

THE
SOLDIER'S HANDBOOK

FOR USE IN THE
ARMY OF THE UNITED STATES

PREPARED BY DIRECTION OF THE
ADJUTANT GENERAL OF THE ARMY

BY
N. HERSHLER,
ADJUTANT GENERAL'S OFFICE.

PUBLISHED BY DIRECTION OF
THE SECRETARY OF WAR.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1900.

WAR DEPARTMENT.
DOCUMENT No. 126.
OFFICE OF THE ADJUTANT GENERAL.

Company commanders will see that all articles of clothing and the price thereof are entered in the Soldier's Handbook as soon as the issue has been made to the soldier and will certify to the correctness of the entries with their signatures. Any of these books left by deserters, or others, will be forwarded by mail to the Adjutant General of the Army.

The books will be issued to soldiers after their enlistment and will not be replaced by the issue of new copies until those furnished are worn out by fair wear and tear. New leaves properly ruled for the clothing account should be inserted when necessary, as on the reenlistment of soldiers, etc., and extra leaves for "clothing received" will be supplied by the Adjutant General's Office.

When lost or destroyed the cost of the book (45 cents) will be charged to the man on the muster and pay rolls.

The Soldier's Handbook will be considered as part of the personal effects of the soldier, excepting in the case of deserters or men dishonorably discharged, when the books will be taken up by company commanders and forwarded by mail to the Adjutant General of the Army.

The cost of the Soldier's Handbook is not to be charged to the soldier when lost through no fault of the man.

INDEX.

	PAGE.
Rights as citizens forfeited by desertion.....	7
Unauthorized absence.....	7
Extracts from Army Regulations of 1895—	
Military discipline.....	8
Rank of officers, etc.....	9
Appointment and promotion.....	9
The post noncommissioned staff.....	12
Deserters.....	15
Retirement of enlisted men.....	16
Discharges.....	18
Extra-duty pay.....	20
Soldiers' Home.....	22
Medals of honor and certificates of merit.....	23
Arms, clothing, and equipments.....	25
Post schools.....	26
Salutes.....	26
Enlistments.....	27
Commutation of rations.....	29
Forfeitures and deductions.....	29
Pay for certificate of merit.....	30
Deposits.....	30
Pay of deserters.....	31
Payment of discharged soldiers.....	32
Badges, etc.....	33
Examination for promotion.....	34
Extracts from Articles of War.....	38
Army code—the Myer system for United States Army and United States Navy signaling.....	55
United States signal and telegraph code.....	59
Outlines of first aid.....	61
Clothing account.....	90
Military service of soldier.....	99
Last will and testament.....	101

THE SOLDIER'S HANDBOOK.

RIGHTS AS CITIZENS FORFEITED BY DESERTION.

SEC. 1996. All persons who deserted the military or naval service of the United States and did not return thereto or report themselves to a provost marshal within sixty days after the issuance of the proclamation by the President, dated the 11th day of March, 1865, are deemed to have voluntarily relinquished and forfeited their rights of citizenship, as well as their right to become citizens; and such deserters shall be forever incapable of holding any office of trust or profit under the United States, or of exercising any rights of citizens thereof.

SEC. 1998. Every person who hereafter deserts the military or naval service of the United States, or who, being duly enrolled, departs the jurisdiction of the district in which he is enrolled, or goes beyond the limits of the United States, with intent to avoid any draft into the military or naval service, lawfully ordered, shall be liable to all the penalties and forfeitures of section nineteen hundred and ninety-six.—
[*Revised Statutes.*]

UNAUTHORIZED ABSENCE.

Where, from any circumstance, soldiers find themselves separated or detached from their commands, without the necessary means or authority for rejoining, in order to prevent their being reported as deserters, they should at once report in person to the nearest post or command, and state their case to the commanding officer, whose duty it is to provide for them and have

them forwarded to their proper commands at the earliest opportunity. Should this course be impossible, then the soldier should report *by letter* to the commanding officer of the nearest post, or to the Adjutant General of the Army.

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

EXTRACTS FROM THE ARMY REGULATIONS OF 1895.

(As amended by General Orders up to July 1, 1900.)

