

INSTRUCTIONS FOR MOBILIZATION.

STATE OF ARIZONA
MILITARY DEPARTMENT

May 15, 1915

ALL ARRANGEMENTS FOR MOBILIZATION MUST BE MADE IN ADVANCE, NOTHING CAN BE LEFT TO CHANCE. EVERY DETAIL MUST BE ATTENDED TO, EVERY PLAN COMPLETE.

There are two kinds of mobilization provided by law; (1) mobilization of the militia to be used as militia; (2) mobilization for muster into volunteer service. The preparation of organizations, and requirements of compulsory attendance are alike in both cases. Men who do not respond to call will be tried by court-martial. There is this difference in the organization: (1) in militia service the present enlistments of the men is accepted and all men physically fit will be taken to camp; (2) in volunteer service men who are physically fit, who have no members of their families so dependant on them for support that they are liable to become public charges, and who sign the agreement for volunteer service, will be taken to camp. As it is hardly probable that the Organized Militia will be called upon for Federal service as militia, these instructions will deal with mobilization for volunteer service and where instructions do not apply to militia service it will be so stated. When three-fourths of an organization volunteers for service the organization will be accepted as a unit into Federal service. The minimum for a company of infantry is 49 men and for the band 21 men.

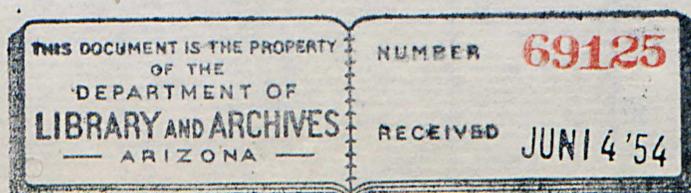
PROVISIONS FOR ASSEMBLING MEN.

1. On the descriptive list of every men following "occupation" will be entered his business address and telephone number. Following the "residence address" will be entered the residence telephone number or the number of the telephone nearest the residence. These addresses should be entered in pencil.
2. Each corporal will at all times have in his possession a list of the required addresses of the men in his squad. One sergeant will be assigned to each two squads having the addresses of the men in these squads. Each officer and the first sergeant will have a list of the addresses of the sergeants. The sergeants and corporals will be responsible for the assembling of the men under their charge.
3. Provisions will be made for sleeping quarters for the men. If the armory is not large enough, arrangements should be made, where ever possible, for tents to be pitched adjoining the armory.

PREPARATION OF PROPERTY.

4. In every organization the blanket rolls will be kept made up at all times. The rolls will consist of a shelter half, pole and pins, a blanket, and a poncho or slicker. All articles will be properly numbered and stenciled.
5. In every organization the haversacks will be kept packed at all times with a meat can, cup, knife, fork and spoon and the necessary bags. The haversacks will be properly numbered and stenciled.
6. The above property will be so stored in the armory that a man's field equipment of blanket roll, haversack and canteen is always assembled. These articles should be hung above the man's locker. The locker should at all times contain the belt and suspenders, bayonet and scabbard, leggins, hat and cord, and one service uniform. The O.D. woolen ~~haversack~~ shirts will be kept in the company storeroom and to each shirt will be pinned a slip of paper with the man's name and number written on it.
7. The first aid pouches will be kept in the company storeroom and will not be issued except for service. They will be properly numbered and stenciled. The entrenching tools, properly stenciled, will be kept in the company storeroom and will be issued for purposes of instruction in their use and for camps of instruction.
8. First aid packets will be issued immediately after the troops arrive at the rendezvous. Identification tags will be issued when the troops arrive at the rendezvous and have been examined. Suspenders will at all times be worn with the belt and the

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hooks will be attached with pliers so that they cannot loose. When first-aid pouches are issued the hooks will be attached in a similar manner.

DUTIES OF OFFICERS.

9. Each company commander will immediately, if this has not already been done, appoint a recruiting officer for war. This officer, in addition to his duties as recruiting officer, will perform the duties of adjutant, caring for the paper work and records and will be held responsible on the arrival at the rendezvous for the records of his company. The other lieutenant will act as quartermaster and will be responsible for issuing the property, for rationing the men, for the proper handling of the transportation, and for the required property papers and records. The best company commander is the one that can establish and maintain the best system through the work of subordinates.

ARRANGEMENTS FOR RATIONS.

