops" is arranged under lettered sub-heads, the troops listed under each performing the duty indicated in the corresponding subdivision of *Paragraph 3*.

When the troops under a sub-head are not named in their order of march, they are generally listed as follows: infantry, artillery, cavalry, special troops.

In certain orders the "distribution of troops" is unnecessary, *Paragraph 3* containing sufficient information.¹

When orders are dictated, or sent by wire or signals, the "distribution of troops" (if any) will be given immediately after *Paragraph 2*.

The Body

That part of the order containing information and instructions for the command. It is divided into paragraphs, numbered serially, as follows:

Paragraph 1. Containing information of the enemy, and so much of the general situation of our supporting troops as may be desirable for subordinates to know.

Paragraph 2. Containing the general plan of the commander, or so much thereof as may be necessary to insure proper cooperation of all parts of the command.

Paragraph 3. Containing the detailed dispositions adopted by the commander to secure the objective outlined in *Paragraph 2*, including the tasks assigned to each of the several *combatant* fractions of the command.

Detailed instructions for each fraction are given under lettered sub-heads, (a), (b), etc., the leading fraction, or that

¹ In deciding whether to use a "distribution of troops" in drafting a field order, a good rule to follow is to use such distribution in the first field order applying to a command newly created or organized.

one having the most important duty to perform, being generally considered first. For instance: in an order for attack it is customary to consider the artillery first; in a march order troops are considered according to the position they occupy in the column.

Instructions applicable to all of these fractions may be embodied in a sub-paragraph, without letter, at the end of *Paragraph 3*.

Paragraph 4. Containing, with few exceptions, instructions for the sanitary troops, baggage, ammunition, supply, and pack trains.

Paragraph 5. Containing, with few exceptions, information as to the place where the commander can be found or messages may be sent, and the name of the second in command. In the orders of subordinate commanders this paragraph will also give the location of "lines of information" if any have been established.

If the information usually contained in either *Paragraphs 1* or *2* be unnecessary it may be omitted; in formal field orders, however, the numbers of these paragraphs will be retained in their proper sequence.

Additional paragraphs may be necessary; if so they will be incorporated, properly numbered, immediately after *Paragraph 3*; but whatever the number of paragraphs, the last will always contain the information as to where the commander can be found, etc.

In active operations, especially during engagements, numerous orders will be issued either verbally or in the form of notes, brief dispatches or messages, etc., which will not contain all the requirements of a formal written or printed field order; but whenever detailed instructions for operations are given, whether verbally, in writing or otherwise, the sequence prescribed for the information contained in the body of a formal field order must be preserved.

The Ending

Containing the authentication of the order by an appropriate signature, and a statement of how the order is communicated to the command.

19. The *title*, or official designation of the issuing officer's command, is given in the *heading*, for example:

Hq. Det. 1st Div. 1st Army Corps.¹

¹ In designating tactical organizations, where the ordinary rules of punctuation require both period and comma after an abbreviation, the comma may be omitted.

Outpost, 1st Battalion, 6th Infantry.
Advance Guard, 1st Squadron, 5th Cavalry.
Detachment, 1st Division, 1st Army Corps.
Headquarters, 1st Brigade, 1st Division, 1st Corps,
Army of the Cumberland.

In the above titles, "Hq. Det. 1st Div. 1st Army Corps," means that the command is composed of troops from the 1st Division, 1st Army Corps;¹ "Advance Guard, 1st Squadron, 5th Cavalry," means that the command is the advance guard of the 1st squadron, 5th Cavalry; etc.

The title of a command may appear in the order by which it is organized, thus: "The 1st Battalion will constitute the *advance guard*"; or it may be evolved from the nature of the operations, for example: "China Relief Expedition"; "Army of Cuban Pacification".

The title with place, date, and number thus serves fully to identify an order.

20. Whether named in the title or elsewhere in the order, great care should be observed in designating tactical organizations.

Complete organizations will be designated thus, the abbreviated forms being preferred:

Co. A, 1st Inf.
Cos. A and B, 1st Inf.
1st Bn. 2d Inf.
3d Infantry.
Btry. A, 1st F. A.
Tr. B, 1st Cav.
2d Sq. 5th Cav.
6th Cavalry.
Co. E, Engrs.
Co. A, Sig. Corps.
1st F. Hosp.