MILITARY DISCIPLINE.

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

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

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

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

5. Deliberations or discussions among military men conveying praise or censure, or any mark of approbation, toward others in the military service, and all publications relating to private or personal transactions

between officers, are prohibited. Efforts to influence legislation affecting the Army, or to procure personal favor or consideration, should never be made except through regular military channels; the adoption of any other method will be noted in the military record of those concerned.

RANK OF OFFICERS, ETC.

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

- | | |
|--|---|
| 1. Major general. | 13. Ordnance sergeant, commissary sergeant, post quartermaster sergeant, electrician sergeant, hospital steward, first-class sergeant of the Signal Corps, chief musician, chief trumpeter, and principal musician. |
| 2. Brigadier general. | 14. Squadron or battalion sergeant major. |
| 3. Colonel. | 15. First sergeant and drum major. |
| 4. Lieutenant colonel. | 16. Sergeant and acting hospital steward. |
| 5. Major. | 17. Corporal. |
| 6. Captain. | |
| 7. First lieutenant. | |
| 8. Second lieutenant. | |
| 9. Cadet. | |
| 10. Sergeant major (regimental). | |
| 11. Quartermaster sergeant (regimental). | |
| 12. Commissary sergeant (regimental). | |

In each grade, date of commission, appointment, or warrant determines the order of precedence.

APPOINTMENT AND PROMOTION.

24. Vacancies in the grade of second lieutenant existing on the 1st day of July of each year are filled by appointment, in order, as follows: (1) From graduates of the United States Military Academy; (2) from enlisted men of the Army found duly qualified; (3) from civil life.

25. With a view to the selection of proper enlisted men of the Army as "candidates for promotion" to the

grade of second lieutenant, each department commander will, as soon as practicable after March 15 of each year, convene a board of five officers for the preliminary examination of the soldiers of his command who are legally qualified applicants for a commission, to determine their eligibility for the competitive examination. This board will institute a rigid inquiry into the character, capacity, record, and qualifications of the several candidates, and will recommend none for competitive examination who are not able to establish their fitness for promotion to the entire satisfaction of the board. On September 1 of each year the War Department will convene a board of five officers for the final competitive examination to determine the fitness and order of merit for promotion of the soldiers who have successfully passed the preliminary examination. Two members of each board will be officers of the Medical Department.

26. Each enlisted man recommended in accordance with the law and the foregoing regulation will receive from the Adjutant General of the Army a certificate of eligibility for appointment to the grade of second lieutenant and will be known as a "candidate" for promotion. He will have the title "candidate" prefixed to his name in all rolls, returns, orders, and correspondence in which it appears, and will be entitled to wear the candidate's stripes on the sleeves of uniform coat, blouse, and overcoat, so long as he holds this specially honorable position. The candidate's stripe will be worn on the upper half of each cuff. It will consist of a double stripe running the length of the cuff, pointed at the upper end and with a small button below the point of the stripe; for uniform coat, of gold braid; for blouse and overcoat, of cloth of same color as facings of uniform; width of braid or cloth, one-quarter inch; width of space between braid, one-eighth inch.

27. The eligibility of a candidate for appointment as second lieutenant and his privileges as candidate terminate the 1st of September next succeeding his competitive examination, unless he shall again be recommended on competitive examination. A candidate who becomes ineligible by reason of age will be entitled to wear the candidate's stripe on the left sleeve so long as he maintains his good standing in the service. Having passed a departmental board, but having failed to pass the competitive board, he may again be examined by the competitive board on proper application made through department headquarters; he will not be required to pass a departmental board a second time. An applicant who twice fails in competitive examination to obtain a certificate of eligibility as candidate for promotion can not again compete for that position.

28. Candidates who may be guilty of misconduct will be promptly reported to the Adjutant General of the Army, through regimental and department headquarters, the report to contain a full statement of the alleged misconduct, with names and witnesses. The department commander will see that the candidate has a fair and impartial hearing and will forward the report for the decision of the Secretary of War.

29. Candidates for promotion will not be deprived of the privileges of their position unless by sentence of a general court-martial or the order of the Secretary of War, except by operation of law or regulations. While holding the privileges of that position they will not be brought before a summary or field officer's court, or a garrison or regimental court-martial.