10. The sight drafts provided to be drawn on the United States Disbursing Officer will be used. Purchases will be made for five day periods except when traveling. To these sight drafts will be attached the "daily ration allowance return" furnished by this office, five returns being attached to one draft for five days rations. As soon as the troops arrive at the rendezvous, a consolidated ration return will be prepared and furnished to the Disbursing Officer.

ORDER FOR SERVICE

GENERAL INSTRUCTIONS .

11. The organizations will be ordered under arms by telegram of the following form:

Capt. John Brown,

Phoenix, Arizona.

General Order No. ____ Order your men under arms. Active service.

The words "active service" will not be used by this office except when troops are to be used in United States service. For State service the previously prescribed forms of notification will be used. If troops should be ordered for service as militia the word "militia" will follow the words "active service".

12. The order issued will require that the men report for duty at their home stations and immediately after the company is assembled a course of instruction will be commenced and carried on during the time that the company is recruiting, and as long as they remain at their home stations. The probable length of time at the home stations will be five days.

13. Every man and officer must be examined by a medical officer as soon as possible after he reports for duty.

14. The minute the troops are assembled under arms, the records of the War Department must be kept. The morning report of the company, the sick report, the duty roster, and ration returns, must be kept from the time the company is assembled. Any failure to do this will result in a suspension against the pay of the responsible officers.

15. The officer in charge of property will at once check all of the property in the possession of the company commander, making a list of all property on hand, whether in the hands of enlisted men or in the company stores. Quartermaster, Ordnance, Medical Signal Corps and other classes of property will be listed separately. There must be no errors in this list and for this reason every officer should acquaint himself with the nomenclature of all kinds of property and learn their classification. The complete list may be in excess or may be less than that carried by the company commander on his return. All property that has been issued by the Federal Government will be packed and taken to the rendezvous. The extra blankets, bedsacks, tent pins, etc. will always be kept packed in boxes of the proper size, which boxes will be properly painted and striped. The field range will always be kept packed with just the proper equipment inside the range.

RECRUITING.

16. The recruiting officer must see that every man is examined physically before enlistment. Every minor must have the consent of his father, only surviving parent or guardian on the regular blank and the clause will be added "and the United States volunteers" after the words "Arizona National Guard" when the men are being recruited for volunteer service. For volunteer service minors already enlisted must again secure the consent before being taken to camp. The same blank will be used striking out the words "Arizona National Guard" and inserting the words "United States Volunteers". This extra consent for minors already enlisted will be attached to the soldiers descriptive list. Men will not be enlisted who are over 35 years of age unless they have had previous service in the regular army or the volunteer forces. National Guard Reservists will be taken up by any organization to which they report on telegraphic instructions from this office.

VOLUNTEER SERVICE (This does not apply to militia service)

17. Every enlisted man must sign the following, when he reports or is enlisted since it would be a waste of time and funds to train men that would not volunteer:

NATIONAL GUARD OF ARIZONA

County of City or town of . ; Arizona.

I, a soldier of the National Guard of Arizona do hereby agree to enlist as a soldier in the Volunteer Army of the United States, under the laws of the United States providing for the organization of Volunteers, for the service required or contemplated by G.O. _____ 191__ issued by the Governor of Arizona.

Subscribed and sworn to before me this _____ day of _____ 191__.

Recruiting Officer.

C. C.

SPECIAL INSTRUCTIONS. Company.

1. When the telegram for service is received, the company commander will immediately notify his lieutenants to report at the armory. All work must be done from the armory as that is the headquarters and no attempt will be made to handle any business or other work connected with mobilization from any except military headquarters. The company commander will prepare a list of calls which will be furnished to the sergeant of the guard.

Lieut. Q.M.

2. The officer acting in the capacity of quartermaster will at once make arrangements or contracts for the mess. After these arrangements are made he will commence the check of the property. On receipt of these instructions the officer who is to act as quartermaster will make detailed plans for carrying out his work. He will prepare such instructions for the quartermaster sergeant as will be necessary. He will decide how many men he will need detailed for the first day's work and will have the work for these men planned. Arrangements will be made for the assignment of men to quarters, for the establishment of the mess or purchase of meals under contract, for men to help the quartermaster issue uniforms and equipment, and for the purchase of a suitable pair of tan marching shoes for every man not provided with the same. The quartermaster will also have made arrangements for the purchase of necessary articles of personal equipment for men ~~provided~~ not provided.

Lieut. W.R.O.

