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**MACHINE GUN
COMMANDERS'
MEMORY CARD**

for

**Platoon Commanders,
Platoon Serjeants,
Section Commanders
and Section Corporals**

10th EDITION

Revised to Date

Printed and Published by
GALE & POLDEN, Ltd.,
WELLINGTON WORKS,
ALDERSHOT

and at
London and Portsmouth

PRICE

6^{D.}

DUTIES OF A PLATOON COMM.

DIRECT FIRE.

Prior to and during the Move Forward.

1. Give information as to role of Pl., and the best way for its advance.
2. Tell Pl. Sjt. of his own movements as far as possible.

Either—

3. Moves ahead of Pl. in Pl. Cmdr's. (Recco.) Truck (accompanied by M.C. orderly), keeping closest possible touch with infantry he is supporting with a view to engaging targets, detailing line of advance for Pl. through successive probable fire positions, and ensuring that it does not get involved in minor opposition.

Or—

4. Goes ahead to reconnoitre given area, giving a covered line of advance and a rendezvous to Pl. Sjt.

On Decision to occupy Position.

5. Finds out position of O.T., nature and extent of target.
6. Decides kind of fire. (Direct if possible.)
7. Decides No. of guns and amount of S.A.A.
8. Reconnoitres for Pl. area with no immed. overhead problem.
9. Decides—
 - (a) Areas and positions in readiness for each section.
 - (b) Arrangements for local protection.
 - (c) Arcs of fire (if required) and position of Pl. H.Q.
10. Sends M.C. orderly (or signals) for Pl. Sjt. and Sec. Cmdrs. (if latter have not accompanied him), and—
 - (a) Gives situation briefly.
 - (b) Gives orders to Pl. Sjt., Sec. Cmdrs., regarding Sec. areas, positions of readiness (Secs.), Pl. H.Q., position of trucks, local protection and site of A/T rifle.
 - (c) Prepares Fire Control Chart.
11. Organizes Pl. H.Q. and reports to Coy. H.Q. by M.C. orderly.

In Action.

12. Is responsible for—
 - (a) Watching progress of battle.
 - (b) Sending necessary F.D.Os.
 - (c) Forward reconnaissance.
 - (d) Replacement of S.A.A.
 - (e) Reporting as necessary.

COMMANDER IN THE ATTACK.

INDIRECT FIRE.

Prior to and during the Move Forward.

1. Same as for direct fire.
2. Same.
3. Same.
4. Same.

On Decision to occupy Position.

5. Same.
6. Decides indirect fire is necessary.
7. Reconnoitres and decides—
 - (a) O.P., gun line, frontage.
 - (b) Arrangements for local protection.
 - (c) Method and if necessary pivot gun.
 - (d) Position of Pl. H.Q. (Near O.P.)
 - (e) Position in readiness for Pl. and amount of S.A.A.
8. Sends M.C. orderly (or signals) for Sec. Cmdrs., if they have not accompanied, him and tells orderly to instruct Pl. Sjt. to move Pl. to position of readiness.
9. Gives following verbal orders to Sec. Cmdrs. :—
 - (a) Situation briefly.
 - (b) Method of indirect fire.
 - (c) Position of pivot gun.
 - (d) Gun line and frontage.
 - (e) O.P.
 - (f) Amount of S.A.A.
 - (g) Pl. H.Q.
10. Gives following orders to R.T. :—
 - (a) First target.
 - (b) Other points to range on.
11. Prepare Fire Control Chart (if more than one task).

In Action.

12. Is responsible for—
 - (a) Controlling fire of his Pl.
 - (b) Watching progress of battle.
 - (c) Sending necessary F.D.Os.
 - (d) Forward reconnaissance.
 - (e) Replacement of S.A.A.
 - (f) Reporting as necessary.
 - (g) Solving safety problems.

DUTIES OF A PLATOON SERGEANT

DIRECT FIRE.

Prior to and during the Move Forward.

