Memorandum regarding designations of organizations of National Guard, January 15, 1917

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Maine National Guard

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MEMORANDUM:

STATE OF MAINE
The Adjutant General's Office
Augusta, January 15, 1917.

DESIGNATIONS OF ORGANIZATIONS OF NATIONAL GUARD

Hereafter the official designation of the units of the National Guard will be as follows:

1. The designation of regiments and separate organizations will comprise the specific organizational designation, followed by the words, "National Guard."

2. The organizational designation will include in the order stated:
   (1) The numerical designation of the unit;
   (2) The name of the unit, as "Regiment";
   (3) The name of the State;
   (4) The arm or branch of the service.

3. The following are examples of the application of the above directions:
   2nd Regiment Maine Infantry, National Guard,
   Co. A, 2nd Regiment Maine Infantry, National Guard,
   1st Co, Maine Coast Artillery, National Guard,
   Sanitary Detachment, 2nd Regiment Maine Infantry, National Guard.

4. When the context is clear, the above designations may be abbreviated in the body of communications; as, "2nd Maine Infantry." The complete designation should however be retained in the headings of communications, orders, reports and returns.

INDIVIDUAL EQUIPMENT OF OFFICERS

1. The following is furnished in connection with the provisions of Circular 10, Militia Bureau, 1916:
   (a) Field officers and unassigned officers of the National Guard Coast Artillery are not required to have the mounted equipment mentioned on page 4 of Circular 10.
   (b) Chaplains are not required to have the pistol, bolt, etc.
   (c) In the matter of individual equipment, officers are not required to own personally such articles as pistols and field glasses. If the State has sufficient equipment to provide for all of the State troops and has made issue to organizations so that each company has in its possession the full equipment needed for the organization plus the company officers, then the inspector will credit the officers for the articles they present for inspection even though they are not owned personally by the officers. A Coast Artillery company should have two field glasses as organizational equipment and three for individual equipment of its three officers unless the officers have privately owned glasses.
2. The type EE field glasses which have been furnished by the State are to be considered as a part of the Coast Artillery materiel pertaining to armory equipment and cannot be counted as part of the equipment of organizations or officers.

ANNUAL RECORD OF ATTENDANCE AT DRILLS OF OFFICERS AND ENLISTED MEN

1. The Annual Record of Attendance on Form 71, D.M.A. is no longer required to be kept on that form.

2. The former requirement of the Militia Bureau that the total attendance at drills of each officer and enlisted man for the calendar year shall be kept, however, is still required and the inspectors detailed to make the annual armory inspection of the National Guard will call for this report.

3. This record will be kept on Form No. 100, Militia Bureau, by writing the name of each officer and enlisted man who served in the organization for a whole or a part of the year and stating in the first attendance line opposite the name of each member his total absence for the year and on the second attendance line his total attendance for the year, both of which can be readily computed from the retained copies of Monthly Record of Attendance at Drills. The heading for the first attendance line should be written thus, "Total absence, calendar year 1916", and for the second attendance line, "Total attendance, calendar year 1916".

4. There is no objection to this record being kept on Form 71, D.M.A. in the same manner as indicated in paragraph 3 above. Additional copies of Form 71, D.M.A. may be secured on requisition until the supply is exhausted.

RESERVE OFFICERS' TRAINING CORPS

1. In view of paragraph 22 of the Reserve Officers' Training Corps Regulations, published in General Orders No. 49, War Department, September 20, 1916, which is as follows:

"No member of the Army, Navy, or Marine Corps of the United States, or of the National Guard or Naval Militia, shall be eligible for membership in the Reserve Officers' Training Corps,"

the Secretary of War authorizes the discharge of students from the National Guard when satisfactory evidence is presented to show that such students will join units of the Reserve Officers' Training Corps organized in the institutions that they attend.

2. In order to prevent abuse of this privilege, the discharges will be sent by the Adjutant General to the Professor of Military Science and Tactics at the institution, to be delivered to the students applying for discharge, when they enroll in the Reserve Officers' Training Corps. Should such students fail to enroll as indicated, the discharges will be returned to the Adjutant General for cancellation.
Regulations for the Regular Army Reserve require that each member of that Reserve, not in active service, present himself to any one of the certain Government officers for identification about January 1st and July 1st of each year. If a member of the Reserve presents himself to an officer of the National Guard and requests him to sign the statement of identification as to his physical condition, the National Guard officer will, if the applicant be the person designated in the certificate, identify him, and if he seems to be in good physical condition, will so state. This certificate does not require actual physical examination of the applicant. If at any time in the future the Regular Army Reserve should be mobilized, officers and enlisted men of the National Guard will notify any members of the Regular Army Reserve whom they may meet that mobilization has been directed.

GEORGE McL. PRESSON,

The Adjutant General.

1 to each C.A.C (F.& S. and N.O.S.)
1 to each 2d Inf. (F.& S. and N.O.S.)
3 to each Company Commander
3 to Machine-Gun Co.
1 to each Band
1 to each of department commanders
   Medical Corps and
   Medical Reserve Corps
1 to each Inspector-Instructor, C.A.C.
   Sergeant-Instructors.