3. The war recruiting officer will assist the Captain in notifying the sergeants to call out their men. In case any sergeant can not be reached, his two corporals will be notified. In case any corporal can not be reached, some private in the squad will be instructed to report at once to the armory, secure his squad list and notify the other privates of his squad. The recruiting officer will then establish his office and recruiting detachment. He will place the first man who reports for duty at the door of the armory with instructions to have every man report to him. He will make a superficial examination of every man reporting and any man who does not appear to be in good physical condition will be sent to the examining medical officer for examination before being accepted. Every man accepted will be required to sign the agreement for volunteer service, after which he will be instructed to report to the 1st sergeant. On receipt of these instructions the war recruiting officer will prepare a plan for recruiting, providing for the necessary clerks and assistance. After the approval of this plan by the company commander he will select his recruiting detachment and instruct them in their duties in case of service. For convenience, the office of the 1st sergeant should be either in the same room or adjoining that of the recruiting officer.

1st Sergeant.

4. When the men report to the 1st sergeant, he will fill the details ~~required~~ required as fast as possible. The first musician that reports will be instructed to report at once to the company commander as orderly. The 1st sergeant will instruct every man as soon as he reports, with a notice from the recruiting officer that he is accepted, to get into his uniform and if he does not want to take his civilian clothes in which he reports to camp, to secure another civilian outfit and place it in his locker. He will assign the men to quarters. He will also instruct the men to report anything short in their equipment so that he can issue a request on the Q.M. sergeant to complete their equipment. As soon as a man is equipped he will report to his squad leader. After the majority of the men have reported the 1st sergeant will call the company commander's attention to any vacancies which may exist in the non-commissioned grades, cooks, artificers or musicians. These should be filled immediately. A company without its proper non-commissioned officers is badly balanced and difficult to handle. The 1st sergeant will instruct the company clerk to open a duty roster, morning report, sick report, and to make the daily ration returns. The ration return will be turned over to the officer who acts as Quartermaster, who in turn will attach them to the ration sight draft for the signature of the company commander.

Q.M. Sergeant.

5. The Quartermaster sergeant will go to the storeroom immediately after reporting and be ready to issue clothing and equipment. He will issue nothing except upon the written request of the 1st sergeant. If tents are to be pitched he will attend to this work as soon as the necessary detail reports. When the artificer reports he will instruct him to get out cleaning material and the repair chest. Every man will be required to immediately clean his rifle and the artificer will inspect every rifle as the man comes to the cleaning rack and make any repairs required. He will also repair any other property that needs repair.

Sergeants.

6. One sergeant will have been selected to act as recruiting sergeant. One sergeant will be detailed as mess sergeant, reporting to the quartermaster officer. The mess sergeant will hunt up the cooks, secure rations, establish the kitchen and be prepared to furnish meals at the hour designated. The meals should be ample but there must be no waste. The Q.M. sergeant should not be appointed mess sergeant as he has plenty of other work. If the meals are secured by contract the mess sergeant will perform such duties as he is instructed to perform by the quartermaster officer. One sergeant will be detailed as sergeant of the guard.

Guard.

7. As soon as enough men have reported a guard will be detailed and sentinels posted where necessary. No liquor will be allowed in the armory under any circumstances.

Musicians.

8. One musician having reported as orderly, the other will be the musician of the guard.

9. When the men report to their squad leader they will be instructed to get their rifle and equipment and clean them thoroughly. The rifle should be cleaned first. Since the cleaning racks are large enough for only a limited number of men they will have to take their turn at the rack. In the mean time all of the other equipment can be put in the best condition possible, bayonets and scabbards cleaned, uniforms gone over and blankets and haversacks inspected. The strictest discipline should be established and maintained. The time for good fellowship is past. Treat every man as a man and soldier. Officers will be officers; non-commissioned officers will act as such, for from now on you will be engaged in the business of war which requires discipline and unquestioned obedience to orders.

10. The above instructions cover the work of the first day. The company will have been assembled by the second day so that the course of instruction can commence. By the night of the first day it is probable that the details can be reduced. The quartermaster sergeant can attend to issuing the equipment to men reporting late and to recruits. The company clerk will remain in the first sergeant's office and the first sergeant will be present at drills. The recruiting detachment will be reduced to the necessary number of men. No man should be excused from drill unless his presence elsewhere is absolutely necessary.

