

ARMY LIFE



WAR DEPARTMENT PAMPHLET 21-13 • SEPTEMBER 1946

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21-13

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SEPTEMBER 1946

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CHAPTER 4

WORKING AS A SOLDIER

KNOW THE RANKS AND RATINGS. In dealing with other military men, you will have to be able to recognize their ranks and ratings to know what authority they hold.

Your superiors will be of three types—commissioned officers, warrant officers, and noncommissioned officers.

Commissioned officers are those, from general of the Army to second lieutenant, who have been commissioned by the President, in his capacity of Commander-in-Chief of the Army.

Warrant officers, senior and junior grade, and flight officers hold warrants of their grade, issued by the Secretary of War. They rank between commissioned officers and noncommissioned officers. They rate salutes and are addressed by the title "Mister."

Noncommissioned officers, from master sergeants to corporals, are appointed by their

superiors when they have proved themselves worthy. They do not rate salutes, and are addressed by prefixing their ranks to their last names.

Privates, first class, are not considered non-commissioned officers, although promotions to this rank are awarded as in the cases of the latter.

YOU CAN IDENTIFY EVERY SOLDIER. As you progress in your military service, you will find that each branch of the Army has things of which it is particularly proud. Men who serve together in any branch have a good deal in common. They like to be able to recognize each other. For this reason the uniform includes distinctive marks for each branch. These are of two types: colored hat cords and metal collar insignia. These are the identifying colors of the various cap braids:

The Adjutant General's Department: Dark blue piped with scarlet.

Air Corps: Ultramarine blue piped with golden orange.

Cavalry: Yellow.

Chemical Corps: Cobalt blue piped with golden yellow.

Coast Artillery: Scarlet.

Corps of Engineers: Scarlet piped with white.

Detached Enlisted Men's List: Green.

Field Artillery: Scarlet.

Finance Department: Silver-gray piped with golden yellow.

Infantry: Light blue.

INSIGNIA OF GRADE, U. S. ARMY

COMMISSIONED OFFICERS



**GENERAL OF
THE ARMY**



GENERAL



**LIEUTENANT
GENERAL**



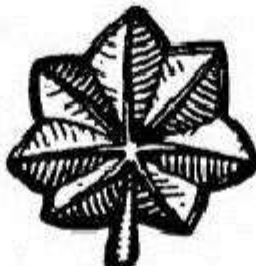
**MAJOR
GENERAL**



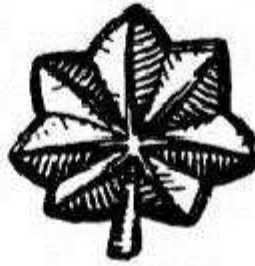
**BRIGADIER
GENERAL**



COLONEL



**LT. COLONEL
(Silver)**



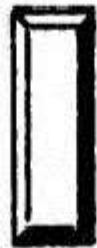
**MAJOR
(Gold)**



CAPTAIN



**FIRST
LIEUTENANT
(Silver)**



**SECOND
LIEUTENANT
(Gold)**



**CHIEF
WARRANT
OFFICER**



**WARRANT
OFFICER
JR. GRADE**

NONCOMMISSIONED OFFICERS



**MASTER
SERGEANT**



**FIRST
SERGEANT**



**TECHNICAL
SERGEANT**



**STAFF
SERGEANT**



**TECHNICIAN
3D GRADE**



SERGEANT



**TECHNICIAN
4TH GRADE**



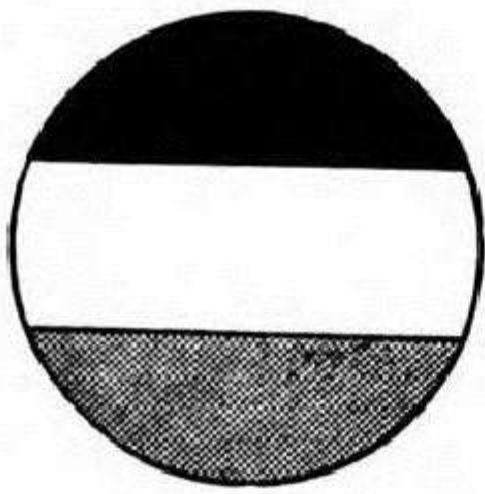
CORPORAL



**TECHNICIAN
5TH GRADE**



**PRIVATE
FIRST CLASS**



ARMY GROUND
FORCES



ARMY AIR
FORCES

These are typical shoulder patches.

Medical Department: Maroon piped with white.

Military Police: Yellow piped with green.

Ordnance Department: Crimson piped with yellow.

Quartermaster Corps: Buff.

Signal Corps: Orange piped with white.

Tanks: Green piped with white.

Tank Destroyer: Golden orange with black.

Transportation: Brick red with golden yellow.

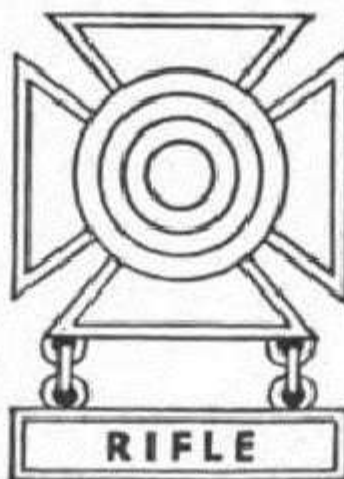
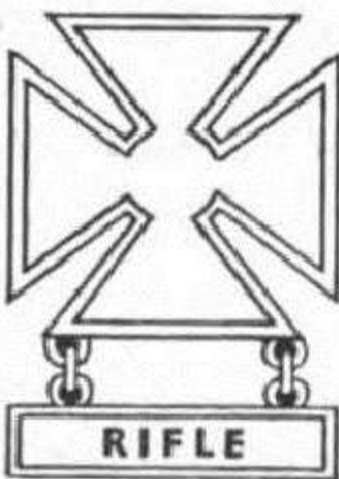
Women's Army Corps: Old gold piped with moss green.

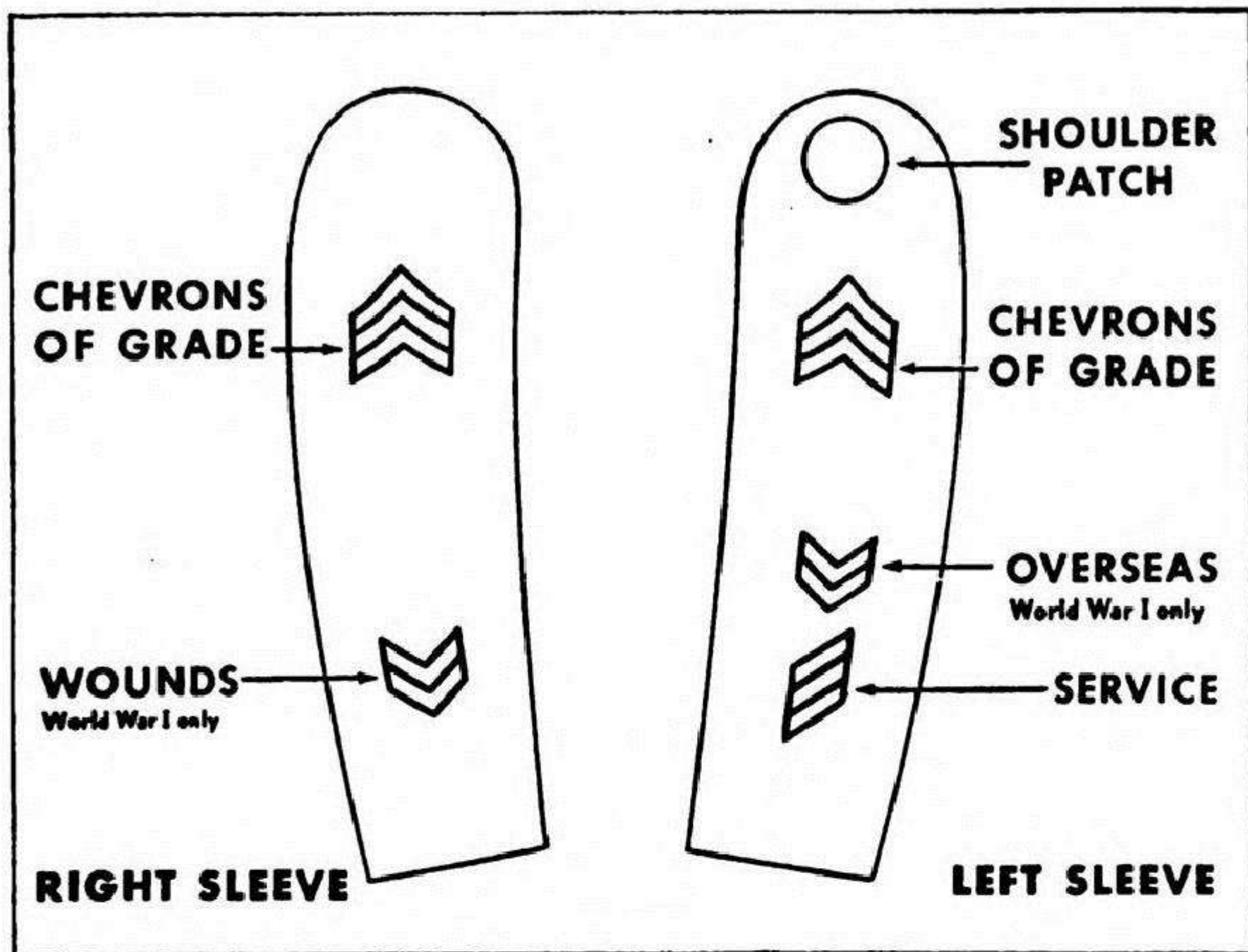
You may qualify for these badges on the rifle range.

