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AND ORDERS
FOR
THE ARMY.

1912.



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1912.



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HIS MAJESTY has been graciously pleased to approve the following revised "King's Regulations and Orders for the Army," and to command that they be circulated and strictly observed on all occasions.

General and other officers commanding will be held responsible that these regulations and orders are strictly observed, and that any local instructions or regimental orders that may be issued are guided and directed by their spirit and intention.

Officers are expected to interpret them reasonably and intelligently, with due regard to the interests of the service, bearing in mind that no attempt has been made to provide for necessary and self-evident exceptions.

All previous orders on the subjects to which reference is made in these regulations are hereby cancelled.

By command of the Army Council.

E. W. D. Ward

WAR OFFICE,

16th February, 1912.

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DEFINITIONS.

1. The term "G.O.C.-in-C.," "Divisional Commander" or "Brigade Commander" includes the officer in command during the absence of the officer specified.

2. The term "unit" in these regulations means in the—

Cavalry.—A regiment or dépôt.

<i>Royal Field Artillery</i> .—	} A battery or dépôt.
<i>Royal Horse Artillery</i> .—	

Royal Garrison Artillery.—A company or dépôt.

Royal Engineers.—A field troop, bridging train, signal, telegraph, railway, or air company, coast battalion section, company or field dépôt.

Infantry.—A battalion or regimental dépôt.

Army Service Corps.—

<i>Royal Army Medical Corps</i> .—	} A company.
<i>Army Ordnance Corps</i> .—	

Army Veterinary Corps.—A section or dépôt.

3. The term "company, &c.," means "squadron, troop, battery, or company."

Explanations of Abbreviations.

A.B.—Army Book.	i/c.—In charge of.
A.F.—Army Form.	M.P.S.C.—Military Provost Staff Corps.
A.O.C.—Army Ordnance Corps.	N.C.O.—Non-commissioned Officer.
A.O.D.—Army Ordnance Department.	O.C.—Officer Commanding.
A.P.C.—Army Pay Corps.	Para.—Paragraph.
A.P.D.—Army Pay Department.	P.V.O.—Principal Veterinary Officer.
A.S.C.—Army Service Corps.	Q.A.I.M.N.S.—Queen Alexandra's Imperial Military Nursing Service.
A.V.C.—Army Veterinary Corps.	R.A.—Royal Artillery.
C.O.—Commanding Officer.	R.A.M.C.—Royal Army Medical Corps.
C.R.E.—Commanding Royal Engineer.	R.C.M.—Regimental Court-Martial.
D.C.M.—District Court-Martial.	R.E.—Royal Engineers.
F.G.C.M.—Field General Court-Martial.	R.F.A.—Royal Field Artillery.
G.C.M.—General Court-Martial.	R.G.A.—Royal Garrison Artillery.
G.O.C.—General Officer Commanding.	R.H.A.—Royal Horse Artillery.
G.O.C.-in-C.—General Officer Command- ing-in-Chief.	

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<i>King's Regulations.</i>	<i>Corresponding Section of the Army Act.</i>
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[Paragraphs of the King's Regulations and Orders for the Army, 1908, which have been amended or re-drafted are denoted by a black line in the margin. Should any errors be discovered, it is requested that they may at once be pointed out, in writing, to the Secretary of the War Office.]

THE
KING'S REGULATIONS
AND ORDERS
FOR
THE ARMY.
1912.

SECTION I.—ORGANIZATION.

1. COMPOSITION AND GOVERNMENT OF THE ARMY.

General Principles.

A.O. 286
1911

1. The army is composed of those who have undertaken a definite liability for service, i.e., fighting troops and administrative services and departments. Composition.

The army in the United Kingdom comprises—

(a) The regular forces, with their reserves, including the special reserve.

(b) The Territorial Force, including the Territorial Force Reserve.

Supplementary to the army, but without definite liability for service unless otherwise undertaken, are—

(c) The Royal Military College, the Royal Military Academy, the Duke of York's Royal Military School, the Royal Hibernian Military School, and the Queen Victoria School.

(d) Officers Training Corps

(e) The National Reserve.

(f) Such categories of the Technical Reserve as are sanctioned by and are raised under the authority of the Army Council.

(g) Officially recognized cadet units.

2. The terms of service for the regular forces and special reserve are laid down in the Recruiting Regulations. The conditions of enlistment of the territorial force are contained in the regulations for the territorial force. Service.

3. The war organization of the army and the war establishments of units are laid down in War Establishments issued annually with Army Orders. War establishment.

4. For financial reasons it is not possible to maintain the regular forces at war establishment in time of peace. On this account the regular forces are organized in such a way as to be dependent on the army reserve for the additional numbers required to place them on a war footing.

Peace establishments. 5. Peace establishments are laid down for all units of the army in Peace Establishments, issued annually with Army Orders. These establishments are based upon the requirements of war establishments, and, in the case of the regular forces, on the requirements for oversea drafts.

Distribution. 6. The distribution of the army is shown in the monthly Army List. The allotment of units on mobilization is detailed in Expeditionary Force Tables.

Government. 7. The government of the army is vested in the Crown. The command of the army is placed in the hands of the Army Council, who are also responsible for the administration of the regular forces. The administration of the territorial force is in the hands of the County Associations at all times other than when called up for annual training in camp, when embodied, or when on actual military service.

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Commands. 8. For the purpose of decentralization the army in the United Kingdom is divided into commands, each under a G.O.C.-in-C. Abroad a similar system of decentralization is adopted, the command of troops (except in India) being exercised, in the case of large commands, by G.Os.C.-in-C., and, in the case of small colonies and garrisons, by officers of lower rank.

Channels of communication. 9. The channels of communication throughout the army (exclusive of India) are shown in Appendix II. and, in the case of the territorial force, in the Regulations for the Territorial Force.

India. 10. Subject to the direction of the Secretary of State for India in Council, the supreme executive authority in India in military affairs is the Governor-General in Council.

The Commander-in-Chief is an extraordinary member of the Council of the Governor-General, and has charge of the Army Department.

The Commander-in-Chief is directly responsible to the Governor-General in Council for the command, discipline, training, organization, and preparation for war of the army in India.

8
King's
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2.—THE WAR OFFICE.

The Army Council.

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Composition of Army Council. 11. The Army Council is composed of seven members, four military and three civil, as follows:—

The Secretary of State for War.

The first military member (the Chief of the Imperial General Staff).

The second military member (the Adjutant-General to the Forces).

The third military member (the Quartermaster-General to the Forces).

The fourth military member (the Master-General of the Ordnance).

The civil member (the Parliamentary Under-Secretary of State).

The finance member (Financial Secretary to the War Office).

12. The Secretary of the War Office acts as Secretary to the Army Council.
Secretary.

13. The Order in Council defining the duties of the Army Council
Duties.
 will be found in Appendix I.

Inspection by Army Council.

14. When members of the Army Council make an inspection, the
Attendance of principal officers.
 visit, in the absence of directions to the contrary, will be official, and
 all principal officers will attend, unless their attendance has been
 dispensed with by the Council.

3.—INSPECTOR-GENERAL OF THE HOME FORCES.

Duties.

15. The Orders in Council defining the duties of the Inspector-
 General of the Home Forces will be found in Appendix I.
Inspector-General of the Home Forces.

The scope of these duties is limited to the United Kingdom and the
 Islands adjacent thereto, the responsibility for inspections outside the
 United Kingdom being vested in the Inspector-General of the Oversea
 Forces (*see* para. 16). The inspectors appointed to the Staff of the
 Inspector-General of the Home Forces (*see* paras. 17 to 25) will, for
 purposes of inspections outside the United Kingdom, report to the
 Inspector-General of the Oversea Forces.

(i) For the due performance of these duties it is necessary that,
 under instructions from the Army Council, he should—

(a) By means of inspection ascertain whether the training, instruc-
 tion, and preparation of the army for war, as laid down by
 regulations, are fully carried out in the various commands,
 and whether a uniform standard of efficiency is attained.

(b) Advise as to changes in regulations bearing on (a).

(c) By inspection, either personally or through his subordinates,
 keep the Army Council informed of the state of the army at
 home as regards both personnel and equipment.

(ii) The functions of the Inspector-General should be exercised
 with due regard to a general system of inspection applicable to the
 whole army, this system as carried out consecutively by regimental
 commanders, commanders of brigades and divisions, G.Os. C.-in-C. and
 the Inspector-General himself, being of a progressive nature. In
 every case the object of an inspection is to ascertain the results
 achieved by the officer responsible for the efficiency of the unit or body
 of troops concerned. It is the duty of an inspecting officer to bring
 omissions and defects to notice, but this should be done without
 fettering the initiative or trenching on the responsibility of the C.O.
 in regard to the training of his men.

(iii) A multiplicity of inspections of the same troops in exercises
 of the same nature tends to confusion and unnecessarily shortens
 the time which would otherwise be available for training. Purely
 formal inspections are of little value, while the rehearsal of an
 inspection by the commander of the unit or body of troops about to
 be inspected defeats the object of the inspection, and is therefore
 prohibited.

(iv) To enable the Inspector-General to make his own inspections
 and those of his subordinates conform to the general system,
 G.Os. C.-in-C. will forward to the Army Council by a fixed date in

each year a programme of the training of the troops in their commands. This information should reach the Inspector-General sufficiently early to enable him to fix the dates of his visits and to lay his proposals before the Army Council. Long or formal notice of these dates need not necessarily be given to the local military authorities. It is desirable that the method of training squadrons, batteries, and companies by their C.Os. should occasionally be observed by the Inspector-General and his inspectors.

(v) Theoretical instruction in winter includes war games, lectures, winter reconnaissances, and schemes worked out on the ground. During this period, the Inspector-General and his subordinates should arrange visits to the various commands, but there should be no interference with the work in progress. If, however, any marked innovation, whether advantageous or otherwise, is observed, the Inspector-General should report to the Army Council, who will call attention to it in a memorandum to be issued to the commands as soon as the winter training is concluded.

(vi) When periodical inspections of divisions, cavalry brigades, or concentrated units of R.A. are ordered by the Army Council, they will be conducted entirely by the Inspector-General who, for the purpose of these inspections, will set his own schemes. The selection of the troops thus to be inspected will be made annually by the Army Council, and the requisite funds provided in the allotment for field training in the Army Estimates.

(vii) The direction of army manœuvres or staff rides of an important character, for which funds are specially provided by the War Office, will, if the Chief of the Imperial General Staff himself is not present, be entrusted by the Army Council to the Inspector-General, unless the manœuvre or staff ride is being conducted by a G.O.G.-in-C. senior to the Inspector-General in military rank.

(viii) In addition to the duties enumerated above, the inspection of coast defences and the supervision of the training of the territorial force will form part of the functions of the Inspector-General.

3A.—INSPECTOR-GENERAL OF THE OVERSEA FORCES.

Duties.

16. The Order in Council defining the duties of the Inspector-General of the Oversea Forces will be found in Appendix I. The Inspector-General of the Oversea Forces will, under the same general system followed by the Inspector-General of the Home Forces, conduct inspections of the troops in commands abroad other than in India and will submit annually to the Army Council a programme of the proposed visits of himself and his inspectors. The reports of inspectors on such troops will be rendered to the Army Council through the Inspector-General of the Oversea Forces. In the event of the Government of a Dominion desiring that its forces should be inspected, the Army Council will make the necessary arrangements for their inspection by the Inspector-General of the Oversea Forces, or otherwise.

3 B.—DUTIES OF INSPECTORS.

Inspectors. 17. To assist the Inspectors-General in carrying out these duties the following inspectors are appointed:—

Inspector of Cavalry,

Visits
outside
United
Kingdom.

33
Hd.-Qrs
881

Inspector of Royal Horse and Royal Field Artillery.
 Inspector of Royal Garrison Artillery.
 Inspector of Royal Engineers.
 Inspector of Infantry.

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 1910

33
 Hd.-Qrs.
 881

18. An inspector will report to the Inspector-General of the Home Forces in the case of inspections in the United Kingdom and to the Inspector-General of the Oversea Forces in the case of inspections outside the United Kingdom. He will confine his inspections and reports to efficiency and training for war. He will see that the methods of training make for uniformity. He will satisfy himself that the instructions in the Training Manuals are adhered to and will point out any deficiencies, errors, or omissions, in these works.

General
 duties.

19. An inspector will record an opinion on the efficiency of the officers of a unit as a whole,* on that of the men, and horses, the class of recruits, both as regards physique and character (noting any locality from which recruits of an inferior grade are drawn), the quality of remounts, the handling of troops, the standard and system of training, the suitability and completeness of equipment, the mobilization arrangements, and, generally, all that affects the readiness of the forces for war. He will take note of and encourage suggestions for improvement of training, equipment, and efficiency, and will bring to the notice of the Inspector-General any that may be considered worthy of the attention of the Army Council.

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Hd.-Qrs.
 881

20. With regard to units of the territorial force, an inspector will select annually certain units in each command for inspection.

21. The Inspector of cavalry will, in addition to inspecting units of cavalry, Irish Horse and yeomanry, and cavalry depôts, inspect and report on the Cavalry School, and the equitation of the cadets of the Royal Military College, Sandhurst.

Inspector
 of cavalry.

He will report on the efficiency in the field of the units which he inspects, including musketry and signalling.

At places where R.H.A. and cavalry are quartered in the same station he will see these arms working together in a tactical exercise, and will report on their combined action.

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 1909

22. The Inspector of R.H.A. and R.F.A. will, in addition to reporting on units of R.H.A. and R.F.A. (including R.F.A. of the special reserve, and R.H.A. and R.F.A. of the territorial force.), inspect and report on heavy batteries attached to field troops, ammunition columns, artillery practice camps, and on the equitation of the cadets at the Royal Military Academy. When inspecting R.H.A. he will satisfy himself as to its capacity for action with cavalry. When cavalry is available he will see the two arms acting in co-operation. He will report whether the equipment and ammunition are complete and in good order, whether all important alterations in matériel have been carried out, whether artificers are properly trained and efficient, whether the mark of equipment is the same throughout the brigade, and whether the packing of baggage wagons is understood and practised. The results of the annual practice in each command will be sent to him. His reports on units will embrace efficiency in range-finding, signalling, and musketry.

Inspector of
 R.H.A. and
 R.F.A.

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23. The Inspector of R.G.A. will inspect all R.G.A. units (including special reserve and territorial force) in their special duties. He will test the knowledge of artillery tactics, gunnery, signalling, electricity, use of the telephone, mechanism, &c., possessed by officers and N.C. Os.

Inspector of
 R.G.A.

*Report on individual officers are rendered as provided for under para. 135.

their acquaintance with the part assigned to them in the local defence scheme, and their ability to instruct their subordinates.

He will direct special attention to the accurate and rapid handling of guns and ammunition. The results of the annual practice in each unit will be sent to him.

He will, whenever possible, be informed by commanders of coast defences at home stations of their arrangements for manoeuvres in conjunction with the Royal Navy. If practicable he will be present at such manoeuvres and at important practices.

He will report on the supply of armaments, the efficient working of guns, mountings, and matériel—including movable armament and position-finding and other instruments—and the proper distribution and delegation of artillery control.

He will also enquire into the procedure for regulating the maritime traffic at defended ports in time of war, and will see the regulations practised by day and night at his inspections; and, in communication with the Inspector of R.E., or, in his absence, with the C.R.E. concerned, he will satisfy himself as to the efficient working of defence electric lights.

He will, as far as possible, inspect annually the armaments and personnel of the R.G.A. in the United Kingdom, as well as the schools of instruction for heavy and siege artillery. He will supervise the arrangements for the training of the R.G.A., special reserve and territorial force, inspecting as many of them as he may think necessary. He will also inspect, biennially, the fortresses of Gibraltar and Malta. He will inspect, once in three years, the defences of (i) Bermuda and Jamaica, (ii) Sierra Leone, the Cape and Mauritius, and (iii) Ceylon, Singapore and Hong Kong.

Inspector
R.E.

24. The Inspector of R.E. will ensure that all field and fortress units of the R.E. including special reserve and territorial force units, are efficient, and, in communication with the Inspector of R.G.A. will satisfy himself as to the efficiency of coast defence works and electric lighting.

At R.E. depôts he will report on the class of recruit, especially as regards physique, education, and trade qualifications, and whether the required proportion of the various trades is maintained; whether the training of the recruit, with reference to the requirements of the corps, is satisfactory and the time allowed utilized to the best advantage; whether suitable ground is available for the technical training; whether a fairly uniform system is followed for testing the recruits at their trades and rating them for engineer pay; whether, at the School of Military Engineering and Schools of Electric Lighting, the technical training of the young officers and special classes of N.C.Os. and men is satisfactory.

Inspector
of Infantry.

25. The Inspector of infantry will inspect infantry units, including units of the special reserve and territorial force, and depôts. When possible, he will see infantry acting in co-operation with other arms.

He will report on the musketry (including the training of machine-gun detachments), the physical training, and the signalling of these units

Inspector of
A.S.C.

3C.—INSPECTORS OF ADMINISTRATIVE SERVICES.

26. The Inspector of the A.S.C. will inspect all units and establishments of the A.S.C. (including those of the territorial force) with a view to ensuring uniformity in their professional training, equitation, equipment, and organization.

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A.O. 13
1910

A.O. 13
1910
A.O. 13
1909

At transport dépôts he will report with reference to the requirements of the corps and the time allowed, whether the training is utilized to the best advantage, and with satisfactory results.

He will also inspect the various supply, transport, and barrack establishments existing at stations.

Where supply dépôts, including government bakeries and abattoirs, are established, he will report on the quality of supplies produced, and the efficiency with which the duties connected therewith are performed.

When inspecting the transport he will ascertain whether full value is obtained from existing establishments (animal, mechanical, and water) and see that unnecessary hiring is avoided.

As regards the inspection of barrack services, he will ascertain whether these (including laundries) are efficiently and economically conducted.

At his inspections he will ascertain whether the local arrangements for mobilization are satisfactory, and for this purpose will examine defence schemes, local orders, etc., in connection therewith.

He will report to the Quartermaster-General to the Forces.

27. The Inspector of Medical Services will report on—

Inspector of
Medical
Services.

- (i) The physical condition of the forces and on measures bearing on diets, dress, drill, duties, &c., which may, in his opinion, conduce to the health and efficiency of the troops and the prevention of disease.
- (ii) The medical examination and physical training of recruits both at dépôts and with units, and whether the gymnastic courses, drills, duties, &c., subject the men to undue strain.
- (iii) The methods of medical administration in districts and commands, with a view to establishing a uniform system throughout the army.
- (iv) On the adequacy of the sanitary instruction afforded to the Army, and also on schools and courses of instruction conducted by the R.A.M.C.

He will inspect—

- (v) Military hospitals and military hospital establishments and all general medical stores maintained for peace and for mobilization. He will also visit transports and hospital ships.
- (vi) The R.A.M.C. (including the special reserve of the R.A.M.C.), and report whether all ranks are thoroughly acquainted with their duties in connection with mobilization. He will also inspect and report upon the R.A.M.C. record office.
- (vii) Camps of the special reserve and the territorial force, and report on the training of the R.A.M.C. territorial force.

He will report to the Adjutant-General to the Forces.

28. The Inspector of Army Ordnance Services will enquire into the methods by which the various duties of the A.O.D. are carried out; the knowledge of the officers and personnel as regards the detail of their work; the condition of all ordnance buildings and of the stores therein; and he will report (when required) upon proposals involving increases of expenditure in the department. He will inspect war reserves of ordnance stores and mobilization equipment under the "G 1098" series of Army Forms, whether in charge of units or the A.O.D., and will report, when necessary, upon the peace equipment of units. He will also inspect the civil establishments of the department.

Inspector of
Army Ordnance
Services.

He will report to the Quartermaster-General to the Forces.

4.—COMMAND.

Classification of Higher Commanders and Exercise of Powers of Command.

Classes
of com-
manders.

29. The higher commanders of the army are grouped in three classes, namely—

- (i) General Officer Commanding-in-Chief.
- (ii) Divisional Commander.
- (iii) Brigade Commander.

The powers assigned to the above commanders will be exercised by the undermentioned officers, respectively, or by officers acting or them.

(i) General Officer Commanding-in-Chief:—

- (a) The G.O.C.-in-C. Mediterranean command, the G.O.C.-in-C. of a command in the United Kingdom, the G.O.C.-in-C. in South Africa, and the Governor and Commander-in-Chief of Malta, of Gibraltar, and of Bermuda.

- (b) The following officers will also exercise the powers, though they will not hold the title, of G.O.C.-in-C., nor receive the honours and salutes pertaining to that title:—

A G.O.C. an army in India, the G.Os.C. London, Guernsey and Alderney, and Jersey Districts; Sierra Leone; North China; South China; Straits Settlements; Mauritius; Egypt; Ceylon; and Jamaica.

(ii) Divisional Commander:—

- (a) The G.O.C. a division.
- (b) The commander of coast defences, when not below the rank of major-general.
- (c) The G.O.C. Cape of Good Hope District.

(iii) Brigade Commander:—

- (a) A major-general, or brigadier-general holding a command of troops, or a district command, and not classified in (i) or (ii).

- (b) The following officers, when not below the rank of substantive or local colonel, will also exercise the powers of a brigade commander, except when it is stated in regulations that the power in question is only to be exercised by an officer not below the rank of brigadier-general:—

An O.C. a cavalry or an infantry brigade, or the artillery of a division.

An O.C. district in the United Kingdom.

The O.C. Rifle Depôt.

A commander of two or more lieutenant-colonels' commands R.A.

A commander of coast defences, not classified in (ii) or (iii) (a).

A chief engineer, a Deputy Director of Medical Services, an O.C. A.S.C. an O.C. A.O.C.

The O.C. a regiment of Foot Guards, with regard to the units of the regiment under his command which are stationed in the London District.

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United Kingdom and Channel Islands.

30. The United Kingdom is divided into seven commands, each command, except Aldershot, being sub-divided into districts :—

The Aldershot Command.	The Southern Command.
The Eastern Command.	The Western Command.
The Northern Command.	The Scottish Command.
The Irish Command.	

London, Guernsey and Alderney, and Jersey form independent districts apart from the commands.

The areas comprised within commands and districts are shown in the monthly Army List.

31. The defended ports over which the jurisdiction of each commander of coast defences extends are shown in the monthly Army List.

32. There are two distinct classes of command :—

- (i) A command over a certain geographical area, such as that exercised by a G.O.C.-in-C. or district commander.
- (ii) A command which does not embrace any defined area, such as that exercised by a divisional or brigade commander, or commander of coast defences.

33. Under the G.O.C.-in-C.* the command of the troops will be exercised, and training will be supervised, in the following manner :—

- (i) Field units (regular army), by divisional and brigade commanders.
- (ii) R.G.A. and fortress R.E. units (regular, special reserve, and territorial force) allotted to coast defences, by commanders of coast defences.
- (iii) Cavalry and artillery depôts and training brigades, special reserve units (excluding those mentioned in (ii), (iv) and (vi)), and infantry depôts (excluding guards and rifle depôts), by district commanders, except special reserve units when placed temporarily at the disposal of commanders of coast defences.
- (iv) R.E. special reserve units, command by district commander, training under arrangements made by the G.O.C.-in-C.
- (v) Units of the territorial force (except R.G.A. and fortress R.E. units allotted to coast defences and yeomanry), by G.O.s.C. territorial divisions. Field units of the territorial force allotted to coast defences may be placed temporarily at the disposal of commanders of coast defences. Similarly, yeomanry units may be placed temporarily under divisional commanders.
- (vi) Yeomanry units in Great Britain, by territorial mounted brigade commanders. The Irish Horse, by the O.C. the 3rd Cavalry Brigade.

34. A divisional or cavalry brigade commander, in addition to commanding those regular troops which are allotted to his division or cavalry brigade, commands such other regular units, with the exception of the troops detailed in para. 33 (ii) and (iii), as may be placed under his orders by the G.O.C.-in-C.

* Also the G.O.C. London District when applicable.

Units
away from
head-
quarters.

35. Where units of a division or a brigade are quartered at a station other than, but in the same command as, their divisional or brigade headquarters, they will be under their divisional or brigade commander for all purposes, except that for purposes of discipline and interior economy, where these affect the station (as defined in para. 36), they will be under the O.C. the station. Where units of a division or brigade are quartered in a command (para. 30) other than that in which their divisional or brigade headquarters are situated, they will be for all purposes under the G.O.C.-in-C. in whose command they are located, except when assembled with their division or brigade.

Command
of station.

36. The senior combatant officer at a station will, in all cases, be held responsible for the maintenance of discipline and order at the station, and to that extent will be the commander of all troops stationed there.

He will, further, command any troops at the station the command of which is not specifically allotted to divisional, brigade, or district commanders, or commanders of coast defences, as in para. 33, or allotted under the orders of the G.O.C.-in-C., as in para. 34, or vested in an officer specially appointed, as in para. 219.

He is not responsible for, and is to avoid interfering with:—

- (i) Orders or instructions issued to units or detachments quartered at his station by the commanders mentioned in paras. 31 and 32, provided these orders do not interfere with the routine work of the station.
- (ii) Administrative arrangements, which are controlled by the general officer i/c administration.

In the event of orders being issued to the troops, or administrative arrangements being made which, in his opinion, are not suitable to the requirements of the station, he will represent his views to the officers concerned.

If, in his opinion, immediate action is required, he will deal with the matter on his own responsibility, reporting to superior authority the reasons for his intervention and the nature of the orders issued by him.

Guernsey
and Jersey
Districts.

37. The G.Os.C. the Guernsey and Alderney, and Jersey Districts will command and train the regular and militia units in their districts.

Abroad.

Governor of
a dominion
or crown
colony.

38. The governor of a dominion or crown colony is the single and supreme authority responsible to and representative of His Majesty. He is, by virtue of his commission, and the Letters Patent, entitled to the obedience and assistance of all military and civil officers, but although bearing the title of captain-general or commander-in-chief, and although he may be a military officer, senior in rank to the O.C. the forces, he is not, except on special appointment from His Majesty, invested with the command of His Majesty's regular forces in the dominion or crown colony. He is not, therefore, entitled to take the immediate direction of any military operations, or, except in cases of urgent necessity, to communicate officially with subordinate military officers, without the concurrence of the O.C. the forces, to whom any such exceptional communication must be immediately notified.

Parole.

39. The governor, as the King's representative, will give the "word" (parole) in all places within his government.

Returns.

40. The O.C. the forces will render to the governor such returns as the latter may require relating to the strength and condition of the troops, or to the military defences of the dominion or crown colony.

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Eastern
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33
Gen. No.
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41. On the receipt of the Army (annual) Act, the O.C. the forces will communicate to the governor the "Orders" in which it is promulgated. Receipt of Army Act.

42. *Cancelled.*

43. When two or more colonies are comprised within one military or naval command, the military and naval officers holding the command in any one of such colonies will retain the precedence assigned to them in the colonial regulations, notwithstanding the presence of the chief superior officer of the whole military and naval command respectively. Precedence in colonies.

44. When the governor shall have occasion to report upon, or bring under the consideration of the Secretary of State for the Colonies, matters which involve military as well as civil considerations, or which require the decision or concurrence of the Secretary of State for War, he will first communicate with the O.C. the forces in the colony respecting the matters in question, and, having obtained that officer's opinion or observations thereon, he will transmit the same, with his own report, to the Secretary of State for the Colonies; and will, in every case, furnish to the O.C. the forces a copy of any report he may make involving military considerations. If the O.C. considers that these reports require the consideration of the Army Council he is to forward the duplicates, with his observations, by the same mail which conveys the original report to the Secretary of State for the Colonies. Reports by Governor on military matters.

45. Similarly when the O.C. the forces in a colony desires to bring to the notice of his military superiors any matters which may involve civil as well as military considerations, he will first communicate with the governor with a view to obtaining his opinion thereon. He will transmit with his own report, any opinion or observations he may thus obtain; and will in every case furnish the governor with a copy of any reports he may make on subjects other than military discipline and routine. If the governor considers that these reports require the consideration of the Secretary of State for the Colonies, he is to forward the duplicates, with his observations, by the same mail which conveys the original report to the Army Council. Correspondence on civil questions.

46. For the purposes of paras. 38 to 45, colonies comprised under one government-in-chief are to be regarded as a single colony. Duplicate report to governor.

47. India, inclusive of Burma, is divided, for the purposes of command, into two armies, each army being sub-divided into divisions:— Combined colonies.

The Northern Army.
The Southern Army.

48. South Africa is divided into districts and sub-districts, as shown in the monthly Army List. India.

5.—ESTABLISHMENTS.

49. The educational and training, manufacturing, and miscellaneous establishments of the army are shown in the monthly Army List. South Africa.

SECTION II.—DUTIES OF COMMANDERS, INSPECTIONS, AND CONFIDENTIAL REPORTS.

1.—DUTIES OF COMMANDERS.

General Officer Commanding-in-Chief.

Responsibility.

51. The G.O.C.-in-C. is responsible for the command, training, and efficiency of the troops located in the command. He is also responsible for the administration of his command, except as delegated to the general officer i/c administration.

52. The G.O.C.-in-C. is responsible that all ranks in his command are acquainted with their duties on mobilization and in connection with the local defence scheme, and that those concerned have such access to the scheme as is necessary for the proper performance of those duties.

At stations abroad this responsibility rests on the general or other O.C. the troops.

Command and training.

53. The G.O.C.-in-C., being relieved of administrative work by the general officer i/c administration, is able to devote his undivided attention to the command and training of the troops.

Delegation of power.

54. He will delegate to divisional commanders and commanders of coast defences extended powers; and to such officers as he may deem advisable, not below the rank of colonel, the power of convening and confirming district courts-martial.

Selection of officers of special reserve and territorial force.

55. He will select the names of applicants for commissions in the special reserve, and will make promotions therein up to and including the rank of major, notifying the Secretary, War Office, of such action.

He will submit to the Secretary of State for War the names of officers of the territorial force for appointment and promotion.

Manœuvres

56. The G.O.C.-in-C. Aldershot Command will, without reference to the War Office, arrange with the G.O.C.-in-C. Southern Command for facilities to manœuvre the troops of the Aldershot Command on Salisbury Plain.

Leave of absence.

57. A G.O.C.-in-C. at home will inform the War Office if he proposes to proceed on leave of absence, reporting at the same time the name and rank of the officer on whom his command will devolve.

A G.O.C.-in-C. abroad will not quit the area of his command without permission, and in applying for leave of absence he will specify the name and rank of the officer on whom his command will devolve.

Trespass and intercourse with civil authorities.

58. The G.O.C.-in-C. will prevent interference with manorial rights or trespass upon private property by the troops in his command, and will maintain friendly intercourse with magistrates and other civil functionaries.

Harvesting.

59. He will use his discretion in allowing soldiers to be employed in harvest work, provided the employment of the population is not thereby interfered with. Such permission, however, will not be granted in cases where strikes or disputes between farmers and their labourers exist.

Reports of riots, &c.

60. He will immediately report all cases in which the troops have been engaged in riots or disturbances, either among themselves, or when civilians have been concerned, and will further report the result of his inquiries into the circumstances.

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King's

327

8

King's

262

61. The authority exercised by the G.O.C. the London district will be similar to that exercised by a G.O.C.-in-C. He will also perform the duties of an O.C. a brigade as regards the battalion of guards in London and Windsor. G.O.C.
London
District.

62. A G.O.C. to whose command a general officer i/c administration is not appointed will carry out the duties assigned to such officer.

63. A G.O.C.-in-C. at home, a G.O.C. London, Jersey, or Guernsey and Alderney Districts, and a G.O.C. abroad (except India) will furnish annually to the War Office, as soon as possible after 1st January, a short report bringing to notice any shortcomings in the existing state of their command, as affected by local conditions, and containing suggestions for rectifying the same and for generally increasing the efficiency of the troops. This report should be of a general nature, and deal with such subjects as the following :— Annual
Report.

How far local considerations have affected recruiting, training, feeding, dress, housing, and the health of the troops during the year under report; whether regulations which have been issued have been difficult of application, with any suggestions for amending the same; suggestions for improving the training of troops in the command by the acquisition of training areas, rifle ranges, &c.

Other subjects affecting the command which may be considered of sufficient interest or importance may also be brought to notice.

General questions, affecting the army as a whole, should only be touched upon as far as they affect the efficiency of the particular command with regard to which the report is furnished.

Questions of importance, which a G.O.C.-in-C. desires to bring to notice, should not be held over for this report, but should be dealt with, as they arise, in separate communications.

Reports made to general officers by staff officers or heads of services or departments, and tables of statistics, are not to accompany the annual report.

64. A sum, which will be notified yearly to the officers concerned, will be placed at the disposal of each G.O.C.-in-C., to be expended by him during each financial year, without the previous sanction of the War Office, under the conditions laid down in Appendix XXII, Table B.

General Officer Commanding a Division.

65. The command exercised by a divisional commander is dealt with in paras. 33 to 35. The divisional commander has under his orders, for the purposes of discipline and interior economy only (*see* para. 193), the officers and men of services and departments serving at the station where divisional headquarters are located. On all subjects connected with their technical duties these officers correspond direct with the heads of services and departments of the command. (*See* para. 192.) The divisional commander will thus be able to devote his attention to the training of troops for war. Duties.

66. When a division is assembled for manœuvres or other training, the A.S.C. and R.A.M.C. allotted to divisions in Expeditionary Force Tables will, when possible, form part of the division. Manœuvres

67. The divisional commander will be responsible that deficiencies in mobilization equipment held by units under his command are brought to notice, and that the mobilization orders of these units are kept up to date. Responsi-
bility.

68. He will delegate responsibility and power to brigadier-generals. Delegation
of power.

Officer Commanding a Brigade.

Brigade commander 69. A colonel, graded as a brigadier-general, is appointed to command a brigade of cavalry or infantry, and will perform duties analogous to those laid down for a divisional commander. His relations to the officers who are responsible for administration will be as described in para. 65.

Officer Commanding Divisional Artillery.

Divisional artillery commander 70. The brigadier-general commanding the divisional artillery is, under the divisional commander, responsible for the command and training of the artillery of the division, in so far as their peace stations permit; he is also responsible for the command and training of other artillery units of the field army stationed within the command in which the division is located.

Officer Commanding Divisional Engineers.

70A. The O.C. the divisional engineers is, under the divisional commander, responsible for the command and training of the engineers of the division in so far as their peace stations permit.

His administrative duties under the chief engineer are laid down in the Regulations for Engineer Services.

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1911

Commander of Coast Defences.

Defence schemes. 71. Subject to such instructions as may be received from time to time from the G.O.C.-in-C., each commander of coast defences in the United Kingdom will prepare and periodically revise the defence scheme of his command, which will be forwarded to the War Office through the G.O.C.-in-C., who, after consultation, if necessary, with the commander of coast defences, will either express his concurrence or suggest such modifications in the scheme as he may consider desirable. It will rest with the War Office to see that the principles on which the scheme is based accord with those approved for the United Kingdom.

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The commander of coast defences is responsible that the plans for all field defences, required under his scheme of defence, are periodically revised and receive the approval of the G.O.C.-in-C. of the command. He is further responsible that the plans are in possession of the chief engineer (or of the C.R.E.) of the coast defence command.

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72. With regard to the fortresses of Gibraltar and Malta, the defence schemes will be prepared and revised by the G.Os.C.-in-C., and forwarded to the War Office through the G.O.C.-in-C., Mediterranean Command and Inspector-General of the Oversea Forces. In the case of Bermuda, the G.O.C.-in-C. will forward the defence scheme direct to the War Office.

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Committee for revision 73. At a place abroad where the general commanding is not also the governor, the revision of the scheme will be considered by a committee to be assembled annually by the governor, consisting of the O.C. the troops as president, and of not more than five members (including the O.C.R.A. and the C.R.E.) selected on account of their military, naval, and local knowledge. If a naval officer is not available to serve on the committee, advantage will be taken of the presence of

any of His Majesty's ships to obtain advice on all matters involving an expression of naval opinion. The scheme, as revised, will be submitted to the governor, who will transmit it home for examination by the Colonial Defence Committee.

74. As a scheme of defence should deal only with the personnel and material which are actually available, or can be made available on emergency, the annual revision should represent the plan on which the commander would defend the place with the existing resources. Scope of revision.

Recommendations for alterations in armament or personnel are on no account to be embodied in a scheme of defence.

75. In the United Kingdom the commander of coast defences stands in the same relation to the G.O.C.-in-C. of a command, in the case of larger coast defences, as does the G.O.C. a division; and in the case of the smaller coast defence commands, as does the O.C. a brigade. He will command and train the R.A. and R.E. of the regular forces, the special reserve, and the territorial force, which are allotted to his coast defences, provided they are quartered within the command. (See para. 30.) He will not, however, be responsible for the training of field units stationed within his defences. Relation to G.O.C.-in-C.

75A. On mobilization the commander of coast defences becomes the commander of the principal defended port in his command. All commanders of defended ports are then directly responsible to the G.O.C.-in-C. of the command in which their defended port is situated.

76. He will command and train the infantry and yeomanry allotted to his defences in their duties in connection with the defence scheme, when they are placed under his orders.

77. He will supervise the mobilization arrangements of R.A. and R.E. units in the command allotted to his coast defences. He will supervise the arrangements necessary to provide all that is necessary, under the local defence scheme, for other units after arrival in his coast defences on mobilization, or when mobilization is imminent.

78. Units allotted to coast defences, but quartered outside the limits of the command (see para. 30), are, when practicable, to be brought under the commander of coast defences for training in their duties in connection with the defence scheme.

79. The commander of coast defences must make himself thoroughly acquainted with the administrative services appertaining to his command; and should he observe any deficiencies or defects in the stores, supplies, equipment, or works necessary to place and maintain the defences of his command in an efficient condition, he will be responsible for bringing such deficiencies and defects to the notice of the general officer i/c administration, as prescribed in para. 82. The representatives of services and departments, who are charged in peace with their several administrative duties in each coast defence command, will also be responsible for the elaboration of the administrative arrangements required in the command for war, and will, as far as possible, remain to carry out such arrangements in time of war. Responsibility for efficient condition of coast defences.

80. While under the orders of the commander of coast defences for the purposes of discipline and interior economy, these officers will correspond direct on subjects connected with their technical duties, which do not involve questions of principle, with the heads of their services and departments under the general officer i/c administration of the command. (See paras. 192 and 193.) The commander of coast defences Services and department.

will thus be relieved of administrative detail and routine correspondence, and be able to devote proper attention to the organization of his coast defences, the distribution and training of his troops for war, and the preparation and revision of his scheme of defence.

Access to works.

81. The commander of coast defences will take due precautions against unauthorized persons obtaining access to the works, armaments, and defensive establishments and communications of his command. (See Appendix IX.) He will be responsible that proper arrangements are made for communicating with the local naval authorities, and for regulating the traffic into ports or harbours so far as the military service is concerned.

Harbour traffic.

Alterations to armaments, works and defences.

82. The commander of coast defences will submit to the G.O.C.-in-C. all proposals regarding alterations in, or strengthening of, the armament, works, and defences of his command, and will keep him informed on all matters regarding which that officer should be acquainted. He will communicate with the general officer i/c administration concerning the making good of defects in armament, works, and defences, and if the service cannot be effected locally the latter officer will refer to the War Office; when the approval of the War Office has been obtained the necessary administrative arrangements will be made by the general officer i/c administration.

The commander of coast defences will communicate with the general officer i/c administration concerning deficiencies of supplies or stores, and the latter officer will communicate with the War Office if the requirements cannot be met from within the command, or are not covered by regulation.

Officer Commanding a District in the United Kingdom.

Duties.

83. The O.C. District will command and supervise the training of the following units which are located in his area :—

- (i) Cavalry, R.A. and infantry dépôts, and artillery training brigades.
- (ii) Special reserve units, except R.G.A. allotted to coast defences, and infantry when placed temporarily at the disposal of commanders of coast defences. See para. 76.

84. Special reserve units of the R.E. are under the O.C. district for purposes of command only.

Arrangements for mobilization.

85. He will be responsible that deficiencies in personal equipment, clothing and necessities held at dépôts for mobilization purposes are brought to notice, and that the mobilization orders of dépôts under his command are kept up to date.

86. He will be responsible for the supervision of mobilization arrangements of special reserve units not allotted to coast defences.

87. In the case of special reserve units allotted to coast defences, except R.G.A. allotted to coast defences in the command, he will supervise the arrangements necessary for their assembly and despatch to war stations on mobilization.

Recruiting, etc.

88. He will also be responsible for recruiting, and for supervising arrangements in connection with the provision of civil employment for reservists and discharged soldiers within his area.

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Duties of Commanders.

Paras. 89-94.

89. When special reserve units under his command are sent for training outside the area of the district, their inspection will be arranged in the command to which they are sent. See para. 87.

Inspection of units outside command.

Officer i/c records.

90. Officers of the rank of colonel are appointed to take charge of the records of the cavalry, R.A., R.E., and A.S.C.

Appointment.

In the case of the infantry (except Foot Guards, King's Royal Rifle Corps, and Rifle Brigade), O.S.C. districts are officers i/c records. In the case of the Foot Guards, King's Royal Rifle Corps, and Rifle Brigade, the duties of an officer i/c records will be carried out by O.S.C. regiments of Foot Guards and by the O.C. Rifle Depôt, Winchester, respectively.

91. The distribution and custody of records are shown in the following table* :—

Custody of documents.

	Record Office.	Officer i/c records.	Units affiliated to Record Office.
Cavalry	York	Colonel, Cavalry	Hussar regiments.
"	Canterbury	"	Dragoon and Lancer regiments.
R.H. and F.A.	Woolwich	Colonel, R.H. and F.A.	Horse and Field Artillery units.
A.O. 50 1910	R.G.A.	Colonel, R.G.A.	Garrison Artillery units.
	R.E.	Colonel, R.E.	Engineer units.
	Infantry (Guards)	Colonels Commanding Regiments	Foot Guards.
	(Line, except K.R. Rif. C. and Rif. Brig.)	O.C. District	Infantry regiments whose depôts are located in the District.
	Infantry (K.R. Rif. C. and Rif. Brig.)	Colonel Commanding Depôt	King's Royal Rifle Corps and Rifle Brigade.
85	A.S.C.	Colonel, A.S.C.	A.S.C. units.
Misc.	R.A.M.C.	O.C. Depôt, R.A.M.C.	R.A.M.C. units.
28	A.O.C.	O.C., A.O.C.	A.O.C. units.
	A.V.C.	Assistant-Director-General, A.V.S.	A.V.C.
	Corps of Military Police	O.C. Corps	Mounted and Foot Police.
	Military Provost Staff Corps	Director of Personal Services	Military Provost Staff Corps.
	A.P.C.	Chief Paymaster, War Office	A.P.C.
	Corps of Army Schoolmasters.	Director of Personal Services	Corps of Army Schoolmasters and Schoolmistresses.

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92. Under instructions from the War Office an officer i/c records will be responsible for the administration of the personnel, other than officers, of the regiment, corps or department whose records are in his charge, as regards postings, promotions to certain higher grades, and appointments, which affect more than one of the units affiliated to his record office. This does not affect the provisions of para. 291.

He will carry out such duties in connection with the preparation of Drafts, drafts for units abroad as may be delegated to him from time to time from the War Office.

93. He will command the reservists whose records are in his charge.

94. He will be the C.O. of N.C.Os. and men at home belonging to units abroad, provided that they are not attached to a unit, or to a depôt in the United Kingdom.

C.O. of details from abroad.

* In the cases not provided for in this table the O.C. unit is the officer i/c records.

Medals.

95. He will forward to the deputy director of ordnance stores, Woolwich Arsenal, rolls for war medals, and will issue the medals to Os.C. units, to men who have left the colours, and under existing regulations to the next-of-kin.

Correspondence.

96. On matters of regimental or corps administration such as those referred to in para. 92, an officer i/c records will correspond directly with the War Office and with Os.C. units. His decisions in such matters are final, subject only to their being reversed on appeal to the Army Council. An appeal against the decision of an officer i/c records will be forwarded to the War Office by the officer i/c records concerned, who will send the views of the unit commander in full, together with his own remarks on the case.

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Officer Commanding Royal Garrison Artillery.

O.C.R.G.A.

97. *In the United Kingdom.*—Normally the O.C.R.G.A. of a defended port will, under the commander of coast defences, be responsible at all times for the command and training of the R.G.A. (including Special Reserve and Territorial Force) either serving in or allotted to the defended port. He is responsible to the commander of coast defences for the care and preservation of the guns, ammunition, and artillery *matériel* in charge of the R.G.A. under his orders.

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Abroad.—The O.C.R.G.A. of a defended port will, under the General or other O.C. the troops, be responsible at all times for the command and training of the R.G.A. (European and Native) and of local artillery units maintained at Imperial expense, which are allotted to the defended port.

In the case of artillery corps maintained at other than Imperial expense, he will give advice and assistance as may be directed by the General or other O.C. the troops.

He is responsible to the General or other O.C. the troops for the care and preservation of the guns, ammunition, and artillery *matériel* in charge of the R.G.A. or local artillery under his command.

Chief Engineer.

Chief Engineer.

97A. (1.) The chief engineer, or the C.R.E. when there is no chief engineer, is the technical adviser of the G.O.C. on all military engineering questions and the application of engineering science to war purposes; he also affords such assistance in the training of troops in field engineering as commanders may require. Under the instructions of the general officer i/c administration, he supervises and controls the engineer services, as laid down in the Regulations for Engineer Services.

He is the representative officer of the R.E. on all corps questions.

(2.) In coast defence commands he is also responsible to the commander of coast defences for the care and preservation of the permanent defence works, lights, and engineer *matériel* in charge of the R.E. in the command. Under the direction of the commander of coast defences, he will prepare in peace detailed plans of all the field defences required during the precautionary period and in war, the method of construction being worked out in detail, and the working parties required arranged for in the defence scheme.

Commanding Royal Engineer.

A.O. 287
1911

97B. The C.R.E. is in peace the C.O. of all units of R.E. in his district, except those allotted to divisions. He carries out the administrative duties laid down in the Regulations for Engineer Services, and where there is no chief engineer, is also responsible for the duties laid down in para. 97A.

C.R.E.

Officer Commanding a Unit.

8
S.R.
72

98. A C.O. is responsible to the King for the maintenance of discipline, efficiency, and proper system in the unit under his command, including the discipline, efficiency, training and readiness for war of special reservists who may be affiliated to that unit. He will, by advice and by timely intervention, endeavour to promote a good understanding and to prevent disputes. He is to discountenance any disposition in his officers to gamble or to extravagance. He is also to check any tendency among his officers to practical jokes, and whenever any serious case requiring his intervention arises he is to record the manner in which it was disposed of and submit the same for the information of the brigade commander at his next inspection.

Responsibility of C.O.

Disputes.
Gambling and practical jokes.

A.O. 137
1908

99. Officers are to pay particular attention to the preservation of the health of the troops. The responsibility for efficient supervision and for the remedy of sanitary defects rests upon C.Os. and through them on subordinate commanders. Medical officers are charged with advising general and other Os. C., who will incur grave responsibility if such advice is neglected without adequate reason.

Health of troops.

100. A C.O. will supervise and control all duties performed by those under his command, and will be held accountable for public equipment and stores, of whatever description, appertaining to his corps or establishments.

Duties.
Equipment, &c.

A.O. 42
1911

101. A C.O. is responsible for the condition of the arms and bicycles in his charge and for their being kept in thorough repair. They should be examined periodically by the armourer (arms once a quarter and bicycles once a month), and a report rendered to the C.O. of the general result of the examination.

Arms, &c.

102. A C.O. is responsible for the correct receipt and issue of all supplies, and for daily issues being inspected and weighed in the presence of an officer.

Supplies.

103. A C.O. is to cause every order issued for general information, to be either republished in regimental orders or circulated to all whom it may concern in the unit. He is to afford officers under his command facilities for becoming acquainted with changes in the regulations and orders for the army.

Promulgation of orders.

104. A C.O. is responsible for the proper application of all regimental funds, and will supervise and control the committees formed for their management.

Regimental funds.

As soon as the accounts for the quarter are ready, the C.O. of each unit will assemble an audit board, consisting of the three next senior officers present.

Quarterly audit board.

The accounts of the officers' mess, wine and billiard funds, band, serjeants' mess, regimental institute, workshops, and all charitable and other funds, will be laid before it. The board will examine all vouchers, and will satisfy themselves that liabilities are not omitted from the balance sheet, that assets are not overestimated and that the cash credits are actually available.

The balance of the funds will be entered in the proceedings, which will be made out on A.F. A 2, and the board will record thereon that these instructions have been carried out. The proceedings will be laid before the C.O. for approval, and placed before the brigade commander at his annual inspection.

Officers in temporary command.

105. An officer in temporary command of a unit will not issue any standing orders, nor alter those which are at the time in force, nor authorize the application of regimental funds to any purpose other than the ordinary current expenditure, without reference either to the permanent C.O. or to the brigade commander. On the other hand, an officer while absent from, and not in the exercise of, his command, cannot issue regimental or other orders relating to such command.

C.O. to train his officers.

106. A C.O., assisted by the senior major, is responsible for the systematic and efficient instruction of officers under his command in all professional duties, and for their due preparation for examinations for promotion. A general staff officer of a command or division will, under the orders of the G.O.C., advise and assist a C.O. in all these educational tasks, and a general officer, at his annual inspection, will fully enquire into the methods of instruction and report upon the results achieved.

Practical instruction by C.O. in the field.

107. A C.O. will often direct field officers and captains to take command on parade, and to exercise the unit. He will encourage subaltern officers to qualify for the duties of adjutant, both in the field and in the orderly-room, and will afford them every facility for so doing.

Efficiency and conduct of officers to be reported.

108. It is the duty of a C.O. to bring specially to the notice of the inspecting general any officers distinguished for proficiency in their duties. He will also bring to notice those who, from incapacity or apathy, are deficient in knowledge of their duties, or who do not afford him that support which he has a right to expect, or conduct themselves in a manner injurious to the efficiency or credit of the corps.

Officer Commanding a Cavalry, Artillery or Infantry Depot.

Responsibility.

109. In addition to the duties laid down for the O.C. a unit, the O.C. a cavalry, R.A., or infantry depot will, under the O.C. district, be responsible for the efficiency and discipline of the depot, and, except at R.F.A. depôts, for the training of recruits; he will also be responsible to the O.C. district that the personal equipment, clothing and necessaries of reservists are held ready for issue, and that complete arrangements are made for dealing with reservists on mobilization in accordance with the Mobilization Regulations.

Recruiting.

110. An O.C. an infantry depot will be responsible for recruiting arrangements within the recruiting area allotted to him.

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1916

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Arty.

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Regimental Officer other than a Commanding Officer.

Senior officers to supervise and assist juniors.

111. A field officer should make himself thoroughly acquainted with the professional abilities and acquirements of all officers placed under his supervision, and a company, &c., commander should acquire similar knowledge with regard to his subalterns. A major of cavalry or infantry, except the senior major, will command a squadron or company, and will perform all regimental duties as a captain.

Responsibility of company, &c., commanders.

112. Every company, &c., commander, even if the appointment is held only temporarily, is charged with the equipment, ammunition, clothing, and public stores appertaining thereto, and is accountable for them to his C.O. He is responsible for the men's messes and necessaries

being properly provided. He will pay attention to the cleanliness of the men and to that of their clothing, arms, accoutrements, and barracks or quarters. He is bound to take charge of all money received on account of his company, &c., and is responsible for the safe custody of such money, and for its being expended in conformity with regulations, and with due regard to the interests of his men. A N.C.O. is not to be subjected to the risk of loss by having public money placed in his hands.

Care of public money.

113. Kit inspection will be held only at such times as a company, &c., commander may consider necessary.

Kit inspection.

The visiting or inspection of barracks, stables, &c., will not, except in cases of necessity, be performed on Sunday. The holding of parades will, as far as possible, be avoided on Sundays.

Inspections and parades not to be held on Sunday.

114. Every officer is expected, if he has been two years in the service, to be capable of commanding and exercising a company, &c., in every situation, and to be perfectly acquainted with its interior management, economy, and discipline; and if he has been two years in command of a company, to be competent in every respect to undertake the duties of a field officer. All subaltern officers will be trained and instructed in the routine of the orderly-room and the quartermaster's office, and will undergo a practical course of instruction in the armourer's shop. Subalterns of mounted branches will also undergo a practical course of instruction in the farrier's shop. Those who have not passed the examination for the rank of captain are to attend monthly, on receipt of the pay list from the paymaster, and make themselves acquainted with the system of keeping the soldiers' accounts. Every officer, before he is dismissed drill, will be required (i) in the cavalry, to go through a regimental course of signalling, including the flag and semaphore, to ride in the ranks, to strip and put together a saddle, to saddle, bit, and turn out in marching order a horse, to put together the harness of and to harness a horse in the squadron cart; (ii) in the R.H.A. and R.F.A., in addition to above, to drive in the centre, lead, and wheel; (iii) in the A.S.C., to be proficient in "ride and drive" and "long-rein driving."

Proficiency of officers.

A.O. 205
1910

2.—INSPECTIONS AND CONFIDENTIAL REPORTS.

Inspections—General Instructions.

115. Generals commanding will inspect every unit soon after its arrival in their command, with a view to ascertaining its efficiency, and will inspect annually each of the units under their command.

Inspection of troops.

When a change of stations is ordered during the usual inspection season, arrangements for the annual inspection of the corps moving will be made by the general officers concerned.

When units of cavalry and infantry are organized as brigades, the inspection will be carried out by the brigade commander. This inspection will be independent of any inspection that the general in superior command may choose to make.

A.O. 277
1909

116. The inspection will be divided into three portions:—

Method of inspection.

- (i) In the field; to be held, at home stations, usually after the completion of the training of the unit.
- (ii) In quarters; to be held, at home stations, usually in the spring.
- (iii) In special subjects; i.e., subjects not common to the three arms, to be held when convenient.

All arms. The inspection in (i) and (ii) for all arms (except unallotted R.H.A. and R.F.A.), and in (iii) for infantry, will be carried out:—

- (a) By the brigade commander in the case of units belonging or attached to cavalry or infantry brigades,
- (b) By the C.R.A. of the division in the case of R.A. units allotted to divisions,
- and
- (c) By the divisional commander in all other cases (except in the case of a training brigade).

A training brigade will be inspected in (i) by the C.R.A. of the division to which the training brigade, on mobilization, would form the ammunition column; and in (ii) by the O.C. the district.

The inspection in (i) and (ii) of unallotted units of R.H.A. will be carried out as may be directed by the G.O.C.-in-C. of the command in which they are stationed. The inspection in (iii) of cavalry, R.A., R.E., A.S.C., R.A.M.C., A.V.C., and A.O.D., at home, will be carried out by the officers concerned.

The inspection in (i) of unallotted brigades, R.F.A., will be carried out during their respective practice camps by the brigadier-general, R.A., commanding at such camps.

The inspection in (ii) of unallotted brigades, R.F.A., will be carried out as may be directed by the G.O.C.-in-C. of the command in which they are stationed.

Inspection of R.A.

117. The inspection of the R.A. at home and abroad will embrace both the personnel and matériel, including mobilization equipment.

Inspecting officers.

118. The inspection in para. 116 (iii) of R.A. will be carried out as follows:—

Artillery allotted to divisions—

Home By the C.R.A. of the division.

Artillery attached to cavalry brigades—

1st Cavalry Brigade by the C.R.A. 2nd Division.

2nd " " " 4th "

3rd " " " 5th "

Unallotted R.H.A. and R.F.A.—

At home .. Inspection in special subjects other than the inspection by the Inspector, R.H.A. and R.F.A., referred to in para. 22, will not be required.

South Africa.. By the O.C., R.H.A. and R.F.A., South Africa.

R.G.A. (except heavy artillery at home)—

By colonels commanding R.G.A., where such officers are appointed; where they are not appointed, by commanders of coast defences, if artillery officers; if they are not artillery officers, then by the senior artillery officer in the coast defence command.

R.G.A., abroad—

By the O.C., R.G.A. in the command.

R.G.A.

119. The inspection of R.G.A. will include that of all ordnance, ammunition and stores in their charge, and is to be directed in such a manner as to test the efficiency of all ranks in their technical duties as artillerymen. R.G.A. will not be inspected in infantry drills and battalion movements other than those necessary to enable them to take part in ceremonial parades.

Inspection of School of Gunnery.

120. The commandant of the School of Gunnery, Shoeburyness, will inspect the branch School of Gunnery at Lydd.

121. The Commandant, School of Musketry, Hythe, will inspect such units at home as he may deem desirable, including units of the special reserve, territorial force, and depôts, in musketry training (including the training of machine-gun detachments), and will furnish reports to the War Office.

A.O. 261
1908

A.O. 137
1910

Inspection of a Unit.

122. The inspection of a unit as a whole in the field and in quarters will be directed to testing not only the efficiency and capacity for command of the C.O., but the general readiness for war of the unit as regards training, discipline, and interior economy.

Efficiency of units to be tested.

The inspection will include the following subjects, so far as applicable to the branch of the service to which the unit belongs:—drill, fire discipline, physical training, bayonet fighting, sword exercise, revolver practice, machine gun drill and practice, signalling, range finding, musketry efficiency, field firing (when possible) or other musketry practice, field manoeuvres, and the subjects prescribed for the annual course of training.

Subjects of inspection.

For the purpose of inspection, physical training should not as a rule be carried out by a body larger than a squadron or company.

123. The inspection of a company, &c., in the above subjects, will be directed towards testing the capacity of the individual officers, section leaders, and N.C.Os. generally, to act as instructors and leaders, as well as the efficiency and readiness for war attained by the rank and file of their respective commands.

Officers to be tested.

124. A general officer will, as a rule, be accompanied by one staff officer only on his tours of inspection. When circumstances necessitate his taking another, an explanation will be given when transmitting the claim for travelling expenses. An officer below the rank of general officer is not entitled, except when performing the duty of a general commanding, or under the special authority of the G.O.C.-in-C., to be accompanied by a staff officer on tours of inspection.

Staff officer to accompany G.O.C.

A.O. 309
1908

An O.C. district in the United Kingdom may, however, be accompanied by his staff captain when inspecting a training brigade R.F.A. during the annual training of the special reserve units affiliated to it, and when inspecting special reserve units at annual training.

An orderly is not allowed to accompany an officer in circumstances involving expense to the public.

125. Every effort will be made to ensure the attendance of every officer and soldier at the general's inspection of the unit itself or its component parts.

All ranks to be on parade.

126. An inspection report on every unit* will be made on A.F. B 153. In the case of a regular unit, the report will be retained by the G.O.C.-in-C. at home, or G.O.C. abroad. On transfer of a regular unit from one command to another, the previous inspection report will be forwarded to the general commanding the command to which the unit proceeds.

Inspection reports.

Should a general officer desire to bring to the notice of the Army Council any points referred to in inspection reports on the units under his command, he will do so in a separate letter.

127. The inspection reports of a brigade commander are to be addressed to the divisional commander under whom he may be serving, who will state on the same document, and in continuation of the inspecting officer's report, whether he concurs therein.

Forwarding brigade reports.

128. If an officer or a soldier desires to bring any grievance to the notice of an inspecting general officer, he is to be afforded an opportunity of doing so (see also para. 439).

Complaints and claims.

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* Separate reports are required for infantry depôts and for special reserve battalions.

Orders issued by inspecting officer.

129. Whenever an inspecting general officer has occasion to mention in his report any defects or irregularities, he will also state the orders he has given with a view to their rectification; and when the occasion so requires he will direct such orders to be embodied in the permanent order book of the unit. He is also to state in his report in what manner and with what effect any orders issued at the previous inspection have been obeyed. In cases where it may be necessary to repeat or call attention to any orders previously given, full particulars relating thereto will form part of his report. Where it is necessary to call attention to defects in barracks or make suggestion for their improvement, it will be stated whether it is proposed:—(i) to deal with the service in the next year's estimates, or (ii) to provide for it locally.

Suggestions as to barracks.

Restrictions as to local matters.

130. The further inspections referred to in para. 116 (iii) will be carried out as laid down for the different branches of the service to which they refer, but an inspecting officer, not being the G.O.C.-in-C. of the command, is not to interfere either with the orders and regulations laid down in the several commands, or with the immediate control and supervision of the general commanding.

Inspection of Royal Army Medical Corps.

R.A.M.C.

131. Instructions as to the further inspection of the R.A.M.C. are contained in the Standing Orders for this corps.

Inspection by the Director-General, Army Veterinary Service.

A.V.C.

132. The Director-General, Army Veterinary Service, will make such inspections of the A.V.C. and of the horses, forges, stables, and forage barns of the mounted units and remount depôts as he may consider necessary, and render such reports as the circumstances require.

Confidential Reports.

Confidential reports.

133. A confidential report, which will be considered strictly confidential and privileged and will in no case be made public, will be furnished to the Army Council annually on every officer.

(i) This report will be made out in the first instance by the C.O., or other immediate superior of the officer reported on.

(ii) Reports on officers of the educational, training, manufacturing, inspection, and experimental establishments will be completed by the respective commandants or other superior officers, who will forward them direct to the Director concerned at the War Office, who will complete them, and pass them to the Military Secretary. The reports on the commandants or other senior officers of the above-mentioned establishments will be rendered by the Director concerned. The reports on commandants of detention barracks will be forwarded by the G.O.C.-in-C. concerned to the Director of Personal Services.

(iii) A report upon officers of the regular army, whether on the active or retired list, holding commands or staff appointments in the territorial force, will be rendered annually on A.F. B 194 to the War Office, in accordance with the procedure laid down in sub-paras. (i) and (v).

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(iv) A report on an inspector of army schools will be made out by the senior officer of the adjutant-general's staff in the command in which he is stationed.

(v) A staff or a seconded officer should be reported on only by his immediate superior, and in such cases the appointment held should be shown in red ink on the report; but a regimental commander is to bring to notice at any time any circumstances affecting such staff or seconded officer which in his opinion should be laid before the Army Council. On the other hand the Army Council, on the return of a staff or a seconded officer to his unit, will inform his regimental commander of any circumstances which have occurred during the period of staff or seconded service which they consider should be known to his regimental commander.

(vi) Seniors of regimental grades should be specially reported on in anticipation of the annual report if anything should occur likely to prejudice their promotion.

(vii) The annual report on a member of Q.A.I.M.N.S. will be submitted through the G.O.C.-in-C.

134. An officer will be recommended in his annual report either:—

- (i) For accelerated promotion.
- (ii) For promotion in the ordinary course, or,
- (iii) For promotion to be delayed.

Should the reports of two successive years recommend delay in promotion, a special report will be rendered by the three senior officers present with the unit, stating whether they think it desirable that the officer should be retained in the service.

135. In recommending an officer for "accelerated promotion," a general or commanding officer will record clearly and concisely the special qualifications which make the officer more efficient than his comrades. Recommendations of this nature should be sparingly made, and should apply to cases only where the officer is exceptionally gifted, or where he has displayed special ability in the performance of his duties. These recommendations will carry greater weight when an officer has passed his examination for promotion, and has obtained a special certificate (*see* Appendix XI), although the latter is not an essential condition. When an officer passes out of the Staff College, and thereby becomes exempt from examination in (c) and (d) for promotion, the commandant, Staff College, will record in his final report whether he considers the officer specially deserving of consideration for accelerated promotion.

136. In reporting on a C.O. a general officer will state clearly his opinion as to his fitness for further promotion or employment, and the nature of appointment, if any, for which he appears to be most suited.

137. The report on an adjutant or quartermaster of the special reserve or territorial force, who is on the active list of the regular army, will be made by the following officers:—

Irish Horse.—By the O.C. 3rd Cavalry Brigade to the G.O.C.-in-C.

Yeomanry of the Territorial Force.—By the brigade commander to the G.O.C.-in-C.

Artillery—

Special Reserve units—R.G.A.—By the O.C. R.G.A. under whom training is carried out to the commander of coast defences, for transmission to the G.O.C.-in-C.

Territorial Force—R.H.A.—By the O.C. divisional artillery, territorial force, through the O.C. mounted brigade, to the G.O.C.-in-C.

Territorial Force—R.F.A.—By the O.C. divisional artillery territorial force, through the G.O.C. division, to the G.O.C.-in-C.

Territorial Force—R.G.A.—By the O.C. R.G.A., through the commander of coast defences, to the G.O.C.-in-C.

Engineers.—By the field officer of R.E. who inspects the unit concerned, through the G.O.C. division and the chief engineer of the command, to the G.O.C.-in-C. In the case of a unit allotted to coast defence, through the commander of coast defences, instead of through the G.O.C. division and the chief engineer.

Infantry—

Special Reserve.—By the O.C. dépôt, through the O.C. district, to the G.O.C.-in-C.

Territorial Force.—By the brigade commander through the G.O.C. division, to the G.O.C.-in-C.

Army Service Corps.—By the G.O.C. division through the assistant director of supplies and transport of the command concerned to the G.O.C.-in-C.

138. The reports upon officers (other than adjutants and quarter-masters) of the regular establishment of special reserve battalions will be made by the O.C. dépôt, through the O.C. district, to the G.O.C.-in-C.

In the event of these officers having been present during the training the O.C. the special reserve battalion may submit to the O.C. district a report in letter form.

139. Whenever a portion of a unit is detached under a field officer for any period exceeding 6 months, the O.C. the unit will call upon the field officer commanding the detachment to furnish him with such reports on each officer as may enable him to complete his own report.

140. In the case of every officer of less than 3 years' service, the reports will be accompanied by special and independent reports by each of the three senior officers of the corps present, recording their opinion whether the officer's retention in the service is in every respect desirable and likely to be advantageous to the army. When the officer is serving with a detachment, these reports will be rendered by the two senior officers of the corps and the O.C. the detachment.

If any of these reports are adverse, the remarks of the superior authorities through whose hands they pass will be added.

140A. (i) Confidential reports will, except as mentioned below, contain a record of the opinions of the brigade and divisional commanders.

Except as laid down in para. 721, as regards officers on the selected list for the staff college, when the report upon an officer below the rank of captain is favourable, the brigade commander need not add his remarks unless he desires to do so; it is also optional for the divisional

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commander to report upon an officer below field rank who has received favourable reports. The G.O.C.-in-C. will add his remarks when he desires to do so.

Favourable reports may be communicated to the officers concerned should the officer making them desire to do so.

(ii) When any of the officers enumerated in paras. 133 and 137, or any superior officer through whom a report may pass, has occasion to report adversely on an officer in respect of any fault affecting his character as an officer or a gentleman, or in respect of his fitness for his present position, or for his promotion to a higher rank, the particulars of such adverse report will, when practicable, be read verbatim to the officer concerned without unnecessary delay. A copy of such report will be supplied to the officer should he ask for it. If the officer is not at the same station as the superior officer making the report, he will be furnished with a copy of the same.

If the officer reported on is not present with his unit, a certified copy of the unfavourable remarks will be at once communicated to him by letter.

In the event of a superior officer reporting favourably upon an officer who has been adversely reported on by his C.O., or other immediate superior, the conflicting reports will be enquired into by the military authority next in order of superiority, who will record his opinion and cause it to be communicated to the officer concerned.

A note will be made in the report that these instructions have been duly attended to and an explanation furnished when they have not been carried out.

Similar procedure will be followed in the case of adverse reports other than those made in the annual reports.

Due weight will be given by the Selection Board and the Army Council to the result of reports whether adverse or favourable, or partly adverse and partly favourable, in considering the officer's fitness for his present appointment, or for other employment, or for further promotion.

SECTION III.—THE STAFF.

1. — ORGANIZATION.

Composition and Distribution.

Staff of
the army.

141. The staff of the army (exclusive of India) consists of:—

The staff at the War Office.

The staff in commands, districts, and garrisons, at home and abroad.

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The distribution of the staff is given in the monthly Army List.

War Office
staff.

142. The staff at the War Office is divided into:—

(i) The general staff.

(ii) The adjutant-general's staff.

(iii) The quartermaster-general's staff.

(iv) The master-general of the ordnance's staff.

(v) Parliamentary Under Secretary of State's and Financial Secretary's staffs.

Commands,
districts,
&c.

143. The staff in commands, districts, and garrisons, is divided into:—

(i) The general staff.

(ii) The adjutant-general's staff.

(iii) The quartermaster-general's staff.

2.—APPOINTMENTS.

General Instructions.

Selection.

144. Except in special circumstances officers for employment on the staff of the army are selected exclusively from the regular forces, including the Royal Marines.

All appointments to the staff will be for 4 years, after which an officer if below the rank of substantive lieutenant-colonel will return to regimental duty for a period of not less than one year. In exceptional cases the 4 years' tenure may be extended in the interests of the service, and under similar exceptional conditions a fresh appointment may be made irrespective of the time already spent upon the staff or in the performance of other duties.

All first appointments to the staff will be on probation for the first year. If at the conclusion of such probationary period an officer is retained in his staff appointment, his tenure of 4 years will include the probationary period, and will not be in addition to it.

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King's
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Qualifica-
tion for staff
appoint-
ment.

145. An officer is not qualified to hold a staff appointment:—

(i) Until he has been four years in the service, unless special authority has been obtained.

(ii) Unless he has passed the examination for promotion to the substantive rank next above that held by him when selected for the appointment, except in the case of there being no reasonable probability of his promotion until after he has completed his tenure of the appointment. In such cases it will rest with the officer to pass the examination for promotion before his turn for promotion arrives, whether this occurs before or after the completion of his tenure; and should he have failed to qualify for promotion when his turn comes, he will be superseded.

(iii) As a general rule, an officer will not be eligible to hold an appointment on the general staff unless he has passed through the Staff College.

146. (i) Officers holding staff appointments at home or in the colonies, unless seconded, or unless they are substantive majors who have been replaced by additional captains, are required, on their regiments being ordered to India or on active service, to relinquish such appointments in order to accompany their regiments. In like manner, officers on the staff in India (unless seconded, or excepted from the operation of this rule by special authority) are required to vacate their appointments on their regiments quitting the country.

Relinquish-
ing staff ap-
pointments.

(ii) A cavalry or infantry officer on completion of a tour of staff service or on vacating an extra regimental appointment abroad (in case of India see Army Regulations, India, Volume 2) will, if his regiment (or a battalion of his regiment in the case of an infantry officer) is stationed in the command, join that unit for duty, pending absorption. In other cases, the G.O.C. will inform the War Office in sufficient time to enable instructions as to the officer's disposal to be received by him before the tenure of such officer's appointment expires.

(iii) If vacating staff service at home an officer may be granted leave for one month with regimental pay. Such leave should be at once reported to the War Office and the officer instructed to report, in writing, ten days before its expiration, to the War Office for orders.

(iv) If an officer is not desirous of leave a report to that effect should be made to the War Office before his appointment terminates, and the necessary instructions as to his disposal will then be issued.

147. When vacating an extra-regimental appointment abroad, not in any military command, the officer will report the circumstances direct to the War Office, stating the dates of ceasing to perform duty, and of his probable arrival at home.

Vacating
extra-
regimental
appoint-
ments
abroad.

148. When an officer is about to vacate an extra-regimental appointment abroad before the expiration of the term for which he was originally appointed, he will report the fact to the War Office as soon as the question is decided, stating the date on which he will cease to perform duty.

If granted leave prior to reversion to the British establishment he will report to the War Office the dates on which such leave will commence and expire, and whether he intends to remain abroad during any part of it.

149. The regulations governing the selection and appointment of officers to the general staff at the War Office and in commands, districts, &c. (excluding India), are given in Appendix III.

Appoint-
ment to
general
staff at
War Office,
&c.

150. Specially meritorious service on the general or administrative staff may be recognized by accelerated promotion. It will rest with the member of the Army Council in charge of the department concerned, or in India with the Commander-in-Chief in India, to recommend officers on this account for such promotion, whether they have been employed on general or administrative staff duties at the War Office, or in commands and districts. The accelerated promotion will usually be granted in the form of a brevet up to the rank of lieutenant-colonel, and above that rank by selection for the rank of substantive colonel.

Accelerated
promotion
for specially
meritorious
service on
general or
administra-
tive staff.

3.—DUTIES IN COMMANDS, DISTRICTS, AND GAR- RISONS, AT HOME AND ABROAD, EXCLUDING INDIA.

General Instructions.

151. The distribution of staff duties as defined in the following paras. is designed to meet the requirements of peace conditions. The

Duties.

organization of the staff of an army in the field, which necessarily differs in some respects from that defined below, is dealt with in the Field Service Regulations, Part II (Organization and Administration). At manœuvres, and in making preparations for manœuvres, the distribution of staff duties should, as far as possible, be in accordance with the principles laid down for an army in the field.

Orders. 152. Orders, other than those issued at manœuvres or in the field, will be arranged in two classes, viz. :—

General staff orders.

Orders relating to administration.

(i) The orders comprised under each class will be divided into numbered paragraphs, each dealing with a separate subject, but the numbering for both classes combined will be consecutive throughout the year. Each order will be prepared by the staff officer or head of service or department concerned.

(ii) Orders should, as a rule, be embodied under one heading containing the name of the officer issuing the orders, the command or force to which the orders refer, and the date and place of issue, *e.g.* :—

Orders by General X———.

Commanding.....

Aldershot.

25th June, 1910.

Signing of orders.

(iii) General staff orders should be signed by the senior general staff officer, or, in his absence, by the next senior, or if there be no next senior, by a staff officer not belonging to the general staff whom for the time being the G.O.C. may empower to sign general staff orders.

Orders relating to administration should be signed by the general officer i/c administration, or, in his absence, or if there be no general officer i/c administration, by the senior staff officer present belonging to either the adjutant-general's or the quartermaster-general's department.

A staff officer signing orders will add to his signature his rank and the title of the appointment which he holds on the staff, except that in the case of a staff officer not belonging to the general staff but temporarily authorized to sign general staff orders, he will append to his signature his rank and the words "For general staff officer," and in the case of a staff officer signing orders relative to administration on behalf of the general officer i/c administration, he will append to his signature his rank and the words "For general officer i/c administration." Thus—

Brigadier-general,
General staff.

Major,
General staff.

Lieut.-colonel,
For general staff officer.

or,

Major-general,
i/c administration.

Colonel,
For general officer i/c administration.

Colonel,
Assistant adjutant-general.

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The above instructions do not apply to orders issued under service conditions, *i.e.*, on manœuvres and at staff rides, when the instructions contained in Field Service Regulations, Part I (Operations) and Part II (Organization and Administration) will be followed.

153. The duty of mobilizing the troops rests with the general officer *i/c* administration, the general staff assuming the direction of the movements of units when their mobilization is reported complete. Mobilization.

The General Staff.

154. An officer of the general staff will deal direct with the G.O.C.-in-C., or with the general on whose staff he is serving, and will assist him in promoting military efficiency, especially in regard to the education of officers and the training of the troops, and in carrying out the policy prescribed by the Army Council. General Staff.

155. An officer of the general staff is charged with the supervision of the following subjects:—

Schemes of defence in the command; organization for war; training and instruction of the troops; education and examination of officers; staff tours; preparation and execution of schemes for concentrations, manœuvres and field operations; intelligence duties; reference and officers' mess libraries.

156. In drawing up proposals for training and manœuvres, special importance is to be attached to the concentration, under their own commanders, of divisions and brigades, whose units are, for purposes of quartering, separated from their command.

Estimates of sums required in connection with training* will be drawn up by the general staff under the G.O.C.-in-C. or other general in consultation, as to the financial effect of the proposals, with the general officer *i/c* administration.

The Adjutant-General's and Quartermaster-General's Staffs.

157. The duties of the adjutant-general's staff include questions relating to personal services and discipline, organization, drafts and establishments, mobilization, recruiting, civil employment of reservists and discharged soldiers, interior economy, gymnasia, medals, discharges, casualties, military prisons and detention barracks, army schools, and army reserve. Adjutant-general's staff.

158. The duties of the quartermaster-general's staff include questions relating to movements of troops, issue of routes, appropriation, occupation, and equipment of barracks and hospitals, hire of buildings to supplement barrack accommodation, and arrangements for camps, but the quartermaster-general's staff will not be an intermediary between the general officer *i/c* administration and the heads of services and departments. Quartermaster-general's staff.

159. To the staff of each G.O.C.-in-C. there is appointed an officer styled general officer *i/c* administration who co-ordinates the duties of the adjutant-general's and quartermaster-general's staffs in the command. This officer is entrusted with the administrative services and departments of the command, and exercises his authority by order of the G.O.C.-in-C. who will delegate to him such extended powers as will enable him to deal with all administrative matters which do not involve questions of policy or principle. General officer *i/c* administration.

* See A.F. M 1442, in which are embodied the instructions dealing with the scope and administration of the training grant.

160. The general officer i/c administration will under authority delegated by the G.O.C.-in-C., correspond direct with the War Office on all subjects not involving questions of policy or principle.

161. As regards the chaplains and the chaplain's department, he will exercise the same authority as that delegated to a G.O.C.-in-C.

162. He will exercise the financial powers given by regulation to a G.O.C.

Delegation
of financial
authority.

163. He may delegate his financial authority to his administrative subordinates, as laid down in Appendix V. The discretion as to this delegation rests with the general officer i/c administration, who will not thereby be relieved from ultimate financial responsibility.

Estimates.

164. He will prepare such annual estimates as may be required, including in the estimate such sums as are required for training purposes, and taking steps to co-ordinate the estimates of the services and departments.

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Responsi-
bility to
Army
Council,

165. He will be responsible to the Army Council and, on their behalf, will see—

- (i) That the money voted by Parliament is not expended without due authority, under the rules laid down by Parliament and the Treasury.
- (ii) That the money voted is not deflected to purposes other than those contemplated by Parliament.
- (iii) That the sums allocated to him under the various sub-heads of the votes are not deliberately exceeded.
- (iv) That losses, and unremunerative expenditure generally, are not written off contrary to regulations.

166. He will deal direct with the local heads or representatives of the services and departments, viz.:—the chief engineer, the assistant director of supplies and transport, the deputy director of medical services, the P.V.O., the deputy director of ordnance stores, and the deputy assistant director of remounts.

167. He will supervise arrangements for recruiting and for mobilization.

168. He will supervise the arrangements for the provision of animals, supplies and matériel throughout the area of the command.

168A. In the absence of the general officer i/c administration, no officer will be detailed to act for him. Each head of a department will carry on his own duties as usual, referring to the G.O.C.-in-C. matters which require the decision of superior military authority.

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169. The powers of G.Os.C. and of general officers i/c administration to write off losses, deficiencies, and overissues of cash and stores, are defined in Appendix XXII.

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SECTION IV.—SPECIAL AND PERSONAL APPOINTMENTS.

1.—SPECIAL APPOINTMENTS.

General Instructions.

171. Information regarding the various special appointments open to officers, and the conditions affecting the tenure of such appointments, is contained in the Pay Warrant. Appointments.

172. An officer, except in the case of an adjutant or assistant adjutant of the regular forces, is not qualified to hold a special appointment unless he possesses the qualifications laid down in para. 145 (i) and (ii). Qualifications.

Commandants of Detention Barracks and Governors of Military Prisons.

173. Combatant officers on the active list, of the rank of captain or major, are eligible to have their names recorded for appointment as 2nd Class Commandant or Governor as opportunity may occur. Preference will be given to those who have served as adjutant of a regular unit. Officers eligible.

The appointment is for 5 years.

An officer will not usually be selected for first appointment if above the age of 35 years. Officers who have completed a term of 5 years as 2nd Class Commandant or Governor will be eligible for appointment as 1st Class Commandant or Governor, after a tour of regimental duty.

Adjutant and Assistant Adjutant of Regular Forces.

174. A C.O. will report to the G.O.C.-in-C.* the name of the officer serving under his command whom he recommends for the appointment of regimental or battalion adjutant, stating whether the officer has previously served as adjutant and whether he has been through the course of instruction referred to in para. 175, and if so, when. The G.O.C.-in-C., if he approves, will confirm the appointment and notify it to the War Office, if possible one month before the vacancy occurs. An officer will not, except in very exceptional circumstances, have his term prolonged, or serve a second term. An officer who has not qualified at a school of musketry is not to be recommended, except for an adjutancy in the R.A. In the case of adjutants of the R.A., R.E., and A.S.C. should there be no suitable officer in the command, the G.O.C.-in-C. will apply to the War Office to supply one. Adjutant.

An officer, except in very special circumstances, will not be appointed adjutant of a cavalry regiment unless he has qualified at the Cavalry School, either at Netheravon or at Saugor.

175. Adjutants of cavalry regiments, infantry, and special reserve battalions, and of cavalry, R.E., and A.S.C. depôts will, shortly before appointment, or, if that is not feasible, as soon after appointment as possible, go through a course of instruction at Aldershot in the physical training of recruits. Course in training of recruits.

176. In regiments and battalions at home, and at depôts when both battalions are abroad, a subaltern officer, qualified at a school of musketry, will be appointed assistant adjutant by the C.O., to assist in the musketry training of young officers and recruits. He will be exempt from garrison and regimental duties while performing his special duties, but at other times he will be available for any duty. Assistant adjutant.

The appointment will be for 3 years but, in very exceptional circumstances, may be extended by the G.O.C.-in-C. for a period not exceeding 6 months. Duties.

* In the Brigade of Guards, the G.O.C., London District.

Adjutants, other than those of the Regular Forces.

Appointment.

177. Appointments as adjutants in the special reserve, militia, territorial force and volunteers, will be made at the War Office, priority being as a rule granted in the infantry to officers of the line battalions of the regiment to which the battalion concerned belongs or is affiliated.

Recommendations of officers for the appointment of adjutant will be put forward through G.Os.C.-in-C. on A.F. E 500 by the C.O. of the unit in which the candidate is serving or has last served.

An officer of the special reserve of officers will not be appointed adjutant of a unit of the special reserve or of the territorial force.

The conditions under which officers of the territorial force may be appointed adjutant of a territorial force unit are laid down in the Territorial Force Regulations.

The appointment of adjutants to Officers Training Corps units will be made in accordance with the Regulations for that corps.

Qualification of candidates.

178. A candidate from the regular forces must have qualified—

- (i) For promotion to the next higher substantive rank, except in the case of there being no reasonable probability of his promotion until after he has completed the tenure of his appointment. Should such probability arise whilst an officer is holding an appointment as adjutant, it will rest with him to pass the examination for promotion before his turn for promotion arrives whether that occurs before or after the completion of his tenure. Should he have failed to qualify for promotion when his turn comes, he will be superseded.

- (ii) At a school of musketry, except for an appointment to R.A., A.S.C., or R.A.M.C.

- (iii) In the case of special reserve battalions, by obtaining a semaphore signalling certificate granted by the Commandant, School of Signalling, Aldershot.

179. An officer appointed adjutant of the R.G.A. special reserve will be required to comply with the conditions of para. 175.

180. An application will not be submitted on behalf of an officer of a unit in India who is serving with a special reserve unit or at a depot at home; nor on behalf of an officer who has already completed a term of employment as adjutant of the special reserve, militia, territorial force or volunteers, unless he is an officer of the R.G.A. who is eligible for reappointment under the terms of the Pay Warrant.

C.O.'s opinion.

181. The C.O. will state his opinion as to the eligibility of the candidate, and will not recommend any officer not fully qualified as regards—(i) knowledge of the duties of the appointment; (ii) ability to impart instruction; (iii) horsemanship, and (iv) physical fitness.

R.G.A.

182. Officers of the R.G.A. who are candidates for adjutancies of units in which there are heavy batteries, will, unless they have served in a heavy battery, be required to undergo a month's course of instruction, and to obtain a certificate at the School of Gunnery, previous to appointment.

Resignation not allowed.

183. An adjutant will not, except under very special circumstances, be allowed to resign with a view to returning to his regiment, even if his regiment is ordered on active service.

R.E.

184. An officer of the R.E. who is an adjutant of the special reserve or the territorial force will, subject to the approval of the G.O.C.-in-C., be available for work under the chief engineer, provided such employment does not interfere with his duties as adjutant.

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2.—PERSONAL APPOINTMENTS.

General Instructions.

185. Instructions regarding the appointment of officers to the personal staff of a general officer or civil governor of a colony are contained in the Pay Warrant. Appointments.

186. An officer appointed aide-de-camp* or assistant military secretary and aide-de-camp must have three years' service. Qualifications.

187. When a regimental officer has completed the period of employment on the personal staff of a general officer or civil governor, he will be required to rejoin his regiment and do duty with it for two years before he can be again similarly employed. Rules as to rejoining unit after service on personal staff.

3.—APPOINTMENTS OPEN TO RETIRED OFFICERS AND DISCHARGED WARRANT AND NON-COMMISSIONED OFFICERS.

His Majesty's Body Guard, &c.

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188. Applications from officers to have their names placed on the lists of candidates for appointment, after retirement, to His Majesty's Body Guard of the Honourable Corps of Gentleman-at-Arms, as Exons in the King's Body Guard of the Yeoman of the Guards, or as Military Knights of Windsor, should be addressed to the Secretary of the War Office, to whom also recommendations of warrant officers or serjeants for appointment, after discharge, as Yeoman of the Guard, should be forwarded. Applications for appointment.

The conditions for appointment are contained in Appendix XXI.

* By Indian Regulations officers must have passed the lower standard in Hindustani before they are eligible for the appointment of aide-de-camp in India, even on probation. This rule is equally applicable to officers belonging to regiments not in India who may be selected for such appointments, as to officers of British Regiments serving in India, and of the Indian Army.



SECTION V.—SERVICES AND DEPARTMENTS.

1.—WAR OFFICE.

War Office. 191. Officers of services and departments serving at the War Office are on the respective staffs of the members of the Army Council. Their duties are defined in Appendix IV.

2.—COMMANDS, DISTRICTS AND GARRISONS AT HOME AND ABROAD, EXCLUDING INDIA.

General Instructions.

Commands and districts 192. Heads of services and departments will deal direct with the general officer i/c administration, and will correspond direct with their subordinates throughout the command on all subjects connected with their technical duties. On matters of importance, in their capacity as technical advisers, the chief engineer and the deputy director of medical services attached to the headquarters of the command will have the right of direct access to the G.O.C.-in-C.

193. Officers of services and departments are under divisional, brigade, coast defence or other local commanders for purposes of discipline and interior economy only. They will correspond direct on all subjects connected with their technical duties with the head of their service or department at command headquarters.

They will, except in matters of a routine nature, keep the local commanders acquainted with the instructions they receive and the proposals they put forward connected with the health, comfort, food, equipment, and accommodation of troops. Should the local commanders dissent from the instructions, they will address the general officer i/c administration, explaining their objections; and as regards the proposals, the concurrence or otherwise of the local commanders will be obtained by the officers of services or departments concerned and communicated by them, when submitting their proposals, to the heads of services and departments at command headquarters.

Duties of the Army Service Corps.

A.S.C. 195. The officers of the A.S.C. are entrusted with furnishing transport, provisions, fuel, light, and supplies, for the use of all branches of the army, and with the allotment of barracks and quarters and their equipment, as laid down in the Regulations for Supply, Transport, and Barrack Services.

Duties of the Army Medical Service.

A.M.S. 196. The duties of officers of the Army Medical Service are defined in the Regulations for the Army Medical Service, and in the Standing Orders for the R.A.M.C. See also paras. 1082—1112.

Duties of the Army Ordnance Department.

A.O.D. 197. The A.O.D. provides, inspects, and supplies the army with warlike stores, clothing and necessaries, as laid down in the Regulations for Army Ordnance Services. At certain stations abroad it provides, holds, and issues ordnance stores to the Royal Navy.

198. A specially appointed officer of the A.O.D., stationed at Woolwich, commands the A.O.C. This officer, subject to the general instructions of the director of equipment and ordnance stores, administers all matters relating to the interior economy of the corps. In a command or district the assistant director of ordnance stores or the chief ordnance officer is the C.O. of the A.O.C. serving therein.

Duties of the Army Veterinary Service.

199. The duties of veterinary officers are defined in the Regulations for Army Veterinary Services, and in the Standing Orders A.V.C. See also paras. 1245-1253.

Duties of the Army Pay Department.

A.O. 205 200. The duties of officers of the A.P.D. are defined in the Financial Instructions in relation to Army Accounts.

SECTION VI.—OFFICERS—APPOINTMENTS, PRECEDENCE, POSTING, EXCHANGE, TRANSFER AND RETIREMENT.

1.—APPOINTMENTS, RANK AND PRECEDENCE.

General Instructions.

Notification
of promo-
tions, &c.

211. The London Gazette, published by authority, in which all military appointments, promotions, exchanges, and removals are inserted, is transmitted to each G.O.C.-in-C. to enable him to notify, in orders, such details as affect his command. Notifications so published will be official for all military purposes. Postings to infantry battalions are not necessarily made in accordance with gazette notices.

Officer to
report on
joining.

212. An officer, on joining a unit or dépôt, will report himself personally to his C.O., and an officer joining a garrison or station for duty other than regimental, will report himself personally to the O.C. the garrison or station.

First Appointments.

First com-
missions.

213. Appointments to first commissions in the regular army are governed by the provisions of the Pay Warrant.

The Army Candidates' Regulations contain information—

(i) Respecting admission to the Royal Military Academy, Woolwich, and to the Royal Military College, Sandhurst, and for first appointments therefrom to the army.

(ii) As to the manner in which commissions in the regular forces may be obtained by university candidates and by officers of the special reserve and yeomanry.

Promotion
of warrant
officer or
N.C.O. to
a commis-
sion.

214. An O.C. a unit, when recommending a warrant officer or N.C.O. for promotion to a commission, will forward the following documents:—(i) Copy of the candidate's record of age and service on A.F. B 200; (ii) copies of his conduct sheets, completed to date of recommendation; (iii) medical certificate; (iv) A.F. B 2064.

Opinion of
brigade
commander

215. Before this recommendation is forwarded to the War Office, the candidate will be seen by a brigade commander, or colonel commanding a district and i/c a record office, who will record on the recommendation his own opinion whether the candidate is in every way eligible for a commission.

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When a warrant officer or N.C.O. who has been recommended for a commission changes station the recommendation should be notified to his new C.O.

Leave
before
joining.

216. An officer on first appointment to a commission in the army, or on restoration from half-pay, will be required, if his unit is serving at home, to join it within one month from the date of his appointment, or if it is stationed abroad, to embark within two months from the date of such appointment or restoration. These periods may be curtailed should the exigencies of the service require it.

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Command, Rank and Precedence.

217. The following rules, respecting the command, rank and precedence of officers, are laid down by Royal Warrant, dated the 1st April, 1910, as amended by Royal Warrant dated 13th July, 1911:—

(i) An officer appointed to command a regiment or battalion, in the army, shall exercise command over any other officers serving therein, irrespectively of the date of appointment. All other officers (except those of the Indian Army) doing duty with their regiments shall take rank according to their dates of appointment in that rank to such regiments, except in cases (other than those of voluntary exchange or transfer) in which the Army Council may give officers special precedence. All officers serving together with officers of other corps shall take rank according to their respective dates of appointment to that rank in the Army. Should two officers of the same rank have been gazetted to such rank with the same date, their precedence shall, except in the case of an officer appointed to command a regiment or battalion, be determined by the date of their next lower rank.

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1911

(ii) If an officer be placed on the half-pay list for any other reason than wounds or sickness caused by active service in the field and be subsequently brought back to full pay in the same rank and corps or department, he shall, for precedence in his rank, take the same numerical position as he occupied when placed on the half-pay list.

(iii) If an officer placed on half-pay on account of wounds, or of sickness caused by active service in the field, be subsequently brought back to full pay in the same rank and corps or department, he shall, for precedence in his rank, revert to the original position in relation to the officers of his corps or department held by him when placed on half-pay; provided, however, that, if he is not reported fit for general service within one year of his being placed on half-pay, he shall not be entitled to supersede any officer who may have been promoted during his absence, nor have any right himself to promotion, except in ordinary succession, after restoration to full pay, in the corps or department.

(iv) Officers of the Royal Malta Artillery shall take rank and precedence below all other officers of the regular forces of the same rank.

(v) Officers of the regular forces shall, except as stated in (ix), have precedence of, and command over, officers of the special reserve of officers and of the territorial force of the same rank.

(vi) Officers of the special reserve of officers shall have precedence of, and command over, officers of the territorial force of the same rank.

(vii) Officers of the Bermuda Militia, the Channel Islands Militia and the Malta Militia shall take rank and precedence below officers of the same rank of the regular forces and of the special reserve of officers, but above officers of the territorial force.

(viii) Officers of the Bermuda Volunteer Rifle Corps shall take rank and precedence below officers of the same rank of the Bermuda Militia.

(ix) When serving together in the same unit the relative precedence of officers of the regular forces, the special reserve of officers, and the territorial force, shall be as laid down in the Regulations for Officers of the Special Reserve of Officers and the Regulations for the Territorial Force.