SECOND DAY

Reveille should be sounded not later than 6 A.M. breakfast at 6:30, dinner at noon, supper at 5:30 and taps at 10 P.M. The entire company will be assembled at the time of the first drill, inspected and the articles of war read. Sick call will be held every morning whether a medical officer is present or not. A Lieutenant may be detailed to examine the men and any man who does not appear to be well can be sent to a doctor for examination. Do not neglect this or some contagious disease may start in your command even before you leave the home station. The recruiting detachment will proceed with its regular work. Remember to pick your men.

Regular drills will be commenced on the second day and will continue as provided in these instructions until the day the troops leave the home station. At least five hours per day will be devoted to drill and the time used in setting up exercises every morning is not included in this time. Three hours of this drill will be in the morning and two hours in the afternoon. Non-commissioned officers school will be held each night and there will be extra drill for recruits each night. For the first three days not over an hour each day will be devoted to company drill. A tentative program for the first three days is as follows:

Care on nomenclature of the rifle and equipment equipment	1 hour
Sighting drill using sighting bar and rifle	1 hour
Close order, squad drill	1 hour
Extended order, squad drill	1 hour
Company drill	1 hour

On receipt of these instructions each organization commander will prepare a program of instruction to be used, with a complete list of calls so that there will be no delay. Musicians will study signaling for at least two hours each day and non-commissioned officers will give as much time as possible to this work. Do not place your recruits in the ranks too soon. You will only be losing time in

attempting to teach company drill to men who do not ~~know~~ know squad drill. Make permanent your organizations of squads and platoons on the second day as near as this can be done. Assign your corporals and sergeants and hold them responsible for their squads and platoons. This ~~will~~ will simplify administration and control. The work suggested for the first two hours will be varied after the first day by indoor practice with the gallery rifle for those qualified. It will not be advisable to attempt range practice in the five days allotted for work at the home station. This will be taken up at the rendezvous.

Do not over work your recruits but do give them all the work that they can stand. Remember that these men must be brought up to the other members of your company and until they reach the same state of efficiency of the other men they are holding the whole company back.

FIFTH DAY

If you remain at the home station for longer than five days on the fifth day you will drop the work prescribed under "2nd Day" for the first two periods, except for recruits.

Your program for the work of the company would be as follows:

Close order, squad drill	1 hour)	
Extended order, squad drill	1 hour)	morning period
Bayonet exercise, squad drill	1 hour)	

Company drill, close and extended order
and bayonet exercises 2 hours--afternoon period.

An extra hour of the afternoon should be devoted to signaling and instruction on outposts and patrols. Should you have instructions to entrain on the sixth day or evening of the fifth day the following program will be followed:

At the period of the first drill the company will be assembled, inspected and the articles of war read. The company will be in heavy marching order and the inspection will be thorough. Any man whose equipment is not in proper shape will be required to correct errors noted and report to the 1st sergeant for re-inspection before obtaining leave. After the inspection, arms will be ~~stacked~~ stacked, blanket rolls unslung and all equipment taken off and properly piled. The men will then be instructed to make a bundle of their civilian clothing and place a tag on which will be written the man's name. The bundle should be tightly wrapped and the tags should be linen. These bundles will be turned over to the quartermaster sergeant who will pack them in boxes and take them to camp. This is done in order that men rejected at camp may have clothing in which to return to the home station without decreasing the uniforms of the company which will be required for the men who replace them. In time of war it is hard to secure the necessary equipment for troops and every effort should be made to conserve the supply that you have. Before the troops leave the rendezvous all of the civilian clothing will be shipped back to the home stations. The men will also be instructed to make up bundles of their extra ~~clothing~~ underclothing, shoes, socks, etc., properly tagged which will be turned over to the quartermaster sergeant to be taken to camp. The surplus kit bags will be issued at the rendezvous. An officer will inspect the extra clothing of every man before he makes up his bundle to see that he has the required articles. Do not let any man depend on getting this clothing after reaching camp. If he takes it from the home station you know that he has it. After the men have turned in the clothing as required, and corrected any errors that may have appeared at inspection, they will be allowed leave until two hours before train time. The details will not be allowed this leave until all of their work is accomplished. All property must be ready to be shipped everything packed and outside the armory under guard every room of the armory cleaned and in first class shape before the Q. M. detail is given leave. Unless the company is recruited to full strength, the recruiting detachment will be maintained until the troops leave the home station. This will necessitate the relief of those on the detail and the making of a new detail during the day before leaving the home station so that all of the men may have leave.