1. Moves Pl. along line of advance as detailed by Pl. C. either
 - (a) by bounds from fire position to fire position, or
 - (b) direct to rendezvous.
2. During move and at rendezvous is responsible for—
 - (a) Knowing movements of Pl. Cmdr.
 - (b) Local protection and siting A/T rifle.
 - (c) Use of ground.
 - (d) Formation of Pl. H.Q.
 - (e) Movement and position of trucks.
 - (f) Action in case of surprise.
3. Meets Pl. Cmdr. at Pl. H.Q. and receives in detail—
 - (a) Information, intention and method.
 - (b) Any special duties he is to carry out.

In Action.

4. Acts as 2nd-in-Command to Pl. H.Q. and may be required to perform any of the following duties :—
 - (a) Watching progress of battle.
 - (b) Sending necessary F.D.Os.
 - (c) Forward reconnaissance.
 - (d) Replacement of S.A.A.
 - (e) Reporting as necessary.

SERJEANT IN THE ATTACK.

INDIRECT FIRE.

Prior to and during the Move Forward.

1. Same as direct fire.
2. Same.
3. Establishes Pl. H.Q., arranges local protection as ordered.
Reports to Pl. H.Q. for full information.

In Action.

4. Acts as 2nd i/c and is prepared to take over duties of Fire Controller.

DUTIES OF A SECTION COMM

DIRECT FIRE.

Prior to and during the Move Forward.

1. Commands Section.
2. Commands Section in the move forward to rendezvous.
(When Pl. C. signals for all N.C.Os., receives situation briefly, and is sent forward to a central rendezvous with other S. Cmdr., orderlies and R.Ts.)
3. Meets Pl. Cmdr. at this position and receives in detail :—
Information, intention and method, and moves forward with R.Ts. and orderlies to allotted area.

Occupation.

4. On arrival there, he gives following orders to R.T. :—
 - (a) Arc of fire.
 - (b) 1st target.
 - (c) Points to which he requires ranges and time allowed.
 - (d) Controlling position.
5. He then selects—
 - (a) Section position in his area.
 - (b) A gun position for each gun.
 - (c) His control position.
 - (d) Reference points.
6. Three alternative methods of bringing guns into action are :—
 - (a) Signalling guns up in turn, pointing out to each No. 1 as he arrives the gun position, 1st target, arc of fire and R.Ps.
 - (b) Using Sec. orderly to mark out and marking other himself.
 - (c) Going back and bringing forward Nos. 1 with tripod as far as cover allows and pointing out gun positions, etc., as in (a) above.
7. Sends orderly to Pl. H.Q.
8. When guns are ready, gives fire order, and opens fire according to Pl. C's. orders.

In Action.

9. Is responsible for—
 - (a) Control of fire.
 - (b) Carrying out F.D.Os.
 - (c) Locating and engaging targets within arc.
 - (d) Solving safety problems as they arise.
 - (e) Making arrangements to continue firing in case observation is at any time interrupted.

MANDER IN THE ATTACK.

INDIRECT FIRE.

Prior to and during the Move Forward.

1. Same as direct fire.
2. Same.
(When Pl. Cmdr. signals for all N.C.Os., receives situation briefly, line of advance, and method of indirect fire, S.A.A. required, and instructions to move the Pl. to the position in readiness.)

Occupation.

- *3. On arrival there, orders, "For Indirect Fire—Prepare for Action" and amount of S.A.A. to be taken out of truck, and if above normal, details leads to higher numbers.
- *4. Gains touch with Pl. Cmdr. at the gun line.
5. Moves Pl. forward to a position in rear of gun position.
6. When signalled for by Pl. Cmdr. doubles forward and receives orders and then carries out duties as laid down in Indirect Fire Drill.
7. Reports if unable to clear crest.

In Action.

8. Is responsible for—
 - (a) Seeing that all orders are acknowledged and carried out by the gun numbers.
 - (b) Various instruments and dials being correctly adjusted.
 - (c) The maintenance of both guns and S.A.A. state.
9. When firing is carried out by chart, he takes charge of one of his guns, and interprets into orders the fire control of that gun.
10. Must be prepared to carry out any of the Pl. Sjt's. duties.
*N.B.—Paras. 3 and 5 apply to Junior S.C. only.

