



(Translation of a Captured German Document.)

REGULATIONS FOR MACHINE-GUN OFFICERS AND NON-COMMISSIONED OFFICERS.

1. Emplacements.—Machine-Gun emplacements must always be kept in such a condition as will allow the gun to cover the whole of the prescribed field of fire. Heaps of earth which catch the eye, or other means of identification, are to be avoided. Close to each emplacement, there must be two alternative emplacements, each of which has, on the whole, the same field of fire as the main emplacement.

Only during an engagement will firing take place from the main or alternative emplacements. As a matter of principle, daily firing must be carried out elsewhere. As much care as possible must be taken not to damage entanglements by fire. Every Officer and N.C.O. must be thoroughly acquainted with the M.G. emplacements of his sector.

2. Ammunition.—Sixteen full boxes* are placed by each gun. As soon as a box has been fired, it will be immediately replaced from the belt-store. Each man must know the position of the belt-store. Repeated miss-fires and serious jams will be immediately reported to the sector machine-gun officer, who will forward the reports to the company commander (in the trenches).

The platoon commander will take stock daily of the filled belts in the belt-store. Each No. 1 is responsible that the belts are kept dry. Damp belts must be kept in the dug-outs and dried at an even temperature, but not put close to the stove. Belts must not be exposed to too great a heat or they will deteriorate. A reserve of 2,500 loose rounds per gun will be kept in the ammunition store as an iron ration, and will only be used in the event of an engagement. As soon as the ammunition supply is below 5,000 loose rounds per gun, exclusive of the iron ration, a report will be made to the sector machine-gun officer, who will immediately indent for ammunition on the company commander (in the trenches).

3. Water.—In addition to the filled water buckets, a water barrel will be kept filled, and stored in a safe place near the gun. The sector machine-gun officer will report weekly to the company commander (in the trenches) as to the existence and proper condition of the barrel.

4. Barrels.—Three good "S" barrels will always be kept by each gun. In addition, one new "S" barrel per gun will be kept in the ammunition store; it will be regarded as an iron ration.

5. Hand Grenades.—Near each gun, six hand grenades will be kept in a safe place, within reach of the sentry. In addition, six hand grenades will be properly stored in each dug-out, and ten hand grenades per gun will be kept with the reserve ammunition as an iron ration.

6. "Flare" Pistols and Ammunition.—With each gun there will always be one "flare" pistol and 35 "flare" cartridges—20 white, 10 red and 5 green. In the ammunition store will be kept 20 "flare" cartridges per gun—10 white, 5 red and 5 green. At night, one of the sentries will always carry a "flare" pistol and ammunition.

7. Small-arms.—Small-arms will always be kept clean. No pistol (automatic) will be kept with a cartridge in the chamber; only at night will a sentry have his pistol loaded and at safety. On being relieved, he will unload. Otherwise, one filled charger will be kept in the pistol and a second in the pouch.

The No. 1 will inspect small-arms once a week and report the result to the platoon commander.

The sector machine-gun officer and the platoon commanders will satisfy themselves as to the condition of the small-arms by frequent and unexpected inspections. Side-arms will be kept slightly greased. It is forbidden to put them into the fire.

8. Tools.—With each gun is a tool-case of which the contents must be kept complete (with the exception of files and chisels). Files and chisels, and also a tool chest will be kept in the armoury of the sector, where small repairs will be executed. No repairs must be carried out except under the supervision of the armourer.

* Each box contains a belt of 250 rounds. (Trans.)

9. **Care of the Gun.**—Guns will be cleaned daily. Two guns of the same sector will never be cleaned simultaneously. Cleaning may commence one hour after dawn, and will be completed by 10 a.m. Sector machine-gun officers will fix a time for cleaning each gun. Guns used for anti-aircraft firing will be cleaned before being taken away to the anti-aircraft emplacement.

10. **Dress and Equipment.**—These will always be kept in good condition. Men must put on their equipment whenever they leave their dug-out. Gas masks must always be carried. When digging, the special articles of clothing issued for the purpose will be worn.

11. **Messing.**— * * * * *

12. **Personal Cleanliness.**— * * * * *

13. **Health (Sick returns and casualty reports).** * * * * *

14. **Sentries.**—One sentry will be posted by day and two by night. Every sentry will be provided with a periscope. It is forbidden to look over the parapet for any length of time, especially by day. For instructions dealing with hand grenades, small-arms and "flare" pistols, see paras. 5, 6, 7.

Report will be made immediately should anything particular be noticed. In the event of a surprise attack, or of an exceptionally good target being offered, the sentry will give the alarm—the same applies to a gas attack. In every dug-out there is an alarm which is connected up to the sentry post. The No. 1. will test this alarm daily. Platoon commanders and sector machine-gun officers will frequently satisfy themselves that the alarms are in working order. Should the enemy open fire with gas shells, the sentry will instantly report the fact. At night, the gun will be loaded and mounted in the emplacement; by day, it will be kept at the foot of the steps leading down to the dug-out, with a box of ammunition beside it. The gun must always be mounted on the extemporised mounting. The sledge will only be used when extremely accurate shooting is required.

