MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 23

MARINE CORPS BIRTHDAY CAKE CUTTING CEREMONY

	PARAGRAPGH	PAGE
GENERAL	23000	23-3
SEQUENCE OF EVENTS FOR THE MARCH ON	23001	23-3
READING THE MESSAGES AND CUTTING THE CAKE	23002	23-10
SEQUENCE OF EVENTS FOR THE MARCH OFF AND CONCLUSION OF THE CEREMONY	23003	23-12
VARIATIONS	23004	23-15
RECOMMENDED PERSONNEL ASSIGNMENTS	23005	23-16

FIGURE

23-1	PARTICIPANTS STAGED	23-3
23-2	MUSIC'S MOVEMENTS	23-4
23-3	ADJUTANT, DRUMMERS AND TRUMPETERS MOVEMENTS	23-5
23-4	MARCH ON OF GENERAL OFFICERS AND ESCORTS	23-6
23-5	MOVEMENTS OF THE COMMANDING GENERAL (OR COMMANDING OFFICER) AND GUEST OF HONOR	23-7
23-6	MOVEMENTS OF THE COLOR GUARD	23-9
23-7	MOVEMENTS OF THE CAKE	23-10
23-8	MOVING THE CAKE IN ORDER TO CLEAR THE LINE OF MARCH	23-13
23-9	MARCH OFF OF COLOR GUARD, COMMANDING GENERAL, GUEST OF HONOR AND GENERAL OFFICERS	23-13
23-10	MOVEMENTS OF THE ESCORTS DURING THE MARCH OFF . . .	23-14
23-11	MOVEMENTS OF THE DRUMMERS AND TRUMPETERS DURING THE MARCH OFF	23-15

PART II: CEREMONIES

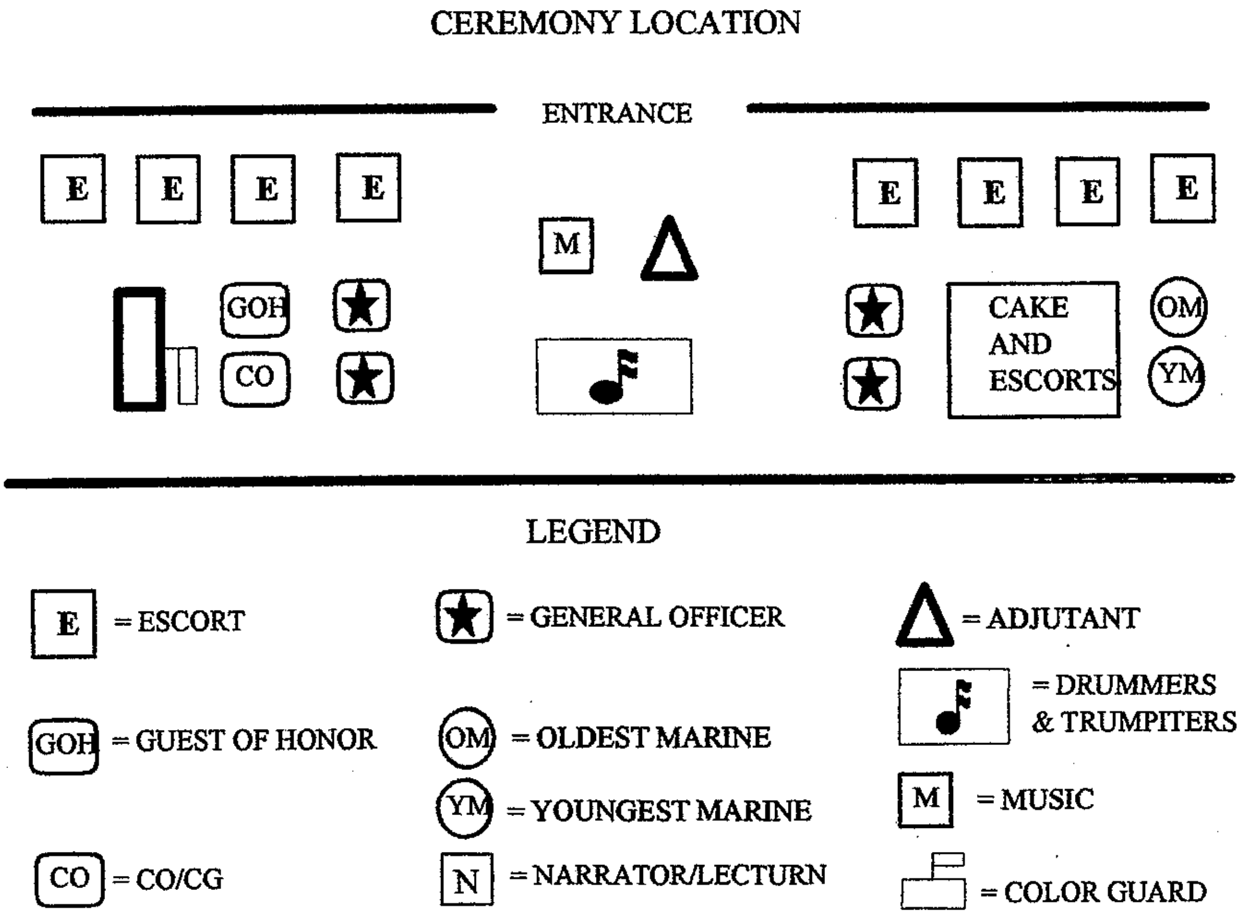
CHAPTER 23

MARINE CORPS BIRTHDAY CAKE CUTTING CEREMONY

23000. GENERAL. The following procedure is prescribed as a guide for the conduct of the Marine Corps Birthday Cake Cutting Ceremony. It is outlined on the basis of a Marine Corps post commanded by a general officer. At post where no general officer is present, and a staff noncommissioned officer, enlisted or unit balls, modifications may be made as necessary to meet local conditions. Rehearsals must be conducted to ensure that the ceremony proceeds smoothly and precisely.

23001. SEQUENCE OF EVENTS FOR THE MARCH ON

1. H-Hour-15 Minutes. All participants in the ceremony are formed at the entrance to the ballroom. (See figure 23-1.) All bars, if any, will close.


CEREMONY LOCATION
ENTRANCE
E
E
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M
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E
GOH
CO
CAKE AND ESCORTS
OM
YM
LEGEND
E = ESCORT
= GENERAL OFFICER
= ADJUTANT
= DRUMMERS & TRUMPITERS
GOH = GUEST OF HONOR
OM = OLDEST MARINE
YM = YOUNGEST MARINE
M = MUSIC
CO = CO/CG
N = NARRATOR/LECTURN
= COLOR GUARD

Figure 23-1.--Participants Staged.

2. H-Hour-5 Minutes

a. Field music moves to position centered on the dance floor and sounds *"Attention,"* followed by *"Officers Call"* (or *"First Sergeant's Call"* at staff noncommissioned officer/enlisted balls) and then departs the floor and returns to a position with the drummers and trumpeters. (See figure 23-2.)

b. The escorts draw swords and go to parade rest.

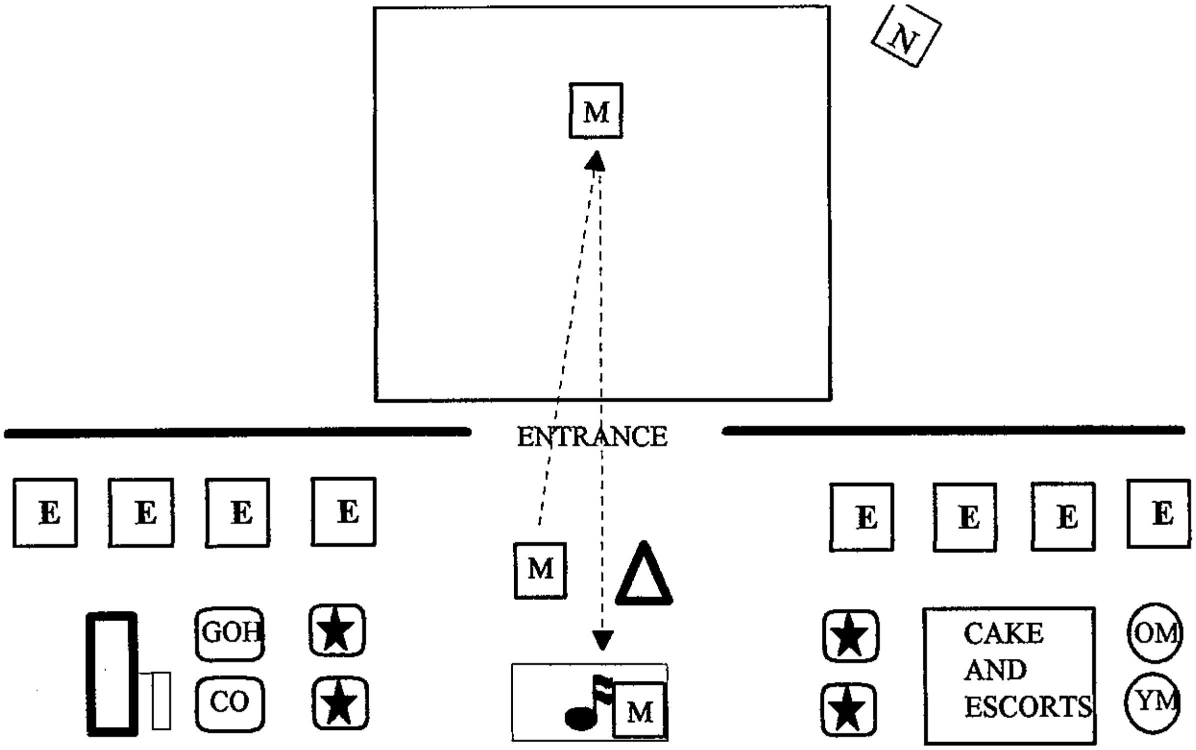


Figure 23-2.--Music's Movements.

NARRATOR: "GOOD EVENING LADIES AND GENTLEMEN, WELCOME TO THE UNITS NAME BALL CELEBRATING THE # OF BIRTHDAY (e.g., 221ST) BIRTHDAY OF OUR CORPS. (INVOCATION OPTIONAL) PLEASE RISE AS NAME OF CHAPLAIN DELIVERS THE INVOCATION." Chaplain delivers the invocation.

NARRATOR: "LADIES AND GENTLEMEN PLEASE BE SEATED AS THE CEREMONY IS ABOUT TO BEGIN."

3. H-Hour. The adjutant moves to a position at the far end of the dance floor from the entrance, halts faces the entrance, and draws sword. (See figure 23-3.)

4. Adjutant commands "**SOUND ATTENTION**." Field music sounds *"Attention."* Escorts execute attention without command.

5. Adjutant commands "**SOUND ADJUTANT's CALL**." Field music sounds *"Adjutant's Call."*

a. Drummers take up the beat at the last note, and after a brief interval, drummers and trumpeters march onto the dance floor playing the *"Foreign Legion March."* Drummers and trumpeters march down a cleared lane to the far end of the dance floor, countermarch just in front of the adjutant, and followed by the adjutant, march back to the main entrance, countermarch again, and halt. Drummers and trumpeters then move sufficient distance left or right to clear the entrance doorway.

Note: If the ballroom is too small for the drummers and trumpeters to remain on the dance floor, or if they are part of the main band, then they would march from the ballroom and rejoin the band.

b. The adjutant moves to a position behind the cake. The march is ceased on command of the drum major. (See figure 23-3.)

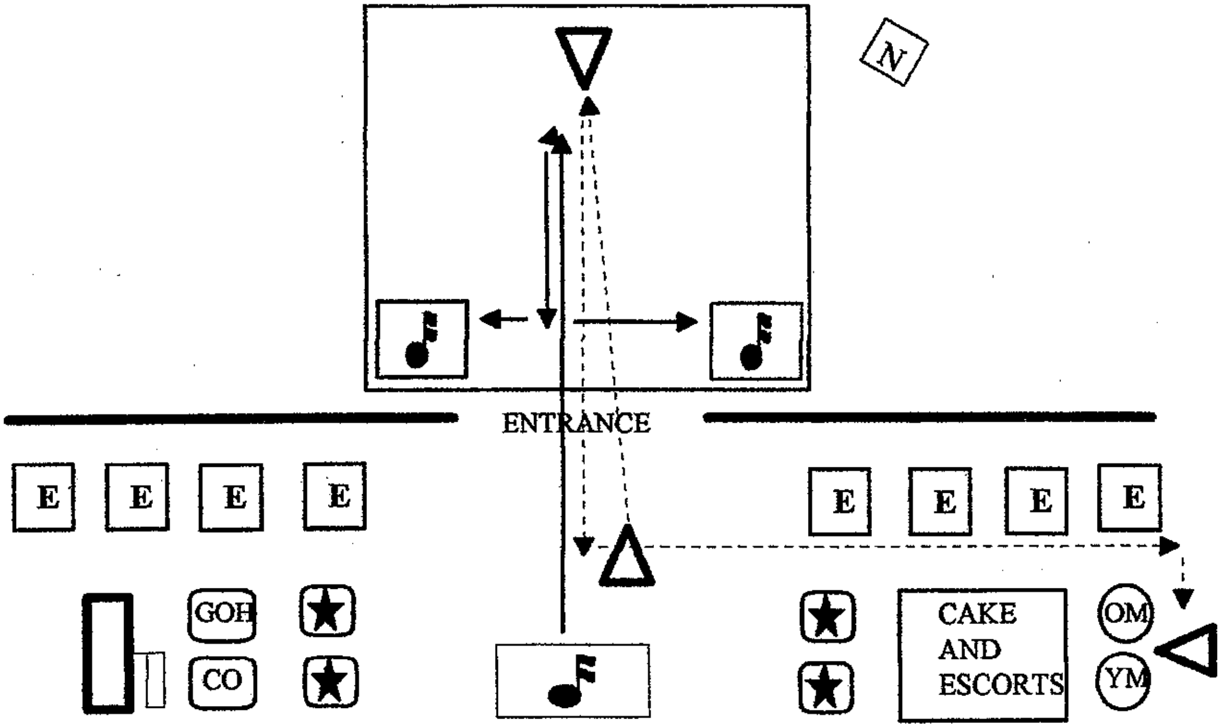


Figure 23-3.--Adjutant, Drummers and Trumpeters Movements.

6. Senior escort commands **"Forward, MARCH."**

a. Band commences playing *"Semper Fidelis."*

b. The two senior escorts (1st pair) enter the ball room together and march to their position at the far end of the dance floor, halt, face outboard, march forward to their position (4-8 paces) halt, face about and go to order swords.

c. The remainder of the escorts step off by twos (2nd pair, 3d pair, etc.) from senior to junior, at 4-pace intervals and move to their position on the dance floor in the same manner as the lead escorts, the two lines forming the two long sides of a hollow rectangle. (See paragraph 23005 for the recommended composition of escorts.)

d. Once all escorts are in position and at order sword, general officers, if present, enter the ball room in pairs from the main entrance, march down the line of escorts to their position at the far end of the dance floor, halt and face the entrance thus forming the third side of the rectangle.

e. Two spaces are left open in the center of the line of general officers. When all are in position the band stops playing. (See figure 23-4.)

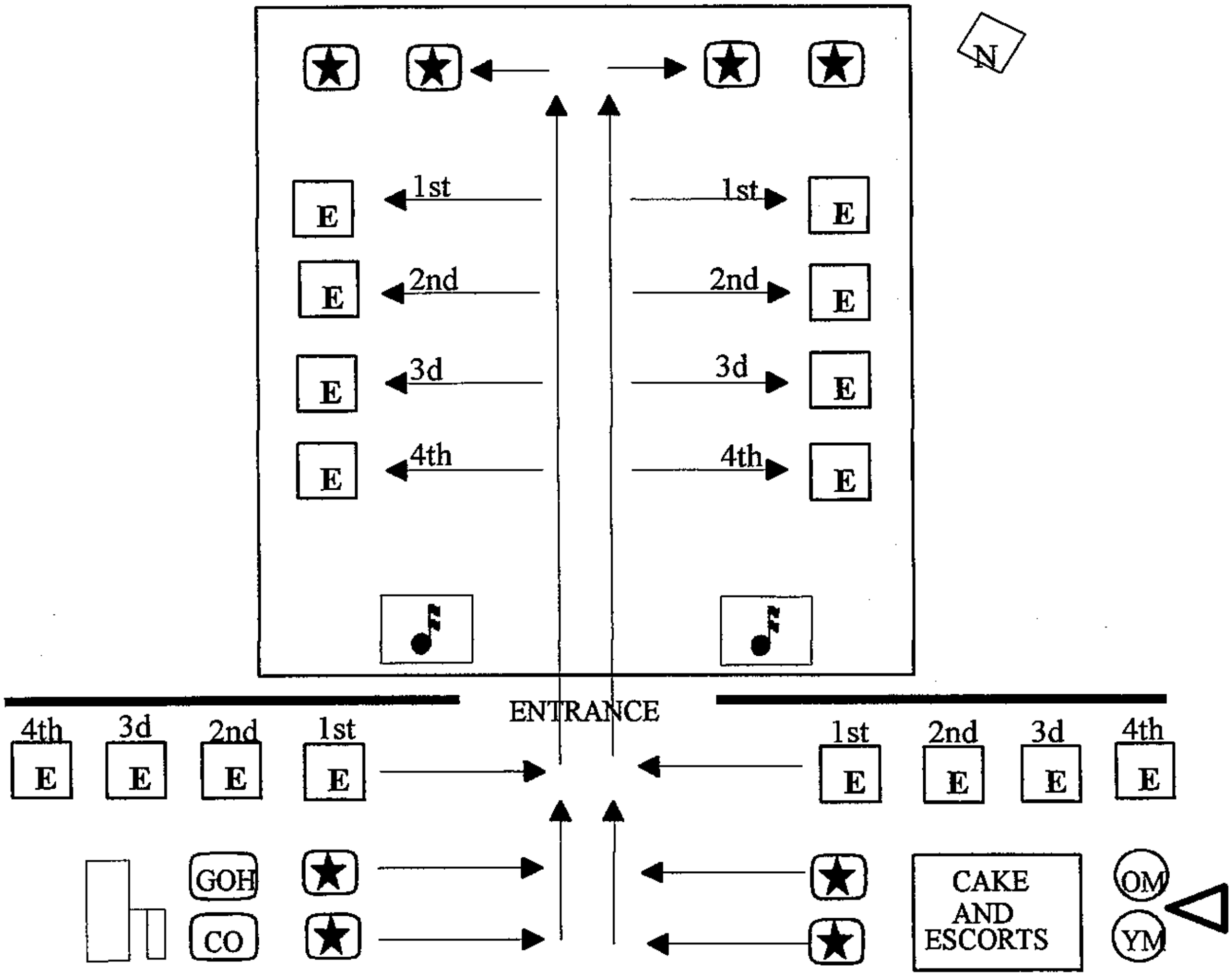


Figure 23-4.--March on of General Officers and Escorts.

f. Field music sounds *"Attention."* The commanding general (see note) and the guest of honor enter the ballroom together and move to a position centered between the line of escorts and halt. (See figure 23-5.)

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR HONORS TO THE COMMANDING GENERAL (GUEST OF HONOR AND COMMANDING OFFICER) AND REMAIN STANDING FOR THE MARCH ON OF THE COLORS, THE "*NATIONAL ANTHEM*" AND THE ENTRY OF THE TRADITIONAL BIRTHDAY CAKE."

Note: At a ball where neither the guest of honor nor the escort rate musical honors then the narrator makes the above statement but no musical honors are rendered. The escorts simply "**Present, ARMS.**" In this case the line of general officers would be omitted.)

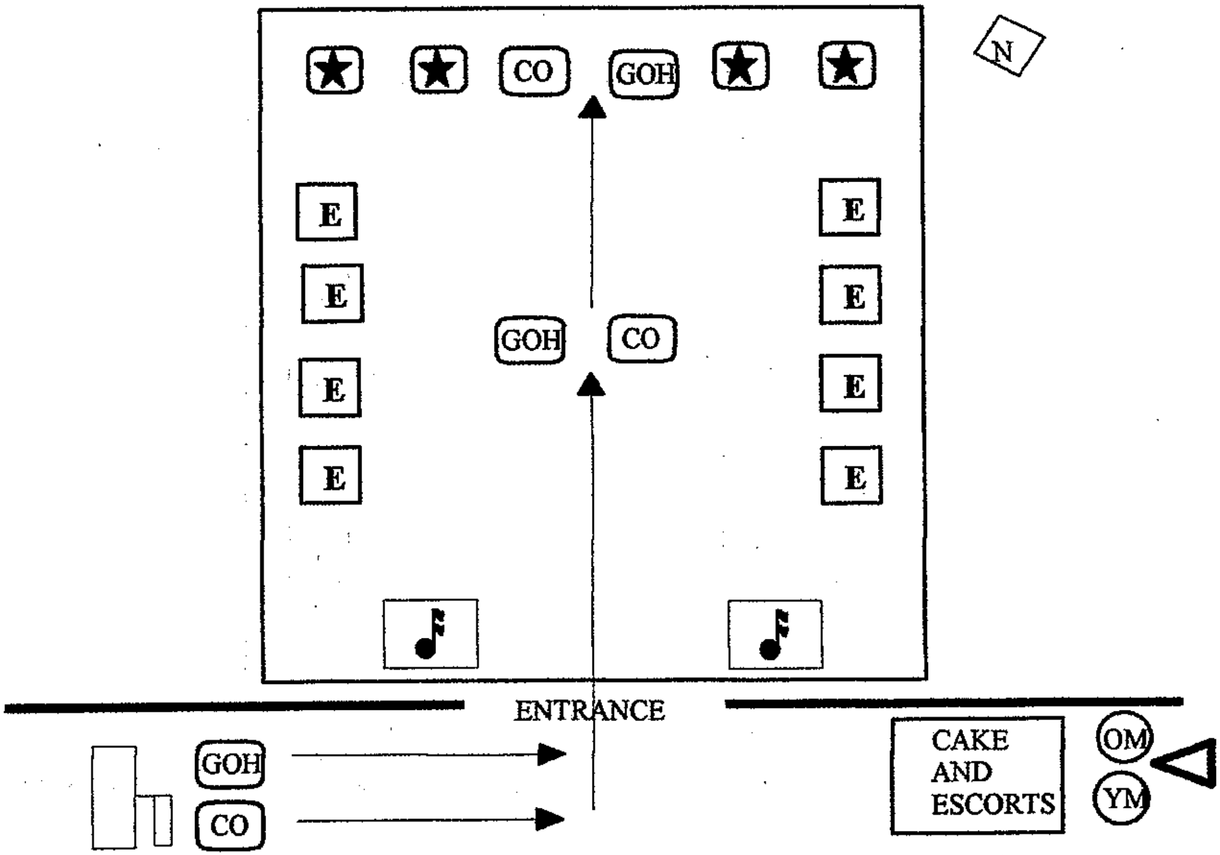


Figure 23-5.--Movements of the Commanding General (or Commanding Officer) and Guest of Honor.

7. The senior escort commands "**Present, SWORD.**" The escorts execute present sword. The band plays appropriate musical honors. The commanding general (or commanding officer) and the guest of honor return the salute if covered. After the last note of honors the commanding general (or commanding officer) and guest of honor terminate their salute.

8. The senior escort commands "**Order, SWORD.**" The escorts execute order sword. The commanding general (or commanding officer) and guest of honor move to their positions in the line of general officers, halt and face about. (See figure 23-5.) When both are in position.

9. Field music sounds *"Attention."* The color guard enters the ballroom at the carry and marches to a point halfway down the line of escorts, halts and remains at the carry (see figure 23-6).

10. The senior escort commands **"Present, SWORD."** The escorts present sword.

a. Commanding general (or commanding officer), guest of honor and general officers, if covered, salute on the first note of the music.

b. The color guard riflemen execute present arms from the carry on the command of present sword by the senior escort. The band then plays the *"National Anthem."* The organizational colors presents on the first note of the music and returns to the carry on the last note.

c. Commanding general (or commanding officer), guest of honor and general officers, if covered, cut their salute on the last note of the music.

11. The senior escort commands **"Order, SWORD."** The escorts order sword.

a. The color guard riflemen return to the carry. The color guard then marches forward to the far end of the dance floor, countermarches and marches back down the line of escorts to their position by the main entrance, countermarches, halts and goes to the order. The color guard then separates by executing sufficient left and right steps for the cake and escorts to enter the ballroom. (See figure 23-6.) Once the color guard is in position.

b. Field music sounds *"Attention."*

c. The band then plays the *"Marines Hymn"* (slow version) and the cake escorts (see paragraph 23005.3 for the recommended composition of the cake escorts) enter the ballroom. Between them they push a serving cart on which are placed the birthday cake, a Marine sword (officer or noncommissioned officer), two plates, three forks and napkins. The oldest and youngest Marine present, and adjutant follow the cake. The escorts slowly roll the cake to a position in front of the commanding general (or commanding officer), halt, take one side step and face inboard toward the cake. (See figure 23-7.) The band stops playing.

NARRATOR: "LADIES AND GENTLEMEN PLEASE BE SEATED."

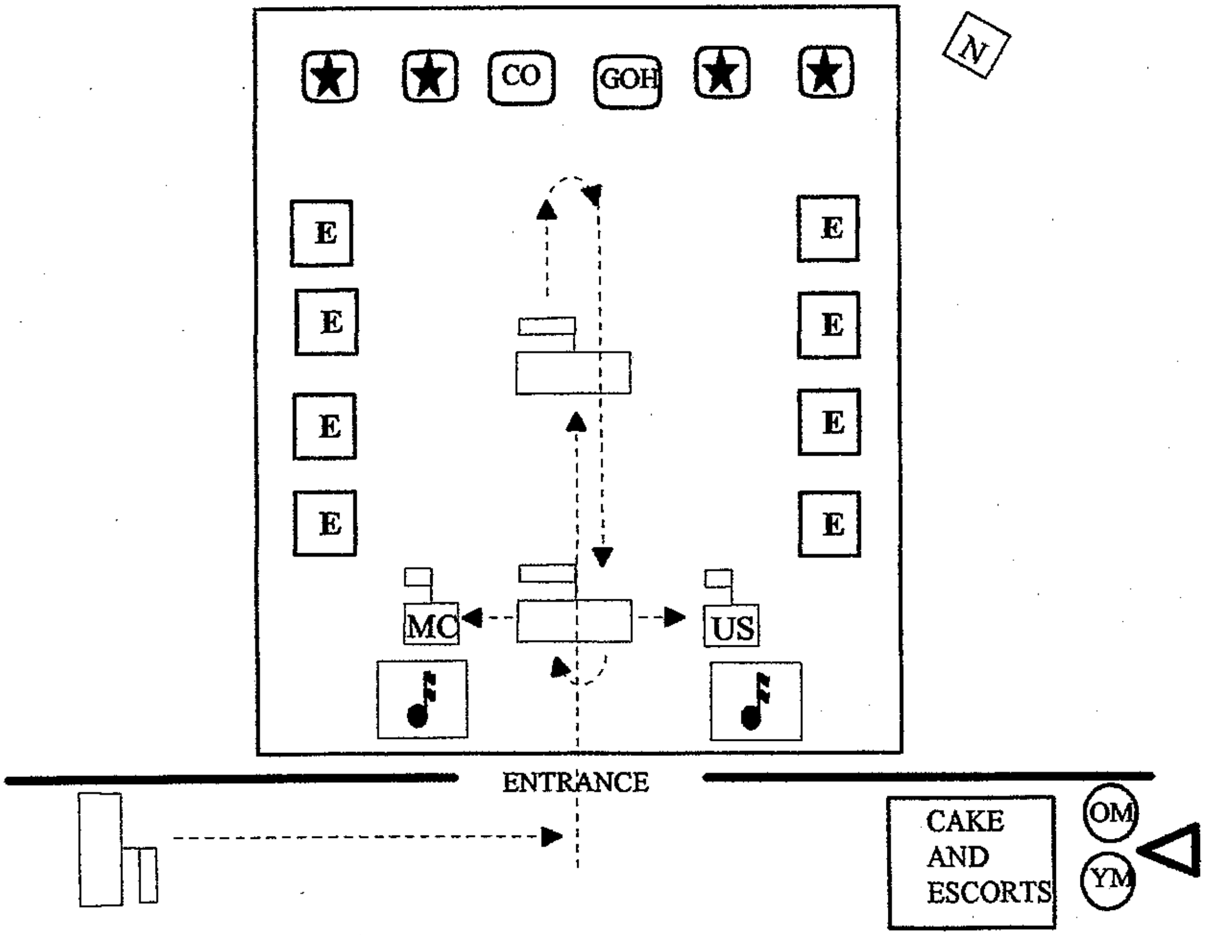


Figure 23-6.--Movements of the Color Guard.

12. The senior escort commands **"Parade, REST."** All escorts, cake escorts, color guard, band, general officers and guest of honor execute.

a. The adjutant remains at attention, faces about goes to order sword, and moves the sword into the position for reading documents described in chapter 5. The adjutant carries the scroll under the left arm in the same manner as a cased sword would be carried.

b. The adjutant then unfurls the scroll containing General Lejeune's Message and prepares to read it after the narrator has read the introductory statement.

Note: In particularly large formations or facilities where the adjutant may be hard to hear and/or a wireless microphone is not available, the narrator may read General Lejeune's Message. In that case the adjutant would remain at carry sword during the reading of the message.

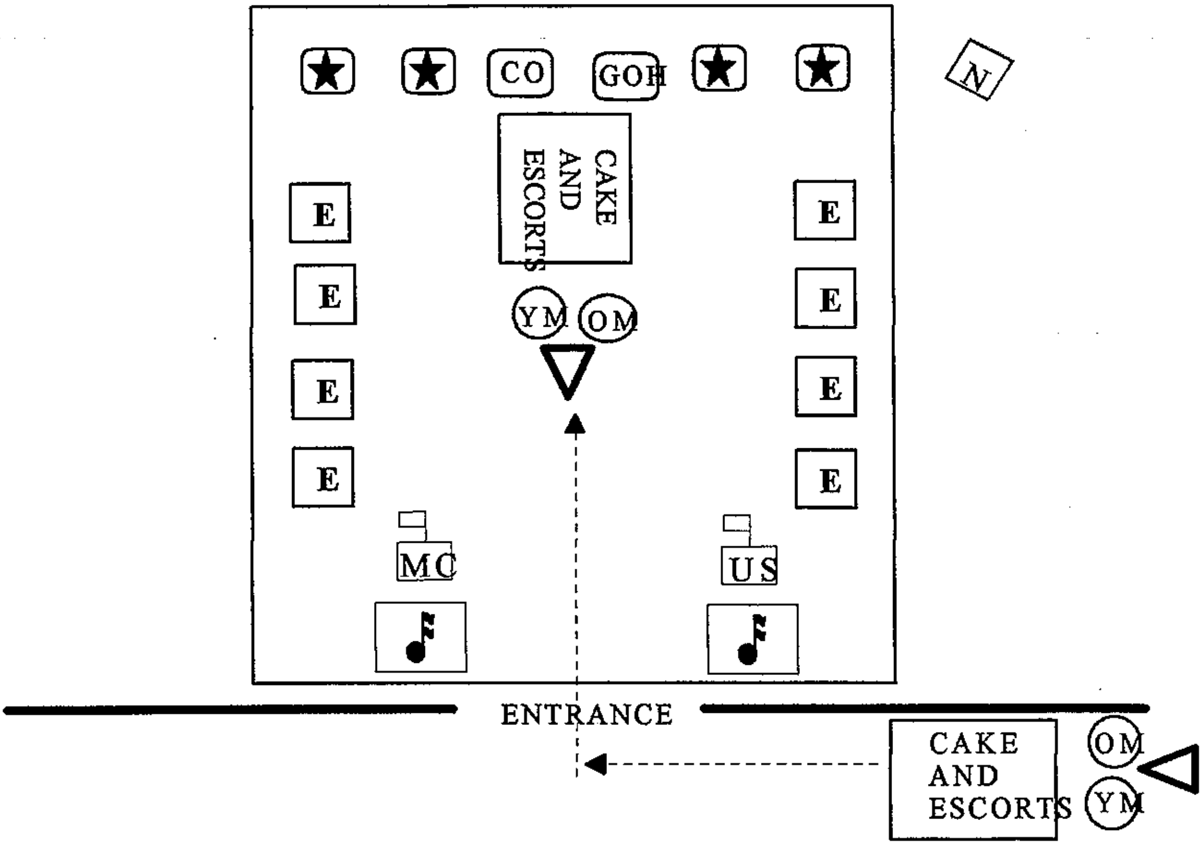


Figure 23-7.--Movements of the Cake.

23002. READING THE MESSAGES AND CUTTING THE CAKE

1. The narrator begins this portion of the ceremony by reading the introductory statement to General Lejeune's traditional birthday message.

NARRATOR: "ON NOVEMBER 1ST, 1921, JOHN A. LEJEUNE, 13TH COMMANDANT OF THE MARINE CORPS, DIRECTED THAT A REMINDER OF THE HONORABLE SERVICE OF THE CORPS BE PUBLISHED BY EVERY COMMAND, TO ALL MARINES THROUGHOUT THE GLOBE, ON THE BIRTHDAY OF THE CORPS. SINCE THAT DAY, MARINES HAVE CONTINUED TO DISTINGUISH THEMSELVES ON MANY BATTLEFIELDS AND FOREIGN SHORES, IN WAR AND PEACE. ON THIS BIRTHDAY OF THE CORPS, THEREFORE, IN COMPLIANCE WITH THE WILL OF THE 13TH COMMANDANT, ARTICLE 38, UNITED STATES MARINE CORPS MANUAL, EDITION OF 1921, IS REPUBLISHED AS FOLLOWS:

ADJUTANT/NARRATOR: ON NOVEMBER 10TH, 1775, A CORPS OF MARINES WAS CREATED BY A RESOLUTION OF THE CONTINENTAL CONGRESS. SINCE THAT DATE MANY THOUSAND MEN HAVE BORE THE NAME MARINE. IN MEMORY OF THEM IT IS FITTING THAT WE WHO ARE MARINES SHOULD COMMEMORATE THE BIRTHDAY OF OUR CORPS BY CALLING TO MIND THE GLORY OF ITS LONG AND ILLUSTRIOUS HISTORY.