COMBINED SIGHT RULE

RANGES	ELEVATIONS		Taps - Right & Left	
	RF - MAP	KEY RANGE	DEFINITE	INDEFINITE
UP To 800	1	1	0	1
850 - 1400	1	3	1	2
1450 - 2000	3	5	2	3

GLOSSARY OF TERMS

M.G.	Machine Gun.
Pl. Cmdr.	Platoon Commander.
Pl.	Platoon.
Pl. Sjt.	Platoon Serjeant.
Sec. Cmdr.	Section Commander.
Sec. Cpl.	Section Corporal.
R.T.	Range Taker.
F.D.O.	Fire Direction Order.
O.P.	Observation Post.
O.T.	Own Troops.
R.P.	Reference Point.
S.A.A.	Small Arms Ammunition.
Sec.	Section.
Coy.	Company.
M.C.	Motor Cycle.

DUTIES OF A SECTION CORPORAL IN THE ATTACK.

DIRECT FIRE.

Prior to and during the Move Forward.

1. Acts as 2nd-in-Command to his section.
2. (When Pl. C. signals for all N.C.Os., receives situation briefly, position in readiness for his section and route to it, S.A.A. required, and position for trucks after unloading.)

Occupation.

3. Moves his section to the position in readiness.
4. On arrival there, orders: "Prepare for Action."
5. Details S.A.A. required, and Nos. to carry S.A.A. above normal.
6. Gives driver a definite point to return to, when signalled for, and sends to covered position.
7. Keeps touch with Sec. Cmdr. and on receiving indication of the Sec. position from movements of S.C., orders guns and equipment forward as ground permits.
8. Reports S.A.A. state to Pl. Cmdr.

In Action.

9. Is responsible for—
 - (a) Supply from trucks to guns.
 - (b) Maintaining touch between them.

INDIRECT FIRE.

Prior to and during the Move Forward.

1. Same as direct fire.
2. (When Pl. Cmdr. signals for all N.C.Os., receives situation briefly, line of advance, method of indirect fire, S.A.A. required.)

Occupation.

3. Assists the Sec. Cmdr. at "For Indirect Fire—Prepare for Action."
- *4. Moves to covered position.
- *5. Organizes chain of supply in rear, making use of junior S. Cpl. as necessary.

In Action.

6. Is responsible for supply from trucks to guns.
7. When firing is carried out by chart, he takes charge of one of his guns and interprets into orders the fire control chart of that gun.
8. Must be prepared to command his section if the S.C. is commanding the gun line.

*N.B.—The Senior S. Cpl. carries out these duties, but the junior S. Cpl. sometimes assists him.

DUTIES OF A PLATOON COMMANDER FOR OCCUPATION BY NIGHT WHEN PRELIMINARY RECONNAISSANCE CAN BE CARRIED OUT BY DAYLIGHT.

Prior to Occupation.

1. He will take, with an R.T. and M.C. orderly, director and pegs for reconnaissance. If possible, S.Cs. should go forward to view ground by daylight.
2. Chooses exact position for Pl.
3. Instructs R.T. to take necessary ranges, puts in gun peg and direction peg for each gun, aligned on to a target or fixed line.
4. When more than one target occurs, pegs will be aligned on zero line.
5. Measures angles of sight and switches.
6. Notes magnetic bearing of zero line. —
7. Selects positions in readiness for sections, and points them out to S.Cs.
8. If sections are too widely separated for the S.Cs. to be present he also chooses a forward rendezvous.

Occupation.

9. If S.Cs. were not present during the reconnaissance, Pl. C. leads Pl. to forward rendezvous or one of positions in readiness. Otherwise, this is done by S.Cs. direct.
10. He will take forward each S.C. in turn, and show him his position in readiness, gun and direction pegs.

DUTIES OF A PLATOON COMMANDER WHEN NO DAYLIGHT RECONNAISSANCE IS POSSIBLE.

N.B.—It is possible to arrange for fixed lines fairly accurately at close ranges provided a light can be shown in the place where the fire is to fall.