(x) Officers of the regular forces serving in any British Dominion, Colony, or Dependency, with rank granted by the King, shall have precedence of and command over colonial officers of equal rank, but if

holding local rank conferred upon them by the colonial authorities, shall take rank with colonial officers according to the dates of their respective colonial ranks, provided that field officers of the regular forces in any British Dominion, Colony or Dependency shall have precedence of, and command over, field officers of the permanent, militia, and volunteer forces there, if so ordered by the Governor. Local or temporary rank granted to an officer of the Army on assuming command of colonial forces, or when proceeding to a Colony for any special service, shall be conferred by the King.

Adjutant
of militia.

218. An officer of the regular forces posted to or appointed adjutant of the Bermuda Militia, Channel Islands Militia or Malta Militia will for regimental purposes rank *pari passu* with other officers of the unit to which he is posted or appointed.

Exercise of
command.

219. Command is to be exercised by the senior combatant officer, irrespective of the branch of the service to which he belongs, and including the Royal Marine forces and His Majesty's Indian forces. Exception is made in cases where an officer has been specially appointed to the command of a body of forces, or appointed to the command of a corps.

Officers
extra-regi-
mentally
employed.

220. An officer employed in a colonial military appointment,* a civil appointment,* on the staff of a civil governor, under a foreign government, or in special extra-regimental employment will not be entitled, by virtue of his military rank, to assume any military command in the army, unless called out for military duty by the Army Council. He will be liable, however, in case of necessity, to serve on courts-martial, or to perform such military duties as the Army Council may direct.

Command
of detach-
ments.

221. When units or detachments of different corps are employed together on any duty, each unit and detachment will, subject to the orders of the O.C. the whole body, act under the immediate authority of its own commander in matters of a purely regimental character.

Discipline
of prisoners
of war.

222. When officers, warrant officers, N.C.Os. or men become prisoners of war, the ordinary military relations of superior and subordinate, and the military duty of obedience, remain unaltered. Any such prisoner who is guilty of insubordination or other breach of discipline, in respect of his superior, will be required to answer for his conduct when released.

A.S.C.

223. An officer of the A.S.C. detailed for barrack duties if specially detached from regimental duty with his corps, will not hold any military command, except over such officers and men as may be specially placed under his command.

Permanent,
local and
temporary
rank.

224. The relative precedence of permanent, local, and temporary rank is as under:—

(i) Officers having permanent or local rank will take precedence of all those serving with them having temporary rank of the same grade.

(ii) Local rank granted by the King carries with it, within the command or country in which it has effect, the same advantages of precedence and command as permanent rank, and will have effect so long as the officer is holding the appointment for which it is given.

(iii) Officers holding temporary rank will take precedence among themselves, according to their permanent rank.

Temporary
appoint-
ment.

225. Except as laid down in para. 224 (iii), officers appointed to act temporarily in a higher rank will take rank among themselves, while so acting, according to the dates of their temporary appointments, but as junior to all permanent officers of the same grade.

*As defined in Articles 1234 and 1235 of the Pay Warrant, 1909.

226. Regular officers employed as brigade-majors, if of the rank of captain, will take rank and precedence next after field officers in the brigade or garrison in which they are serving.

Brigade-majors.

227. Cancelled.

228. When the regiments of Life Guards and the Royal Horse Guards do duty together, the senior regimental officer will command the whole force; and if any of the Life Guards, Royal Horse Guards, or Foot Guards, be serving with any other troops, the senior officer by army rank, without respect to corps, will take upon himself the command of the whole force.

Household troops together and with other troops.

229. When the regiments of Life Guards and the Royal Horse Guards, or detachments from the same, do duty together, unmixed with other corps, they will be considered as one corps, and the officers will take rank and do duty according to the dates of their commissions. The same rule will apply when the regiments of Foot Guards, or detachments from the said regiments, do duty together, unmixed with other corps.

Household troops.

230. A departmental officer, serving in his own department, whether on his combatant or other commission, and an officer holding honorary rank, will, in virtue of his rank or of his position under Art. 290 of the Pay Warrant be entitled to precedence and (subject to the provisions of the Pay Warrant and the Allowance Regulations) other advantages attached to the corresponding rank of combatant officers. Such rank or position will not, however, entitle the holder of it to the presidency of courts-martial, or to military command of any kind except over such officers and men as may be specially placed under his command, provided that—

Departmental and other officers.

- (i) An officer of the A.O.D. will be an officer of, and will command, the A.O.C.
- (ii) An officer of the A.P.D. will be an officer of, and will command, the A.P.C.

231. Officers of the Army Medical and Army Veterinary Services will not be entitled to the presidency of courts-martial other than regimental, nor will they exercise any military command outside the R.A.M.C. or A.V.C. respectively, except over such officers and soldiers as may be attached thereto for duty, and in the case of the R.A.M.C., over all patients in military hospitals.

Medical officers.

Lieutenant-colonels of the R.A.M.C. specially selected for increased pay will, within that corps, be senior to all other lieutenant-colonels.

Officers of the Indian Medical Service will not be entitled to the presidency of courts-martial other than regimental, nor will they exercise any military command outside that service except over such officers and soldiers as may be attached thereto for duty and over all patients in military hospitals.

Lieutenant-colonels of the Indian Medical Service specially selected for increased pay will, within that service, be senior to all other lieutenant-colonels.

232. The seniority of officers of the A.O.D. in their respective departmental grades will, subject to para. 217 (ii) and (iii), be regulated by the date of their appointment or promotion to those grades.

A.O.D. officers.

233. Officers of the Indian Civil Veterinary Department will retain their rank and commissions in the Army Veterinary Service.

Indian Civil Veterinary Dept. Officers resigning.

234. Officers resigning their commissions will not retain any rank in the service, except by the King's special authority.

Rank of officers in special reserve or territorial force.

235. Officers of the special reserve or territorial force, having also rank in the army, are not permitted while serving in the special reserve or territorial force to avail themselves of any other rank than that which they hold by virtue of their commission in the special reserve or territorial force. This rule does not apply to adjutants of special reserve or territorial force, whose rank is governed by special rules contained in the regulations for those forces.

Army reserve officer with unit or corps.

236. An army reserve officer, on being called out for army service and appointed to a regiment or corps, will be placed at the bottom of his rank in the regiment or corps to which he is appointed, and be designated and distinguished as an "army reserve officer" in the regimental list. Such officers, together with those called up for staff or other extra-regimental employment, will take precedence from the date of appointment notified in the London Gazette, or, when not gazetted, from the date on which they assume duty after recall to army service.

Educational establishments.

237. An army reserve officer employed in the educational establishments of the army will not be entitled during such employment to exercise military command.

2.—POSTING, EXCHANGE AND TRANSFER.

Posting.

Posting.

238. An officer has no claim as to the particular battalion or unit of his corps in which he is to serve, but will be posted as the requirements of the service may dictate. It will, however, be open to him to submit an application in writing for any particular unit, and his application will receive such consideration as the exigencies of the service may permit. When it becomes necessary to complete battalions with officers from other battalions of the regiment, the following procedure will, as a rule, be adopted:—If the officer required is a major, captain, or lieutenant, the junior of the rank will be transferred; if a second-lieutenant, the senior of that rank; but consideration will be given to an application by any officer of the rank required, who is desirous of being posted to fill a vacancy in the battalion abroad, and is reported in every respect fitted to do so. A second-lieutenant, on promotion to lieutenant, will, unless otherwise ordered, remain posted to the battalion in which he is serving.

Posting of lieutenant.

Reposting after Six Years' Service.

Register of names.

239. An officer of R.A. or infantry may register his name for service abroad or at home, as the case may be, and when about to complete six years' regimental service and service on the general or administrative staff of the army, at home or abroad. The usual periods of leave and the periods spent at classes of instruction at home will not be regarded as breaking the continuity of service.

240. The names of those registered, with statements of their service at home and abroad, calculated in each case to the following 30th September, will be forwarded on 1st April to the War Office. Interchanges will, as far as the exigencies of the service permit, be carried out when public transport is available.

Other exchanges not affected.

241. These interchanges will not in any way modify the liability of an officer of infantry to be posted at any time from one battalion to another, or interfere with the voluntary exchanges of officers between one battalion and another of the same regiment.

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Exchange and Transfer.

242. An application from an officer for exchange or transfer will be forwarded to the War Office. The application will show the officer's reasons for desiring the same, and will be accompanied by the recommendations of the C.Os., who will certify that the exchange (or transfer) recommended does not originate in any cause affecting the honour, character, or professional efficiency of the officer. The applicant will furnish a certificate stating that it is his bona fide intention to join immediately and do duty for at least twelve months, and a certificate of a military medical officer will be furnished to the effect that the applicant is in a fit state of health to serve at the station where the unit he desires to join is stationed. In the case of an officer of less than 12 months' service applying for transfer from one battalion to another of his regiment, the approval of the O.C. the battalion to which transfer is desired will not be necessary, but should the transfer not be possible before he has completed 12 months' service the application must be re-submitted, together with the approval of the O.C. the battalion to which transfer is desired.

Exchange or transfer.

243. Subject to the provisions of paras. 242 and 244 to 247, exchanges between officers of the R.F.A. and R.G.A. of the same rank, may be permitted once during their service, under the following conditions:—

Exchanges between officers of R.F.A. and R.G.A.

- (i) Second-lieutenants exchanging during the first year of their service may do so without loss of seniority.
- (ii) When second-lieutenants with more than one year's service exchange, the senior takes for regimental seniority the date of the junior officer's commission.
- (iii) When officers above the rank of second-lieutenant exchange both officers take for regimental seniority the date of the sanction to the exchange.
- (iv) Officers of the R.G.A. desirous of exchanging to the R.F.A. must furnish equitation certificates with their applications.

244. An officer under orders to join his unit on, or to embark with any unit for, service abroad will not be permitted to exchange, save in most exceptional circumstances.

Exchange when ordered abroad.

245. An officer on leave of absence from abroad who wishes to exchange is to make his application through the usual channel in sufficient time to enable it to be received at the War Office at least one month before he would, in the ordinary course, embark to rejoin his unit.

Exchange when on leave from abroad.

246. When an officer exchanges, or is transferred on promotion or otherwise, he will continue to do duty where he is serving until orders are received as to his disposal.

Disposal of officers exchanging.

247. An officer exchanging or transferred from one unit to another, either for his own convenience or on promotion, will be required to join his new unit, if at home, within 14 days, or if abroad, to embark within a month, or as soon after as may be practicable.

Joining on exchange or transfer.

Appointment or Transfer to the Army Service Corps.

248. The regulations for appointment of officers to the A.S.C. are contained in the Pay Warrant. In the case of an officer serving in the army, the following documents will be forwarded to headquarters with the application for transfer to the A.S.C.:—(i) A medical certificate as to fitness for general service, mounted or dismounted, at home or

Appointment or transfer to A.S.C.

abroad; (ii) a certified copy of the record of the applicant's service on A.F. B 199; (iii) the recommendation of the C.O., who will state whether the applicant is a good regimental officer and is likely to prove a credit to the corps if transferred; (iv) in the case of a second-lieutenant a certificate that he has passed in subjects (a) and (b) for promotion.

Temporary
employment
with A.S.C.
abroad.

249. If an officer of the A.S.C. at a station abroad is unexpectedly removed from his charge by death, sickness, or any other cause, and no other officer of the corps is available to succeed him, the general commanding may employ an officer temporarily to fill the vacancy. Such employment, and the circumstances of the case, will be immediately reported to the War Office.

Transfer to the Army Ordnance Department.

Transfer to
A.O.D.

250. The regulations for the transfer, etc., of officers to the A.O.D. are contained in the Pay Warrant.

Transfer to the Army Pay Department.

Transfer to
A.P.D.

251. The regulations for the transfer, etc., of officers to the A.P.D. are contained in the Pay Warrant.

A candidate will forward his application with a statement of his qualifications through his C.O.

In transmitting the application the C.O. will report confidentially on the qualifications of the officer, adding the following certificate:—

"I am not aware of anything affecting the honour or character of
and I consider him to be in every way fit to
undertake financial duties and to be entrusted with the control of
public money."

Selected candidates will be on probation for a period of 2 years. During this period the officers will be examined periodically under instructions from the War Office, and no officer will be permanently appointed who does not exhibit an aptitude for accounting duties, a competent knowledge of the regulations, and capacity and zeal in the performance of the work of the Department.

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3.—CONTINUANCE IN THE SERVICE.

Quartermasters, Riding-masters, and Executive Establishment Army Ordnance Department.

Continuance
in service
of quarter-
masters,
riding-
masters, and
executive
establish-
ment
A.O.D.

252. C.Os. will report, through the G.O.C.-in-C., to the War Office whether they recommend the continuance in active service of the quartermasters and riding-masters, and of the executive establishment A.O.D., serving under their command, on their completing 10, 15, and 20 years' service in those ranks respectively. These reports should reach the War Office one month before the completion of the periods referred to if the officer is serving at home, or two months before if he is serving abroad. If the officer be not recommended for continuance in the service, the report will be made in sufficient time to allow of his retirement on the day following the completion of the period of service in question; and he should be released from duty on that day.

4. - HALF-PAY, RETIREMENT AND RESIGNATION.*

General Instructions.

253. An officer, who, through medical disability, becomes unfit for duty, and is desirous of being placed temporarily on the half-pay list, will transmit his application through the usual channel. The proceedings of a board of medical officers, giving the cause and probable duration of such unfitness, will be attached to the application before submission to the War Office.

Temporary
half-pay.

254. An officer who applies for permission to retire, or to resign his commission, is not to quit his corps without leave until his name appears in the London Gazette. An officer subject to compulsory retirement should not be retained on duty after the day preceding the date of such retirement.

Quitting
corps on
retirement,
&c.

255. In forwarding an application from an officer to retire or resign his commission, a C.O. will, when such application is the result of misconduct, or anything affecting the officer's honour or character as a gentleman, state all the circumstances and particulars of the case. A G.O.C.-in-C. will ascertain that the statement gives a complete account of the case, before forwarding it to the War Office.

Retirement;
&c., as a
result of
misconduct.

256. When forwarding the application of an officer to resign, or to retire with a gratuity, the C.O. is to state whether:—

Officer
retiring
with
gratuity.

(i) All regimental claims have been paid.

(ii) He is aware of any outstanding public claim.

(iii) There is any objection to the retirement being sanctioned.

A certificate as regards (ii) will also be obtained from the command paymaster and will be transmitted to the War Office with the application.

The full amount of all claims will be reported to the War Office as soon as practicable, for decision as to the amount to be retained from any gratuity payable. The statement as regards claims is not required in cases of retirement on retired pay.

An officer at home on leave from abroad wishing to retire should submit his application through his C.O. and not direct to the War Office.

257. An officer must notify his intended place of residence in his application to retire upon retired pay, and any subsequent change of address prior to retirement should be at once reported to the War Office.

Address.

* Resignation only applies to cases in which no gratuity or retired pay is granted to an officer on leaving the service; retirement applies to all other cases.

SECTION VII. — SOLDIERS — ENLISTMENT, SERVICE, PRECEDENCE, PROMOTION, EMPLOYMENT, TRANSFER, AND DIS- CHARGE.

1.—ENLISTMENT.

Enlistment: 261. For instructions see the Recruiting Regulations.

2.—SERVICE.

Extension of Service.

Extension
of service.
Conditions.

262. An efficient soldier, of good character, if fit for service at home and abroad, may, at any time after completing six months' service and subject to his C.O.'s consent, extend his service to complete with the colours the following periods:—

Cavalry	7 years.
R.H.A. and R.F.A.	6 "
R.G.A.	8 "
Foot Guards	7 "
Infantry of the line	7 "
R.E. and other corps	7 "

On completion of the above periods a soldier is liable, if serving abroad, to be retained with the colours for a further period not exceeding one year.

Extension to complete 12 years with the colours.

Extension
to complete
12 years.

263. A warrant officer has the right at any time to extend to complete 12 years with the colours.

A N.C.O. not below the rank of bombardier, or second-corporal (except a military mechanist for the Air Battalion, R.E.), will be allowed to extend after one year's service as such provided he does so within one month of the expiration of such year. He may afterwards be allowed to extend at the option of his C.O.

A trumpeter, drummer, bugler or piper is required to extend his service on appointment as such.

Subject to such restrictions as may be laid down any other soldier may at any time when in his last year of service, excluding the extra year for which he is liable if serving abroad, be allowed to extend his service by his C.O. provided he is efficient and in possession of at least one good-conduct badge.

Extensions will be carried out on A.F. B 221 and approved by the C.O. (as defined in para. 391).

A soldier will not be permitted to extend his colour service after being sent home for transfer to the reserve.

Re-engagement.

Conditions
of re-engage-
ment.

264. A soldier, if medically fit for service, will be permitted, in accordance with Section 84 of the Army Act, to re-engage to complete a period of 21 years' army service. This period will be reckoned

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Service.

Paras. 265-270.

from the date of attestation, and will include reserve service on the current attestation :—

Ranks.	When.	Conditions.	To be authorized by.
Warrant officer, staff-serjeant and serjeant.	At any time after he has completed nine years' army service (school-master, eleven years).	Subject only to the veto of the G.O.C.-in-C. In India. G.O.C. Division.	The C.O. (as defined in para. 391). In the A.O.C. (armourer and machinery artificer sections), A.P.C., and M.P.S.C., the officer i/c records is to be considered the C.O.
Other soldiers.*	At any time after he has completed eleven years' army service.	If efficient, at the discretion of the C.O.	Do. do.

265. A re-engagement will be carried out on A.F. B 136 which will be signed by the soldier and the C.O. of the unit. Mode of application.

266. When a soldier is considered medically unfit to re-engage, a medical board will decide whether such is the case. Medical board.

267. A soldier will not be permitted to re-engage:—(i) If he has been sent home in consequence of declining to re-engage while serving abroad; (ii) if, having 12 years' service or upwards, he is sent home from abroad for free discharge under the Pay Warrant. Prohibitions to re-engagement.

268. When a soldier, eligible to re-engage, desires to re-engage in another corps, application for transfer for the purpose of re-engaging should be made as directed in para. 333 (vi). Re-engagement in another corps.

269. A soldier, enlisted for a regiment of cavalry, will not be permitted to re-engage unless he consents to be transferred to the corps of cavalry of which the regiment forms part, and an entry of the transfer to the corps of cavalry and of the posting to the unit, will be made in the man's record of service, immediately after the entry of the re-engagement. Re-engagement in the cavalry.

Continuance in the Service beyond 21 years.

270. The competent military authority for the purpose of authorizing continuance in the service beyond 21 years under Section 85 of the Army Act is the officer i/c records concerned. The continuance of a warrant officer in the service beyond 21 years is subject to the conditions as regards discharge for age laid down in the Pay Warrant. When a warrant officer who has been permitted to continue in the service beyond 21 years has completed five years' qualifying service as a warrant officer, the officer under whom he is serving will not recommend him to the G.O.C. for retention in the service, under the Pay Warrant, without reference to the officer i/c records. The opinion of the officer i/c records will be forwarded with the recommendation, to the G.O.C. Conditions.

In the case of a N.C.O. or man serving on the regular establishment of the special reserve who is permanently posted thereto, and the permanent staff of the militia, territorial force and volunteers, permission may be granted by the officer i/c records to continue serving up to the age of 50, or in special cases up to the age of 52.

* Subject to such restrictions as may be laid down from time to time.

The continuance in the service of a man on the Indian unattached list will be authorized by the divisional commander.

Application for permission to be continued must be submitted on A.F. B 221.

Discharge of soldier after 21 years' service.

271. A C.O. is authorized, at any time, to bring forward for discharge a soldier (other than a warrant officer or a re-enlisted pensioner) who has been permitted to continue in the service beyond 21 years. The man will be discharged under class (xxi) of para. 392. A month's notice should, as a rule, be given to the soldier.

Instructions as to the discharge of a warrant officer, who has completed 21 years' service for pension, will be found in para. 392 (xxiv) and (xxvii), and in the Pay Warrant; and as to the discharge of a re-enlisted pensioner in para. 392 (xxi) and (xxiv) and in the Recruiting Regulations.

Claiming discharge by notice after 21 years.

272. A soldier (including a warrant officer) allowed to continue in the service beyond 21 years may claim his discharge after the expiration of three months' notice to his C.O. The C.O. may diminish this period in the interest of the soldier. Such discharge should be carried out under para. 392 (xxiii).

Reckoning Service towards Limited Engagement.

Forfeiture of service under Statute.

273. A soldier serving on his original engagement, i.e., during the first twelve years of his service, forfeits the whole of his prior service and is liable to serve for the term of his original enlistment, reckoned from the date of conviction or of the order dispensing with his trial:—

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- (i) On conviction, by court-martial, of desertion or fraudulent enlistment, or
- (ii) If liable to trial, upon his trial being dispensed with on confession of desertion, or fraudulent enlistment.

Similarly a soldier serving on a re-engagement who is convicted by court-martial of desertion or fraudulent enlistment, or who, being liable to trial, has had his trial for either of those offences dispensed with by the competent military authority, forfeits all prior service rendered by him during the period of such re-engagement, i.e., from the day following that on which he completed twelve years' service—and is liable to serve for the term of his re-engagement, reckoned from the date of conviction or of the order dispensing with his trial.

Service so forfeited may, subject to the following limitations, be restored:—

- (i) Upon promotion to the rank of serjeant.
- (ii) Upon completion of three years clear of entry in the regimental conduct book, to reckon from termination of detention or imprisonment.

Upon becoming eligible, a man will be required to elect whether he will, or will not, reckon his former service. The choice will be entered in his records of service, and will not be altered subsequently.

The service to be restored will be:—

In cases of desertion—

- (i) If the soldier was serving on his original engagement at the date of desertion, the amounts actually reckoned at date of desertion.
- (ii) If serving on a re-engagement at the date of desertion, the amounts actually reckoned towards completion of such re-engagement at date of desertion.

In cases of fraudulent enlistment.—The amounts of service, between the date of last fraudulent enlistment and the date of disposal of offence, which were forfeited upon conviction, or dispensation with trial.

This para. is sufficient authority for the restoration of forfeited service as provided for above, and will be quoted in records of service accordingly.

Cases not covered by the above rules, in which the soldier—

- (a) Has performed good and faithful service, or is otherwise deemed to merit the restoration of his forfeited service; or
- (b) Has been recommended by a court martial for the restoration of his forfeited service,

may be submitted for the consideration of the Army Council.

274. A reservist irregularly re-enlisting into the regular army, does not, on conviction of the offence, or upon his trial being dispensed with on confession thereof, forfeit his prior service towards limited engagement, if relegated to the reserve. His service towards completion of engagement will be reckoned according to the terms of his original attestation. If, however, he is retained with the colours, his service will be reckoned from the date of his irregular attestation.

Reservist re-enlisting irregularly.

Reckoning Former Service and Restoration of Forfeited Service.

275. The conditions under which a re-enlisted soldier and a soldier who previously served in the Royal Navy or Royal Marines, can reckon his former service as qualifying service for pension are laid down in the Pay Warrant.

Reckoning former service.

In the case of a man who fulfils the conditions laid down in the Pay Warrant, previous service will also count as service for establishing the date of assessment for pension, and an entry will be made in his record of service, as shown in para. 1918.

A re-enlisted soldier who does not comply with the conditions for reckoning previous service as qualifying service for pension, may, if he wishes it, count his service under his previous attestation as service for establishing the date of assessment for pension, and the entry in his record of service should be worded as shown in para. 1918. A C.O. should explain to the man that his former service counts as service only, for the purpose of making up the total period required before claim to pension can be entertained, but that the rate of pension will depend upon his qualifying service under his present attestation.

Boys.

276. A boy is enlisted under the conditions laid down in the Recruiting Regulations and is included in the establishment of privates. Enlistment.

277. Should a boy enlisted for training as a trumpeter, drummer, bugler, or bandsman, make no progress during the first six months of his service, he may, with his own consent, be transferred to the tailor class, although that class may already have its full complement of boys.

Transfer from one class to another.

278. A boy enlisted as a tailor, shoemaker or saddler, for training as such, will be kept to his trade, and will not be transferred to any other class without permission from the War Office.

To be kept to their trades.

279. The number of boys allowed for training as trumpeters, drummers, buglers, or bandsmen, is authorized primarily in order that the drums and bugles may be maintained in a state of efficiency, and a boy is therefore not to be trained as a musician unless this can be done without detriment to the drums and bugles.

Musicians.

280. A boy enlisted to fill a vacancy in a battalion serving abroad will be sent to that battalion on the first opportunity after he has completed three months' service and has attained the age necessary for serving abroad, and will not be retained with the home battalion without permission from the War Office.

Enlisted in vacancies abroad.

Musicians
to be struck
off roll of
boys.

281. A boy appointed trumpeter, drummer, bugler, or bandsman, and included in the establishment as such, is to be struck off the roll of boys, although under 18 years of age. A boy so appointed should not be reverted to the ranks on attaining the age of 18 years, except for misconduct, inefficiency, or at his own request.

Boys of 18.

Any other boy, on attaining the age of 18, will cease to be included in the roll of boys, and should he, on reaching that age, be physically unfit for the ranks, he should be examined by a medical board and dealt with under para. 392 (iii.) (f).

A boy will not be appointed trumpeter, bugler, drummer or bandsman unless he is in possession of a 2nd class certificate of education.

3.—RANKS AND APPOINTMENTS, PRECEDENCE, PROMOTION AND EMPLOYMENT.

Ranks and Appointments.

Ranks and
appoint-
ments of
warrant
officers,
N.C.Os. and
men.

282. The ranks and appointments held by warrant officers, N.C.Os. and men of the army are set forth in the following table; and the grant, under due authority, of any appointment therein detailed will confer upon the holder the rank specified opposite that appointment in the table. When the appointment is classified under more than one rank, the lowest rank will be granted on appointment, unless the soldier already holds a higher rank:—

Rank.	Appointments.
	<i>Warrant officers.</i>
	Conductor, A.O.C.
	Master-gunner, 1st class.
	Staff-serjeant-major, 1st class.
	Master-gunner, 2nd class.
	Garrison serjeant-major.
	Corporal-major, Household Cavalry.
	Serjeant-major.
	*Armament serjeant-major.
	*Armourer-serjeant-major.
	*Bandmaster.
	*Barrack-serjeant-major.
	*Farrier-corporal-major, Household Cavalry.
	*Farrier-serjeant-major.
	*Experimental serjeant-major.
	*Foreman of works serjeant-major.
	*Mechanist serjeant-major.
	*Schoolmaster (when a warrant officer)
	*Serjeant-major, artillery clerk.
	*Serjeant-major (educational establishment).
	*Serjeant-major-instructor.
	Staff-serjeant-major.
	Sub-conductor, A.O.C.
	*Engineer storekeeper serjeant-major.
	*Engineer ledgerkeeper and storeman serjeant-major.
	*Superintending clerk.
	Special reserve serjeant-major.
	<i>Non-commissioned officers and men.</i>
(i) Master-gunner, 3rd class
(ii) *Army schoolmaster (when not a warrant officer).	...
	Garrison quartermaster-serjeant.
	*Armament quartermaster-serjeant.
	*Armourer quartermaster-serjeant.
	*Barrack quartermaster-serjeant.
	*Engineer clerk quartermaster-serjeant.
	*Experimental quartermaster-serjeant.
	*Farrier-quartermaster-corporal (Household Cavalry).
	*Farrier-quartermaster-serjeant.
	*Farrier-quartermaster-serjeant and carriage-smith.
	*Foreman of works quartermaster-serjeant.

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Kings
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* See para. 283.

Rank.	Appointments.
(iii.) Quartermaster - corporal-major (Household Cavalry) or quartermaster-serjeant.	<p>*Laboratory quartermaster-serjeant. *Mechanist quartermaster-serjeant. *Orderly-room-corporal-of-horse, Household Cavalry } When ranking as *Orderly-room-serjeant } quartermaster-serjeant. *Paymaster - corporal - of - horse, Household Cavalry } *Quartermaster-serjeant, artillery clerk. *Quartermaster-serjeant-instructor (manufacturing department). *Quartermaster-serjeant-instructor, R.E. Quartermaster-serjeant-instructor in gunnery. Quartermaster-serjeant-instructor (School of Musketry and gymnasia). *Quartermaster-serjeant staff clerk. *Fitter quartermaster-serjeant. *Saddler quartermaster-serjeant. *Smith quartermaster-serjeant. Staff quartermaster-serjeant. *Engineer storekeeper quartermaster-serjeant. *Engineer ledgerkeeper and storeman quartermaster-serjeant. *Wheeler quartermaster-serjeant.</p>
Squadron - corporal - major (Household Cavalry); or squadron, battery, troop, or company - serjeant-major.	<p>*Company-serjeant-major artillery clerk. Battery-serjeant-major-instructor in gunnery. Company-serjeant-major-instructor in gunnery. Company-serjeant-major-instructor in gymnastics. Company-serjeant-major-instructor (School of Musketry). Company-serjeant-major-instructor (School of Signalling). *Company-serjeant-major-instructor, R.E. *Company-serjeant-major-photographer (School of Gunners). Squadron-corporal-major-roughrider (Household Cavalry). Squadron-corporal-major-instructor in musketry (Household Cavalry). Squadron-corporal-major-instructor in fencing (Household Cavalry). Squadron-serjeant-major-instructor in musketry. Squadron-serjeant-major-instructor in fencing and gymnastics. Squadron-serjeant-major-roughrider.</p>
(iv.) Squadron - quartermaster-corporal (Household Cavalry); or squadron, battery, troop, or company-quartermaster-serjeant.	<p>... ..</p>
Colour-serjeant 2	<p>Colour-serjeant-instructor in musketry. *Orderly - room - corporal - of - horse (Household Cavalry) } When ranking *Orderly-room-serjeant } as colour *Paymaster - corporal - of - horse (Household Cavalry) } serjeant. Staff-colour-serjeant }</p>
Staff-corporal (Household Cavalry) or staff-serjeant	<p>*Armament-staff-serjeant. *Armourer-staff-serjeant. *Engineer clerk staff-serjeant. *Engineer storekeeper staff-serjeant. *Engineer ledgerkeeper and storeman staff-serjeant. *Experimental staff-serjeant. *Farrier-staff-corporal (Household Cavalry). *Farrier-staff-serjeant. *Farrier-staff-serjeant and carriage smith. *Fitter-staff-serjeant. *Foreman of works staff-serjeant. *Mechanist-staff-serjeant. Saddler-staff-corporal (Household Cavalry). *Saddler-staff-serjeant. *Smith-staff-serjeant. *Wheeler-staff-serjeant.</p>

* See para. 283.

Rank.	Appointments.	
	Corporal-of-horse-trumpeter (Household Cavalry).	
	*Engineer clerk serjeant.	
	*Engineer ledgerkeeper and storeman serjeant.	Para. 282—
	*Farrier-corporal-of-horse (Household Cavalry).	(contd.).
	*Farrier-serjeant.	
	*Farrier-serjeant and carriage-smith.	
	*Fitter-serjeant.	
	*Orderly - room - corporal - of - horse	When
	(Household Cavalry)	below the
	*Orderly-room-serjeant	rank of
	*Paymaster - corporal - of - horse	colour-
	(Household Cavalry)	serjeant.
	Pioneer-serjeant.	
	*Saddler-corporal-of-horse (Household Cavalry).	
	*Saddler-serjeant.	
	*Saddletree-maker-serjeant.	
(v) Corporal-of-horse (Household Cavalry) or serjeant.	*Serjeant artillery clerk.	
	Serjeant of the band.	
	Serjeant-bugler.	
	*Serjeant-cook.	
	Serjeant-drummer.	
	*Serjeant-fitter.	
	Serjeant-instructor in gymnasia.	
	Serjeant-instructor (School of Musketry).	
	Serjeant-instructor (School of Signalling).	
	Serjeant-shoemaker.	
	Serjeant-tailor.	
	*Serjeant orderly-room clerk.	
	Serjeant-piper.	
	Serjeant-trumpeter.	
	*Smith-serjeant.	
	Staff-serjeant (garrison or district).	
	*Wheeler-serjeant	
	*Artificer-corporal.	
	*Corporal orderly-room clerk.	
	*Corporal artillery clerk.	
	*Farrier-corporal and carriage-smith, A.S.C.	
	1st Corporal of the band.	
	Lance-serjeant.†	
	*Fitter-corporal.	
(vi) Corporal	*Saddler-Corporal.	
	*Saddletree-maker-corporal.	
	*Shoeing-smith-corporal.	
	*Shoeing-smith-corporal and carriage-smith.	
	*Smith-corporal.	
	*Engineer clerk corporal.	
	*Engineer ledgerkeeper and storeman corporal.	
	*Wheeler-corporal.	
	*Corporal-cook.	
(vii) { Bombardier	*Bombardier artillery clerk.	
	*Bombardier-cook.	
{ 2nd corporal	2nd corporal of the band.	
	*Engineer clerk 2nd corporal.	
	*Engineer ledgerkeeper and storeman 2nd corporal	
	Acting-bombardier.	
	*Acting-bombardier artillery clerk.	
	Armament-private.	
	Armourer-private.	
	Artificer.	A.O. 133
	Bandman.	1909
	Boy.	
	Bugler.	
	Drummer.	
	Fitter.	
	Kettle-drummer.	8
(viii) Trooper, gunner, driver,	Lance-corporal.	King's
sapper, pioneer (R.E.) or private	Lithographer (Royal Military College).	555
	Musician.	114
	Piper.	Gen. No.
	Pioneer (Infantry).	4961
	Saddler.	
	Saddletree-maker.	
	Shoeing and carriage-smith.	
	Shoeing-smith.	
	Smith.	
	Trumpeter.	
	Wheeler.	
	*Engineer clerk.	
	*Engineer ledgerkeeper and storeman.	

*See para. 283.

† This does not apply to a lance-serjeant holding the appointment of acting school-master-serjeant.

283. Warrant officers and N.C.Os. of the A.P.C. and staff clerk section of the A.S.C., and also those to whose title an asterisk is prefixed, are not entitled to assume any command on parade or duty, except over such soldiers as may be specially placed under their orders. In matters of discipline, however, they will at all times exercise the full authority attached to their rank or appointment.

Departmental
N.C.Os.;
special
regulations.

Precedence of Warrant Officers and Non-Commissioned Officers and Men.

284. The position of warrant officers is inferior to that of all commissioned officers, but superior to that of all N.C.Os.

285. The following will be the order of precedence of warrant officers, N.C.Os. and men:—

Warrant Officers.

- (i) { Conductor, A.O.C.
Master-gunner, 1st class.
Schoolmaster (when a 1st class warrant officer).
Staff-serjeant-major, 1st class.
- (ii) Master-gunner, 2nd class.
- (iii) Garrison serjeant-major.
- (iv) All other warrant officers, except those belonging to the special reserve.
- (v) Warrant officers belonging to the special reserve.

Precedence
of warrant
officers.

The warrant officers in groups (i) and (iv) respectively rank with one another in these groups according to the date of their promotion or appointment, except that a regimental serjeant-major ranks regimentally senior to the other members of group (iv), and the bandmaster ranks next after the serjeant-major, and with the schoolmaster, if the latter is a warrant officer, according to date of appointment as warrant officer.

Non-Commissioned Officers and Men.

- (i) Master gunner, 3rd class.
- (ii) Schoolmaster (when not a warrant officer).
- (iii) Quartermaster-corporal-major (Household Cavalry); or quartermaster serjeant.
- (iv) { Squadron-corporal-major (Household Cavalry); or company, etc., serjeant-major.
Squadron-quartermaster-corporal (Household Cavalry); or company, etc., quartermaster-serjeant.
- (v) Colour-serjeant.
- (vi) Staff-corporal (Household Cavalry); or staff-serjeant.
- (vii) { Corporal-of-horse (Household Cavalry); or serjeant.
Corporal.
- (viii) { Bombardier, or
2nd-corporal.

N.C.Os. and
men.

N.C.Os. included in any one of the foregoing groups will take precedence with one another according to the date of their promotion, except that—

- (a) A garrison quartermaster-serjeant will take precedence of all other quartermaster-serjeants.
- (b) A regimental quartermaster-corporal-major (Household Cavalry) or a regimental or battalion quartermaster-serjeant will rank regimentally above all other N.C.Os. holding those permanent ranks.
- (c) A N.C.O. holding the appointment of farrier-staff-corporal (Household Cavalry) or farrier-staff-serjeant will rank regimentally below the squadron-corporal-major and

- squadron-quartermaster-corporal or the company, &c., serjeant-major or quartermaster-serjeant respectively.
- (d) A company, etc., serjeant-major will rank regimentally senior to the company, &c., quartermaster-serjeant, except for promotion.
- (e) A lance-serjeant or acting lance-serjeant takes precedence of all corporals, and an acting bombardier, a lance-corporal, or an acting lance-corporal, takes precedence of all privates, &c.
- (f) N.C.Os. posted to the regular establishment of the special reserve, or to the permanent staff of the territorial force, will rank with other N.C.Os. of the regular forces according to the date of promotion or appointment, but as senior, in the same rank, to N.C.Os. of the special reserve or territorial force.
- (g) A N.C.O. of the special reserve when serving for the first time with a regular unit will rank with N.C.Os. of the regular forces according to the date of his attachment for duty. If, after the completion of one period of attachment, he is again attached to a regular unit, he will rank according to the date of the attachment on which he is actually serving.

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Promotion to Warrant Rank.

Qualifications.

286. In addition to the qualifications necessary for warrant rank laid down in the Pay Warrant, a first class certificate of education, or the equivalent under the Army School Regulations, is essential, except for a skilled artificer of the armourer and machinery artificer sections, A.O.C. A serjeant-major of cavalry or infantry who has not qualified at a school of musketry will be required to do so at the earliest opportunity after promotion. Serjeant-majors of regiments of cavalry, serjeant-majors of brigades of R.A., serjeant-majors of infantry battalions and R.A., R.E., infantry and A.S.C. dépôts at home will, shortly before promotion to that rank, or if that is not feasible, as soon after promotion as possible, go through a course of instruction at Aldershot or the Curragh in the physical training of recruits. In forwarding applications for such promotions it will be stated whether the N.C.O. has been through the course, and if so, when.

Application for warrant rank.

Documents to accompany application.

287. Promotion to warrant rank will be made by the officer i/c records of the corps, to whom a C.O. will address applications for promotion, with which A.F. B 299, and the documents attached thereto, will be submitted.

The officer i/c records will submit to the War Office, for sanction, special cases in which it is desired to promote a N.C.O. not fully qualified educationally, or on account of age.

When the officer i/c records has approved a promotion to warrant rank, he will apply to the War Office for the preparation of a warrant, giving the following particulars as to the service of the N.C.O. promoted:—

- (i) Full Christian and surname.
- (ii) Date of birth, according to attestation.
- (iii) Amount of pensionable rank service, calculated to day prior to date of warrant.
- (iv) Date from which promotion to warrant rank takes effect.
- (v) Date on which promotion to previous rank (which should be stated) was made.

Date of warrant.

288. The officer i/c records will be responsible for the correctness of the date from which the warrant rank takes effect. This date is calculated as follows:—

- (i) The successor to a warrant officer promoted, or reduced, receives warrant rank from the date of promotion, or reduction, of his predecessor.
- (ii) The successor to a warrant officer deceased, or discharged, receives warrant rank from the day following decease, or discharge, of his predecessor.

289. A soldier appointed to be a warrant officer under the Indian government will sign a declaration of his willingness to serve in the army until discharged, and will thereupon be removed from his corps.

290. A staff-serjeant-major, 1st class, of the A.S.C., or a conductor A.O.C. will do duty as a subaltern officer when required, but he will not sit on courts of inquiry or on regimental boards. On all parades he will take post as an officer, but will not salute.

Declaration before entering Indian government service. 1st class staff-serjeant-majors A.S.C., and conductors of A.O.C.

Promotion to and in the Non-commissioned Ranks of the Army.

291. The promotion of N.C.Os. and men is carried out as set forth in the following table :

Promotion.	Officer authorizing promotion.	Promotion made from—
Cavalry.		
All ranks with regiment, and men belonging to regiment serving at depot.	O.C. regiment, after reference to O.C. depot as regards a N.C.O. or man serving there.	General roll of N.C.Os. and men serving with regiment and at depot.
R.H.A. and R.F.A.		
<i>Up to rank of serjeant—</i>	Lieutenant-colonel	General rolls in each lieutenant-colonel's command.—Before making promotions, at a Home station the lieutenant-colonel will ascertain from the officer i/c records, or in South Africa from the G.O.C.-in-C., whether there are any supernumeraries for absorption.
At home and in South Africa		
<i>To battery staff-serjeant—</i>		
At home	Officer i/c records	(a) A roll of all R.H.A. serjeants at home ; (b) a roll of all R.F.A. serjeants at home.
In South Africa .. .	G.O.C.-in-C. South Africa	(a) A roll of all R.H.A. serjeants in South Africa ; (b) a roll of all R.F.A. serjeants in South Africa.
<i>Of artificers (including those serving in heavy batteries)—</i>		
At home and in South Africa	Officer i/c records	A roll of saddlers and fitters and wheelers at home and in South Africa.
At home	Officer i/c records	A roll of all shoeing-smiths at home.
In South Africa .. .	G.O.C.-in-C.	Do. in South Africa.
<i>To farrier-quartermaster-serjeant</i>	Officer i/c records	A roll of all farriers at home and in South Africa.
<i>All above mentioned—</i>		
In India		Carried out under orders of Commander-in-Chief in India.
<i>To staff-serjeant artificer</i>	C.O.	Time promotion. See Art. 751 Pay Warrant.
<i>To regimental quartermaster-serjeant</i>	Officer i/c records	(a) A roll of all staff-serjeants, R.H.A., serving at home and abroad, including India. (b) The same for all staff-serjeants, R.F.A. (including assistant instructors in gunnery R.H.A. and R.F.A.).
In Depots—		
<i>Up to rank of corporal</i>		No promotion will be made in a depot. N.C.Os. remain on roll of former unit and are promoted in their turn if recommended by O.C. depot and unit.
<i>To serjeant</i>	Officer i/c records	(a) A roll of all R.H.A. corporals at home ; (b) a roll of all R.F.A. corporals at home.

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Promotion.	Officer authorizing promotion.	Promotion made from—	
R.G.A.			Para. 291—
<i>Up to rank of sergeant—</i> At home and abroad ..	Lieutenant-colonel	General rolls in each lieutenant-colonel's command.—At home, before making any promotion, the lieutenant-colonel will ascertain from the officer i/c records that there are no supernumeraries for absorption.	(contd.)
In India and mountain battery, Egypt	Carried out under orders of C-in-C, in India.	18
<i>To company staff-sergeant—</i> (i) United Kingdom ..	Officer i/c records	(a) A roll of sergeants serving in coast defence companies at home. (b) A roll of sergeants serving in heavy batteries and siege train companies at home. A roll of all R.G.A. sergeants in the area.	Art. 5651
(ii) China, Singapore, Ceylon	O.C.R.G.A., Hong Kong	
(iii) Bermuda, West Indies	O.C.R.G.A., Bermuda	
(iv) Mauritius, S. Africa	O.C.R.G.A., South Africa	
(v) Malta, Soudan ..	G.O.C.R.A., Malta	
(vi) Gibraltar ..	G.O.C.R.A., Gibraltar	
<i>Of artificers (except those serving with heavy batteries)</i>		
<i>Up to sergeant and quartermaster sergeant</i>	Officer i/c records	(a) A roll of all smiths serving at home and abroad. (b) A roll of all wheelers serving at home and abroad.	
<i>To staff-sergeant artificer ..</i>	C.O.	Time promotion. See Art. 751 Pay Warrant.	
<i>To regimental quartermaster-sergeant</i>	Officer i/c records	A roll of company staff-sergeants, R.G.A. (including mountain and heavy artillery) serving at home and abroad (including India).	18
In Depôts—			Artillery
<i>Up to rank of corporal ..</i>	No promotion will be made in a depot. N.C.Os. remain on roll of former unit, and are promoted in their turn if recommended by O.C. depot and unit.	4862
<i>To sergeant</i>	Officer i/c records	A roll of all R.G.A. corporals at home.	
<i>Artillery clerks—</i> Appointment to 3rd division	{ Officer i/c R.G.A. records	List of candidates.	
Promotion to 2nd division		Seniority roll.	
Promotion all ranks ..		Time promotion. See Art. 755 Pay Warrant.	
Regular Establishment R.G.A. Special Reserve.			8
<i>To company-staff-sergeant ..</i>	O.C. unit ..	A roll of sergeants of unit.	King's
<i>To sergeant-major and quartermaster sergeant</i>	Officer i/c records	A roll of all staff-sergeants, including regular establishment of R.G.A. special reserve.	207
R.E.			
(i) <i>To all ranks not in (ii) ..</i>	Officer i/c records	{ A general roll of N.C.Os. of next junior rank; or By time promotion under the Pay Warrant.	
(ii) <i>To all ranks R.E. employed on engineer services</i>	Do. after reference to Director of Fortifications and Works		
Infantry.			
<i>Up to rank of sergeant—</i> Home battalion and soldiers posted for a tour of duty to the regular establishment of the 3rd (5th or 6th in the case of a regiment with four regular battalions) reserve battalion or the Rifle Depot	O.C. home battalion	General roll of N.C.Os. (lance-sergeants being shown only in their permanent grade of corporal).—4 battalion regiments will be divided into 2 groups for which separate rolls will be kept, and promotions will be made separately in each group. Lance appointments will be filled by O.C. unit in which vacancy occurs, without reference.	8
Battalion abroad ..	O.C. battalion	Roll of N.C.Os. of battalion.	King's 233

Promotion.	Officer authorizing promotion.	Promotion made from—
Infantry—contd.		
<i>Above rank of sergeant—</i>		
8 King's 483 Home battalion and soldiers posted for a tour of duty to the regular establishment of the 3rd (5th or 6th in the case of a regiment with four regular battalions) reserve battalion or the Rifle depot.	O.C. battalion with concurrence of officer i/c records	General roll of sergeants.—In event of a difference of opinion, decision will rest with the G.O.C.-in-C. the command in which the headquarters of the reserve battalion or depot are situated.
Battalion abroad ...	O.C. battalion	Roll of sergeants of battalion.
A. S. C., R. A. M. C., A. V. C., A. O. C., A. P. C., M. P. S. C., Military Police and Army School- masters.		
To all ranks	Officer i/c records concerned	General rolls of the respective corps, &c.

292. Promotions will not be made in a battalion at home so long as there are supernumerary N.C.Os. (including lance-corporals and lance-sergeants) serving with a line or a reserve battalion of the regiment at home or at the Rifle depot. The same rule applies to the appointment of buglers or drummers. If the recall to army service of reservists causes any excess in the establishment of N.C.Os. in the corps to which they may be posted, promotions will not be made in that corps until the excess has been absorbed.

A N.C.O. sent home from service in the field will not be struck off the strength of his unit until a notification is received from the officer i/c records that he has been discharged, or absorbed into a vacancy in his rank, when a promotion will be made within the unit or corps, as the case may be. Pending the receipt of such notification the place of a N.C.O. sent home may be filled by the temporary attachment of a N.C.O. of the special reserve, if available, or by an acting appointment under para. 294.

293. When both battalions of a regiment are abroad the C.Os. and the officer i/c records will use their discretion in making promotions, within the establishment.

When both battalions are abroad.

294. The establishment of lance-sergeants, lance-corporals, and acting bombardiers, is laid down in Peace Establishments, Part I. Brigade commanders are authorized in cases of necessity to sanction the temporary appointment, in excess of the establishment, of a small number of unpaid lance-sergeants, lance-corporals, and acting bombardiers.

Lance appointments establishment.

295. A squadron-serjeant-major, squadron-quartermaster-serjeant, or colour-serjeant, will be selected by a C.O. from the sergeants. Squadron-serjeant-majors and colour-serjeants have the honourable distinction of attending the standards and colours.

Squadron-serjeant, majors, and colour-serjeants.

296. An orderly-room serjeant must not be promoted to be squadron-serjeant-major, squadron-quartermaster-serjeant, or colour-serjeant, in less than the three years required by the Pay Warrant, unless it is intended that after such promotion the N.C.O. is to do duty in the

Promotion of orderly-room-serjeant.

vacancy to which he is promoted, nor is any serjeant to be appointed to the above-named ranks with a view to being appointed orderly-room-serjeant. An orderly-room-serjeant or orderly-room-corporal is liable to revert from his appointment to the ordinary duties of his rank.

Certificates of Education.

Certificates of education required for promotion.

297. The following certificates of education are required for promotion to the ranks and appointments specified :—

(i) Master gunner, 3rd class.

Quartermaster-serjeant, including all appointments in that rank, except farrier-, fitter-, saddler-, smith-, or wheeler-quartermaster-serjeant.

Foreman of works.

Engineer clerk serjeant.

Artillery clerk, 2nd division.

Serjeant clerk, A.S.C.

Staff-serjeant clerk, A.O.C.

* Serjeant clerk, A.O.C.

(ii) Serjeant, including all appointments in that rank except farrier-, fitter-, saddler-, smith-, or wheeler-serjeant.

Staff-serjeant-artificer, A.S.C.

Armament artificer.

Corporal Clerk, A.S.C.

Corporals and 2nd corporals, clerks A.O.C.

(iii) Corporal, including all appointments in that rank, 2nd corporal, bombardier.

Exemptions from (i) and (iii) will not be allowed except :—

(a) From (i) in the trade of butcher and baker A.S.C. a staff-serjeant holding a second class certificate of education may be promoted staff-quartermaster-serjeant should there be no staff-serjeant holding a first class certificate.

(b) From (i) a N.C.O. of the armourer and machinery artificer sections A.O.C.

(c) From (iii) in the case of corporal artificers R.A.

A C.O. may, with the sanction of the brigade commander, promote to any of the above-mentioned ranks a valuable man who is not educationally qualified, subject to his attending school and obtaining the necessary certificate within a definite period, which should not usually exceed six months. In the R.E., A.S.C., R.A.M.C., A.O.C., A.V.C., and A.P.C. the officer i/c records will himself deal with such cases.

An O.C. may excuse a corporal or bombardier of over 12 years' service from attendance at school on condition that he receives no further promotion, and that he is ineligible for special promotion, except under the exigencies of active service or for gallant conduct.

Time promotion.

298. The rules as to certificates of education in the case of promotion after fixed periods of service are contained in the Pay Warrant.

Veterinary certificates.

299. In the selection of a farrier or shoeing-smith for the appointment of farrier-quartermaster-serjeant or farrier-serjeant, preference should be given to a man holding a veterinary school certificate, and in the event of a soldier being appointed who is not in possession of such

First class.

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Second class.

13
A.S.C.
1954

Third class.

8
King's
62

A.O. 133
1909

A.O. 137
1910

* On and after 1st January, 1912.

a certificate, advantage should be taken of the first opportunity, if he is quartered in the United Kingdom, to send him to the Army Veterinary School. In the R.A. a corporal shoeing-smith serving in the United Kingdom will not be promoted to farrier-serjeant unless in possession of a certificate as carriage-smith from the Ordnance College. A certificate issued in India or South Africa, which is only valid in these countries, will be endorsed by the commandant of the Ordnance College after re-examination of the holder on his return to the United Kingdom.

300. In the cavalry of the line, a saddler or saddle-tree maker, after a qualifying service of one year as such, may be promoted to the rank of corporal.

Saddler-corporal, &c.

Resignation and Removal of Non-commissioned Officers.

301. A N.C.O. may, with his C.O.'s consent, resign his rank, and revert to the rank or position he previously held, but he is not to be allowed to do so in order to escape trial by court-martial, without the sanction of an officer not below the rank of brigadier-general. An entry of the fact is to be made in the N.C.O.'s attestation, and signed by him and his C.O.

Resignation of N.C.O.

302. A soldier may be removed from his appointment by order of his C.O. (if the soldier's permanent rank is higher than that of corporal, the sanction of an officer not below the rank of brigadier-general must be obtained). He will, if so removed, revert to the ordinary duty of his permanent rank, remaining supernumerary until absorbed into the first vacancy.

Removal from appointments.

303. When a N.C.O. who has been removed from his appointment is not in every respect fully qualified to perform the ordinary duties of his permanent rank, or when a N.C.O. holding an extra regimental appointment is reposted to the regular forces for misconduct or inefficiency, application may be made to the War Office for reduction to a lower rank.

304. A military foreman of works, an engineer storekeeper, an engineer ledgerkeeper and storeman, a military mechanist, or an engineer clerk, if not considered to be in every respect qualified to perform the duties, will not be removed from his appointment by order of his C.O., but is liable, by orders from the War Office on the recommendation of the G.O.C.-in-C., to be returned to military duty in the rank he is then holding or any lower rank.

Foreman of works, engineer storekeeper, mechanist, engineer clerk.

305. A warrant officer or N.C.O. reduced to a lower rank will take rank and precedence in the lower rank from the date of the signing of the original sentence of the court-martial, or, in the case of reduction under Section 183 (2) of the Army Act, from the date approved in such order. If a sentence of reduction passed by a court-martial is wholly remitted, the warrant officer or N.C.O. will, if no service is forfeited, retain his seniority.

Reduction of warrant officer or N.C.O.

Armourer Section, Army Ordnance Corps.

306. An application for the attachment of an armourer to a unit will be made by the O.C. the unit direct to the O.C., A.O.C., Woolwich.

Posting to unit.

307. An O.C. a cavalry regiment may allot to the armourer an assistant, who will not receive any extra pay, but will be struck off all regimental duties.

Assistant.

308. An armourer will not be called upon to perform any work requiring special instruction which he has not received, except such trifling repairs as are plainly within his capabilities; and he will not, without authority, be employed upon any description of work other than that provided for by regulation.

Not required to perform exceptional work.

309. When the periodical inspection of the arms of a unit by an officer of the inspection department takes place, that officer will also inspect the armourer's shop and appliances, and will enquire as to the

Periodical inspection.

work done by the armourer and the manner in which it has been done. He will submit a report of the result of his inspection and enquiry to the War Office.

Certificates
of educa-
tion.

310. A N.C.O. or private of the armourer section of the A.O.C. enlisted on and after the 1st January, 1906, will attend school until he obtains a third class certificate of education.

Casualties
to be
reported.
Reduction.

311. Casualties affecting, or offences committed by, armourers will be at once reported to the officer i/c records, A.O.C.

A.O. 183
1909

312. An armourer reduced to the ranks, if originally enlisted in the A.O.C. (or the late corps of armourers) will be posted at the earliest opportunity to an A.O.C. station, or if in India, to an arsenal for duty under a warrant officer or N.C.O. of the section.

313. An armourer reduced for misconduct will not, except under very special circumstances, be eligible to be recommended for promotion until he has served in an exemplary manner for at least one year. If he was transferred from another corps to the A.O.C. (or the late corps of armourers), he may be transferred to any corps or arm of the service to which he formerly belonged, or be discharged or otherwise disposed of as may be directed.

Armament Artificer Section, Army Ordnance Corps.

Command.

314. Armament-artificers will in all cases be under the command of an officer of the A.O.D. except while attached to a unit, *e.g.*, a brigade of R.H.A. or R.F.A.

Promotion.

315. An armament-artificer will, on the day of his attestation, be promoted to the rank of staff-serjeant.

Reduction.

316. If an armament-artificer be reduced for misconduct to a lower grade, he will not, except under very special circumstances, be eligible to be recommended for promotion until he has served in an exemplary manner for at least one year.

Recom-
mendations
of soldiers.

317. Every recommendation for a soldier to be trained as an armament-artificer will be made on A.F. B 235, by the C.O., through the officer i/c records of the corps to which the man belongs, to the commandant, Ordnance College. The recommendation will be accompanied by a copy of the soldier's record of service and of his conduct sheets, and a report by an inspector of ordnance machinery that he has been practically tested at his trade, and is up to the standard of first-class fitter. He will also be required to undergo a test, lasting 14 days, at the Ordnance College, before his name can be noted. It will be stated on the application whether the soldier is willing to be discharged from his present engagement and again enlisted for 12 years' army service for appointment as an armament-artificer.

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1909

Enlistment

318. The officer i/c records A.O.C. will notify vacancies, as they occur, to the commandant, Ordnance College, who will arrange for candidates to be prepared for enlistment to fill such vacancies. A man is not to be enlisted as an armament-artificer until he has passed a satisfactory course in the ordnance factories and the Ordnance College, and a certificate has been forwarded as to his qualifications and fitness.

Probation.

319. Selected applicants will serve in the Royal Carriage Factory on probation—as probationers if soldiers, and as candidates if civilians—for a period not exceeding 11 months, a portion of which will be occupied in instruction in the Royal Gun Factory, in the examination of and repairs to ordnance. At the expiration of that time, if duly qualified, candidates will be enlisted, and probationers discharged from their former engagements and re-enlisted for the A.O.C. This period may be curtailed if a probationer or candidate shows special aptitude and skill, and is, in the opinion of the commandant of the Ordnance College, duly qualified. For misconduct, or other sufficient cause

When
curtailed.

Transfer to other Corps.

Paras. 320-326.

a probationer may be remanded to his unit on the recommendation of the commandant, Ordnance College, by whom a candidate may, for similar reasons, be summarily dismissed.

320. An artificer will not, unless it is absolutely necessary, be removed from his employment to attend parades or inspections by general officers, nor should he be detailed for guard, piquet, or police duty. He will be exempted from compulsory attendance at school, and from the gymnastic course.

321. Casualties affecting N.C.Os. of the armament artificer section, or offences committed by them, will be at once reported to the officer i/c records, A.O.C.

Employment of Soldier under Colonial Governments.

322. A soldier will not be employed under a colonial government without the sanction of the Army Council, who will determine the conditions to be observed in each case. An application on this subject must specify the nature and expected duration of the employment. In cases of pressing necessity, the G.O.C.-in-C. abroad may provisionally sanction the employment of a soldier, pending the result of an application to the War Office. During such employment a soldier will cease to draw pay or allowances from army funds, and before commencing the same he will be required to sign an acknowledgment that he is willing to be employed on these conditions. While employed he will be borne as a supernumerary in his corps, and will be eligible for regimental promotion up to the rank of colour-serjeant or equivalent rank. On being promoted, he will again be made supernumerary, and in the event of his rejoining, he will be absorbed in the rank he then holds.

4.—TRANSFER TO OTHER CORPS.

General Instructions.

323. The consent of the soldier will invariably be required before transferring him to another corps, except as provided in Section 83 of the Army Act.

324. For the purposes of transfer of soldiers, the following are to be considered the C.Os. of corps:—

Cavalry, R.A. and infantry. The C.O. of the unit.
Other corps and departments. The officer i/c records.

325. The procedure in arranging a soldier's transfer to another corps will be as follows:—

The soldier's C.O. will forward a descriptive return (A.F. B 241), on which any objection or disqualification will be noted, to the C.O. of the proposed corps, who, if he accepts the transfer, will sign and return the form to the soldier's C.O., who:—

- (i) Will carry out the transfer; or
- (ii) If higher authority for the transfer is necessary (see para. 333), will forward the completed A.F. B 241, to the brigade commander under whom the soldier is serving, who will give, or obtain, the necessary authority to carry out the transfer.

326. The transfer of a N.C.O. will not be authorized unless a vacancy exists in his rank in the unit to which he wishes to be transferred.

When a N.C.O. serving at home desires to be transferred to a battalion of another corps serving abroad, the consent of the O.C. the home battalion and of the officer i/c records of the corps to which he wishes to be transferred must be obtained.

Paras. 327-333.

Transfer to other Corps.

A.O. 205

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Transfer on probation. 327. A transfer on probation from a unit serving at home may be made to the A.S.C., R.A.M.C., A.V.C., A.P.C., Military Mounted and Foot Police, M.P.S.C. and departmental corps, under the same procedure as in para. 325, and the soldier's C.O. will carry out the transfer "on probation."

In the case of the A.P.C. and Military Police, the officer i/c records of those corps will keep a roll of the accepted candidates, and will notify the soldiers C.O. when a vacancy occurs to which he may carry out the transfer "on probation."

Period of probation.

328. The periods of probation are:—

Army Pay Corps	6 months.
Military Police	6 months.
Military Provost Staff Corps	4 weeks.
All others named in para. 327	3 months.

These periods may be reduced should probationers show special aptitude.

Final transfer of probationer to departmental corps.

329. If the probation is satisfactory, the final transfer will be carried out by the officer i/c records of the corps in which the soldier is a probationer and a copy of the order confirming the transfer will be sent to the O.C. the soldier's previous unit.

Rejection, soldier transferred on probation.

330. If the probation is not satisfactory, the officer i/c records will authorize the return of the soldier to his unit.

Date of transfer.

331. A transfer should be authorized from a given date. The soldier will be struck off the strength of the old corps from that date and taken on that of the new on the following day.

During probation, a candidate will be retained on the strength of his original corps and the final transfer will date:—

In the A.P.C. Military Police and Military Provost Staff Corps.—

From the date of commencement of the probation.

A.S.C.—From the date of being placed on corps pay.

Other corps mentioned in para. 327.—From the date of the termination of the probation.

Disposal of documents on transfer.

332. Immediately a transfer is authorized, the documents of the soldier will be disposed of as directed on the back of A.F. B 278. The C.O. of the corps from which the transfer is made will make the entry in the man's small-book and notify the transfer to the officer i/c records of that corps.

332A. The officer authorizing the final transfer will make any necessary variations in the conditions of the soldier's service so as to make them correspond with the general conditions of service in the arm or branch to which he is transferred.

Special instructions regarding certain classes of transfer.

Special Instructions.

333. Special instructions regarding certain classes of transfer are contained in the following table:—

Classes of transfer.	Competent authority to transfer.	Special instructions.
(i) Recruit— (a) Of cavalry or infantry, who has not been finally approved, to R.A., R.E., or Foot Guards.	O.C. depot or recruiting area.	Most fulfil the requirements of the corps to which it is proposed to transfer him. Proceedings in para. 325 not necessary.
(b) Irregularly enlisted for corps for which he is not eligible, to corps for which he is eligible.	O.C. depot or recruiting area.	Most fulfil the requirements of the corps to which it is proposed to transfer him. Proceedings in para. 325 not necessary. If desired to transfer to R.A., R.E., Foot Guards or A.S.C., the consent of the officer i/c records of these corps must be obtained.

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A.S.C.

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Cavalry

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Transfer to other Corps.

Para. 333.

Classes of transfer.	Competent authority to transfer.	Special instructions.
<p>(ii) Man under three months' service— (a) To another arm, or (b) To another corps of same arm of the service.</p>	G.O.C.-in-C., if both corps are serving in his command; or, if both corps are not serving in his command, with concurrence of G.O.C.-in-C. concerned.	<p>May be granted if not detrimental to the public service. Proceedings in para. 325 not necessary.</p> <p>O.C. cavalry and infantry units and depots at home and recruiting areas—</p> <p>(1) If the applicant is of good character and submits reasonable cause for transfer, will submit the application direct to the G.O.C.-in-C., on A.F. B 2063.</p> <p>(2) When a recruit has joined his depot, the application must be made in time for him to be transferred before he would, in the ordinary course, be drafted from the depot.</p> <p>In the transfers to the R.E., R.A.M.C., A.S.C., and A.O.C. the consent of the officer i/c records will be obtained.</p>
<p>115 Cav. 38</p> <p>(iii) Man of three months' service and upwards serving in unit at home to— Cavalry, R.A., R.E., or Foot Guards.</p>	Brigade commander	<p>Transfers to Cavalry. To be posted to regiment direct.</p> <p>To R.E. For service in the dismounted branch, applications will be accompanied by a trade report on A.F. B 195, and a man transferred will be sent to Chatham.</p> <p>A man transferred for duty with R.E. mounted branch will be sent to Aldershot.</p>
<p>19 Gen. No. 5015</p> <p>(iv) To enable a younger brother to serve with an elder brother (both units being in the same country).</p>	O.C. . . .	<p>The application will state if a <i>bond-fide</i> relationship exists between the men, as shown by the entries of next-of-kin, and also if the conduct of both has been good. If the O.C. the unit in which the younger brother is serving objects to the transfer, the G.O.C.-in-C., on appeal, may transfer either brother to serve with the other.</p> <p>In all cases in which such a claim is allowed between two different arms of the service, the soldier will be transferred on probation for three months.</p>
<p>A.O. 40 1909</p> <p>(v) To or from the Royal Marines.</p>	G.O.C.-in-C. . .	<p>A C.O. desirous of transfer of a man to or from the Royal Marines, will apply to the colonel commandant of the division of marines concerned. The man's conduct sheets and a certificate showing the particulars of any debts will be sent with the application.</p> <p>The transfer of a N.C.O. of the Royal Marines to the regular army is only permissible for service with the permanent staff of the territorial force, the Channel Islands militia, the officers training corps, or the Isle of Man volunteer rifle corps.</p>
<p>(vi) To re-engage, both units being in the same country.</p>	O.C. . . .	<p>Application should be made in time for the man to re-engage and be transferred before the expiration of his first period of service. Re-engagement should be completed before the transfer. Appeals may be made to brigade commanders.</p>
<p>8 King's 292</p> <p>(vii) For service on the regular establishment (permanently posted) of the special reserve, and the permanent staff of the territorial force.</p>	Officer records, i/c	<p>Transfers should not be authorised if a N.C.O. of the regiment in which the vacancy occurs is qualified and wishes to be posted thereto.</p>
<p>(viii) To the corps of the school of musketry.</p>	O.C. . . .	

Para. 334.

Qualifications for Transfer.

Classes of transfer.	Competent authority to transfer.	Special instructions.
(ix) Re-transfer from A.S.C., R.A.M.C., A.O.C., A.V.C., A.P.C., Military Mounted and Foot Police, M.P.S.C., to a unit at home.	G.O.C.-in-C...	Refers only to a soldier who was originally transferred from corps of the regular forces who wishes to be re-transferred, or whose transfer is desired under Section 83 (6) of the Army Act.
(x) Special transfers not provided for above, both units being in the same country.	G.O.C.-in-C. In India, G.O.C. division. In other stations abroad, G.O.C.	Applications to state full particulars of the reasons for transfer. Soldiers are not entitled to travelling expenses in connection with transfer under this para. if the transfer is carried out not for the benefit of the public service but for the convenience of the soldier.

Para. 333—
(contd.)

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Qualifica-
tion.

Qualifications for Transfer.

334.—The qualifications for transfer to certain corps are:—

Corps to which transfer is desired.	Class of men eligible.	Qualifications required.
(i) A.S.C.		
(a) Transport Branch.	* Private who is a wheeler, carriage or shoeing-smith, collar maker, or accustomed to care of horses.	Service—One year and upwards. Character—Good. Age—Under 30 years. Height—Not over 5 feet 7 inches, except clerks. Education—Able to read and write. Clerks must be in possession of at least a second class certificate. Condition—Unmarried.
(b) Supply Branch.	* Private who is a baker, butcher or clerk.	
(ii) R.A.M.C. ...	* Private.	
(iii) A.O.C.	* Private, the most suitable being a clerk, saddler, storeman, wheeler, carpenter, tinsmith, blacksmith, fitter, sailmaker, painter	Service—Six months and upwards for A.O.C. One year and upwards for R.A.M.C. Character—Good. Age—Under 30 years. Height—Same as recruits for these units. Education—Able to read and write. Condition—Unmarried.
(iv) A.V.C.	* Private.	Service for one year and upwards. To have enlisted for or be willing to extend to not less than seven years. Character—Good. Condition—Unmarried.
(v) A.P.C.	* Private.	Service—At least 6 months and not more than 2 years. Character—Very good. Education—2nd class certificate. Condition—Unmarried.
(vi) Military Mounted Police.	* Private of cavalry and gunner of R.H.A.	Service—Four years and upwards. Character—At least one good conduct badge. Education—Third class certificate. (Preference will be given to a candidate with a second class certificate). Unmarried and medically fit for service at home or abroad.

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King's.
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1910

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Gen. No.
3479

* A N.C.O. may also volunteer, but on the understanding that he reverts to the ranks before leaving his regiment on probation.

	Corps to which transfer is desired.	Class of men eligible.	Qualifications required.
Para. 334— (contd.)	(vii) Military Foot Police.	* Gunners of R.A., also privates of Foot Guards and Infantry of the line.	Same as for Military Mounted Police. Height not less than 5 feet 7 inches.
	(viii) M.P.S.C.	All arms not above rank of colour-serjeant.	<p>Service—Five years and upwards and willing to extend to twelve years and to re-engage.</p> <p>Character—Very good. Must be of sober and temperate habits.</p> <p>Age. Not over 35 years.</p> <p>Height—Not less than 5 feet 7 inches.</p> <p>Education—A corporal must be in possession of a second class certificate.</p> <p>Active habits and medically fit for service at home or abroad.</p> <p>Good temper and tact in dealing with men are essential; only a man who has displayed zeal and capability in the performance of his regimental duties, and who is a good disciplinarian should be recommended.</p> <p>For transfer in the rank of serjeant preference will be given to a N.C.O. who is a good drill instructor and holds a certificate as a qualified instructor in physical training or has a good knowledge of a trade.</p> <p>For appointment as cook, gatekeeper and night watchman, privates and lance-corporals are eligible.</p>

5. RE-POSTING.

After Six Years' Service.

335. A soldier for whom terms of service abroad are not prescribed, may register his name for service abroad or at home, as the case may be, on completing six years' continuous service at home or abroad. In the case of a soldier stationed abroad the following periods will not be regarded as breaking the continuity of service:—

(i) On short furlough (under six months), provided he pays the cost of his passages to and from the United Kingdom.

(ii) At classes of instruction at home.

Cavalry.—Warrant officer, N.C.O., or trumpeter; private, of not less than 9 years' service, if enlisted for or transferred to the corps of dragoons, lancers, or hussars.

R.A.—Warrant officer, or N.C.O.; gunner or driver of not less than 9 years' service.

R.E.—Warrant officer, or N.C.O., if not serving in India; sapper of not less than 9 years' service.

Infantry.—Warrant officer, N.C.O., drummer, bugler, or piper; private, of not less than 9 years' service.

336. The names of those registered with statements of their service at home and abroad calculated in each case to the following 30th September will be forwarded on 1st April to the officer i/c records. A separate list will be furnished for each of the classes shown in para. 335. Interchanges as far as the exigencies of the service permit, will be carried out when public transport is available.

* A N.C.O. may also volunteer, but on the understanding that he reverts to the ranks before leaving his regiment on probation.

Paras. 337-340. Reg. Establishment of the Special Reserve &c.

6.—REGULAR ESTABLISHMENT OF THE SPECIAL RESERVE AND PERMANENT STAFF OF THE TERRITORIAL FORCE.

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General Conditions.

Composition.

337. The regular establishment of a unit of the special reserve, and the permanent staff of a unit of the territorial force, are composed of soldiers of the same arm of the regular forces, with the exception of A.S.C. instructors attached to R.A.M.C. units of the territorial force.

Liability of N.C.O. or man to serve on regular establishment or permanent staff.

337A. A N.C.O. or man, who fulfils the necessary qualifications, is liable to be posted to the regular establishment of a special reserve unit, or to the permanent staff of a unit of the territorial force, of his regiment or corps. A N.C.O. of the regular establishment of a special reserve unit will not be posted or attached to the permanent staff of a unit of the territorial force, without reference to the War Office, and a N.C.O. of the permanent staff of a unit of the territorial force will not be posted or attached to the regular establishment of a special reserve unit without reference to the War Office.

Further information regarding the regular establishment of the special reserve and the permanent staff of the territorial force will be found in the regulations for those services.

"Posted" or "attached."

338. In corps partly composed of regulars and partly of the special reserve and the territorial force, or partly of regulars and partly of the territorial force, the N.C.Os. and men will be posted to the regular establishment or permanent staff of the unit with which they are to serve.

In other cases they will be attached to the unit of the special reserve or territorial force, being borne as supernumeraries on the strength of their regular corps.

N.C.Os. of the Foot Guards selected for duty with the regular establishment of the special reserve or permanent staff of the territorial force will be borne as supernumeraries on the establishment of their regiments, but will be included in the effective strength of the units with which they are actually serving, and so accounted for in the periodical returns for those units.

Re-posting to regular forces.

339. A N.C.O. is liable to be re-posted at any time to the regular forces should his services be required, or should he be found unfitted for the position he holds in the special reserve or the territorial force. In the event of a reduction in rank on account of misconduct or inefficiency, a N.C.O. will always be re-posted to the regular forces, if possible to the same unit from which he came.

340. The re-posting of a soldier of the regular establishment or permanent staff to the regular forces, or his transfer to the regular establishment or permanent staff of another unit of the same arm of the service (in the infantry, of the same regiment), may be carried out by the officer i/c records when both units are connected with his record office. When the unit to which the man is to be posted or transferred is not connected with his record office the matter will be arranged between the officers i/c records concerned.

The re-posting of a N.C.O. above the rank of serjeant will not be carried out without reference to the War Office, except in the case of a N.C.O. re-posted on the termination of a tour of service or on promotion.

If a question of discipline or efficiency is involved, the case of a N.C.O. above the rank of serjeant will be submitted by the officer i/c records of the unit whose C.O. recommends the re-posting, through the G.O.C.-in-C., with copies of record of service and conduct sheets. In the case of a N.C.O. of the permanent staff of the territorial force, the

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submission by the officer i/c records will be made through the brigade or divisional commander, who will state their recommendations for the information of the G.O.C.-in-C.

340A. A N.C.O. from a unit abroad, posted or attached under para. 338, will on arrival home proceed to his new unit.

Conditions affecting the Regular Establishment of Special Reserve.

341. The colour service necessary to qualify a soldier for appointment to the regular establishment of the special reserve will be— Qualifying service.

N.C.Os. posted for a tour of duty ... As for dépôts. See para. 1272.

N.C.Os. permanently posted ... 10 years and upwards, except in the case of orderly-room-serjeants, for whom it will be eight years and upwards.

Drummers and buglers (whether posted for a tour of duty or permanently posted ... As for dépôts. See para. 1272.

A N.C.O. will not be permanently posted or attached to the regular establishment of the special reserve until at least one year has elapsed since his last tour of duty with a special reserve battalion, or since his first tour of dépôt service, or of service on the permanent staff of the territorial force. This rule does not apply to the case of a N.C.O. selected for promotion to serjeant-major or quartermaster-serjeant in a special reserve battalion.

342. The following qualifications will be required of a N.C.O. before being permanently posted or attached to the regular establishment of the special reserve:— Qualifications.
Irish Horse—

If not already qualified at a school of musketry, to be a marksman or 1st class shot, and to qualify at a school of musketry at the first available opportunity, within 12 months of joining the new unit.

R.G.A.—

To qualify at the first available opportunity, within 12 months, at a Coast Artillery school of instruction, unless already so qualified, or in possession of a gunnery staff course certificate obtained within the last four years. Course to last two months.

Royal Engineers—

To be specially selected as fully qualified to instruct the unit to which he is posted.

Infantry—

If not already qualified at a school of musketry, to be a marksman or 1st class shot, and to qualify at a school of musketry at the first available opportunity, within 12 months of joining the new unit.

If appointed as orderly-room-serjeant, not to be above the rank of serjeant.

343. Except in the case of the R.G.A., every N.C.O. permanently posted or attached to the regular establishment of the special reserve will, unless previously qualified, be required to obtain within 6 months of such posting or attachment a certificate from the Chief Inspector of Small Arms, showing that he is able to execute minor repairs to rifles and carbines, and is capable of stripping, cleaning and repairing these arms. In the R.G.A. at least two instructors per unit must be in possession of this certificate. In addition, one N.C.O. in each unit

which has a machine gun on charge will be required to obtain a certificate as to the care and working of machine guns.

An application for a N.C.O. to proceed to Enfield to obtain these certificates should be made direct to the chief inspector, Royal Small Arms Factory, Enfield, who will name a date for him to be received there.

List of
qualified
N.C.Os.

344. A C.O. of a regular unit will prepare a list on A.F. E 627 of the qualified N.C.Os. who are desirous of, and also of those who are liable for, service on the regular establishment (permanent) of the special reserve. This list will be forwarded on the last day of each quarter to the officer i/c records of the corps; variation returns, or nil returns, will be sent monthly.

Selection
from list.

345. The selection of a N.C.O. for the regular establishment (permanent) will be made by the officer i/c records of the corps from which the N.C.O. is taken.

Selection by
seniority.

345A. The senior candidate registered in the corps or regiment concerned, who is recommended by the various C.Os., will be selected, unless the officer i/c records considers him unsuitable for the particular appointment. If the selected N.C.O. is serving at home, the officer i/c records will carry out the posting or attachment, arranging for the move in communication with the O.C. unit concerned. In the case of a unit serving abroad the officer i/c records should notify to the unit abroad by the 1st August the names of warrant officers and N.C.Os. who will be required up to the following April, so that they can be sent home by public opportunity during the trooping season.

345B. When a vacancy in the rank of colour-serjeant or serjeant occurs, and no N.C.O. of the required rank is registered, the senior serjeant or corporal, as the case may be, in the corps or regiment concerned, who is recommended by his C.O. as suitable for promotion and for the appointment, will be posted to fill the vacancy and will be promoted to the rank of colour-serjeant or serjeant.

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Special
cases of
selection.

346. A lance-serjeant or corporal will only be selected to fill a vacancy on the regular establishment (permanent) other than a vacancy as orderly-room clerk, when no serjeant is available. If so selected, he will, if qualified, be promoted to the rank of serjeant. Special cases of trumpeters, &c., being appointed to be serjeant-bugler, serjeant-drummer, serjeant-piper, or serjeant-trumpeter, will be decided by the O.C. district in which the special reserve or other unit is serving.

The names of N.C.Os. qualified as serjeant-bugler, serjeant-drummer, serjeant-piper, serjeant-trumpeter, for whom no vacancies exist, or are likely to exist, in their regiments or corps, will be sent to the Commandant, School of Music, Kneller Hall, who will keep a register of them. When candidates for these appointments on the regular establishment (permanent) are not available in the regiment or corps concerned, the officer i/c records will ascertain from the Commandant whether he has any candidates noted.

Promotion.

347. When a vacancy occurs in the rank of serjeant-major or quartermaster-serjeant in the special reserve, the officer i/c records will make a selection from the names of those registered for promotion to those ranks, on the general list of the regiment or corps concerned, including the regular establishment (permanent) of the special reserve, and those N.C.Os. on the permanent staff of the territorial force battalions who have been appointed from the regiment in which the vacancy exists.

347A. When a vacancy occurs in the rank of colour-serjeant on the regular establishment (permanent) of a battalion of the special reserve, and there is a serjeant serving on the regular establishment (permanent)

whose seniority as a serjeant is anterior to that of a serjeant of a regular battalion of the same regiment, who has since been promoted to the rank of colour-serjeant, the former N.C.O., if recommended, should have a prior claim to the vacancy in the rank of colour-serjeant on the regular establishment of the special reserve.

348. A drummer or bugler, serving with the regular establishment of a special reserve unit, who is permitted to re-engage, will be posted to a regular unit, unless he has served with a regular unit for a period of not less than two years within the last five years of his service.

Drummer
or bugler.

Conditions affecting the Permanent Staff of the Territorial Force.

349. The following qualifications will be required of a N.C.O. for appointment to the permanent staff of the territorial force:—

Qualifica-
tions.

Yeomanry—

From any unit.—To have 12 years' colour service or more, and to hold the rank of squadron-serjeant-major or squadron-quarter-master-serjeant.

From a unit at home.—To have qualified at a school of musketry.

From a unit abroad.—If not already qualified at a school of musketry, to be a marksman or 1st class shot and to qualify at a school of musketry at the first available opportunity, within 6 months of joining his new unit.

Artillery—

Horse and Field.—To qualify at the first available opportunity at a school of gunnery for R.H.A. and R.F.A., unless so qualified within the last four years. The course to last one month.

Mountain.—To be serving in a mountain battery, and to have a knowledge of battery office routine.

Heavy.—To qualify at the first available opportunity at the School of Instruction, Lydd, unless so qualified within the last four years. Course to last one month.

Coast.—To qualify at the first available opportunity at a coast artillery school of instruction, unless so qualified or in possession of a Gunnery Staff Course certificate, obtained within the last four years. Course to last two months.

Engineers—

To be specially selected as fully qualified to instruct the unit to which he is posted.

Infantry—

From a unit at home.—To have qualified at a school of musketry.

From a unit abroad.—If not already qualified at a school of musketry, to be a marksman or 1st class shot, and to qualify at a school of musketry at the first available opportunity within six months of joining his new unit.

A.S.C.—

To qualify at the first available opportunity, within twelve months, at the A.S.C. training establishment, unless already so qualified.

R.A.M.C.—

To qualify at the School of Instruction, R.A.M.C.

349A. Except in the case of artillery and R.A.M.C., every N.C.O. appointed to the permanent staff of the territorial force will, unless previously qualified, be required to obtain, within six months of his posting or attachment, a certificate from the chief inspector of small arms, showing that he is able to execute minor repairs to rifles and carbines, and is capable of stripping, cleaning, and examining these arms; in artillery units of the territorial force at least two instructors per unit must be in possession of this certificate. N.C.Os. on the permanent

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staff of cyclist battalions will also be required to obtain, under similar conditions, a certificate of proficiency in the care and repair of bicycles, and in each unit which has a machine gun on charge one N.C.O. on the permanent staff will be required to obtain a certificate as to the care and working of machine guns.

An application for a N.C.O. to proceed to Enfield to obtain these certificates should be made direct to the chief inspector, Royal Small Arms Factory, Enfield, who will name a date for him to be received there.

"Posted"
or
"attached."

350. N.C.Os. appointed to the permanent staff of the territorial force, other than yeomanry, will be posted or attached for a tour of duty, the duration of which will be:—

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- (a) In the case of acting serjeant-majors, three years, with power of extension as considered desirable.
- (b) In the case of other N.C.Os. two years, with power of extension year by year to a maximum of five years.

The authority for the extension of a tour of duty will be the officer i/c records of the N.C.O. concerned, who will take action on the application of the O.C. the territorial force unit, supported by the O.C. territorial brigade or equivalent officer, and accompanied by the written consent of the N.C.O. concerned. Such application should be received at least two months before the termination of the N.C.O's. current tour.

N.C.Os. appointed to the permanent staff of the yeomanry will be appointed permanently in accordance with para. 338, but will be liable to reposting under para. 339.

Reversion
to regular
unit.

350A. On the termination of a tour of duty on the permanent staff, a N.C.O. will revert to the home establishment of his regular regiment or corps, and will not again be eligible for appointment to the permanent staff until a period of at least one year has elapsed.

A N.C.O. serving on the permanent staff of the territorial force will be permitted to revert to a regular unit at home at any time if selected for immediate promotion in that unit.

350B. The number of colour-serjeants or N.C.Os. of corresponding rank on the permanent staff of units of territorial force, other than yeomanry, will be as follows:—

- (a) In each unit or group where less than four serjeant-instructors are allowed, one (who will be acting serjeant-major, if allowed by the establishment) will be a colour-serjeant or N.C.O. of corresponding rank.
- (b) In each unit or group where four, five or six serjeant-instructors are allowed, two (including the acting serjeant-major) will be colour-serjeants or N.C.Os. of corresponding rank.
- (c) In each unit or group where seven or more serjeant-instructors are allowed, three (including the acting serjeants-major) will be colour-serjeants of N.C.Os. of corresponding rank.

In yeomanry units all the serjeant instructors, including the acting serjeant-major, will be squadron-serjeant-majors or squadron-quarter-master-serjeants.

Except as laid down above, and in R.E. units of the territorial force, all N.C.Os. appointed to the permanent staff of the territorial force will be serjeants.

A corporal of the R.E. whilst serving on the permanent staff of the territorial force will be granted the temporary rank of serjeant, but will retain his place on the promotion roll of the corps for all purposes connected with permanent rank, pension, &c.

List of
qualified
N.C.Os.

351. C.Os. of regular units will submit on the last day of each quarter to the officer i/c records a list, on A.F. E 828, of qualified N.C.Os. who are desirous of and recommended for appointment to the permanent staff of the territorial force; variation returns or nil returns will be

sent monthly. When a name is included in the list for the first time copies of conduct sheets will be annexed, and if the C.O. considers that a N.C.O. is likely to receive promotion in his regular unit within two years of the submission of A.F. E 628, a note to that effect should be made on the Army Form

A C.O. will at once report to the officer i/c records any occurrence affecting either the character or the efficiency of any N.C.O. whose name has been placed on the list.

352. The selection of a N.C.O. for the permanent staff will be made by the officer i/c records of the corps from which the N.C.O. is taken. Selection.

352A. (i) A vacancy on the permanent staff of the territorial force, other than yeomanry, which occurs in the place of a N.C.O. who was appointed before the 1st September, 1910, will be filled by the appointment of the senior candidate registered in the corps or regiment, who is of the required rank, and is considered by the officer i/c records to be suitable for the particular appointment.

(ii) A vacancy on the permanent staff of the territorial force, other than yeomanry, which occurs otherwise than under (i) will be filled by the appointment of the senior candidate registered who is serving at home in the corps or regiment, who is of the required rank, and is considered by the officer i/c records to be suitable for the particular appointment.

(iii) When no N.C.O. of the required rank is registered as desirous of being posted to fill an existing vacancy, the officer i/c records will select for appointment the senior suitable N.C.O., of the required rank, who is serving at home in the corps or regiment of which the territorial force unit concerned forms part.

A N.C.O. will not be appointed to fill a vacancy under (i), (ii), or (iii) if the officer i/c records is satisfied that he is likely to receive promotion in his regular unit within the next two years.

353. A sergeant posted or attached to the permanent staff of the territorial force before the 1st September, 1910, will, if recommended, be promoted to the rank of squadron, battery, or company-sergeant-major, colour-sergeant, or staff-sergeant A.S.C. or R.A.M.C., on the completion of 21 years' service. He may be promoted before that date, if specially recommended, on being permanently appointed acting-sergeant-major of the unit in which he is serving. Promotion.

7.—TRANSFER TO THE ARMY RESERVE.

General Instructions.

355. The C.O. of the unit to which the man belongs, or is attached, will prepare the "Proceedings on Transfer to the Army Reserve" (A.F. B 2056) and will enter the cause of transfer on that form and on the parchment certificate (A.F. D 426). Preparation of documents.

356. When documents are missing or incomplete:—

(i) If the soldier has no claim against the public, or, having a claim, he has no objection to its settlement being deferred, his transfer will be proceeded with. Missing documents.

(ii) If he has a claim and wishes it to be settled prior to transfer, the case will be reported to the brigade commander, with a view to settling it locally and completing the transfer. If the claim cannot be settled without reference to a station abroad, the transfer will be proceeded with and a full statement submitted to the officer i/c records for settlement. Claims of soldier on transfer to the reserve.

Transfer should not be delayed on account of character being unknown. If it is unknown, the reason for a character not being given should be entered on the certificate and the man informed that, as soon as information has been obtained he will be communicated with and a fresh certificate provided.

Disposal of Documents.

Disposal of transfer documents.

357. Transfer documents of a reservist will be sent:—

- (i) In cases other than in (ii) and (iii), to the officer i/c records.
- (ii) In the case of a man permitted to reside in India, to the general in whose command he intends to reside.
- (iii) In the case of a man permitted to reside in a colony where there is a British garrison, to the G.O.C.

Documents to be given to the reservist.

358. Each man, on transfer, will be given an envelope (A.F. A 14) containing:—

- (i) Railway and passage warrant (if necessary).
- (ii) Parchment certificate (A.F. D 426).
- (iii) Instructions for reporting himself (A.F. D 424).

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Soldier Medically Unfit or in Hospital.

Transfer to reserve of man medically unfit.

359. A soldier found medically unfit, on being examined prior to transfer, will be brought forward for discharge as an invalid. A ruptured soldier who, up to the date of transfer, has performed his duties without serious inconvenience will not be invalidated for this cause alone. A note will be made on A.F. B 2056 that, if recalled to the colours, he is only available for duty at home, and preferably for duty in a garrison.

Treatment in hospital of reservist.

360. A man who, in consequence of temporary illness, is unfit to proceed to his home, will be transferred to the reserve on the date he becomes due for such transfer and will receive free treatment in hospital, until he is fit to travel, in accordance with the provisions of the Allowance Regulations.

Cavalry reservist for remount duties.

361. In the case of a cavalry soldier, of good character, who, on account of increase of weight, or other causes, may become unfit for mounted duties on active service, an entry "recommended for remount duties" should be made, in red ink, at the bottom of page 1 of A.F. B 2056.

Reservist for employment as recruiter.

362. On the transfer of a serjeant desirous of employment as an ordinary recruiter, a C.O. will, if he recommends him, notify his name and address to the O.C. the recruiting area in which he intends to reside.

Soldier of School of Musketry.

Transfer to reserve of soldier of school of musketry.

363. Before a soldier of the corps of the school of musketry is transferred to the reserve, he will be re-transferred under Section 83 (6) of the Army Act to his former corps by the commandant, and the man's documents, together with the A.F. B 2056, will be sent by him to the officer i/c records of the former corps.

Section D., Army Reserve.

Transfer to Section D.

364. Instructions regarding enlistment in, and re-engagement for, Section D, army reserve, are contained in the Regulations for the Army Reserve.

On Expiration of Army Service.

Cause of transfer.

365. The cause of transfer in A.F. B 2056 and D 426 will be worded "on the expiration of his period of army service."

Soldier sent home from abroad on transfer to reserve.

366. A soldier abroad will be sent home, by the first convenient public opportunity, to one of the places specified in para. 1653 (ii). Transfer will then be carried out with the least possible delay. A.F. B 2056 and the documents therein named, together with parchment certificate (A.F. D 426), will be prepared and sent home with the man. The service at home and abroad will be left blank on the reserve certificate.

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1909

Transfer to the Army Reserve.

Paras. 367-371.

On Conversion of Army Service—At Home.

367. The cause of transfer on A.F. B 2056 and D 426 will be worded:—"With his consent before the expiration of his period of army service."

368. A soldier has not a right to claim transfer to the reserve before completion of his period of army service. The indulgence can only be granted when the exigencies of the service permit. Cases recommended by the C.O. will be submitted, on A.F. D 433, to the War Office through the G.O.C.-in-C. In the case of a soldier on furlough from a station abroad, A.F. B 200 (statement of service) will be forwarded with the recommendation.

Premature transfer to reserve.

A soldier in receipt of service pay and desirous of premature transfer will be required to pay the sum laid down in the Pay Warrant.

369. When a soldier is invited, under instructions from the War Office, to convert his service for the benefit of the public service, payment will not be required of him.

For benefit of public service.

370. Transfer to the reserve before the expiration of his army service will not be allowed to:—

Conversion when forbidden.

- (i) A re-engaged man.
- (ii) A man who has received bounty on extending his service.
(In an exceptional case transfer may be permitted providing he is willing to refund the bounty.)
- (iii) A man who has less than five years' service.
- (iv) A bugler, drummer, piper, or trumpeter, unless he resigns his appointment.
- (v) A man enlisted as a boy, who is in the band, or employed as a tailor, or in another trade.
- (vi) A man with character less than "Good."
- (vii) A man undergoing imprisonment or detention.
- (viii) A man of the A.P.C.
- (ix) A N.C.O. or man of the A.O.C. (armourer or machinery artificer section).

On Conversion of Army Service—Abroad.

371. A divisional commander may authorize the transfer of a man serving within his command, subject to the following instructions:—

Conversion abroad.

(i) A man of good character, in receipt of service pay may, except as provided in para. 370, be transferred in order to take up employment within the command, if in his last year of service, provided the divisional commander is satisfied that the employment is genuine and likely to be permanent, and the state of the unit permits. He will be required to pay the sum laid down in the Pay Warrant.

(ii) A man of good character, who has served not less than three years abroad, and is desirous of leaving the colours for the purpose of supporting his parents, or other near relatives, or for any other sufficient cause, may be granted a transfer, together with passage, subject to the restrictions laid down in the Allowance Regulations, provided the divisional commander is satisfied, by enquiries from the police or other responsible persons, as to the bona fides of the application, the destitute condition of the parents to be supported, and the prospect of the soldier obtaining suitable employment. If he has received service pay he will be required to pay the sum laid down in the Pay Warrant before the transfer is effected.

In no case will a transfer under these terms be sanctioned for the purpose of permitting a man to remain abroad.

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On Reduction to the Ranks.

372. The cause of transfer will be worded as follows:—"With his consent, before the expiration of his period of army service."

When a soldier of between five and twelve years' service on being reduced to the ranks wishes to be transferred to the reserve, the case will be submitted for the decision of the brigade commander, who may authorize the transfer on the following conditions: a soldier who has drawn service pay, will, on transfer before the expiration of the term of colour service, by undertaking which he became eligible for service pay, be required to pay the sum laid down in the Pay Warrant. This should be explained to him before his application for transfer is sanctioned.

