

# From “Hilfsbuch für den Hauptfeldwebel”, E. S. Mittler & Sohn, Berlin, 1943.

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## U.v.D. Regulations

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### General order for the U.v.D.

The U.v.D. is named daily during the duty reading for the next day. All Unteroffiziere without Portepee and all older Gefreite can be ordered to perform this duty. As U.v.D., the Gefreiten are superiors of all Mannschaften [enlisted men] of the Kompanie; the Unteroffiziere, furthermore, are also superiors to all Unteroffiziere without Portepee as long as these are part of the Kompanie.

### Dienstanzug:

Feldbluse, during the summer also the Moleskinrock, boots, Dienstmütze [visor cap], pistol holster. An unloaded pistol is situated in the holster and a magazine with eight shots is in the pouch in the holster.

### Reporting:

The U.v.D. reports to the Kompaniechef, to each Kompanieoffizier, to the Hauptfeldwebel and to the Wochendienst when he first encounters them, by stating his name and all special incidents. If one of these superiors or a Feldwebel enters the Dienststube [duty room], the U.v.D. has to put on his Muetze [cap] and report. How to report when answering the phone: U.v.D. 5. Kompanie, Uffz. Mueller.

### Location:

Dienststube. The U.v.D. only leaves here if his duty requires it. For longer absences, he has to order the Kehrdienst [person in charge of sweeping], an equal or lower rank to fill out temporarily in the Dienststube. The Dienststube is to be locked during brief inspections. After the Geschaefzimmer [Kompanie business office] is closed, the phone is to be watched at all times.

### Duties:

The U.v.D. guarantees the smooth operation of the Dienst ordered by the Kompanie. He supports the Hauptfeldwebel in the supervision of the Innendienst [duty inside the barracks]. Thus,

during his duty, he is responsible for the cleanliness and orderliness of the entire Kompanie area and all rooms part of it. He has to supervise the attire and the behaviour of the Mannschaften out of the Stube [barracks rooms] as well ensuring that Kompanie orders are followed. Serious neglect and violations are to be reported in the Dienstbuch of the Kompanie. He has to be aware that a bad approach towards his duties leads to neglect of the Mannschaften in the Innendienst. Waving people off when entering the Stube is generally to be avoided. On the contrary, the U.v.D. has to inspect the uniform and the cleanliness of the Stube. A constant supervision of the Kehrdienst [rotating assigned barracks duty] and a constant eye for the cleanliness of the Kompanie area is necessary.

### **Evening rest:**

Starting one hour after Zapfenstreich [curfew], the U.v.D. and the Kehrdienst can take turns in resting. The timing of the Nachtdienst [evening duty] is up to the U.v.D. The responsibility for the Dienst is transferred by marking it in the Dienstbuch. The same rules and controls apply to the Kehrdienst. Both are only allowed to loosen the uniform collar during resting. Any other relaxation and the usage of the bedding is forbidden.

### **Prohibitions:**

The U.v.D. is not allowed to leave the Kompanie area for personal reasons. During his Dienst, he has to abstain from alcoholic beverages and, outside the Dienststube, from smoking, too. Visiting the Unteroffizier Stuben without a reason related to his duty, and any playing of cards, is forbidden.

### **Special orders:**

Windows: To avoid damages, open windows have to be locked in during inspections. When it gets dark or when a sudden storm occurs, the U.v.D. has to order the closing of all windows.

Distribution of rifles: The distribution of rifles out of the rifle room is to be supervised by the U.v.D. Only the personal rifle is to be given to individual people. The U.v.D. has to ensure that there is a reason for the distribution. In case of doubt, the Korporalschaftsfuehrer [squad leader] is to be consulted.

Heating of the washrooms: The U.v.D. is responsible for the heating of the washrooms when it gets cold. He also has to supervise the upkeep of the fire. The temperature is to be checked at the thermometer at the outside of the window of the U.v.D. room.

Preparation of the classrooms: classroom is to be prepared for every lesson by the Kompaniechef or a Kompanieoffizier. Part of this is:

- preparing a table and a chair for the teacher
- heating and cleanliness of the room
- preparation of board and chalk etc.

Hauptmann and Kompaniechef.

### **Orders for the Kehrdienst [sweeping duty].**

Changing on a daily basis, one enlisted rank is ordered as Kehrdienst by the Kompanie.

#### **Anzug [Uniform order]:**

Before starting his Dienst until the beginning of the morning Dienst: Same Anzug as the the U.v.D., without pistol.

From the beginning of the morning Dienst until the end of the Dienst: Drilljacke [HBT jacket].

#### **Responsibilities:**

He is off duty starting at 5pm. His duty begins at 6pm with the report to the U.v.D. and ends at the next day at 6pm. During this time, he has to be available exclusively to the U.v.D.