Fractions of organizations will be designated thus:

Co. A, 1st Inf. (less 1 plat.).²
1 plat. Co. A, 1st Inf.; or 1st (2) Plat. Co. A. 1st Inf.
1st Bn. 2d Inf. (less 2 cos.)
18th Inf. (less 6 cos.); or 18th Inf. (less 1st Bn. and
2 cos. 2d Bn.).
1st Plat. Btry. F, 6th F. A.

1. The term "headquarters" is not used in connection with outposts, advance guards, etc., or with tactical units or detachments smaller than a battalion.

2 This form of expression clearly indicates the location of the commander.

5th Sec. Btry. B, 3d F. A.

1 squad, Tr. B, 3d Cav.; or 1st Squad, Tr. B, 3d Cav.

Tr. H. 8th Cav. (less 3 plats.)

1 sec. Co. B, Engrs.; or 1st Sec. Co. B, Engrs.

2 squads, Co. A, Sig. Corps.

Amb. Sec. 1st F. Hosp.; Hosp. Sec. 3d F. Hosp.

Det. Amb. Sec. 2d F. Hosp.

21. When a fraction of an organization cannot be designated by naming one or more of its subdivisions, it will receive the generic title of "detachment".

22. A *detachment* may be broadly defined as a body of troops separated from a higher command and intrusted with a special mission.

Nearly every command of any size will be composed of troops from the different arms or special services, or both, and when not constituting a division, brigade, or other authorized unit, the question often arises whether to call such a command a "detachment" or to give it the tactical designation of the predominating arm or special service; if there is a predominating element (usually the case) the title of the command will be that of the predominating element unless the proportion of the auxiliary arm or special service equals or exceeds that prescribed for a division, in which case the command will be called a detachment of that organization from which it is detached. For example: a command consisting of 1 regiment of infantry and 1 squadron would be a detachment, while the title of a command consisting of 1 regiment of infantry and a troop would be that of the regiment.

23. Dates in the heading are abbreviated thus: 4 Feb. 07, 2-45 P. M. In naming a night both days should be mentioned thus: night 4/5 Feb. 07. The words "noon" and "midnight" should be written.

No abbreviations are used in a body of the order except A. M. and P. M. for morning and afternoon, and the authorized abbreviations for tactical organizations.

24. Before orders are issued they should be carefully tested to see that the entire command is accounted for.

The foregoing principles are exemplified in the following forms:

25.

Field Orders
No. 1.

Troops

(a) Independent cavalry:

Major A.
1st Sq. 5th Cav.

(b) Advance Guard:

Major B.
1st Bn. 6th Inf.
1 plat. Co. A, Engrs.

(2) Main Body—in order of march:

Lt. Col. C.¹
6th Inf. (less 1st & 3d Bns.)
Btry. A, 1st F. A.
3d Bn. 6th Inf.
Det. Amb. Sec. 1st F. Hosp.

(d) Signal Troops:

Lieut. D.
8 squads, Co. A.

4. The baggage train,² escorted by 1 squad, 3d Bn. 6th Inf., will follow the main body as far as FRENCHMAN.

5. The detachment commander will be with the main body until 7 A. M., and thereafter with the advance guard.
2d in command, Lt. Col. C.

By order of Col. F:

Capt. & Adjt. 6th Inf.
Adjutant.

Copies to Majors A and B, Lt. Col. C, commanders of arty. and engrs., and to staff. Copy to division commander by wire. ³

¹ When the detachment commander retains immediate command of the main body, his name will not be included in the distribution of troops.

² Consisting of the baggage trains of the various units assembled under the chief quartermaster.

³ Upon the receipt of the above order the commanding officers of the independent cavalry and advance guard will issue the necessary orders for their commands, and the commanding officer of the main body the necessary instructions for that body to form up so as to be ready to march at the proper time.

26.

AN ADVANCE

- | | | |
|---|-----------------|---|
| | [Title] | |
| Field Orders | [Place] | |
| No. —. | [Date and hour] | |
| Troops | | 1. [Information of enemy and of our supporting troops] |
| (a) Independent Cavalry: ¹ | [Commander] | 2. [Plan of commander] |
| [Troops] | | 3. (a) [Instructions for independent cavalry—place and time of departure, roads or country to be covered, any special mission] |
| (b) Advance Guard: | [Commander] | (b) Instructions for advance guard—place and time of departure, or distance at which it is to precede the main body, route, any special mission.] |
| [Troops] | | (c) [Instructions for main body—distance at which it is to follow the advance guard, or place and time of departure] |
| (c) Main Body—in order of march: ² | [Commander] | (d) [Instructions for flank guard—place and time of departure, route, special mission] |
| [Troops] | | (e) [Instructions for signal troops—lines of information to be established, special mission] |
| (d) Right [left] Flank Guard: | [Commander] | [Instructions for outpost—when relieved, subsequent duties—generally to join column] |
| [Troops] | | 4. [Instructions for baggage train—escort, distance in rear of column, or designation when different from that of main body] |
| (e) Signal Troops: | [Commander] | [Instructions for sanitary troops, ammunition, supply and pack trains, when necessary] ² |
| [Troops] | | 5. [Place of commander or where messages may be sent, 2d in command] |

By command of Major Gen.—

Chief of Staff.

