LEGAL BASIS

INTRODUCTION:

Republic Act 9163 is an act establishing the National Training Program (NSTP) for the tertiary level students, amending for the purpose Republic Act No. 7077, Presidential Decree No. 1706, and for other purposes.

Specific Provisions of the Fundamental Law Pertinent to R. A.

1. Sec. 2. R. A. 9163 hereby affirms the prime duty of the government to serve and protect its citizens. In turn, it shall be the responsibility of all citizens to defend security of the state and in the fulfillment thereof, the government may require each citizen to render personal, military or civil services.

2. Sec. 4. R. A. 9163 there is hereby established a National Training Service Training Program (NSTP), which shall form part of the curricula of all baccalaureate degree courses and at least two (2) year technical – vocational courses and is a requisite for graduation, consisting of the following service components.

   a. The reserve Officers’ Training Corps (ROTC), which is hereby made optional and voluntary upon the effectivity of this Act.
   b. The Literacy Training Services; and
   c. The Civic Welfare Training Service

3. Sec. 15(4) of Batas Pambansa Bilang 323 likewise provides that it is the duty and responsibility of students to participate actively in civic affairs and be involved in the promotion of the general welfare of the people particularly in the social, economic and cultural development of the community and in the attainment of a just, compassionate and orderly society.
Pursuant to Section 12 Republic Act No. 9163 otherwise known as the National Service Training Program (NSTP) Act as 2001, the Commission of Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), and Department of National Defense (DND), in consultation with concerned government agencies, the Philippine Association of State Universities and Colleges (PASUC), Coordinating Council of Private Educational Association of the Philippines (COCOPEA), Non-government Organizations, hereby jointly issue, adopt and promulgate the following Implementing Rules and regulations to implement the provisions of this Act.

A. Sec 1, Rule I, IRR to R. A. 9163 (Guiding Principle). While the prime duty of the government to serve and protect its citizens, in turn, it shall be the responsibility of all citizens to defend the security of the state, and in the fulfillment thereof, the government may require each citizen to render personal military or civil service.

B. Sec 2. Rule I, IRR to R. A. 9163 (Role of the Youth)

1. In recognition of the vital role of the youth in nation building, the state shall promote civic consciousness among them and shall develop their physical, moral, spiritual, intellectual and social being. It shall inculcate the ideals of patriotism, nationalism, and advance their involvement in public and civic affairs.

2. As the most valuable resources of the nation, they shall be motivated, trained, organized and involved in military literacy, civic welfare programs and other similar endeavors in the service of the nation.

C. Sec. 4, Rule III, IRR to R. A. 9163 (Coverage)

1. All incoming freshmen students, male and female, starting School Year (SY) 2002 –2003, enrolled in any baccalaureate and in at least two (2) year Technical – Vocational or associate courses, are required to complete one (1) NSTP component of their choice as a graduation requirement.
2. All higher and technical-vocational education institutions must offer at least one (1) of the NSTP components.

   a. State Universities and Colleges (SUCs), shall offer the ROTC Program and at least one (1) other NSTP component.

   b. The Philippine Military Academy (PMA), Philippine Merchant Marine Academy (PMMA), Philippine national Police Academy (PNPA), and other SUCs of similar nature, in view of the special character of these institutions, are exempted from the NSTP.

   c. Private higher and technical-vocational education institutions with at least 350 students cadets, may offer the ROTC Program and consequently establish/maintain a Department of Military Science and Tactics (DMST), subject to the existing rules and regulations of the Armed Forces of the Philippines (AFP).

D. Sec. 6 Rule III, IRR to R. A. 9163 (Duration/ Equivalent Course Unit):

1. Each of the aforementioned NSTP components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for fifty four (54) to ninety (90) training hours per semester.

2. A one (1) summer program in lieu of the two (2) semester program may be designed, formulated and adopted by the DND, CHED and TESDA, subject to the capability of the school and the AFP to handle the same.

C. Sec. 11, Rule V, IRR to R. A. 9163 (Organization of NSTP Graduates):

1. Graduates of the ROTC components of the NSTP shall belong to the National Service Reserve Corps (NSRC) and could be tapped by the state for literacy and civic welfare activities, through the joint efforts of DND, CHED and TESDA, in coordination with DILG, DSWD and other concerned agencies/associations.
2. The CHED, TESDA and DND, in consultation with other concerned government agencies, shall issue the necessary guidelines for the establishment, organization, maintenance and utilization of the National Reserve Corps.

3. Graduates of the ROTC program shall form part of the Citizen Armed Force, pursuant to R. A. 7077, subject to the requirements of DND.

E. Sec. 13, Rule VI, IRR to R. A. 9163 (Transitory Provisions):

1. Male students who are currently enrolled but have not taken any of the Military Service (MS), Civic Welfare Service (CWS) or Law Enforcement Service (LES) programs shall be covered by the NSTP law.

2. Male students who have completed two (2) semesters of the Expanded ROTC (E-ROTC) National Service Program are deemed to have complied with the NSTP law.

3. Students who are not covered by Section 13 of this Rule and have taken only one (1) semester or Basic ROTC or E-ROTC/ NSP, shall be take one more semester of any NSTP components to qualify for graduation purposes.

4. Students who want to qualify for enlistment in the Reserve Force or attend the Advance ROTC program shall undertake a special program for this purpose.

B. Conditions of the Service:
   I. Training

   1. Attendance:
      a. A minimum attendance of eighty percent (80%) of the total number of ROTC training days per semester /trimester shall be required to pass the course.
      Ex. 80% of 15 training days = twelve (12) training days
b. Absence from instructions may excuse sickness, injury or other exceptional circumstances.

c. A cadet (basic/advance) who incurs an unexcused absence of more than twenty percent (20%) of the total number of training during the semester/trimester shall no longer be made to continue the course during the school year.

   Ex. 20% of 15 training days = 3 training days

d. Three (3) consecutive absences will automatically drop the student from the course.

2. Grading:

   a. The school year that is divided into two (2) semesters must conform to the school calendars as practicable.

   b. Cadets shall be given a final grade for every semester, such grade to be computed based on the following weights:

   1. Attendance  - - - - - - - - - 30 points
   2. Military Aptitude  - - - - 30 points
   3. Subject Proficiency  - - 40 points

   The subject proficiency is forty percent (40%) apportioned to the different subjects of a course depending on the relative importance of the subject and the number of the number of hours denoted to it. The grade of the subject proficiency is the sum of the weighted grades of all subjects.
The weighted grades of a subject is computed as follows:

\[ SP = \frac{\text{Raw Score}}{\text{Total number of test item}} \times 50 + 50 \]
\[ = \text{SPG} \times 40\% \]
\[ = \text{SP Final Points} \]

Provided, however, that cadets must obtain a minimum of twenty-eight (28) pts. in subject proficiency and twenty four (24) points in attendance in order to pass the semester's work.

c. Each cadet shall be given one hundred (100) merits at the beginning of every semester. Additional merits may be awarded for attending special formations, parades or other activities outside of prescribed training hours. For every infraction of regulations, he shall be penalized by demerits as prescribed.  

Ex. Military Aptitude: 100 Merits – Total Demerits x 30%

d. List of Demerits with Corresponding Penalties:

1. **Class A (Punishable by discharge).** Gross disrespect to superior officers, abuse of authority, illegal collection and destruction of military or school property.

   1.1 Gross disrespect to superior officers
   1.2 Assaults a superior officer under any pretext.
   1.3 Abuse of authority or manhandles his subordinates
   1.4 Cheating during graded examinations
   1.5 Collects any fees or contributions from among the members of the Cadet Corps without expressed authority of the ROTC Commandant
   1.6 Ignore or violate standing instructions
   1.7 Deliberately mutilate, destroy, or render unserviceable of any military or school property
1.8 Commits any act similar in nature and category to the aforementioned offenses

2. **Class B (6-10 Demerits).** Grave Misdemeanor

   2.1 Talking to a superior officer in a begrudging and hostile manner
   2.2 Disobeys legal orders from superiors
   2.3 Deliberately telling things proved to be false-hood
   2.4 Making boisterous remarks or catcalls at any woman while in ranks or in any prescribed formation
   2.5 Sleeping in classroom or in any place of instruction while such instructions is being conducted
   2.6 Report late in any formation or prescribed place of assembly
   2.7 Commits any act similar in nature and category to the aforementioned offenses

3. **Class C (4-5 Demerits).** Less Grave Misdemeanor

   3.1 Slouching in ranks
   3.2 Walking in uniform without headgear
   3.3 Sleeves of uniform rolled up or caught in the act rolling the sleeves of his ROTC uniform
   3.4 Spit while in ranks or formation
   3.5 Rolling of eyeballs when at parade rest or does any act that would be detrimental to the discipline while in ranks
   3.6 Chew gums or tobacco when reporting to an officer
   3.7 Carelessly lays aside his rifles
   3.8 Wearing dirty uniform
   3.9 Commits any act similar in nature and category to the aforementioned Offenses
4. **Class D (1-3 Demerits)**. Minor Misdemeanor and Omissions

4.1 No nameplate, insignias and other uniform paraphernalia
4.2 Shoes not shined and wrongly tied
4.3 Brass articles are not shined
   4.4 Long hair
   4.5 Dirty face and mustache
   4.6 Missing buttons or unbuttoned pockets
   4.7 Wearing uniform other than one prescribed
   4.8 Malingering
   4.9 Falling out from ranks without permission
   4.10 Standing on one leg
   4.11 Sitting while in ranks
   4.12 Leaning or sitting on his rifle
   4.13 Drops or lazily drags his rifles
   4.14 Commits any act similar in nature and category to the aforementioned offenses
INTRODUCTION:

The Armed Forces of the Philippines (AFP) recognizes the Constitution of the Republic as the legitimate expression of the people's will. It is mandated to serve and protect the people and secure the sovereignty of the state and the integrity to its national territory from internal and external threats. The AFP pledges allegiance to the Filipino people, adheres to the principle of supremacy of civilian authority over the military at all times and vows to uphold and defend the Constitution.

A. BRIEF HISTORY OF THE AFP:

The AFP identifies itself with the Filipino people's historical struggles for freedom and justice and their vigilance against any attempt to violate the country's integrity and sovereignty. In retrospect, it recognizes the role of our forefathers as freedom fighters and honors them for their democratic and nationalistic aspirations.

The AFP, as the embodiment of the cherished martial values and traditions of the Filipino people, traces its roots to certain historical events foremost of which is the Battle of Mactan on 27 April 1951 where Lapu-Lapu, the acknowledge father of the AFP, first signaled our love for freedom; the Dagohoy Revolt in 1744, the Muslim resistance and other similar uprisings against Spanish colonialism manifesting our fight against foreign domination; the founding of the Katipunan on 07 July 1892 by Andres Bonifacio, considered as the father of the Philippine Army, who proclaimed Filipinos solidarity; the Tejeros convention on 22 March 1897 which proclaimed officially our desire for complete independence and thereafter gave birth to the Philippine Army. Subsequently, the Philippine Navy was created on 20 May 1898.

On 12 June 1898, the Philippine Independence was declared at Kawit, Cavite, and for the first time, the Philippine Flag was unfurled by General Emilio Aguinaldo and
our National Hymn was played. The Filipino-American hostilities between 1898 and 1899 further demonstrated the Filipino soldier’s best in terms of honor, valor, loyalty, duty and solidarity despite the overwhelming superiority of the enemy forces. To hasten the Philippine campaign on peace and order, the Philippine Military Academy was organized on 25 October 1898.

On 21 December 1935, the National Defense Act was enacted officially to create the AFP. The Defense of Bataan and Corregidor from the outbreak of World War II until 09 April and 06 May 1942 respectively against the Japanese invasion forces, the active Philippine guerilla movement and the successfully Anti-Huk campaign also best amplified the Filipino soldiers and love of country.

The Philippine Air Force was later established on 01 July 1947. Moreover, it is also noteworthy that the AFP had participated in international peace keeping efforts as its commitment to the United Nations such as the Philippine Expeditionary Force to Korea (PEFTOK) in the early 50’s, the Philippine Air Force Contingent in Congo, Africa in the early 60’s and the Philippine Civic Action Group (PHILCAG) in South Vietnam in the late 60’s. After the EDSA event, the AFP has vigorously pursued a national reconciliation effort for peace and progress.

B. MISSION OF THE AFP

“To protect the people and secure the sovereignty of the state and the integrity of the national territory”.

C. CHAIN OF COMMAND (Commander-In-Chief, DND & AFP)

By virtue of the national Defense Act enacted officially on 21 December 1935, the Armed Forces of the Philippines were created. The President is the Commander-In-Chief of the AFP. He/ She exercises strategic direction over the personnel and the resources of the military establishments through the Secretary of the Department of National Defense, who also represents his/ her in the executive function and in the
supervision of the Defense Program of the country.

The Chief of Staff, AFP executes the command functions of the President in relation to strategy, tactics and operations. He is also the immediate adviser of the Secretary of National Defense Program as prescribed by the Secretary of National Defense. The Chief of Staff has command and control over all the elements of the AFP.

D. ORGANIZATION AND CAPABILITIES OF THE AFP:

The AFP is duly created by law as an integral part of the Executive Branch of the Government. It is well organized and disciplined body composed of a citizen armed force necessary for the defense and security of the state. It is headed by the President as the Commander-In-Chief who exercises control, supervision and authority through a Chain of Command headed by the Chief of Staff.

The organizational structure of the AFP provides for centralized direction and control of GHQ to ensure unity of efforts, and the operations of the Major Services and other separate units are decentralized to achieve maximum operational efficiency.

As provided for in the National defense Act, as amended, the Armed Forces of the Philippines shall be composed of the Regular Force and Reserve Force components.

1. The Regular Force is the permanent military organization, which is maintained in time of peace and war. In time of peace, the authorized active commissioned officer and enlisted personnel strength of the Regular Force is determined every year by the annual general and special Appropriation Act. This strength however, does not only include those officers and EP who are permanently commissioned or serving under voluntary enlistment in the Regular Force, but also those reserve officers and enlisted reservists assigned for duty with the different services of the Regular Force.
2. The Reserve Force is the military organization that will come up physical existence only upon mobilization as may be called upon by the Commander-In-Chief due to state of national emergency such as war or widespread disorder. Units of the Reserve Force are “paper” organizations, which come to being to augment the Regular Force confronting the threat to the Nation. The Reserve Force organization includes the commissioned Reserved Officers and all citizen who have completed the prescribed trainee instruction as provided by the National Defense Act and who are assigned as reservists to the organization of the Reserve Force.

E. MAJOR SERVICE COMMANDS:

For operational efficiency and effectiveness, the AFP is presently composed of three (3) Major Service Commands namely:

1. **Philippine Army (PA)** - which conducts ground combat operations;
2. **Philippine Air Force (PAF)** - which secures the Philippine air space; and
3. **Philippine Navy (PN)** - which secures the Philippine territorial waters.

![The AFP Organization Diagram]

12
F. MAJOR SERVICES RESCOMs AND AFPRESCOM

Prior to the enactment of the AFP Reservist Act (Republic Act Number 7077) on 27 June 1991, reserve force development was already an existing phenomenon in the AFP as far back as 1939 when the then General of the Army Douglas McArthur was commissioned to the Commonwealth of the Philippines to organize its citizen army. The surfacing of a new organization that would coordinate and integrate the efforts of the pioneering citizens army forces was met with resistance for decades.

The AFP Reservist Act or RA Nr. 7077 provided for the reorganization of the AFP Reserve Force into four (4) major components, namely: the Army Reserve, the Navy Reserve, the Air Force Reserve, and the AFP-Wide technical and Affiliated Reserve Command within one year after its enactment. The urgency of this mandate pushed General headquarters, AFP to activate AFPRESCOM from the personnel and facilities of the defunct Metropolitan Citizen Military Training Command of MCMTC on 01 April 1993.

1. AFPRESCOM - was organized as an AFP-wide support and separate unit on 01 April 1993 pur to general Order No. 22 GHQ, AFP dated 02 march 1993 and Republic Act No. 7077, otherwise known as the Armed Forces of the Philippines Reservist Act. It was mandate to provide direction for the development, administration, organization, training, maintenance and utilization of the Citizen Armed Forces as a base for the rapid expansion of the Armed Forces of the Philippines in times of emergency. In the performance of its functions, the Command is organized into two (2) major operational units, namely; the Affiliated Reserve Group (ARG) and the Technical Service Reserve group (TSRG) which are tasked to train and develop affiliated reservists and technical service reservists, respectively. The training of these reservists is directly under the supervision and control of the Reservists Training Center (RTC).
2. **Army Reserve Command** - is premised on a dedication to service, faced with the challenge of being in a constant state of readiness and responsiveness if it is to back up the regular army. Its enduring values of professionalism, integrity and responsibility to the nation through selfless service must be kept alive to meet the demands of the time.

3. **Naval Reserve Command** - as a major service of the Philippine Navy is tasked to oversee and administer all naval reservists in our country, in order to provide the navy not only a base for expansion in the event of war, invasion, rebellion, or disaster and calamity relief but also to assist in socio-economic development of the country. NAVRESCOM has managed to activate eight (8) Naval Reserve centers throughout the country namely;

   a. Naval Reserve Center Northern Luzon - Poro Point, Sn Fernando City, La Union (All NROTCU in the north up to Batanes Island.
   b. Naval Reserve Center National Capital Region - Intramuros, (Metro Mla, Cavite.)
   c. Naval Reserve Center Southern Luzon - Legaspi City (Bats, Mindoro, Romblon and entire Bicol Region)
   d. Naval Reserve Center West - Palawan
   e. Naval Reserve Center Eastern Visayas - Cebu City ( entire Visayas, Leyte, Samar)
   f. Naval Reserve Center Western Mindanao - Zamboanga City (Mindanao Areas)
   g. Naval Reserve Center Eastern Mindanao - Davao City (entire Davao up to Gen Santos City)
   h. Naval Reserve Center Western Visayas - Ilo-ilo

   These Centers served as its operating units in far-flung areas to ensure that its task of reaching those vast naval reserve manpower be carried with ease and achieve desired goals.
4. **Air Force Reserve Command** - is actively involved in the administration and utilization of the reservist responding and acting quickly to rescue calls whenever and wherever disaster occur.
INTRODUCTION:

Many people think that discipline is nothing more than the enforcement of regulations and the corresponding punishment when one violates them. Others associate discipline with the state of subservience where subordinates blindly follow the orders of their superiors out of habit or fear. All of these are not true. As a matter of fact, discipline is that condition wherein men work and get well together for the accomplishment of a group mission. It is that climate of orderliness where individuals execute commands and follow regulations exactly as a result of intelligent and reasoned obedience.

Just like in the civilian world, the observance of military courtesy serves to smoothen the personal relationship and among men in the profession of arms and strengthen the bond between them. They must be thoroughly familiar with the different forms of military courtesy and must be able to confidently practice them.

A. Definition of Terms:

1. Military Courtesy - It is the written, officially prescribed code of department for members of the military establishments. In civilian life, courtesy is an expression of consideration for others. This implies the use of good manners and polished conduct in dealing with other people.

2. Military Discipline - This term maybe defined as the willingness to accept with conviction and without reservation the necessity for a common law that rules and coordinates the effort of a group. Obvious, a rather severe but basic type of discipline is suggested by this definition.

3. Morale - The term maybe defined as the mental state and spirit of an individual or unit.
B. Necessity for Discipline:

Military discipline is necessary to ensure orderly and effective group action, commonly known as teamwork. Teamwork is particularly important in military operations where its presence or lack of it may very well spell the difference between victory or defeat.

With discipline, a soldier learns a sense of obligation to himself and to his comrades; to his commander and the entire organization. He also realizes that he is a member of a team, organized, trained and equipped for the purpose of engaging and defeating the enemies of our country. The ultimate objective of military discipline therefore, is unit efficiency in battle – to ensure that a unit performs its role correctly; that it reaches its objectives, accomplishes its assigned mission and helps other units to accomplish their mission.

C. Creating a Climate of Discipline:

We find ready application of discipline in all aspects of military life. We often hear of “fire discipline”, “water discipline”, and “supply discipline”. Favorable climate of discipline may be best created in unit by a leader thru the following:

1. **Training** - a soldier learns to work with other soldiers; learn to unify their actions into a single effort in order to accomplish the group mission and also develops the habit of prompt obedience to all orders.

2. **Judicious Use of Punishment and Reward** - the best kind of discipline is that which exacts obedience by appealing to reason and that which makes use of the so-called “positive incentives” – reward.

3. **Instilling a Sense of Confidence and Responsibility** - a confident and responsible soldier realizes that he has an obligation not only to himself but to the other soldier in the organization, and that violation of the rules of discipline will not only reflect
D. **Military Courtesy in the Service:**

Military Courtesy is the act of politeness, civility and respect that personnel in the military organization accord to one another. Just like in the civilian world, military courtesy serves to smooth the personal relationship among men in the profession of arms. The following are some of the significant forms of courtesy in the AFP.

1. **Salute** – is the most important and most common form of all military courtesies. Men of arms have used some form of military salute as an exchange of greeting since the earliest times. In the Navy, saluting with the left hand is allowed when the right hand is occupied with something or not available for the execution of the same.

1.1 Who are entitled to the Salute?

a. Commissioned Officers (both male and female) of the AFP, the national Flag and National Anthem.

b. Commissioned Officers (both male and female) of the Armed Forces of the Philippines.

c. Civilian high officials or foreign dignitaries during military honors rendered for them.

d. Officers of the Coast Guard and Geodetic Survey and the Public Service when they are serving with the AFP.

1.2 When to Salute.

a. Aboard ship. When boarding a navy ship which the national Flag is flying, all persons in the naval service step upon reaching the upper platform of the accommodation ladder or shipboard end of the prow, face the national, and salute. After this, salute the Officer of the Deck (OOD). When leaving the ship, salute first the OOD and then the national Flag. All officers, captains of ships, and officers senior to
themselves from other on every occasion of meeting, passing near, or when being addressed.

b. In Boats.

1) Men seated in boats in which there is no officer, petty officer or acting petty officer in charge, rises and salutes all officers passing near. When an officer, petty officer or acting petty officers in charge of the boat he alone renders the salute.

2) Officers seated in boats rise in rendering and returning salutes when a senior enters or leaves the boat or when acknowledging a gun salute.

3) Coxswain in charge of boats rise and salute all officers entering or leaving the boat. All members of the crew when the boat is not underway and not carrying an officer aboard stand and salute when an officer comes alongside, leaves the side, or passes near them. If the boat awnings are spread, the men sit at attention and render the hand salute without rising.

4) In building ashore. In Navy building ashore, the same general rules of saluting apply as on board navy ship. Salute the Captain and all officers senior to you on all occasions salute other officers on first meeting during the day. The salute also rendered indoors during ceremonies honoring the flag and in court martial.