MARKSMAN

SHARPSHOOTER

EXPERT





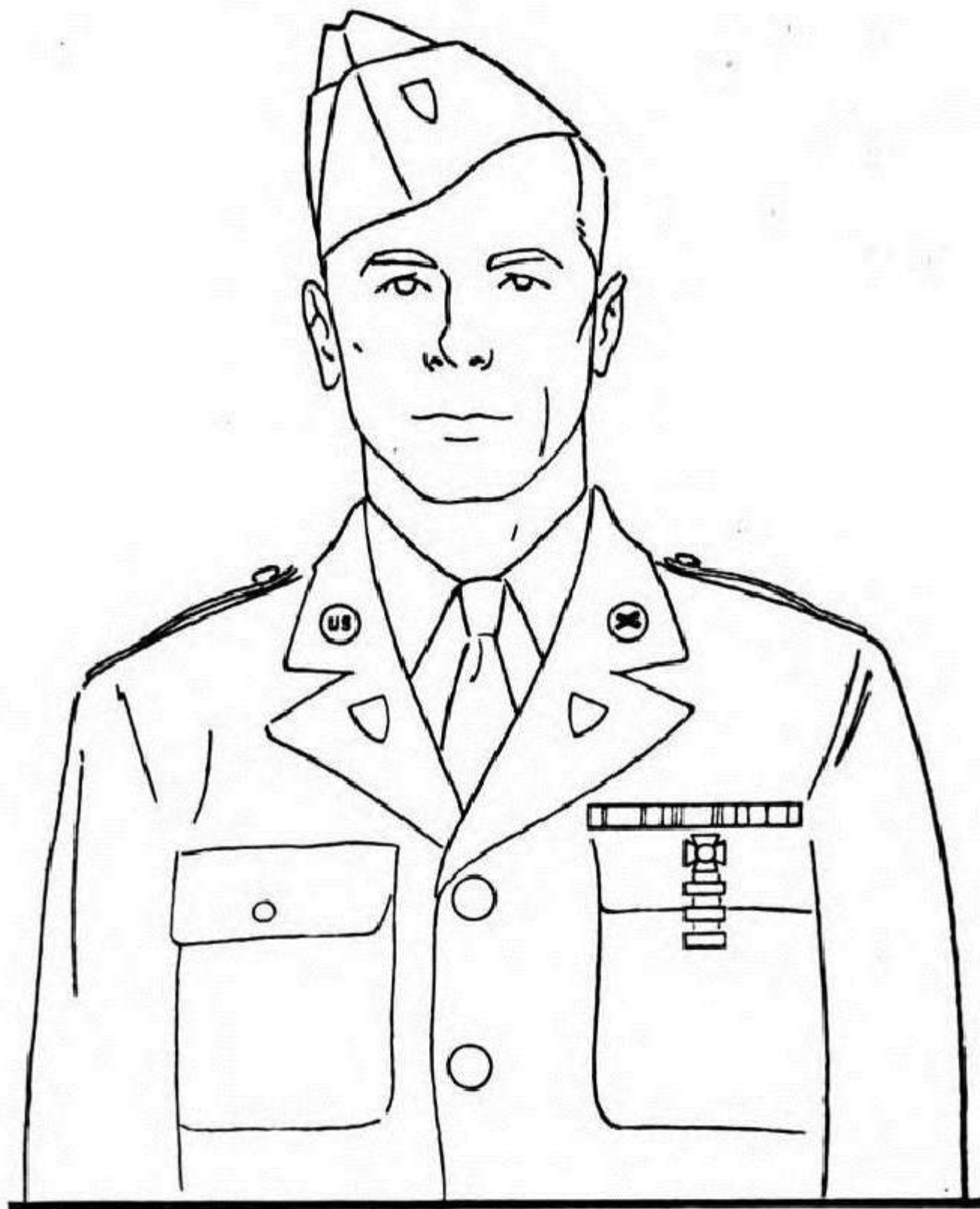
Wear your sleeve insignia as shown in these diagrams.

In addition to these devices, which serve as broad identification of the assignment of each individual, each assigned man wears a shoulder sleeve insignia ("shoulder patch") which identifies the service or unit to which he is attached.

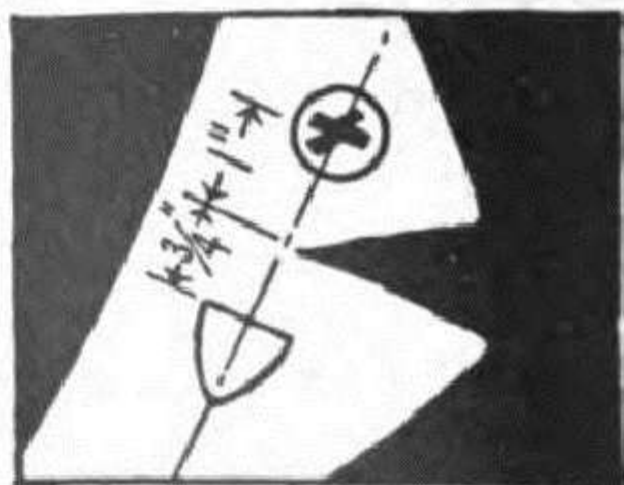
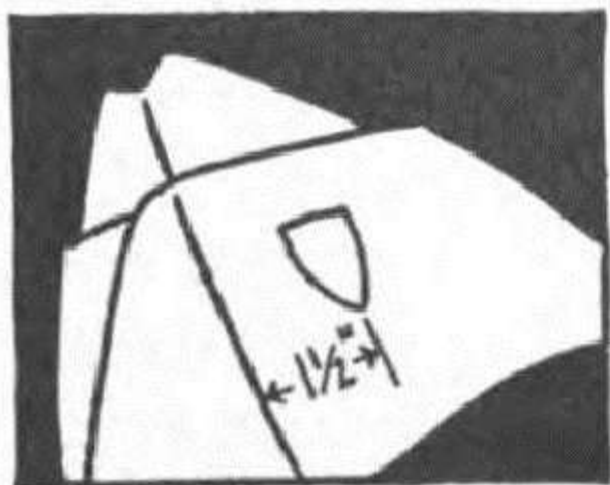
Finally, so that a man's allegiance to his own organization may be shown, many units have their own identifying marks. These are known as "pins" and are worn on the blouse lapels by enlisted men and on the shoulders by commissioned officers.

Even individuals' personal service may be shown by devices worn on the uniform. Distinctive chevrons commonly known as "hash marks"

are worn for each 3 years' service in the Army; other chevrons and bars are worn for oversea service—or for wounds received in World War I.



This is the proper way to wear insignia on your blouse and cap.



When a man serves with special distinction or honor, the Army awards decorations and medals. Ribbons are issued to represent the medals, and the ribbons are customarily worn on the blouse. Campaign ribbons are also awarded for service in the various theaters of operations.

Very soon, you will have an opportunity to qualify as a gunner with one or more types of weapons. For qualifying as an expert gunner, sharpshooter (1st class gunner) or marksman (2d class gunner), you will be awarded a badge which you will wear on your blouse. A bar is worn under the badge for each type of weapon with which you have qualified. These are listed in AR 600-75.

Other special badges are awarded to men in the infantry, parachute troops, and aviation troops.

DON'T BE A PHONY HERO! Occasionally men are wearing decorations, medals, and campaign ribbons to which they are not entitled. There are severe penalties for such misrepresentations. The time may come when *you* will be awarded a medal for especially distinguished service. When that happens, you will want to know that this recognition of your acts of sacrifice or heroism is reserved exclusively for you and the others who have served so well. In the meantime, do not cheat those who have already won them by wearing decorations and medals you haven't earned.



YOU MUST KNOW "THE SCHOOL OF THE SOLDIER"

One of the reasons for the success of Army training is that it teaches every subject from the very beginning; from the ground up. There may be times when you will wish that your instructors would assume that you know the fundamentals; more often, you will be grateful for the primary instruction which gives you a solid foundation for your later learning.

This booklet is the primer which is intended to give you a good start on your way toward becoming a military man. Accordingly, the military drill instruction in it is limited to the basic things which you should know early in your Army career. Technically, this is known as the steps and facings of the School of the Soldier.

Until you know these steps and facings you will seem awkward in military formations; you will be uncomfortable. Learn these first lessons now.

UNDERSTAND THE TERMS. The first time you join a military formation you will hear terms which you must understand.

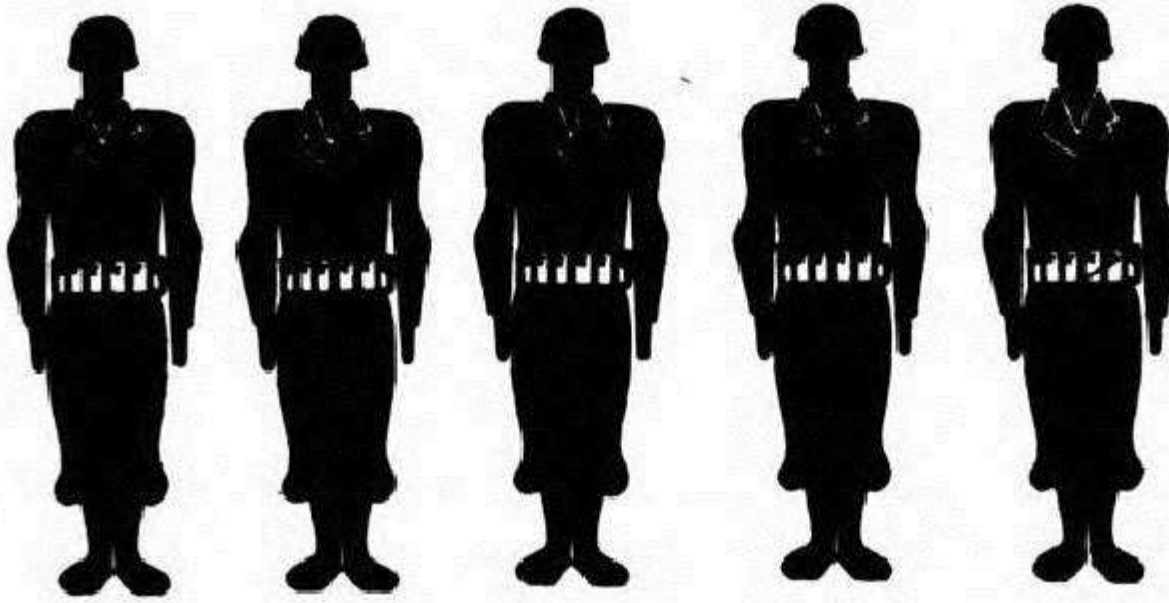
A "rank" is a line of men standing side-by-side.

A "file" is a line of men standing one behind another.

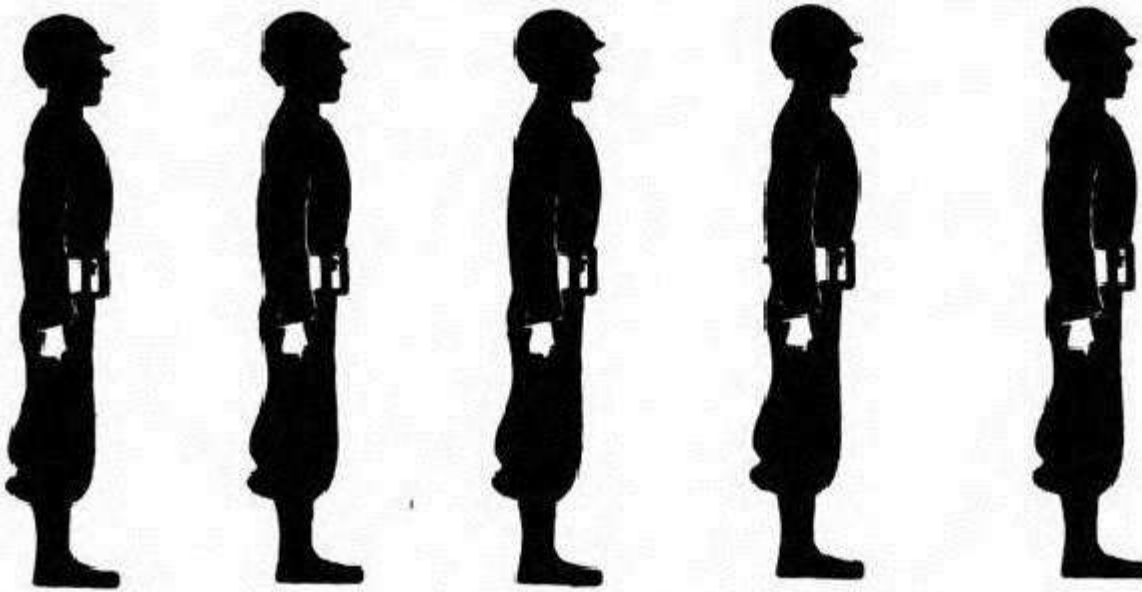
“Distance” is the space between men or groups, measured from front to rear.

“Interval” is the space between men or groups, measured laterally; for example, the normal interval between men in a rank is an arm’s length.