THE RECORD OF OUR CORPS IS ONE WHICH WILL BEAR COMPARISON WITH THAT OF THE MOST FAMOUS MILITARY ORGANIZATIONS IN THE WORLD'S HISTORY. DURING 90 OF THE FIRST

146 YEARS OF ITS EXISTENCE, THE MARINE CORPS HAS BEEN IN ACTION AGAINST THE NATION'S FOES. FROM THE BATTLE OF TRENTON TO THE ARGONNE, MARINES HAVE WON FOREMOST HONORS IN WAR, AND IN THE LONG ERAS OF TRANQUILLITY AT HOME. GENERATION AFTER GENERATION OF MARINES HAVE GROWN GRAY IN WAR, IN BOTH HEMISPHERES, AND IN EVERY CORNER OF THE SEVEN SEAS, THAT OUR COUNTRY, AND ITS CITIZENS MIGHT ENJOY PEACE AND SECURITY.

IN EVERY BATTLE AND SKIRMISH SINCE THE BIRTH OF OUR CORPS, MARINES HAVE ACQUITTED THEMSELVES WITH THE GREATEST DISTINCTION, WINNING NEW HONORS ON EACH OCCASION UNTIL THE TERM MARINE HAS COME TO SIGNIFY ALL THAT IS HIGHEST IN MILITARY EFFICIENCY AND SOLDIERLY VIRTUE.

THIS HIGH NAME OF DISTINCTION AND SOLDIERLY REPUTE, WE WHO ARE MARINES TODAY, HAVE RECEIVED FROM THOSE WHO HAVE PROCEEDED US IN THE CORPS. WITH IT WE ALSO RECEIVED FROM THEM THE ETERNAL SPIRIT WHICH HAS ANIMATED OUR CORPS FROM GENERATION TO GENERATION AND HAS BEEN THE DISTINGUISHING MARK OF MARINES IN EVERY AGE. SO LONG AS THE SPIRIT CONTINUES TO FLOURISH, MARINES WILL BE FOUND EQUAL TO EVERY EMERGENCY IN THE FUTURE AS THEY HAVE BEEN IN THE PAST, AND THE MEN OF OUR NATION WILL REGARD US AS WORTHY SUCCESSORS TO THE LONG LINE OF ILLUSTRIOUS MEN WHO HAVE SERVED AS "SOLDIERS OF THE SEA" SINCE THE FOUNDING OF THE CORPS."

2. The adjutant, without command, then puts away the scroll, returns to carry sword and exits the ballroom. Once clear of the ballroom the adjutant returns sword, this completes his/her portion of the ceremony.

NARRATOR: "THE INSPIRING MESSAGE OF OUR 13TH COMMANDANT HAS LEFT ITS MARK IN THE HEARTS AND MINDS OF ALL MARINES." The narrator would now read the current Commandant's birthday message.

NARRATOR: "LADIES AND GENTLEMEN A MESSAGE FROM THE COMMANDANT OF THE MARINE CORPS." (text inserted here)

Note: At this time the narrator may introduce the commanding general (or commanding officer)/guest of honor for their remarks. However, remarks may be deferred until after the cake is cut in which case skip to paragraph 23002.5.

NARRATOR: "LADIES AND GENTLEMEN, THE COMMANDING GENERAL (Name and title)."

3. The commanding general makes a few brief remarks and introduces the guest of honor, who makes appropriate remarks concerning the significance of the birthday, etc., remarks should be brief and to the point.

4. After the messages are read and remarks have been completed the commanding general and guest of honor move to the cake.

5. The oldest and youngest Marine move to position on the side of the cake nearest to the commanding general. As the commanding general approaches the cake the senior cake escort steps forward, takes the sword from the cake cart and delivers it to the commanding general by passing it over the left forearm, grip toward the commanding general. (See paragraph 5017.)

6. As the commanding general cuts the cake the band begins playing *"Auld Lang Syne."*

7. Assistance is rendered by the cake escorts in placing the pieces on the plate.

8. The first piece is given to the guest of honor who takes a bite and returns the plate to the cake escort.

9. The second piece is placed on a plate with two forks and given to the oldest Marine who takes a bite and passes the piece to the youngest Marine who takes a bite. The youngest Marine then returns the plate to a cake escort who places it back on the serving cart.

10. While the cake is being cut and presented the narrator reads:

NARRATOR: "LADIES AND GENTLEMEN, IT IS CUSTOMARY AT MARINE CORPS BIRTHDAY CELEBRATIONS WORLDWIDE FOR MARINES TO CUT A TRADITIONAL CAKE IN CELEBRATION OF THE BIRTH OF OUR ILLUSTRIOUS CORPS. THE FIRST PIECE IS GIVEN TO THE GUEST OF HONOR, NAME AND TITLE. THE NEXT PIECE IS GIVEN TO THE OLDEST AND YOUNGEST MARINES PRESENT, SYMBOLIZING THE EXPERIENCE AND THE YOUTHFUL SPIRIT THAT ARE HALLMARKS OF OUR CORPS. THE OLDEST MARINE PRESENT IS GRADE AND NAME. HE WAS BORN ON DATE IN CITY, STATE. HE WAS COMMISSIONED/ENLISTED IN THE MARINE CORPS ON DATE AND IS CURRENTLY ASSIGNED TO UNIT AND DUTIES. THE PASSING OF THE CAKE FROM THE OLDEST TO THE YOUNGEST MARINE SYMBOLIZES THE PASSING OF HISTORY AND TRADITIONS TO THE NEXT GENERATION. THE YOUNGEST MARINE PRESENT IS GRADE AND NAME. HE WAS BORN ON DATE IN CITY, STATE. HE WAS COMMISSIONED/ENLISTED IN THE MARINE CORPS ON DATE AND IS CURRENTLY ASSIGNED TO UNIT AND DUTIES."

11. After the youngest Marine has tasted and returned the cake, the commanding general, guest of honor, oldest Marine and youngest Marine return to their positions.

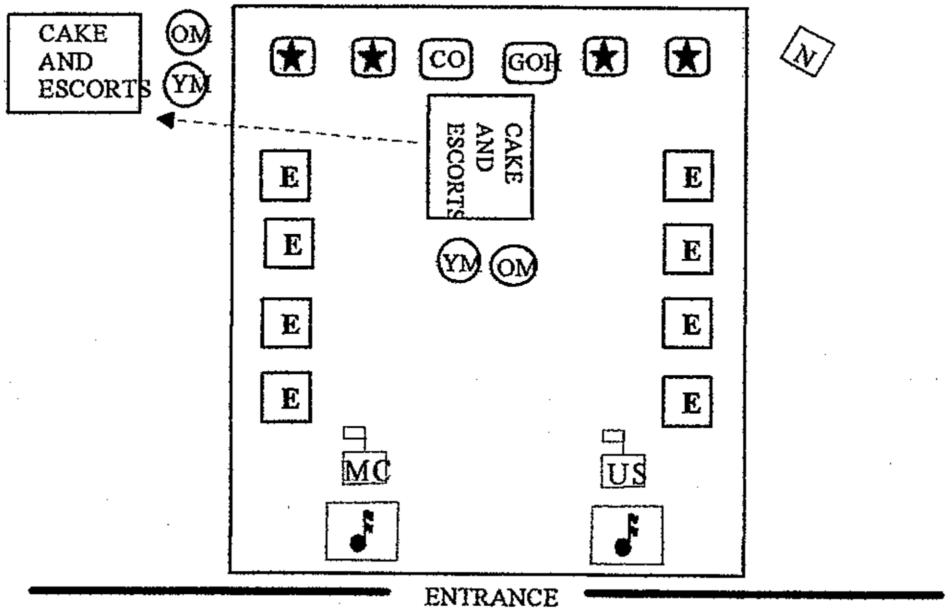
Note: If the commanding general (or commanding officer)/guest of honor did not make remarks before the cake was cut the narrator would introduce them at this time.

NARRATOR: "LADIES AND GENTLEMEN, THE COMMANDING GENERAL (name and title)." The commanding general makes a few brief remarks and introduces the guest of honor, who makes appropriate remarks concerning the significance of the birthday, etc., remarks should be brief and to the point.

23003. SEQUENCE OF EVENTS FOR THE MARCH OFF AND CONCLUSION OF THE CEREMONY

1. The march off is begun by moving the cake from in front of the line of general officer to a position out of the line of march. Once the oldest and youngest Marines are in position, the cake escorts take one-step forward face left or right and re-grasp the cake cart. The senior cake escort then quietly commands the cake escorts, oldest and youngest Marines to **"Forward, MARCH,"** and moves the cake detail from the dance floor in order to clear the way for the march off. (See figure 23-8.) The cake escorts, and oldest and youngest Marines then face towards the entranceway and remain in position.

2. The senior escort commands, **"Detail, ATTENTION."** Detail executes. The color guard begins the march off by side stepping back to close interval and going to carry colors. (See figure 23-9.)


CAKE AND ESCORTS
OM
YM
CO
GOH
CAKE AND ESCORTS
E
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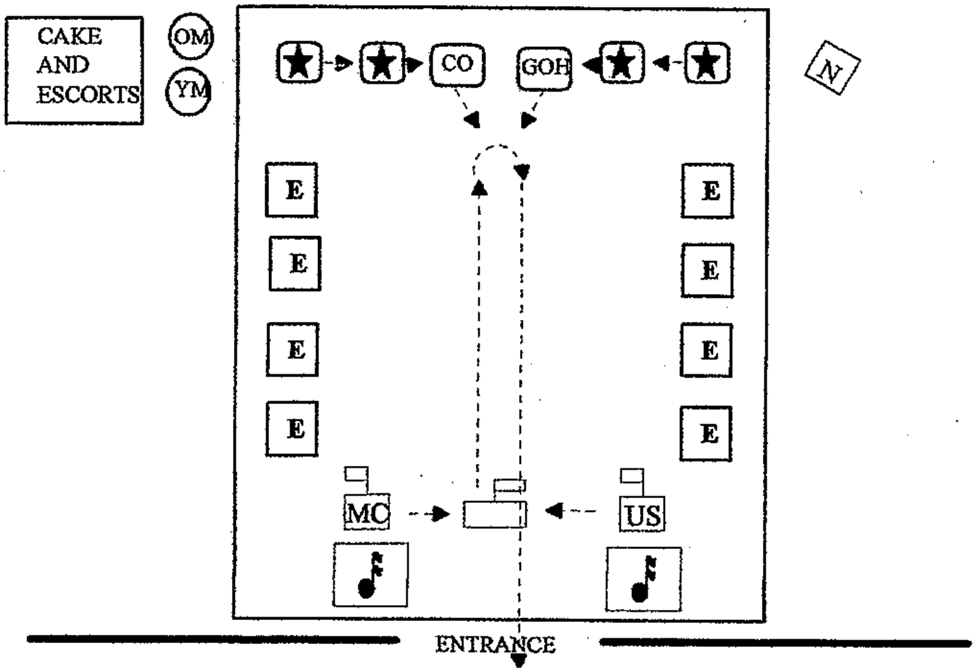
US
N
ENTRANCE

Figure 23-8.--Moving the Cake in Order to Clear the Line of March.

NARRATOR: "LADIES AND GENTLEMEN PLEASE RISE FOR THE RETIRING OF THE COLORS AND THE MARCH OFF OF THE OFFICIAL PARTY."


CAKE AND ESCORTS
OM
YM
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MC
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ENTRANCE

Figure 23-9.--March Off of Color Guard, Commanding General, Guest of Honor and General Officers.

3. The senior escort commands "**Present, SWORD.**" The escorts execute.

4. The color sergeant commands "**Forward, MARCH.**"

a. The band begins playing *"Semper Fidelis."*

b. The color guard marches forward down the line of escorts to the far end of the dance floor, countermarches, marches back down the line of escorts and from the room. (See figure 23-9.)

c. When the colors have cleared the room the commanding general and guest of honor march down the line of escorts and from the room. When they have cleared the room they are followed in a similar manner by the remainder of the general officers, who march from the room in pairs until the last one has cleared the room. (See figure 23-9.)

5. The senior escort commands "**Carry, SWORD.**" The escorts execute.

a. The two senior escorts (1st pair) march forward to the centerline of the floor, halt, face the main entrance and march from the ballroom. (See figure 23-10.)

b. As each successive pair (2nd pair, 3rd pair, etc.) of escorts is uncovered by the preceding escorts, they march forward to the centerline of the dance floor, halt, face the main entrance and march from the ballroom. (See figure 23-10.)

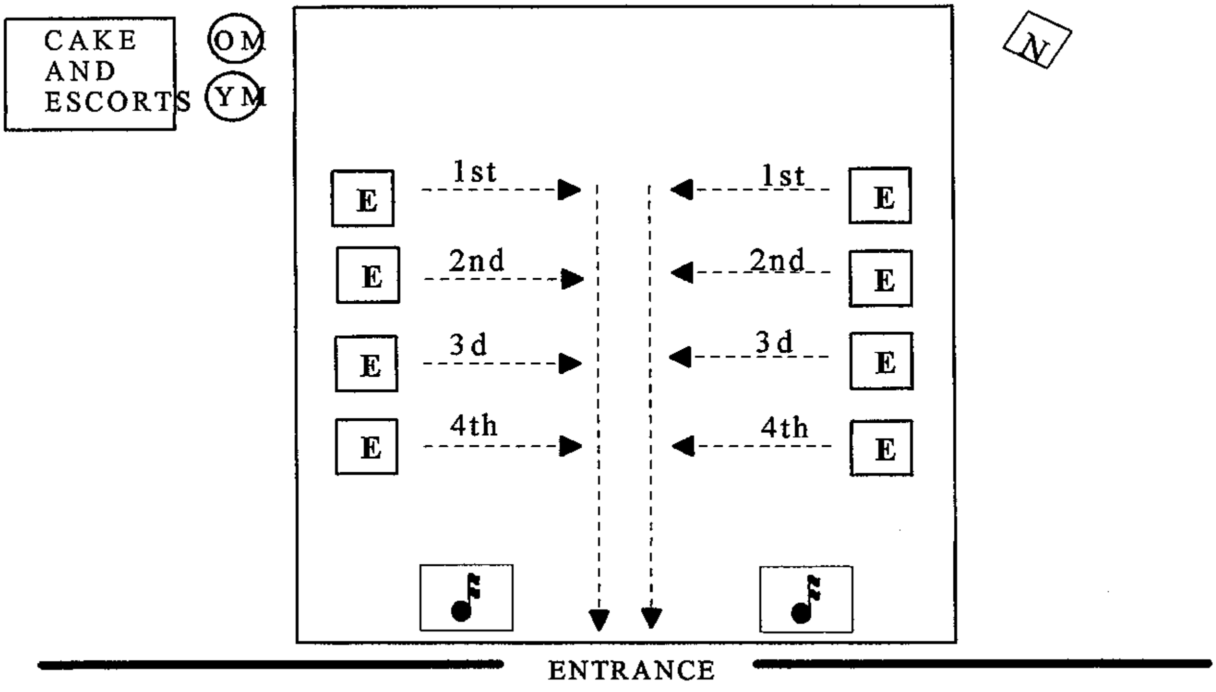


Figure 23-10.--Movements of the Escorts During the March Off.

c. After the last pair of escorts clear the room the band plays "*Anchors Away*" and "*Marines Hymn.*"

Note: If the drummers and trumpeters marched out of the ballroom at the beginning of the ceremony then delete the next step.)

d. The drummers and trumpeters close by side-stepping to the right and left, take up the beat, march the length of the dance floor, countermarch, and march back down the floor and out of the entrance way. (See figure 23-11.)

e. As the last trumpeter clears the entranceway, the doors are closed, thus concluding the ceremony.

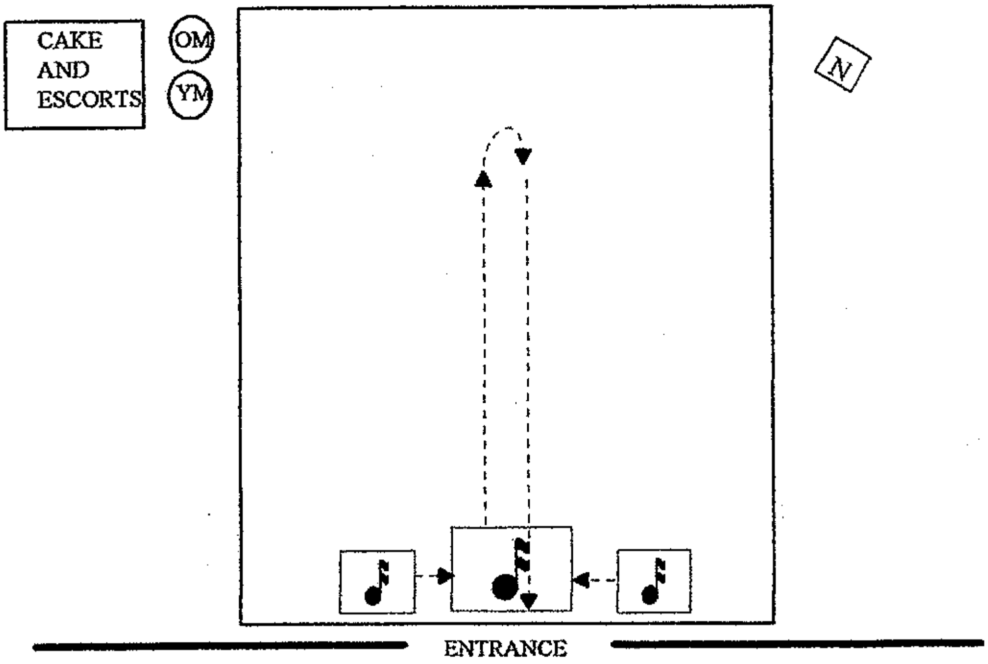


Figure 23-11.--Movements of the Drummers and Trumpeters During the March Off.

NARRATOR: "LADIES AND GENTLEMEN THAT CONCLUDES OUR CEREMONY. PLEASE ENJOY YOUR EVENING. THANK YOU."

Note: In the case where no general officer is in attendance substitute one of the following for the term "commanding general."

Unit/Officer's Ball	"Commanding Officer"
SNCO Ball	The rank of the senior enlisted present
Enlisted Ball	"Ball Committee Chairman"

23004. VARIATIONS. It is recognized that considerable variation must be made in this ceremony to conform to the configuration of the dance floor or the absence of a band or field music. Examples are:

1. When the ceremony is conducted at posts were there is no general officer commanding, the senior line officer will follow the procedure outlined above for the commanding general. At such posts the escorts will be formed from the appropriate ranks present and the line of general officers will be deleted.

2. When the ceremony is conducted at noncommissioned officers or other enlisted messes, appropriate ranking noncommissioned officers will preside and form the escort.

3. Where the ballroom is of sufficient size, two officers or enlisted Marines of each rank will be assigned to the escort.

4. Where practicable, the Blue Dress "A," "B" or Service "A" will be worn by those officers and Marines participating in the ceremony.

5. Officers and noncommissioned officers participating in the ceremony should be armed with swords; however, at no time will Marines in the grade of LCpl through Pvt be armed with a sword. If the ceremony is conducted in utilities because of field duty, deployment, etc., the sword will not be worn.

6. The birthday cake will be mounted on a mess serving cart or similar conveyance covered with scarlet and gold bunting.

7. Where swords are not available, escorts will execute a hand salute whenever the command of **"Present, ARMS"** is given.

8. Guests may be cleared from the center of the ballroom by stretching white lines, supported by second lieutenants or noncommissioned officer, moving from the center line of the dance floor toward either side to provide required space for the ceremony.

23005. RECOMMENDED PERSONNEL ASSIGNMENTS

1. The number of officers and Marines assigned to be escorts will depend on the number of personnel available to the command and the space available to conduct the ceremony. The following are some examples of the composition of the escorts.

OFFICERS BALL				STAFF NONCOMMISSIONED OFFICERS BALL			
Option A		Option B		Option A		Option B	
Col	Col	Col	LtCol	SgtMaj	SgtMaj	SgtMaj	MGySgt
LtCol	LtCol	Maj	Capt	MGySgt	MGySgt	1stSgt	MSgt
Maj	Maj	1stLt	2ndLt	1stSgt	1stSgt	GySgt	SSgt
Capt	Capt	CWO	CWO	MSgt	MSgt		
1stLt	1stLt			GySgt	GySgt		
2ndLt	2ndLt			SSgt	SSgt		
CWO5	CWO5						
CWO4	CWO4						
CWO3	CWO3						
CWO2	CWO2						
WO1	WO1						

UNIT/ALL RANKS BALL		ENLISTED BALL	
Col	LtCol	Sgt	Sgt
Maj	Capt	Cpl	Cpl
1stLt	2ndLt	LCpl*	LCpl*
CWO	CWO	PFC*	PFC*
SgtMaj	MGySgt		
1stSgt	MSgt		
GySgt	SSgt		
Sgt	Cpl		
LCpl*	PFC*		
Pvt*	Pvt*		

2. The adjutant should be assigned as follows:

BALL	ADJUTANT ASSIGNED
Officers or all ranks	Major or Captain
Staff Noncommissioned Officer	Gunnery Sergeant or Staff Sergeant
Enlisted	Sergeant or Corporal

3. Cake escorts should be assigned as follows:

Officers Ball		SNCO Ball		Enlisted Ball		Unit/All Hands Ball	
2ndLt	2ndLt	GySgt	GySgt	PFC	PFC	2ndLt	SSgt
WO1	WO1	SSgt	SSgt	Pvt*	Pvt*	WO1	Pvt*

*Marines in the grades of LCpl, PFC, and Pvt are never armed with a sword.

PART II: CEREMONIES

CHAPTER 24

MESS NIGHT

	PARAGRAPGH	PAGE
GENERAL	24000	24-3
SCHEDULE OF EVENTS	24001	24-3
SEQUENCE	24002	24-4

PART II: CEREMONIES

CHAPTER 24

MESS NIGHT

24000. GENERAL

1. It has long been an established custom of the officers and/or noncommissioned officers of a military organization to dine together periodically. A mess night is a formal dinner in mess by all members, or by the officers and noncommissioned officers of a particular post or unit. It is sometimes called a "Guest Night" or a "Dining-in" and less commonly as a "Formal Mess Dinner" or "Band Night." The mess night is a formal stag dinner where spouses and dates do not attend. The object of a mess night may vary from a wish to foster good comradeship among fellow Marines, to celebrate the anniversary of significant events in a units history, to "dine-out" members being detached, or to honor guests from another unit, service or country.

2. The procedures for a mess night outlined in this Chapter are to be used as a guide. Commanders may modify these procedures to accommodate local requirements and restrictions. In addition to the information contained in this Chapter, additional guidance concerning invitations, seating and protocol may be found in appendix D, in Oretha D. Swartz's *Service Etiquette the Marine Officer's Guide*, fourth edition, and *Handbook for Marine Noncommissioned Officers* published by the Naval Institute Press.

24001. SCHEDULE OF EVENTS. Drawing upon our history and traditions, the following general routine is a standard guideline for Mess Nights, subject to modification as required.

1. Key personnel arrive and supervise last minute preparations.

2. Members of the mess arrive, the bar is opened and the cocktail hour begins. This is normally 45 minutes before dinner.

3. Guest of honor arrives and is met by the escort.

4. Fifteen minutes prior to dinner field music (one drum, fife, and bugle) sounds "*First Call (First Sergeant's Call)*" or "*Chimes.*" At this time all present finish their drinks, make final head call (since no one will be excused from the dining room during the dinner without permission from the Mess President), and begin assembling for the "March On." No drinks or tobacco are to be carried into the dining area.

5. At 5 minutes prior to dinner, field music sounds "*Officers Call.*" For an enlisted mess night "*Mess Call*" may be sounded instead. All members form in the order they are to be seated. The official party, who occupies the head table, is the last unit to form and enter the mess. At this time, the smoking lamp is out.

6. At the appointed time the field music plays "*Sea Soldiers*" or "*March On*" for the call to dinner. Members of the mess march smartly to their assigned seats and remain standing while the entire mess assembles. The official party enters

smartly as "*Semper Fidelis*" is played and moves to their assigned position at the head table. When the head table is occupied, the field music ceases, executes the prescribed facing movements, and marches out of the dining room to a single drumbeat. All hands remain standing for the grace.

7. Grace is offered. Either a chaplain, President of the Mess, or Mr./Madam Vice does this.

8. Dinner is served, after the last of the wine and soup is removed, "Parade the Beef."

9. "Shed a Tear." It is optional at the end of the meal to allow a break.

10. Port is served and the smoking lamp lighted. It is customary at this time to open the floor to fining although this may be omitted or done at a different time.

11. Mess President remarks.

12. Introduction of guests and remarks by the guest of honor.

13. Toasting.

14. Secure from the dining room and move to the bar.

15. After dinner activities.

24002. SEQUENCE. This sequence of events is a summation of the night activities, a "refresher" outline for what takes place at a mess night. Times are given for the events prior to and after the meal. Events during the meal are not regulated by time. The following is an example of a mess night sequence.

1. H Hour-15 Minutes. The President and Mr./Madam Vice have verified that all arrangements have been made and are standing by to begin the cocktail hour.

2. H Hour-5 Minutes. Members of the mess begin arriving prior to the guests. Cash bar provided. Members are reminded to consult the seating chart.

3. H Hour. Cocktail hour begins and guests begin arriving. Guest of honor arrives. All are met by Mr./Madam Vice and introduced to the mess president and members of the mess.

4. H Hour +30 Minutes. "*First Call*" or "*Dinner Chimes*" is sounded. All present finish drinks, make final head calls, and begin assembling for the march on.

5. H Hour +40 Minutes. Assemble. "*Officer's Call*" or "*Mess Call*" is played. All members assemble [to include any guests] in the order they are to be seated and stand by for the march on. The head table forms last and enters separately.

6. H Hour +45 Minutes. March on. Mr./Madam Vice commands "**Forward, MARCH.**" As the members step off, the music "*Sea Soldiers*" is played. Members and guests march to their place and stand behind their chairs. Once all are in place and the music stops, Mr./Madam President commands "**Forward, MARCH**" for the head table. As the head table steps off, the music "*Semper Fidelis*" plays. Once the head table is in place the music stops and all remain standing.

7. Mr./Madam Vice: **"Mr./Madam President, all members of the mess and guests are present."**

8. Mr./Madam President: **"Chaplain, offer the grace."** (Note if a chaplain is not present then either Mr./Madam President or Mr./Madam Vice may offer grace.)

9. Mr./Madam President: ***Raps the gavel once*** and states **"Please be seated."** The members will wait until the head table is seated and then sit. Appetizer is served (e.g., shrimp cocktail, salad) and after the last of the soup bowls and glasses are removed the next course will start. Members will not begin eating each course until after the President and guest start.

10. The President stands, ***raps the gavel three times*** and states **"Mr./Madam Vice, bring forth the beef."**

11. Mr./Madam Vice: **"Chief Steward, the beef."** At this time the music *"Roast Beef of Old England"* is played. Mr./Madam Vice accompanies the chief steward to the head table, is handed a small portion of beef and passes it to the President who tastes it.

12. Mr./Madam President: **"I find this beef tasty and declare it fit for human consumption. Please serve the members of the mess."** The beef is removed to the galley for serving. The music *"Roast Beef of Old England"* is played as the beef is removed. The dinner continues until after dessert is finished.

Note: If the mess night is to include fining, the floor may be opened to fining once the main course is served or as an option once the smoking lamp is lighted. The President will close the floor for fining whenever the Marine deems fit.

13. After dessert is finished and while the servers are clearing the table it is optional to allow the members of the mess a short break and make head calls.

a. Mr./Madam Vice: After dinner, stands and requests **"Mr./Madam President, I suggest we shed a tear for Lord Admiral Nelson."**

b. Mr./Madam President: ***Raps the gavel twice*** (mess stands). **"The mess will adjourn for a 15-minute break."** The official party departs followed by all others. Do not return until called.

c. During the break Mr./Madam Vice will ensure that coffee, cigars, ashtrays, matches, and wine for toasting is placed on the tables.

d. After 15 minutes and on cue from Mr./Madam Vice, the music *"First Call"* is played. All members and guests return and stand behind their seats. Once all members and guests have returned to their chairs the head table will march in.

14. Mr./Madam Vice: **"Mr./Madam President, all members and guests of the mess are present."** or **"Mr./Madam President, all members and guests of the mess are not present. Name the offenders."**

15. Mr./Madam President: ***Raps gavel once.*** "Please be seated" Raps *gavel three times*. "Mr./Madam Vice, the smoking lamp." After Mr./Madam Vice has brought forth the smoking lamp and lighted the cigars of Mr./Madam President, the President announces **"Ladies and Gentlemen, the smoking lamp is lighted."**

16. Mr./Madam President: ***Raps gavel three times.*** **"Mr./Madam Vice bring forth the wine for toasting."**

17. Mr./Madam Vice: **"Chief Steward, the wine."** Mr./Madam Vice accompanies the chief steward and pores the wine for the guest of honor and Mr./Madam President. When all glasses are charged, Mr./Madam Vice stands and announces **"Mr./Madam President, all glasses are charged,"** and remains standing.

18. Mr./Madam President: Stands and ***raps gavel three times.*** Takes wine glass in right hand and announces **"Mr./Madam Vice, a toast to the Commander and Chief, the President of the United States."** If foreign guests are present then the first toast is given to the head of state of that guest and any others in order of seniority. The senior foreign guest would then toast the President of the United States. Appropriate music is played for all foreign heads of state and the *"National Anthem"* played after toasting the President of the United States.

19. Mr./Madam President: Stands and ***raps gavel three times,*** moves to podium. At this point Mr./Madam President makes opening remarks followed by the introduction of the guests of the mess. Once the guests are introduced Mr./Madam President introduces the guest of honor.

a. **"Ladies and Gentlemen, it is my personal pleasure and professional privilege to introduce our guest of honor, _____________."**

b. Remarks by guest of honor.

c. Presentation of memento to guest of honor.

20. Mr./Madam President: Stands and ***raps gavel three times.*** **"The floor is now open for toasting."** At this time official, traditional and personal toasts are made per paragraph D-7 and local custom. At most mess nights, the toasts are prearranged to include the loyalty toast, the traditional toast, and the toast to our fallen comrades and a toast to Country and Corps. The toasts are given in the following manner; each Marine selected for a particular toast will stand with glass in right hand, faces Mr./Madam Vice, and states:

a. __________, **"Mr./Madam Vice,** (Mr./Madam Vice stands), **A toast to the Continental Marines who fought for freedom and liberty."** Mr./Madam Vice will state, **"Ladies and Gentlemen, a toast** (all members stand with wine glasses in right hand), **to the Continental Marines."** All members raise their glasses, repeat in unison the words of Mr./Madam Vice, **"To the Continental Marines"** drink a portion of their wine, and resume their seats. This sequence is followed for each toast.

b. __________, **"Mr./Madam Vice, A toast to the Marines of the 19th century who fought from the halls of Montezuma to the shores of Tripoli."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to the Marines of the 19th century."** Mess: **"To the Marines of the 19th century."**

c. __________, **"Mr./Madam Vice, A toast to the Marines of World War I who fought from the Argonne Forest to Belleau Wood."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to the Marines of World War I."** Mess: **"To the Marines of World War I."**

d. __________, **"Mr./Madam Vice, A toast to the Marines who fought in the Island campaigns of World War II, where uncommon valor was a common virtue."** **Mr./Madam Vice: "Ladies and Gentlemen, A toast to the Marines of World War II."** **Mess: "To the Marines of World War II."**

e. __________, **"Mr./Madam Vice, A toast to the Marines who fought in Korea from Inchon to the Chosin Reservoir."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to the Marines who fought in Korea."** Mess: **"To the Marines who fought in Korea."**

f. __________, **"Mr./Madam Vice, A toast to the Marines who fought for freedom in Vietnam."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to the Marines who fought in Vietnam."** Mess: **"To the Marines who fought in Vietnam."**

g. __________, **"Mr./Madam Vice, A toast to the Marines who fought oppression in Lebanon and Grenada."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to the Marines who fought oppression in Lebanon and Grenada."** Mess: **"To the Marines of Lebanon and Grenada."**

h. __________, **"Mr./Madam Vice, A toast to the Marines who fought for Kuwait liberty in Southwest Asia."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to the Marines of Desert Shield and Desert Storm."** Mess: **"To the Marines of Desert Shield and Desert Storm."**

i. __________, **"Mr./Madam Vice, A toast to our comrades in arms, the United States Navy Corpsmen."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to our comrades in arms, the United States Navy Corpsmen."** Mess: **"To Navy Corpsmen."**

Note: This toast may be omitted if the toast to the United States Navy is done during the official toasts.

j. __________, **"Mr./Madam Vice, A toast to the Marines currently deployed on the forward edge of our Nation's defense."** Mr./Madam Vice: **"Ladies and Gentlemen, A toast to Marines currently deployed."** Mess: **"To Marines currently deployed."**

k. *In place of the above toasts the procedures outlined in paragraph D-7.7h* can be used. During the above sequence the appropriate toasts to other services will be inserted as directed by the President of the Mess.

l. Mr./Madam Vice: **"I to have a toast; as you entered this banquet hall, you should have noticed that before us tonight stands an empty chair and a single lone table draped in black, signifying all of our fallen comrades who are not with us this evening, because they have given the full measure of devotion to our Country and to our beloved Corps. The single lighted candle reminds us of the flame of eternal life. That the memory of our fallen comrades will be with us always. The Purple Heart Medal displayed to reflect the shedding of blood and the ebb of life in battle. The identification tags, blank, yet they could bear the name of any of us here tonight. The dinner setting, inverted, they break bread with us in spirit only. Ladies and Gentlemen a toast, To our fallen comrades."** Mess: **"To our fallen comrades."** *"TAPS"* is played.