5) In a group. If officers and enlisted men are standing together not in formation, and a senior approaches, the first to perceive him shouts “ATTENTION” and all faces him and salute. When in formation, cautions his unit to attention before executing the appropriate salute.

6) Accompanied by women. When escorting women both officers and men will render the customary salute. When seated with women, junior officers if covered rise and salute when senior officers approach.

7) Overtaking and Accompanying with a senior.

   a) Overtake and pass senior officer only upon his permission. When it become necessary to walk past a senior officer, pass his left side, salute when you are abreast and ask, “BY YOUR LEAVE SIR?” When the officer returns the salute you can continue pass him.

   b) When in company with a senior, you always walk on his left or put on your right. This also applies aboard in any vehicle.
8) Reporting. When reporting on deck or outdoors ashore, one is covered and salute accordingly. When reporting in an officer, he uncovers upon approaching the senior, salute and state your business.

9) Seated. An enlisted man being seated and without particular occupation rises upon the approach of an officer, faces him and salutes, if covered. If both remain in the same vicinity, the salute need not be repeated.

10) Seniority unknown. Officers will know the relative seniority of those with whom they are in frequent contact, the safest way and the best rule is to salute mutually and without say.

11) Sentries. Sentries at gangway salute all officers going or coming over the side and when passing or being passed by officers close aboard in boats.

12) Vehicles. Officer and enlisted personnel salute a senior officers riding in a vehicle both render and return the salutes. A driver of a vehicle is required to salute if the vehicle is at halt.

1.4 How to Salute:

a. The hand Salute when not walking, render the salute in the position of a soldier at attention. When walking, continue and render the salute within a recognizable distance (5 paces).

b. The hand salute is rendered smartly and done in the following manner. The forearm should be inclined 45 degrees. The tip of the forefinger should be slightly touching above the eyebrow of the right eye, the thumb and fingers must be extended and joined. The upper arm is parallel to the deck with elbow forward. Hand and wrist in the straight line. The palm is slightly inward.

c. The salute is made whether a headgear is worn or not.

d. Rifle salutes are used in place of the hand salute when carrying a rifle. They are used when executing present arms, when you give rifle salute at order arms and rifle salute at order arms. Shoulder.
1.5. **The following are the instances when the salute is not required to be rendered.**

1. When troops are at work.
2. Indoors, except when reporting to an officer.
3. When carrying articles with both hands, or being so occupied as to make saluting impracticable.
4. When serving as a military prisoner.

C. **Identification of ranks, Insignias in the AFP**

All Navy men must be able to recognize the ranks, rates and specially insignia of the Philippine Navy. Also to be able to identify the comparable ranks any grades of the other major services of the AFP (PA & PAF).

Officers are graded according to rank, Enlisted Personnel according to pay grades, and are also spoken of as having rates.

1. **Insignia of rank in the Philippine Navy**

<table>
<thead>
<tr>
<th>RANK</th>
<th>GRADE INSIGNIA</th>
<th>GOLD STRIPES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admiral</td>
<td>Four Star</td>
<td></td>
</tr>
<tr>
<td>Vice Admiral</td>
<td>Three Star</td>
<td></td>
</tr>
<tr>
<td>Rear Admiral</td>
<td>Two Star</td>
<td></td>
</tr>
<tr>
<td>Commodore</td>
<td>One Star</td>
<td></td>
</tr>
<tr>
<td>Captain</td>
<td>Three Gold Suns</td>
<td>4 Normal</td>
</tr>
<tr>
<td>Commander</td>
<td>Two Gold Suns</td>
<td>3 Normal</td>
</tr>
<tr>
<td>LT Commander</td>
<td>One Gold Sun</td>
<td>2 Normal w/ half stripe bet</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>Three Silver Triangle</td>
<td>2 Normal</td>
</tr>
<tr>
<td>LT Junior Grade</td>
<td>Two Silver Triangle</td>
<td>1 Normal w/ half stripe</td>
</tr>
<tr>
<td>Ensign</td>
<td>One Silver Triangle</td>
<td>1 Normal</td>
</tr>
</tbody>
</table>
### Enlisted Personnel

<table>
<thead>
<tr>
<th>Rank</th>
<th>Pay Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Chief Petty Officer (MCPO)</td>
<td>E – 9</td>
</tr>
<tr>
<td>Senior Master Chief Petty Officer (SCPO)</td>
<td>E – 8</td>
</tr>
<tr>
<td>Chief Petty Officer (CPO)</td>
<td>E – 7</td>
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<td>Petty Officer First Class (PO1)</td>
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<td>Petty Officer Second Class (PO2)</td>
<td>E – 5</td>
</tr>
<tr>
<td>Petty Officer Third Class (PO3)</td>
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</tr>
<tr>
<td>Seaman/Fireman 1st Class (SN1/FN1)</td>
<td>E – 3</td>
</tr>
<tr>
<td>Seaman/Fireman 2nd Class (SN2/FN2)</td>
<td>E – 2</td>
</tr>
<tr>
<td>Apprentice Seaman/Fireman (ASN/AFN)</td>
<td>E – 1</td>
</tr>
</tbody>
</table>

2. Ratings and Rates

Officers have rank, Enlisted Personnel have rates or ratings, these words are used loosely, for we still speak of a recruit as a “non-rated man”.

**Rating** - a rating is a name given to an occupation in the navy, which requires basically related aptitudes, training, experienced, knowledge and skills. Each rating has its own specially mark, which is worn by all men properly qualified.

**Rate** - a rate combines a rating with a pay grade, effectively a level of aptitude, training, experience, knowledge, skill and responsibility within the rating of occupation.
3. Armed Forces of the Philippines rank Insignia

**OFFICERS**

<table>
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**ENLISTED PERSONNEL**

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A. GENERAL

An interior duty guard system is installed commanders of all military installations to preserve order, protect property, and enforce military regulations. Security is part of the commander's responsibility; therefore, he prescribes the composition of the interior guard system. Separate units are responsible for posting interior guards in their area.

The elements of the interior guard system are classified according to their purposes. They include the main guard and special guards. The latter category consists of park, train, boat guards and others detailed for specific purposes. Generally, the interior guard consists of a system of patrols and fixed posts.

Normally, an interior guard system is composed of the following: one (1) Field Officer of the Day (FOD), one (1) Officers of the Day (OD); one or more Commanders of the Guard (COG), one or more Sergeants of the Guard (SOG), a relief commander for each relief; and sentinels of the guards. The number of sentinels needed for the routine daytime duty is ordinarily much smaller than the number required at night or on Sundays and Holidays.

B. DEFINITION OF TERMS

1. **Countersign**- consists of a secret challenge and reply to aid the guards/sentinels in the scrutiny of persons who apply to pass the lines or it may be defined as a secret challenge and the secret password.

2. **Challenge**- the command, “HALT, WHO IS THERE?” given by a sentry is used to cause an unidentified person or party to halt and be identified.

3. **Password**- word or a distinctive sound used to answer a challenge, identifies the person or party desiring to enter or pass and is always a secret.
4. *Interior Guard*- the guard detailed by a commander to preserve order, protect property and enforces regulations within the jurisdiction of the command.

5. *Relief*- those members of the guard who, under the supervision of and including a corporal of the guard, have the same watch; the procedure whereby posted member of the guard.

6. *Sentry*- an enlisted man assigned to duty as member of the guard, to keep watch, maintain order, protect person or property, or warn of any attack, a sentinel

7. *Watch*- a period of time during which a member of a guard performs the prescribed duties, beginning from when he is posted and the termination when he is relieved by proper authority.

8. *Relieve*- to direct any member of the guard to cease performance duties.

9. *Post*- the place or area where a sentry is stationed or the place where a member of the guard other than the sentry is required to be when not performing duties elsewhere, to direct any member of the guard to assume his prescribed duties of position in formation.

10. *Patrol Post*- a post within a sentry prescribed his own route, within specified limits, or has his route prescribed for him.

11. *Fixed Post*- a post within the limits of which a sentry is not required to more about appreciable for the performance of this duty.

12. *Guardhouse*- a building, tent or other location designated as the headquarters of the guard.
13. Detain- the action of any person so authorized used to secure the custody of an illegal offender until proper authority may be noticed.

FUNCTIONS AND GENERAL DUTIES OF PERSONNEL

1. Field Officer of the Day (FOD)- A field grade officer detailed, as FOD is the Commanding Officer’s personal representative. His primary concern is the proper supervision in the performance of duty of the interior guards.

2. Officer of the Day (OD)- The OD is responsible for the proper performance of duty by the main guards. He is charged with executing all orders of the commanding officers relating to interior duty guard.

3. Commander of the Guard (COG)- He is responsible for the instruction, discipline, and performance of the guards. Being senior in rank, the commander of the guard is responsible for proper action in case of emergency.

4. Sergeant of the Guard (SOG)- The SOG is the overall supervisor over the other NCO and sentinels of the guards. He takes over as commander of the guards in case no one else is detailed as such.

5. Relief Commander- The commander instructs numbers of his relief as to their orders and duties, and makes certain that each sentinel understands them. He also familiarizes himself with the special duties of members of his relief.

6. Sentinel of the Guards- They must memorize, understand, and comply with the general orders for sentinels. In addition, they must understand and comply with the specific orders applicable to their particular posts, including the use of countersigns if they are in effect.
11 GENERAL ORDERS OF THE GUARD:

Sentinels of the guards are governed by both general and special orders. General orders apply to all sentinels, while special orders apply to particular posts and duties. These special orders may also contain instructions on the use of signs and countersigns. Herein below are the eleven (11) General Orders for sentinels.

General Orders No. 1 - To take charge of my post and all government property in view.

General Orders No. 2 - To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.

General Orders No. 3 - To report all violations of orders I am instructed to enforce.

General Orders No. 4 - To repeat all calls from posts more distant from the guardhouse than my own.

General Orders No. 5 - To quit my post only when properly relieved.

General Orders No. 6 - To receive obey and pass to the sentinel who relieves me all orders from the Commanding Officer, officer of the Day, Commissioned and Non-Commissioned Officers of the guard only.

General Orders No. 7 - To talk to no one except in line of duty.

General Orders No. 8 - To give alarm in case of fire and disorders.

General Orders No. 9 - To call the Commander of the Guard in any case not covered by instructions.

General Orders No. 10 - To salute all officers, and all colors and standard not cased.

General Orders No. 11 - To be especially watchful at night during the time for challenging and to challenge all persons on or near my post and not to allow no one to pass without proper authority.
MILITARY CORRESPONDENCE

Introduction

Correspondence is defined as a written form of communication, which has two purposes, to convey information and to foster goodwill with its intended reader. In this form of communication, the writer primarily intends to transmit information and in the process, he also tries to build harmonious relationship with his reader. The second purpose of correspondence is often obscured in military correspondence because of the “command tone” that it always carry. Nevertheless, the creation of a sense of goodwill is still necessary to ensure that the reader will promptly and favorably react to the correspondence. Nothing is difficult about the job if one knows the fundamentals, however right training and practice is needed in order to have mastery of the job.

A. CHARACTERISTICS OF EFFECTIVE CORRESPONDENCE

For a military correspondence to be effective, it has to possess the following characteristics:

1. Simplicity. The correspondence must be organized in simple form and style. The words used must be plain, properly chosen and easily understood.
2. Clarity. Ideas must be presented clearly and must not be subject to misinterpretation.
3. Conciseness. This characteristic denotes the writing of short and brief correspondence. Nothing is difficult about the job if one knows the fundamentals, however right training and practice is needed in order to have mastery of the job.
4. Coherence. This means that all ideas in the correspondence must be presented in an orderly sequence. There must be a logical arrangement of essential information to facilitate understanding by the reader.
5. Emphasis. The correspondence must carry with it a certain force or intensity that gives it special impressiveness or importance. This is usually achieved by the use of well-selected, exact and concrete words to impress the ideas or information on the mind of the reader.

6. Completeness. The correspondence must contain all the necessary details of the ideas and "possible avenues," so to speak.

B. FORMS OF MILITARY CORRESPONDENCE

In the military service, time is always important hence; correspondence must be written in uniform format to insure efficient and prompt processing. Certain styles and organization have to be followed to preclude confusion and misunderstanding between the writer and his intended reader. Following are the most common forms of military correspondence.

C. MILITARY LETTER

A. DEFINITION

Military letter is a formal means of communication used by all units of the AFP and to foreign military Establishments. (Prepared in 8 x 10½ paper)

NOTE: So, correspondence addressed to Army entities including the Air Force, and GHQ, AFP will be prepared in military form.

B. CONSTRUCTION

1. Style
   a. Should be dignified and direct.
   b. It should be phrased in a courteous way. In wording the letter, the feeling of the persons to whom the letter is addressed will be considered at all times.
2. **Format** - It has the same three elements as that of the civilian letter:
   a. Heading
   b. Body
   c. Authentication (Closing)

C. **ELEMENTS**

1. **Heading** - consist of the following:
   a. Letterhead - Printed letterhead stationary is normally used on the first page.
      If letterhead stationary is not available, a typed letterhead maybe substituted.
   b. Initials or Originators Code
   c. Office Symbol
   d. Subject line
   e. Thru (Channel line)
   f. To (Addressee line)

2. **Body** - consists of paragraphs and sub-paragraphs

3. **Authentication** - consist of -
   a. Command or Authority line
      Example: BY ORDER OF CAPTAIN CRUZ:
      BY ORDER OF LCDR FAJARDO
   b. Signature line
   c. Enclosures - aligned to signatory line

4. **Placement of Margin**
   a. Top, first page (without printed letterhead) typed letterhead, ¾ inch (5
      Spaces) from the top of the paper.
   b. Top, second and succeeding paper, 1 ¼ inches (7 spaces downward)
   c. Left Margin - 1.25 inches (15 spaces)
   d. Right Margin - ¾ inch (9 spaces)
   e. Bottom margin - 1 ¼ inches (7 spaces)
5. Spacing (between lines)
   a. Letterhead - centered ¾ inch from the top edge.
   b. Initials - in line with the second line of letterhead approximately two inches from the right margin.
   c. Office Symbol - left side in line with date line, 2 spaces from last line of the letterhead.
   d. Dateline - right side, 2 spaces from last line of the letterhead (in line with Office Symbol).
   e. Subject Line - 2 spaces from Office Symbol.
   f. Thru Line - 4 spaces from Subject Line.
   g. To Line - 4 spaces from Thru Line.
   h. First line of the body of the letter - 5 spaces from To Line and indented 5 spaces from the left margin.
   i. Between paragraph and subparagraph - 2 spaces.
   j. Between lines - single space.
   k. Command of Authority line - 2 spaces from the last line of the body of the letter.
   l. Signature Line - 5 spaces from the command or authority line.
   m. Inclosures - opposite signature line at the left margin.

NOTE: A letter of less than nine lines maybe double-spaced.
AGM             12 February 1991

SUBJECT: Military Letter

THRU:    Flag Officer In Command, PN

TO:    Commander, NETC
       Attn: AC of TS, T1
       NSSC, San Antonio, Zambales

1. In making military letter, the initial of the officer dictating the letter (in capital letters), initial of the action clerk (in small letters), typist or clerk's initial in small letter, followed by the phone number of the office; or origin shall appear at the right side of the paper. Office symbol is typed in the upper left corner as shown on this sample.

2. Margins are 1 ¼ (15 inches – elite type) on the left side and ¾ inch (9 spaces) on the right side. The margin is kept as straight as possible. When no printed letterhead is available, the top margin of the typed letterhead is approximately ¾ inch (5) spaces from the top of the paper. On the second and succeeding pages, the top margin is approximately 1 ¾ inches (about 7 spaces).
3. Normally, the body of the letter will be single space with a double space between paragraphs, subparagraphs, sub-division of primary division or any further sub-division. A letter of less than nine lines maybe double-spaced if neither reply nor further action is anticipated.

4. List of enclosures is typed in the lower corner in line with the typed name of person signing the communication.

BY COMMAND OF LIEUTENANT GENERAL CRUZ:

2 Incls

EPIMACIO V CRUZ
Colonel AGS
The Adjutant General
D. NAVAL LETTER

A. DEFINITION

Naval Letter - is used by all units within the Philippine Navy, and to foreign naval establishments as a formal means of communication.

**Style** - the naval letter is prepared in a semi-block style, that is without indentions. It has the same three elements like that of a civilian letter.

**Letterhead** - like the military letter, printed letterhead stationary is also normally used for the first page. However, if letterhead stationary is not available, a typed letterhead may be substituted.

1. In a naval letter, the office or identifying symbols include the initial of the officer signing the draft, action clerk, typist and telephone number. It shall appear on the right side of the paper in line with the heading's address and two (2) inches from the right side of the paper. The serial number is blocked below the office symbols while the date is blocked below the serial number of the communication.

2. Placement of “From” line is typed seven (7) spaces below the last line of the letterhead. “To” is placed immediately below the word “To” line. If there is more than one “Via” addressee, each is numbered with an Arabic numeral enclosed in a parenthesis. The “Subj” line is typed two (2) spaces below either the “To” or “Via” line as the case maybe. The abbreviated “Subj” is used to introduce a topical statement of the subject of the correspondence. The “Ref” line is two (2) spaces below the last line of the “Subj” and is used when previously prepared material is cited. References are designated in small letters enclosed in parenthesis in chronological order and are fully identified as to origin, type, title and date. “Encl” line is two (2) spaces below the “Ref” line, if any. They are numbered with Arabic numerals.
enclosed in parenthesis and are used to introduce a listing of materials that are to be forwarded with the letter.

3. The text of the letter begins two (2) spaces below the last line of the “Encl”, “Ref”, or “Subj” line, as the case maybe. The letter will be single spaced with a double space between paragraph, sub-paragraph, or sub-division or primary divisions or any further sub-divisions. A letter of less than nine lines maybe double-spaced, if neither reply nor further action is anticipated.

E. ENDORSEMENT

Endorsement - is a method used to transmit or reply to all military or naval communication by typing and/or writing on the communication itself rather than preparing a new communication.

An endorsement is concerned with the same subjects as the letter to which it pertains. Also the contents of a prior endorsement may be the subject for comment. It is normally phrased in brief form, a simple statement on the subject matter. Endorsements become an integral part of the communication and will not be withdrawn from the basic document with which they are appended.

Naval Endorsement is used for endorsing communication within the units of the Philippine Navy and to foreign naval units:

F. ROUTING SLIP

The principal purpose of a Routing Slip is to transmit papers from office to office within a headquarters or from section to section within an office. It is never used to forward papers to an agency outside of a headquarters. The routing slip is used to speed up transmittal of correspondence direct to action offices or sections, without using a Check Sheet or a formal endorsement. However, when it is faster to stamp a comment on the Check Sheet or basic paper and this comment is intended to form a part of the record, the routing slip will not be used. This is usually applicable in transmitting to TAG signed papers for dispatch or records for file. Routing slips are accomplished in handwriting.
TNAO Routing Slip - will be used for inter office routing in the HPN for the purposes printed on the form. It may contain informal comments, which are not intended to be forwarded beyond the addressee on the slip. Since the routing slip is ordinarily not filed, it will never be used for approval, disapproval, concurrences, non-concurrences, or other important actions or comments, even through brief. This type of action is placed either on the basic paper itself or on a Check Sheet.

Priority Cases - Ordinarily, plain white routing slip will be used. In transmitting communications demanding immediate action, precedence will thus be indicated in the remark portion of the routing slip. For example - RUSH, PRIORITY, URGENT or Take Note of Target Date, etc.

Inter-office Routing Slip - Central, Technical and Special Staff of HPN are encouraged to design appropriate routing slips for use within their offices.

G. Civilian Letter - is used by naval establishment for correspondence addressed to Persons with other governmental departments, and the Secretary of National Defense.

Non-Military/Naval letter follow the same general style with that of a civilian business letter, using salutation and complimentary clause. The use of military and/or naval phraseology which is associated with the command function should be avoided. For the sake of uniformity and in keeping with modern democratic trends in the preparation of official communication, formal letter should carry the complimentary clause “Very Truly Yours” instead of “Respectfully “, or “Respectfully Yours”. However, in letter to religious leaders of the Roman Catholic Church, the Protestant Church, Iglesia ni Cristo and other religious sect the formal complimentary clause shall be “Respectfully Yours”. As usual, where the letter takes on a semi-official informal form, the salutation shall be “Dear Mr. ____,” or “My Dear Mr.” with the complimentary clause “Sincerely yours.”
Honorable Eulogio Rodriguez Sr.
Chairman, Commission on Appointments
Philippine Senate
Manila

Dear Senator Rodriguez:

This is to acknowledge receipt of your letter of even date regarding the confirmation of ranks to some of the officers of the Armed Forces of the Philippines.

In the named officers concerned, allow me to express our heartfelt gratitude on the recent action taken by that August body.

Conscious of the fact that more responsibilities lie ahead of us, we assure you that we will do our best to justify the reposed in us.

Truly yours,

MARCELO V ARIAS
Colonel, PA(GSC)
The Adjutant General
From: Commandant, 247th NROTCU  
To: Commanding Officer, MSEG  

Subj: Availability of one (1) Instructor

1. This unit will organize a silent drill platoon to compete for a fancy drill competition with other ROTC units AFP wide. The silent drill platoon will also perform during Foundation Day and in the 7th National Seafarers' Day (NSD) this September 2002. However, this unit lacks qualified drill instructor for this purpose.

2. In this connection, request the availability of one (1) rated drill instructor to assist us in this endeavor.

3. Representative from this unit will coordinate for the details.

RONULFO S SAONOW  
LCDR  PN
MILITARY JUSTICE

INTRODUCTION

The military justice system was really meant to enable commanders to dispose of personnel problems in their units in the most expeditious manner. Speedy disposition of cases preserves discipline, promotes justice and enhances the attainment of the Commander’s mission.

In concept, the military justice system is designed to enforce discipline and administer justice in the military service, and it is composed of four (4) components:

1. Investigation - is the process of looking into the circumstances of a case for the purpose of verifying and establishing the facts. It also involves the gathering, handling, protection and preservation of evidence to prevent destruction, loss or tampering.
2. Prosecution - the accusation of a crime before a legal tribunal.
3. Trial or adjudication - a legal action before a judge and jury.
4. Judgment or decision - punishment given to the accused who committed such crime.

These same components permeate two distinct division of the system, namely:

1. Administrative cases - are those that result in decisions not involving penal sanctions and may take such mild disciplinary or instructive forms as admonition, reprimand and the like. These are usually disposed of by all commanders from a detached unit to the highest command level. These can also be disposed of by other designated staff officers at certain command levels.

2. Punitive cases - are those that result in judgments of fine, hard labor, deprivation of liberty or combination of these whenever guilt of those involved are proven. These are usually higher command level matters.
The type of evidence and degree of proof required are also different for these two categories.