FIFTH DAY OR DAY BEFORE LEAVING HOME STATION

C. C.

The company commander will detail some member of the organization that is remaining at home to care for the armory and property left. He will be paid the armorer's allowance for this service. The man selected must be absolutely trust worthy and reliable. This man must be given any instructions that it is necessary to give about the care of the property.

The company commander will exchange his transportation requests for tickets. The company commander will see that there are no unpaid bills left behind unless arrangements have been made for their payment. He will attend to all of the affairs of the company and close them up. The company is leaving and you do not know that it will ever return. The company commander will supervise the work of the other officers and see that things are properly attended to.

Lieut. W.R.C.

The officer in charge of recruiting will see that all his papers and those of the company are complete. Descriptive lists for all of the recruits must be in the record book. All enlistment papers of recruits, which have been held since recruiting commenced, will be separated for forwarding to the proper offices. A package of the oaths of enlistment for regimental records will be made and these taken to the rendezvous. Those for retained company files will be in the first sergeant's desk. Those for the office of the Adjutant General with the medical examination blank will be mailed. The copy of the descriptive lists for regimental records will be filed with the copies of the oath of enlistment. The W.R.C. must understand his responsibility for keeping the proper records, the morning report, the duty roster and ration returns.

Lieut. Q. M.

The Q.M. Officer will ascertain that the necessary baggage cars and passenger cars are available for use of his company and will inform himself and notify the Q.M. Sergeant as to their location.

The Q.M. officer will make arrangements for wagon transportation for the baggage for the armory to the depot. These wagons will be at the armory two hours before train time. He will check the work of the Q.M. sergeant and see that everything is properly packed and marked. He is responsible for the armory being left neat and in the best possible condition. If meals have been purchased under contract, he will invite the attention of the company commander to the unpaid bills and close up his contracts. He will make arrangements for the mess of the men enroute to the rendezvous. He will prepare and submit to the company commander a list of the articles of clothing and equipment necessary for complete equipment of the company so that requisition can be made without delay on arrival at the rendezvous. All requisitions for clothing must give the sizes required. These lists of sizes are a matter of company record but the sizes worn by each recruit will be made a matter of record as fast as the men are enlisted. The Q.M. officer will prepare a telegram of notification to the Camp Quartermaster at the rendezvous notifying him of the time of arrival of his company. He will secure the signature of the company commander to this telegram and send it before the troops entrain.

1st Sergeant

The first sergeant will see that the details are relieved just as soon as they complete the work assigned to them. He will instruct the company clerk to pack the field desk and see that the proper records and blanks are in the desk. Especially on this day men will not be allowed to bother the officers with trivial matters. He will make arrangements for relieving the guards so that all of the men will be allowed some time off. Before any of the men are excused he will have made the detail for loading and transferring the baggage. He will supervise the work of all the non-commissioned officers and see that instructions are carried out. He will make the detail of one non-commissioned officer and the necessary men for train guard. Under no circumstances will any liquor be allowed to be taken on the train.

Q. M. Sergeant

The Q. M. sergeant will have a detail large enough to do the extra work required on this day. He will have his property as nearly packed as is possible. All of his property will be marked or tagged according to previous instructions. The Q.M. sergeant will ascertain from the Q.M. Officer the hour at which the organization will leave the armory and make arrangements accordingly. He will have prepared boxes for packing the civilian clothing and the extra underclothing, shoes etc. These two classes will be packed separately, as the civilian clothing may not be used, and will not be used except for men rejected. The boxes in which the underclothing etc. is packed will be available for packing the civilian clothing of the men for whom there is no uniforms. As soon as the property is packed it will be moved outside the armory, under guard, and the armory policed. The detail will then be relieved until the hour set for leaving the armory or two hours before train time. The Q.M. sergeant will see that the property is properly loaded in the wagons, transported to the train and properly loaded into the cars.

Mess Sergeant

The mess sergeant, under instructions from the Q.M. officer, will have made arrangements for messing the men enroute to camp. For assistance he will have the service of the cooks.

The Artificer.

The artificer will see that the cleaning rack, cleaning material, and artificers chest is packed ready for shipment to camp. He will furnish the Q.M. officer with a list of articles needed to complete the artificer's chest.

ENROUTE TO CAMP

The following details will be made by the first sergeant on the train so that there will be no delay on arrival at the rendezvous:

The proper detail for loading the wagons.