Shortly after 6pm, he has to check the cleanliness of the Kameradschaftsheim [recreation area]. Until one hour after Zapfenstreich, he has to check the fire and the cleanliness in the Kameradschaftsheim. After this, the Kameradschaftsheim is to be locked and the key is to be given to the UVD. From this time on he has to remain in the Dienststube. During the evening rest, he has to help the U.v.D. and has to do the U.v.D.'s inspections during this time. With the beginning of the morning Dienst, his duty as Kehrdienst begins. The cleaning has to be done in the following order:

1. Outside (Kasernenhof [parade ground], in the north bordered in by the northern wall, in the west by the road from the northern gate to the Mittelbau, in the south by by the eastern half of the Mannschaftshaus, in the east by the former open Reitbahn from Ostgiebel family house 5 up to Ostgiebel family house 4). During this cleaning, which has to be done thoroughly, it has to be ensured that the lids of the toilets have to be closed.

2. The basement from the eastern kitchen up to the Mittelbau. The windows of this area have to be cleaned as well.

3. Short walking of the entire Kompanie area in order to find larger messes right away. Then, he will receive further orders for the cleaning of the Kompanie area, the washrooms, toilets, classrooms, the Kameradschaftsheim and the rifle room. The U.v.D. has to inspect the cleaning repeatedly and decide the order of the cleaning to be done. Occasionally, the Kehrdienste have to be told to wet the floors and open the windows in order to prevent the developing of dust.

The cleanliness of the Dienststube is of special importance.

If Innendienste [soldiers assigned indoor barracks duty] are additionally designated to clean the area, they also receive their orders from the U.v.D. They are, however, not to be considered as Kehrdienste with all their duties.

The Kehrdienst from Saturday to Sunday has to keep order in the Kameradschaftsheim during the entire Sunday.

Hauptmann and Kompaniechef.

### **Order of Dienst and the carrying out of inspections.**

The following inspections and duty services have to be followed precisely and have to be marked in the Dienstbuch, including the time when they are done. The U.v.D. is free to do additional inspections. All incidents are to be marked in the Dienstbuch. These records, as long as they are in his duty, are to be shown to the Wirtschaftsunteroffizier [business NCO], who then has to sign them. All special incidents and occurrences have to be written down even when they are not mentioned in here.

#### **1. Transfer of duty:**

The U.v.D. goes off duty at 4pm. At 6pm he takes the Dienst for the next 24 hours from his predecessor. He checks all items on the Geraeteverzeichnis [equipment inventory] and the Dienstbuch. He also inspects the complete number of keys in the key closet.

Entry in the Dienstbuch: Geraete lt. Verzeichnis, Schluessel nach Schluesselverzeichnis überprüft. In Ordnung (Mängel). Dienst richtig übernommen.

Signature.

Schütze ..... meldet sich als Kehrdienst.

#### **2. Transfer of duty inspection:**

Immediately after the transfer of duty, the U.v.D. has to check the Kompanie area, Kameradschaftsheim, washrooms, toilets and the rifle room and check for cleanliness or problems (broken windows, etc).

Entry in the Dienstbuch: Übernahmekontrolle durchgeführt. In Ordnung (Mängel).

#### **3. Reading of the regulations for the U.v.D.:**

Entry in the Dienstbuch: Bestimmungen for the UVD durchegelesen. Vorschläge fuer Änderungen und Ergänzungen:...

Anweisung für den Kehrdienst ist diesem bekanntgegeben.

#### **4. Inspection of the Hausanzug [barracks uniform order]:**

From the time from the beginning of the Dienst until the Zapfenstreich, an inspection of the Hausanzug or the orderly Anzug of the Mannschaften on the Stuben and the Flur [barracks floor] (on the way to the washrooms etc.) has to be done. Simultaneously, the decent behaviour of the Mannschaften on Stube and Flur is to be supervised.

Entry in the Dienstbuch: Kontrolle auf Anzug und Benehmen der Mannschaften durchgeführt (Mängel).

#### **5. Reading:**

During recruit training, the Kompanie orders reading. The U.v.D., during this, checks on Stube, closets and the Anzug of the recruits. To avoid the recruits staying up too late, only some of the Stuben

are to be inspected, but at least two. The staffs of the Stuben are to be sent to sleep in the other Stuben until the Stubendienst [room duty] begins. The Stubendienst is to be checked in all Stuben.

Entry in the Dienstbuch: Verlesen von ... bis ... durchgeführt. In Ordnung (Mängel).