Punitive cases require guilt to be proven beyond reasonable doubt while Administrative cases require only preponderance of evidence to gain positive adjudication.

**SOURCES OF MILITARY LAW**

Our study of military justice should encompass an understanding of military, which we call the Articles of War. This set of laws, known as Commonwealth Act No. 408, was enacted by the Philippine National Assembly on 14 September 1938. Among others, the Articles of War defines the offenses punishable under the law and prescribes the corresponding punishment.

Rules governing the conduct of military personnel and providing for a method by which persons be punished are contained in the Articles of War, the Manual for who break them may Court-Martial, the Constitution of the Philippines and pertinent laws that brings us to the topic of military jurisdiction.

**MILITARY JURISDICTION**

Military jurisdiction emanates from several sources, among which are the constitution of the Philippines and International Law, some specific provisions of the Constitution granting some powers to Congress, and in the authority vested in the President of the Philippines as Commander-in-Chief of all Armed Forces. But how is military jurisdiction exercised and what are the agencies through which it is being carried out? Its exercises are carried out by the following agencies:

1. Court-Martial - General, Special and Summary
2. Commanding Officers in exercising their disciplinary powers under AW 105.
3. Court of Inquiry
4. Military Tribunals or Commission
Let us now consider the classes of individuals who automatically fall under the jurisdiction of Court-Martial. As a general rule, courts-martial have the exclusive jurisdiction over all persons subject to military law who commit an offense penalized by the punitive articles of war. To be more specific, the term “persons subject to military law” refers to the following:

1. All officers and enlisted personnel in the regular force of the AFP.
2. All reservists from the date of their call to active duty and while on such active duty.
3. All trainees undergoing military instructions.
4. All cadets of the PMA and PAF Flying School, and Probationary Lieutenants on actual training.
5. Retainers to camp and all persons accompanying or serving with the AFP in the field in time of war or when martial law is declared.
6. All persons under sentence adjudged by a court-martial or military tribunal.

It would be appropriate to state at this juncture that CAT and ROTC cadets are not “persons subject to military law” because they are not considered as “cadets” as defined by the Articles of War.

SELECTED PUNITIVE ARTICLES OF WAR & RELATIONSHIP BETWEEN CIVIL-MILITARY COURTS

As gleaned from historical records, the articles of war were promulgated effective September 14, 1938 when the unicameral Philippine National Assembly enacted Commonwealth Act No. 408 which became the basic law that gave the guidance and operations of the country’s Armed Forces, then known as the Army of the Philippines. Then as now, there are 120 Articles, most of which are lifted from US Uniform Code of Military Justice. It is for this reason that our articles of war had the same substance as the American Military Code of 1928, which was found applicable to Philippine conditions. Of the 120 Articles of War, 52 are considered as the punitive, because they specify what punishment is to be imposed for each military offense committed. Articles of War 54 to
105, inclusive, are the punitive articles. There are two (2) broad categories of crimes or offenses that are similarly within the contemplation of the Revised Penal Code of the Philippines. Two offenses that are strictly classified as purely military.

**PUNITIVE ARTICLES ARE AS FOLLOWS:**

1. Article 54 - Fraudulent Enlistment
2. Article 55 - Officer Making Unlawful Enlistment
3. Article 56 - False Muster
4. Article 57 - False Returns or Omission to Render Returns
5. Article 58 - Acts to Constitute Desertion
6. Article 59 - Punishment for Desertion
7. Article 60 - Advising or Aiding Another to Desert
8. Article 61 - Entertaining a Deserter
9. Article 62 - Absence Without Leave
10. Article 63 - Disrespect Toward the President, Vice President, Prime Minister, Chairman of the National Assembly or Minister of National Defense
11. Article 64 - Disrespect Toward Superior Officer
12. Article 65 - Assaulting or Willfully Disobeying Superior Officer
13. Article 66 - Insubordinate Conduct Toward Non-Commissioned Officer
15. Article 68 - Failure to Suppress Mutiny or Sedition
16. Article 69 - Quarrels, Frays and Disorders
17. Article 70 - Arrest or Confinement
18. Article 71 - Charges, Action Upon
19. Article 72 - Refusal or Receive and Keep Prisoners
20. Article 73 - Report of Prisoners Received
21. Article 74 - Releasing Prisoner Without Proper Authority
22. Article 75 - Delivery of Offenders to Civil Authorities
23. Article 76 - Misbehavior Before the Enemy
24. Article 77 - Subordinate Compelling Commander to Surrender
25. Article 78 - Improper Use of Countersign
Courts-martial and other military tribunals generally exist to assist commanders in the administration of military justice. Specifically they are established to enforce discipline in the military establishment and to serve as deterents to military crimes and offenses. And, by the very nature of the conduct of trial, these courts-martial and other military tribunals hasten the administration of military justice. Let us look into the jurisdiction as to person, offense and punishment of each of the three (3) types of courts-martial to substantiate the contention just cited. Courts Martial are classified as follows:

A. General Courts Martial

Consist of any number of members not less than five (5) and by whom may be appointed by the following: the President, Chief of Staff of the AFP and when empowered by the President, the Commanding Officers of major commands or task forces, division regional commands, the Superintendent of the Philippine Military Academy, Commanding Officers of separate brigades or body of troops. Appointing authority shall detail as member of the general court martial a member of the bar, who may be an officer of the Judge Advocate General to be qualified for such appointment. A general court martial has a jurisdiction over all commissioned officers and other
persons subject to military law who commit an offense capital in nature and whose possible sentence or punishment includes death, dismissal or dishonorable discharge from the service, total forfeiture of pay and allowances, or confinement at hard labor. In the PN, a general court martial can impose the following: deprivation of liberty on shore, solitary confinement not exceeding thirty days, and solitary confinement on diminished rations not exceeding thirty days. Thus, we can see that since officers are triable by a general court martial, this thought alone construes a more tedious legal process to serve the ends of justice. This is compounded by the nature of the offense and the probable punishment to be meted out.

B. SPECIAL COURTS-MARTIAL

Consist of any number of members not less than three (3). The following may appoint special court martial: Commanding Officers of major commands, task forces, regional commands or divisions and when empowered by the President, Commanding Officer of a garrison, camp, brigade, regiment, detached battalion or other detached command or commissioned vessel. However, when subject Commanding Officer is the accuser or prosecutor, the court shall be appointed by superior authority. A special court martial on one hand, has the exclusive jurisdiction to try all other persons subject to military law, excepting the officers, for offenses not capital in nature and whose probable sentence includes confinement not exceeding six (6) months, forfeiture of 2/3 pay per month not to exceed six (6) months per months, restriction to limits, hard labor without confinement not exceeding three (3) months, and reprimand, admonition and demotion in rank. The proceedings so conducted are not as tedious as those for a general court martial.

C. SUMMARY COURTS MARTIAL

An entirely different case would be the trial by a summary court martial where its proceedings are much faster than those of the other types of courts martial. Since it has at least one member who sits as president, trial judge advocate (TJA), and defense council at the same time, and since its jurisdiction as to person, offense, and punishment
is limited, a summary court martial can dispose of a certain case in the most expeditious manner. It shall have the power to try any person subject to military law, except an officer, a cadet, a flying cadet or probationary second lieutenant, for any crime or offense not capital but punishable by these articles. However, no non-commissioned officer shall be tried in a summary court-martial without the authority of the officer competent to bring him to trial in a special court-martial. It can impose judgment as follows: confinement for one month, restriction to limits for three (3) months and forfeiture or detention of 2/3 pay for one month.

D. MILITARY COMMISSIONS OR TRIBUNALS

The commission or tribunal plays the same role as court-martial. During martial law, which was in effect throughout the country from 1972 to 1981, these commissions or tribunals tried cases referred to them in the same expeditious way. Even civilians who committed offenses not triable by courts martial fell under the jurisdiction of these special bodies whose proceedings were in accordance with procedural law. Mention must be made here that that a Chinese national who was accused of drug pushing and distribution was found guilty by a military commission and meted out the death penalty thru musketry. These bodies had helped in the faster dispensation of justice, which could have taken years to dispose of under normal condition.
PROVISIONS OF HUMAN RIGHTS UNDER ARTICLE III: BILL OF RIGHTS, CONSTITUTIONAL GUARANTEES TO HUMAN RIGHTS

Sec. 1 No person shall be deprived of life, liberty, or property without due process of law, nor shall any person be denied the equal protection of the laws.

Sec. 2 The right of the people to be secure in their persons, houses, papers, and effects against unreasonable searches and seizures of whatever nature and for any purpose shall be inviolable, and no search warrant or warrant of arrest shall issue except upon probable cause to be determined personally by the judge after examination under oath or affirmation of the complainant and the witnesses he may produce, and particularly describing the place to be searched and the persons or things to be seized.

Sec. 3 (1) The privacy of communication and correspondence shall be inviolable except upon lawful order of the court, or when public safety or order requires otherwise as prescribed by law.

(2) Any evidence obtained in violation of this or the preceding section shall be inadmissible for any purpose in any proceedings.

Sec. 4 No law shall be passed abridging the freedom of speech, of expression, or of the press, or the right of the people peaceably to assemble and petition the government for redress of grievances.

Sec. 5 No law shall be made respecting an establishment of religion, or prohibiting the free exercise thereof. The free exercise and enjoyment of religious profession and worship, without discrimination or preference, shall forever be allowed. No religious test shall be required for the exercise of civil or political rights.

Sec. 6 The liberty of abode and of changing the same within the limits prescribed by law shall not be impaired except upon lawful order of the court. Neither shall the right to
travel be impaired except in the interest of national security, public safety, or public health, as may be provided by law.

Sec. 7 The right of the people to information on matters of public concern shall be recognized. Access to official records, and to documents, and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as basis for policy development, shall be afforded the citizen, subject to such limitations as may be provided by law.

Sec. 8 The right of the people, including those employed in the public and private sectors, to form unions, associations, or societies for purposes not contrary to law shall not be abridged.

Sec. 9 Private property shall not be taken for public use without just compensation.

Sec. 10 No law impairing the obligation of contracts shall be passed.

Sec. 11 Free access to the courts and quasi-judicial bodies and adequate legal assistance shall not be denied to any person by reason of poverty.

Sec. 12 (1) Any person under investigation for the commission of an offense shall have the right to be informed of his right to remain silent and to have competent and independent counsel preferably of his own choice. If the person cannot afford the services of counsel, he must be provided with one.

These rights cannot be waived except in writing and in the presence of counsel.

(2) No torture, force, violence, threat, intimidation, or any other means which vitiate the free will shall be used against him. Secret detention places, solitary, incommunicado, or other similar forms of detention are prohibited.
(3) Any confession or admission obtained in violation of this or Section 17 hereof shall be inadmissible in evidence against him.

(4) The law shall provide for penal and civil sanctions for violations of this section as well as compensation to and rehabilitation of victims torture or similar practices, and their families.

Sec. 13 All persons, except those charged with offenses punishable by reclusion perpetua when evidence of guilt is strong, shall, before conviction, be bailable by sureties, or be released on recognizance as maybe provided by law. The right to bail shall not be impaired even when the privilege of the writ of habeas corpus is suspended. Excessive bail shall not be required.

Sec. 14 (1) No person shall be held to answer for a criminal offense without due process of law.

(2) In all criminal prosecutions, the accused shall be presumed innocent until the contrary is proved, and shall enjoy the right so be heard by himself and counsel, to be informed of the nature and cause of the accusation against him, to have a speedy, impartial, and public trial, to meet the witnesses face to face, and to have compulsory process to secure the attendance of witnesses and the production of evidence in his behalf. However, after arraignment, trial may proceed notwithstanding the absence of the accused provided that he has been duly notified and his failure to appear is unjustifiable.

Sec. 15 The privilege of the writ of habeas corpus shall not be suspended except in case of invasion or rebellion when the public safety requires it.

Sec. 16 All persons shall have the right to a speedy disposition of their cases before all judicial, quasi-judicial, or administrative bodies.

Sec. 17 No person shall be compelled to be a witness against himself.
Sec. 18  (1) No person shall be detained solely be reason of his political beliefs and aspirations.

(2) No involuntary servitude in any form shall exist except as a punishment for a crime whereof the party shall have been duly convicted.

Sec. 19  (1) Excessive fines shall not be imposed, nor cruel, degrading or in human punishment inflicted. Neither shall death penalty be imposed, unless, for compelling reasons involving heinous crimes, the Congress hereafter provides for it. Any death penalty already imposed shall be reduced to reclusion perpetua.

Sec. 20 No person shall be imprisoned for debt or non-payment of a poll tax.

Sec. 21 No person shall be twice put in jeopardy of punishment for the same offense. If an act is punished by law and an ordinance, conviction or acquittal under Either shall constitute a bar to another prosecution for the same act.

Sec. 22 No ex post facto law or bell of attainder shall be enacted.
A. The word “threat” literally means the expression of an intention to inflict injury to another. Two elements are interfered from this definition. The first is intention, either declared or indicated to inflict injury. The second is force or the means with which to carry the intention.

B. Threat to National Security is defined as an intention, declared or indicated to jeopardize, prejudice, or in any way endanger by the use of force or any means the security of the state.

C. Classification of Threat to National Security – The threat to National Security can be classified in accordance with

- The Source – Threat to our National Security can either be internal or external. A threat generated from within the territorial limits of the country is said to be an internal threat. A threat from outside the country is referred to as an external threat.

**INTERNAL THREATS**

1. Local Communists:

   a. Communist Party of the Philippines (CPP)
   The Peking-oriented elements – designed to topple the duly established government and in turn seize state power. Its objective is to overthrow the established government through violent means.

   New People’s Army (NPA) - is the military arm of the Communist Party of the Philippines.
The CPP/NPA/NDF remain to be the most serious threat to the security of the country as it sustained its armed struggle to achieve its ultimate goal of toppling the government and supplant it with a communist form of government. At the start, it has adopted the Maoist doctrine of encircling the cities from the countryside. However, recent reports on strategies of the NPA activities indicate that the CPP/NPA is now categorically guided in its action by universal theory of Marxism – Leninism. This is guerilla warfare complimented by insurrectional type of operations in urban areas.

2. Secessionist Movement:

This movement (MNLF) is composed of people who take part in complete withdrawal from an association, federation especially from a political group.

The ultimate purpose of this movement is to create independent Bangsa Moro comprising the whole of Mindanao, Palawan, Sulu, Basilan and Tawi-Tawi.

3. Ultra-Rightist Group:

This group is composed of former military personnel, Marcos loyalist, former politicians, business tycoons and other big wigs who are critical of the present set-up.

EXTERNAL THREAT:

1. Superpower Build-up in the Indian Ocean:

The proximity of the United States and Soviet forces stationed in the area could trigger an armed confrontation. This will have significant impact on Philippine security owing to our close military relations with the United States.
2. **Going Soviet Naval Presence in the South China Sea:**

The increasing presence of Soviet Naval forces in the area as evidenced by their continued access to Vietnamese military facilities at Danang and Cam Ranh Bay, their reported construction of a logistic base at Kompong Som port, Kampruche and the steady increase in the traffic of Soviet commercial vessels in the Philippines expose the country to Soviet political and intelligence maneuverings.

3. **Maritime Claims/Disputes:**

The unresolved maritime disputes in the South China Sea continue to be a source of tension and conflict. The more explosive of these are the PRC-SRV dispute over the ownership of the Parcels and the Spratlys and their boundaries in the Gulf of Tonkin, the Indon-Vietnamese continental shelf boundary claims in the Natun and the claims to Kalayaan being raised by China, Vietnam, Taiwan and the Philippines. The danger of armed clashes in the disputed territories remains with the military presence of claimant countries. Further complicating the maritime issues is the recent adoption by all countries in the region of the 12-mile seas and the 200-mile exclusive economic zone with no precise definition on the limits of these zones.

4. **Iran-Iraq Conflict:**

While this has not adversely affected global oil supply, the superpowers are expected to intervene in this conflict in the event that their strategic interests in the area are threatened.

(1) **The Form** – Depending upon the type of force or means intended to be utilized, the threat to National Security can be termed either as military or non-military. Military threat is the intention to use military force to attain the objectives. Non-military threat is the use of all means other than Military. This refers to acts, methods, forms and techniques designed to weaken or destroy the military, political, economic and social structure of the nation.
(2) The Existence – The threat to National Security can be either actual or potential. Potential literally means existing in possibilities not in actuality; becoming as distinguished from being; possible or in the making.

As previously stated, a threat contains two elements;

(a) The intention, expressed or indicated to inflict injury; and
(b) The force or the means to carry out the intention. When these two elements are present, then we say that the threat exists and thereof, is actual.

D. Thus, an entity, or organization, association, etc., is said to pose an actual threat to our National Security when it had the intention to utilize an existing force or means in a manner inimical to the security of the state.

E. However, when only the intention exists without the force or the means necessary to carry out the intention, or if the required force or means is either merely a possibility or in the process of being, then we say that there is potential threat.

F. Thus an entity, organization, association, etc., which has the intention to endanger the National Security but has not the force or the means to carry out the intention, or whose force or means is still in the process of being, or in the making, is regarded only as a potential threat.

G. The existence of a force or means alone, without the intention to utilize such force or means against the security of the state does not necessarily constitute a threat.

H. There can be no intermediate degree between actual and potential threat. The disintegration, whether in part or as a whole, of any of the elements involving the integrity and the sovereignty of a state would redound to a breach in the National Security. Hence, a threat aimed at partial or total disintegration of the elements and prerogatives of a state can only be defined as to actuality and potentiality. Any attempt to strike a balance between actual and potential threat would be in appropriated and
indefinite. Such terms as “major” “minor”, and “limited” are relative and confusing. They connote intensity of proportion and effect which define the degree of the actual as well as the potential threat. Threat to National Security, regarding or regardless of degree, either exist in actuality or merely as potential.
ANTI AND COUNTER TERRORISM

INTRODUCTION

The key to defeating terrorists is awareness, education and intelligence in order to deny, deters, delay and detect terrorist acts. Rapid coordination between agencies, military units, local police and foreign agencies concerned are essential in denying terrorist, targets and refuge.

A. Definitions

1. Terrorism - is the unlawful use of force or violence against individuals or property to coerce or intimidate governments or societies often to achieve political, religious or ideological objectives.

2. Terrorist Incident - is a violent act dangerous to human life in violation of the criminal laws of the Philippines to coerce or intimidate government or societies to achieve political, religious or ideological objectives.

3. Terrorist - an individual who uses violence, terror and intimidation to achieve a result.

B. Goals of Terrorism

1. Broad Goal – to project uncertainty and instability in economic, social and political arenas.

2. Specific Goals
   a. Short-term terrorist goals
      1) Gaining recognition
      2) Reducing government credibility or showing government incompetence.
      3) Obtaining funds and equipment
      4) Disrupting communications
5) Demonstrating power
6) Delaying political process
7) Eliminating opposition leaders
8) Reducing the government economy
9) Influencing elections
10) Demoralizing and discrediting the security force
11) Intimidating a particular group
12) Causing a government to overact
13) Elevate social anxiety

b. Long-term goals
   1) Topple government
   2) Influence top-level decisions
   3) Gain legitimate recognition for their cause

3. Terrorist Activities
   a. Bombings/Explosive
   b. Arson
   c. Skyjacking/Hijacking
   d. Seajacking/Marjacking
   e. Ambush
   f. Kidnapping
   g. Hostage-taking
   h. Robbery and Extortion
   i. Assassination
   j. International Narcotic Support
   k. Thefts

4. **Types of Terrorism according to location of incident**

   a. Domestic Terrorism – involves groups or individuals who are based and operate within the territorial jurisdiction of the Philippine Island and are directed at elements of our government or population.
b. International Terrorism – involves groups or individuals who are foreign based or directed by countries or groups outside the Philippine territory or whose activities transcend national boundaries.

5. Terrorist's Targets

a. Non-combatant target
   1) Persons - diplomat as symbol of government
      - Business executive as symbol of economic imperialism
      - Foreign/political leaders
      - Innocent civilian
   2) Facilities - communication facilities/installation
      - Power plants/lines

      a) The exact location and interrelationship of such permanent objects as roads, buildings, trees, forests, rivers, bridges, railroads.

      b) The description and position of movable and temporary objects as tables, chairs, dishes, vehicles, tools, etc.

      c) The positions of people or vehicles in movement which are part of the incident and subject to immediate and continuous change after the incident, including the paths followed in their movements.

      d) Complete descriptions of clues or leads left on the incident scene. Clues or leads may be removable or destructible items such as fingerprints, footprints, bloodstains, paper fragments, wearing apparel, cigar or cigarette butts, ashes, excrement, etc.

   3) Negative Facts. The absence of any conditions, materials, or objects which might reasonably be expected on the scene in view of the nature and circumstances of the incident is termed as negative fact. The absence of fingerprints,
sabotage devices, tool marks, ejected shells, blood (blood stains), etc., from the incident scene where their presence would be appropriate is a negative fact of value in analysis and solution of the case.

6. **Processing the Incident Scene**

This step involved the use of plaster of pairs-casts, and similar three-dimensional reproduction such as the development of latent fingerprint. In evidence from an incident scene, the agent enlists the services of technicians. These laboratory experts are called upon to make microscopic examinations, and chemical analysis of blood and body fluids, fingerprints, documents, etc.

7. **Pointers in Sketching**

Mathematical principles could prove powerful tools in making sketches:

a. A point (dot) when along a plane produces a line.
b. A line can either be straight, curve or broken line.
c. Any line segment can be produced and extended to any desired indefinite length.
d. Two points determine a straight line.
e. The perpendicular distance is the shortest distance from a point to a line.
f. Parallel lines will never meet or intersect.
g. Lines perpendicular to the same line are parallel to each other.
h. Lines parallel to the same line are parallel to each other.
i. Parallel lines will appear to taper at the horizon as in the case of railway tracks.

This tapering situation is simply an optical illusion. Man's observation process is adversely affected by distance. Hence, accurate observation is inversely proportional to distance.
C. Strategy to Combat Terrorism

1. Prediction

   a. Combating terrorism requires intensive knowledge of the goals, intentions and capabilities of the terrorists.

   b. Active Intelligence program exploiting military, civilian and foreign information.

   c. Inter-agencies' coordination and corporation

   d. EEI's regarding terrorists
      1) Organizational structure, size, composition
      2) Identify and locations of terrorists
      3) Modus Operandi
      4) International and national support sources and personalities
      5) Motivations
      6) Logistics
      7) Training and Tactics
      8) Intel capabilities
      9) Probable targets

2. Prevention

   a. Physical Security - preventing unauthorized access to equipment facilities, materials and documents in offices, quarters and installations.