When a superior passes, the sentry will, without leaving his post, report what he has observed.

15. **Firing.**—On sighting a particularly favourable target, or in the event of a surprise attack, No. 1 will immediately open fire. In both cases, immediate report, if possible by telephone, will be made to the platoon commander and to the sector machine-gun officer.

Every gun must be registered on all targets in the field of fire, and each gunner must be thoroughly instructed as to targets and ranges. This will be frequently checked by officers and N.C.O.s. Each No. 1 will be in possession of an accurate list of all targets with their ranges, made out in the form of a range card.

The proper ranges will be entered on the range card, which will be arranged as shown below.

Emplacement No.	M.C. No.	Description of target and map reference.	Map square.	Range by map.	Elevation required as result of registration.	Date of registration.	Observation.	Remarks.
12	2/95	T redoubt — front trench, right-hand furthest limit of field of fire for emplacement No. 12 "D 10."	D.10	1900 metres	1950 metres	6-4-16	Hits on front edge of parapet	Nil.
12	2/95	T redoubt—projecting corner of front trench.	D. 9	1850 metres	1900 metres	6-4-16	"Good"	Enfilades trench leading to rear until the latter disappears.

Targets will be taken in order from right to left and in bands of 200 metres (see range card).

Targets are to be entered in the order of the squares, first from right to left, and then, as regards details, from front to rear.

After each entry, space will be left to allow of corrections being made.

Supervision of the same constitutes the most important duty of the platoon commanders and of the sector machine-gun officers.

The company commander (in the trenches) arranges with the sector machine-gun officers for the daily firing, indicating the targets and the amount of ammunition to be expended. With reference to this firing, the sector machine-gun officer will arrange with the battalion on the following points:—

1. Special requirements of the battalion.

2. Information as to when and where our own men are out in front.

The sector machine-gun officer will report thereon to the company commander (in the trenches) at the latest, 2 hours before dusk. Both sector machine-gun officers will be informed by him of all current events and receive from him in writing their fire orders based thereon. Every No. 1 and all platoon commanders will receive written fire orders, which will be adequately explained to the men.

Except in the event of an enemy attack, no No. 1 will open fire without making certain that none of our own men are within the field of fire.

The morning report must contain:—

- (a) Expenditure of ammunition.
- (b) Targets on which fired.
- (c) Time of firing.
- (d) Any results of firing that may have been observed.

16 Anti-aircraft defence.—By day, special guns are detailed for anti-aircraft defence. One No. 1 and 2 other men will be constantly on duty with each gun. When the weather permits of flying, the gun will be in position in the anti-aircraft emplacement before daybreak and will be removed after dark. One man will be posted as a sentry and on the approach of an airman will give the alarm. The gun will be kept ready mounted and loaded. Fire will be opened as soon as the airman approaches within 1500 metres (1640 yds.). By means of vertical searching fire, a barrage will be put up about 20 lengths (aeroplane) in front of the aeroplane. When the aeroplane has flown through it the gun will be laid in front of the aeroplane again.

Each man must be thoroughly instructed in this and know exactly what tension of spring is required for normal and anti-aircraft fire.

In the event of an action, the gun will be brought back to its battle station as rapidly as possible.

17. Observation.—Observation posts will be constructed at specially selected points, from which the enemy's trenches and the ground behind can be observed with the naked eye. Any observation of interest will be immediately reported in the quickest possible manner, to the sector machine-gun officer, and through him to the battalion commander and the company commander (in the trenches). When necessary, the adjoining sector will be informed by the company commander; the artillery will also, when necessary, be communicated with direct, a report being forwarded subsequently to the higher commanders.

The morning and evening reports will always contain the results of observation.

18. Light Signals.—A secret order dealing with light signals will be issued to officers and N.C.O.s

19. Alarms.—In the event of a night alarm, No. 1 and the gun team will take post as quickly as possible. Each man must know his place. Once daily, the No. 1. will practise the following alarms at different times:—

- (i.) *Trommelfeuer* (heavy bombardment) alarm.
- (ii.) Gas alarm.

In the morning report, the hour and nature of alarms practiced will be stated, giving the number of seconds taken. Every Saturday evening, the sector machine-gun officer will hand to the company commander (in the trenches) the alarm reports, filed and arranged in order of guns.

Sector machine-gun officers and platoon commanders will frequently alarm single guns. Such alarms will count for the gun in question as practice alarms, as understood by the foregoing.

More than two alarms will not be given within 24 hours.

20. Protective Measures against Gas.—Once a week, the platoon commander will test the efficiency of anti-gas equipment; on these occasions the supplies of 95% and 50% alcohol will be shown in every dug-out and with the "Selbstretter" oxygen apparatus.

21. Iron rations (inspection).—

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In the event of an enemy attack, these regulations and any sketches or range cards will be immediately burnt.