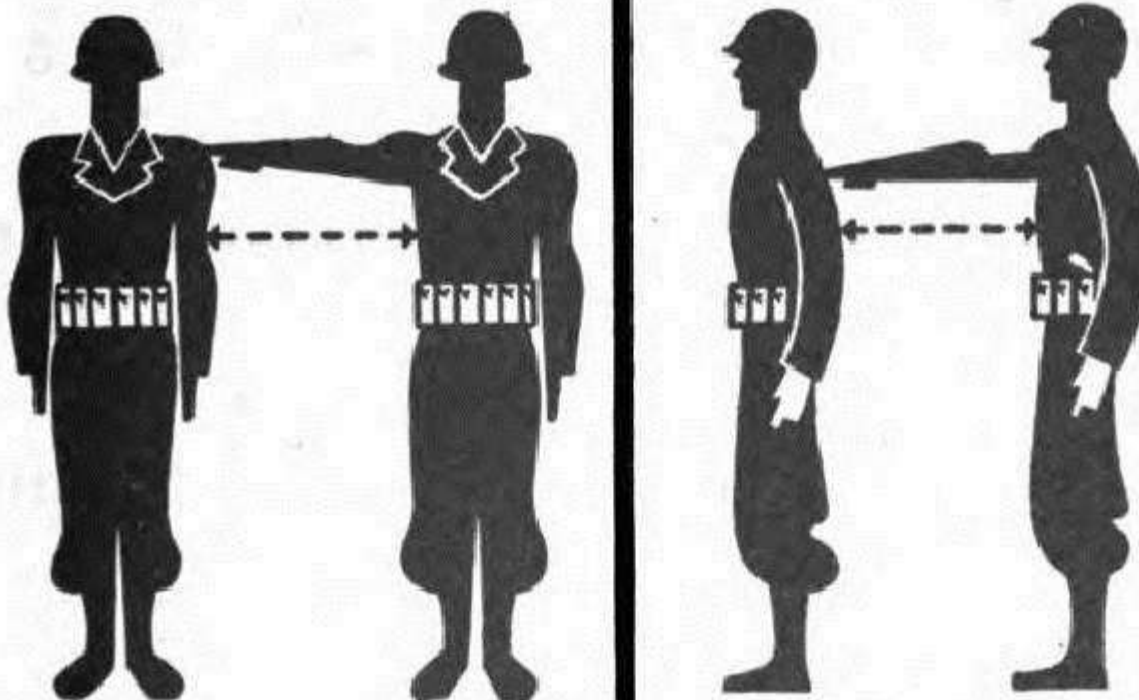
RANK



FILE



DISTANCE



INTERVAL

You should know these terms.

To "dress" means to bring yourself in line with the other men in your rank. Normally, dress is to the right.

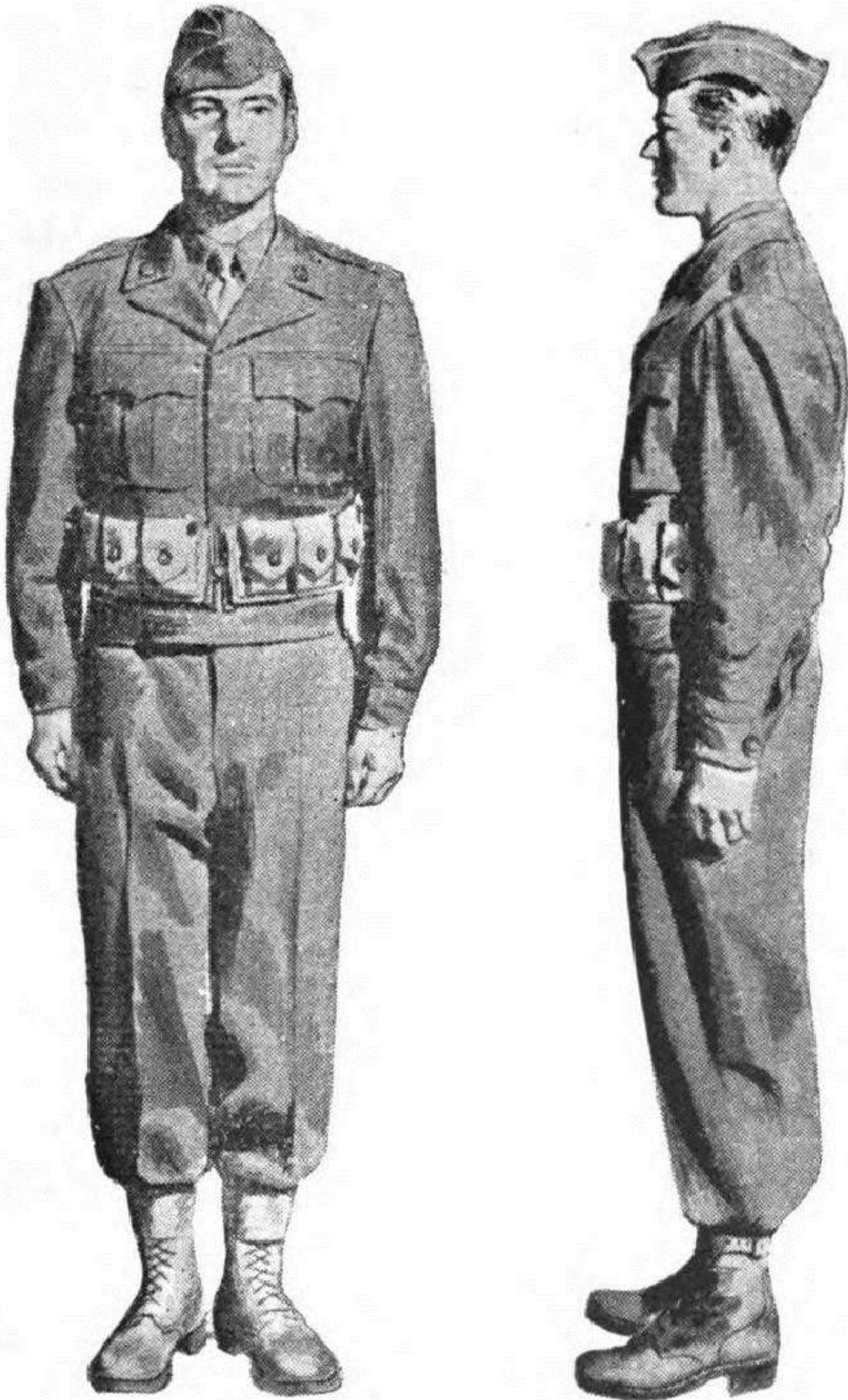
To "cover" or "cover down" means to bring yourself in line in file; that is, to place yourself directly behind the man ahead of you.

THE NATURE OF COMMANDS. Almost all commands are in two parts. The first part is known as the "preparatory command," and the second part is known as the "command of execution." The first part is given to forewarn you; the second part is a signal to perform as ordered. For example, the command **RIGHT FACE**, is given as **1. RIGHT, 2. FACE**. At the command **RIGHT** do not make any move; merely prepare for the command **FACE**, which will follow. You may have a tendency at first to be overanxious. Avoid "anticipating the command." By waiting for the command of execution, you contribute to the precision of movement of your whole group.

ASSUME THE POSITION OF ATTENTION. You will be expected to memorize the description of "The Position of the Soldier," or "Attention":

- Heels on the same line and as near each other as the conformation of the man permits.
- Feet turned out equally and forming an angle of 45°.
- Knees straight without stiffness.
- Hips level and drawn back slightly.
- Body erect and resting equally on hips.

- Chest lifted and arched.
- Shoulders square, and falling equally.
- Arms hanging straight without stiffness.
- Thumbs placed along seams of trousers.

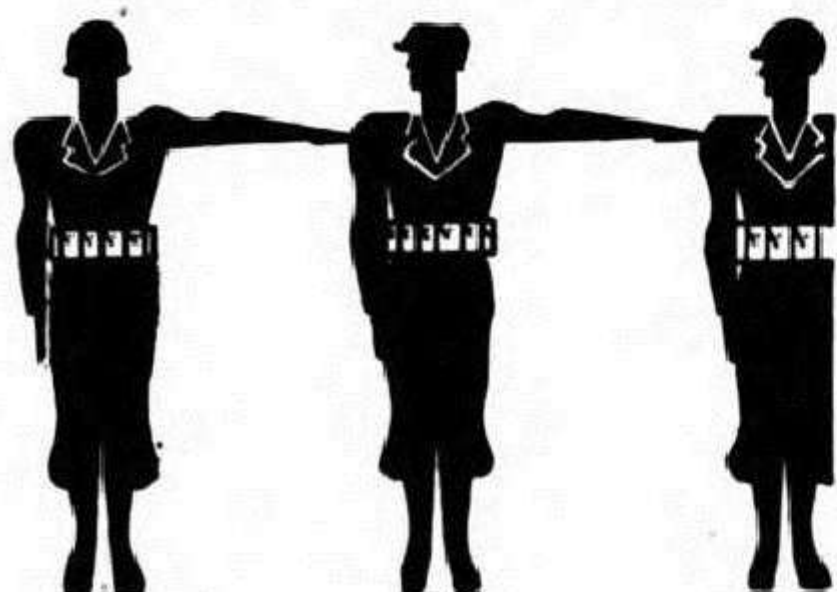


*Memorize "The Position of the Soldier,"
or "Attention."*

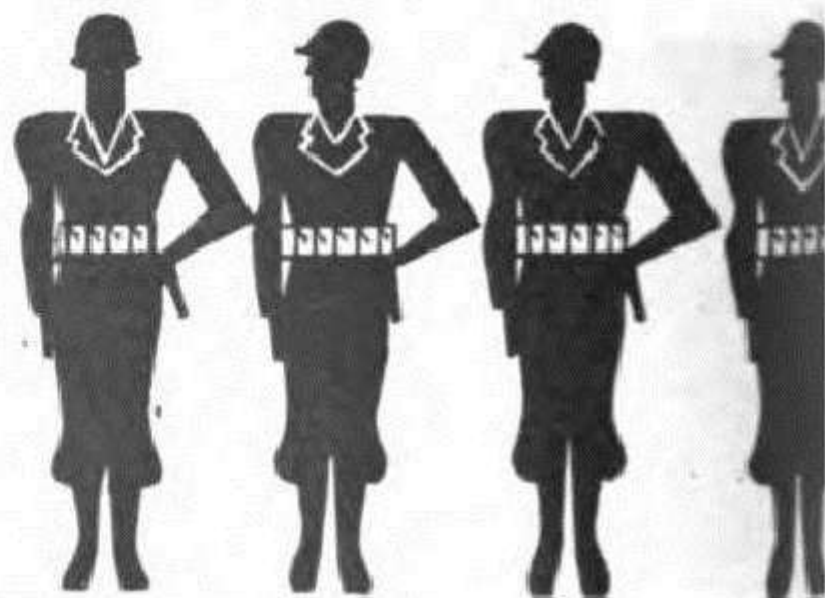
- Backs of hands turned out (not front).
- Fingers held naturally.
- Head erect and squarely to the front.
- Chin drawn in so that axis of head and neck is vertical.
- Eyes straight to the front.
- Weight resting equally on the heels and balls of the feet.
- In assuming the position, the heels are brought together smartly and audibly.

YOU JOIN A FORMATION. At the command **FALL IN**, you and the other men form yourselves in ranks (as directed) with the taller men to the right. This is a formation *in line*. On falling in, each man except the one at the extreme left of each rank extends his left arm at shoulder height, with the palm of his hand down and with his fingers extended and joined. Each man except the one at the right of each rank turns his head to the right so that he can see to place himself in alignment. Each man's shoulder lightly touches the extended fingers of the man to his right. As soon as proper intervals have been established, each

NORMAL INTERVAL



CLOSE INTERVAL



man drops his arm smartly to his side, turns his head to the front and automatically assumes the position of attention.

