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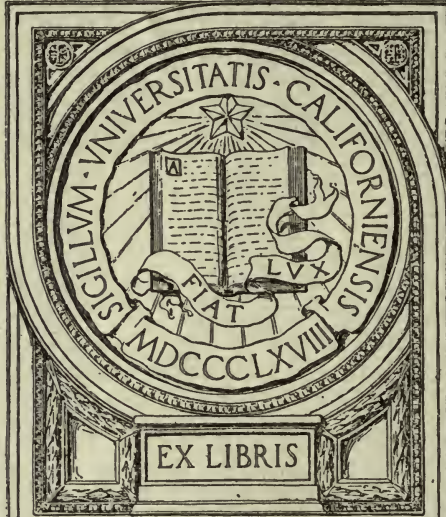
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SPECIAL REGULATIONS NO. 74

DUTIES OF
ORDNANCE OFFICERS

1918



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DUTIES OF

PERFORMANCE OFFICERS

1918

1918



UNIT OF
CALIFORNIA

SPECIAL REGULATIONS NO. 74.

WAR DEPARTMENT,
WASHINGTON, April 30, 1918.

The following regulations governing the duties of chief ordnance officers of armies, chief ordnance officers of army corps, division ordnance officers, and commanding officers of ordnance depots are published for the information and guidance of all concerned.

These regulations supersede General Orders, No. 56, War Department, 1917.

[062.12, A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

PEYTON C. MARCH,
Major General, Acting Chief of Staff.

OFFICIAL:

H. P. McCAIN,
The Adjutant General.

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DUTIES OF ORDNANCE OFFICERS.

SECTION I.

DUTIES OF CHIEF ORDNANCE OFFICERS OF ARMIES AND ARMY CORPS, DIVISION ORDNANCE OFFICERS, AND ORDNANCE OFFICERS AT PORTS OF EMBARKA- TION.

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1. General duties of chief ordnance officers.—The general duties of chief ordnance officers in time of war, are to make such arrangements for the organization of the ordnance service as will insure the prompt and economical supply of all the ordnance material necessary for the efficient execution of the plans of the commander of the troops. Orders of a general nature will usually be given chief ordnance officers by the commander. It remains their duty to provide the means for the efficient execution of the orders and to supply such details as are necessary.

2. Reports as to needs of the troops.—A chief ordnance officer of an army or army corps, or a division ordnance officer when the division is acting separately, will report as often as may be necessary to the Chief of Ordnance, through military channels, as to the present and probable future needs of the troops. He will also make such suggestions for the improvement of the efficiency of the ordnance stores or the ordnance service as require the action of higher authority.

3. Duties of division ordnance officer.—The division ordnance officer will keep himself informed at all times as to the state of the supply of ammunition in the hands of the troops, and when the division is a part of a larger force he will be prepared to furnish this information to higher authority on demand. He will also give prompt information as to the present and probable future needs of his division. He will, as the ordnance representative of the division commander, see that all proper requisitions for ordnance material are either promptly filled from stores under his control or promptly transmitted to higher authority, as the case may demand. He will see that all ordnance equipment in his division is maintained in a high state of efficiency and will make such recommendations to the commanding officer of the division as may be necessary to insure this result.

4. Duties of ordnance officer in case of a division operating separately.—In the case of a division operating separately, the ordnance officer will exercise supervision over the entire ordnance service of the division, including that of the line of communications. He should keep himself informed as to the plans and intentions of the commander to the end that the required supplies of ordnance material may be on hand at the proper time and place.

5. Clerical assistance and office supplies, division ordnance officer; control of mobile ordnance repair shops.—The division ordnance officer will be supplied with the necessary personnel by the division commander. In view of the fact that the division ordnance officer is a member of the tactical staff, the office supplies should be secured from the division quartermaster. There will be under his control the mobile ordnance repair shops with the equipment and personnel necessary for such repairs to field artillery, personal equipment, and small arms as may be made in the field.