21. At this time the President can make appropriate remarks concerning business of the mess to include hail and farewell of members, recent promotions, etc.

22. Mr./Madam President: **"Mr./Madam Vice, bring forth the rum punch."** Mr./Madam Vice uses the same procedures as for wine and remains standing throughout.

23. Mr./Madam Vice: After all glasses are charged states **"Mr./Madam President, all glasses are charged."**

24. Mr./Madam President: **"In 1776, one of the first recruiting posters ordered recruits upon enlistment, take courage then, seize the *fortune* that awaits you, repair to the Marine rendezvous, where in a flowing bowl of punch, and three times three you shall drink (pause), long live the United States and success to the Marines. Mr./Madam Vice, a toast to the country and Corps."**

25. Mr./Madam Vice: **"Ladies and Gentlemen, a toast, long live the United States and success to the Marines."** Mess: All repeat, glasses are emptied and inverted. *"Marine's Hymn"* is played. It is more appropriate at this time to have the mess sing all three versus of the Marine's Hymn.

26. Mr./Madam Vice: Ensures those who prepared and served the meal are present and standing behind Mr./Madam Vice's table.

27. Mr./Madam President: ***Raps gavel three times.*** **"Ladies and Gentlemen, join me in a round of applause for the staff who have prepared and served the meal and drinks in honor of our mess this evening and which we have enjoyed."** (Leads applause.)

28. Mr./Madam President: ***Raps gavel three times.*** **"Ladies and Gentlemen, join me at the bar."** Members remain standing until the head table has departed.

Missing Man Table and Honors Ceremony
(instructions)

Moderator:

As you entered the dining area, you may have noticed a table at the front, raised to call your attention to its purpose -- it is reserved to honor our missing loved ones [or missing comrades in arms, for veterans].

Set for six, the empty places represent Americans still [our men] missing from each of the five services -- Army, Navy, Marine Corps, Air Force, Coast Guard - and civilians. This Honors Ceremony symbolizes that they are with us, here in spirit.

Some [here] in this room were very young when they were sent into combat; however, all Americans should never forget the brave men and women who answered our nation's call [to serve] and served the cause of freedom in a special way.

I would like to ask you to stand, and remain standing for a moment of silent prayer, as the Honor Guard places the five service covers and a civilian cap on each empty plate.

Honor Guard:

(In silence or with dignified, quiet music as background, the Honor Guard moves into position around the table and simultaneously places the covers of the Army, Navy, Marine Corps, Air Force and Coast Guard, and a civilian hat, on the dinner plate at each table setting. The Honor Guard then departs.)

(continued)

Missing Man Table and Honors Ceremony
(instructions)

Moderator:

Please be seated .... I would like to explain the meaning of the items on this special table.

The table is round -- to show our everlasting concern for our missing men.

The tablecloth is white -- symbolizing the purity of their motives when answering the call to duty.

The single red rose, displayed in a vase, reminds us of the life of each of the missing, and the[ir] loved ones and friends of these Americans who keep the faith, awaiting answers.

The vase is tied with a red ribbon, symbol of our continued determination to account for our missing.

A slice of lemon on the bread plate is to remind us of the bitter fate of those captured and missing in a foreign land.

A pinch of salt symbolizes the tears endured by those missing and their families who seek answers.

The Bible represents the strength gained through faith to sustain those lost from our country, founded as one nation under God.

The glass is inverted -- to symbolize their inability to share this evening's [morning's/day's] toast.

The chairs are empty -- they are missing.

Let us now raise our water glasses in a toast to honor America's POW/MIAs and to the success of our efforts to account for them.

Military Funeral Customs

DRAPING THE CASKET WITH THE NATIONAL FLAG:

This custom began during the Napoleonic Wars (1796-1815). The dead carried from the field of battle on a caisson were covered with a flag. When the U.S. flag covers the casket, it is placed so the union blue field is at the head and over the left shoulder. It is not placed in the grave and is not allowed to touch the ground.

FLAGS FOR MILITARY FUNERALS:

Flags are provided for burial services of service members and veterans. The flag for one who dies on active duty is provided by one's branch of service. Flags for other veterans are provided by the Department of Veterans Affairs. The flag is presented to the next of kin at the end of the funeral, usually by the military chaplain. If there is no next of kin present, the flag may be presented to the veteran's close friend or associate if requested. The flags that have draped the caskets of the Unknown Soldiers are on display in the Memorial Display Room of the Memorial Amphitheater.

PRACTICE OF FIRING CANNON SALUTES:

The custom of firing cannon salutes originated in the British Navy. When a cannon was fired, it partially disarmed the ship. Therefore, firing a cannon in salute symbolizes respect and trust. Click here for information on the Order of Arms of Cannon Salutes

PRACTICE OF FIRING THREE RIFLE VOLLEYS OVER THE GRAVE:

This practice originated in the old custom of halting the fighting to remove the dead from the battlefield. Once each army had cleared its dead, it would fire three volleys to indicate that the dead had been cared for and that they were ready to go back to the fight. The fact that the firing party consists of seven riflemen, firing three volleys does not constitute a 21-gun salute.

21-GUN SALUTE:

All personal salutes may be traced to the prevailing use in earlier days to ensure that the saluter placed himself in an unarmed position. Salute by gunfire is a most-ancient ceremony. The British for years compelled weaker nations to make the first salute, but in time international practice compelled

"Gun for Gun" in the principle of an equality of nations.

In the earliest days, seven guns was a recognized British National Salute. Those early regulations stated that, although a ship could fire only seven guns, the forts could fire for honors three shots to one shot afloat. In that day powder of sodium nitrate was easier to keep on shore than at sea. In time, when the quality of gun powder improved by the use of potassium nitrate, the sea salute was made equal to the shore salute -- 21 guns as the highest national honor. Although for a period of time, monarchies received more guns than republics, eventually republics claimed equality.

There was much confusion caused by the varying customs of maritime states, but finally the British government proposed to the United States a regulation that provided for "Salute to be Returned Gun for Gun." The British at that time officially considered the international salute to be 21 guns and the United States adopted the 21-gun and "Gun for Gun Return" August 17, 1875. Previous to that time, our national salute was one gun for each state. The practice was also a result of usage -- John Paul Jones saluted France with 13 guns (one for each state) at Quiberon Bay when the Stars and Stripes received its first salute. This practice was not authorized until 1810.

By the admission of states to the Union, the salute reached 21 guns by 1818. In 1841, the national salute was reduced to 21 guns. In fact, the 1875 adoption of the British suggestion because a formal announcement that the United States recognized 21 guns as an international salute.

"TAPS":

"Taps" is an American call, composed by the Union Army's Brigadier General Daniel Butterfield while in camp at Harrison's Landing, Virginia, in 1862. Butterfield wrote the call to replace the earlier "Tattoo" (lights out), which he thought too formal. The call soon became known as "Taps" because it was often tapped out on a drum in the absence of a bugler. Before the year was out, sounding Taps became the practice in both Northern and Southern camps. The call was officially adopted by the U.S. Army in 1874.

Colonel James A. Moss, in his Officer's Manual first published in 1911, gives this account of the initial use of Taps at a military funeral:

"During the Peninsular Campaign in 1862, a soldier of Tidball's Battery A of the 2nd Artillery was buried at a time when the battery occupied an advanced position concealed in the woods. It was unsafe to fire the customary three volleys over the grave, on account of the proximity of the enemy, and it occurred to Capt. Tidball that the sounding of Taps would be the most appropriate ceremony that could be substituted. The custom, thus originated, was taken up throughout the Army of the Potomac and finally confirmed by orders."

The Caparisoned Horse

The custom is believed to date back to the time of Genghis Khan, when a horse was sacrificed to serve the fallen warrior in the next world. The caparisoned horse later came to symbolize a warrior who would ride no more. Others suggest that this tradition hailed from over a thousand years before Genghis Khan, when the Afghan people represented the Buddha as a riderless horse.

In the United States, the caparisoned horse is part of the military honors given to an Army or Marine Corps officer who was a colonel or above; this includes the President, by virtue of having been the country's commander in chief and the Secretary of Defense, having overseen the armed forces. Abraham Lincoln was the first president of the United States to be officially honored by the inclusion of the caparisoned horse in his funeral cortege, although a letter from George Washington's personal secretary recorded the president's horse was part of the president's funeral, carrying his saddle, pistols, and holsters. Traditionally, simple black riding boots are reversed in the stirrups to represent a fallen leader looking back on his troops for the last time.

Note: Our Detachment will use The **Caparisoned Horse** for all veterans of the United States Military at our discretion, or at the request of the family. When it is possible to do so.

MARINES

The Marine's Prayer

Almighty Father, whose command is over all and whose love never fails, make me aware of Thy presence and obedient to Thy will. Keep me true to my best self, guarding me against dishonesty in purpose and deed and helping me to live so that I can face my fellow Marines, my loved ones, and Thee without shame or fear. Protect my family.

Give me the will to do the work of a Marine and to accept my share of responsibilities with vigor and enthusiasm. Grant me the courage to be proficient in my daily performance. Keep me loyal and faithful to my superiors and to the duties my Country and the Marine Corps have entrusted to me. Help me to wear my uniform with dignity, and let it remind me daily of the traditions which I must uphold.

If I am inclined to doubt, steady my faith; if I am tempted, make me strong to resist; if I should miss the mark, give me courage to try again.

Guide me with the light of truth and grant me wisdom by which I may understand the answer to my prayer.

SEMPER FIDELIS

The Marine Corps Hymn

The Marines' Hymn is a tribute to Warriors. Marine Warriors stormed fortress Derna, raised the American flag, and gave us "the shores of Tripoli." Marines fought their way into the castle at Chapultepec and gave us the "halls of Montezuma." Marines exist for the purpose of warfighting. Fighting is their role in life. They "fight for right and freedom" and "to keep our honor clean." They fight "in the air, on land, and sea." The Marine Corps is Valhalla for Warriors. U.S. Marines need no *song*. They have a ***hymn***.

Ironically, no one knows who wrote the hymn, which was in widespread use by the mid-1800s. Col. A.S. McLemore, USMC, spent several years trying to identify the origin of the tune. In 1878 he told the leader of the Marine Band that the tune had been adopted from the comic opera *Genevieve de Barbant*, by Jaques Offenback. Yet, others believe the tune originated from a Spanish folk song. Whatever! Regardless of its origin, ***The Marines' Hymn*** has remained a revered icon of the United States Marine Corps for almost 200 years.

In 1929 ***The Marines' Hymn*** became the ***official*** hymn of the Corps. Thirteen years later in November 1942 the Commandant approved a change in the words of the first verse, fourth line. Because of the increasing use of aircraft in the Corps, the words were changed to "In the air, on land, and sea." No other changes have been made since that time. When you have attained absolute perfection, there is no need for further modification:

(hymn on back)

From the Halls of Montezuma,
To the Shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title
Of UNITED STATES MARINES.

Our flag's unfurled to every breeze,
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun;
In the snow of far off northern lands
And in sunny tropic scenes;
You will find us always on the job --
The UNITED STATES MARINES.

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve;
If the Army and the Navy
Ever look on Heaven's scenes;
They will find the streets are guarded
By UNITED STATES MARINES.

Sir Winston Churchill, British Prime Minister, became an ardent admirer of the U.S. Marine Corps. In the company of guests of state, he often demonstrated his respect for U.S. Marines by reciting, from memory, all three verses of ***The Marines' Hymn***.

Corps Values

The truth lies in the individual Marine. He (or she) did not *join* the Marines. Roughly 40,000 try each year. Those who survive the crucible of Marine basic training have been sculpted in mind and body. They have *become* Marines.

Once he has *earned the title* and entered the Brotherhood of Marines, a new warrior must draw upon the legacy of his Corps. Therein lies his strength. In return, the strength of the Corps lies in the individual Marine. The *character* (often defined as "what you are in the dark") of these warriors is defined by the three constant Corps Values: honor, courage, and commitment.

Honor: Honor requires each Marine to exemplify the ultimate standard in ethical and moral conduct. Honor is many things; honor requires many things. A U.S. Marine must never lie, never cheat, never steal, but that is not enough. Much more is required. Each Marine must cling to an uncompromising code of *personal integrity*, accountable for his actions and holding others accountable for theirs. And, above all, honor mandates that a Marine never sully the reputation of his Corps.

Courage: Simply stated, courage is honor in action -- and more. Courage is moral strength, the will to heed the inner voice of conscience, the will to do what is right regardless of the conduct of others. It is mental discipline, an adherence to a higher standard. Courage means willingness to take a stand for what is right in spite of adverse consequences. This courage, throughout the history of the Corps, has sustained Marines during the chaos, perils, and hardships of combat. And each day, it enables each Marine to look in the mirror -- and smile.

Commitment: Total dedication to Corps and Country. Gung-ho Marine teamwork. All for one, one for all. By whatever name or cliche, commitment is a combination of (1) selfless determination and (2) a relentless dedication to excellence. Marines never give up, never give in, never willingly accept second best. Excellence is always the goal. And, when their active duty days are over, Marines remain reserve Marines, retired Marines, or Marine veterans. There is no such thing as an ex-Marine or former-Marine. Once a Marine, always a Marine. Commitment never dies.

The three Corps Values: honor, courage, commitment. They make up the bedrock of the character of each individual Marine. They are the foundation of his Corps. These three values, handed down from generation to generation, have made U.S. Marines the Warrior Elite. The U.S. Marine Corps: the most respected and revered fighting force on earth.

SEMPER FIDELIS

MARINE CORPS LEAGUE
JACKSONVILLE TEXAS #1381

JACKSONVILLE TEXAS DET. #1381

**May we express our sincere condolences for your loss.
Your Husband is our Brother, one of the few who has earned the right, and privilege to wear the**

"EAGLE, GLOBE & ANCHOR."

**A symbol of Pride, Honor, and Commitment. Marines are Brothers, and we take care of our own.
If you look upon heavens scenes, you will find the streets are guarded by United States Marines.**

**FOR SERVICE TO HIS COUNTRY AND
THE UNITED STATES MARINE CORPS.**

"SEMPER FIDELIS"

ARMY

Soldier's Prayer

God our Father,
Help me to remain true to my ideals
during my service to my country.
Help me be what is in America,
the land of the free.
May I realize that I represent
what our country stands for.
My uniform is a symbol of duty and valor
both in peace and in war.
I take up arms to defend what all Americans hold dear:
life, liberty, and the pursuit of happiness.
Grant me the strength to live according to these ideals,
the courage of my convictions, and the resolve to endure whatever dangers threaten.
With you at our side I fear no evil
and resist every enemy,
secure in the knowledge
that you hold me in the palm of your hand.
Amen.

Fieldcross

U.S. ARMY SONG

"The Army Goes Rolling Along"

Intro: March along, sing our song, with the Army of the free
Count the brave, count the true, who have fought to victory
We're the Army and proud of our name
We're the Army and proudly proclaim

Verse: First to fight for the right,
And to build the Nation's might,
And The Army Goes Rolling Along
Proud of all we have done,
Fighting till the battle's won,
And the Army Goes Rolling Along.

Refrain: Then it's Hi! Hi! Hey!
The Army's on its way.
Count off the cadence loud and strong (TWO! THREE!)
For where e'er we go,
You will always know
That The Army Goes Rolling Along.

Verse: Valley Forge, Custer's ranks,
San Juan Hill and Patton's tanks,
And the Army went rolling along
Minute men, from the start,
Always fighting from the heart,
And the Army keeps rolling along.
(refrain)

Verse: Men in rags, men who froze,
Still that Army met its foes,
And the Army went rolling along.
Faith in God, then we're right,
And we'll fight with all our might,
As the Army keeps rolling along.
(refrain)

Soldiers Creed

I am an American Soldier.

I am a Warrior and a member of a team. I serve the people of the United States and live the Army Values.

I will always place the mission first.
I will never accept defeat.
I will never quit.
I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

DEPARTMENT OF THE ARMY
UNITED STATES OF AMERICA
1775

MARINE CORPS LEAGUE
JACKSONVILLE TEXAS #1381

On Behalf of the Marine Corps

**May we express our sincere condolences for your loss.
He is our Brother, He served this Great Nation with Honor.
Marines and Army may pick on each other, and find creative words to describe each other's branch, but when the time comes to fight, we are one and the same. We are honored that you have allowed us to provide final respect for your family, and our Fallen Brother in Arms.**

WE WILL NEVER FORGET

**FOR SERVICE TO HIS COUNTRY AND
THE UNITED STATES ARMY.**

"SEMPER FIDELIS"

NAVY

Navy Prayer

O Eternal Lord God, who alone spreadest out the heavens and rulest the raging of the sea; vouchsafe to take into Thy almighty and most gracious protection our country's Navy and all who serve therein. Preserve them from the dangers of the sea and from the violence of the enemy; that they may be a safeguard unto the United States of America and a security for such as pass on the seas upon their lawful occasions; that the inhabitants of our land may in peace and quietness serve Thee our God to the glory of Thy name.

Amen.

U.S. NAVY HYMN

Note. "**Anchors Aweigh**" is the fight song of the United States Naval Academy.

Eternal Father, strong to save,
Whose arm hath bound the restless wave,
Who bidd'st the mighty ocean deep
Its own appointed limits keep;
Oh, hear us when we cry to Thee,
For those in peril on the sea!

O Christ! Whose voice the waters heard
And hushed their raging at Thy word,
Who walked'st on the foaming deep,
And calm amidst its rage didst sleep;
Oh, hear us when we cry to Thee,
For those in peril on the sea!

Most Holy Spirit! Who didst brood
Upon the chaos dark and rude,
And bid its angry tumult cease,
And give, for wild confusion, peace;
Oh, hear us when we cry to Thee,
For those in peril on the sea!

O Trinity of love and power!
Our brethren shield in danger's hour;
From rock and tempest, fire and foe,
Protect them wheresoe'er they go;
Thus evermore shall rise to Thee
Glad hymns of praise from land and sea.

Sailors Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage and Commitment.

I am committed to excellence and the fair treatment of all.

MARINE CORPS LEAGUE
JACKSONVILLE TEXAS #1381

On Behalf of the Marine Corps

**May we express our sincere condolences for your loss.
He is our Brother, He served this Great Nation with Honor.
Marines and Sailors may pick on each other, and find creative words to describe each other's branch, but when the time comes to fight, we are one and the same. We are honored that you have allowed us to provide final respect for your family, and our Fallen Brother in Arms.**

WE WILL NEVER FORGET

**FOR SERVICE TO HIS COUNTRY AND
THE UNITED STATES NAVY.**

"SEMPER FIDELIS"

AIR FORCE

Air Force Prayer

Lord guard and guide the men who fly,
Through the great spaces of the sky,
Be with them as they take to air,
In morning light and sunshine fair.

Eternal Father, strong to save,
Give them courage, make them brave,
Protect them whereso'er they go,
From shell and flak and fire and foe.

Most loved Member of their crew,
Ride with them up in the blue,
Direct their bombs upon the foe,
but shelter those whom Thou dost know.

Keep them together upon their way,
Grant their work success today,
Deliver them from hate and sin,
and bring them safely down again.

O God bless the men who fly,
Through lonely way across the sky.

Official Hymn of the U.S. Air Force

(Written by Henry Baker, composed by Mary Hamilton)

Lord guard and guide the men who fly,
Through the great spaces of the sky,
Be with them traversing the air,
In darkening storms and sunshine fair.

Thou who dost keep with tender might
The balanced birds in all their flight,
Thou of the tempered winds, be near,
That, having thee, they know no fear.

Aloft in solitudes of space,
Uphold them with thy saving grace.
O God, protect the men who fly
Thro' lonely ways beneath the sky.

Quotes

- An Air Force Motto: The difficult we do immediately; the impossible takes a little longer.
- God is my co-pilot, but the Devil is my bombardier.

THE AIRMAN'S CREED

I AM AN AMERICAN AIRMAN.
I AM A WARRIOR.
I HAVE ANSWERED MY NATION'S CALL.

I AM AN AMERICAN AIRMAN.
MY MISSION IS TO FLY, FIGHT, AND WIN.
I AM FAITHFUL TO A PROUD HERITAGE,
A TRADITION OF HONOR,
AND A LEGACY OF VALOR.

I AM AN AMERICAN AIRMAN,
GUARDIAN OF FREEDOM AND JUSTICE,
MY NATION'S SWORD AND SHIELD,
ITS SENTRY AND AVENGER.
I DEFEND MY COUNTRY WITH MY LIFE.

I AM AN AMERICAN AIRMAN:
WINGMAN, LEADER, WARRIOR.
I WILL NEVER LEAVE AN AIRMAN BEHIND,
I WILL NEVER FALTER,

AND I WILL NOT FAIL.

MARINE CORPS LEAGUE
JACKSONVILLE TEXAS #1381

On Behalf of the Marine Corps

**May we express our sincere condolences for your loss.
He is our Brother, He served this Great Nation with Honor.
Marines and Airmen may pick on each other, and find creative words to describe each other's branch, but when the time comes to fight, we are one and the same. We are honored that you have allowed us to provide final respect for your family, and our Fallen Brother in Arms.**

WE WILL NEVER FORGET

**FOR SERVICE TO HIS COUNTRY AND
THE UNITED STATES AIR FORCE.**

"SEMPER FIDELIS"

MarDet #1381

Ceremonial Training Manual

HONOR GUARD

MARINE CORPS LEAGUE
JACKSONVILLE TEXAS #1381
MARINE CORPS LEAGUE
SEMPER FIDELIS

Code of Conduct

As part of the MarDet Honor Detail, we represent all members of the Marine Corps and Marine Corps League. We will be judged by our actions and words when performing the Honors Ceremony. Remember that the Ceremony will be handled with respect for the Veteran and the Family.

When the funeral procession arrives at the grave site, we will be observed, we must maintain a solemn Military bearing at all times, even after the service is complete.

After the family has left the grave site, MarDet Members will stand around the casket and wait for the casket to be lowered into the ground. (Sometimes the family will want to be part of this)

If the Vet is a Marine we will sing the Marine Corps Hymn as the Casket is lowered, at the end we will give a BIG SEMPER FI! And throw small black EGA collar emblems on the casket, then depart.

If the Vet is from another branch, we will Present arms and hold till the casket is at the bottom, order arms then depart.

Practice before family and or funeral procession arrives at the cemetery is acceptable and highly recommended.

Remember that the Marine Corps Burial detail works under the direction of the Funeral home, at no charge. The Family has to request the cervices of a Military Burial Detail.

Positioning at the Cemetery

Once all Members are present, the Detail Commander will inspect the Detail. Load Rifles with three blank rounds each.

The Detail Commander is responsible for the Honor Guard Detail, in its execution, performance, and conduct.

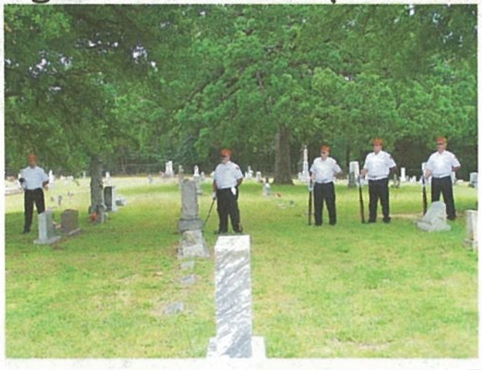
The Bugler should be placed at the gravesite so they are in view of the family. 30 – 50 yards from the grave.

Flag folding detail will be just outside of tent/grave next to the Military Cross/Casket Guard

The firing detail should also be in view of the family, with 45 degrees off head/blue field of flag, 75 – 100 ft. from grave. (Sometimes this is not practical, Detail Commander will use sound judgment as to the placement**) The firing Detail will consist of at least 3 rifles, up to seven, as long as it is an odd number.**

When the funeral Procession is within view, the Detail CO will call Detail to attention.

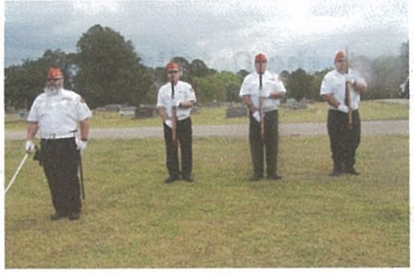
The firing Detail is formed into a single line, with the Detail CO about 6 ft in front and 3 ft to the right of the Detail. (To the right shoulder of Detail)



If the Hearse travels in front of detail, Co will give **Present Arms!** **until Hearse has passed or stops. (This depends on the layout of the Cemetery)**

Once the family is in place, the Funeral director will signal the pallbearers to withdraw the casket from the Hearse and carry it to the grave. Once the casket is in view and or approaching the gravesite, the CO will give detail the following commands: (the entire Detail needs to hear)

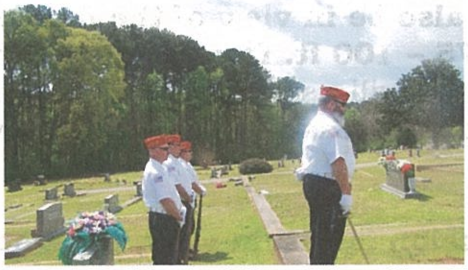
PRESENT ARMS!



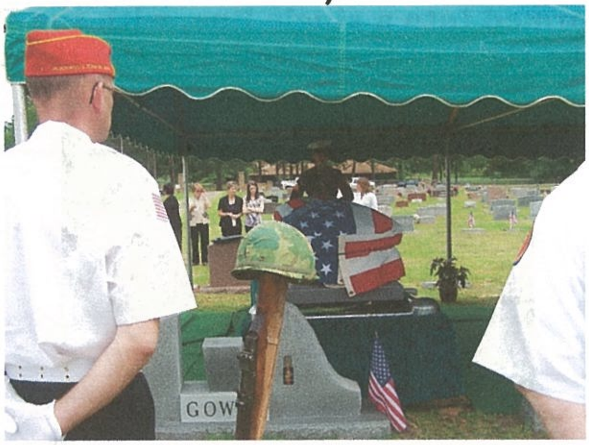
Once the Casket/Urn is in place, CO will give,

ORDER ARMS! **Followed by**

PARADE REST!

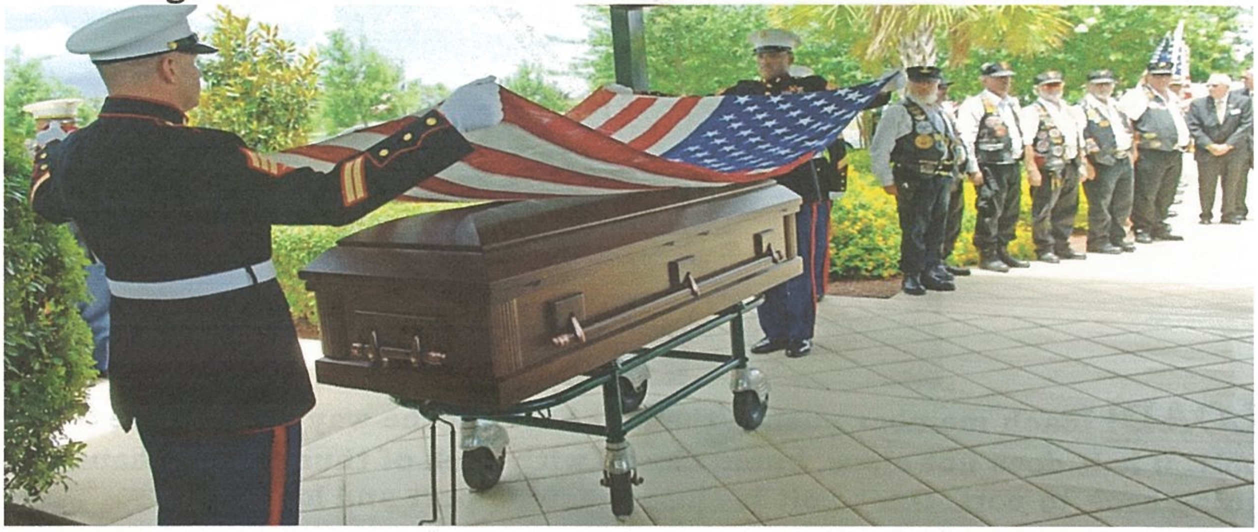


Once parade rest is given, the flag folding detail will post and then go to parade rest. (post at each end of casket)



When the religious service is completed, the Clergy or the Funeral Director will signal the MarDet Chaplain, The MarDet Chaplain will signal CO, CO will call DETAIL- A-TEN- HUT! MarDet Chaplain will read the Prayer for the appropriate branch of service.

At the MarDet Chaplains AMEN! The Flag Detail will table Top the Casket flag.

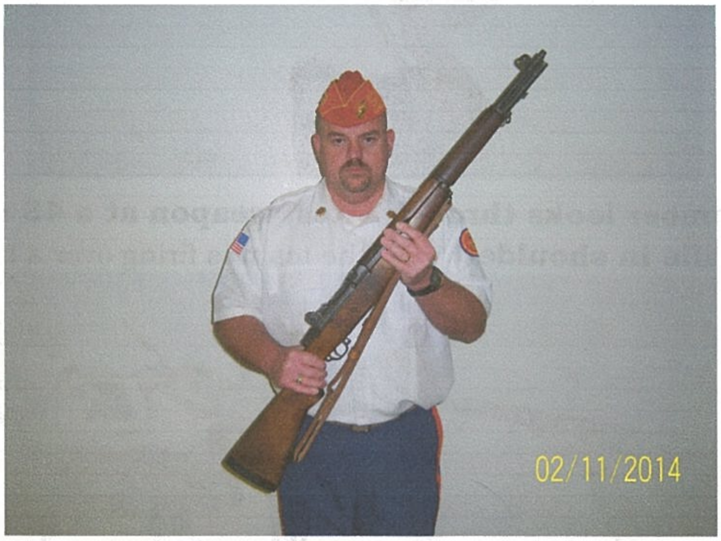


This is the signal to the Firing Detail to start.

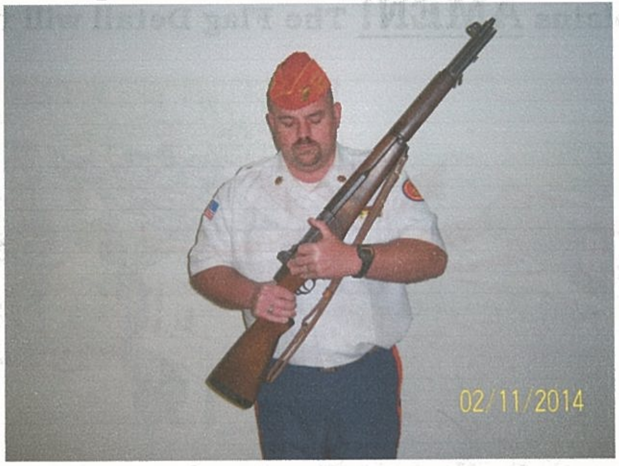
Detail CO will give the following Commands:

note- these commands are for M1 Garand only.