30. A soldier to be eligible for the position of candidate for promotion must be a citizen of the United States, unmarried, between 21 and 30 years of age on the 1st of September following his preliminary examination, and of good moral character both before and

after enlistment. An applicant will not be ordered for the preliminary examination unless it is apparent that, on the 1st of September next following, he will have served honorably not less than two years, exclusive of technical service due to furlough or other absence from duty in his own interest; nor for the final competitive examination unless he shall have so served. Applications will be made to department commanders on or before February 1 of each year, and company commanders in forwarding them will certify all furloughs had by applicants, stating under what authority they were granted.

THE POST NONCOMMISSIONED STAFF.

91. The post noncommissioned staff consists of ordnance, commissary, post quartermaster, and electrician sergeants. They are appointed by the Secretary of War, after due examination, from sergeants in the line of the Army; ordnance sergeants from those who have served at least eight years in the Army, including four years as noncommissioned officers, and who are less than 45 years of age; commissary sergeants from those who have served five years in the Army, including three years as noncommissioned officers; post quartermaster sergeants from those who have served four years in the Army; electrician sergeants, as a rule, from those who have served three years in the Army and about one-third of that time as noncommissioned officers, exceptions being made only in cases of particularly well-equipped applicants from civil life.

92. An application for appointment must be in the handwriting of the applicant, and will briefly state the length and nature of his military service, and for what time and in what organizations he has served as a non-commissioned officer. The company commander will indorse thereon the character of the applicant, and his

opinion as to his intelligence and fitness for the position. The application so indorsed will be submitted to the regimental commander, who will forward the same, with his remarks as to the merits of the applicant, to the Adjutant General of the Army.

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

94. Before the applicant is appointed he will be examined by a board of officers convened for the purpose by the department commander under orders from the Secretary of War.

95. Preliminary to the examination by the board, the applicant will be examined by a medical officer, to determine whether he is physically fitted to perform all duties incident to the position sought.

96. The examining board will inquire into, and report upon, the age, character, service, and physical condition of the applicant; upon his education, clerical proficiency, and general fitness to perform the duties of the position sought; upon his knowledge of Army Regulations and the regulations of the department which he seeks to enter.

97. Before assignment to posts, ordnance sergeants will be sent to arsenals, when practicable, for temporary duty and instruction.

98. The stations of post noncommissioned staff officers will be designed by the Secretary of War.

99. A sergeant of the post noncommissioned staff will assist the officer of his department and will not be detailed upon any service that will interfere therewith.

If the necessities of the service require such detail, the post commander will note the fact, with reasons therefor, on the sergeant's monthly personal report.

100. A sergeant of the post noncommissioned staff at an ungarrisoned post or station will be responsible for the property of his own department and for such other property as may be intrusted to him for safe-keeping. For all public property committed to his charge he will account to the heads of the staff departments concerned, and if the means at his disposal are insufficient for its preservation, he will report the facts.

101. The military control of noncommissioned officers of the general staff serving at posts not occupied by troops is vested in the commander of the territorial department in which they are serving. All matters relating to them as soldiers subject to military command, as distinguished from the administrative duties imposed upon them by regulations and orders, will, except in cases of reenlistment, be determined at department headquarters, where their descriptive lists and accounts of pay and clothing will be kept. When they are discharged a copy of the descriptive list upon which will be noted the fact of discharge, with the date, place and cause, and the character given on the discharge certificate, will be forwarded to the Adjutant General of the Army.

102. Each sergeant of the post noncommissioned staff will make such personal reports as may be required by the head of the staff department to which he belongs. The officer under whose orders he is serving will indorse on each report his opinion of the manner in which the sergeant has performed his duties, and the post commander will forward the report direct to the chief of bureau. If there be no troops at the post, the sergeant will forward the report direct to the Adjutant General of the Army.