6. Duties of chief ordnance officer of an army corps.—The duties of a chief ordnance officer of an army corps are similar to those of a division ordnance officer, but are larger in scope. The Field Service Regulations (see par. 357, F. S. R., 1914) prescribe that a base and a line of communications shall be established for each important force about to engage in field operations. The chief ordnance officer of an army corps, therefore, exercises supervision over the ordnance service in the zone of the advance while that of the line of communications is looked after

by the ordnance officer assigned that duty. The chief ordnance officer of an army corps, subject to the orders of the corps commander, exercises general supervision over the division ordnance officers and commanders of ordnance depots pertaining to the army corps.

7. Duties of chief ordnance officer of an army.—The duties of the chief ordnance officer of an army are similar to those of a chief ordnance officer of an army corps, differing only in scope and degree. He exercises a general supervision over the ordnance service of the army through the chief ordnance officers of the army corps, and, keeping himself informed as to the plans and intentions of the commander, transmits the necessary instructions to these chief ordnance officers.

8. Status and duties of ordnance officer at a port of embarkation.—An ordnance officer at a port of embarkation will be a staff officer on the staff of the commander of the port. His duties will be to make necessary arrangements for handling shipments of ordnance material from depots consigned to forces overseas through the port and in general to coordinate the work of the Ordnance Department with that of the Embarkation Service. He should keep himself informed as to the plans and intentions of the commander of the port and make such reports as may be necessary to the Chief of Ordnance through military channels as will best serve to facilitate the proper handling of ordnance material through the port. He will be prepared at all times to furnish the commanding officer of the port with such information in regard to the plans of the Ordnance Department as may be required.

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9. Field ordnance depots.—Upon the outbreak of war or when war is imminent field ordnance depots will be established at or near camps of concentration in which the forces of the United States are collected. Field ordnance depots will also be established at or near camps at ports of embarkation and in the zone of the line of communications.

10. Ordnance depots and subdepots during operations in the field.—When an army, army corps, division, or separate brigade is operating in the field in time of war, an ordnance depot will be established at the base of operations and subdepots will be established at such points along the lines of communications and elsewhere as circumstances may require.

11. General supply ordnance depots.—In addition to the present authorized method of establishing ordnance and camp supply depots and receiving, storing, and issuing supplies therefrom, the Chief of Ordnance will establish general supply depots for the receipt, storage, and issue of ordnance material at such points as may be necessary. Said depots and the receipt, storage, and issue of supplies shall be exempt from the control of department and division commanders.

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12. How designated.—The commanding officers of field ordnance depots will be designated in War Department orders.

13. Status under certain conditions.—When several depots are established on the line of communications, the commanding officers thereof are assistants to the chief ordnance officer, who is on the staff of the commander of the line of communications. When ordnance depots are established independently of the line of communications for the purpose of serving an army, army corps, or separate division directly, the commanding officers thereof are assistants to the chief ordnance officer, who is on the staff of the commander of the troops.

14. Duties in case of depot being at a camp of concentration or port of embarkation.—The duties of the commanding officer of a field ordnance depot at a camp of concentration or at a camp at a port of embarkation comprise all necessary provisions for the supply and issue of all arms, ammunition, and equipment required to equip new troops concentrated at the camp, to supply any deficiencies in the equipment of mobile forces in the vicinity, and for the maintenance of ordnance stores in the hands of troops at as high a level of efficiency as circumstances will permit.

15. Status of depot commander under preceding paragraph; camp depots.—The commanding officer of such a depot.

will report direct to and be under the supervision of the Chief of Ordnance, if in the United States, or the commanding officer of such general supply depot as he may direct. Camp depots will be under the direction of division or camp commanders for discipline, protection, and coordination of supply within their divisions or camps. Organizations will requisition supplies from their own camp depots.

16. Duties in case of depot being on the line of communications.—The duties of the commanding officer of an ordnance depot on the line of communications comprise the necessary provisions for the prompt supply of arms, ammunition, and equipment to depots or subdepots in his front or to division trains as may be required. He will also make such provisions for the cleaning, preserving, and repairing of ordnance material in the hands of troops in the field as may be practicable.