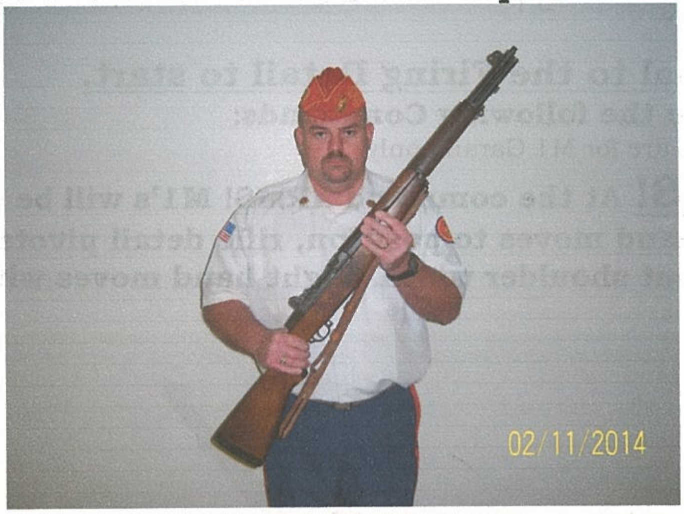
PORT- ARMS! At the command ARMS! M1's will be snapped to port and as the right hand moves to position, rifle detail pivots half right moving left foot out shoulder width. Right hand moves with half turn



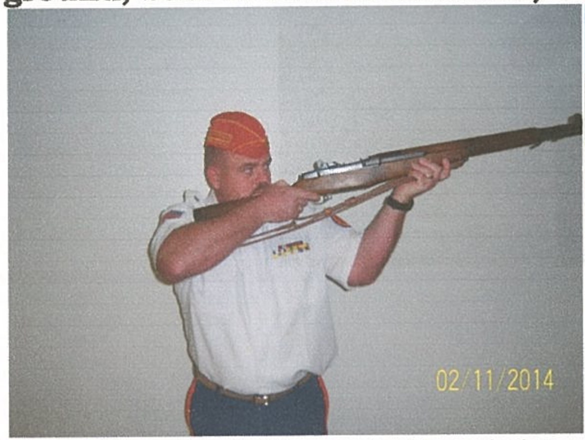
READY! **(Left thumb placed on charging lever, look down at action)**

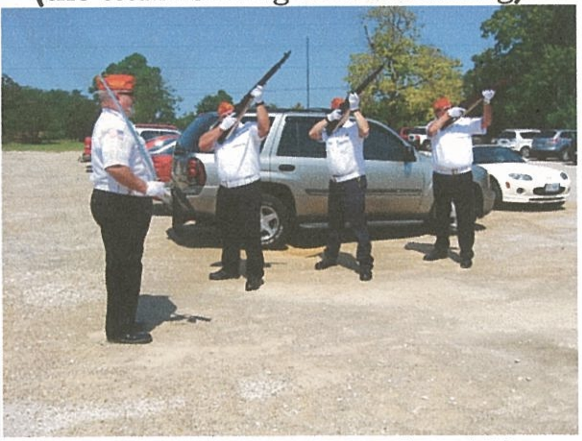


LOAD! **(Each member pushes the bolt back all the way and releases bolt, if bolt does not close, bump closed with back of thumb when hand is going back to port. Once bolt is closed resume port and look up)**



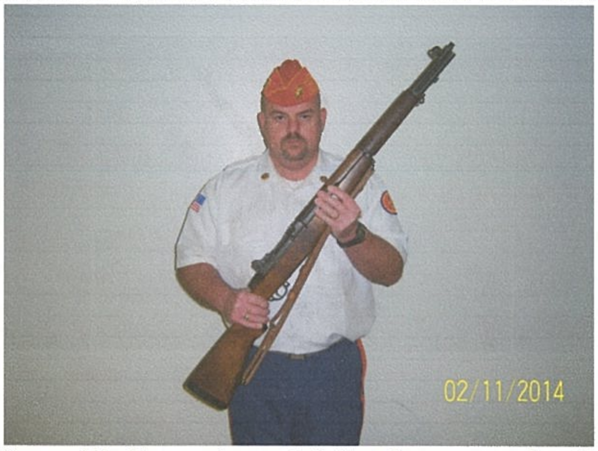
AIM! **(Each member looks through sites, weapon at a 45 deg angle from ground, butt of rifle in shoulder)** (the team is firing over a building)





Note: You look through the sights on M1 garands not M16/AR15's

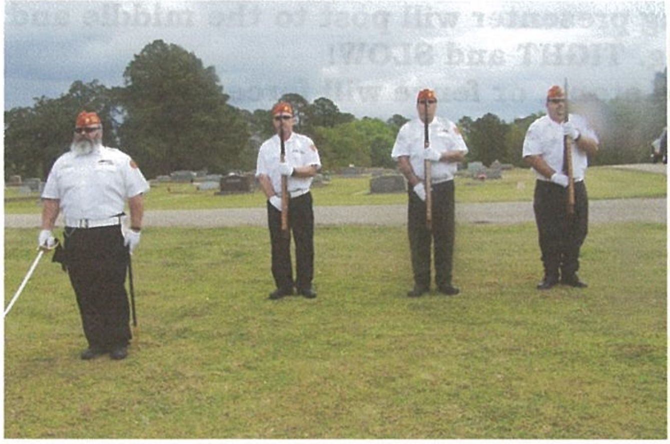
FIRE! Jerk trigger and smartly return to port. **Note**: If your rifle fails to fire, just pretend and go through the motions. If, heaven forbid, all rifles fail to fire Co should have 3 rounds for each rifle in his pocket, he will place sword in scabbard and proceed to smartly inspect rifles one at a time, and reload them. This happened to an Amy detail and they had to wait till some one fetched more ammo. Marines are always prepared.



Note: The ammo clip will fly out and hit the sword, slide down the blade and leave railroad tracks on your white shirt. Just a heads up, it happens.

AIM! FIRE! Commands are given a total of three times only.
At the end of the 3rd Volley the Rifle CO will give

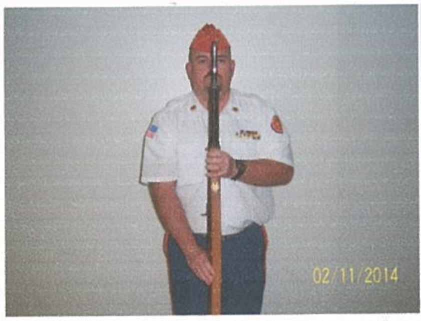
PRE-SENT – ARMS! (At the preparatory command PRE-SENT- the rifle detail will step back with left foot into original position, still at port. At the command ARMS!, M1s are snapped strait to present arms. and the Bugler (if electronic) pushes the button at the Command ARMS!)

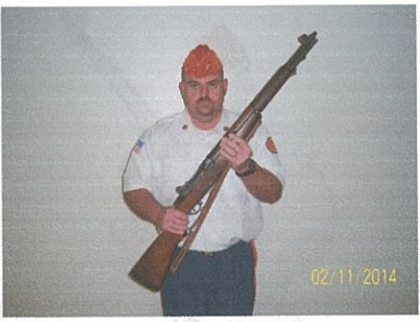


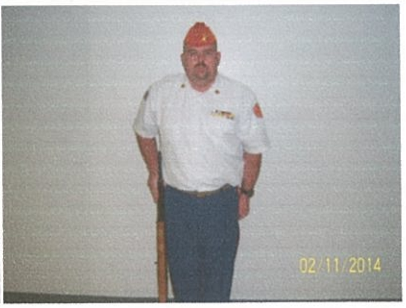
Once detail is at present, the CO will face grave and present Sword. Once sword is at present, this is the signal for Taps to be Played if live bugle.

At the end of Taps, Detail CO will give

ORDER-ARMS! On the preparatory command ORDER! M1's will snap to port, at the command ARMS! Members go to order arms.







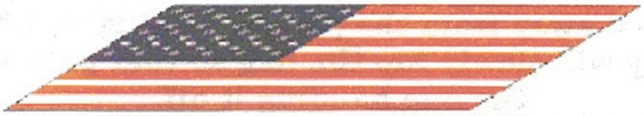
ALL MEMBERS of Honor Guard Detail will stand at attention

This ORDER –ARMS! is the signal for the Flag Detail to step to the side of Casket with flag still at tabletop, flag presenter will post to the middle and detail will commence to fold the flag. TIGHT and SLOW!

Note: sometimes the grave and head stone, or fence will force you to adapt a modified version, as long as it is respectful, it will be acceptable.

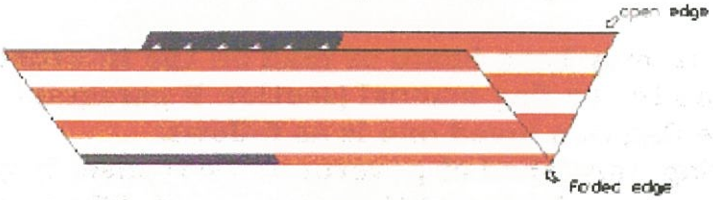
How to fold the Flag

Step 1



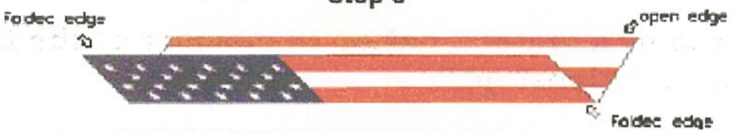
To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

Step 2



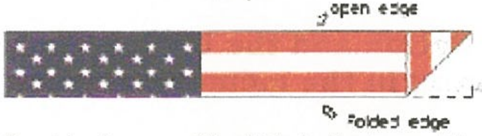
Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

Step 3



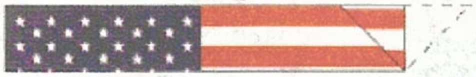
Fold the flag **again** lengthwise with the blue field on the **outside**.

Step 4



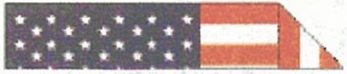
Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

Step 5



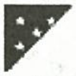
Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner.

Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.

Once flag is folded, follow the flag presentation protocol.

FLAG PRESENTATION PROTOCOL
Once flag is folded and tucked

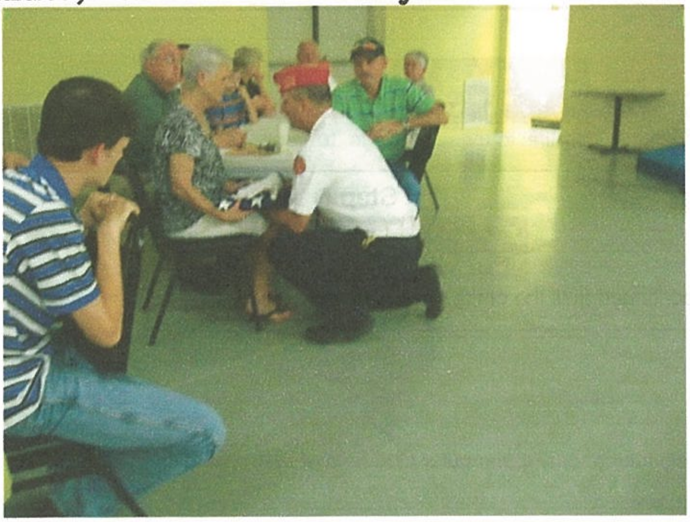
Each member that releases flag to another will execute a 4 count salute. While holding the folded flag with both hands one on top one on bottom, the point should face away from the person holding it, when handing it to someone else they will slowly flip the flag so that pointed end is facing the one handing it off.
Marines are known to present two flags at a funeral, the one being folded goes to the Mother or closest next of kin and the other goes to the wife or oldest sibling. It is always up to the family on who receives the flags.

No matter what you may have heard or read on the internet, the only thing that is stated in the flag manual (section B paragraph 4 sub-sec b) for presenting the flag to a loved one is as follows:
The internment flag, furnished at government expense, is given to the nearest of kin at the conclusion of the internment. When so presented the flag is folded in the prescribed manner with a short statement such as,

"This Flag is offered by a grateful nation in memory of the faithful service performed by your (relationship)."

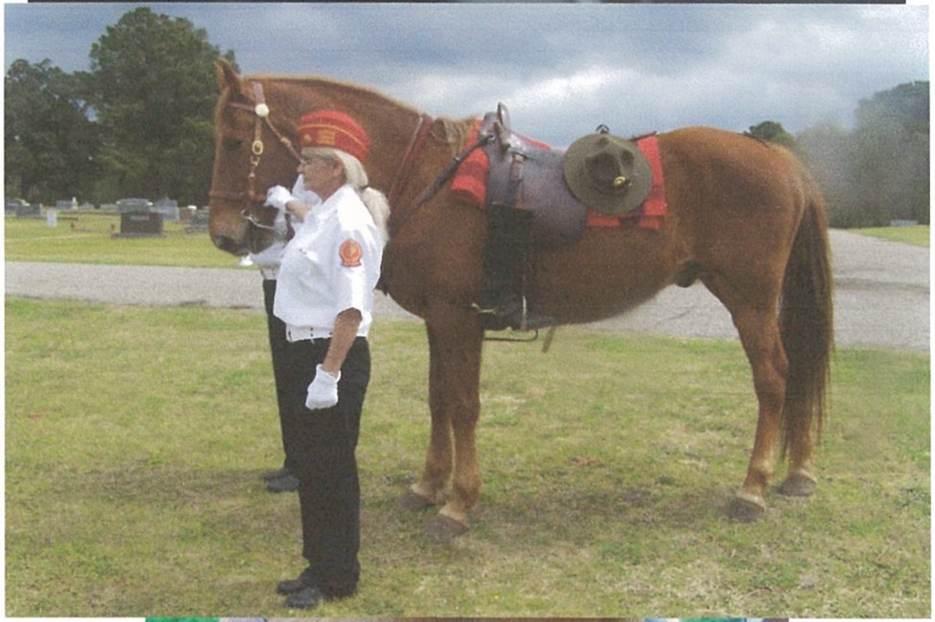
That is all that is required by the flag code, most Marines, and our Detachment #1381 On one bended knee, state the following:

"On behalf of a grateful Nation and the United States (name of the deceased branch of military) in the memory of your (relationship) Faithful service."
Stand, 4 count salute, face and walk away.



If Riderless Horse is used make sure the animal is accustom to weapons firing, and place horse away from bugle.

WHITEHEAD
WHITEHEAD



Band of Brothers

1. All Marines are entitled to dignity and respect as individuals, but must abide by common standards established by proper authority.

2. A Marine should never lie, cheat, or steal from a fellow Marine or fail to come to his aid in time of need.

3. All Marines should contribute 100% of their abilities to the unit's mission. Any less effort by an individual passes the buck to someone else.

4. A unit, regardless of size, is a disciplined family structure, with similar relationships based on mutual respect among members.

5. It is essential that issues and problems which tend to lessen a units effectiveness be addressed and resolved.

6. A blending of separate cultures, varying educational levels, and different social backgrounds is possible in an unselfish atmosphere of common goals, aspirations and mutual understanding.

7. Being the best requires common effort, hard work and team work. Nothing worthwhile comes easy.

8. Every Marine deserves job satisfaction, equal consideration and recognition of his accomplishments.

9. Knowing your fellow Marine well enables you to learn to look at things "through his eyes" as well as your own.

10. Issues detracting from the efficiency and sense of wellbeing of an individual should be surfaced and weighed against the impact on the unit as a whole.

11. It must be recognized that a Brotherhood concept depends on all members "belonging" - being fully accepted by others within.

" MARINES "

The creed from Bakers Bandits during the Korean war in the 50's

Marine Corps League Jacksonville Detachment #1381

United States Flag

Military Flags

POW/MIA Flags

State Flags

Retirement and Disposal Ceremony

MarDet #1381 Flag Ret. Code 13092011

The U.S. Flag Code states, "The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning." All veterans' organizations as well as the Girl Scouts and Boy Scouts of America have specific ceremonies to be followed. Individuals and small non-veteran groups may respectfully retire American Flags, but should seek guidance from the ceremonies of the organizations listed above in order for the occasion to be appropriately somber and dignified.

The following is The MarDet #1381 of Jacksonville Texas
Flag Retirement Ceremony.

The American Flag, the Marine Corps Flag and Detachment Guideon are prominently displayed. A fire pit (of sufficient size) will be lit and once Coals are red, we will start the Ceremony with the Marine Corps Hymn

Commandant: The Chaplain will lead us in Prayer

Chaplain: Uncover please (remind civilians to remove hats)

Supreme Commandant, We ask Thy Blessing upon all here assembled. We pray for guidance in retiring our Nations flags, and that we may here exemplify the principles of honoring our country's brave Men and Women who have given the ultimate sacrifice defending what these flags represent. AMEN Cover please.

Commandant: Sgt at Arms, please lead us in the Pledge of Allegiance

Sgt at Arms: Aye aye Sir. "Present Arms" Pledge of Allegiance. "Order Arms"

Commandant: Sgt at Arms, Declare this Ceremony open, to all who love this country.

Sgt at Arms: By authority of the Commandant of the Jacksonville Detachment, I declare this Ceremony open, to all who love this Country and no one else!!!

Commandant: Please be seated. Sgt at Arms, Report.

Sgt at Arms: Sir Commandant, we present a number of Unserviceable Flags of our Country to retire.

Commandant: Have you Inspected these Flags, and are you satisfied they unserviceable and beyond repair.

Sgt at Arms: Yes Sir, I Have, and not one of these great Flags are serviceable or repairable. The present condition of these Flags is the result of their usual service as the Symbol of this great Country. Some have flown over the Graves of our Departed Marines, Soldiers, Airmen, and Sailors of all our Nations wars. Some have been displayed in various public and private places.(If a Flag is repairable please note so)

Commandant: Sgt at Arms, your recommendation.

Sgt at Arms: Since these flags have become faded and worn in tribute and love, I recommend that they be honorably retired from service and respectfully destroyed.

Commandant: Fellow Veterans, Ladies and Gentlemen, we have presented here these Flags of our Country which have been inspected and recommended for proper and ceremonial retirement. A Flag, be it made of cotton, paper, or the finest silk, whatever the material, it is a precious symbol of all we stand for, took an oath for, Men and Women have died for- A free Nation, that stands for the ideals, practice of justice, and a Republic under God. Let these faded Flags of our Country be retired and destroyed with respectful and honorable rites and their places be taken by bright new Flags. Let no grave of our dead Marines, Soldiers, Airmen or Sailors be dishonored or unmarked

Commandant: The Chaplain will lead us in Prayer.

Chaplain: Uncover, Supreme Commandant, bless and consecrate this hour. We thank you for our Country and its Flag, and for the liberty for which it stands. To clean and purging flame we commit these Flags, worn out in worthy service. As they yield their substance to the fire, may your Holy Light spread over us and bring our hearts renewed devotion to God, Country and Corps. AMEN.

Commandant: Sgt at Arms, You are hereby authorized to retire the flags of our Nation, take charge of your Ceremony Detail.

Sgt at Arms: Aye, Aye Sir. (Salutes, waits for Comm. To return Salute)

Commandant: Thank you for joining us today, you are welcome to stay as long as you like, and please feel free to ask questions. After the flags have been retired, the ashes, metal grommets and 1" of soil underneath will be buried in a respectful place of honor. Please be respectful and do not talk to the Flag Detail. SEMPER FIDELIS

Sergeant at Arms Flag Retirement Ceremony Detail

Before the opining Ceremony

Sgt at Arms will pick a 4 Member detail, or as many as he deems necessary.

Secure a fire pit of sufficient size with at least an inch of sand under the fire, light and post a fire watch to stay at the fire pit until flames and embers are out. He will be armed with a fire extinguisher to keep the flames in check. Have a Military Cross posted. (at your discretion, by fire pit or tables.) (A refillable water extinguisher will be available).

Have the public bring their flags to your table, you will have 1 table to lay out flags for inspection, and 2 tables to place inspected flags on.

After Flag is inspected, respectfully fold flag like a sheet or towel with blue field facing up/ on top, and gently place on second table on your right. Military, POW/MIA, and State Flags are inspected and folded in a similar manner and placed on third table to your left in as stated order.

After opening Ceremony

After opening Ceremony Sgt at Arms is in charge of 4 member detail. Detail is not allowed to talk to anyone till the flames and embers are out and they have been dismissed.

Use the remainder of your detail to help fold each flag, start with the American Flags (fold into a cocked hat at least 3 members) each member that releases the Flag will perform a honor salute, do a facing movement and march to pit and place Flag in Flames, take a step back and perform a Honor Salute then the Military, POW/MIA, and then the State Flag (fold in halves) you will retire them in this order as well. (You can use Veterans that are present, instruct them to stand in line and then hand them the folded Flag an instruct them to place in fire and then salute)

Once all Flags are in Fire have Detail stand behind fire pit, and go to modified parade rest.

Once all Flags are consumed (you might have to squirt some lighter fluid on them to finish ritual) have fire watch extinguish all coals and embers, use a flat shovel to remove all traces of ashes and all sand, place in wood Box for Burial at the north ranch.

Call detail to order and then dismiss Detail.

The first fold of our flag is a symbol of life.

The second fold is a symbol of our belief in eternal life.

The third fold is made in honor and remembrance of the veterans departing our ranks who gave a portion of their lives for the defense of our country to attain peace throughout the world.

The fourth fold represents our weaker nature, for as American citizens trusting in God, it is to Him we turn in times of peace as well as in time of war for His divine guidance.

The fifth fold is a tribute to our country, for in the words of Stephen Decatur, "Our Country, in dealing with other countries, may she always be right; but it is still our country, right or wrong."

The sixth fold is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States Of America, and to the Republic for which it stands, one Nation under God, indivisible, with Liberty and Justice for all.

The seventh fold is a tribute to our Armed Forces, for it is through the Armed Forces that we protect our country and our flag against all her enemies, whether they be found within or without the boundaries of our republic.

The eighth fold is a tribute to the one who entered into the valley of the shadow of death, that we might see the light of day, and to honor mother, for whom it flies on Mother's Day.

The ninth fold is a tribute to womanhood; for it has been through their faith, their love, loyalty and devotion that the character of the men and women who have made this country great has been molded.

The tenth fold is a tribute to the father, for he, too, has given his sons and daughters for the defense of our country since they were first born.

The eleventh fold, in the eyes of a Hebrew citizen represents the lower portion of the seal of King David and King Solomon, and glorifies in their eyes, the God of Abraham, Isaac, and Jacob.

The twelfth fold, in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son, and Holy Spirit.

When the flag is completely folded, the stars are uppermost reminding us of our nation's motto, "In God We Trust". After the flag is completely folded and tucked in, it takes on the appearance of a cocked hat, ever reminding us of the soldiers who served under General George Washington, and the sailors and marines who served under Captain John Paul Jones, who were followed by their comrades and shipmates in the Armed Forces of the United States, preserving for us the rights, privileges, and freedoms we enjoy today.

Public Law 94-344, known as the Federal Flag Code, is the law of the land regarding the handling and displaying of the American flag. It does not include anything regarding the significance or meaning of folding the flag. The code was first adopted by Congress in 1923 and revised numerous times.

According to the American Legion, the code does not call for a ceremonial folding of the flag and the folding procedure is also traditional. Same for the meanings of the folds. Nobody seems to know when or where that originated or who wrote it. There is speculation that it may have come from a chaplain who attached the mostly Judeo-Christian religious meanings to the folds, perhaps for a burial ceremony.

Official or not, the statement has gained status as the traditional meaning of the folds and was found in many governmental and military manuals and recited at numerous military funerals.

In October, 2007, the National Cemetery Administration banned the practice of giving the meaning of the folds of the flag at all national cemeteries, but the decision was quickly revised. The U.S. Department of Veterans Affairs issued a statement on 10/20/07 saying that any recitations at the graveside of a veteran can reflect the wishes of the family. In other words, if the family wants the meaning of the folds to be included, it can be included.

Rumor says the 21-gun salute originated from adding the digits of 1776. That is not true. According to Arlington Cemetery, the 21-gun salute evolved from many years of various traditions of honoring dignitaries.

MARINES

I was that which others did not want to be.
I went where others feared to go, and did what others
failed to do.
I asked nothing from those that gave nothing and
reluctantly accepted the thought of eternal
loneliness...... should I fail.
I have seen the face of terror; felt the stinging cold of
fear; and enjoyed the sweet taste of a moment's love.
I have cried pain, and hoped.... but most of all, I have
lived times others would say were best forgotten.
At least someday I will be able to say, that I was
proud of what I was .... a Marine.

USMC uniform Reg's for Vet's

The Marine Corps Uniform Regulation, MCO P1020.34G prescribes wear of the Marine Corps uniform by retirees and veterans.

Retirees. Retired officers and enlisted personnel are entitled to wear the prescribed uniform of the grade held on the retired list when wear of the uniform is *appropriate*. Wearing a uniform is *appropriate*
for memorial services, weddings, funerals, balls, patriotic or military parades, ceremonies in which any active or reserve United States military unit is participating, and meetings or functions of military associations.

Retirees, residing or visiting in a foreign country, will not wear the uniform except when attending, by formal invitation, ceremonies or social functions at which wear of the uniform is required by the invitation or by the country's regulations or customs.

Retirees may wear appropriate uniform or civilian clothing when traveling as passengers aboard MSC ships and AMC aircraft.

Retirees employed in any capacity by a military school, except the MCJROTC program, will not wear the uniform unless specifically authorized by the CMC. Requests for such authority should be addressed to the CMC (MCUB) and will contain a written statement from school officials indicating that the individuals or will be employed there, to include job title. When such authority is granted, personnel will wear uniforms prescribed for persons of corresponding grade on the active list. No school or other unauthorized insignia will be worn on the Marine Corps uniform.

Retirees employed as instructors under the MCJROTC program will wear the Marine Corps uniform during school hours and at other appropriate times according to these regulations.

The wearing of the uniform is prohibited under any of the following circumstances:

(1) At any meeting or demonstration which is a function of, or sponsored by an organization, association, movement, group, or combination of persons which the Attorney General of the United States has designated, pursuant to E.O. 10450, as amended as totalitarian, fascist, communist, or subversive, or as having adopted a policy of advocating or approving the commission of acts of force or violence to deny others their right under The Constitution of the United States, or as seeking to alter the form of Government of the United States by unconstitutional means.

(2) During or in connection with the furtherance of political activities, private employment or commercial interests, when an inference of official sponsorship for the activity or interest could be drawn.

(3) Except when authorized by competent Service authority, when participating in activities such as public speeches, interviews, picket lines, marches, rallies or any public demonstration (including those pertaining to civil rights), which may imply Service sanction of the cause for which the demonstration or activity is conducted.

(4) When wearing of the uniform would tend to bring discredit upon the Armed Forces.

(5) When specifically prohibited by Marine Corps regulations.

Veterans. Former members of the Marine Corps who served honorably *during a declared or undeclared war* and whose most recent service was terminated under honorable conditions (this means an honorable or general discharge) may wear the uniform in the highest grade held during such war service only upon the following occasions and in the course of travel incident thereto:

(1) Military funerals, memorial services, weddings, and inaugurals.

(2) Parades on national or state holidays; or other parades or ceremonies or a patriotic character in which any active or reserve United States military unit is taking part.

Former Marines who are discharged honorably or under honorable conditions from the Marine Corps (even if it's not during *wartime service*) may wear their uniform while going from the place of discharge to their home of record, within three months after discharge.

Wearing of the uniform or any part thereof at any other time or for any purpose is prohibited.

Medal of Honor Recipients. Personnel awarded the Medal of Honor may wear the Marine Corps uniform at their pleasure, except:

(1) In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment.

(2) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by competent authority.

(3) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.

(4) When wearing the uniform would bring discredit upon the Marine Corps.

(5) When specifically prohibited by Marine Corps regulations.

Note: Any individual wearing a US Military uniform is expected to reflect the high personal appearance standards and esprit de corps that the US Military in uniform represent. To this end, particular attention will be paid not only to the correct and military wear of uniform components, but also to the individual's personal and physical appearance. All personnel *exercising the privilege of wearing a US Military service or dress uniform will comply fully with their service's grooming and weight control standards.*

5104. SENIORITY OF COLORS

1. Based on heraldry, blue, the senior color, will be uppermost and/or to the wearer's right.

2. Awards which do not have a symmetrical color design, or which have stars as part of the design, will be worn as follows:

a. Medal of Honor- The stars will form an "M" with the single ray of all stars pointing up.

b. Navy and Marine Corps Medal- The blue stripe will be to the wearer's right.

c. Presidential Unit Citation- The blue stripe will be uppermost.

d. Merchant Marine Mariner's Medal- Blue stripe will be to the wearer's right.

e. World War II Theater/Campaign Medals- The blue stripe in the center will be to the wearer's right.

f. Navy Occupation Service Medal- Black stripe will be to the wearer's right.

g. Merchant Marine Combat Medal- The light blue stripe will be uppermost.

h. Philippine Defense Ribbon- The stars will form a triangle, base down.

i. Philippine Liberation Ribbon- The blue stripe in the center will be to the wearer's right.

j. Philippine Presidential Unit Citation- Blue stripe will be to the wearer's right. The ribbon bar is worn with a gold frame.

k. Korean Presidential Unit Citation- The red portion of the circular device in the center will be uppermost; ribbon bar is worn with a gold frame.

l. Combat Action Ribbon- The large blue field will be to the wearer's right.

m. Inter-American Defense Board Medal- The red stripe will be to the wearer's right.

5105. DECORATIONS, MEDALS, RIBBON BARS, AND LAPEL BUTTONS WORN ON CIVILIAN CLOTHING

1. Decorations, medals, appropriate ribbon bars, or lapel buttons may be worn on civilian clothes at the individual's discretion. Individuals should ensure that the occasion and the manner of wearing will not reflect discredit on the award.

2. Miniature medals may be worn with civilian evening dress (See paragraph 5203).

3. The Medal of Honor may be worn with civilian evening dress. It will be worn around the neck with the ribbon under the coat jacket and the medallion hanging one inch below the bow tie.

4. Miniature replicas of ribbons made in the form of enameled lapel buttons, or ribbons made in rosette form, may be worn on the left lapel of civilian clothes except civilian evening dress.

5. Honorable discharge, retirement, and FMCR buttons may be worn on the left lapel of civilian clothes except civilian evening dress. Those buttons manufactured with prong and clutch fasteners may be worn as tie tacs.

SECTION 2: LARGE AND MINIATURE MEDALS

5200. GENERAL

1. With the exception of those decorations worn pendent from the neck, medals will be arranged in a horizontal line in order of precedence from the wearer's right. The bottom edge of all medallions will be aligned.

2. Hamilton Wash large and miniature medals, also known as "anodized," may be worn at the individual's option. Marines who exercise this option will have their own medals anodized at the individual's expense. Anodized medals will not be worn together with nonanodized medals by the same individual; however, Marines with anodized medals may wear them in formation with Marines who have standard nonanodized medals.

3. Medals with suspension ribbons bonded to a plastic backing instead of a metal bar are approved for wear at the option of the individual. These medals lie flatter than the standard medals and may include magnetic fasteners in lieu of clutches for attaching to the uniform. These medals will bear Marine Corps approval identification.

4. Marines will wear all large medals to which they are entitled on dress "A" coats.

5. Miniatures of all medals entitled are required for officers/SNCO's when evening dress uniforms are worn. The Medal of Honor will NOT be mounted nor reproduced in miniature.

6. A person in receipt of an award from a foreign government which includes stars, sashes, orders, or devices (except the fourragere) dissimilar to, or required to be worn differently than United States awards, may wear the medal or ribbon bar as a courtesy to that country only when attending a public function in the country, or in the house of or in honor of a public official or other distinguished citizen of that foreign country. Foreign medals and ribbon bars will be worn as similar to the foreign country's regulations as is practicable; however, at least one U.S. award

must be worn when a foreign award is worn. Marines awarded a foreign medal which, under the rules of the country concerned, is required to be worn at the neck will so wear it. A Marine awarded both the Medal of Honor and a foreign medal worn at the neck, will wear the foreign award so that it shows below the Medal of Honor.

5201. MOUNTED MEDALS (See figs. 5-1 and 5-2)
1. When only one medal is worn, it will be worn as issued through the Supply System, or purchased in miniature.

2. When more than one medal is worn, they will be suspended from a holding bar of sufficient stiffness to support the weight of the medals.

[illegible]

3. When more than one row of medals is worn, the medals will be worn overlapped and in rows arranged according to tables 5-1 and 5-2. Upper or first row of medals will be mounted so that the medallions of the upper row cover the holding bar and suspension ribbons of the medals below.

[illegible]

4. For men, the maximum width of the holding bar for large medals will be 5-1/2 inches, and the length of the medals from top of holding bar to bottom of medallions will be 3-1/4 inches. A maximum of four large medals side by side will fit on the maximum width of holding bar; however, a maximum of seven medals will fit on the holding bar if overlapped. The overlapping on each row will be equal (not to exceed 50 percent). The right or inboard medal will show in full.

5. Women will wear no more than three large medals side by side on a single holding bar not to exceed 4-1/8 inches; however, a maximum of five medals will fit on the holding bar if overlapped.

6. For men, the maximum width of the holding bar for miniature medals will be 4 inches [corrected from previous typo], and the length of the medals from the top of the holding bar to the bottom of medals will be 2-1/4 inches. A maximum of five miniature medals side by side will fit on a 3-3/8 inch holding bar; however, a maximum of ten medals will fit on the holding bar if overlapped. The overlapping on each row will be equal (not to exceed 50 percent). The right or inboard medal will show in full.

7. For women, the holding bar for miniature medals will be no wider than 3-1/4 inches [corrected from previous typo]. A maximum of four medals side by side will fit on this width holding bar; however, a maximum of eight medals will fit on the holding bar if overlapped.

5202. WEARING LARGE MEDALS. (See fig. 5-3.)
1. Medal of Honor. On the officer's evening dress and all other dress "A" uniforms, the Medal of Honor will be worn around the neck with the ribbon under the coat or jacket collar. The medallion will emerge at the opening between the collar hook and the top button of the coat or jacket, and hang one inch below the bottom edge of the collar. On the SNCO evening dress

uniform, the Medal of Honor will be worn around the neck with the ribbon under the jacket collar. The medallion will hang one inch below the men's bow tie.

2. Large Medals

a. On the men's blue and white dress coats, large medals will be worn centered above the left breast pocket with the upper edge of the holding bar on a line midway between the first and second buttons of the coats.

b. On women's blue and white dress coats, one row of large medals will be placed centered over the left breast pocket with the top of the holding bar about one inch above a horizontal line tangent to the highest part of the pocket. When two or more rows of medals are worn, the top of the holding bars of the bottom row of the medals will be approximately 1/4 to one inch above a horizontal line tangent to the highest point of the pocket. The holding bars of the top row of medals will be at least 1/8 of an inch below the collar. If necessary the medals may be shifted from center towards the armhole seam between 1/4 and 1/2 inches so that no more than one-third of any medal is covered by the coat lapel.