If the man has re-engaged his re-engagement will be cancelled before transfer. If serving abroad he will, unless permitted to remain at the station, be sent home by public opportunity for the transfer to be carried out.

Place of Residence of Reservist.

373. The C.O. is responsible that a man serving at home is sent, at the expiration of his army service, to his selected place of residence in the United Kingdom.

A soldier who completes his army service while serving in India, or in a dominion or crown colony in which there is a British garrison, may be permitted to remain in that country, subject to the instructions contained in the Regulations for the Army Reserve.

374. A soldier will state his intended place of residence when transferred to the reserve. On transfer, he will report himself to the officer i/c records, or, in India, to the divisional commander in whose command he intends to reside, from whom he will receive instructions. The divisional commander will notify the man's name to the officer i/c records, will inform him if a reservist quits the command, and will report to him all casualties as they occur.

Army Reserve.

375. Instructions as to the command, &c., of men of the army reserve will be found in the Regulations for the Army Reserve.

Reservist rejoining Colours.

376. The conditions under which a man of the army reserve residing in the United Kingdom is permitted to rejoin the colours are laid down in the Regulations for the Army Reserve.

8.—DISCHARGE

General Instructions.

377. When a soldier is brought forward for discharge, his C.O. will except in the cases specified in para. 392, classes (i) (iii) (a) and (iii) (b) prepare the Proceedings on Discharge (A.F. B 268) for confirmation, in accordance with the instructions thereon.

378. In case of a soldier discharged to pension who has been awarded a decoration for "Gallant Conduct" a claim for the additional pension under Article 1081, Pay Warrant, will be forwarded to the Commissioners, Royal Hospital, Chelsea, with his documents.

379. On the discharge of a soldier at the termination of his engagement if there is any reason to suppose that he is suffering from any disability lessening his earning powers in civil life, a medical board will be assembled to determine the cause of his disability, its probable

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duration, and the amount of the incapacity at the time. His discharge documents with the proceedings of the medical board will be submitted to the Commissioners, Royal Hospital, Chelsea, to determine whether he has any claim to pension.

380. The course to be adopted in the case of a man whose documents are missing or incomplete or who has unsettled claims is as laid down in para. 356.

Missing documents... Unsettled claims. Discharge of man arriving from abroad.

381. A soldier who completes his period of engagement while serving abroad, and who is not permitted to remain abroad, will be sent home, under proper charge, with all convenient speed, to one of the places specified in para 1653 (iv). His discharge will then be carried out with the least possible delay.

382. The documents named in A.F. B 268, together with that form and the parchment certificate (A.F. D 426 or B 264), completed, if possible, in the presence of the soldier, will be prepared and sent home with every soldier sent to the United Kingdom for discharge.

383. A C.O. abroad will, a fortnight before the date of embarkation, transmit nominal lists of men about to be sent home for discharge to the officer i/c records concerned. In the following cases a copy of the list will be sent as indicated below:—

List of men sent home from abroad.

Invalids ... } To the officer i/c Royal Victoria Hospital, Netley (or other officer specified in para. 1653).

Time-expired men and others to be discharged from the discharge depot ... } To the commandant, discharge depot, Gosport.

Men sent home for discharge in classes viii, x, xi, xii, xiii, para. 392 ... } To the G.O.C. at the port of disembarkation.

In the case of a man sent to the discharge depot for transfer to the reserve or discharge, the nominal lists will show the man's intended place of residence in the United Kingdom, or, if the precise address is not known, the post office of the place in which he intends to reside.

384. On receipt from the C.O. abroad of the nominal lists, the officer i/c records will forward the original attestation to be compared with the duplicate attestation of a man for discharge as follows:—

Attestation of man from abroad.

(i) As medically unfit ... } To the officer i/c Royal Victoria Hospital, Netley (or an officer specified in para 1514).

(ii) On termination of first period of engagement ... } To the commandant, discharge depot, Gosport.

385. Nominal returns will be furnished as follows for all arms:—

Returns of invalids and time-expired men.

Class of men.	By whom furnished.	To be sent to.	Date upon which to be forwarded.
(i) Invalid for disposal.	Officer i/c R. Victoria Hospital, Netley; or Herbert Hospital, Woolwich; in other cases officers i/c discharge documents.	Officer i/c records.	1st of each month.*
(ii) Time-expired man and reservist from abroad.	Commandant, discharge depot; in other cases officer i/c discharge documents.	Do.	Do.
(iii) A man who dies while under treatment at Netley, or Herbert Hospital, Woolwich, or while awaiting discharge at Netley, Gosport, &c.	Officer i/c R. Victoria Hospital, Netley; or R. Herbert Hospital, Woolwich; or commandant, discharge depot; in other cases officer i/c discharge documents.	Do.	As soon as possible after the death.

* These returns are to account for all such men as have arrived from abroad during the preceding month.

Paras. 386-391.

Discharge.

Return of
discharge.

386. Nominal lists of soldiers discharged will be rendered, or blank returns forwarded, as follows:—

By whom furnished.	No. of form.	To whom furnished.	On what date.
(i) O.C. (as defined in para. 391, except those in (ii))	A.F. B 2055	G.O.C.-in-C.	At Home.—On Wednesday of each week. Abroad.—As ordered by G.O.C.
(ii) Officer i/c R. Victoria Hospital, Netley; R. Herbert Hospital, Woolwich; commandant, discharge depôt; inspector of gymnasia; commandants School of Musketry, School of Gunnery, Royal Military Academy, Royal Military College, Royal Military School of Music, Staff College, Duke of York's Royal Military School, Royal Hibernian Military School, Queen Victoria School; officer i/c records, M.P.S.C., officers i/c records for men of the army reserve, the regular establishment (permanently posted) of the special reserve, and the permanent staff of the territorial force.	A.F. B 99.	War Office	On Monday of each week. of A.O. 300 1909
(iii) G.O.C.-in-C. at home	A.F. B 99.	War Office	On Monday of each week.
(iv) G.O.C.-in-C. abroad	A.F. B 99.	War Office	1st of each month

Notification
of dis-
charge.

387. An officer by whom the discharge of a soldier belonging to a corps not under his command is carried out will notify at once to the officer i/c records the cause and date of such discharge. In the case of Netley and the discharge depôt, this return will be sent monthly.

Employ-
ment as
recruiter.

388. On the discharge of a serjeant desirous of employment as an ordinary recruiter, para. 362 is to be complied with.

Descriptive
return of
man dis-
charged for
misconduct.

389. To prevent re-enlistment of a man discharged under para. 392 (viii), (x), (xi), (xii) or (xiii), the officer confirming the discharge will (as soon as the discharge is carried out) transmit to the editor of the Police Gazette, New Scotland Yard, London, S.W., a descriptive return, on A.F. B 285, for insertion in the Police Gazette.

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Disposal of
documents.

390. Instructions as to disposal of documents after discharge will be found on the proceedings on discharge (A.F. B 268).

Special Instructions as to the Various Classes of Discharge.

Definition
of term O.C.

391. The expression "O.C." in para. 392 will include:—

Cavalry.

O.C. the regiment.

Artillery.

Officer exercising a lieutenant-colonel's command, R.A. (all branches), including local companies and battalions R.G.A.
O.C. Royal Malta Artillery.

Engineers.

Officer exercising a lieutenant-colonel's command, R.E. (if a field officer).

Infantry.

O.C. battalion (including colonial corps).

Discharge.

Para. 392.

Para. 391—
(contd.)

O.C. depôt of all arms, corps and departments.

Recruiting staff officer.

O.C. A S.C.

O.C. R.A.M.C. and assistant director of medical services of a command, at home or abroad.

Officer i/c Royal Victoria Hospital, Netley, or Royal Herbert Hospital, Woolwich, for the discharge of invalids from those hospitals.

P.V.O. of a command, at home or abroad.

O.C. A.O.C., Woolwich, and the chief ordnance officer in other commands, at home and abroad.

The senior A.P.D. officer at headquarters of a command.

The officer i/c records, for the regular establishment (permanently posted) of the special reserve, and the permanent staff of the territorial force.

O.C. unit for the regular establishment of the special reserve posted for a tour of duty.

The governor of a military prison or the commandant of a detention barrack as regards the establishments of the prison or detention barrack under him.

The officer administering army schools.

The inspector of gymnasia.

Commandants.

School of Gunnery	For the discharge of soldiers serving at these establishments.
Ordnance College	
School of Musketry	
Royal Military College	
Staff College	
Royal Military Academy	
Royal Military School of Music	
Duke of York's Royal Military School	
Royal Hibernian Military School	
Queen Victoria School	

392. Instructions as to the procedure in the various classes of discharge will be found in the following table. The discharge of a warrant officer in the cases not provided for in this table will not be carried out without reference to the War Office.

Procedure
on
discharge.

Cause of discharge.	Competent officer to.		Special instructions.
	Authorize discharge.	Confirm discharge.	
(i) References on enlistment being unsatisfactory— At stations away from the headquarters of the recruiting area. At other stations ..	Recruiting officer. Approving officer.	Recruiting officer. Approving officer.	Applies only to a recruit who has been attested pending reference to employers, &c. The discharge will be carried out by an entry on third page of attestation.
(ii) Having been irregularly enlisted— At home	O.C. ..	O.C. ..	When a recruit has been irregularly attested, a report, together with the man's attestation, is to be furnished to the officer i/c recruiting. Applies to a native soldier of colonial corps only.
Abroad	O.C. ..	O.C. ..	

Cause of discharge.	Competent officer to		Special instructions.	
	Authorize discharge.	Confirm discharge.		
(iii) Not being likely to become an efficient soldier—			Under (a), and (b), the discharge will be carried out by an entry on the third page of the man's attestation.	Para 392—(contd.).
(a) Recruit rejected both by medical officer and approving officer.	Any approving officer or recruiting officer at the station where the recruit is rejected.	Any approving officer or recruiting officer at the station where the recruit is rejected.		
(b) Recruit passed by medical officer, but rejected by a recruiting officer stationed away from the headquarters of the recruiting area, or by approving officer.	Recruiting officer, or approving officer.	Recruiting officer, or approving officer.	Under (b), when such recruit has been attested, the discharge may be carried out without reference to higher authority.	
(c) Recruit within three months of enlistment considered unfit for service.	O.C.	O.C.	Under (c), the medical officer is to report (at the end of each month) to the C.O., on A.F. B 204, which will then be forwarded with the man's attestation to the brigade commander, who will arrange for his examination by the deputy director of medical services or medical inspector of recruits. If the man is found unfit, the O.C. will discharge the man without delay, and an extract from the certificate of the deputy director of medical services will be attached to the discharge documents. A recruit admitted to hospital prior to completing three months' service and found to be of defective intelligence, but not actually insane, will also be discharged under (c). A recruit considered by his C.O. undesirable on account of conduct and thus unlikely to make an efficient soldier, may be discharged under (c), subject to the approval of the brigade commander.	A.O. 137 1910
(d) Recruit who after having undergone a course of physical training, is recommended by the examining board to be discharged, or, in the case of a mounted corps, is unable to ride.	O.C.	O.C.	Under (d), an extract of the proceedings and finding of the board should be attached to the discharge documents.	
(e) Soldier of local battalion abroad considered unlikely to become efficient.	O.C.	O.C.	Under (e), the discharge should be authorized within six months of the date of attestation. In the case of a local battalion R.A. recruited in India the period will be six months from date of landing at station where quartered.	A.O. 190 1909
(f) Boy who, on reaching 18 years of age, is considered to be physically unfit for the ranks.	O.C.	O.C.	Under (f) the C.O. will arrange for the boy's examination by a medical board, before deciding as to his discharge or retention in the service.	A.O. 137 1910
(iv) Having been claimed as an apprentice.	O.C.	O.C.	When the requirements of Section 96 of the Army Act are fully complied with, the man will be discharged forthwith.	

Discharge.

Para. 392.

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
Para. 392— (contd.) (v) Having claimed it on payment of 10 <i>l</i> . within three months after his attestation— At home and abroad	..	O.C. ..	The 10 <i>l</i> . must be paid to the C.O., paymaster, or regimental agent within three months after date of attestation. Directly the money is received the discharge must be carried out. A copy of A.F. O 1633 will be kept with the man's discharge documents.
(vi) Having made a mis-statement as to age on enlistment—			Applies only to a soldier serving in the United Kingdom, who, on enlistment, stated his age as 18 years, or upwards, and for whose free discharge application is made by his parents, on the ground that he is less than 18 years of age:— (a) The C.O., after satisfying himself that the birth certificate produced refers to the soldier in question, will proceed with the discharge. (b) Application will be submitted for the decision of the brigade commander, together with:—(1) The parent's application; (2) the certificate of birth, with the C.O.'s certificate that it refers to the soldier in question; (3) the soldier's duplicate attestation; (4) statement of soldier whether he wishes to continue serving or not; (5) report by C.O. as to number and circumstances of the soldier's family, if that is a point in the application.
(a) Soldier under 17 years of age at date of application for discharge.	O.C. ..	O.C. ..	
(b) Soldier between 17 and 18 years of age at date of application for discharge.	*Brigade commander.	O.C. ..	
(vii) Having been claimed for wife desertion.	O.C. ..	O.C. ..	Applies only to a man married before enlistment. (a) If the parish authorities send a constable with a warrant for his apprehension, the C.O. will discharge the man, "in consequence of his having been claimed by the parish authorities for wife desertion"; and the man will be handed over to the constable. If the parish authorities do not send a constable with a warrant, the soldier will be held to serve, and the C.O. will apply to the brigade commander for authority to withhold a portion of the soldier's pay for the support of the wife, under Section 145 of the Army Act. (b) If the wife applies for the man's discharge within six months from the date of attestation, and produces the necessary evidence, the C.O. will apply for a portion of the soldier's pay to be withheld, or for summary proceedings to be taken under Section 99 of the Army Act, with a view to his discharge, if convicted, under class (viii). If six months have elapsed since his attestation, and the C.O. considers it desirable to retain the man in the service, he will reply to the wife that the soldier can only be discharged if claimed by the parish. Should the wife then claim alimony, the C.O. will apply to the brigade commander for authority. The case, having been thus dealt with, will not be reopened.
(a) By the parish authorities.			
(b) By the wife.			

A.O. 107 1908 * The power to authorize these discharges at home may be exercised by an O.C. district.

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
Para. 392—(viii) Having made a false answer on attestation— At home and abroad Man sent home for discharge.	*Brigade commander. *Brigade commander.	O.C. .. G.O.C. at port of disembarkation, or commandant, discharge depôt.	When a man has been convicted, either under Sections 33 or 99 of the Army Act, the brigade commander will decide whether he is to be retained in the service or not.
(ix) Unfitted for the duties of the corps— Re-enlisted pensioner. Other soldiers— At home and abroad. Man sent home for discharge.	O.C. .. *Brigadier-general. *Brigadier-general, at station abroad.	O.C. .. O.C. .. O.C. .. G.O.C., port of disembarkation or commandant discharge depôt.	Applies only to a man found unlikely to become efficient, within three months of enlistment. Applies only to a private of the R.E., A.S.C., R.A.M.C., A.V.C., and departmental corps unfitted for the corps for causes other than misconduct, whom it is not possible to transfer to other corps. A N.C.O. will be dealt with under class (xxv.) except a N.C.O. of the machinery artificers' section A.O.C., who may be discharged under this section during the first 6 months of his service. A man considered unfit in consequence of misconduct should be dealt with under class (xi).
(x) Having been convicted by the civil power of — or of an offence committed before enlistment— At home and abroad, except India. In India	*Brigadier-general. Brigadier-general.	O.C. .. O.C. ..	Every conviction for an offence of a felonious nature will be referred to an officer not below the rank of brigadier-general at home and at stations abroad, or to a brigade commander in India. Applications for discharge, accompanied by copies of conduct sheets, and of civil convictions, will be made on A.F. B 130. If satisfied that the soldier has misconducted himself with a view to discharge, the C.O. will report the same to the authority having power to authorize the discharge. The application should be made, and the discharge, if authorized, carried out, as soon as possible after the case has been dealt with by the civil power. The discharge certificate confirmed for the date of despatch will be sent to the governor of the prison in which the man is confined. If it is considered advisable to discharge a soldier who has been bound over to come up for conviction or judgment in a civil court, his case will be dealt with under class (xi). Every case of discharge of a soldier abroad under this heading will be specially reported to the War Office, and the date and duration of the sentence given.

*The power to authorize these discharges at home may be exercised by an O.C. District.
†Only applicable to convictions during a soldier's service.

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Discharge.

Para. 392.

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
Para. 392— (contd.)			
(xi) For misconduct—			
At home	*Brigadier-general.	O.C. ..	<p>The application, accompanied by conduct sheets (or copies) and copies of civil convictions, will be made on A.F. B 130, and should state if the man is thought to have misconducted himself with a view to discharge.</p> <p>The application should be made as soon as the last offence has been dealt with, whether by C.O. or by court-martial.</p> <p>The discharge certificate confirmed for the date of despatch should be sent to the governor of the prison or commandant of the detention barrack as the case may be. A man serving abroad will be sent home for discharge, unless enlisted at the station where serving when convicted, in which case he will be discharged locally.</p> <p>This heading is not applicable to a boy. If a boy misconducts himself an application for his discharge may be submitted under class (xxv).</p>
In India.. ..	Brigade commander.	O.C.	
Other stations abroad	Brigadier-general.	O.C.	
Man sent home for discharge.	In India, brigade commander, or brigadier-general at other stations abroad.	G.O.C., port of disembarkation, or commandant, discharge depot	
(xii) Having been sentenced to penal servitude—			
By court-martial or civil power at home; or	O.C. ..	O.C. ..	<p>Discharge to be carried out, and the discharge certificate confirmed for the date of despatch sent to the governor of the prison in which the man is confined, as soon as possible after the case has been disposed of.</p> <p>Every case of discharge of a soldier abroad under this heading will be specially reported to the War Office, and the date and duration of the sentence given.</p> <p>Unless enlisted at the station where they are serving, men will be sent home to undergo their sentences. Their documents will be sent with them, and their discharge will be carried out as soon as possible after the date of disembarkation at home.</p>
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By civil power abroad, including India.			
By court martial abroad, including India.	O.C. ..	G.O.C., port of disembarkation, or commandant, discharge depot.	
(xiii) Having been sentenced to be discharged with ignominy—			
At home	O.C. ..	<p>To be carried out at once, and the parchment discharge certificate confirmed for the date of despatch sent to the governor of the prison.</p> <p>In the case of a man in military prison at home, for whom passage to return to the place of enlistment abroad is required, the C.O. will report the circumstances to the War Office in time to admit of a passage being provided, on the termination of imprisonment, in accordance with para. 412.</p> <p>A man serving abroad is to be sent home for discharge, unless enlisted at the station at which he is undergoing imprisonment. In this case the C.O. will transmit the discharge certificate to the governor of the prison.</p>
Abroad	O.C. ..	
Man sent home for discharge.	..	G.O.C., port of disembarkation, or commandant, discharge depot.	
(xiv) At his own request, on payment of ———— under Article 1068 (d), Pay Warrant—			
At home and abroad	O.C. ..	O.C. ..	See paras. 393 to 398.

* The power to authorize these discharges at home may be exercised by an O.C. district.

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
Para. 392— (contd.) (xv) Free, after ——— years' service under Article 1058 (ii), Pay Warrant— At home and abroad Sent home from abroad for dis- charge. (xv a.) Free under Article 1058 A., Pay Warrant—	* Brigade commander. Do. at station abroad. G.O.C.-in-C.	O.C. ... Command- ant, dis- charge depot. O.C. at home. O.C. ...	See paras. 393 to 398. This applies only to— (a) A British soldier serving in the United Kingdom who has not been in receipt of service pay. (b) A native soldier of a colonial force serving in the locality in which he enlisted. Before sanctioning, the G.O.C.-in-C. will satisfy himself by enquiries from the police or other responsible persons, as to the <i>bona fides</i> of the application, the destitute condition of the parents or other near relatives to be supported, and the prospect of the soldier obtain- ing suitable employment. He will also have regard to the conduct of the soldier while serving, the general cir- cumstances of the case, and his inability to purchase his discharge under Article 1058 (i), Pay Warrant. See para. 371.
(xvi) Having been found medically un- fit for further ser- vice— At home Abroad Man sent home for discharge.	O.C. Do.	O.C. O.C. ... O.C. at home.	A soldier found medically unfit to re- engage will be dealt with under this heading. See paras. 399 to 410. A soldier under three months' service will be dealt with under class (iii).
(xviii) At his own re- quest after 18 years' service (with a view to pension under the Pay Warrant)†— At home and abroad Man sent home for discharge.	O.C. Do. prior to being sent home.	O.C. Command- ant, dis- charge depot. O.C. at home.	Application to be submitted on A.F. B 132.
(xix) For the benefit of the public service after 18 years' service (with a view to pen- sion under the Pay Warrant)†— At home and abroad	Brigade com- mander.	O.C. ...	Applies only to N.C.Os. and men, and should not be used in cases covered by any other class of discharge, such for instance as inefficiency, or misconduct, or medical unfitness, or at own request.

* The power to authorize these discharges at home may be exercised by an O.C. District.

† The words in brackets are not to be entered in the discharge certificate, but should be shown on the Proceedings on Discharge.

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1905

Discharge.

Para. 392.

Para. 392—
(cont.)

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge	Confirm discharge	
(xix)—contd. Man sent home for discharge.	Brigade commander, prior to being sent home.	Commandant discharge depot. O.C. at home.	Application submitted on A.F. B 130, with copies of conduct sheets and record of service. The reasons for the discharge being "for the benefit of the public service" should invariably be stated.
(xx) Inefficiency after 18 years' service (with a view to pension under the Pay Warrant)*— At home and abroad Man sent home for discharge.	Brigade commander. Brigade commander, prior to being sent home.	O.C. Commandant discharge depot. O.C. at home.	Application to be submitted on A.F. B 130.
(xxi) The termination of his — period of engagement— At home and abroad Man sent home for discharge.	...	O.C. Commandant, discharge depot. O.C. at home.	Discharge should be confirmed for day on which soldier completes engagement, or as soon after as possible. A fortnight before the expiration of first period of engagement the man should be furnished with a notice (A.F. -D 421) showing the conditions of service in Section D, army reserve. A soldier whose continuance in the service beyond 21 years is terminated by his C.O. under para. 271 will be discharged under this heading. A man serving abroad who intends to reside at home will be sent home by the G.O.C. at the station. A pensioner discharged on completion of term for which re-enlisted, the cause of discharge will be worded "On termination of engagement."
(xxii) With less than 21 years' service towards engagement, but with 21 or more years' service towards pension— At home and abroad Man sent home for discharge.	O.C. O.C.	O.C. Commandant, discharge depot. O.C. at home.	See paras. 393 to 398.
(xxiii) Having claimed discharge after three months' notice— At home and abroad Man sent home for discharge.	...	O.C. Commandant, discharge depot. O.C. at home.	Only applicable to a soldier who has prolonged his service beyond 21 years. C.O. may dispense with the three months' notice required from the man. See para. 272.

* The words in brackets are not to be entered in the discharge certificate, but should be shown on the Proceedings on Discharge.

Cause of discharge.	Competent officer to		Special instructions.
	Authorize discharge.	Confirm discharge.	
PARA. 392 (contd.) (xxiv) Having reached the age for discharge— At home and abroad Man sent home for discharge.	O.C. Com- mandant, discharge depot. O.C. at home.	Only applicable to a warrant officer, re-enlisted pensioner, and the regular establishment (permanently posted) of the special reserve and permanent staff of the territorial force.
(xxv) His services being no longer required— In India At home or abroad Boy whom, owing to misconduct, it is considered desirable to discharge.	Brigade com- mander. G.O.C.-in- C. In India— Brigade com- mander. Else- where— G.O.C.-in- C.	O.C. O.C. O.C.	Only applicable to:— (a) Soldier who cannot be discharged under any other heading. (b) Boy. Applications will be submitted on A.F. B 130, accompanied by full particulars and copies of conduct sheets. If the man is to be sent home, his discharge documents will be sent with him for confirmation by the G.O.C. at the port of disembarkation, or by the commandant, discharge depot. The officer who authorizes the discharge will decide whether the soldier should lose his gratuity under Article 1046 (i) (h) of the Pay Warrant. The decision will be stated by the C.O. on A.F. B 268 after the No. and date of the authority for discharge. In the case of a boy enlisted from an Industrial School, the manager of the school concerned will be notified before the discharge is carried out.
(xxvi) At his own request after 21 (or more) years' service (with a view to pension under the Pay Warrant)*— At home and abroad Man sent home for discharge.	O.C. O.C.	.. O.C. .. Comman- dant, dis- charge depot. O.C. at home.	Applies to a re-enlisted soldier whose service under former attestations counts as "service" only (see para. 275). Such man cannot, even though he has a total service of more than 21 years, be compulsorily discharged to pension prior to the expiration of current engagement.
(xxvii) After 21 (or more) years' qualifying service for pension, and with 5 (or more) years' service as warrant officer (with a view to pension under the Pay Warrant)*— At home and abroad Man sent home for discharge.	O.C. O.C.	.. O.C. .. Comman- dant, dis- charge depot. O.C. at home.	Applies only to a warrant officer not recommended for further retention under the Pay Warrant.

*The words in brackets are not to be entered in the discharge certificate, but should be shown on the Proceedings on Discharge.

Instructions as to Classes (xiv), (xv), and (xxii) of para. 392.

393. An application for discharge is to be submitted at once to the C.O., who will keep a list showing the date of application, and, when 30 days have elapsed after the application has been made, will, if he

Application for discharge. Delay of a month.

A.O. EF
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1910

approves of it, carry out the discharge. In cases under para. 392 (xv), or if the C.O. considers the discharge undesirable, he will forward the case (on A.F. B 132) with his remarks within 30 days, to the brigade commander for his decision. The 30 days' delay is intended to give the soldier time to withdraw his request, should he wish to do so. The C.O. is authorized to omit the delay in the soldier's interests.

When a unit or draft is ordered abroad, an application previously registered will be submitted at once to the specified authority for decision. When application is made by a soldier after his name has been included in a draft for service abroad, or after his unit has received orders for service abroad, the application will be submitted at once to the brigade commander, the C.O. explaining the case and stating whether the vacancy can be filled.

Men under orders for service abroad.

A.O. 137
1910

The C.O. may, subject to the approval of the brigade commander, delay the discharge of a bandsman for a period not exceeding six months to enable a successor to be trained.

Bandsman.

394. A soldier serving abroad who purchases his discharge is required to lodge, in addition to the purchase money, a sum sufficient to pay for his passage home unless permission for him to remain abroad is obtained from the local authorities.

Sum to defray passage home.

A.O. 135
1911

395. When the relatives of a soldier serving abroad desire to purchase his discharge and the soldier cannot himself provide the purchase money, the application may be made direct to the man's C.O., but money will not be sent with such application.

When money is lodged by relatives.

If the discharge is approved the C.O. of the unit will notify the paymaster of the depôt, instructing him as to the amount to be deposited, including passage money and any bounty or gratuity to be refunded, and will furnish him with the name and address of the person to whom he should apply for the money.

The date of the receipt of the amount at the depôt should be reported to the C.O. of the unit, to whom the passage money should be remitted by paymaster's advances, or, in the case of a unit serving in India, by money order. The soldier should then be at once sent home.

The purchase money and any gratuity, etc., refunded should be credited to the public in the accounts of the depôt. In the case of a soldier whose unit is serving in India, credit should be given to "India:—Miscellaneous Services."

396. Money is not to be accepted for the purchase of a soldier's discharge when the man is serving at home, until authority has been received. Should money be received for this purpose, it should be returned to the sender with the information that it will be called for if the discharge is authorized. Abroad, when it is probable that the discharge will be authorized, money received for this purpose may be retained.

Purchase money.

397. When the authority for the discharge has been given and the purchase money received, the discharge will be at once carried out. A copy of A.F. O 1633 will be kept with the man's discharge documents.

Procedure on discharge.

398. In the case of a schoolmaster who wishes to purchase his discharge, the C.O. will submit the application to the officer i/c records.

Schoolmaster.

Instructions as to Class (xvi) of paragraph 392.

399. When a man serving at home is considered by the medical officer in charge and the deputy director of medical services to be unfit for the service, the deputy director of medical services will arrange for

Medical examination of man at home.

Man at out-
Station.

Disposal of
invalid
from
abroad.

Removal of
lunatic.

In England.

In Scotland.

In Ireland.

Cost of
mainten-
ance.

Discharge.

Removal of
lunatic to
Netley for
treatment.

him to be examined by a medical board, the president of which, if possible, will not be under the rank of colonel. If the man is pronounced unfit for further service, the O.C. will authorize the discharge.

400. If a man is serving at an out-station and the deputy director of medical services desires to place him under observation at the headquarters of the district, the brigade commander will authorize the move.

401. An invalid arriving from a station abroad is to be brought forward for disposal as early as possible. If the deputy director of medical services, after having inspected him, reports him to be unfit for further service, he will be discharged. A man found fit for service will be sent to the affiliated service unit at home. In the Foot Guards, he will be sent to the regimental headquarters, in the A.O.C., to corps headquarters at Woolwich. In the case of the R.A., R.E., A.S.C., R.A.M.C., A.V.C., A.P.C., and M.P.S.C., the medical officer in charge of the hospital will notify the officer i/c records that a soldier is about to be discharged as fit for duty. The officer i/c records will then notify to the medical officer the unit, and station to which the soldier is to be sent.

402. A convalescent from abroad will not be placed under canvas. If room is not available in barracks, accommodation will be provided by placing other soldiers under canvas or in billets. If a home unit is under canvas a convalescent will be sent to his regimental depot instead of being disposed of as above. A convalescent will reach his destination before sunset, if possible, and will not be despatched until it has been ascertained, by telegraph, that arrangements have been made for his reception.

403. A lunatic soldier at home is not to be removed to an asylum for treatment without the sanction of the G.O.C.-in-C.

404. When it is decided to place a lunatic soldier in an asylum for temporary treatment, the case will be dealt with as follows:—

(i) *If the soldier is serving in England or Wales*, the G.O.C.-in-C. will obtain from the asylum authorities a form of application for a reception order, in accordance with Section 4 of the Lunacy Act, 1890, and will then take steps for the completion of the order and for the soldier's removal to the asylum.

(ii) *If the soldier is serving in Scotland* the G.O.C.-in-C. will first obtain the consent of the asylum authorities to the man's reception, and a form of petition for a sheriff's order in accordance with Section 14 of the Lunacy (Scotland) Act, 1862. On receipt of the sheriff's order the G.O.C.-in-C. will take steps for its completion and for the soldier's removal to the asylum.

(iii) *If the soldier is serving in Ireland*, the G.O.C.-in-C. will take steps to have the man admitted into the district lunatic asylum assigned to the city, county, or town in which he is quartered, first communicating with the resident medical superintendent as to the date and hour at which the patient can be received. A.F. B 2058 must accompany the soldier on his removal to the asylum.

405. The cost of maintenance of a soldier temporarily detained in a civil lunatic asylum will be adjusted as provided by the Allowance Regulations.

406. A soldier who has been one month in a civil lunatic asylum should be brought forward for discharge.

407. In the case of a lunatic sent to Netley for treatment, the under-mentioned documents will be forwarded by the deputy director of medical services of the command to the G.O.C.-in-C. for transmission to

Netley, at least two clear days before the departure of the lunatic:— (i) detailed medical history (A.F. B 179); (ii) detailed information on the case with any enclosures (A.F. B 183); (iii) medical history sheet (A.F. B 178). In such cases the proceedings on discharge (A.F. B 268) will also be prepared (but not confirmed) before the man leaves his corps and forwarded to Netley.

408. When it is decided to discharge a lunatic soldier the following course will be followed:—

- (i) If he is not dangerous to himself, or to the public, the C.O. will ascertain whether his friends are willing to receive him. If his friends decline, the man will, under Section 91 of the Army Act, be handed over to the charge of his parish authorities. The order for sending him to his parish will be signed, in the name of the Secretary of State for War, by the officer who carries out the discharge, the Section referred to above being quoted in each case. Reasonable notice will always be given by his C.O. to the parish authorities before the soldier is sent to the parish union, as required by that Section.

Disposal of lunatic on discharge.
Harmless lunatic.

Notice to parish.

- (ii) If the man is a dangerous lunatic, the prescribed form of order for the reception of a dangerous lunatic soldier (A.F. B 261, B 262, or B 263) will be filled up and forwarded to the G.O.C.-in-C. for his personal signature, before the case is disposed of.

Dangerous lunatic.

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408a. Reasonable notice will always be given by the G.O.C.-in-C. to the authorities of the asylum to which he proposes to assign the man. Such notice will specify the man's place of birth as shown on the attestation. In all cases of doubt, or of disagreement with the asylum authorities, or where the particulars shown on the attestation are insufficient to indicate the asylum to which the man is properly chargeable, the G.O.C.-in-C. will at once refer the question to the War Office, and pending instructions will take no further steps to dispose of the lunatic soldier.

Notice to be given.

409. Under the Lunacy Act, 1890, Sections 29 (1) and 36, the medical examination of the lunatic must take place not more than seven clear days before the date of the reception order, and the lunatic must be received in the asylum within seven days of the date of the order.

Dates of medical examination, reception order, and admission into asylum.

410. A lunatic soldier transferred from one hospital to another, or handed over to the charge of the parish authorities, or to his friends, as well as a helpless discharged soldier, will be accompanied by an unarmed conducting party to be furnished on the application of the medical officer in charge. The C.O. will apply to the brigade commander for permission to detail a conducting party, and will transmit a medical certificate stating the necessity for its employment and determine its strength.

Escort for lunatic and helpless soldier.

Disposal of Soldier on Discharge.

411. Instructions as to conveyance to his home of a soldier on discharge will be found in the Allowance Regulations.

Conveyance to his home.

412. In the case of a soldier serving at home who, on discharge, is entitled and wishes to proceed abroad, an application will be made for the passage. When the passage has been provided the discharge will be confirmed for the date of embarkation.

Man entitled to passage to proceed abroad.

413. A soldier enlisted in the West Indies who is serving elsewhere than in the West Indies, will be sent to Jamaica for discharge, unless he wishes to reside after discharge at the place where he is serving, and

Man of West India Regiment.

the civil authorities there have no objection. A man enlisted on the West Coast of Africa who is serving in the West Indies will be sent to the West Coast for discharge. Care must, however, be taken to make use of any government vessel proceeding within a reasonable time of the discharge being due.

A time-expired man must, in all cases, reach the station at which he is to be discharged within the limit of extension of service permitted by Section 87, Army Act, in the case of a man serving beyond the seas.

Discharged
soldiers in
hospital.

414. A discharged soldier who, on account of illness, is unable to proceed to his home, will be subsisted in hospital under the Allowance Regulations. In such a case it will not be necessary to cancel a man's discharge, but he must not be retained in hospital after he is fit to travel unless further remedial treatment is sanctioned by the deputy director of medical services, in which case a monthly report should be made stating the reason necessitating retention, for the information of the G.O.C.-in-C.

Assessment of Character on Discharge or Transfer to the Reserve.

Discharge
and charac-
ter certifi-
cates.

415. A certificate will be given to each man on discharge or on transfer to the reserve as specified below—

- | | |
|---|--|
| <p>(i) Re-enlisted pensioner on discharge.</p> <p>(ii) Recruit discharged under class (i), or (iii) (a), (b), or (c) of para. 392.</p> <p>(iii) Men discharged under class (x) (for felony), (xi), (xii), or (xiii) of para. 392.</p> <p>(iv) All other discharges, and transfers to the reserve.</p> | <p>Parchment certificate (A.F. D 426), the character since re-enlistment will be recorded.</p> <p>Discharge certificate (A.F. B. 2079) only, the character awarded will be recorded on this certificate.</p> <p>Parchment certificate of discharge (A.F. B 264) only.</p> <p>Parchment certificate A.F. D 426.</p> |
|---|--|

Date of
signature
and
delivery.

The certificate will be signed by the officer who carries out the discharge or transfer, and delivered, free from erasure, enclosed in an envelope (A.F. A 14), if possible on the last day of the man's service. When this day falls on a Sunday, Christmas Day, or Good Friday, the discharge should be confirmed for that day, but the man may receive his certificate and be allowed to go away on the previous day.

The following procedure will be adopted in order to prevent the improper use of A.F. D 426 and to ensure a check on the numbers actually issued.

A series of numbers from 1 to 1,000 will be commenced, and each A.F. D 426 in stock will be numbered consecutively at the top of the first page, the same procedure will be followed when the yearly supply is received.

A numerical list will be kept in the safe, and as the certificates are used a note will be made on the numerical list as to how each certificate has been disposed of.

The number on the A.F. D 426 will be noted at the top of the first page of A.Fs. B 2056 and B 268.

When the series is finished, a new series will be commenced.

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1909

416. When the discharge of a soldier as medically unfit is attributable to wounds or injuries (however received) a brief statement of the nature of the wound or injury, and of the circumstances under which sustained, should be added to the cause of discharge in the certificate of discharge, except in cases where it would be clearly to the disadvantage of the soldier that such an addition should be made.

When discharged on account of wounds, &c.

Recording Conduct and Character of Soldier.

417. The guiding principle in examining a soldier's conduct sheets with a view to assessing his character is to differentiate between a man's character as a soldier and his character as a man.

The main object of giving a soldier a certificate of character is to assist him in obtaining employment in civil life, and the certificate should be so worded that employers of labour can readily estimate the true worth of the man. In addition to recording his character, the certificate should contain any information which would show what qualification a man possesses as regards civilian employment, *e.g.*, "thoroughly sober and reliable"; "accustomed to the care of horses and a good groom"; "a good clerk, painstaking and industrious"; or any other special qualifications which a man may possess; also, if desired by the soldier, "wife (stating Christian name in full) is a fair, good, very good (washerwoman, needlewoman, &c.)."

Information to be given in certificate.

The success of arrangements for providing civil employment for a discharged soldier or reservist must, in a great measure, depend upon the manner in which the character of a man is estimated. If men recommended as of "good" character are found to be untrustworthy or unsteady, the confidence of employers of labour will not be gained and the scheme must prove a failure. On the other hand, if on account of comparatively trifling irregularities of a purely military nature, a man is refused a good character, his subsequent career in civil life is injuriously affected, to the detriment of the popularity of the service and of recruiting. The responsibility, therefore, of a C.O. in this respect is very great, and his special attention is directed to the subject.

Responsibility of C.O. when recording character of soldier.

To ensure uniformity in estimating and recording a man's character while serving, or on discharge or transfer to the reserve, the following terms will be strictly adhered to:—

Terms to be used when recording character.

- (i) Exemplary.
- (ii) Very good.
- (iii) Good.
- (iv) Fair.
- (v) Indifferent.
- (vi) Bad.
- (vii) Very bad.

418. In estimating the character of a soldier, a C.O. will take into consideration any entries in a man's medical history sheet for admission into hospital on account of alcoholism. In cases where the character recorded is "indifferent" "bad," or "very bad," the reason for recording such a character will be briefly stated in the Proceedings on Discharge or Proceedings on transfer to the Army Reserve, the man's conduct as a soldier being separated as much as possible from his character as a man, for example—(i) "conduct indifferent, has been guilty of frequent acts of absence, but is smart, willing, and hardworking"; (ii) "conduct indifferent, has been addicted to drink, but is a smart soldier and respectful to his officers";

Method of recording character.

(iii) "conduct bad, has been guilty of desertion, but has proved a gallant soldier in the field." In cases where the character is recorded as fair, or upwards, the C.O. may (if the soldier so desires) supplement it by the words :—

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(a) No offence in whole service of _____ years;

or,
(b) No offence during the last _____ years,
and (where applicable)

No instance of drunkenness in whole service of _____ years.

Any such particulars that can be truthfully recorded in favour of the soldier should also be inserted in his certificate of character, but the reason for assessing the character as indifferent, bad, &c., is not to be inserted in the certificate.

Conditions to be fulfilled for an exemplary character.

419. An "exemplary" character is the highest that can be given to any soldier and is to be given only to a man whose period of service has enabled his conduct to be thoroughly tested. It is to be reserved, therefore, for a man who has served for at least six years, who has not incurred more than the following number of entries in the regimental conduct sheet, and has been clear of an entry in the regimental conduct sheet for the periods stated in the subjoined table :—

Length of Service.	No. of entries* allowed in	Years clear of entry* in
	Regimental conduct sheet.	
6 and under 9	2†	5
9 12	4	6
12 15	5	7
15 18	6	8
18 and upwards	7	9

* Including those entries referred to in the last sentence of para. 1925.

† Not more than one to be a case of drunkenness.

In the case of a soldier of 18 years' service or upwards, the restriction as to the number of entries allowed will only apply to the last 16 years of his service.

When a soldier has become eligible for the award of an exemplary character, he will not forfeit such eligibility unless he subsequently incurs a regimental entry.

The C.O. is the sole judge of whether an exemplary character should be granted. Though the soldier fulfils the above conditions, the grant of an exemplary character is discretionary and not obligatory.

N.C.O.

420. In cases where a more favourable character than "fair" cannot be given to a N.C.O. the reasons will be briefly recorded on the proceedings on discharge, or the proceedings on transfer to the army reserve, but not in the parchment certificate.

Bad character.

421. A bad character is not to be given to a N.C.O. nor to a man in possession of a good-conduct badge.

Wording of character of recruit.

422. When the recruit is discharged before he has completed one month's service, and receives a good character, the words "during his _____ days' service" should be added after the words "good" in

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the proceedings on discharge and in the parchment certificate of discharge. The character of a recruit who is attested for the Post Office Corps, or for the R.E., for immediate transfer to the army reserve, will also be worded "good during his days' service."

423. A duplicate or copy of the parchment certificate issued on transfer or discharge, or extract from official records, will not be issued to a discharged soldier or reservist. A certified copy of the record of a man's service will be supplied to the officer charged with his payment, if asked for.

Duplicates or copies of certificates.

Description and Measurements on Discharge, on Transfer to the Reserve.

424. The description and measurements entered in the Proceedings on Transfer to the Army Reserve, the parchment certificate, the Proceedings on Discharge, and the parchment certificate should invariably be taken on the date upon which those documents are prepared.

Description on discharge documents, and certificates.

Recommendations for Employment in Civil Life.

425. On the occasion of a man's discharge or transfer to the reserve or, in the case of a man about to be sent home from abroad for discharge or transfer to the reserve, prior to embarkation, the C.O. will, provided the man deserves it, furnish a sobriety certificate on A.F. D 489, which will be placed in his discharge or transfer documents.

Recommendations for civil employment.

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In the case of a man recommended for employment in the Post Office, who has been discharged as an invalid, a copy of the Medical History Sheet will accompany the Post Office Form No. 41 to the local postmaster.

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If a candidate is desirous of employment in the Police Force and is eligible for the same, A.F. B 2073 will also be prepared and placed with his discharge or transfer documents.

426. Every soldier on transfer to the reserve, or on discharge, at home, except a man of bad character or a man discharged by purchase, or with less than three months' service, will be commended to the Incorporated Soldiers' and Sailors' Help Society on A.F. D 480. This form will be prepared as far as possible by the soldier's C.O., only those details being left blank which must be completed on the man's actual discharge or transfer to the reserve.

SECTION VIII.—DISCIPLINE. COURTS-MARTIAL. MILITARY PRISONS AND DETENTION BARRACKS. COURTS OF INQUIRY.

DISCIPLINE.

General Instruction.

Administration of discipline. 431. A G.O.C.-in-C. will be responsible for the discipline of all the troops in his command.

432. Officers will acquaint themselves with regulations and orders. Ignorance of published orders will not be admitted as an excuse for their non-observance. Soldiers will be held personally responsible that they make themselves acquainted with such orders and detail of duties as are posted in quarters as directed by paras. 940 and 1885.

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Official Secrets Act. 433. A general or other officer commanding is responsible that all persons employed under him are made acquainted with the provisions of the Official Secrets Act, 1911, and a record that this has been done should be kept in every office.

Prevention of crime. 434. A C.O. is to use every effort to prevent crime and to suppress any tendency to screen its existence. For first offences, not of an aggravated character, admonition is the most suitable treatment. Other punishment should only be resorted to when admonition has failed to have effect.

Treatment of soldiers. 435. An officer of any rank will adopt towards his subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self-respect and personal honour essential to military efficiency.

Observance of the rule by N.C.Os. 436. Warrant officers and N.C.Os. will be guided by the foregoing principles in dealing with each other and with private soldiers. They will avoid intemperate language or an offensive manner.

Reproof of N.C.O. 437. An officer is not to reprove a N.C.O. in the presence or hearing of private soldiers, unless it is necessary for the benefit of example that the reproof be public.

Courts-martial on N.C.O. 438. A N.C.O. of higher rank than corporal is not to be tried by any court-martial inferior to a D.C.M., except when a D.C.M. cannot, having due regard for the public service, be assembled. Of these circumstances the sole judge will be the officer having power to convene a D.C.M. to try the case.

Redress on grievance. 439. The manner in which an officer or soldier should proceed to obtain redress for any grievance under which he conceives himself to be suffering is prescribed in Sections 42 and 43 of the Army Act and the notes thereto in the Manual of Military Law. An officer or soldier may also make any complaint to an inspecting general officer as laid down in para. 128. These methods of complaint will alone be recognized, and an officer or soldier is forbidden to use any other method of obtaining redress for a grievance, real or supposed. When claims are advanced by a soldier they are to be fully and distinctly stated, and such explanations are to be annexed as may be necessary, with a view to their being duly investigated and adjusted as soon as practicable. Anonymous complaints are strictly prohibited.

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Responsibility of officers in general. 440. An officer is at all times responsible for the maintenance of good order and the rules and discipline of the service; he is to afford the utmost aid and support to the C.O. It is his

duty to notice, repress, and instantly report, any negligence or impropriety of conduct of N.C.Os. and private soldiers, whether on or off duty, and whether the offenders do or do not belong to his particular unit.

441. A C.O. should impress upon all under his command the propriety of courtesy in intercourse with all ranks and classes of society, and should particularly caution them to pay deference and respect to civil authorities.

Courtesy
to all ranks
of society.

442. The G.O.C.-in-C. will, once in every three years, insert a notification in such newspapers as have a wide circulation within his command, calling attention to the fact that, under the Army Act, a soldier cannot be placed under stoppages of pay for a private debt, and that, if the inhabitants suffer soldiers to contract debts, they will do so at their own risk.

Crying
down credit.

The number of insertions should be limited as far as possible, consistent with the matter being made generally known.

443. Deliberations or discussions by officers or soldiers with the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in His Majesty's service, are prohibited. The publication of laudatory orders regarding an officer quitting a station or relinquishing an appointment is forbidden. A C.O. is to refuse to allow subscriptions for testimonials in any shape to a superior on quitting the service, or on being removed from his corps. Every officer will be held responsible should he allow himself to be complimented by officers or soldiers, who are serving, or who have served, under his command, by means of presents of plate, swords, &c., or by any collective expression of their opinion.

Praise or
censure of
superiors
forbidden.
Presents
and testi-
monials.

444. An officer is forbidden to forward testimonials relating to his services or character, with any application he may make to the War Office. In the event of an officer wishing that the opinions of officers under whom he has served should be brought to notice he will submit their names, so that if necessary they may be referred to.

Recommen-
dations.

445. An officer is forbidden to write private letters to officials at the War Office on official personal matters such as promotion, appointment, posting, transfer, &c.

Communi-
cations and
interviews
with W.O.
officials.

An officer on full pay and serving in the United Kingdom is forbidden to ask for an interview with any official at army headquarters, unless he has previously obtained from the general officer under whom he is immediately serving written permission to do so. If the grounds are considered good and reasonable, the application, which must state the purport of the interview desired, will, in the first instance, be forwarded to the Secretary of the War Office so that an appointment may be made with an official of the department chiefly concerned.

The date and hour of the appointment will be notified by the War Office to the G.O.C., and the written permission will be brought to the War Office by the officer seeking the interview.

An officer temporarily at home, but belonging to a unit abroad, will be permitted to ask for an interview without a written permission, but only in cases of such urgency that a written official application will not meet the case.

Attempts to obtain favourable consideration of any application by the use of outside influence are forbidden, and, if resorted to, will be regarded as an admission on the part of the applicant that his case is not good on its merits, and it will be dealt with accordingly.

Outside
influence.

When an interview is asked for, or a letter is written on behalf of an officer by any person other than himself, such application will be deemed to have been made at his suggestion unless he can show to the satisfaction of the authorities that he has no knowledge, directly or indirectly, of such application.

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1909

A.O. 170
1910

A.O. 229
1910

Officer's character impugned.

Officer suspended from duty.

Bankruptcy &c.

Dealings with contractors.

Directorate and commission agencies.

Outside employment of regular establishment or permanent staff.
Political meetings.

Display of horsemanship or gymnastics

Publishing military information.

446. Every officer, whose character or conduct as an officer and gentleman has been impugned, must submit the case within a reasonable time to his C.O., or other competent military authority, for investigation. Pending the investigation an officer may be suspended from duty, in which case he will be placed under the same restrictions as an officer in open arrest, but will be shown as effective on the first day of each month, while so situated, and may be permitted to wear plain clothes.

447. If an officer by bankruptcy, liquidation, composition, or other legal proceedings, finds himself unable to meet his engagements, he will at once notify the fact to his C.O. The latter will report the circumstances for the information of the Army Council, who will decide whether the officer can be permitted to continue to hold His Majesty's commission.

448. Officers, soldiers, and others in military employment, must at all times guard against being placed in such a position as may lay them open to the suspicion of being influenced, in the discharge of their duty, by other than purely public considerations. They are to be scrupulously careful in their relations and are to have no private dealings with army contractors, their agents, or employees.

449. An officer on full pay is not permitted, without the special sanction of the War Office, to belong to the directorate of any public, industrial, or other company, or to assist or advise any such company or firm in questions relating to their plant, processes, or products. Officers and soldiers are forbidden to act either directly or indirectly as agents for any company, firm, or individual, engaged in trade.

449A. In order that the privileges granted to recognized units shall not lose their value by being granted to unrecognized bodies, no one on the active list of the army as defined in para. 1 is permitted, without the express sanction of the Army Council, to take official cognizance of or to assist officially any private association which is not recognized by the Army Council as forming part of the army or of the educational and training establishments supplementary thereto.

450. A soldier serving on the regular establishment of the special reserve or the permanent staff of the territorial force may not accept employment outside his military duties without the sanction of the brigade commander concerned, which will not be given if such employment interferes with the performance of any military duty.

451. An officer or soldier is forbidden to institute, or take part in, any meetings, demonstrations, or processions, for party or political purposes, in barracks, quarters, camps, or their vicinity. Under no circumstances whatever will he attend such meetings, wherever held, in uniform.

452. Soldiers are not allowed to give displays of horsemanship or gymnastics at local fêtes or exhibitions unless (i) the sanction of the divisional commander is obtained, and (ii) an officer, or, in the case of a performance by the army gymnastic establishment, a warrant officer or staff sergeant is present throughout.

453. An officer or soldier is forbidden to publish or communicate, either directly or indirectly, to the press, any military information, or his views on any military subject, without special authority. Any information of a professional nature which he may acquire while travelling or employed on duty is to be regarded as the property of the War Department, and is not to be published in any form without previously obtaining the permission of the Army Council. Official reports or correspondence, or copies thereof, are not to be furnished without the special sanction of superior military authority to any person not officially entitled to receive them. An officer or soldier will be held

Contracts
669

A.O. 32
1910

9
Cadets
270

A.O. 137
1910

Southern 5
933

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responsible for all statements contained in communications to his friends which may subsequently be published in the press. He is not to prejudge questions which are under the consideration of superior military authority by the publication, anonymously or otherwise, of his opinions, and he is not to take part, in public, in a discussion relating to orders, regulations or instructions issued by his superiors.

Applications to the War Office, made in accordance with this para. for permission to publish any article, &c., must be accompanied by copies in duplicate of the article, &c., in the form in which it is proposed to publish it. One of the copies so submitted will be retained at the War Office for reference. Permission to publish will apply only to the article, etc., as submitted, and no alterations therein, or additions thereto, other than those of a mere editorial nature are to be made subsequently without the authority of the Army Council.

Articles, etc., submitted to the War Office under this regulation should be either typewritten or in proof form.

454. Any communications affecting the army generally, or any arm or branch of the service, which it may be considered desirable to make to the press, will be made by the War Office. In commands, communications to the press may only be made when they solely affect the command concerned, and in this case they will be made through command headquarters; all applications of press representatives being referred to an authorized staff officer.

455. Instructions relating to legal proceedings under the ordinary law, including cases in which an officer or soldier may be made defendant in civil or criminal proceedings, will be found in Appendix VIII.

456. The "definition of "commanding officer" in the Rules of Procedure applies to that expression in Sections 45, 46, and 47, of the Army Act, in those sections which relate to the execution of sentences (as Sections 59, 64, 65, and 66), and in Sections 138, 181 (6), 182, 183, and 184. In the portions of the Army Act not above mentioned the expression "commanding officer" is not limited to the "commanding officer" as defined by the Rules of Procedure.

457. The C.O. of a detachment is vested with the full power of awarding summary punishment accorded to a C.O. of a unit, but the C.O. of the unit, if the detachment is serving in the same command, or the O.C. the garrison or station where the detachment may be, or other superior authority, may, having regard to the rank and experience of the O.C. the detachment, if below the rank of substantive major, restrict him from the exercise of any or all of the powers of a C.O. Nevertheless, an O.C. a detachment may, if necessity arises, act to the full extent of the powers of a C.O. for the maintenance of discipline notwithstanding any restrictive order, but in such case he will immediately report his action for the information of the superior authority by whom such restrictive order was made.

Proceedings under the ordinary law.

Definition of C.O.

The C.O. of a detachment.

Restriction as to summary powers and courts-martial.

* Extract from Rule of Procedure, 129. "The expression 'commanding officer' as used in the sections of the Army Act relating to 'Courts-martial,' to the 'Execution of sentence' and to the 'Power of Commanding Officer,' and in the provisions consequential thereon, and in these Rules, means, in relation to any person, the officer whose duty it is, under the provisions of His Majesty's Regulations, or, in the absence of any such provisions, under the custom of the service, to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority.

It also, so far as relates to the summary award of any punishments for offences, being punishments which under the provisions of His Majesty's Regulations an officer commanding a company, troop, or battery, is authorized to award, and so far as relates to a summary finding in a case of absence without leave, includes the officer commanding a company, troop, or battery."

Detachments may be associated under one command.

458. A brigade commander may, on the embarkation of troops and on other special occasions, associate two or more detachments for the purposes of discipline, and place them under the command of one officer. In such cases the powers of the Os.C. the several detachments to award summary punishments and convene R.Cs.M. will, for the time being, remain in abeyance.

Gambling forbidden.

459. All gambling in garrisons, camps, or cantonments is forbidden. This includes book-making, or acting as an agent for a book-maker.

Wines and spirits forbidden in barrack rooms.

460. The introduction of wines and spirits into barrack rooms is forbidden, but a man may be allowed to receive one pint of beer with his dinner.

Army Act, portions read out.

461. Sections 4 to 44 (inclusive) of the Army Act, are to be read once in every three months at the head of every unit, and also the following notice:—

Treason and mutiny.

"Under the existing law, any person who shall maliciously and advisedly endeavour to seduce any person or persons serving in His Majesty's forces by sea or land from his or their duty and allegiance to His Majesty, or to incite or stir up any such person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person."

Concealment of venereal disease.

462. In every unit there is to be an order directing that a soldier who is suffering from venereal disease, is to report himself sick without delay. This order will be read to the unit on parade at intervals not exceeding three months, care being taken that it is specially brought to the notice of all recruits on joining. Concealment of venereal disease will be dealt with under Section 11 of the Army Act, and not under Section 18 (3) or 40.

Arrest and Military Custody.

Duties of commander of guard as to delivery of the charge report.

463. Attention is directed to Section 45 (4) of the Army Act. If the account in writing therein mentioned, the charge report (A.F. B 252), is not delivered at the time, a verbal report to the same effect is to be made. If the charge report is not received within twenty-four hours, the commander of the guard will either take steps for procuring it, or report that he has not received it to the officer to whom his guard report is furnished, who, if the charge report, or other evidence sufficient to justify the continued arrest, is not forthcoming, will, at the expiration of forty-eight hours from the time of committal, order the release of the person in custody. In order to comply with the provisions of Section 21 of the Army Act the name and offence of every person received over in custody, and the rank and name of the person by whom he is charged, are to be entered by the commander of the guard in his guard report, and the original charge report, or a copy thereof, is to be forwarded to the C.O. of the person in custody.

Retention in confinement to be reported.

464. Attention is also directed to Section 45 (1) of the Army Act, and Rule of Procedure, No. 1. The report therein prescribed is to be made whether the person in custody is a patient in hospital or for whatever cause the case is not proceeded with. On the receipt of every such report the officer to whom application for trial will be submitted is to satisfy himself as to the necessity for the continuance of such person in military custody.

Military custody of officer, warrant officer, or N.C.O.

465. Military custody in the case of an officer, warrant officer, or N.C.O. (not under sentence) usually means arrest, but an officer, warrant officer, or N.C.O. may, if circumstances require it, be placed for custody under the charge of a guard, piquet, patrol, sentry, or provost-marshal.

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466. Arrest is either close arrest or open arrest. When arrest is not described as open arrest, it means close arrest. An officer under close arrest is not to leave his quarters or tent, except to take such exercise under supervision as the medical officer considers necessary. When under open arrest he may take exercise at stated periods within defined limits, which will usually be the precincts of the barracks or camp of his unit; these limits may be enlarged at the discretion of the O.C. on the spot. An officer under open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave his station for a particular purpose.

467. An officer under open arrest is not to use his own or any other mess premises. He is not to appear in any place of amusement or entertainment or at public assemblies, and he is never to appear outside his quarters or tent dressed otherwise than in uniform. An officer, when under arrest, will not wear sash, sword, belt, or spurs.

468. It is not desirable, except where it appears that the arrest has been made through error, that an officer should be released from arrest by the officer who ordered the arrest, without the sanction of the highest authority to whom the case may have been referred.

469. An officer may be placed under arrest by a competent authority, without previous investigation, when circumstances so require; but a C.O. on receiving a complaint, or learning of circumstances tending to incriminate an officer, will not ordinarily place him under arrest until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. He will invariably place under arrest an officer against whom he prefers charges. When an officer is placed under arrest, whether afterwards released or not, the C.O. will report the case without delay to the general or other senior officer responsible for discipline under whose command the unit may be.

470. An officer has no right to demand a court-martial upon himself, or, after he has been released by proper authority, to persist in considering himself under the restraint of arrest, or to refuse to return to his duty.

471. Paras. 466 and 467 will also apply to a warrant officer or N.C.O., who will, if charged with a serious offence, be placed under arrest forthwith, but, if the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest. In cases where doubts exist whether the offence alleged has been committed arrest may be delayed, without prejudice to any subsequent proceedings. A N.C.O. under open arrest is forbidden to enter a liquor bar or corporals' room.

472. If a barrack-warden commits an offence in garrison or barracks, the C.O. is at once to inform the officer i/c barracks of the circumstances of the case, placing the subordinate under arrest only when the interests of discipline so require. If the offence is serious, the officer to whom application for trial would be submitted will assemble a court of inquiry and on receipt of the proceedings will determine whether to arraign the accused before a court-martial.

If the action taken affects the barrack-warden's position, or station, it will be reported to the War Office.

472A. An army pensioner or reservist who is employed in any army establishment or department either directly or indirectly under an officer of the regular forces who has power to appoint or to dismiss such pensioner or reservist, is, during the period of such employment, subject to military law.

473. Military custody in the case of a private soldier (not under sentence) means placing him under either open or close arrest. A

Arrest of officer.

Restriction.

Release.

When to be ordered.

Officer under arrest cannot demand a court-martial.

Arrest of warrant officer or N.C.O.

Offences by barrack wardens.

Military custody of private soldier.

private soldier under open arrest will not quit barracks until his case has been disposed of. He will attend parades but (except under the circumstances mentioned in para. 482) will not be detailed for duty. A soldier on being placed in close arrest will be placed in confinement under charge of a guard, piquet, patrol, sentry, or provost-marshal, and will be searched and deprived of knives or other weapons. The accommodation usually available in barracks for the temporary confinement of soldiers in close arrest is the guard detention room, attached to a guard-room, and similar smaller rooms for the confinement of those who are to be kept apart.

474. The keys of the guard detention rooms are to be in the charge of the commander of the guard.

475. A private soldier charged with a serious offence will be placed in arrest on the commission or discovery of the offence. He is not to be placed in close arrest for offences unaccompanied by drunkenness, violence, or insubordination, unless confinement is necessary to ensure his safe custody or for the maintenance of discipline.

Temporary confinement in lock-up, police station, &c.

476. A soldier in close arrest (not under sentence) may be committed, by an order signed by his C.O. on Form Q (see Rule of Procedure, App. III) for temporary confinement for any period not exceeding seven days to any detention barrack, barrack detention room, police station, or lock-up.

Private soldier confined by N.C.O.

477. A private soldier who disobeys an order distinctly given, or resists the authority of a N.C.O., is to be placed in close arrest without altercation, and the fact immediately reported to his company, &c., commander or to the adjutant. When a N.C.O.* has to place a soldier in close arrest he will obtain the assistance of one or more private soldiers to conduct the offender to the guard-room, and will himself avoid coming in contact with him. Except in cases of personal violence, or when on detached duties, a lance-corporal or acting bombardier with less than four years' service will not place a private soldier in close arrest, but will report the offence to the orderly-serjeant, who will act as the circumstances require.

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For drunkenness.

478. A private soldier who is drunk is to be placed in close arrest alone, if possible, in a guard detention room. He may be deprived of his boots except when the weather is cold and he is likely to suffer in consequence. He is to be visited and his condition ascertained at least every two hours by a N.C.O. of the guard and an escort. Should any symptoms of serious illness be observed, a medical officer is forthwith to be sent for. A soldier suspected of being drunk is not to be put through any drill or tested for the purpose of ascertaining his condition. A soldier charged with drunkenness is not to be brought before an officer for investigation of the charge until he is perfectly sober. For this purpose twenty-four hours should usually be allowed to elapse before the investigation.

Confession of desertion, or offence against enlistment.

479. When a soldier makes a confession of desertion, or of having committed an offence in relation to enlistment, and the investigation cannot immediately be completed, he need not be placed in arrest pending inquiry. But if at the time of the confession, or subsequently, he is charged with any offence, he may be placed in arrest and the investigation and trial may proceed for that offence independently of the confession.

Bedding and exercise of soldier in arrest.

480. A soldier in close arrest for trial by court-martial will be allowed his bedding up to the time of promulgation of his sentence. A soldier in close arrest pending inquiry will be allowed the use of bedding if his arrest exceeds two days. In severe weather a soldier in close arrest may be allowed such bedding as is necessary. A soldier

* This does not apply to N.C.Os. of military mounted or foot police.

in close arrest is to take sufficient exercise, under supervision, for the preservation of his health.

481. A soldier in arrest is to be deprived of his cap and of any articles he can use as missiles, during the investigation of offences and during his trial.

Soldier in arrest to be deprived of his cap.

482. An offender while in arrest is not to be required to perform any duty, other than such duties as may be necessary to relieve him from the charge of any cash, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for his offence. An offender when in arrest is not to bear arms, except by order of his C.O., in an emergency or on the line of march, or in a detention barrack by order of the commandant for purposes of instruction, exercise, or practice.

Offender not to do duty or bear arms.

482A. Except as provided in para. 533, when circumstances render the identification of an alleged offender necessary, the identification should, as a rule, be carried out in the presence of an officer.

Investigation of Charges.

483. The investigation of charges will be carried into effect in the manner prescribed in the Rules of Procedure. Every officer who does not summarily dispose of a charge which he investigates will carefully avoid any expression of opinion as to the guilt or innocence of the person charged.

Rules for investigation.

484. Every charge against a soldier will be investigated without delay in his presence. The case of a soldier in arrest is to be disposed of daily (Sundays, Good Friday, and Christmas-day excepted), and, when practicable, in the morning before the principal parade.

Entry and investigation of charges.

Every charge whether against a N.C.O. or soldier will be investigated in the first instance by the company, &c., commander, at his company orderly room which is to be held at such an hour as will allow of a soldier reserved for disposal by the C.O. being ready to go before him at the appointed time.

A C.O. is authorized to grant a large measure of discretionary power to company, &c., commanders, to dispose of any offence with which he himself may deal under para. 487, provided that the limits laid down in paras. 499 and 501 for company, &c., commanders, are not exceeded.

485. Charges are to be entered as follows:—

- (i) For offences of N.C.Os. and men confined in the guard-room, or of N.C.Os. and men reserved for disposal by the C.O., in the guard report, by the commander of the guard, or, where there is no guard, by the N.C.O. responsible for the custody of the soldiers in close arrest.
- (ii) For offences of N.C.Os. and men not confined in the guard-room, in A.F. B 281, under the orders of the company, &c., commander.

If a charge against a N.C.O. or man, for which he has not been in close arrest, is reserved by the company, &c., commander, for the C.O.'s award, the former officer will send the charge (A.F. B 252) for entry in the guard report, before the hour fixed for the disposal of soldiers in arrest by the C.O. If, on the other hand, a charge for which a N.C.O. or man has been in close arrest is disposed of by the company, &c., commander, that officer will report the fact to the orderly-room, and the entry "disposed of on A.F. B 281" will be made in the punishment column of the guard report.

A company, &c., commander, who has reserved a case for the award of the C.O., will always attend with the company conduct book, when the soldier is brought before the C.O.

If a soldier is remanded for further inquiry his case will be brought under review daily and the order for remand will be entered daily in the guard report, or A.F. B 281, by the investigating officer.

Entry of
award.

486. A.F. B 281 for recording the awards of company, &c., commanders will be retained in the orderly room, and will be obtained therefrom by the commander concerned whenever necessary for the disposal of offences. After completing the last three columns in each case disposed of, the company, &c., commander will return the form to the orderly room in order that particulars may be available for inclusion in Part II. Orders for the day, if necessary.

On the last day of the week he will obtain and sign the form, whether blank or otherwise, and it will then be attached to the guard report for that day.

Disposal of
offender by
C.O.

487. A C.O. may, without reference to superior authority, dispose summarily of, or try by R.C.M., a soldier charged with an offence under the following Sections of the Army Act:—6, except on active service; 8 (2) (threatening or insubordinate language only), except on active service; 9 (2) except on active service; 10 (except Sub-Section 1), 11, 14, 15, 18 (1), (3), 19, 20 (except when the act is wilful), 21, 22, 24, 27 (4), 33 (except cases of enlisting from the army reserve), 34, and 40. First and less serious offences under the above sections, and minor neglects or omissions, not resulting from deliberate disregard of authority or not associated with graver offences, should, as a rule, be dealt with summarily. A charge for any other offence, which the C.O. desires to dispose of summarily will be referred to superior authority in a letter stating the circumstances of the case, accompanied by the soldier's conduct sheets. The C.O. may refer a charge for any offence to superior authority with an application for a D.C.M.

487A. When proposing to deal with a case summarily a C.O. will satisfy himself that the evidence produced before him is sufficient to disclose the exact nature of the offence. If he is not so satisfied he should remand the case for further enquiries, so that the offence as entered in the guard report may be substantially the charge upon which the accused would be arraigned in the event of his electing to be tried by a D.C.M. under the provisions of Section 46 (8) of the Army Act.

When once an accused has elected to be tried upon the charge as read out to him from the guard report, it should under no circumstances be added to or increased in gravity.

Dismissal of
charge.

488. Except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful whether the evidence will lead to a conviction. In such a case the charge should ordinarily be dismissed under the provisions of the Army Act, Section 46.

Liability of
soldier in
respect of
lapse of
time.

489. Before proceeding with a case it is the duty of the C.O. to ascertain that the soldier is liable to be proceeded against, having regard to the limitations of time prescribed by the Army Act. For the purposes of exemption from trial under the Army Act, Section 161, a soldier is to be considered as having served in an exemplary manner if, at any time during his service since his fraudulent enlistment, he has had no entry in his regimental conduct sheet for a continuous period of three years.

Liability
when
evidence
may be
forth-
coming in
the future.

490. If, on the investigation of a charge, sufficient evidence is not forthcoming as to whether the accused has, or has not, committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest and ordered to do duty without prejudice to his re-arrest when further evidence is forthcoming and the matter can be

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further inquired into. If, however, the offence charged is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the case should be dismissed.

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490A. A soldier on electing to be tried by a D.C.M. under the provisions of Section 46 (8) of the Army Act will be at once released from arrest pending trial. In exceptional cases a C.O. may, however, keep the soldier in confinement, but in such cases he will at once report his action to the officer to whom the application for the soldier's trial will be made, giving the reasons for his action.

491. If when a soldier is charged with one offence, another, the investigation of which cannot be immediately completed or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, the charge for the other offence being dealt with as prescribed in para. 490.

Disclosure of a further charge during investigation.

492. When a soldier already under sentence of court-martial is charged with an offence for which it is necessary to arraign him before a court-martial, the trial should take place at once.

Offence by soldier under sentence.

Summary and Minor Punishments.

493. A C.O. may, subject to the soldier's right to elect, previous to the award, to be tried by D.C.M., inflict the following summary punishments on a private soldier:—

Summary punishments affecting pay.

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(i) Detention, not exceeding twenty-eight days; but the power of awarding detention exceeding seven days, except in cases of absence without leave, will not be exercised by a C.O. under the rank of field officer. In the case of absence without leave exceeding seven days, the detention may be extended to the same number of days as the days of absence, not exceeding 28 days in the whole, but if the absence does not exceed seven days, detention can only be awarded up to seven days.

(ii) In the case of drunkenness, a fine not exceeding ten shillings, as to which see para. 512.

(iii) Any deduction from ordinary pay allowed to be made by a C.O. by Section 138, subsection 4 or 6, of the Army Act.

(iiia) On active service only, field punishment, not exceeding twenty-eight days, with or without forfeiture of ordinary pay for a period commencing on the day of award, and not exceeding twenty-eight days.

A C.O. may also inflict the following minor punishments on a N.C.O. or man [(vi) and (vii) only being applicable to N.C.Os., and (iv), (v) and (vii) to private soldiers], the soldier having no right to claim trial by court-martial:—

Minor punishments.

(iv) Confinement to barracks for any period not exceeding fourteen days, during which defaulters will be required to answer to their names at uncertain hours throughout the day and will be employed on fatigue duties to the fullest practicable extent, with a view to relieving well-conducted soldiers therefrom. Defaulters will attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the C.O. may order them to attend punishment drill, provided that they shall not be liable to punishment drill after the expiration of 10 days from the date of the award of confinement to barracks. Confinement to barracks in the case of the R.A.M.C., or of the fixed hospital establishment of non-Europeans abroad, will not carry with it punishment drill if awarded to men actually at the time doing duty in hospital.

(v) Extra guards or piquets; these are only to be ordered as a punishment for minor offences or irregularities when on, or parading for, these duties.

(vi) Reprimand or severe reprimand.

(vii) Admonition.

Provisions to be observed.

494. The punishments laid down in para. 493 (i) to (v) except (iii), may be awarded severally or conjointly, subject to:—

Army Act, Section 46 (9).

(i) When detention exceeding seven days is awarded, a minor punishment must not be given in addition.

(ii) Any award of detention, up to seven days inclusive, will be in hours; if exceeding seven days, in days.

(iii) When an award includes detention and a minor punishment, the latter will take effect at the termination of the detention.

(iv) A soldier undergoing detention or confinement to barracks may, for a fresh offence, be awarded further detention or a minor punishment or both. In the case of detention it will commence from the date of award; in that of a minor punishment, from the termination of the previous award, provided that no soldier shall be awarded detention by summary award for more than twenty-eight consecutive days, and that the whole extent of consecutive punishment, including detention and confinement to barracks, shall not exceed forty-two days in the aggregate.

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(v) A defaulter is not required to undergo any punishment drill or confinement to barracks which may have lapsed by reason of his being in hospital or under sentence or employed on duty.

Absence without leave.

495. In the case of absence without leave the C.O. will not make an award of forfeiture of pay, but will inform the soldier of the number of days' pay he forfeits under the Pay Warrant.

This forfeiture applies also to a warrant officer or N.C.O. of any rank, and in all cases involving such forfeiture a soldier has the right, under Section 46 (8) of the Army Act, to elect to be tried by D.C.M.

Opportunity for reconsideration.

496. Unless there are reasons against the adoption of such a course, a soldier shall, on the following day, be given an opportunity of reconsidering his decision to be tried by court-martial.

496A. Recoveries from soldiers on account of damage, through negligence or carelessness, to mechanically propelled vehicles will usually be limited to the equivalent of a fortnight's pay. Any such recovery will form part of the disciplinary action taken in such cases.

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Punishment for simple drunkenness.

497. In dealing with simple drunkenness unconnected with another offence, confinement to barracks should only be added to a fine when the circumstances are such as to increase its gravity. Detention should never be awarded for an instance of drunkenness not triable by court-martial, except when the amount of unpaid fines for drunkenness recorded against a soldier is 20s. and upwards, in which case a C.O. should substitute detention or some other punishment which it is in his power to award.

Punishment drill.

498. Punishment drill is not to exceed one hour at a time, and is to consist of marching in quick time only and not of instruction drill. It will not be carried out on Sundays. In very cold weather the double time may be used for short periods.

It will be carried out in marching order and will consist in the cavalry and mounted corps of two hours drill per diem. In the infantry and dismounted corps it will never exceed four hours altogether in one day. It is to be carried on in the barrack yard or drill ground. When regiments or detachments are in billets their defaulters are to be marched out under a N.C.O. on one of the roads for the prescribed period and are not to be drilled in the streets. Punishment drill is not to be carried on after retreat unless the brigade commander is of opinion that it is expedient to do so, in which case he may sanction exceptions.

Reprimand, admonition, and reversion from acting appointments.

499. A N.C.O., including an acting N.C.O., is not to be subjected to summary or minor punishments, except under para. 493 (vi) and (vii), nor punished by being placed in any lower position on the list of his rank. A N.C.O. below the rank of sergeant (or the appointment of lance-sergeant) may be admonished or reprimanded, but not severely

reprimanded, by the company, &c., commander. An acting or lance N.C.O. may be ordered by a C.O. to revert to his permanent grade, but is not liable to a summary or minor punishment in addition.

500. An officer is not to introduce or adopt any system of punishment which is in any respect at variance with these regulations System of punishment.

501. A company, &c., commander may award a private soldier punishment not exceeding seven days' confinement to barracks for minor offences, extra guards and piquets, fines for drunkenness, and he may deal with cases of absence without leave, where pay is automatically forfeited under the condition specified in the first part of para. 495, and may award any punishment within his ordinary powers for such absence. In the case of an officer of less than three years' service, the above power may be limited by the C.O. to an award of three days' confinement to barracks. Any such awards will be subject to any remission the C.O. may order, but cannot be increased. Power of company, etc., commander.

502. In dealing summarily with cases of absence without leave, a C.O. will have regard to the place of the soldier's surrender or apprehension, the circumstances of his absence, and the period passed in custody. Absence without leave will be reckoned to terminate when the soldier is taken into custody, and in awarding punishment the C.O. should make allowance for any unusual delay in the disposal of the case. Absence without leave.

503. The name of a man absent without leave will be notified in regimental orders as follows:— Notifying in regimental orders name of man absent without leave.

- (i) If absent from 1 to 20 days—the name will appear on the day following the day of rejoining.
- (ii) If absent for 21 consecutive days—the name will appear on the 22nd day.
- (iii) If absent on the last day of a month—the name will appear on the first day of the next month, but all such orders will be included in the A.F. O 1810 for the month in which the absence commenced.

504. A soldier convicted of an offence under the Army Act and admitted to hospital on account of any illness certified by the medical officer to have been caused by such offence, forfeits the whole of his pay while in hospital. (*See Pay Warrant.*) An officer who has disposed of any offence on account of which the soldier may have been admitted into hospital will at once communicate with the medical officer, who will furnish the certificate on A.F. O 1644. Admission to hospital caused by offences.

505. Where there are grounds for believing that a soldier has been admitted into hospital for disability in consequence of an offence under the Army Act, the C.O. will make a preliminary inquiry into the case, and acquaint the medical officer of the result in order that the latter may give or refuse the certificate on the soldier's discharge from hospital. The medical officer must attend the investigation of the offence, whether before a court-martial or the C.O., and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient.

505A. When a soldier is charged with an offence before a civil court near the station where his unit is quartered, an officer will be detailed from the unit to attend and watch the proceedings. If the prosecution takes place at a distance, the case will be submitted to the divisional or brigade commander or commander of coast defences, who will decide whether it is advisable for an officer to be present, and, if so, whether the officer shall be detailed from the soldier's unit, or from some other unit near the place of trial. In the latter case, the O.C. the soldier's unit will arrange with the O.C. the troops at the station from which the officer is to proceed, forwarding all necessary information and documents for the use of the officer attending the court. Officer to attend civil court.

Report on conviction of N.C.O. by civil power.

506. When a N.C.O. is convicted by the civil power of any offence, the case is to be reported to an officer not below the rank of brigadier-general. Should he consider it desirable to recommend the reduction of the offender, the matter will be reported to superior authority for transmission to the War Office.

Illegal or excessive punishment

507. A C.O. has no power to alter the record in the conduct sheets of a punishment awarded after the punishment has been completed. If it appears to an officer not below the rank of brigadier-general that any punishment awarded by a C.O. was illegal or excessive, he may, at his discretion, within two years of the date of the award, direct either that it be cancelled, and the entry in the conduct sheet expunged, or that the punishment be reduced. After a period of two years has elapsed from the date of award, such cases will be referred for decision to the Army Council.

Drunkenness.

Disposal of cases.

508. A private soldier will be dealt with for drunkenness under Section 46 of the Army Act. In disposing of such offences, the following rules will be observed.

When trial may be ordered.

509. A private soldier is not to be tried by court-martial for an act of simple drunkenness—that is to say, an act of drunkenness committed when not on active service, when the soldier was not on duty and had not been warned for duty, nor had by reason of the drunkenness rendered himself unfit for duty—unless four instances of drunkenness have been recorded against him within the twelve months preceding the date of the offence under disposal, or unless he has elected to be tried rather than be awarded fine or detention by his C.O.

Drunkenness on duty

510. Drunkenness on duty includes drunkenness on parade and on the line of march, and drunkenness on the line of march includes drunkenness during the whole period between the date of departure and the date of arrival at destination.

Simple drunkenness, when connected with more serious offence.

511. When a private soldier commits the offence of simple drunkenness in connection with a more serious offence for which he is to be tried by court-martial, he should not be charged with drunkenness before the court-martial, unless he is liable to trial and the C.O. considers it a case which should be tried; but, as a record of the drunkenness, the C.O. will, when a charge of drunkenness is not preferred in such cases before the court-martial make an entry of the offence, either imposing a fine, if the soldier is liable thereto, or making the following note in the punishment column:—"No punishment; awaiting trial on another charge." If an entry of the court-martial is subsequently made, the above entry will be bracketed with it, and will not be considered a separate entry.

Scale of fines for drunkenness.

512. In computing fines for drunkenness the following rules should be observed:—

- (i) For the first instance during a soldier's service, no fine.
- (ii)—(a) For the second offence, 2s. 6d.
- (b) For the third and every subsequent offence, 5s., but if the third or subsequent offence occurs within six months of the preceding offence, 7s. 6d., and if within three months, 10s.

Time during which a soldier is absent from duty by reason of imprisonment, detention, or absence without leave is not to be reckoned in the above periods.

- (iii) A soldier should not be fined for drunkenness when the unpaid fines amount to 20 shillings. (See para. 497.)

(iv) On mobilization, or when men are re-transferred to the colours from the reserve, cases of drunkenness recorded against them before transfer to the reserve will not be taken into account in computing the fines for further instances of that offence after they rejoin the colours.

(v) In colonial corps the fines to be levied will be one-half the amounts above specified.

513. A fine which cannot be recovered from a soldier's pay is not to be recovered from any other source while he remains in army service. Subject to this regulation, the daily deduction on account of a fine or fines recorded against a soldier will be limited only by the provisions of the Army Act and the Financial Instructions as to the residue that should be paid to him.

Recovery of fines.

Desertion and Offences against Enlistment.

514. As soon as it is known that a soldier has absented himself without leave, his equipment, clothing, and regimental necessities will at once be placed in safe custody, and an inventory of these articles will be taken as soon as practicable.

Descriptive reports of deserter.

A C.O. at home or abroad is to transmit to the editor of the Police Gazette, New Scotland Yard, London, S.W., a descriptive report, on A.F. B 124, of every deserter or absentee without leave, giving particulars of the man's height, age, &c., at the time of his absenting himself, and the fullest information possible, in order that the same may be inserted in the Police Gazette, which paper is sent to the headquarters of every regiment, battalion, and dépôt at home. When there is good ground for supposing an absentee to have deserted, the report should be rendered within 24 hours after his absence has been discovered, but in no case should it be delayed beyond five days. Up to 21 days the man should not be returned as a deserter, unless there is ground for supposing that he has deserted. After 21 days, every absentee without leave should, pending investigation, be considered as a deserter. In the case of a recruit who absconds *en route* to join, a note should be made of this fact on the report. The postage on reports transmitted to the editor of the Police Gazette should not be prepaid, but they should be franked by the C.O., in the left-hand corner of the address.

515. A copy of the report is also to be transmitted to the police of the locality in which the offence has taken place, and to the O.C. the dépôt, in or near which the man deserted. Similar reports should be sent to the police of the place to which it is supposed the deserter or absentee may have proceeded, and elsewhere, as the C.O. may consider desirable.

Duplicate reports.

516. When a soldier, who has been advertised in the Police Gazette as a deserter or absentee without leave, rejoins, or ceases to be liable to apprehension, the C.O. will immediately so inform the editor, quoting the date of the Gazette, and the "Office No." of the entry.

Notification of return.

517. When a person not serving as a soldier is apprehended on suspicion of being a deserter from the army—in pursuance either of information laid against him, or of his own confession—he is to be proceeded against in accordance with Section 154 of the Army Act. If, however, a deserter surrenders himself to any portion of his own corps, and evidence as to identity is immediately available, he may be at once taken into military custody, and the C.O. is forthwith to proceed against the man. If a man in the uniform of a soldier surrenders himself at a military station as a deserter or absentee without leave, and there is ground for supposing that his confession is true, he may, if the officer in command thinks proper, be detained in military custody pending

Disposal of person not serving as soldier apprehended or surrendering as deserter.

inquiry as to the truth of his confession, a written confession being obtained from the man. If the confession is true, he will be removed under an escort to be despatched by his unit, or, if an absentee without leave, he may, on the authority of the C.O. of his unit, be provided with a warrant and despatched to his corps without escort. If the confession is false, he may be proceeded against before the civil power under Section 152 of the Army Act. If there is not ground for supposing that a person so surrendering himself is a deserter or absentee without leave, he will be at once handed over to the civil power. In no other cases than those mentioned in this para. is a person not serving as a soldier to be taken into military custody—except for the purpose of being brought forthwith before a court of summary jurisdiction—until he has been duly committed by a magistrate and delivered into military custody.

Use of
protecting
certificate.

Special
instructions
for disposal
of deserter
at stations
abroad.

518. When a committed deserter is not claimed for service as a soldier, a protecting certificate (A.F. B 129) will be issued by a brigade commander, subject to para. 519.

519. At a station abroad, when there is no doubt as to the identity of the soldier, he should be removed as soon as possible to his unit, if serving at the station, and there dealt with for his offence; but if, where a person in custody has been committed as a deserter on his own confession, the confession is false, and evidence to prove the falsity is available, he should not be removed from prison, but be proceeded against under Section 152 of the Army Act. Where the confession appears to be true, but no sufficient evidence is immediately available, the officer having power to convene a court-martial to try the case may, at his discretion (i) order the man to serve as a soldier with some corps at the station, until evidence can be obtained; or (ii) send him to his corps under arrest; or (iii) if he is unfit for service as a soldier, or if for any other cause it is undesirable to retain him as a soldier, furnish him with a protecting certificate (A.F. B 129), and discharge him from custody. But in case (iii) the decision must be arrived at either before the person committed is taken over into military custody, or at the latest before he performs military duty as a soldier. A medical examination should therefore, when possible, be made before receiving over the person, in order that the O.C. may be fully informed of the case.

Committed
deserter not
taken over.

520. If a soldier committed as a deserter abroad cannot conveniently be taken over into military custody by reason of the distance of the place of committal from a military station, or when the committal has been ordered on the soldier's confession, by reason of the delay that must necessarily take place in procuring evidence of the truth of the confession, the general commanding may take steps to cause him to be discharged from custody without a protecting certificate, and consequently without prejudice to his subsequent apprehension.

Soldier
discovered
to have
improperly
entered or
re-entered
the army.

521. When a soldier, while serving, is discovered, either by his own confession or otherwise, to have entered the army while belonging to or after having been discharged from His Majesty's service, under the circumstances hereinafter described, the C.O. of the unit in which the soldier is serving will, after recording, on A.F. B 123, the prescribed particulars of his present service, forward such form:—

If the former service was—

Cavalry and
infantry.

Others.

(i) In the cavalry or infantry, if the unit is at home—to the O.C. the unit; if abroad—to the officer i/c records.

(ii) In the R.A., R.E., A.S.C., R.A.M.C., A.V.C., A.O.C., or A.P.C.—to the officer i/c records.

(iii) In His Majesty's Indian forces—to the proper authority in India.

- (iv) In any other portion of His Majesty's regular forces—to the War Office.
- (v) If the soldier had passed into the army reserve—to the officer i/c records. Army reserve.
- (vi) If the soldier has been discharged from the Royal Marines—to the deputy adjutant-general, Royal Marines, requesting that the necessary information may be furnished. Royal Navy or Royal Marines.
- (vii) If the soldier still belongs to the Royal Marines, the Royal Navy, or Royal Naval Reserve—to the secretary to the Admiralty, asking whether it is desired to claim him.
- (viii) If the soldier has been discharged from the Royal Navy or Royal Naval Reserve—to the secretary to the Admiralty, requesting that the necessary information may be furnished.

An officer receiving A.F. B 123, after filling in the required particulars and adding any observations he may desire to make, will return the form to the officer from whom he received it. Completion of return.

522. The C.O. of the soldier's present unit, on completion of the necessary evidence, will deal with the case as follows:— Submission for decision if formerly belonging to the regular forces.

- (i) If at the time of his enlistment the soldier belonged to the regular forces (except Royal Marines)—

At home.—The C.O. will submit the case to the officer having power to try the case by D.C.M. who will dispose of it, deciding in which corps the man shall serve.

Abroad.—When both corps, or portions of both corps, are serving in the same command, the case will be submitted to the brigade commander, when not below the rank of brigadier-general, who will use his discretion as to the corps in which the soldier is to serve. If no portion of the former corps is serving at the station, the soldier will be retained in his present corps.

The considerations to which regard should be given in deciding each case, are:—(a) character and length of service in former and in present corps; (b) the requirements as regards recruits in the different arms; (c) the special requirements as regards training in the different arms, departments, and corps; (d) whether desertion from a particular corps requires to be checked by relegating men who illegally absent themselves from that corps.

- (ii) If the soldier belongs or belonged to the Royal Navy, Royal Marines, or Royal Naval Reserve, he will, in all cases, be retained for service in his present corps, unless an intimation is received from the Admiralty, on the return of A.F. B 123, that it is desired to claim him for further service, in which case the officer disposing of the case will give the necessary orders. Royal Navy and Royal Marines.

- (iii) If the soldier belonged to the army reserve—

At home.—The officer having power to try the case by D.C.M. will dispose of the case. If a court-martial is ordered, it will be dealt with under Section 33 of the Army Act. Whether punished or not, the man will be relegated to the army reserve, unless the officer having power to try the case by D.C.M. authorizes his being held to army service on his last attestation. Army reserve.

Abroad.—After disposing of the case, the general officer will, in all cases, direct the man to be retained for service in his present corps on his last attestation.

Report to officer paying reserve.

In all cases, both at home and abroad, a report of the disposal of the case, giving particulars of the class and section to which the man belonged, the unit in which he served before transfer to the reserve, the date of re-entry into the service, and the date of his being relegated to the reserve, or held to army service, will be made by the C.O. of the unit in which the man has been serving to the officer in records of his previous corps, who will notify the paymaster by whom the man was paid while in the reserve.

Imprisonment or detention.

When a man of the army reserve is sentenced to imprisonment or detention, and is to be relegated to the reserve, the C.O. will inform the governor of the prison or the commandant of the detention barrack to which he is committed of the corps in which he served before his transfer to the reserve, and the pay district to which he belonged.

Relegation to the reserve.

Relegation to the reserve will take effect from the date of committal if the man is tried and sentenced to imprisonment or detention, otherwise from the date of the order of the officer having power to convene a D.C.M. to dispose of the case.

Special reserve.

- (iv) If the soldier belonged to the special reserve, and the C.O. of the special reserve unit has furnished the prescribed certificate (see para. 530), the C.O. of the man's present unit will dispose of the case by an order under para. 529. If the soldier was a member of the regular establishment, he will be dealt with as if he formerly belonged to the regular forces.

If re-entered under other conditions.

- (v) If the soldier has improperly entered or re-entered the army under any other conditions than those above mentioned, the case will, except as laid down in para. 392 (vii), be disposed of on its merits, and, if trial be ordered, will be dealt with under Sections 32, 33 or 99 of the Army Act. When the soldier's discharge is to be carried out in consequence of his offence, cases of false answer should, as a rule, be dealt with by the civil power instead of by court-martial, if such a course can be adopted without expense to the public; proceedings before the civil power cannot, however, be instituted if more than six months have elapsed since the date of the offence.

Exemption earned by exemplary service.

523. When exemption from trial on a charge of fraudulent enlistment has been earned by exemplary service in any corps, the C.O. of that corps will be held responsible for notifying the fact to the soldier's previous corps.

Proceedings for false answer.

524. When it is decided to try a soldier for making a false answer on attestation (other than in relation to any former service or discharge) he should be dealt with by court-martial if he is to be retained in the service; but if ordered to be discharged, the rule prescribed in the latter part of para. 522 (v) will be followed.

Attestation on which to serve.

525. When a soldier is held to serve in his present corps, he will serve on his last attestation. If he is relegated to his former corps he will serve on his former attestation.

In which corps to be tried.

526. As a general rule, a soldier who has fraudulently enlisted will be tried in his present corps, and arraigned as belonging thereto, and the necessary evidence will be obtained from his former corps. If he has fraudulently enlisted in the reserve forces he will be sent back to, and be dealt with as a soldier of, his former corps.

Relegation to former corps.

527. When it is decided that a soldier who has fraudulently enlisted is to be relegated to his former corps after punishment, the C.O. of the unit in which he is serving will forward his transfer documents, and communicate the result of the trial, and particulars as to place of confinement and expiration of imprisonment or detention, to the authority referred to in para. 521, sub-para. (i), (ii), and (iv), who will arrange for the removal of the man at the expiration of his sentence.

The relegation to the former corps will take effect from the date of committal.

528. The C.O. of the unit to which a soldier may be relegated, or, if the relegation be not ordered, the C.O. of the unit in which the soldier is serving, will communicate to any units in which such soldier may have previously served, and also to the officers i/c records concerned, the result of the trial, or the manner in which his case has been disposed of. The C.Os. of such units will note this information in A.B. 87.

Notification of disposal of soldier.

529. When a special reservist is found to be serving in the regular forces without having previously obtained a release from his special reserve engagement he will, except in special cases to be decided by an officer not below the rank of brigadier-general in, or under, whose command the soldier is serving, be retained for service in the army.

Soldier discovered while serving to belong to the special reserve.

530. The C.O. of the special reserve unit will furnish the C.O. of the unit in which the man is serving with a duplicate of his special reserve attestation, and the certificate referred to in the Regulations for the Special Reserve.

Certificate as to release.

531. In cases referred to in paras. 529 and 530, in which there is no objection to the retention of the man in the army, the C.O. is empowered to dispose of the case without punishment. The soldier will thereafter be treated in respect of his service under his army attestation as if at the time of his enlistment into the regular forces he had been duly released from his special reserve engagement.

Trial may be dispensed with.

532. At home the regulations laid down in paras. 533 to 540 will be observed in respect of an escort despatched for deserters, which will invariably take with it the route issued for the journey. Abroad, a similar procedure will be followed, as nearly as circumstances admit.

Escort for deserter.