The person in charge of the group may give the order, 1. AT CLOSE INTERVAL, 2. FALL IN. This command is executed in the same manner as already described, except that to establish close intervals (4 inches), each man places his left hand on his hip, with the heel of his hand resting on his hip and with his fingers and thumb joined and pointing down and his elbow in the plane of his body.

YOU MAY BE GIVEN A REST. Men are not ordinarily held at attention for long periods. There are four other positions, known as the "rests." These are "Fall out," "Rest," "Parade rest," and "At ease."

At the command **FALL OUT** you are permitted to leave the ranks but are required to remain in the immediate vicinity. You resume your former position at the order **FALL IN**.

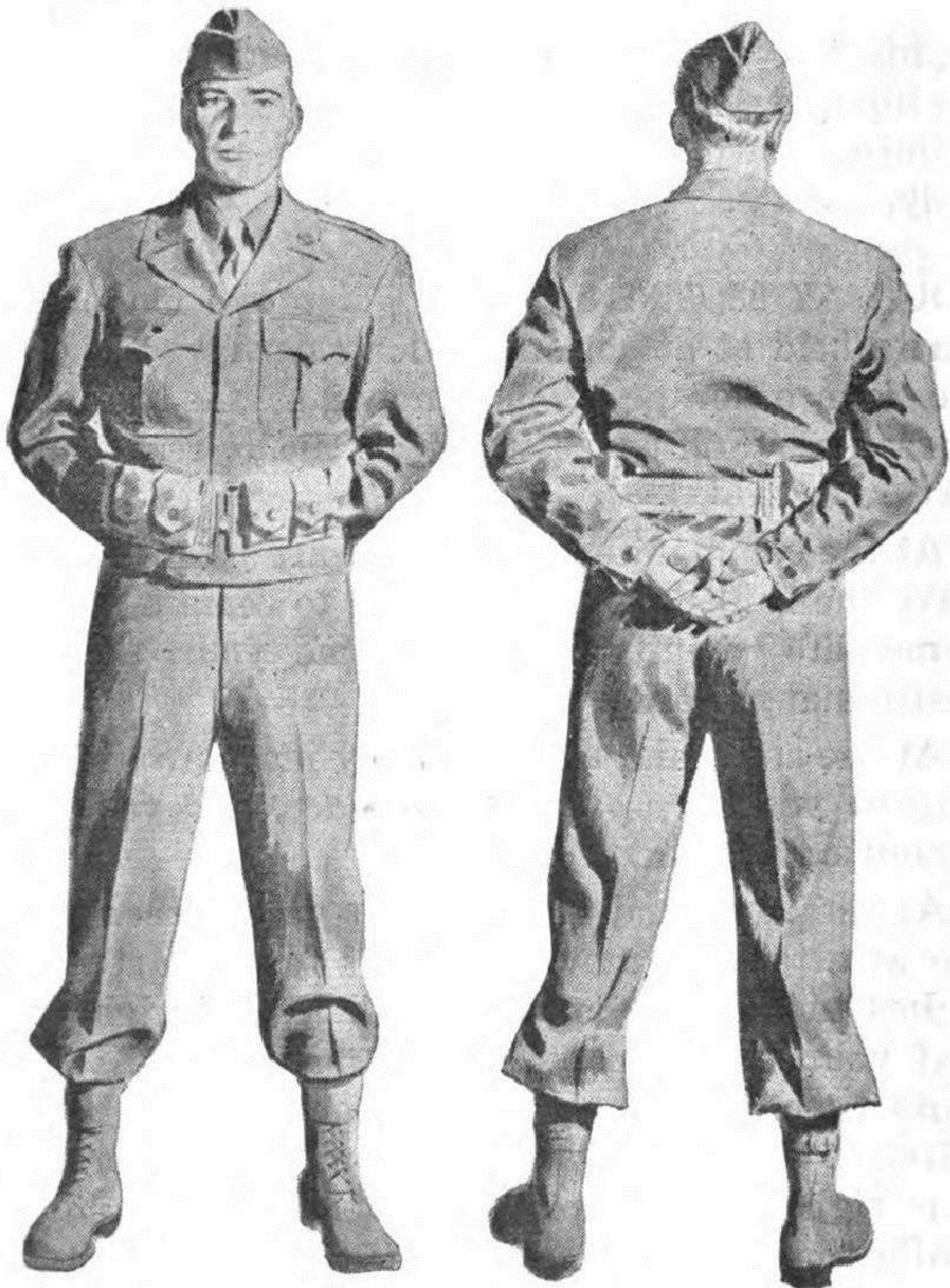
At the command **REST** you may move around as long as you *keep one foot in place*, and you are permitted to talk.

At the command **PARADE REST** given when you are at attention, move your left foot smartly 12 inches to the left, keeping both legs straight so that your weight rests equally on them. At the same time, clasp your hands behind your back, palms to the rear, with the thumb and fingers of your right hand clasping your left thumb lightly. While this position is classified as a "rest," it is

ordinarily used for ceremonies, such as Retreat. Preserve silence, and do not move.

At the command **AT EASE** you may move about as long as your *right* foot remains in place. You are not permitted to talk. This command is fre-

PARADE REST



quently given when the formation is to receive instructions.

ACTIONS ARE IN CADENCE. Good soldiers have a characteristic manner of walking. Part of this is due to the rate at which they walk. This rate, known as "cadence," is 120 steps per minute, or 2 per second. This is the cadence of "quick time." All steps and facings, as well as the manual of arms, are executed normally at "quick time."

SOME COMMANDS ARE "BY THE NUMBERS." When you are learning to drill, your instructor may want you to make each movement separately, and at his command. To accomplish this, he will give commands "by the numbers." For example, he will say, "By the numbers RIGHT FACE." The command of execution is equivalent to the count of ONE. At the command of execution, make the *first move only* and hold that position. For the second movement he will command TWO, and you execute the second part of the facing. Do not execute commands by the numbers unless specifically ordered.

FACINGS AT A HALT. Your formation will usually be faced to the side before it moves. Normally, the formation will face to the right, so that the tall men who were at the right of each rank become the front men.

At the command, 1. RIGHT, 2. FACE, raise your left heel and right toe at the same time, and turn by pivoting on your right heel, assisted by pres-

sure on the ball of your left foot. At the next count, in the cadence of quick time, bring your left foot in line alongside your right. The facing is completed in two counts.

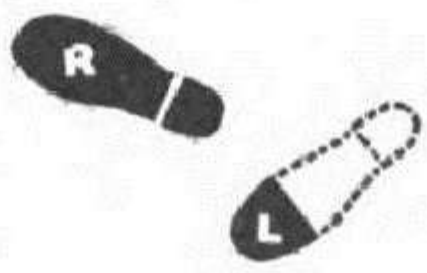
The command, 1. LEFT, 2. FACE, is executed similarly on the left heel and the ball of the right foot.



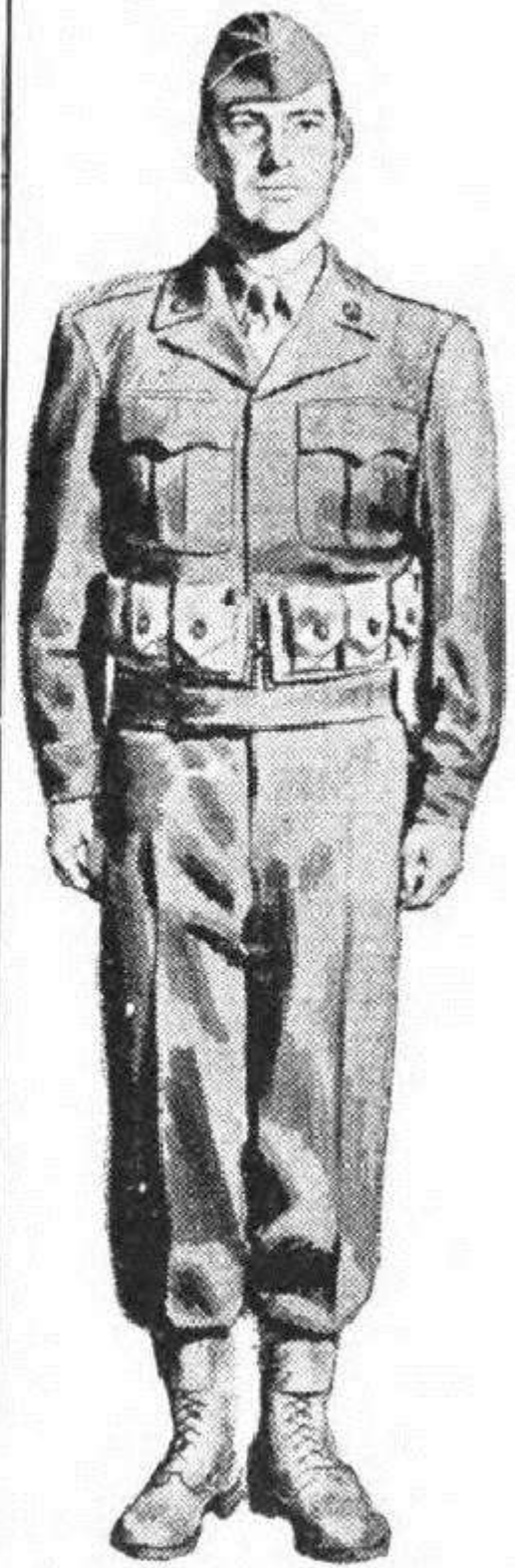
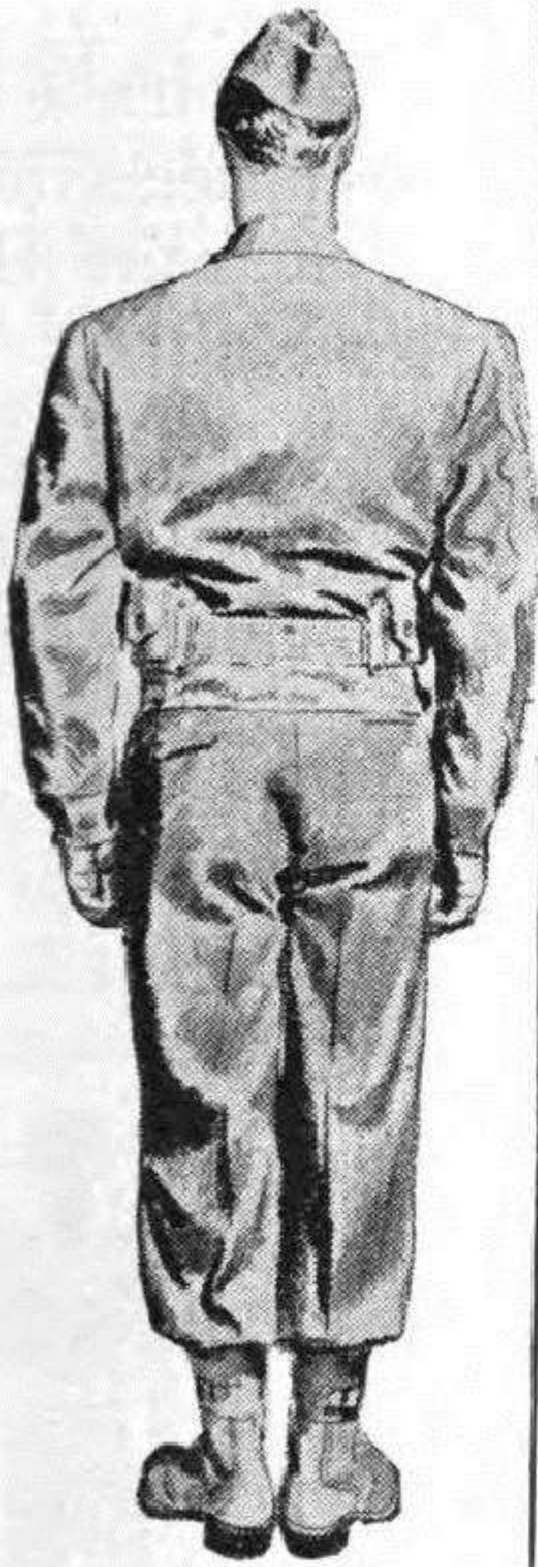
RIGHT FACE