3. Wearing Ribbon Bars With Large Medals. When large medals are worn, all unit citations and other ribbons with no medal authorized will be worn centered over the right breast pocket, the bottom edge of the lower row 1/8 inch above the top of the pocket. Women will wear these ribbons on the right side of the coat front in about the same vertical position as worn with dress "B" and service "A" uniforms. Ribbon bars are normally worn in rows of three in the order of precedence from the wearer's right to left and from top down (for example: top row, Combat Action Ribbon, Presidential Unit Citation, Navy Unit Commendation; bottom row, Meritorious Unit Commendation, Korean Presidential Unit Citation, Vietnam Presidential Unit Citation). Marines who have not been awarded large medals, but who are entitled to wear a ribbon(s) for which no medal is authorized will wear such ribbon(s) over the right breast pocket as described above.

5203. WEARING MINIATURE MEDALS (See fig. 5-4)

1. The Medal of Honor and miniature medals will be worn on all evening dress uniforms. When miniature medals are worn, no ribbons will be worn.

2. On male officers' evening dress jackets, miniature medals will be centered on the left front panel of the jacket midway between the inner edge and the left armhole seam, with the top of the holding bar on line with the second blind buttonhole.

3. On the male SNCO's evening dress jacket, the miniature medals will be centered on the left lapel with the top of the holding bar approximately one inch below the left lapel notch. If regulation size holding bars will not fit on the lapel, medals may extend beyond the lapel edge onto the jacket's left breast.

4. On the women's evening dress jacket, miniature medals will be placed centered on the left lapel with the top of the holding bar at the lapel's widest part. If regulation size holding bars will not fit centered on the lapel, medals may extend beyond the lapel's edge onto the jacket's left breast.

5. Wear on Civilian Evening Clothes

a. Men. Miniature medals may be worn on the left lapel of the civilian evening coat on ceremonial occasions, but only when strictly appropriate to the occasion. On the full dress and tuxedo coats, miniatures will be worn centered on the wearer's left lapel, placed horizontally and one inch below the end of the collar gorge. The top edge of the holding bar will completely cover the buttonhole. If current styles preclude wearing on the lapel, miniatures will be placed in the same relative position as if there was a lapel.

b. Women. Miniature medals may be worn on civilian evening attire on ceremonial occasions, but only when strictly appropriate to the occasion. Miniatures will be worn in approximately the same position where they would be worn on the uniform. If current styles preclude the wearing of miniatures in a place approximating the position where they would be worn on the uniform, miniatures will not be worn.

c. If a second row of miniatures is worn, it will be placed one inch below the first row. In no case will more than two rows of miniatures be worn on civilian attire.

Marine Corps: Miniature Medals

The following is a study of the Marine Corps regulations concerning miniature medals. In general if there are not specific regulations concerning miniature medals, we assume that they follow the full size medals.

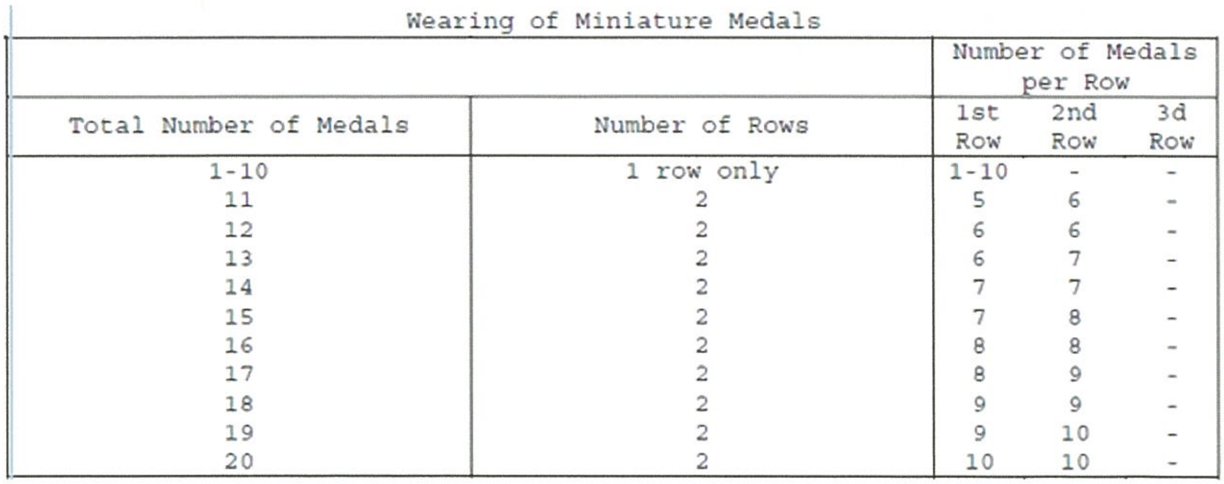
- Miniature Medal Regulations
- Miniature Medal Examples
- Device Regulations
- Interpretations

Ripped from the Regs: Medal Configuration

The following gives all the information needed concerning Male configuration.

For men, the maximum width of the holding bar for miniature medals will be 4 inches, and the length of the medals from the top of the holding bar to the bottom of medals will be 2-1/4 inches. A maximum of five miniature medals side by side will fit on a 4-inch holding bar; however, a maximum of 10 medals will fit on the holding bar if overlapped. The overlapping on each row will be equal (not to exceed 50 percent). The right or inboard medal will show in full.

See the following chart taken from the regulations.



Wearing of Miniature Medals

		Number of Medals per Row		
Total Number of Medals	Number of Rows	1st Row	2nd Row	3d Row
1-10	1 row only	1-10	-	-
11	2	5	6	-
12	2	6	6	-
13	2	6	7	-
14	2	7	7	-
15	2	7	8	-
16	2	8	8	-
17	2	8	9	-
18	2	9	9	-
19	2	9	10	-
20	2	10	10	-

The following gives all the information needed concerning Female configuration.

For women, the holding bar for miniature medals will be no wider than 3-1/4 inches. A maximum of four medals side by side will fit on this width holding bar; however, a maximum of eight medals will fit on the holding bar if overlapped.

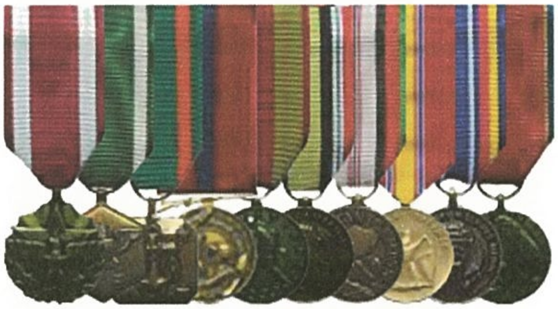
See the following chart taken from the regulations.

Wearing of Miniature Medals

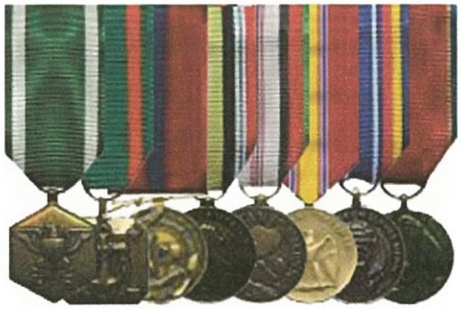
		Number of Medals per Row		
Total Number of Medals	Number of Rows	1st Row	2nd Row	3d Row
1-8	1 row only	1-8	-	-
9	2	4	5	-
10	2	5	5	-
11	2	5	6	-
12	2	6	6	-
13	2	6	7	-
14	2	7	7	-
15	2	7	8	-
16	2	8	8	-

Miniature Medal Configuration Examples

The following is the maximum amount of medals a male may fit in one row.



The following is the maximum amount of medals a female may fit in one row.



Ripped from the Regs: Device Configuration

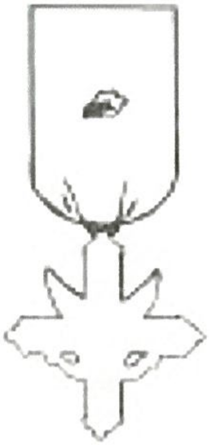
Use miniature devices.

Gold Stars. Those worn on suspension ribbons of miniature medals will be 1/8 inch in diameter. Silver Stars. The silver star worn on suspension ribbons of miniature medals will be 1/8 inch in diameter. Bronze stars worn on the suspension ribbon of miniature medals will be 1/8 inch in diameter. A letter device is worn centered on the ribbon. These devices are block letters 1/8 inch high for miniature medal suspension ribbons.

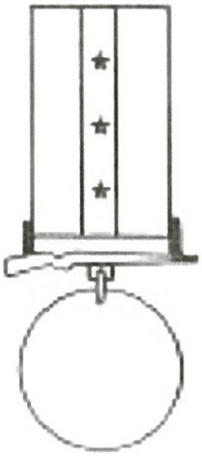
Note: The only letter devices currently produced in the miniature size are the V and M. All other are not available. Numerals are also not available.

Oak Leaf Cluster. 7/32" inch twig is worn on miniature medals. Hour Glass. The device for the suspension ribbon of the miniature medal will be 1/8-inch high. Vietnam "60" Device. The device for the suspension ribbon of the miniature medal and ribbon bar will be 5/8 inch in length.

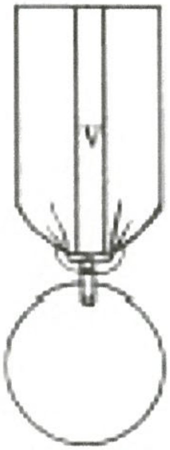
The following are pictures of miniature medals with devices taken from the regulations.



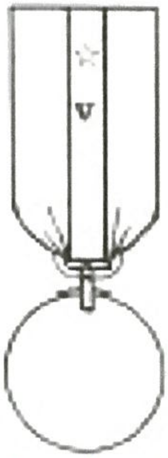
Example of a miniature medal with an oak leaf.



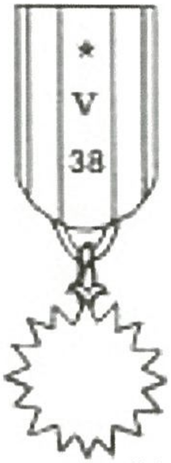
Example of a miniature medal with bronze stars.



Example of a miniature medal with a V device.



Example of a miniature medal with a silver star and V device.



Example of the air miniature medal with a bronze star, V device and numerals

MDS

MARINE CORPS LEAGUE
JACKSONVILLE TEXAS #1381

MARDET 1381 Fire Watch

Date____

Time/days____

Event/members needed____

Uniform____

8:00 AM to 12:00 Noon- ____

12:00 Noon to 3:00 PM - ____

3:00 PM to 6:00 PM -____

6:00 Pm to 9:00 PM - ____

9:00 PM to end - ____

Color Guard;

Right Guard -----______________

Left Guard ------______________

Ensign ----------- ______________

Marine Colors --______________

Semper Fi.

Toys For Tots Coordinator
STEPHEN HUTSON
Cherokee County

Marine Corps League
Jacksonville Texas Detachment #1381
P.O. BOX 573 Jacksonville Texas 75766

Date ____________________________

Dear Toys For Tots Sponsor,

Thank you for seeing our Toys For Tots representative concerning our request to place a Collection Box/Receptacle At your location to collect toys/change for the needy children in Cherokee Co. for _______________.

Last year the Toys For Tots campaign in Cherokee Co. distributed over 4000 toys to 550 needy children. We will have a greater need due to the economic climate.

Please sign this authorization letter for our Campaign records. We will see that the toys are collected on a timely basis. However if there is any need for extra service, please call the **Jacksonville Marine Corps League Detachment #1381 at the following numbers:**
Cherokee Co. Toys for Tots Coordinator, Stephen Hutson 903-586-2106 or Assistant Coordinator, Chuck Bones 903-721-1277

Thank you for your Support for the Toys For Tots Campaign.
Sincerely,

Stephen Hutson Toys For Tots Coordinator, Cherokee Co.

This request is approved on this ______ day of _______________, 20___.

Facility name: ____ Approved by: _____________________________

Address: ____ Print Name: _____________________________

Phone #: ____ Title: _____________________________

If you wish to donate, please make checks payable to Toys For Tots Foundation.
You can mail checks to:

Marine Corps League
Jacksonville Texas Det. #1381
P.O. Box 573
Jacksonville, Texas 75766

Detachment Name ______________________________ **Det #** _ _ _ _ **DEPT. of** ______

MARINE CORPS LEAGUE
89th NATIONAL CONVENTION
MOBILE, ALABAMA

CONV. COMMTTE USE ONLY

ACTUAL
votes and deleg. present and pd

/

TOTAL MBRS / MAX AUTH DEL
from June 30th Report

/

Convention Dates: Aug 12- Aug 18, 2012

TO: National Credentials Committee
VIA: MCL National Adjutant Paymaster
PO Box 3070
Merrifield VA 22116-3070

SUBJ: Registration of National Delegate(s)
REF: (a) Article One, National MCL Bylaws.
(b) Chapter Two, Administrative Procedures, Sect 220 (b) – Registration.

1. In accordance with reference (b), registration fees to the National Convention shall be six ($6.00) dollars. Advance registration fees shall be five ($5.00) dollars provided that such fee, accompanied by properly executed Official Credential form, is received at National Headquarters not later than fifteen (15) days prior to the opening date of the National Convention.

DEL	ALT	ASSOC MBR	DUAL MBR	GUEST	NAME(S)	6 Digit Membership Number (NOT PLM#)	ATTENDING Yes / No	FIRST TIMER Yes / No
					1			
					2			
					3			
					4			
					5			
					6			
					7			
					8			
					9			
					10			
					11			
					12			
					13			
					14			
					15			
					16			

2.2 Delegate strength is based on the number of regular members on the 30 June 2012 Strength report. See ref (a), section 105(b)

3 Enclosed is a check/M.O. (# _______) in the amount of $_______ made payable to **National Headquarters, MCL**, to cover the registration fees of the delegate(s) &/or alternate delegate(s) to the MCL National Convention as per AP ref. (b).

PRINT NAME: ______________________ Detachment Commandant ________ Date ______________________ Adjutant/Paymaster ________ Date

SIGN NAME: ______________________ Detachment Commandant ________ Date ______________________ Adjutant/Paymaster ________ Date

($5 per delegate/alternate if postmarked before July 19, 2012, after that date - $6)

Remember to include any Nat and Dept Officers in your detachment who will be attending. Also include names of guests.

MARINE CORPS LEAGUE
DEPARTMENT OF TEXAS

CONVENTION DELEGATE REGISTRATION FORM

Detachment Name ______________________

Detachment Number ______________

FOR CONVENTION USE ONLY:	
TOTAL MEMBERS:	
TOTAL DELEGATES:	
TOTAL VOTES:	

ARTICLE ONE: Section 105

(a) Delegates, Alternates and members desiring to attend business sessions of the Department Convention must posses a paid up membership card, plus properly executed credentials, and must be registered with, and approved by, the Convention Credentials Committee.

(b) Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachments membership strength on record at the Department Headquarters as of 1 June, immediately preceding the Department Convention. A Detachment's membership strength may be adjusted upward provided a dues transmittal, which includes new members or which brings delinquent members back into good standing, is delivered to the Department Adjutant/Paymaster, along with the appropriate dues, prior to the opening of Convention. The Delegate voting strength of each Detachment shall be as follows: For the first ten (10) regular members, one (1) Delegate and one (1) Alternate; for each additional full block of ten (10) regular members, one (1) Delegate and one (1) Alternate; for a partial number of then (10) regular members, one (1) Delegate and one (1) Alternate. However, no Delegate strength of a Detachment shall be computed including associate or honorary members in such Detachment's total membership.

Note: Although Detachments must register and pay for Delegates and Alternates, provision is allowed for the Detachment to pay for others if they desire.

DEL.	ALT.	ASSOC.	DUAL	GUEST	NAME(S)	MBR. NO.	EXP. DATE

(Continued, on other side)

CONVENTION DELEGATE REGISTRATION FORM (Continued):

DEL.	ALT.	ASSOC.	DUAL	GUEST	NAME(S)	MBR. NO.	EXP. DATE

Enclosed is check #_________in the amount of $___________ made payable to ***Marine Corps League*** to cover the registration fees of the indicated Delegate(s), Alternates(s), Associates(s), and/or Dual Member(s) / Guest(s) to the Department of Texas Convention.

Print Name: ____________________________ Detachment Commandant ____________________________ Detachment Adjutant/Paymaster

Sign Name: ________________________ Detachment Commandant ______ Date ________________________ Detachment Adjutant/Paymaster ______ Date

Received by Department Convention Committee: ____________ Date

(Copy and attach additional sheets if needed)

HURT FEELINGS REPORT

For use of this form, see FM 22-102; the proponent agency is TRADOC

DATA REQUIRED BY THE PRIVACY ACT OF 1974

THORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)
PRINCIPAL PURPOSE:	To assist whiners in documenting hurt feelings, and to provide leaders with a list of soldiers who require additional counseling, NCO leadership, and extra duty..
ROUTINE USES:	For subordinate leader development IAW FM 22-102. Leaders & whiners should use this form as necessary.
DISCLOSURE:	Disclosure is voluntary, but repeated disclosure may result in a DA Form 779-1A, Report of Wall To Wall Counseling

PART I – ADMINISTRATIVE DATA

A. WHINER'S NAME *(Last, First, MI)*	B. RANK/GRADE	C. SOCIAL SECURITY NUMBER	D. DATE OF REPORT
E. ORGANIZATION		F. NAME & TITLE OF THE PERSON FILLING OUT THIS FORM	

PART II – INCIDENT REPORT

A. DATE FEELINGS WERE HURT	B. TIME OF HURTFULNESS	C. LOCATION OF HURTFUL INCIDENT	D. NCO OR OFFICER SYMPATHETIC TO WHINER
E. NAME OF REAL MAN/WOMAN WHO HURT YOUR SENSITIVE FEELINGS		F. RANK/GRADE	G. ORGANIZATION *(if different from 1e above)*

E. INJURY *(Mark all that apply)*

1. WHICH EAR WERE THE WORDS OF HURTFULNESS SPOKEN INTO? ☐ LEFT ☐ RIGHT ☐ BOTH	2. IS THERE PERMANENT FEELING DAMAGE? ☐ YES ☐ NO ☐ MAYBE
3. DID YOU REQUIRE A "TISSUE" FOR TEARS? ☐ YES ☐ NO ☐ MULTIPLE ________	4. HAS THIS RESULTED IN A TRAUMATIC BRAIN INJURY? ☐ YES ☐ NO ☐ MAYBE

F. REASON FOR FILING THIS REPORT *(Mark all that apply)*

	I am thin skinned		The Army needs to fix my problems		Two beers is not enough
	I am a wimp		My feelings are easily hurt		My hands should be in my pockets
	I have woman/man-like hormones		I didn't sign up for this		I was not offered a post brief
	I am a crybaby		I was told that I am not a hero		Someone requested a post brief
	I want my mommy		The weather is to cold		All of the above and more

G. NARRATIVE *(Tell us in your own sissy words how your feelings were hurt.)*

PART III - AUTHENTICATION

a. PRINTED NAME OF REAL MAN/WOMAN	b. SIGNATURE	c. PRINTED NAME OF WHINER	d. SIGNATURE

as the Army, take hurt feelings seriously. If you don't have someone who can give you a hug and make things all better, please let us know and we promptly dispatch a "hugger" to you ASAP. In the event we are unable to find a "hugger" we will notify the fire department and request that they send fire personnel to your location. If you are in need of supplemental support, upon written request, we will make every reasonable effort to provide you with a "blankey", a "binky" and/or a bottle if you so desire.

DA FORM IMT WF1, APRIL 2009 EDITION OF APRIL 1989 IS OBSELETE

FM 8-50

DEPARTMENT OF THE ARMY FIELD MANUAL

BANDAGING AND SPLINTING

HEADQUARTERS, DEPARTMENT OF THE ARMY,
JUNE 1957

FIELD MANUAL
No. 8-50

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., *6 June 1957*

BANDAGING AND SPLINTING

	Paragraphs	Page
CHAPTER 1. PURPOSE AND SCOPE	1, 2	2
2. BANDAGING		
Section I. Introduction	3–7	3
II. Triangular and Cravat Bandages	8–23	4
III. Roller Bandages	24–52	15
IV. Tailed Bandages	53–57	39
V. Plaster of Paris Bandages	58–60	43
CHAPTER 3. DRESSINGS	61–66	47
4. SPLINTING		
Section I. Introduction	67, 68	52
II. Splinting of Fractures of Upper Extremities	69–73	54
III. Improvised Splints and Slings for Upper Extremities	74–76	56
IV. Splinting Fractures of Lower Extremities	77–92	57
V. Improvised Splints for Lower Extremities	93, 94	68
VI. Preparation of Patients with Vertebral Injuries for Transportation	95, 96	71
VII. Adhesive Tape Strapping	97–101	75

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*This manual supersedes FM 8-50, 13 January 1944, including C1, 23 September 1944; C2, 6 June 1944; C3, 11 February 1946; and C4, 7 May 1952.

CHAPTER 1

PURPOSE AND SCOPE

1. Purpose

This manual is published to serve as a guide to the medical service officer and noncommissioned officer concerned with instructing Army Medical Service enlisted personnel. The organization of the manual will aid the instructor in his presentation of subject matter; the illustrations will aid in explaining approved procedures as these procedures are being demonstrated. As a reference, the manual is a source of graphic information.

2. Scope

This manual is intended for use whenever instruction in the various tasks pertaining to the care of casualties and patients touches upon the application of bandages, dressings, and splints. It cannot be too strongly emphasized that the techniques described in the manual require constant practice if they are to be carried out quickly and correctly. The scope of the manual is limited in that it does not provide complete information on the care and treatment of wounds and fractures.

CHAPTER 2

BANDAGING

Section I. INTRODUCTION

3. General

The proper bandage properly applied can aid materially in the recovery of a patient. A carelessly or improperly applied bandage can cause discomfort to the patient; in many instances it may expose the wound to danger of infection; it may even imperil the life of the patient. It is essential, therefore, that all personnel of the Army Medical Service become familiar with the various bandages and be able to apply them properly. The following discussion of bandaging will aid the student and the teacher, but the technique of bandaging can be mastered only by constant practice.

4. Uses of Bandages

A bandage is used to hold a dressing in place over a wound, to create pressure over a bleeding wound for control of hemorrhage, to secure a splint to an injured part of the body, and to provide support to an injured part.

5. General Principles of Bandaging

A bandage should never be applied directly over a wound; it should be used only to hold in place the dressing which covers a wound. A bandage should be applied firmly and fastened securely. It should not be applied so tightly that it stops circulation or so loosely that it allows the dressing to slip. If bandages work themselves loose or become unfastened, wounds may bleed, they may become infected, and broken bones may become further displaced. It is essential, therefore, that bandages be properly applied and well secured.

6. Basic Materials

Bandages are made from different types of material such as gauze, muslin, flannel, crinoline, rubber, and elastic webbing. The materials most commonly used are gauze and muslin.

a. Gauze bandages are widely used because they are light, soft, thin, and porous, and may be easily adjusted and applied.

b. Before being made into bandages, muslin should be soaked in water and dried to cause shrinkage and then ironed to remove wrinkles. Muslin is strong, inexpensive, and readily obtainable; and can be easily torn into strips of the desired width. Muslin bandages are excellent for bandage practice, since they can be used repeatedly without fraying and can be easily rerolled.

c. Flannel, being soft and elastic, may be applied smoothly and evenly, and is useful for conditions requiring bandages which absorb moisture and maintain body heat.

d. Crinoline, rather than ordinary gauze, is used in making plaster of paris bandages, since the mesh of crinoline retains the plaster more satisfactorily than that of gauze.

e. Rubber and elastic webbing are used to afford firm support to a part. Webbing is preferable to pure rubber, since it permits the evaporation of moisture.

7. Types of Bandages

The three general types of bandages are triangular bandages, roller bandages, and tailed bandages.

Section II. TRIANGULAR AND CRAVAT BANDAGES

8. General
(fig. 1)

The triangular bandage is used for the temporary or permanent bandaging of wounds, the immobilization of factures and dislocations, and as a sling for the support of an injured part of the body. It is valuable in emergency bandaging since it is quickly and easily applied, stays on well, and can be improvised from a piece of shirt, an old sheet, a large handkerchief, or any other pliable material of suitable size. Unbleached muslin is generally used in making triangular bandages, although linen, wool, or silk may be used satisfactorily. In making the triangular bandage a square of material about 3 by 3 feet, or slightly more, is folded diagonally to make one bandage, or may be cut along the fold to make two. The long side of the triangle is called the "base", the point opposite the base is called the "apex", and the points at each end of the base are called the "ends" or "extremities". This bandage may be used either as a triangle or as a cravat, the latter being made from the triangle by bringing the apex to the base and folding it upon itself a sufficient number of times to obtain the desired width. The names of the triangular and cravat bandages indicate the part of the body to which the bandage is applied. In many of the illustrations of bandages in this manual, the dressings have been omitted for the sake of clarity.

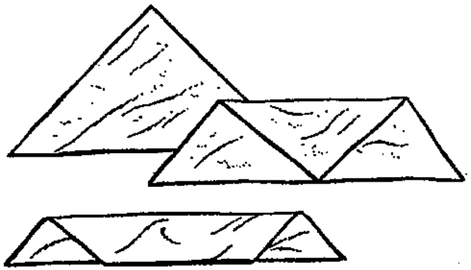

Figure 1. Triangular and cravat bandages.

9. Triangle of Forehead or Scalp
(fig. 2)

The triangle of forehead or scalp (fronto-occipital) is used to hold dressings on the forehead or scalp.

a. Place middle of base of triangle so that edge is just above the eyebrows and bring apex backward, allowing it to drop over back of head (occiput). Bring ends of triangle backward above ears.

b. Cross ends over apex at occiput, carry ends around forehead, and tie them in a square knot (fig. 3).

c. Turn up apex of bandage toward top of head. Pin with safety pin or tuck in behind crossed part of bandage.

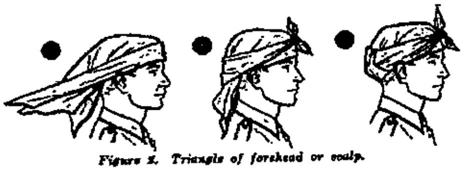

Figure 2. Triangle of forehead or scalp.

10. Triangular Arm Sling
(fig. 4)

The triangular arm sling (brachio-cervical triangle) is used for the support of fractures or injuries of hand, wrist, and forearm. Two versions of this sling are discussed below.

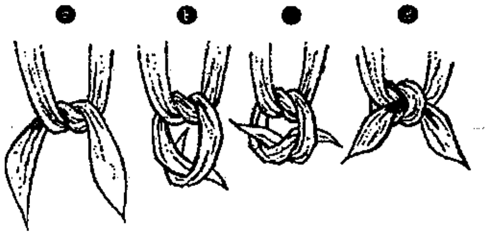

Figure 3. Tying the square knot.

a. In this method of applying the sling, the forearm is supported from both shoulders by the sling.

(1) Bend arm at elbow so that little finger is about a handbreadth above level of elbow.
(2) Place one end of triangle over shoulder on injured side and let bandage hang down over chest with base toward hand and apex toward elbow.
(3) Slip bandage between body and arm.
(4) Carry lower end up over shoulder on uninjured side.
(5) Tie the two ends, by square knot, at the neck. Knot should be on either side of neck, not in the middle where it could cause discomfort when patient is lying on back.
(6) Draw apex of bandage toward elbow until snug, bring it around to front, and fasten with safety pin or adhesive tape.

b. If it is desirable to support the forearm without pressure on the collarbone or shoulder of the injured side, the following steps are taken.

(1) Bend arm at elbow so that the little finger is about a handbreath above level of elbow.
(2) Drape upper end of triangle over uninjured shoulder.
(3) Slip bandage between body and arm.
(4) Carry lower end up over flexed forearm (ends of fingers should extend slightly beyond base of triangle).
(5) Slide lower end of bandage under injured shoulder between arm and body and secure the two ends with a square knot.
(6) Draw apex toward elbow until snug, and secure with safety pin or adhesive tape.

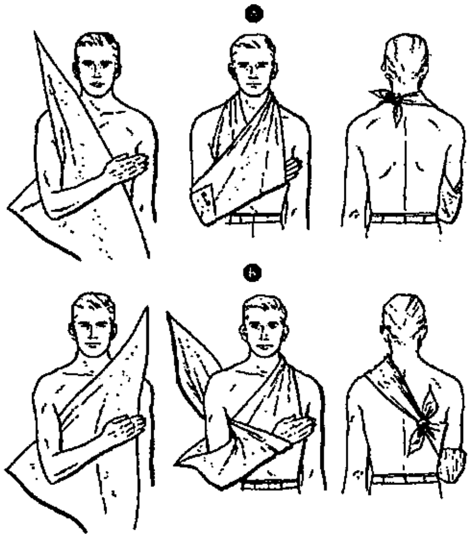

Figure 4. Triangular arm sling.

11. Triangle of Chest or Back
(fig. 5)

This bandage is used to hold dressings on burns or wounds of chest or back.

a. Drop apex of triangle over shoulder on injured side. Bring bandage down over chest (or back) to cover dressing, so that middle of base of bandage is directly below injury. Turn up a cuff at base.

b. Carry ends around and tie in a square knot, leaving one end longer than the other.

c. Bring apex down and tie to long end of first knot.

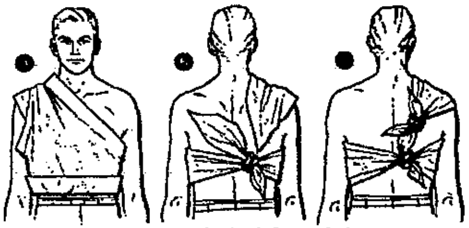

Figure 5. Triangle of chest or back.

12. Triangle of Shoulder
(fig. 6)

The triangle of the shoulder is used to hold dressings on wounds of the shoulder. Two bandages are required, one a triangle and the other a cravat, roller bandage, or belt.

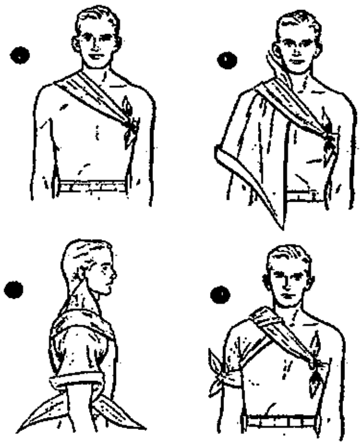

Figure 6. Triangle of shoulder.

a. Place center of cravat, roller bandage, or belt, at base of neck on injured side, and fasten just forward of opposite armpit.

b. Slide apex of open triangle under cravat at base of neck and place over dressing on injured shoulder and upper arm. Turn up cuff at base.

c. Bring ends around arm and tie.

d. Secure apex to cravat at neck by tucking in, or with safety pin.

13. Triangle of Hip
(fig. 7)

The triangle of the hip is used to hold dressings on the buttock or hip. It requires two bandages, one a triangle and the other a cravat, roller bandage, or belt.

a. Fasten cravat, roller bandage, or belt around waist.

b. Place base of triangle below buttock (gluteo-femoral fold), and slide apex under cravat at waist. Fold base upward to form cuff and carry ends of base around thigh.

c. Tie ends of base with square knot. Fasten apex to waist cravat with safety pin or by tucking under.

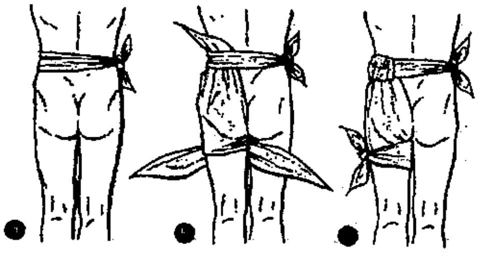

Figure 7. Triangle of hip.

14. Triangle of Foot
(fig. 8)

The triangle of the foot is used to hold dressings of considerable size on the foot.

a. Center foot upon bandage at right angles to base, with heel well forward of base.

b. Carry apex of triangle over toes to ankle, and tuck excess fullness of bandage into small pleats on each side of foot.

c. Cross each half of bandage toward opposite side of ankle.

d. Bring ends of triangle around ankle.

e. Tie ends in square knot.

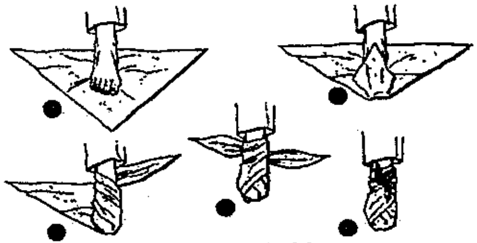

Figure 8. Triangle of foot.

15. Triangle of Hand
(fig. 9)

The triangle of the hand is used to hold dressings of considerable size on the hand.

a. Place middle of base of triangle well up on palmar surface of wrist.

b. Carry apex around ends of fingers. Cover back (dorsum) of hand to wrist, and tuck excess fullness of bandage into small pleats on each side of hand.

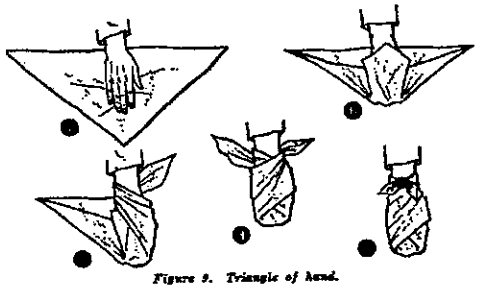

Figure 9. Triangle of hand.

c. Cross each half of bandage toward opposite side of wrist.

d. Bring ends of triangle around wrist.

e. Tie ends in square knot.

16. Cravat of Head or Ear
(fig. 10)

The purpose of this bandage is to apply pressure to control hemorrhage from wounds of scalp, or to hold dressings on wounds of ear or lower scalp.

a. Place middle of cravat over dressing.

b. Pass each end completely around head.

c. Tie in square knot.