17. Duties in case of depot being independent of the line of communications.—The duties of the commanding officer of an ordnance depot independent of the line of communications comprise the necessary provisions for the prompt supply of arms, ammunition, and equipment to the troops whom he is serving, and for the cleaning, preserving, and repairing of ordnance material in the hands of the troops so far as is practicable.

18. Office personnel and supplies.—For the proper performance of the duties with which the commanding officer of an ordnance depot is charged, he will be supplied with the necessary assistants, tools, and supplies, comprising—

- (a) An office force and detachment consisting of ordnance sergeants and other enlisted men of ordnance as prescribed in the Tables of Organization.
- (b) Office and storehouse supplies.
- (c) Reserve ordnance and ordnance supplies.

When an ordnance depot is established for a larger force or on the line of communications, the personnel and supplies of various kinds will be varied to suit the circumstances of the case. Depots of this kind may be formed by a consolidation of two or more division depots.

19. Office and storehouse space and personnel; supplies for troops.—The commanding officer of a depot should make arrangement for the necessary office and storehouse space, calling upon the Quartermaster Corps for the erection of temporary buildings if other space is not available. He will organize his office and storehouse force and provide for a repair shop as

promptly as practicable, so as to be in readiness to fill all proper requisitions from troops and make ordinary repairs to ordnance material that can not be repaired by the troops. For the execution of the necessary work of repairing ordnance material he will utilize the services of the ordnance detail attached to his depot, as authorized in the tables of organization.

He will, by timely requisition, keep on hand a sufficient stock of stores to properly supply the troops authorized to requisition from his depot. He will ascertain, if practicable, the plans and intentions of the War Department and of the commander of the camp with reference to the troops with whose supply he is charged, to the end that he may supply in advance arms, ammunition, and supplies required for the execution of the plans.

20. Instructions concerning certain duties.—An officer having been appointed as commanding officer of an ordnance depot on the line of communications or of a depot established independently of the line of communications should, immediately after reporting at the designated place, ascertain the wishes of the chief ordnance officer concerned as to the location of the depot. The latter officer is presumed to have informed himself already of the wishes of the commander of the line of communications, or of the troops, as to the location of the depot. In the case of a base depot a large margin of room for expansion should be allowed. The commanding officer of the depot will then proceed to make his arrangements, under the direction of the chief ordnance officer concerned, as prescribed for the commanding officer of an ordnance depot at a camp of concentration. It is not to be expected, however, that this commanding officer of an ordnance depot on the line of communications, or serving troops directly, will be required to make heavy issues of field and siege artillery material, arms, and equipment. His heaviest issues will be ammunition for mobile artillery and for small arms.

The commanding officer of the depot should be informed through the chief ordnance officer concerned as to the plans and intentions of the commander of the troops whom he is serving, so that he may provide in advance the ordnance material required for the execution of the plans.

21. Captured and abandoned ordnance and ordnance stores.—The commanding officer of an ordnance depot will receive and account for all captured and abandoned ordnance and ordnance stores. In case this material can be utilized by the troops he will issue it on receiving instructions to that effect.

SECTION IV.

COMMANDING OFFICERS OF GENERAL SUPPLY ORDNANCE DEPOTS.

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22. Duties; depot personnel.—The duties of a commanding officer of a general supply ordnance depot comprise all the necessary provision for the receipt, storage, preservation, protection, and issue of the ordnance material handled through the depot. The commanding officer of the depot, if located in the United States, will report direct to the Chief of Ordnance and be responsible directly to him on all matters concerning the operation of his depot. He will be supplied with the necessary personnel officers, enlisted men, and civilians as may be necessary for the proper operation of his depot. He will also be supplied with all necessary office furniture, equipment, and supplies as may be necessary for the proper handling of his stores.