      - Regular conduct of physical survey
b. Personnel Security - measures taken to reduce the vulnerability of an individual for atta
   - Awareness and strict compliance of SOPs is going to high-risk places alone.

c. Proper education and training to personnel regarding terrorist counteractions to encourage vigilance and enhance further studies for more effective counteractions.

d. Total public cooperation – immediate reporting of sighting of suspicious persons and activities.

3. Deterrence

   a. Strict and hard line policies/laws against terrorism
   b. Sanctions to be imposed to states sponsoring terrorism
   c. Quick and effective tracking worldwide of terrorists through good inter-agencies cooperation and coordination
   d. Non-acceptance of terrorism as an act to achieve a certain goal
   e. Media as a responsible tool to disseminate exact, complete and correct info to avoid panic to the public or else a very effective tool of terrorist to convey their cause
   f. Threat of a Counterforce – presence of a greater Counterforce.
INTRODUCTION

Signals are used to transmit commands or information when radio and other means of communication are not available or during instances when silence must be maintained. The use of signals is particularly useful during conduct of patrols or during the thick of firefight where verbal commands are difficult to understand. The uses of signals are generally embodied in a unit’s SOP and all members are expected to know them by heart. Subordinate leaders are required to repeat the signals of their commanders to ensure prompt and correct execution of the orders by the men.

A. FIVE (5) MEANS OF COMMUNICATION

1. THE WHISTLE

The whistle is an excellent signal devise used by small unit leaders. It has, however, some disadvantages. The sound of whistles from adjacent units may confuse the men and its affectivity as a means of communication may be adversely affected by normal noise that exist in the battle field. Nevertheless, the whistle may be an effective means of transmitting instant messages to a large group of men. Remember when you intend to use a whistle as a signal, be sure that it is pre-arranged and that all the men understand what every whistle sound means.

2. THE SEMAPHORE

Semaphore flag signaling is rarely used today except in the Navy where such method of communication is still being used as a back-up communication means between ships at sea.
THE MORSE CODE

The Morse code is an internationally known communication code used as an alternate to voice-radio communication. Message transmission through the use of Morse Code is much slower than through voice-radio communication, but it is as reliable. Morse Code messages may be relayed through dots and dashes on the telephone or through short and long flashes on signal lights.

A  . _  N  _ .  1  . _ _ _ _
B  _ ...  O  _ _ _  2  .. _ _ _
C  _ . _ . P  . _ _ .  3  ... _
D  _ ..  Q  _ _ . _  4  .... _
E  .  R  . _ .  5  ....
F  .. _ .  S  ...  6  _ ....
G  _ _ .  T  _  7  _ _ ...
H  . .  U  .. _  8  _ _ _ _
I  _  V ...  9  _ _ _
J  . _ _ _ W  . _ _     _ _ _
K  _ . _  X  _ .. _ (Period)  _ _ . _ _
L  _ ..  Y _ _ ..  ? . _ _ ..
M _ _ Z _ _ .. (Comma) _ _ .. _ _

The International Morse Code

3. OTHER SPECIAL SIGNALS

Special signals consist of all special methods and devices used to transmit commands or information. These may take the form of taps on the helmet or rifle stock to signal “halt”, “danger”, “move forward” or “assemble here”. Necessity and common sense usually dictate the appropriate special signal to be used in
communicating with the men. Nevertheless, these signals must be clearly understood and properly rehearsed by the unit before they are used.

Various pyrotechnic and smoke signals may also be effective to signal the time to attack, to withdraw or to commence performing a specific task, such as to cease or shift supporting fires. They may also be used to mark the limits of front lines and indicate targets. Before you make use of a special signal for your unit, be sure to check it with other leaders to ensure that they are not using the same signal which may have different set of meanings.

4. **ARM AND HAND SIGNALS**

Arm and hand signal are often made a part of a unit’s SOP and it may vary from one unit to another. This silent means of relaying commands to the men are usually used during patrols or infiltration missions when silence is extremely important. Following are the standard arm and hand signals. However, you may device your own for your unit, but be sure your men understand their meanings before you use them.

1. **Decrease Speed.** Extend your arm horizontally sideward with your palm to the front. Then wave your arm downward several times keeping your arm straight. Do not move your arm above the horizontal.

2. **Increase Speed or Double Time.** Carry your hand to your shoulder with your fist closed. Rapidly thrust your fist upward vertically to the full extent of your arm and back to your shoulder for several times.

3. **Change Directions or Column (Right or Left).** Extend your left or right arm horizontally to the side with palm facing to the front.

4. **Enemy in Sight.** Hold your rifle horizontally with the butt in your shoulder and the muzzle pointing in the direction of the enemy.
5. **Commence Firing.** Extend your arm in front of your body, hip high with your palm down. Move it through a wide horizontal arc several times.

6. **Fire Faster.** Execute rapidly the signal “Commence Firing”. For the machine gunner, this signal means change to a higher rate of fire.

7. **Fire Slower.** Execute slowly the signal “Commence Firing”. For the machine gunner, this signal means to slow-down rate of fire.

8. **Cease Firing.** Raise your hand in front of the forehead with your palm facing to the front. Then swing your hand and forearm up and down several times in front of your face.

9. **Assemble.** Raise your hand vertically to the full extent of your arm with your fingers extended and joined with palm facing to the front. Then wave in large horizontal circles with your arm and hand.

10. **Form into Column.** Raise either of your arm to the vertical position. Drop your arm to the rear, describing complete circles in a vertical plane, parallel to your body. This signal may be used to form troop or vehicular columns.

11. **Form into Echelon (Right or Left).** Face the unit being signaled and extend one arm 45 degrees above and your other arm 45 degrees below the horizontal with your palm facing to the front. Your lower arm shall indicate the direction of the echelon. Supplementary commands may be given to ensure prompt and proper execution.

12. **Form into Skirmishers (Fire Team).** Raise your both arms laterally until they are horizontal. Keep your arms and hands extended with the palms down. If it is necessary to indicate a direction, move in the desired direction at the same time you execute the signal. This signal is also used to command a squad to form into a line formation.
13. **Form into Wedge.** Extend your both arms downward and to your side at an angle of 45 degrees below the horizontal with your palms facing to the front.

14. **Form into Vee.** Extend your arms at an angle of 45 degrees above the horizontal and form the letter “V” with your arms and torso.

15. **Platoon.** Extend both arms forward with your palms down towards the leader or the unit whom your signal is intended. Then describe large vertical circles with your hands.

16. **Squad.** Extend your hand and arm with your palm down, towards the squad leader of the squad you are addressing. Then distinctly move your hand up and down several times from the wrist, keeping your arm steady.

17. **Fire Team.** Bring your right arm diagonally across your chest.

18. **Close Up.** Start your signal with your both arms extended sideward and palms forward. Then bring your palms together in front of your body momentarily. When repetition of this signal is necessary, bring your arms back to the starting position by a movement along the front of your body.

19. **Open Up or Extend.** Start your signal with your arms extended in front of your body and palms together. Then bring arms to the horizontal position of your sides with palms facing forward. When repetition of this signal is necessary, return your arms along the front of your body as in the starting position. You may repeat the signal until you are understood.

20. **Disperse.** Extend your either arm vertically overhead. Wave the hand and arm to the front, left, right and rear with your palm facing towards the direction of each movement.
21. **Forward, Advance to the Right (Left).** This signal is always used when starting from a halt. Face and move in the desired direction of the march and at the same time extend your arm horizontally to the rear. Then swing it overhead and forward in the direction of the movement until it is horizontal with your palms down.

22. **Halt.** Carry your hand to your shoulder with your palm facing to the front. Then thrust the hand upward vertically to the full extent of your arm and hold it in that position until the signal is understood.

23. **Freeze.** Make the signal for “halt” and clinch your hand into a fist.

24. **Down and Take Cover.** Extend your arm sideward at an angle of 45 degrees above the horizontal with your palm down. Then lower your hand to your side. You may use both arms in giving this signal. Repeat the signal until understood.

25. **Hasty Ambush Right (Left).** Raise your fist to your shoulder level and thrust it several times in the desired direction.

26. **Rally Point.** Touch your belt with one hand and point to desired spot on the ground you want to designate as your unit’s rally point.

**SIGNS FOR COMBAT FORMATIONS AND BATTLE DRILLS**

Leaders of dismounted units use arm-and-hand signals to control the movement of individuals, teams, and squads. These signals are used by infantry and also by combat support and combat service support elements organized for infantry missions.
DISPERSE

ASSEMBLE/RALLY

FOLLOW ME, OR COME FORWARD
FIX BAYONETS

DOUBLE TIME

ENEMY IN SIGHT

TAKE COVER

WEDGE

VEE
Patrolling is conducted by many type units. Infantry units patrol in order to conduct combat operations. Other units patrol for reconnaissance and security. Successful patrols require clearly understood communication signals among members of a patrol.

MAP CHECK  PACE COUNT
HEAD COUNT  DANGER AREA
FREEZE
With the introduction of the airplane and helicopter to the combined arms team, a new requirement for communication was added to the battlefield. Ground troops and air forces need to communicate. There will be times when radios cannot be used and visual signals must be used. Therefore, systems of standard visual signals have been developed to allow ground-to-air communication. These systems include arm-and-hand signals used by ground forces to direct helicopters in direct support; devices that can be used to communicate with aircraft; and ground-to-air emergency signals and codes.

ASSUME GUIDANCE
MOVE UPWARD

MOVE AHEAD

MOVE DOWNWARD

SPOT TURN
B. FAMILIARIZATION OF DIFFERENT RADIO EQUIPMENT, ITS CAPABILITIES AND LIMITATIONS

The radio is widely used in all the operating units of the Navy. It is flexible and quite transportable such that it can go where the individual soldier goes. It provides the fastest means of communication that is adaptable to the varying field conditions. The major disadvantage of the use of radio, however, is that it is the least secured means of communication. Since the radio operates on the principle of transmitting electromagnetic waves, the enemy with his own radio set and a little knowledge of the types of radio government forces use, could easily intercept our transmissions. It is on this regard that you should observe radio discipline at all times. You should therefore, always assume that the enemy is listening whenever you use the radio.

1. Guidelines For Radio Transmission. Follow these guidelines when making radio transmissions:
   a. Always plan or write down your message before transmitting.
   b. Always listen before starting to talk so as not to interrupt other conversations. When about to talk, press down the button on the side of the hand set and do not talk until the hissing sound ceases. Talk directly into the microphone.
   c. Speak distinctly and enunciate each word in normal tone. If the receiving operator must write down your transmission, allow him time for copying.
   d. Follow the standard voice-radio procedures when transmitting.
   e. Release the push-to-talk button immediately after the completion of your transmission; otherwise you will not hear the other station.
   f. Camouflage your radio set when carrying it on your back. Bend the whip antennae slightly downward and to the rear to make it inconspicuous to
the enemy. Several radio men became casualties because they failed to take this measure.

2. Radio Telephone Procedures

Radio Telephone procedures refer to the system of transmission through the use of voice and formalized language to simplify radio communications. Included in this system are call signs authorized to be used by radio stations and short procedure words (prowords) and phrases that a radio operator uses to establish communication with another station. The rationale behind the use of prowords is to prevent misunderstanding between radio operators and repetition of transmissions. By using short phrases in transmission, the time is substantially cut down.

To preclude the possibility of committing errors in the transmission of messages thereby giving rise to confusion between radio operators, the phonetic alphabet, which is of universal applications, is used. Since words have similar sounds, confusion may develop and this can be eliminated by the use of the phonetic alphabet. This brings us to the purposes behind the use of the phonetic alphabet which are as follows:

a. To prevent the radio operator from getting confused when confronted with words having similar sounds.

b. To spell out words that are difficult to pronounce.

Call signs are used to identify each station within a radio net. This is one security aspect of radio communication that prevents the entry of an unauthorized entity into the net. The improper use of call signs may signify that a violation is already committed.

Procedure words or phrases that have been assigned meanings are used as substitutes for long sentences for the purpose of expediting message handling. This is one way of keeping voice transmission as short and clear as possible. For instance,
the prowords “out” means, “This is the end of my transmission to you and no answer is required or expected”. This is also an appropriate prowords to be used when entering a radio net. The following are the most commonly used words and phrases in radio transmission and their corresponding meaning:

<table>
<thead>
<tr>
<th>Prowords</th>
<th>Explanation/ Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVER</td>
<td>My transmission is ended and I expect a response from you</td>
</tr>
<tr>
<td>OUT</td>
<td>My transmission is ended and I expect no response from you (I will turn off the radio set)</td>
</tr>
<tr>
<td>ROGER</td>
<td>I have received your last transmission satisfactorily</td>
</tr>
<tr>
<td>WILCO</td>
<td>I will comply to your instruction</td>
</tr>
<tr>
<td>QUERY/INTERROGATIVE</td>
<td>(These are prowords used before a question)</td>
</tr>
<tr>
<td></td>
<td>Example: INTERROGATIVE MY SIGNAL – How do you receive my transmission?</td>
</tr>
<tr>
<td>LIMA CHARLIE</td>
<td>I received your message loud (LIMA) and clear (CHARLIE)</td>
</tr>
<tr>
<td>SAY AGAIN</td>
<td>I did not understand your transmission. Requests repeat your transmission</td>
</tr>
<tr>
<td>I SAY AGAIN</td>
<td>I am repeating the transmission or portion thereof as indicated</td>
</tr>
</tbody>
</table>

76
REPEAT ALL AFTER Request repeat all your transmission after the word ....

WAIT ONE Request that you wait for about one minute.

BREAK . . . BREAK Emergency, stop your conversation and allow me to use this net for a very urgent transmission

3. The Phonetic Alphabet

When transmitting messages over the radio or telephone, certain words in the conversation may be misunderstood because of their similarity in sound to other words. To avoid misunderstanding by the receiving operator, the message sender should use the phonetic alphabet to spell out words which might be misunderstood. Following are the letters of the alphabet and their equivalent phonetics:

<table>
<thead>
<tr>
<th>LETTER</th>
<th>PHONETIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alpha</td>
</tr>
<tr>
<td>B</td>
<td>Bravo</td>
</tr>
<tr>
<td>C</td>
<td>Charlie</td>
</tr>
<tr>
<td>D</td>
<td>Delta</td>
</tr>
<tr>
<td>E</td>
<td>Echo</td>
</tr>
<tr>
<td>F</td>
<td>Foxtrot</td>
</tr>
<tr>
<td>G</td>
<td>Golf</td>
</tr>
<tr>
<td>H</td>
<td>Hotel</td>
</tr>
<tr>
<td>I</td>
<td>India</td>
</tr>
<tr>
<td>J</td>
<td>Juliet</td>
</tr>
<tr>
<td>K</td>
<td>Kilo</td>
</tr>
<tr>
<td>L</td>
<td>Lima</td>
</tr>
<tr>
<td>M</td>
<td>Mike</td>
</tr>
</tbody>
</table>
4. Numeral Pronunciation

Pronunciation of numbers over the radio and the telephone should be exaggerated to avoid being misunderstood by the receiving party. Each digit of large numbers is pronounced separately except in the case of even “hundreds” and “thousands” Here are the numerals and their corresponding pronunciation:

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>PRONUNCIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Zero</td>
</tr>
<tr>
<td>1</td>
<td>Wun</td>
</tr>
<tr>
<td>2</td>
<td>Too</td>
</tr>
<tr>
<td>3</td>
<td>Thu-ree</td>
</tr>
<tr>
<td>4</td>
<td>Fo-wer</td>
</tr>
<tr>
<td>5</td>
<td>Fi-yiv</td>
</tr>
<tr>
<td>6</td>
<td>Six</td>
</tr>
<tr>
<td>7</td>
<td>Seven</td>
</tr>
<tr>
<td>8</td>
<td>Ate</td>
</tr>
<tr>
<td>Number</td>
<td>Term</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
</tr>
<tr>
<td>9</td>
<td>Niner</td>
</tr>
<tr>
<td>10</td>
<td>Wun-Zero</td>
</tr>
<tr>
<td>18</td>
<td>Wun Ate</td>
</tr>
<tr>
<td>56</td>
<td>Fi-yiv Six</td>
</tr>
<tr>
<td>90</td>
<td>Niner Zero</td>
</tr>
<tr>
<td>134</td>
<td>Wun Thu-ree Fo-mer</td>
</tr>
<tr>
<td>800</td>
<td>Ate Hundred</td>
</tr>
<tr>
<td>805</td>
<td>Ate Zero Fi-yiv</td>
</tr>
<tr>
<td>17,000</td>
<td>Wun Seven Thousand</td>
</tr>
<tr>
<td>17,500</td>
<td>Wun Seven Thousand Fi-yiv Hundred</td>
</tr>
</tbody>
</table>
I. INTRODUCTION

Military intelligence plays a very significant role in the conduct of war. However, intelligence is not only concerned with wars. It also plays an important role during times of peace because military planners must have to contend with the preparation of plans and policies for future contingencies based on sound intelligence.

As time went on, the crude means of producing intelligence were improved with the introduction of newer techniques and more sophisticated methods of intelligence operations. As a consequence thereof, espionage was resorted to between and among states as a necessary venture in the conduct of their affairs not only in time of war but also during the reign of peace. Espionage, in this sense, is an attempt by one government to obtain, secretly or under false pretenses, information about another through means not available from normal channels. Espionage is universally accepted as a normal function of the state in the defense of its national interests. Thus, espionage is sanctioned by international law. On the other hand, a uniformed soldier in enemy territory who gathers information is not an espionage agent.

Now, for the purpose of this study, let us look into the importance of intelligence as visualized by Sun Tzu, a Chinese military philosopher and thinker. He said: “If you know the enemy and know yourself, you need not fear the result of a hundred battles. If you know yourself but not the enemy, for every victory gained you will also suffer a defeat. It you know neither the enemy nor yourself, you will succumb in every battle.

A. DEFINITION OF TERMS

1. Intelligence - knowledge acquired by the collection, evaluation, analysis, integration and interpretation of all available information concerning an enemy, whether actual or potential and on the areas of operation to include whether terrain together with the conclusion drawn there from. It is used as a basis for all operational plans and estimate.
It includes deduction concerning current and future enemy capabilities, vulnerabilities and possible course of action that can effect the accomplishment of a mission. It also includes counter-intelligence.

2. **Counter-Intelligence** - all active and passive measures taken to ensure the safeguarding of information, personnel and materials from espionage, subversion and sabotage by foreign nations or dissidents or disaffected groups or individuals which constitute a threat to national security.

3. **Intelligence Cycle** - intelligence work is continuous a process. It is a repetition of what has transpired or become known. There is neither a beginning nor an end. It is a never-ending task. Therefore, there is no first nor last phase – hence a cycle.

**B. FOUR PHASES IN THE INTELLIGENCE CYCLE**

The intelligence cycle is divided into four (4) phases, each of which is vital and equally important. These are the following:

1. Planning or Direction of the Collection Effort
2. Collection of Information
3. Processing or Production of Intelligence
4. Dissemination and Use of the Resulting Intelligence

All of these four (4) phases are oriented on the mission and may take place either simultaneously or one at a time, depending on the situation. All intelligence activities support the accomplishment of the mission.

**II. DISCUSSION**

**A. PLANNING OR DIRECTION OF THE COLLECTION EFFORT**

Planning the collection effort is a crucial phase in the production of
intelligence for it is here that we determine the intelligence requirements to support the Commander’s mission. It is here also that we determine which collection agencies are to exploit which source.

**FIVE STEPS TO CONSIDER IN PLANNING**

1. **Determining the Intelligence Requirements**
   Guidelines/Consideration

   (1) **Enemy Capabilities** - these refer to enemy strengths, which would affect the accomplishment of the mission.

   (2) **Enemy vulnerabilities** - these refer to enemy weaknesses or that which render the enemy to damage, deception and defeat.

   (3) **Weather and Terrain** - weather information may be required to determine its effect on the enemy and the terrain. Terrain data includes cross-country traffic ability, obstacles, roads and rail conditions and susceptibility to flooding.

   (4) **Order of Battle** - when the enemy situation is vague, and for purposes of long range planning, order of battle factors maybe the basis for intelligence requirements.

   (5) **Next Major Decision** - future operations are considered. If the intelligence does not plan ahead, the Commander, will find himself ready to continue the work/attack, but the information of intelligence needed.

   (6) **Preventing Surprise of the Command** - required in order to avoid tactical surprise. To do this, he studies the disposition of the enemy, the terrain, information of new enemy weapon, tactics and equipment and the requirements of his tentative plans. The conclusion as to what information is needed here creates more entries on the list of intelligence requirements.
(7) Information Needs of Higher or Adjacent Units - Each level of command will normally be assigned collection mission by higher, lower and adjacent headquarters. These intelligence requirements announced by each echelon of command are properly repeated as intelligence requirements of subordinate units only when:

2. Determining the Intelligence Priorities

Two (2) Requirements Priorities

1) Essential Elements of Information (EEIs)

   (a) EEIs are the Commander's highest priority requirements and result from a lack of information or intelligence.

   (b) EEIs are obtained items of information and or intelligence needed by the Commander at a particular time in making a decision with an acceptable degree of confidence.

   (c) EEIs are items of information about the enemy and the area of operation that the Commander must have to arrive at a reasonably sound decision during a particular phase of an operation.

2) Other Intelligence Requirements (OIRs)

Those items of information needed by the Commander but are not his highest priority.

   a. Collection Worksheet - It is a means, either written or oral, whereby an Intelligence Officer takes the intelligence requirements as announced by the Commander, and by allowing a logical orderly process, analyze the intelligence
requirements into indications and translate the indications into specific missions or request to collection agencies, together with the designation of time and place the information is to be reported.

b. **Collection Agency** - it is an individual or unit, which systematically exploits the source of information in order to gain the desired information.

c. **Categories of Collection Agencies**

(1) **Intelligence Specialists** - individuals trained in the specialized aspects of intelligence. They are organic to the military organization.
   
   Examples: OB Specialist; Interrogators; Photo interpreters

(2) **Troops** - Soldiers and their Units
   
   Examples: Battalion; Division Corps; Field Army

(3) **Special Units** - Units dealing in the collection of information on particular activities.
   
   Examples: CANU; ASAC; MND

**B. COLLECTION OF INFORMATION**

1. **Definition** - collection of information is the systematic extraction of the information from source.

2. **Primary Consideration**

   a. **Source of Information** - they are the actual origin of the information. Normally they are not under the control of the collection agencies. They are further categorized into the following types.
(1) Persons - civilian enemy personnel, evaders and escapees.
(2) Things - captured documents or materials
(3) Detectable enemy activity - patrol activity, vehicle tacks, troops sighting, radio activity.

b. Collection Agencies - this topic has been discussed under planning collection effort.