103. A sergeant of the post noncommissioned staff may be reenlisted, provided he shall have conducted himself properly and performed his duties in a satisfactory manner. If, however, his commanding officer shall not think it proper to make the reenlistment, he will communicate his reasons to the Adjutant General of the Army in time to receive the decision of the War Department before the sergeant's discharge. If serving at an ungarrisoned post, application for reenlistment will be made by the sergeant to the Adjutant General of the Army, through department headquarters. One of the duplicate reenlistment papers will be forwarded to the Adjutant General of the Army; the other will be filed at the sergeant's station, if a garrisoned post, or, if not, at the headquarters of the department in which he is serving.

104. Sergeants of the post noncommissioned staff, though liable to discharge for inefficiency or misconduct, will not be reduced.

DESERTERS.

131. A deserter will make good the time lost by desertion, unless discharged by competent authority. He will be considered again in service upon his return to military control; but if a deserter enlists while in desertion, his services under such unlawful enlistment will not be counted as making good any of the time lost by desertion.

132. A deserter will not be restored to duty without trial, except by authority competent to order his trial. Such restoration does not remove the charge of desertion nor relieve the soldier from any of the forfeitures attached to that offense. He must make good the time lost by desertion, refund the reward and expenses paid for apprehension and delivery, and forfeit pay while absent.

133. An enlisted man who absents himself from his post or company without authority will forfeit all pay and allowances accruing during such absence, and, upon conviction by court-martial, make good the time lost. No man will be reported a deserter until after the expiration of ten days (should he remain away that length of time), unless the company commander has conclusive evidence of the absentee's intention not to return; but commanding officers will take steps to apprehend soldiers absent without leave as soon as that fact is reported. Should the soldier not return, or not be apprehended, within the time named, his desertion will date from the commencement of the unauthorized absence. An absence without leave of less than one day will not be noted upon the muster and pay rolls.

RETIREMENT OF ENLISTED MEN.

135. When an enlisted man shall have served as such for thirty years, either in the Army or the Marine Corps and the Army, he may apply to the Adjutant General of the Army for retirement. Upon the approval of the application an order will be issued from the Adjutant General's Office transferring him to the retired list and directing that transportation in kind to his home and commutation of subsistence during necessary travel be given him. Length of war service (both enlisted and commissioned) with the Army in the field, or with the Navy or Marine Corps in active service (either as volunteer or regular) during the War of the Rebellion, will be doubled in computing the thirty years necessary to entitle him to be retired.

136. Upon receipt of the order for retirement, the soldier's immediate commanding officer will furnish him with final statements, closing his accounts of pay, deposits, and all allowances other than those of travel,

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

137. On the last day of every calendar month each retired enlisted man will report to the Adjutant General of the Army his post-office address. Blank forms for personal reports and pay accounts, with official penalty envelopes, will be furnished retired enlisted men upon application to the Adjutant General of the Army.

138. The authorized pay and allowances of retired enlisted men will be paid them monthly by the Pay Department. Their pay will be three-fourths of the monthly pay allowed them by law in the grade held when retired, including reenlisted and continuous-service pay then received. No deduction will be made except the monthly tax of $12\frac{1}{2}$ cents for support of the Soldiers' Home. They are not entitled to commutation for fuel or quarters, but will receive commutation for subsistence and clothing as follows :*

For subsistence.—At the rate of $22\frac{1}{2}$ cents per day.

* A monthly allowance of \$9.50 is granted in lieu of subsistence and clothing by Army appropriation act approved March 16, 1896.

Clothing account of

Co. *A*Regiment *Infantry*

MONEY ALLOWANCE FOR CLOTHING.

(NOTE.—First sergeants will enter the amount allowed opposite each year after the annual price list is received.)

For the 1st year *6 months* \$ *55.84*
 " *27 6* " *10.95*
 " 2d year -----
 " 3d year -----
 Total for 3 years ----- \$ -----

CLOTHING RECEIVED.

When received.	Articles.	Price.		Due soldier at settlement.		Due U. S. at settlement.	
		Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.
<i>Dec 11</i>		<i>58</i>	<i>05</i>				
<i>May 13 1907</i>						<i>221</i>	
<i>May 13</i>	<i>2 Blouses</i>	<i>28</i>	<i>6</i>				
	<i>2 Drawers</i>	<i>52</i>					
	<i>1 Hat</i>	<i>45</i>					
	<i>2 Neckties</i>	<i>10</i>					
	<i>Leggings</i>	<i>84</i>					
	<i>2 Shirts</i>	<i>80</i>					
	<i>2 H. Shirts</i>	<i>44</i>					

Clothing received—Continued.