533. When a notification is received on A.F. O 1618 that a person apprehended on suspicion of being a deserter has been committed to prison to await an escort, a C.O. will, where the man named is traced as being illegally absent, and evidence as to identity is available, despatch an escort (capable if possible of identifying the deserter) to bring the deserter back should he be identified. A deserter route will be filled in for this service, and must be taken by the N.C.O. detailed for the duty as the authority to receive the deserter or absentee. If it appears to the C.O. that the person is not an absentee without leave or a deserter from the unit under his command, he will so inform the magistrate or the governor of the prison, as the case may be, the latter being at the same time requested to release the man from custody. In cases where the man admits the offence and there is documentary evidence as to his desertion, he may be taken over into military custody, notwithstanding that there are no witnesses to identify him, pending instructions from the officer not below the rank of brigadier-general having power to deal with the case by D.C.M. (which should be applied for), as to his being held to serve under Section 73 of the Army Act. If the person is an absconded recruit who has not joined his unit, the descriptive return will be transmitted immediately to the War Office with an intimation to that effect. When the person is identified and received into military custody, the descriptive return will be retained by the unit concerned, the reward for the apprehension and the attendant expenses, if any, being dealt with, as provided in the Pay Warrant, the Regulations for the Special Reserve, and the Allowance Regulations.

Procedure on receiving notification from civil power.

534. When a notification is received from the police that an alleged deserter is to be brought before a court of summary jurisdiction for disposal, a C.O. will, if the man can be traced as a deserter or absentee (not an absconded recruit) from the unit, despatch an escort with a view to the alleged deserter being, if identified, taken over at the court, instead of being committed to prison; if an escort can be sent so as to be

at the court before the case is disposed of, the police should be notified by telegraph that an escort is being sent. In such cases the N.C.O. of the escort will be instructed to obtain A.F. O 1618 before leaving the court.

535. In cases where the deserter is to be taken over at the police court, the deserter route, A.F. O 1797 should be altered as required.

Order for removal.

536. An escort proceeding to receive over from civil custody a deserter, or absentee without leave, will be provided with an order (Form T of A.F. O 1797) for the removal of the man. The order will be given up to the governor, magistrate, police officer, or chief officer of the prison. When a deserter route is issued, this order, which forms part of it, will be detached and similarly given up on taking over the deserter or absentee.

Identity of deserter and his necessaries.

537. The commander of each escort is required to compare the deserter and his necessaries with the description and account inserted on the route, as he is responsible for the identity of the person committed to his charge, and liable to punishment for suffering the necessaries of the deserter to be misused or made away with on the road.

Necessaries to be supplied.

538. Such necessaries as the deserter may absolutely require, and which are not amongst the articles left behind by him, not exceeding, however, one shirt, one pair of boots or shoes, and one pair of socks, will be provided under the orders of the C.O. of the corps furnishing the escort, and the charge for the same will be defrayed by the company, &c., commander to which the man belongs, and will be subsequently included in the deserter's accounts.

Identification in special cases.

539. In cases where identification is necessary, and it appears to a C.O. doubtful if the deserter should be conveyed to the regimental headquarters, he will make an immediate report to the brigade commander with a view to special instructions being given.

Person not identified.

540. An escort will not take over into custody a person who is not identified as the deserter in question. If the person has not yet been committed, and it appears to the witness that the person has made a false confession, the fact should be stated to the magistrate with a view to the punishment of the person under Section 152 of the Army Act. If the person has already been committed, the commander of the escort will report the circumstance to the governor of the gaol and to the nearest military authority with a view to action being taken for the prosecution of the offender by the police.

Dispensation from trial for desertion or fraudulent enlistment.

541. When a soldier has been committed as a deserter under Section 154 of the Army Act, and has signed the confession contained in the form of committal to the effect that he is a deserter, or when a soldier while serving has signed a confession that he has been guilty of fraudulent enlistment (Section 13 of the Army Act), and it is not considered desirable that the soldier should be tried for his offence, application will be made to a competent military authority under Section 73 of the Army Act, in, or under whose command the soldier is serving, who may dispense with the soldier's trial by court-martial for desertion or fraudulent enlistment, and make an order as to forfeitures.

Forms of confession, desertion and fraudulent enlistment.

542. A copy of the committal or the confession should accompany the application, and whenever possible, evidence as to the truth of the confession should have been previously obtained. Where a soldier has not signed a confession before a magistrate, the following forms may be used :—

108
Infy.
507

Form of Confession of Desertion.

I [Here insert name] do hereby
 confess that I am No. of the corps,
 and that I deserted from that corps on [any other
particulars to be added]. Signed this day of
 (Signature of soldier.)

(Signature of Commanding Officer.)

NOTE.—Where the soldier confesses to more than one offence of desertion the form may be varied to suit the case.

Form of Confession of Fraudulent Enlistment.

, now being No. of the
 corps, do hereby confess that I was No. in
 the corps, that I absented myself from that corps
 on , and that I fraudulently enlisted in the regular
 forces on the day of at .
 Signed this day of
 (Signature of soldier.)

(Signature of commanding officer.)

NOTE.—Where the soldier confesses to more than one offence of fraudulent enlistment the form may be varied to suit the case. If the confession includes both desertion and fraudulent enlistment both the above forms may be combined in one form of confession.

543. If the application for dispensing with trial in case of desertion or fraudulent enlistment is approved, A.F. A 46 will be used. An order on A.F. A 46 is a disposal of the case, and it is therefore illegal for a C.O. to award any punishment in addition.

544. The soldier's confession and the order dispensing with trial, or copies thereof, will be preserved with the attestation, and an entry of the order dispensing with trial will be made in the conduct sheets as if the soldier had been convicted by court-martial of his offence.

This entry will be shown upon page 3 of A.F. B 296 at any subsequent trial.

545. The following course will be pursued when it may become necessary to take action in Scotland before a civil tribunal in cases of desertion and fraudulent or unlawful enlistment under the following Acts:—The Army Act (44 and 45 Vic., c. 58), the Reserve Forces Act, 1882 (45 and 46 Vic., c. 48), and the Militia Act, 1882 (45 and 46 Vic., c. 49). In all ordinary cases the prosecution will be undertaken in the sheriff's court, or before the magistrates of the burgh within whose jurisdiction the case occurs, under the orders of the soldier's C.O., the complaint being made to the sheriff or magistrates, as the case may be, on A.F. A 40. Prosecutions of this kind will not be brought in the justice of the peace court. In cases of a grave or difficult nature, or where the offender is a civilian, the case will be reported through the G.O.C.-in-C. to the Lord Advocate, in order that the prosecution may be undertaken by the sheriff court fiscal of the district under his instructions.

546. In undertaking prosecutions for military offences before courts of petty sessions in Ireland, the military authorities will apply in each case to the serjeant in charge of the Royal Irish Constabulary barrack nearest the court in which the prosecution is to take place for the necessary stamps, which will be supplied without cost, giving the name and description of the defendant, and a statement of his alleged offence.

Form of
order dis-
pensing
with trial.

Confession
and order to
be pre-
served with
record of
service.

Procedure
in Scotland.

Ireland.

COURTS-MARTIAL.

General Instructions.

Description
of court to
be convened

547. Under the Army Act, the jurisdiction of courts-martial in respect of the trial of different offences is unrestricted, and it will be observed that, except where a particular course is prescribed by the regulations, it is not imperative to try any offence by court-martial.

Power of
superior
officer.

548. A superior officer to whom a case is referred may deal with it as follows :—

- (i) He may refer the case to a superior officer ; or
- (ii) He may direct the disposal of the case summarily, or by R.C.M. ; or
- (iii) If he has power to convene a D.C.M., he may convene a D.C.M. to try it ; or
- (iv) If he has power to convene a G.C.M., he may convene either a G.C.M. or D.C.M. to try it.

Definition
of superior
officer.

549. The officer referred to in para. 548 as " a superior officer " is not more clearly defined, as his position and rank depend upon the varying conditions of service. It rests with the G.O.C.-in-C. to determine to whom charges are to be referred which should not be disposed of without reference to higher authority, and he may, if he thinks fit, reserve such cases, either wholly or in part, for his own consideration.

When the superior officer is the C.O. of the accused or an officer who has investigated the case, he cannot exercise the powers detailed in para. 548 (ii) to (iv) inclusive.

Power in
case of
emergency.

550. When an officer to whom a charge is submitted is of opinion that delay is inexpedient, he may dispose of the case without any reference to higher authority. In such case he must immediately report his action, and his reasons for it, to the officer to whom he would otherwise have referred the case.

Validity of
unauthor-
ized pro-
ceedings.

551. If a soldier has been tried by an inferior court without the authority herein prescribed, the validity of the proceeding is not affected thereby, and the conviction, if otherwise sustainable, will hold good (*see* para. 438).

When re-
course
should be
had to
superior
court.

552. In deciding as to the description of court before which a charge shall be tried, general and other officers in superior command will bear in mind that there are few offences which cannot effectually be dealt with by D.C.M. In cases, however, of very aggravated offences, when the state of discipline in a district, garrison, or corps, renders a serious example expedient, or when the offender bears a bad character, a G.C.M. may be convened.

Previous
character of
soldier to be
produced at
trial for
offences
against
enlistment.

553. When a soldier is to be tried for an offence in relation to enlistment, the particulars of his character and of former convictions when serving under previous attestations will be obtained, both for the information of the convening officer and for the purpose of being given in evidence before the court-martial. Civil convictions for offences while in a state of absence or desertion should be given in evidence after the finding. When inquiry has been made on A.F. B 123, this document will, if not handed in by the prosecutor in ordinary course, be attached to the summary of evidence. Trial should not be unduly delayed if difficulty occurs in procuring documents in relation to any previous service which can be dispensed with.

Offences
against
superior.

554. In the case of offences against a superior, an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office, and,

especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed, the less will usually be the gravity of the offence.

555. Any officer or soldier who, when in the presence of the enemy, displays a white flag or other token of surrender, will be tried by G.C.M. Charges will be framed under Section 40 of the Army Act. White flag.

556. Theft from a comrade should, unless there are peculiarly complicated circumstances, be dealt with by court-martial in preference to trial by the civil power, and the charge is to be framed under Section 18 (4) Army Act. Where there is no evidence of theft, and a soldier is charged with improper possession of a comrade's property, the charge is to be laid under Section 40. Crime of theft.

557. When a pay serjeant is unable to account satisfactorily for public money entrusted to him, and it is proposed to try him by court-martial for an offence involving fraud, under Section 17 or 18 of the Army Act, if there is any reasonable ground for believing that the deficiency may have been the result of negligence only, an alternative charge under Section 40 of the Army Act should be added to the charge sheet, the particulars of which should contain the allegation that he so negligently performed his duties as to cause a loss to the public of the sum unaccounted for. Charges against pay serjeant.

558. When an officer of the rank of captain is not available as president of a D.C.M., the power of convening the court should not be exercised except when such a course is absolutely necessary, and when the case cannot conveniently be referred to an officer holding a superior command. D.C.M.

559. The proper authority to convene a R.C.M. is the C.O. of the person charged, and although an officer who is authorized to convene a G.C.M. or a D.C.M., or an officer in command of a mixed force, has this power, he should, when he orders a case to be disposed of by R.C.M., direct the C.O. to convene the court instead of convening it himself, unless the C.O. is unable to form a court from the officers under his command. R.C.M.

560. In framing charges for offences in the cases of soldiers employed in taking care of horses and stables, it will be borne in mind that the Sections of the Army Act referring to sentries do not apply to "stablemen," which expression applies only when the orders regarding the posting and relief of sentries are not strictly carried out; but when a soldier of a stable guard or piquet is posted over horses or otherwise as a sentry, and is regularly relieved as such, he is to be regarded in every respect as a sentry, notwithstanding that he may have been posted without arms. Offences of stablemen and stable sentry.

561. When a soldier is to be tried by court-martial for an offence under Section 18 of the Army Act, and the evidence appears to disclose that by committing such offence he has obtained a free kit to which he was not entitled, the words "thereby obtaining a free kit, value . . ." should be added to the particulars of the charge, the value being assessed according to the Clothing Regulations. If the soldier is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, should invariably award a sentence of stoppages for the value thereof as stated in the charge. Court-martial stoppages.

561A. At home stations, in all cases of fraud, the charge and summary of evidence will be submitted to the judge advocate general before trial is ordered. Fraud.

This does not apply to simple cases of theft.

Framing charges under Section 24.

562. In framing charges under Section 24 of the Army Act the following rule will be observed:—

In the absence of evidence of some positive act of pawning or selling arms, equipment, clothing, &c., a charge of "making away with" should not be preferred. When, therefore, articles of this description are found to be deficient through the culpability of a soldier under the above conditions, it will be sufficient to prefer a charge under Sub-section (2).

Value to be stated on charge.

563. The value of any article in respect of which it is desired that the court shall sentence the offender to stoppages should be stated in the "particulars" of the charge and proved in evidence. This applies only to articles the value of which has to be made good to the public. Except as provided in para. 561, it will be unnecessary to set forth the values of necessaries and personal clothing that are the property of the soldier, the specification of which is required only to acquaint the soldier with the particular articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiency of necessaries and personal clothing (except as provided in the Clothing Regulations for returned deserters), has to be made good by the soldier as a matter of account between him and his captain (subject to his right of complaint under Section 48 of the Army Act).

564. A court-martial in passing sentence will not, except as provided in para. 561, award stoppages in respect of articles of necessaries and personal clothing.*

To be actual values.

565. The values of articles of government property stated in the particulars of a charge are to be the actual values, whenever such actual values can be accurately determined according to regulation. When this computation cannot be effected, and values in excess of the sum subsequently found to be required to make good the expenses, loss, damage, or destruction are necessarily stated in the charge, and corresponding deductions have been included in the sentence of the court, regard must be had to proviso (b) of Section 138 of the Army Act, in making the deductions from the soldier's pay.

Clothing, stores, &c., lost on desertion.

566. A soldier rejoining from desertion, or discovered to have fraudulently enlisted, will not be charged with the value of public clothing, stores, &c., lost on desertion, unless he is sentenced by court-martial, or by the award of the competent military authority dispensing with his trial, to make good such value.

Examination of charges.

567. Every charge preferred against an officer or soldier, and the circumstances on which it is founded, is to be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficient to justify the arraignment of the accused before a court-martial. He must satisfy himself that the charge is for an offence under the Army Act, and properly framed in accordance with the Rules of Procedure and the King's Regulations.

In trials by court-martial minor offences may be dropped.

568. When a soldier is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in para. 511. As a rule a

* This does not apply in the case of a special reservist, as all articles of clothing and necessaries issued to a special reservist are the property of the public. The value of such articles should, therefore, be given in the charge, and stoppages should form part of the sentence.

charge should not be brought to trial as an addition to a serious charge if it would not otherwise have been tried by court-martial.

569. A general commanding abroad is not to send home an officer or soldier against whom charges for offences are pending except in cases of unavoidable necessity, as it is essential that when charges are preferred they should be thoroughly investigated and determined without unnecessary delay.

Charges abroad to be determined on the spot.

570. If, in the opinion of a convening officer, a court-martial could more conveniently be held at a place other than that where the accused is, he may cause the court to be convened at any place within his command. If it is desired to hold the trial in any place beyond his command, application will be made to the G.O.C.-in-C. and by him, if necessary, to headquarters, with an explanation of the reasons for this course. A saving of expense owing to transit of witnesses or members would be a sufficient reason, but no change of place is to be made when it appears that the accused is likely to be prejudiced in his defence by the change. When the case is to be tried in another command, the court will be convened under the orders and on the responsibility of the G.O.C.-in-C. to whose command the accused is removed.

Change of venue of court-martial.

571. When an officer or soldier is required as a witness before a court-martial, and is not serving in the district in which the court is to be held, application for his attendance is to be made to the brigade commander under whom the witness is serving, and the probable day of the assembly of the court should be stated in such application. In the case of a witness being required in the United Kingdom from the Royal Navy or Royal Marines, application should be made to the naval commander-in-chief, or to the commander of the division of Royal Marines, as the case may be.

Military witness from distant stations.

572. An officer will be required on first joining to attend all R.Cs.M. for instruction, and such G.Cs.M. and D.Cs.M. as the O.C. station may direct, for at least one year from the date of his joining; and he is not to be nominated a member of a court-martial, even if qualified to sit, until his C.O. deems him competent to perform so important a duty, nor, when it can be avoided, unless he has previously attended as supernumerary at least twenty-five times.

Officer on joining to attend trials.

573. In a difficult case the convening officer will select a specially qualified officer to act as prosecutor. If such an officer is not available, he should apply as soon as possible to superior authority for the services of one.

Appointment of prosecutor.

574. A G.O.C.-in-C. at home is to obtain the sanction of the Army Council before counsel is engaged to appear on behalf of a prosecutor. A G.O.C.-in-C. abroad may, if necessary, engage counsel, but the fact is to be reported forthwith to the Army Council. The assistance of counsel at courts-martial should be applied for only in cases of an exceptionally difficult or complicated nature, and this course should be very rarely necessary when the offences are of a purely military character.

Engagement of counsel.

574A. At home, when an application is submitted to the War Office for permission to engage counsel to appear on behalf of a prosecutor, the hour, date and place of assembly fixed for the court-martial, with the name of the officer who will act as prosecutor, should be stated, and a copy of the approved charges and of the summary of evidence should invariably accompany the application, together with a statement setting out the reasons for considering the employment of counsel necessary. At the same time that the application is sent to the War Office a copy of the application will be sent direct—

- | | | |
|--------------------------|-------|--|
| (i) In England and Wales | - - - | To the Treasury Solicitor,
London, S.W.; |
| (ii) In Scotland | - - - | To the War Department
law agent in Edinburgh; |
| (iii) In Ireland | - - - | To the Chief Crown Solicitor,
Dublin; |

in order that provisional arrangements for the employment of counsel may be made.

If any alteration is subsequently made in the charges, a copy of the amended charges will be at once forwarded to the War Office.

Duties of
prosecutor.

575. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the accused is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the accused. Drunkenness is no excuse for the commission of an offence, but if the charges against a soldier do not allege drunkenness, and he was drunk at the time he committed an offence with which he is charged, the prosecutor should bring out this fact in evidence.

Number of
members to
be detailed.

576. In the case of a G.C.M., when a trial is likely to be prolonged it will usually be expedient to form the court of a larger number than the legal minimum, and two or four additional members should be detailed. Waiting members should also be detailed to meet reduction by challenge. For D.C.M. and R.C.M. the legal minimum will ordinarily be sufficient; but, if necessary, a larger number may be detailed, and waiting members provided. For the trial of doubtful or complicated cases a D.C.M. should, when possible, consist of five officers. When the minimum number is detailed, not more than one member should be a subaltern.

Prescribed
form of
order used.

577. When the composition of a court-martial differs from the normal, in respect either of the description or of the rank of the officers ordered to form the court, or on account of the suspension of the operation of a rule, the prescribed form of the order convening the court must be strictly followed, as the legality of the trial may depend on the correct wording of the order.

It is essential that A.F. A 47 should be free from alterations or erasures as regards the portion relating to the officers appointed and detailed to compose the court. Where alterations in the composition of the court are necessary at any time after A.F. A 47 has been prepared, this document will be withdrawn and a new A.F. A 47 will be substituted.

Rank of
members.

578. In addition to the restrictions in the rank of officers appointed to serve on courts-martial which are prescribed by the Army Act, and the Rules of Procedure, the following rules will be observed:—

- (i) Whenever a general officer or a colonel is available to sit as president of a G.C.M., an officer of inferior rank is not to be appointed.
- (ii) When the C.O. of a corps is to be tried, as many members as possible are to be officers who have held or are holding commands equivalent to that held by the accused.

Hours of
sitting to be
regulated.

579. The hours during which courts-martial are ordinarily to sit at the various stations abroad will be regulated by the G.O.C.-in-C. In the United Kingdom a court may be assembled at any convenient hour between the legal limits, but courts will usually be held between 10 A.M. and 4 P.M., or 11 A.M. and 5 P.M., at such hours as will interfere as little as possible with parades and other regimental instruction. A court-martial should not ordinarily be required to sit for more than six, or at the most eight, hours during one day.

Accused
person.

580. An accused person for trial is to be examined by a medical officer on the morning of each day the court is ordered to sit, and a

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C.O. is responsible that no accused person is brought before a court-martial if in the opinion of the medical officer he is unfit to undergo his trial. An accused person brought before a court-martial will, if he is an officer, warrant officer, or N.C.O. be attended by an officer or N.C.O. having him in custody, or, if of lower rank, by an escort. The officer or N.C.O. in charge will be responsible for his safe conduct, but will obey the directions of the court while the accused is in court. An accused person will not be handcuffed, unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.

581. When an original document, other than A.Fs. B 115 and B 123, is furnished to the prosecutor to be produced in evidence before a court-martial, it will rarely be necessary to annex it to the proceedings. A certified copy should be produced to the court, together with the original, the former being attached to the proceedings, and the latter returned to its proper custodian.

Certified copies of original documents to be annexed to proceedings.

581A. In cases where it is necessary to prove that a soldier was a defaulter at the time of the commission of an offence for which he is to be tried by court-martial, a certified true copy of the record of the punishment awarded, so far as it consists of confinement to barracks, taken from the guard report (A.F. B 160), or the minor offence report (A.F. B 281), as the case may be, will be produced in evidence before the court-martial by a witness on oath, and will be attached to the proceedings. The copy of the record will be prepared in the following form:—

Copy of a record in the Guard Report (A.F. B 160) [or Minor Offence Report (A.F. B 281)], of the..... Bn..... Regiment, dated..... [date to be stated], showing the punishment of confinement to barracks awarded on that date to the undermentioned soldier:—

Corps.	Squadron, battery or company.	Regimental No.	Rank.	Name.	Punishment awarded.	By whom awarded.

(Signed) A..... B.....

Commanding..... Bn..... Regiment.

Certified true copy.

A..... B..... (Signature.)

Commanding..... Bn..... Regiment.
(or Adjutant).

582. When an original document has not been returned within a reasonable time, the proper custodian of that document will be responsible for its recovery.

Recovery of documents.

Sentences of Courts-Martial.

583. When passing sentence, a court-martial will have regard not only to the nature and degree of the offence and the previous character of the accused, as proved in evidence, but also to the nature and amount of any such consequences which, by virtue of any statute, warrant, order, or regulation, are involved in their finding, or entailed by their sentence, in addition to the punishment awarded by the court.

Consideration of sentences by courts.

(i) All convictions, whether by courts-martial or by civil courts (except as provided in para. 1919 (iii)) for offences committed by a soldier since his first enlistment, including any time passed in a state of desertion, will be given in evidence against him. The court will consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment

or detention they will keep in view the locality and climate in which the accused has to undergo his sentence. Sentences must vary according to the requirements of discipline, but in ordinary circumstances, and for the first offence, a sentence should be light. Care must be taken to discriminate between offences due to youth, temper, sudden temptation, or unaccustomed surroundings, and those due to premeditated misconduct.

If the accused has elected to be tried by a D.C.M. instead of submitting to the jurisdiction of his C.O., his punishment should not on that ground be increased. In ordinary circumstances the court should not award a heavier sentence than that which the C.O. had power to award.

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(ii) A soldier who is convicted by a court-martial of an offence under Sections 17, 18 (4) or (5), or 41 of the Army Act, ought, unless in the opinion of the court there are special reasons to the contrary, to be sentenced to imprisonment, and undergo his sentence in a civil prison, but in cases where the confirming officer does not consider the soldier should be discharged from the army as a consequence of his conviction, he may commute the sentence of imprisonment to one of detention. These offences should not be dealt with by a court-martial inferior to a D.C.M.

(iii) Except as provided in the preceding sub-para., a soldier sentenced at home by a court-martial to imprisonment with or without discharge with ignominy, will be committed to a military prison to undergo his sentence.

(iv) Detention has been introduced into the scale of punishments in order that soldiers, who are convicted of offences which do not warrant discharge, should not, as a rule, be subject to the stigma attached to imprisonment. The latter punishment ought, as a rule, to be reserved for men convicted of serious offences, or of grave military offences, which in the opinion of the court render their discharge with ignominy advisable.

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(v) Where, therefore, a soldier has for a purely military offence been sentenced by a court-martial to imprisonment without discharge with ignominy, the confirming officer, or other superior authority, should, except under very special circumstances, commute the sentence to a sentence of detention.

(vi) When a sentence of imprisonment is commuted into one of detention, the term of detention must in no case exceed the term of imprisonment originally awarded.

(vii) A sentence of detention, being lower in the scale of punishments than imprisonment, cannot be commuted into one of imprisonment.

(viii) Where a soldier has been sentenced to imprisonment and to be discharged with ignominy, and a confirming officer, or other superior authority, commutes the imprisonment to detention, he will, in such a case, remit the discharge with ignominy, as such a discharge cannot accompany a sentence of detention. The converse will also hold good, that is, when the general officer remits a discharge with ignominy, he will at the same time commute the sentence of imprisonment to one of detention.

(ix) A soldier who is convicted by a court-martial of a purely military offence and who, at the expiration of his sentence, will rejoin the colours, should not ordinarily be sentenced to imprisonment.

(x) The powers of a R.C.M., and of a C.O., do not extend to the award of imprisonment. A R.C.M. or a C.O. may award detention, and a soldier awarded detention will undergo his sentence in a detention barrack or a branch detention barrack. He cannot be sent to a prison for that purpose, but a soldier sentenced to imprisonment may undergo his sentence in a detention barrack.

(xi) The following general instructions are issued for the guidance of courts-martial, but nothing contained in them must be construed as limiting the discretion of the court to pass any legal sentence, whether in accordance with these instructions or not, if in their opinion there is good reason for doing so:—

Offences.	Punishment.		Remarks.
	Detention.	Imprisonment.	
	Period.	Period.	
<p>(a) In the absence of a previous conviction, or of aggravating circumstances, or of antecedents appearing to require a severe lesson, or of an unusual prevalence* in the unit or garrison of the species of offence forming the subject of the charge.</p> <p>First desertion within first 6 months' service, and when not under orders for embarkation.</p> <p>Leaving guard or post.</p> <p>Offence of sentries.</p> <p>Insubordinate or threatening language.</p> <p>Disobedience not of a grave nature.</p> <p>Resisting escort, not involving an attempt at serious injury.</p> <p>Breaking out of barracks.</p> <p>Neglect of orders.</p> <p>Absence.</p> <p>Failing to appear at parade.</p> <p>Being out of bounds.</p> <p>Drunkenness.</p> <p>Release of person or allowing person to escape (not wilfully).</p> <p>Escaping from custody.</p> <p>Loss of kit, &c.</p> <p>Irregularity or omission in regard to returns (not fraudulent).</p> <p>Minor contempt of court-martial.</p> <p>False answer on attestation.</p> <p>Conduct to prejudice, &c. (not of a serious nature).</p>	Not exceeding 28 days.	An addition of from 7 to 28 days' detention may appropriately be made in the case of each previous conviction, whether for a similar, or any other offence or of any circumstances that aggravate† the gravity of the offence.
<p>(b) Striking a superior officer</p> <p>Disobeying a lawful command (graver cases).</p> <p>Desertion other than under (a).</p> <p>Fraudulent enlistment.</p> <p>False evidence.</p> <p>False accusations.</p> <p>Conduct to prejudice, etc. (of a more serious nature than under (a)).</p>	Not exceeding 112 days.	If the offence has been repeated, or attended with circumstances which add to its gravity, a sentence should be proportionately increased.
<p>(c) Ordinary theft</p> <p>Frauds.</p> <p>First offences under Section 41 of the Army Act.</p>	Not exceeding 112 days.	<p>If the offence has been repeated, or attended with circumstances which add to its gravity, a sentence of from 113 days to 6 months' imprisonment should suffice.</p> <p>If repeated three or more times, a sentence of imprisonment for 1 year and upwards should suffice.</p>
<p>(d) An offence under Section 32 of the Army Act.</p>	Not exceeding 6 months.	If repeated, a sentence of imprisonment for 1 year and upwards should suffice.
<p>(e) Gross violence to superiors</p> <p>Disgraceful conduct under Section 18 (5) of the Army Act.</p>	1 year and upwards.

* Where an offence is unusually prevalent in a district or garrison, attention should be drawn to the fact periodically in local orders, and not by special directions to courts-martial.

† Cases of absence, or failing to appear at parade, which involve the avoidance of embarkation will be held to aggravate the gravity of such offences.

(xii) When an offender is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.

(xiii) The addition of "discharge with ignominy" to a sentence of imprisonment is, as a rule, advisable in the case of any persistent offender, *e.g.*, who has been twice previously convicted of desertion or fraudulent enlistment. It should also be awarded for an offence under Section 32 of the Army Act, or those coming under (c), (d), or (e).

584. When a court-martial passes sentence on a soldier already under sentence of imprisonment or detention, or on a soldier tried at the expiration of a term of imprisonment or detention for an offence committed or discovered during its continuance, regard must be had to the provisions of Section 68 of the Army Act; the limit of two consecutive years of imprisonment or detention, including the term already undergone, will under no circumstances be exceeded. If the offence is of so serious a nature as to require a more severe punishment than can be inflicted under this rule, penal servitude, when applicable, should be awarded in lieu of imprisonment.

585. A court-martial in framing sentences will observe the following rules:—

(i) Terms of imprisonment or detention not amounting to six months will be awarded in days.

(ii) Terms of imprisonment or detention of one year and two years will be awarded in years.

(iii) Other terms of imprisonment or detention will be awarded in months, or, if required, in months and days.

Theft, &c., stoppages for, &c.

586. When a soldier has been convicted by court-martial of theft, embezzlement, or receiving with guilty knowledge, Section 75 of the Army Act provides for the restitution of the stolen property in certain cases. If the soldier has been sentenced to be placed under stoppages in respect of the property stolen or unlawfully obtained, and any sum of money which may have been found upon him has been appropriated to the above use, he should be placed under stoppages for the balance only of the stoppage awarded by the court.

Special provisions respecting sentence of imprisonment or detention abroad.

587. When for special reasons the convening officer is of opinion that a soldier under trial abroad should not be sent to the United Kingdom for punishment, he should draw the attention of the court, before sentence is passed, to Section 131 (2) of the Army Act. Confirming officers will also observe their powers in this respect. Particular attention must be paid by officers confirming, commuting or remitting sentences to the directions in the note to Section 131 (2) of the Army Act, in the Manual of Military Law. When a sentence of imprisonment or detention exceeding twelve months is passed on a person not included in this note, care is to be taken that before such sentence is inflicted out of the United Kingdom the necessary order has been made either by the court which tried the person, or by the confirming officer or other authority mentioned in the Act.

Confirming officer to regulate punishment

588. It is the province of a confirming officer, by the exercise of his powers of commutation or mitigation, to regulate the amount of punishment awarded by courts-martial, and to ensure that the findings and sentences are legal, and that no sentence is heavier than the interests of discipline and the merits of the particular case require. In exercising his powers of commutation or mitigation the confirming officer will be guided by the instructions in para. 583, in order that, having due regard to the soldier's character, &c., no great disparity may exist between sentences awarded for similar offences.

Remarks and promulgation.

589. A confirming authority, when the proceedings require confirmation, may confirm or refuse confirmation, or may send back the finding and sentence, or either of them, for revision once, but not

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more than once, and where the finding only is sent back for revision, the court have power, without any direction, to revise the sentence also.

When the confirming authority finds it necessary to comment upon the proceedings of such a court-martial, whether original or revised, his remarks will be separate from and form no part of the proceedings. They will be communicated in a separate minute to the members of the court, or, in exceptional cases where in the interests of discipline a more public instruction is required, they will be made known in the orders of the command. In no case will he comment upon a finding of "not guilty" or upon the inadequacy of a sentence, and great care is to be taken not to unduly interfere with the discretion with which the court is vested in the exercise of its judicial functions.

589A. Where statements made by an accused, in mitigation of punishment, reveal facts which might influence confirming officers in determining the proper sentence, or contain matter which might call for disciplinary action, investigation into the truth or otherwise of such statements should be made by the confirming officer, if practicable, prior to confirmation.

If such enquiry is likely to cause substantial delay in confirmation, confirming officers may confirm the proceedings forthwith, and make investigation with a view to subsequent reconsideration. They will use their own discretion whether they will retain the proceedings or will forward them at once to the judge-advocate-general; in the latter case the outcome of the investigation will be communicated to the judge advocate general subsequently.

590. If an officer who would have confirmed the finding and sentence of a court had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the accused has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of Army Council, or in India, the commander-in-chief, who will give such orders as may be necessary.

591. If it appears to a confirming officer that the proceedings of a court-martial are illegal, or involve substantial injustice to the accused, and he has not confirmed the finding and sentence, he will withhold his confirmation; if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt, he may refer the case for the opinion of superior authority. In the United Kingdom, and elsewhere when the circumstances of the case admit of reference without undue delay, the proceedings of a court-martial that have been confirmed will not be quashed without reference to the judge advocate general. If the proceedings can be legally sustained, and there is no substantial injustice, but an irregularity has occurred, the conviction may take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the soldier. The same rule will apply when the proceedings of a court-martial, after confirmation, come under the review of any other authority competent to deal with them. Except as above provided, when a soldier has been tried and sentenced by court-martial, and the proceedings have been confirmed, but the sentence has been wholly remitted, the remission does not extend to any penalty or forfeiture consequent on the conviction.

592. The proceedings of a G.C.M. are to be transmitted by the judge advocate, if the trial was held at home, to the judge advocate general; if held elsewhere, to the officer having power to confirm the findings and sentences of G. Cs. M., who, if from any cause he has no power to confirm the finding and sentence of that particular court-martial, will forward the same to the judge advocate general for transmission to the Secretary of State for confirmation by His Majesty.

Remarks in cases of acquittal.

To withhold confirmation from illegal proceedings.

Cases of irregularity only.

Defects discovered after confirmation.

Effect of remission of entire sentence.

Transmission of proceedings of general courts-martial for confirmation.

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Promulgation of courts-martial.

593. The proceedings of courts-martial, including the charge, finding, sentence, and confirmation, will be promulgated whenever practicable by being read out on parade, or in such other manner as may be directed for the particular occasion; in all cases, however, the promulgation must include the communication of the foregoing particulars to the accused. The date of promulgation will, when practicable, be recorded upon the proceedings, and, in cases where confirmation is given by His Majesty, the date will be reported to the War Office.

Covering letters.

594. All proceedings of courts-martial, whether transmitted before or after promulgation, are to be accompanied by a letter specifying the nature of the contents.

Disposal of proceedings after promulgation.

595. The proceedings of a D.C.M. will, when promulgated, be returned to the G.O.C.-in-C., who will make any necessary communication respecting them to the president and judge advocate (if any) for their information. The G.O.C.-in-C. will then transmit them to the judge advocate general without delay. The proceedings of a G.C.M. confirmed abroad will be transmitted to the judge advocate general as soon as possible after promulgation.

The proceedings of any G.C.M. or D.C.M. which have not resulted in a conviction, or for any reason have not been confirmed, will be sent to the judge advocate general.

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595A. In forwarding proceedings which contain statements made in mitigation of punishment, the covering letter should state (where necessary), that such statements either have been or are being investigated.

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1911

Delay in transmission to be reported.
Liability to general service.

596. If the proceedings of a G.C.M. or D.C.M. have not been forwarded to the judge advocate general within one month from the date of confirmation, a special report of the cause of delay is to be made.

597. The liability to general service which a soldier may incur under Section 83 (7) of the Army Act, will be ordered only by one of the authorities named in the Army Act and Rule of Procedure 128, or by a G.O.C.-in-C. An order passed under Section 83 (7) on any soldier will be entered, and the authority quoted, in the soldier's record of service.

Returns of soldiers under sentence liable to general service.

598. Returns of soldiers at home who come under the terms of this provision, and are still undergoing sentences, will be furnished monthly to the G.O.C.-in-C., from the 1st August to the 1st February, inclusive, on A.F. B 283, together with copies of the men's conduct sheets. The following are not to be included in the returns:—(i) Those ordered to be discharged, or whose names are being brought forward for discharge; (ii) those undergoing sentences for offences of insubordination, or of a fraudulent nature; (iii) those not recommended for transfer.

Names which have been already submitted are not to be included in any subsequent return. Any change in the situation of a soldier whose name has been submitted should at once be reported.

Provost-marshal, appointment.

599. A provost-marshal will be appointed abroad when occasion requires, in accordance with such regulations as may be issued.

DISPOSAL OF MILITARY CONVICTS AND PERSONS UNDER SENTENCE.

General Instructions.

Forms of commitment, &c.

600. The forms for the commitment, removal, and discharge of soldiers sentenced by court-martial to penal servitude, imprisonment, or detention, or awarded detention by order of a C.O. are annexed to the Rules of Procedure and are issued as Army Forms, and will be referred to in these regulations by the letters they bear in those rules.

Powers of authorities.

601. The powers and functions of the several authorities named in respect of the commitment, removal, and discharge of military convicts and persons under sentence are defined in Sections 59 to 67 of the Army Act, and Rule of Procedure 126. In giving effect to the provisions of the Act, the following regulations will be observed.

Military Convict.

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602. A soldier sentenced to penal servitude (that is, a military convict) will undergo his sentence in the United Kingdom. If sentenced in the United Kingdom he will be committed to the nearest local (civil) prison named by the G.O.C.-in-C., and the order of commitment (Form A) will be signed by the C.O. of the convict unless he receives a commitment signed by some superior authority.

Commitment to prison in the United Kingdom.

603. A military convict sentenced in India, or in a colony or a foreign country, will be committed to undergo his sentence in a prison in the United Kingdom. The order of commitment (Form B) will be signed in India by the Commander-in-Chief in India, or one of the other authorities specified in the Rules of Procedure, and in a colony or foreign country by the O.C. the forces.

Commitment abroad to prison in the United Kingdom.

604. Any of the officers mentioned in para. 603 will, in communication with the local government, when necessary, make such arrangements and give such orders as may be required for the confinement and custody of military convicts until they can be removed to the United Kingdom and during removal. Forms of the various orders which may be legally given from time to time are contained in Form B.

Intermediate custody.

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Gen. No.
2890

605. On the arrival of a military convict from abroad, the G.O.C. at the port of disembarkation, will cause him to be handed over to the custody of the governor of the local (civil) prison nearest to the port where the man lands.

Transfer to prison in the United Kingdom.

606. After the military convict is received into the civil prison he will be dealt with under the orders of the Secretary of State for the Home Department.

Soldier under Sentence.

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Gen. No.
2436

607. A soldier sentenced to imprisonment or detention will be classified and dealt with as follows:—

Disposal of soldiers under sentence.

- (i) A soldier will be committed to the nearest public (civil) prison where accommodation is available, according to his religious denomination, when sentenced to imprisonment for offences under Sections 17 and 18 (4) and (5) of the Army Act, or for any offences under Section 41, or when sentenced to be discharged with ignominy, except as provided in (iii).
- (ii) A soldier sentenced to detention will be committed to the nearest detention barrack where accommodation is available, but if the term of detention to be undergone does not exceed 168 hours, and there is no detention barrack at the station, the detention may be undergone in duly certified barrack detention rooms.
- (iii) A soldier sentenced to be discharged with ignominy who has been convicted of a breach of discipline only, will be committed to the nearest military prison specially set apart for this purpose. A C.O. will ascertain that there is accommodation in that prison before committing a prisoner thereto. If accommodation is not available, a prisoner of this class will be committed to a public prison as in (i).
- (iv) A soldier sentenced to imprisonment for a breach of discipline only, and not sentenced to be discharged with ignominy, will be committed to a military prison, but if this involves undue expense for travelling, he may be committed to the nearest detention barrack.

608. In the case of a soldier sentenced to imprisonment, the order of commitment to a public prison or to a detention barrack (Form C) will be signed by the soldier's C.O., unless he receives a commitment

Form of commitment.

signed by some superior authority. In the case of a soldier sentenced to detention, the order of commitment to a detention barrack or barrack detention room (Form I) will be signed by the soldier's C.O., and when a soldier who has been sentenced to imprisonment, and who is temporarily confined in a branch detention barrack or barrack detention room, is transferred to a public prison or detention barrack a fresh commitment (Form C) must be sent with him for his admission into a public prison or detention barrack. When a soldier is committed to a military prison or detention barrack, A.F. C 355 will accompany the commitment (Forms C and D).

Soldier under sentence at stations abroad.

609. At a station abroad where there is a detention barrack, a soldier sentenced to imprisonment or detention will not be committed to, or if committed, retained in, the civil prison, if there is room in the detention barrack.

Civil prison abroad must be authorized.

610. A soldier under sentence of penal servitude or imprisonment abroad will not be committed to a civil prison not authorized by a Secretary of State, except temporarily in case of emergency. Information respecting the authorization of prisons will be conveyed to the civil and military authorities abroad.

Soldier under sentence in certain cases to be sent to the United Kingdom.

611. If a sentence passed abroad exceeds twelve months, and the offender is not, for special reasons, to undergo such sentence abroad, he must, whether committed to a prison or detention barrack abroad or not, be transferred as soon as practicable to a prison or detention barrack in the United Kingdom. The order for the transfer (Form E or F) will be signed by one of the authorities mentioned in para. 608; but before ordering the transfer the authority having power to remit will consider whether it is desirable to reduce the sentence to twelve months by remission in order to avoid the transfer. When a soldier is sent to the United Kingdom to undergo imprisonment or detention, the general commanding will make arrangements for the custody of the soldier during transit. Forms of orders which may be legally made are contained in Forms E and F. These forms will also be used in the case of a soldier whose sentence does not exceed 12 months but who for any special reason is sent to the United Kingdom to undergo imprisonment or detention.

When a soldier is sent to the United Kingdom under circumstances which will entail his commitment to a military prison or detention barrack on arrival, A.F. C 355 will accompany the order for transfer (Forms E, F, M, or N, as the case may be).

Transfer to U.K. of soldier sentenced to discharge with ignominy.

612. A soldier sentenced abroad to be discharged with ignominy but to less than 12 months' imprisonment will be sent home so as to arrive in the United Kingdom before the expiration of his imprisonment. If there is no opportunity by transport, freight ship, or other public vessel, he may be sent by packet in order to reach the port of disembarkation before his sentence expires.

In the case of a soldier whose discharge for misconduct is ordered while serving abroad, a similar procedure will be observed whenever it is apparent that the cost to the public (in pay, &c.) of retaining such a man for a public opportunity will amount to more than the cost of immediately providing him with packet passage.

Commitment of soldier on arrival in the United Kingdom.

613. On the arrival of a soldier under sentence at a port in the United Kingdom, the nearest G.O.C. will provide for the immediate removal of the soldier to some prison or detention barrack to which he might have been committed if he had been sentenced in the United Kingdom. When the removal has taken place under Form E or F, he will complete the order of commitment therein contained, and when under Form M or N, he will make a fresh order of commitment on Form C or D, as the case may be.

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614. A soldier awarded a term of imprisonment or detention abroad who is sent home to undergo his sentence, but is not to be discharged from the service, will, on release from confinement, join a service unit of his corps at home unless all the units are serving abroad. The officer i/c records will arrange as soon as possible, not less than one month before the expiration of the sentence, for the transfer of the soldier from the dépôt to the service unit, and will forward his documents to the C.O. of the latter, with information as to the place of confinement, date of release, &c. A N.C.O. will be sent from the service unit to receive the soldier and conduct him to headquarters. When a portion of the imprisonment or detention is remitted, the authority granting the remission will inform the officer i/c records, who will then immediately proceed as above.

Disposal of soldier under sentence from abroad after release at home.

615. Every commitment to a civil or military prison or to a detention barrack is to be accompanied by a medical certificate of the state of health of the soldier. When the medical officer considers the soldier unfit for the ordinary hard labour he is to state the grounds on which his opinion is based.

Medical certificate to accompany every commitment.

616. When a soldier is committed to a military prison or detention barrack, his conduct sheets and medical history sheet will be sent with him. On the soldier's release they will be returned to the C.O. When the commitment is to a civil prison copies only of the above documents will be sent with him.

Documents to be sent with soldier under sentence.

617. A soldier under sentence may, by an order signed by his C.O. on Form Q, be committed for temporary detention not exceeding seven days, to any prison, police station, lock-up, or other place of confinement in which he may legally be confined. This order may be made at any time in case of necessity. (See para. 609.)

Temporary detention of soldier.

Removal of Soldier under Sentence.

618. When a unit moves from one place to another in the United Kingdom, a soldier undergoing sentence in a civil prison, or in a military prison or detention barrack will, as a rule, remain there until the termination of his sentence, and the same rule will apply in the case of a unit moved from the United Kingdom abroad, unless permission is received for the soldier to accompany his unit under paras. 622 and 624.

On change of station of unit.

619. A soldier undergoing a sentence by court-martial in the United Kingdom may be removed from the prison or detention barrack by the military authorities in the following cases:—(1) in order to bring him before a military or civil court, either for trial, or as a witness or otherwise; and (2) for embarkation for service abroad.

When soldier may be removed from a prison or detention barrack.

620. When a soldier undergoing a sentence of imprisonment or of detention, or who is in military custody, is bound over under recognizances to appear as a witness before a civil court and it is necessary to send him there under escort, the N.C.O. in charge will be furnished with the necessary funds by his C.O., and will be instructed to apply to the court for the expenses of the escort and those of the soldier. Failing the grant of expenses the C.O. will report the circumstances to the War Office.

Expenses of escort at civil courts.

621. An order for the removal of a soldier from a prison or detention barrack in or out of the United Kingdom, for the purpose of being brought before a court-martial or civil court, will be made on Form K or L. The escort which removes him will obtain from the governor of the gaol, or the commandant of the detention barrack, the original order of commitment, and will return it to the governor of the gaol, or the commandant of the detention barrack, to which the soldier is returned. If he is returned to a different prison, or detention barrack, one of the authorities in or under whose command the soldier is at the time

Removal of soldier to be brought before a court.

Soldier
under
sentence in
the United
Kingdom
removed for
embarka-
tion.

of his return, will make an order for his return to that prison, or detention barrack (on Form K or L), which will be delivered to the governor or commandant with the original order of commitment. In the United Kingdom application will be made to the War Office for the removal of a soldier under sentence of a civil court.

622. Whenever a unit or draft is placed under orders for embarkation for service abroad, a return of the soldiers belonging to it who are in detention barracks, with particulars of the case of each of the soldiers in question will be furnished on A.F. B 277 to the competent authority, in sufficient time to allow of arrangements being made for removing such of them as may be selected for embarkation. Any change in the situation of a soldier whose name has been submitted should at once be reported to the competent authority, who will issue instructions relating to a soldier whose removal is approved.

If a soldier is serving his sentence in a detention barrack situated in a command or district other than that in which the unit or draft is being prepared for embarkation, the general commanding the latter command or district will request the general commanding the former command or district to order the release under Section 57 of the Army Act. The method of escorting the soldier from the detention barrack to the unit or draft he is to join will be arranged by the generals concerned.

A soldier to go with a unit or draft will not be selected from (i) those undergoing sentence for offences of serious insubordination or of a fraudulent nature unless the release involves a small remission of punishment only; (ii) those less than 20 years of age at disembarkation, if for an Indian or tropical station. A soldier in prison or detention barrack for desertion, absence without leave, or any offence connected with enlistment, should, however, be selected, particularly if he has absented himself to avoid embarkation. It should also be considered whether a man would have formed part of the draft had he not been undergoing sentence.

In the case of men convicted by the civil power it is necessary to obtain sanction from the Home, Scottish, or Irish Offices, as the case may be, and these offices, as a rule, only sanction the release if the bulk of the sentence has been completed. Generals commanding are authorized in such cases to correspond direct with the Under Secretary of State, Home Office, Whitehall, London, S.W.; the Under Secretary for Scotland, Whitehall, London, S.W.; or the Under Secretary, Dublin Castle, and should send a copy of the civil conviction with their application.

Treatment
of soldier
so removed.

623. A soldier removed under para. 622 will be treated as undergoing sentence until the sailing of the vessel, unless his period of detention expires earlier, or unless he is to be treated as undergoing sentence on board ship so long as his sentence continues.

Soldier
sentenced
shortly
before em-
barkation.

624. A soldier not included in the return prescribed by para. 622, who has been sentenced, shortly before embarkation, to detention, for any period not exceeding 21 days, will be embarked and treated on board ship as undergoing sentence so long as his sentence continues. The disposal of a soldier whose sentence under similar conditions may exceed 21 days will be decided by an officer not under the rank of brigadier-general.

Nominal lists of all soldiers not to be released on the sailing of the vessel will be sent to the officer in command at the port of embarkation, by the authority ordering the removal or, in cases of emergency, by the C.O. direct. In the event of the number of soldiers so embarked being greater than can be accommodated, the O.C. at the port of embarkation will use his discretion in directing the release of a sufficient number of them, the cases for remission being selected by

him. The O.C. the troops on board will, as a rule, release all soldiers under sentence of court-martial on disembarkation at a station abroad. If necessary, they may be disembarked in close arrest and kept in the guard detention room, but they must not, under any circumstances, be re-committed to detention barrack under their former sentence.

Release
on dis-
embarka-
tion.

625. Section 172 (5) of the Army Act authorizes (although it does not oblige) the commander of a ship to receive and detain, as in military custody, any soldier or military convict, or person subject to military law, charged with an offence, whose conveyance by sea has been sanctioned by a military authority. When, therefore, a soldier is sent by sea either without an escort, or with an insufficient escort, under this provision, a special order authorizing the soldier to be conveyed by sea should be issued, either at the place of departure or at the port of embarkation, and produced to the commander of the ship. The embarkation of the soldier should be duly notified to the O.C. at the port of disembarkation, in order that proper arrangements may be made there to receive him over from the commander of the ship.

Detention
in custody
on board
ship.

626. When a soldier under sentence is included in an unarmed draft, a suitable number of men of the draft will be supplied with side-arms, &c., and employed as an escort. The arms, &c., will, on the arrival of the draft at the port of embarkation, be handed over by the officer in command to the staff officer in charge, who will arrange with the local ordnance officer for their being returned to the unit which furnishes the draft.

Soldier
under
sentence
with an-
armed draft

627. When a unit is moved from abroad to the United Kingdom, a soldier undergoing sentence or awaiting trial by court-martial or disposal by the C.O. will accompany his unit to its destination. When a unit is moved from one station abroad to another, such soldier will, as a rule, accompany his unit; but if the Rules of Procedure do not admit of a soldier under sentence being re-committed to a public prison on arrival of the corps at its destination, the removing authority will decide, in the case of each soldier, whether he is to accompany his unit, or to complete his sentence and follow his unit.

Removal of
soldier
under
sentence on
a corps
returning
home or
changing
station
abroad.

628. A soldier ordered to be discharged from the service will not, as a rule, accompany his unit on change of station abroad.

Soldier
under
sentence for
discharge.

629. The order for the removal of a soldier under para. 627, will be made on Form M, N, O, or P, as the case may be, and whenever practicable, notification of the intended removal will be made to the governor of the prison, or commandant of the detention barrack before the escort arrives.

Order for
removal
abroad.

630. A soldier may be removed from any public prison or detention barrack out of the United Kingdom to any other public prison or detention barrack as often as occasion may arise, provided the removal is sanctioned by the Rules of Procedure. Form O or P will be used.

Removal
from one
public
prison or
detention
barrack
to another
abroad.

631. When a unit changes station, either at home or abroad, a soldier confined in a detention room is to be taken with it, and re-committed to the detention room at the new station. The removal from the detention room will be effected by an order (Form N) signed by the C.O.

Removal of
soldier
under
sentence
from deten-
tion room
on change of
station.

Remission of Imprisonment or Detention.

632. When any portion of the sentence of imprisonment or detention which a soldier under sentence is undergoing is remitted by a competent authority under Section 57 of the Army Act, notice of the remission will be sent, when necessary, to the general officer in whose command the prison or detention barrack is, who will make the

Remission
of imprison-
ment or
detention,
how carried
out.

order for his discharge on Form H or I, and give orders for carrying out the same. In remitting sentences of imprisonment or detention the order is to be so worded as to admit of the discharge of the soldier taking place on the expiration of the reduced term of imprisonment or detention.

When a soldier under sentence earns, by good conduct, a remission under the Rules for Military Detention Barracks and Military Prisons, no order for discharge is required.

Committal to, and Discharge from, Prison or Detention Barrack.

633. An order for the discharge of a soldier confined in a public prison or detention barrack under sentence of court martial will not be required unless his release is desired before the termination of the sentence. A soldier discharged from a public prison or detention barrack cannot be received over into military custody under the sentence which he has been undergoing. Any of the authorities having power to remit or commute a sentence may, by an order signed by him (Form H or I), cause a soldier under sentence to be discharged from a public prison or detention barrack, but the order should not be made unless the immediate liberation of the soldier is necessary. The order will state the necessity of the case, and must be transmitted or delivered in such a manner as to enable the governor of the prison or commandant of the detention barrack to determine the authenticity of the order.

634. When a soldier is undergoing detention under award of his C.O., the C.O. of that soldier may, by an order signed by him (on Form J), cause the soldier to be discharged from the detention barrack or barrack detention room before the expiration of the award.

635. A soldier discharged from detention under para. 634 may be released from further confinement, or may be kept in confinement in the guard detention room until the expiration of the term of detention awarded, as may be ordered by the C.O. If released, the discharge will be held to include remission of the unexpired portion of the detention. If the discharge is made for the purpose of removal with his corps, or for embarkation, the soldier will be received into custody of an escort.

636. A soldier released from prison, detention barrack, or barrack detention room at any hour will be confined to barracks, and be exempted from duty on that day. The soldier will be so informed.

637. A soldier committed to a civil prison is to be sent so as to arrive at the prison before 10 o'clock p.m. A soldier sent to a military prison, a detention barrack, or detention room is not to arrive later than 5 o'clock p.m.

Escorts.

638. The escort of a soldier is, as a rule, to consist of one N.C.O. (not below the rank of corporal) and one private; if the soldier is to be conducted to his unit after surrendering himself a N.C.O. only is sufficient. When parties of two or more soldiers are to be removed from one station to another the number of private soldiers to form the escort need not in ordinary cases exceed half the number to be escorted. The escort, on arrival in London, unless its journey would be delayed thereby, should report itself to the garrison serjeant-major, Central Recruiting Depot, Whitehall, S.W.

639. When the route of an escort lies through London, the escort will, when practicable, proceed on to its final destination. (See para. 638.) When, however, halting for the night in London is unavoidable, the party and its escort are to be lodged in the Central Recruiting Depot, Whitehall, S.W.; and the N.C.O. in charge will report himself there to

Worded of order of remission.

Discharged from prison, &c.

Discharge from prison or detention barrack.

Of soldier under detention by award of C.O.

Procedure after discharge.

Soldier not to do duty on day of release.

Time of arrival of soldier under sentence.

Strength of escorts.

Arrival in London.

Escort passing through London.

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the garrison serjeant-major. Leave to N.C.O.s and men composing an escort passing through London can only be granted by the G.O.C. the London District.

640. Covered conveyance for a soldier proceeding to prison should in all cases be provided. A soldier proceeding to a detention barrack should be marched, unless, in the opinion of the C.O., exceptional circumstances render the provision of a conveyance necessary. An ambulance wagon of the A.S.C. should, when available, be employed for these services, otherwise a conveyance may be hired.

Conveyance to prison or detention barrack.

641. An escort is answerable for the safety of a soldier entrusted to its charge, and will be provided with handcuffs from the regimental stores for use if necessary. If a C.O. considers it necessary that a soldier should be handcuffed in any special case, he will give orders accordingly. When it is necessary to handcuff a soldier, dressed in uniform or plain clothes, a covered conveyance will be provided as directed in para. 640. A soldier should never be marched handcuffed in military custody through a public thoroughfare, unless such a course is absolutely unavoidable.

Safe custody of soldiers in custody.

642. A N.C.O., furnished, unless otherwise ordered, by the unit the soldier is to join, will be sent to receive over every soldier on the termination of his imprisonment or detention. [See para. 1404 (v).]

N.C.O. to receive soldiers on termination of sentence. N.C.O. receiving soldiers from another corps.

643. A N.C.O. sent to receive a soldier from military custody in another corps will be provided with money to pay for subsistence while in barracks or in a guard detention room.

Calculating expiration of sentence.

Calculation of Expiration of Sentence.

644. The rule for calculating the date on which sentences expire, unless a remission of any portion has been earned by good conduct under the Rules for Military Detention Barracks, and Military Prisons will be apparent from the following examples:—

(i) A sentence of eight months' imprisonment or detention awarded on the 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.

(ii) A sentence of nine months' imprisonment or detention awarded on the 29th, 30th, or 31st May, expires on the last day of the following February, except in Leap Year, when a sentence awarded on the 29th May would expire on the 28th February.

DETENTION BARRACKS, MILITARY PRISONS, AND BARRACK DETENTION ROOMS.

General Instructions.

645. Detention barracks and military prisons established at home and abroad (except India) under the Army Act, are under the control of the Army Council. Orders in connection with inspections, discipline, interior economy, and military training will be issued under authority of the Council.

Control and rules.

Orders for the administration of detention barracks and military prisons are laid down in the Rules for Military Detention Barracks and Military Prisons.

Sentences of imprisonment, except for offences under Sections 17 and 18 (4) and (5) of the Army Act, or for any offences of a similar character under Section 41, will be served in the nearest military prison except as stated in para. 609. Sentences of detention over 14 days will be served in a detention barrack. Except as stated in para. 607 (ii) sentences of detention up to 14 days will be served:—

(i) In a branch detention barrack, or
(ii) in a detention barrack,
whichever may be nearest to the station from which the offender is committed.

Barrack
detention
rooms.

Barrack detention rooms will be governed by the Rules for the management of barrack detention rooms, and will be under the control of the O.C. the unit to which the rooms are appropriated.

Barrack detention rooms will be inspected periodically under orders from the War Office to ensure that they are maintained in accordance with the system carried out at detention barracks in so far as it applies.

Equipment
to be taken.

646. A soldier committed to a detention barrack will, in addition to the articles specified in the Clothing Regulations, take with him the following articles:—

Mounted service.—The rifle (if armed therewith) and the articles of equipment, &c., laid down for "marching order—on the man," with the exception of revolver and pouch.

Dismounted service.—The articles of equipment, &c., laid down for "marching order," except bayonet and scabbard.

A soldier armed with a rifle will take with his rifle 2 chargers and 10 dummy drill cartridges, except in the case of a soldier of the A.S.C. or A.O.C., who will take 1 charger and 5 dummy drill cartridges.

A soldier who is not to return to the colours on completion of his sentence will not take rifle.

Soldier
may be com-
mitted to a
detention
barrack.

647. A soldier sentenced to a term of imprisonment or detention exceeding the period authorized to be carried out in the available branch detention barrack may nevertheless be committed to such detention barrack or to a barrack detention room pending removal to a prison or to another detention barrack.

Commit-
ment for
safe
custody.

648. A detention barrack, branch detention barrack or barrack detention room may be used for the safe custody of a soldier who has been remanded for trial by court-martial, or who has been tried and is awaiting the promulgation of the finding and sentence of a court-martial, whenever there is accommodation and arrangements can be made for his being supplied with the ordinary rations and messing of a soldier during such detention. The commitment will be made on Form R. He should be allowed to take exercise during a reasonable portion of each day, and be kept apart from soldiers undergoing sentence. He will not be obliged to work otherwise than by being employed in drill, fatigue, and other duties similar in kind and amount to those he might be called on to perform if not under detention. As such a man will not receive the ordinary detention barrack diet he will be shown separately in the detention barrack provision accounts.

Discharge
from such
commit-
ment.

649. Before the commitment of a soldier to prison or detention barrack under sentence of court-martial, authority for his release from safe custody as described in para. 648 will be given on Form S. For the purpose of promulgation of the finding and sentence of the court, a soldier will be removed to his corps when the latter is not inconveniently distant.

Inspection
of detention
rooms in the
United
Kingdom.

650. A room in a detention barrack or military prison or a barrack detention room is not to be occupied until it has been certified under authority of the War Office to be of such a size, and to be ventilated, warmed, and fitted up in such a manner, as may be necessary for the health of the occupants. The C.O. of a unit is to be informed, on his arrival at a station, as to the detention rooms which are fit for occupation. The O.C. a station will ascertain, before permitting soldiers to be committed to a detention barrack, that the foregoing regulations have been complied with.

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Gen.
246

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Gen.
291

651. At a station abroad, the duty of ascertaining the state of the barrack detention rooms will devolve on a military staff officer, assisted by an officer of the R.E. The fitness of these rooms for occupation will be certified by the former officer to the O.C. at the station.

Inspection at stations abroad.

652. A soldier is to be committed to, or released from a detention barrack, branch detention barrack or barrack detention room after the regular dinner hour, and before 5 p.m. At home the normal hour for release from a detention barrack, branch detention barrack or barrack detention room will be 2 p.m.

Rules for committal and release.

652A. Any money or superfluous article in possession of a soldier who will return to the colours after the completion of his sentence will be taken from him before he is sent to a detention barrack, and restored to him upon his return to duty.

653. Before admission to a detention barrack, branch detention barrack or barrack detention room, a soldier is to be examined by a medical officer, who will furnish a certificate as to his state of health, and report any disability likely to interfere with the execution of the punishment awarded.

Medical examination.

654. A C.O. is to send to the detention barrack for a soldier of his unit at the expiration of his detention. Should the C.O. fail to do so, a report is to be made of the omission, and the man should be sent to his corps, or to the corps to which he has been attached, under the charge of one of the assistants, so that no one shall, by any possibility, be detained beyond the period of his sentence.

Soldier to be sent for on expiration of sentence.

655. Branch detention barracks and barrack detention rooms are to be inspected, and each occupant visited daily, by an orderly officer of the garrison, and by a medical officer who is to be named periodically in orders for that duty. These officers will send daily reports of such inspections to the O.C. the garrison.

Visiting.

656. The warrant officer or N.C.O. in charge of a branch detention barrack or barrack detention room will ascertain, before receiving a soldier into custody, that he has been committed by proper authority, and will receive all such soldiers to the extent of the accommodation available. He will also discharge a soldier before the expiration of his sentence when required to do so by competent authority, but he will be careful that the discharge order bears the signature of the proper officer.

Obligations as to receiving and releasing soldier under sentence.

657. He will report daily to the staff officer of the garrison the number of vacant detention rooms. He is to be allowed, as assistants, such a number of soldiers as may be deemed necessary, and a private soldier as cook. A C.O., before committing a soldier to the branch detention barrack, will ascertain whether he can be received into that barrack.

Available accommodation to be reported and ascertained. Assistants.

658. The barrack detention rooms will be placed under the charge of the regimental provost-serjeant, who will be allowed such assistance as may be deemed necessary, and a private soldier as cook.

Barrack detention rooms.

659. When the strength of a detachment is under one squadron or two companies, the barrack detention rooms will be placed under the charge of the N.C.O. commanding the barrack-guard, who will perform the duties in connection with the rooms without remuneration. A soldier under sentence must be kept entirely apart from a soldier in arrest.

Provost-serjeant, when not allowed.

660. When it is necessary to confine in a barrack detention room a soldier of another unit, such soldier is to be attached to and subsisted by the unit to which the rooms are appropriated.

Soldiers of other unit.

Garrison Provost-Serjeants.

661. The garrison provost-serjeant will perform such garrison duties as may be directed by the O.C. He will, subject to any garrison orders, visit canteens, repress irregularities, and clear the barracks and

Duties in garrison.

- military premises of loose and disorderly characters. He will at all times avoid coming into personal collision with soldiers.
- Garrison police.** 662. He will be assisted in his duties by the garrison police composed of such number of soldiers as may be deemed necessary by the O.C.
- Command.** 663. The garrison provost-serjeant and the garrison police will, for discipline, be placed under the command of a staff officer serving at the station.

Regimental Provost-Serjeants.

- Duties of provost-serjeant and regimental police.** 664. The duties of the regimental provost-serjeant and regimental police are similar to those of the garrison provost-serjeant and garrison police, but will be confined generally to maintaining order in their own barracks and unit. They have authority, however, to quell all disturbances in the garrison, and may, if occasion arises, apprehend an offender of any unit.
- Regimental police.** 665. The regimental provost-serjeant will be assisted in maintaining order and regularity in barracks or camp by the regimental police, who will be placed under him. Their number will vary according to circumstances, but is never to exceed six.

COURTS OF INQUIRY, COMMITTEES AND BOARDS.

General Instructions.

- Power of C.Os. to assemble.** 666. A court of inquiry may be assembled by the Army Council, or by an officer in command to assist in arriving at a correct conclusion on any subject on which it may be expedient for them to be thoroughly informed; it may be required to give an opinion on any point, but when the inquiry affects the character or military reputation of an officer or soldier full opportunity must be afforded to the officer or soldier of being present throughout the inquiry. A court of inquiry may consist of any number of members, its composition being determined by the convening officer according to the circumstances under which it is assembled. Three members, the senior acting as president, will in ordinary cases be sufficient. Attention is particularly drawn to the regulations for courts of inquiry contained in Rule of Procedure 124.

Unless the exigencies of the service render it absolutely necessary, district, garrison, or regimental courts of inquiry and boards should not be held during those hours which are devoted to parades or other instruction of the soldier.

- President.** 667. The officer assembling a court of inquiry, committee, or board, will appoint a president by name, or failing such appointment, the senior member will preside. When the convening officer has so appointed a president, no officer senior in rank to the president will be appointed to serve as a member of the court of inquiry, committee, or board.

- Deficiency of stores, &c.** 668. When stores, equipment, clothing, or supplies of any kind, belonging to the public, are lost, stolen, destroyed, or damaged, or when a deficiency is discovered on any store account, or in case of losses of animals other than through natural causes, or of structural damage, the amount of the loss, *i.e.*, the value of the stores lost, stolen, destroyed, or deficient, or the cost of making good damages, will be ascertained. The value of stores deficient on a store account means the sum total of the values of the stores deficient on individual headings of account, without any abatement in respect of stores which may be surplus on other headings of accounts.

Losses or deficiencies of cash will be dealt with under Appendix XXII.

669. Should any explosion occur in any magazine, cartridge store, or other explosive store, or should an accident, caused by an explosion during the firing of guns, &c., and involving severe injuries to personnel or extensive damage to matériel, happen in the United Kingdom, the general commanding will, in addition to any other procedure otherwise laid down, notify the occurrence, by telegram, direct to the G.O.C.-in-C. and to the chief inspector, Woolwich, informing him of the time and place of the court of inquiry ordered to investigate the case. If the chief inspector considers it necessary he will direct an officer of the inspection staff to attend such court.

Report of explosion to Chief Inspector, Woolwich.

A.O. 190
1909

670. When the amount of the loss (including the cost of structural repairs) exceeds 50*l.*, the matter will at once be reported to the G.O.C., and will be investigated by a court of inquiry, to be composed (if possible) of officers not belonging to the unit or department concerned. When the amount does not exceed 50*l.*, the superior officer of the individual responsible will (except as provided in para. 1030) make a full inquiry into the circumstances, and, if he cannot dispose of the case regimentally under the regulations, will report thereon to the G.O.C.

Court of Inquiry when loss exceeds £50.

Procedure when loss is due to an offence.

When the general is empowered to deal with the case under Appendix XXII., he may dispose of it accordingly, either by allowing the individual responsible to pay the whole or part of the loss, or by giving authority to write it off.

Procedure when loss is not due to an offence but satisfactory explanation is not forthcoming.

When the general is not empowered to deal with the case under Appendix XXII., and the loss is due to neglect of duty, or to any other offence under the Army Act, he will, in the case of an officer, apply to the War Office for instructions, and in other cases either convene a court-martial or apply to the War Office for authority to allow the individual responsible to pay the whole or part of the loss, instead of being tried by court-martial, or of being removed from his appointment or from the service. If the loss is not due to an offence under the Army Act, or if a satisfactory explanation is forthcoming, the general will submit the case to the War Office with his recommendations.

Procedure when there is a satisfactory explanation.

Procedure when G.O.C. can dispose of case.

(As regards liability in case of fire caused by negligence, see para. 1029.)

671. Deficiencies in money or supplies, the property of a regimental institute, will be dealt with under the provisions of para. 670, except that no portion of the loss will be borne by the public.

673. A court of inquiry, under Section 72 of the Army Act, for the purpose of determining the illegal absence of a soldier, will be held in all cases (except in those of absconded recruits) at the expiration of twenty-one clear days from the date of absence, or as soon after as practicable, unless the soldier has been taken into custody. Before declaring the deficiency of any arms, &c., the court will satisfy itself by evidence that the absentee was, within a reasonable period of the date of absenting himself, in possession of the articles it finds to be deficient. The court will record the values of the unexpired wear of all articles of government property found to be deficient. A court of inquiry is not to be held on a man of the army reserve, unless he was subject to military law, as described in Section 176 (5) of the Army Act, at the time of the commission of his offence.

Court of inquiry to determine illegal absence.

674. When a soldier, whether on or off duty, is maimed, mutilated, or otherwise injured (except by wounds received in action) a certificate on A.F. B 117 will be forwarded by the medical officer in charge of the case to the man's C.O. as soon as possible after the man's admission to hospital.

Court of inquiry to investigate causes of injuries.

(i) When a soldier is injured in any way when not on duty, by or

through the fault of a civilian or civilians, and receives compensation from such civilian or civilians, in lieu of any future claim, the fact should be recorded in the proceedings of court of inquiry (if held) or on A.F. B 117.

(ii) If the medical officer certifies that the injury is of a trivial character, unlikely to cause permanent ill effects, no court of inquiry need be held, unless considered necessary under sub-paras. (b), (c) and (d). A.F. B 117 will then be attached to the soldier's medical history sheet (A.F. B 178), on which it should be recorded whether the man was on duty and whether to blame.

(iii) In the following cases a court of inquiry will be assembled to investigate the circumstances:—

- (a) If the injury is certified by the medical officer to be of a serious nature.
 - (b) If, in the opinion of the C.O., doubt exists as to the cause of the injury.
 - (c) If, in the opinion of the C.O., it is doubtful whether the soldier was on or off duty at the time he received the injury.
 - (d) In case where for any reason it is desirable to thoroughly investigate the causes of injury.
- (iv) When no evidence as to the circumstances attending the injury, beyond that of the injured man, is forthcoming, it should be so stated in the proceedings. The court will not give any opinion, but the soldier's C.O. will record his opinion on the evidence, stating whether the man was on duty and whether to blame. The proceedings will then be sent to the brigade commander for confirmation, and the latter, in case of remission of hospital stoppages, will state on the proceedings whether he has remitted the full or half stoppages (*see* Allowance Regulations). A record will be made on A.F. B 178, by the C.O., that a court of inquiry has been held, and also as to whether the man was on duty and whether to blame or not. This document will then be passed to the medical officer, who will record his opinion as to the effect of the injury on the man's service. Finally, the proceedings will be attached to the man's original attestation.

Court of
inquiry on
prisoners
of war.

675. Whenever officers or soldiers are taken prisoners by an enemy, a court of inquiry, under Rule of Procedure 124, will be assembled under local arrangements to inquire into the conduct of the senior officer or soldier of the party, and, if the G.O.C.-in-C. considers it desirable, into the conduct of any other officers or soldiers of the party.

The court of inquiry will be held as soon as possible after the return of the prisoners.

When in consequence of the evidence adduced before a court of inquiry an opinion adverse to the character or military reputation of any officer or soldier is formed by the officer who determines the case so inquired into, the adverse opinion is to be communicated to the officer or soldier against whom it has been given.

The proceedings will be forwarded to the War Office.

Committees
and boards.

676. Committees and boards differ only from courts of inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for courts of inquiry, but are in no way bound by them.

Form of
proceedings

677. All proceedings of courts of inquiry, committees, and boards for which special forms are not provided, are to be written on A.F. A 2.

Boards and
courts held
in hospitals.

678. The hour for the assembly of boards or courts of inquiry in hospital will be arranged between Os.C. units and the medical officer in charge.

SECTION IX.—TRAINING AND EDUCATION.

1.—MILITARY TRAINING.

General Instructions.

681. Information regarding the annual course and general instructions as to training will be found in the training manuals of each arm.

Standards of Professional Efficiency.

682. The general conditions of eligibility for proficiency pay are laid down in the Pay Warrant. Before a soldier can be regarded as in all respects physically capable of performing the duties of his rank in the arm of the service to which he belongs he must—

- (i) In the cavalry, be a good horseman and man-at-arms.
- (ii) In the artillery, reach the standard required by corps regulations.
- (iii) In the infantry, combine physical endurance in marching with skill-at-arms.

683. The special qualifications which a soldier is required to possess before he can be regarded as having reached the necessary standard of professional proficiency are the following:—

Class II.

Cavalry and infantry	2nd class shot.	Class II.
R.A., all branches ...	1st class machine gunner. 1st class gunner, or (in R.G.A. only) qualified range-taker (D.R.F.).	

Class I.

Cavalry and infantry	1st class shot or marksman.	Class I.
R.A.—		
R.H.A., R.F.A., and heavy batteries.	Qualified range-taker or layer who is also a 1st class gunner; or 1st class driver.	
R.G.A. ...	Qualified layer or position-finder who is also a 1st class gunner.	
Siege companies ...	Qualified layer, observer, or telephonist, who is also a 1st class gunner.	
Cavalry, R.A., and infantry.	Qualified signaller.	

The standards required for the above qualifications, methods of examination, &c., will be as follows:—

A.O. 42 1911		As laid down in Musketry Regulations, Part I, para. 431, except that in the infantry of the special reserve (including the regular establishment permanently posted to reserve and extra reserve battalions) those men who obtain the qualifying points in Part I. and 100 points or over in Part II., Table B, Appendix III., Musketry Regulations, Part I., will be eligible for Class I. proficiency pay.
A.O. 820 1911	Marksman, 1st class shot, 2nd class shot	
Cavalry and infantry	Qualified signaller ...	As laid down in Training Manual — Signalling, 1907, chapter 12.
A.O. 197 1911	1st class machine gunner	As laid down in Musketry Regulations, Part I, para. 647.

R.A., all branches ...	1st class gunner ...	As regulated by the Instructions for the Classification of Artillerymen for Proficiency Pay. See Appendix XXIV.	
	Qualified signaller ... Qualified range-taker	As for cavalry and infantry. As laid down in the handbooks of range-finding equipment.	
R.H.A., R.F.A., and heavy batteries R.G.A.	Qualified layer ...	As regulated by Instructions for Practice Horse, Field and Heavy Artillery.	
	1st class driver ...	As regulated by the Instructions for the Classification of Artillerymen for Proficiency Pay. See Appendix XXIV.	
R.G.A., coast defence companies.	Qualified layer ...	As regulated by Garrison Artillery Training, Volume I.	A.O. 19
	Qualified range-taker (D.R.F.) and position-finder	As for qualified range-takers above.	
Siege companies ...	Qualified layer, observer or telephonist	As regulated by Garrison Artillery Training, Volume II.	

A qualified range-taker, position-finder, or observer, is one who has passed the examinations laid down in the handbooks of range-finding equipments and in Garrison Artillery Training, Vols. I. and II.

Any man who, through no fault of his own, is prevented from attending the examination, should be given an early opportunity of qualifying.

684. Soldiers of the cavalry, R.A., and infantry, who are otherwise eligible for proficiency pay, but are, for the reasons stated below, unable to take part in the annual qualification and classification tests, will be dealt with as follows:—

- (i) Men serving on the staff of educational establishments (*e.g.*, the Riding Establishments, the Ordnance College, &c.) who have been specially selected for employment directly connected with fighting proficiency may draw proficiency pay (class I or class II, as the commandant may decide) in virtue of such employment.
- (ii) N.C.Os. and men serving at R.A. depôts, men serving as orderlies or cooks at educational establishments, men employed (except as officers' servants) on any other work not connected with fighting proficiency, and bandsmen (but not trumpeters, fifers, or drummers) of the Household Cavalry, the regiments of Foot Guards, or the R.A. band, Woolwich, and the District Staff, R.G.A., The Tower, London, and pipers of the Scots Guards and of Highland regiments, may, provided they have once passed the required test, be permitted by the G.O.C. to retain the class of proficiency pay for which they have qualified, provided that they again undergo the classification test as soon as facilities become available.
- (iii) Men who, having once passed the required test, are at the time of annual classification undergoing a course of instruction, may retain the class of proficiency pay for which they have qualified until the next opportunity for such classification.
- (iv) Men returning from abroad on or after 1st September in any year, who cannot be exercised before the 31st September,

will retain the class of proficiency pay which they were drawing abroad, until classified in the following musketry year.

- (v) Men who become non-effective, or proceed on furlough under para. 1322 prior to discharge or transfer to the reserve, in any year before the concluding day of the period allotted to their unit for classification firing, will retain their classification of the previous year, unless they have already failed in qualifying practices and have thus been re-classified as third class shots.

- (vi) In special cases, which will be referred to the G.Os.C.-in-C., any fully trained soldier, whose duties are of such a nature as to withdraw him from active participation in peace training, may retain the class of proficiency pay for which he qualified when last exercised, provided that a period of 18 months without re-classification is not exceeded.

- (vii) The date of receipt, withdrawal, or change, of proficiency pay, due to classification, will be reckoned from the date of classification. This date, in the case of men who have not been exercised, will be the last day of the musketry year. For the R.A. the date will be the 31st March.

685. For the purposes of service pay a man is classified under class I, so long as he reaches the required standard of efficiency. Service pay class I.
This consists of—

- (i) A general standard for all arms.
- (ii) A special standard for the several arms.
- (iii) A third class certificate of education.

686. A fair standard of individual discipline and of physical and military efficiency will be required. (i) General Standard.

The O.C. a unit will decide each man's case upon its merits.

687. (i) An artificer, specialist, or tradesman should be thoroughly qualified in his trade, &c., and be proficient in the personal weapon with which he is armed. (ii) Special Standard.

- (ii) Cavalry
 - (iii) R.A.
 - (iv) Infantry
- } The standard for these arms will be that laid down for class I. proficiency pay.

(v) R.E.—In addition to the conditions laid down in (i), the sapper or driver should be thoroughly efficient as such.

(vi) A.S.C.—A driver should be thoroughly capable of taking charge of at least a pair of animals.

A clerk should have a second class certificate of education at least, and be classified in his corps as not less than 3rd grade or "good."

A baker or butcher should have a trade classification of not less than "1st hand."

(vii) R.A.M.C.—A private should not be less than a 1st or 2nd class orderly, in receipt of 3rd or 4th class rate of corps pay; but a 3rd class orderly or private of the general duty section may be included if considered by his C.O. to merit class I rates by reason of being specially qualified for any particular technical duty.

(viii) A.O.C.—A clerk should be classified in the corps as not less than 3rd grade; an artificer as not less than 3rd class; a storeman as not less than assistant foreman, and a hammerman as skilled.

(ix) A.P.C.—The efficiency of a clerk should be judged by the quality of his work, and the general ability and intelligence he displays in performing it.

(x) A.V.C.—A soldier should be thoroughly competent to perform the duties required of him, in addition to being a good groom and horsemaster.

(xi) Special employment.—The grant of class I service pay to soldiers still eligible for such pay who are employed in positions referred to in para. 684 will be governed by the rules laid down in that para. for the grant of proficiency pay, so far as they are applicable.

Class II.

688. A man who fails to reach these standards of efficiency, but is otherwise qualified, will be classed as class II.

Recruits.

Medical inspections.

689. The deputy director of medical services will frequently inspect, or cause to be inspected, the recruits of all corps stationed in the command. He will satisfy himself that special care is bestowed upon the health of the recruits under training and that the gymnastic courses are carried out without the men being subjected to undue physical strain.

All boys will, on enlistment, undergo a course of physical training of two attendances per week under qualified instructors until attaining the age of 18 years.

Medical surveillance during physical training.

690. During the course of physical training, recruits will be under the surveillance of the medical officer in charge of the troops and will be specially paraded before him at his inspections. He will bring to notice any backward recruits for whom a repetition of any portion of the recruit's course appears necessary, or who, at the termination of the course, are likely to profit by further depot training.

Instruction of recruits at depot.

691. A cavalry or infantry recruit will, as a rule, be sent on enlistment to the depot of the regiment to which he is posted, and will there carry out his recruit's course of training during a period of about 3 months, unless insufficiency of barrack accommodation renders it necessary that he should be posted to a service unit at an early date.

Posting to home battalion.

692. On completion of the course, recruits will be sent in batches to the home unit, either by increasing or by slightly decreasing the period of 3 months ordinarily spent at the depot. A.F. B 2091 and A.F. B 266 will be forwarded with each batch. A.F. B 266 should also accompany all recruits on their being posted from one unit to another.

693. The C.O. of a cavalry regiment or infantry battalion stationed in the United Kingdom or Channel Islands is empowered to visit the regimental depot twice a year for the purpose of inspecting the recruits of his regiment and of keeping himself informed regarding matters affecting recruiting, and the training and physique of the recruits.

The C.O. will not issue any orders, but if he considers that any matter should be brought to the notice of superior authority, he will communicate any remarks he may wish to make to the O.C. district, who will transmit them to the G.O.C.-in-C.

In the case of the cavalry the C.O. will only be concerned with matters relating solely to his own regiment.

In the case of the infantry the C.O. may confer with the O.C. depot as to the working and efficiency of the depot staff.

Special Reserve Recruits.

Special reserve recruits.

694. The training of recruits of the special reserve, will be carried out in accordance with the Regulations for the Special Reserve.

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Defence Electric Light Training.

695. At stations where electric lights form part of the authorized scheme of defence, there will be weekly practices in electric light manipulation. Electric light training.

The training of men in working these lights will be carried on continuously until a high standard of efficiency has been acquired. Training will then proceed as laid down in Appendix V, R.E. Corps Memo. No. 628, Part II. At stations abroad an annual training of twelve days' manning of all lights will be carried out, either in one period or two periods of six days each.

At home stations an annual training of six days' manning in conjunction with the annual training in camp of the territorial electric light companies will be carried out, and in addition three separate all-night mannings of all lights (if possible) to be carried out between 1st November and 28th February, by the regular personnel available.

A return will be kept on A.F. B 147, showing the dates on which defence electric light practice has been carried out at each emplacement, and the duration of each practice.

A general report will be furnished on the 1st January through the commander of coast defences at home, or the G.O.C. abroad, to the inspector of electric lights, forwarding copies of A.F. B 147 for the year, giving a short general narrative of the whole of the operations, and information under the following heads:— Report.

- (i) A statement of officers, N.C.Os. and men, available at date of report for manning electric light defences on mobilization, showing the unit to which they belong.
- (ii) The general arrangement and distribution of the *personnel* when engaged in defence practice.
- (iii) A list of casualties and causes thereof.
- (iv) Report on any special operations carried out.
- (v) A statement of the regular personnel on the strength of the station on the dates of the three winter practices referred to above, showing their distribution.

The report will be returned with the remarks of the inspector of electric lights.

The whole correspondence will then be transmitted through the usual channel to the War Office, and, in addition to any remarks the commander of coast defences (or G.O.C. for a station abroad) may desire to make, he will specially record:—

- (a) His personal opinion as to whether the electric light defence is in a satisfactory condition and fully efficient; and,
- (b) Whether the remarks of the inspector of electric lights as to points for attention in future have been noted for guidance.

Any remarks or reports which it is considered necessary to make on—stores; experimental work; buildings—will be forwarded separately.

A diary will be kept at the station, regularly filled in and in readiness for inspection at any time, recording the number of men employed daily, and stating in full detail the work on which they are engaged. Diary.

Gymnastic Instructors and Gymnastic Training.

- Soldier.** 696. There should be at least three N.C.Os. qualified and available to act as assistant instructors in each regiment or battalion, one in each battery or company of R.A., one in the establishment of each R.A. dépôt, and three in the regular establishment of each special reserve and extra special reserve battalion. Facilities must be given for all N.C.Os. under the rank of colour-serjeant in possession of gymnastic certificates to maintain their efficiency as instructors and in the performance of the exercises.
- Gymnastic establishment.** 697. Appointments to the gymnastic establishment of the army will be made by selection from the N.C.Os. of the army, by the inspector of gymnasia. Those selected will be supernumerary to the strength of their corps.
- Candidates on probation.** 698. Before appointment to the gymnastic establishment a candidate will undergo a probation of three months, after which a report will be made upon him by the O.C. dépôt and superintendent of gymnasia to the inspector of gymnasia. If the report is favourable, he will be confirmed in the appointment, and, if unfavourable, returned to his former corps. If subsequently found inefficient, instructors will be removed from their appointments under para. 302, but, before applying for their removal, the concurrence of the inspector of gymnasia will be obtained. If a reduction in rank is involved, the case will be referred to the War Office.
- Paid assistant instructors.** 699. The appointment of duly certificated N.C.Os. to vacancies among the paid assistant instructors in the several gymnasia will be made by the G.O.C.-in-C. on the recommendation of his superintendent of gymnasia. An assistant instructor employed in the physical training of recruits in gymnastics will not be changed more frequently than is absolutely necessary. Notification of the necessity for the relief of a N.C.O. so employed will be sent to the superintendent of gymnasia in sufficient time to enable arrangements to be made.
- Care of buildings and apparatus. Instruction of special reserve.** 700. The senior instructor at each gymnasium will be responsible for its condition, and for the apparatus and stores.
701. Officers and men of the special reserve, when not assembled for service under the Army Act, are permitted to receive instruction in gymnastics and fencing in military gymnasia, when the latter are not required for the regular classes, subject to the approval of the general or other O.C. at the station, and on certain conditions specified in the regulations issued from time to time. This permission may be granted, under similar conditions, to persons in government employment.
702. For instructions regarding classes for officers and N.C.Os. at Aldershot, see paras. 778 to 781.

Machine Guns.

- Machine guns.** 703. Instructions regarding the composition and training of machine gun sections will be found in the Musketry Regulations and in the training manual of the arm concerned.

Musketry.

- Musketry.** 704. Instructions regarding musketry training are contained in the Musketry Regulations.

Range-finding.

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705. Instructions regarding training in range-taking will be found in the handbooks of range-finding equipments, in Garrison Artillery Training, Vols. I. and II., and in Musketry Regulations, Part I, Section 71.

Range-finding.

Scouting.

706. Instructions for the training of cavalry and infantry scouts, the number to be maintained, and the award of badges, are contained in Cavalry Training and Infantry Training.

Scouting.

Signalling.

707. In each of the undermentioned units the following proportion of officers and N.C.Os. who have qualified at a school of signalling will be appointed as instructors and assistant instructors:—

Number of
signalling
instructors.

Cavalry	One officer and one sergeant per regiment.
R.H.A. and R.F.A.	One officer in each brigade, and one N.C.O. below the rank of sergeant per battery.
R.G.A., including Hong Kong—Singapore battalion and Sierra Leone Company.				One officer for each lieutenant-colonel's command, and one N.C.O. below the rank of sergeant to each company.
Mountain artillery	One N.C.O. below the rank of sergeant to each battery.
R.E.	One N.C.O. to each field company, field troop, and air company respectively. One officer and one N.C.O. to each divisional or wireless telegraph company and air-line cable signal company.
Infantry	One officer and one sergeant to each battalion.
Mounted infantry	One officer and one sergeant to each battalion (when permanently formed).

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1911

708. C.Os. are responsible that the following numbers of signallers* are maintained and trained in the use of flag, heliograph, lamp and semaphore:—

Arm of the Service.	Numbers per company, etc.			Total numbers per regiment, brigade or battalion.			Remarks.
	Officers.	Corporals or bombards.	Privates.	Officers.	N.C.Os.	Privates.	
Cavalry	1	1	8 (c)	3 (a)	4 (b)	24 (c)	(a) Includes the regimental instructor. (b) Includes the assistant instructor who with 6 privates (2 per squadron) are regimental headquarters signallers. (c) Not more than 2 per squadron may be lance-corporals.
26 Arty. 3578	R.H.A.	1	8	1	2	16	Two men (one from each battery) are brigade signallers. Three men (one from each battery) are brigade signallers.
	R.F.A.	1	8	1	3	24	
79 2223	R.G.A. (other than coast defence companies)	1	4	All telephonists will also be instructed in signalling.
	R.G.A. coast defence companies (including local battalion and company)	As notified to G.Os. C.					
	Mountain artillery	1	4	There should, if possible, be an officer qualified to instruct in each of these units.
	Field company, R.E.	1	2				
	Field troop, R.E.	1	2				
	Air company	1	2				
A.O. 42 1911	Wireless telegraph company	4 (a)	16 (a)	(a) In addition to the trained signallers, all officers, N.C.Os. and sappers of signal and telegraph units will be instructed in signalling.
	Divisional telegraph company	2 (a) (b)	4 (a) (b)	(b) Exclusive of attached infantry signallers.
Infantry	4 (c) (d)	1 (a)	2 (b) (c)	31	(a) Battalion instructor. (b) Includes the assistant instructor who with 6 privates taken from companies are battalion headquarters signallers. (c) One company per battalion will have 1 corporal and 3 privates. (d) Not more than one per company may be a lance-corporal.
Mounted infantry company (when permanently formed)	4 (c) (d)	1 (a)	2 (c)	15	(a) Battalion instructor. (b) Includes the assistant instructor who with 3 privates taken from companies are battalion headquarters signallers. (c) One company per battalion will have 1 corporal and 3 privates. (d) Not more than one per company may be a lance-corporal.

* All the signallers will be instructed in telephonist's duties.

709. In addition to the trained signallers, all officers, N.C.Os. and a proportion of men (cavalry and infantry 20 per cent., other arms 6 per cent.) will be instructed in semaphore signalling without flags.

Proficiency in sending and reading only is required, and the intricacies of the trained signallers' system of message work may be ignored.

Sketching and Reconnaissance.

710. Instructions for training officers and N.C.Os. in field sketching, reconnaissance, &c., will be found in the Manual of Map Reading and Field Sketching, and the training manuals of the various arms.

711. A G.O.C.-in-C. should give every facility to officers and others who may be able and willing to make military sketches of any unmapped portion of the command, or to prepare reconnaissances or road reports within its limits. Work of this kind will not be undertaken without the approval of the G.O.C.-in-C., through whom it will be forwarded to the War Office, when completed.

712. Officers and others making such sketches must clearly understand that work of this nature, executed by them when serving on full pay, is public property; they are not entitled to compensation or remuneration for it, and they have no right to retain the originals or to be given copies.

Swimming.

713. Swimming will be taught at all stations where facilities exist. During the proper season bathing parades will be formed, at the discretion of the C.O. for the purpose of instruction. The skilled swimmers in each company, &c., will be ascertained and so distributed that there may be a sufficient number in each squad to teach the rest.

714. Small piquets of expert swimmers will be told off daily during the bathing season to attend the bathing places to prevent accidents. A copy of the Instructions for the recovery of the apparently drowned, printed by the Royal National Lifeboat Institution, will be posted up at the several bathing places, as well as in every hospital and barrack.

715. A list of swimmers will be kept in each company, &c. Periodical trials, under the superintendence of an officer, will be made of men who have learnt to swim. The test, except where otherwise provided by regulation, will be to swim 60 yards in fresh water, or 100 yards in salt water, without resting or touching the bottom. A record will be made in the man's small book.

Swordsmanship.

716. Instructions regarding the training in swordsmanship will be found in Cavalry Training.

2. EDUCATIONAL ESTABLISHMENTS.

Royal Military Academy and Royal Military College.

717. For information regarding admission to the Royal Military Academy or Royal Military College, reference should be made to the special regulations, published in pamphlet form, regarding these institutions.

The Staff Colleges.

Object of the staff colleges.

718. The Staff Colleges at Camberley and Quetta are maintained for the purpose of affording selected officers instruction in the higher branches of the art of war and in staff duties. An officer who has graduated at either of the colleges will have the letters *p.s.c.* recorded after his name in the Army List, and be eligible for staff employment.

The Staff College, Camberley—

Regulations.

719. The Staff College Regulations, which contain particulars as to the entrance examination and course of study at the college, &c., are placed on sale, and can also be obtained on application to the War Office.

Admission.

720. The college is open to officers of all arms, including the Indian Army and the Royal Marines, subject to certain limitations. The course lasts for two years. Thirty-six vacancies are filled by competition, and twelve by nomination, annually. So far as the exigencies of the service admit, there is no limit to the numbers allowed to attend the entrance examinations.

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In addition a limited number of officers of the permanent staff or permanent forces of Canada, Australia, New Zealand and South Africa, selected by the governments of those countries, may be permitted to undergo the course.

List of officers recommended for admission to be kept.

721. Except in the case of officers of the R.E. and A.S.C., all C.Os. and the commandants of the Royal Military Academy, Royal Military College, Schools of Musketry and of Gunnery, and the Cavalry School will keep a list of officers under their command of three years' service and over whom they certify to be in every respect thoroughly good regimental officers and whom they recommend for admission to the Staff College because their services on the staff would be valuable to the service and creditable to the regiment to which they belong.

The list of selected officers of the R.E. and of the A.S.C. will be kept at the War Office. G.Os.C., and Commandants of the educational establishments mentioned above, and the Commandant of the School of Military Engineering, will bring to notice annually, when rendering their confidential reports, the names of any officers belonging to these corps, serving under their command, whom they recommend should be placed on this list.