Two squads, Unload the kitchen and officers tents and equipment, and help arrange the kitchen (Mess sergeants detail)

One squad. Digs the sink and pitches the tent or provides shelter.

One squad. Pitches the officers tents.

Kitchen police. Report at the kitchen.

Balance of the company puts up the company tentage.

(Wood or fuel will have been provided before arrival)

ARRIVAL AT CAMP

Some non-commissioned officer will be detailed to meet each organization upon arrival and conduct them to their camp ground. Wagon transportation will be furnished. Arrangements for transportation will be made on receipt of the telegram sent when the organization leaves home station.

C.C.

Immediately after arrival at camp the company commander will report to the commanding officer and will secure from the adjutant copies of all orders issued.

1st Sergeant

The 1st sergeant will report to the sergeant major, taking his morning report. He will find what details are required from his company and make these details at once.

Mess sergeant

The mess sergeant will secure a copy of the ration return and draw rations at once.

SPECIAL MEMORANDUM

1. From the first minute after the first man reports, military courtesy will be observed. Its importance is not that subordinates should pay deference to superiors, but that discipline may be established. No enlisted man will be allowed to take matters up with the commissioned officers except the permission of the 1st sergeant has first been obtained.
2. Officers and men will wear the uniform continually from the time they report for duty.
3. The war recruiting officer will report to the Adjutant General each day by wire 1st "the number of men enlisted and accepted that day " 2nd "the total number of men in the company". This report will be made after the recruiting office closes each day.
4. Equipment and clothing for the difference in number between the peace strength of your organization and its war strength will be shipped by the depots to the rendezvous. This property is already packed and stored. Similar arrangements have been made for the required medical property, serum etc.
5. Arrangements for tickets will be made in the morning according to the above instructions but the number of men will not be entered on the ticket or transportation request until the command arrived at the depot. This is necessary because of the recruits that may be enlisted during the day just previous to departure.
6. After you have issued all of the clothing and equipment on hand, it will be necessary to drill your later recruits in civilian clothing and these men will wear their civilian clothing to camp where uniforms will be issued. Just as soon as uniforms are issued these men will make the bundles as prescribed and turn them over to the Q. M. sergeant.
7. Men on details will always be instructed to report back to the person giving them work to perform just as soon as the work is accomplished.
8. The Q.M. sergeant will be instructed to keep a record of the sizes of all kind of uniform property issued, the size of shoes worn, and the size of underclothing of every enlisted man.
9. Bring all military equipment and uniforms, whether State or Federal to camp.
10. The telegrams sent before organization leaves home station will give number of officers and enlisted men.
11. The Q. M. officer will inspect all of the property before it is loaded at the armory to see that everything is properly boxed, crated or tied and tagged.

MEDICAL CORPS.

Immediately on receipt of orders from the War Department, the medical officers will be instructed by wire to report to the Adjutant General at Phoenix for muster into the United States service.

As soon as the officers have been examined and mustered in they will be ordered to proceed to the various stations of the organizations to make a physical examination of the men. This examination will be a superficial examination and is for the purpose of determining the presence of any infectious or contagious diseases.

The work of the medical officers has been very thoroughly outlined in a circular letter furnished by the Division of Militia Affairs. Each medical officer has a copy of these instructions and should study them until he thoroughly understands them. One medical officer will be instructed by The Adjutant General to proceed to the rendezvous with the advance detail. He will be held responsible for the sanitary precaution taken before the troops arrive in camp.

Hospital Corps Detachment.

The hospital corps detachment, being maintained at war strength, will be ready to proceed to the rendezvous at any time. They will be ordered to the rendezvous in advance of the arrival of the line organizations in order that the hospital may be established and proper sanitary measures taken.

As soon as the order is received the men will be required to report at the armory and a regular course of drill and instruction will be commenced.

The commanding officer of the hospital corps detachment, on receipt of these instructions will prepare written instructions for his non-commissioned officers providing for their duties when an order for service is received. The civilian clothing of the men must be packed in the same manner as provided for the infantry. All of the instructions on pages 1, 2, and 3, INSTRUCTIONS FOR MOBILIZATION apply to the hospital corps detachment except those pertaining to Special Instructions, company and War Recruiting Officers. Read the SPECIAL MEMORANDUM on page 9.