When received.	Articles.	Price.		Due soldier at settlement.		Due U. S. at settlement.	
		Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.
	<i>1 Shawl</i>	<i>20</i>	<i>4</i>				
	<i>6 Stockings</i>	<i>30</i>					
	<i>2 Towels</i>	<i>22</i>	<i>2</i>				
		<i>10</i>	<i>08</i>				
<i>June 30 1907</i>							<i>7 20</i>
<i>July 10</i>	<i>2 Blouses</i>	<i>28</i>	<i>0</i>				
	<i>2 Drawers</i>	<i>52</i>					
	<i>1 Hat</i>	<i>45</i>					
	<i>3 Leggings</i>	<i>111</i>					
	<i>1 Pair</i>	<i>21</i>	<i>4</i>				
	<i>2 H. Shirts</i>	<i>44</i>					
	<i>2 Shawl</i>	<i>41</i>	<i>8</i>				
	<i>6 Stockings</i>	<i>30</i>					
	<i>3 Towels</i>	<i>33</i>	<i>3</i>				
		<i>15</i>	<i>66</i>				
<i>Sept 13 1907</i>	<i>2 H. Shirts</i>	<i>44</i>					
	<i>2 Drawers</i>	<i>52</i>					
	<i>1 Hat</i>	<i>45</i>					
	<i>1 Necktie</i>	<i>05</i>					
	<i>2 H. Shirts</i>	<i>44</i>					

Clothing received—Continued.

When received.	Articles.	Price.		Due soldier at settlement.		Due U. S. at settlement.	
		Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.
1903							
Sep 21	1 Poncho	2	47				
	1 Shirt Und	2	04				
		4	51				
Sep 24	1 Shoe	2	09				
Oct 24	1 Blouse	2	09				
		3	90				
	1 Cap		59				
	1 Ornament		08				
	1 Coat	8	59				
	1 Shoe	2	09				
	2 Stripes		50				
	1 Suspenders		16				
		1	59				
Nov 20	1 Blouse	2	90				
	2 Chevrons		24				
	2 Drawers	1	16				
	1 Gannetlets	1	86				
	6 Gloves		90				
	2 Shirts Und	1	22				
	6 Stockings	1	14				
	2 Trousers	5	14				
	2 Stripes		50				
		1	60				
Dec 21						24	58

Clothing received—Continued.

When received.	Articles.	Price.		Due soldier at settlement.		Due U. S. at settlement.	
		Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.
1904							
Mar 27	2 Chevrons		24				
	4 Gloves		60				
	1 Stravaera	2	57				
	1 M Belt		21				
	1 Ornament		08				
	1 Stripes		25				
		3	45				
Apr 21	1 Chevrons		12				
	1 Stripes		25				
			37				
Apr 20	1 Cap		59				
			59				
May 12	1 Blouse	1	43				
	1 Lin		07				
	2 Chev		22				
	6 Gloves		90				
	1 Hat		83				
	2 Coats		10				
	2 Leggins		74				
	2 Shirts ch		84				
	1 Shoe		220				
	1 Suspenders		16				
	1 Trousers		108				
		8	53				

I, John L. Scott
of _____
do make, publish, and declare this my last will and
testament.

I give, devise, and bequeath to¹ _____

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

heirs and assigns forever,² _____

I hereby appoint _____

Names and Addresses of Relatives:

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

Witness my hand this -----
day of -----, 190

Signed, published, and declared by -----

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

Residence: -----

Residence: -----

Residence: -----

1. Here insert specific legacies and devises.
2. If the residue of the estate is given to several persons, add here the manner in which it is to be divided, as "in equal shares as tenants in common."
3. If the will is made in Nevada, or if the testator has real estate in that State, he should affix his seal.
4. If the will is made in Louisiana, unless it is wholly in the handwriting of the testator, there should be seven witnesses and a notary at the "sealing up." If wholly in his handwriting no formalities are required.