23. Distribution and issue of ordnance material.—The Chief of Ordnance will distribute ordnance material to ordnance depots in the United States from manufacturers, arsenals, or other depots. Issues of ordnance material from these depots will be made by direction of the Chief of Ordnance or on direct requisition from camp depots which the supply depot has been designated to supply.

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24. Authority for issues to troops in the theater of active operations.—In time of war issues may be made to troops in the service of the United States in the theater of active operations on the order of any general or field officer commanding an army, garrison, or detachment, or of a chief ordnance officer of an army, army corps, or of a division ordnance officer.

25. Responsibility and accountability for property.—When troops are operating in the field the principal reserves of ammunition and other ordnance property, which is for issue to the several commands under the direction of army corps and division commanders, will be under the control of the chief ordnance officers of the army corps and of the division ordnance officers and in charge of the depot ordnance officers. The latter will be responsible and accountable for property in their charge. Chief ordnance officers of an army corps, division ordnance officers, and ordnance officers on the staff of commanders of ports of embarkation have no property accountability, as a rule, their duties being purely administrative and advisory.

26. Mobile ordnance repair shops.—The mobile ordnance repair shops are attached to the ammunition train of the division for administrative purposes only. They are under the orders of the division commander, but will normally be controlled by the division ordnance officer. These mobile shops are composed of automobile trucks fitted up with light machines

and tools and with spare parts suitable for repairing field artillery material, small arms, and personal equipment for the purpose of making such repairs as can not be made in the several batteries, troops, or companies. The personnel of the mobile ordnance repair shops include officers and enlisted men especially trained in repair work.

27. Requisitions for property for troops in the field.—When troops are in the field in time of war, requisitions for such articles of ordnance property as may be needed by the unit supply officers will be made, through immediate commanders, on the ordnance officer of the division, expedition, etc., concerned, who will make arrangements for making the appropriate issues from an ordnance depot or train. If the immediate commanders have reserve or surplus ordnance stores under their charge, they will provide for making the authorized issues as far as practicable, and they will report on the requisitions the quantities so issued.

28. Requisitions for property for troops in active operations against an enemy.—When troops are engaged in active operations against an enemy, requisitions may be submitted orally to the ordnance officer whose facilities for making prompt issues are the greatest. In such cases the requiring officer will, whenever practicable, submit his requisition in the form of an invoice and receipt, each in duplicate, covering transfer of the articles desired, thus providing for a more expeditious issue of the property.

29. Transfers of condemned unserviceable ordnance property.—When troops are operating in the field in time of war transfers of unserviceable ordnance property which has been condemned and ordered turned in to a depot will generally be made to the nearest ordnance depot.

30. Procedure in case of property captured from an enemy.—When military stores similar to those supplied by the Ordnance Department have been captured from an enemy or found upon being abandoned by him, the officer securing the property will report the facts to the chief ordnance officer of the division, expedition, etc., concerned, who will make arrangements for turning the property in to the nearest ordnance depot, unless it can be used in operations against the enemy. The officer securing the property will furnish a brief report of the capture or finding, together with a list of the stores, in order that the circumstances of the capture or finding may be made

a part of the record of the property. This property is required to be accounted for, and the report and list of stores will constitute a voucher requiring the receiving officer to account for the property. The voucher is required to accompany the return to which it pertains.

31. Procedure in case of property lost in an engagement.—

When ordnance property has been lost in an engagement the responsible officer will furnish the accountable officer, as a voucher authorizing him to drop the articles from his return, an affidavit, giving the date, place, and the circumstances under which the loss occurred. When the loss did not come under the observation of the responsible officer, an affidavit to the same effect will be furnished by an officer or noncommissioned officer cognizant of the facts.