### **6. Inspection for the Zapfenstreich:**

The function rooms (Schreibstube [office], Waffenraum [armory], etc.) are checked to be locked and all windows are to be closed, if this has not already happened at dusk. The Stuben, in which no reading is happening, have to be checked for cleanliness, closing of the closets and windows. The check up has to be whistled at the beginning and at the end. The Stubendienste [soldiers assigned room duty] have to be present. Lights, except for the necessary lights on the stairs, have to be turned off. At the same time, an inspection has to be carried out walking through the area. Civilians have to have left the Kompanie area by 9pm.

If reading and Zapfenstreich occur at the same time, the inspection is to follow the reading.

Eintragung: Kontrolle zum Zapfenstreich durchgeführt. In Ordnung (Mängel). Funktionsräume auf Verschluss geprüft, Fenster verschlossen, Licht verlöscht.

### **7. First Nachtkontrolle [night inspection]:**

The function rooms and the Mannschaftsstuben [enlisted rooms] have to be checked to ensure that they are closed and in order at 11pm.

Entry in the Dienstbuch: 1. Nachtkontrolle durchgeführt. Verschluss der Räume überprüft. In Ordnung (Mängel).

### **8. First inspection of the Schlafsäle [sleeping halls]:**

All Kompanie members, as long as they do not have to be present for the reading, can be in the Stuben until midnight. The U.v.D. has to supervise this by receiving the Stuben keys. He can only approve a later stay in case of a necessity. Each of these approvals has to be marked in the Dienstbuch including name, reason and length of stay. At midnight, the U.v.D. walks around the Schlafsäle and Mannschaftsstuben with the beds. All empty beds are to be written down and to be compared with the Nachtzeichenkontrollbuch [night control book]. Missing people have to be written in the Dienstbuch.

Entry in the Dienstbuch: Erste Nachtkontrolle der Schlafsäle durchgeführt. Unbelegte Betten mit dem Nachtzeichenkontrollbuch vergleichen. Es fehlen unberechtigt....

Further Nachtkontrollen are to be done hourly. The following have to be checked: the rooms have to be locked, especially the function rooms.

Entry in the Dienstbuch: Kontrolle durchgeführt. Verschluss der Räume überprüft. In Ordnung (Mängel).

### **9. Second inspection of the Schlafsäle:**

This is to be done any time between midnight and waking. Empty beds do not have to be written down anymore.

Entry in the Dienstbuch: Zweite Schlafsälekontrolle durchgeführt. In Ordnung (Mängel).

### **10. Waking:**

Thirty minutes before waking up the Kompanie or the 1. Abteilung, the U.v.D. has to get ready. The waking of the Kompanie or the 1. Abteilung has to occur at the ordered time. Mannschaften, who

do not participate in the Kompaniedienst (such as Waffenmeistergehilfen [armorer assistants], Schreiber [clerks], etc.) are allowed to sleep until 5am during weekdays during the summer and until 6am during the winter time. After this time, nobody is allowed to remain in bed. Those on leave are an exception. It has to be checked that every single member of the Kompanie is present during the waking. During the recruit training, the recruits are to be woken up fifteen minutes before the waking of the Kompanie. Before the U.v.D. begins with the waking of the recruits, he has to whistle out the Rekrutengefreiten to participate in it. The waking is not to begin before all Rekrutengefreiten have assembled from all the Schlaftsaalen and Stuben.

Entry in the Dienstbuch: Wecken der Kompanie bzw. der Abteilung durchgeführt. Es fehlt unberechtigt...

### **11. Krankmeldung [reporting sick]:**

The U.v.D. is to inquire about Krankmeldungen [those reporting sick] during the waking process and has to mark these in the Dienstbuch. Fifteen minutes after the waking, the Schreiber inquires about Krankmeldungen with the UVD. After the Krankmeldungen have been written down in the Dienstbuch by the Schreiber, an Unteroffizier, Gefreiter or the Kehrdienst, delegated by the U.v.D., leads those that are sick to the Revierstube of the Infanteriekaserne. In case of doubt, the time of the Revierdienst can be inquired about at the Schreibstube. Those that have problems with their feet are to wash their feet before seeing the doctor.

Entry in the Dienstbuch: Es meldeten sich krank...

### **12. Washing:**

The U.v.D. checks on the washing of the Kompanie. He has to make sure that no shirts are worn during this process. At the same time, he sporadically checks to make sure the Waschzeug [washing kit] is complete.

Entry in the Dienstbuch: Waschen überprüft, in Ordnung (Mängel).

### **13. Kaffeefassen [distribution of coffee]**

Twenty minutes after the waking, he lets the people assigned to get coffee step out, checks on the cleanliness of the coffee urns and lets the people assigned to get coffee be led into the kitchen by the oldest of them. They return individually. The distribution of coffee during the afternoon is to occur in the same manner.