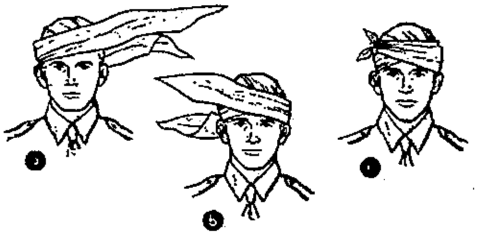

Figure 10. Cravat of head or ear.

17. Cravat of Jaw
(fig. 11)

The cravat of jaw (mento-vertico-occipital cravat) is used to hold dressings on the chin, cheeks, and scalp and as a temporary support to immobilize a fractured or dislocated jaw.

a. After making a triangular bandage into a cravat of proper width, place it under the chin and carry ends upward with one end longer than the other.

b. Bring longer end over top of head. Cross both ends on side of head. (Ends should now be of equal length.)

c. Pass ends around head in opposite directions and tie with square knot on other side of head on primary turn of cravat.

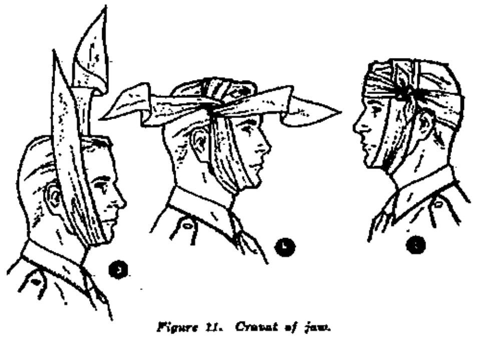

Figure 11. Cravat of jaw.

18. Cravat Bandage of Eye
(fig. 12)

The cravat bandage of the eye is used to hold a dressing over the eye. Two cravats are required.

a. Lay center of first cravat over top of head with the front end falling over uninjured eye.

b. Bring second cravat around head, over eyes, and over loose ends of first cravat. Tie in front.

c. Bring ends of first cravat back over top of head, tying there and pulling second cravat up and away from uninjured eye.

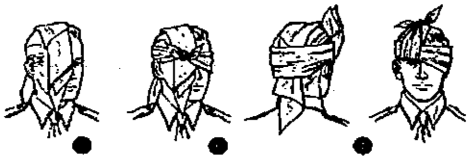

Figure 12. Cravat bandage of eye.

19. Shoulder-Armpit Cravat
(fig. 13)

The shoulder-armpit cravat (bis-axillary) is used to hold dressings in the armpit (axilla) or on the shoulder.

a. Place cravat over dressing in armpit so the front end is longer than the back. Carry the ends upward.

b. Bring ends across each other over top of shoulder.

c. Cross ends over back and chest respectively to opposite armpit. Tie ends just in front of uninjured armpit.

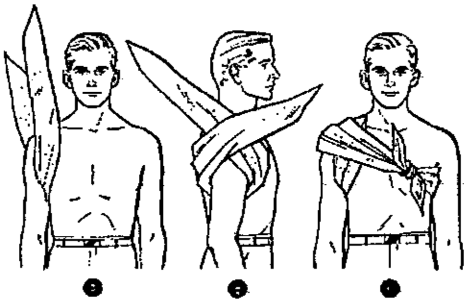

Figure 13. Shoulder-armpit cravat.

20. Cravat of Elbow
(fig. 14)

The cravat of the elbow is used to hold dressings around the elbow.

a. Bend arm at elbow and place center of cravat at point of elbow (olecranon).

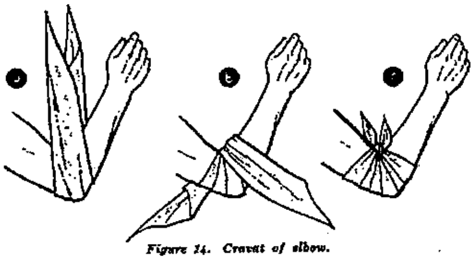

Figure 14. Cravat of elbow.

b. Bring ends up and across each other in overlapping spiral turns. Continue one end up arm and the other end down forearm.

c. Bring ends to front of elbow (antecubital fossa), and tie.

21. Cravat of Knee
(fig. 15)

The cravat of the knee is used to hold dressings around the knee.

a. Place center of cravat over kneecap and let ends hang down each side of knee.

b. Cross ends underneath and continue several overlapping descending turns down calf, and several overlapping ascending turns up thigh.

c. Bring ends together and tie under knee.

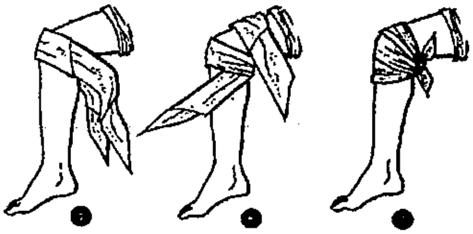

Figure 15. Cravat of knee.

22. Cravat of Leg
(fig. 16)

The cravat of the leg is used to hold dressings on the leg.

a. Place center of cravat over dressing.

b. Begin ascending turns with upper end, and descending turns with lower end, with each turn covering two-thirds of preceding turn until dressing is covered.

c. Terminate by tying both ends in square knot.

23. Cravat of Palm of Hand
(fig. 17)

This bandage is used to hold dressing on the palm of the hand.

a. Lay center of cravat over center of palm of hand with ends hanging down each side.

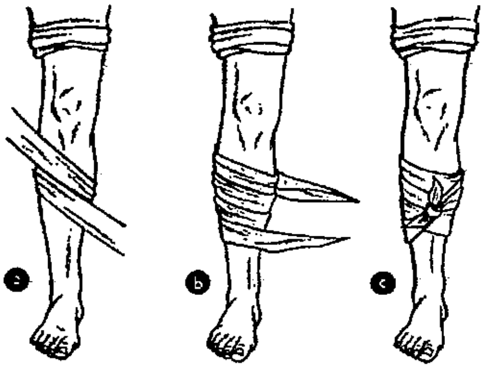

Figure 16. Cravat of leg.

b. Bring the thumb end across back of hand, over palm, and through hollow between thumb and palm.

c. Bring the other end across back of hand, toward base of thumb, and obliquely across palm to base of little finger.

d. Cross both ends at back of hand.

e. Continue procedure, ends crossing first at back of hand and then over palm.

f. Tie in square knot at wrist.

Section III. ROLLER BANDAGES

24. General
(fig. 18)

The roller bandage is used to hold dressings in place, to support an injured part, to create pressure for control of hemorrhage, and to secure a splint to an injured part in order to immobilize it. Roller bandages are made from gauze, flannel, muslin, rubber, or elastic webbing, the width and length depending upon the part to be bandaged. The sizes most frequently used are 2 inches wide and 6 yards long for hand, finger, toe, and head bandages; 3 inches wide and 10 yards long for extremities; and 4 inches wide and 10

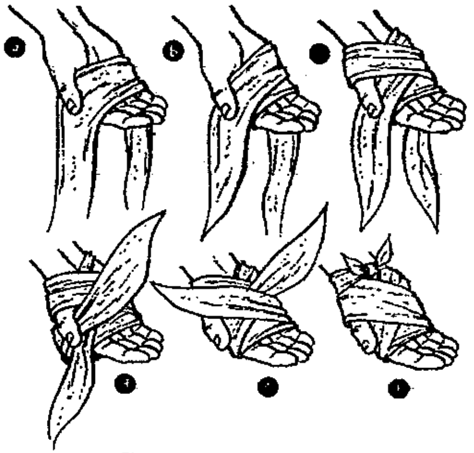

Figure 17. Cravat of palm of hand.

yards long for thigh, groin, and trunk. For convenience and ease of application, the strip of material is rolled into the form of a cylinder. Each bandage of this type should consist of only one piece, free from wrinkles, seams, selvage, and any imperfections that may cause discomfort to the patient.

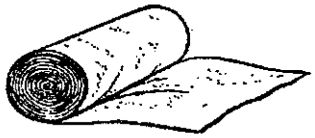

Figure 18. Roller bandage.

25. Applying the Roller Bandage

When a roller bandage is to be applied to a part, the roll should be held in the right hand so that the loose end is on the bottom. The outside surface of the loose end is next applied to the part and held there with the left hand. The roll is then passed around the part by the right hand, which controls the tension and direction of the bandage. Two or three of the initial turns of a roller bandage should overlie each other to secure the bandage. In applying the bandage, it is often necessary to transfer the roll from one hand to the other.

26. Control of Pressure in Applying Roller Bandages

Roller bandages should be applied evenly, firmly, and not too tightly. Excessive or uneven pressure will interfere with the circulation and harm the patient.

a. In bandaging an arm or leg, the entire extremity (except the fingers or toes) should be covered to maintain uniform pressure. The fingers or toes should be left exposed so the circulation in these parts can be checked.

b. An extremity should be bandaged in its final position, since bending will change the pressure of parts of the bandage.

c. It is safer to use a large number of turns rather than a few too firmly applied turns to secure splints or dressings. This is particularly important in applying a wet bandage, or one that may become wet while securing a wet dressing. A wet bandage will be unduly tightened when it dries if allowance has not been made for shrinkage.

d. Bandage turns should overlap to completely cover the skin, since any uncovered skin may be pinched between the turns. To prevent chafing and irritation when two parts are bandaged together, skin surfaces should be separated by absorbent material.

27. Anchoring the Bandage

(fig. 19)

The usual anchors consist of several circular turns overlying each other. Initial turns should be applied securely and, when possible, around the part of the limb with the smallest circumference. The wrist and the part immediately above the ankle are preferred for anchoring appropriate bandages. (Wrist anchors and ankle anchors are applied similarly.) To apply a secure wrist anchor, the following steps are taken.

a. Lay bandage end obliquely across top of wrist and then bring under wrist and back to starting point.

b. Fold uncovered triangle of end back over second turn.

c. Cover by third turn, completing the anchor.

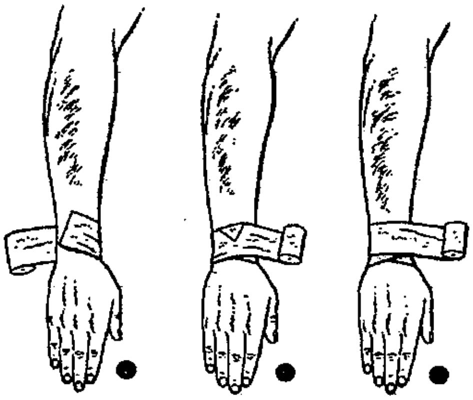

Figure 19. Anchoring the bandage.

28. Fastening the Bandage

(fig. 20)

Bandages are terminated by applying several overlying circular turns and fastening the ends securely. The ends may be tied, pinned, or fastened with adhesive tape. Two methods of tying are illustrated.

a. The end of the bandage is folded back upon itself to form two ends which can be tied.

b. The end of the bandage is split lengthwise for a suitable distance and a simple knot tied at the end of the tear.

c. The split ends are then brought around in opposite directions and tied. The square knot illustrated in figure 3 is the best type of knot for tying bandages. It will hold firmly and can be easily unfastened.

29. Removing the Bandage

Bandage scissors are preferable when the bandage is to be removed by cutting. Interference with the underlying dressing and wound should be carefully avoided. Folds should be gathered up when the bandage is merely unwound.

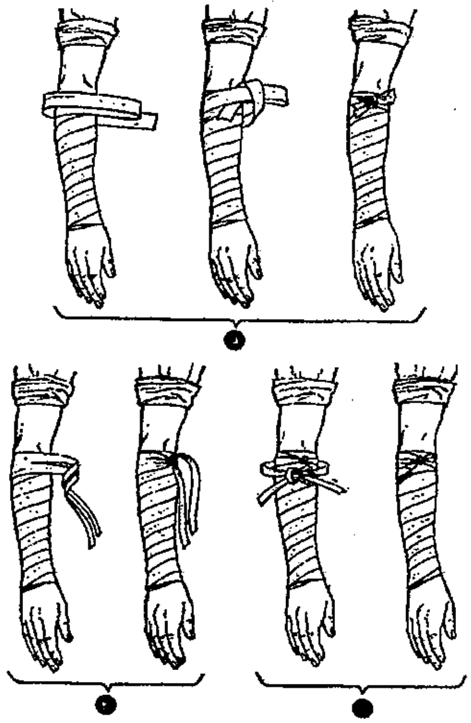

Figure 20. Fastening the bandage.

30. Circular Bandage
(fig. 21)

A circular bandage is used to cover cylindrical parts and to anchor bandages. As illustrated (fig. 21), a turn is made around the part and anchored. Similar succeeding turns are made, overlying each other completely. The bandage is then terminated and secured.

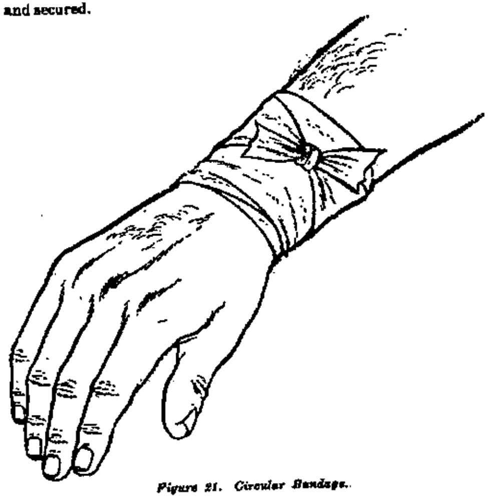

Figure 21. Circular Bandage.

31. Spiral Bandage
(fig. 22)

A spiral bandage is also used to cover a cylindrical part, but covers a larger area than that covered by the circular bandage. It is applied to the arm; however, it can be used on other parts.

a. Anchor at wrist.

b. Apply succeeding spiral turns up the forearm, with each turn overlapping one-third of preceding turn.

c. Terminate and secure just below elbow.

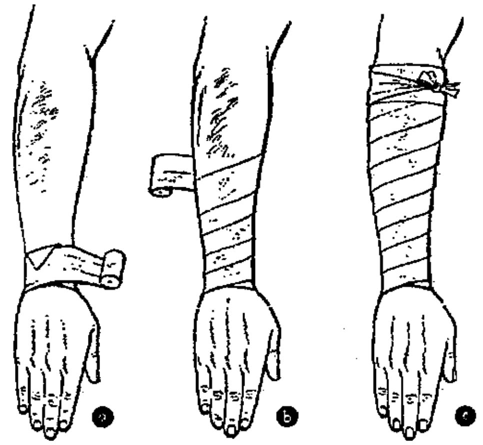

Figure 22. Spiral Bandage.

32. Oblique Bandage
(fig. 23)

An oblique bandage is used for retention of thick dressings or temporary dressings which require frequent changes. As illustrated, it is applied to the arm; however, it can be used on other parts. Anchor at wrist, then apply a series of spiral turns around the forearm. Spaces between turns should equal the width of bandage. The bandage is then terminated and secured just below elbow.

33. Recurrent Bandage of Head with One Bandage
(fig. 24)

This bandage is used to hold a dressing on the scalp.

a. Anchor bandage with several turns around the head, terminating behind head. At this point fold bandage upward, with assistant or patient holding fold in place with two fingers.

b. Continue bandage over top of head to center of forehead. Fold bandage back at this point and hold it there with free hand. Carry bandage back to point held by assistant at rear of head.

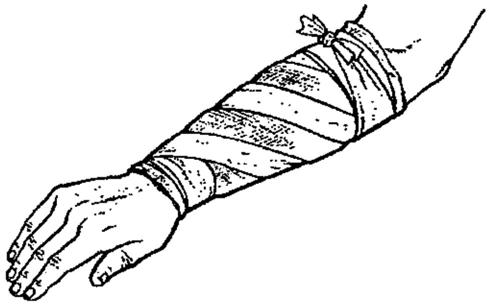

Figure 23. Oblique Bandage.

c. Continue procedure until entire head is covered, turns alternating to the left and right of the center line and each turn overlying the outer half of the preceding turn.

d. Apply several circular turns around head, covering the ends of the initial turns, and secure.

34. Recurrent Bandage of Head with Two Bandages
(fig. 25)

This bandage is used to hold dressings on scalp when assistance is not available.

a. Tie two bandages together with square knot. Place knot on forehead and bring both rolls back above ears.

b. Cross bandages at back of head, bringing roll No. 1 upward over top of head.

c. Continue roll No. 1 over top of head to forehead and bring roll No. 2 around head, over other bandage and around to side of head.

d. Bring roll No. 1 from forehead over top of head to nape of neck.

e. Bring roll No. 2 over folds of roll No. 1 at nape of neck juncture, and continue around head to front. Bring roll No. 1 back over top of head and repeat procedure, alternating to the left and right of the mid line, each turn overlying the outer half of the preceding turn.

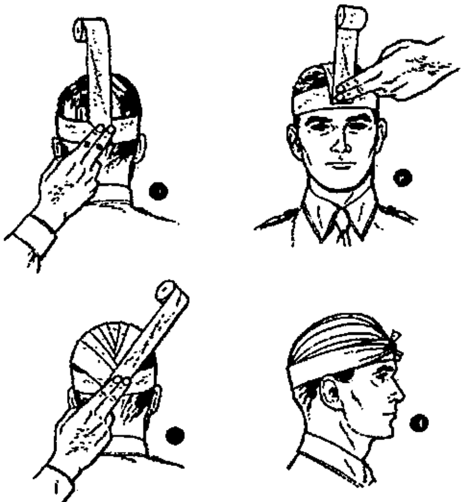

Figure 24. Recurrent bandage of head with one bandage.

f. Cover head, bring both rolls to front with several circular turns around head.

g. Secure the bandage.

35. Crossed Bandage of One Eye
(fig. 26)

This bandage is used to hold a dressing on the eye.

a. Anchor the bandage with circular turns around the head, then bring obliquely down across back of head.

b. Bring under ear on side of injured eye and obliquely up across cheekbone to bridge of nose, joining primary turn.

c. Continue around head for one turn.

d. Repeat procedure, each turn overlapping the upper two-thirds of preceding turn until eye is covered.

e. Apply circular turns around head, and secure.

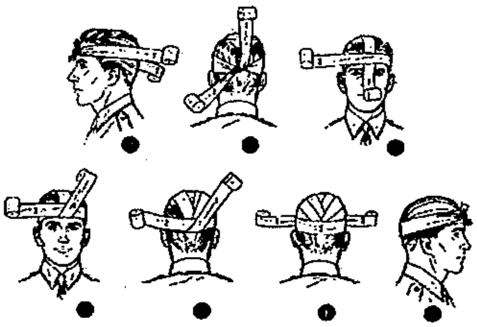

Figure 25. Recurrent bandages of head with two bandages.

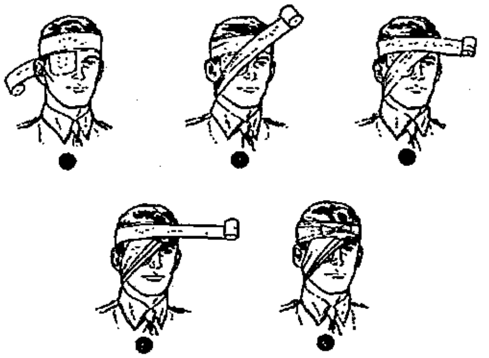

Figure 26. Crossed bandage of one eye.

36. Crossed Bandage of Both Eyes
(fig. 27)

This bandage is used to hold dressings on both eyes.

a. Anchor bandage with circular turns around head.

b. Continue obliquely down across back of head, under ear, and obliquely up across bone and bridge of nose, joining primary turn.

c. Continue around head to forehead, then obliquely down across bridge of nose and cheek to point below other ear.

d. Repeat procedure, each circular turn covering its predecessor, and each oblique turn overlying upper one-half or two-thirds of preceding turn.

e. Continue until eyes are completely covered, apply circular turns around head, and secure.

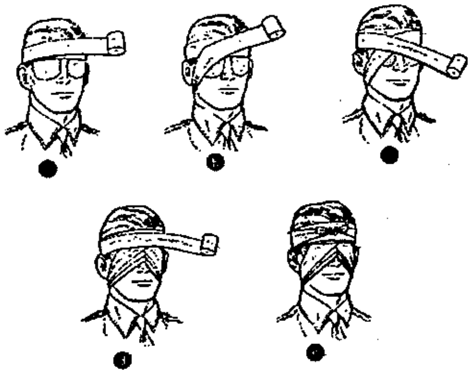

Figure 27. Crossed bandage of both eyes.

37. Bandage of Jaw (Modified Gibson Bandage)
(fig. 28)

The bandage of the jaw is used for a fracture of the jaw and to hold a dressing on the chin.

a. Start bandage in front of ear, then bring over top of head and under jaw. Make several turns as needed.

b. Anchor vertical bandage by making several horizontal turns around head.

c. Reinforce both loops with strips of adhesive placed in direction of loops. To prevent vertical turns under jaw from slipping, anchor with strips of adhesive tape across the front of the chin.

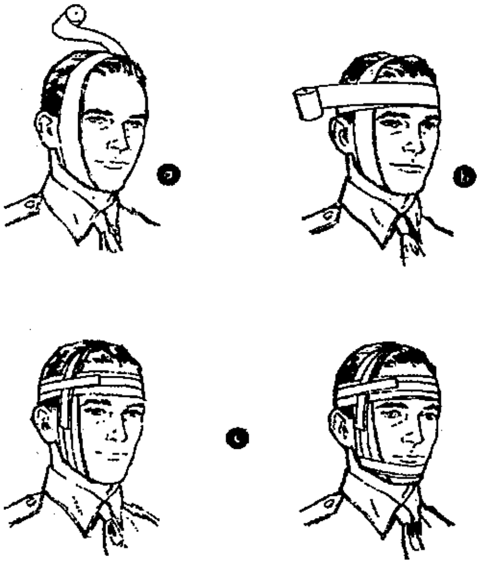

Figure 28. Bandage of jaw (modified Gibson bandage).

38. Spica of Shoulder
(fig. 29)

The spica of the shoulder is used to retain dressings of the shoulder and armpit.

a. Pad the axilla well and anchor by several circular turns around upper arm on injured side.

b. Carry across back to armpit of opposite side; then across chest obliquely to top of primary turns.

c. Carry around arm, under armpit, and upward toward shoulder. Repeat procedure, each turn overlying about two-thirds of preceding turn.

d. Continue until entire shoulder is covered. The line of crossings on the shoulder be straight and should pass over the point of the shoulder. Secure with safety pin or adhesive tape.

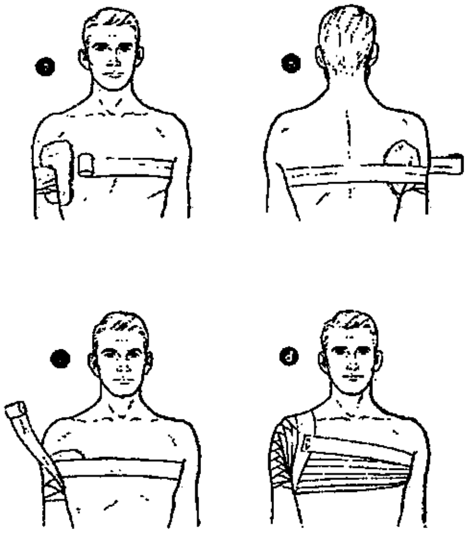

Figure 29. Spica of shoulder.

39. Figure-of-Eight of Clavicle
(fig. 30)

This bandage is used to hold the shoulders back in a fracture of the collarbone. As illustrated, pads are applied to axillary region to keep bandage from obstructing circulation. End of bandage is placed between shoulder blades and roll is carried obliquely over shoulder, under armpit, across back, over opposite shoulder, and under armpit. This procedure is repeated until shoulders are drawn back securely. The bandage is then terminated and secured.

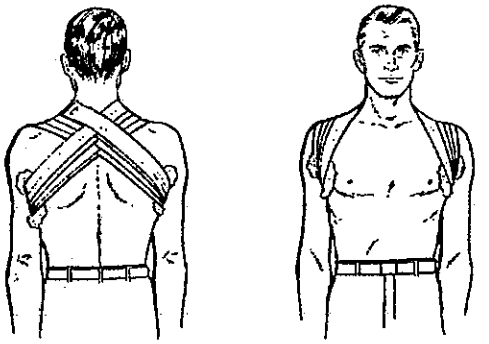

Figure 30. Figure-of-eight of clavicle.

40. Velpeau
(fig. 31)

The velpeau is used for holding arm and forearm in fixed position in the treatment of fractures and dislocations of the shoulder.

a. Place fingers of affected side on opposite shoulder, with pad in armpit and skin surfaces separated by sheet wadding. Start bandage in the middle of the patient's back, approximately at the waist. Bring bandage up from waist and over affected shoulder.

b. Continue down shoulder and upper arm, then under elbow and around front of waist.

c. Continue around back of waist, crossing the starting end to anchor bandage.

d. Circle waist over bent elbow.

e. Bring obliquely up across back.

f. Repeat procedure, each turn ascending and overlapping two-thirds of preceding turn. Terminate with circular turns over arm, forearm, and chest, and secure.

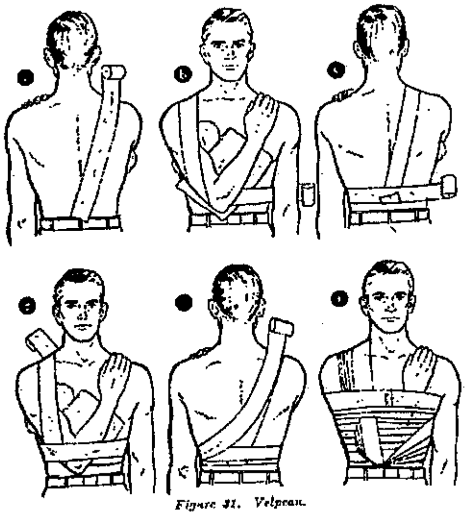

Figure 31. Velpeau.

41. Figure-of-Eight of Hand
(fig. 32)

This bandage is used to hold dressings on back or palm of hand.

a. Anchor bandage on hand with circular turns near ends of fingers. Carry obliquely across back of hand to thumb. Bring under thumb and across palm to back of hand.

b. Carry obliquely across back of hand to bottom of primary turn and across palm.

c. Follow with several similar turns, each one overlying about two-thirds of preceding turn on back of hand. After sufficient turns, terminate with circular turns around wrist and secure.

42. Figure-of-Eight of Forearm
(fig. 33)

The figure-of-eight of forearm is used to retain dressings or secure splints on the forearm. This may start as a continuation of figure-of-eight of hand, or with primary circular turns of wrist. (Illustration shows continuation of figure-of-eight of hand.)

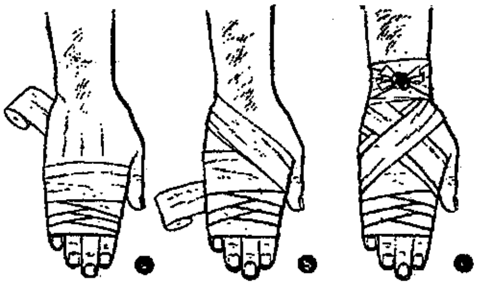

Figure 32. Figure-of-eight of hand.

a. Carry spirally upward around forearm.

b. Apply circular turn just below elbow.

c. Then carry spirally downward around forearm forming X with upward turn.

d. Repeat procedure, each turn overlapping one-half or two-thirds of preceding turn.

e. When forearm is covered, terminate below elbow, and secure.

43. Spiral Reverse of Forearm
(fig. 34)

The spiral reverse of forearm is used to hold dressings or secure splints on the forearm. It is a modification of the figure-of-eight.

a. Anchor at wrist with primary turns in usual way, bring bandage obliquely up forearm to just below elbow, and make a circular turn.

b. Bring obliquely downward to wrist, and circle wrist. (These turns hold the dressing while the spiral reverse is being applied.) Then start the bandage obliquely upward again.

c. Instead of continuing upward as in a figure-of-eight, fold bandage back and hold fold with thumb.

d. Continue around arm and repeat procedure until arm is covered. Each turn must overlie about two-thirds of preceding turn and reverses must be in a straight line.

e. Terminate with circular turns below elbow and secure.

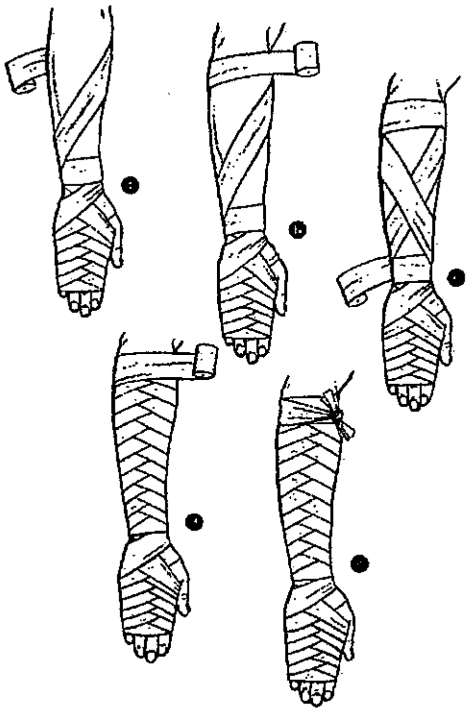

Figure 33. Figure-of-eight of forearm.

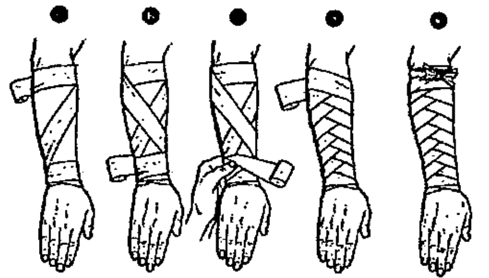

Figure 34. Spiral reverse of forearm.

44. Figure-of-Eight of Elbow
(fig. 35)

This bandage is used to hold a dressing in the triangular hollow in front of elbow joint (ante-cubital fossa).

a. Anchor with circular turn above elbow and carry bandage obliquely downward over hollow of elbow.

b. Circle forearm below elbow to anchor, bring obliquely upward over hollow of elbow, and pass around upper arm at primary circle.

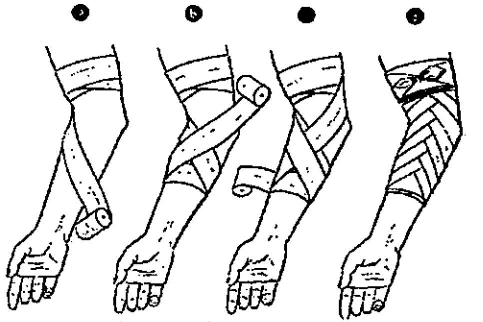

Figure 35. Figure-of-eight of elbow.

c. Repeat procedure with oblique turns progressing up forearm, each turn overlapping preceding turn by two-thirds.

d. Terminate at starting point, and secure.

45. Front of Elbow Bandage
(fig. 36)

This bandage is also used to hold dressings on the ante-cubital fossa. Unlike the figure-of-eight of the elbow, this bandage leaves back of elbow exposed. It allows movement of joint without disturbing the dressing. Anchor bandage with circular turns around forearm below elbow. Carry bandage obliquely upward over hollow of elbow, and circle arm just above elbow. Bring obliquely downward over hollow of elbow, and pass around forearm at primary circle. Repeat procedure until hollow of elbow is covered, each oblique turn overlapping preceding oblique by three-fourths and each circular turn overlying each preceding circular turn. Terminate at circular turns above elbow, and secure.

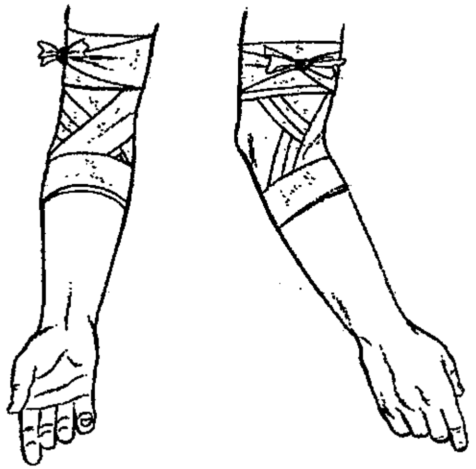

Figure 36. Front of elbow bandage.

46. Demigauntlet Bandage
(fig. 37)

The demigauntlet bandage is used to hold dressings on back of hand, with palm and fingers exposed.

a. Anchor with primary turns at wrist. Bring bandage back of hand to space between fourth and little finger; then around base of little finger and across back of hand to wrist.

b. Circle wrist and repeat on other fingers involved.

c. Terminate at wrist, and secure.

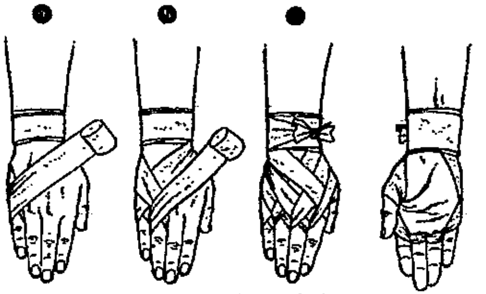

Figure 37. Demigauntlet bandage.

47. Gauntlet Bandage
(fig. 38)

The gauntlet bandage is used to hold dressings on back of hand and fingers.

a. Anchor with primary turns at wrist. Bring bandage back of hand to space between fourth and little finger, then spirally down little finger.

b. Bring bandage up little finger with spiral, then across back of hand to wrist.

c. Repeat procedure with each finger involved, terminate at wrist and secure.