Except in the case of R.E. and A.S.C., an officer: (i) serving at a dépôt or on the regular establishment of a special reserve unit; (ii) seconded from his unit for duty on the staff, or as adjutant of a unit of the special reserve, territorial force or officers training corps; or (iii) employed in the permanent forces of overseas Dominions, will, if selected, have his name recorded on the list kept by the O.C. the regular unit in which he last served.

A copy of the list of selected officers is to be furnished, by the officer responsible for keeping the selected list, to each G.O.C. when a unit comes under his command, and annually on the 1st January. In the case of an individual officer transferred from one command or unit to another, or to one of the educational establishments, his name, if it is on the selected list, should be communicated, by the authority responsible for keeping that list, to the G.O.C., the O.C. unit, or the Commandant of the educational establishment respectively, to whose command he is transferred. The fact of an officer's name being added to, or struck off, the list should be reported in the same manner to the G.O.C. or O.C. unit, or Commandant of the educational establishment concerned. A G.O.C. will take every opportunity of making himself fully acquainted with all officers on the selected list who are under his command. He

should attach them to his staff on any occasions when their services can be profitably utilized, and should particularly observe them during field operations. He will report fully on them when furnishing his annual confidential reports, especially with regard to their abilities and qualifications for staff employment.

If a G.O.C. or the Commandant of any of the above-mentioned educational establishments considers that an officer on the selected list is not up to the standard required for the Staff College he will take the necessary steps to have his name removed from that list and make a note of having done so in the officer's annual confidential report.

As a rule an officer will not be permitted to compete for the Staff College unless his name has been on the selected list for at least one year.

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1909

722. The examination for admission in January each year will commence on the last Tuesday in the preceding June.

Date of examination.

723. The following certificates (A.F. C 2112) will be required in regard to an officer before he is permitted to attend the examination. They will be forwarded through the usual channels so as to reach the War Office, satisfactorily completed, between 1st February and 31st March.

Certificates and qualifications.

Certificate A.

- (i) That his age will not exceed 35 years at the date fixed for examination.
- (ii) That he will have a service of not less than 5 years previous to examination, exclusive of any leave of absence other than the usual leave annually granted to officers or the leave on first appointment.

Certificate B.

That he is a good horseman.

Certificate C.

From a medical board to the effect that he is in good health and physically fit for the active duties of the staff, that his eyesight is within the standard laid down for candidates for commissions, and that his hearing is good.

Certificate D.

A.O. 310
1910

From the officer responsible for the list on which the candidate's name is recorded, as laid down in para. 721, except in the case of an officer of the R.E. or of the A.S.C., when the certificate will be furnished by the candidate's C.O. (sub-head (iii) being left blank to be completed at the War Office)—

- (i) That, if not already a captain, he has qualified for promotion to that rank.
- (ii) That he is in every respect a thoroughly intelligent and good regimental officer.
- (iii) That his name has been recorded since (naming the date) on the selected list (referred to in para. 721).
- (iv) That he is an officer whom he (the C.O.) would select to serve on his own staff.

Certificate E.

Satisfactory reports given confidentially and independently by the C.O. and the next two senior officers of his unit, one of whom, in the case of R.A. must be the major in command of the candidate's battery or company.

In the case of an officer serving away from his regular unit, one certificate E should be furnished by the candidate's immediate C.O., who will obtain a separate certificate E from each of the two senior officers of the regular unit in which the candidate last served who are personally acquainted with him.

The reporting officers will record their opinion as to the candidate's suitability or otherwise for admission to the Staff College. Their answers should be based on the headings given below, all the points noted being reported on as well as any other characteristics or qualifications which they consider the candidate possesses, or is wanting in, which make his selection for the Staff College course desirable or otherwise.

The mere fact that an officer wishes to compete for the Staff College is not, of itself, a justification for a recommendation that he should be permitted to do so. No officer should be recommended as a candidate unless he is considered to possess the characteristics required in a staff officer.

- (i) Whether his conduct is marked by steadiness and prudence, and he is temperate in his habits.
- (ii) Whether he is active and energetic, and has force of character.
- (iii) Whether he displays zeal, activity, intelligence and discretion in the performance of his duties, and takes an interest in his profession.
- (iv) Whether his disposition and temper are such as to enable him to perform his duties with tact and discrimination, and in a manner calculated to ensure cheerful obedience of orders conveyed by him.
- (v) Whether he has any other characteristics which render him suitable or otherwise.

Certificate F.

From a G.O.C. that he has personally made himself thoroughly acquainted with the professional qualifications and character of the officer; and that he considers him in all respects fit for employment on the staff.

This certificate will, when possible, be signed by the G.O.C. under whose immediate orders the officer is serving. If the G.O.C. has not sufficient knowledge of the officer, or is in any way doubtful of his suitability as a staff officer both in the field and in an office, he will attach him to his staff for such time as he may consider necessary to enable him to form an opinion, choosing some occasion when the attachment will be a real test of the officer's capacity and qualifications in both respects.

In the case of an officer serving in an appointment or command where it is impossible to observe his work in the field, the G.O.C.-in-C. will arrange for his attachment to the staff of a G.O.C. at some other place where the spirit of these regulations can be carried out.

Except as a special case, with regard to which reference must be made to the War Office, this certificate will not be accepted if it was signed more than a year before the date of the officer's first application to attend the entrance examination.

724. An officer who furnishes certificate D., E. or F. must bear in mind the extreme importance of them. He is not to content himself with merely answering the questions asked in them, but should endeavour to report fully and clearly on the candidate's suitability in all respects for the responsible duties of the staff. Both his strong and

Responsi-
bility of
officers
furnishing
certificates.

weak points should be described. In selecting an officer for nomination to the Staff College these certificates are carefully considered and they carry great weight. If an officer, while at the Staff College, proves himself clearly unfitted for staff employment, this fact will be noted by the Army Council as showing a want of judgment and capacity in the officers who recommended him.

A.O. 310
1910

725. A candidate is himself responsible that the above certificates are obtained in time, and should give ample notice through his C.O. of his wish to compete at an examination. He should usually give this notice before the beginning of the training season preceding the date on which his application is to be submitted to the War Office, in order that he may make sure of the G.O.C. being in a position to furnish certificate F, when the candidate's application reaches him in due course.

Application when at depot.

A.O. 227
1908

726. An officer holding the appointment of adjutant in the territorial force will not be permitted to attend the examination until he has completed two trainings with his unit in camp.

Adjutant in territorial force.

727. A candidate whose certificates have been accepted by the War Office will not be required to furnish certificates B. and F. again, should he apply to compete at a subsequent examination. The G.O.C., however, in forwarding such subsequent application, should make any remarks which he may consider useful to higher authority.

Officers applying more than once.

A.O. 252
1909

In the case of an officer who has been accepted as a candidate for the Staff College, Quetta, and who is competing for the first time for the Staff College, Camberley, a copy of certificate F as accepted by the Commander-in-Chief, India, or a fresh certificate F, will be furnished.

728. The examination of candidates for entrance will be superintended by boards consisting, if possible, of three field officers; in no case should the president be below that rank. At a station abroad a G.O.C.-in-C. will assemble the board. A candidate serving at home will attend the examination held in London.

Board of examination.

729. The printed questions will be sent from the War Office. The examination must be conducted with strictness and in accordance with the programme and detailed instructions issued.

Examination to be strictly conducted.

730. The names of successful candidates at the entrance examination and of those nominated will be published in Army Orders in the order of seniority of their regiments.

Names published in Army Orders.

731. G.Os.C.-in-C. and Os.C. units to which officers, while at the Staff College, are attached for training with other arms and to perform staff duties, are responsible that attached officers are given every facility to gain such a good general knowledge of the tactical methods, administrative systems and interior economy of the branch of the service to which they are attached, as is necessary to the efficient performance of staff duties, and they will furnish reports (on A.F. C 2117) on the conclusion of the period.

Training with other arms.

The Staff College, Quetta.—

732. The Staff College, Quetta, is open to officers of all arms on the Indian establishment, except officers of the A.S.C. specially appointed to the Supply and Transport Corps for fixed periods.

Staff College, Quetta.

733. The entrance examination is held in India.

734. An officer who has been notified in India Army Orders as successful in the examination for admission to, or as granted a nomination for, the Staff College, Quetta, and who would otherwise be subsequently removed from the Indian establishment, will be permitted to complete his course at the Indian college.

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Staff College
1248

Regulations for admission. **735.** The regulations for admission to the Staff College, Quetta, are, as far as practicable, similar to those for admission to the Staff College, Camberley. The only alterations are those which are necessitated by local conditions. The regulations for the Staff College, Quetta, are obtainable on application to the Chief of the Staff, Army Headquarters, India, or to the Director of Staff Duties, War Office.

736. The fact that a staff college is established in India does not preclude officers of either the British service on the Indian establishment or of the Indian army from being eligible for admission to the Staff College, Camberley, under the regulations which govern admission to that college.

The Ordnance College.

Object of Ordnance College. **737.** The principal objects of the Ordnance College are to give technical instruction to officers, warrant officers, N.C.O.s and men, and to train artificers. Details as to courses will be found in the Ordnance College Regulations. Information can also be obtained by direct application to the commandant, Ordnance College, Woolwich.

The Ordnance Course. **738.** The Ordnance course is open to 16 officers of the army and Royal Marines, subject to certain limitations. In addition a limited number of officers of the Indian Ordnance Department and of the permanent staff or permanent forces of Canada, Australia, New Zealand, and South Africa, selected by the Governments of those countries, may be permitted to undergo the course. Application from an officer to attend will be made through his C.O., even if the applicant is on leave. Applications will be received at the War Office between 1st April and 31st May.

A.O. 42
1911

Entrance examination. The course at the college will last one year, commencing about 1st January, and will consist of instruction in gunnery, matériel, store accounting, machinery, chemistry, metallurgy, electricity and optics.

Selected candidates will be required to pass a qualifying examination in elementary algebra, trigonometry and mechanics. This examination, which is held on the first Tuesday in August, will be superintended by boards consisting, if possible, of three field officers; in no case should the president be below that rank. At a station abroad, a G.O.C.-in-C. will assemble the board. A candidate serving at home or on leave from abroad will attend the examination held at the Ordnance College, Woolwich.

The printed questions will be sent from the War Office. The examination must be conducted with strictness and in accordance with the programme and detailed instructions issued.

Adjutant of territorial force. **739.** An adjutant of the territorial force will not be permitted to attend the examination until he has completed two trainings with his unit in camp.

A.O. 229
1910

Qualifications required. **740.** To enable an officer to compete for the Ordnance course, the following certificates (A.F. C 2113) must be forwarded with the application:—

A.O. 42
1911

Certificate A—

From the candidate's C.O.—

- (i) That the candidate's age will not exceed 35 years at the date fixed for examination.
- (ii) That, if not already a captain, he has qualified for promotion to that rank.
- (iii) That he is an officer whom he (C.O.) would select to serve on his own staff.

- (iv) That he will, at the date of the examination, have not less than five years' commissioned service, exclusive of leave, other than the usual leave granted annually and leave on first appointment.
- (v) That he is in every respect a thoroughly intelligent and good regimental officer and of good business habits.

Certificate B—

From a medical board to the effect that he is in good health and physically fit for the active duties of the staff, that his eyesight is within the standard laid down for candidates for commissions, and that his hearing is good.

The board will record the degree of acuteness of the candidate's vision in the following manner:—

Right eye V=	Reads.
Left eye V=	Reads.

Certificate C—

Satisfactory reports under the following headings given confidentially and independently by the C.O. and the two next senior officers of his unit, one of whom, in the case of R.A., must be the major in command of the candidate's battery or company:—

- (i) Whether his conduct is marked by steadiness and prudence, and whether he is temperate in his habits.
- (ii) Whether he is active and energetic, and has force of character.
- (iii) Whether he displays zeal, activity, intelligence and discretion in the performance of his duties, and takes an interest in his profession.
- (iv) Whether his disposition and temper are such as to enable him to perform his duties with tact and discrimination and in a manner calculated to ensure cheerful obedience of orders conveyed by him.
- (v) Whether he has any other characteristics which qualify him specially for employment in the Ordnance Factories, the Inspection and Experimental Staff, or the A.O.D.

In the case of an officer serving away from his own unit, certificate C should be furnished by a senior officer of that unit, in addition to the copies of this certificate furnished by the officers under whom he is serving at the time.

741. At the completion of the course, eight officers may be selected for another year of study. They will constitute the advanced class. The following are also eligible for selection to join the class, should vacancies exist, viz.:—Officers of not higher rank than regimental major, who, having passed the ordnance course, are prepared to undergo a qualifying examination in mathematics. Officers will also be required to send in for inspection the notes of any work they may have carried out since leaving the college. Applications should reach the War Office between 1st April and 31st May. The selected officers will be directed to communicate with the commandant, Ordnance College, who will give them any information required, and carry out the examination referred to. The additional year spent at the Ordnance College will be taken into consideration when selecting officers for the higher departmental appointments.

Paras. 742-747.

Schools and Classes of Instruction.

Appoint-
ments in
A.O.D., &c.

742. An officer who has passed the advanced class at the Ordnance College will, as a rule, be selected in preference to others for the inspection and experimental staff of the Director of Artillery, the inspection staff of the A.O.D., the staff of the Ordnance Factories, and of the Ordnance College, and also for appointment as ordnance officer, 4th class.

Distinction
in Army
List.

743. An officer who has passed the advanced class will have the letters *p.a.c.* recorded after his name in the Army List. An officer who has passed the ordnance course only will have the letter *o* placed against his name.

Gunnery
staff course.

744. The nature, duration, and date of formation of other courses at the college will be notified annually in Army Orders of December.

Gunnery staff course.—Officers and N.C.Os. will join the Ordnance College on the dates published in Army Orders. An officer selected for this course will accustom himself to the use of the slide rule before joining.

Master
gunners'
course.

Master-gunnery course.—A staff-serjeant or serjeant R.A. only eligible; must be under 32 years of age; first-class certificate of education; and not less than a very good character. A N.C.O. of the R.A. clerks' section is ineligible.

Applications will reach the War Office by 1st December, accompanied by A.F. B 91, copies of record of service and regimental and company conduct sheets.

Artificers'
course.

The course will commence on 1st April, and last ten months.

Artificers' course.—A N.C.O. or man recommended must be of good character, and should have worked at his trade before he enlisted.

He will be tested before recommendation. The test for a smith, fitter, or wheeler is shown in Appendix XX.

An application may, at any time, be submitted to the commandant, Ordnance College, but in the case of a N.C.O. or man of the R.A., through the officer i/c records.

The duration of the course depends on the abilities and previous training of the man.

N.C.Os. and men selected for these courses will be sent to Woolwich with their kits and equipment, but without rifles.

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King's
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3.—SCHOOLS* AND CLASSES OF INSTRUCTION.

General Instructions.

Dates of
classes.

745. Particulars regarding classes and dates on which they will be formed will be submitted to the War Office by commandants of schools *not later than* 1st October. This information, as regards all schools referred to in the Special Instructions, will then be published in a list of courses issued annually with Army Orders of December.

Allotment
of vacancies

746. A G.O.C.-in-C. at home will be informed by commandants of schools (except when selections for courses are made at headquarters) of the number of vacancies allotted to his command, and 14 days before the assembly of a class will furnish commandants with a return of officers and N.C.Os. detailed to attend.

Require-
ments of
battalions
abroad.

747. As a general rule the O.C. a unit abroad (except in India) will inform the officer i/c records what number of soldiers specially trained as cooks, gymnastic instructors, roughriders, pioneers, saddlers, farriers, &c., he requires. The O.C. the home unit or depôt, on being notified of requirements by the officer i/c records, will be responsible that the men are trained at schools, &c.

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* These schools are arranged in alphabetical order.

An application for an officer or N.C.O. stationed abroad will, unless otherwise directed, be sent through the general commanding so as to reach the commandant of the school two months before the date of assembly of the class, except in the case of a station in the Mediterranean from which an application may be received two weeks later. In the case of an officer an application will not be put forward unless he has served at least two years abroad during his current tour of foreign service. The commandant of the school will notify as early as practicable (if necessary by telegram) to the general officer concerned the names of those who can be received, and will make the necessary arrangements as to quarters, &c. Unless a public opportunity is available, an officer will be required to make his own arrangements and bear all expenses with regard to passages from and to his station; and the grant of a passage by public opportunity for the homeward voyage will not entitle an officer to a similar passage for the return journey. N.C.Os. and men should as a rule only be sent home by transport and on completion of instruction should return in a like manner; but in exceptional cases, in the interests of the public service, packet passages may be provided, War Office authority being first obtained.

Submission of application.

748. The following documents of the N.C.Os. and men selected, in addition to any mentioned in the special instructions for each case, will be sent to the officer to whom the application was addressed:—medical history sheet, company conduct sheet and statement of accounts.

Documents to accompany soldier sent to a class. Officer on leave from abroad.

749. An officer at home on leave from abroad desiring to attend a class, will apply direct to the commandant of the school or other officer named in the special instructions for each school. He will only be permitted to join a course if he has obtained the written consent of his C.O. (which should be attached to the application) and also if the period of his leave covers the length of the course and allows him time to rejoin his unit on its completion.

750. The attendance of officers of British units of the Indian Establishment will, however, be subject to the condition that no expense to British Army Funds is incurred thereby.

An O.C. a unit abroad will take advantage of officers and men going home on leave or furlough to apply to send them to classes.

751. Instructions regarding the attendance of officers and men of the special reserve and territorial force at schools, or to be attached to the regular forces, are contained in the Special Reserve and the Territorial Force Regulations respectively.

Special reserve and territorial force.

752. A N.C.O. or man at the date of his selection for any of the classes mentioned in paras. 797, 823, and 824 must have at least 4 years' unexpired service. A N.C.O. or man selected for another class of instruction need not necessarily have so much unexpired service; but, in selecting a suitable candidate for any such class, a C.O. will take into consideration the length of his unexpired service.

Qualifications as regards service.

753. An officer or civil or military subordinate (i) of the Indian Army and Volunteer Forces, or (ii) of the military or police forces of a dominion, crown colony, or British Protectorate, may, with the approval of the Army Council, be permitted to attend schools of instruction or to be attached to regular units at home, provided that accommodation is available, and that expense to army funds is not incurred thereby.

Colonial forces.]

Applications will be made to the War Office, in the case of (i) through the India Office (except that the instruction of civil and military subordinates of the Indian Ordnance Department will be arranged by the India Office in direct communication with the commandant of the Ordnance College and the superintendent of the Ordnance Factories), and in the case of (ii) through the Colonial Office or the Foreign Office.

Report of
inefficiency.

754. An officer or soldier who, while attending a course, is found by the commandant to be unlikely to become an efficient instructor, will be remanded to his unit. A report of the case will be made to the general commanding concerned.

Special Instructions.

Army Service Corps School of Instruction, Aldershot.

A.S.C.
School.

755. The dates, etc., of classes of instruction to be held at the A.S.C. School of Instruction, Aldershot, will be notified in Army Orders annually.

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Air Battalion, Aldershot.

Air
battalion.

756. The dates, etc., of classes of instruction with the air battalion will be notified in Army Orders.

Cavalry School, Netheravon.

757. A G.O.C.-in-C. will furnish the Commandant, Cavalry School with the names of all officers and N.C.Os. selected to attend, two months before the assembly of each class (except in the case of cavalry captains, when the names will be furnished by the 1st of January), specifying, where there is an alternative, the dates on which it is desired that they should attend; the commandant will then arrange, as far as possible, to meet his wishes.

Copies of the syllabus of instruction may be obtained upon application to the Commandant, Cavalry School.

Examina-
tions.

Examinations in the following subjects will be conducted during the cavalry subalterns' and N.C.Os' courses:—

Cavalry duties—

By the commandant, Cavalry School.

Pioneering subjects—

By the commandant, School of Military Engineering, Chatham.

Veterinary subjects—

By the Director-General, Army Veterinary Service.

Results of
examina-
tions.

The commandant, Cavalry School, will forward to the War Office results of the examination of each officers' class, and will also communicate the names of both officers and N.C.Os. who qualify, in order of merit, to G.Os.C.-in-C. concerned for publication in command orders; reporting at the same time, confidentially, the names of those who fail.

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1908

Certificates.

Certificates will be issued to those officers and N.C.Os. who are successful. The Commandant will render to the War Office a confidential report on each officer attending the subaltern's course, which will be filed with his confidential reports.

Cavalry
subalterns.

758. The cavalry subalterns' course will be of about ten months' duration.

Schools and Classes of Instruction.

Paras. 759-763.

A candidate must be a thoroughly efficient regimental officer, of not less than three years' service, of good physique, a good horseman, must have a good knowledge of practical field sketching and map reading, have passed for promotion to the rank of captain, and be certified by a medical officer as being physically fit to undergo the course. Qualifications.

An unbroken remount will be provided at the school for each officer.

759. Classes for cavalry captains before being appointed to command squadrons will be of about six weeks' duration. Cavalry captains.

Officers detailed from regiments at home will take with them to the school two unmarried soldier servants and two trained chargers. Servants and horses.

A.O. 137
1908 For those detailed from regiments abroad, two unmarried soldier servants and two trained chargers will be provided and sent to the school by the affiliated regiment.

760. The N.C.Os' class will be of about eight months' duration.

A C.O. will be careful to select only those N.C.Os. who are, in his opinion, not only likely themselves to benefit by the instruction, but to prove the most efficient instructors on return to their unit. They should not be over 30 years of age, nor exceed 12 stone in weight. Cavalry N.C.Os.
Careful selection.

A married N.C.O. attending the course will not be accompanied by his wife and family. Families.

Each N.C.O. detailed from a regiment at home will be accompanied by one unmarried fatigue man and two trained horses. For each N.C.O. detailed from a regiment abroad one unmarried fatigue man and two trained horses will be provided and sent to the school by the affiliated regiment. The fatigue man will be paid by the N.C.O. at the rates laid down in para 1355. Fatigue men and horses.

An unbroken remount will be provided at the school for each N.C.O.

761. There will be a class for about five R.H.A. officers, not above the rank of captain, of three months' duration annually. R.H.A. officers.

These officers will take with them servants and chargers as for cavalry officers as mentioned in para. 759.

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King's
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These officers will be provided with servants and horses at the school.

Equitation Class for N.C.Os. and Men of the R.A. and R.E. to be Trained as Roughriders.

763. Equitation classes for R.A. and R.E. will be held as follows:— R.A. and R.E.
Woolwich—For R.A., 1st January, 1st May, and 1st September each consisting of 16 N.C.Os.

Aldershot—For R.E., as required, under arrangements to be made by the O.C. troops and companies R.E., Aldershot.

N.C.Os. or men sent to these classes must be under the rank of corporal, or lately promoted to that rank, and should possess the following qualifications:—

- (i) A "very good" character; good abilities, voice and temper; smart appearance; not less than two years' service (and not under 5 ft. 7 in. in height for R.A.); 3rd class certificate of education.

- (ii) At least two years' unexpired service at the date of expiration of the course, or be willing to extend.

School of Cookery, Aldershot.

Serjeant-cook. 764. Classes to train N.C.Os. for the appointment of serjeant-cook and second-cook in the regular forces will assemble on the dates notified annually in Army Orders of December. The duration of each class is 4 months. N.C.Os. of the regular establishment of the special reserve battalions are also eligible to attend these classes.

Applications. An application will be sent to the staff officer i/c School of Cookery, Aldershot, accompanied by A.F. B 114 and copies of the applicant's conduct sheets. Candidates must be of good character and possess a second class certificate of education, and if in their first period of service must make a declaration that they are willing to extend their service, or re-engage, as the case may be, for a further term.

Second cook. Those for training as second-cooks should be selected from the corporals or lance-corporals.

Certificate. A provisional certificate will be given to the N.C.Os. who complete the course satisfactorily, but the parchment certificate of qualification will not be issued until the N.C.O. has been reported by his C.O. to the staff officer i/c School of Cookery, Aldershot, to have undergone a satisfactory probation of 3 months in the appointment of serjeant-cook. This certificate will not be applied for, unless the N.C.O. is about to take up permanently the position of serjeant-cook of the unit, as the issue thereof signifies confirmation of appointment.

N.C.Os. of territorial force, etc. Classes for N.C.Os. of the territorial force and for men of the regular forces belonging to units having no serjeant-cook will assemble on the dates notified annually in Army Orders of December. The duration of each class is 36 working days, and is limited to 6 soldiers of the regular forces and 36 N.C.Os. of the territorial force.

Officers' classes. Classes are also formed on the dates notified in Army Orders for the instruction of officers of the regular forces in the management and supervision of soldiers' messing arrangements. Each of these classes is limited to 12 officers, and lasts 12 working days.

Contributions. Contributions will be paid out of the funds of the regimental institutes of units concerned to the staff officer i/c of the school, as follows:—

(a) For each candidate selected to attend the 4 months course for N.C.Os. of the regular forces, 25s.

(b) For each candidate selected to attend the course assembled for the training of N.C.Os. of the territorial force and men of the regular forces, 10s.

765. N.C.Os. and men who have, subsequently to the 15th May, 1909, passed a satisfactory test at the Army School of Cookery may apply for a certificate granted under Sec. 27 of the Merchant Shipping Act of 1906.

Men in possession of this certificate are, on proof of one month's service at sea, eligible for the appointment of ship's cook. (See Instructions as to the Civil Employment of Army Reserve Men and Discharged Soldiers.)

Schools of Electric Lighting at Portsmouth and Plymouth.

Electric lighting. 766. Details regarding the courses of instruction for officers and men of the R.E. at these schools are given in R.E. corps memoranda.

In the case of officers and men of the special reserve (R.E.) and officers and men of the territorial force, the particulars of the courses are given in the Special Reserve and the Territorial Force Regulations, and in the Army Orders referred to in para. 745.

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School of Gunnery. (Royal Horse and Royal Field Artillery.)

767. The school is established for the instruction of officers and N.C.Os. of the R.H.A. and R.F.A., and provides an instructor in gunnery for each of the practice camps (home). R.H.A. and R.F.A.

The headquarters of the school are at Shoeburyness except during the practice season when they are at Lark Hill, Salisbury Plain.

The chief instructor is responsible for the instruction in gunnery at Shoeburyness.

768. The gunnery staff course is primarily intended for training officers as instructors in gunnery. For particulars as to qualifications, certificates, &c., see para. 774. Gunnery staff course, officers.

769. The short courses for officers are intended primarily for officers who have been away from regimental duty. Short course officers.

770. The short courses for young officers are intended for:—

(i) Officers on first appointment. Short course, junior officers.

(ii) Subaltern officers, already serving, who have not passed through the Royal Military Academy, or undergone a course at the school of gunnery.

Applications to attend will be submitted through the usual channel to the chief instructor, school of gunnery for R.H. and R.F.A., 14 days prior to the date fixed for the course to assemble.

771. N.C.Os. sent to these courses should have a thorough knowledge of section gun drill, and a practical knowledge of the mechanism of the gun with which their batteries are equipped. They are not intended for N.C.Os. with little or no experience. Short course, N.C.O.

The qualifications to attend these courses are the same as for the gunnery staff course. See para. 777.

An application to attend will be submitted on A.F. B 91, by the brigade commander to the chief instructor, school of gunnery (R.H.A. and R.F.A.), 14 days prior to date fixed for the course to assemble.

A N.C.O. who has failed to pass on examination at the school of gunnery, or has been returned to duty from a course for misconduct, is not eligible for these courses.

772. In the selection of officers for appointment as instructors in gunnery, preference will be given to those who have obtained a school of gunnery certificate, and a certificate from a school of signalling. Appointment of instructors and assistant instructors.

The selection of battery-serjeant-major-instructors in gunnery will be from N.C.Os. who have passed through a course at the school, and who have reached the rank of serjeant when a vacancy occurs. The tenure of the appointment is for four years, after which the instructor will return to regimental duty as battery-serjeant-major.

School of Gunnery. (Royal Garrison Artillery.)

773. The School of Gunnery for coast and siege artillery, including the establishments at Shoeburyness and Lydd, of which the commandant, School of Gunnery, is the head, is established as a central school for special instruction in gunnery. R.G.A.

It is the duty of the commandant, School of Gunnery, to:—

(i) Ensure uniformity in the gunnery training of the R.G.A., supervise the gunnery instruction in the various coast defence commands at home, and decide points which may be at issue locally.

(ii) Review the practice reports of all R.G.A. units.

With a view to carrying out (i) he will correspond with general and other officers appointed to command R.G.A. He will visit the headquarters of coast defence commands as he may find necessary; and will arrange the dates of those visits in consultation with the commander of the coast defences.

Gunnery
staff course,
officers.

774. An officer to be selected for the gunnery staff course must possess the following qualifications:—

- (i) A service of six years if from R.F.A., or seven years if from R.G.A., exclusive of any leave of absence other than the usual leave granted to officers annually, or leave on first appointment.
- (ii) A certificate from his C.O. that he is an intelligent and thoroughly good regimental officer, and is in every respect likely to fill satisfactorily the appointment of instructor in gunnery.
- (iii) Good powers of vision, good hearing, and physical fitness (to be certified by a medical officer).
- (iv) The questions with regard to him, specified in para. 723, certificate E, in connection with entrance to the Staff College, except under sub-head (v), must be replied to in a satisfactory manner.
- (v) A certificate from his C.O. that he has a knowledge of the use of the slide rule.

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An officer who passes the examination at the end of the course will be granted a certificate, and will have "g" recorded against his name in the Army List.

Names of officers recommended will be forwarded when called for from the War Office.

Gunnery
staff course
N.C.Os.
R.G.A.

775. Gunnery staff course for N.C.Os., R.G.A.

For qualifications for the N.C.Os. gunnery staff course, application, &c., see para. 777.

As a rule, only N.C.Os. who have been through the short garrison course and are recommended will be accepted for this course. Exception may be made in the case of a N.C.O. serving abroad who has been unable to go through that course, and is specially recommended by his C.O.

The numbers are limited to 20 from home stations and 20 from abroad.

Short
course,
N.C.O.

776. Short three months' course for N.C.Os.

The qualifications for N.C.Os. to attend this course are as follows:—

- (i) At least one year's service and three years' unexpired service.
- (ii) }
- (iii) } As for gunnery staff course.
- (iv) }
- (v) }

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In selecting N.C.Os. for this course care will be taken not to include the names of those likely to be required for drafts during the continuance of the course.

A N.C.O. who fails in this course, or is remanded to his unit for misconduct will not be recommended for any course at the School of Gunnery for two years.

A N.C.O. who passes satisfactorily will be recommended for the gunnery staff course.

Gunnery
staff course.

777. For the gunnery staff course—

The qualifications for N.C.Os. to attend courses at the School of Gunnery and the method of application are as follows:—

- (i) Three years' unexpired service.
- (ii) Second class certificate of education. Ability to express himself clearly, both verbally and in writing. Qualifications.
- (iii) Very good character and recommended for promotion.
- (iv) Good powers of vision, good hearing and medically fit for hard work (to be certified by a medical officer).
- (v) Proficiency in drill, good knowledge of equipment and ammunition.

An application to attend will be submitted on A.F. B 91, together with copies of conduct sheets:— Applications.

From a home unit: By the commander of coast defences, to commandant, School of Gunnery, to reach him by 31st July.

From a unit abroad: By G.O.C.-in-C., to reach the War Office by 20th July.

Gymnasia.

778. Classes for officers desirous of qualifying for the appointment of superintendent of gymnasia will be formed at Aldershot early in January, May and September. The course will last six months. Applications will be forwarded to the inspector of gymnasia, Aldershot, through headquarters of commands. Gymnastic classes.

A candidate should not be over 30 years of age, and should be passed medically fit. Only those officers who are qualified and recommended for promotion regimentally will be accepted.

779. Classes for a short course of instruction in physical training will assemble at Aldershot on dates to be notified annually in Army Orders of December for the following:— Adjutants, serjeant-majors, &c. short course.

- (i) Adjutants and serjeant-majors of—

Cavalry regiments.

Infantry battalions.

Special reserve battalions.

Cavalry ...

R.E. ... } depôts.

A.S.C. ... }

- (ii) Captains and serjeant-majors of R.A. depôts and of batteries in training brigades.

- (iii) Warrant officers and N.C.Os. of the M.P.S.C.

The course will last 15 working days, and applications to attend it may be sent in at any time to the inspector of gymnasia, Aldershot. A limited number of officers other than the above may attend these classes under arrangements to be made by the C.Os. concerned with the inspector of gymnasia, Aldershot.

780. Classes for schoolmasters for instruction in physical training will take place under arrangements to be made by inspectors of army schools with the superintendent of gymnasia concerned. Schoolmasters.

781. Classes for N.C.Os. will be formed at Aldershot early in January, May and September, and will last four months (cavalry N.C.Os. six months). Applications to be made to the inspector of gymnasia, Aldershot, through headquarters of commands. Candidates must be passed medically fit, be between 20 and 28 years of age (except in the case of N.C.Os. of the M.P.S.C., who may be accepted up to the age of 32), and be physically strong and active. A lance-corporal or acting bombardier will not be eligible to attend this class until he has held his appointment for at least 12 months. N.C.Os., long course.

In the case of N.C.Os. permanently posted to the regular establishment of special reserve battalions the limit of age may be extended to 30 years, provided they are in all other respects qualified. At stations where

there is a gymnasium candidates will be examined by the superintendent before their names are sent in, and every facility should be given them to attend at the gymnasium for at least a month before they leave to join the class. Where there is no possibility of carrying out this examination only such N.C.Os. are to be selected as appear likely to prove suitable.

781A. N.C.Os. and men should be encouraged to undergo the regimental course of instruction in physical training, gymnastics, boxing, swordsmanship and swimming, particulars of which may be obtained by O.C. units from superintendents of gymnasia. A N.C.O. or man who qualifies in this course will receive a "Regimental Physical Training Certificate" (A.F. A 2024).

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Royal Army Medical College.

Captains
R.A.M.C.

782. (i) A class of instruction, under para. 861 (3), lasting nine months, for captains of the R.A.M.C., in the subjects for examination for promotion to the rank of major, commences on the 1st November in each year.

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Officers
R.A.M.C.
and I.M.S.

(ii) All other officers of the R.A.M.C. and officers of the Indian Medical Service, may attend, by permission of the Army Council, for instruction or to work in the laboratories, under arrangements to be made by the commandant.

Lieutenants
on proba-
tion.

(iii) Classes of instruction for lieutenants who are on probation for the R.A.M.C. and the Indian Medical Service, lasting two months, commence on the 1st March and 1st September.

Lieu-
tenants.

(iv) Lieutenants who are on probation for the R.A.M.C. will also attend special classes of instruction for three weeks prior to the classes mentioned in (iii).

N.C.Os. and
men.

(v) Classes to train N.C.Os. and men of the R.A.M.C. as laboratory attendants, lasting six months, and as attendants in skiagraphy and electro-therapy, lasting sixteen weeks, are assembled at dates fixed by the commandant.

A.O. 227
1908

Royal Army Medical Corps Schools of Instruction, Aldershot.

The Training School—

Training
school.

783. The following classes will be held:—

(i) For officers on probation for the R.A.M.C. and Indian Medical Service lasting two months May-June, November-December.

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(ii) For officers of the special reserve, lasting three months, at dates arranged by the War Office.

(iii) For medical officers of the territorial force lasting from eight to twenty-four working days commencing on dates notified annually in Army Orders.

The School of Army Sanitation—

School of
army sani-
tation.

784. Classes in army sanitation for officers, N.C.Os. and men of the regular army, special reserve or territorial force, stationed in the Aldershot command, will be held under the orders of the G.O.C.-in-C. that command.

School of Military Engineering, Chatham.

Pioneer-
serjeants'
classes.

785. Classes for N.C.Os. and privates of regular and special reserve battalions to qualify for the appointment of pioneer-serjeant, will last about three and a-half months.

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1908

Candidates should belong to the building trade (carpenters preferred). They must, if in the regulars, possess a second-class certificate of education, and, if in the special reserve, show proof of having passed an

equivalent examination. They should also, when practicable, be tested by a division officer, R.E., as to their technical knowledge of a suitable trade, or, failing such test, produce evidence that they are in possession of such knowledge.

Mounted Infantry School, Longmoor.

A.O. 162
1909

786. The training of mounted infantry in the United Kingdom is carried out at the Mounted Infantry School, Longmoor, in accordance with special instructions which are issued from time to time. Mounted infantry training.

The duration of each training is four months.

787. The War Office will inform G.Os.C.-in-C. of the battalions in their commands which will be required to furnish company commanders, mounted infantry sections, and machine-gun sections.

Temporary battalion (mounted infantry) headquarters will be detailed by G.Os.C.-in-C. on the recommendation of the commandant Mounted Infantry School.

788. The training will be carried out so as to ensure, as far as possible, that all battalions on the home establishment have an equal proportion of trained mounted infantrymen.

789. In order that full benefit may be derived from the course, the officers selected for the command of battalions should have been trained in mounted infantry duties at a school of instruction, have had mounted infantry experience in the field. Qualifications—officers.

Those selected for command of companies must, except in special circumstances, have already been through a course of mounted infantry training.

Those selected for command of sections must have at least two years' service, power of command, and an aptitude for imparting instruction. They must have been through a trained soldier's course of musketry.

Those selected to command machine-gun sections must have been thoroughly trained in the maxim gun.

No officer should be sent for his first training at the school who weighs over 12 stone.

790. A N.C.O. or man selected will, in addition to being a fully trained infantry soldier and, if possible, under 30 years of age, fulfil the following conditions:— N.C.Os. and men-conditions.

- (i) Be at least a second class shot.
- (ii) Be active, energetic, of good physique, and medically fit for mounted service.
- (iii) Be of light or medium weight. The maximum weight for first attendance at the school to be 11 stone 7 lbs.
- (iv) Be of good character.

791. A cold-shoer who is detailed should, if possible, have had previous experience as such. The commandant is authorized to select at the end of a course, with the concurrence of his C.O., any man whom he considers eligible for shoeing-smith to remain at the school for a further period of one year. Cold-shoers and shoeing-smiths.

A saddler who is detailed will be required to undergo a period of six months' training, and in order to do so, will be attached to the A.O.C. at Aldershot for two months' preliminary instruction prior to the arrival of his own detachment at the school. Saddlers.

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The commandant is authorized to select one man per section to remain at the school for one additional month to assist in training those detailed for the new course.

792. Any officer, N.C.O. or man, sent back to his battalion within a fortnight from the commencement of the training, may be replaced by an untrained substitute; if after a fortnight he must be replaced by a trained substitute.

Officers, N.C.Os., and men, who are reported on at the end of a training as unsuitable for mounted infantry work, will not be sent for another training.

A married N.C.O. or man detailed to attend a course of instruction will not be accompanied by his wife and family.

793. The commandant will render to the War Office a confidential report on each officer attending the course, which will be filed with his confidential reports.

Officers who attain a satisfactory standard during the course will be granted a certificate to that effect.

The commandant will forward to the War Office the names of all officers who have attended each training, indicating those who have not been granted certificates.

A.O. 216
1909

Royal Military School of Music, Kneller Hall.

Applica-
tions.

794. A separate application for each N.C.O., private, or boy, on A.F. B 71, accompanied by copies of his conduct sheets, will be sent to the commandant. The applications in the case of N.C.Os. who are recommended for training as bandmasters should be forwarded to the commandant from stations abroad on the 1st June, and from stations at home on the 1st December in each year.

A.O. 137
1908

Dress, &c.

795. All articles of clothing and necessities except full dress head-dress and leggings will be taken; but, of equipment, the waistbelt and haversack only.

A.O. 310
1910

Documents.

796. The following documents, in addition to those mentioned in the general instructions (see para. 748) will be sent for each soldier selected:—A.F. O 1616; extract, certificate of education; regimental conduct sheet; inventory of kit; transfer clothing statement.

Qualifica-
tions.

797. Class for N.C.Os. for training as bandmasters—

A candidate must have a first class certificate of education. Preference will be given to a N.C.O. who has for some time held the position of band-serjeant, serjeant-trumpeter, serjeant-bugler, or serjeant-drummer.

A candidate, if above the rank of serjeant, will be required to revert to that rank (and if holding any regimental appointment must resign such appointment) from the date of joining the school.

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This class will assemble on 1st February of each year.

Families.
Candidates
from
abroad.

798. A N.C.O. may be accompanied by his wife and family.

1908

799. A candidate sent home from abroad, if belonging to a cavalry

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regiment, will be posted to the regiment of the same corps with which the unit abroad is grouped; if to the infantry, to the home battalion. The same rule will apply when a regiment of cavalry or a battalion of infantry, to which a candidate under training belongs, is ordered abroad.

19

Qualifica-
tion.

800. Class for privates and boys for training as bandsmen—

A candidate must be unmarried, and, if over three years' service, must, before admission, extend his service to 12 years with the colours. Application will be made only for those who wish to be trained, and who, from their character and musical capabilities, are likely to repay the time bestowed on their education.

There is no special date for the assembly of this class.

A.O. 137

1908

School of Musketry, Hythe.

Qualifica-
tions for
attendance.

801. Officers (regulars, and special reserve) and N.C.Os. (regulars) will not be detailed to attend a qualifying course unless they possess a competent knowledge of the official instructions for aiming, firing, care of arms, mechanism of the rifle, theory of rifle fire (See Musketry Regulations, Part I), tests of elementary training, visual training and ranging. They must, except in special cases, have been classified as

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1909

Schools and Classes of Instruction.

Paras. 802-806.

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1908

marksmen or first-class shots when last exercised in Table B, Musketry Regulations.

Officers and N.C.Os. who fail to reach the required standard in an examination held during the first day after their arrival at the school, will be remanded to their regiments. They will not be required to strip a rifle at this examination.

A.O. 320
1909

Officers attending these courses will be supplied with arms and equipment at the school of musketry.

N.C.Os., including special reserve and territorial force, will join fully armed and equipped.

802. An officer of regular cavalry or infantry will qualify at a school of musketry as soon as possible after he has completed 3 years' service. A C.O. will state in the annual confidential report on any officer who has attained captain's rank and who has not so qualified, the date on which he so proposes to send him to undergo a course.

A.O. 288
1910

803. In the selection of officers for qualifying courses preference will be given to the seniors. Officers of the regular forces will not be permitted to attend a course until they have completed 3 years' service. This service qualification will not apply to officers of the R.E., nor to those selected for the appointment of assistant adjutant or to command machine-gun sections. Officers of the special reserve and territorial force with less than 2 years' service should not be sent to the School of Musketry unless they have shown proficiency above the average.

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804. The selection of warrant officers and N.C.Os. for qualifying courses will be left to the discretion of C.Os., subject to the approval of G.Os.C.-in-C.

The following points will be taken into consideration when submitting applications:—

- (i) A regimental, battalion, or depot serjeant-major who has not qualified, should attend a qualifying course at the earliest opportunity.
- (ii) Warrant officers and N.C.Os. with less than one year to serve should not be selected.
- (iii) It is not desirable that N.C.Os. with more than 15 years' service should attend a qualifying course.
- (iv) N.C.Os. who, on return to their units, will be required as instructors, should be specially selected.
- (v) A N.C.O. of or under the rank of corporal must be appointed lance-serjeant for the period of the course. A corporal, 2nd corporal, or lance-corporal of the R.E. may attend a qualifying course if desired.

805. Senior officers' courses will be held from time to time for officers above the rank of captain.

These courses should be attended by general officers, C.Os. and field officers who have recently entered upon, or are about to enter upon, a period of command; they should also be attended by general staff officers and officers attached to the general staff for musketry duties.

Whenever possible such officers should be required to attend a course before taking up an appointment.

806. Refresher courses will be held annually for:—

- (a) Regular and special reserve officers, excluding regular establishment, and regular N.C.Os., excluding regular establishment and permanent staff.
- (b) Special reserve including regular establishment, and territorial force including permanent staff.
- (c) Officers and N.C.Os. of all branches of the service who have qualified in the machine gun at a school of musketry more than three years before the date on which the course assembles, and who belong or are supernumerary to the personnel of a machine gun section, or are in charge, or about to take charge, of the machine guns of a brigade.

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Officers, warrant officers, and N.C.Os. who have qualified at an ordinary course or attended a refresher course as specified below, will be detailed to attend a course as opportunity offers—

Those specified in (a) above, more than 5 years; those in (b), more than 3 years, before the date of the commencement of the course.

Officers and N.C.Os. of the Officers' Training Corps may attend courses under (a) and (b) as most convenient to them.

Qualification at a school of musketry is not necessary in the case of field officers of the special reserve and territorial force.

Machine-gun courses.

807. In selecting warrant officers and N.C.Os. of cavalry and infantry to attend qualifying machine gun courses at the school of musketry, C.Os. will take into consideration the following points, subject to the approval of G.Os.C.-in-C. :—

- (i) N.C.Os. with less than two years to serve should not be selected.
- (ii) It is not desirable that N.C.Os. with more than 12 years' service should attend a course.
- (iii) The number of officers and N.C.Os. in a regiment or battalion who have qualified at a machine gun course should not be less than 2 subalterns and 4 N.C.Os. This applies to the regular forces, and, as far as possible, to the special reserve and territorial force.
- (iv) Subalterns who have registered their names for colonial employment should qualify in excess of the numbers mentioned in (iii).
- (v) A proportion, not exceeding one-fourth of the N.C.Os. registered for posting to the regular establishment of the special reserve, or the permanent staff of the territorial force, should qualify, in excess of the numbers mentioned in (iii).
- (vi) N.C.Os. not below the rank of corporal may attend these courses, but they must be appointed lance-serjeants for the period of the course.
- (vii) Officers and N.C.Os. of the regular forces should have qualified at an ordinary course before attending a machine-gun course. This will apply also to special reserve and territorial force, subject to such modifications as may be made in Army Orders notifying courses for the following year.

Range taking courses.

807A. Courses of instruction in the use of the "one man" and mekometer range finders will be held as required; for details see Courses of Instruction published with Army Orders of December.

The eyesight of all officers and N.C.Os. who are to be trained in the use of the "one man" rangefinder will be tested, and those whose sight is not at least up to the normal will not be eligible.

Medical inspection.

808. All ranks will be medically inspected before departure from their units with a view to ascertaining that their eyesight is good, and that their general state of health is such as to fit them to undertake the course. Those who join from leave will be provided with a medical certificate to this effect.

Field-glasses.

809. An officer, warrant officer, or N.C.O. should bring field-glasses with him.

Officer commissioned from special reserve, territorial force or from the ranks.

810. (a) An officer promoted from the ranks, who previously qualified as a N.C.O. must, except when such qualification was obtained whilst serving in the O.T.C., attend an officers' course in order to obtain an officer's qualification.

(b) Qualification obtained by an officer of the special reserve or territorial force is equivalent to that of a regular officer only when it is obtained by attendance at a course arranged for regulars.

Re-attendance.

811. A G.O.C. is authorized to sanction the re-attendance, at another course, of those who fail to qualify, or have been remanded to their units under the provisions of para. 801, provided that a sufficient interval has elapsed, and that no expense to the public is incurred.

The names of officers or N.C.Os. who attend in these circumstances will be shown separately in command lists.

812. The quarters of officers at the school are furnished; officers Quarters. will, however, bring with them blankets, sheets, and towels.

A soldier servant will not accompany his master, servants being Servants. provided from the school establishment.

813. A married N.C.O. detailed to attend a course of instruction will Married N.C.O. not be accompanied by his wife and family.

814. Qualification in India, in Canada, and in South Africa is Qualifica- territorial force, and Channel Islands militia), and about six weeks for officers and N.C.Os. of the Irish Horse, territorial force, and Channel Islands militia. equivalent to qualification at the School of Musketry, Hythe.

(For further instructions, see Musketry Regulations.)

School of Signalling, Aldershot.

815. The duration of each class is about ten weeks for officers and N.C.Os. of the regular forces (including adjutants of the Irish Horse, territorial force, and Channel Islands militia), and about six weeks for officers and N.C.Os. of the Irish Horse, territorial force, and Channel Islands militia.

816. Applications will be sent to the commandant, School of Signalling, Aldershot, with a medical certificate showing that the work is not likely to affect the eyesight of the candidate prejudicially, and a certificate from the C.O. showing that the candidate can read a "paragraph" message of not less than 150 letters, sent on the small flag, lamp and dummy key, or vibrator at a rate of six words a minute, and with an accuracy of 95 per cent. in each case. The message is to be composed of words in a foreign language, or of groups of letters which do not read sense.

Certificates for N.C.Os. will also state that they show natural aptitude for imparting instruction, and that they have been instructed in map reading up to the standard laid down in Infantry Training.

On joining the school candidates will be tested, and those who fail to reach the standard will rejoin their units.

Candidates should be intelligent, quick of apprehension, have good eyesight and hearing, have no impediment in their speech, be able to read and write well and spell correctly, and have self-reliance when placed in isolated and responsible situations.

All ranks are required to ride a bicycle while at a school of signalling.

817. An officer promoted from the ranks who previously qualified as a N.C.O., must attend an officer's course in order to obtain an officer's certificate. Officer promoted from ranks.

A signalling certificate obtained by officers of the territorial force does not hold good for the regular army.

818. An officer or N.C.O. who, having completed a course, has failed to obtain a certificate, will not be allowed to attend another, except under special circumstances. Failure to obtain certificate.

819. Cancelled.

820. In selecting an officer for a signalling appointment, preference will be given to one who is in possession of a special certificate of signalling.

821. An officer attending a course of instruction who is in possession of a telescope should take it with him. Telescope.

822. A married N.C.O. detailed to attend a course of instruction will not be accompanied by his wife and family. Married N.C.O.

(For further instructions, see Training Manual Signalling.)

Course for Saddlers and Saddle-tree-Makers at Woolwich Dockyard.

823. A candidate for the appointment of saddler or saddle-tree-maker must belong to a mounted branch, be unmarried, of good character, and able to read and write. An application accompanied by A.F. B 191 will be sent to the commandant, Ordnance College. Men

of the undermentioned trades will be selected for saddlers in the order specified if available:—

Saddlers or harness-makers; shoemakers; other workers in leather; grooms.

A candidate for the saddletree-makers' course should have had experience in wood work. A man accustomed to handle horses should work with the regimental transport or be attached to a mounted unit for at least two months before being sent to Woolwich.

Courses for saddlers and saddletree-makers are also formed in South Africa under local arrangements.

Classes for mounted units.
Infantry classes.

Classes for mounted units.—Applications may be sent in at any time. Men should be employed with mounted units after passing the course.

Classes for infantry.—There will be four short courses annually for the training of the infantry saddlers referred to in para. 1197, commencing on the 1st January, 1st April, 1st July, and 1st October.

Course for Tailors and Shoemakers at the Royal Army Clothing Factory.

Tailors and shoemakers.

824. An application to attend a course of tailoring or shoemaking will be made on A.F. B 273. A candidate must be a tailor or shoemaker by trade, and able to keep accounts. A married man will be warned that quarters cannot be provided for his family in London. In the case of a tailor, the candidate will, under the orders of the brigade commander, be examined by a board of serjeant-tailors, who will report on A.F. A 2 as to the likelihood of his becoming an efficient serjeant-tailor; when units are stationed singly, the opinion of one serjeant-tailor will be sufficient. The practical test will be the making up of a full dress garment, not necessarily that of the unit to which the candidate belongs. A note of the particular garment will be recorded on A.F. A 2. In the case of a shoemaker the serjeant-shoemaker will certify that the candidate has a knowledge of the trade and is a competent workman. A.F. B 273, together with the proceedings of the board or the shoemaker's certificate, and copies of the candidate's conduct sheets will then be forwarded to the War Office.

A soldier who completes a course satisfactorily will receive a provisional certificate.

Probation.

825. Before appointment as serjeant-shoemaker or serjeant-tailor a candidate will serve at least 6 months on probation. A certificate of appointment will not be granted until the probationer is reported as satisfactory.

Certificate.

826. A tailor's certificate obtained in India, or a shoemaker's certificate obtained in India since 31st May, 1908, is equivalent to a certificate obtained at the Royal Army Clothing Factory.

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Veterinary School, Aldershot.

Officers' class—

Officers' classes.

827. Classes will last one month. The syllabus of the course will be found in the Regulations for Army Veterinary Services.

Applications to join will be submitted to the professor, Army Veterinary School, Aldershot. Attendance is compulsory for officers of mounted branches except for cavalry officers who have qualified in veterinary subjects at the Cavalry School, Netheravon.

Numbers to attend.

828. Each officers' class will be made up as follows:—

Household Cavalry ... 1

Cavalry (not exceeding) 1, from every regiment at home.

R.A. (not less than) ... 8

R.E. (not less than) ... 4

A.S.C. (not less than) ... 6

{ The commands from which the available vacancies will be filled will be notified by the professor to the G.O.C.-in-C. concerned one month before the commencement of each class.

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Cavalry
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When two officers from the same cavalry regiment are students at the cavalry school, the attendance of an officer of that regiment at a veterinary class is optional; when one officer only is a student at the cavalry school, the attendance of one officer of that regiment at either the January or the November veterinary class is compulsory.

Every C.O. will notify to the professor 6 weeks before the commencement of each class whether an officer from his regiment will be detailed to attend or not.

Officers of other branches of the service and additional officers of the branches above specified will be permitted to attend, provided the total number does not exceed 50.

Farriers' class—

829. Applications will be sent to the professor, Army Veterinary School, Aldershot, on A.F. B 2080. Classes lasting six weeks are formed for farrier-quartermaster-serjeants, farrier-serjeants, shoeing-smiths, men training for shoeing-smiths, and infantry cold-shoers. Candidates must be of good character and have at least a third class certificate of education. Those selected will proceed dismounted.

Farriers' classes.

Dates and soldiers who may attend.

830. Each farriers' class will be composed as follows:—

Numbers.

Cavalry—Farrier-serjeants and shoeing-smiths	16
R.A.—Farrier-serjeants (7), shoeing-smiths (13)	20
R.E.—Farrier-serjeants (1), shoeing-smiths (1)	2
A.S.C.—Farrier-serjeants (2), shoeing-smiths (4)	6
Infantry cold-shoers	6
			—
			50
			—

Artificers' Course.

831. For instructions, see Ordnance College (para. 744).

Gunnery Staff Course.

832. For instructions, see Ordnance College (para. 744) and School of Gunnery (paras. 768-777).

Master Gunners' Course.

833. For instructions, see Ordnance College (para. 744).

Short Course (R.H.A., R.F.A. and R.G.A.).

834. For instructions, see School of Gunnery (paras. 769-777).

4.—LOCAL COURSES.

Instruction as Chiropodist.

835. Courses for soldiers to qualify as chiropodists will be formed during the non-training season under arrangements to be made by generals commanding. The course will consist of lectures and practical demonstrations by an officer of the R.A.M.C. The duration of the course will be twenty-four working days. A certificate of proficiency will be given to each man qualified.

Chiropody classes.

Instruction in the Use of First Field Dressing.

836. Officers and soldiers should be acquainted with the component parts of the "first field dressing" and with the manner of applying the dressing to a wound. General officers will therefore arrange for the instruction of all officers and soldiers in this subject by means of lectures and demonstrations given periodically during the winter months by medical officers.

Field dressing instruction.

Training of Stretcher Bearers.

Training in regular army.

837. In each cavalry regiment and infantry battalion of the line the authorized number of bandsmen, and in the R.A., when practicable, two men per battery or company will be trained as stretcher bearers and in first aid to the wounded. The men selected should be of good character, and able to read and write. The training will be carried out by medical officers under the orders of brigade commanders.

Arranging formation of classes.

838. A C.O. of a unit will arrange with the medical officer for the formation and instruction of classes, and will detail a competent N.C.O. to assist him in the drill, and to take charge of the equipment and appliances used in the instruction.

Formation of classes and number of attendances.

839. A class should consist, if possible, of not less than twelve. Officers and men of any branch of the service may attend; the course of instruction will consist of at least 12 lectures and drills, and 9 attendances must be certified by the instructing officer before application is made for examination as to proficiency.

Examination of classes.

840. When a class has completed a course the instructor will submit the names on A.F. I 1224, in triplicate, for transmission through the C.O. to the brigade commander concerned, who will send them to the deputy director of medical services of the command. The latter will forward them to the medical officer he may detail as examiner, who will examine the class and complete the forms.

Record of men trained.

841. Any number of officers and men may qualify, and their names may be recorded in the inspection report (A.F. I 1224), one copy of which when completed will be retained by the unit, one by the G.O.C.-in-C., and one by the deputy director of medical services. Certificates (A.F. E 596) will be granted to the special reserve and territorial force, but not to the regular forces.

Annual drills.

842. All trained stretcher bearers will be required to attend at least four stretcher drills annually.

Appliances for instruction.

843. Ambulance stretchers and knee caps, in the proportion laid down in the Equipment Regulations, Part I., will, on the application of C.Os., and with the sanction of the general or other officer commanding, be issued on loan from the nearest ordnance dépôt to units in which classes for instruction are formed. The unit to which the articles are issued will be responsible for their safe custody and carriage, and for their being returned in good order as soon as the class is broken up.

Riding Classes for Officers in Districts.

Formation of classes.

844. Riding classes for the instruction of officers of R.G.A., R.E., and infantry, each lasting from two to six months, will be formed during the winter months by generals commanding at stations where facilities exist.

Applications.

845. Applications from officers desirous of attending will be made to the G.O.C.-in-C., without whose permission an officer who once joins a class cannot cease attending it.

Horses.

846. An officer may not ride a private horse unless he can produce a certificate that the horse has been broken as a charger in a cavalry or artillery riding school.

Certificate.

847. A certificate of proficiency will be given at the end of the course by the riding-master. It will be countersigned by the C.O.

848. A field officer will superintend all officers' equestrian classes, except those classes where recruit officers are under instruction.

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5.—OFFICERS' LIBRARIES.**Reference and Officers' Mess Libraries.**

849. Officers' libraries are divided into two classes, viz.:—

- (i) Reference libraries, and
- (ii) Officers' mess libraries.

850. Reference libraries are established at certain military stations in order to place within reach of officers books of reference to help them in their professional work. These libraries are supplied with suitable official publications, other than those of a secret nature, and, in order that they may be adequately provided with standard works, the G.O.C.-in-C. is authorized to obtain annually, through His Majesty's Stationery Office, publications to the value of £10 for each reference library in his command. Reference libraries.

Each reference library will be in charge of an officer of the general staff of the command, who will keep a catalogue and an issue book.

Confidential publications will be kept under lock and key. They will not be taken outside the library building except by the special sanction of the G.O.C.-in-C., who, having regard to paras. 1857 to 1864, will issue such instructions as he considers necessary regarding the issue of confidential publications to individual officers.

851. Officers' mess libraries are small libraries consisting of instructive and interesting publications, located in officers' messes in order to encourage the study of military literature. Each G.O.C.-in-C. will be informed, from time to time, of the number of officers' mess libraries sanctioned for his command, and he is authorized to obtain annually, through His Majesty's Stationery Office, publications to the value of £3 for each library. He will report to the War Office any change in the distribution of such libraries in his command. Secret or confidential official publications are not issued to these libraries. The books, &c., will be treated as station stores and handed over with the mess furniture on a unit vacating the barracks. An officer of the general staff will supervise the officers' mess libraries in each command. Officers' mess libraries.

852. The G.O.C.-in-C. will send in demands for books for the officers' libraries in his command on A.F. L 1385, in triplicate, to the War Office early in April of each year, or at intervals, as the books are required, up to the limit of the grant. All subsequent correspondence on the subject of these demands will be addressed direct to the Controller, His Majesty's Stationery Office, Prince's Street, Westminster, S.W. Demand for books.

853. Early in April of each year, the G.O.C.-in-C. will furnish to the War Office a report as to the general state of the libraries in his command, and a statement of the repairs to publications which he considers desirable. Instructions regarding repairs to publications will then be issued by the War Office. Report on state of libraries.

6.—EXAMINATION OF OFFICERS FOR PROMOTION.**General Instructions.**

854. In order to ensure, as far as possible, uniformity of system in examinations throughout the army, an officer of the general staff at the War Office will, from time to time, attend boards of examination in subject (c) and Part II Tactical Fitness for Command as an *ex-officio* member. A G.O.C.-in-C. will report to the War Office, giving at least 28 days' notice, the dates on which boards of examination will assemble (paras. 875 and 882). Uniformity of system.

Brevet rank, provisional promotion, &c.

855. Brevet rank will not exempt an officer from passing the usual examinations laid down before promotion to each substantive grade. The Regulations regarding provisional promotion, exemption from examinations, supersession and retirement in consequence of failure to pass examinations, will be found in the Pay Warrant.

Examination of Officers, Royal Garrison Artillery, to qualify for Armament Pay.

R.G.A. armament pay examination. Boards.

856. Before becoming entitled to the issue of armament pay, a second-lieutenant R.G.A. (or other officer on transfer or exchange to that arm), will pass the examinations detailed in Appendix X.

Boards of examination, consisting of a field officer as president and two captains as members, one of whom should be an instructor in gunnery, will be convened as required by C.Os.

The proceedings of such boards will be forwarded to the G.O.C.-in-C. for confirmation. The names of the officers who have passed in the whole of Appendix X, will be published in command orders, and the regimental agents furnished with a copy as a voucher for the issue of armament pay. Officers who pass in Part A or B only of the examination will be furnished with a certificate to that effect. This certificate will be handed to the board which examines the officer in the remaining portion of the examination, for attachment to the proceedings.

In the event of an officer who has failed in either portion of the examination being transferred to another command a notification of the subject and date of failure will be made to the G.O.C.-in-C. concerned.

If an officer fails in A. (coast defence subjects), he will not be examined again within three months, except in the case of failure in one sub-head only, when he may be re-examined in that sub-head at the expiration of one month; if he fails to pass within twelve months of joining, he will be liable to be removed from the regiment.

The failure of an officer to pass within twelve months of his joining will be reported at once to the War Office.

An officer is not eligible for posting to siege, heavy, or mountain artillery until he has passed the examination, A. (coast defence subjects).

Examinations of Officers for Promotion up to the rank of Major.*

Subjects for promotion. Oral and written. Practical.

857. The professional examinations required for promotion comprise the following subjects:—

- (a) (i) Regimental duties (oral and written).
- (ii) Drill and field training (practical and oral).

* These regulations apply to officers of the A.O.D., Ordnance Factories, and A.P.D. and to officers holding technical appointments only so long as such officers remain liable to revert to regimental duty. Captains permanently on the directing staff of the A.O.D. are required to pass, before promotion to the rank of major, in sub-heads (d) (ii) and (d) (iii) only.

For the purpose of qualifying for promotion to the rank of major in the A.O.D. only, captains serving on the directing staff, but, liable to revert to regimental duty, will be permitted to take up the above sub-heads independently of the remainder of sub-heads of subject (d). Qualification in sub-heads (d) (ii) and (d) (iii) in these circumstances will not, however, count towards qualification for regimental promotion.

- (b) R.A.M.C. drill and exercises (practical and oral).
(For Captains R.A.M.C. only).
- (c) (i) Practical tactics, embracing a knowledge of map reading, field sketching, and field engineering.
(ii) Practical test in map reading and problems in connection with (c) (i) (*R.A.M.C. officers only*).
- (d) (i) Tactics, embracing a knowledge of map reading, field sketching, and field engineering (written).
(ii) Military law (written).
(iii) Organization, administration and equipment (written).
(iv) Military history (written).
- (e) Artillery (lieutenants) (written).
- (f) R.E. subjects (lieutenants) (written).
- (g) A.S.C. subjects (written).
- (h) R.A.M.C. subjects (written).
- (i) A.V.C. subjects (written).
- (j) Sanitation (lieutenants) (written).

858. For the scope of the examinations for each rank in the various Scope. subjects (a) to (j), for the standard of qualification and for the special certificate in the subjects (c) to (j), see Appendix XI.

859. In the written examinations, subjects (d) to (j), the marks gained by a candidate in any paper are liable to a deduction not exceeding 10 per cent. for bad spelling, handwriting not easily legible, marked irrelevancy, or want of power of clear and concise expression. Written examination—deduction of marks.

860. The Field Service Pocket Book will be allowed for use at all examinations, written and practical, but not for answering oral questions. Field Service Pocket Book.

861. The subjects of examination for promotion to each substantive rank, up to the rank of major, for each arm or branch of the service will be as follows:— Examination for each rank.

- | | | | | | | | | | | | | |
|--|-----------------------------|--|--------------------|---------------------------|--------------------|---------------------------|------------------------|----------------------|----------------------|---------------------------|--|--|
| <ul style="list-style-type: none"> (1.) (i) <i>Warrant officer or N.C.O. for promotion to the rank of second-lieutenant.</i> (ii) <i>Quartermaster or riding-master before being granted a commission as lieutenant.</i> (iii) <i>Second-lieutenant for promotion to the rank of lieutenant (all branches except R.A.M.C. and A.V.C.), unless he has already passed the examination under (i) in the branch of the service in which he is serving.</i> (iv) <i>Lieutenant, R.A.M.C., on probation, for confirmation of commission.</i> | } | <p>Subject (a).</p> <p>Subjects (a) and (h).</p> | | | | | | | | | | |
| <ul style="list-style-type: none"> (2.) <i>Lieutenant for promotion to the rank of captain.</i> <table border="0" style="margin-left: 20px;"> <tr> <td><i>Cavalry</i></td> <td>Subjects (c), (d), and (j).</td> </tr> <tr> <td><i>R.A.</i></td> <td>" (c), (d), (e), and (j).</td> </tr> <tr> <td><i>R.E.</i></td> <td>" (c), (d), (f), and (j).</td> </tr> <tr> <td><i>Infantry</i></td> <td>" (c), (d), and (j).</td> </tr> <tr> <td><i>A.S.C.</i></td> <td>" (c), (d), (g), and (j).</td> </tr> </table> | <i>Cavalry</i> | Subjects (c), (d), and (j). | <i>R.A.</i> | " (c), (d), (e), and (j). | <i>R.E.</i> | " (c), (d), (f), and (j). | <i>Infantry</i> | " (c), (d), and (j). | <i>A.S.C.</i> | " (c), (d), (g), and (j). | | |
| <i>Cavalry</i> | Subjects (c), (d), and (j). | | | | | | | | | | | |
| <i>R.A.</i> | " (c), (d), (e), and (j). | | | | | | | | | | | |
| <i>R.E.</i> | " (c), (d), (f), and (j). | | | | | | | | | | | |
| <i>Infantry</i> | " (c), (d), and (j). | | | | | | | | | | | |
| <i>A.S.C.</i> | " (c), (d), (g), and (j). | | | | | | | | | | | |

* *R.A.M.C.*, subject (c) (ii), sub-heads (d) (ii) and (d) (iii), and subject (h). These examinations cannot be taken before completing 12 months' service.

A.V.C., sub-head (d) (ii) and subject (i). The examination in subject (i) cannot be taken before the completion of three years' service.

* A lieutenant of the R.A.M.C. who has not by 1st June, 1912, passed for promotion under former regulations, will be required, before being considered fully qualified for promotion, to pass a practical examination in subject (c) (ii) and the written examination sub-head (d) (iii) in addition to any other subject or sub-head in which he has yet to pass.

(3.) **Captain for promotion to the rank of major.*

<i>Cavalry</i>	Subjects (e) and (d).
<i>R.A.</i>	" (e) and (d).
<i>R.E.</i>	" (e) and (d).
<i>Infantry</i>	" (e) and (d).
<i>A.S.C.</i>	" (e), (d), and (g).

†*R.A.M.C.*, subject (b), subject (c) (ii), sub-heads (d) (ii) and (d) (iii), and subject (h). These examinations cannot take place before the completion of five years' service.

A.V.C., sub-head (d) (ii) and subject (i). The examination in subject (i) cannot take place before the completion of twelve years' service.

Examination on transfer.

Certificates taken in lieu.

Staff College, Entrance.

p.s.c.

Accelerated promotion.

Conditions to be fulfilled.

862. When an officer, previously qualified, is transferred from one arm of the service, or from one branch of artillery, to another, he will be required to pass a further examination in the subjects or sub-heads which relate exclusively to the rank in the arm or branch to which he is transferred, before being considered qualified for further promotion.

863. The following certificates will be accepted instead of examination, but a certificate obtained as a lieutenant will not exempt the officer from examination for promotion to the rank of major. A candidate claiming exemption will forward his certificate when he applies to be examined in other subjects:—

- (i) A gunnery staff course certificate, in lieu of subject (e).
- (ii) A certificate of having passed the senior class at the A.S.C. School of Instruction at Aldershot in lieu of subject (g).
- (iii) A certificate of having passed the examination held at the termination of the course at the School of Army Sanitation, Aldershot, or at the Cavalry Schools, Netheravon and Saugor, in lieu of subject (j).

864. The obligatory military subjects in the examination for admission to the Staff College, Camberley, or the Staff College, Quetta, will be accepted in lieu of the sub-heads of subject (d) as under:—

Field engineering, tactics and military topography combined in lieu of (d) (i)
Military law	" (d) (ii)
Military administration	" (d) (iii)
Military history and strategy	" (d) (iv)

The standard of qualification for a "pass" and for a "special certificate" (Appendix XI), and the rule as to partial failure (para. 867) will also apply. An officer exempt as above will, however, be required to pass in subject (c).

An officer who has graduated at the Staff College, Camberley, or the Staff College, Quetta, will be exempt from all examinations for promotion to the rank of major.

865. An officer who has obtained a special certificate will be noted at the War Office for accelerated promotion, provided he is also recommended for accelerated promotion in his annual confidential report.

866. Except under the conditions mentioned in para. 878 (ii), the two sub-heads of subject (a) are considered as one examination, and cannot be taken up separately.

* See also para. 879.

† A captain of the R.A.M.C. who has not, by 1st June, 1912, passed for promotion under former regulations, will be required, before being considered fully qualified for promotion, to pass a practical examination in subjects (b) and (c) (ii) and the written examination sub-head (d) (iii) in addition to any other subject or sub-head in which he has yet to pass.

Examination of Officers for Promotion.

Paras. 867-870.

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An officer will not be permitted to present himself for examination in subjects (c) to (j) until promoted to the necessary qualifying rank specified in para. 861.

As a rule, an officer must qualify in the written examination, subject (d), before presenting himself for examination in the practical subject (e). Exceptions to this rule may, however, be made at the discretion of a G.O.C.-in-C.

Subjects (d), (e), (g), (h), (lieutenant), (i) or (j) may be taken up separately at any of the half-yearly examinations (para. 876).

867. An officer who fails in either part of subject (a) will be required to take up the whole examination again.

Failure and partial failure.

An officer who twice fails in subject (c) will not, as a rule, be permitted to remain in the service. In exceptional circumstances the Army Council will consider whether the officer shall be given a further opportunity of qualifying.

An officer who fails in one sub-head only of subject (d), (f), (g), (h) (lieutenant) or (i) respectively, will be required to undergo re-examination in that sub-head only. Failure in more than one sub-head of a subject will, however, entail re-examination in the whole of that subject.

An officer who fails in either part of subject (e) will be required to take up the whole subject again.

For the purposes of partial failure in a subject, an officer who does not present himself for examination in a sub-head to which he is liable will, as a rule, be deemed to have failed in that sub-head.

An officer who fails will not be permitted, without War Office authority, to present himself for re-examination within three months of his failure.

868. A candidate for examination will apply to his C.O. The C.O. will, in the case of subjects (c) to (j), forward such applications to the G.O.C.-in-C. accompanied by a certificate showing:—

Application for examination.

- (i) That the candidate is qualified under paras. 866 and 867, and in the case of subject (c);—
- (ii) That the C.O. is personally satisfied that the candidate has a sufficient knowledge of the subject to warrant his presenting himself for examination; and
- (iii) That in the opinion of the C.O. the candidate, as regards his competency to command, instruct and train his men, in barracks and in the field, is fitted for promotion.

869. A G.O.C.-in-C. will forward to the War Office, not later than the 7th April and 15th October in each year, a return on A.F. B 2053, of all officers in his command who are desirous of being examined in subjects (d), (e), (g), (h) (lieutenant), (i) and (j). An officer will not, as a rule, be examined in a command other than the one in which he is quartered.

Lists for (d) (e) and (g) to (j) to be sent to War Office.

870. An officer of a unit serving abroad who may be on leave in this country will be permitted to attend the examinations in subjects (d), (e), and (g) to (j). When applying for examination in subject (d) the campaign selected for sub-head (d) (iv) (Military History) must be stated. Except in special circumstances, when War Office authority will be necessary, examinations in subjects (a), (b) or (c) will be taken by an

Officer on leave of absence from abroad.

Examina-
tions in
India.

officer while serving with his unit. Applications for War Office authority should, in the case of (c), be accompanied by the certificates mentioned in para. 868.

871. The examination of officers serving in India, and all correspondence connected therewith, will be conducted under the orders of the Commander-in-Chief in India, who will arrange for the results of all examinations to be reported, without delay, to the War Office for record.*

872. The examination of officers of the Indian Army, serving otherwise than under the Government of India, either with units of the Indian Army or in extra-regimental employment, will be conducted under the rules and conditions contained in these regulations, as if they belonged to the British service, with the following exceptions:—

- (a) They will not be required to qualify in subject (j) (Sanitation), as laid down in para. 857.
- (b) If serving with units of the Indian Army, the papers in sub-heads (d) (ii) and (d) (iii) will be as for officers serving in India; application for these papers should be made to Army Headquarters in India.
- (c) The examination of officers of the Indian Medical Service will be conducted, in all circumstances, by the Government of India.

Boards of Examination.

Examina-
tion in (a).

873. Examinations in subject (a) will be carried out by a C.O., who will appoint a regimental board of examination with himself, or the next in command, as president, and two officers, not under the rank of captain, as members. This board will examine the candidates, in accordance with the syllabus given in Appendix XI.

Examina-
tion in (b).

874. The local military authority will determine the constitution of the board to examine captains of the R.A.M.C. in subject (b), and will appoint dates for the examination.

Examina-
tion in (c).

875. To examine officers in subject (c) a G.O.C.-in-C. will select and appoint for a fixed term of not less than one year, if possible, officers of the various arms of the service, sufficient in number for all the examinations within the command. Boards will be formed from these officers, who may be exempted from serving on other garrison boards.

For an examination in subject (c), the board will consist of a president, not below the rank of colonel, where possible, and members not below the rank of major. When an officer, not below the rank of colonel, is not available, a substantive lieutenant-colonel may be appointed president. A president and three members should constitute the board for the examination of eight candidates, and a president and two members may examine six or any less number of candidates. This proportion of members to candidates should, as a rule, be observed.

* For the examination (1) of officers of the A.S.C. in subject (j); (2) of officers of the A.V.C. in subject (i); and (3) of majors of the A.V.C. for promotion to lieutenant-colonel, papers of questions will be set and the candidate's work marked under arrangements made by the Army Council.

When a candidate of the R.A.M.C. presents himself for examination in subject (c) (ii), an officer of the R.A.M.C., not below the rank of major, will be a member of the Board of Examination.

A.F. B 109 will be used, on which the board will be required to certify that each officer has been thoroughly tested by them in subject (c) as set forth in Appendix XI, and to record their opinion as to the officer's fitness for promotion in so far as the examination applies.

876. Examinations in subjects (*d*), (*e*), (*g*), (*h*) (lieutenant), (*i*), and (*j*) will be held at such centres as G.O.C.-in-C. may appoint, commencing on the third Monday in May and the first Monday in December. Boards to supervise the examinations will consist of a lieutenant-colonel as president and two field officers as members. When there are less than six candidates at any sitting, the board may consist of a president and one member only. If no officer of the rank of lieutenant-colonel is available a field officer may be appointed as president, and the command order convening the board should state "No officer of the rank of lieutenant-colonel available."

Examination in (*d*), (*e*), and (*g*) to (*j*).

Boards of examination in subject (*f*) will be dealt with as laid down in Appendix XI (*f*).

877. Officers supervising an examination are required not only to adhere strictly to every detail of the instructions given in Appendix XI, but also to give their undivided attention to the exercise of supervision throughout the examination.

General duties of boards.

Proceedings of Boards, Results, &c.

878. The proceedings of the boards and results will be dealt with as follows:—

Disposal of proceedings.

- (i) In the case of an examination in subject (*a*) or subject (*b*), the president of the board will forward the proceedings to the brigade commander (*see* para. 29 (iii)); the latter will, if satisfied that the examination has been conducted in accordance with the regulations, write a certificate to that effect on the proceedings; which he will retain, unless any irregularity has occurred in the conduct of the examination, in which case he will forward the proceedings, with a written statement of the irregularity attached, to command headquarters. The G.O.C.-in-C. will decide whether any part or the whole of the examination is to be annulled. The results will be forwarded to command headquarters.

In the case of an examination in subject (*c*), the president of the board will forward the proceedings and results (on A.F. B 109) to the G.O.C.-in-C. who, if satisfied that the examination has been conducted in accordance with the regulations, will sign the certificate on A.F. B. 109. If any irregularity has occurred, the G.O.C.-in-C. will decide whether the examination is to be annulled.

- (ii) The G.O.C.-in-C. will report the results of examinations in subjects (*a*), (*b*) and (*c*) to the War Office without delay. A.F. B 109 will be used to report the results of examinations in subject (*c*).

The names of officers who have qualified will be notified in command orders, and such notification will be the authority for recording an officer as qualified in subject (*a*), (*b*) or (*c*). Each officer will be furnished by his C.O. with a certified copy of the notification.

The proceedings of boards of examination in subject (c) will be retained in the command headquarters' office.

In the case of only one sub-head of an examination in subject (a) being annulled, an officer who is successful in the sub-head not annulled will not be required to re-qualify in that sub-head.

The annulling of an examination in subject (c) will not count as failure for the purposes of para. 867.

- (iii) In the case of subjects (d), (e), (g), (h) (lieutenant), (i) and (j) the G.O.C.-in-C. will transmit the proceedings to the War Office, whence he will be furnished with lists of successful and unsuccessful candidates; the names of those officers who have passed will be notified in command orders, and such notification will be the authority for recording an officer as qualified in these subjects. Each officer will, in addition, be furnished direct from the War Office with a list of the marks he has obtained, and such communication may, if necessary, be produced as an authority.

Riding certificate.

879. Before he can be regarded as fully qualified for promotion a captain of R.G.A., R.E., and Infantry, not doing duty with a mounted branch, will be required to produce a certified copy of a certificate of proficiency in riding, which will always be appended to A.F. B 109 by the board of examination in subject (c). The certificate may be obtained as laid down in para. 847, or it may be granted at any time by any brigade commander, after examination by himself or by a field officer deputed by him. A candidate not in possession of such a certificate, or who fails to produce one, will be examined in riding by the board and any extra expense incurred thereby will be borne by him.

Examination of a Major (other than R.A.M.C. and A.V.C.) for promotion to the rank of Lieutenant-Colonel.

Tactical Fitness for Command.*

(See Appendices XII. and XIII.)

Officers liable and eligible.

880. An officer in a branch of the service in which examination for promotion is prescribed will not be promoted to the rank of substantive lieutenant-colonel until he has passed one of the examinations laid down in para. 882. A brevet major cannot be permitted to present himself for these examinations; whilst as regards higher brevet rank the provisions of para. 855 will apply to the examination as to tactical fitness.

Officers may be attached to other arms.

881. A senior captain or a major may, at his own request, be attached for a period not exceeding six weeks, to an arm of the service other than his own, and may be exercised in the command of mixed forces under the orders of the G.O.C.-in-C.

Officers on leave.

An officer on leave from abroad will be permitted to present himself for examination under Appendix XII and to be attached as above.

A G.O.C. at a station abroad, other than India, will arrange for the attachment and examination of an officer of the Indian army who may be serving in his command.

* These regulations apply to the officers of the A.O.D. Ordnance Factories, A.P.D., and to officers holding technical appointments only so long as such officers remain liable to revert to regimental duty.

The Commander-in-Chief in India has made arrangements under which an officer on leave in India can be attached in that country to other arms, and tested as to his tactical fitness for command.

882. Examinations for tactical fitness for command will be carried out as under:—

Examinations and boards.

- (i) If the candidate is serving in the United Kingdom, he will be examined under Appendix XII (with troops).^{*}
- (ii) If the candidate is serving outside the United Kingdom, he will be examined either under Appendix XII (with troops) or under Appendix XIII (by a staff ride).
- (a) In deciding by which methods an examination under (ii) shall be carried out, a G.O.C.-in-C. should bear in mind that the most satisfactory test of an officer's practical proficiency is made by observing how he handles troops in the field. When, therefore, the necessary troops, in sufficient strength (as laid down in Appendix XII) are available, and the ground is suitable for tactical exercises, it is desirable that the examination should be conducted as prescribed in Appendix XII. When the requisite troops are not available, or when they cannot be conveniently spared, or when suitable ground cannot be found, or when any other sufficient reason exists, the examination may be conducted by means of a staff ride, in accordance with Appendix XIII.
- (b) In the case of an examination with troops, the board will consist of three officers or more, at the discretion of the G.O.C.-in-C. The president will be a general officer and the members not under the rank of lieutenant-colonel, nor of junior rank to the candidate.
- (c) In the case of an examination by a staff ride the board will consist of a general officer as president and two colonels or lieutenant-colonels as members. It is not desirable to examine more than eight officers at one time. If for special reasons this number is exceeded, additional members, not under the rank of lieutenant-colonel nor of junior rank to the candidate, should be added, as may be considered necessary.

* Officers serving in a command where the necessary troops are not available for the examination in Part II, Appendix XII, will be sent to another command for examination, where such troops are available, as under:—

Officers serving in the Scottish Command to the Irish Command.

Officers serving in the Northern Command to the Eastern Command.

Officers serving in the Western Command to the Southern Command.

Officers serving in the Channel Isles to the Southern Command.

Officers serving in the London District to the Aldershot Command.

Officers of Regular or Colonial Military Forces on leave from abroad will, as a rule, be sent to the Aldershot Command.

The G.O.C.-in-C. of the Command in which examinations are held will notify the G.O.C.-in-C. of the affiliated command and the War Office, the date and place of each examination, at least 28 days prior to its commencement.

Arrangements for the attendance of majors in a command other than the one in which they are quartered will be made direct between the G.Os.C.-in-C. concerned.

(d) One member will, if possible, be an officer of the arm of the service to which the candidate belongs. Standing boards of examination should be arranged in commands where this is feasible, as for subject (c) in para. 875. It is desirable, as contributing to uniformity of standard in these examinations, that the same general officer should be the president of all tactical fitness boards for at least one year.

Examina-
tion in
Part I.

883. The G.O.C.-in-C. will forward on A.F. B 2054 to the War Office, by the date laid down in para. 869, the names of majors desirous of being examined in tactical fitness for command under Part I, Appendix XII.

884. The examination of majors in Part I, Appendix XII, will be held at the same time and place, and under the same arrangements as those laid down for officers in subjects (d), (e), and (g) to (j) for promotion (paras. 860, 876, 878 (iii) and Appendix XI).

885. Papers in Part I, Appendix XII, will be set by the War Office and forwarded to the various centres in the United Kingdom where examinations are held. The papers will also, if required, be sent to any station abroad.

886. An officer must have passed in Part I before he can present himself for examination in Part II.

Failure.

887. An officer who fails to pass in either part of Appendix XII or in Appendix XIII will not be allowed to present himself for re-examination within three months, except in special cases, when War Office authority will be necessary.

Exemptions.

888. An officer who has graduated at the Staff College, Camberley, or the Staff College at Quetta, will be exempt from examination in Part I of Appendix XII.

An application to be relieved from examination in Part II of Appendix XII, on the ground of having commanded as a substantive major or brevet lieutenant-colonel not less than 500 mixed troops on active service for a period of not less than three months, will be considered on its merits when forwarded to the War Office. Unless the officer concerned was himself in command of the whole force, the application will be accompanied by a certificate from a superior, who has personal knowledge of all the facts, and recommends the exemption.

Examination of a Major, R.A.M.C. for Promotion to Lieutenant-Colonel.

(See Appendix XIV.)

889. A major of the R.A.M.C. before promotion to lieutenant-colonel will be examined in the subjects laid down in Appendix XIV.

Part I—Technical subjects (written).

Part II—A medical staff tour (practical).

The examination in these subjects may be taken up at any time after the completion of three years in the rank of major, and will usually be held in the command in which the officer is serving.

Examina-
tion in
Part I.

890. The examination in Part I will be held at the same time and place and under the same arrangements as directed for subjects (d), (e) and (g) to (j) (paras. 860, 869, 876, 878 (iii) and Appendix XI).

All the technical subjects of Part I will be taken up at the same examination. Failure in one technical subject will necessitate re-examination in that subject alone; failure in more than one technical subject will entail re-examination in all.

891. The examination in Part II will be conducted under arrangements made by G.Os.C.-in-C. at times and places most convenient to the command. Examination in Part II.

892. An officer, except in special circumstances, will not be examined in Part II until he has qualified in Part I.

893. An officer who fails to pass in Part II will not, except in special cases when War Office authority will be necessary, be allowed to present himself for re-examination within 3 months of his failure. Failure.

Examination of a Major, A.V.C., for Promotion to Lieutenant-Colonel.

(See Appendix XV.)

894. A major of the A.V.C., before promotion to lieutenant-colonel, will be examined in the subjects laid down in Appendix XV. This examination may be taken up any time after the completion of three years in the rank of major.

895. The examination will be held at the same time and place, and under the same arrangements as directed for subjects (d), (e) and (g) to (j) (paras, 860, 869, 871, 876, 878 (iii) and Appendix XI).

All the technical subjects will be taken up at the same examination. Failure. Failure in one subject will necessitate re-examination in that subject alone, failure in more than one subject will entail re-examination in all.

Examination of Sister for the rank of Matron, Q.A.I.M.N.S.

896. A sister of Q.A.I.M.N.S. will not be promoted to the rank of matron until she has passed the examination set forth in Appendix XVI. Examination for matron.

(i) This examination may be taken after completing five years' service in the rank of sister. It will be held annually, on the last Monday in November.

(ii) The board of examiners for sisters, Q.A.I.M.N.S., for the rank of matron, will consist of a principal matron as president, and two matrons as members. At a station abroad a board will be appointed to conduct the oral portion of the examination under arrangements made by the Director-General, Army Medical Service. The written portion of the examination will be supervised by a local board, consisting of a matron as president and two sisters as members.

(iii) A sister on leave from abroad will apply to the War Office for facilities as to examination.

(iv) A sister serving abroad will, whenever possible, be examined by a board in the command in which she is serving.

Paras. 897-901. Examination of N.C.Os. for Promotion, &c.

(v) Examination papers for the written portion of Part I will be prepared under the direction of the Director General, Army Medical Service; application for permission to be examined will therefore be submitted to the War Office in time to enable papers to reach the respective commands before the date of examination.

(vi) To enable a sister of Q.A.I.M.N.S. to procure the necessary certificate of administrative capacity referred to in Appendix XVI, a sister of four years' service and over in that rank may (as far as circumstances admit), at her own request, undergo a two months' course of special instruction in matrons' duties.

(vii) A candidate who has failed on two occasions to qualify is not eligible to present herself again for examination.

A.O. 107
1908

7.—EXAMINATION OF N.C.Os. FOR PROMOTION.

General Instructions.

N.C.Os.
promotion.

897. In addition to the educational qualifications required by these regulations, a soldier will not be promoted unless he is recommended by his company, &c., commander, who will certify that the candidate* is (i) a capable instructor, according to his rank and service, in all technical or other military duties, appertaining to his arm of the service; (ii) that he possesses, according to his rank, a competent knowledge of discipline, duties on guard, and duties connected with interior economy in quarters, in camp, on the march and on mobilization; and (iii) that his character and general qualities are such as to fit him for promotion.

Examina-
tion.

898. A C.O. may, at his discretion, subject candidates for promotion to an examination to test their qualifications.

899. A company, &c., commander is responsible that all N.C.Os.† receive adequate instruction and preparation in all professional matters, whether connected with training, interior economy, or technical duties appertaining to their arm of the service, to fit them for promotion to a higher rank.

8.—STUDY OF FOREIGN LANGUAGES.

General Instructions.

Foreign
languages.

900. To assist officers in acquiring a practical knowledge of foreign languages, classes of instruction in French and German will be formed at certain large military centres, and leave of absence will be granted to a limited number of officers to proceed abroad, for the purpose of studying languages in the countries in which they are spoken.

Seconding.

901. A certain number of officers may also be seconded annually to proceed to Russia, China, or Japan, in order to study the language of the country.

*Certificates (i) and (ii) will not be furnished in the case of soldiers who are candidates for promotion to armorer-serjeant, saddler-serjeant, saddletree-maker, rough-rider, farrier-serjeant, serjeant-tailor, battery-tailor, pioneer-serjeant, serjeant-shoemaker, and the several grades of artificers; but an equivalent recommendation will be made by the officer immediately responsible.

† Except as provided in note to para. 897.

902. Examinations will be held by the Civil Service Commissioners in London, and at various stations abroad. Examinations.

903. The names of officers who qualify or re-qualify as interpreters, will be published in Army Orders and noted in the monthly Army List. Interpreters.

904. Grants of money will be made under certain conditions to repay officers, to some extent, for expenses incurred in proceeding abroad, or in otherwise preparing for examination. Grants.

905. Detailed instructions on the subject are contained in the Regulations relating to the Study of Foreign Languages.

9.—EXAMINATIONS IN SHORTHAND.

906. The system of shorthand recommended for the army is Pitman's. An officer in possession of a Pitman certificate, or a certificate from the Society of Arts, showing that he has a thorough knowledge of shorthand, will be recorded as proficient in that subject. Shorthand certificates.

10.—ARMY SCHOOLS.

907. Army schools are established for the education of soldiers and their children. Directions relating to them are contained in the Army School Regulations and the Standing Orders for Inspectors of Army Schools. Army School Regulations.

SECTION X.—GENERAL DUTIES.

GENERAL INSTRUCTIONS.

Responsibility for Public Money and Stores.

Responsibility of officers for public money and stores.

908. An officer entrusted with public money will keep such a record of his cash transactions as may be required by the regulations, and the book in which this is kept will be retained under lock and key in the officer's own custody. Every officer charged with making payments will either make them himself or see that they are made in his presence; he is personally responsible for any sum of money he may entrust to subordinates. Any officer or other person in charge of public stores of any kind is strictly forbidden to lend any article under his charge for any purpose not sanctioned by his C.O.

Keeping and signing accounts.

909. A company, &c., commander, is responsible that all cash payments made to a soldier and all stoppages, &c., made from time to time are recorded in the pay and mess book. The cash payments will be made in the presence of an officer and two witnesses (other than the pay sergeant) who will certify that the amounts charged have been actually paid. In the case of soldiers serving with a detachment where no officer is present, each man will sign the detachment pay sheet.

An O.C. unit or corps will supply the paymaster with all necessary information affecting the men under his command, and will see that he is supplied daily with certified copies of Part II orders.

Quartermasters to deal with quantity only.

910. A quartermaster except a quartermaster of A.S.C. i/c executive supply duties of a station will not in any circumstances deal with, or be held responsible for, the quality of the supplies admitted to or held in store, but will deal solely with the quantities to be received and with their distribution.

A.O. 190
1909

Cash duties.

911. A quartermaster will not perform any cash duties except in circumstances in which he is by the regulations recognized as a sub-accountant.

Duties of paymaster and quartermaster not to be combined.

912. The duties of paymaster and quartermaster should not, if it can possibly be avoided, be combined in one person. Officers of the A.P.D. and quartermasters will not preside over committees for the management of mess, band, institute, or other regimental funds, nor will the moneys of any of these funds be placed in their custody.

A.O. 305
1909

Organization of Companies, &c.

Designation of companies, &c.

913. Each squadron, troop, battery, and company, will be permanently designated as follows:—cavalry, R.H.A., R.E., dépôt companies, infantry, supply and remount companies A.S.C., and dépôt R.A.M.C.—by a letter of the alphabet, commencing with A. Field, mountain, and garrison artillery;—R.E., horse and mechanical transport companies, A.S.C., R.A.M.C. A.O.C., and sections of the A.V.C. by consecutive numbers.

Organization and chain of responsibility.

914. Each service squadron in regiments of cavalry of the line will be divided into four troops; the reserve squadrons into two or more troops. Each battery of R.H.A. and R.F.A. will be divided into three sections, each under the command of a subaltern officer. Each section will be divided into two sub-sections, each under a "No. 1." The sections will be termed first, second, and third, and the sub-sections will be lettered from A to F throughout the battery. Each battery of mountain and company of R.G.A. will be divided into sections and sub-sections as above. Each company of infantry will be divided into two half-companies, right and left, each under a subaltern officer. These half-companies will be permanently divided into two sections, each under a N.C.O. The sections will be

numbered one to four. A section will be divided into two squads, each under a N.C.O. or selected private. The subaltern officers in charge of troops, sections, or half-companies are responsible to the company, &c., commander and the N.C.Os. or privates in charge of sections, sub-sections, or squads will be responsible to their subaltern officers. This chain of responsibility will be strictly enforced. Subaltern officers on joining will provide themselves with a nominal roll of their charge, and will make themselves acquainted as soon as possible with the disposition, character, age, and service of each of their men.