C. PROCESSING OR PRODUCTION OR INFORMATION INTO INTELLIGENCE

1. Definition - the part of the cycle whereby information is recorded, evaluated and interpreted, the end result of which becomes intelligence.

2. Three (3) Related Parts of Processing

   a. Recording - it is a mechanical process whereby all collected information recognized in a ready usable form. Recording reduces all available information, thus making subsequent interpretation easier and more accurate.

   Recording by itself does not produce intelligence. It merely facilitates the production of intelligence.

   Tools used in Recording
   (a) Intelligence Journal
   (b) Intelligence Worksheet
   (c) Enemy Situation Map
   (d) Intelligence Files

   b. Evaluation
   (1) Definition - the examination of information to determine its pertinence or value in the production of intelligence, the reliability of its source or agency and, its credibility or accuracy.
Evaluation Rating - when information is disseminated to other headquarters or units, it is often necessary for the intelligence officer to indicate his evaluation of the accuracy of the information to the recipients.

It is obvious that a long and involved explanation of his evaluation would be inappropriate. For this reason, a simple and effective standard evaluation rating system has been developed. Using this system, the intelligence officer assigns a combined rating to the reliability of the source and agency which is indicated by a letter designation. Then, he assigns a separate rating to the probable accuracy of the information, which is indicated by a numerical designation.

### EVALUATION RATING

<table>
<thead>
<tr>
<th>Reliability of Source and Agency</th>
<th>Probable Accuracy</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Completely Reliable</td>
<td>1 - Confirmed</td>
</tr>
<tr>
<td>B - Usually Reliable</td>
<td>2 - Probably True</td>
</tr>
<tr>
<td>C - Fairly Reliable</td>
<td>3 - Possibly True</td>
</tr>
<tr>
<td>D - Not Usually Reliable</td>
<td>4 - Doubtfully Reliable</td>
</tr>
<tr>
<td>E - Unreliable</td>
<td>5 - Improbable</td>
</tr>
<tr>
<td>F - Judge</td>
<td>6 - Truth Cannot be Judge</td>
</tr>
</tbody>
</table>

### D. INTERPRETATION

The process of determining the significance of information with respect to information and intelligence already at hand and the drawing of conclusions as to the probable meaning of the evaluated information. The intelligence analyst accomplishes interpretation through the use of its three (3) components namely:

1. Analysis, which is the examination of information with selected emphasis in the light of what has been previously known. Essentially, it means, taking apart information to critically examine each component in view of its effect on a given situation.
2. Integration, which is the combining of selected data to form a pattern, which will have meaning and establish a basis for deduction, or conclusion. The process of integration can be compared to the assembly of the pieces of a “jigsaw puzzle” into a picture, which will allow the viewer an opportunity to see the images formed by their junctures.

3. Deduction, which is simply the formation of conclusion concerning the effect of the evaluated information on the current situation.

E. DISSEMINATION AND USE OF INTELLIGENCE, ITS CRITERIA AND METHODS

1. Definition - the process of transmitting information and intelligence to higher, lower, and adjacent units for the possible use.

2. Criteria or Consideration in Dissemination:
   a. Timeliness - for dissemination to be timely, information and intelligence:
   b. Propriety - for information and intelligence to be disseminated properly, they must be:
      (1) Sent to the correct ultimate users.
      (2) Presented in a form that lends itself for immediate use.
      (3) Distributed through the most effective means of communications appropriate to both time and securing requirements.
      (4) Adequate and accurate.

3. Methods of Dissemination
   a. By personal contacts, which include staff visits, telephone calls and conferences.
   b. By messages which include spot report.
   c. By Intelligence Documents, which include intelligence estimates, intelligence summary, periodic intelligence reports, intelligence annex to an operation order, and tactical study of weather and terrain.
Abandoning Ship:

Preparation:
Know the escape routes and location of rafts and life preservers. Whether in a cold or a warm climate. Wear protective clothing in the latter case, you need protection from the sun and protection for your feet when you reach land. The clothing should include shoes, hat, and gloves; long underwear is an inefficient wet suit, but far better than none. Take a waterproof flashlight, a knife, a whistle, and a short line to secure yourself to whatever is available. Test life jacket, stimulate circulation by breathing deeply, and drink all the water you can. Find out the direction and distance to land.

Going Over:
Secure life jacket. Enter water by ladder or line if possible. If forced to jump, go feet first from lowest windward spot, protecting face with arms and avoiding debris in water. Swim to windward, underwater it there are flames on surface. Get at least 200 yards away from ship as soon as possible to avoid injury from explosions.

In the Water:
Load rafts to capacity, boarding the weak and injured first. Others should be tied to the rafts, or together. In water cooler than 75% F., hypothermia is a serious threat. Minimize heat loss from the head, neck, sides, and groin to extend survival time. Raise as much of the body as possible out of the water, wear a hat, and assume the fetal position or huddle in close, side-to-side contact with others. Do not move about. Stay calm and encourage others not to panic.

In the Raft:
Secure all equipment, dry wet clothes, inventory rations and water, construct a protective canopy, hoist the best possible radar reflectors.
Establish command and watch system. Save strength and body moisture by deliberate motions. Do not eat or drink in first 24 hours. Keep busy and cheerful to avoid panic. Emotional strain caused by sorrow, speculation, uneasiness, irritability, preoccupation, moroseness, or withdrawal may result in weeping, screaming, nausea, tenseness, stuttering, or delirium. Good humor, careful planning, and a sincere effort to cheer should be used to combat pessimism whenever it appears.

**Food and Water:**

Water is far more important than food. *If you lack water, do not eat,* because food requires water for assimilation. Unless water is plentiful, ration it to 16 ounces per day until only 10 ounces remain, then use it only to moisten mouth. Never drink either seawater or urine or mix them with fresh water. Be prepared to catch rain in any available receptacle. A cloth should be wetted with seawater to avoid losing rain through absorption. Blood of birds and fish and body fluid of fish are edible and nourishing. Both may be caught by “fishing” which should be done continually. If necessary, use splinters as hooks and make line by unraveling cloth, but keep fishing! Small creatures near the surface can usually be used as bait, or a small piece of a previous catch can be used. Vary the bait and depth of line, and keep the bait moving. Fish are often attracted to light at night, and small fish to shade during the day. Try to catch small fish, and do not tie the line to anything solid. Clean and eat fish quickly; dry any surplus fish, as they will spoil in half a day.

**Food and Water Ashore:**

Never eat large quantities of a strange food without testing the effect of a small amount of it. The presence of rodents, birds, and mammals indicate a food supply that is safe for humans. All land mammals, birds, and bird eggs are edible after their intestinal tracts and reproductive organs have been removed. Most fish and eels are edible, but avoid any that inflate or are particularly spiny. Saltwater fish may be eaten raw; others should be cooked. Amphibian and reptile flesh, even that of poisonous species, is edible, but should be skinned before cooking. Shellfish and crustaceans are edible, but should always be cooked, if not taken from the ocean. Ants, termites, grubs,
and grasshoppers are edible, but must be cooked. Avoid caterpillars.

Plants can furnish edible fruits, seeds, bark, tubers, buds, leaves, flowers, sap, pods, nuts, stems, roots, and shoots. Avoid any unknown plant that has milky juices or an unusually bitter or disagreeable taste.

In general, food is more likely to be found along a shore or near streams and rivers than elsewhere.

Water is often easily found just beneath the surface of low forest areas, or near a shore. But if there is a human settlement nearby, the water is likely to be polluted. Rain and water issuing from a rock are pure. *Always boil for three minutes water that comes from a doubtful source.* The sap of many plants is mostly water, and some desert plants collect water in their pulp or roots. Many vines hold large quantities of water. Some plants also collect water externally in their leaves. In arid areas, signs of water are vegetation, game trails, and bird migration. Pigeons and parrots are never far from water.

The decision whether to remain in place or to search for civilization is as important ashore as it is in a lifeboat. It will be influenced by the capacity of the environs to sustain life and by the probable degree of difficulty in reaching assistance.

Coasts and river banks are usually easier to traverse than jungles, mountains, or deserts, and more likely to provide sustenance. Habitation is always near a source of water, and in dry areas distant vegetation may indicate both water and human beings.
Maps and their substitutes are of particular value to the military establishment. It is frequently necessary to identify ridges, valleys, routes of movement, and other characteristics of a section of terrain that cannot be reconnoitered in advance. Plans for the future operations must be based on knowledge gained in part from maps and their substitutes.

Therefore, as future member of the AFP, you must know how to use and read a map. It is mandatory for you to know the meaning and importance of a map. The primary objective of this lesson is to enable you to read a map. And apply the theories, principles and techniques that are considered essential in the total development of small unit leaders. One important fact to consider is that the finest map made in the world is practically useless unless the user knows how to read and use it.

Definition of Map.

Map - is a geographical representation of the earth surface drawn to a scale in a flat plane.

To make identification of topographical features easier, five colors are used in the printing of a map. These colors represent the actual terrain features found on the earth and symbolized in the map.

1. Black - This is the color that represents all cultural or man-made features.
2. Blue - This color is used to distinguish bodies of water, such as lakes, rivers and swamps.
3. Green - All types of vegetation, such as woods, mangroves and vineyards, are colored green.
4. Brown - All relief features, such as contour lines are represented by this color.
5. Red - All main roads, built-up areas, and other special features are colored red.

After knowing the basic colors used, we need to have more details about the map itself. The additional knowledge gained comes from the marginal information box which most military maps usually carry. The marginal information can be found in the map as follows:

1. Upper Left - series name and scale. The series is the name of the large area of which this particular map sheet is a part.

2. Top Center - Sheet name or name of a particular area.

3. Top Right - Sheet Name and series number.

4. Lower Left - series numbers repeated, edition number and date, paragraph showing sources and preparation data for the map.

5. Lower Left legend - The legend is a partial listing and interpretation of the symbols used in the map.

6. Bottom Center - Representative fraction and graphic scales, information and contour intervals, information of the grade system used and brief explanation of the coordinate system.

7. To the Right of Grid Information - Declination diagram showing the relationship among the three types of north.

8. Lower Right - Coverage diagram showing method of revision and dates of photography for the map: index to boundaries, index to adjoining sheets.

9. Extreme Lower Right - sheet name and series name repeated; geographic index, showing location of the map on the earth’s surface.
1. Importance of Map:
   a) Used for strategic, tactical planning in all command.
   b) Used to show the relative position on a certain given area.
   c) Used to show accurate distance, location, best routes and key terrain features.
   d) To avoid lost and keep alive.

2. Care of Map:
   a) Proper folding by:
      1. Accordion Fold
      2. Slit Fold
   b) Carry Maps in waterproof pocket and use acetate to cover the Map.
   c) Avoid drawing or improper marking to avoid confusion.

3. Security of Maps:
   a) Maps must not fall into unauthorized hand.
   b) When in danger, destroy the map.
   c) Avoid indication of plans or area of interest in the map.

4. Categories and Uses of Military Maps:
   The term Military Map includes all maps designed for use of Military authorities except aeronautics and hydrographic charts.
a) **Scale** - is expressed as a fraction and gives the ratio of map distance to ground distance.

1) **Small scale** - Maps at the scale of 1:600,000 and smaller are used for general panning for strategic studies at the high echelon.

2) **Medium Scale** - Maps at the larger than 1:600,000 but smaller than 1:75,000 are used for planning operations, including the movement and concentration of troops and supplies.

3) **Large Scale** - Maps at the scale of 1:75,000 and larger are used for tactical technical and administrative needs of field units.

b) Types:

1) **Planimetric Map** - showing only the horizontal (flat) position of features.

2) **Topographic Maps** - a two-dimensional Map, which represents the horizontal (flat and vertical relief) positions of features represented.

3) **Plastic Relief Map** – a topographic map reprinted on plastic material and formed by heat and vacuum over a reproductive positive mold thus giving the same information as contained on topographic map.

4) **Photo Map** - a reproduction of photograph upon grid lines, marginal data, place, names and boundaries may be added.

5) **Joint Operation Map** – used for ground and air operations. The maps are published in a ground and air edition.

6) **Pictomap** – it is a map on which the photographic imaginary of a standard photomap has been converted into interpretable colors and symbols.

7) **Photomosaic** - an assembly of aerial photograph to form a complete picture.

8) **Military City Map** - a large scale of topographic Map of a city or town and the standard scale is 1:12,000.
9) **Special Map** - maps for special purposes such as trafficability Maps, transformation maps and boundary maps.

10) **Terrain Model** - a three-dimensional representation of an area molded on plastic, rubber or another material symbolically.

11) **Hydrographic Map** – a nautical map used as navigational aid either above or below surface.

II. **MARGINAL INFORMATION:**

   a) **Marginal Information** – are those printed notes outside the printed diagram of maps used as an instructional guide in reading maps.

   b) **Sheet Name** – found at the upper center margin. A map is named after its outstanding cultural or geographic features.

   c) **Sheet Number** – found in the upper right margin and used as reference number assigned to each map.

   d) **Series Name and Scale** – found on the upper left margin. A map series usually comprises a group of smaller maps at some scale designed to cover a particular geographic area.

   e) **Series Number** – appears in the upper right margin and lower left margin.

   f) **Edition Number** – is found in the upper margin and in the lower margin, representing the age of the map.

   g) **Bar Scale** – located in the center of the lower margin and in the lower margin use for determination of map distance to the corresponding ground distance with three different units of measures.

   h) **Credit Note** – in lower left margin, primary purpose is to list the procedures and reference, the method of compilation for used by technicians.

   i) **Index to Adjoining Sheet** – in lower margin, it identifies the map sheet covering areas around the area covered by the map you are using.
j) **Index to Boundaries Diagrams** – in lower margin, this is a miniature map that shows the boundaries and special show line that occurs within the map area.

k) **Projection Note** – in lower margin, it indicate the method use to portray the map area.

l) **Grid Note** – in the center lower margin, it gives information pertaining to the grid system used, the initial guidelines and the number of digit omitted from grid values.

m) **Grid Reference Box** - usually located at the center of the lower margin. It contains information identifying the grid zone designation and 100,000 meters square identification.

n) **Horizontal Datum Note** - located at the center of the lower margin and defined as geodetic reference point.

o) **Legend** - at the lower left margin, illustrates identifies the topographic symbols used to depict some of the prominent features on the map.

p) **Declination Diagram** - located in the center lower margin and indicates the relationships of true north and magnetic north.

q) **Protractor Scale** – in upper margin, used for laying out a magnetic north line on the map.

r) **User Note** – located in the lower margin use for connections and errors on the map.

s) **Unit Imprint** - at the left side of the lower margin, it identifies the agency which printed the maps with its respective symbols.

t) **Contour Interval Note** - located in the center of the lower margin. It states the vertical distance between adjacent contour lines on the map. When supplementary contours are used the interval is indicated.

u) **Coverage Diagram** – normally in lower margin, it indicates the methods by which the map was made, dates of photography and other sources material.

v) **Graphic Scale** - a ruler used to convert map distance to ground distance without going through mathematical computations.
w) Contour Interval – the contour interval states the vertical distance between adjacent contour lines on the map. When supplementary contour are used the intervals is indicated.

x) Vertical Datum Note – it designates the basis for all vertical control stations, contours and elevation appearing in the map.

OFFICIAL ITEMS:

Glossary – may appear on maps of foreign agencies where the native language is other than English.

Classification – when required a security classification will appear in lower and upper margin.

Special Note – under special condition, special note maybe added to the marginal information to aid or resist the map used.

III. MAPS SIGNS AND SYMBOLS:

Map Symbol – it was a sign composed of a diagram number, letters, abbreviation, color or combination thereof, which is used to identify and distinguish a particular place of area.

A. Purpose:

1. To visualize an area of the earth surface with pertinent feature planning.
2. To represent the natural and manmade feature.

B. Classification:

1. Topographic Symbols – are standard drawing of map features and organized by their colors.
a. Topographic colors:

1) **Black** – all manmade features, such as buildings, roads not shown in red, etc.
2) **Blue** – all water features, such as lakes, rivers, swamps, streams, etc.
3) **Brown** – all land forms, such as contours, cuts, fills, etc.
5) **Green** – all vegetation, such as forest, orchid, hide grass, jungles, etc.
6) **Red** – main roads, built-up areas, and special info.

b. **Topographic Symbols**: (see legend and other symbols)

2. **Military Symbols** – a symbol used by the map user when he wants to show the disposition of troops and overlaying of military installation.

a. Military Colors:

1) **Blue** – all friendly forces, installations, activities and firepower.
2) **Red** – all enemy forces, installation and activities (double lines means enemy).
3) **Yellow** – shows grassed or contaminated areas maybe the result of either friendly or enemy actions.
4) **Green** – indicates friendly or enemy demolition, minefield and manmade obstacles.
5) **Spare Colors** – use for classification and accompanied by legend.

b. Types of Military Symbols:

1) **Troops Unit Symbols** – are shown by rectangle. (Basic symbols for military unit and activities).
2) **Branch Arm of Service and Type** – Organization Symbol – used in conjunction either other symbols to signify a military unit activity or installation.

3) **Size of Unit** – used to identify the size of a unit or installation.
IV. GRIDS AND COORDINATES:

1. Grids - are parallel lines from east to west, north or south that forms a square used as a reference system to help the map reader locate areas quickly.

2. Coordinates - are the numbered grid lines on the map and are further subdivided to show specified location.

3. Geographic Coordinates – the location of any point of the earth surface maybe given by stating into its distance north or south of the equator (latitude) and east or west of prime meridian (longitude).

4. Polar Coordinates – on the map maybe determined or plotted from a known point by giving a distance along that direction.

5. Grid Coordinates - the military grid system divides the earth surface into many 100,000-meter squares. Each of these squares are further subdivided into 1,000 meter squares. The 1,000-meter squares are the basis of the military grid system, which is used in reading military map.

6. Grid Square - can be located or identified by combining the number of the vertical grid line and horizontal grid line which intersect at the lower left corner of the square.

   Characteristics of Grids:

   - Does not requires knowledge of the area
   - Applied to large areas
   - Does not requires land marks
   - Applies to all map scales
Locating Points within a Grid Squares:
- 4 digits nearest to 1,000 meters
- 6 digits nearest to 100 meters
- 8 digits nearest to 10 meters
- 10 digits nearest to 1 meter

Rule in determining grid coordinate – “read right up”

GRID COORDINATES (GC) – Nearest to 10 meters (8 digits)
GC – 17320170  GC – 19140252
GC – 02385578  GC – 89052564

GRID COORDINATES (GC) – Nearest to 1 meter (10 digits)
GC – 1732301702  GC – 1914102520
GC – 0238855780  GC – 8905725642

IV. SCALE AND MEASUREMENT:

A. Map Scale – maps are drawn into scale; this means that a certain distance on the map represents a certain larger distances on the earth surface. The ratio of the horizontal distance on the map equal to the corresponding distance on the ground.

B. Comparison of the Map Scales – when comparing scales maps we say that one map is smaller or large than another. The scale 1:25,000 is larger than 1:50,000. In other words, the larger the denominator of the RF the smaller the scale of the map
C. **Graphic Scale** – as a ruled representation of ground distance drawn to scale of the map.

1. Parts:
   a. **Primary Parts** – rights of zero, mark off in full units of measure.
   b. **Extension Scale** – left of zero, divided into tenth of unit.

2. **Measuring Straight Line Distance** – to measure straight-line distance two points on map, lay a straight strip of paper on the map, the edge touches both points. This gives map distance between two points. Now, lay the papers on the graphic scale that correspond to the unit of measure you are using extension scale the reminder of the measurement.

3. **Measure distance on Winding Curve:**

   To measure distance along a winding road, stream or any other curved line, the straight edge of a piece of paper is used again. Make a tick mark at or near one end of the paper and place it at the point from which the curved line is to be measured. Align the edge of the paper along a straight-line portion, and make a tick mark on both map and paper at the end of the aligned portion. Keeping both tick marks together, place the point of the pencil on the papers tick mark to hold it kin place. Pivot the paper until another approximately straight portion is aligned and again make a tick mark on both map and paper. Continue in this manner until the measurement is complete. Then place the paper on the graphic scale and read the ground distance.

   a. Often, marginal notes gives the road distance from the edge of the map to a town, highways or junction off the map. If the road distance is desired from a point on the map to such a point off the map, measure the distance to the edge of the map and add to that measurement the distance specified in the marginal note. Be sure the unit of measure is the same.
b. The amount of time required to travel a certain distance on the ground is an important factor in most military operations. This can be determined if a map of the area is available and a graphic time distance scale is constructed for use with the map as follows:

\[
R = \text{Rate of Travel (Speed)} \\
D = \text{Distance (Ground Distance)} \\
T = \text{Time} \\
T = \frac{D}{R}
\]

Comparison with another map of the same area that has an RF.

a. Select two points on the map with the unknown RF. Measure the distance (MD) between them.

b. Locate the same two points on the map that has known RF. Measure the distance (MD) between them. Using the RF for this map, determine GD which is the same for both maps.

Using the GD and the MD from the first map, determine the RF using the formula:

\[
RF = \frac{1}{X} = \frac{MD}{GD}
\]

Occasionally it may be necessary to determine map distance from a known ground distance and the RF.

\[
MD = \frac{\text{Denominator of RF}}{GD}
\]

\[
GD = 2,200 \text{ meters}
\]
RF = 1:50,000
MD = 0.044 meter x 100 (centimeters in a meter)
MD = 4.4 centimeters on map

**GRAPHIC (Bar) SCALE** – is the most accurate means of measuring distance on a map. It is the ruler printed on the map on which distances on the map may be measured as actual ground distance.

**GRAPHIC SCALE IS DIVIDED INTO TWO (2) PARTS:**

- **Primary Scale** – distance from zero mark to the right.
- **Scale Extension** – from the zero mark to the left. This is divided into ten (10) equal parts to enable more accurate measurements.

**DIRECTIONS:**

**METHODS OF EXPRESSING DIRECTIONS ARE:**

- Degrees = 360 Degrees (1) one Circle
- Mils = 6,400 Mils (1) one Circle
- Grad = 400 Grads (1) one Circle

<table>
<thead>
<tr>
<th>360 degrees</th>
<th>6,400 mils</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 degree</td>
<td>17.8 mils</td>
</tr>
<tr>
<td>90 degrees</td>
<td>100 grads</td>
</tr>
<tr>
<td>1 degree</td>
<td>60 minutes</td>
</tr>
<tr>
<td>1 minute</td>
<td>60 seconds</td>
</tr>
<tr>
<td>1 click in compass</td>
<td>3 degrees</td>
</tr>
</tbody>
</table>
HREE (3) BASIC LINES

True North = always constant
Magnetic North = when working with a compass
Grid North = when working with a military map

D. Representative Fraction (RF)

1. The numerical scale on a map expresses the ratio of horizontal distance on the map to the corresponding horizontal distance on the ground. It is usually written as a fraction and is called the Representative Fraction (RF). The representative fraction is always written with the map distance as one (1). It is independent of any unit of measure. An RF of 1/50,000 or 1:50,000 mean that one (1) unit of measure on the map is equal to 50,000 of the same units of measure on the ground.