BAND

The officer commanding the band will assemble his organization as soon as the order is received. He will prepare a course for drill and instruction on receipt of these instructions. Particular attention will be paid to instruction in first aid and litter drill. Instructions regarding property and general instructions for infantry companies apply also to the band. The officer commanding the band will divide the work of preparation between his non-commissioned officers and assign them special duties. All of the instructions on pages 1, 2 and 3 INSTRUCTIONS FOR MOBILIZATION apply to the band except special instructions for companies and war recruiting officers, Read the special Memorandum on page 9.

PROPERTY ACCOUNTABILITY

Since individual organization commanders are under bond for the federal property, they will transfer this to the Federal Officer instructed to receipt for the same. The receipts will be made in triplicate, one copy retained by the accountable officer and two copies forwarded to The Adjutant General.

The property will then be invoiced to the proper officers of the regiment who will receipt for the same.

Clothing, camp and garrison equipage, subsistence and quartermaster supplies will be invoiced to the Quartermaster.

Medical property to the senior medical officer.

Engineer, ordnance and signal corps property to the accountable officer detailed by the regimental commander from his staff.

The receipt furnished by the Federal officer for property received will relieve the accountable officers from that accountability to the State, under their bonds.

HEADQUARTERS FIRST INFANTRY AND FIELD AND STAFF.

The Commanding Officer, 1st Infantry, and all the Regimental Staff Officers on receipt

of telegraphic instructions will proceed to Phoenix and report to The Adjutant General for instructions. Copies of all orders and instructions issued covering mobilization and special instructions are prepared in a file at the office of the Adjutant General ready to be turned over to the Regimental Commander. The Regimental Staff officers, after reporting to The Adjutant General and being examined by a medical officer, will be ordered to the rendezvous.

ADJUTANT

The adjutant will bring with him all the regimental records and orders. He will instruct the sergeant major to pack the field desk, records and all property, state or federal required for field service. The sergeant major will accompany the Adjutant.

THE QUARTERMASTER

The Quartermaster will be required to proceed to the State storeroom to check and receipt for all property shipped to the rendezvous. All Federal property, serviceable on hands will be shipped to the rendezvous at once. The State Storekeeper will make and number all original packages that are held for issue in service so that this equipment is always ready for shipment. These packages include, pistols and accessories, first aid pouches and packets, housewives, identification tags and overcoats, and other articles that are not issued in time of peace.

The wagons and harness will be included in the first shipment.

The quartermaster, on receipt of these instructions will make arrangements for the purchase of the necessary mules for the wagon transportation. He will constantly keep located a supply of the necessary animals and will arrange in advance for the price at which these animals will be sold to the Government.

The quartermaster will make arrangements with the railroad companies for furnishing the necessary equipment for the moving of troops and will notify them of the time that this equipment will be required.

He will purchase and ship to the rendezvous sufficient quantity of forage and grain for the animals and straw for the bedsacks. This first shipment should be for a period of fifteen days. The quartermaster will also arrange for the purchase of fuel and if it can be secured at a cheaper price and shipped to the rendezvous arrangements will be made for its purchase in the best market. If the fuel is not purchased locally, the price paid should, including freight, be less than the local price.

THE COMMISSARY

The captain commissary will arrange for the shipment of rations. The first shipment will be for a period of fifteen days. For perishable articles the commissary will make tentative agreements for purchase, keeping a list of prices at all times. If fresh beef and other articles of the ration can be purchased and shipped to the rendezvous cheaper than they can be purchased locally, purchase will be made in the best market. All bids for rations should be F.O.B. the rendezvous. The commissary will also make arrangements for the purchase of the necessary amount of ice.

The regimental commissary sergeant will accompany the commissary.

The commissary will receipt to the State storekeeper for the commissary chest and desk and other articles required by him and ship these articles to the rendezvous in the first shipment.

ARRIVAL AT CAMP

The Adjutant General will order the necessary number of enlisted men to report to the Adjutant for the purpose of establishing the camp. On arrival the headquarters tentage will be set up and the camp established according to the instructions furnished by The Adjutant General.

A tent will be provided for the United States Mustering Officer.

The Quartermaster will lay out the camp, establish the stables, make arrangements for handling the organizations when they arrive in camp and have a supply of fuel at the head of each company street before the arrival of the organizations. He will organize the supply company and make all arrangements necessary to avoid any confusion when the troops arrive. Where electric power is available for lighting it will be used.

A non-commissioned officer of the supply company will meet each organization on arrival and conduct them to their camp site.