ONE

TWO



To face the formation to the rear at a halt, the command will be given, 1. ABOUT, 2. FACE. At the command of execution, move your right toe approximately one-half the length of your own foot to the rear of, and slightly to the left of, your left heel. (The exact position of your right



ABOUT FACE

ONE

TWO

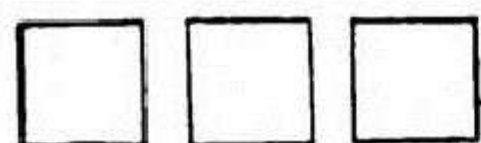
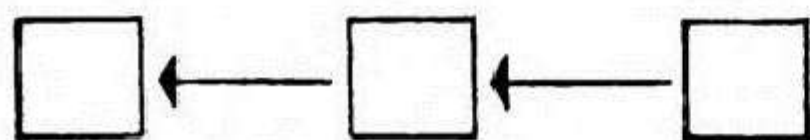
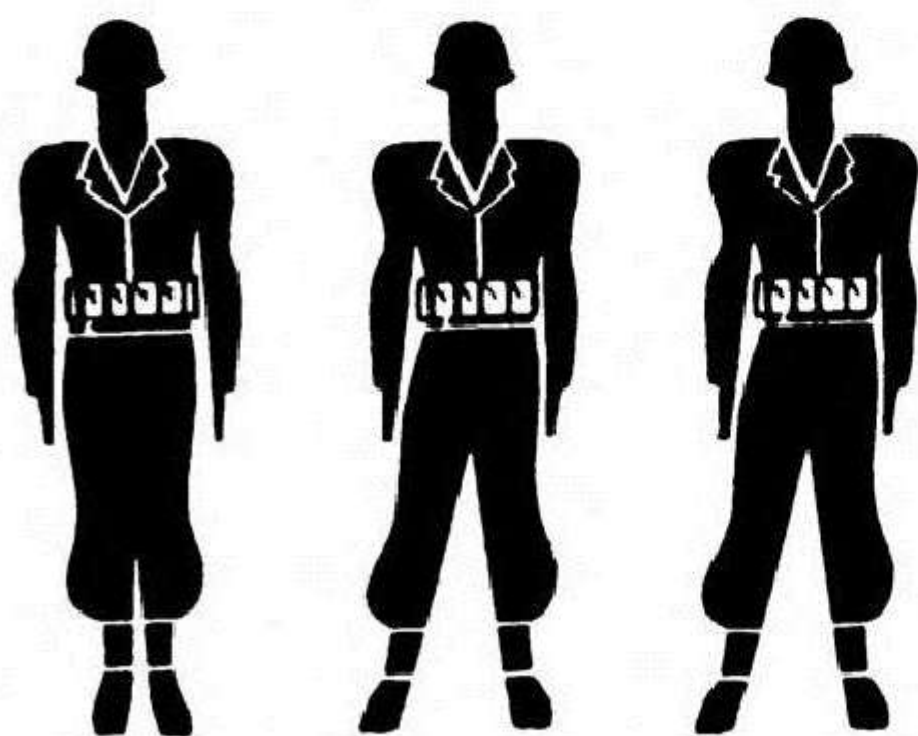


toe depends on the size of your feet.) This is done on the first count and without changing the position of the left foot. At this position you will have most of your weight on the heel of your left foot; your right leg will be straight, without stiffness. At the second count, face to the rear by turning to the right on your left heel and the ball of your right foot. If you have placed your right toe properly on the first count, the turn will bring your feet together so that your heels are even. Do not swing your arms as you make the turn. The facing is completed in two counts.

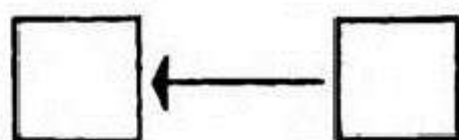
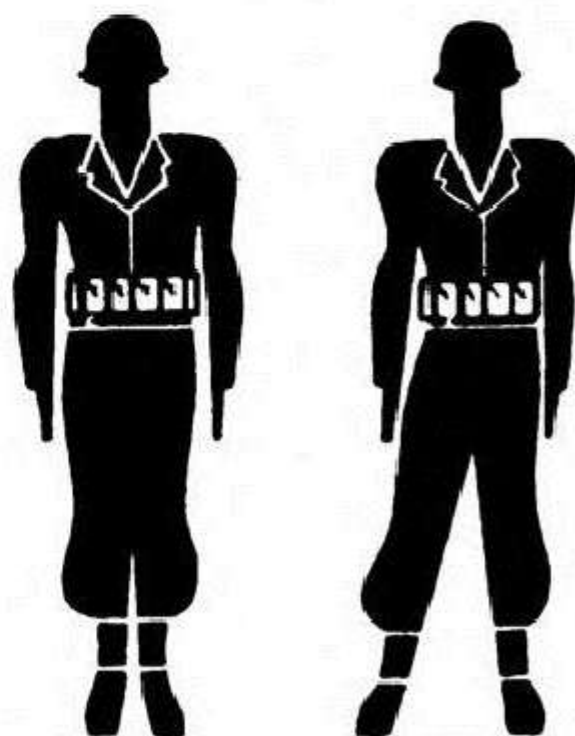
YOU MARCH AT CLOSE INTERVAL. If your unit has formed in several ranks and then faced to the side, the men will be in column with normal interval between files. A column usually marches with close interval between its files. The command is,

CLOSE—MARCH

THREE FILES



TWO FILES



1. CLOSE, 2. MARCH. At the command of execution, given at a halt, the base squad (guide file) stands fast and the squads away from the guide, side step toward the base squad until the interval between men is 4 inches. If the command is given while marching, the squads away from the guide oblique toward the guide until the interval between men is 4 inches, and take up the half-step when abreast of the base squad. The base squad takes up the half-step until the dress has been regained. The command to resume normal interval is 1. EXTEND, 2. MARCH. At this command of execution, the procedure of CLOSE MARCH is reversed.

MARCH SMARTLY. The command to move the formation ahead is 1. FORWARD, 2. MARCH. At the preparatory command FORWARD *do not lean forward*. It will help you start marching smoothly if you slightly shift your weight to your right leg at this command, but do not make the movement noticeable. At the command MARCH, step off smartly with your left foot. Remember that *all steps and marchings from the halt begin with the left foot*, except 1. RIGHT STEP, 2. MARCH. March at a cadence of 120 steps per minute, taking a 30-inch pace with each step. Swing your arms, without bending them at the elbows, 6 inches to the front of and 3 inches to the rear of the position where they naturally hang.

DOUBLE TIME IS FASTER MARCHING. "Double time" amounts to jogging or dogtrotting in an orderly fashion. The command is, 1. DOUBLE TIME,

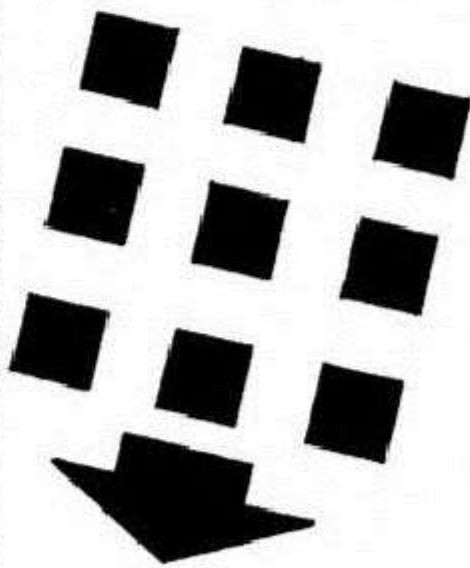
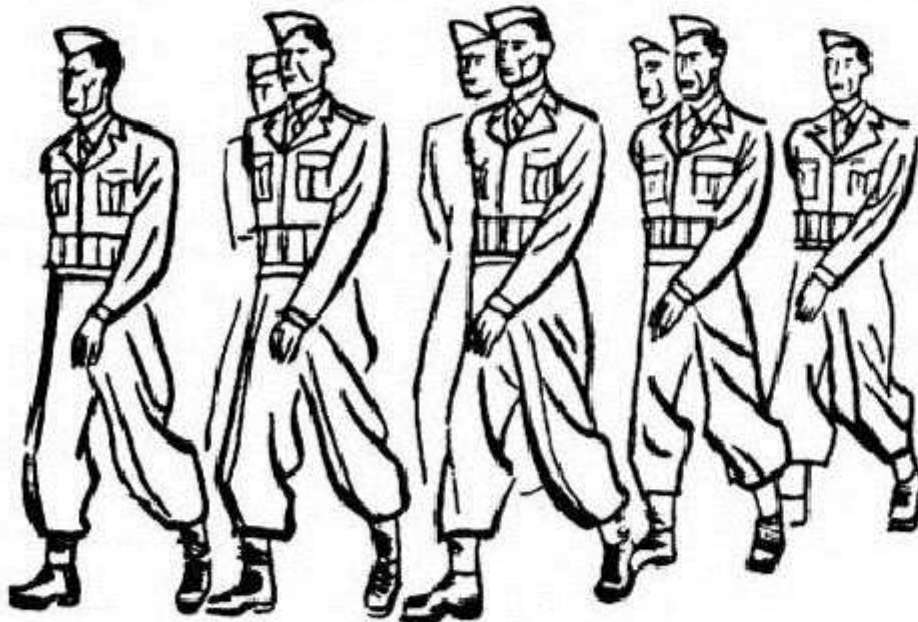
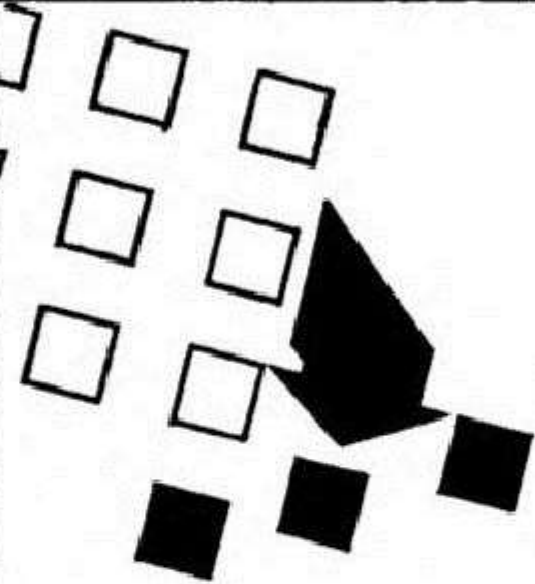
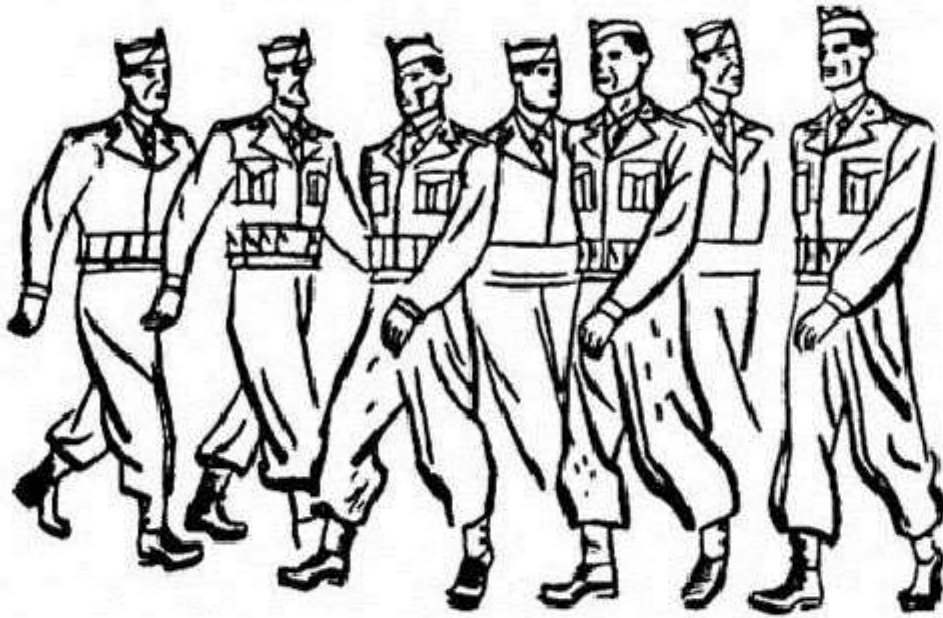
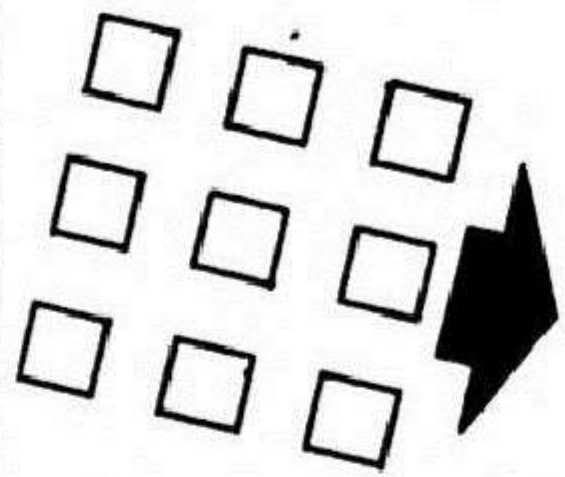
2. MARCH. The cadence is 180 steps per minute (3 per second). To resume quick time from double time, the command is, 1. QUICK TIME, 2. MARCH.