2. The ground distance between two points is determined by measuring between the points on the map and multiplying the map measurement by the denominator of the RF.

Example:
RF = 1:50,000 or 1
50,000

MAP Distance = 5 units

5 x 50,000 = 250,000 units of ground distance

3. The situation may arise where a map or sketch has no RF. To be able to determine ground distance of on such a map, the RF must be determined. There are two ways to do this.

a. Comparison with ground distance
1. Measure the distance between two points on the map (MD).
2. Determine the horizontal distance between the corresponding points on the ground (GD).
3. Utilizing the RF formula and remembering that RF must be in the general form.

\[
\frac{1}{X} \times \frac{1}{\text{MD}} = \frac{\text{GD}}{X}
\]

b. Both the MD and the GD must be in the same unit of measure and the MD must reduced to 1.

MD = 4.32 centimeters
GD = 2.16 kilometers (216,000 centimeters)

\[
\frac{1}{X} = \frac{4.32}{216,000} \quad \text{or} \quad 4.32X = \frac{216,000}{X}
\]

X = 50,000

Therefore RF = \[
\frac{1}{50,000}
\] or 1:50,000

V. ELEVATION AND RELIEF:

A. Definition:

1. **Elevation** – the height (vertical distance) of an object above or below a datum plane.
2. **Datum Plane** – a reference from which measurement maybe taken. This datum plane for most maps is average sea level.
3. **Relief** – the configuration (shape) of the ground.
B. Effects of the Elevation and Relief:

1. Employment and movement of troops.
2. Limit route and speed
3. Restrict a certain types of equipment
4. Affect attack and defense position
5. Affect observation, field of fire, cover, concealment and the selection of key terrain features.

C. Methods of Showing Elevation and Relief.

1. **Hackures** – are short lines used to indicate significant ground formations not normally revealed by contour lines.

   Characteristics and uses:

   a. usually printed in brown
   b. Don't represent exact location
   c. Show the relative slope in places where contour lines or other method fail to accurately show the relief.
   d. the shorter and closer together the lines are drawn, the steeper the slope they represent.
   e. hackures radiating out from the center indicate a peak

D. **Layer Tinting** – shows relief by means of color.

   a. **Blue** – water level
   b. **Green** – orange and red for successively higher level
   c. **Brown** – high mountain region
NOTE: A legend is printed in the margin of layer-tinted maps to indicate the elevation ranges represented by each color.

Shading:

Characteristics and uses:
a. Use like layer tinting except that only one color is used.
b. Light shades for low level lands and darker shades for successively higher levels of terrain.
c. Shading does not give determination of elevation but gives the effect of the relief.

Spot Elevation – are points on a map where numbers indicates them.
Contour Lines – is an imaginary line on the surface of the earth at the same elevation above or below sea level.

Uses:
  a. To indicate elevation
  b. To show the relative configuration of the ground
  c. To analyze terrain

Characteristics:
  a. indicate vertical distance
  b. small curving lines
  c. has the same elevation
  d. distance between them are the same and never met
  e. brown color

Types of Contour:

  a. Index Contour – every fifth contour line is an inches line and is indicated by heavier brown line.
  b. Intermediate Contour – are the four lighter contour lines drawn between the index contours.
c. **Supplementary Contour** – represents half intervals between intermediate contours and is shown by brown lines.

d. **Depression Contour** – an area that is lower in elevation than all the surroundings terrain is indicated tick marks pointing down slope.

e. **Approximate Contour** - are broken lines of the same thickness and type as the contour replayed.

Using Contour Lines to Identify Ground Forms:

a. **Hills** – represented by series of concentric contour lines which gradually grow smaller, ending with a small closed contour line in the center.

b. **Peaks of Hill Tops** – a small closed, relatively circular contour at the center of the series of concentric contour line identifies a peak or hill top.

c. **Ridges** – a ridge is a series of connecting peak or hills indicated by a series of elongated contour lines.

d. **Saddles** – is a low point between two peaks along the crest of a ridges.

e. **Spur** – contour lines that form a series of successive rounded U shapes.

f. **Cliff C** – lines that form a series of successive V-shape, a stream course that neither has nor developed a valley floor.

g. **Draw C** – lines that form a series of successive V-shape, a stream course that neither has nor developed a valley floor.

**TWO TYPES OF AZIMUTH**
- Forward Azimuth
- Back Azimuth

**PROCEDURE ON HOW TO GET THE BACK AZIMUTH**

When the Forward Azimuth is less than 180 degrees, add 180 degrees in order to get the Back Azimuth.
FORWARD AZIMUTH = 75 degrees
    75 degrees
+ 180 degrees
    255 degrees is the Back Azimuth

When the Forward Azimuth is more than 180 degrees, less 180 degrees in order to get the Back Azimuth.

FORWARD AZIMUTH = 245 degrees
    245 degrees
- 180 degrees
    65 degrees is the Back Azimuth

When the Forward Azimuth is 180 degrees, either adds 180 degrees or less 180 degrees to get the Back Azimuth.

FORWARD AZIMUTH = 180 degrees
    180 degrees
+ 180 degrees
    360 degrees Back Azimuth

UPDATING THE DECLINATION DIAGRAM - The difference between GRID NORTH and MAGNETIC NOTH is GRID MAGNETIC ANGLE. The diagram at the bottom of lower maps tells you how to change grid azimuth to magnetic azimuth.

PROCEDURES:
1. Determine the number of years
2. Substitute from the present year
3. Multiply with the Annual Magnetic Change (AMC)
4. Determine the direction of the Magnetic Angle (MA)
5. Re-draw the present Grid Magnetic Angle (GMA)

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GIVEN:
GMA = Grid Magnetic Azimuth
MA = Magnetic Azimuth
MA = 1 degree to 30 minutes
Effective of Diagram – 1 minute E

SOLUTION:
1986
- 1944
42 years x 1 minute E
= 42 minutes
  1 degree to 30 seconds
+ 42 seconds
  1 degree to 72 seconds of 2 degrees 12 minutes E

G – M Angle = 2 degrees 12 EAST

BEARING – express a direction as an angle measured east or west from a north reference. Bearing cannot exceed 90 degrees or one quarter of a circle. One quarter of a circle is known as quadrant.

TO GIVE A BEARING THE FOLLOWING INFORMATION IS NECESSARY
1. The reference line from which measured (north or south)
2. The amount of angle
3. The direction in which the angle was measured (east or west). A bearing of N 30 degrees E means from a north line and angle of 30 degrees measured in an eastward direction.
4. The four cardinal directions are expressed simply as north, east, south and west.

**FORMULA IN SOLVING FOR BEARING**

QUADRANT I = AZ = N (AZ) E  
QUADRANT II = AZ = S (180-Z) E  
QUADRANT III = AZ = S (AZ-180) W  
QUADRANT IV = AZ = N (360-AZ) W  

**THE COMPASS AND ITS USES:**

The Magnetic Compass is the most commonly used and simplest instrument for measuring direction and angles in the field. Two varieties of magnetic compass are standard for military use today, the lensatic compass and the artillery compass (M2). Since the latter is a special purpose compass, it will not be discusses on it. This is referred to as the Lensatic Compass.

**CARE AND USE OF COMPASS:**

1. Handle the compass with care. The dial is set at a delicate balance and a shock could damage.
2. Close and return the compass to its special container when not in use. In this way, it is not only protected from possible damage, but is readily available for use when needed.
3. When the compass is used in the dark, an initial azimuth should be set, it possible, while light is still available. With this, initial azimuth set, any other azimuth can be established using this as a base.
4. Compass reading should never be taken near visible masses of iron or electrical circuits. The following is the table of approximate safe distances to insure
proper functioning of the compass.

a. High tension power lines - 55 meters  
b. Field Gun, truck or tank - 18 meters  
c. telegraph and telephone wires or barbwire - 10 meters  
d. Machine Gun - 1 meter  
e. Helmet or Rifle - 2 meters

PARTS OF LENSATIC COMPASS

1. Luminous Dot  
2. Cover  
3. Front Sight (Hair Line)  
4. Dial  
5. Stationary Index  
6. Movable Brass Rim  
7. Scale  
   a. Long Luminous Line  
   b. 45 Degrees Luminous Line  
8. Rear Sight  
9. Lens  
10. Eye Piece  
11. Holding Ring  
12. 90 Degrees Dot  
13. 180 Degrees Dot  
14. 270 Degrees Dot  
15. Movable Crystal  
16. Rim Holder
ORIENTATION OF A MAP

Before a map can be used it must be oriented. A map is oriented when it is in a horizontal position with its north and south corresponding to north and south on the ground.

HOW TO ORIENT THE MAP

By the use of the Lensatic Compass – the map is oriented with the aid of Lensatic Compass and the use of the declination diagram.

1. With the map in the horizontal position, the compass is placed parallel to a north-south grid lines with the cover side of the compass pointing toward the top of the map. This will place the black index line on the dial of the compass parallel to grid north. Since the needle on the compass point to magnetic north, we have a declination diagram on the face of the compass formed by the index line and compass needle.

2. Rotate map and compass until the directions of the declination diagram formed by the black index line and the compass needle match the direction shown on the declination diagram printed on the margin of the map. The map is then oriented.
BY INSPECTION:

When compass is not available, map orientation requires a careful examination of the map and the ground to find linear features common to both, such as roads, railroad, fence, lines, power lines etc. By aligning the feature on the map with the same feature on the ground. The map is now oriented.

INTERSECTION

The location of an unknown point by successively occupying at least two but preferably three known positions and sighting point is called intersection. It is used to locate features that are not defined on the map or which not readily identifiable. The two methods:

1. MAPS AND COMPASS METHOD
   a. Orient the map using the compass
   b. Locate and mark your position on the map
   c. Measure the magnetic azimuth to the unknown position convert to grid azimuth.
d. Draw a line on the map from your position on this grid azimuth.
e. Move to a second known position on the map and again orient the map using the compass.
f. Repeat c and d

RESECTION:

The location of the user's position by sighting on two or three known features is called Resection. Resection can be done with or without compass.

A. MAP AND COMPASS:

1. Orient the map using compass.
2. Locate two or three unknown positions on the ground and mark them on the map.
3. Measure the magnetic azimuth to a known position; convert to grid azimuth.
4. Change the grid azimuth to a back azimuth and draw a line on the map from the known position back toward your unknown position.
5. Repeat (3) and (4) above for a second known position.
6. For a check on your accuracy, repeat (3) and (4) above for a third known position.
7. The intersection of the lines is your position.

B. **STRAIGHT EDGE METHOD**: (When no compass is available)

1. Orient the map on a flat surface by the inspection method.
2. Locate two or three known position on the ground and mark them on the map.
3. Lay straight edge on the map as a center of the straight edge at a known position pivot point and rotate the straight edge until the known position on the map is aligned with the known position on the ground.
4. Draw a line along the straight edge until the known position on the ground towards your position.
5. Repeat (3) above using a second known position and as a check on your accuracy repeat (3) above using a third known position.

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**ELEVATION AND RELIEF**

A knowledge of map symbols, grids, scale and distance gives enough information to identify two point, locate them, measure between them and determine how long it would take to travel between them. But what happens if there should be a
300-foot cliff between the two points? The map user must also become proficient in recognizing the various landforms and irregularities of the earth's surface and be able to determine the elevation and differences in height of all terrain features.

1. **Datum Place** – this is a reference from which vertical measurement are taken. The datum plane for most maps is mean or average sea level.
2. **Elevation** – this is defined as the height (vertical distance) of an object above or below a datum plane.
3. **Relief** – is the representation of the shape and height of landform and the characterization of the earth surface.

The elevation of points and the relief of an area affect the movement and deployment of units by limiting the route along which they may travel, their speed of movement and the ease of difficulty of attacking or defending an area. Also affected are observation, fields of fire, cover and concealment and the selection of key terrain features.

**CONTOUR LINE**

There are several ways of indicating elevation and relief on the maps. The most common way is by contour lines. A contour line is a line representing an imaginary line on the ground along which all points are at the same elevation. Contour lines indicate a
vertical distance above or below a datum plane. Starting at sea level. The vertical distance between adjacent contour lines is known as the contour interval and the amount of the contour interval is given in the marginal information. On most maps the contour lines are printed in brown. Starting at zero elevation, every fifth contour line is drawn in heavier line. These are known as index contours and some place along each index contour the line broken and its elevation is given. The contour lines falling between the index contours are called intermediate contours. They are drawn in a finer line than the index contour and usually do not have their elevation given.

HOW TO DETERMINE THE ELEVATION USING THE CONTOUR LINES

1. Finding the contour interval from the marginal information and noting both the amount and the unit of measure.
2. Finding the numbered contour line or given elevation nearest the point which the elevation is being sought.
3. Determining the direction of the slope from the numbered contour line to the desired point.
4. Counting the number of contour lines that must be crossed to go from numbered line to the desired point and noting the direction up or down. The number of lines crossed multiplied by the contour interval is the distance above or below the starting value.
   a. If the desired point is contour line, its elevation is that of the contour.
   b. To estimate the elevation of the top of an unmarked hill, add half the contour interval to the elevation of the highest contour line around the hill.
THE SPACING OF THE CONTOUR LINES INDICATES THE NATURE OF THE SLOPE

1. Contour lines evenly spaced and wide apart indicates a uniform, gentle slope.
2. Contour lines evenly spaced and closed together indicate a uniform, steep slope. The closer the contour lines to each other, the steeper the slope.
3. Contour line closely spaced at the top and widely spaced at the bottom indicate a concave slope. Considering relief only an observer at the top of a concave slope can observe the entire slope and the terrain at the bottom. Conversely, a unit attacking up such slope would no cover and concealment from observers or weapons at or hear the top, also the farther top the slope the more difficult is to climb.
4. Contour lines widely spaced at the top and closely spaced at the bottom indicate a convex slope. An observer at the top of a convex slope has no observation of most of the slope or of the terrain at the bottom. Conversely, a unit attacking up such slope has a such greater degree of cover and concealment than on a concave slope, also the farther up the slope the easier is the climb.
1. **Hill** – a point or small area of high ground. When you are located on a hilltop, the ground slopes down in all direction.

2. **Valley** – a stream course which has at least a limited extent of reasonably level ground bordered on the sides by higher ground. Contours indicating a valley are U-shaped and tend to parallel a major stress before crossing.

3. **Ridge** – a line on high grounds, with normally minor variation along it. The ridge is not simply a line of hills, all point of the ridge crest are appreciably higher than the ground on both sides of the ridges.

4. **Spur** – a usually short, continuously sloping line of higher ground normally jutting out from the side of a ridge. A spur is often formed by two roughly parallel streams cutting draws down the side of ridge.

5. **Saddle** – a dip or low point along the crest of a ridge. A saddle is not necessarily the lower ground between two hilltops, it may be simply a dip or break along and otherwise level ridge crest.

6. **Depression** – a low point or sinkhole, surrounded on all sides by higher grounds.

7. **Cuts and Fills** – man made features by which the bed of a road or a railroad is graded or leveled off by cutting through high areas and filling in low areas along the right-of-way.

8. **Cliff** – a vertical of near vertical slope. When a slope is so steep that it cannot be shown at the contour interval without the contour coalescing, it is shown by a ticked “carrying” contour or contours. The ticks always point towards lower ground.
Contour Line of Common Terrain Features
LAND NAVIGATION

Land or ground navigation is the movement between two points where an individual, using terrain features to guide upon, knows his map and ground location throughout the movement. Ground navigation demands a thorough knowledge of terrain features as they appear on the map and on the ground. Since terrain features are used as reference points throughout the movement, the use of the compass becomes minimal.

In the military, the type of a compass that is issued and commonly used is called the \textit{LENSATIC COMPASS}. This useful item finds the north and the azimuths for us. In other words, lensatic compass is our direction finder, and it has everything to help us find our way.

Briefly, we shall discuss how a compass works. The compass can tell us the azimuth in degrees toward a given object, or it can tell us the direction of an object whose azimuth is known. To find a given magnetic azimuth, hold the compass level and turn the compass and yourself until the correct magnetic azimuth is under the stationary index line. If you are going to travel along this azimuth, look up at the skyline and pick out some prominent terrain features on this line that you can use to guide on while moving. As much as possible, take the back azimuth, which is the reverse of the forward azimuth.

In order to be assured of the accuracy of the lensatic compass, observed the two general rules as follows:

1. Keep away from metal objects and high-tension wire. Lines of force in the earth magnetic field control the north arrow of the compass. Since these force lines are disturbed locally by small amount of iron and electric fields, these things will produce error in the compass, and the effect will be greater as the mass of the object or strength of the increases.

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2. Keep the compass closed when not in use. The compass is a delicate instrument and can be damaged easily. It should always be properly closed and returned to its carrying case when not actually use.
CIVIL MILITARY OPERATIONS

DEFINITION:

Civil Military Operations (CMO) – encompasses those economic, psycho-political and psycho-social activities undertaken by the AFP independent of more in coordination with civil government agencies (CGA), local government units (LGU) and non-government organizations (NGO) prior to during or subsequent to combat operations and/or natural or man-made disasters and calamities.

CMO objectives are pursued through six (6) interrelated AFP programs generally categorized into:

A. AFP Personnel-Oriented Programs:
   1. Military Values Education (MILVED)
   2. Livelihood Enhancement (LIVELIHOOD)

B. Community-Oriented Programs:
   1. Community Relations (COMREL)
   2. Civic Action (CIVAC)
   3. Public Information (PUBLIC INFO)

C. Enemy-Oriented Programs
   1. Psychological Operations (PSYOP)

CMO COMPONENTS:
A. MILITARY VALUES EDUCATION (MILVED)
   Definition: Military Values Education (MILVED) – the dynamic Process of learning internalizing, upholding and practicing universal truths, moral principles and time-honored intrinsic military values and ethics essential to the pursuit of AFP goals and objectives.

B. MILITARY LIVELIHOOD ENHANCEMENT PROGRAM (LIVELIHOOD)
   Definition: Military Livelihood Enhancement Program (LIVELIHOOD) –
designed to provide necessary assistance to the soldier and his dependents to embark
on productive ventures that enable him to cope with harsh economic realities while in the
active service and during retirement.

C. MILITARY CIVIC ACTION PROGRAM

Definition: Military Civic Action (CIVAC) – the use of AFP resources in
predominantly non-military projects and activities useful to the people and supportive of
combat operations in such fields as socio-economic: health and sanitation; agri-
industrial; education and the like.

D. COMMUNITY RELATIONS PROGRAM

Definition: Military Community Relations (COMREL) – the active
participation of AFP personnel, individual or collectively as an AFP unit, in people –
oriented rallies like: anti-drug abuse, anti-smut and other campaign against immoral
activities. It also includes open houses, static displays of military hardware, and use of
camp facilities/utilities for people oriented projects.

E. PUBLIC INFORMATION PROGRAM

Definition: Military Public Information (PUBLIC INFO) – is the dissemination
of military information through all forms of communication media to include inter-
personal, face-to-face communication to the internal audience and more specifically to
the public-at-large with the view of informing them about what the AFP has done, is
doing and plans to do to bring about peace and security.

Objectives: To disseminate information through the press, broadcast and
interpersonal, face-to-face communication that will broaden public understanding of the
AFP’S mission and generate public support for the AFP in particular and the government
in general, as well as to broaden public understanding of the various treats to national
security, their objectives, strategies and techniques to grab political power.

Disaster Relief and Rescue Operation

Why We Have Civil Defense

The Filipino has always endured the hardships of a hostile environment. He has continually sought survival against typhoons, floods, earthquakes, epidemics, fires and other calamities. Further, the technological advances of the modern world have ushered in more lethal weaponry, environmental pollution, huge aerial and maritime disasters and flash holocausts. Fires and typhoons are the most frequent, but more serious results are likely from earthquakes and volcanic eruptions. The July 16 earthquake in 1990 gave us a vivid example of the destruction wrought by said calamity on lives and properties. Experts tell us calamity will happen anywhere and anytime. Destructive capacity can be enormous and the problem is made more difficult by absence of warning. Earthquakes can also cause flood, fire, and if the epicenter is offshore, even seismic (tidal) waves. The possible dangers from these natural hazards cannot be ignored and neither can man-made accidents of disaster proportions. If a situation is reached or is developing whereby the Police, Fire and Ambulance Services or the normal emergency services of the Local Government are inadequate, it is a case for emergency measures and to meet such occurrences, planned arrangements must be available. This is why and when we need Civil Defense is this preparation in advance of measures necessary for our protection when disaster strikes. Its purpose is to:

a) Prevent loss of life by rescue and removal of people to places of safety.
b) Prevent needless suffering of people.
c) Protect property; and
d) Minimize damages during disasters and calamities.

Civil Defense is therefore involved in the safety and welfare of people as well as in the saving or protection of property.
The Concept
In any serious disaster, the local people must in the first instance, fend themselves with resources immediately available to them until sufficient other help is available. The concept therefore is one of SELF-HELP and MUTUAL ASSISTANCE.

It is expected that each political and administrative subdivision of the country shall utilize all available resources in the immediate area before asking for assistance from neighboring entities or higher authority. Individual volunteers, voluntary organizations and the general public in the disaster area shall augment its resources.

Discussions of Rules and Responsibilities of Existing Government Agencies to Assist Types of Disaster During Emergencies

The Secretary of National Defense heads the NDCC with the heads of 18 departments/agencies as members. These include the Chief of Staff, Armed Forces of the Philippines, Secretary-General, Philippine National Red Cross, Director-General, Philippine Information Agency, Executive Secretary and the Administrator, Office of Civil Defense who is the Executive Officer of the Council.

It is through the NDCC member-agencies that disaster preparedness; prevention, mitigation and response carry out its corresponding tasks and responsibilities under the NDCC system. The NDCC, unlike the other department coordinating bodies, does not have its own regular budget to disburse. It operates through the member-agencies and its local networks, which are the regional and local disaster coordinating councils.