The Commissary, on receipt of the telegram from the home stations notifying of the departure of organizations, will make a five day issue of rations for each organization and have this issue loaded in a wagon ready to deliver as soon as the organization arrives in camp and turns in its ration return.

The Adjutant will furnish the Quartermaster and Commissary with a copy of the telegram received from each organization when leaving its home station. The copy will be furnished as soon as it is received.

BATTALION STAFF

After the companies leave the home stations recruiting offices will be established at Tucson and Phoenix. For this purpose the Battalion Adjutants will act as recruiting officers. A recruiting detail of enlisted men will be furnished them by the Battalion Commanders. When the order for service is received the various battalion commanders will assemble their staffs and will assume command of the troops at their home stations. There will be no battalion drills held, however, until after arrival at the rendezvous. Arrangements for transportation ~~xxxxxxxxxxxx~~ and other arrangements that can be made more efficiently for the total organizations will be made in this way instead of being made by the company commanders. This will relieve the company officers so that they can give more time to drill and instruction. On receipt of these instructions, battalion commanders will notify company commanders at their posts as to what part of the work will be done by battalion staff officers so that there will be a clear understanding and battalion staff officers will be instructed in their duties. The battalion adjutant may at once assume the duties of the war recruiting officer. The battalion quartermaster may also care for the transportation. If the battalion adjutant acts as war recruiting officer, the battalion sergeant major will be recruiting sergeant. Where the above changes in instructions are contemplated they will be authorized but the battalion commander will prepare a careful program covering these changes and submit them to The Adjutant General for approval. The war recruiting officers remaining at the home stations after the troops have left for the rendezvous will keep the necessary reports and returns. On the day they assume command of the recruiting detachment they will open a morning report, duty roster, sick report and keep ration returns. The instructions for rationing are the same as for ~~xxxxxxxxxxxx~~ companies. The telegraphic report will be made each day to The Adjutant General.

RESERVE OR DEPOT BATTALION.

The commanding officer, Reserve Battalion will be instructed to report to The Adjutant General. He will be furnished with a list of reserve officers who will be the officers of the depot battalion. A medical reserve officer will be ordered to report for duty with the battalion and when the organization is large enough, one or more additional medical officers may be assigned for duty.

All reservists will be assigned for duty with the 1st Infantry so that the organization of the depot battalion will be new men. After enough men have been enlisted to complete the organizations taking the field, the recruits will be assigned to the depot battalion. Companies will be formed in the depot battalion as soon as enough men are enlisted to form these companies. The minimum enlisted strength of a company will be 40 and the maximum 150.

The depot battalion will not be organized until the regimental organization is completed or has left the State.

Men invalided home will report to the depot battalion. Men will be transferred from the depot battalion to replace those lost in the field by death, desertion or for other causes. Losses may even be estimated before going into engagements or on a general advance so that recruits will be reaching the organization in the field and keeping this organization at all times at war strength. The best trained men will always be sent for duty. The course of instruction for the Depot Battalion will be that prescribed for infantry. The companies will be known as "A" "B" "C" and "D" and the most proficient men will be transferred into company "A". The instruction in this way will be progressive company "D" will receive the newest recruits. When men reach company "A"

They should have only squad and company drill and should be past the recruit stage. A complete program for this instruction will be furnished the commanding officer of the depot battalion at The Adjutant General's office together with the necessary orders and instructions.

The commanding officer of the Reserve Battalion is the State recruiting officer of war such recruiting stations as are necessary will be established after the recruiting officers of the organization taking the field have been withdrawn.

NATIONAL GUARD

There will be officers and men who will not enter the volunteer service. The officers and men will still be carried as members of the National Guard and some of the officer may be available for instructors of the depot battalion. No arms or equipment of any kind will be left behind for these men, every bit of property that is serviceable or unserviceable will be shipped to the rendezvous. The unserviceable property will be re-shipped to the State storeroom and the serviceable property transferred to the United States. No Guard organization will be maintained in the State except the Reserve Battalion, and it is probable that will be Federal.

ARMORIES.

Where armories are not owned by the State, company commanders will make arrangements for the storage of lockers and other durable property of the State at as reasonable a rate as possible, If the persons owning the halls will give a reduced rate of rental during the absence of the troops, notify the Adjutant General by wire what the rate will be so that he may approve or disapprove this rental. This should be done as soon as the order is received for calling out the troops.

In case the property is left in the armory the instructions for an armorer on page 7, C.C. will be carried out. If the property is stored in some regular warehouse no armorer will be appointed.