### **14. Heraustreten zum Dienst [forming for duty]:**

The U.v.D. is responsible for whistling out the Kompanie in such a timely manner that the Kompanie, or the ordered parts of it, are prepared for their duty on time. Ten minutes before the designated time "Fertigmachen" [get ready] and five minutes before the designated time "Heraustreten" [fall in for duty] is to be whistled. On "Fertigmachen", during formations with rifles, the rifles are to be picked up already. The whistling is to occur on all floors of the barracks. It is to be started on the Unteroffizier wing. There is no entry in the Dienstbuch.

### **15. Inspections of the outdoors area**

At 8:30am, the U.v.D. is to check the cleanliness of the outside area and the basement (see order for the Kehrdienst). By this time, the cleaning of these areas have to be completed.

Entry in the Dienstbuch: Aussenbereich und Kellergang nach erfolgter Reinigung überprüft. In Ordnung (Mängel).

### **16. Morning Inspection**

During the morning duty, the U.v.D. inspects the cleanliness of all Stuben, ensures that all closets are locked, that the Stuben keys have been handed in, that the Schlafsäle are being aired and the beds have been made. Minor issues are to be solved by the U.v.D. himself during lunchtime. More serious problems are to be marked down in the Dienstbuch. Also, the U.v.D. checks whether the bicycles are put down in an orderly manner. During this he has to make sure that the attic is clean. After this, he has to insure that the attic is closed up again.

Entry in the Dienstbuch: Vormittagskontrolle durchgeführt. Stuben auf Sauberkeit und Schränke auf Verschluss geprüft. In Ordnung (Mängel). Sauberkeit des Bodens und Aufstellung der Fahrräder: in Ordnung (Mängel). Sauberkeit der Schlafsäle und Bettenbau: in Ordnung (Mängel).

### **17. Submission of the Dienstbuch to the Schreibstube:**

Every day, after the morning control, the Dienstbuch has to be shown to the Schreibstube. Entry in the Dienstbuch: Dienstbuch auf Schreibstube vorgelegt.

### **18. Inspection of the Kehrdienst:**

The Kehrdienst has to be checked on constantly.  
There is no entry in the Dienstbuch.

### **19. Lunch:**

The time for lunch is to be written on the Dienstplan [daily duty plan] by the Kompanie. The U.v.D. lets the entire Kompanie, or, if ordered, recruit Abteilungen and older years singled out, step out and checks on the correct amount of people by letting the Stubenältesten [Stuben supervisors] report to him. Then, he reports the Kompanie at the Schreibstube and then leads them into the Speisesaal [mess hall]. Here, he checks the silverware to see whether it is clean and gives out the mail. He supervises the giving out of the food until the Kompanie is done. Also, he designates a Gefreite who is responsible for orderly behaviour during the meal and who is the last to leave the Speisesaal. Before this, he is responsible for cleaning the Speisesaal. He is able to designate several Mannschaften for this duty. If the Kompanie is the first to eat, only the tables have to be cleaned and tables and chairs have to be put up neatly. The last Kompanie is responsible for the thorough cleaning of the Speisesaal. The U.v.D. is free to designate the people for this. However, these people cannot miss any other duties. Only those who have other orders are not eligible for scheduled meal duty. The sequence of the recruit squads when eating has to change every day.

Entry in the Dienstbuch g: Kompanie zum Essen geführt, Essgeschirr überprüft. In Ordnung (Mängel). Reinigung des Speisesaals ist befohlen. Als 1. Rekrutenkorporalschaft hat die... gegessen.

### **20. Afternoon inspection**

During the afternoon duty, the U.v.D. checks the Stuben just like during the morning. The Kompanie area's cleanliness has to be checked on. It has to be insured that the Schlafsäle have been cleaned by the Schlafsaaldienst during lunch. The cleaning has to be reported to the U.v.D. in

accordance the Kompanie orders. This has to be written in the U.v.D. book, including the name of the Schlafsaldienst.

Entry in the Dienstbuch: see morning inspection

### **21. Besondere Dienstleistungen:**

Each Friday at 2pm, the pistol has to be given to the Waffenraum [arsenal] for cleaning and a new one is to be received.

Entry in the Dienstbuch: Pistole im Waffenraum abgegeben.

Each Wednesday, all books kept by the U.v.D., as well as the Dienstbuch, have to be handed over to the Schreibstube.

Eintragung: Es wurden auf Schreibstube vorgelegt...

### **22. Transfer of responsibilities**

The transfer of duty to the next U.v.D. has to occur by checking the cleanliness of all equipment. Special orders and other duties have to given over, if possible in written form.

Entry in the Dienstbuch: Geräte laut Verzeichnis, Schlüssel nach Schlüsselvezeichnis überprüft. In Ordnung (Mängel). Dienst richtig übergeben. Signature.

Hauptmann und Kompaniechef.