THE FORMATION CHANGES DIRECTION. Your commander may have the formation turn as a column, so that each man turns as he reaches a prescribed point, or he may have each man turn simultaneously.

At the command, for example, 1. COLUMN RIGHT, 2. MARCH, given while marching so that the command of execution comes as the right foot strikes the ground, the first man in the right file advances one more step, pivots on the ball of his left foot, then steps off in the new direction with his right foot. His first step is 30 inches; then he takes 15-inch half-steps until the other men of his rank, who have taken oblique turns around the point of his pivot, have caught up and aligned themselves with him. Then all of this rank resumes full steps. The second man in the right file continues marching at the command of execution, but as he reaches the original man's pivot point (on his third step after the command of execution) he executes the turn, takes a 30-inch step followed by half-steps until the other men of his rank are aligned with him. Then that rank resumes full steps. The movement continues accordingly.

The command, 1. COLUMN LEFT, 2. MARCH, is executed in the same manner except that each man of the left file makes the pivot on the ball of

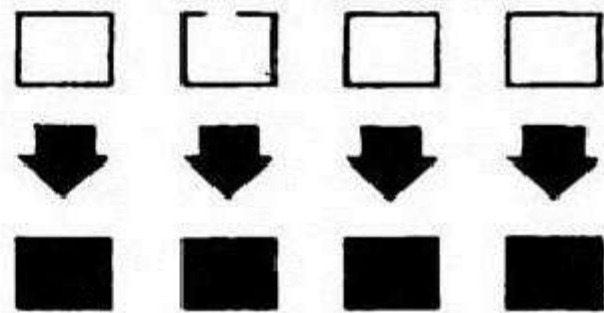
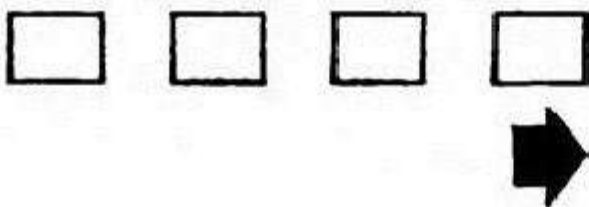
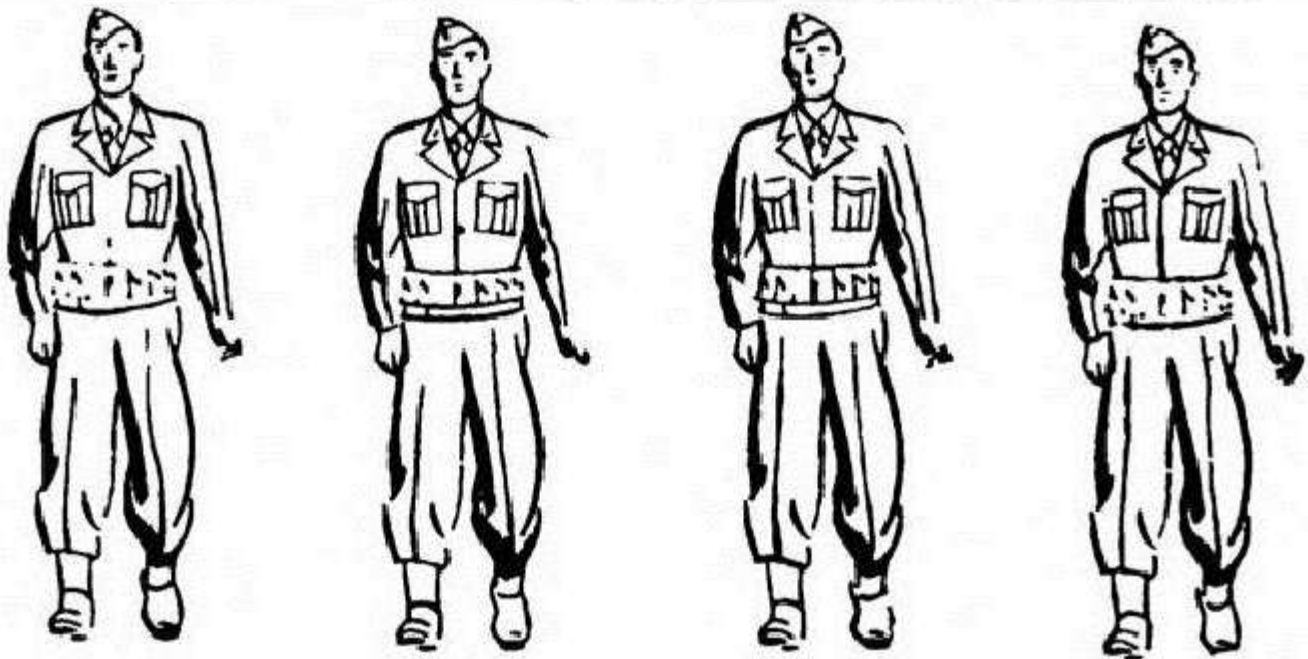
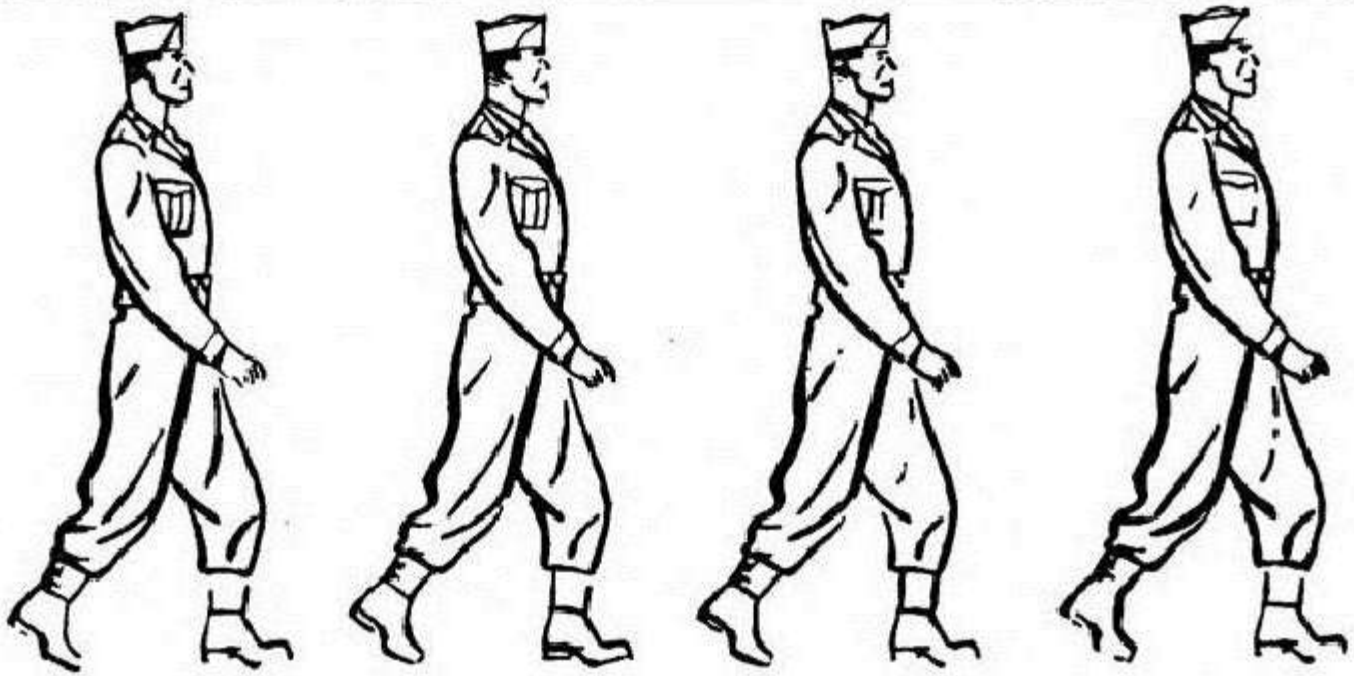
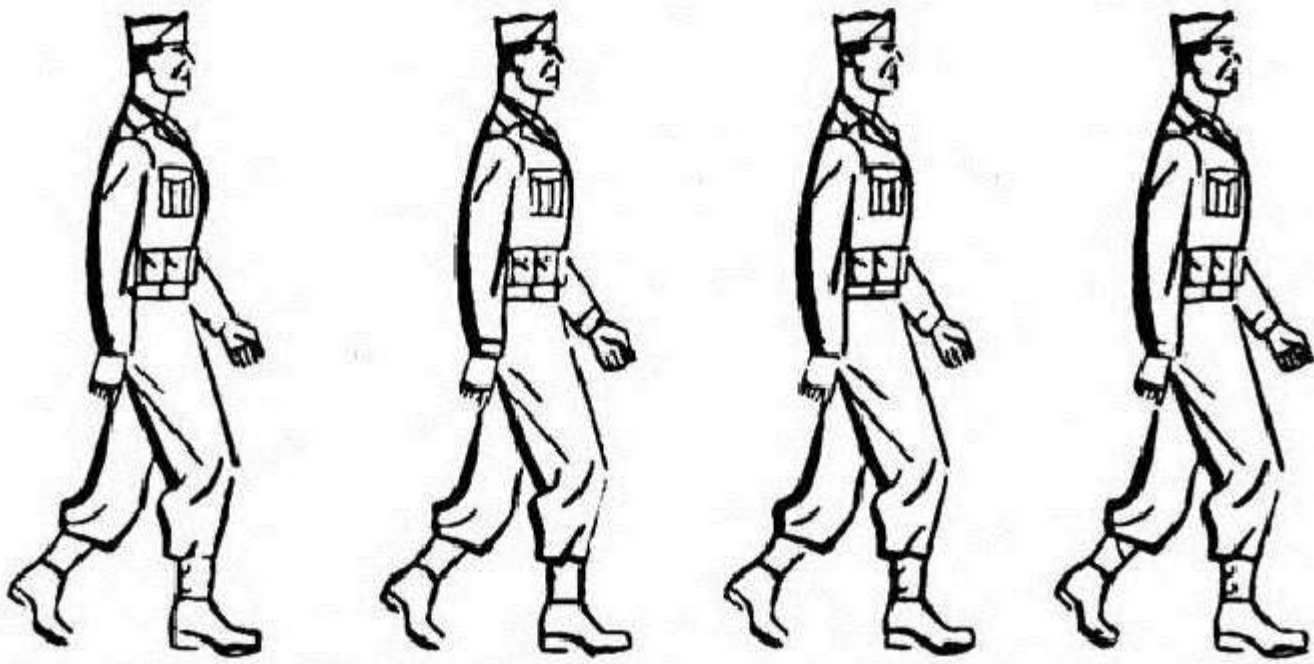
COLUMN RIGHT MARCH



his right foot, while the men of the other files oblique around the pivot point.