915. The men belonging to each troop, company, half-company, section, sub-section, or squad, will, whether in barracks, camp, or billets, as far as practicable, be quartered and detailed for duties together, so as to facilitate the duties of supply and of efficient supervision, and to foster a spirit of comradeship and mutual confidence.

916. Dismounted men who form part of the establishment of a regiment of cavalry will be clothed, armed, and equipped, with the exception of horse-appointments, in every respect like the rest of the regiment, and will be frequently drilled in the field, and practised in every part of their duty as cavalry soldiers.

Small-Books.

917. A small-book is issued to every soldier on enlistment, in which his description, particulars of service, &c., will be entered. All entries or necessary alterations will be made by the company, &c., commander. Should a soldier lose his book, he must replace it at his own expense.

The soldier will retain his small-book on discharge. In case of desertion the book, if left behind, will be retained by the corps. On the death of a soldier his book will be sent to the War Office for transmission to his representatives.

918. The entries of next-of-kin in the small-book will be verified and corrected annually soon after the 1st January. These entries have no legal effect whatever as regards the distribution of property in the event of death. Unless a formal will is executed the soldiers' estate is liable to be dealt with as if he died intestate. The small-book contains forms of wills and instruction for executing them.

919. A soldier will be classified under one of the following denominations:—

Church of England; Presbyterian; Wesleyan; Baptist or Congregationalist; Other Protestant denomination (name of denomination to be noted); Roman Catholic; Jew.

Kits and private property of Soldiers.

920. When a soldier is given up to another unit as a deserter his kit is to be sent with him, and his account settled between the company, &c. commanders as in cases of transfer. See also Clothing Regulations.

921. When a soldier is sentenced to penal servitude, imprisonment or detention, on the expiration of which he will not rejoin his unit, he will be informed that the military authorities are not responsible for the custody of any private property he may possess. Facilities will be given to him for making private arrangements for the custody or disposal of his property, including regimental necessaries not sent with him to prison or detention barrack; should he, however, decline or fail to make private arrangements prior to quitting his corps, any articles then remaining in military charge will be sold by auction, in the same manner as the effects of deserters.

Exceptions

922. Para. 921 will not apply to deserters and soldiers convicted of felony, whose property will be dealt with in accordance with the Regimental Debts Act and the Warrant and Regulations relating thereto.

922A. When an invalid soldier in a hospital abroad is about to be sent to the United Kingdom as a lunatic, the officer i/c the hospital will obtain from the C.O. of the man's unit the remainder of the invalid's effects which it is proposed to send with him, together with an inventory on A.F. B 253.

The officer i/c the hospital will then prepare a fresh A.F. B 253 showing the whole of the effects which are to be sent home with the man.

This will be countersigned by each officer or N.C.O. who has charge of the effects during the journey, and will be handed over in original to the officer i/c the hospital to which the lunatic is taken on arrival in the United Kingdom.

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Gen. No.
7293

2.—GARRISON AND REGIMENTAL DUTIES.

Roster of Duties.

To commence from senior.

923. For all duties, whether with or without arms, and whether performed by units or by individuals, the roster will commence from the senior downwards.

Classification of duties.

924. Duties are classified as:—

- (i) Guards—(a) of the Sovereign; (b) of Members of the Royal Family; (c) of Viceroys; (d) of the Captain-general or Governor of a colony; (e) of the Commander-in-chief abroad.
- (ii) Duties under arms—(a) divisional; (b) brigade or garrison; (c) regimental.
- (iii) Courts-martial—(a) general; (b) district; (c) regimental.
- (iv) Boards or courts of inquiry—(a) divisional; (b) brigade; (c) regimental.
- (v) Working parties.
- (vi) Fatigues.

Duties, how detailed.

925. When an officer's tour for more than one duty comes round, he will be detailed for that duty which takes precedence in para. 924. An officer detailed for one duty will, in addition, be detailed for such other duties as he can perform consistently with the proper discharge of the first-mentioned duty, and whether it is his turn by roster for the additional duties or not. When an officer is on duty he will receive an overslaugh for all other duties which may come to his turn. Being detailed as "in waiting" does not count as a tour of duty. An officer on duty will attend parades, and perform such other incidental duties, as do not interfere with the special duties for which he has been detailed.

Courts-martial.

926. Attendance at a court-martial the members of which have assembled and been sworn will reckon as a tour of duty, though the court may be dissolved without trying any person. On any day on which a court-martial is not actually sitting, its members will be considered available for other duties; they will not, however, quit the station without the authority of the convening officer until the court has been dissolved. This rule is also applicable to courts of inquiry and boards.

Marching off parade to count a tour, Exchange of duties.

927. A unit detachment, guard, piquet, or fatigue party is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it was ordered to parade.

928. An officer detailed in orders will not exchange his duty with another without the permission of the authority by whom he was detailed.

Garrison and Regimental Duties.

Paras. 929-940.

929. An officer of R.A. or R.E. will share in the general duties of the garrison or camp (guards and piquets excepted, which he will take with his own corps only). A C.O. of R.A. or R.E. will be included in the roster, but whenever any garrison duty would interfere with the special professional employments and responsibilities of such officer, the general commanding at the station may exempt him from such duty.

Garrison
duties of
R.A. and
R.E.

930. An officer of the coast battalion, R.E., if not employed outside the ordinary duties of the coast battalion, will be relieved from all garrison and regimental duties except such as relate solely to the personnel under his orders.

Coast bat-
talion, R.E.

931. A colonel will not be included in the field officers' roster, but will have special duties assigned to him.

Duties of
colonel.

932. A lieutenant-colonel commanding a regiment of cavalry or battalion of infantry, or exercising a lieutenant-colonel's command of R.A. or R.E., will, as a rule, be exempted from serving as field officer of the day, and on other ordinary garrison duties, except when the general commanding at the station considers that, owing to the small number of field officers available, it is not advisable to so exempt him.

Lieutenant
colonel.

933. Every major will do garrison duty as a field officer. A brevet field officer will do duty as a field officer in camp and garrison, but he will also perform regimental duties according to his regimental rank. When performing garrison duties as a field officer he will be mounted,

Major.
Brevet field
officers.

Daily Duties.

934. At a home station the hours for "*Reveille*," "*Retreat*," and "*Tattoo*" will be:—"*Reveille*," varying from 5 A.M. in summer to 6.30 A.M. in winter; "*Retreat*," at sunset; "*Tattoo*" ("last post"), at 10 P.M., unless otherwise specially ordered. At a station abroad these hours may be varied by a general commanding, to suit his command.

Hours for
reveille, re-
treat, and
tattoo.

935. Between tattoo and reveille no call will be sounded, except "lights out" (which will be sounded a quarter of an hour after "last post") and the "alarm," "fire-alarm" or other signal for troops to turn out. On the "alarm" being sounded all troops will turn out under arms.

No bugle
sounds, &c.,
after tattoo.

936. The field officer of the day will be present at garrison guard mounting and will visit all such guards by day and night; these duties will be performed mounted, unless otherwise ordered. He will take command of the piquets in case of fire, riot, or alarm. In the morning, when the guards dismount, the reports of their commanders will be forwarded by the field officer to the O.C. the station, together with his own report.

Duties of
the field
officer of
the day.

937. In a small garrison, a captain will do the duty of field officer of the day in the same manner in all respects as a field officer, except that his being mounted may be dispensed with. When the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed and the former may be directed to perform a portion of the field officer's duties.

Captain to
act as field
officer.

938. A captain of the day or week, and a subaltern of the day, will be detailed in each unit to superintend regimental duties.

Captain and
subaltern of
the day.

939. An adjutant of the day, and any personnel, including bands and drummers, required for garrison duties, will be furnished from the battalions in garrison, according to roster.

Adjutant of
the day, &c.

940. Soldiers will be warned for all duties, &c., by means of daily orders posted in a suitable place in the quarters of each company, &c.

Daily orders
to be
posted.

Guards and Piquets.

Guard mounting.

941. An O.C. a station will be responsible that the number of garrison and regimental guards and piquets is the lowest possible, and they will be replaced, wherever possible, by a system of police. Guards and piquets will mount at the hours the O.C. the station may deem best suited to the climate, and season. All guards and armed parties, before going on duty, will be inspected by the adjutant or some officer of their unit.

Duties of commanders of guards.

942. The standing orders of the guard will be read and explained to the men as soon as the guard has mounted. Every relief will be inspected before going out, and on its return.

Guards not to take off clothing.

943. An officer or soldier will not take off any article of clothing or accoutrements while on guard, but the wearing of the great coat or cloak in the guard room will be optional.

Visiting sentries.

944. The commander will visit his sentries at least twice by day and twice by night to ascertain that they are alert on their posts and acquainted with their orders, and, in addition, he will send a N.C.O. with a file of men to perform the same duty at frequent and uncertain intervals.

Officers and men not to quit their guards.

945. A commander will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time he will be absent. He will not allow any N.C.O. or soldier to quit the guard without leave, which will be granted only for special purposes.

Reveille, retreat, and tattoo.

946. Every guard will turn out at the commencement of the *Reveille*, *Retreat*, and *Tattoo* sounding. The commander will then carefully inspect it.

Fire or other alarm.

947. When a fire breaks out or an alarm is raised, every guard will immediately turn out under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided, unless otherwise ordered.

Relief of sentries.

948. Sentries will be relieved every two hours; but at night, in cold or inclement weather they may, at the discretion of the C.O., be relieved every hour. Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the night for each man of the guard.

Stable guards.

949. A sentry furnished by a stable guard will mount with or without arms, at the discretion of the C.O.

Guard reports.

950. A commander will render his guard report on A.F. B 160. He will also send an immediate report to the field officer or captain of the day of any unusual occurrence on or near his guard.

Patrols detached to assist the civil authorities.

951. A patrol or piquet detailed to assist the civil authorities, or to quell a disturbance in which soldiers are concerned, will be armed and provided with ammunition, and, when employed in the actual suppression of disturbances will be under the command of an officer. A regimental piquet or patrol employed in the apprehension of soldiers may be sent out with side arms only.

Inspection of guards on being dismounted.

952. Every guard will be dismissed on its regimental parade, where it will be inspected and its arms examined. In the case of an officer's guard, the men will be dismissed by the commander after he has reported to any officer of superior rank present on the parade. If the commander of the guard is a N.C.O., a report will be made to the adjutant or orderly officer previous to dismissal.

Young officers

953. A young officer will be placed on guard with a senior officer, as supernumerary, for instruction.

Commander responsible for stores, &c.

954. All stores and furniture (including watch coats) in charge of a guard will be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness, and will, in his report, note the condition of each article when taken over.

Duties in Aid of the Civil Power.

955. When troops are called out in aid of the civil power at home, the general or other officer to whom application is made for assistance, will immediately report the fact by telegraph to the War Office and to the G.O.C.-in-C. The commander of the party will report daily in writing to the War Office, as well as to the O.C. the station from which he has been detached, the progress of the service on which he is employed.

Calling out of troops to be reported.

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956. Except in cases of great and sudden emergency (as explained in paragraph 974), an officer will not order out or take out troops for the purpose of aiding in the suppression of riot, the maintenance of the public peace, or the execution of the law, or of assisting the civil power in case of an expected riot, without the requisition in writing, or by telegram, of a chief constable or magistrate (or sheriff in Scotland or Ireland), having jurisdiction in the place where the services of the troops are required. In the cases of boroughs and cities the requisition will be made by the mayor or chief magistrate, and not by any other magistrate, except on an emergency, but in Ireland the requisition may be made by a divisional commissioner, resident magistrate, the chief or assistant commissioner of the Dublin Metropolitan Police, or officer of the Royal Irish Constabulary; where, however, a resident magistrate makes a requisition, it will be sent to the O.C. the troops through the office of the city, town, county, or district inspector of police.

Magistrate's requisition in case of riots or expected riots.

In cases when a disturbance of the peace takes place in or near a station where troops are quartered, the military authority will, subject to paying due attention to the general obligations imposed by the common law, as explained in the Manual of Military Law, chapter XIII, Appendix I, exercise his discretion as to the necessity of complying with the requisition of the civil authorities.

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When troops are requisitioned from a distance, the military authority will arrange for the dispatch of troops, but on arrival the O.C. the troops will, subject to the obligations of the common law as above stated, exercise his discretion as to the necessity for intervention by the troops. When troops are despatched, the civil officer who requisitioned them will be informed of their numbers, and of the time at which they may be expected to reach their destination.

The responsibility for deciding as to the strength and composition of the force detailed rests with the military authorities. If the civil officer mentions them, it will only be as a guide to aid in estimating the force required.

957. The chief constable of a county or riding, or the Watch Committee in the case of a borough or city, &c., is the civil authority to whom the O.C. the troops will look to make arrangements for accommodation, food, and other immediate requirements, and for meeting the troops at the station, or conducting them to the place where their assistance is required.

Civil authority will supply arrangements for accommodation, food, &c.

958. The chief constable will also arrange that a magistrate shall meet the troops either at a station, or at some place on the way to the scene of the riot, or apprehended riot, and in the event of the troops being divided so as to act in different places, one magistrate will accompany each division of the troops; but in any case where there are more magistrates than one present, one only will act with the commander of the troops detailed for this duty.

Magistrate to be present with troops.

959. The commander will consult with the magistrate and with the senior police officer present, and decide as to the disposition of the troops.

Disposition of troops.

Movement of the troops and position of the magistrate.

Proclamation under the Riot Act.

Importance of Proclamation under Riot Act.

Proclamation not necessary in cases of emergency.

Magistrate will request O.C. to take action.

Duties of O.C. when requested to take action.

Responsibility of magistrate and officer.

Officer has full discretionary power.

Commands to be given by the officer.

Warning that fire of troops will be effective.

Detachments, how told off.

Firing by files or sections.

960. The commander will move the troops to the place to which he may be directed by the magistrate in regular military order, with the usual precautions. He will not permit the troops to be scattered, detached, or posted in a situation where they would not be able to act in their own defence. The magistrate will accompany the troops, and remain as near the officer in command as he can.

961. In the event of the disturbance amounting to a riot, if the magistrate and troops are both present, it will be the duty of the magistrate, if circumstances permit it, and it has not already been done, to read or cause to be read the Proclamation under the Riot Act, and to call upon everybody present to assist him in the suppression of the riot.

Before the proclamation is read, the "alarm" should, where possible, be sounded on a bugle, so as to call attention to what is about to be done.

962. The reading of the Proclamation under the Riot Act is important, both as conveying a distinct warning to the crowd, and as involving the legal consequence that those who do not disperse within one hour are guilty of felony; but it must be understood that to justify the exercise of military force in the prevention of serious outrage and damage to persons or property, it is not necessary to wait for the Proclamation to be read, much less to wait till one hour has expired after it has been read.

963. If the magistrate concludes that the police are unable to cope with the riot, and that the necessity of the case demands the interference of the troops by action, then, whether the Proclamation has been read or not, it is his duty at once to request the commander of the troops to take action. This request should be made distinctly, and, if possible, in writing, although if given by word of mouth it will be sufficient.

964. When so requested to take action it will be the duty of the officer to take such military steps as in his opinion the situation demands. In doing so he will have absolute discretion as to the action to be taken, and as to the arms, including firearms, which the troops shall use, and as to the orders he shall give, including the order to fire. But the magistrate and the officer are each responsible respectively for anything done or ordered by them which is not justified by the circumstances of the case.

965. If the officer thinks it unnecessary to take immediate action it is not obligatory upon him to do so, nor will he continue any action longer than he thinks it absolutely necessary.

966. All commands to the troops will be given by the officer. The troops will not, on any account, fire except by word of command of their officer, who, if it becomes necessary to order the troops to fire, will exercise a humane discretion in deciding both the number of rounds and object to be aimed at.

967. An O.C. troops, on every occasion when employed in the suppression of riots, or the enforcement of the law, will take the most effectual means, in conjunction with the magistrates, for explaining beforehand to the people that, in the event of the troops being ordered to fire, their fire will be effective.

968. When the detachment does not exceed 20 files, it will be told off into four sections. If it exceeds 20 files, the detachment will be told off into more sections than four.

969. If the commander is of opinion that a slight effort will attain the object, he will give the command to one or two specified files to fire. If a greater effort be required, he will give the command to one of the sections to fire; the fire of each of the other sections, if required, will only be given on the regular word of command of the commander.

970. If there are more officers than one with the detachment, and it is necessary for more sections than one to fire at a time, the commander will clearly indicate to the troops, what officer is to order any of the sections to fire. An order to any file or section to fire will not be given by any person, except the officer indicated by the commander.

Where there are more officers than one.

971. If it becomes necessary to fire, officers and soldiers have a serious duty, which they must perform with coolness and steadiness, and in such a manner as to be able to cease fire the instant it is no longer necessary.

Serious nature of the duty.

972. Care will be taken not to fire upon persons separated from the crowd. To fire over the heads of a crowd has the effect of favouring the most daring and guilty, and of sacrificing the less daring, and even the innocent.

Instructions as to firing.

973. The magistrate and the troops will both remain at the place of disturbance until it is decided by the magistrate and the commander that they can withdraw with safety.

Magistrate and troops to remain on scene of riot.

974. The statement above given refers to the normal case, in which the military are present in consequence of an application made by the civil authorities, and the occasions when an officer would be justified in taking action without having received such an application are very rare. It is, however, possible for extraordinary cases to arise of immediate and pressing danger—when violent crimes are being or are likely to be committed—which, in the opinion of the officer, demand his immediate interference. In these emergencies the officer should take such action as he thinks necessary, although he has not received any direction from a magistrate, whether the absence of such direction is due to a magistrate not being present, or to any other cause.

General powers of military in cases of immediate and pressing danger

975. The O.C. a station or corps, on the requisition of a governor of a convict establishment, will afford assistance in aid of the civil guard, in cases of emergency such as a disposition on the part of the convicts to mutiny. The demand of the governor and the completion of the service will be immediately notified to the G.O.C.-in-C.

Requisitions of governors of convict establishments.

Working and Fatigue Parties.

976. Soldiers, other than those belonging to the departmental branches, will be detailed for working parties as seldom as possible. On days allotted to their training, they will only be employed on working parties under exceptional circumstances.

Working parties.

977. An indent for military labour will be made on A.F. B 156, and an O.C. a unit will not furnish working parties without the approval of the brigade commander, or O.C. station if coming under the classification of a brigade commander as described in para. 29 (iii).

Indents for military labour.

978. Working pay will only be granted for work specified in the Pay Warrant.

Working pay.

If the party be employed on piece work, it is the duty of the superintending N.C.O. to keep an account of the work done by each man, with a view to the apportionment among the working party of the amount earned.

979. The number of N.C.Os. employed to superintend working parties is not to exceed the proportion of one N.C.O. to 20 men except:—

Proportion of N.C.Os.

(i) When a larger proportion is authorized by the G.O.C.-in-C. or

(ii) When the party is engaged in scraping or painting quick-firing ammunition, or scraping or painting ordnance, shot or shell, carriages, slides, or miscellaneous stores.

when the proportion may be one N.C.O. to 10 men.

Fatigue parties.

When possible, a working party of less than 20 men should be under the charge of a N.C.O. who can be employed in working at his craft.

980. Soldiers will be employed on fatigues, that is, routine work connected with the administration of the troops, whenever the public service requires it, at such hours as will not interfere with their training.

Coal fatigues will be performed by defaulters. If none are available the fatigues will be performed as follows:—

- (i) For non-regimental quarters, offices, schools, gymnasias, and other similar buildings, by the soldiers or civilian subordinates at such quarters, &c., or by arrangement with the contractor provided no expense to the public is incurred thereby.
- (ii) For officers' mess and quarters and sergeants' mess, by servants and waiters.
- (iii) For regimental institutes and offices, by men employed thereat.
- (iv) For married quarters and barrack rooms, by the occupants of the quarters or rooms.

Light carts, or trucks, should be utilised, wherever available.

Officer of R.E. to have charge of instruction in military engineering, &c.

981. When electric light operations, electric light practice, instruction in military engineering, or other engineering instruction or work is carried on, an officer of the R.E. will have charge of the work. Officers of other corps taking part in the above operations will be informed by this officer (notwithstanding that they may be senior to him) as to the work to be done and will give the necessary orders to their men.

Liability of N.C.Os.

982. A staff serjeant, other than a regimental-artificer employed on working parties, will be exempt from manual labour, except such as is necessary for his duties as a superintendent. All other N.C.Os. and men are liable to be required to work at their crafts. A serjeant, corporal, or second-corporal of R.E., for whom there is suitable employment at his craft or in superintending working parties, will not, except in cases of emergency, be required to work as a labourer. A serjeant or corporal of infantry required to complete the number of superintending N.C.Os. will not ordinarily be employed at manual labour.

Meals.

983. The meals of the working parties will be so arranged as to prevent loss of time.

3.—DUTIES IN REGARD TO BARRACKS.

General Instructions.

Responsibility of C.O.

984. The C.O. of a unit, under the direction of superior authority, will be responsible for the care and sanitation of barracks, barrack enclosures, and War Department ground placed in his charge.

Riding-schools.

985. The C.O. is responsible that the floors of riding-schools and closed manèges are kept in repair and properly raked and watered. The materials will be laid down under the supervision of the R.E.

Attendance of officers.

986. A company, &c., commander, will, when practicable, attend the inspection of his own barrack room and stables; a medical officer will attend that of the hospital. The riding-master will attend at the riding-school, and a veterinary officer at the veterinary hospital. These officers will attest by their signatures in the notebook of the officer

making the inspection, the list of damages or losses to be assessed in their respective departments, or object on the spot to any charge against which they wish to appeal. The officer i/c barracks will also initial the note-book of the regimental officer. When bedding and furniture, with regard to which questions of damages may arise, are returned to the barrack store, a regimental officer will attend.

987. The receipts of periodical and marching-out inspection reports will be immediately acknowledged by a C.O. and a paymaster by letter to the officer from whom they are received. A C.O. will then forthwith give written notice to the C.R.E., or officer i/c barracks, of the items against which they intend to appeal. If the charges are maintained by the assessing authority, the case will be submitted to the G.O.C.-in-C., who will deal with it in the manner laid down in para. 670 and Appendix XXII.

Notice of appeals.

988. The amount of damages or losses assessed against troops at any inspection of barracks will be charged as far as possible against individuals. All accounts not traceable to individuals will be a general charge and shared among the troops. The amounts assessed against each company, &c., will be published in regimental orders.

Assessments to be published in orders.

989. A charge will not be made against the troops for washing rooms or passages unless neglect is apparent, or the building has been left in a dirty state. Such cases should be immediately reported by the C.O. to the brigade commander.

Charges for cleaning rooms and passages.

990. Cricket grounds and places of outdoor recreation are part of the barrack establishment, and the expense of repairing injury done to them by the troops is chargeable as barrack damages.

Cricket-grounds, &c.

991. A N.C.O. in charge of a room will bring to notice at once any losses or damages so that responsibility may be fixed upon the individuals liable. Cases are rare in which it is proper to make a general charge for bedding lost or damaged.

N.C.O. in charge of rooms.

Regimental Inspections.

992. During the first week of every month the O.C. the troops occupying a barrack—or an officer deputed by him—will make an inspection of the buildings, stores and bedding in possession of the troops. He will note repairs to be made, and stores to be replaced, and see that the articles of bedding agree with the number shown in the bedding book. This inspection will be unnecessary in any month in which the periodical inspection is made by the officer i/c barracks and the R.E. After these monthly inspections, the C.O. will forward an indent on A.F. F 765 for articles to be replaced or exchanged.

Periodical inspections.

Medical Inspections.

993. A medical officer is to inspect the whole of the barracks including the married quarters at least once a month. He will note in his sanitary diary any defects in cleanliness or sanitation, and will pass the diary to the C.O. concerned, who, after recording in it the action taken, will return it to the medical officer.

Medical inspections.

Assistant directors of medical services will examine and sign the diary at their inspections.

Periodical sanitary inspection.

994. Deputy directors of medical services or assistant directors of medical services will submit to the G.O.C. the dates proposed for the periodical sanitary inspections of barracks, and the dates, when approved, will be published in command orders. These inspections, and those of the inspector of medical services, will be attended by (1) a senior officer to represent the O.C. the unit in occupation of the barracks if the O.C. is unable to be present, (2) a representative of the C.R.E., (3) the medical officer, (4) the quartermaster.

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Royal Engineer Inspections.

Quarterly. 995. An officer of R.E., detailed by the chief engineer, will inspect the barracks quarterly with reference to any repairs that may be required. The quartermaster of the unit concerned will attend the inspection.

Yearly. 996. The chief engineer, or his representative, will inspect the barracks annually and will furnish a report thereon to the O.C. station concerned calling attention to sanitary conditions. The O.C. the troops in each barrack will detail an officer, not below the rank of captain if available, to attend the inspection. The report of this inspection will be forwarded through the chief engineer to the G.O.C.-in-C.

Army Service Corps Inspections

Yearly. 997. The officer i/c barracks, will make an annual inspection of stores in possession of troops in barracks, at each station where a transfer of the expense store charge has not already taken place. The quartermaster of the unit concerned will attend the inspection.

Marching-in and Marching-out Inspections.

To be combined. 998. To save time and labour these inspections will, whenever possible, be combined.

Taking over barracks. 999. The C.O. a unit, in conjunction with an officer of the R.E. and the officer i/c barracks, will cause all buildings, fixtures, and furniture, allotted for the use of troops, to be inspected (if possible before the arrival of the troops) to ascertain their condition. This inspection will be carried out by an officer not below the rank of captain, or by the quartermaster, of the unit concerned. The troops then become responsible for the buildings, &c., handed over.

Detachment to take and give over. 1000. A party not exceeding two officers, four N.C.Os., and twelve rank and file will take over barracks for a regiment or battalion, except when sea passage outside the United Kingdom is involved. This party, unaccompanied by any families, should precede the unit, and a party of the same strength should be left behind to give over barracks.

Similar advance and rear parties of the R.A. will be provided as follows:—

For a brigade, R.H.A. :—2 officers, 4 N.C.Os. and 8 men.

For a brigade, R.F.A. :—3 officers, 6 N.C.Os. and 12 men.

Officer taking over barracks. 1001. An officer taking over barracks on behalf of a unit will initial and date each inventory before leaving the room, or quarter; he will, at the same time, if relieving another unit, make out a list of any articles requiring exchange or replacement, so that he need not refrain from initialing the inventories.

Certificate after marching in. 1002. As soon as possible after marching in, the C.O. will sign a certificate, in duplicate, on A.F. G 1062.

Notice of movements to be given. 1003. When troops are ordered to hand over a barrack the O.C. station will give the R.E. officer and the officer i/c barracks the earliest possible intimation of the hour and date at which the buildings will be vacated, in order that arrangements may be made for the marching-out inspection.

Marching-out inspections. At this inspection an experienced officer will accompany these officers in going over the whole of the barracks, and in assessing the damages. Before leaving each room, or quarter, the former officer will attest by his signature in the note-books of the other officers the correctness of the damages or deficiencies noted therein, or object, on the spot, to any charge against which he wishes to appeal.

Appropriation and Equipment.

Appropriation, &c. 1004. The appropriation of each building, &c., will be lettered on the door in agreement with the particulars given in A.F. K 1294. The

appropriation of each room and the number of fuel units allowed will be recorded on A.F. K 1251. An alteration of the appropriation will not be made except as described in para. 1038.

1005. Inventories of barrack furniture and utensils will be made out and signed by the officer i/c barracks, and of fixtures by the R.E. These inventories will be pasted on separate millboards. In the case of barrack accessories, the inventories will be retained by the quartermaster of the unit in occupation. In the case of barrack rooms and the quarters of married soldiers, they will be kept by company, etc., commanders.

1006. Alterations or additions will not be made to rooms or buildings by any officer or soldier without the sanction of the G.O.C.-in-C., who may approve minor alterations not affecting accommodation and not at variance with approved types and provisions in barracks. When such alterations affect record plans, a report, accompanied by the necessary drawings, should at once be made to the War Office. Temporary buildings, huts, or stands may be similarly approved by the G.O.C.-in-C., as well as the erection of a stage within a building. Such erection will not be taken into use until it has been passed as fit, especially with regard to risks of fire, by the C.R.E. Any person who makes an unauthorized alteration in the gas or water fittings or interior arrangements of any building allotted for the use of troops, will be liable to pay for any excess of gas or water consumed and for the expense of replacing the fittings as they originally stood.

1007. Unoccupied buildings within a barrack enclosure, as well as buildings in the actual possession of the troops, are, as regards their security, under the charge of the C.O.

1008. A general commanding may sanction the temporary use of spare accommodation for army purposes:—(i) when no expense to the public is involved; (ii) when the purpose is one usually provided for at the public cost, and the expense involved is within the limits prescribed in para. 1038 (vi) and (vii).

Sanitation.

1009. In cases of epidemic disease, every care will be taken to secure that articles likely to convey infection are not returned to the barrack expense or ordnance store. Should there be any reason to believe that infected articles of bedding, clothing, tentage, &c., have been so returned, the officer concerned will be at once warned.

1010. The windows of every barrack-room will be opened sufficiently to allow of free ventilation, and will be kept open as far as the weather and season admit.

1011. Tanks used by troops will be periodically cleaned out by the R.E., and cisterns, where accessible, by the troops themselves.

1012. The cleaning of surface drains and catch-pits and the flushing of latrines, where skilled labour is not required, will be performed by fatigue parties.

1013. Attention will be paid at all times, and especially during the prevalence of epidemic disease, to the state of the latrines and urinals, and to the disinfecting of ash-bins. A C.O. will issue special orders that improper articles are not thrown into them or into the drains.

1014. The C.O. is responsible that the duties laid down in the Regulations for Engineer Services, Part I—Drainage Section—are performed with regularity by the troops. A sanitary manual—Instructions in the Care of Barracks—is issued to units for guidance in the more technical part of the duties.

Inventories.

Private alterations or addition.

Protection of unoccupied buildings.

Temporary use of available accommodation.

Infected articles.

Ventilation.

Cleaning of tanks and cisterns.

Fatigue duties of troops.

Sanitary arrangements.

Responsibility of C.O. for water supply duties.

Animals prohibited.

1015. Cows, pigs, goats, poultry, &c., will not be kept, nor will horses and dogs be allowed to run loose, within the boundaries of barracks or hospitals.

Yards and parades to be kept clean.

1016. Yards and parades will be kept in order by the troops. Accumulation of snow on the roof of any building, occupied or not, will be removed by troops under the supervision of the R.E.

Precautions against Fire.

Fire Committee.

1017. At all stations a fire committee will be appointed consisting of three members—an officer of the R.E. (usually the division officer); an officer of the A.S.C. (usually the officer i/c barracks); and an officer from the troops quartered at the stations, whose seniority will depend upon the size of the garrison, but who should, if possible, be a field officer.

The duty of the fire committee will be to make such recommendations as may appear advisable for the improvement of the fire arrangements, and to hold inspections of the fire appliances, at which the troops will turn out as at a fire. These inspections will be more valuable if made without warning. At least two members of the committee should be present at each inspection.

The committee will report half-yearly on the results of their inspections, but anything which may need prompt attention should be brought to notice at the time.

They will state whether the personnel, appliances, and water supply are reasonably sufficient and efficient, and are distributed to the best advantage, and they will make recommendations for remedying defects.

A book will be kept in an appointed place, in which a record of the inspections made and any observations arising therefrom will be entered and signed by the members. The record should be full, and should show which hydrants were tested, what unit furnished the piquet, its strength, &c.

Storage of explosive oil.

1018. Petroleum spirit for private use will not be stored or sold in barracks.

1019. In all barracks and stations where mineral or highly inflammable oils are kept, for sale in institutes, or for public or private use, the following rules will be strictly adhered to:—

(i) A board must be assembled to decide what quantity may safely be kept in store, the place in which it is to be kept and the regulations under which it may be issued.

(ii) The board will be guided by the provisions of the Petroleum Acts in force, the Statutory rules and regulations issued by the Secretary of State for the Home Department under the Locomotives or Highways Act and Local enactments, and will conform thereto as far as circumstances allow.

(iii) When practicable an officer of R.A. and one of R.E. will be members of this board. The proceedings will be submitted for the approval and remarks of the brigade commander, who will cause periodical inspections to be made, so as to ensure that the necessary arrangements are carried out. In framing these regulations it will be necessary to guard against the oil being stored in places to which men can have access after dark, and to direct that lights be not taken into the store at any time. Proximity to magazines and storehouses must invariably be avoided, and the hours of issue must be such as to ensure that the utmost precautions are used to avoid danger from fire. In all places where oil is stored a box of sand or dry earth should be placed, to be thrown at once on any oil or spirit that may have become ignited; water should not be used.

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Duties in regard to Barracks.

Paras. 1020-1024.

1020. The C.O. will see that A.F. K 1289 is hung up in every building where mineral oil lamps are used. Mineral oil lamps.

1021. Suitable sheds for the storage in barracks of motor vehicles which are the private property of officers may be erected at the expense of the officers concerned, as encroachments, under existing regulations. The following rules will be adhered to, and copies will be affixed to the walls of the sheds:— Motor vehicles, storage of.

- (i) Replenishment of fuel tanks of motor cars or bicycles may only be made in the open air and at a distance of not less than 10 yards from any shed, or other building.
- (ii) In the case of motor vehicles fitted with burners, no burner is to be lighted, or be allowed to remain alight, within 10 yards of any shed or building, or pile of inflammable material.
- (iii) Smoking is not allowed within the sheds.

1022. Lights or freshly made up fires will not be allowed in barrack-rooms or buildings occupied by troops—except in hospitals, latrines, guard-houses, galleries, or stables—later than a quarter of an hour after the last post, when an officer will visit the barracks to see that this order is obeyed. Lights are permitted in serjeants' messes up to 11 p.m. Soldiers are prohibited from smoking in buildings or tents where there is loose straw. The use of oil stoves or lamps, except where authorized as public issues, will only be allowed with the express sanction of the C.O. Oil stoves are not to be placed directly on wood and their position must be carefully inspected to ensure sufficient protection being afforded to obviate the risks of fire. Stoves standing on three feet will not be allowed in any circumstances. The occupants of married quarters should be cautioned to be careful in the use of fires and lights, especially mineral oil lamps, and against the use of cheap oils with a low flashing point, and lamps with glass receivers. The draping of mantel-pieces in government quarters is prohibited, and care should be taken that curtains are so arranged that contact with fire-places, gas-jets, &c., is impossible. Fireworks or bonfires in barracks or camps are prohibited. Precautions against fire.

1023. In the barracks of a mounted unit, before the "dismiss" is sounded, the orderly officer will see that all the stable buckets are filled with water and left in the most accessible spot and a note showing that he performed this duty will be made in his report. The person responsible for the closing of rooms or buildings in which fires or lights are used during the day, but which are unoccupied at night, will personally ascertain, before leaving for the night, that the gas is turned off, and that there is nothing which might lead to an outbreak of fire. In messes, canteens, &c., all rooms in which fires or lights have been used during the day will be swept out before being closed at night. The raking out of a fire on to the hearthstone should be avoided. Towards the time for "Lights out" in the case of occupied buildings, other than hospitals and guard-houses, or the time for closing in the case of buildings unoccupied at night, all fires should be allowed to die down as much as possible. A duplicate key or spanner of all gas-cocks, or master-key of locked cupboards in cases where the cocks are boxed in, will be kept in the guard-room to enable the gas to be promptly turned off from any building in case of fire.

1024. Immediately after troops enter upon the occupation of any barracks, the C.O. will appoint a N.C.O. and a party of men as a "Fire-piquet," who should preferably be those who have had some previous acquaintance with things mechanical to enable them to learn more Fire-piquet.

	readily the handling of the appliances and the technical terms relating to them. A fire-piquet should be considered as pioneers in—	
	(i) Rendering first aid in extinguishing or limiting a fire.	
	(ii) Saving people from a burning building.	
	(iii) Salvage of property.	
Care of fire engines, &c.	The C.O. will see that the engines are kept clean and the hose properly dubbed, and cause each engine to be tested monthly. The whole of the hose will be attached to the engine or stand-pipes and tested, and the hydrant boxes examined and cleared.	
	1024A. Instructions regarding fire piquets, etc. (A.Fs. G 936, G. 937 and G 938), should be posted up in each orderly room and fire engine house or shelter.	1 Gen. No. 134
Keys for water supply.	1025. In addition to those forming part of the equipment of fire engine houses, fire engines, hose reels and wall boxes, three keys, each of which fits every hydrant and stopcock on the water mains, are provided for each barrack, and will be distributed as follows: one each in charge of the R.E. and the A.S.C., and one in the regimental guard-room. Notice boards should be put up in all barracks showing where these keys and the key of the engine house will always be found.	57 Gen. No. 9934
Practice with fire engines.	1026. A general commanding should frame local regulations defining the duties and distribution of the troops in the event of fire breaking out either within the barracks or in their neighbourhood. The troops should be practised by day and night, in turning out and concentrating upon any given spot with the fire-engines and apparatus. In wooden hut encampments the fire-screens and fire appliances will be distributed at convenient and accessible spots.	
Hand pumps.	1027. When hand pumps are specially authorized they will be kept in a prominent position inside the building with a group of 3 to 5 fire buckets filled with water. A small notice board painted bright red, and lettered in white should be fixed at this point, indicating it as a fixed station for these appliances.	A.O. 320 1909
Gas escape.	1028. If an escape of gas occurs in barracks the lights will be turned off immediately, and the upper sashes of the windows opened. The officer i/c barracks, or his representative, will be at once informed.	
Liability for damage by fire.	1029. An officer or soldier, as well as any other person in army employ, will be liable to make good damage done to government property by fire, the result of his own neglect, but in view of the large sum to which liability may extend in such cases the amount to be recovered will usually be limited to the equivalent of a week's pay of the individual who is held responsible.	
Board to assemble after fire or accident.	1030. Whenever a fire, explosion or similar occurrence involving the destruction of public property takes place in any barrack building, a court of inquiry (to include a R.E. officer and the officer i/c barracks if available at the station) will be immediately assembled to investigate the cause of it.	A.O. 106 1910
	1031. In the case of fire the main points to be investigated are—	
	(i) The cause and origin of the fire.	
	(ii) By whom it was discovered.	
	(iii) The action taken by the person or persons making the discovery.	
	(iv) To whom the fire was first reported by the person making the discovery.	
	(v) The length of time between the discovery of the fire and the sounding of alarm.	
	(vi) What officer was in command of the fire arrangements.	
	(vii) The length of time after the alarm before the appliances were at work and a jet or jets playing on the fire.	
	(viii) Whether the fire piquet turned out in sufficient numbers and with promptitude.	

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- (ix) Whether there was any failure as regards water supply, hydrants, or the working of the fire appliances generally.
- (x) The action taken to warn the corporation or other local fire brigade of the outbreak.
- (xi) The length of time between the warning of corporation or other local fire brigade and the arrival of assistance.
- (xii) The extent of the assistance given by corporation or other local brigade.
- (xiii) The period from the alarm until the outbreak was extinguished.
- (xiv) The extent of the damage done to (a) persons, (b) buildings, (c) contents of buildings.
- (xv) Responsibility for the outbreak of fire.

In the case of an explosion or similar occurrence, the above procedure will be followed as far as applicable.

1032. An estimate from the C.R.E. of the cost of structural repairs will be attached to the proceedings of the Court. The proceedings will be sent to the G.O.C.-in-C. who will deal with the case in the manner laid down in para. 670 and in Appendix XXII.

1033. When a fire of an extensive nature occurs, causing loss of accommodation in a barrack, an immediate report will be made to the War Office stating the number of troops or horses displaced and how they will be temporarily accommodated.

1034. Insurance of any kind against fire or any other risk of private property in barracks, or on board a transport, will not be effected by an officer or soldier without the knowledge of his C.O. Insurance of private property.

Re-appropriations, Sites for Buildings, and New Buildings.

1035. The board assembled to report on re-appropriations, on sites for buildings, or on new buildings, will consist of—(i) a field officer as president; (ii) a regimental officer; (iii) one or more departmental officers, according to the matter to be considered; (iv) a R.E. officer; (v) the officer i/c barracks, and (vi) in the case of quarters, a medical officer. The officer at (ii) will not be required if a regimental field officer is president. Board.

1036. The proceedings of the board will be referred for the remarks of the head of the department concerned in the command.

1037. In minor cases not affecting quarters, it will be unnecessary to assemble a board, but the opinion of the O.C. the corps and of other officers concerned will be obtained. Board unnecessary.

1038. It is the duty of a C.O. or head of service or department, to bring to notice any re-appropriation which, in his opinion, would lead to economy and be of advantage to the service. Any proposal for the re-appropriation of buildings in use by troops will be transmitted to the officer i/c barracks for submission to the G.O.C.-in-C. Proposed re-appropriations.

Subject to the following conditions a minor re-appropriation may be sanctioned by the general commanding, the change being reported in the half-yearly statement on A.F. K 1272. Minor re-appropriations.

- (i) Full information will be first obtained on A.F. K 1318.
- (ii) Accommodation of an unusual kind or size will not be given.
- (iii) Officers' barrack room, married soldiers', hospital ward, or stabling accommodation will not be reduced.
- (iv) Space assigned to mobilization stores will not be taken.
- (v) The cost of the engineer services involved will not exceed £100, the funds to be provided locally.
- (vi) An increase, actual or probable, in lodging or other allowances will not be incurred beyond a total of £20 a year.
- (vii) A special or unauthorized issue of furniture or equipment will not be involved.

Other cases require War Office sanction, but these will only be submitted half-yearly, viz :—at such time as will ensure their receipt at War Office about 1st May and 1st November (but not later). Each proposal will be detailed on A.F. K 1318 in duplicate, and be accompanied by a letter fully explaining the necessity of the service and the benefits to be derived therefrom.

It is important that the plans should be in sufficient detail to illustrate clearly to anybody not personally acquainted with the situation the effect of the proposals and the structural alterations involved.

In no circumstances will re-appropriation proposals be submitted to the War Office until after careful consideration and scrutiny by the G.O. i/c Administration, in consultation when necessary with the local military authority.

Sites for buildings.

1039. Whenever it is proposed to construct buildings either for the use of troops or upon land appropriated for their use, the C.R.E. will forward a plan of the site he suggests, with his reasons for the selection, to the O.C. station, who will, except in minor cases governed by para. 1029, refer the matter to a board. When the C.R.E. is not a member of the board the proceedings will be forwarded for his observations. The selection of the site will be submitted to the G.O.C.-in-C., who will, decide in all cases except when a site is required for new barracks large reconstruction schemes, or for new barrack buildings in or near works of defence, or near army ordnance or electric lighting establishments. In the latter cases he will forward the proposals to the War Office. Plans of all sites approved locally will be sent to the War Office.

New buildings, completion of.

1040. When the completion of new or reconstructed barrack buildings is reported by the R.E. or barrack construction department, the G.O.C.-in-C. will either assemble a board under para. 1035, or call for an opinion under para. 1037. When the G.O.C.-in-C. is satisfied that the buildings are suitable for the purpose for which they were erected, he will at once give authority for handing them over, and will subsequently deal with proposals for any additions or minor alterations, which do not prevent the building being used.

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Details of new accommodation.

1041. Proceedings of boards or reports on new or reconstructed buildings will be accompanied by a statement, on A.F. K 1251, of the particulars of the accommodation reported upon. This statement will be prepared by the C.R.E., or barrack construction department and be retained by the officer i/c barracks.

Report to War Office.

1042. In the case of a new barrack or extensive addition to a barrack, the general commanding will report the handing over as soon as it has taken place, quoting the item of estimates or other authority for the work, the report to be accompanied by the proceedings of the board and by a statement of the accommodation in a form corresponding to the barrack return. In the case of smaller barrack buildings the general commanding will include the accommodation in the half-yearly statement on A.F. K 1272. Are port will not be made of the completion (i) of re-appropriations approved by the War Office, unless specially called for, or (ii) of alterations of a minor character not affecting the barrack return.

Miscellaneous Barrack Duties.

Consumption of gas and water.

Economy enjoined.

1043. The C.O. will exercise a careful supervision over the consumption of gas and water. During frosty weather the instructions contained in Regulations for Supply, Transport, and Barrack Services (App. VII.) will be observed. When there has been an excessive consumption of gas or water, the general commanding will direct the C.R.E.

to report whether the excess can be traced to any defect in works under the charge of the R.E. Twenty gallons a day for each officer, man, woman, and horse, and 10 gallons a day for each child, is a liberal supply of water for all purposes in barracks. For the personnel and patients in military hospitals, 50 gallons per head daily may be taken as a guide to the quantity of water required. Any higher rate will be closely inquired into.

Water scale.

1044. A barrack subordinate will not have any duties in connection with supplies of provisions or forage from contractors, and will not be called upon for an opinion with regard to such supplies. He will not be employed in making purchases in default. Where there is not a supply officer at the station, this will be done by a regimental officer under the direction of the C.O.

Responsibility in regard to supplies.

1045. A C.O. will restrict the admission of strangers into barracks and will exclude all persons not of respectable character.

Admission of strangers

Responsibility for safety of War Department Wharves, etc.

1046. Officers i/c of War Department wharves, piers, landing stages at forts, or foreshores, used by War Department, and hired vessels for berthing or mooring purposes, are responsible that such are safe.

In the event of any of the structures, berthings, moorings, etc., becoming unsafe at any time, the responsible officer will take steps for its use to be discontinued until it has been placed in a safe condition again.

A notice board, with a warning as to its unsafe condition, will be exhibited in a conspicuous position near the part concerned and steps will be taken, through the proper channel, to have any necessary repairs executed with the least possible delay.

Monuments, &c., in Churches and Chapels.

1047. A memorial is not to be erected in any garrison church or chapel until the sanction of the G.O.C.-in-C. has been obtained. Except in very special cases, such sanction will only be given when the individual whose memory it is proposed to perpetuate was, at the time of his death, on full pay on duty at the station to which the church or chapel belongs.

Erection of monuments.

The senior chaplain in charge of the church or chapel should invariably be consulted with regard to the inscription, and the design and inscription submitted to the War Office for approval.

1048. Memorials in garrison churches should be so designed as to harmonise with the decorations of the interior.

Designs.

4.—ALLOTMENT OF QUARTERS.

General Instructions.

1049. An application for quarters will be sent to the officer i/c barracks, who will assign them, and in each case of exemption from occupation he will quote the authority on the Quarterly Occupation Return A.F. K 1322.

Application for quarters.

1050. Each case of exemption will be reviewed annually on 31st March and exemption authorities will only be held to apply to the individual for whom issued.

Paras. 1051-1057.

Allotment of Quarters.

Accommodation to which various ranks, &c., are entitled.

1051. The accommodation in public quarters to which officers and others are entitled is shown in the following table, but special exigencies may render it necessary to allot quarters of less extent. The scale will be subject to the modification mentioned in paras. 1059, 1064, 1065, 1072, and 1077, and to any analogous modification made on the authority of the general commanding.

Class for allowances as laid down by the Allowance Regulations.	No. of rooms to be allotted.		Class for allowances as laid down by the Allowance Regulations.	No. of rooms to be allotted.	
	Personal.	Servants, &c.		Personal.	Servants, &c.
1		Special.	12	1	$\frac{1}{2}$
2		Special.	13	2	1
3	7*	2*	14	1	$\frac{1}{2}$
4	6	2	15	2	1
5	5	1	16	married } unmarried }	2
6	4	2	17		1
7	5	1	18	1	1
8	4	2	19	on mar- } ried roll }	1
9 *	4	1	20		1
10	2	1			
11	3	1			

* But "special" when in command of a district.

Officers.

Choice of quarters.

1052. An officer's claims to choice of quarters will be governed by his precedence.

When an officer has been put in possession of a quarter by proper authority, he is not to be dispossessed by an officer of corresponding rank.

1053. Quarters will not be reserved for allotment to officers who may join a station for instructional purposes, if such a course necessitates officers (of any unit) who belong to the station being placed on the lodging list. This regulation will not, however, apply to officers who are specially treated under para. 1061, nor, as a rule, to cases where quarters are more than half a mile distant from the mess of the unit to which the officer belongs or is attached.

1054. Officers will not be placed on the lodging list when, although all quarters allotted to their unit are occupied, accommodation is available elsewhere at the station provided it is within half a mile of their mess.

1055. Quarters appropriated for, but not occupied by a quarter-master or an officer of similar position, will be utilised for some other officer or officers in order to reduce the lodging list, provided that there is no early prospect of the quarters being required for their original purpose.

1056. A quarter for a staff officer or for an officer of a service or department will, as a rule, be specially appropriated, but where unoccupied accommodation exists, and is likely to continue available, such officer will (unless excepted by authority from the G.O.C.-in-C.) be allotted the quarter.

1057. An officer has not a right to a quarter which he does not occupy; except (i) a C.O. in lodgings, who may have a room in

Scale of accommodation.

Unoccupied quarters.

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barracks, if he does not thereby exclude another officer; (ii) a married officer, not drawing lodging money, who is permitted to reside out of barracks.

1058. A soldier servant will not sleep in the servants' rooms attached to officers' quarters (classes 12 and 14), nor will he keep his arms and accoutrements therein. Servants' rooms.

1059. The following special variations in the scale in para. 1051 will be made:— Variation in scale.

(i) A staff officer or a mounted officer of a service or department will be allowed an additional room for his groom.

(ii) A captain or lieutenant of the R.E. or the A.S.C. will be allowed a whole room or kitchen for a civilian man-servant, if he keeps one.

(iii) An officer of the R.E., A.S.C., or R.A.M.C., in receipt of forage or forage allowance will be allowed an additional room for a civilian groom, if he keeps one.

(iv) Any officer who is a student at an educational establishment will be allotted quarters under class 12.

(v) An officer of the Coast Battalion, R.E., a R.A. district officer, a quartermaster, a riding-master, or an assistant paymaster, below class 11, will be allowed two rooms and a kitchen. This will not, however, apply to a married quartermaster or riding-master while his quarters are retained under para. 1060, or lodging money is continued under the Allowance Regulations for his family at another station.

(vi) An officer of the R.A.M.C. (other than a professor, assistant professor, or quartermaster) will be allotted, according to rank, any available regimental quarter in connection with his mess, where such is established.

1060. A quarter will be available for re-allotment immediately the occupant quits the station, except during the officer's absence on duty or leave, provided such absence is not expected to exceed 61 days. Surrender or retention of quarter during absence.

Should the absence be extended beyond 61 days, the quarter may, in special cases, be retained for the further period, on the authority of the G.O.C.-in-C.

A quarter may be retained, at a station abroad, for a staff or other officer* on leave (for 122 or 183 days, as provided for in the Pay Warrant), on the understanding that additional expenditure, direct or indirect, is not thereby incurred for lodging allowance.

Nothing in this para. will give an officer a right to the retention of his quarter during absence in cases where the G.O.C.-in-C. thinks it desirable to make other arrangements.

A married quartermaster, riding-master, inspector of army schools, inspector of ordnance machinery, or commissary, deputy commissary, or assistant commissary of ordnance, or assistant paymaster, may, however, retain his quarters for a period not exceeding 91 days, when (i) detached on temporary duty; (ii) sent on active service; (iii) proceeding on sick leave; or (iv) transferred for duty elsewhere while his family cannot accompany him owing to certified illness; provided in all cases that the quarters are necessarily occupied by his family.

1061. The following may live out of barracks whether accommodation is available or not:— Exemption from occupation.

(i) A chaplain at a home station, unless a suitably placed departmental quarter can be allotted him.

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* *i.e.*, R.G.A., R.E., A.S.C., Medical, Veterinary and Departmental Officers.

(ii) An officer detached to a station for a period under eight days for temporary duty not requiring him to take his heavy baggage.

This period may be exceeded up to a total limit of thirty days under the authority of the G.O.C.-in-C. when he is satisfied that the circumstances of the case justify this exceptional treatment.

(iii) An officer of the R.E. or A.S.C., when all available quarters are required for the officers forming the establishment of the troops stationed in the barracks, including at a dépôt the average number of special reserve officers coming up for drill, but the authority of the G.O.C.-in-C. will in these cases be necessary and form a voucher to the first claim to lodging money A.F. P 1934.

(iv) An officer whose daily place of duty is at such a distance from barracks as, in the opinion of the G.O.C.-in-C., to interfere with the due performance of his work. The officer must, however, reside nearer his work than he would do if quartered in barracks.

(v) An adjutant of the territorial force.

(vi) An adjutant of special reserve, if in any special case it is inexpedient that he should occupy a quarter at a depot to the exclusion of a special reserve officer, within the average number of those coming up for drill. The authority of the G.O.C.-in-C. will, however, be necessary.

Warrant Officers.

Retention
of quarters
during
absence.

1062. A quarter may be retained (i) during a warrant officer's absence on leave not exceeding 42 days, or, on completion of a tour of service abroad, for the period for which he may be granted full pay; (ii) during the temporary absence on duty of an unmarried warrant officer for a period of one month or less; (iii) while a married warrant officer is in hospital, or absent on leave, or temporary duty, if his family remain in his quarter; (iv) during the absence of a married warrant officer proceeding on active service or ordered away without his family, in which case the family may, if they have no home to go to, occupy quarters until the quarters are otherwise required, or until the family can make other arrangements for residence during the absence of the husband.

Exemption
from
occupation.

1063. An armament-serjeant-major is exempt from the liability to occupy quarters except when on duty at a camp, or where special quarters are provided abroad.

Schoolmasters and Schoolmistresses.

School-
master.

1064. A schoolmaster, though not a warrant officer, may have the accommodation assigned for class 15. It is undesirable to allot to another warrant officer or N.C.O. the quarter usually occupied by the schoolmaster.

School-
mistress.

1065. A schoolmistress married with leave may have class 15 accommodation, if stationed with her husband. A schoolmistress married to an individual entitled to quarters, and serving at the same station, cannot claim a double assignment of quarters, but the quarters may be allotted according to the class of the husband or the wife, whichever is the higher. An unmarried schoolmistress, or a schoolmistress whose husband is either not in the service, or is on duty at another station, will not be required to occupy quarters.

N.C.Os. and Men on the Married Roll.

Choice of
quarters.

1066. N.C.Os. in classes 16 to 18 are not entitled to special married quarters, though, subject to the provisions of paras. 1067 to 1075, the choice of vacant quarters will be by seniority.

Allotment of Quarters.

Paras. 1067-1075.

1067. The larger quarters are intended for the larger families. The following table is a guide to allotment:—

Number of rooms (exclusive of scullery).	For allotment to a N.C.O. or man with
2	2 children or under.
3	From 3 to 5 children.
4	6 or more children.

1068. A N.C.O. or man with less than three children will not be allotted more than two rooms, as long as a man with three or more children is provided only with two rooms.

A man will not be allotted more than three rooms if he has less than six children, as long as one with six or more children is provided only with three rooms.

Exceptions will be made only in the cases of N.C.O.s. or others whom it may, for administrative reasons, be necessary to quarter in particular localities.

1069. Two married quarters, each containing two rooms or more, will not be allotted to any N.C.O. or man, if the lodging list is affected thereby, without the authority of the G.O.C.-in-C., who will satisfy himself that the family needs a second quarter, and that the case cannot be equally well met by placing the family on the lodging list.

1070. A N.C.O. or man of class 19 or 20 with more than two children will, if possible, be accommodated in barracks.

1071. The following table is to be a guide in the allotment of single-room quarters:—

For a N.C.O. or man.	Minimum space.	
	Superficial.	Cubic.
	feet.	feet.
Without children	165	1,650
With one child, under 5 years	180	1,800
With two children, under 5 years	200	2,000

1072. Two rooms will be allowed (i) to a N.C.O. in class 17 or 18, when possible with due regard to the lodging list; (ii) to a N.C.O. or man with more than two children, or with one child over five years of age.

1073. An armament-artificer is exempt from liability to occupy quarters, except as laid down in para. 1063.

1074. A N.C.O. of the permanent staff, territorial force, will ordinarily be allotted available public quarters provided that such allotment will not in the opinion of the G.O.C.-in-C. interfere with the due performance of the N.C.O.'s duty, and also that there is a probability of his possession not being disturbed for a reasonable period.

1075. Quarters may be retained—

- (i) By a N.C.O. or man on furlough not exceeding 42 days.

Retention
during
absence.

(ii) By a N.C.O. in Class 16, 17, or 18 while on special furlough, with full pay, on completion of a tour of service abroad.

(iii) For necessary occupation by his family during the time a N.C.O. or man is in hospital, on furlough, temporarily detached on duty without his family, or in prison or detention barrack, provided the sentence does not exceed six months.

(iv) During the absence of a soldier on active service, or ordered away without his family, in which case the family may, if they have no home to go to, occupy quarters until the quarters are required, or until the family can make other arrangements for residence during the absence of the husband.

N.C.Os. and Men not on the Married Roll.

Classes 16 to 18.

Variation in scale.

Class 19.

Exemption from occupation. Retention during absence.

1076. A N.C.O. in class 16, 17 or 18 is required to occupy any unmarried N.C.Os. quarters that can be suitably allotted to him. A N.C.O. in class 16 will be allowed two rooms, when practicable, without affecting the lodging list.

1077. A serjeant in class 19 will be assigned a separate room in the portion of the barracks occupied by the single men, when this accommodation can be given; otherwise he will be in a barrack-room with the men.

1078. An armament-artificer is exempt from liability to occupy quarters, except as laid down in para. 1063.

1079. The allotment of quarters to a N.C.O. of the permanent staff, territorial force, will be dealt with under para. 1074.

1080. A quarter may be retained during the absence of a N.C.O. or man, on duty or furlough, for a period not exceeding 14 days.

1081. Where married quarters have become surplus to normal requirements and are likely to so remain, they may as an act of grace be allotted to families not on the married roll, under the following conditions:—

- (i) A stoppage of 1/6 per family per week to be made, which will include water and sanitary services.
- (ii) Except as in (i) no expense is to be incurred to the public, *c.g.* in connection with fuel or light, or the washing of articles on inventory.
- (iii) When the quarters are required for other purposes, the occupants are to vacate them at short notice.
- (iv) Such allotments must not cause any increase to the lodging list or prevent any reduction thereof; nor will they be considered as an authority for recommending structural services beyond the recognized normal needs of the station.

These cases will be separately recorded on the Quarterly Occupation Return, A.F. K 1322.

5.—MEDICAL AND HOSPITAL DUTIES.

General Instructions.

Medical regulations.

1082. All medical and hospital duties connected with the army are governed by the Regulations for the Army Medical Service.

1083. Hospitals will be classified as follows:—

- (i) Military hospitals.
- (ii) Military families' hospitals.

Hospital accommodation for officers.

1084. Hospital accommodation for officers is provided at certain stations, under the conditions laid down in the Regulations for the Army Medical Service.

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Medical and Hospital Duties.

Paras. 1085-1096.

1085. An application for an officer to be admitted to King Edward VII. Hospital, London, will be submitted by a C.O. direct to the sister-in-charge, and for admission to the convalescent home, Osborne, direct to the Director-General, Army Medical Service.

King
Edward VII.
Hospital.

1086. When necessary, a guard will be furnished to the hospital, and the deputy director of medical services or senior medical officer will signify to the general or other O.C. station any particular orders he wishes to be given to the guard.

Guard.

1087. A regimental officer will be allowed access to his men in hospital at suitable hours.

Visits by
regimental
officer.

1088. A patient will not have money or valuables in his possession nor receive pay or presents of food, drink, or luxuries without the permission of the medical officer in charge, who will bring the soldier's requirements to the notice of his C.O.

Rules for
patients.

1089. A C.O. will, on the last day of each month, send A.F. A 20 to the medical officer i/c the hospital in which his sick are treated.

Returns.

1090. Returns, showing transfers of men in hospital which have taken place during the month, will be rendered, on the last day of each month, by a battery or company commander of R.A. or R.E. to the medical officer i/c the hospital in which his sick are treated.

Transfers of
men while
in hospital.

1091. At a station where an inspection room is provided in barracks, the medical officer will there examine men reported sick, and soldiers in arrest. The furniture of the room will be in charge of the unit occupying the barracks. The O.C. will furnish for the inspection room a permanent orderly, who should have a second-class certificate of education, to be under the orders of the medical officer.

Inspection
room and
orderly.

1092. The examination of the sick will be made at such hours as will enable them to reach the hospital before the hour of the morning visit.

Examina-
tion of sick
and removal
to hospital.

1093. The name of every soldier reporting himself sick will be entered in the "Sick Report" (A.F. B 256), which will be prepared in duplicate.

Sick report.

1094. When a patient in the hospital is convalescent he should be discharged and should attend at the hospital or inspection room as directed for further treatment as an out-patient. The same rule will apply to a soldier temporarily unfit, but for whom treatment in hospital is not essential.

Soldier
attending
hospital.

A soldier attending hospital will not be permitted to leave barracks. According to medical recommendations, he will be relieved from all duties, or employed on light duties or fatigues. See para. 1188.

Disposal of Sick.

1095. The men of each unit sent to hospital will be accompanied by a N.C.O. who will take with him the sick reports.

Sick sent to
hospital.

A man admitted to hospital will take with him, in addition to the clothes he is wearing, his devotional books, hair brush, comb, razor, shaving brush, tooth brush, blacking brushes, tin of blacking, and great-coat. The remainder of his kit, together with his arms and accoutrements, will be taken into store by his unit. Medals, trinkets, &c., will be retained by the C.O. of the unit, and moneys belonging to the soldier will be credited to his account.

Should a patient be admitted to hospital for an infectious disease, the medical authorities will communicate with his unit as regards the disinfecting of kits.

1096. Except in cases of accident or emergency, the sick will, at a home station, arrive at the hospital before 10 a.m. Abroad they will arrive at the hours appointed locally.

Hours of
arrival at
hospital.

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Discharge of man from hospital.

1097. When a man is to be discharged from hospital, the medical officer in charge will, on the day preceding his discharge if possible, or as early as practicable on the morning of his discharge, notify the fact in writing to the O.C. the unit concerned. The man will be discharged from hospital after the tea hour.

Hospital attendants.

1098. Hospital attendants for all duties will be furnished by the R.A.M.C., but a medical officer may employ on light duties, without extra pay, patients whom he considers able to aid the hospital establishment. Should it become necessary to employ soldiers from other units either in lieu of or to supplement the establishment of hospital attendants, the O.C. a station is authorized to furnish them on the application of the medical officer, and while so employed these soldiers will not be available for other duties, nor, if it can be avoided, will they be relieved by others so long as their services are required. Should it become necessary to change them, due notice will always be given to the medical officer i/c the hospital.

Crimes committed by soldiers in hospital.

1099. When a soldier temporarily employed in a hospital is placed in arrest, the medical officer in charge will at once report the case to the man's C.O. for disposal, unless the soldier's documents have been handed over to the medical officer, when the latter will himself dispose of the case.

Offences in hospital.

1100. An offence committed by a patient in hospital will be reported at the time, and dealt with when the man is discharged from hospital.

Sanitary report furnished by medical officer.

1101. When a medical officer makes suggestions to the deputy director of medical services on matters affecting the health, comfort and accommodation of the troops, or the sanitary condition of the locality, the concurrence or otherwise of the local O.C. will be obtained and communicated to the deputy director of medical services. Copies of reports or suggestions made to an O.C. will also be forwarded to the deputy director of medical services.

Report of invalid admitted to hospital.

1102. When an invalid, either on return from abroad, or on other occasions, is admitted to hospital at stations where his unit is not quartered, his arrival, departure, or casualty will be reported to the O.C. the unit to which the invalid belongs, or which he would join under para. 1653, except in the case of R.A., R.E., A.S.C., and R.A.M.C. when the report will be made to the officer i/c records concerned.

Invalid with family.

1103. When an invalid, borne on the married roll is temporarily removed to the headquarters of a command or to a general hospital for further treatment, his wife and family are, unless otherwise directed, to remain with the corps until the case is decided.

Military Families' Hospitals.

Persons entitled to hospital treatment.

1104. The family of a N.C.O. or soldier on the married roll may be admitted to these hospitals for treatment at the public expense, when there is available accommodation.

A male child above the age of 10 (except in special cases) will not be admitted.

Definition of "family."

1105. The term "family" will be understood to include the wife of a soldier and his legitimate children and step-children under 14 years of age.

Certificate for admission.

1106. The C.O. will give a certificate, on A.F. B 247, showing whether a soldier, whose wife or child comes to hospital for admission, is on the married roll.

Admission of families not on married roll.

1107. The conditions under which the family of a soldier not on the married roll may be admitted into military families' hospitals are laid down in the Regulations for the Army Medical Service and in the Allowance Regulations.

1108. The O.C. station will cause an orderly to be detailed for duty at the hospital. The orderly will be under the orders of the medical officer in charge. Orderly for the hospital.

Medical Officers doing Duty with Troops in Peace.

1109. A medical officer will not be required to be present on parade except at an inspection by a general officer or in special circumstances when his professional assistance is wanted. Attendance at parade of unit to which attached.

1110. The C.O. will be responsible that the name and address of the medical officer available in case of accident is communicated to the officer in command of every party proceeding to target-practice, and such medical officer will not be absent from his quarters or hospital while the practice is being carried on. If the O.C. station considers it advisable that a medical officer should be present on the rifle-range during practice, he may, after consulting the deputy director of medical services issue the necessary orders. To be available during target practice. Attendance during target practice.

1111. At manoeuvres, or on the line of march, the medical officer is responsible for the discipline of the men taken into the ambulance wagons under his command. Discipline of sick in ambulances, &c.

Report when Civilian Practitioner is Employed.

1112. When an officer at a station employs a civilian medical practitioner to attend upon himself or his family, or when a soldier does so for his family, he will at once report the circumstance (forwarding a certificate as to the nature of the illness) for the information of the C.O. and of the medical officer in charge. The medical officer is authorized to visit any case of sickness occurring in barracks and married quarters to enable him to take the necessary sanitary precautions. Employment of civilian practitioners.

6.—BANDS.

General Instructions.

1113. The establishment of a regiment of cavalry and a battalion of infantry includes for service in the band—1 bandmaster, 1 serjeant, with, for infantry, 1 corporal and 20 privates, and for cavalry, 15 privates, in addition to the establishment of trumpeters, buglers, drummers, fifers, and pipers. The N.C.Os. and men will be effective soldiers, perfectly drilled, and liable to serve in the ranks, and the numbers stated will not be exceeded. Boys enlisted by special authority for training as musicians, but not included in the establishment, may be clothed like bandsmen, provided expense to the public is not caused thereby. Establishment. Efficiency. Boys specially enlisted.

1114. A bandsman who incurs an entry in the regimental conduct book may, at the discretion of the C.O., be struck off the establishment of the band, and will not be eligible to be again taken on the strength until three months after the expiration of the punishment awarded. Offences.

1115. When units are brigaded on parade and their bands massed, the senior bandmaster will conduct. When massed bands play together on other occasions, bandmasters will, according to their seniority, choose and conduct the pieces to be performed, subject to the approval of their own C.O. Massed bands.

1116. Bugles, trumpets, drums, and fifes are supplied at the public expense, and under the Allowance Regulations annual contributions are granted to bands. Government grant.

1117. The instructions in the following books, published by authority, will be adhered to without addition or alteration, either as regards the soundings or their application:— Books of instruction, &c.

In the mounted services and R.G.A.—The Trumpet and Bugle Sounds.

National Anthem.

In the infantry.—The Trumpet and Bugle Sounds,—and the Drum and Flute Duty.

1118. The authorized arrangement of the National Anthem will invariably be used. The arrangement for cavalry will be used also by light infantry and rifle corps; that for infantry by cavalry when dismounted. Both arrangements may be played in combination when so required. The correct time of the National Anthem is M.M. ♩ = 84, and this will invariably be adhered to.

Foreign national anthems.

1119. All regiments and battalions will provide themselves with copies of "National Anthems of all Nations."

Engagements.

1119A. All correspondence in connection with band engagements will be conducted by the band president. An engagement is only to be entered into subject to the exigencies of military duties. A clause to this effect should be embodied in any form of contract or agreement made. Engagements are not to be sought through the public press, nor will they be arranged for or accepted through musical or other agents.

An engagement is not to be accepted on terms which are lower than those which would, in the same circumstances, be offered to a civilian band, or in order to replace a civilian band which is on strike.

Band Contributions and Subscriptions.

Contributions and subscriptions to band fund.

1120. An officer of cavalry or infantry of the line, or of the West India Regiment, will not pay contributions or subscriptions to the band fund, but an officer of the R.E. will pay the contributions and subscriptions notified in R.E. Corps Memoranda, in which the rules as to exemption are also laid down.

The following rules are applicable to the R.A.:—

- (i) Band subscriptions will be paid by all regimental officers at the rate of 2 days' pay per annum, with the exceptions referred to in sub-para. (v).
- (ii) Colonels commandant, general officers, brigadier generals, and employed colonels will be invited to pay a voluntary subscription of 2 days' pay.
- (iii) Colonels and lieutenant-colonels on half-pay will be invited to pay a voluntary subscription of 1l. 1s. per annum.
- (iv) District officers will be invited to subscribe according to their rank.
- (v) The following will be exempt from paying band subscriptions:—
 - (a) Officers above the rank of captain who have accepted continuous service in the Indian Ordnance Department.
 - b) Adjutants of territorial force or local artillery if already subscribing to bands maintained by the unit with which they are serving.
 - (c) Riding-masters and quartermasters.
- (vi) Officers compulsorily retired under the Pay Warrant will be entitled to a refund of their subscription to the regimental band fund for such unexpired period of the year in which they retire as may exceed 3 months.

Officers retiring during the last quarter of the year for which the band subscription has been charged, will not be entitled to any refund.

Band subscriptions will be payable on the 1st April each year.

Band Property.

Band property.

1121. Band property belonging to the units of cavalry and infantry of the line and of the West India Regiment will remain in regimental

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custody, and will be replaced when necessary out of the allowance provided under the Allowance Regulations. All such property, except presentation instruments, &c., will, however, be regarded as vested in the Army Council, and will not be alienated without the consent of the Council. The C.O. is responsible that band property of every description is always available and in serviceable condition. An inspecting officer will satisfy himself that these orders are carried out.

Bandmasters and Musical Training.

1122. The appointment of bandmaster will be conferred only on a qualified N.C.O. who has a first-class certificate of education. He will receive, in addition to the pay of his rank, £70 a year, or in India 1,050 rupees, from the band fund. The pay from the band fund is working pay, and he will not become entitled to it until he has joined and assumed his duties, neither will it be allowed for any period of absence from duty, except when on public service, in excess of 30 days in each year. The exchange or transfer of a bandmaster will not be carried out without reference to the War Office.

Appointment and extra pay of bandmasters.

1123. A bandmaster will be responsible for the discipline, as well as for the instruction, of his band. He will attend all parades with his band, and will accompany and be responsible for it when it plays in public places or attends an entertainment. A bandmaster is not permitted to wear plain clothes on duty.

Duties of bandmaster.

1124. A regimental musician should be encouraged to qualify for the position of serjeant-trumpeter, serjeant-bugler, or serjeant-drummer. It is the duty of the bandmaster to give instruction with this object, so that there may be in every corps a soldier who is trained and qualified to fill such appointments.

Training of serjeant-trumpeters, &c.

1125. A bandmaster will also instruct the N.C.Os. of his band who voluntarily attend, in the following subjects, with a view to their being qualified to pass the examination required for the admission to the Royal Military School of Music for training as bandmasters:—
(i) Elements of music; (ii) harmony; (iii) counterpoint (up to 4 parts simple and 3 parts combined); (iv) instrumentation; (v) musical biography. The instruction should consist of at least two lessons a week, of not less than half-an-hour's duration each.

Instruction of N.C.Os. by bandmaster.

Subjects.

1126. A return of men whom the bandmaster certifies as having passed a satisfactory course and examination under him, will be kept in the orderly room of each regiment or battalion, and a copy of the return will be sent annually to the commandant, Royal Military School of Music, Kneller Hall, Hounslow, on the 1st of January. A C.O. will encourage the attendance of the band N.C.Os., and of such regimental musicians possessing musical talent as are desirous of joining these classes.

Return of men instructed.

1127. In addition to the qualifications referred to in paras. 897 to 899, a band N.C.O., before promotion to band serjeant or band corporal, will pass the course of instruction referred to in para. 1126. When, however, the C.O. considers that the interests of the service would be advanced by the promotion of a N.C.O. who has not passed this examination, the promotion may be made subject to his passing within three months.

Promotion to band serjeant or corporal.

1128. A C.O. in recommending candidates for training at the Royal Military School of Music as bandmen, will specify in every case the battalion of the regiment which it is intended they shall join on termination of their instruction.

Battalions which the men are to join to be stated.

1129. In order to ensure uniformity throughout the bands of the service, the instruments will be of the pitch known as the "Kneller Hall" pitch, which is 479.3 vibrations of 60° Fahrenheit for B flat, corresponding to 452.4 for A, and 538 for C at the same temperature.

Band instruments.

Arrangements have been made whereby first class instruments for regimental bands may be obtained through the Royal Military School of music at 25 per cent. less than the published prices. Forms of application to be provided with instruments in this manner can be obtained from the commandant, Royal Military School of Music.

7.—MESSES.

Officers' Messes.

Responsi-
bility of O.C.

1130. Every officer of the corps will be a member of the regimental mess. The C.O. is responsible that all the regulations relating thereto are observed. He will also ensure that the mess is conducted without unnecessary expense or extravagance, and by his personal example and advice will encourage economical habits and careful management.

The cost of living in the mess will be that which obtains throughout the service generally.

Semi-private account books, in which extra charges and unauthorized subscriptions are shown, will not be kept in the mess. The C.O. will be held responsible that every charge is shown in the official mess accounts which are produced at the inspection of the brigade commander.

R.A. messes

1131. As a general rule R.A. officers' messes, at home or in the colonies, will be managed as "station" messes.

On a change of station, property or funds other than that brought there by it, or bought by it with money not obtained from mess subscriptions or mess profits, will not be removed by the outgoing brigade or battery. Presents to the mess, as such, will not be removed.

When an artillery station is abandoned as such, and a fresh one occupied, the credits and property of the station mess at the former will be taken over to establish the mess at the latter.

Mess bills.

1132. Every officer will pay to the mess president his mess bill and all authorized subscriptions on or before the 7th of each month, and the president of the mess committee will report in writing to the C.O. any omission to do so. The officer concerned will then be called upon for an explanation. If the result be unsatisfactory, and the account is not settled by the 14th of the month, the circumstances will be reported to higher authority.

Dining
members.

1133. Every officer present at regimental headquarters, except a married officer, will be a dining member of the mess. A married officer will also become a dining member when his wife or family are absent.

Responsi-
bility for
debts.

1134. Upon the arrival of a unit at a new station, the C.O. will, if a civilian mess-man is employed, take steps to caution tradesmen that the officers are not responsible for debts incurred by, or on behalf of, the mess-man. When a N.C.O. is employed as caterer, the mess committee will be responsible for pecuniary transactions with tradesmen.

Mess
serjeant.

1135. A serjeant is allowed to act as mess-man or caterer or super-intendent of the mess-establishment, but a N.C.O. will not be employed in any menial capacity about the mess.

Cashing of
cheques.

1136. A mess-man should clearly understand that if he cashes cheques for officers he does so at his own risk.

Mess
allowance.

1137. The Allowance Regulations provide for the application of the mess allowance.

Insurance.

1138. The whole of the mess property, other than that supplied by the War Department, will be insured against loss by fire or shipwreck, the premiums being made a charge against the mess funds.

Messes.

Paras. 1139-1146.

1139. Presents of plate from officers are prohibited.

1140. A mess meeting will be held once a quarter. The votes of the officers will be taken upon any proposition on which a difference of opinion exists, and the point will be decided by the majority of votes, provided the C.O. concurs. The proceedings of the quarterly audit board referred to para. 104 will be laid before this meeting.

1141. When a unit furnishes a detachment of not less than three companies, a proportion of the mess fund, plate, and equipment will be assigned for its use.

1142. The senior combatant officer present at mess is responsible for the maintenance of discipline.

1143. Before handing over the command of a unit or portion of a unit in which an officers' mess is maintained the C.O. will send to the brigade commander a certificate that all debts owing by the mess have been paid, or that a sufficient amount is in hand to meet all liabilities. Should the C.O. be unable to furnish this certificate he will explain the reasons which have necessitated the contracting of debts, so that the brigade commander (when not below the rank of brigadier-general) may decide whether they will be paid by the C.O. or can be taken over by his successor.

A copy of the certificate will be handed to the officer assuming the command, who will report to the brigade commander whether he is satisfied with the state of the funds.

In the case of units changing stations, where station messes are maintained, a similar certificate will be furnished by the C.O. of the outgoing unit.

1144. The brigade commander will, at his annual inspection, closely investigate the manner in which the mess has been conducted, and will report to the Army Council should he find any infraction of the regulations.

Mess Contributions and Subscriptions.

1145. The regulations contained in paras. 1146 to 1167 are not applicable to the Household troops.

1146. On appointment, an officer belonging to a regiment of cavalry or a battalion of infantry will pay to the mess funds a contribution to be fixed by the C.O., which will not exceed the number of days' pay stated below:—

	Number of days' pay.	Remarks.
i) When neither the officers' mess of the regiment or battalion, nor that of the depot is furnished at the public expense	30	One-fifth of the amount to be credited to the depot mess fund.
(ii) When the mess of the depot only is furnished at the public expense	24	

When both messes are furnished at the public expense, a contribution will not be paid.

The amount will be charged in monthly instalments of three days' pay on the original net pay of each officer's rank, exclusive of the increase resulting from length of service, brevet rank, appointment as adjutant, or other employment; but if the officer is seconded, or transferred to another unit before joining the unit to which he was first

- appointed, he will only be required to pay contribution to the unit which he joins.
- R.A. 1147. In the R.A. an officer will on appointment pay a contribution of 3*l.* to the headquarters mess at Woolwich, and a further contribution (the amount of which will be notified in regimental orders) to each regimental mess he may subsequently join, provided it is not furnished at the public expense.
- R.E. 1148. In the R.E. an officer will, in addition to the contribution under para. 1146, but in lieu of that under paras. 1149 and 1150, pay to the headquarters mess of the corps one day's pay of his rank annually, except when he is a member of an officers' mess at the station at which he may be quartered.
- On promotion in his regiment. 1149. When an officer is promoted in his battalion, or in another battalion of the same regiment, he will pay in like manner a sum calculated on the difference between the original net rates of pay of the rank attained and of the rank from which he is promoted, for the number of days and under the conditions specified in para. 1146.
- On exchange transfer, or promotion into another regiment, and exchange, transfer, or removal within his regiment for his own convenience. 1150. If an officer exchanges, is transferred in the same rank, or is promoted to another regiment; or if he exchanges or is transferred or removed for his own convenience, to another battalion of the same regiment, he is chargeable with the whole amount of contribution (as specified in para. 1146) to the regiment in which he is promoted, or to the regiment or battalion to which he exchanges or is transferred or removed, provided the officers' mess is not furnished at the public expense; but he will not be charged with payment to the mess fund of his former unit beyond the month during which his removal takes place.
- Contributions, how due. 1151. An officer's contribution is due to the unit to which he belongs according to the dates given in the London Gazette, or in the case of postings according to the dates given in the posting notices, and will be assessed by those dates. An officer retiring or going on half-pay, or being seconded, is not liable for contribution beyond the month in which his removal from the establishment of his corps takes place.
- On appointment from half-pay. 1152. Subject to the provisions of para. 1146, an officer from half-pay, whether appointed to his former corps or not, is liable to pay the contribution to the mess fund, unless, having paid his contribution, he is appointed to his former corps within twelve months of his having been placed on half-pay, or if he has been compulsorily placed on half-pay, is brought back into his former position in his corps. If re-appointed to his former corps in a higher rank under the above conditions, he will pay the difference only, as specified in para. 1136.
- Mess subscriptions. 1153. Every officer on the strength of a corps, whether present or absent, will also pay a subscription to defray the ordinary expenses of the mess, at a rate to be fixed by the C.O., but not, under any circumstances, to exceed eight days' pay of his regimental rank yearly. This subscription will be charged from the date of appointment, and be payable quarterly in advance. A married officer is liable to only one-half of the annual subscription, when he does not regularly attend the mess as a dining member.
- The dépôt mess will be credited with the subscriptions of officers serving thereat.
- Subscriptions at regimental depôts. 1154. Officers serving at regimental depôts, including adjutants and quartermasters of special reserve units having their headquarters at the regimental dépôt station, will pay subscriptions only to the dépôt mess. When, however, these officers, during the training period, subscribe to the messes of their special reserve units, their subscriptions to the dépôt mess will be discontinued.

Messes.

Paras. 1155-1165.

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1910

1155. An officer, other than a medical or veterinary officer, attached to a unit for one month and upwards, or attending a school of instruction for any period, will pay to the unit or school of instruction to which he is attached the mess subscription he would otherwise have paid to his own unit, calculated on the period of his attachment. The O.C. the unit to which such officer is attached will inform the regimental agents of the dates of joining and leaving, in order that his subscription may be duly credited.

When attached to other corps.

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1911

1156. An officer who, for the benefit of the service, attends a class or course of instruction at an institution or station where no mess is available, will not, during the period of the course, &c., pay mess subscriptions to his own unit.

When attending a class of instruction

1157. Further instructions as to the mess subscriptions payable by officers of the R.E. and A.S.C. are contained in the corps memoranda and standing orders, respectively.

R.E. and A.S.C.

1158. An officer on being seconded, on being placed on half-pay, or on retiring, will not be charged with regimental subscriptions beyond the date of his removal as notified in the London Gazette.

On leaving corps.

1159. When an officer is removed from one unit or corps to another by transfer, exchange, posting, or promotion, his subscriptions will be due to his former unit or corps until the date of his actually quitting it. Subscriptions during the period which may intervene between an officer quitting one unit or corps and joining another will be due to the unit or corps to which he actually belongs, according to the date given in the London Gazette. The subscriptions will be paid in the rank with the pay of which the officer is actually credited.

On transfer, exchange, &c.

1160. A seconded officer, a major holding an extra regimental appointment who is not seconded but whose place is filled by an additional captain, and such adjutants of special reserve as, not being seconded, are retained on the establishment of their battalions, are exempt from the payment of subscriptions to their units.

Exemptions

1161. The O.C. district, and the officer i/c records, will not be members of, nor pay contributions or subscriptions to, a dépôt mess.

1162. The C.O. will prevent an undue accumulation of the mess fund, and will fix the rates of contributions and subscriptions thereto, which will never exceed the limits prescribed, without the sanction of the Army Council.

Limits of contributions and subscriptions.

1163. The monthly charge for all incidental expenses not covered by the annual subscription of officers, will not exceed 10s. in ordinary and 15s. in extraordinary circumstances. When the lesser sum is exceeded, the necessity for the excess will be established to the satisfaction of the brigade commander.

Subscriptions for incidental expenses.

Regimental and Mess Entertainments.

1164. A C.O. will be responsible that expensive entertainments are only given with the sanction of the officer not below the rank of brigadier-general concerned, and that an officer, who has not signified his consent in writing, is not called upon to pay any part of the expense. A C.O. will give his special countenance and protection to any officer who declines to share in the proposed expense. The cost of such entertainments (including that of public guests) will be assessed on those concerned in shares of so many days' pay of his rank to each individual officer.

Entertainments.

Distribution of costs.

1165. An officer inviting private friends to a mess dinner will bear the whole expense of their entertainment.

Private friends.

Prohibitions.

1166. A general subscription, whether voluntary or otherwise, for entertainments, including general charges for lunches at race meetings, polo, and cricket matches, &c., will not be made without the sanction of the divisional commander.

Fines, whether in money or wine, will not be levied for any minor irregularities, nor on marriage or promotion, &c.

The keeping of a regimental coach is forbidden.

Arrival and departure of regiments.

1167. The practice of entertaining units on arrival or departure from a station is prohibited; the hospitality afforded will be limited to offering to the officers the accommodation of the mess as honorary members.

Serjeants' Messes.

Formation and supervision.

1168. A serjeants' mess will invariably be formed when practicable. The C.O. will be responsible that it is conducted with economy, regularity, and order. The senior major will, as a rule, be charged with its immediate supervision.

1169. As a general rule, all serjeants' messes, R.A., at home or in the colonies, will be managed as "station" messes. Cash balances will be kept as low as possible consistently with solvency.

1170. The rules for officers' messes laid down in para. 1131, will also apply to serjeants' messes in the R.A.

Rules for guidance.

1171. The following are the regulations for serjeants' messes and garrison serjeants' messes:—

Serjeants' mess of unit.

(i) (a) With the exceptions noted in (b) every warrant officer, and staff or other serjeant (including a paid lance serjeant) will be a member of the serjeants' mess of his unit, and a single member will be a dining member. In the case of an unpaid lance serjeant, membership will be optional.

Exemptions.

(b) 1st class Staff Serjeant Majors of the A.S.C., A.P.C., or Conductors, A.O.C., will be exempted from membership but may become honorary members if they so desire. The foregoing, and also members of the M.P.S.C., and of the Army Gymnastic Staff, will, in like manner, be exempted from membership of a garrison serjeants' mess under (g).

N.C.Os. attached to unit.

(c) N.C.Os. not below the rank of serjeant, and paid lance serjeants will be honorary members of the mess of a unit to which they are attached. In the case of an unpaid lance serjeant membership will be optional.

Army schoolmaster.

(d) An army schoolmaster, posted to a Garrison School, may be a honorary member of the serjeants' mess of any unit whose men attend the school.

R.E.

(e) In the R.E. a corporal will be a member of the R.E. serjeants' mess. At a station where numbers are small, a 2nd corporal may be a member at the discretion of the O.C., R.E.

Honorary membership.

(f) The privilege of honorary membership of a serjeants' mess may be accorded, at the discretion of the C.O., to members, or honorary members, of serjeants' messes of other units, who are qualified by rank for such privilege and who are in actual military service.

Garrison serjeants' mess.

(g) A garrison serjeants' mess will be governed by the rules applicable to the serjeants' mess of a unit. With the exceptions noted in (b) warrant officers, staff serjeants, and serjeants (including paid lance serjeants), who are not members of the mess of a unit, will be members of the garrison serjeants' mess, if such exists. Honorary membership may be conceded as in (f).

Fees and subscriptions.

(ii) Every member will pay an entrance fee not exceeding three days' pay on first joining the mess, and on promotion the difference of three days' pay. A monthly subscription may be charged, not exceeding one shilling and sixpence for unmarried, and ninepence for married or detached members. A N.C.O. at the Royal Military School of Music pays a subscription to the mess of that institution and is not liable for a subscription to the serjeants' mess of his corps.

Subscription.

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- (iii) Mess-meetings, at which all members will attend, will be held monthly. The serjeant-major will preside, or, in his absence, the quartermaster-serjeant or next senior staff-serjeant or colour-serjeant. Minutes of the proceedings will be recorded and submitted for the approval of the C.O. Mess-meetings.
- (iv) The management of the mess will be conducted by a committee, the president of which should not be below the rank of colour-serjeant, with two serjeants (one married and one unmarried) as members. They will be appointed quarterly at a mess-meeting, subject to the approval of the C.O. They are responsible for the management of the mess, and have power to authorize all ordinary expenditure, but exceptional outlay will not be made without the previous sanction of a mess meeting, and the approval of the C.O. Mess-committees.
- (v) A serjeant, not a member of the mess-committee, will be selected by the C.O. to act as caterer. He will be exempt from other duties, and will take charge of all stores of eatables and liquors, and receive from members the amounts due by them for liquor. These amounts may, at the discretion of the C.O., be paid weekly or on the spot; but in either case the cash will be handed over to the treasurer on the same day as it is received. The caterer has no authority to make purchases or to select tradesmen without the sanction of the committee. The mess will obtain all its malt liquor at cost price through the regimental institute from the contractor who supplies the canteen, brewed by the same brewer, but of such quality as its members may desire. It will also obtain from the regimental institute all other supplies which can by regulation be sold there, but of any desired quality. Other articles, the sale of which is prohibited in regimental institutes, will be procured through tradesmen approved by the C.O. Standing bars and hatches for the issue of liquor will not be instituted, but special arrangements may be made for the convenience of the families of married members; the issues to families will take place for half-an-hour before dinner and for half-an-hour during the evening.
- (vi) The daily rate of messing will not exceed one shilling. Beer or spirituous liquor is not to be sold before the forenoon parade, and is not under any circumstances to be sold to any private soldier or to a N.C.O. who is not a member or honorary member of the mess. Messing.
- (vii) A staff-serjeant or colour-serjeant will be appointed by roster to act as treasurer for the quarter. The treasurer will give to each company commander, monthly, a statement showing the amount due by members for messing and subscriptions, and the amount will be recovered in the same manner as other regimental bills. The bills due by the mess will be signed by the president and submitted to the senior major, who will himself pay those for amounts exceeding £1, and arrange for the payment of smaller amounts by the treasurer. The senior major will certify to the C.O. each month, that there are no outstanding debts. He will every week examine and check the stock book which is kept by the caterer and the treasurer's accounts, and these will be submitted with all vouchers on or before the 5th of each month to the monthly mess meeting. A statement of the accounts, signed by the president, will be submitted to the quarterly mess-meeting for audit and approval, and will be subsequently laid before the C.O. An accumulation of funds should not be allowed to remain in the hands of the treasurer; any sum exceeding £5 will be handed over by him to the senior Treasurer and accounts.

- major, who will place it in the bank. Any balance over £5 remaining at the end of the month after all bills are paid will be placed in the bank.
- Entertainments. (viii) An entertainment will not be given unless with the concurrence of two-thirds of a general meeting, and with the sanction of the C.O. Hospitality should, as a rule, be limited to offering sergeants of units joining or quitting the station the use of the mess as honorary members. The liquor used on these occasions will not be charged against the mess fund.
- Discipline in the mess. (ix) The senior warrant officer or N.C.O. present in the mess is responsible for the maintenance of good order and for the observance of the rules of the mess.
- Detailed rules. (x) Each mess may draw up rules on matters of detail, which will be submitted for the approval of the C.O.
- Garrison messes. (xi) A garrison mess will be conducted in accordance with the foregoing principles so far as they are applicable. The garrison serjeant-major, or acting garrison serjeant-major, will preside at the mess meetings. In his absence the senior combatant warrant officer or N.C.O. present will preside.
- Insurance. (xii) The whole of the property of the mess will be insured against fire and shipwreck, the premiums being charged against the mess fund.
- President or treasurer. 1172. The undermentioned warrant officers and N.C.Os. will not act either as president of a sergeants' mess, committee or treasurer of a sergeants' mess:—regimental serjeant-major, schoolmaster, bandmaster, regimental quartermaster-serjeant or colour-serjeant-instructor in musketry.

Soldiers' Messing and Cooking.

- Messing. 1173. It is the duty of the C.O. to see that the soldiers' meals are properly and sufficiently provided. The system laid down in the Manual of Military Cooking will be adhered to, as far as practicable. An evening meal will invariably be furnished in addition to breakfast and dinner.
- Manual of military cooking.
- Messing supplies. 1174. To improve the quality and reduce the cost of the soldier's messing, a C.O. will arrange for the supply of groceries, vegetables, milk, &c., through the regimental institute.
- Inspection of kitchen and meals. 1175. An orderly officer will inspect the kitchens and cooking apparatus daily, and will visit the barrack-rooms during the breakfast, dinner, and evening meal hours, to see that the meals are properly prepared, and that there is no cause for complaints. Arrangements will be made by the C.O. for the disposal of all refuse from the cooking of the meat, &c., the sum accruing being divided monthly among the companies, &c., according to their strength, and credited to the messing. The refuse must be stored where necessary in sanitary bins supplied by the purchaser. An account of the fund and its appropriation will be published monthly in regimental orders.
- Account of refuse fund to be published in orders. 1176. At home, rations of bread and meat will, as a rule, be inspected at noon, on the day previous to that of issue, except on Saturday when the supplies for Sunday and Monday will be inspected at 2.30 p.m. In hot weather, it may be necessary to make the inspection at 7.30 a.m. on the day of issue.
- Inspection of bread and meat. Copies of the conditions of contract will be procured by the C.O. from the officer i/c supplies, and will be hung up in the stores for the guidance of the inspecting officer.
- The key of the meat store will be kept in the charge of the N.C.O. of the guard, and will always be available for the inspecting officers.