[How and to whom issued]

1 When a command is not preceded by independent cavalry, some of that arm should form a component part of the advance guard.

2 See "Order of march", p.—.

27.

AN ADVANCE GUARD

Field Orders
No.—.

[Title]

[Place]

[Date and hour]

- Troops
- (a) Advance Cavalry:¹
[Commander]
[Troops]
- (b) Support:
[Commander]
[Troops]
- (c) Reserve—in order
of march:
[Commander]
[Troops]
- (d) Right (left) Flank
Guard:
[Commander]
[Troops]
1. [Information of enemy and of our supporting troops]
2. [Plan of commander]
3. (a) [Instructions for advance cavalry—place and time of departure, roads or country to be covered, any special mission]
- (b) [Instructions for support—place and time of departure, route, any special mission]
- (c) [Instructions for reserve—distance at which it is to follow support]
- (d) [Instructions for flank guard—place and time of departure, route, special mission]
4. [Instructions for baggage train—generally to join train of column]
5. [Place of commander or where messages may be sent, location of lines of information, ² 2d in command]

_____,
Colonel,
Commanding.

How and to whom issued.

-
1. The functions of "advance cavalry" of an advance guard or of an outpost, and of "rear cavalry" of a rear guard are similar, and correspond to those of independent cavalry.
2. When the senior commander retains control of the lines of information, the subordinate commanders indicate, in this paragraph, where such lines of information are located.

28.

A HALT FOR THE NIGHT

Field Orders [Title]
No. — [Place] [Date and hour]

1. [Information of enemy and of our supporting troops, including independent cavalry]

2. [Plan of commander—to encamp or bivouac]

3. (a) [Designation of commander and troops of outpost, general line to be held, special reconnaissance, connection with other outposts, if any]¹

(b) [Instructions for troops not detailed for outpost duty—location of camp, designation of camp commander, observation of flanks and rear when necessary, lines of information, conduct in case of attack]

4. Instructions for baggage train—generally to join troops, tho if near enemy baggage train of outpost troops may be held in rear]

[Instruction for sanitary troops, ammunition, supply and pack trains, when necessary]

5. Place of commander or where messages may be sent, 2d in command] [Authentication]

[How and to whom issued]

1. In large forces the outpost is generally detailed from the advance guard.

AN OUTPOST

29.

Field Orders
No.—.

[Title]

[Place]

[Date and hour]

Troops

(a) Advance Cavalry:

[Commander]

[Troops]

1. [Information of enemy and of our supporting troops]

2. [Plan of commander—to establish outpost, approximate line of resistance]

3. (a) [Instructions for advance cavalry—contact with enemy, roads or country to be specially watched, any special mission]

(b) Support:¹

No. 1. [Commander]

[Troops]

No. 2 [Commander]

[Troops]

No. 3. [Commander]

[Troops]

(b) [Instructions for supports—positions they are to occupy, and sections of line of resistance which they are to hold, intrenching, etc.]

(c) [Instructions for reserve—location, observation of flanks, conduct in case of attack, duties of special troops]

(c) Reserve:

[Commander]

[Troops]

(d) Instructions for detached post—positions to be occupied, duties, amount of resistance]

(d) Detached Post:

[Commander]

[Troops]

4. [Instruction for baggage train if it has accompanied the outpost]

5. [Place of commander or where messages may be sent, location of lines of information, 2d in command]

(Authentication)

[How and to whom issued]

1 Numbered from the right.

30. It is generally necessary to issue two outpost orders; the first as above, containing general instructions; the second, issued after an inspection of the line, and containing more definite information.