A column left command of execution is given as the left foot strikes the ground and a column right command of execution is given as the right foot strikes the ground.

BY THE RIGHT FLANK MARCH

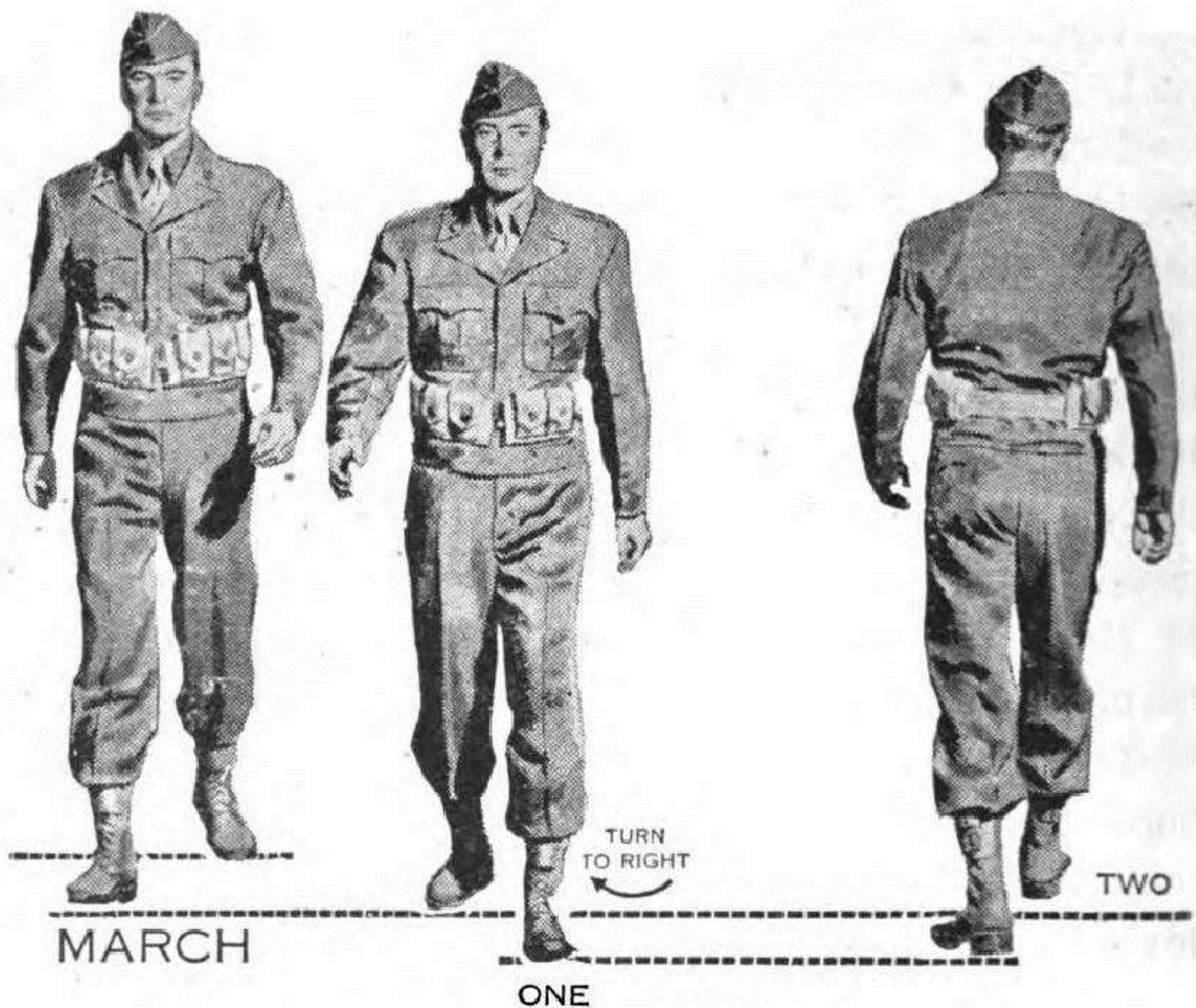


When a column movement is executed from the halt, the movement is the same, except for the first rank. Whether the movement is to the right or left, the first pivot man swings in the new direction on the ball of his right foot, and steps off with his left foot, while the other men of the first rank swing obliquely around him. Other ranks take the pivot normally as they reach it.

The flank movements differ from column movements in that every man executes the command at the same instant. For example, at the command, 1. BY THE RIGHT FLANK, 2. MARCH, given as the right foot strikes the ground, each man does what the first pivot man would do in a column movement. That is, he takes one more step, pivots on the ball of his left foot and steps off with a full step on his right foot. No half-steps are taken in flank movements.

The command, 1. BY THE LEFT FLANK, 2. MARCH, given as the left foot strikes the ground, is executed by taking one more step, pivoting on the ball of the right foot, and stepping off with the left foot. Avoid swinging your arms excessively, or buckling at your knees as you turn. Stand erect and make the pivots squarely.

Like the flank movements, the command, 1. TO THE REAR, 2. MARCH, is executed by all men at the same time. The command of execution is given as the right foot strikes the ground. Each man takes one more step, pivots to the right on the balls of *both* feet at the second count and then immediately steps off with his left foot.



MARCHES NOT AT ATTENTION. If it is necessary for you to march for a considerable distance, you may be given relief from the position of attention.

At the command, 1. AT EASE, 2. MARCH, you may break cadence—that is, get out of step with the other men—and carry yourself in a less rigid posture than the position of attention. You are required to maintain silence.

At the command, 1. ROUTE STEP, 2. MARCH, you may break cadence, ease your posture *and* talk.

At the command, 1. PLATOON (or other unit), 2. ATTENTION, resume the march at attention.

YOUR FORMATION HALTS. At the command, 1. PLATOON (or other unit), 2. HALT, given as either

foot strikes the ground, take one more step and on the second count bring your feet together.

THE GROUP "DRESSES." Having halted and faced left to bring the group to its original formation, you may be given the command, 1. DRESS RIGHT, 2. DRESS. At this command, raise your left arm at shoulder level, with palm down and fingers extended and joined; turn your head to the right and bring yourself into "dress," or alignment, with the man to your right. Hold this position until given the command, 1. READY, 2. FRONT. Then resume the position of attention. Do not slap your left arm at your side as you bring it down.

If your unit is out of position, it may be given steps to the side or rear. At the command, for example, 1. RIGHT STEP, 2. MARCH, move your right foot 12 inches to the side, and at the next count, bring your feet together. Repeat this two-count step until given the command, 1. PLATOON (or other unit), 2. HALT. This is the only step which begins on the right foot.

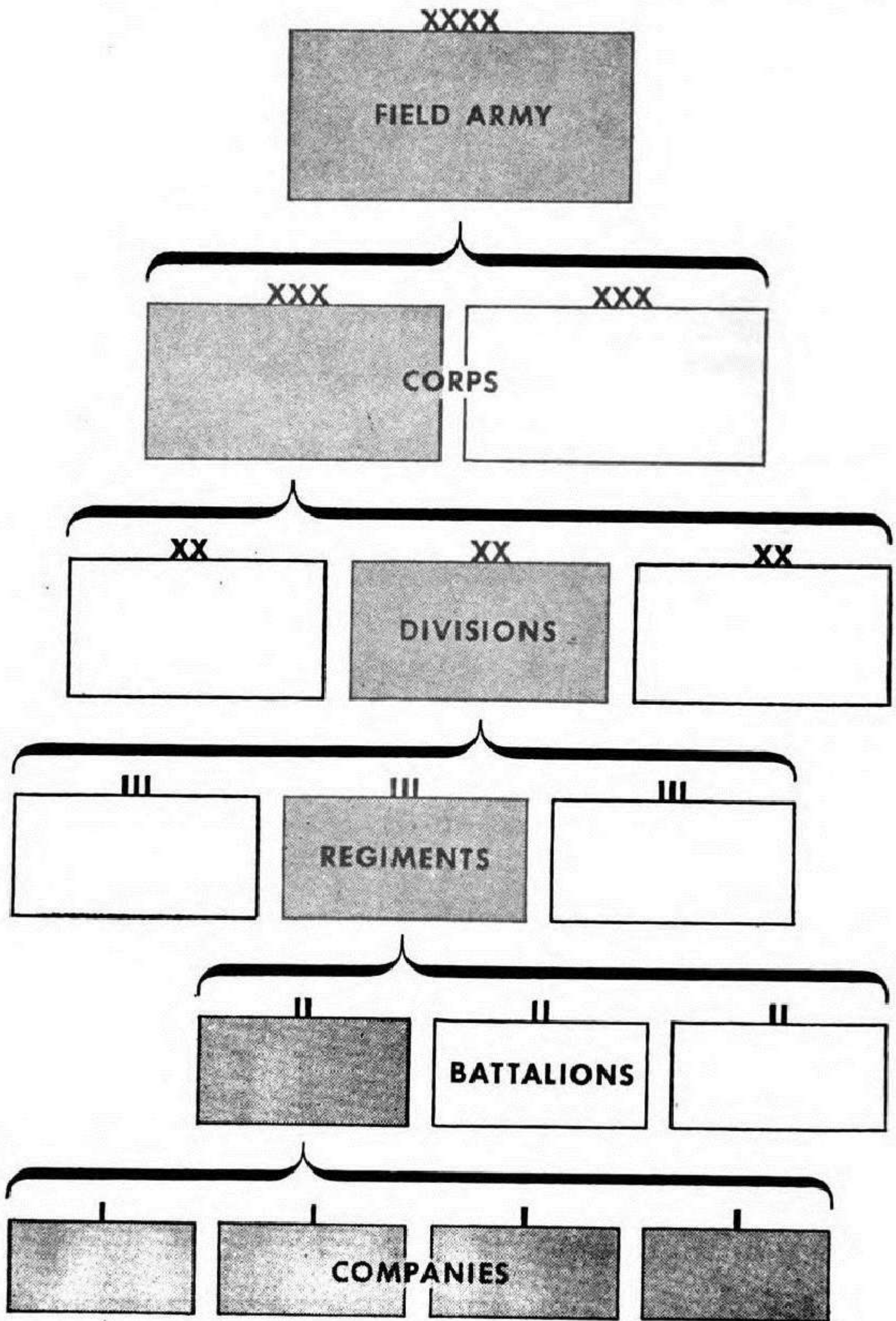
At the command, 1. LEFT STEP, 2. MARCH, move the left foot 12 inches to the side and continue the procedure as in "Right step, march."