1177. The duties of the serjeant-cook are detailed in the Manual of Military Cooking. He will personally superintend all cooking done in regimental cook-houses. One cook per company, &c., will be placed under his orders, and will not be changed save at long intervals, or for misconduct. In special circumstances the C.O. may detail an assistant cook per company, &c., who should be changed weekly.

Duties of the serjeant-cooks
Cooks.

1178. A second-cook may be trained at Aldershot for every unit entitled to have a serjeant-cook, with a view to his being available, when required, to replace the serjeant-cook, or to succeed to his appointment, or to superintend the cooking for a detachment. When not employed in either of these capacities, the second-cook will do duty in the ranks. Expense will not be entailed by the appointment of second cooks, beyond that incurred in travelling to and from Aldershot.

Second cook.

1179. Every vacancy in the appointment of serjeant-cook and second-cook, and the cause thereof, will at once be reported to the officer i/c the School of Cookery at Aldershot. In the case of serjeant-cook, the report will state whether the second-cook has been appointed to fill the vacancy, and if the vacancy is due to inefficiency the certificate of competency will be surrendered and forwarded at the same time.

Vacancies to be reported.

8.—GARRISON AND REGIMENTAL INSTITUTES.

General Instructions.

1180. A regimental institute will be established in every unit to supply the troops with the best articles at the lowest prices, without limiting their right to resort to any other shops or markets, and to provide means for their recreation and amusement.

Objects with which established.

1181. As a general rule, every regimental institute in the R.A., at home or in the colonies, will be managed as a "station" institute.

R.A.

1182. The O.C. station may establish garrison institutes, either in lieu of or in addition to the regimental institutes, or of any part thereof.

Garrison institutes.

1183. A detachment which has no separate canteen, grocery shop, or coffee-room, should be permitted to use those belonging to another corps.

Detachments.

1184. Particulars relating to the management of institutes, including garrison and station libraries, are contained in Rules for the management of Garrison and Regimental Institutes.

Rules issued separately.

1185. A brigade commander will supervise and control all institutes. He will decide all matters connected therewith requiring the sanction of authority superior to that of the C.O. of the unit, and will issue rules on matters of detail not dealt with in the rules referred to in para. 1184.

Responsibility of general officers.

1186. All premises of the institute will be visited frequently by the C.O., occasionally by the medical officer doing duty with the unit, and daily by the captain or subaltern of the day.

Visiting by officers.

1187. A committee of management of three officers will be appointed by the C.O. (in the case of a garrison institute, by the O.C. garrison), under whose orders they will act. The president should be a field officer, but in no case will he be under the rank of captain; a C.O. may appoint himself president. The president in an institute conducted on the regimental system will, when practicable, be exempted from serving on boards, courts of inquiry, and courts-martial. The adjutant or quartermaster will not be members, and not more than one member should be changed at a time.

Committee of management.

The O.C. station will decide the hours during which the liquor bar may be kept open for the sale of intoxicating liquor, but it will not, in any case, be open during the hours of divine service on Sundays.

Exclusion from canteen.

Other branches of the institute will be kept open during such hours as the C.O. may determine.

1188. A defaulter will be excluded from the canteen except during one hour only in each day to be fixed by the C.O.

A man attending hospital or convalescent doing light duty will be excluded from the canteen unless the written permission of the medical officer has been given.

Persons entitled to deal at the institute.

1189. Officers and soldiers with their families and servants, and the civilian employees hereafter alluded to, are the only persons permitted to purchase articles at any of the branches of the institute. Where such exist in their own unit, soldiers are prohibited, save with their C.Os. permission, from making purchases in the institutes of other units, except of articles consumed on the premises.

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G.Os.C. are authorized, in any case where they consider it necessary, to grant special permission to civilians permanently employed on military services in barracks or camps or on War Department property, to deal at the institutes, subject to such special permits being kept within the narrowest possible limits and safeguarded against abuse. The civilians to whom this permission is granted will be provided with a pass or written authority to produce on demand at the institute. A record of these permits will be kept, and the list reviewed annually.

Civilians not to enter or to deal.

No other civilians will be allowed to purchase articles in any of the establishments, at any time, or to enter the liquor bar during the hours prohibited by the existing Licensing Acts.

Dealing on behalf of others prohibited.

1190. All persons entitled to deal at these institutes are prohibited from purchasing, or being concerned in the purchase of, articles for the benefit of or on behalf of persons not so entitled. This is not, however, to debar a soldier from entertaining a civilian friend.

Soldiers' friends admitted to coffee-room.

1191. The C.O. may permit soldiers to introduce male friends into the coffee-room on condition that they leave the barracks on the sounding of the first post of tattoo. The person who introduces a friend will be responsible for his good behaviour. The C.O. may exclude any individual at any time.

Soldiers' Gardens.

1192. Where ground is allotted for cultivation by the troops as gardens, the following conditions will be observed:—

Fencing and seeds.

(i) Internal fencing, seeds, &c., will be found by the troops, and the produce will belong to them. A proportion of tools and materials for the external fencing of a regimental garden will be found by the War Department. Manure for garden purposes may be purchased by the troops at contract rates from the military stables.

Allotment.

(ii) Allotments to be by units, and subdivided by companies, &c., under the orders of O.S.C. units.

(iii) Allotments to individual N.C.Os. and men will not exceed $\frac{1}{2}$ of an acre. Soldiers will provide their own tools and materials for fencing.

(iv) The ground will be rent free.

(v) Transfers of ground from one unit to another will be made through the officer i/c barracks.

(vi) Power to resume possession of the land at any time is reserved to the War Department, without compensation to the occupants.

(vii) When troops quit a station where gardens have been established, a claim for compensation will not be allowed as a charge against the public. Transfers of stock, garden implements, &c., will be arranged between relieving units, or the articles otherwise disposed of, if a relief does not take place

9.—REGIMENTAL WORKSHOPS AND EMPLOYMENT OF SOLDIERS IN TRADES.

General Instructions.

1193. Whenever practicable, general and C.Os. will establish garrison and regimental workshops, in which soldiers who have learned a trade before enlistment will be employed, and in which other soldiers, who are willing to learn, may be instructed in a trade during their leisure hours. Employment of soldiers in trades.

1194. Every facility for instruction should be given to the sons of soldiers of suitable age, and in mounted units they should be encouraged to attend during stable hours and to qualify as grooms. Instruction of soldiers' children in trades.

1195. The senior major will supervise the workshops, each of which, except the tailor's shop, will be in charge of an officer other than the quartermaster. The tailor's shop will be under the immediate supervision of the quartermaster. Supervision and charge.

1196. The funds of each workshop should be banked under regimental arrangements and each month's accounts and balance sheet of each workshop, with vouchers and invoices, and an acquittance sheet for wages will be laid before the C.O., and at the end of each quarter before the audit board referred to in para. 104. Accounts.

Infantry Pioneers and Pioneer Workshops.

1197. The establishment of pioneers in each battalion is one pioneer-serjeant and ten pioneers. Their trades should be:—the serjeant, a carpenter if possible; three carpenters; two bricklayers (one able to plaster, the other to slate); one smith (able to shoe horses); one mason (able to cut stone); one painter and glazier; one plumber and gasfitter; and one saddler. See para. 823. If men of the prescribed trades are not available in a unit the C.O. should endeavour to obtain them by enlistment. Establishment of pioneers.

1198. The pioneer-serjeant will be a N.C.O. holding a certificate from the School of Military Engineering, or from one of the schools in India. He will be appointed on probation, and may be confirmed in the appointment by the C.O. when the C.R.E. certifies that a longer probation is unnecessary. He will not fill any other situation; his rank is that of a serjeant. A qualified man should always be available to fill any vacancy that may occur in the appointment. Appointment of pioneer-serjeant.

1199. A man will be selected mainly for his proficiency in his trade, but he ought also to be a man of good character. His proficiency should be tested by an officer of the R.E. Some of the men can be received from time to time at Woolwich Arsenal, or at the engineer workshops at Chatham, for instruction. Selection of pioneers.

1200. Except in the R.E., a soldier will not be employed as an artificer, or as a paid workman, who has not been dismissed drill, who has not fired a recruit's and trained soldier's course of musketry, and who has not at least six months' service. Qualifications for employment as artificer.

1201. A C.O. will arrange with the O.C.R.E. and with the officer i/c barracks for repairs and alterations to barracks, furniture, or utensils being performed by the artificers of his unit. Repairs to barracks.

1202. In addition to the pioneers, all N.C.Os. and men who have followed any trade before enlistment are to be tested and classified by the R.E., A.S.C., and A.O.D. respectively, according to the nature of the trade. A list of such men, no matter what their trades, with their respective classification, will be entered in the small-book. A C.O. will encourage soldiers who are artisans by employing them when practicable. Classification of men by trades.

Private work for officers and others.	1203. Soldiers who are artisans may be employed on work for the R.E. or A.O.D., receiving working pay therefor as provided in the Pay Warrant.	A.O. 106 1910
Workshop fund.	1204. Under the sanction of the C.O. work may also be done for units, and private work (including the shoeing of horses) for officers or others, provided that all private work is executed within the camp or barracks.	
Workshop fund.	1205. To render the workshops self-supporting, the cost of the upkeep and all contingent expenses will, except in the case of the tailor's shop, be a charge against the funds, to meet which a contribution, not exceeding five per cent., will be deducted from payments received for work performed.	
Apportionment of money earned.	1206. The apportionment of money earned by contract, and the payment of the tradesmen, will be carried out by the officer supervising the workshops.	

Shoemakers and Shoemakers' Shops.

Serjeant-shoemaker.	1207. A serjeant-shoemaker is allowed for each battalion of foot guards and infantry of the line at home and in the colonies, and for each of the two battalions of mounted infantry in South Africa. The provisions of paras. 1209, 1210 and 1211, are also applicable to serjeant-shoemakers.	8 King's 362
Shoemakers.	1208. In each battalion to which a serjeant-shoemaker is appointed at least four men per company will be instructed in the rudiments of shoe-mending so as to be able to carry out minor repairs when on service.	

Tailors and Tailors' Shops.

Serjeant-tailors.	1209. A serjeant-tailor is allowed for each regiment of cavalry of the line; for each depôt of R.A.; for each battalion of foot guards, infantry of the line, and West India Regiment; for each mounted infantry battalion; for the guards and rifle depôts, and for the A.O.C.; also four for the R.E., two for the A.S.C., and two for the R.A.M.C. For misconduct, inefficiency, or proved neglect, a serjeant-tailor will be dealt with under the provisions of para. 302. The O.C. will take all necessary action in the matter. When a vacancy occurs, application for a serjeant-tailor will be made to the War Office, except in India, where appointments are made under Indian regulations.	
Casualties.	1210. Every casualty affecting serjeant-tailors, men who have qualified for that appointment, or men noted for a course of instruction at the Royal Army Clothing Factory, will be at once notified to the War Office.	
Not to be in excess of establishment.	1211. The serjeant-tailor is to count as a duty serjeant in the establishment of the corps, and his place may be filled by appointing an extra unpaid lance-serjeant. In a cavalry regiment at home and in the colonies, the serjeant-tailor is included in the regimental staff.	
Liability to punishment for appropriating materials.	1212. A serjeant-tailor who appropriates to his personal use any materials saved in cutting garments, or who disposes of the same otherwise than by delivery to the quartermaster, is liable to be tried by court-martial. He will not sell to warrant officers, N.C.Os., or men any articles of military clothing or necessaries, or substitute articles made from private materials for those supplied from the government stores. The only tailor's charges which will pass through the soldier's accounts are those for repairs to authorized articles of uniform. Articles supplied by the serjeant-tailor for cycling, &c., under the sanction of the C.O., will be paid for in cash.	
Selling of articles of clothing, &c.		

1213. These instructions will be read to a serjeant-tailor on appointment, and he will sign a statement that he fully understands their effect. This document will be filed in the orderly-room of the unit.

Declaration of serjeant-tailor to be filed.

1214. Boys should be instructed in the tailor's shop by a certified serjeant-tailor, who will receive a gratuity, fixed by the Clothing Regulations, for each boy certified by his C.O. to be able to assist efficiently in the tailor's shop.

Each boy must have been under instruction for at least 18 months, and will not be considered efficient until he is able to make up frocks and trousers in a satisfactory manner.

The C.O. will be guided in his certificate by the opinion of one or more serjeant-tailors, other than his own.

A boy under training will be exempt from all duties that interfere with his instruction.

Chiropodists.

1215. A soldier not above the rank of serjeant may be employed as a chiropodist in each infantry battalion and dépôt, provided he has undergone a course of instruction and obtained a certificate of proficiency. He will not be struck off any duty, but will receive additional pay.

Chiropodist.

Farriers and Shoeing-Smiths.

1216. A farrier-serjeant at home (including a farrier-corporal of the Household Cavalry) will train men as shoeing-smiths.

Training of men as shoeing-smiths.

1217. One man per squadron in the Household Cavalry, two men per squadron in the cavalry of the line, three men per battery in the R.H.A. and R.F.A., one man per field unit in the R.E., and, except in the dépôt company, two men per company in the A.S.C. will be placed under instruction to qualify as assistant shoeing-smiths. Young men, quick, handy, and of sufficient education and good character, should be selected, with a view to qualifying for the appointments of shoeing-smith and farrier-serjeant. While under training as shoeing-smiths, soldiers will be exempted from all duties, except church parades, and two mounted parades and one foot parade per month exclusive of church parade. Any man who does not make good progress should be sent back to the ranks. After two years' instruction the men should be returned to the ranks, until selected for appointment as shoeing-smiths, and other men placed under instruction.

Men to be selected.

1218. On or about 31st December, or whenever there are no men in the ranks qualified to fill an existing vacancy, a board will be convened by the C.O. to examine the men who have been under instruction as shoeing-smiths. The board will consist of one captain and one subaltern, with a field officer or senior captain as president. One of the members of the board will be a veterinary officer. It will ascertain whether the men are thoroughly competent to shoe horses and to make shoes, and whether they have acquired such a knowledge as to render it likely that they could perform the duties of farrier-serjeant or shoeing-smith with efficiency. The fact of a man having qualified will be noted in his small-book, and the number of men trained in each company, &c., in the course of the year will be shown in the annual return. A qualified man should be encouraged to keep up his knowledge.

Examination by board of officers.

Cold-Shoers.

1219. In addition to the men trained under para. 1217, there will always be in each battalion three men who have been trained as cold-

Cold-shoers

Paras. 1220-1224. Transport, Horses, Veterinary Duties, &c.

shoers. One of these men will be a pioneer who will also be instructed in transport duties, and be in possession of a certificate from the Army Veterinary School. The others will fulfil the conditions required in men who are to be trained in mounted infantry duties. The G.O.C.-in-C. will arrange for their instruction with a mounted unit in the command.

Wheelers and Smiths.

Trained
artificers
in garrison.

1220. When a wheeler or smith of the R.G.A. can be spared from the regimental workshops, or other artillery services in connection with his trade, he will be employed under the orders of the chief ordnance officer, who will make requisition for his services to the O.C. R.A.

A man belonging to a cavalry or infantry unit who has been trained as a carriage-smith or wheeler at the Ordnance College will be similarly employed in ordnance workshops, when possible. The O.C. a unit will inform the chief ordnance officer when such a man is available for employment.

10.—TRANSPORT, HORSES, VETERINARY DUTIES, SADDLERY AND FORAGE.

Regimental Transport.

Infantry
regimental
transport.

1221. A C.O. will maintain the full complement of trained men for the regimental transport of the battalion, as given in War Establishments. The G.O.C.-in-C. will arrange for their instruction with a unit of R.A. or A.S.C. in the command. See Appendix XVII. He will arrange for the inspection of the regimental transport by a senior officer of the A.S.C. at least once a quarter.

On receiving over any vehicle, equipment, or animal, a C.O. may claim the assistance of an officer of the A.S.C. in ascertaining its condition.

A man who has been trained as a transport driver will not be selected for training in mounted infantry duties, and *vice versa*.

Remounts.

Army
remount
establish-
ment.

1222. The Army Remount Establishment is under the Director of Transport and Remounts at the War Office. Officers of the remount establishment have access to all government stables and horses, except sick lines and horses under veterinary treatment.

Remounts are purchased and distributed, and reserve horses are registered, by the officers of the remount establishment.

Orders for the administration of the remount service will be found in the Remount Manual.

Purchase
orders.

1223. In British possessions abroad, animals will be purchased under the orders of the O.C.; in other countries, under the orders of the War Office. Remount depôts (and their farms attached) are administered under the War Office. The P.V.O., under the orders of the G.O.C.-in-C., will have access to any remount depôt in the command for purposes of reporting on matters of hygiene and disease. The O.C.A.S.C. may inspect the personnel in depôts where N.C.Os. and men of the A.S.C. are quartered.

Purchase
horses and
mules.

1224. An officer employed in the purchase of horses and mules will, as soon as possible, transmit to the War Office, on A.F. B 88, in duplicate, a description of each animal passed into the service. An animal will not be purchased unless certified by a veterinary officer, on

Transport, Horses, Veterinary Duties, &c. Paras. 1225-1232.

the above form, as sound and fit for service. Horses with very short docks will not be accepted.

1225. A.B. 92 "Description of Horses" will be kept in all mounted corps and in battalions which have transport animals attached to them.

Description
and
numbering
of horses.

A description is also kept at the War Office and a number will be assigned to each animal.

The numbers thus assigned will be branded on the fore feet; the thousands on the off fore foot, the hundreds, tens, and units on the near fore foot. Thus, 1,001 will be represented by the figure 1 on the off fore foot and 001 on the near fore foot, and 3,666 will be represented by 3 on the off fore foot and 666 on the near fore foot.

Squadron, battery, or troop numbers will be branded on the hind feet, thus:—1.L.G. on the off hind foot and A. 1 on the near hind

foot; $\frac{A}{R.H.A.}$ on the off hind foot and 1 on the near hind foot;

$\frac{1}{R.A.}$ on the off hind foot and 1 on the near hind foot, &c.

1226. Men sent to fetch remounts from depots will take head collars and bridoons, stripped saddles (if ordered), horse brushes and cleaning articles only.

Equipment
of men
fetching
horses.

1227. When remounts are received the C.O. will:—

Receipt of
remounts.
Veterinary
inspection.

- (i) Place them in a stable apart from other horses until tested by mallein. See Regulations for Veterinary Services. Remounts are not to be stabled in the veterinary hospital or sick lines.

- (ii) Inform the veterinary officer in charge of their arrival.

In the case of remounts received direct from vendors, the C.O. will enter an arrival report to the War Office, stating the number, whence received, date of joining, and casualties *en route*.

Arrival
report.

1228. If a remount is taken ill within one month after joining a corps, a report will be at once forwarded to the War Office, stating the nature and probable cause of the illness, and prospect of recovery.

Report on
animals
taken ill
on joining.

1229. The C.O. will cause a veterinary history sheet (A.F. B 270) to be prepared for each remount received, and will pass it to the veterinary officer in charge, who will be responsible for its upkeep until the horse leaves the station or is disposed of. This sheet will always accompany the horse. Under no circumstances will these sheets be destroyed, or duplicates issued, without authority being obtained from the Director-General, Army Veterinary Service. In the event of a horse being transferred from a unit to a remount depot for re-issue, the sheet will be forwarded to the Director-General.

Veterinary
history
sheet.

1230. The age of a horse will be reckoned from the 1st of May in the year in which the horse was foaled.

Age.

1231. When a corps proceeds on service abroad leaving its horses at home, the horses will be disposed of as directed by the War Office.

Horses left
behind on
embarkation
of corps.
Disposal of
foals.

1232. Foals of government mares are the property of the State. At home stations, a birth will be immediately reported to the War Office, when instructions will be given as to the disposal of the foal. At stations abroad such births will be reported on the monthly return, A.F. B 2087, and the foals disposed of as soon as possible to the best advantage.

Paras. 1233-1238. Transport, Horses, Veterinary Duties, &c.

Officers' Chargers.

Officers' chargers.

- 1233.** Officers entitled to be mounted may ride on parade either—
- (i) Public chargers supplied under para. 606, Allowance Regulations.
 - (ii) Public horses purchased from the ranks under para. 613r, Allowance Regulations.
 - (iii) Private horses certified by a veterinary officer or civilian veterinary surgeon to be serviceably sound and fit for service, and by the C.O.* as suitable for military duty.

Allotment to officers at manœuvres.

A C.O. will not allot a horse to an officer temporarily mounted at manœuvres, without the authority of the general commanding the manœuvring force.

An officer to whom such horse has been allotted will be responsible that it is properly cared for, is not overworked, and is at all times ridden in a saddle which has been carefully fitted to the horse. A horse once allotted will not be changed without an order from the brigade commander, who will depute one of his staff to inspect the horse from time to time.

Care of Horses.

Duties of C.O.

1234. The C.O. of a unit is responsible for the condition of his horses, their health, shoeing, general fitness for work on service and for the fitting of their saddlery. He will inspect all horses once a week, with stripped saddles, when their army numbers will be verified.

The veterinary officer doing duty with the unit will attend this inspection.

Further instructions will be found in the Manual of Animal Management and in the Regulations for Army Veterinary Services.

1235. A C.O. will exercise his discretion as regards the clipping of horses and the extent to which this is done during the winter months. Whether the horses are clipped all over or only trace high, no rugs beyond those authorized in the Equipment Regulations will be issued.

As a rule the clipping should only be carried out during the months of November, December, and January.

Casting Horses.

Authority for casting.

1236. A divisional or brigade commander may authorize the casting of horses up to the percentage for the unit immediately concerned, sanctioned for the current financial year. Proposals involving an excess of this percentage will be referred to the War Office.

Horses to be inspected by P.V.O.

All horses proposed for casting for veterinary reasons will be inspected by the P.V.O., who will advise as to their disposal. The cases which he recommends for sale or destruction will be disposed of immediately, under the orders of the divisional or brigade commander.

Remount officer to be informed.

1237. Before cast horses, other than the veterinary cases, are finally disposed of, the remount officer accredited to the command will be communicated with by the unit concerned, and he will decide whether any of the horses can be utilised elsewhere, or taken into a remount depot.

Return.

A return of horses authorized by divisional or brigade commanders to be cast will be forwarded by them to the War Office, on A.F. B 164, immediately after instructions for casting have been issued.

Veterinary history sheets.

1238. Reports and applications will be accompanied by the veterinary history sheets.

* In the case of departmental officers the certificate will be given by the head of the department when at the station, otherwise by the O.C. the troops at the station. In the case of staff officers, heads of departments, and O.S.C. units, the certificate will be given by the G.O.C. concerned.

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Disposal of Dead and Disabled Animals.

1239. Animals certified by a veterinary officer to be incurably injured may be destroyed forthwith. If the veterinary officer considers further inquiry desirable, he will apply for a garrison board, one member of which will be a veterinary officer, to investigate the case. The proceedings will be forwarded to the brigade commander, who will retain them. The opinion of the board will be recorded on the veterinary history sheet. In other cases when destruction is considered necessary, the previous sanction of the brigade commander or O.C. station will be obtained.

Destruction of animals in cases of emergency.

1240. If a horse, or mule, dies suddenly, or within 24 hours of its having become ill, the veterinary officer in charge will apply for a garrison board to investigate the circumstances, if he considers such investigation necessary. A veterinary officer will be a member of the board.

Report on sudden death of animals.

1241. All casualties amongst public chargers, whether they occur on or off duty, will be immediately reported to the War Office. Such report will state the name and corps of the officer in whose charge the animal was at the time of its death, the army number, the date and cause of its death, and, if caused by an accident, the nature and circumstances of the same in detail.

Prevention of disease.

Infectious and Contagious Diseases.

1242. When a horse is suspected of being affected by a contagious or infectious disease, it will be immediately segregated, and a full report at once forwarded to the War Office, but it will not be destroyed until War Office sanction has been obtained.

Prevention of disease.

1243. When a horse or other animal used for army purposes which is kept on crown premises and in army veterinary charge, dies of, or is slaughtered for, glanders, farcy, epizootic lymphangitis or anthrax, the carcass will be disposed of by the military authorities by cremation or burial in accordance with the instructions laid down in the Regulations for Army Veterinary Services.

Contagious Diseases (Animals) Orders.

Whenever the local authorities have facilities for, and are disposed to assist in, the removal and disposal of such carcasses, their co-operation should be accepted.

In Ireland, the military authorities are responsible for taking action, in accordance with the "Glanders or Farcy (Ireland) Order of 1900" and the "Epizootic Lymphangitis (Ireland) Order, 1904," or Anthrax or other Orders, which may be published from time to time.

Ireland.

Arrangements will be made at each station for the destruction of the carcasses, or for their burial outside the War Department boundary, or hirings. Carcasses will be covered with quicklime, and will not be buried within 200 yards of inhabited buildings or any source of water supply.

Destruction of carcasses of horses.

1244. An O.C. a unit or detachment will see that the instructions of veterinary officers, with regard to disinfection, are carried into effect, whenever contagious disease make its appearance. See Regulations for Army Veterinary Services.

Disinfection of stables, &c.

Veterinary Duties.

1245. The P.V.O. has the supervision of all the veterinary duties of the command to which he is attached and is the adviser in all points connected with his service. He will have free access to all government stables, including remount depots, but he will acquaint the C.O. of his intended visit.

P.V.O.

Paras. 1246-1254. Transport, Horses, Veterinary Duties, &c.

- Duties of veterinary officer.** 1246. A C.O. will give a veterinary officer every assistance and support, and ensure that his suggestions for the care and treatment of the horses and the ventilation of the stables are adopted.
- Duties of farrier-qr.-mr.-serjt.** 1247. When there is no veterinary corps personnel, the services of the farrier-quartermaster-serjeant (or a specially detailed farrier, where there is no farrier-quartermaster-serjeant) will be placed entirely at the disposal of the veterinary officer, under the orders of the C.O.
- Horse infirmiry orderlies.** 1248. Orderlies for duty with sick horses will be furnished, by each unit concerned, in the proportion of one to every three (or less) sick. They will be exempted from all other duties, except C.Os'. parades (in the R.A., brigade parades) and will be entirely at the disposal of the veterinary officer while so employed.
- Inspection of horses.** 1249. All detachments will be placed under the veterinary charge of the nearest veterinary officer, who will inspect all the horses within ten miles of his station at least once a week, and all within easy reach by rail once a month, or oftener if required. The C.O. will be informed by the P.V.O. of the command of the name and station of the veterinary officer detailed for this duty who will arrange dates of inspection with the C.O. In these inspections the veterinary officer will be attended by the serjeant-major and by the farrier-serjeants of the detachment or batteries, and he will report the result of his inspection to the C.O. of the unit and the P.V.O. of the command.
- Special application by C.O.** 1250. When the services of the veterinary officer are specially required, the C.O. will apply to him direct, describing the nature of the case and informing the general commanding of the application.

Employment of Civilian Veterinary Practitioners.

- Application for officers from other stations, or civilian practitioners.** 1251. In cases of sickness at a station at which there is not a veterinary officer, application will be made to the P.V.O. of the command, who will detail a veterinary officer from the nearest station. If one is not available, or the life of the horse is in danger and the farrier-serjeant is unequal to the proper treatment of the case, a civilian veterinary surgeon may be employed. His further attendance, unless absolutely necessary, will be dispensed with, the circumstances being reported by the C.O. to the P.V.O. of the command. Continuous daily attendance, or visits for inspection of healthy horses by a civilian veterinary surgeon, will not be permitted without the sanction of the P.V.O. of the command.
- Claims of civilian veterinary surgeons.** 1252. In order to avoid inconvenience in settling the claims of a civilian veterinary surgeon, the C.O. will take care that he is informed that, in case of objections being raised to the charges he may make for professional attendance, they will be submitted for the decision of the Director-General, Army Veterinary Service, whose award must be considered as final. The practitioner will only be employed if he makes an agreement to this effect, and a C.O. will be held responsible that such agreement is made.
1253. The civilian practitioner will be requested to send in his bill in duplicate on A.F. O 1774, immediately his attendance has ceased.
- For further details as to the veterinary duties see Regulations for Army Veterinary Services.

Shoeing.

- Responsibility for shoeing.** 1254. A squadron commander is responsible to the C.O. that the shoeing is correct and up to date. A veterinary officer will frequently visit forges and stables and inspect the shoeing. He is responsible for representing to the general or other officer commanding any faults or

Transport, Horses, Veterinary Duties, &c. Paras. 1255-1263.

bad workmanship. Unless by veterinary advice, the regulation pattern shoe will be strictly adhered to.

1255. Every day at the commencement of morning stables, before other work is begun, the farrier-serjeant, in working dress, will, with the assistance of the shoeing-smith of the troop, or of the section R.A., examine every horse in the stables. He will inspect each foot, replace broken nails, refasten loose shoes, and hammer down projecting clenches, and will then report to the senior officer, or N.C.O. of the squadron or battery. Duties of farrier-serjeant.

He will immediately report to his C.O. any unhealthy condition of the feet.

A similar inspection and report will be made at mid-day stables.

Each mounted parade of a squadron or battery will be attended by either the farrier-serjeant or by one of the shoeing-smiths mounted, and with a case of tools. At inspections, farrier-serjeants and shoeing-smiths will attend mounted.

Forage.

1256. A C.O. will procure copies of the forage contract. All forage offered by contractors will be inspected by a regimental officer not under the rank of captain. Supply of forage by contract.

1257. The C.O. will be responsible for the maintenance and quality of the reserve stock of forage. Reserve stock.

1258. As a rule, forage will only be received and issued at prescribed hours, between 7 a.m. and 8 p.m. The daily supply of forage tendered for issue to units will be inspected, and a proportion weighed, by the captain of the day (or orderly officer) before its removal from the garrison forage store, and, if then objected to, it must be forthwith replaced. Objections against forage already removed from the store will not be entertained, except in the case of unbroken trusses of hay, which may be rotten inside. An inspecting officer will assign sufficient reasons on all occasions of rejection. Inspection by the orderly officer.

1259. A sentry over forage stores will not admit forage unless passed by an officer. The keys of regimental forage stores will be deposited at night with the nearest guard of the regiment, and the keys of garrison forage stores in the nearest guard-room. Orders to sentries. Keys of forage stores.

1260. All persons are forbidden to enter forage and straw stores, or yards, with matches in their possession, or to smoke in such places. A notice to this effect, on A.F. K 1288, will be posted outside each forage store, and a similar order will be included in the orders of the sentry. Precautions against fire.

Saddles and Saddlery.

1261. In a cavalry regiment, a squadron commander is responsible to the C.O. for the proper fitting of the saddlery. The saddletrees will be fitted without pannels or blankets, changing them from horse to horse as may be found necessary; alterations required can be made by the saddletree-makers. Fitting of saddlery.

1262. The C.O. of a regiment is responsible that all the saddletrees of a cavalry regiment are stripped and fitted by squadron commanders at least once every three months and he will make personal inspections whenever he considers it necessary. Responsibility of C.O.

1263. Stirrup irons in the mounted services will be roughed as often as required, in the cavalry by the armourer-serjeant, and in other mounted units by the regimental artificers. Roughing stirrup-irons.

Paras. 1264-1269. Regular Establishment of Special Reserve Units, &c.

Breast harness. 1264. Four horses per squadron in each regiment will be equipped with breast harness.

Spare saddlers. 1265. The C.O. is responsible that there are, in each cavalry regiment, in addition to the establishment, at least two saddlers and one saddletree-maker qualified and available to succeed to any vacancies.

11.—REGULAR ESTABLISHMENT OF SPECIAL RESERVE UNITS AND OF DEPÔTS.

Officers.

Selection of officer for tour of duty. 1266. In arms other than infantry, an officer for a tour of service with a training brigade, or at a depôt, will be detailed by the War Office. In the infantry, the selection of an officer for a tour of duty with a special reserve battalion will be made by the O.C. the regular battalion concerned, who, in the case of a battalion at home at least one month, and in the case of a battalion abroad at least three months, prior to the date on which a vacancy will occur, will forward to the O.C. district the name of the officer he recommends to fill the vacancy. Any question which may arise in connection with the selection of an officer for this duty may be submitted, by the O.C. district, to the War Office for decision. If the O.C. district concurs in the nomination he will submit the name of the officer to the War Office for approval. The O.C. district will be directly responsible to the War Office for reporting nominations to fill vacancies in the special reserve battalions, in sufficient time to enable any necessary transport arrangements to be made during the trooping season. If the O.C. district does not receive a nomination in due course, he will at once communicate with the O.C. the regular battalion concerned. The O.C. district will also be responsible that the regulations regarding the selection of officers for duty with special reserve battalions are complied with, and that any unavoidable exceptions to these regulations are reported to the War Office. Selections of officers for a tour of duty at the Rifle Depôt will be forwarded to, and will be dealt with, in a like manner, by the O.C. the Rifle Depôt.

Only such officers as are likely to set an example of soldierly bearing and to ensure the efficient training of young soldiers will be selected, and an officer selected for a tour of duty with a special reserve battalion will, if possible, be in possession of a musketry certificate.

Period of tour.

1267. In the cavalry the tour of a major or a captain at the depôt will be for three years, of a lieutenant two years. In the infantry the tour of service of an officer posted for a tour of duty with the regular establishment of a special reserve battalion, or to the Rifle Depôt, will be for three years. In other arms, except R.A.M.C., the tour of service with a training brigade, or at a depot, will be for two years. In each case an officer is liable to be re-posted to a service unit at any time.

Officer who may not be selected.

1268. Except when authorized in very exceptional circumstances, the senior major, the two senior captains, and the two senior subalterns of a cavalry regiment, the three senior majors, the three senior captains, and the six senior subalterns of an infantry regiment, will not be selected. In four-battalion regiments these numbers will be proportionately increased.

1269. Not more than one of the two senior officers at a cavalry depôt, or two of the four senior regular officers of a 3rd (5th or 6th) special reserve battalion, or three of the six senior regular officers at the

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Paras. 1270-1279.

Rifle Depôt or at the Rifle Sub-depôt, should be married. These restrictions will be taken into account when recommending officers. Married officer.

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1270. An officer ordered home for a tour of duty with a special reserve battalion or at a depôt, will proceed thither immediately on disembarking, and will be brought on the strength of the unit from the date of disembarkation. Officer ordered home.

1271. On completing a tour of duty with a special reserve unit, or at the Rifle Depôt, an officer will be considered as under orders to join his former unit forthwith, unless he has received instructions to the contrary. Completion of tour of duty.

Soldiers.

1272. A regular soldier selected for a tour of duty with a special reserve unit, or at a depôt, except the depôt R.A.M.C., should have completed not less than 3 years' service, and a soldier who does not bear a good character should not be detailed. Qualifications.

1273. Only such soldiers, of any rank, will be selected as are likely, by their qualifications and habits, to set an example of soldierly bearing, and to ensure the efficient training of recruits.

1274. A regular N.C.O. will be posted for a tour of duty, for not more than three years with a special reserve battalion, and this tour will not be extended. Except for a quartermaster-serjeant, battery quartermaster-serjeant, serjeant-trumpeter, serjeant-cook, and serjeant-tailor, R.A., the tour of service with a training brigade or at a depôt, other than a cavalry, infantry or R.A.M.C. depôt, will be for two years, which may be extended in the interests of the service, by the officer i/c records concerned, to three years, but no further. Period of tour

N.C.Os. in the junior ranks should be relieved frequently.

A N.C.O. will not be eligible to be again posted for a tour of duty with a special reserve unit, or at a depôt, until two years have elapsed since he was last employed there.

12.—LEAVE OF ABSENCE AND FURLOUGHS.

General Instructions—Officers.

1275. Leave commences:—

At home: from the date on which an officer leaves his station.

Abroad (except in India): from the date on which he embarks.

In India: from the date on which he is struck off duty, except in the case of leave out of India on medical certificate when leave commences from date of embarkation. Commencement of leave.

An officer will be present with his unit on the day on which his leave terminates. On rejoining, he will make himself acquainted with all orders issued during his absence. End of leave.

1276. An officer who obtains leave, will give his address and notify any change in it, to the adjutant and to the regimental agent. If he be awaiting absorption, he will notify similarly in writing to the War Office and to the regimental agent. Address during leave.

1277. When an extension of leave is applied for, the period during which the applicant has been absent will be stated. Extension of leave.

1278. An application for leave of a special nature will be submitted one month before such leave is required. At home, if the G.O.C.-in-C. grants the leave, he will at once report to the War Office the period and purpose of it. Special leave.

1279. When an officer requires a medical certificate, to enable him to apply for leave, A.F. B 175 will be used by the medical officer who examines him. An officer residing in a foreign country, or British colony where a medical officer of the regular army is not stationed, Leave on medical certificate.

requiring sick leave or extension thereof, will forward with his application, a medical certificate, for which expense to the public will not be admitted.

Leave cancelled by promotion or transfer.

1280. When an officer is promoted during leave, either in the same or into another unit, or is transferred or removed to, or exchanges into another unit, his leave, other than sick leave, is thereupon cancelled, without further orders. Leave on medical certificate, or on the recommendation of a medical board, is not affected by such promotion or transfer.

Absence without leave.

1281. When an officer is reported absent without leave in the regimental monthly return, an explanation will be transmitted to the War Office through the G.O.C.-in-C. The fact will also be immediately communicated by his C.O. to the regimental paymaster and the regimental agents.

Application to War Office forbidden, Pay during leave.

1282. An officer on the strength of a unit will not apply direct to the War Office for leave or extension of leave.

Temporary performance of duty during leave Staff College study.

1283. The grant of pay and staff pay during leave is subject to the conditions laid down in the Pay Warrant, and the periods of absence for which full pay is allowed will only be exceeded in exceptional cases.

1284. Except when prescribed by the Pay Warrant, provision will be made without extra charge to the public, for the temporary performance of the duties of staff officers when on leave.

For military operations.

1285. An officer will not be granted leave to enable him to prepare to compete for admission to the Staff College.

1286. An officer on the active list (full or half-pay) will not quit his station to proceed to the scene of any military operations without first obtaining sanction from the War Office. But should he, when travelling abroad on leave, happen to be in the vicinity of any military operations in which His Majesty's troops are engaged, he will at once report himself to the officer in command, who, in the interest of the public service, may detain such officer for duty pending reference (by telegraph if possible) to the War Office.

To quit United Kingdom.

1287. An officer on the active list will not quit the United Kingdom without special permission. An officer not below the rank of brigade commander may grant permission to officers under his command to proceed to any country in Europe, or to the United States of America, or to any British dominion, colony or protectorate. Not less than 10 days before the commencement of the leave he will notify the grant of leave to proceed abroad to the G.O.C.-in-C. who will forward the notification, with any remarks he may wish to make, to the War Office. When granting leave to dominions or colonies in which there is a garrison of the regular army, he will inform the O.C. the forces in the dominion or colony concerned. Leave to visit other countries will be obtained from the War Office. The application must be submitted in time to reach the brigade commander, or other authority, at least two weeks before the officer wishes to start. An officer at home, on leave from abroad, will apply direct to the War Office. An officer who wishes to travel to India and enter that country by crossing any of its land frontiers must submit his application in time to reach the War Office at least 2 months before the date on which he wishes to start. Leave will not be granted to visit countries where war is existing or imminent.

Abroad. Not to volunteer for military expeditions.

1288. An officer travelling abroad is forbidden to accompany or take part in any military expedition, nor will he, without the permission of the Army Council, act as a press correspondent with any army in the field. If an officer contemplates spending more than a fortnight in a country where there is a British military attaché, he will inform that officer of his address and movements.

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Leave of Absence and Furloughs.

Paras. 1289-1297.

1289. An officer will not attend any foreign manœuvres without first obtaining from the War Office permission to do so. An officer serving with a unit, &c., will forward his application through his C.O. in sufficient time to reach the War Office at least one month before the date on which he wishes to start, stating what manœuvres he contemplates attending, and his address during such manœuvres. An application by an officer who is not serving with a unit, &c., will be addressed direct to the War Office.

Foreign manœuvres; permission to attend.

1290. An officer will not send accounts of, or comments on, any manœuvres he may witness abroad to any one, except the Army Council, unless he has obtained the permission of the Council to do so.

Reports on.

Officers on Home Service.

1291. A G.O.C.-in-C. may grant leave to officers at such times and for such periods as their services can be spared. This authority may be delegated to a C.O. and to a head of a department, as the general may consider desirable. When a unit is under orders for service abroad, leave will not be granted beyond the date fixed for departure, and any leave previously granted beyond that date will be considered cancelled.

Grant of leave and its duration.

1292. A divisional commander may, on the recommendation of a medical board grant leave to an officer for a period not exceeding six months. When an officer has been examined by a medical board (whether at home or abroad), the original proceedings will, in all cases, be forwarded to the War Office without delay; in the event of leave having been granted, the period and date of commencement of leave will be notified. When a medical board cannot be assembled, or when the leave contemplated is so short as to render the assembly of a medical board unnecessary, a divisional commander may grant leave on medical certificate to a regimental officer for a period not exceeding three months.

Leave on medical certificate.

1293. An officer on leave granted on the recommendation of a medical board will report his state of health, in writing, to his C.O., twenty days before the expiration of his leave with a view to his being again examined as to his fitness to resume duty.

Report before expiration of leave.

In forwarding an application to the War Office for an extension of sick leave, the amount of sick leave that has previously been granted will be stated.

Extension of leave.

1294. When an officer is prevented by ill-health from rejoining on the expiration of leave, he will at once report, by letter, to his C.O., enclosing a medical certificate (if practicable from a military officer) giving the particulars contained in A.F. B 175. The C.O. will then take steps to prolong the leave or bring the case to the notice of superior authority.

Report of illness preventing rejoining.

1295. A veterinary officer serving at home may, in special cases, be granted leave not exceeding two months, in addition to ordinary leave, in order to attend post-graduate courses of instruction.

Study leave.

Officers on Service Abroad.

1296. A G.O.C.-in-C. abroad will use his discretion in giving leave of absence.

By whom granted.

1297. Permission to return home from abroad will only be granted to those officers whose claims are grounded (i) on length of service abroad; (ii) on ill-health, regularly certified by a medical board, or by the medical officer i/c troops should it be impracticable to constitute a board; or (iii) on urgent private affairs, which plea will be explained.

Grounds for granting.

When orders for the move of a unit from one command to another are received the G.O.C.-in-C. under whom the unit is serving will notify, to the G.O.C.-in-C. to whose command the unit is ordered,

Declaration required.

the names of officers to whom he has granted leave which will not expire until after the unit has reached its new destination, specifying the period of leave granted in each case.

1298. The application of an officer serving abroad for leave to return home on private affairs will show how long he has served abroad and be accompanied by the following declaration:—

"I do hereby declare that I will rejoin for duty at my own expense within the period for which leave of absence may be granted to me, unless in the meantime I receive orders to the contrary from competent authority. I further declare, that if during the period of my leave I exchange or am transferred at my own request otherwise than in the ordinary course of the service, or am placed upon temporary half pay, or am made supernumerary in my regiment for staff or civil employ, or retire from the service under circumstances not entitling my successor to a free passage, I will hold myself responsible for the payment of the passage of the officer who may be ordered abroad in my place."

Signature.

When character is affected.

1299. A G.O.C.-in-C. will make a full report to the War Office of every case in which an officer is sent, or permitted to return home under circumstances affecting his character. The disposal of an officer thus sent home rests with the Army Council. See para. 569.

Certificate of.

1300. When leave to return home is granted to any officer belonging to a unit abroad (except India), A.F. B 174, duly completed will be delivered to him. Regimental paymasters will certify the date to which such officer has received his pay.

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Report on arrival in writing.

1301. An officer on arrival, on leave, in the United Kingdom will immediately report himself in writing to the War Office as directed in para. 1513 (vi).

Special Leave.

1302. Special leave, with free passage to and from the United Kingdom, may be granted to officers, as follows:—

West Coast of Africa.

(i) After one year's continuous service on the West Coast of Africa.

(ii) After less than one year's continuous service on the West Coast of Africa, if the normal period of service is curtailed in the interest of the public service.

The period of leave will be at the rate of one day for every two days' service on the coast.

West India Regiment.

(iii) After five years' continuous service with the West India Regiment (subject as regards passage to para. 419 (b), Allowance Regulations).

In reckoning five years, any period spent on the West Coast of Africa will count threefold.

The period of leave will be for one year.

Time spent during a year's continuous service on ordinary leave not exceeding 61 days, or at Madeira or in the Canary Islands on sick leave, will count as service on the West Coast.

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Extension of Leave.

Extension.

1303. An officer on leave from a station abroad will not apply for extension of leave, except on urgent private grounds. His application with an explanation of the urgency will be transmitted to his C.O. abroad, for the purpose of being laid before the G.O.C.-in-C. In the event of an extension being granted, the period will be at once reported by the officer obtaining it to the War Office and to his regimental agents. An application for an extension of leave will not be submitted to the War Office direct.

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Sick Leave.

1304. The period necessary for the recovery of health will be stated in the proceedings of a medical board which recommends leave to the United Kingdom, and the G.O.C.-in-C., when transmitting the proceedings to the War Office, will report the period of leave granted. Sick leave.

1305. When an insane officer is being sent home, a report will be made to the War Office in time for arrangements to be made before he reaches England. Insane officer.

1306. An officer returning home sick, who has not been examined by a medical board abroad will be examined at the military station nearest to his intended place of residence at which a medical board can be assembled. Examination by board.

1307. Should an officer be prevented by illness from embarking to rejoin by the expiration of his leave he will forward an application, together with a medical certificate, to the War Office, whence he will receive orders to appear before a medical board. Illness when on leave.

1308. An officer granted leave to England on the recommendation of a medical board, will be re-examined before embarking to rejoin his unit, and will, therefore, report himself in writing to the War Office twenty days before the expiration of the leave granted to him. Medical report on termination of sick leave.

Furlough—Soldiers.

1309. Furlough is an indulgence, granted at the discretion of the C.O., and a soldier must, at all times, be prepared to rejoin at the shortest notice. The officer i/c records of his unit is the C.O. of every soldier on furlough from abroad in the United Kingdom. Furlough, an indulgence, C.O. of men on furlough.

1310. A furlough will be made out on A.F. B 295 A., and stamped with the regimental office stamp. If the soldier has permission to wear plain clothes when on furlough it will be recorded on the form and initialed by the officer granting the concession. Furlough form.

1311. The duration of the furlough season at home is left to the discretion of the G.O.C.-in-C., and will be notified in the standing orders of the command. The usual period is 1st October to 1st February. Furlough season.

During the non-furlough season furlough will only be granted in special cases.

1312. Furlough commences :—

At home.—From the date on which the soldier leaves his station.
Abroad.—From the date on which he embarks. Dates of furlough.

A furlough is to be made out so as to terminate at tattoo on the day on which it expires. If the soldier fails to rejoin he may be dealt with as an absentee. If, within five days, no satisfactory account of his absence is received he will be reported as a deserter. Overstaying furlough.

1313. Before any soldier can obtain a furlough he will be dismissed his drills and be out of debt. Before being granted a furlough, which confers no right to passage, from India or abroad to the United Kingdom, he will deposit with his C.O. a sufficient sum of money to provide for his return passage, or the return half of the passage ticket if a return ticket is taken. Condition of obtaining furlough. Return passage.

This sum or the return half of the passage ticket will be forwarded to the Officer i/c records who will transmit it to the Steamship Company when making arrangements for the soldier's return journey, and will not hand either to the soldier.

1314. A soldier going on furlough will leave his address with his company, &c., commander, and communicate any subsequent change to him. Addresses and reports of soldiers on furlough.

Paras. 1315-1320.

Leave of Absence and Furloughs.

A soldier arriving from abroad will be instructed to report his arrival to the officer i/c records concerned immediately on landing, and, subsequently, any change that may take place in his address.

Pay of men
on furlough
from
abroad.

1315. The name and intended address of every soldier granted furlough to the United Kingdom will be forwarded, by the first mail, by the O.C. the unit to the officer i/c records.

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A man on furlough from India draws his pay from the India Office.

A soldier on furlough from India will not be transferred to the home establishment without previous reference to the War Office.

Furlough
out of the
United
Kingdom.

1316. A soldier will not quit the United Kingdom without obtaining the permission of an officer not below the rank of brigadier-general, which may be given in special cases, under the conditions laid down for officers in para. 1287.

A soldier proceeding on furlough to a foreign country will not take arms, accoutrements, or uniform.

Furloughs.
When not
to be
granted.

1317. Furlough will not be granted:—

- (i) To enable a N.C.O. to take up an appointment in the special reserve or territorial force.
- (ii) To a soldier serving abroad to quit the command, unless qualified by length of service abroad (see para. 1320) except on the most urgent and special occasions.

Soldiers
unable to
rejoin from
want of
money.

1318. When a soldier is unable, from want of money, to rejoin his unit from furlough, he should be furnished by his C.O. with a travelling warrant (see paras. 1408 to 1415) or subsistence, all expenses being subsequently recovered from the man.

Return
from
furlough.

1319. On returning from furlough, a soldier will not be required to make good missed duties, nor, in the cavalry, to pay for the charge of his horse during his absence.

Special Furloughs.

Special
furlough.

1320. Special furloughs (with free passages to and from the United Kingdom, under the conditions prescribed by the Allowance Regulations) may be granted as follows:—

- (i) To an unmarried warrant officer or N.C.O. not under the rank of corporal, who is eligible for, but not desirous of transfer to service at home, and provided that the soldier will have two years' unexpired service on return from furlough.

After six consecutive years' service abroad.

- (ii) To a European warrant officer or N.C.O. of the West India Regiment.

After not less than five years' continuous service at tropical stations.

In reckoning service towards the five years, service on the West Coast of Africa will count threefold.

- (iii) To a European warrant officer, N.C.O., or man, provided he does not belong to a unit, which, on completion of its tour of duty on the coast, will return to the United Kingdom.

(a) After one year's continuous service on the West Coast of Africa.

(b) After less than one year's continuous service on the West Coast of Africa, if the normal period of service is curtailed in the interest of the public service.

The period of furlough will be at the rate of one day for every three days' service on the coast.

For the purposes of (ii) and (iii), time spent at Madeira or the Canary Islands on sick leave, or on the regulated ordinary annual furlough, will be counted as service on the West Coast.

Leave of Absence and Furloughs.

Paras. 1321-1328.

A.O. 137
1910

1321. A brigade commander will exercise a liberal discretion in granting furloughs to individuals or units recently returned from abroad. They should usually be permitted to go on furlough as early as possible after their return home, and, if the duties of the station permit, it is better that almost the whole of a unit should go at once.

On return from service abroad.

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1908

1322. Furlough may be granted to a soldier, other than an invalid, for the last two months prior to discharge or transfer to the army reserve, and a man granted such furlough will be supplied with a temporary certificate of character (in manuscript) to facilitate the obtaining of employment.

Prior to discharge or transfer to the army reserve.

Sickness when on Furlough.

25
Injuries
144

1323. A soldier on furlough who requires medical aid should apply to the O.C. the nearest military station, who in every case will communicate with the assistant director of medical services of the area in which the soldier is temporarily residing. The assistant director of medical services will, if necessary and practicable, cause the soldier to be removed to the nearest military hospital. In case of emergency, or when a soldier unfit to travel resides at a distance from a military hospital, the soldier may apply to a civilian practitioner to whom he will show his furlough paper, and who will be allowed to charge for attendance at the rate laid down on A.F. O 1667, provided that the soldier immediately reports to the O.C. the nearest military station, as directed above.

Medical attendance on furlough.

1324. When a soldier on furlough is prevented from rejoining on the expiration of his furlough, by sickness, which must be duly certified (or by any other unavoidable casualty), he will report himself (i) to the nearest staff officer; or (ii) to the C.O. of any unit or detachment of the regular army; or (iii) (if either of these officers is not within convenient distance) to a justice of the peace.

Extension of furlough on account of sickness or other casualty.

These officers are authorized (if the circumstances are urgent) to extend the furlough for a period not exceeding one month. The period of extension will be inserted in words on the original furlough and notification made to the man's C.O.

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1325. If the man at the end of three months is still unable to rejoin on account of sickness, his C.O. will forward a report, with the soldier's address and a copy of his medical history sheet, to the senior officer of the garrison nearest to the place in which the man is living, who will cause the man to be examined by a military medical officer, and, if the soldier is found temporarily unfit, will extend his furlough, or, if permanently unfit, proceed with his discharge, in either case reporting the action taken to the man's C.O.

Absence beyond three months.

1326. When the discharge of a soldier who is medically unfit to rejoin from furlough is carried out, his C.O. will inform the deputy director of medical services of the command in which his unit is serving, in order that the soldier's name may be included in the invaliding statistics of that command. The disease for which the soldier was discharged will always be stated.

Discharge of men on furlough, unable to rejoin through sickness.

1327. Before granting a sick furlough the C.O. will obtain from a medical officer a distinct opinion as to whether the man is likely to benefit by the change to another locality. He will also ascertain that the man's friends are in a position to afford him such aid as his ailment requires.

Sick furlough.

Passes.

1328. Passes may be granted under the following conditions, due regard being paid to the age, length of service, conduct, and educational and military efficiency of the soldier:—

Passes.

Paras. 1329-1339. Divine Service, Chaplains, Religious Instruction.

- Rules as to granting passes.
- (i) A permanent pass to enable a soldier who, in the opinion of the C.O. is deserving of the privilege, to remain out of quarters up to any specified hour between tattoo and reveille.
 - (ii) A pass giving leave of absence to a soldier from any roll call or duty.
 - (iii) A pass to enable a recruit, boy, or other individual soldier who is not allowed a permanent pass under sub-para. (i), to have such leave on special occasions.
 - (iv) A pass for leave outside the station.
- Granting of passes. **1329.** A permanent pass will be signed by the C.O. Every other pass will be made out on A.F. B 295, and be granted and signed by the company, &c., commander. Every pass will be stamped with the regimental office stamp before being issued.
- Passes for N.C.Os. **1330.** A N.C.O. not below the rank of serjeant may remain out of barracks until midnight without special permission. Any further leave within the station may be granted to such N.C.O. by the C.O. without a pass.
- Period. **1331.** A pass will not be granted for more than six days; for longer periods a furlough is necessary.

13.—DIVINE SERVICE, CHAPLAINS, RELIGIOUS INSTRUCTION.

General Instructions.

- Conduct of chaplains. **1332.** All officers in command will see that the conduct of the chaplains is such as becomes their office, and will bring to notice any deviations from the mode of conducting public worship as laid down in the "Instructions for the guidance of chaplains of the Church of England in their ministrations to the troops."
- Soldiers to attend Divine service. **1333.** Every soldier, when not prevented by military duty, will attend Divine service, but a soldier will not be obliged to attend the service of any other religious body than his own.
- 1334.** Soldiers will be marched to and from their places of worship, and the officer or N.C.O. in charge, will remain with them throughout the service.
- Bandsmen. **1335.** The duty of playing troops to church will not interfere with the attendance of a bandsman, drummer, bugler, or piper, at the regular service of his own denomination.
- Families of soldiers at public worship. **1336.** A C.O. will afford facilities for the attendance of officers and soldiers and their families at public worship, and will encourage the families of soldiers to attend regularly.
- Seditious language preached. **1337.** Whenever seditious or inflammatory language is made use of during the service in any place of worship not under military control, the senior officer present will use his discretion in withdrawing the troops with as little interruption as possible, and marching them back to their quarters. He should report the circumstances through the G.O.C.-in-C. to the War Office.

Chaplains.

- Chaplains to be treated with respect. **1338.** Chaplains will be treated with the respect due to their rank and profession, and a C.O. will render them every assistance in carrying out their duties.
- Senior and junior chaplains. **1339.** The senior chaplain of each denomination will arrange the work of the chaplains or acting chaplains at his station, and report any neglect or disobedience of orders to the War Office through the

Clergy Gen. No. 3828	G.O.C.-in-C. The term "senior chaplain" is not to be used without the addition of a suffix indicating the denomination of the chaplain. Every chaplain or acting chaplain has the right of direct communication on ecclesiastical matters with the recognized head of his denomination.
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Officiating Clergymen.

1340. A C.O. will furnish to officiating clergymen, on their application, weekly certificates (A.B. 151), showing the number of officers and men of the denominations referred to borne on the strength of the garrison, and the numbers who actually attended separate services during the period.

Divine service.
Certificate of numbers present.

1341. Whenever a C.O. deems it expedient to prevent an officiating clergyman from officiating in military churches, he will report the circumstances to the War Office.

Officiating clergymen in military churches.

1342. The duties to be performed by an officiating clergyman in receipt of capitation pay include the Sunday services, baptisms, churchings, funerals, attending the sick in hospital and reading prayers with the convalescents, visiting soldiers under sentence in military prisons or detention barracks at least once a week, and giving special religious instruction to the children and enlisted boys during one or two hours in every week, besides attending generally to the religious instruction and welfare of the officers and soldiers and of their families. Fees will not be demanded for the performance of any of these duties.

Duties of officiating clergymen.

1343. An officiating clergyman will be informed that payment cannot be guaranteed until the approval of the G.O.C.-in-C. has been officially notified.

Payment.

Religious Instruction and Religious Books.

1344. A G.O.C.-in-C. will give directions to chaplains, acting chaplains, and officiating clergymen to carry out the orders contained in the Army School Regulations as to the religious instruction of children.

Religious instruction in schools.

1345. Church of England chaplains will forward annually a report, on A.F. C 374, to the chaplain-general; Roman Catholic and Presbyterian chaplains will report on A.F. C 301, direct to the G.O.C.-in-C, who will forward the reports to the War Office.

Reports by chaplains.

1346. A bible and a prayer-book will be supplied at the public expense to every soldier on joining, unless he declines them, and may be retained by him on discharge.

Bibles and prayer-books.

Bibles and prayer-books (and hymn-books when the bibles or prayer-books issued do not contain hymns) will be allotted for use in military churches, and also for the use of patients in hospitals, and of young soldiers and children attending regimental schools.

Books issued as above will be expected to last for ten years.

14.—MISCELLANEOUS.

Soldier-Servants and Orderlies.

1347. The employment of soldiers (when available) as officers' servants and grooms is sanctioned, as an indulgence. They will, in all cases, rejoin their units when the latter, if abroad, are ordered to quit the command, or, if at home, to move out of the United Kingdom.

Regulations as to employment.

	Number allowed.	Units from which detailed.	
(i) Generals and lieutenant-generals, not in receipt of a consolidated rate of pay.	4	From a unit in the command, district or station, where the officer is serving, or, by special authority, from the corps to which he belongs.	
Major-generals and brigadier-generals, not in receipt of a consolidated rate of pay.	3		
All general and staff officers who draw consolidated rates of pay, if mounted.	1		
All staff officers who do not draw consolidated rates of pay	Mounted ...		2
	Dismounted		1
R.E.	Mounted ... Dismounted		2 1
A.S.C.			
Chaplains Department, A.O.D. and A.P.D.			
(ii) Regimental officers	Mounted ...	2	From the unit to which the officer belongs.
	Dismounted	1	
(iii) R.A.M.C.	Mounted ... Dismounted	2 1	Servant from the officer's corps, if available; groom from another corps. If on field service and attached to a unit, both from that unit.
Army Veterinary Service ...			
(iv) Special reserve and militia—Adjutant, R.A.	1	From an R.A. unit, when there is one at the same station as the headquarters of his unit.	
Adjutant, infantry	1	From the regimental depot with which he is connected.	
Quartermaster, R.A. and infantry.	1	From the regimental depot, when the headquarters of his unit are at the same station as the depot.	

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Selections of servants and liability for duties.

Servants not to be transferred with officers.

The conditions under which allowances in lieu of soldier servants may be drawn are laid down in the Allowance Regulations.

1348. Soldier-servants will be selected from those who have done duty in the ranks of dismounted corps for one year, or of mounted corps for eighteen months. They will be completely clothed, armed, and equipped; they will mount and perform their share of duty on any guard, or other service, on which the officer to whom they are attached is employed; and, when not required to take charge of spare horses, they will be in the ranks at all reviews, inspections, and field days. They will go through the annual course of musketry, and are liable to such training as the C.O. may judge necessary. In the cavalry, when the duty men are getting less than four consecutive nights in bed, one soldier-servant only for each officer may be exempted from guard duty and mounted parades.

1349. When an officer is removed from one unit to another, his servant will not accompany him, but an officer belonging to a unit stationed at home, when ordered to proceed to or from the depot or training brigade, R.F.A., for duty, may be accompanied by his soldier-servant.

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A mounted officer taking a horse on permanent change of station may be accompanied by his soldier-groom.

1350. An officer will not employ a European soldier at a station where an allowance is drawn in lieu of servants, except in Egypt. Allowance in lieu.

1351. An officer employed on staff duty in the field, in an acting staff appointment, as superintendent of gymnasia, under instruction at the gymnasium, Aldershot, or on any temporary military duty away from his unit, may retain his soldier-servant. Officers employed or temporarily detached.

1352. The G.O.C.-in-C. may permit a soldier-servant to accompany an officer returning home from abroad on account of severe illness. The arrival of a soldier in such circumstances in the United Kingdom will be reported to the officer i/c records. Officers returning invalided.

1353. An officer joining the Staff College will not be allowed to retain his soldier-servant. At Staff College.

1354. A C.O. may authorize one soldier-servant to attend a regimental officer proceeding on leave of absence not exceeding his usual annual leave, but he will not authorize him to leave the United Kingdom without the sanction of an officer not below the rank of brigadier-general. A soldier so employed will be shown in the returns, as "servant to officer absent," and not as "on furlough." Officers on leave.

1355. The payment by officers to soldiers employed as their servants is 2s. 6d. per week in the cavalry and R.A., and 1s. 6d. per week in the infantry. Warrant officers, squadron or battery-serjeant-majors, quartermaster-serjeants, serjeants, and farriers of the mounted services will pay soldiers employed in looking after their horses and appointments 1s. 6d. per week. Trumpeters and rank and file who, in particular circumstances, require to have their horses and appointments looked after, will pay 1s. per week. Staff-serjeants who do not attend mounted parades will not be liable to this charge except when circumstances require them to ride. Payment to servants.

1356. The number of soldiers employed as orderlies will be the lowest possible. Whenever possible, orderly duties will be carried out by cyclists; if cyclists are not available, mounted or dismounted orderlies may be employed. The precise time at which the despatch is sent off will be clearly written on the cover. The receipt will be acknowledged in writing, the precise hour of delivery being specified. Employment of orderlies.

Married Soldiers.

1357. Instructions with regard to the married establishment are contained in the Allowance Regulations. Regulations

1358. A warrant officer need not obtain the consent of his C.O. before he marries, but should inform him of his intention. Warrant officers.

1359. A soldier, other than a warrant officer, will not be placed on the married roll unless he has obtained the consent of his C.O. before marriage. Permission to marry, which will not be given in anticipation of a vacancy, will be granted:— Consent of C.O. necessary in other cases.

(i) In the artillery clerk section, R.E., R.A.M.C., A.S.C., A.O.C., A.P.C., A.V.C., and M.P.S.C., by the officer i/c records.

(ii) In the case of a man posted to a special reserve battalion for tour of duty, by the O.C. the regular battalion at home to which the man would be posted at the end of his tour, applications being put forward through the man's immediate C.O.

(iii) In all other cases by the C.O. of the unit to which the applicant belongs.

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Qualifications.

1360. Permission to marry will not be granted unless:—

- (i) A vacancy exists on the married establishment.
- (ii) The C.O. has satisfied himself as to the woman's character.
- (iii) The soldier, if below the rank of serjeant, has
 - (a) £5 in the Post Office Savings Bank.
 - (b) 7 years' service exclusive of boy's service.
 - (c) Two good conduct badges, or, if a corporal, fulfils the conditions for two good conduct badges.

Leave to marry.

A C.O. may permit a soldier not fully qualified under (iii) to marry, provided that a vacancy exists and that no fully qualified applicant is waiting. Cases of this nature occurring in any of the corps mentioned in para. 1359 (i) must be referred to the officer named therein, and will not be dealt with by a C.O.

1360A. The advantage of living in public quarters, obtained by the family of a soldier who is placed on the married establishment, is a privilege which can only be enjoyed so long as the regulations are fully complied with.

Without leave.

1361. A soldier who marries without the consent of his C.O., or who was married before enlistment, will be thereby debarred from being placed on the married roll at any subsequent time without the permission of his C.O., or in the case of a soldier belonging to one of the corps mentioned in para. 1359 (i), without the permission of the officer named therein; such permission will not be granted unless the conditions of para. 1360 are fulfilled, and a fully qualified applicant is not waiting permission to marry.

Vacancies abroad, now filled.

1362. An O.C. a unit abroad will keep the officer i/c records informed of the ranks and names of all men on the married roll, and of vacancies which occur in it (stating the cause of the vacancies), and at the same time will name those who have been selected, or in the case of a corps mentioned in para. 1359 (i) who are recommended, to fill the vacancies, stating whether passages for them from the United Kingdom are required.

Sleeping out of barracks.

1363. A soldier will not be allowed a permanent pass to sleep out of barracks except a widower with children, if approved by the C.O. Such a man must be regular in his duties, orderly in his lodgings or quarters, exact in his dress, and never leave his lodgings or quarters after tattoo except on duty or with leave. Any man not obeying these orders will be brought into barracks.

Men married without leave, out of mess.

1364. In special cases where a soldier, married without leave, has children, the C.O. may grant him permission to be out of mess in order to support his family.

Removal from married roll.

1365. If the wife of a soldier on the married roll is guilty of misconduct, the C.O. may deprive her of the benefits she derives from her husband's position on that roll. If there are no children, or if there are children and they do not continue to live with the soldier, he will in such a case be struck off the married roll.

1366. In a case of separation either by a decree of court or by mutual agreement, the C.O. will decide according to the circumstances whether the soldier is to remain on the married roll, but in ordinary circumstances if there are any children of the marriage and their custody is vested in the husband, he should be retained on the roll; on the other hand, if their custody is vested in the wife, or if there are no children, the soldier should be struck off the roll.

When postage stamps not procurable.

1367. When troops are engaged in places where postage stamps cannot be obtained, a soldier should write on the envelopes of his letters a certificate to that effect. Such certificate should be signed by the C.O. The circumstances in which this is done should at once

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Officers' and Soldiers' Letters.

be reported by the officer in chief command to the Postmaster-General, London, so that the postage actually deficient, instead of the double rate as in ordinary cases of unpaid letters, may be collected from the addressee.

1368. The address on a letter to a soldier should specify his regimental number, rank, and corps or detachment. Letter sent to a soldier.

1369. A charge beyond the rate of postage fixed by Act of Parliament is not to be made, by any person whatever, against soldiers for the delivery of their letters. At a station where the barracks are within the limits of the free delivery, the Postmaster-General delivers letters at the barracks free of expense if the C.O. prefers that mode of delivery to their being called for at the post office. Delivery of soldiers' letters.

1370. A post office letter-carrier is not to be detained or required to distribute letters in barracks, but a N.C.O. is to be detailed to receive and distribute them and to pay any charges for postage. Post office letter-carrier not to be detained.

1371. At a station where the barracks are beyond the limits of the free delivery, the letters are to be called for at the post office by an orderly N.C.O., who will be provided with funds to pay any charges for postage. Regimental post delivery.

Training of Officers of the Special Reserve and Attachment of Officers of the Special Reserve, Militia, and Territorial Force to Regular Units.

1372. During the training season,* each line battalion will be allowed the services of special reserve subalterns of not less than two years' service in the place of officers absent on duty. Applications will be made by an O.C. a battalion to the G.O.C.-in-C., to whom, at the end of the financial year, a return will be made, showing the number of officers so attached and the period for which each was attached. Special reserve officer.

The attachment of special reserve subaltern officers in the place of officers detailed for mounted infantry duties may take place at any time of the year.

A special reserve officer will not be so attached during the training of his own unit, or for a less period than 28 days; but not more than four officers will be attached at the same time, and the aggregate number of days' service rendered by an officer, or officers, will not exceed 242 days in the year.

1373. (i) An officer appointed to the special reserve on probation will be required to undergo a period of instruction (in most cases with a regular unit), as laid down in the Regulations for the Special Reserve. Probationary training of officers of the special reserve.

(ii) An officer of the special reserve who does not belong to a reserve unit will perform his annual training with a regular unit, as laid down in the Regulations for the Special Reserve. Annual training with regular unit.

(iii) An officer of the special reserve may, with his own consent, be specially called up for duty with regular troops during manœuvres or field training under the authority of the G.O.C.-in-C., provided the cost is met out of the training grant. Attachment to regular troops during manœuvres and field training.

(iv) An officer of the Malta, the Bermuda, or the Channel Islands militia, or of the territorial force, who is a candidate for a commission in the regular army, will be attached to a regular unit of the Cavalry, R.A., R.E., or infantry for a period of training as laid down in the Regulations under which commissions in the regular army may Militia and territorial force candidates for regular army.

*1st March to 31st October.

be obtained by officers of the Special Reserve of Officers, Malta Militia, the Bermuda Militia, Channel Islands Militia, and Territorial Force. During this attachment he will undergo a course of instruction similar to that of an officer of the special reserve on probation.

University
candidates
for regular
army.

(v) A university candidate for a commission in the regular army will be attached to a regular unit of the cavalry, R.A. or infantry for a period of training, as laid down in the Regulations under which commissions in the regular army may be obtained by university candidates.

1374. Arrangements for such attachment will be made by the G.O.C.-in-C.

Encampments.

Camping
season.

1375. Instructions as to bivouacs, billets and camps are contained in Field Service Regulations, Part I, Chapter IV. Troops will not be under canvas in the United Kingdom between the 1st October and 30th April without the approval of the G.O.C.-in-C. Every effort will be made to arrange the periodical engineer services so as to avoid the vacating of barracks during the non-camping season.

Regimental Benefit Societies.

Regimental
association.

1376. Soldiers of all ranks may subscribe voluntarily to a regimental association, provided that the president and treasurer of the association are commissioned officers on the active or retired list, that the association is of a non-political character, and that the funds are entirely devoted to the assistance of reservists, ex-soldiers, and their families.

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Charitable
funds.

Regimental charitable funds, *i.e.*, any funds which are supported by the subscriptions of officers alone, and are administered under the authority of the Secretary of State for War are also allowed.

Treasury Chests.

Treasury
chests.

1377. The treasury chest at stations abroad is maintained solely for Imperial services, and its funds must not be applied, even provisionally, to any services which ought properly to be provided for out of colonial revenues. The special circumstances under which alone a departure from this rule is permissible and the steps then to be taken are detailed in the Regulations for conducting the duties of Treasury Chests abroad.

Patents—Trial of Inventions.

Conditions
as to taking
out patents.

1378. An officer, N.C.O., or soldier of the regular forces, or a civilian or other person employed under the War Department is not permitted to take out patents, or to apply for provisional protection for inventions, except under the Regulations contained in Appendix XVIII.

Inventions.

1379. All inventors suggesting new patterns of military stores or alterations to them are in the first instance to be referred to the War Office. In no case will generals commanding authorize the trial of any invention without first obtaining sanction from the War Office.

XI.—MOVEMENT OF TROOPS, HORSES, BAGGAGE AND STORES DURING PEACE.

1.—IN THE UNITED KINGDOM.

General Instructions.

1381. In the absence of special instructions from the War Office, Authority individual officers, warrant officers, and civilian subordinates are not to proceed on journeys before authority has been obtained. Application for such authority will be made, on A.F. A 25. In cases of extreme urgency, however, the journey may be undertaken, but application should be made for covering approval, stating clearly all the circumstances. required.

1382. A G.O.C.-in-C. may delegate to officers to be named by him the power of ordering journeys for certain defined purposes. As a rule this power should only be delegated to officers at out stations where reference to command headquarters would involve a loss of time. Delegation of power to order journeys.

The names of the officers to whom the power to order journeys is delegated will be published in command orders, and these officers will furnish monthly to the G.O.C.-in-C., a return on A.F. A 8 of the journeys ordered by them. These returns will be examined at district headquarters with special reference to the actual necessity of the journeys ordered.

1383. Movements of troops, individual soldiers, re-employed pensioners, and of horses, are executed under the authority of routes, and, as a rule, no soldier or horse is to be moved before the requisite route has been obtained. Routes are not required for the journeys of officers, nurses, warrant officers, schoolmistresses or soldiers' families travelling without troops. Routes generally necessary.

1384. In the United Kingdom, march route will usually be employed for mounted units, and detachments of mounted units, when the distance is not too great to be traversed in six marches; otherwise rail conveyance will be employed. How performed.

1385. Movements of dismounted troops will, when the distance is too great for a single march, and it is not desirable to carry out the movement by a series of marches, be effected by the cheapest railway route. Sea conveyance between one part of Great Britain and another should, as a rule, be adopted only when obviously more convenient than rail or march. Dismounted troops.

1385A. When animals are transferred from one station to another, the O.C. the unit who sends the animals will obtain from the veterinary officer of the station a certificate on A.F. O 1640.

1386. When a unit is to proceed from one command in the United Kingdom to another,* the C.O.—

- (i) On being placed under orders, will transmit a duty state (A.F. B 230) to the G.O.C.-in C. the command to which he is proceeding.
- (ii) On receiving the order to move, will forward A.F. F 748 to the officer i/c supplies, both of the command that he is leaving and the command to which he is proceeding, and will also immediately notify any subsequent change in the date of movement.

* See also para. 1403.

Command of armed parties.

1387. An armed party consisting of 20 men or more is not to proceed on any duty unaccompanied by an officer. A mounted detachment of 50 men or upwards, proceeding by march route, is to be attended by a farrier or qualified shoeing-smith.

Medical officers, when necessary. Detached parties to be provided with money

1388. As a rule it is only necessary for a medical officer to accompany a unit or detachment of 200 or upwards when proceeding by march route.

1389. C.Os. will ensure that soldiers, detached on any service are provided with money to pay charges for billets or subsistence (including food on rail or sea journeys) for themselves or for any soldier in arrest under their escort. N.C.Os. in charge, as well as soldiers travelling singly, will be held responsible for payment before leaving billets. If, through lack of money or any other cause, billets are not paid for, the fact should be reported immediately on return to the station, and the matter promptly settled.

Detention in London.

1390. Individual soldiers, escorts, and parties likely to be detained in London (except those belonging to the Household Troops), will be directed to report themselves to the garrison serjeant-major at the Central Recruiting Depot, Whitehall, S.W.

Officers, &c., to be attached during detention.

1391. Officers and warrant officers proceeding without troops for temporary duty to a military station where they are likely to be detained for more than seven days (exclusive of the days of arrival or departure) will, on arrival, be attached to troops and provided with quarters or placed on the lodging list. N.C.Os. and men on arrival at a military station on temporary duty will be attached to the troops for quarters and rations.

Billeting when no barracks available.

1392. Parties proceeding on temporary duty to places at which troops are not quartered and at which there is no barrack accommodation, will be accommodated in billets when not encamped. Officers, warrant officers, and N.C.Os. above class 19 when moving without troops need not be billeted.

Notice to railway and steamship companies.

1393. When a party is proceeding on duty, or on furlough, the officer in command will send notice beforehand to the railway and steamship companies, if the party exceeds six.

If the number of men to move exceeds 50 by rail, or 20 by steamship (or combined rail and steamship), or whenever horses are being moved, the notice will be accompanied by a statement showing the number of officers, men, families, horses, guns, &c., to proceed.

Routes.

Use of routes.

1394. A route is the authority for—

- (i) The movement itself.
- (ii) The recovery of miscellaneous charges, including travelling allowances.
- (iii) The claim to secure military rates of conveyance.
- (iv) The provision of billets by the police, when required.

Cross references.

1395. If troops, moving on separate routes to or from two or more stations proceed for any part of the journey on the same train the face of each route will bear a reference in red ink to the others. This is only necessary when the numbers proceeding together in England, or between England and Ireland, are more than 125.

Filling in routes.

1396. Every route should detail how the movement is to be effected, and, where railway or steamship conveyance is involved, the stages of the journey to be taken should be clearly indicated. When horses are moved by rail, the nature of conveyance, whether by horse-box or cattle-truck, should be stated on the route.

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1397. Duplicates, or copies, of routes are not to be furnished when the originals are missing, but, on application being made to provide vouchers for accounts, a memorandum (not on the printed form of route) may be furnished, setting forth particulars of the orders inserted in the original route.

Vouchers
for lost
routes.

1398. Routes are of five descriptions:—

Descriptions
of
routes.

- (i) General (or headquarters) routes.
- (ii) District route.
- (iii) Regimental route (not available for billeting).
- (iv) Deserter's route.
- (v) Recruiting service route.

1399. General (or headquarters) routes will be issued in the following cases, irrespective of numbers:—

General
routes.

- (i) For units of the regular forces moving from one command to another in the United Kingdom.
- (ii) For troops or individuals proceeding to ports of embarkation in Great Britain for service abroad.
- (iii) For reserve battalions.
 - (a) Proceeding to and from places of training not within the command.
 - (b) When more than three corps move to or from the same place on the same day.
 - (c) When sea passage is involved.

1400. The G.O.C.-in-C. will delegate to officers, to be named by him, the power to issue district routes for all necessary movements within the command. He is also empowered to issue district routes (not connected with the change of quarters of units of the regular forces), between his own and other commands in the United Kingdom for—

District
routes.

- (i) Parties of recruits from depôts to corps.
- (ii) Parties proceeding to and from artillery or musketry practice.
- (iii) Units of R.A. proceeding to and from practice camps.
- (iv) Reserve battalions or detachments moving to and from the places of training or embodiment in other districts, except as specified in sub-section (iii) of para. 1399.
- (v) Such other movements as are necessary and contemplated by regulation.

1401. The G.O.C.-in-C. the forces in Ireland, will, in addition, arrange for the issue of district routes to the port of embarkation in Ireland for all troops or individual soldiers proceeding on service abroad from that country.

District
routes in
Ireland.

1402. Returns will be forwarded monthly to the G.O.C.-in-C. of all district routes issued under delegated authority, and will be examined at command headquarters, with special reference to the actual necessity of the journeys ordered and to their correctness under regulations.

Returns.

1403. All movements of squadrons, batteries, companies, or larger units, to be carried out on district routes, will be reported by the general commanding to the War Office on A.F. B 185 as soon as the date for the movement is fixed; when the movement is out of the command, a similar notice will also be sent to the general commanding the command into which the troops are to move.

Reporting
movements.

Marching states, on A.F. B 230, will be furnished by the C.Os. of units and detachments over 20 to the O.C. at both the old and new stations. When the unit or detachment moves from one command to another A.F. B 230 will also be sent to the general commanding if the numbers exceed 20.

Regimental routes.

1404. Regimental routes, not involving the use of billets, for the movement of parties not in excess of 10, may be issued by lieutenant-colonels commanding R.A., majors of R.A. commanding batteries or companies stationed singly, O.C.R.E. (of commands and sub-districts), Os.C. units (other than reserve battalions, except when embodied, or territorial force), the Os.C., A.S.C., R.A.M.C., A.V.C., and A.O.C. in commands, O.C. A.P.C. under (xii), and heads of educational establishments. Adjutants of territorial force units may also issue regimental routes, not involving the use of billets, for journeys of the permanent staff of their units. The issuer should be satisfied that the movement is covered by regulation. Movements of:—

- (i) Soldiers between units and dépôts at home.
- (ii) Soldiers posted to the regular establishment of the special reserve or to the permanent staff of the territorial force.
- (iii) Invalids to and from hospital or medical boards.
- (iv) Soldier servants and officers' horses.
- (v) Escorts for soldiers in arrest, to and from prison or detention barracks.
- (vi) Military witnesses on court-martial duty.
- (vii) Soldiers to and from authorized classes and schools of instruction.
- (viii) N.C.Os. of the regular establishment of the special reserve or to the permanent staff of the territorial force, as required in the performance of their duties.
- (ix) Armourers under the Equipment Regulations.
- (x) The R.E. employed in connection with Engineer services, and of armament artificers in connection with armament duties.
- (xi) N.C.Os. and men engaged on ordnance survey and telegraph duties to, or from, annual musketry practice and instruction, or on being reposted to dépôt companies or other units. The routes for these services will be issued by the Director-General, Ordnance Survey, and the O.C. K. telegraph company R.E. respectively.
- (xii) Individuals or of horses ordered from headquarters.
- (xiii) Regimental routes may also, in special cases, be issued under instructions from superior authority up to the numbers for which a district route is issuable.

In the case of (iii) the routes of soldiers discharged from hospital, either as invalids from the service, or to rejoin their unit, will be issued by the O.C. the unit to which the soldier is attached; but routes for soldiers to be transferred from one hospital to another, or to attend a medical board will be issued by the O.C. R.A.M.C. in the district or station.

In cases (xii) and (xiii) the authority must be quoted on the route.

1405. Deserter routes will, in the case of the regular forces, be issued by the C.O. of a unit in the circumstances mentioned in para. 533. In the case of absentees from the special reserve, deserter routes will be issued by the C.O. of a unit during the period of training; at other times by the O.C. district, the O.C. R.A. special reserve and the O.C. R.E. of a sub-district.

Deserter routes.

Recruiting routes.

1406. Recruiting service routes (A.F. O 1737) will be issued for recruiting purposes and for all transfers of classes (i) (a) and (b), para. 333, by Os.C. recruiting areas and by recruiting staff officers.

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1407. Issuers of regimental routes will furnish monthly to the G.O.C.-in-C. a record of all routes issued. This return will be examined at command headquarters with special reference to the actual necessity of the journeys ordered, and to their correctness under regulation.

Monthly
return of
regimental
routes.

Travelling Warrants.

1408. Travelling warrants will be issued for all military passengers travelling on duty except when cheap tickets can be obtained at less cost than the fares at military rates. Military passengers arriving in the United Kingdom from abroad without the necessary form of warrant will obtain one from the nearest military office.

1409. The following Army Books will be used for warrants:—

Army Book 205...	By officers, officers' families when entitled to travel at the public expense, members of Q.A.I.M.N.S., and the Army Nursing Service Reserve.	For travelling on military duty without troops in the United Kingdom and the Channel Islands.
Army Book 206...	By officers travelling with troops, warrant officers, N.C.Os. and men.	For railway journeys in the United Kingdom and the Channel Islands, except between two Irish stations.
Army Book 73...	Ditto	For railway journeys between two Irish stations.

Officers issuing warrants will observe the instructions laid down on the cover of these Army Books.

1410. Warrant books, together with A.Fs. B 295A, B 295B, and O 1798 should be kept under lock and key, and the officers entrusted with them will be responsible for any improper use of the forms; on being relieved they will hand over the books to their successors, obtaining a receipt.

1411. In the following instances warrants may be used although routes have not been issued:—

- (i) For officers and others using A.B. 205.
- (ii) For men on discharge or transfer to the army reserve.
- (iii) In cases of urgency, when application for a covering route will be at once made, with a full explanation of the necessity for issuing a warrant before the receipt of the route.
- (iv) For women and children not on the married establishment when moved consequent upon the movement of troops.

Such warrants will be charged at military rates and need not be endorsed "on repayment," but will bear the following endorsement in red ink:—

"Families not on the married establishment."

Use of
warrants
when no
route has
been issued.

(v) On repayment:—

To men returning from furlough, if required in exceptional cases. "Returning from furlough in uniform" will be written on the face of the warrant in red ink, the man's name and company, &c., will be stated and reference to the reduced fares will be struck out of the warrant.

In cases (iv) and (v) the officer issuing the warrant will inform the paymaster in whose pay the man is, in order that steps may be taken to recover the cost from the man's pay.

Responsibility of issuer of route.
Issue of warrants for other units.

1412. When warrants are issued on the authority of routes, the officer under whose authority the route is issued, is responsible as to the route taken.

1413. Before issuing warrants on behalf of another unit, the issuer will apply to the C.O. unit for authority. When the service is too urgent for such reference, the issue of the warrant will be noted on the route, furlough, training notice, or other document of identity produced by the applicant. The number and particulars of the warrant issued will also be immediately reported to the C.O. of the unit, who will acknowledge the receipt of the communication and inform the regimental paymaster.

By whom issued.

1414. Warrants will be prepared and issued as follows:—

- (i) For journeys of soldiers proceeding from the discharge dépôt or Royal Victoria Hospital, Netley, by the paymaster.
- (ii) In other cases, by the officer whose duty it is to carry out the order for the journey.

When cross references are required on routes, as specified in para. 1395, similar cross references should be made on the warrants issued in connection therewith.

Concentration rates.

In the case of a concentration of troops in Great Britain arrangements will be made with the railway companies that all troops travel by the same route on the forward and return journeys, in order that reduced rates may be claimed. (See the Allowance Regulations.) The company with which each service originates and terminates must be advised prior to the concentration being carried out on A.F.s. O 1738a and O 1738b, and all warrants will be marked "special concentration rates."

When not issuable.

1415. Warrants will not be issued to men discharged:—

- (i) By purchase.
- (ii) On release from confinement in a civil prison at home.
- (iii) At request of parents or guardians, in consequence of having made a false statement as to age on enlistment.

Marches.

Billeting arrangements.

1416. When mounted corps proceed by march route, the whole of the dismounted party should be sent by rail in one body direct to the final destination, with the exception of the officers' servants, who, if they cannot be mounted on the march, may proceed by rail from one halting place to another. Billeting parties sent in advance of the main marching body should be mounted, and proceed by march route. In order to afford notice to inn-keepers and others concerned of the probable requirements of billets C.O.s. should (except for small parties), on receipt of route, at once inform the billet-master of each town at which the troops are to halt, of the date and strength of the party likely to be billeted therein, stating at the same time that such preliminary notice involves no liability for compensation if the billets are afterwards not required.

When troops are billeted, the officer who draws the billets is to arrange that the men of each section or company, &c., are kept together, and that their officers are quartered as near to them as possible. A point of assembly for each unit will be selected and made known to the troops daily before they break off. The billeting parties, which proceed in advance of the unit on the march, should not be billeted with the main body on the last night of the march, but should, after drawing billets for the unit for that night, go on to their destination.

1417. When ordered to proceed by march route, the C.O. will carry out the instructions as to recruiting on the line of march laid down in the Recruiting Regulations. Recruiting.

1418. When a medical officer is temporarily attached to a mounted unit for duty on the line of march, the C.O. is to provide him with a horse. A billet is to be drawn for him and for the veterinary officer as in the case of regimental officers. Medical and veterinary officers.

1419. The exemption of troops, under Section 143 of the Army Act, from the payment of tolls applies only to tolls established by Act of Parliament, and does not exempt troops from fees charged by private owners for permission to pass over their bridges or lands. Tolls authorized by Parliament can be ascertained by referring to the notice at the gate. Statutory exemption from tolls.

Railways—General Instructions.

1420. Officers in command of troops moving by railway are responsible that the regulations of the railway companies are complied with by the troops. They are not to interfere with the prescribed running of the trains or the general working of the railway service. Railway regulations to be complied with.

1421. Requisitions for return tickets at single fare for soldiers on furlough are made on A.F. B 295A, and for members of Q.A.I.M.N.S., army schoolmistresses, and soldiers' wives, and children (under 15 years of age) on A.F. B 295B.

Failure to comply with the conditions printed on the form may cause the concession to be withdrawn.

1422. Special trains, at ordinary military rates, should be applied for when 40, or more, horses are to be moved. Special trains.

Railway companies are usually willing to provide, without extra charge, special trains for parties of 150 men and upwards, and even for less numbers, on long distances, if ordinary trains are not suitable.

1423. When mounted units, or detachments of mounted units, are moved in special trains, troop horses will be conveyed in cattle-trucks. In severe weather, sheets for covering cattle-trucks may be obtained from railway companies by the O.C. the station from which the horses are being moved. Horses.

When small numbers of horses, not sufficient for special trains, are to be moved a distance too great for a single march, a G.O.C.-in-C. may arrange for their being sent in horse-boxes by passenger train, if the length of the journey, the absence of through connections, &c., render it undesirable to move them in cattle-trucks by goods train.

Officers' horses, in all cases, and troop horses when not exceeding three in number, should be sent in horse-boxes.

1424. When trained horses are moved, the following conducting parties are to be detailed:—

- (i) When any portion of the move is by sea—a corporal, or private, for every 8 horses, with 1 N.C.O. in charge of the party.
- (ii) When by rail only, if more than 2 truck loads are moved—a corporal, or private, for every 2 truck loads, with 1 N.C.O. in charge of the party.

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In other cases, no conducting party should be sent, but arrangements should be made with the railway company to water and feed the horses *en route*.

Movement
of sick
horses.

1425. If it is necessary to move sick or lame horses by rail, when the corps to which they belong is proceeding by road, the application for a route is to be accompanied by a certificate from the veterinary officer specifying the reason of such horses being unfit to proceed by road. When a regimental route is issued for the journeys of such horses, the veterinary certificate will be attached to the return, in accordance with para. 1407.

Preliminary
arrange-
ments.

1426. When the number of troops to proceed is considerable, an advance party may be sent to the railway station on the day of entrainment to allot the carriages and trucks and make detailed arrangements.

The approach of troops to the station should be reported to the superintending staff officer, or, in his absence, to the railway authorities, in order that the route to be used within the station, and the halting place previous to entrainment, may be pointed out. The officer in command will, on arrival at the station, arrange the troops for entrainment, and tell off parties for entraining horses, guns, &c.

Inspection
of trucks,
&c.

1427. The floors of trucks for horses should be at least 1½ inches thick and should be carefully inspected for soundness.

Fastenings of trucks are to be examined by a railway official after the trucks have been loaded.

Entrain-
ment of
families.

1428. In units on home service, the women and children (with any light baggage accompanying them, will be entrained before the arrival of the troops. The C.O. will, if necessary, indent on the A.S.C. for transport to the station, stating the weight of baggage.

Entrain-
ment of
baggage.
Entrain-
ment of
horses, guns
and vehicles
Time for
entraining.

1429. Baggage will, as a rule, be entrained prior to the arrival of the troops.

1430. The entrainment of horses, guns, and vehicles will, if possible, be conducted simultaneously, and should be completed before that of the men has commenced.

1431. The maximum time required in ordinary circumstances for entraining a half battalion of infantry with its proportion of regimental transport, may be taken at 40 minutes, and for a squadron of cavalry or a half battery of artillery 45 to 60 minutes. These times are those of units at war strength and moving complete.

Entrainment of Men.

Allotment
of carriages.

1432. Compartments intended for ten ordinary passengers are, as a rule, allotted to eight soldiers, with their arms, accoutrements, and kits.

Men to be
told off.

1433. Previous to entrainment, men, with their valises, kitbags, &c., will be told off into sections corresponding with the capacity of the compartments provided, which should be numbered and lettered to facilitate the entrainment of squadrons, companies or sections.

1434. The entrainment will take place by word of command. It should be complete five minutes before the time of departure. Entraining.

1435. The first men to enter compartments will pass to the far side. Each man will stow away his cloak, kit-bag, &c. Arms will either be retained by the men, or placed in the racks. Storage of kits, &c.

1436. No man is to leave a carriage without permission except when ordered by his officers or requested by the railway officials to do so. Leaving carriages.

Entrainment of Horses.

1437. Horse boxes carry three horses in each box. Cattle boxes hold from six to nine horses. The more tightly horses are packed the more safely they will travel. Capacity of trucks.

1438. Horses should usually be entrained with saddlery and harness on, except when the journey will exceed six hours, in which case harness and saddlery will be removed after arrival at the station and loaded into covered goods trucks. Entrainment.

1439. As horses are often frightened by passing trains, the entrainment should, if possible, be so arranged that the horses' heads face away from the other lines of rails. Direction of horses' heads.

1440. Horses' heads should, as a rule, be left free. Securing horses.

Entrainment of Guns and Vehicles.

1441. A carriage truck will usually take two pairs of wheels. Trucks which will take more may be loaded up to the weight the truck is calculated to bear. Load of trucks.

1442. The heaviest weights are to be placed nearest to the ends of the trucks. Vehicles with limbers are to be unlimbered and placed with the trail, perch, pole or shafts resting on the floor, and pointing inwards. Wheels should be well secured with ropes or scotches. Method of loading trucks.

1443. Guns and wagons when equipped for the march are loaded in that state and, when accompanying troops, the unoccupied space of the floors under and around them must only be used for their gear, for emergency ramps for detrainment (when carried), and for the kits of men in charge of the truck. Loading of guns and ammunition wagons.

1444. Wagons, or their parts, must be packed compactly, on the trucks, but not so as to prevent the wagons being quickly unloaded from either side of the truck. Loading of wagons.

1445. In entraining vehicles, end-loading from a dock should be used where facilities exist, as the ends of the trucks let down and the vehicles can be run on in a few minutes. Entraining vehicles.

When there are no facilities for "end loading," these trucks should be avoided.

Trucks having sides that let down come next in point of convenience.

1446. The load on a pontoon wagon will usually project beyond one end of the railway truck. An intermediate truck will therefore be placed between each pair of pontoon wagons, which should be loaded so that the loads project over the intermediate truck. Pontoon wagons.