48. Complete Bandage of Hand
(fig. 39)

This bandage is used to retain dressings covering entire hand. Make certain gauze dressing is placed between each injured finger.

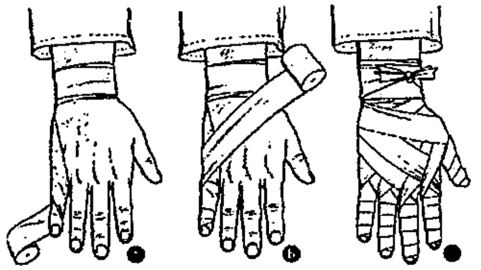

Figure 38. Gauntlet bandage.

a. Anchor at wrist, then fold bandage back, and bring over back of hand to tip of forefinger.

b. Continue over front of finger and palm to wrist, repeating procedure four or five times, covering all involved fingers, except the thumb. (Hold folds at wrist until next step.)

c. Circle around folds at wrist to secure them.

d. Then bring bandage obliquely across back of hand to tip of fingers.

e. Make circular turn near ends of fingers.

f. Continue with figure-of-eight.

g. Terminate with several circular turns around wrist and secure.

49. Finger Bandage
(fig. 40)

The finger bandage is used for holding dressing on finger.

a. Anchor bandage at wrist. Bring over back of hand and make one complete turn at base of injured finger over dressing. Make spiral turn to tip of finger to hold dressing while applying bandage.

b. Make another spiral turn back to base of finger.

c Complete bandage with figure-of-eight, progressing from tip to finger base. Terminate with circular turns around wrist and secure.

50. Recurrent Bandage of Stump
(fig. 41)

The recurrent bandage of the stump is used to hold dressing around stump of arm, of leg, or finger. To hold dressing on leg, first anchor bandage below knee with circular turns of bandage.

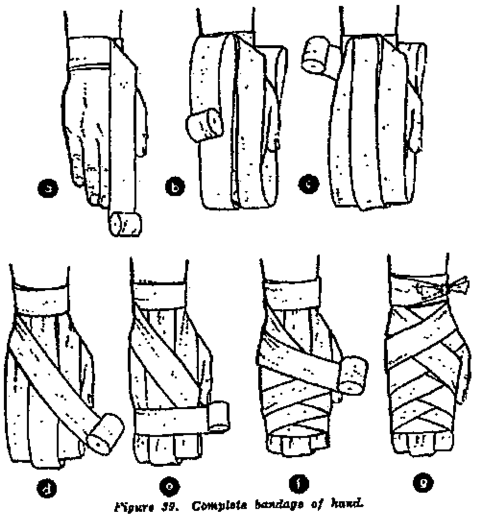

Figure 39. Complete bandage of hand.

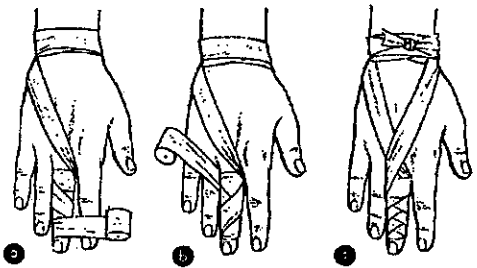

Figure 40. Finger bandage.

a. Hold dressing in place with loose spiral turns down and up stump, securing spirals with circular turn below knee.

b. Fold bandage at right angle at knee and carry over outer half of stump, down, and then under stump. Continue bandage back to knee, reverse, and carry over stump again, now covering inner half.

c. Repeat procedure, now covering middle of stump. It is advisable to place several additional turns over stump in manner described above.

d. Carry several turns around base of folds to secure them in place.

e. Cover loops with spiral to end of stump.

f. Complete bandage with figure-of-eight, progressing from end of stump to knee. Terminate with circular turns just below knee, and secure.

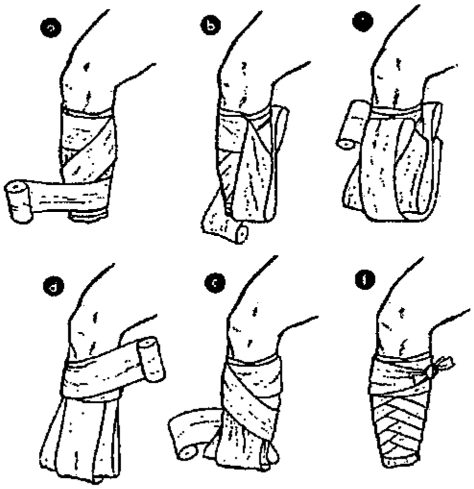

Figure 41. Recurrent bandage of stump.

51. Spica of Foot
(fig. 42)

The spica of the foot is used to hold dressings on foot, and for support of sprained ankle.

a. Anchor around foot near base of toes. Carry obliquely across instep and around heel. Continue obliquely across instep, crossing preceding turn to base of large toe.

b. Repeat procedure, turns gradually ascending on both foot and heel, crossings being in line along middle of instep.

c. Continue procedure in *b* above.

d. Terminate above ankle, and secure.

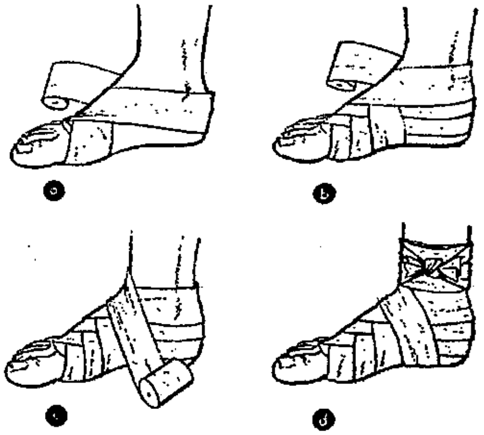

Figure 42. Spica of foot.

52. Figure-of-Eight of Foot with Heel Exposed
(fig. 43)

This bandage is used to hold dressings on foot.

a. Anchor just above ankle, bring bandage obliquely across instep to base of large toe, with turn around base of toes.

b. Continue obliquely across instep to point of beginning.

c. Repeat procedure, leaving heel exposed, with turns ascending until arch and instep are covered. Terminate at starting point, and secure.

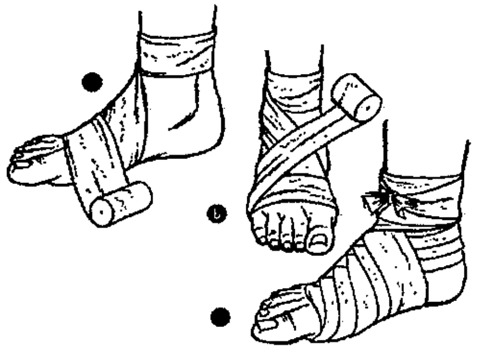

Figure 43. Figure-of-eight of foot with heel exposed.

Section IV. TAILED BANDAGES

53. Types and Uses
(fig. 44)

Tailed bandages consist of the T-bandage, the double T-bandage, the four-tailed bandage, and the many-tailed bandage. These bandages are used to secure dressings to parts which do not lend themselves to roller bandage applications.

a. The T-bandage is a T-shaped bandage consisting of a vertical strip of material sewn or pinned to the center of a horizontal strip. This bandage may be used as a scalp, ear, eye, or perineum bandage.

b. The double T-bandage may be made by sewing two vertical strips of material to the center of a horizontal strip and about 4 inches apart. The double T-bandage may be used to hold dressings on the chest, back, or perineum.

c. The four-tailed bandage is a piece of material 4 to 6 inches wide and about 30 inches long with each end cut about 12 or 14 inches down its middle, leaving the center piece about 12 or 14 inches in length. The four-tailed bandage is used to hold dressings on the jaw, nose, forehead, and the back of the head.

d. The many-tailed bandage is similar in construction to the four-tailed bandage, except that the ends are cut into the desired number of tails about 16 inches in length and the uncut portion is about 20 inches in length.

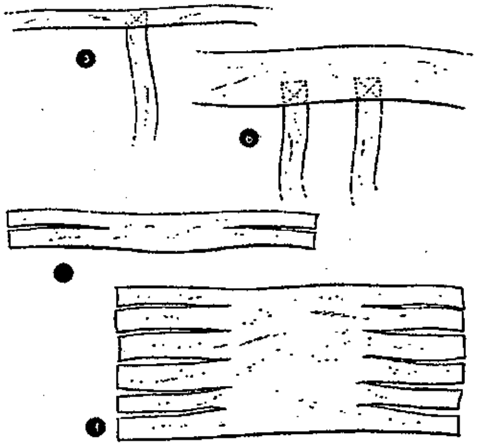

Figure 44. Tailed bandages.

54. T-Bandage of the Scalp
(fig. 45)

The T-bandage of the scalp is used to hold dressings on the scalp, the side of the head, or the back of the head. A T-bandage 2 or 3 inches wide is used. As illustrated the junction of the horizontal and vertical strips is placed over the center of the back of the head just above the ears. The horizontal ends are brought around to the forehead, and the vertical end across the top of the head. The three ends are then tied.

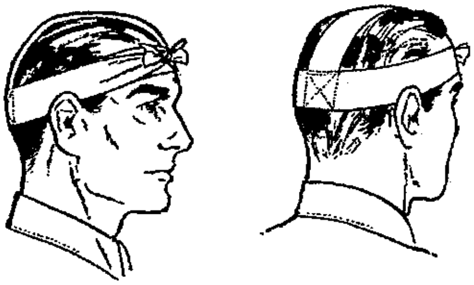

Figure 45. T-bandage of the scalp.

55. Double T-Bandage of the Chest
(fig. 46)

A double T-bandage is made as described in paragraph 53*b*, with the horizontal strip about 8 or 10 inches wide and long enough to encompass the chest, and the two vertical strips about two inches wide and 12 inches long. If the wound is high upon the chest or back, an armhole can be cut on each side of the upper edge of the horizontal strip of the bandage. As illustrated (fig. 46), the wide strip is secured around the chest well up in the axilla. The two vertical strips are brought over the shoulders and secured to the upper edge of the wide strip.

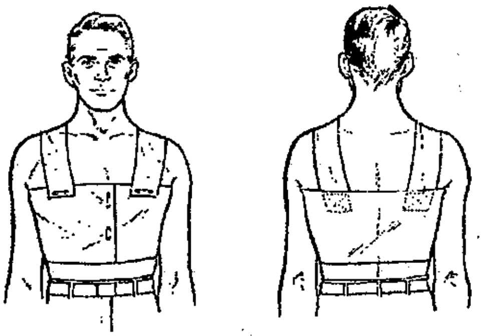

Figure 46. Double T-bandage of the chest.

56. Four-Tailed Bandage of the Nose
(fig. 47)

This bandage is used for holding a dressing around the nose. A four-tailed bandage of the desired length and width is used.

a. Split the bandage lengthwise from each end to within 3 or 5 inches of the center of the strip.

b. Place the top of the center over nose, carry the two upper ends under ears and around to nape of neck, and tie.

c. Fold the bottom of the center under nose, carry the two lower ends above ears to top of head, and tie.

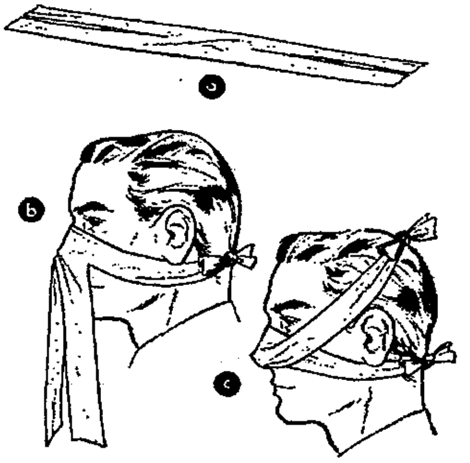

Figure 47. Four-tailed bandage of the nose.

57. Four-Tailed Bandage of the Jaw
(fig. 48)

The four-tailed bandage of the jaw is used for holding a dressing on the chin or jaw. A bandage of desired length and width is used.

a. Split bandage lengthwise from each end to within 3 or 4 inches of center of strip. Place top of center over chin, carry two upper ends along each side of jaw, and tie at nape of neck.

b. Fold bottom of center under chin, carry two lower ends upward from under the chin and along each side of face in front of ears, and tie on top of head.

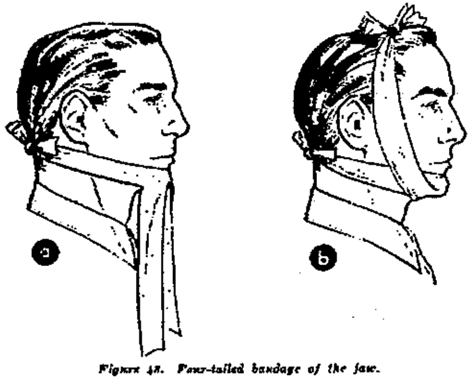

Figure 48. Four-tailed bandage of the jaw.

Section V. PLASTER OF PARIS BANDAGES

58. Purpose

Plaster of paris bandages are used to immobilize the involved part of the body in the treatment of fractures, as well as for fixation and treatment of injuries and diseases of joints.

59. Preparation of Plaster of Paris Bandages
(fig. 49)

Plaster of Paris bandages are prepared by impregnating the meshes of crinoline gauze with plaster of paris. Two methods of preparation are discussed in this paragraph; however, it should be pointed out that ready-made bandages are procured and supplied by the Army Medical Service.

a. (1) Tear crinoline the desired width and pull loose threads from each side.
  (2) Roll strip loosely on dowel stick or similar piece of wood.
  (3) Unroll about 3 feet of crinoline on flat surface, and work plaster of paris gently into mesh with palm of hand, spatula, or tongue depressor. Roll loosely on dowel stick.
  (4) Repeat process with next 3 feet of bandage and continue until entire bandage is impregnated with plaster.
  (5) Remove stick and wrap bandage in waterproof paper, if not to be used immediately.

b. Plaster of paris bandages can also be quickly and satisfactorily made by using a box 10 inches long, 5 inches wide, and 3 inches deep, with top and bottom removed.
  (1) Cut a small slot approximately ⅛-inch to ¼-inch deep and 5 inches long at the bottom of each end of the box.
  (2) Place box on flat surface and pull end of bandage through the two slots so that it protrudes for a distance of about 1 inch.
  (3) Place plaster of paris in box to about one-half its depth.
  (4) Pull bandage through slots, impregnating bandage with layer of plaster.
  (5) Roll bandage on dowel stick or similar piece of wood.
  (6) Repeat process until entire bandage has passed through box of plaster.
  (7) Remove stick and wrap bandage in waterproof paper, if not to be used immediately.

60. Application of Plaster of Paris Bandages
(fig. 50)

The fundamental rules for the application of plaster of paris bandages are based on certain technical points involved in the process of application. These technical points, which are brought out in the rules which follow, must be observed if plaster bandages are to be properly applied.

a. Cover the part to be encased with a suitable bandage of soft material, being careful to protect bony prominences and to remove all creases.

b. Place plaster bandage roll in warm water, handling carefully so as to avoid shaking out the plaster. (Warm water is used to speed up setting of plaster.) Place the roll on end so that resultant air bubbles can easily escape from within the roll through its upper end. When bubbles cease to rise, remove roll from water. Remove excess water by grasping the roll at its two ends and pressing toward the center to prevent excessive loss of plaster. If too much water is left in the roll, the cast will be weak; if the roll is too dry, the bandage cannot be applied with the ease required for accurate and rapid bandaging. As soon as bandage is removed from water, replace with another.

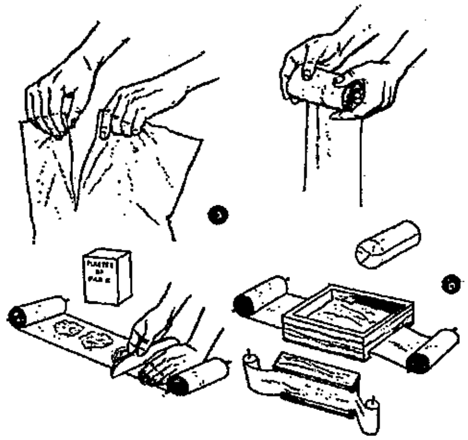

Figure 49. Preparation of plaster of paris bandages.

c. Apply bandage rapidly and evenly, and with a minimum of pull to avoid constriction by the edges of the bandage. Apply bandage spirally up and down entire length of extremity or body part involved, making each turn conform to the part without tension. Do not twist. In changing the direction of the bandage, tuck or cut and start again. The bandage is never reversed. Take tucks in the leading or rear edges of the bandage to get smooth coverage over irregularities of the body part. During the application, smooth out each successive turn, always in the same direction, to provide a smooth, even surface. Apply as many bandages as necessary to obtain a cast of desired strength. When the final roll has been applied, rub surface of the completed cast evenly with liquid plaster, prepared by addition of water to dry plaster, until it has the consistency of thick cream. Rub bony prominences and depressions with rotary motion of the palm to get accurate fit. In all recent injury cases that are to be evacuated, split the plaster casts on both sides (completely bivalved). To remove plaster of paris cast, cut with plaster of paris shears, or soften with small amount of hydrogen peroxide solution, hydrochloric acid, or vinegar, and then cut with a knife.

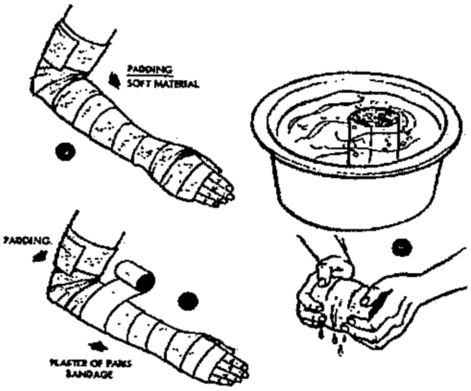

Figure 50. Application of plaster of paris bandages.

CHAPTER 3

DRESSINGS

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61. General

A dressing is a sterile pad, compress, sponge, or piece of material that is applied directly over a wound for the promotion of its proper healing. Since it is for use directly over an open wound, a dressing must be sterile; it must not only be clean in the ordinary sense of the word, but must be free of germs. Dressings are used to cover the wound and protect it from bacteria, to control bleeding, to apply medication, to absorb excess moisture, and to conserve local heat. The material most commonly used in the making of dressings is gauze. Sponges and compresses are made of gauze or of cotton wrapped in gauze. Dressings may be generally classified as standard dressings for field and hospital use, commercially prepared and packaged dressings, and improvised dressings. In the field, the most widely used dressing is the first-aid dressing, and will therefore be stressed in this chapter. The small first-aid dressing is for individual troop use and for treatment of small wounds; the medium is carried by the aidman for emergency medical treatment; and the large is for use in aid stations, collecting stations, and clearing stations.

62. Standard Dressings for Field Use

a. Dressing, first-aid, field, individual, troop, 4 by 7 inches; sterile; brown; (first-aid packet).

b. Dressing, first-aid, field, 4 by 7 inches; sterile; brown; (battle dressing).

c. Dressing, first-aid, field, 7½ by 8 inches; sterile; brown; (battle dressing); with safety pins.

d. Dressing, first-aid, field, 11¾ inches square; sterile; brown; (battle dressing); with safety pins.

e. Compress and bandage, gauze, field 18- by 22-inch compress; two rolls of bandage 6 inches by 6 yards; nonwoven fabric backing and bandage dyed for camouflage; sterile; in waterproof package; with safety pins.

f. Compress and bandage, field, 22- by 36-inch compress; two rolls of bandage 6 inches by 6 yards; nonwoven fabric backing and bandage dyed for camouflage; sterile; in waterproof package; with safety pins.

g. Compress and skullcap, head dressing, 8 by 2 by ⅝ inch; adjustable; camouflaged; sterile.

63. Procedure

Initial treatment of wounds in the field should consist of such measures as control of bleeding, treatment for shock, splinting of fractures, and protection of the wound by application of a sterile dressing. Care should be taken to insure that the surface of the dressing which is to be applied to the wound is not allowed to slide over the wound or come in contact with the fingers, the skin surrounding the wound, or any substance that is not sterile. After the patient reaches a medical treatment facility, the wound should be examined and treated in accordance with instructions issued by a medical officer.

64. Steps in Applying Dressing
(fig. 51)

a. Open packet and remove wrapped dressing.

b. Remove wrapper from dressing, twisting wrapper to remove it quickly.

c. Grasp one of the folded ends in each hand and open dressing carefully with printed side up, being careful not to touch side of dressing which goes next to the wound.

d. Still holding folded end in each hand, apply dressing to the wound and hold it there. If one dressing is not large enough to cover the wound or if additional pressure is desired for hemorrhage control, apply more than one dressing.

e. Wrap the tails around the injured part and tie ends together, anchoring the dressing firmly in place. The four tails of the dressing should be utilized as bandages applied flat; they should not be allowed to become twisted into cords, thereby causing uneven constriction. Whenever possible, the dressing should be applied so that the tails cover the edges of the dressing in order to close off the wound from dirt and germs. By changing slightly the direction of application, it is possible to completely enclose the sides and ends of the dressing so that dirt cannot get under it and into the wound. This method of wrapping the tails also insures firm, uniform pressure. In some instances, the tails of the dressing will not be of sufficient length to achieve the desired pressure over the wound and to close off the edges of the dressing. In such cases, it is desirable to apply additional bandage or strips of cloth. To hold several dressings close together, the tails of the dressings can be knotted together. Dressings can also be reinforced by threading roller bandage under the tails on the back of the dressing between the two sewed portions which secure them to the dressing.

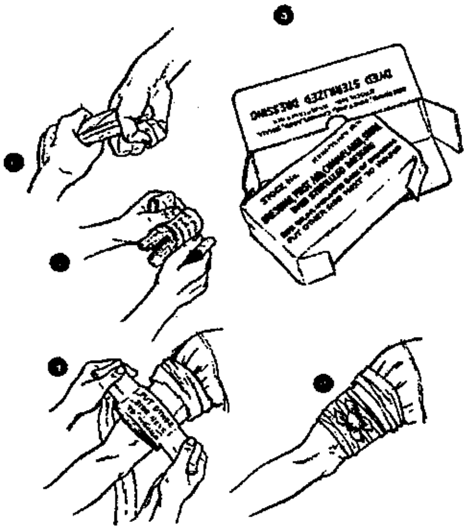

Figure 51. Steps in applying dressing.

65. Application of Dressings to Wounds of Specific Areas
(fig. 52)

a. In treating sucking chest wounds, it is important to stop the flow of air through the chest wall into the chest cavity. This flow of air squeezes the lung, collapsing it and preventing proper breathing. Before applying the dressing, have the patient exhale. Apply a dressing large enough to stop the flow of air, and press firmly. Cover the dressing with some material to help make the wound airtight. Bind securely with belts or strips of material.

b. For wounds of the shoulder, apply two dressings, one overlapping the other. Carry tails of the upper dressing across the chest and tie under axilla on the uninjured side. Wrap tails of the lower dressing around the arm under axilla on the injured side and tie.

c. For wounds of the head (vertex), apply dressing to vertex and bring tails to sides. Carry front tails back over ears, cross them on back of neck, and tie in front of neck (not tightly). Carry back tails forward across and below ears, and cross under the chin. Bring tails up toward top of head in such a manner that the tails close the gap at the sides. Tie on top of head in middle of dressing.

d. In wounds of the face and neck, bleeding is usually severe. Stop the bleeding by exerting pressure with a dressing. In wounds of this type, the mouth should never be bandaged shut, since there is always danger of choking on blood or vomitus. The dressing should be so applied that enough freedom is allowed for free drainage from the mouth. If wound is under chin, place dressing under chin and bring tails to the sides. Carry forward tails up in front of ears and tie firmly on top of head. Bring rear tails behind ears and tie less firmly but still snugly on top of head. In this manner, pressure is upward not backward, and the jaw can be opened aginst the upward pressure of the dressing below the chin to allow for free drainage.

e. For wounds of the forearm (lateral and medial surfaces), cover wound with dressing and wrap and tie tails around the arm.

f. For wounds of the knee, cover wound with dressing, press, and wrap tails around limb. Apply a completely closed dressing taking care to prevent interference with circulation. Tie tails securely behind the knee.

66. Improvised Dressings

Freshly laundered handkerchiefs, towels, or other cloth may be used in emergencies when sterile dressings are not available. These should be carefully unfolded and a part that has not been touched placed next to the wound. If these are not to be found, take the cleanest cloth available and sterilize it by scorching with a hot iron or over a flame. The small amount of carbon which may collect on the cloth during this operation contains no germs and is not sufficient in amount to do any harm.

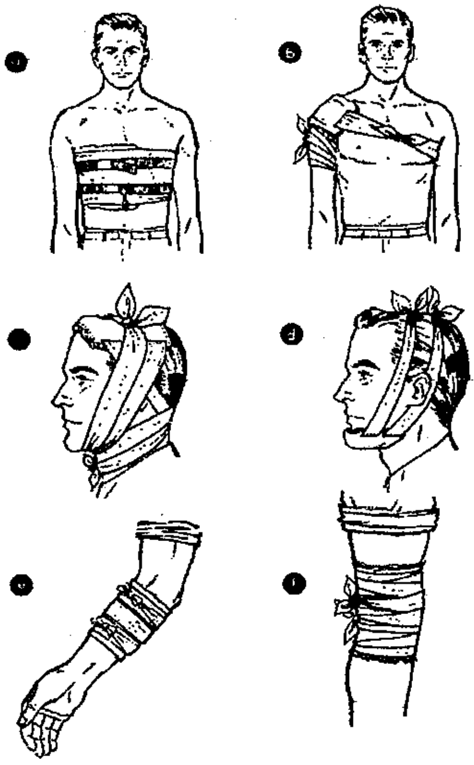

Figure 52. Application of dressings to wounds of specific areas.

CHAPTER 4
SPLINTING

Section I. INTRODUCTION

67. General

Fractures can cause total disability or death; on the other hand, they can often be treated so that the patient completely recovers from his injury. A great deal depends upon the treatment the patient receives before being moved. This treatment normally includes the use of splints. The purpose of splinting is to immobilize the fragments of a broken bone. Fixing the fragments of a broken bone will prevent the jagged edges of the bone from tearing blood vessels and nerves, will reduce and sometimes actually prevent shock, and will greatly reduce the pain induced by the fracture. In a closed fracture (one in which there is no communication between the outside of the skin and the fracture), proper splinting will prevent the bone fragments from piercing the skin. If the fracture is open, proper splinting will prevent further injury to the wound. Correct methods of applying various splints are illustrated in this chapter. The procedures involved are not simple and require constant practice and careful attention to detail. Their importance cannot be overemphasized.

68. General Principles of Splinting

a. All fractures of long bones should be splinted "where they lie" before movement or transportation of any kind is attempted.

b. In applying a splint, the joint above the fracture and the joint below the fracture should be immobilized.

c. The splint should be so applied that it does not interfere with the circulation of the splinted part.

d. The splint should be padded to prevent injury to the limb or discomfort to the patient.

e. Traction is required for most fractures of long bones to overcome muscle contraction and associated shortening. Traction overcomes muscle contraction and lessens shortening and thus regains or maintains normal length of the bone.

f. Splints may be improvised from boards or sticks, rolled magazines or newspapers, etc.

Section II. SPLINTING OF FRACTURES OF UPPER EXTREMITIES

69. Basswood Splint for Fracture of Arm (humerus) (fig. 53)

a. Use two basswood splints. (In illustration, complete padding is not shown for clarity, but all splints must be padded.) Place pad in axilla to protect blood vessels and nerves from undue pressure. Then place a padded splint between arm and chest wall. Place the other padded splint on lateral surface of arm.

b. Secure padded splints in position with triangular bandages folded as cravats, as shown, or with roller bandage.

c. Place forearm in sling (fig. 4). (Narrow sling is shown in illustration for clarity.)

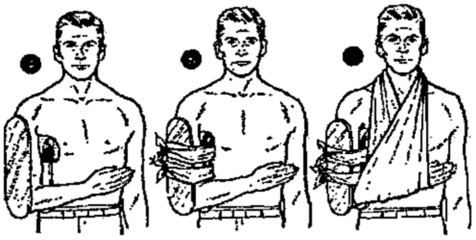

Figure 53. Basswood splint for fracture of arm (humerus).

70. Basswood Splints for Fractures at or near Elbow When Elbow Cannot Be Bent (fig. 54)

a. With arm held at approximately 45° angle from the body, apply padded splint to medial surface of arm, with splint extending from just below axilla to wrist.

b. Apply padded splint to lateral surface of arm, with splint extending from shoulder (as shown in illustration) to wrist.

c. Secure padded splints in position with triangular bandages folded as cravats (as illustrated), with roller bandage, or with strips of adhesive tape which do not encircle arm but are medially and laterally placed.

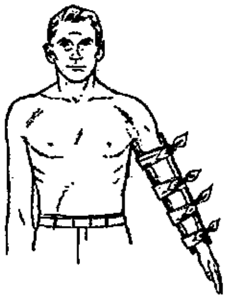

Figure 54. Basswood splints for fracture at or near elbow when elbow cannot be bent.

71. Chest Wall as Splint for Fracture of Arm (humerus) (fig. 55)

a. Place pad under arm against chest wall. Then fix arm to chest wall, with triangular bandages folded as cravats (as illustrated), or with strips of roller bandage.

b. Place forearm in sling (fig. 4).

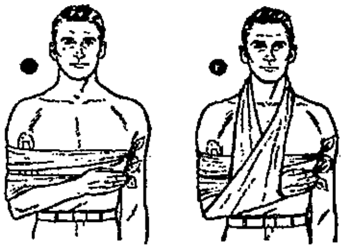

Figure 55. Chest wall as splint for fracture of arm (humerus).

72. Basswood Splint for Fracture of Forearm, Wrist, or Hand (fig. 56)

Place padded splints in position and secure with triangular bandages folded as cravats or with roller bandages. Place splinted arm in sling (fig. 4). Note that level of hand is several inches above level of elbow. (Padding is omitted and narrow sling is shown in fig. 56 for clarity.)

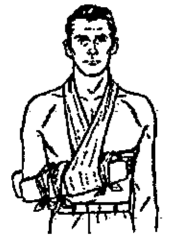

Figure 56. Basswood splint for fracture of forearm, wrist, or hand.

73. Wire Ladder Splint for Fracture of Arm (humerus) (fig. 57)

The wire ladder splint is 31 inches long and 3½ inches wide. The sides and ends are of strong wire which can be bent by hand to fit various shapes. The cross struts are thin wires attached to one side of the splint wires. These splints may be lashed together to provide additional length. Wire ladder splints should be well padded before application. The following steps should be taken in the application of a wire ladder splint for a fractured humerus.

a. Bend splint to fit, pad well, and secure padding.

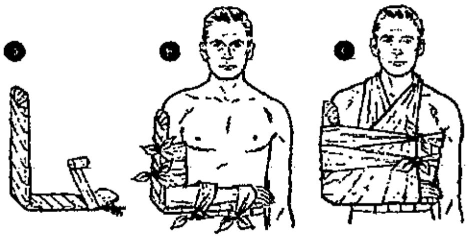

Figure 57. Wire ladder splint for fracture of arm (humerus).

b. Place splint in position on lateral surface of arm extending from shoulder to dorsum of hand. Secure splint to arm with cravats.

c. Support forearm with sling (fig. 4). For transportation purposes, fix arm to chest wall with triangular bandages folded as cravats or with strips of roller bandage.

Section III. IMPROVISED SPLINTS AND SLINGS FOR UPPER EXTREMITIES

74. Stick Splint for Fracture of Forearm or Wrist
(fig. 58)

Place padded sticks in position as illustrated, making certain that sticks are wide enough and are padded. (Padding is omitted and narrow sling is shown in illustration for clarity.)

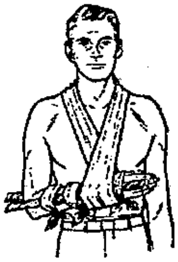

Figure 58. Stick splint for fracture of forearm or wrist.

75. Field Jacket Flap Used as Sling
(fig. 59)

Open all jacket buttons except top one, and bring front flap up over injured arm. Secure with safety pin to jacket at upper chest.

76. Shirttail Used as Sling
(fig. 60)

Open lower three buttons of shirt, and bring front shirttail up over injured arm. Fold back edge of shirttail for about 1 or 2 inches and secure with safety pins to shirt at upper chest.

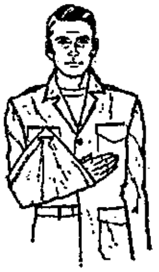

Figure 59. Field Jacket flap used as sling.

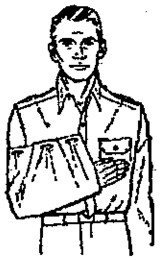

Figure 60. Shirttail used as sling.

Section IV. SPLINTING FRACTURES OF LOWER EXTREMITIES

77. General

The half-ring Thomas leg splint with supporting equipment (fig. 61) is used to immobilize and render transportable fractures of the long bones of the lower extremity. Although the splint illustrated is the telescopic splint, there are many of the solid shaft splints still being utilized.

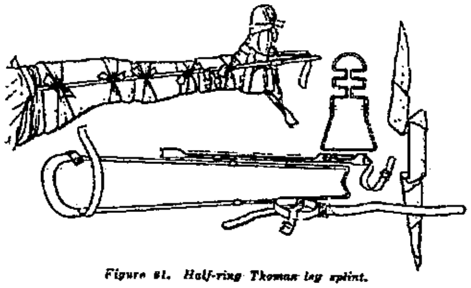

Figure 61. Half-ring Thomas leg splint.