SECOND OUTPOST ORDER

Field Orders [Title]
No. —. [Place] [Date and hour]

1. [Information of enemy and of our supporting troops, or, "no change"]

2. Plan of commander—to hold present position or make changes]

3. (a) [Instructions for advance cavalry—time of withdrawal, where to encamp or bivouac, time of resuming day position, any special mission]

(b) [Instructions for supports—hour at which night dispositions are to be completed, special instructions for covering groups, connection with neighboring troops, time for resuming day positions, examining posts]

(c) [Instructions for reserve—degree of readiness for action, hour of assembly under arms the following morning, special measures]

4. [Additional instructions for baggage train—it may be possible to send wagons to the supports]

5. [Place of commander, etc., or, "no change,"]

[Authentication]

[How and to whom issued]

31.

A POSITION IN READINESS

	[Title]
Field Orders	[Place]
No. —.	[Date and hour]
1.	[Information of enemy and of our supporting troops]
2.	[Plan of commander—to take up a position in readiness at or near—]
3.	(a) [Instructions for cavalry—to reconnoiter in direction of enemy, any special mission]
	(b) Instructions for artillery—position or place of assembly]
	(c) [Instruction for infantry—position or place of assembly, points to be especially held, reconnaissance]
	(d) [Instructions for signal troops—lines of information]
4.	Instructions for baggage train, sanitary troops, ammunition, supply, and pack trains—generally to halt at designated localities in rear, ready to move in any direction]
5.	[Place of commander or where messages may be sent, 2d in command]
	[Authentication]
	[How and to whom issued]

32.

A DEFENSIVE POSITION

- [Title]
[Place]
[Date and hour]
- Field Orders
No. —.
1. [Information of enemy and of our supporting troops]
 2. [Plan of commander—to take up a defensive position at or along—, for the purpose of—]
 3. (a) [Instructions for artillery— position, target, intrenching, etc.]
(b) Instructions for fighting line—division of front into sections and assignment of troops thereto, intrenching, etc.]
(c) [Instructions for reserve—troops and position]
(d) [Instructions for cavalry—usually to cover with its main force the more exposed flank, a detachment being sent to patrol the other; reconnaissance]
(e) Instructions for engineers—defensive work, clearing field of fire, preparation of obstacles, opening roads, etc.]
(f) [Instructions for signal troops—to establish and maintain lines of information]
 4. [Instruction for baggage train—generally to halt at a designated locality]
[Instructions for sanitary troops—location of field hospitals, ambulance and dressing stations]
[Instructions for ammunition train—generally to take station at a convenient point in rear of the position]
[Instructions for supply train—generally to halt some distance in rear. The pack train may be ordered up to facilitate the ammunition supply]
 5. [Place of commander or where messages may be sent, 2d in command]
- [Authentication]
- [How and to whom issued]

33.

AN ATTACK

Field Order [Title]
No.— [Place] [Date and hour]

1. [Information of enemy and of our supporting troops]
2. [Plan of commander—indicating the general plan of attack, usually to envelop a flank]

3. (a) [Instructions for artillery—position, first target, generally hostile artillery]

(b) [Instructions for secondary attack—commander, troops, direction and objective]

(c) [Instructions for main attack—commander, troops, direction and objective]

(d) [Instructions for reserve—commander, troops, position]

(e) [Instructions for cavalry—generally to operate on one or both flanks, or to execute some special mission]

(f) [Instructions for engineers—any special mission]

(g) [Instructions for signal troops—to establish and maintain lines of information between the commander and the main and secondary attacks, artillery, reserve, etc.]

4. [Instructions for baggage train—generally to halt at a designated locality]

[Instructions for sanitary troops—location of field hospitals, ambulance and dressing stations when practicable]

[Instructions for ammunition train—generally to take station at a convenient point in rear]

[Instructions for supply train—generally to halt some distance in rear. The pack train may be ordered up to facilitate the ammunition supply]

5. [Place of commander or where messages may be sent, 2d in command]

[Authentication]

[How and to whom issued]

35.

A REAR GUARD

Field Orders

[Title

No. —,

[Place]

[Date and hour]

Troops

(a) Reserve— in order
of march

[Commander]

[Troops]

(b) Support:

[Commander]

[Troops]

(c) Right [left] Flank
Guard:

[Commander]

[Troops]

(d) Rear Cavalry

[Commander]

[Troops]

1. [Information of enemy and of
our supporting troops]

2. [Plan of commander—mission
of rear guard.]

3. (a) [Instructions for reserve—
place and time of departure, or ap-
proximate distance from main body,
reconnaissance]

(b) [Instructions for support—
place and time of departure or dis-
tance from reserve, any special re-
connaissance]

(c) [Instructions for flank
guard—place and time of departure,
route, special mission]

(d) [Instructions for rear cav-
alry—place and time of departure,
road or country to be covered,
special mission]

4. [Instructions for baggage train when necessary—usually
to join train of main body]

5. [Place of commander or where messages may be sent,
location of lines of information, 2d in command]

[Authentication]

[How and to whom issued.]