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32. Regulations and orders.—In addition to the contents of these regulations chief ordnance officers and the commanding officers of ordnance depots should familiarize themselves particularly with the following:

- National Guard—Special Regulations No. 55, 1917.
- Advertising and Printing—Article XLIX, A. R., 1913.
- Purchase of Supplies and Engagement of Services—Article I, A. R., 1913. (Par. 521 changed by C. A. R. No. 59, 1917.)
- Bonds of Disbursing Officers, Bidders, and Contractors—Article LI, A. R., 1913. (Par. 569 changed by C. A. R. No. 58, 1917.)
- Money Accountability—Article LII, A. R., 1913. (Par. 630 changed by C. A. R. 60, 1917.)
- Public Property Accountability—Article LIII, A. R., 1913. (Pars. 661, 678, 681-A to 681-P, and 694, changed by C. A. R. 56 and C. A. R. 65, 1917.)
- Surveys of Property—Article LV, A. R., 1913. (Par. 717 changed by C. A. R. 68, 1918; par. 721 changed by C. A. R. 57, 1917.)
- Civilian Employees—Article LVI, A. R., 1913. (Par. 733 changed by C. A. R. 59, C. A. R. 60, and C. A. R. 66.)
- Staff Administration—Article LVII, A. R., 1913.
- Military Correspondence—Article LX, A. R., 1913.
- Ordnance Department—Article LXXVI, A. R., 1913. (Par. 1512½ changed by C. A. R. 59, 1917.)
- Tables of Organization.
 - Organization, Part I, Field Service Regulations 1914 and Administration, Part III, Field Service Regulations 1914. (These Regulations have been corrected to Apr. 15, 1917.)
 - Paragraphs 27, 28, 32, 76, 77—Ordnance Regulations 1907.
- Purchase of Supplies and Engagement of Services—Article VIII, Ordnance Regulations 1907.
- Money Accountability—Article IX, Ordnance Regulations 1907.
- Public Property—Article X, Ordnance Regulations 1907.

Civilian Employees—Article XI, Ordnance Regulations 1907.
 Ordnance Orders relating to Financial Matters—Ordnance
 Office General Orders, No. 7, 1917.

Particular attention is directed to paragraph 208, Title II,
 Ordnance Office General Orders, No. 7, 1917, entitled "Purchases
 in the Field," which states:

When disbursing officers of the Ordnance Department are
 serving in the field the appropriations applicable for the
 payment of expenditures incurred by them are "Ordnance
 Service" and "Ordnance Stores and Supplies." All ex-
 penditures incurred in connection with receiving and issu-
 ing ordnance and ordnance stores and for office duties, such
 as the services of clerks and storekeepers, storehouse sup-
 plies, etc., are chargeable to the appropriation "Ordnance
 Service," and all expenditures incurred in connection with
 overhauling, repairing, and preserving ordnance and ord-
 nance stores, such as the services of armorers, mechanics,
 and supplies required for the work, are chargeable to the
 appropriation "Ordnance Stores and Supplies." The hire
 of offices and storehouses, including heating, lighting, and
 furnishing, is within the jurisdiction of the Quartermaster's
 Department.

33. Blank forms and pamphlets.—Chief ordnance officers
 and commanding officers of ordnance depots should also
 familiarize themselves with the use of the blank forms and
 the contents of the pamphlets listed in the general order of the
 Ordnance Department prescribing the composition of ordnance
 depots.

REVIEWS

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General office of the Department of the Interior
Washington, D. C.
February 10, 1908

Dear Sir:
I have the honor to acknowledge the receipt of your letter of the 7th inst. in relation to the proposed amendment to the act of August 10, 1890, relating to the disposal of the public lands.

The Department is at present engaged in a study of the various proposals for the amendment of the act of August 10, 1890, and it is not possible to give you a definite answer at this time.

I am, however, glad to hear that you are interested in the subject, and I will be glad to discuss the same with you at any time you may desire.

Very respectfully,
John D. Brown, Secretary

Enclosed for you are two copies of the act of August 10, 1890, and a copy of the proposed amendment.

I am, Sir, very truly,
Your obedient servant,
John D. Brown, Secretary

Very truly yours,
John D. Brown, Secretary

Gaylord Bros.
Makers
Syracuse, N. Y.
PAT. JAN. 21, 1908

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