1. Choose positions for sections either off map or by personal reconnaissance.
2. Proceeds with torch to place where fire is needed, and exposes light towards guns.
(R.Ts. take range to light, and Nos. 1 lay for direction with dial sights. Angle of sight is taken with director. Elevation put on gun with dial sight.)
3. On completion a light signal may be fired from gun position.

DUTIES OF A PLATOON COMMANDER WHEN FACED WITH AN IMMEDIATE OVERHEAD PROBLEM.

1. Makes rough reconnaissance for probable positions, including direct or indirect, and decides on most favourable for safety as regards O.T.
2. Gives Pl. Sjt. situation briefly and orders him to move the Pl. to a forward rendezvous.
3. Gives orders as follows :—
To R.T. : Obtain range to target and O.T.
4. When the R.T. has obtained the necessary ranges, the Pl. Cmdr. will solve the overhead problem from the part of the probable position which is least favourable.
5. When firing direct, instructs the R.T. to rejoin his section.
6. If it is safe to fire, he will carry out the necessary detailed reconnaissance for the occupation of the position, and issue orders for its occupation in the natural manner.

DUTIES SPECIAL TO REAR GUARD ACTION.

In Action.

- Pl. Cmdr. 1. Reconnoitres line of retirement and next position (or gets Pl. Sjt. to, in Pl. Sjt's truck). *Pl. Cmdr 2 Truck*
2. Issues verbally or by orderly, following orders :—
 - (a) Line of retirement.
 - (b) Next rendezvous.
 - (c) How he intends to signal the withdrawal.
 - (d) How Pl. H.Q. are to withdraw.
 3. May be able to decide—
 - (a) Order of withdrawal or method, and how to keep in touch.

The Withdrawal.

- Pl. Cmdr. 1. If withdrawal to be normal, orders "Cease Firing—On Truck," and details rendezvous.
2. Is the last to leave the position.

Move.

- S. Cpl. 1. Assists in everything being packed up and then all mount on trucks and return to next rendezvous.

DUTIES SPECIAL TO DEFENCE.

On Decision to occupy Position.

- Pl. Cmdr.** 1. Gives orders first to Sec. with least distance to move.
2. Orders must include—
- (a) Position of O.T., near Section areas and arcs of fire.
 - (b) Details of fixed line and rates of fire.
 - (c) S.O.S. signal, where it will be put up, and action to be taken.
 - (d) Orders for local protection, concealment, digging, A/T rifle.
 - (e) Alternative positions.
 - (f) Where trucks are to be sent.
 - (g) Communications.
3. Normally gives arcs only first and fixed lines later.
4. Orders Pl. Sjt. to get in touch with rifle units, to arrange for protection, liaison and safety problems.
- S.C.** 1. Orders R.T. to make full range card, so that he can be dispensed with.

Occupation.

- Pl. Cmdr.** 1. Arranges with rifle units for fixed lines ensuring that all troops are safe for flanking or overhead fire.
2. Details fixed lines.
3. Reports when finished Coy. H.Q. by M.C. orderly.
- S. Cmdr.** 1. Gets guns on to fixed line as soon as possible and half loads.
2. Posts sentries and look-outs.
3. Arranges for local protection, concealment, and digging parties.
4. Gives particulars about S.O.S. signal, and to Sec. Cpl. about trucks.
5. Points out to N.C.Os. and men arcs of fire, R.Ps., position of O.T. and near ranges.
6. Sends orderly to Pl. H.Q. to report Sec. in position and to remain there.
7. Chooses alarm post, informs all of its position, signal for occupation, and action to be taken.
8. Gives all ranks all information, and makes out duty roster for day and night.
9. Gains touch with Rifle Coys. near by and finds out about patrols.
- Sec. Cpl.** 1. Orders gun chests, all S.A.A., spare parts box, spare oil, indirect fire and night-firing stores, signal pistol and tools, to be unloaded from trucks and placed in position near guns.
2. Sends truck to rear position.
3. Reconnoitres for spare water for guns and informs Sec. Cmdr. where it is.