MESSAGES, REPORTS, SKETCHES, AND WAR-DIARIES

36. A *message* is a communication sent from one person to another. In the field the term is generally applied to written information sent by messenger or wire. Such a message should be brief and *clear*, resembling a telegram. The source of the information contained in the message should always be given, the writer carefully separating what he has actually seen himself from that received second-hand. Most of the rules adopted to secure clearness in orders apply equally to messages.

37. In certain situations it may be advisable to send information not only to the proper superior, but to neighboring troops as well. When copies of messages are sent in this manner the fact should be noted upon each.

38. The blank form shown in par. 47 will be used for the transmission of messages in the field. The heading "From" should be filled in with the name of the detachment sending the information; as "Officer's Patrol, 7th Cav." Messages sent on the same day from the same source to the same person should be numbered consecutively. The address is written briefly; thus, "Commanding Officer, Outpost, 1st Brigade." In the signature the writer's surname only and rank are given.

Messages carried by messenger are usually inclosed in envelopes properly addressed. The envelop when not marked "confidential" is left unsealed so that commanders along the line of march may read the contents. Upon the envelop should be written the name of the messenger, his time of departure and rate of speed. The latter should be indicated as follows: *ordinary*, *rapid*, or *urgent*. Ordinary means about five miles an hour for a mounted man; rapid about seven or eight miles an hour; and urgent the highest speed consistent with certainty of arrival at destination. The recipient will note the time of receipt upon the envelop and return the latter to bearer.

39. When there is danger of falling into the hands of the enemy, messages should be sent in cipher.

40. A *report* is a more or less formal account of some enterprise; undertaking or event, such as a march, reconnaissance, battle, etc. This term is sometimes incorrectly used for "message". A report is usually drawn up at comparative leisure, is often the supplement and expansion of short messages, and thus possesses the value of greater detail.

41. *Sketches* are invaluable in elucidating details of plans of operations. They are always a necessary part of reports of campaigns and engagements.

When practicable road sketches will be made on a scale of three inches to one mile, contours at 20 feet vertical interval; position and outpost sketches at six inches to one mile, contours at ten feet vertical intervals.

Sketches must be made rapidly, often on horseback. All unnecessary conventional signs should be omitted. Artistic effects should not be sought, but rather the application of the simplest forms to the case under consideration.

42. A *war-diary* is a record of events kept at a military headquarters. Such records will be kept at every headquarters, entries being made as soon as possible after the occurrence of the events.

TRANSMISSION OF INFORMATION

43. Information is transmitted as follows:

1. By wire (telegraph, buzzer, telephone);
2. By visual signaling (flag, helio, night lamp);
3. By wireless telegraph;
4. By messenger (foot, mounted, cycle, motor car, flying machine).

44. Information over considerable distances is usually transmitted by wire or wireless telegraph. For short distances,¹ and when other means are not available, information will be carried by messenger. When messages are to be sent by wire or wireless telegraph they should always be handed the operator in writing. The telephone is not so accurate as the telegraph and when used the parties concerned should do the talking. All means available should be utilized to facilitate the transmission of information, and it is made the duty of all officers to assist in the transmission of orders and messages.

45. The difficulty of transmitting information by messenger increases with the distance. At night, and when the roads are bad, the service is slower; when the inhabitants are hostile or the enemy's detachments active, it is less reliable.

Important information is sent by two or more messengers, depending upon the dangers of the road. A single messenger is not so confident, and something may happen to him or his horse. Messengers should be informed before starting of the

¹ For instance, at *urgent* speed and for distances up to about half a mile, a mounted messenger can deliver a message of 10 words in less time than the same can be delivered by wire.

purport of the message, and where they are to report after it is delivered. A messenger need not alter his pace when passing superiors.

46. When the usual means of communication cannot be established or fail to work, relay lines of mounted men may become necessary. When such lines are established connecting posts are generally placed on the roads at well marked points, such as cross-roads, bridges, etc. The distance between posts will depend upon the rapidity of transmission desired, the number of men available, and the location of suitable stations, the usual distance being from five to ten miles. The strength of such posts will vary from six men and a noncommissioned officer to half a troop. A record will be kept at each post of all communications received and transmitted.