78. Application of the Half-Ring Thomas Leg Splint (ten steps).

The application of the half-ring Thomas leg splint, as here outlined, is done in ten steps for the purpose of clarity in instruction; however, it should be borne in mind that the operation of splinting is a continuous procedure in which all personnel concerned with splinting the patient are constantly occupied with application of the splint or the treatment of the wounded patient. (The telescopic splint and the solid shaft splint are applied in the same identical manner except that the telescopic splint can be adjusted to the desired length.)

79. Step 1—Dress Litter
(fig. 62)

a. Open litter.

b. Place first blanket in position.

c. Fold first blanket on self to overhand one-third on opposite side of litter.

d. Place second blanket on litter, reversing procedure in *c* above.

e. Fold back on self to overhand one-third on opposite side.

f. Litter is now covered with four blanket folds on which patient is placed.

80. Step 2—Apply Traction Strap and Initiate Traction
(fig. 63)

This step may be done simultaneously with step 3. See comment step 3.

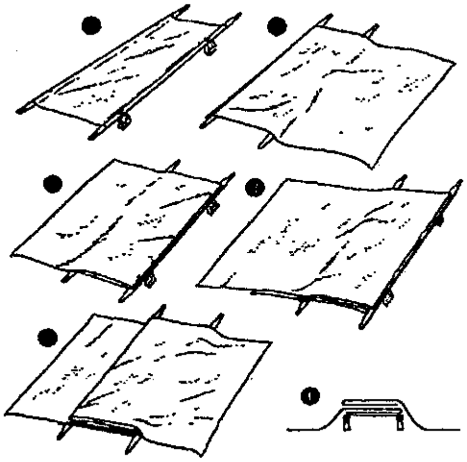

Figure 62. Dress Litter.

a. Apply traction strap over boot.

b. No. 1 man places leg splint alongside injured leg, with the ring portion near the hip and with the buckle on the outside. The lower or sliding portion of the splint should be extended from six to eight inches beyond the patient's foot, and the locking devices securely fixed. No. 2 man passes hand through rods, grasping heel with that hand and instap with other hand. No. 2 man then exerts traction by pulling on foot, and while doing so raises it several inches from the ground. No. 3 man supports leg while it is being pulled and raised, No. 1 man then rolls splint into position under injured leg.

81. Step 3—Dress Wound

If wound has not already been dressed, it is done at this point and, if already dressed, the dressing is inspected and adjusted if necessary. Steps No. 2 and No. 3 may be done simultaneously by different members of the team.

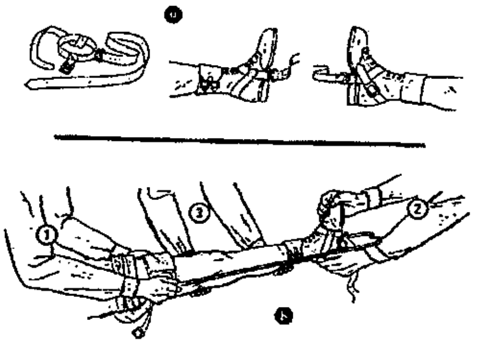

Figure 63. Apply traction strap and initiate traction.

82. Step 4—Apply Splint and Secure Traction Strap
(fig. 64)

a. No. 1 man eases splint up under patient's hip, bending padded half-ring to a right angle, and insures that the half-ring sets against bone in buttock (tuberosity of the ischium). Then No. 1 man fastens strap securely at upper thigh. (It is advisable to use padding under strap.) No. 2 man continues pulling on leg, and No. 3 man continues to support limb. (Long rod of splint should always be on outside.)

b. Long free end of traction strap is brought down over notched end of splint by No. 1 man, and then brought back and passed through link at swivel. No. 2 and No. 3 continue as in figure 63. No. 1 man pulls on free end of traction strap to secure greater traction, and fastens strap securely to splint.

83. Step 5—Secure Splint Support and Footrest
(fig. 65)

No. 1 man secures splint support and footrest in position. No. 2 man and No. 3 man continue to maintain traction and support limb.

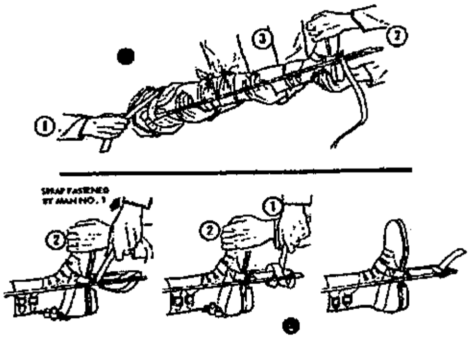
①
②
③
STRAP FASTENED BY MAN NO. 1

Figure 64. Apply splint and secure traction strap.

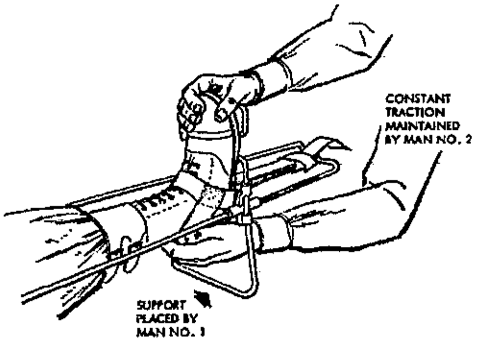
CONSTANT TRACTION MAINTAINED BY MAN NO. 2
SUPPORT PLACED BY MAN NO. 1

Figure 65. Secure splint support and footrest.

84. Step 6—Support Leg
(fig. 66)

a. Place cravat bandage across rods of splint, leaving loop between rods and allowing ends to fall over rods, with one end longer than the other.

b. Bring ends under splint and loop, in opposite directions. Carry long end over top of splint.

c. Tie ends together with a square knot directly over the outside splint bar.

d. Place five cravat bandages in this manner to support the injured limb.

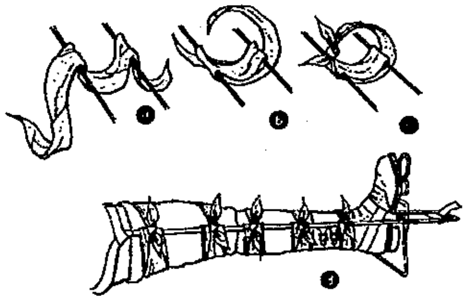

Figure 66. Support leg.

85. Step 7—Secure Foot to Splint Support and Footrest
(fig. 67)

Secure foot to splint support and footrest with triangular bandage folded as cravat and tied in same manner as for supporting leg (step 6).

86. Step 8—Place Patient on Dressed Litter
(fig. 68)

a. No. 2 man and No. 3 man kneel on side of patient nearest splinted leg; No. 1 kneels on opposite side. Each man kneels on his knee nearest patient's feet. No. 1 places his hands under patient's back and thighs, while No. 2 places his hand under patient's legs and No. 3 supports patient at shoulder and back. Then all three men raise patient together onto thighs of No. 2 and No. 3.

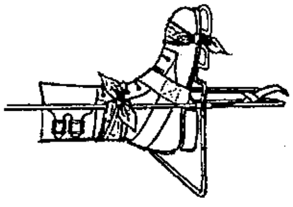

Figure 67. Secure foot to splint support and footrest.

b. No. 2 man and No. 3 man support patient on thighs, while No. 1 places dressed litter in position. Then No. 1 aids No. 2 and No. 3 in placing patient gently on litter, supporting patient with hands in same positions as when lifting patient.

c. Patient is on litter with splint support resting on litter an inch or two from lower border of canvas.

87. Step 9—Secure Splint to Litter with Litter Bar
(fig. 69)

Litter bar is placed in position with groove under horizontal part of splint support. Splint support is then placed in this groove and locked there by turning handle of cam. (Bar is placed so that cam is on same side as splinted leg.)

88. Step 10—Cover Patient
(fig. 70)

No. 2 man and No. 3 man fold third blanket once lengthwise and place it on patient so that one edge is under chin. They then bring up free edges of first two blankets, fold over third blanket (making sure that patient's feet and lower end of splint are enclosed), and secure blanket in place with safety pins.

89. Ankle Hitch Using Cravat or Roller Bandage
(fig. 71)

The ankle hitch using cravat or roller bandage is applied when traction strap is not available. (Cravat bandage is shown in illustrations.)

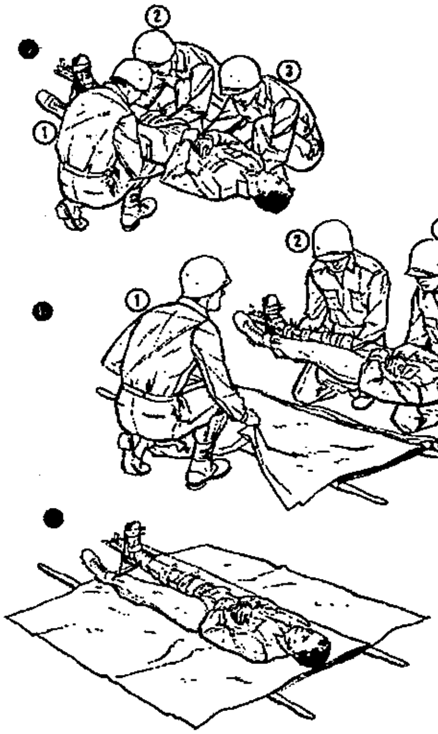

Figure 68. Place patient on dressed litter.

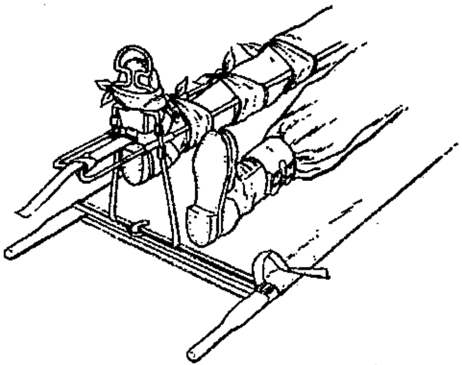

Figure 69. Secure splint to litter with litter bar.

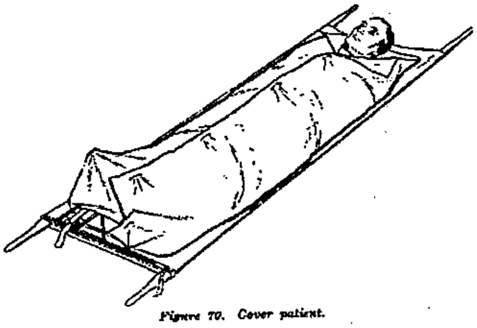

Figure 70. Cover patient.

a. Hold cravat in one hand, and make loop, leaving one end of cravat longer than the other.

b. Pass long end of cravat behind loop and hold it in a position which bisects the loop.

c. Bring upper half of loop over instep, bisecting portion of cravat under instep, and lower half of loop under heel.

d. Continue as in *c* above.

e. Using the two ends of the cravat, apply traction.

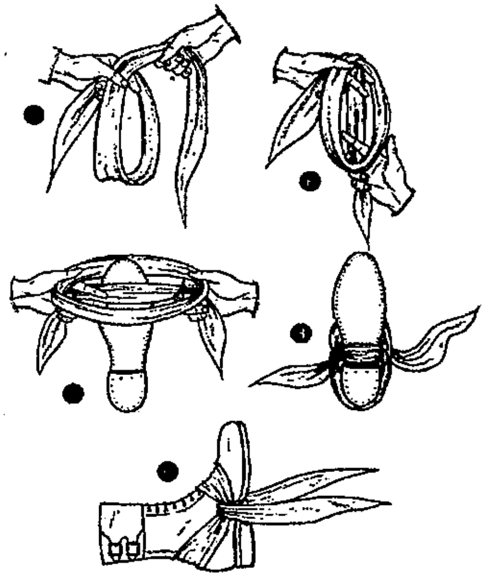

Figure 71. Ankle hitch using cravat or roller bandage.

90. Ankle Hitch Using Two Cravats
(fig. 72)

The ankle hitch using two cravats is used for holding sprained ankle in fixed position, and for securing traction in cases of fracture of thigh or leg.

a. Place center of cravat under arch of shoe.

b. Carry both ends back of foot, crossing at back of ankle.

c. Carry ends to front of foot, cross each end in front of ankle, and carry ends under bandage at each side of ankle. Take up slack.

d. Bring ends to front.

e. Tie securely.

f. Slip second cravat through fold under arch of shoe.

g. Fasten ends of second cravat in square knot over notched end of splint. Insert piece of wood in position for use as windlass.

h. Obtain traction by twisting piece of wood.

i. When traction is complete, secure windlass to splint.

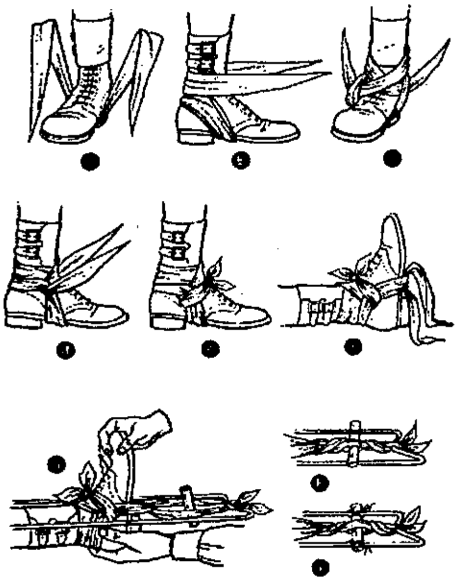

Figure 72. Ankle hitch using two cravats.

91. Alternate Method of Securing Splint to Litter with Roller Bandage Tie
(fig. 73)

a. When litter bar is not available, secure end of bandage to litter support on same side as splinted leg. Encircle handle of litter close to canvas with two turns, and carry up to outside rod of splint at juncture of splint support. Secure here with two turns of bandage.

b. Carry back and around same handle encircling with two turns, keeping bandage taut at all times. Carry bandage under handles to opposite handle of litter, encircle twice, and secure to inside rod of splint at juncture with splint support. Secure with two turns.

c. Carry back around second handle, encircle twice, and secure to second litter support.

92. Wire Ladder Splint for Fracture of Lower Extremity
(fig. 74)

The wire ladder splint may be used for fractures of the lower portion of the leg and for injuries and fractures about the ankle and foot.

a. Bend splints to fit as shown at ⓐ.

b. Pad well, and place in position as shown at ⓑ.

c. Complete by securing both splints to injured limb, using roller bandages or cravats.

Section V. IMPROVISED SPLINTS FOR LOWER EXTREMITIES

93. General

In the field it may be necessary to improvise splints from any suitable material that is available. Leg splints can be improvised from boards, sticks, or poles well padded with blankets or pieces of cloth or from rolled magazines or newspapers. If splinting material is not available or if time is limited, both legs can be tied together with belts or strips of cloth above and below the fracture, with the uninjured leg serving as a splint for the fractured leg.

94. Stick, Pole, or Board Splints
(fig. 75)

If sticks or poles are used as splints, they should be well padded to protect the leg from pressure and rubbing. Place stick or pole on each side of a folded blanket and roll toward the center until only enough unrolled blanket remains to hold the injured leg. Be

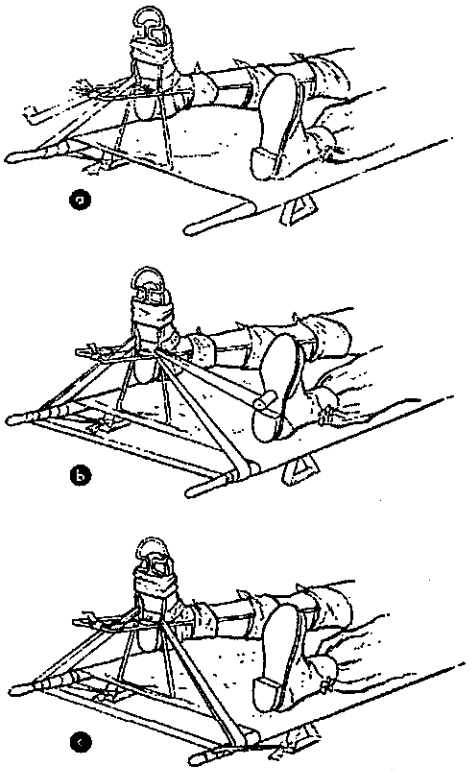

Figure 73. Alternate method of securing splint to litter with roller bandage tie.

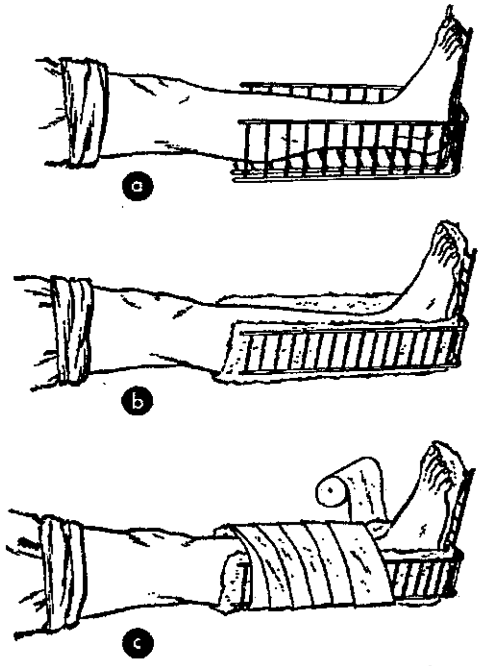

Figure 74. Wire ladder splint for fracture of lower extremity.

sure that the ends of the sticks or poles are well padded. If boards are used, pad the inside of the splint.

a. For fractures of the tibia, ankle, or foot, the splint should extend from above the knee to a little below the foot. Secure the splints with five cravat bandages, the first two above the fracture, the second two below the fracture, and the fifth one immediately above the knee. Tie all knots on the outer splint.

b. If the broken bone is in the thigh or hip, the inside splint should extend from the groin to a little below the foot, and the outside splint should extend from the axilla to a little below the foot. Place pads in the axilla and groin to cover the ends of the splints. In addition to the five cravats placed as described in *a* above, secure the long splint with two triangular bandages folded broad and tied, one around the chest and the other around the hips.

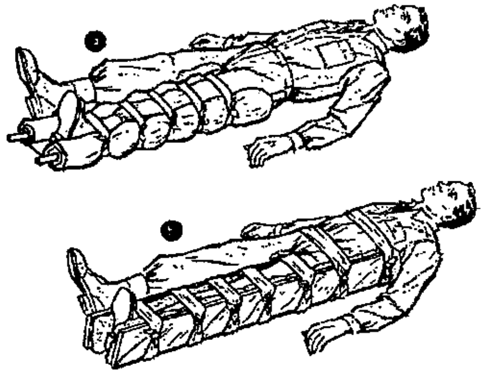

Figure 75. Leg splints improvised from sticks, poles, or boards.

Section VI. PREPARATION OF PATIENTS WITH VERTEBRAL INJURIES FOR TRANSPORTATION

95. Transportation of Patient with Fractured Neck
(fig. 76)

When a patient with a fractured neck is moved, the most important point to remember is that the patient's neck must not be flexed. If the neck is flexed, the patient may die instantaneously, or he may be permanently disabled. In moving the patient, the head and trunk must be moved in unison. One person should never attempt to move a patient with a fractured neck; at least two are necessary, so that one can steady the head and neck while the other moves the patient.

a. Place a board or plank lengthwise beside the patient so that it extends at least 4 inches beyond his head.

b. If the patient is found face up, No. 1 man steadies the head and neck between his hands, while No. 2 man grasps him at the shoulders and hips, places his foot against the board to prevent it from slipping, and slides the patient onto the board.

c. If the patient is found face down, No. 1 man steadies the head and neck between his hands as in *b* above, while No. 2 man, holding the patient at the shoulders and hips, gently rolls him onto the board so that he lies face upward.

d. No. 1 man steadies the head and neck of the patient between his hands, while No. 2 man raises the shoulders and places a rolled bath towel, or a roll of clothing about the same bulk as a bath towel, under the neck for support and padding. The roll should be thick enough only to arch the neck slightly and should be so placed that when the patient is lying flat the back of his head touches the board. He then places a large padded rock or pack against each side of the head to prevent it from moving and ties a cravat bandage over the brow and around the board for additional security.

e. The patient may then be picked up by grasping the board at the head and feet and placing it on a litter. Either two or four men may form a team to carry the patient. If no litter is available, the board may then be lifted onto a blanket and the blanket used as a litter.

f. A fractured neck may be immobilized by means of wire ladder splints, if they are available. Overlap two splints, fasten them together, and pad them. Shape them to fit the head and shoulders in a yoke-shaped splint. No. 1 man steadies the head and neck of the patient, while No. 2 man places splint over shoulders and head, secures splint to shoulders with bandages running under the axilla and over the shoulders, and immobilizes the head to the splint by tying circular bandages around the forehead and jaw.

96. Transportation of Patient with Fractured Spine
(fig. 77)

The chief concern in handling a patient with a fractured spine is to prevent further damage to the spinal cord. Do not flex the spine. If the spine is flexed, broken vertebrae can crush the undamaged portion of the spinal cord. To avoid flexing the spine and causing additional damage, it is necessary that the patient's back maintain a sway-back position, which removes the pressure from the spinal cord. This is normally achieved by transporting the patient in a supine position with a folded blanket placed under the small of the back. Failure to follow this principle may cause permanent paralysis of the lower extremities. The following steps should be taken:

a. No. 1 man ties the patient's hands across his chest to immobilize patient, and then places a folded blanket on the litter to support the arch of the patient's back.

b. All four men kneel on knee nearest the patient's feet, three men on one side of the patient and one on the other side. No. 3 man kneels at the head of the patient, placing his hands under the patient's shoulders and controlling his head. No. 4 man kneels at the hips, placing his hands under the small of the back and buttocks. No. 2 man, at the feet, places his hands under the patient's thighs and calves. No. 1 man, opposite No. 4 man, assists in lifting at the site of the injury.

c. All men gently lift patient off ground about 8 inches.

d. No. 1 man procures litter, places it under patient, adjusts rolled blanket, and returns to his position assisting No. 4 man.

e. All men gently lower patient onto the litter.

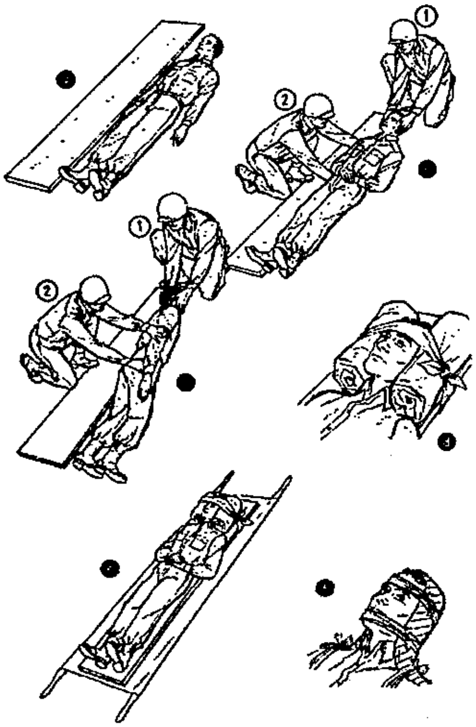

Figure 76. Transportation of patient with fractured neck.

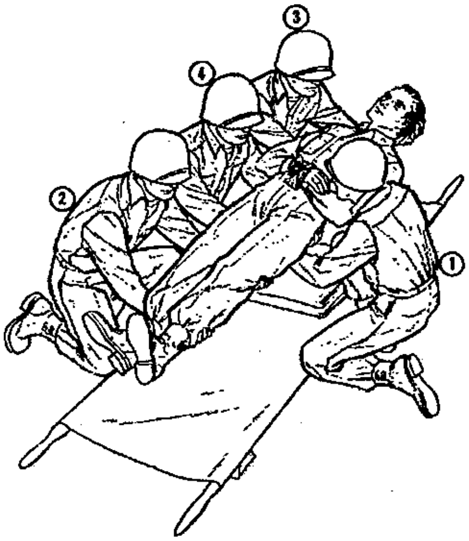

Figure 77. Transportation of patient with fractured spine.

Section VII. ADHESIVE TAPE STRAPPING

97. General

Adhesive tape may be used to strap or tape injuries for lightweight support, to splint a soft part, or to serve as a semirigid support to limit the mobility of an injured area. It is never used on acute sprains, strains, or contusions.

98. Taping a Sprained Ankle
(fig. 78)

Cut 14 strips of adhesive tape about 1 inch wide, half of them about 16 inches long and the other half 10 inches long. Place foot in corrected position. (Foot at right angle to leg.)

a. Have patient hold foot in corrected position by means of a strip of bandage.

b. Start first strip of tape well back on the calf of the leg. Carry it down and around the heel and up the other side of the leg to the starting level. Place another strip, at right angles to the first, on one side of the instep and carry it around the heel to the other side of the foot.

c. Repeat the procedure, overlapping the tape each time until area above ankle is included in the support. A space ¾-inch wide extending up the middle of the dorsum of the foot and ankle should be left free of tape to prevent interference with circulation.

99. Taping the Knee
(fig. 79)

The purpose of strapping the knee is to effect immobilization of the knee or to support the soft tissues about the knee joint. It should extend from at least 2 inches below the kneecap to well above it. Cut about 10 or 12 strips of adhesive tape 1 inch wide and about 16 inches long.

a. Place the first strip slightly behind at the inner side of the leg and carry it upward below the kneecap, to slightly behind the outer side of the thigh about 6 inches above the knee. Apply

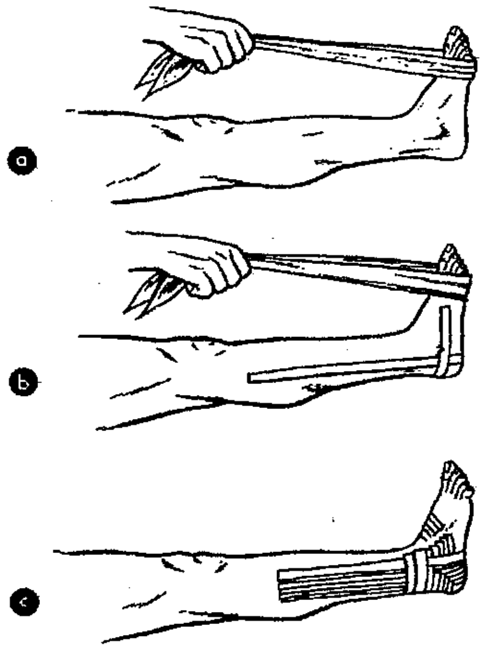

Figure 78. Taping a sprained ankle.

the second strip similarly from the outer side to the inner side of the thigh, crossing the first strip below the kneecap.

b. Repeat procedure with successive strips of adhesive tape, each strip overlying half the width of the preceding strip, until the entire knee region is enclosed.

c. Secure ends of strips and short strips horizontally placed across ends of tape on the leg and on inner sides and outer sides of the thigh, but not encircling leg or thigh.

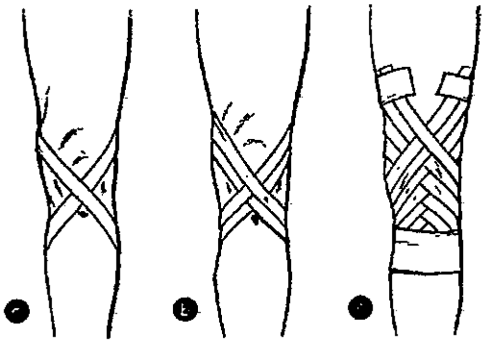

Figure 79. Taping the knee.

100. Taping Fractured Ribs
(fig. 80)

Cut several strips of tape about 3 or 4 inches wide, each long enough to reach more than halfway around the patient's chest. Tape is applied when the patient has exhaled all the air from his lungs. One end of the tape is placed across the midline on the back, and the other end is brought around the chest and across the midline of the chest. The procedure is repeated with each strip overlapping one-half of each preceding strip until the chest is strapped.

101. Taping the Back
(fig. 81)

Cut about 12 strips of adhesive tape 1½ inches wide and from 10 to 12 inches long. Have patient stand erect. Place a pad of gauze in the hollow of the back to aid in keeping the tape taut. Apply one strip across the back from the lower side of the back to the opposite armpit. Apply another strip in a similar manner on

the opposite side. Continue the procedure, overlapping about one half of each preceding strip. Cover the ends of the narrow strips with short, wider strips of tape.

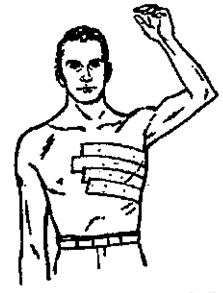

Figure 80. Taping fractured ribs.

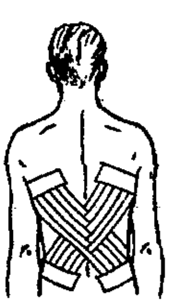

Figure 81. Taping the back.

INDEX

	Paragraph	Page
Ankle hitch:		
Using cravat or roller bandage	89	63
Using two cravats	90	66
Ankle, taping	98	75
Application of dressings	64, 65	48, 49
Arm:		
Basswood splint for fracture	69	53
Chest wall as splint for fracture	71	54
Sling, triangular	10	5
Back:		
Fractured	96	72
Taping	101	77
Triangle	11	7
Bandages:		
Materials	6	3
Types	7	4
Uses	4	3
Bandaging, principles	5	3
Basswood splint:		
For fracture of arm	69	53
For fracture at or near elbow	70	55
Chest:		
Double-T bandage	54	41
Wall of chest used as splint	71	54
Clavicle, figure-of-eight	39	27
Closed fracture	67	52
Cravat bandage	8, 16–28	4, 11
Demigauntlet	46	34
Double T-bandage	53, 55	39, 41
Dressings:		
Application	64, 65	48, 49
First aid	61, 62, 64	47, 48
Improvised	66	50
Uses	61	47
Ear, cravat	16	11
Elbow:		
Basswood splint for fracture	70	55
Cravat	20	13
Figure-of-eight	44	32
Front of elbow bandage	45	33
Eye:		
Cravat bandage	18	12
Crossed bandage of one eye	35	23
Crossed bandage of both eyes	36	25
Fastening the bandage	28	18
Figure-of-eight bandage	39, 41, 42, 44, 52	27, 29, 32, 38

	Paragraph	Page
Finger bandage	49	35
First aid dressings	61, 62, 64	47, 48
Foot:		
Figure-of-eight with heel exposed	52	38
Spica	31	38
Triangle	14	9
Forearm:		
Basswood splint for fracture	72	54
Figure-of-eight	42	29
Spiral reverse	43	30
Stick splint for fracture	74	56
Forehead, triangle	9	5
Four-tailed bandage	55, 56, 57	39, 42, 43
Fracture:		
Closed	67	52
Open	67	52
Gauntlet bandage	47	34
Hand:		
Basswood splint for fracture	72	54
Complete bandage	48	34
Cravat	23	14
Triangle	15	10
Hip, triangle	13	9
Humerus, wire ladder splint for fracture	73	55
Improvised:		
Dressings	66	50
Leg splints	93, 94	68
Sling, field jacket flap	75	56
Sling, shirttail	76	56
Jaw:		
Bandage (modified Gibson)	37	25
Cravat	17	11
Four-tailed bandage	57	43
Knee:		
Cravat	21	14
Taping	99	75
Leg:		
Cravat	22	14
Splint improvised from sticks, poles, or boards	93, 94	68
Half-ring Thomas Splint	77-88	57
Wire ladder splint for fracture	92	68
Lower extremities:		
Improvised splints	93, 94	68
Splints	77-94	57
Materials, bandages	6	3
Neck, immobilization of fractured	96	71
Oblique bandage	32	21
Open fracture	67	52

	Paragraph	Page
Pole splint	94	68
Plaster of paris bandage	58, 59, 60	43, 44
Principles of:		
Bandaging	3	3
Splinting	67	52
Recurrent bandage:		
Of head with one bandage	33	21
of head with two bandages	34	22
Of stump	50	35
Removing bandages:		
Plaster of paris	60	44
Roller	29	18
Ribs, taping of fractured	101	77
Roller bandages	24-53	15
Scalp:		
T-bandage	54	40
Triangle of forehead	9	5
Shoulder-armpit cravat	19	12
Shoulder:		
Spica	38	26
Triangle	12	8
Slings:		
Jacket flap	75	56
Shirttail	76	56
Triangular arm	10	5
Spica:		
Of foot	51	38
of shoulder	38	26
Stick splint:		
For fractures of arm	74	56
Improvised	74, 93	56, 68
Spiral bandage	31	20
Spiral reverse of forearm	42	30
Spine, fractured	96	72
Splint:		
Basswood	72	54
Board	94	68
Half-ring Thomas leg	77-88	57
Stick	74, 94	56, 68
Wire ladder	73, 92	55, 68
Stump, recurrent bandage	50	35
Tailed bandages:		
Types	53	39
Uses	53	39
Double T-bandage of the chest	55	41
Four-tailed bandage of the jaw	57	43
Four-tailed bandage of the nose	56	42
T-bandage of the scalp	54	40
Taping:		
Back	101	77
Fractured ribs	100	77
Knee	99	75
Sprained ankle	98	75

	Paragraph	Page
T-bandage:		
Uses	53	39
Of scalp	54	40
Traction	68, 80	52, 58
Triangular bandages	8-23	4
Upper extremities:		
Improvised slings	75, 76	56
Improvised splints	74	56
Splints	69-76	53
Velpeau	40	28
Wire ladder splint:		
For fracture of humerus	73	55
For fracture of lower extremity	92	68
Wrist:		
Basswood splint for fracture	72	54
Stick splint for fracture	74	56

[AG 730 (19 Apr 57)]

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