The members of the Council are the following:
Secretary, DND ...................... Chairman
Secretary, DPWH .................... Member
Secretary, DOTC .................... Member
Secretary, DSWD .................... Member
Secretary, DA ......................... Member
Secretary, DECS ...................... Member
Secretary, DOF ......................... Member
Secretary, DOLE ....................... Member
Secretary, DTI ......................... Member
Secretary, DENR ....................... Member
Secretary, DILG ....................... Member
Secretary, DBM ......................... Member
Secretary, DOJ ......................... Member
Secretary, DOH ......................... Member
Director, PIA ............................ Member
Presidential Executive Secretary ...... Member
Chief of Staff, AFP ..................... Member
Secretary-General, PNRC ............. Member
Administrator, OCD ................... Member and Executive Officer
INDIVIDUAL MOVEMENT

FACTORS TO BE CONSIDERED IN MOVEMENT:

1. Terrain:
   a. Suitable for fast movement
   b. Provide adequate security.

2. Security:
   a. Use available cover and concealment
   b. Provide good observation

3. Knowledge of the use of camouflage and concealment.

TECHNIQUES AND AIDS TO DAY MOVEMENT:

1. Take advantage of anything that provides concealment in the movement.
   a. Fogs
   b. Haze
   c. Darkness
   d. Rain
   e. Smoke

2. Tall grasses give good concealment when properly used.
   a. Move only when the wind blows.
   b. Avoid moving in a straight line throughout.
   c. Change direction from time to time.

3. Be alert on movement of any kind.
   a. Flight of birds of any kind
   b. Absence of birds and animals.
   c. Unusual rustle of leaves and twigs.

4. Take advantage of destruction.
   a. When land moves.
   b. Exploding shells
   c. Flying airplanes
5. Avoid leaving footprints.
   a. Select spots
   b. Avoid loose rocks or stones
   c. Avoid wet surface.
6. Know how to cross-streams.
   a. Keep arms and ammunitions dry
   b. Improvise craft to float equipment if possible remove boots and clothing.
7. When crawling plowed fields
   a. Avoid string dust
   b. Take route over the hardest surface
   c. Follow the furrows
8. Avoid loading yourself with unnecessary equipment.

INDIVIDUAL MOVEMENT.

1. Day Movement.
   a. Crawling and Creeping
      1) High crawl and creeping – is used when cover and concealment is available and speed is needed to close up with the objectives.
         a) Body is kept free of the ground with weight resting on firearms and Lower legs. Cradle rifle in your arms to keep muzzle out of dirt.
         b) Move forward by alternately advancing the elbows and knees.
      2) Low Crawl - is used when cover and concealment are few and speed is not needed.
         a) Body and chest is flat to the ground.
b) Drag rifle along toe of the butt with fingers over nuzzle to keep it out from dirt.
c) Push arms forward and cock left leg forward.
d) Pull yourself forward with arms and push with left leg.

b. Rushing: (fastest movement executed from a prone to the next dropping position when crossing an open terrain.

1. Prone to Rushing
   a. Keep body as flat as possible to the ground.
   b. Slightly raise head and select a new good position and concealed to cover position.
   c. Slowly lower your head back, draw your arms into the body and cock right leg forward.
   d. With one movement raise body by straightening the arms.
   e. Spring to your feet stepping off the left foot and rush to your new selected position, crouching low in a zigzag way.

2. Dropping
   a. Just before you drop, plant both feet on the ground.
   b. Drop your knee and at the same time sliding arms from the small of the stock to the heal of the butt of the rifle.
   c. Fall forward, breaking fall with the butt of the rifle.
   d. Shift weight to your right side and roll several times going to your new position.
   e. Come immediately to firing position.

3. Application:

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MOVEMENT AT NIGHT

1. Walking at Night
   a. Keep weight on one foot as you step.
   b. Feel the ground with your toe before stepping it down.
   c. Do it alternately in the same manner.

2. Hitting the Ground at Night
   a. Crouch slowly and hold rifle under arm fit and fell the ground with free hand.
   b. Support feet with free hand and opposite knees.
   c. Raise free leg and back and lower it silently to the ground.
   d. Roll quietly into back prone position.

3. Crawling at Night
   a. Crawl on hand and knees.
   b. Lay rifle on the ground by your side.
   c. Keep on hand on the spot and bring forward knees until it meet the hand.
   d. With hands feel the ground for the knees

Clear again next spot for other knees to the same way and alternately and silently.

PROBLEMS DURING NIGHT MOVEMENTS:

1. Night Vision – Adopt eyes in seeing at night, by enlarging the pupil of the eye in order to let in more light keep out off lights around you and do not look straight to the light.

2. Appearance and Sizes - Darkness changes the appearance and sizes of an object.
a. Trees look smaller because tips and twigs of branches cannot be seen. Airplane caught by the beam of searchlight looks longer.
b. Night glasses make it possible to see objects that are to small.
c. Light is quickly visible at night. Ordinary condition candlelight could be seen for several miles and visible for ten miles under ideal condition for darkness.

3. Sound depends mostly upon ears to get into the enemy and exercise care to keep enemy for hearing you.
a. When shouting stop frequently to listen. Remove helmets so that sounds are not distorted.
b. By practicing, you can learn to listen for long period in perfect silence.
c. Sounds are transmitted a great distance in wet weather and that night.
d. If you hold ears close to the ground, you can hear better sounds as persons walking or noise of a vehicle.

4. Smell - Sense of small may warn you of any enemy fire, cooking lines, and Gasoline and oil engines.

5. Touch - Learn to operate and adjust equipment by touch alone. Use to feel how to recognize object in the dark.

6. Concealment - At night it is provided by darkness unless there is a Moonlight.

7. Movement is different from daytime movement in absolute silence.
a. Determine in advance and move by bounds.
b. Run only in an emergency.
c. Stop and listen frequently
d. Take advantage of the sounds, which may distract the enemy.
e. If you fall down do it silently.

PROPER WAYS TO CROSS THE OBSTACLE

1. Movement near their wire must be slow because of nearby traps and wires.
2. Passing under wires on your back by feeling ahead and above.
3. When cutting wire alone, cut a wire near a picket to avoid having a loose and fly back. When with companion, on a will hold the wire with both hands while the other cut in between the hands. Bend and roll back wire passage, wrap a cloth around the wire to muffle sound. Leave top wire intact to lessen chance of discovery.
4. To cross narrow trench, crawl silently up to the edge. Spring up from prone and jump across sinking quietly to the ground on another side.
5. To cross trench, climb silently and slowly and then climb out to the other side. Remain quiet for a moment and listen before further movement.

Demonstration and Practical Exercise on.
   a. High Crawl and Creeping
   b. Low Crawl

COVER AND CONCEALMENT

Cover - is the protection against enemy fire or hostile weapons.
Types of cover:

1. Natural Cover - made by nature/ need no change.
   Examples:
   a. Ditches of canals
   b. Depression
   c. Embarkment
   d. Boulders

2. Artificial Cover - Constructed from issued materials or made by man.
   Examples:
   a. Sandbags
   b. Foxholes
   c. Trenches

Concealment - is the protection against enemy observation but not enemy first.

1. Types of Concealment.
   a. Natural Concealment - Made by matters/ need no change.
      Examples:
      - Bushes
      - Grasses
      - Log pile
   b. Artificial Concealment - constructed from issued materials or individual found in the vicinity.

2. Uses of concealment
   a. Use to hide from enemy sight but deliver fire effectively.

3. Rules of Concealment
   a. Avoid unnecessary movement. (remain motion-less while observing).
   b. Blend with the background. (be sure that the background does not.
      Contrast with your uniform.
   c. Take advantages of the shadow. (Stay in the shadow).
d. Break the regular outline of the object. (Copy the background near your vicinity.

e. Keep off the skyline. (You can observe from even a great distance).
GENERAL

You will usually move as a member of a team. Small teams, such as infantry fire teams normally move in a formation. Each soldier in the team has a set position in the formation, determined by the type weapon he carries. That position, however, may be changed by the team leader to meet the situation. The normal distance between soldiers is 10 meters.

G. FIRE AND MOVEMENT

When a unit makes contact with the enemy, it normally starts firing at and moving toward the enemy. Sometimes the unit may move away from the enemy. That technique is called fire and movement. It is conducted either to close with and destroy the enemy, or to move away from the enemy so as to break contact with him.

The firing and moving take place at the same time. There is a fire element and a movement element. These elements may be single soldiers, buddy teams, fire
teams, or squads. Regardless of the size of the elements, the action is still fire and movement.

The fire element covers the move of the movement element by firing at the enemy. This helps keep the enemy from firing back at the movement element. The movement element moves either to close with the enemy or to reach a better position from which to fire at him. The movement element should not move until the fire element is firing.

Depending on the distance to the enemy position and on the available cover, the fire element and the movement element switch roles as needed to keep moving.

Before the movement element moves beyond the supporting range of the fire element (the distance within which the weapons of the fire element can fire and support the movement element), it should take a position from which it can fire at the enemy. The movement element then becomes the next fire element and the fire element becomes the next movement element. If your team makes contact, your team leader should tell you to fire or to move. He should also tell you where to fire from, what to fire at, or where to move. When moving, use the low crawl, high crawl, or rush.

**FIRE TEAM FORMATIONS**

Formations are arrangements of elements and soldiers in relation to each other. Squads use formations for control flexibility and security. Leaders choose formations based on their analysis of the factors of METT-T. Leaders are up front in formations. This allows the fire team leader to lead by example, “Follow me and do as I do.” All soldiers in the team must be able to see their leader.
a. **Wedge.** The wedge is the basic formation for the fire team. The interval between soldiers in the wedge formation is normally 10 meters. The wedge expands and contracts depending on the terrain. When rough terrain, poor visibility, or other factors make control of the wedge difficult, fire teams modify the wedge. The normal interval is reduced so that all team members can still see their team leader and the team leaders can still their squad leader. The sides of the wedge can contract to the point where the wedge resembles a single file. When moving in less rugged terrain, where control is easier, soldiers expand or resume their original positions.

b. **File.** When the terrain precludes use of the wedge, fire teams use the file formation.

**SQUAD FORMATIONS**

Squad formations describe the relationships between fire teams in the squad. They include the squad column and squad line.

a. **Squad Column.** The squad column is the squad's most common formation. It provides good dispersion laterally and in depth without sacrificing control, and facilitates maneuver. The lead fire team is the base fire
team. When the squad moves independently or as the rear element of the platoon, the rifleman in the (rail fire team provides rear security

b. **Squad Line.** The squad line provides maximum firepower to the front. When a squad is acting as the base squad, the fire team on the right is the base fire team.

c. **Squad File.** When not traveling in a column or line, squads travel in file. The squad file has the same characteristics as the fire team file. If the squad leader desires to increase his control over the formation, exert greater morale presence by leading from the front, and be immediately available to make key decisions, he will move forward to the first or second position. Additional control over the rear of the formation can be provided by moving a team leader to the last position.
PERSONAL HYGIENE AND SANITATION

INTRODUCTION

It is virtually to go through life without encountering a medical problem. For most of us, medical questions arise all the time, not necessarily because we are ill but simply because we are alive. Living is a dynamic process, and everyday we are in the process of undergoing change of one kind or another. Most of us have been in situations involving health issues, where we suddenly become aware of questions and do not know the answers. Why did it happen? What caused it? What should I do? Should I call doctor? What can the doctor do for me? The more you know about your health, the more involved you can be in your healthcare and the better overall result of your healthcare experience will be.

Personal hygiene is the individual concern of every soldier. It is therefore important for them to practice the rules of hygiene and sanitation, to serve the need for clean and healthful living and as an important means of attaining the unit’s prime objective – the accomplishment of the mission.

In camp sanitation, it is a command responsibility that under the precept of a command, it is the mirror image of its commander. And so for a sad state of health of his men and the unsanitary condition they work in, it reflects the poor leadership, weak discipline and inadequate supervision in the unit.

A. HEALTH MAINTENANCE AND SANITARY PRACTICE

The rules of hygiene and sanitation are simple and easy to follow. Listed below are the basic health guidelines that everyone must follow to maintain a good strength and effective soldier in combat.

1. Always keep your body clean. Take a bath at least once a day. As a minimum, bathe your feet, hands and private parts. If possible change your underwear and socks
after bathing.

2. Change your underclothing daily if possible. If not, at least a week. Inspect them for lice, fleas or other bugs that may keep you itchy.

3. Change clothing, shoes or socks immediately after they get wet to avoid getting colds, athlete’s foot and other illnesses.

4. Brush your teeth at least twice a day, preferably after waking up and before going to bed. Brush your teeth on the inside and outside.

5. Always wash your hands with soap and water after doing fatigue duty, after engaging the extraneous exercise, before eating and after coming out from the comfort room.

6. Use only your own eating and drinking utensils if possible. You may contact diseases from infected mess gear or personal articles of others.

7. When mosquitoes and other flying insects are present in your area, be sure to use your mosquito net.

8. Never drink water from any untreated source until it has been declared safe for drinking by a medical officers. Use purification tablets if possible or boil the water for at least 15 minutes before drinking it.

9. Relieve yourself on an area, which is designated as the head area for your unit.

10. Exercise your muscles and joints regularly. Inactivity may do equal damage to your health as extreme exertion or fatigue.

11. Avoid venereal diseases. Do not associate with infected person who may be carriers of this disease. Any venereal diseases can be cured much easier and quickly on its early stage.
12. Set yourself as an example of personal cleanliness and sanitary discipline. If possible, bath, shave and wear clean clothes daily and observe all the precautions mentioned.

B. MEASURES TO PROTECT AND IMPROVE HEALTH RESPONSIBILITY FOR MILITARY SANITATION.

The rules of cleanliness and sanitation should be followed in the upkeep and maintenance of both tactical and non-tactical camps.

1. When pulling up camps, build them around a sanitary plan. Make provision for sanitation requirements, such as the location of the galley the head and the billeting areas of the men.

2. Control your water supply. Purify drinking water in a manner approved by the medical officer. When water source is a stream or a river, mark separate water points for washing, cooking and human consumption. Washing and bathing points must always be downstream from points used for human consumption. Of course, in the case of tactical camps, these watering points must be well secured against enemy harassment.

3. Locate and construct heads and urinals away from the galley, mess hall and water supply but not too far from the living areas. As much as possible, the heads and urinals should be situated downwind of above-mentioned areas.

4. Maintain the sanitary conditions in the galley. Food must be stored in clean receptacles. Garbage, left over other refuse must be disposed of at designated dumping areas or garbage pits, where they may be covered with soil or burned. When improperly disposed and left uncovered, insects, especially flies, feed on these garbage; pick up the germs and tare transfer them to your food. Dysentery and other illness may then result.
5. Carry out a continuo’s campaign against insect, rodents and other pests. These pests may include flies, mosquitoes, lice, ticks, mites, cockroaches, and rats. The simplest way to control the increase of these pests is to cut-off their nourishment by screening heads, galleys and messes and by disposing waste properly. You must also drain or oil stagnant pools of water to kill larvae of insects when in the field. Burn empty ration cans and turn split coconut carrying insects and rodents to breed or feed on them.
FIRST AID

A. DEFINITION

First Aid – is an immediate and temporary care given to a victim of an accident or sudden illness before the services of a physician is obtained.

B. PURPOSE OF FIRST AID

1. To save life
2. To prevent further injury
3. To preserve vitality and resistance to infection

C. PHASES OF FIRST AID

1. Self-aid
2. Assistance from a companion
3. Emergency treatment
4. Initial surgery

D. FIRST AID RULES

1. Do not get excited. First, check for danger and then check for responsiveness. Determine whether the victim is conscious. If the victim is conscious, ask him what happened and what is wrong now. If the victim is unconscious, proceed to check the airway, breathing and circulation. Commence resuscitation as appropriate.
2. Do not move injured victim unless it is necessary. If necessary to move a casualty, seek assistance if possible and handle gently.
3. Keep the victim lying down with his head level with his feet while being examined.
4. Keep the victim warm and comfortable. Remove enough clothing to get a clear view. To get a clear idea to get a clear...
idea to the extent of the injury.

5. Examined the victim gently. Threat the most urgent injuries first and then treat the most urgent injuries first and then treat the other injuries to the best of your ability.

6. Avoid allowing the victim to see his own injury. Assure him that his condition is understood and that he will receive good care.

7. Do not try to give any solid or liquid substance by mouth to an unconscious victim nor to a victim who has sustained an injury.

8. Do not touch open wounds or burns with fingers or other objects except when sterile compresses or bandages are not available and it is absolutely necessary to stop bleeding.

9. Do not try to arouse an unconscious person.

10. Seek medical attention immediately.

“HURRY CASES” in First Aid

a) Stoppage of Breathing – Critical time is four minutes to restore the victim to normal before brain damage take place.

- Management of the Casualty:
  1. Clean the airway
  2. Inflated the lungs with five quick breaths (proceed to CPR)

b) Severe Bleeding – Bleeding and hemorrhage mean the same thing, namely, that blood is escaping from arteries, capillary vessels, or veins.
- Types of Hemorrhage:
  1. Arterial Bleeding – Blood from an open artery. The color of the blood is bright red. The blood spurts, which are synchronized with the pulse.
  2. Venous Bleeding – Blood from an open vein. The color of the blood is dark red. The blood escapes in a slow steady flow.
  3. Capillary Hemorrhage – Blood from damage capillaries. The color of the blood is intermediate between bright and dark red. The blood only oozes from the wound. This is the common type of hemorrhage.

- Controlling external bleeding:

  1. Direct pressure
     (a) Digital pressure (pressure points)
        - Facial – Temporal
        - Carotid – Subclavian
        - Auxiliary – Brachial
        - Femoral
     (b) Compress and Bandage
     (c) Ligation – tying
     (d) Torsion – twisting
  2. Elevate the injured part to lessen the flow of blood.
  3. Indirect pressure – Tourniquet

c. Poisoning

  1) Swallowed – Antidote is to dilute with water or milk to lessen the concentration of the poison. Milk coats the lining of the intestines.
  2) Inhaled – Proper ventilation at once (open air).
  3) Contacted poison – Wash at once with soap and water. Bath soap is recommended.
  4) Injected as in snakebite.
H. Snake Bite

= Expose the wound
  (a) Remove clothing
  (b) Remove shoes
  (c) Remove casualty’s jewelry (safeguard/protect jewelry. Place in casualty’s pocket)

= Determine the nature of bite
  (a) Non-poisonous
      - Four to six rows of teeth  - No fang marks on victim
  (b) Poisonous
      - Two rows of teeth  - Two fangs which create puncture wound

= Signs and Symptoms
  (a) Less than one hour
      - Headache  - Vomiting
      - Transcript faintness, confusion, unconscious
  (b) One to three hours after.
      - Dropping eyelids  - Double vision (Diplopia)
      - Difficulty in swallowing  - Enlarged lymph glands
      - Abdominal pain  - Dark urine
      - Rapid pulse  - Hemorrhage
  (c) After three hours
      - Paralysis in large muscles  - Respiratory paralysis
      - Circulatory failure

= Treatment
  (a) Non-poisonous
      - Cleanse/disinfect wound
      Use soap and water or an antiseptic solution.
Use iodine (if casualty is not allergic to it)

**CAUTION:** If the bite cannot be positively identified as poisonous or non-poisonous, treat as a poisonous bite.

(b) **Poisonous**
- Rest the casualty / have casualty lie down
- Keep casualty still to delay venom absorption
- Apply broad bandage
- Keep bitten part below heart level
- Immobilize the limb
- Bring transport to casualty

= **DON'TS**
(a) Cut or incise wound
(b) Apply tourniquet
(c) Wash bitten area

= **PREVENTION:** Avoidance – know where the snake rests
(a) Near logs
(a) In heavy brush (vegetation)
(b) In Rocky Edges (reef)

d. **Shock**

Shock – is a condition in which there is insufficient blood in the circulation to fill the blood vessels. As a result, the tissues do not receive enough oxygen to maintain life and there is extreme body weakness or physical collapse.

**Main Causes of Shock**
1. Hemorrhage, also loss of water due to nausea and vomiting and loose bowel movement
2. Severe injuries, such as burns and fractures
3. Asphyxiation – lack of oxygen
Other factors that may cause or aggravate shock

1) Severe pain
2) Wound infection
3) Disease
4) Exposure
5) Fatigue
6) Hunger and thirst
7) Fear and worry
8) Unnecessary or rough handling

Signs and Symptoms of Shock

1) The casualty is pale
2) Skin is cold and clammy
3) Pulse is rapid and weak
4) Respiration is rapid, irregular and shallow
5) If the casualty is conscious, he may be listless and drowsy and complain of thirst and dryness in the mouth.
6) The eyes may have a vacant, dull expression, and the pupils may be enlarged

Treatment for Shock

1) Control the bleeding
2) Give oral fluids providing there is no contradictions such as abdominal wounds or unconsciousness
3) Keep the casualty comfortable and warm but do not overheated
4) Lay the patient on his back with his feet higher than his head except in cases of chest or head injuries
e. Fracture

Fracture – is a break in the continuity of the bone

Kinds of Fracture
1) Open (compound) fracture – Bone has broken through skin.
2) Closed (simple) fracture – Skin has not been penetrated on both ends.

Signs and Symptoms
1) Deformity – present when injured limb lies in unnatural position or is angulated where there is no joint
2) Pain at the point of fracture
3) Crepitation (grating sound)
   - Felt and heard when bones rub together
   - Never move the injured extremity to determine crepitation
4) Discoloration (echymosis, bruising)
5) Loss of motion
6) Exposed bones
7) Swelling (edema)
8) Possible loss of pulse below fracture

f. Splinting

Splinting – a device to immobilize an injured part of the body.

Reasons for Splinting
1) Relieve pain by minimized movement
2) Prevent further damage to injury site

General Principles of Splinting
1) Splint fracture where it lies – DO NOT reposition. If fracture is severely angulated, straighten it with a gentle pull so that limb can be incorporated into a splint.

2) Immobilize fracture site before moving casualty. Splint should immobilize joint above and below fracture site.

3) Pad splints before applying.

4) Dress all wounds and/or open fracture (exposed bones) prior to splinting.

5) Check for neurovascular function before, during and after application of splint.

g. **Burns and Scalds**

**Burn** - is an injury that results from heat, chemical agent or radiation. It may vary in depth, size and severity.

**Scalds** - is a burn caused by a liquid.

**Classification of Burns**

**Depth**

(a) First Degree – The outer skin is reddened and welted or slightly swollen.

(b) Second Degree – The under skin is affected and blisters are formed.

(c) Third Degree – The skin is destroyed and tissues underneath are damaged.

1) **Causative Agent**

   (a) Thermal agent (heat)

   (b) Electricity

   (c) Radiation burns

   (d) Chemical agent (acids, alkali)

**Treatment for first Degree Burn**

1) Immerse burnt area in cold water until the patient ceases to feel pain.
2) When it is possible to immerse the burned area, moist cold towels should be applied and renewed frequently.

3) Follow this application for dry dressing.
4) If desired a simple burn ointment may be applied

**Treatment for second degree burn**

1) Follow the steps prescribe in the first degree except do not apply any burn ointment.
2) Gently Blot area dry with sterile gauge or clean cloth.
3) Apply sterile gauze or clean as protective dressing.
4) Never break a blister.