At the command, 1. BACKWARD, 2. MARCH, commence taking steps 15 inches each directly to the rear at the cadence of quick time. The halt may be given as either foot strikes the ground, and the halt is executed in two counts.

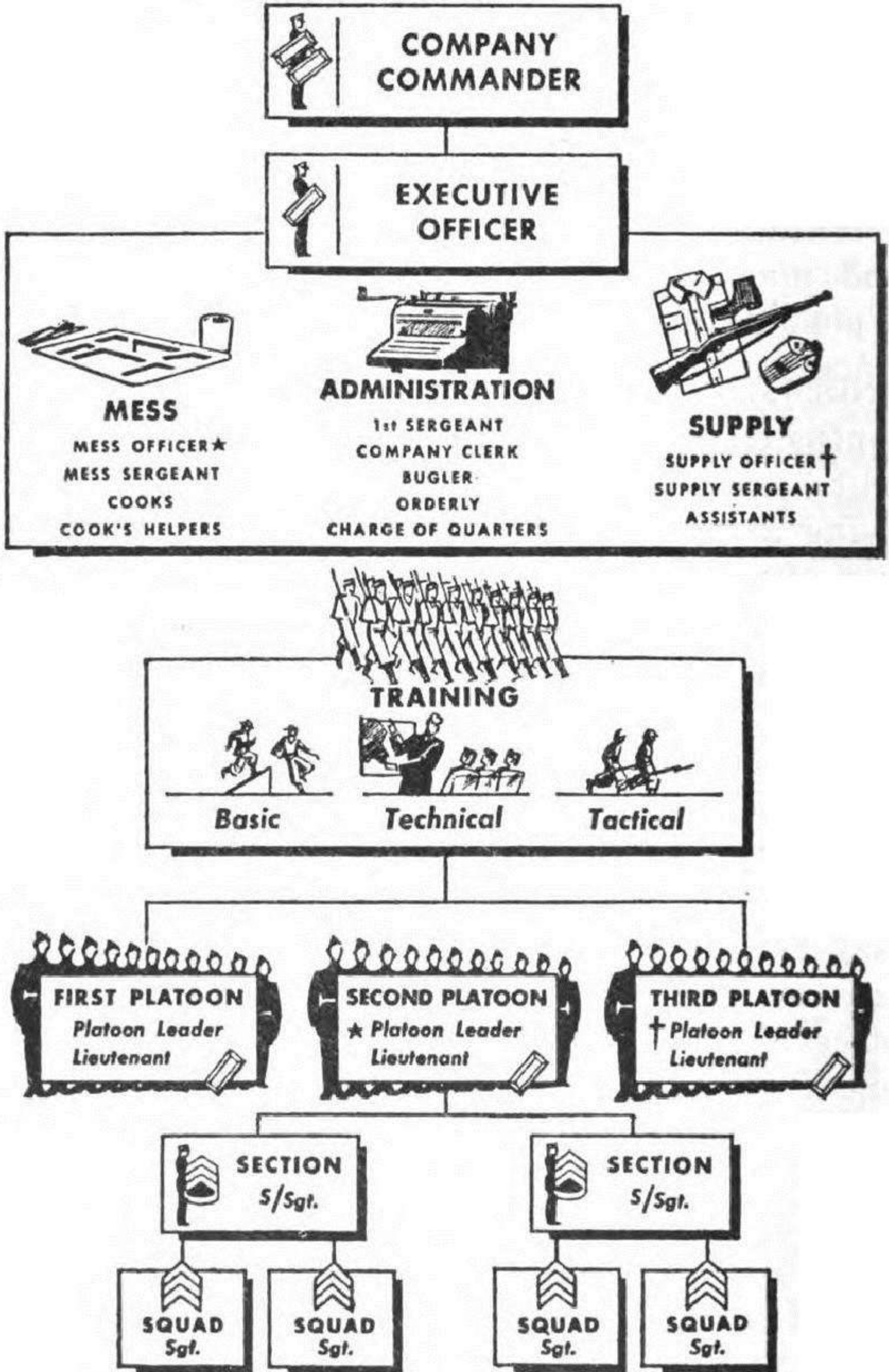
THE FORMATION CLOSES. Having completed its march or function, your formation will be terminated by the command, DISMISSED.

STUDY THE REGULATIONS. The information presented in this chapter is merely an introduction to The School of the Soldier Without Arms (Dismounted). You will find that skill in military drill will give you an individual and a group pride. Experience has shown this to be so universally true that it is certain to be the case with you. When you have free time and before your training reaches the point where you *must* know more than these primary steps, marchings and facings, ask your First Sergeant for a copy of FM 22-5 (often referred to as "The IDR"). Study this manual carefully and you can distinguish yourself as a basic soldier.

ARMY ORGANIZATION CHART



TYPICAL COMPANY ORGANIZATION



THE SALUTE HAS MEANING. There has been a lot of unnecessary talk about the salute. Most of this talk comes from civilians, who completely misunderstand its purpose and significance. They take it to be an acknowledgment of the soldier's inferiority to his officer. Nothing is further from the truth. The salute *is a privilege*.

Every officer salutes every other officer, just as every enlisted man salutes every officer. The highest ranking general in the Army is bound to return the salute of the greenest buck private. The same general, however, does not have to salute the wealthiest man in the country, or any other civilian except the President in his capacity as Commander in Chief. The salute is one of the many things which all military men have in common to bind them together.

The salute has an additional purpose. A soldier has not learned his military trade until he has developed a respect for authority. The salute is

evidence of this respect. In the Army, an officer does not determine his own authority nor take as much of it onto himself as he feel he should have or can handle; his authority is prescribed and is his duty and responsibility. The salute which the officer receives is directed to his officership, rather than to himself as an officer. When you salute your company commander or platoon leader, you are acknowledging respect for that position, as well as to the man who holds it.

HOW TO SALUTE. When you salute, raise your hand smartly until the tip of your forefinger (index finger) touches your headgear, above and slightly to the right of your right eye. Always remember to keep your thumb and fingers extended and joined, palm to the left, with your hand and wrist straight. Keep your upper arm horizontal, and the forearm inclined at an angle of 45°. At the same time, turn your head and eyes toward the person or flag you are saluting. When you have saluted, drop your hand smartly to your side (without smacking the side of your trousers) and turn your head and eyes to the front.

You will find that some men put a little flourish on the end of their salutes. Don't imitate them; a "razzle-dazzle" salute is very bad taste. Learn the regulation salute and practice it before a mirror until you can do it automatically. Then use no other.

Never salute with a cigarette, cigar, or pipe in your mouth. This is both unmilitary and impolite.



A smart salute characterizes a good soldier.

If you are walking toward an officer, salute when he is 6 paces away, or at his nearest point of approach if it is apparent that he is not going to approach to within 6 paces. Ordinarily, don't salute anyone who is more than 30 paces from you. (A pace is an ordinary 30-inch step.) Don't salute when you are running; slow down to a

walk and then salute. The manner in which you salute shows the kind of soldier you are. A smart salute indicates a proud, well-disciplined soldier; a half-hearted, sloppy salute gives you away as a recruit.

You are required to salute all commissioned officers, both male and female, of the Army, Navy, Marine Corps, Coast Guard, members of the Army and Navy Nurse Corps when on posts. Do not salute noncommissioned officers nor commissioned officers when off the post.

WHEN NOT TO SALUTE. 1. If you are a member of a work detail. (You *do* salute if you are in charge and not working.)

2. When actively participating in athletics.

3. When carrying articles in both hands.

4. When driving a vehicle in motion.

5. When you and the officer are both riding in public vehicles.

6. At mess.

7. At social functions.

8. If you are in ranks, at ease, and an officer speaks to you. (Come to attention but don't salute.)

9. In campaign or under simulated campaign conditions, except when reporting to a senior.

10. If you are a member of a guard, engaged in the performance of a specific duty, the proper execution of which prevents saluting.

11. If you are a prisoner.

WHEN TO SALUTE

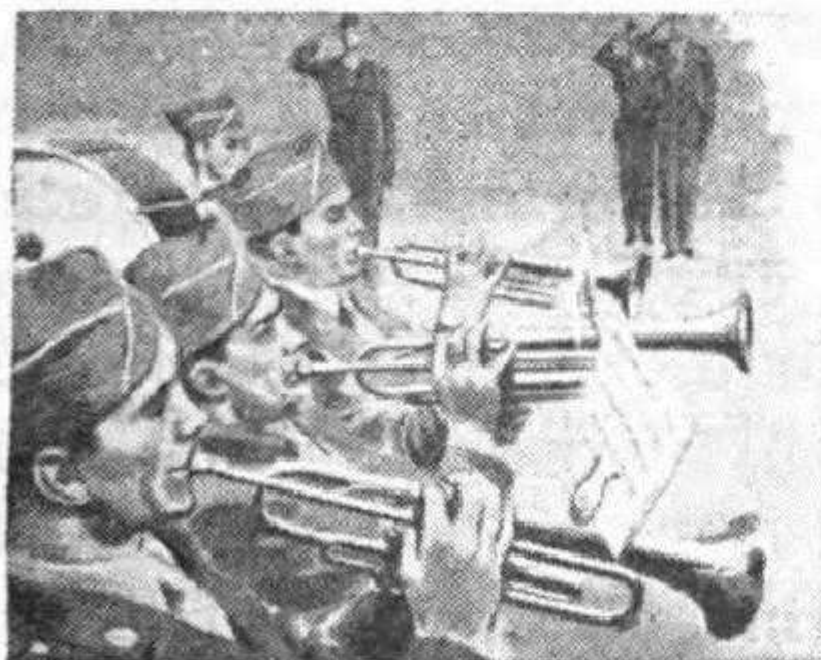
SALUTE ALL OFFICERS out-of-doors.



SALUTE BEFORE REPORTING to an officer; and after receiving his orders or instructions.



AFTER A CONVERSATION with an officer, salute when either you or he is to leave.



SALUTE WHEN the National Anthem or To the Colors is played and you are out-of-doors.

SALUTE THE national colors or standards whenever you pass them out-of-doors.



12. Never salute indoors unless you are reporting to or leaving an officer, or on duty as a sentinel.

13. Saluting commissioned officers is not required off of military posts.

14. If you are in doubt as to whether you should salute or not, it is always better to salute.

OTHER THINGS TO KNOW. If you are in charge of a formation out-of-doors and an officer passes your group, call the formation to attention and salute. If an officer passes in rear of your formation, call the group to attention, face the front, but do not salute. If you are in a building and an officer enters, call attention (if you see him first) remove your headgear and remain at the position of attention until the officer gives you "rest" or "at ease." If an officer enters a tent or room used as an office, workshop, or recreation room, you need not come to attention unless you are addressed by the officer.

On guard duty, a sentinel armed with a rifle salutes by presenting arms after first halting and facing the music, person, or colors. During hours of challenging, the first salute is given as soon as the officer has been duly recognized and has advanced. A sentinel armed with a carbine does not salute after challenging, but stands at "Port arms" until the challenged party has passed. A prison guard armed with a rifle executes the rifle salute.

If you are in a vehicle when the National Anthem or To the Colors is played, stop the ve-