**Treatment for third Degree Burn**

1) Do not remove adhered particles of charred clothing.
2) Cover burned area with sterile dressing or freshly laundered sheet.
3) Do not allow victim to walk.
4) If medical help is not available for one hour or more and victim is conscious, and not vomiting, give a weak solution of salt and soda.

**h. Fainting**

Fainting is loss of consciousness caused by a temporary reduction of the blood supply to the brain.

**Causes**

1) Emotional
2) Fatigue
3) Hunger
Signs and symptoms

1) Weakness  4) Dizziness
2) Palor      5) Cold Sweat
3) Unconsciousness

Treatment

1) Seat victim with knees far apart and hold head far down
   Between knees for about five minutes
2) If victim loses consciousness, lay him down on his back with head
   turned to one side.
3) After consciousness return keep victim quiet for about 15 minutes.

i. Unconsciousness

Unconsciousness - a person who does not respond to any spoken words or
obeys a shouted command.

Observation to the unconscious

1) Check for the ABC
2) Check for hemorrhage
3) Check for fracture
4) Check and record vital signs
5) Check the size and reaction of the pupils to light
   (a) Dilated pupils – (possible cause) Shock, Cardiac arrest, brain
damage, substance abuse (Amphetamines, Marijuana), and
   disorder of central nervous system.
   (b) Constricted Pupils – Head injury, stroke, Substance abuse (narcotics)
6) Eyelid Response
7) Response to speech
8) Response to pain
MOUTH-TO-MOUTH METHOD
(Casualty with heartbeat)

1. Clear the casualty’s airway
2. Position the casualty on his back.
3. Place him up and put a rolled blanket or similar object under his shoulder.
4. Adjust the casualty’s lower jaw to a jutting out position using either of the two methods:
   Thumb jaw lift
   Two-hand jaw lift
5. Seal the airway opening (nose or mouth)
6. Administer as follows:
   a) Take a deep breath open your mouth wide and make an airtight seal around the casualty’s mouth or nose
   b) With your eyes focused on the casualty’s chest, blow forcefully into his airway (nose or mouth)
   c) Remove your mouth from the casualty’s airway opening and listen for the return of air from his lungs.
   d) After exhalation of air from the casualty’s lungs blow another deep breath into his airway.
CHEST-PRESSURE ARM-LIFT METHOD

- Clear the casualty’s upper airway (as described earlier)
- Position the casualty on his back
- Position the casualty’s head in the same manner as for mouth to mouth resuscitation
- Position yourself:
  - Stand at the casualty’s head and face his feet.
  - Kneel on one knee and place your opposite foot to the other side of his head and against his shoulder to steady it.
  - If you become uncomfortable after a period of time quickly switch to the other knee.

ADMINISTER AR AS FOLLOWS:

- Grasping the casualty’s hands and holding them over his lower ribs, rock forward and exert steady uniform pressure almost directly downward until you meet strong resistance
- Lift his arms vertically upward above his head; then stretch them backward as far as possible
- Replace his hands on his chest and repeat the cycle: press-lift-stretch-replace.
  Continue AR until the casualty can breathe satisfactorily for himself or until you are positive is gone.
- When you become tired relinquish your position to another person if available, with no break in rhythm
CARDIO PULMONARY RESUSCITATION (CPR)
(CASUALTY WITH NO HEARTBEAT)

- Determine consciousness by tapping the shoulder of the victim and shout Hey are you OK!
- If no response, shout for help.
- Clear the airway by removing any obstruction from the mouth.
- Check the pulse by feeling the carotid pulse and check breathing by bringing your check close to his nose to feel the air coming from his nose and look directly to his chest for the rise and fall during breathing. Do this for at least ten seconds.
- If no pulse and breathing give two blows as in Artificial Respiration (AR) then recheck the pulse.
- If no pulse and breathing Activate Medical Assistance (AMA) Let somebody call an Ambulance then start the CPR by:
  - Prepare the victim. The surface on which the victim is placed must be solid.
  - Position yourself:
    - Kneel at a right angle to the casualty’s chest so that you can use your weight to apply pressure on his breastbone.
    - Locate the xyphoid tissue using your index and middle finger then Place the heel of your palm beside these fingers and the heel of the other hand over it.
ADMINISTER CLOSED-CHEST HEART-MASSAGE:

- With your hand in position and your arms straight, lean forward to bring your shoulders directly above the victim's chest then press downward. Do the press-release cycle one per second. After fifteen (15) compression give two blows as in AR.

- After five cycle of 15 compression and two blows check pulse and breathing

- If victim has no pulse and no breathing continue CPR.
FILL LUNGS AND COMPRESS CHEST

A VENTILATION

2 QUICK LUNG INFLATIONS

B COMPRESSION

16:2 RATIO
30 CHEST COMPRESSIONS
2 MIN.
2 QUICK LUNG INFLATIONS

USE CORRECT POSITIONS

1 1/2" - 2"

UPSTROKE

DOWNSTROKE
APPLY TOURNIQUET

(A) MAKE A LOOP AROUND THE LIMB. TIE WITH SQUARE KNOT.

(B) PASS A STICK, SCABBARD, OR BAYONET UNDER THE LOOP.

(C) TIGHTEN TOURNIQUET JUST ENOUGH TO STOP ARTERIAL BLEEDING.

(D) BIND FREE END OF STICK TO LIMB TO KEEP TOURNIQUET FROM UNWINDING.
THE M16 RIFLE

Characteristics:

1. Air-cooled – natural ventilation
2. Gas Operated – weapons that uses the pressure of the expanding gases to move the bolt through a cylinder.
3. Magazine fed – box type
   - Short – 20 rds
   - Long – 30 rds
4. Shoulder and hip fired weapon – it is a weapon fired from the shoulder or hip.
5. Semi-automatic and automatic mode – the weapon by changing the setting of the selector lever can be made to fire either in automatic or semi-automatic mode

Gun Data:

1. Weights:
   a. Rifle without magazine and sling - - - - 6.5 lbs
   b. Empty magazine aluminum - - - - .2 lbs
   c. Full magazine (20 rds) - - - - .7 lbs
   d. Sling M1 - - - - - - - - - - .4 lbs
   e. Firing weight (fully loaded with sling) - - 7.6 lbs
   f. Bipod - - - - - - - - - - - - - - - - - - - 6 lbs
   g. Bayonet-knife M7 - - - - - - - - - - - - .6 lbs
   h. Scabbard M8A1 - - - - - - - - - - - - - .3 lbs

2. Lengths:
   a. Rifle with Bayonet - - - - - - - - - - - - 44.25 in
   b. Rifle overall with flash suppressor - - - - - 39 in
3. Sights:
   a. Front adjustable, click type post. Each click is equal to 2.8 centimeters per 100 meters of range.
   b. Rear-adjustable flip-type. Normal range setting is for 0 to 300 meters, long range setting (L) 300 to 500 meters. Each notch of the windage drum equals 2.8 centimeters for every 100 meters of range. On a weapons set for battle sight of 250 meters flip to long range aperture weapon is then zeroed to 290-375 meters.
   c. Sign rapid---------------------------------------------19.75 in
4. Operation Characteristics
   a. Cyclic rate of fire----------------------------------700 – 8 – rds per min
   b. Muzzle velocity------------------------------------- -3,250 fps
   c. Maximum range-------------------------------------- 2,653 meters
   d. Maximum effective range--------------------------460 meters
   e. Maximum rate of fire:
      1) Semi-automatic----------------------------------45 – 65 rds per min
      2) Automatic----------------------------------------150 – 200 rpm
      3) Sustained rate of fire--------------------------12 – 15 rpm
Disassembly/Assembly:

1. Disassembly
   a. Remove magazine
   b. Open bolt & inspect chamber
   c. Remove handguards
   d. Disengage take down pin
   e. Withdraw charging handle and bolt carrier
   f. Remove bolt carrier group
   g. Remove retaining pin
   h. Remove firing pin
   i. Remove bolt cam pin
   j. Remove bolt from bolt carrier
   k. Remove extractor pin
   l. Remove extractor
   m. Remove sling
n. Remove charging handle
o. Disengage receiver pivot pin
p. Separate upper receiver and lower receiver groups
q. Press in buffer assembly, depress buffer retainer and then release buffer assembly.
r. Remove buffer assembly and spring

2. Assembly – is just the reverse of disassembly.
U.S. RIFLE 7.62 mm M-14

Characteristics:

1. Air-cooled – natural ventilation
2. Gas Operated – weapons that uses the pressure of the expanding gases to move the bolt through a gas cylinder.
3. Magazine fed – box type
   - short – 20 rds
   - long – 30 rds
4. Shoulder weapon
5. Provided with bayonet lug – for the attachment of bayonet or grenade launcher.
6. Provided with spindle valve – to control the use of gases to operate the rifle.

Gun Data:

1. Length of rifle (overall) w/ flash suppressor M-14  - - - 44.3
2. Weight of M14 with full magazine - - - - - - - - - - 9.5 lbs
   w/o fully load magazine - - - - - - - - - - - - - - - - 8 lbs
   - w/ empty magazine - - - - - - - - - - - - - - - - - - 8.5 lbs
3. Weight of empty magazine - - - - - - - - - - - - - - - - 0.5 lbs
4. Weight of full magazine w/ ball ammunition - - - - - 1.5 lbs
5. Muzzle velocity - - - - - - - - - - - - - - - - - - 2,800 fps
6. Cyclic rate of fire - - - - - - - - - - - - - - - - - 750 rds/min
7. Maximum effective range (semi-auto w/o bi-pod) - - - 460 meters
8. Maximum effective range (semi-auto w/ bi-pod) - - - - 700 meters
9. Maximum effective range (auto w/ bi-pod) - - - - 460 meters
10. Maximum range - - - - - - - - - - - - 3,725 meters
11. Sights:
   a. Front – fixed
   b. Rear – adjustable – 1 click of elevation or windage moves the strike of the bullet .7 centimeter at 25 meters or 2.8 cm or 1.1 inch at 100 meters.

12. Use **seven types** of ammunition:
   a. Armor piercing – AP – NATO M16
   b. Ball – NATO M60
   c. Tracer – NATO – M62
   d. Dummy – NATO M63
   e. Blank – NATO M82
   f. Incendiary – NATO M118
   g. Grenade launcher ammo – NATO M64

**Nomenclature:**

1. SELECTOR
2. SAFETY
   A. SAFE POSITION
   B. FIRING POSITION
3. GAS SPINDLE
4. REAR SIGHT CONTROLS
   A. WINDAGE KNOB
   B. PINION
5. OPERATING RODE HANDLE
Disassembly:

1. Press in magazine latch and remove magazine.
2. Cock rifle and place safety in safe position.
3. Disengage rear end of trigger guard from firing mechanism.
4. Swing trigger guard away from stock and pull straight away from stock to remove firing mechanism. Do not rotate trigger guard more than 90 degrees during this operation.
5. Grasp the receiver firmly with one hand and strike the butt with palm of the other, lifting the stock from barrel and receiver group.
6. Depress rear sight to lowest position, and turn the barrel and receiver group on its side with the right side upward.
7. If rifle has selector, press in and rotate until face marked with “A” is toward the rear of the right knob.

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8. Push forward on rear of connector assembly with right thumb, until the front end can be lifted off the connector lock.

9. Rotate connector assembly about 35 degrees in a clockwise direction, or until the slot at the rear is aligned with the elongated stud on the sear release. Lower the front end of the connector assembly and lift it off the rear release.

10. Turn barrel and receiver group upside down on a padded surface.

11. Pull forward on operating rod spring, removing pressure on the connector lock pin. Pull the lock outward to remove the operating rod spring guide and operating rod spring.

12. Turn barrel and receiver group right side up.

13. Pull back on operating rod, aligning key on its lower surface with notch in receiver. Lift operating rod free and pull to rear, disengaging it from operating rod guide.

14. Remove the bolt by grasping the bolt roller that engages with the operating rod and slide it forward. Lift upward and outward with a slight rotating motion to the right to remove bolt from receiver.

Assembly:

1. Insert the bolt from receiver group by slight rotating potion to the right.

2. Insert operating rod from operating rod guide, aligning key on its lower surface with bolt engage from operating rod, then pull it forward.

3. Turn the barrel and receiver group upside down on padded surface.

4. Insert the operating rod spring with operating rod guide from the hole of operating rod.

5. Push it forward, to insert it from connector lock and push connector lock pin.

6. Insert the small hole to the rear end of connector from elongated stud, then turn it the connector assembly to the left, then push it forward until the
connector lock, lock from operating rod.

7. Install stock group from receiver group.
8. Install trigger group from stock, until it engage from receiver group.
9. Push trigger guard downward, until it engage to the trigger mechanism.
10. Insert the magazine smoothly and firmly until it lock from the magazine latch.
INTRODUCTION

From a historical point of view, the grenade as a weapon is known to have been made with the discovery of explosives. It is reported to have been used as early as the 15th century. During that time, the grenade was shaped like a French pomegranate.

In the middle of the 17th century, selected soldiers, then called “grenadiers”, were using the grenade with fatal effects. But soon, it fell into disuse as improved versions of the rifle were introduced which consequently increased the range between front lines. Sometime later, particularly in the 20th century, attacking troops found the grenade to be an essential weapon. It was discovered to be effective in clearing enemy at short ranges. Grenades are of two (2) basic types – hand and launched. The hand grenade is thrown away, while the launched grenade is fired from a launcher.

Grenades are further classified as explosive, chemical, and practice. Explosive grenades, which produce fragmentation or blast, are primarily used for anti personnel, harassing, and incendiary, smoke screening, or signaling purposes. Practice grenades may be inert or have a small charge for marking practice throws.

Launched grenades are most likely to be either the anti-personnel explosive type, with fragmentation warhead, or high explosive anti-tank one. The latter’s shaped charge warhead is very effective against armor.

Hand grenades are fitted with a delayed action fuse. For explosive grenades, the delay is about 4.5 seconds. The fuse of a chemical grenade, on the other hand, has a delayed action of 2 seconds and usually burns rather than explodes. Launched grenades have instant fuses.
Techniques/Procedures to be Employed:

2. Grip the hand grenade. The safest way to grip a hand grenade for throwing is to hold it so that the safety lever is held down by the thumb, while keeping the pull ring (and safety clip if present) free and facing the non-throwing hand.

3. Position body, and arm the hand grenade. You should always be in a comfortable and natural position. The two most important points in accurate throwing are body-target alignment and eye-target focus. Line up your body with target as though you were going to throw a football or baseball. Keep watching the target as you throw, and let your arm swing naturally to it. Follow through with your throwing motion and take cover. If possible, you or a buddy should watch where the grenade lands. Make sure you properly arm the grenade before you throw it. The safety pin and clip should be removed while behind cover.

4. Fragmentation grenade M67 with time delay fuse 213 is your best all around choice. It can be thrown a little over 40 meters by most soldiers and will kill or injure exposed soldiers within 15 meters when it explodes. With practice, you should be able to throw the grenade to within 5 meters of a selected point 35 meters away from you or inside a fighting position 2 meters wide at a range of 20 meters.

Offensive Grenades

These are types that contain an explosive charge in a fiber body and a designed for concussion effect to stun the enemy in enclosed places so that the thrower can charge while the enemy is a dazed condition.

Chemical Grenades

These grenades condition chemical agents designed to produce a toxic, irritating effect, a casualty effect, a screening or signal smoke, an incendiary action, or a combination of these other effects.
Fuses of Grenades

Fuses for hand grenades are classified as either detonating or igniting. A detonating fuse contains a small quantity of violent and comparatively sensitive explosive which sets off the more inert explosive charge in the body of the fragmentation grenade or which bursts the body and liberates the filler in the case of white phosphorous chemical grenades. On the other hand, an igniting fuse contains a small quantity of black powder, or a powder pellet, which ignites the filler as though lighted match were applied.

The fuse has a simple functioning system. Upon the removal of the safety pin and the release of the safety lever, the striker rotates, pushing off the safety lever, and continues its rotation until it strikes the primer. The impact of the striker sets off the primer, which in turn ignites the delay element. After the delay element burns through its length, it sets off either the detonator or igniter cap.

Safety Considerations

The following constitute the precautionary measures in handling grenades:

1. Do not drop a grenade after the safety pin has been removed.
2. Do not use ball ammunition or ordinary blank cartridge to proper grenades.
3. Do not tamper with duds or non-exploding grenades.
4. Do not pull the safety pin until you are ready to throw the grenade.
5. If a grenade is accidentally dropped after the safety pin has been removed immediately pick up, throw it in the intended direction, should “grenade,” and then seek nearby shelter, or drop to the ground with the helmet toward the grenade.
PROPER WAY OF HOLDING GRENADE

GRENADE THROWING
POSITION (Kneeling)
In accordance with the mission that the corps is tasked to perform, all marine warriors, regardless what their assignments, are rated as qualified rifleman. A such whatever position you presently hold in your unit, you should be able to fire your issued weapon with accuracy and precision. Your proficiency in handling the rifle may save your life of that and other marines in combat.

Essentially to be qualified rifleman, you must first be able to assume the correct firing positions which will make you and your rifle a single unit. Secondly, you must know to correctly align your rifle with the target and fire the weapon without disturbing this alignment.

A. PRINCIPLES OF GOOD MARKMANSHIP

The following are the basic principles of good rifle marksmanship, which you should master.

1) **Proper Aiming.** In aiming, the first must concern him on how to correctly point his rifle so that his projectile will hit the target when he fires. To do this, he must have his rear sight, the blades of his front sight and the target or aiming points in their proper relationship as shown in the following figure.

   a. **Sight alignment.** To obtain correct sign alignment, the top center of the front sight aperture. If an imaginary horizontal line were drawn through the center of the rear sight of the aperture, the top of the front sight blade. The firer can ensure that he has perfect sight alignment by concentrating his attention and focusing his eye on the front sight blade through the indistinct or fuzzy appearing rear sight aperture. By doing
this any error in the sign alignment can easily be detected and corrected.

b. **Placement of aiming point.** An aiming point is the specific area on the target on which the firer is aligning his rifle sights. A correctly placed aiming point is exactly centered on and appears to touch the top of the sight blade.

2) **Steady hold.** Steady hold is the technique of holding the fire as steady as possible when aligning the sights and when firing the weapon. Following are the eight factors that may affect your holding of a rifle in a steady position:

a) **Grip of the left hand.** The grip on the rifle should be relaxed but a the same time exerting a slight rearward pressure. The left elbow should be placed directly under the rifle such that bones, and not the muscles of the arm support of the rifle.

b) **Rifle butt in the pocket of the shoulder.** The firer must place the rifle butt into the pocket of the flesh, which is formed, in his right shoulder. The proper placement of the rifle butt lessens the effect of the recoil, helps steady the rifle and prevents the rifle butt from slipping.

c) **Grip of the right hand.** The firer's right hand should grip the small of the stock firmly but not rigidly. A firm rearward pressure must also be exerted by the right hand to keep the rifle butt in the proper position in the pocket of the shoulder and to keep it secured enough against the shoulder.

d) **Right elbow.** This provides balance to the firer's position. When correctly positioned, the right elbow form a pocket flesh in the shoulder where it is rested.

e) **Spot weld.** It is the point of firm contact between the firer's cheek and thumb on the small of the stock. The firm contact between the head, hand, and rifle enables the head and weapon to recoil as one unit, thereby facilitating rapid recovery to proper firing position after every round is fired.
f) **Breathing.** If the firer continues his breathing while aiming, the movement of his chest will cause corresponding mov't on his weapon. Initially, you should take a normal breath. You should not hold your breath for more than 10 sec. Otherwise your vision will blur and the strain in your lungs will cause muscular tension.

g) **Relaxation.** You should be able to relax properly in each firing position. Undue muscular strain or tension causes a movement on the rifle.

h) **Trigger control.** The trigger finger should control the trigger at some point between the tip and second joint of the finger. The finger must not touch the side of the stock, as this will cause unnecessary pressure to be applied at a slight angle rather than the straight of the rear.

B. **RIFLE FIRING POSITION**

1) **PRONE POSITION**

a) **Step one.** Stand at ready position facing your target. Your left foot slightly forward.

b) **Step two.** Drop to your knees.

c) **Step three.** Slowly drop to the ground. Hold the heel of the rifle with your right hand.

d) **Step four.** Hit the ground with left elbow as far right as forward possible.

e) **Step five.** Place the butt of the rifle on your shoulder and press your cheek against the small of the stock. As in other firing position, you should maintain a constant pressure with your cheek and the stock while firing.

f) **Step six.** Grasp the pistol grip with your right hand and keep your elbow slanted on the ground.

g) **Step seven.** Keep your feet well apart for added stability. Your shoulder must be level with the ground.
2) SITTING POSITION

a) **STEP ONE** - Stand at ready position with your left foot crossed over your right foot.

   **STEP TWO** - Slowly drop to the ground, breaking your fall with your right hand. Keep your feet in place.

   **STEP THREE** - Your feet must be either crossed or placed slightly apart, which ever is more comfortable or offer a more stable firing position.

b) **STEP FOUR** - Place left elbow far down or inside of left leg.

c) **STEP FIVE** - Place the rifle butt on your shoulder and press your cheek against the stock.

d) **STEP SIX** - Place your right elbow on inside of our right leg. Grasp the pistol grip with finger on the trigger. Your back should be bent well forward. The closer you keep your elbows to the ground, the steadier you will be.

KNEELING POSITION

a) **STEP ONE** - Stand at ready position facing the target with your left foot slightly forward.

b) **STEP TWO** - Drop to your right knee with your right leg parallel to the target. Your right foot should be at right angle to your right leg, midway between the foot and the knee.

c) **STEP THREE** - Sit back on your heel while holding your foot upright. You may also sit on the side of your right foot flat on the ground. This is a good position when properly used. You must sit well forward and maintain your balance.

d) **STEP FOUR** - Place your elbow on the flat of your knee, so it will be directly under the rifle when position is completed.

e) **STEP FIVE** - Place the rifle butt on your shoulder and press your cheek against the stock and maintain constant "spot weld."

f) **STEP SIX** - Grasp the pistol grip with right hand in line with your shoulder and ball of your finger on the trigger.

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STANDING POSITION

a) **STEP ONE** - Stand at ready position with your feet at comfortable distance apart, to ensure perfect balance. Also distribute your weight equally on your both feet.

b) **STEP TWO** - Place the rifle butt on your shoulder while holding your left arm under the rifle in the most comfortable and balanced position. Your left hand should be grasping the upper hand guard, slightly forward at the balance of the rifle.

c) **STEP THREE** - Grasp the pistol grip with the ball of your finger on the trigger. Keep your elbow in line with or above your shoulder.

d) **STEP FOUR** - When in standing position, always keep your body erect.
STEP 1

STEP 2

STEP 3

FIRING POSTION

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