The Journey.

1447. When the train is ready to proceed "*Fall in*" will be sounded. Silence must be maintained until the train moves off. Departure.

1448. Departure of trains should be telegraphed by the officer superintending the entrainment to the place where the troops are to halt for refreshments, and also to the place of final destination. Report of departure.

- Halts.** 1449. On arrival at the place appointed for the train to halt, the officers will get out and go to the carriages of which they are in charge. Sentries will be posted if necessary. The "*Dismiss*" will then be sounded, and men may get out of the train, leaving their arms in the carriages.
- Refreshments en route.** 1450. When it is necessary that the troops should be fed or horses watered *en route* previous preparations should be made regimentally, an officer, with one or more N.C.Os. being, if necessary, sent forward to make arrangements.
- Watering and feeding horses en route.** 1451. When it is intended to water and feed horses during a halt, "*Water*," followed by "*Feed*," will be sounded, and the men proceed to water their horses from buckets. After being watered the horses will be fed from nosebags. No hay or straw is to be left among the horses, and any forage conveyed should be in closed or tarpaulin-covered wagons.
- Re-entering carriages.** 1452. When it is time to proceed the "*Fall in*" will sound. Men will return to their carriages, and the officers will see that they are all present, and report to the C.O. Any sentries that have been posted will then be withdrawn. Lastly the officers will get in, and the C.O. will then give directions that the train may proceed.
- Railway accidents.** 1453. In case of accident to the train the officers will proceed at once to the carriages of which they are in charge, and the men will retain their seats until ordered to descend. Directions given by railway officials must be promptly executed.

Detrainment.

- Detrainment.** 1454. In detrainments the O.C. the troops must ensure the speedy evacuation of the railway station.
- Working parties and detrainment of men.** 1455. Working parties for the laying of temporary ramps will be ordered to alight and commence work. The officers will proceed to the carriages of which they are in charge, and point out where the men are to form up. The men will then get out, taking their arms, kits, &c., which will be deposited in some convenient place, and will then fall in opposite the trucks containing their horses.
- Detrainment of horses.** 1456. As they are detrained, riding horses will be led to the place of assembly, and draught horses to their own wagons.
- Detrainment of guns and vehicles.** 1457. The detrainment of guns and vehicles will be carried out by parties told off for the purpose. If it cannot be done simultaneously with that of the horses the latter will, as a rule, be first detrained. Each carriage should be drawn off to the place of assembly as soon as horsed, so as to clear the ground.

Cross-Channel Routes.

- Cross-channel routes between Great Britain, Ireland, and the Channel Islands.** 1458. The following are the cross-channel routes by which troops will be ordered to travel between Great Britain, Ireland, and the Channel Islands, unless the officer issuing the route considers that passages by other lines of steamships will be more convenient for the troops and result in a saving of time. In such cases the officer issuing the route will use his discretion, having regard to the time of the year and the state of the weather:—

Route.	Company.
Ayr and Belfast	Laird Line, Ltd.
Barrow and Belfast and Isle of Man	Midland Railway.
Fishguard and Cork	City of Cork Steam Packet.
Fishguard and Waterford	Great Western Railway.
Fishguard and Rosslare*	Great Western Railway.
Fleetwood and Belfast	Lancashire and Yorkshire Railway and London and North-Western Railway.
Fleetwood and Londonderry	Lancashire and Yorkshire Railway and London and North-Western Railway.
Fleetwood and Douglas	Isle of Man Steam Packet.
Glasgow and Greenock and Dublin	Dublin and Glasgow Steam Packet, and Laird Line, Limited.
Glasgow and Belfast	G. & J. Burns, Ltd.
Glasgow and Londonderry	G. & J. Burns, Ltd.
Holyhead and "North" Wall, Dublin	Laird Line, Limited.
Holyhead and North "Wall, Dublin	London and North-Western Railway.
Holyhead and Greenore	London and North-Western Railway.
Holyhead and Kingstown (only to be used by officers travelling without troops)	City of Dublin Steam Packet.
Heysham and Belfast	Midland Railway.
Heysham and Londonderry	Laird Line, Limited.
Heysham and Dublin	Laird Line, Limited.
Heysham and Douglas	Midland Railway.
Jersey and Guernsey and Southampton	London and South-Western Railway.
Jersey and Guernsey and Weymouth	Great Western Railway.
Jersey and Guernsey and Plymouth	Anglo-French Steamship.
Liverpool and Belfast	Belfast Steamship and Isle of Man Steam Packet.
Liverpool and Londonderry	Belfast Steamship.
Liverpool and Douglas	Isle of Man Steam Packet.
Liverpool and Dundalk	Dundalk and Newry Steam Packet.
Liverpool and Newry	Lancashire and Yorkshire Railway.
Liverpool and Drogheda	Lancashire and Yorkshire Railway.
Liverpool and Dublin	City of Dublin Steam Packet.
Liverpool and Cork	Messrs. R. Tedcastle & Co.
Silloth and Dublin and Isle of Man	City of Cork Steam Packet.
Stranraer and Larne	Dublin, Silloth, and Isle of Man Steamers.
Stranraer and Larne	Larne and Stranraer Steamship Joint Committee.

* Only to be used when necessary. See para. 355 Allowance Regulations.

Blankets or
rugs for
cross-
channel
route.

1459. When troops proceed by a cross-channel route in connection with home movements a part-worn blanket or rug may be issued to each soldier, and to each member of the family of a soldier on the married roll. The articles will be drawn from the barrack stores at the station from which the troops proceed, and on arrival at the destination will be handed over to the officer i/c barracks there. If more convenient, the articles may be drawn at the port of embarkation and returned into store at the port of disembarkation. The officer or N.C.O. i/c the party will be responsible for the safe return of the blankets or rugs.

Conveyance of Baggage.

Mess
property.

1460. In moves from one station to another, a sufficient quantity of mess property is to be retained with the unit to render the mess available on the days of departure and arrival.

Move of
baggage at
home.

1461. O.C. units at home will indent on the A.S.C. officer i/c transport for conveyance of regimental baggage, including excess baggage.

1462. Regimental baggage of troops moving by rail will be sent by rail at the statutory rate. In other cases the route by which baggage is to be moved and the terms of conveyance are arranged by the A.S.C. The O.C. the unit having been informed thereof will make all other arrangements for the move of the baggage.

Record to
be kept of
amount
admissible.

1463. In order that a complete record of expenditure under "Routes" may be filed, the O.C. the unit will, before forwarding his route, insert as a note upon the third page the total amount admissible as a charge against the public, as passed by the A.S.C. officer.

Fatigue
parties.

1464. When baggage arrives at, or is despatched from, a station, fatigue parties from the unit, or, on the application of the C.O., from the garrison, will be provided to assist the railway officials in loading or unloading the trucks. Drivers are to have nothing to do with loading and unloading wagons; the labour required to be furnished by the troops. The method of packing and the size and weight of the articles to be carried on each wagon and pack-animal will be decided by the officer i/c transport, and the loading will be performed under his technical supervision.

Individual
officers.

1465. Individual officers and warrant officers moving at home without troops and married N.C.Os. taking up or quitting appointments on the permanent staff of the territorial force will arrange for conveyance of their own baggage. When they take journeys entitling them to the conveyance of baggage at the public expense, A.F. P 1904 will be supplied to them by their C.O. to enable them to obtain the reduced rates specified in the Allowance Regulations. The form can be used, if necessary, as a notification to the railway company to remove the baggage. The total charges on the baggage consignment note will be paid by officers etc., on delivery, the portion of the charges for the regulated weight being recovered on A.F. O 1771, and the receipted right-hand portion of A.F. P 1904 being attached in support of the charge.

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Baggage at
stations
abroad.

1466. At stations abroad, application should be made to the A.S.C. for the conveyance of all baggage unless otherwise directed by local regulations.

Reference
to Allow-
ance Regu-
lations.

1467. Rules as to the amount of baggage and regimental stores conveyed at the public expense, and instructions on the subject of baggage generally, are contained in the Allowance Regulations.

Conveyance of War Department Stores.

1468. The A.S.C. will arrange for the conveyance of all War Department stores, except baggage moving with individuals, and such small services by road, rail, or parcel post as are necessarily transacted direct by units. Instructions regarding the conveyance of stores to and from the Royal Army Clothing Factory, Pimlico, will be found in the Clothing Regulations.

Arranged generally by A.S.C.

1469. Full use should be made of all government transport in possession of corps for transport purposes. A.S.C. officers should utilise any existing government transport (whether in possession of A.S.C. or other corps). Hired transport should never be employed when the service can be carried out by existing establishments.

Full use of Government transport.

1470. Indents, returns, and routine correspondence relating to transport will be sent direct to officers i/c transport, who, when unable to deal with demands which are not covered by regulation, will refer to the G.O.C. for instructions. At stations where there is no officer i/c transport, minor and urgent services may be carried out by the commanding or other responsible officer, but all the documents will be forwarded to the officer i/c transport of the sub-district.

Procedure.

1471. Application for the transport of stores will be forwarded to the A.S.C. officer i/c transport of the consignor's sub-district (except as provided in para. 1482) prepared on the following forms:—

Forms of application for conveyance of stores.

- (i) A.F. F 756 for local services to be performed whether by government transport or contract.
- (ii) A.F. G 980 for ordinary stores, inflammable liquids, dangerous, corrosive and poisonous chemicals to be sent away from consignor's station.
- (iii) A.F. G 996 for explosive stores.

Each carrier's note will be accompanied by a carbon copy.

1472. When there are no means of weighing the stores in barracks, &c., the approximate weight should be given in pencil, and, on receipt of instructions to despatch, a representative should be sent to the railway or shipping company's station to witness the weighing, and insert particulars on carrier's note prior to despatch—the weight being reported to the transport officer. Should the correct weight differ materially from the approximate weight originally given, notification, by telegram if necessary, should be sent at once to the receiving transport officer, so that the actual number of vehicles required may be detailed to remove the consignment from the railway station. "Returned empties" should be so described.

Entering weight of stores.

1473. Long or very bulky articles should be specially brought to the notice of the transport officer when demanding transport.

Long or bulky stores. Explosives long notice.

1474. Five clear days' notice should, when possible, be given regarding explosives, as 48 hours' notice has to be given to the railway company by the transport officer, and the goods must not be delivered at the station until the company has signified its readiness to receive them.

1475. The cheapest mode of conveyance will be used, sea transport being resorted to when more economical than rail, as far as circumstances admit.

Cheapest conveyance to be used.

1476. Conveyance by passenger train is only to be resorted to in exceptional cases, or when that mode of conveyance is cheaper than goods train or parcels post, for small parcels and small consignments of safety cartridges for which there is no minimum by passenger train.

Passenger trains.

1477. The transport officer having determined the mode of conveyance will complete or alter the carrier's note as may be necessary,

Arrangements made for conveyance

and forward it to the carrier for collection, or to the representative of a corps sent to collect it, or return it to the consignor with instructions how to act. Collection and delivery should be done by government transport when a saving can be effected thereby, but consignments under one cwt. and those sent by passenger train should, as a rule, be delivered by the railway company; unless a high charge for cartage exists beyond the usual limits.

Receipts to be obtained.

1478. Consignors will always obtain receipts for stores handed over to carriers direct; and A.S.C. or other government transport representative must obtain receipts for stores handed over to railway or shipping companies for conveyance.

Advice notes, immediate posting.

1479. In all cases advice notes should be posted by transport officers, or by consignors where there is no transport officer, immediately stores are despatched, to the transport officer at the consignee's station when there is a transport officer there, and to the consignee direct if there is no transport representative there.

Stores lost or damaged in transit.

1480. If any of the goods are lost or damaged, the value or cost of repairs should be recovered locally at consignee's end, except in the case of clothing and necessities, when the cost will be recovered by the Royal Army Clothing Factory. When packages, &c. are received which cannot be opened at the time of delivery, the carrier's sheet or book should be signed "Received, contents not examined."

The packages, &c. should be opened at the earliest possible opportunity after receipt, and any deficiencies or breakages, not due to faulty packing, then discovered, should be immediately reported to the railway company or carrier, with a statement of their value and a claim for the amount due to the public.

Duplicate carrier's notes.

1481. When carrier's notes have been lost, copies (marked duplicate in red ink) will be supplied by the consignor, on receipt of a certificate that the original has been lost and that no other charge has been, or will be, made on account of the service. Before issue reference should be made to the transport officer who pays the bill.

Woolwich, Weedon, special arrangements.

1482. At Woolwich, the assistant director of military transport, Royal Arsenal, will arrange for the conveyance of all stores to and from—

- (i) Royal Arsenal, Woolwich.
- (ii) Royal Dockyard, Woolwich.
- (iii) Royal Military Repository, Woolwich (for stores sent to and from the officer in charge—army medical stores only).
- (iv) Woolwich Common—army veterinary stores.
- (v) Purfleet (ordnance stores and supplies only).

and carriage will be payable through him.

Applications must in all cases be made to him before stores are despatched from commands for the places above mentioned. He will act directly under the orders of the quartermaster-general.

He will correspond with G.O.s.C., and others, upon matters connected with his special duties; but he will not issue orders of any kind to them, except in the transmission of orders concerning the personnel of the War Department fleet, and moves of vessels belonging to the Woolwich establishment.

All arrangements for the conveyance of stores to and from the ordnance depot, Weedon, and Small Arms Factory, Enfield Lock, will be made through "Transport Officer, Weedon," instead of through the A.S.C. transport officer of the consignor's sub-district.

"Not urgent" stores.

1483. Before returning stores "not urgent" direct to the places mentioned in para. 1482, an application, accompanied by the forms

specified in para. 1471 showing the correct description and weight of the stores, will be made to the transport officers mentioned for instructions as to means of conveyance.

1484. Consignments of "urgent" stores of 1 cwt. and under, specially ordered by the War Office to be returned direct to the places mentioned in para. 1483, should be sent by the most expeditious mode of transport (not by passenger train unless that mode is cheapest) without previous reference to the transport officers at those places. At stations, however, where government transport is available, application should be made to the local officer i/c transport for the conveyance of the stores to the railway or wharf. Instructions as to the mode of transport of consignments of "urgent" stores of over 1 cwt. should be obtained by telegraph from "Transport, Royal Arsenal," or "Transport, Weedon." "Urgent" stores.

1485. Vehicles, &c., should be dismounted, as far as possible to reduce their cubic measurement before being shipped or sent by rail to ports for shipment. Vehicles, &c.

1486. When exceptionally heavy consignments of stores or clothing are required at out stations, the actual destination should be distinctly stated in demands and hasteners, so that they may be sent direct if it is more economical to do so. Stores for out-stations

1487. In putting forward demands for stationery, &c., for all large stations, C.O.s. and heads of services and departments should state upon their demands that their packages are to be addressed to the ordnance officer at their station in transit, as instanced below:— Address for packages of stationery, &c.

Ordinance Officer,
[Aldershot], in transit
(for O.C. — Bⁿ — Reg^{ts}).

This procedure is to be adopted provided there is no local objection thereto, which can be ascertained from the G.O.C.-in-C.

2.—TO OR FROM STATIONS ABROAD.

General Instructions.

1488. Arrangements for the movement, embarkation, and disembarkation of troops are under the quartermaster-general. Q.M.G. arranges.

Embarkations and disembarkations will take place under the superintendence of the G.O.C. at the port, who will detail an officer, the "staff officer in charge" to represent him. All troops, animals, guns, regimental stores and baggage will be shipped and landed by the navy, whether the shipping or landing takes place alongside wharves or piers (either government or mercantile) or by tugs or boats. Staff officer in charge.

1489. The following table shows:—

- (i) The approximate period of service* abroad (except India) for all officers and soldiers, other than those serving on the staff, or forming part of and moving with units. Tours of service abroad
- (ii) The time of year at which it is desirable that troops from the United Kingdom should reach each station.

* A.S.C. bakers at all stations, except the West Coast of Africa—three years. Armourers attached to regiments, except in India—four years.

Station.	No of Years.	Time of Year.
Bermuda, Ceylon, China, Straits Settlements	3	September to March.
Mauritius	3	Any season.
Mediterranean (including Egypt)	5	September to March.
South Africa	5	Any season.
West Coast of Africa (Imperial forces)	1	December to February.
West Indies	3	Do. Do.
India	—	September to March.

* R.E. and R.A.M.C. officers—3 years made up of two periods of one year's service and 6 months' leave.

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Inspection and Fitting of Hired Ships.

- Definitions.** 1490. A transport is a ship exclusively at the service of the government on time charter. A troop freight-ship is a ship in which conveyance is engaged for troops, but which is not wholly at the disposal of the government.
- Inspection board.** 1491. When a ship is engaged for the conveyance of troops, an inspection of the fittings and arrangements for the accommodation and victualling of the troops will be made prior to the embarkation, by a board consisting of one or more naval officers, and the military embarking staff officer. A medical officer at the station will accompany the board, to give his opinion on sanitary points in transports; he will also make a careful inspection of the ship's crew and will inform the inspecting board of the result. The medical officer who is to proceed in charge should, if practicable, be present also. When troop horses are to be embarked, a veterinary officer will accompany the board.
- Place of inspection.** 1492. This inspection will be held, as a rule, where the first embarkation takes place. At any subsequent port the ship will not be further inspected; it will, however, be visited on behalf of the military O.C. at the port, to ascertain whether any cause of complaint exists.
- Final inspection.** 1493. A final inspection will be held as soon as the embarkation is complete to ascertain whether the arrangements for berthing troops, stowing baggage, &c., have been carried out. This inspection will take place at the last port of embarkation, when there is more than one. Ships passing between stations abroad will undergo this inspection on each occasion of a change of troops.
- Board.** 1494. The board of final inspection will consist, when practicable, of one or more naval officers (to be detailed by the naval superintendent or senior naval officer at the port), and the military embarking staff officer. The O.C. troops embarked will accompany them. A military medical officer, not proceeding with the troops, will attend, and a veterinary officer when the troop horses are carried.
- Reports of board.** 1495. Reports of the above boards will be rendered as laid down in para. 1506.
- Procedure during inspection.** 1496. Troops, except those on duty, and women and children will be seated at their mess tables before the inspection commences, and remain so seated until its completion. O.S.C. companies, &c., and drafts will be present, and will read to their men the orders for fire and boat stations

(copies of which will be hung up on each troop deck), and report that they have done so to the board on its arrival at the messes.

1497. The general commanding will be responsible, when a hired vessel is to sail from a port in his command, and the first embarkation of troops will take place at that port, that the stores, as laid down in the Regulations for Army Medical Service and in the Equipment Regulations, are placed on board before the troops embark.

Stores on board.

1498. A list of the :—

Arms.
Accoutrements.
Ammunition.
Clothing.
Recreative articles.

Books and periodicals for use of the troops.
Army and Admiralty Regulations for the guidance of C.Os.

issuable by the A.O.D. to transports or freight-ships conveying men or animals either on Imperial or Indian service is contained in the Equipment Regulations, Part I.

The responsibility of the C.O. for such stores, and the method of accounting and disposing of the same is also detailed in those regulations.

1499. The arms are intended for the use of sentries and for such other use as the C.O. may direct in case of necessity. When an acting-quartermaster-serjeant is appointed he will be responsible, under the C.O., for their care, custody, and prompt issue when ordered. The acting-quartermaster-serjeant will be assisted by such troop-deck serjeants and men from the troops as the C.O. may detail.

Preliminary Arrangements.

1500. To draw the attention of officers, soldiers and their families to orders with which they should be acquainted before embarkation, suitable extracts from these regulations will be published in regimental orders.

Publication of regulations.

1501. A brigade commander will inspect the troops, to ascertain their efficiency and state of their equipment. As near the date of embarkation as practicable, the troops will be inspected by the senior medical officer of the station, and only officers and men fit to serve in the climate for which they are destined will be selected for embarkation. At these inspections, the medical history sheet of each soldier will be available. In the case of drafts, a certificate of the fitness of each man will accompany the other documents.

Preliminary inspections.

1502. When a unit or draft is proceeding to a station abroad, or is proceeding home from a station abroad, or from one station abroad to another, a nominal roll of all warrant officers, N.C.Os. and men approved for embarkation after the first medical inspection has taken place, will be published in Part I, Regimental Orders. All additions to, or removals from, the roll will likewise be published as they occur. The nominal rolls, and additions thereto or removals therefrom, signed by the C.O., will be forwarded to the officer i/c records, and copies will be posted in suitable places in quarters, as directed in para. 940.

1503. Every soldier will be examined by a medical officer on the day of departure from his station, or on the previous day, and every woman and child will be examined within 3 days of the date of their embarkation. Every individual who shows symptoms of contagious or infectious disease will be detained. A patient who, in the opinion of the medical officer, is likely to recover during the voyage, will not be precluded from embarking, except for active service. A nominal return of patients so embarked will be drawn up, signed by the medical

Medical inspection.

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officer, and handed to the medical officer i/c troops on board. The family of a soldier will be under medical observation for some weeks before embarkation. Each woman, and each child above three months old, will be vaccinated before proceeding to embark, unless bearing marks of previous vaccination.

1504. When a unit or draft finally parades preparatory to embarkation, or to entrain for the port of embarkation, as the case may be, two or more senior N.C.O.s., not themselves proceeding with the unit or draft, will be detailed to attend at such final parade and record the names of all absentees without leave, in order that at any future court-martial that may be held on such absentees, one or other of these N.C.O.s. may be available to prove in evidence the fact of the absence, in case the N.C.O. who called the roll is not available. Each member of the unit or draft should be warned personally, if possible.

Soldiers'
passages.

1505. In the following cases an application, on A.F. A 19, for passage will be submitted six weeks before passage is required, direct to the War Office by or through the officer i/c records concerned:—

- (i) A warrant officer, N.C.O., or man, and his family, returning off furlough, who is entitled to passage at the public expense.
- (ii) An unaccompanied family of a warrant officer, N.C.O., or man at home requiring passage to rejoin the unit abroad.
- (iii) A warrant officer, N.C.O., or man rejoining unit abroad, on completion of instructional courses.
- (iv) A warrant officer, N.C.O., or man rejoining unit abroad, after conducting invalid family home. See para. 1870 (v).
- (v) An indulgence passenger, 2nd or 3rd class.
- (vi) A warrant officer, N.C.O., or man whose promotion and posting is dealt with by the record offices, and not included with drafts.
- (vii) An intended wife of a warrant officer, N.C.O. or man, serving in a unit abroad (excluding Indian Unattached List, Sappers and Miners and Indian Submarine Mining Corps) who has obtained permission to marry under para. 1360.

Before submitting A.F. A 19 the officer i/c records should satisfy himself as to the woman's character, &c., and retain for record in his office—

- (a) The recommendation of the O.C. the unit, who must be satisfied that there is a *bona fide* intention to marry.
- (b) A certificate by the soldier holding himself liable for the recovery through his accounts of the cost of the journey out and return, in the event of the marriage not taking place.

In the case of a N.C.O. or man of a native colonial corps at a school of instruction, the application will be forwarded direct by the commandant concerned.

Instructions as to embarkations will be issued to the above-mentioned officers, and all correspondence on the subject should be addressed to them.

An application for passage for a soldier will state if he is on the married roll, and, if so, whether his family will accompany him. The ages and sexes of the children will be stated. A note will be made opposite the name of any N.C.O. or man whose embarkation from any cause is likely to be delayed or cancelled.

1506. Returns in connection with embarkations will be prepared and rendered by:—

- (i) The O.C. a complete unit or unit from which details or families proceed.

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India
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To or from Stations Abroad.

Para. 1506.

(a) At Home—Prior to Embarkation.

T.—For troops proceeding by Transport. F.—Freight-ship. P.—Packet.

Form.	Description.	Rendered.	
		To whom	When
A.F. B 144	T.F.P. Return of numbers to embark (Duplicate). Amended returns to be rendered as alterations occur. (Para. 1507.)	1 copy direct to War Office. 1 copy to G.O.C. in-C. of command.	Immediately troops or details are placed under orders. NOTE.—For procedure in the case of R.A. drafts proceeding from units stationed at home, see para. 1508.
War Office Form supplied with headquarter route.	T. Details of families to embark. (For families travelling on headquarters route only.)	Staff officer in charge.	Immediately definite instructions for embarkation are received.
Do.	T. Detail of baggage to be shipped. For complete units and for details travelling on headquarters route. (Paras. 1528-1529.)	Staff officer in charge.	To arrive day before baggage.
A.F. A 19	T.F.P. Applications for passages for individuals and details (Paras. 412 and 1505.)	War Office ...	Six weeks before passages are required.

(b) Abroad—Prior to Embarkation.

A.F. B 144	T.F.P.	Returns of numbers to embark	1 copy to G.O.C. in-C. of command. 1 copy to War Office when specially directed.	Immediately troops or details are placed under orders.
MSS.	T.F.P.	Nominal list of men about to be sent home for discharge. (Para. 383.)	Officer i/c records.	A fortnight before embarkation.
A.F. B 172, for colonies. Special form for India.	T.F.P.	Do., do., as invalids. (Para. 383.)	Deputy director of medical services concerned.	
MSS.	T.F.P.	Do., do., of men for posting to home or affiliated unit.	Officer i/c records. In the case of cavalry or infantry, duplicate to O.C. home or affiliated unit.	
MSS.	T.F.P.	Do., do., of men for discharge at discharge depot. (Para. 383.)	Commandant discharge depot.	
MSS.	T.F.P.	Do., do., for discharge at port of disembarkation. (Para. 383.)	Staff officer at port of disembarkation.	
MSS.	T.F.	List of men on married establishment proceeding to another station abroad, and whose families are sent home. (Para. 1552.)	War Office ...	Day of embarkation.
MSS.	T.F.P.	Report and copy of medical board on invalid families sent home. (Para. 1553.)	Officer i/c records through G.O.C. concerned.	Prior to embarkation.

(c) At Home and Abroad—To be handed to the Staff Officer in charge on the day of embarkation.

Form.		Description.	Remarks.
A.F. B 141 ..	T.F.	Embarkation return of a complete unit. In quadruplicate. (Para. 1525.)	2 copies for War Office. 1 copy for G.O.C.-in-C. 1 copy for O.C. on board.
A.F. B 143 ..	T.F.P.	Return of numbers to embark. Individuals, drafts, and unaccompanied families. (In duplicate.)	1 copy to be handed to O.C. on board.
A.F. B 167 ..	T.F.P.	Nominal roll of drafts and individuals proceeding to India. (In duplicate.)	Staff officer will note thereon any casualties prior to sailing, and forward both copies to the officer i/c records concerned.
A.F. B 155 ..	T.F.	Certificate that families are fit to embark. (Paras. 1548-1549.)	

(ii) The inspecting board to staff officer in charge, for transmission.
At Home and Abroad.

Admiralty Form.				
T. 104.	T.F.	First inspection of hired ship. In duplicate. (Paras. 1491-1492.)	As directed on form.	A few days before embarkation. Immediately embarkation is complete.
T. 105.	T.F.	Final inspection of hired ship. In duplicate. (Paras. 1493-1495.)		

(iii) The staff officer at port of embarkation.

(a) Abroad—Prior to embarkation.

A.F. B 142.	T.F.P.	Detail of detachments of various units to embark from abroad. (In duplicate.) (Para. 1514.)	1 copy to War Office. 1 copy to staff officer in charge at port of disembarkation.	To arrive in advance of troops.
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(b) At Home and Abroad—When the embarkation has been completed.

A.F. B 126.	T.F.P.	Embarkation return of details. In quadruplicate. (Para. 1525.) Compiled by staff officer from A.F. B 143.	2 copies for War Office. 1 copy for G.O.C.-in-C. 1 copy for O.C. on board.
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(iv) The O.C. on board.

Admiralty Forms.		Embarkation Returns.	
T. 108. T. 260.	T.F. T.F.	For colonies.—In duplicate. For India and ports en route in vessels on Indian troop service.—In duplicate.	To master of ship.

To or from Stations Abroad.

Paras. 1507-1511.

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1507. Except in the case of R.A. drafts proceeding from units stationed at home, a return of numbers (A.F. B 144) will be sent to the War Office direct (in the case of stations abroad, only when specially directed), and a duplicate copy to the G.O.C.-in-C. as soon as possible after the troops have been placed under orders. Amended returns on the same form will be immediately rendered when any alteration in numbers occurs. Information will be obtained from officers absent from the station as regard their families.

Returns required before embarkation.

1508. A.F. B 144 in original only, and A.F. B 128 in duplicate, for drafts proceeding from units of the R.A. stationed at home will be rendered to the respective officers i/c records, by the Os.C. brigades (R.H.A. and R.F.A.) or by the Os.C. single batteries in the case of the R.H.A., or by the lieutenant-colonels commanding R.G.A., or by the Os.C. companies R.G.A. at single company stations, at least six weeks before the date of sailing of the vessel in which the drafts are to embark.

The officers i/c records will compile from the returns rendered A.F. B 104-72 and A.F. B 104-73, and transmit them to the War Office at least 5 clear weeks before the sailing of the vessel.

Any alterations to A.F. B 144, or A.F. B 128 should be notified, immediately they occur, to the officer i/c records, who will communicate them to the War Office as soon as possible.

The duplicate A.F. B 128 will be sent by the officers i/c records to the brigade commanders (as defined in para. 29) and commanders of coast defences for transmission to the G.Os. C.-in-C.

1509. When soldiers are sent to or from stations abroad, the C.O. is to forward, in charge of the conducting officer, all the documents (except A.F. O 1812) required by regulations.

Documents to accompany men from abroad.

The procedure to be followed in the case of army schoolmasters is laid down in para. 1929 (ix).

In the case of men proceeding by transport or freight-ship unaccompanied by an officer, the documents should be forwarded to the embarkation staff officer for delivery; if the men are to join a draft, to the O.C. the draft; otherwise to the O.C. the troops on board, to be handed by him to the disembarking staff officer at the port of disembarkation.

When soldiers are to proceed by packet unaccompanied by an officer, they should be provided with an embarkation return, and A.F. B 127, but all other documents should be sent by post to their destination.

1510. A.F. O 1812 will be forwarded by the paymaster as directed in the Instructions relating to the Pay Duties of officers commanding squadrons, batteries, companies, etc.

1511. An officer or soldier travelling on duty is exempt from dues, and his baggage from dock tolls or duties. An officer or soldier embarking will take with him to the docks the order showing that he is travelling on duty. Exemption from tolls should be claimed either by the individual so travelling, or by his shipping agents, the order being produced to the dock officials if required. Where, however, the dock company's servants perform any labour, either in warehousing or shipping, charges for such services may be made. The charge to cover the expense of examination at the custom-house will also be made.

Dock or pier dues, &c.

Dogs.

1512. Not more than eight dogs will be carried in any transport, and, for these, applications must reach the War Office not less than seven days before the date fixed for the departure of the ship. The selection will be made according to the owner's seniority, those of entitled passengers being first allotted. The dogs will be confined to the places provided for them. In freight-ships and packets owners will make their own arrangements.

Officers proceeding, or returning from, Abroad not accompanying their Units.

Passages.
Applications for.

1513.—(i) Commandants of schools, &c. at home will furnish to the War Office, 3 weeks before the termination of courses, particulars of officers belonging to units abroad, who require passages to rejoin their units.

Not to
engage
passages.
Copy of
orders.

(ii) An officer proceeding at the public expense will not engage a passage without special authority.

(iii) An officer proceeding abroad for duty will take a copy of the order under which he leaves the United Kingdom for presentation to the staff officer at the port of disembarkation.

In charge of
draft.

(iv) If an officer is to proceed with a draft, he will receive orders from the O.C. the unit preparing the draft to join at the station where it is being prepared.

Reports on
leaving.

(v) In all cases of officers travelling oversea without troops a report will be sent to the War Office stating the name of the vessel, the date of sailing, place of embarkation, and the port of destination.

This report will be furnished:—

- | | |
|---|-----------------------------|
| (a) When the officer proceeds abroad from the United Kingdom at his own or at the public expense..... | By the officer himself. |
| (b) When the officer proceeds from one station abroad to another at his own or at the public expense..... | By the G.O.C. |
| (c) When an officer proceeds <i>via</i> the United Kingdom <i>en route</i> for another command at the public expense..... | By the G.O.C. (telegraphic) |

An officer of the R.A.M.C., in addition to the above, will send a separate report to the deputy director of medical services of the command to which he belongs.

Reports on
arrival.

(vi) On arrival in the United Kingdom, an officer travelling without troops, whether at the public expense or not, will immediately report himself in writing to the War Office, giving his address, date of arrival, name of vessel, port of disembarkation, and copy of authority under which he has returned. An officer having quitted the vessel at a port abroad will also state the date on which the vessel arrived at that place.

Leave on
disembarka-
tion.

(vii) An officer arriving home on duty, whose new station has not been notified, and who has not been instructed to report himself personally to the War Office, will consider himself on leave from the date of disembarkation.

Returns.

Special Instructions for Homeward Voyages.

1514. When detachments or individuals are to return home, a return on A.F. B 142 will be forwarded direct to the War Office. A duplicate of the return will be forwarded, at the same time, according to the port of disembarkation to one of the undermentioned officers, viz.:—

Port.	Officer to whom the return should be addressed.
Bristol (Avonmouth) ...	The O.C. Dépôt, Gloucestershire Regiment, Bristol.
Liverpool ...	The Staff Captain, 19 and 20, Old Haymarket, Liverpool.
Plymouth ...	The G.O.C., South Western Coast Defences, Devonport.
Southampton ...	The Embarkation Staff Officer, Southampton.
All ports in the Thames ...	G.O.C.-in-C., Eastern Command, London.
Other Ports ...	G.O.C.-in-C., the command in which port is situated.

This document will be rendered in addition to the usual embarkation return. It is required for an individual soldier, for a member of his family proceeding alone; but not for an individual officer embarked without troops.

It will be despatched to arrive in advance of the troops, and, when the troops are to be conveyed by mail steamer, the return will be forwarded by the previous mail.

When it is impracticable to forward the return in time to arrive in advance, a telegram giving the necessary information should be sent to the War Office, and a copy of the return will be given to the officer or N.C.O. in charge, or to the individual N.C.O. or soldier embarking, to be handed by him to the staff officer on arrival. A note that this has been done will be made on the return sent to the War Office.

1515. Time-expired men and reservists will be formed into sections of not more than 200, each commanded by an officer with two company officers, if available, and a proportion of N.C.Os., these will remain on duty with their sections for the whole voyage, and be prepared to accompany them to their destination. The same action will be taken with regard to invalids. Men for transfer to home stations, or on furlough, will be formed into one or more sections as may be convenient, separate from the parties already specified. A nominal roll of the officers and N.C.Os., and a detail of the men by corps, forming the above sections, will be handed on arrival to the staff officer in charge.

Formation of parties of details.

The above procedure will not apply to a unit when one is on board; in such cases the unit will remain intact until the evening preceeding disembarkation, when N.C.Os. and men who are to leave the unit on arrival home will be redistributed according to categories.

1516. Sufficient attendants will be told off to take charge of lunatics. The C.O. will, in consultation with the medical officer in charge, arrange for the exercise of the lunatics.

Custody of lunatics.

1517. Documents will be collected by the C.O. during the voyage, and separated into those of (i) time-expired men and reservists; (ii) invalids and lunatics; (iii) soldiers under sentence for re-committal or discharge; (iv) transfers to home battalions, dépôts, schools of instruction, men accompanying invalid wives, and others not included in above.

Sorting documents.

1518. The documents of details will be addressed to the officer to whom the duplicate A.F. B 142 is forwarded under para. 1514, except that those of time-expired men and reservists disembarking at Liverpool or Southampton will be sent respectively to the O.C. troops, Seaforth, near Liverpool, and to the commandant discharge dépôt.

Addressing documents.

Lunatics,
invalids.

The documents of lunatics will be sent to the officer i/c Royal Victoria Hospital, Netley; those of invalids to the same officer unless they belong to men landing in the Thames or at Liverpool, when they will be sent to the officer i/c Royal Herbert Hospital, Woolwich.

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Labelling
luggage.

1519. On embarkation for Southampton, baggage will be labelled either "Discharge Dépôt," "Netley," or "Transfer." The labels for this purpose are supplied to generals commanding at the various ports.

Plain
clothes for
men leaving
service.

1520. Men proceeding to the discharge dépôt will be informed that a store of plain clothes has been established there from which soldiers, on leaving the dépôt for their intended places of residence, can obtain good suits at a reasonable price. Soldiers for discharge will be cautioned against giving orders for clothes to touts on board ship or on the jetty.

Embarkation—Superintendence and Reports.

Allotment
of cabins.

1521. The naval authorities select the cabins for government passengers, and prescribe the number who may be accommodated in each. The following rules for the appropriation of berths to individuals will be carried out by the staff officer in charge:—

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(i) A general officer (unless returning home on promotion to that rank), and an officer of corresponding rank, the O.C. troops, the medical officer in charge and in Indian transports the adjutant, and each chaplain appointed for the voyage are alone entitled to separate cabin accommodation.

(ii) The officers detailed above will not exchange their cabins for any others, and will not give up any of their accommodation except to members of their families. No member of the family of the O.C. troops will however be accommodated in the cabin allotted to him for the performance of his duties.

(iii) The appropriation of all other cabins will be made according to seniority of army rank, or of rank corresponding thereto.

(iv) At an intermediate port the appropriation may be altered so as to give proper accommodation, with reference to army rank, to officers embarking there; but officers already on board will be put to as little inconvenience as possible.

Duties of
G.O.C. at
port of em-
barkation.

1522. The G.O.C. at the station will see that preparation is made for the comfort of the troops. They will remain under his orders until the ship clears the port. If they are detained, he will either visit them daily, or order a staff officer to do so.

General in-
structions.

1523. At all embarkations in transports, visitors will only be allowed on the jetties and ships at the discretion of the staff officer in charge, and with the concurrence of the officer representing the Admiralty, or in his absence the master of the ship.

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The staff officer in charge will as early as possible inform the officer representing the Admiralty, or in his absence the master of the ship, of the hour at which the embarkation is likely to be completed in all respects, in order that there may be no delay in leaving harbour.

Returns to
be fur-
nished to
master.

1524. On the embarkation of troops, in order that rations may be issued, the C.O. will immediately furnish the master with returns, in duplicate, on Admiralty forms which will be handed to him by the master, together with a list of the children showing their ages.

Embarka-
tion
returns.

1525. Immediately after any embarkation of a unit, A.F. B 141, prepared beforehand, in quadruplicate, by the O.C., will be handed to the staff officer in charge.

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For drafts or individuals, A.F. B 126 will be compiled, in quadruplicate, by the staff officer in charge from A.F. B 143.

When a ship conveys detachments for more than one destination, the whole will be included in one return, showing separately those for each station, and in the case of R.A. and R.E. the return will specify the number of men of each battery or company.

Both embarkation returns will include all officers and their families, and are to specify separately all persons not entitled to passage but embarked by authority from headquarters, or under para. 1638.

1526. The C.O. will be furnished by the staff officer in charge with stationery. The following documents will be given him:—

Stationery forms, &c., for use on voyage.

Seniority list of officers to embark.

Statement of troops ordered to embark, and hours of arrival.

Instructions for guidance on arrival at Bombay.

Certificate of inspection of baggage room. See para. 1538.

Instructions to acting quartermaster-serjeants and troop-deck serjeants.

A.B. 165.

Blank disembarkation returns.

Minor offence reports.

Proceedings of courts of inquiry.

Proceedings of courts-martial.

Death reports (A.F. B 2090).

Instructions for issue to C.Os. and commanders of drafts proceeding to India.

Indian forms for completion during the voyage will also be put on board in a separate parcel, for which a receipt will be given.

A list of the books of regulations that are put on board is contained in the Equipment Regulations, Part I.

1527. Ammunition, public or private, will be delivered to an officer of the ship on the deck where it is first placed none being allowed in the cabins or amongst the baggage. Any ammunition in the pouches will be collected before the men go below. When there is not a magazine, the ammunition will be placed under proper charge in some part of the ship free from risk. For the shipment of private ammunition special permission will be obtained from the War Office.

Custody of ammunition.

Shipment of Baggage.

1528. A C.O. will cause baggage to be collected and measured before shipment. Baggage will not exceed 5 cubic feet for each cwt. Any article measuring more than 30 cubic feet or weighing more than 6 cwt. will not be accepted for shipment.

Measurement of baggage.

1529. A C.O. will prepare a statement in detail of the baggage to be shipped, and send it by post to the staff officer in charge at the port of embarkation so as to be received the day before the baggage arrives.

Statement of baggage for shipment.

Casks, hampers, carriages, carts, pianos, and similar packages, are prohibited, as are also padlocks, cording, cleats for rope handles, and other projections, which cause loss of stowage.

Crates can only be accepted at owner's risk. Bicycles before shipment should be stripped, that is, the handles should be placed at right-angles to the position they usually occupy, the pedals removed from cranks, the saddles removed and the whole packed in a light framework crate of the smallest dimensions. Not more than 40 bicycles may be shipped in any one transport without special permission.

1530. Each article will have distinctly painted upon it, in front, the name, rank, and corps of the owner.

Name, &c., to be painted. Dangerous articles.

1531. Explosive or combustible articles will be excluded from any package. Methylated spirit, matches, and fuzees are strictly prohibited.

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Heavy baggage.	1532. Heavy baggage will be labelled "Baggage Room." This baggage cannot be obtained during the voyage. Changes of clothing for officers and ladies required in addition to the baggage for cabin use, will be packed in separate boxes, labelled "Change of Clothing," and stowed in the "Present Use Baggage Room" when there is one, or in the main baggage room near the door. Any package labelled "Change of Clothing" will not exceed 2 cwt. in weight, and the number allowed is limited to two for each individual.
Change of clothing.	
Cabin baggage.	1533. Each officer or lady will be allowed a few articles of baggage in the cabin. No article may exceed 3 feet long, 2 feet wide, and 14 inches deep, and each must be labelled "Cabin."
Soldiers' families' baggage.	1534. A soldier's wife may have in the woman's quarters one box not higher than 14 inches. It will be marked with the husband's name, rank, and regiment, labelled "Women's Quarters," and taken on board by the owner.
Labels.	1535. In addition to the labels mentioned above, an officer (not on duty with troops) and his family, a woman unaccompanied by her husband, and the orphan children of soldiers, will be provided with labels for attachment to each package. These labels, and others showing the destination, will be affixed to both ends of each package before it is sent to the ship. They may be obtained from the headquarters of each district. General officers will address applications for labels to the War Office.
Shipment of heavy baggage.	1536. Heavy baggage (including that of individuals) will, when practicable, be shipped the day before the troops, or individuals embark. In the case of a unit, the C.O. will notify to the staff officer in charge the day and hour at which the baggage may be expected to arrive. A detachment, with a proportion of officers, and including as many officers' servants as can be spared, will be sent to the port to place the baggage on board.
Baggage party.	1537. Baggage for intermediate ports will be stowed separately, that for the furthest point of call being shipped first.
Baggage for intermediate ports.	
Inspection of baggage room.	1538. Before the baggage is put on board, the staff officer, or the officer i/c baggage party, will inspect the baggage rooms, and having seen that they are entirely clear, will sign the following certificate, and deliver it to the master:—

Ship

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I hereby certify that I have this day inspected the baggage rooms and that they are entirely clear, and ready for the stowage of the baggage of the military passengers about to embark.

{ Signature, rank, regiment,
or corps.

Staff officer's responsibility. **1539.** The staff officer in charge will keep a record of baggage embarked by individuals not arriving with troops. He will also refuse shipment of articles packed in an insecure or dangerous manner.

Articles liable to deterioration during the voyage or which are in anyway of an undesirable nature, and any goods which do not appear to be personal or regimental baggage or effects, will not be accepted for shipment.

Baggage belonging to or consigned to any officer, warrant officer, N.C.O. or man, or to their families, not taking passage in the ship, will not be embarked unless special authority has previously been obtained in writing from the staff officer in charge. The same rule applies to consignments for regimental institutions, &c., of units abroad.

To or from Stations Abroad.

Paras. 1540-1545.

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The staff officer in charge may allow excess baggage to be shipped on hired transports, provided (a) that sufficient space is left in the baggage room for the entitled baggage likely to be shipped at intermediate ports, (b) that all such excess baggage is specifically vouched for by the owner, or, in the case of corps and detachments, by the C.O.

Such vouchers will give full description and measurements of each package and will state the nature of the contents. Each package must also be clearly marked with the name, corps, and destination of the owner.

Excess baggage not complying with these conditions, or packages of unsuitable size, shape or weight, will be refused shipment.

No claim can be entertained consequent upon the exclusion, for any reason, of excess or specially authorized baggage, even though previous authority for its shipment may have been given.

In case of doubt the staff officer in charge will cause the total cubic measurement of the baggage to be embarked to be verified.

He may also demand the opening of any package for inspection of contents, and in default of such opening may refuse shipment.

1540. The shipment will commence at an hour to be communicated by the staff officer in charge; one officer and about 40 N.C.Os. and men of the advanced party will parade after arrival, and a relief party will be in readiness when required. Arrangements for shipment.

1541. The seamen will sling and unsling the boxes, but the baggage will be put on board and stowed by the troops. A ship's officer and a party of seamen will be present in the baggage rooms to point out how the baggage is to be stowed. Stowage of baggage.

1542. If baggage within the amount allowed by the regulations is excluded from any transport for want of room, the staff officer in charge will obtain a certificate from the master to that effect and prepare a statement of the baggage excluded. When the baggage of an individual officer is thus excluded, he will obtain the same certificate. The staff officer in charge will certify, in either case, that non-regulation baggage has not been shipped. These certificates will accompany any claim made for conveyance of the baggage on freight. Certificate for excluded baggage.

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1543. When troops embark in a transport, any excess baggage that the staff officer in charge has been unable to ship in the same transport will be dealt with under private arrangement to be made by its owners. Shipping excess baggage.

In the case of a freightship, the carriage of excess baggage will be a matter for private arrangement with the shipowner.

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1544. Customs duties are levied in India on all articles of mess-kit (not mess-plate, when certified by the C.O. to have been in use for twelve months, and imported in the same ship in which the unit to which it belongs reaches India), mess stores, and any other articles which may be liable to duty, when imported into India by troops. During the voyage the C.O. will prepare a return, on a form, which will be placed on board, of all dutiable articles belonging to troops and families. A separate return will be prepared for individual officers (and families, if any) not attached to troops. A statement of the detachments, and nominal list of officers, will be handed with these returns to the customs officer. Articles liable to Customs duties at Bombay.

Embarkation of Families.

1545. A lady proceeding in any vessel conveying troops, will be required to produce a certificate showing that she (and her children and servants, if any) is free from infectious disease, and in all respects medically fit to embark. A lady within three months of confinement Officers' families. Certificates of fitness to embark.

Families ;
when not
permitted
to embark.
Reporting
arrival at
port.

Medical
inspection
of soldiers'
families.

Families ;
certificates
of fitness
for em-
barkation.

Families to
embark be-
fore troops.
Return of
soldiers'
families
sent home.

Soldiers'
families
sent home
ill.

Baggage
party.

will not embark ; a written statement on this point from the lady, or her husband, may be accepted by the medical officer. The medical certificate will be handed to the staff officer in charge before the lady passes to her berth.

1546. When troops embark for ordinary service abroad, the wife of a soldier not on the married roll will not be allowed to proceed.

1547. Soldiers' families proceeding direct from their homes for embarkation, will receive full instructions from their unit, or from the officer i/c records if the unit is abroad, and will report themselves to the staff officer in charge by the time at which the other families have been ordered to embark.

1548. Soldiers' families will not be permitted to embark at home or abroad unless furnished with a health certificate on A.F. B 155 signed by a medical officer within three days of the date of embarkation. Women or children arriving at the port of embarkation without such a certificate will be examined and receive one before they go aboard.

1549. In the case of embarkation of a complete unit, one certificate for the whole of the families will be prepared in the form of a nominal roll of the women and children.

1550. A soldier's wife within three months of her confinement will not be embarked. All such cases, as well as those in which a soldier's family is prevented by sickness from embarking, will be dealt with as follows:—

From Home Stations.

(i) A warrant officer or N.C.O. will embark without his wife unless a medical officer certifies that separation is likely to endanger her life, in which case he will rejoin his unit as soon as possible after his wife is reported medically fit and passage can be provided.

(ii) A private will embark without his wife if willing to do so.

From Foreign Stations.

The soldier will remain with his family, and will proceed to his new station when the family is reported medically fit to accompany him. War Office authority will be obtained before packet passages are provided for details proceeding to India.

1551. Women and children should, whenever practicable, be sent on board and berthed before the arrival of the troops.

1552. When troops proceed from one station abroad to another, and their families are ordered home, a list will be sent to the War Office, stating the rank and name of each soldier and the address in the United Kingdom to which the wife has been, or will be, sent. Each woman will be provided with A.F. O 1777.

1553. When the wife or children of a soldier on the married roll are sent home in consequence of ill-health, a report of each case will be made to the officer i/c records, stating the ship, date of embarkation, and intended residence, together with a copy of the report of the medical board, and the authority under which passage is sanctioned. The report of the board will state whether it is really necessary that the husband should accompany his wife, such necessity being limited to cases of very serious illness or insanity. Invalidated families will, as a rule, be sent home in public vessels, but when a case is so urgent as to render a passage by private steamer necessary, a statement to that effect will appear in the medical report.

Embarkation of Troops.

1554. When a unit is to embark, the C.O. will detail a senior officer to command the baggage party and follow the instructions

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1910

A.O. 137
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of the staff officer in charge, until the arrival of the headquarters. Officers and N.C.Os. to act for the adjutant, quartermaster, serjeant-major, and quartermaster-serjeant, will be detailed to proceed with the party, which the armourer-serjeant attached to the unit should also accompany. Regimental staff.

1555. If only detachments embark, the officer to command will, as a rule, be ordered to report himself to the staff officer in charge the day previous to that on which the general embarkation takes place. He will go round the ship with that officer, the naval transport officer, and the master, so as to become acquainted with the general arrangements. C.O. of small units and drafts.

1556. An adjutant, two medical officers, a baggage officer, a quartermaster, a serjeant-major, a quartermaster-serjeant, and in the case of Indian transports, one acting orderly-room-serjeant and three troop-deck serjeants, will, as a rule, be detailed by the War Office to arrive on the previous day. Ship's staff.

In transports other than Indian transports, an acting-orderly room-serjeant and the necessary troop-deck serjeants will be selected from the troops.

In all transports a provost-serjeant will be selected from the troops.

1557. Steps will be taken to settle the details of duties, and the posts of the sentries, on board and ashore, and to prevent men leaving the embarkation shed, or ship, according to the orders in force locally. Preliminary arrangements.

1558. A guard from the advanced party will be mounted on the detention room, to receive all soldiers under detention. Those to be released on sailing will be kept in the detention room until the ship is clear of the harbour. Soldiers under detention.

1559. The time at which leave to officers expires, and the hour of sailing, which will be notified by the naval authority, will be conspicuously posted up on board. Leave will not be granted to a warrant officer, N.C.O., or man, or to his family. Leave.

1560. Every officer ordered to embark in a transport, whether detailed for duty on board or not, will report himself in uniform to the O.C. on board. He will also sign the "arrival book." A lady embarking will also sign this book, as proof of having embarked. Any alterations in families will be immediately notified to the staff officer in charge. Officers embark in uniform. Reporting arrival. Families.

1561. When troops embark with arms, a label showing the owner's number and name should, before leaving his station, be affixed to each rifle and pistol, and another showing the letter or number of the company to which the owner belongs should be pasted on the heel of the butt. Slings will be taken off rifles before troops embark. Marking of arms.

1562. When troops arrive, the arms and kit-bags will, if the ship be lying alongside the jetty, first be stowed under the direction of the staff officers in charge, in the ship's armoury and kit store respectively; or if desirable in the case of kit-bags, in the general baggage room, where they can if required be obtained during the voyage. Stowing kits, &c.

1563. If there is an armoury on board the C.O. will place an officer in charge of it who will see that the arms are stored therein, and will be responsible for their custody, only issuing the key when necessary for cleaning purposes during the voyage. When an armoury does not exist and the arms are placed in racks, N.C.Os. and men from each company or draft, as may be considered necessary by the C.O., will be appointed to take charge of them.

If a loss of arms or ammunition should be discovered on board, the O.C. troops will furnish the civil and military authorities at each port at which the ship has called or is to call during the voyage, including the port of embarkation, with a full description of the missing articles, and will request that every endeavour may be made to trace them. Loss of arms or ammunition.

1564. The staff officer in charge will then tell off the troops to their messes. The men allotted to each mess will be marched off, preceded by a guide who will take them to their places. On arrival they will stow their sea-kit-bags in the racks over the mess tables, and hang their haversacks and waterbottles on the hooks on the sides of the ship. Telling off messes.

Dinners on
embarka-
tion.

Liquors.

Duties of
officers on
embarka-
tion.Draft
officer to
report for
orders.
Officer on
duty.

Bedding.

The hanging of greateoats, etc., on hammock hooks is forbidden, all loose gear not already specified will be stowed in the overhead racks.

1564A. Dinners for the day on which troops embark will be prepared on board, unless the O.C. unit sends timely notice to the staff officer in charge, who will inform the master, that the meal will not be required.

1565. Officers, soldiers, and their families are prohibited from taking or receiving on board any wines, spirits, or malt liquors.

1566. Immediately after embarkation officers will satisfy themselves of the proper allotment of their men to berths and messes, that their arms, accoutrements and ammunition, if any, are properly disposed of, and that their hammocks and bedding, when served out, are marked. The men should as soon as possible be instructed in rolling bedding and slinging hammocks.

1567. An officer in charge of a draft will as soon as possible report to the O.C. troops on board, and ascertain from the adjutant the details required from his draft, and from the quartermaster the hours for issue of bedding and for meals. One officer must always remain on board with each draft.

1568. An "issue" and "receipt" voucher for bedding and mess utensils will be obtained from the quartermaster on board by commanders of companies, &c., or drafts, and by individual N.C.Os. and men unattached to a draft, and filled up as soon as possible after arrival on board, the bedding being drawn on the following scale:—

	Mattress.	Pillow.	Hammock.	Blankets.
Serjeant ...	1	1	1	2
Rank and file ...	—	—	1	2
Boy over 10 years ...	—	—	1	2
For each woman, or two children 1 to 10 years old }	1	1	—	2

Supplies for serjeants, rank and file, and boys over 10 years, are made in sets consisting each of one hammock with tally and two blankets, all attached together. The tallies are marked on board with the number of the mess and the man's mess number. The articles will be kept fastened together while in use.

On homeward voyages (including those from India) in ships due to arrive in England between 1st November and 30th April, an extra blanket will be issued to each of the above, including women, and to children in proportion.

On outward voyages commencing between these dates an extra blanket may be issued at the discretion of the O.C. troops.

First issue
of bedding.

1569. The commander of each company, &c., or draft is to be present at the first issue of bedding, and will be responsible for the amount taken over by him. The troops will be mustered with their bedding as soon as possible, to see that it is complete and that each has his own bedding.

Mess
utensils.

1570. A list of utensils issued to each mess is printed on the back of the mess roll. The N.C.O. in charge will check the articles on arrival at his mess, and sign the receipt portion, which will be given up by the orderly man, at the first issue of rations, to the representative of the master of the ship.

Places of
parade.

1571. The places where troops are to fall in for parade will be settled as soon as possible after embarkation by the C.O. in conjunction with the master.

Guard.

1572. A guard of a sufficient number of N.C.Os. and men will be detailed daily to provide all necessary sentries, the requisite number of sentry posts being determined by the O.C. troops in conjunction with the master.

The guard will be divided into three reliefs (4 hours on and 8 hours off duty).

A party of men, to be styled "boat party," will be told off to assist the ship's officer in clearing away boats, when necessary, at fire and collision stations. If possible, the party will be permanent, but it is also available for general duties. Boat party.

The troops will be exercised in fire and collision stations. Should this not be possible before sailing, it will be done immediately afterwards.

1573. The following duties will also be provided for—(i) police (for whom special badges are provided); (ii) orderlies; (iii) assistants to ship's cooks and bakers if requisitioned by the master; (iv) hammock stowers; (v) fatigues. Special duties.

1574. Bands are not to play on coming into, or on leaving harbour, until the masters notifies that this will not interfere with the working of the vessel. Bands.

1575. In the C.O.'s cabin of every transport safes are placed, in which valuables (including medals and decorations) belonging to military passengers may be deposited. On embarkation the master will hand the keys in a sealed envelope to the C.O., who will have the safe entirely under his control. The keys will be returned to the master on disembarkation. Each C.O. will, on disembarkation, put the keys in a sealed envelope, personally addressed to the master, the next C.O. receiving them from the latter. On board freight-ships the shipowners usually make arrangements to receive valuables for custody. Safes.

Duties on Board Ship.

1576.—(i) All officers entitled to passage (with the exception of half-pay or retired officers) are available for duty. Command and responsibility of C.O.

(ii) In ordinary circumstances the command of the troops is vested in the senior effective combatant officer available for duty as laid down in sub-para. (i). The extent of this officer's powers is prescribed in the Army Act. He will endeavour to meet the wishes of the master as regards sentries, hours of inspection, fire and collision stations, &c.

(iii) In the event of an officer who has been appointed to the command of troops on board ship becoming non-effective, through illness or otherwise, the command will devolve on the next senior effective combatant officer on board, available for duty under the provisions of sub-para. (i).

(iv) An officer senior to the officer appointed to command the troops on board will only be granted an indulgence passage on the understanding that in ordinary circumstances he does not exercise command.

(v) In the event, however, of a grave emergency arising, it may become the duty of a combatant officer on the active list, who is senior to the officer appointed to command the troops on board, to assume command during the continuance of such emergency. The responsibility for deciding that the emergency is sufficiently grave to warrant his assuming the command will rest with the officer concerned.

1577. When there is a naval transport officer on board, he is the medium of communication between the C.O. and the master of the vessel, but he has no direct authority over officers or troops. As representative of the Admiralty, his concurrence will be obtained in all arrangements made, other than those purely military. The C.O. will assist him in carrying out the duties imposed upon him by the Instructions for Transport Service. Naval transport officer.

Master's position and responsibilities.

1578. The C.O. while maintaining discipline among the troops, will remember that the master of the ship has lawful authority to maintain order amongst all on board, and to ensure the safety of his ship and passengers, for which he is entirely responsible. In case of fire or emergency, the C.O. will remember the responsibility of the master, and render him every assistance, without attempting to take the command out of his hands.

Daily inspection.

1579. The C.O. will ascertain from the naval transport officer, or master, the hours at which they wish to make their daily inspection of the ship. The C.O., accompanied by the medical officer in charge, will, at the same time, inspect all parts of the vessel appropriated to troops.

Dress of officers on duty.

1580. The wearing of uniform by officers will be strictly enforced. Those on duty will wear belts or sashes, and will report on completing their tour of duty as to its proper performance.

Number of officers required for duty.

1581. When there are more than two captains on board besides the C.O., a "captain of the day" will be appointed, to whom the officer of the day and the military officer of the guard will report all unusual occurrences for the information of the C.O. In transports, when the troops on board consist of a mixed force of not less than 800 of all ranks, the number of officers required for daily duty, in addition to the adjutant and quartermaster, is usually the officer of the day and three officers of the guard. In freight ships, or when the numbers are less than 800, a smaller number suffices.

1582. If the number of officers entitled to passage will not permit of the officers having one day off to one day on duty, with a spare officer to meet casualties, the C.O. will select the necessary additional officers from those on board who are not entitled to passage at the public expense.

1583. Should it be necessary to detail for duty an officer who is not entitled to a passage, the C.O. will furnish the master with a copy of his order placing the officer on duty, and will hand to the staff officer in charge at the port of disembarkation, for transmission to headquarters, a report showing the exceptional circumstances in which the officer's services were required. This report will be accompanied by a list of all officers entitled to passage, showing in each case whether they are available for duty or not. For ordinary duties the officers belonging to units should suffice for their units. In the case of freight-ships or contract packets, officers in addition to those attached to the troops on embarkation will not be placed on duty except in unavoidable circumstances, a full report of which will be made to the War Office. An officer on leave under Indian rules will not, unless absolutely necessary, be detailed for duty.

Individual N.C.O.s. to do duty.

1584. All individual N.C.O.s. are available for duty, and will be attached to those drafts which have an insufficient number of N.C.O.s.

Soldiers on payment furlough from India will not be required to do duty, including fatigue duty, on board ship, unless the number of N.C.O.s. and men available is insufficient for the performance of the necessary duties and fatigues; they must however conform to the ordinary rules of the ship and assist in the clearing up of their messes. The performance of duties gives "Payment" furlough men no claim to refund of passage money.

Acting N.C.O.s.

1585. Acting N.C.O.s. may be appointed for the voyage, with additional pay under the Pay Warrant, but when men are disembarked during the voyage these acting appointments will be reduced in proportion.

Employment of soldiers on board.

1586. When soldiers are employed in coaling, or as stokers or coal trimmers, they receive extra pay under Admiralty regulations, but they will not be so employed unless they volunteer and the medical officer in charge certifies that their health will not be injured thereby.

Duties of officer of the day.

1587. The officer of the day will be referred to in all matters not requiring the intervention of the C.O., and will give assistance to

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the officers of the ship. He will attend when hammocks are taken down, and will see them stowed at 6 a.m. He will ascertain from the master if bedding can be aired, and see it secured in the places set apart for the purpose. He will see that troop-decks are swept after hammocks are down, and before and after each meal; also that troop-decks and women's quarters are cleaned at the regulated time; he will report to the C.O., and accompany him when he inspects the decks. After troop-decks are cleaned, he will cause police to be posted, with orders not to permit any troops, women, or children to go below. These police will be taken off at 11 a.m., at which hour the troops may go below again.

At meal times the officer of the day will see that the men are present at the messes.

He will see that lights (except those required to burn all night) are put out on the troop-decks at 9 p.m. and will report accordingly to the C.O.

1588. The military officer of the guard will remain on deck unless on duty elsewhere. Whenever his men are called he will attend with them, and see that the wishes of the ship's officer of the watch are carried out. He will inform the master when soldiers in custody, or lunatics, are on deck for exercise, and also when they have been replaced in the guard-room. He will visit the sentries hourly during the day and night, see that they are on the alert, that there is no smoking in prohibited places, and no lights except those allowed. He will cause a N.C.O. to visit the sentries every half-hour during the night.

Duties of military officer of the guard.

1589. The medical officer in charge will furnish the C.O. daily with A.F. A 27, and will demand before 10.30 a.m. daily the medical comforts, &c., required, and give the master a receipt when required. In transports he will take sanitary and medical charge of the ship and crew, and will frequently inspect the quarters occupied by the crew, calling attention to any neglect of cleanliness. He will take care that the bilges are kept sweet, and a good sanitary condition maintained. Births and deaths will be promptly notified in writing to the master by the medical officer, for insertion in the log. On the day following embarkation, except on a coastwise voyage at home, soldiers will be inspected by the medical officer. An inspection will also be made on the day before disembarkation and cases of disease will be removed to their destination under medical supervision.

Duties of medical officer in charge.

Medical inspections.

1590. Money and other valuables of the sick will be noted (in A.B. 191), taken over by the ward master, and handed over to the O.C. troops on board, a receipt being obtained from him.

Valuables of sick on board ship.

1591. At sea, sentries will wear a distinctive belt: in harbour they may be armed at the discretion of the C.O.

1592. Each sentry will be furnished with written orders. Sentries will report persons acting contrary to orders, and will prevent—(i) blocking up ladders; (ii) spitting on the deck or over the side; (iii) throwing dirt or slops over the side or on the deck; (iv) troops from going aloft; (v) any person sitting on the side rails, bulwarks or rigging; (vi) any soldier, woman, or child from going into any part of the ship appropriated for use of the crew; (vii) the hanging of clothes or bedding in other than appointed places; (viii) smoking, except in the authorized parts of the ship and during smoking hours; (ix) any person from leaving his hammock or bed after the rounds have passed, except to go to the latrines; (x) any soldier from entering the latrine for women and children or the latter from entering the men's latrines.

Rules for sentries.

Discovery
of fire.

The C.O. will take steps to ensure that sentries do not interfere needlessly with the officers and crew of the ship.

1593. Should a sentry, or anyone else, discover fire, he will make the same quietly and immediately known to the ship's officer of the watch on the bridge, for which purpose a sentry may temporarily quit his post. It will be impressed on officers and men that on the occurrence of "Fire" silence and a quiet and thorough carrying out of orders are most essential.

Fire and
collision
alarm
stations and
duties.

1594. The following rules to be observed on the fire or collision alarm are generally applicable, but they may be modified to meet the regulations of the various companies to which vessels may belong:—

(i) The troops, with the exceptions noted below, will fall in at the places assigned for parade in two ranks, facing outwards, and as far back to the centre of the ship as they can get.

(ii) Guard with lunatics and soldiers in custody on the fore-castle. Women and children on the poop, in charge of the quartermaster-serjeant, except at night, when they will remain in their quarters. Troop-deck serjeants, and mess orderlies at the messes for which they are responsible. Orderlies for the women's quarters in those quarters. Pioneers will fall in at the magazine.

(iii) The boat party on the boat deck.

(iv) Orderlies will close scuttles and watertight doors without further orders.

(v) The guard will at once provide two armed sentries for each boat, an armed sentry on the spirit room, and double the sentries on soldiers under arrest or detention.

(vi) Men will double up to their places as quickly as possible in any dress. On each troop-deck there is usually a steam fire connection and hose ready for use. This will never be touched by the troops unless fire is actually discovered, when the men on the deck where the fire is may open the cock to turn on the water, at the same time quietly and quickly reporting the fire to the ship's officer on the bridge.

(vii) The C.O. with one or more selected officers, will go on deck to preserve discipline and carry out the directions of the master.

(viii) The adjutant, with the serjeant-major and a bugler, will at once proceed to the fire and assist the ship's officer.

(ix) Officers and men of the R.A.M.C. will proceed to the hospital and prepare to move the sick as may be directed.

(x) The quartermaster will see that all cabins are clear, and then remain in the saloon to which the ladies and children, who will be under his charge, will proceed.

(xi) All officers to whom duties are not assigned, and all civilians and second class passengers, will repair to a place which will be allotted for them on the upper-deck.

(xii) In ships carrying horses, as many men as can be spared will be sent to stand at the horses' heads to keep them quiet.

Duties of
troop-deck
serjeants.

1595. Printed instructions for troop-deck serjeants will be issued on board. They will report to the officer of the day, at 10 a.m., and again at 9 p.m., that their decks are ready for inspection.

Officers not
to converse
with sailors
on duty.

1596. An officer will not hold any conversation with the ship's officer of the watch, the quartermaster, or the man at the wheel, and he will not go on the bridge without permission.

Inspection
of cabins.

1597. Orders will be given for cabins to be vacated for cleaning and daily inspection at a fixed hour, and for servants to be in attendance to answer for the same.

1598. The saloon will be cleared and all lights extinguished by 11 p.m. or such time as may be required by the master of the vessel.

Saloon hours.

1599. Smoking is allowed on the upper deck only. In bad weather, awning will be spread to shelter officers and men. To guard against fire, lanterns for lighting pipes are provided, and matches, other than safety ones, will not be used on board. When the wind is too high to allow of cigarettes being smoked with safety (and of this the master will be judge), the C.O. will ensure that pipes only are smoked.

Smoking.

1600. Lights are not allowed on the troop-decks, except regulation police and safety lamps. Lamps are never to be opened except by ship's officers or the appointed lamp trimmers.

Fire precautions.

1601. Decks are specially appropriated to the troops, who will never go into the part of the ship allotted to the crew, nor will the crew be allowed to go on the troop-decks except in the performance of their duties.

Decks for troops.

1602. In order that troops may disembark in a fit condition to take the field, arrangements will be made to carry out the physical training exercises laid down in Infantry Training. If possible, rope-climbing will also be practised.

Physical exercises.

The following arrangement is suggested:—The troops to be told off by companies, drafts, &c., into an equal number of divisions; half of these divisions will be exercised for not less than one hour every alternate day, the duties being detailed from the other half. An officer of each company, draft, &c., will be present during the whole exercise, and will keep a diary of the attendances of his men, and will, before the troops disembark, report on any man considered physically unfit to take the field. Each division will be subdivided into squads of not more than 25 men each. A thoroughly qualified N.C.O. will be placed in charge of each squad, and instruct it under the direct supervision of the officer or officers in charge.

Voluntary work will be encouraged, and an hour to be named and a place appointed for it. When possible, assaults at arms will be arranged.

1603. When sleeping on deck is permitted, bedding will not be allowed there except at hours to be fixed by the C.O. and master of the ship.

Sleeping on deck.

1604. Troops will parade in marching order once a week. Officers will see that necessaries are complete, and that arms and appointments are in serviceable order.

Parades.

An occasional parade with life belts will be held to teach the men how to put them on, care being taken afterwards that the belts are properly made up and stowed overhead by messes, so as to avoid damaging the belts.

1605. The regular morning parade will be at 10 a.m., when every man will be present. Cooks will appear on parade once a day.

Morning parade.

1606. Recruits or awkward men will be drilled, when practicable, for an hour in the forenoon and an hour in the afternoon.

Drill.

1607. By 10.15 a.m. on Sundays the troops will be ready for divine service, when weather permits. If there is no clergyman on board, and the master does not undertake the duty, the C.O. will arrange for its performance.

Divine service.

Paras. 1608-1609.

To or from Stations Abroad.

Bugle calls
and routine

1608. Bugle-calls and routine for troops:—

Bells.	Time.	Bugle calls.	Meaning.
	a.m.		
4	6.0	Reveille ...	Turn out and stow hammocks.
5	6.30	Ration ...	Orderlies draw bread and butter.
...	7.15	Breakfast ...	Draw and sit down to breakfast.
...	7.45	Fatigue ...	All cleaning fatigues parade. Troop decks cleared by police.
8	8.0	Guard fall in ...	Mount guard.
3	9.30	Four Gs ...	Sweepers parade and sweep upper decks.
4	10.0	Assembly ...	General parade and inspection of troop decks.
5	10.30	Orderly room ...	Orderly room. Bedding for airing to be brought on deck.
6	11.0	...	Issue of beer. Troops allowed below.
8	Noon.	Dinner ...	Draw and sit down to dinner.
	p.m.		
2	1.0	Four Gs ...	Sweepers parade and sweep upper decks. Troop decks cleared by police and swept.
4	2.0	...	Troops allowed below.
2	5.0	Tea ...	Draw and sit down to tea.
3	5.30	Four Gs ...	Sweepers parade and sweep upper decks. Troop decks cleared by police and swept.
4	6.0	Warning for parade.	Draw hammocks.
1	6.30	...	Troops allowed below.
1	8.30	Four Gs ...	Sweepers parade and sweep upper decks.
2	9.0	Lights out. Retire.	Stop smoking. Everyone, except guard and police, to go below.
...	9.15	...	Rounds. Every man to be in bed.
6	11.0	...	Lights out in saloon.

N.B.—This routine is not to be accelerated by more than half-an-hour on the day of disembarkation in the United Kingdom.

General
calls.

Stand fast	Silence—every one to remain still.
Continue	Carry on—that is, continue your business.
Retire	Every one off upper-deck but the guard.
4 Gs	Sweepers.
4 Gs and double	Swabbers.
Alarm	Man overboard.
Charge	Permission to smoke.
Lights out	Leave off smoking.
Fire alarm	Fire and collision.

Signals.

The following ship's signals are in general use:—

- For fire.—The bell is rung violently, strokes in quick succession.
- For collision.—The bell is rung quickly, followed by several short blasts on siren or whistle.
- For man overboard.—The steam whistle is sounded, several short blasts in quick succession.
- At these signals, all buglers will sound the necessary calls.

Man over-
board.

1609. At the cry of "man overboard," the bugler on duty will, if ordered by the officer of the watch, at once sound the "alarm." Every person will remain quiet, those below will remain there. This order will be explained to all buglers and troops as early as possible.

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1908

To or from Stations Abroad.

Paras. 1610-1615.

1610. Routine for women :—

Routine for women.

A.O. 216
1909

Bells.	Time.	
	a.m.	
6	7.0	Roll up bedding.
...	7.45	Breakfast.
...	8.45	Women's quarters cleared until after rounds for cleaning.
8	Noon	Dinner.
	p.m.	
2	1.0	Women's quarters cleared until 2 p.m.
2	5.0	Tea.
1	8.30	All women go below. No man allowed in quarters until 8 a.m.
...	9.15	Rounds. All women and children to be in bed.

N.B.—This routine is not to be accelerated by more than half-a-hour on the day of disembarkation in the United Kingdom. In the event of the ship being delayed on the day of disembarkation or during bad weather, women and children are not to be kept out of their quarters longer than is absolutely necessary. If the weather is inclement on the day of disembarkation a special fatigue party will be detailed to clean up the women's quarters after the families have disembarked.

Once a week all bedding and boxes will be taken on deck to be aired (if weather permits), and the berths and quarters will be scrubbed with hot water and soap.

1611. The quartermaster will inspect the women's quarters daily at a fixed hour. Blankets will be folded singly and placed at the foot of each occupied bed, so that deficiencies in bedding can be detected. Inspection of mess utensils, and reports of deficiencies therein, will be made at the same time.

Inspection of women's quarters.

1612. A man will not go into the women's quarters unless he is detailed to keep them clean, or is passed by the N.C.O. on duty on that deck.

Women's quarters.

1613. When it is necessary to permit soldiers under arrest to remain at large they may be employed on fatigue duties.

Soldiers under arrest.

1614. Any sum placed in the hands of the C.O. for the benefit of the troops will be expended on the following items only :—Sports, theatrical or musical entertainments, extra messing (if at sea on Christmas Day), aid to families of soldiers who may die during the voyage, and in exceptional cases to other families for warm clothing. Any unexpended balance will on arrival be handed over to the staff officer in charge, together with a statement of expenditure for transmission to the War Office.

Expenditure of funds by C.O.

1615. Bedding will be checked frequently during the voyage, and always on the day after departure from and on the day before arrival at, each port. Stores issued for the use of troops on transports will be received and accounted for on the same principle as if furnished to troops in barracks. Only loss or damage caused by wilful act or carelessness will be charged against the troops. Should a report be made of considerable loss of, or damage to, stores or bedding, a board will be ordered to investigate the matter, and the C.O. will fix responsibility for the loss or damage. Copies of the proceedings, supported by an extract from the ship's log, will be handed to the master and to the staff officer in charge.

Bedding musters.

Losses, &c. of stores, bedding, utensils, &c.

Board on losses.

Utensils,
&c.

Bedding
disinfected.

Hospital
bedding.

Stowage of
bedding.

Washing
places and
latrines.
Sanitary
serjeant.

Troop-
decks, how
cleaned.

1616. These rules will apply to mess and other utensils, any deficiencies in which will be notified to the master.

1617. All clothing and bedding used by the sick, as well as that of all men admitted to hospital, will be disinfected.

1618. Bedding for hospital use will be drawn by the medical officer in charge from the master.

1619. Instructions as to the folding of bedding will be supplied to N.C.Os. in charge of messes, and reports will be obtained every morning from them as to any articles missing or damaged, with the names of men to whom the loss or damage is chargeable.

1620. It is desirable to appoint a N.C.O. as "sanitary serjeant" to be responsible for all latrines, washhouses, &c., and to supervise fatigue parties detailed for those parts of the ship. He will report any defects to the officer of the day.

1621. Salt water will not be thrown on the troop-decks. They will be swept, then scrubbed with hand scrubbers and carbolacene or soft soap, and dried with the flannels provided for that purpose. Scupper-plugs will not be removed.

In weather which will not admit of the men being sent on deck, the troop-decks will only be sanded with hot dry sand and well swept, no water being used, and in cold and damp weather they will either be cleaned in the same manner, or with hot water and brushes, as may appear most suitable. Requisites for cleaning decks will be issued by the master, and will be drawn by troop-deck serjeants through the quartermaster.

Messing and Canteens.

Messing
certificates
of officers.

1622. Messing certificates will be signed by each officer, according to the form contained in the Regulations for H.M.'s Transport Service, or upon A.F. B 2083. This certificate will be retained by the master to support the owner's claim on the Admiralty.

Officers to
provide
themselves
with cash.

1623. An officer will provide himself with sufficient cash to meet charges for wine, &c., and for the messing of his family and servants. Owners of transports and freight-ships or their representatives, are directed not to accept cheques in payment of such claims.

Virtualising
scale.

1624. The scale of virtualising for troops will be found in the Regulations for H.M.'s Transport Service. Small numbers of troops in ships of war will be virtualised as seamen at full allowance. Copies of the virtualising scale and scale of medical comforts and equivalents will be hung up in the issuing room and on each troop-deck.

Issue of
rations.

1625. The quartermaster will arrange with an officer deputed by the master all details with regard to the issue of rations on board. When the medical officer considers it necessary, lime juice and sugar will be issued with the daily ration.

Fresh water

1626. Water for drinking will be always available day and night. Water for washing will be available between the hours of

5.30 a.m. and 8.30,

11.0 a.m. and 12 noon,

4.30 p.m. and 6.30 p.m.,

and at any other time at the discretion of the C.O.

Cocoa
ration.

1627. At the discretion of the C.O., but, generally speaking, only in inclement weather and in non-tropical climates, each man of the "guard" will receive at about 4 a.m. daily half a pint of cocoa with sugar. Whenever an issue is desired, a statement of the number of men for whom the ration will be required will be given to the master on the forenoon of the previous day. If cocoa is not procurable in freight ships, tea or coffee will be substituted.

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1628. A daily ration of 1 pint of ale may be issued on transports to men and women (married or single) who desire to purchase it.

Issue of ale
and
chocolate.

The usual price of British brewed ale will be 1½d. per ration, but if it should be necessary for beer to be put on board hired transports at ports outside the United Kingdom, the sale price will be notified to the C.O. by the staff officer superintending the embarkation.

On R.I.M. Ships the sale price will be notified to the C.O. by the commander of the ship.

This ration will be issued at such times and under such circumstances as the C.O. may direct, he being wholly responsible for the arrangements made.

As an alternative, ½ pint chocolate may be issued at ½d. a ration.

1629. The C.O. will render daily to the master a return of the numbers requiring either ration, and will be responsible for the recovery of payment from the troops. The payments will be made in cash on board, and the amounts recovered during the period of his command will be handed over by each successive C.O. to the master of the transport, and a receipt obtained from him. The receipt will be forwarded by the C.O. to the embarkation staff officer, Southampton. On the arrival of the transport at Southampton the master will hand over to the embarkation staff officer there the sums received from the C.Os., taking a receipt for the whole amount.

Rolls of
men who
draw ale
and choco-
late rations.

1630. The C.O. will decide, in consultation with the transport officer and the master, the hours during which the canteen is to be open. Copies of the price lists (furnished by the master) will be exhibited in conspicuous places. The C.O. will take measures to prevent bumboat men and hawkers boarding the vessel with inferior articles of the same description as the canteen stock.

Canteens.

1631. The officer of the day will report to the C.O. any neglect in victualling, or complaints that may be made. If any complaint arises, or when it seems desirable to make any suggestion, the C.O. will call the attention of the naval transport officer (when there is one on board), to the matter, and will address the master in writing. Should he afterwards consider it expedient to make representation to headquarters on any matter connected with the accommodation or messing of officers, troops, or their families, he will make a report in writing, or cause a board to assemble and report on A.F. A 2.

Complaints.

Intermediate Ports.

1632. An O.C. troops, on board a ship touching at any port occupied by His Majesty's forces, will immediately communicate with the O.C. at the port, and, if junior to that officer, will personally report the state of such troops. Medical officers proceeding on duty will, on landing, report themselves to the deputy director of medical services. All officers will appear on shore in uniform, and conform to the regulations of the garrison.

O.C. to
report
arrival.

1633. An O.C. troops at a port abroad will inform the O.C. troops on board ship of any special regulations in force in his command.

Local regu-
lations,
Going on
shore.

1634. An O.C. troops on board ship will, on touching at an intermediate port, prohibit any officer, soldier, or family, leaving the ship, until receipt of instructions from the staff officer in charge. All passes for leave on shore granted to N.C.Os. and men of the R.A.M.C. serving on board will be signed by the medical officer in charge before being submitted for sanction by the O.C. troops.

1635. On arrival in port, sentries will be posted to prevent the introduction of spirits and unwholesome fruits into the ship, and to exercise supervision over boats alongside.

Sentries.

1636. On change of C.Os., accounts will be closed and stores for which the outgoing C.O. is responsible, with vouchers connected with the same, will be handed over. Written orders received at the first port of embarkation will also be transferred. A certificate that this has been done will be handed to the staff officer in charge.

Change
of C.Os.

Exchanges
of units.

1637. When exchanges of units take place, an officer and a few N.C.Os. will board the vessel with the staff officer, to take over duties before the unit embarks.

Passages
from
stations
abroad.

1638. At a station abroad, when a transport arrives on which, after satisfying the requirements of the public service, accommodation still exists, the G.O.C. may apply to the senior naval officer for conveyance for officers and others, and their families, who have applied for indulgence passages.

Such passages will usually be provided in order of juniority of ranks. First class indulgence passengers on homeward voyages, in transports on colonial service, will be warned before embarking that they are liable to be landed at intermediate ports if their berths are required for individuals entitled to proceed at the public expense. This liability will fall in order of seniority, but the passenger whose berth is required may, at the discretion of the G.O.C. at the intermediate port, be allowed, instead of landing, to pay the cost of the packet passage involved.

Before second or third class indulgence passengers are allowed to embark they will be required to pay to the staff officer in charge the cost of their rations, calculated on the probable duration of the journey, as estimated by the master or the naval authorities. The charges of the second class will be handed to the master and of the third class to the paymaster.

Disembarkations.

Kit-bags.

1639. Kit-bags will be issued before arrival in port, so that the owners may throw any rubbish or old clothes overboard while the ship is still in open water. Throwing such articles overboard in or near port is forbidden.

Sentries.

1640. As soon as the ship is alongside, sentries will be posted to prevent soldiers leaving the jetty without permission.

Cleaning
ship.

1641. The C.O. will arrange for the troop-decks, married-quarters, issue-rooms, latrines, and wash-houses to be cleaned before the troops disembark. If necessary, a party will remain on board to finish this work after the main body has left.

Disinfection
of stores.

1642. When cases of infectious disease have occurred on board, the C.O. will, on handing over stores, furnish a certificate that all articles capable of conveying infection have been disinfected on board, handed over to the sanitary authorities at the port of disembarkation, or destroyed.

Landing
heavy
baggage.

1643. When there is a large number of troops, two fatigue parties, each under an officer, will be detailed as "shore" and "baggage room" parties, to assist in landing baggage.

Checking
bedding and
utensils.
Bedding, re-
issues of.

1644. If weather permits, the "present use" and "light baggage" will be in readiness to be landed at once.

1645. Bedding will be taken in and checked before disembarkation commences, and the mess utensils after the last meal on board.

If bedding has been withdrawn and troops do not disembark on the day of arrival, hammocks and bedding according to scale will be re-issued and a certificate rendered that this has been done.

Troops under orders to land before the dinner hour will be provided with breakfast only.

Whenever it becomes obvious that the ship cannot be alongside until noon at the earliest, hot dinners on the usual scale (with biscuits in lieu of bread if so arranged) are to be issued at the most convenient hour, and the mess utensils returned and decks cleaned immediately afterwards.

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1646. The following rules will be observed in accounting for losses and damages on board of government stores (bedding, mess utensils, etc.):— Settling claims for losses, &c.

(i) The master will prepare in duplicate the following lists:

Admiralty Form T. 122, for losses, etc., of government stores (other than government mess utensils), inserting the prices from Admiralty Form T 205.

Admiralty Form T 290, for losses, etc., of government mess utensils.

The C.O., if he finds the claim correct, will retain one copy, sign the certificate on the other, and return it to the master as an acknowledgment that the troops are liable, and that the amount chargeable will be recovered from them.

The C.O. will assess the amount chargeable against the troops concerned and forward the forms in his possession, together with particulars of the amount due from each unit, detachment or individual, to the paymaster at the port of disembarkation for recovery to be effected.

(ii) Losses and damages traced to the women's quarters will be charged against married men only. A charge will not be made against the troops for losses or damages caused by soldiers under sentence from whom recovery is not practicable, and a certificate will be furnished by the C.O. to that effect.

(iii) In the case of men on furlough other than from India and of indulgence passengers, the charges will be recovered by the C.O. before the individuals concerned are allowed to leave the vessel. Recoveries from men on furlough at home from India will be made from their pay by the India Office.

1647. Any damage or loss of shipowners' stores which, in the opinion of the O.C. troops, is wilful or the result of gross carelessness, will be charged against the men. Losses, &c. of ship's stores.

The master will prepare a list of such damages and losses and present it to the O.C. troops on board who, if he finds the claim correct, will sign it and return it to the master as an acknowledgment that the troops are liable with a statement that the amount will be recovered from them.

The amount of these damages and losses will be paid over to the master by the paymaster at the port of disembarkation, and recovered in the manner prescribed in para. 1646 (i) and (iii).

Admiralty Forms T 122 and T 290 (applicable to the loss of government stores) will not be used for this purpose.

1648. The advance of pay issued to detachments proceeding abroad, or from one station abroad to another, should enable the C.O. to meet charges. An instance should not occur of troops leaving a ship without all proper charges for losses, &c., having been adjusted, either by the money being paid to the C.O., or by entries in the accounts of the men liable. Advance of pay to meet charges.

1649. The staff officer in charge will ascertain whether steps have been taken for the payment of charges. If an appeal is made against the amount, the matter will be investigated at once. Staff officers to ensure payment.

1650. When a ship with troops arrives at any port at home, a telegram will be sent immediately to the War Office, by the O.C. at the port if a garrison, and if not, by the O.C. troops on board, stating name of ship, whence arrived, and what troops are on board. Report of arrival to War Office.

1651. On arrival in port the G.O.C. will arrange for disembarkation. In ordinary circumstances neither troops nor families are to be permitted to leave the ship until all details of the disembarkation have been arranged. A medical officer will be detailed to ascertain whether the medical officer in charge has inspected the troops with a view to detecting and guarding against the introduction of disease. The report of the inspection will be transmitted to the War Office with the returns of sick on board (A.F. B 182). G.O.C. to arrange for disembarkation.

Para. 1652.

To or from Stations Abroad.

Returns to be rendered on disembarkation.

1652. The following table contains a summary of the returns rendered in connection with the disembarkation of troops by the O.C. troops on board, on the day of disembarkation:—

T.—For troops proceeding by Transport. F.—Freight-ship. P.—Packet.

Form.		Description.
TO STAFF OFFICER I/C DISSEMBARKATION AT HOME.		
A.F. B 137	T.F.	<i>Nominal Rolls of:—</i> All troops on board (in duplicate). All details (single copies only). See instruction on form.
A.F. B 127	T.F.	

TO STAFF OFFICER AT PORT (AT HOME AND ABROAD).

		<i>Disembarkation Returns:—</i>	
A.F. B 135	T.F.	Of a unit { 2 copies for the War Office, 1 copy for the Q.M.G. Of details { in India (when troops from the United Kingdom or the Colonies disembark at an Indian port, or at Aden). 1 copy to be retained.	A.O. 105 1909
A.F. B 125	T.F.P.		
A.F. O 1777	T.F.P.	Certificate for unaccompanied families entitled to free conveyance.	
A.F. O 1816	T.	Claims for command and additional pay.	
A.F. A 2	T.	Investigation of complaints. See para. 1631.	
A.F. A 2	T.	Losses of stores and bedding. See paras. 1615-1616.	
Certificate	T.	On change of C.Os. See para. 1636.	
Manuscript	T.	After cases of infectious disease. See para. 1642.	
Manuscript	T.	Roll of officers placed on duty with troops. See para. 1583.	
Manuscript	T.	Expenditure for benefit of troops. See para. 1614.	
Manuscript	T.	Nominal roll of furlough men, and addresses.	
Vouchers	T.	Ledger of stores placed on board (Indian transports). See para. 1495.	
Admiralty Form T. 106	T.F.	Receipt and delivery; arms, &c. Equipment Regulations, Part I.	
Manuscript	T.	Voyage reports (3 copies. At Indian ports 5 copies).	
	T.	Nominal roll of officers and N.C.Os. and detail of men for transfer to home stations or proceeding on furlough. See para. 1515.	A.O. 190 1909

TO MASTER OF THE SHIP.

<i>Admiralty Forms.</i>			
T 106	T.F.	Voyage report.	
T 109	T.F.	Disembarkation return (in duplicate) for troops to and from colonies.	
T 261	T.F.	Disembarkation return (in duplicate). For troops to and from India and ports en route in vessels on Indian troop service.	
T 201	T.F.	Missing certificate.	
T 202	T.	Ration certificate (when owners supply provisions).	
T 203	F.	Freight certificate.	
T 190	F.	Number of invalids conveyed under charge of ship's surgeon.	
Certificate	T.F.	That all baggage, &c., has been removed. See para. 1650.	
A.F. A 2	T.	Board on losses of stores, bedding, &c. (copy). See paras. 1615-1616.	

TO WAR OFFICE.

Telegram.	F.T.	Notifying arrival at home of ship with troops (if not at port where there is a garrison). See para. 1650.
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RETURNS TO BE RENDERED BY THE MASTER OF SHIP TO O.C. TROOPS ON BOARD.

<i>Admiralty Forms.</i>			
T 122	T.F.	<i>Lists of losses—</i> Of government stores in charge of the master (in duplicate). See para. 1646 (i).	
T 299	T.	Of shipowners stores. See para. 1647.	
	T.	Government mess utensils in Indian Troop service transports (in duplicate). See para. 1646 (i).	

Returns for troops disembarking in India are rendered in accordance with the Instructions for Guidance of Officers arriving with British troops at Bombay and Karachi.

The medical officer in charge will render returns in accordance with the instructions contained in the Regulations for Army Medical Service.

Disposal of Detachments arriving from Abroad.

1653. Details arriving from abroad will be disposed of as follows:—

- | | | |
|--|--|--|
| <div data-bbox="43 388 116 426" data-label="Text"> <p>A.O. 261
1910</p> </div> | <div data-bbox="132 341 843 1442" data-label="List-Group"> <ul style="list-style-type: none"> (i) Transfers, other than to the reserve, will be sent to their respective destinations. (ii) Invalids and their families, other than those mentioned in sub-para. (iii), will be sent to the Royal Victoria Hospital, Netley, except those landing in the Thames or at Liverpool, who will proceed to Woolwich. (iii) Members of Q.A.I.M.N.S., and the Nursing Staff of Military Families' Hospitals, recommended for treatment, will be sent direct to The Queen Alexandra Military Hospital, Grosvenor Road, London, S.W. (iv) Time-expired men and men for transfer to the reserve will be dealt with in the command in which they disembark. Those arriving with their unit, however, will proceed with it to its destination unless, in view of their intended places of residence, unnecessary travelling is involved, in which case arrangements will be made in the command where they disembark. Discharges and transfers to the reserve of men landing at Southampton will be carried out at the discharge depôt, or in the case of men admitted to hospital at Netley by the officer i/c Royal Victoria Hospital, and in other commands as arranged by the G.O.C.-in-C. (v) Lunatic soldiers will be sent to Netley. Lunatic women will not be sent to Netley or to any military station. If they have no homes to be sent to, or friends to take charge of them, they will be handed over to the authorities of their own parish. Pending arrangements for this purpose, the G.O.C. at the port of disembarkation will make local arrangements for their safety. See para. 408. (vi) Soldiers' orphans will be sent to Netley. Widows will be sent direct to their homes. (vii) Soldiers with invalided wives will accompany them to their destinations. (viii) Men sent home for discharge on conviction of having made a false answer on attestation, or for discharge with ignominy, or as bad characters whose term of detention has expired, will be discharged immediately on landing by the G.O.C. at the port, their accounts being settled by the paymaster ordered to perform the duty. (ix) Soldiers under sentence for discharge, whose terms of imprisonment or detention have not expired, will be disposed of in accordance with paras. 613, 615, and 616. (x) Military convicts and soldiers under sentence arriving without proper papers to admit of their removal to a prison or detention barrack, will be detained in military custody until the arrangements laid down in the Army Act have been made for their removal. Other military convicts and soldiers under sentence will be disposed of as directed in paras. 605 and 613. (xi) Parties of R.A.M.C. disembarked from duty on board ship, as well as details arriving on relief from abroad, will, failing other instructions, be sent to the depôt at Aldershot, those of the A.V.C. to the depôt at Woolwich. (xii) Men who arrive home prior to completion of their colour service will be dealt with in accordance with instructions from the record office concerned. </div> | <div data-bbox="843 351 941 1426" data-label="Text"> <p>Transfers, &c.

Invalids.

Reservists, &c.

Disposal; where carried out.

Lunatic soldiers and women.

Orphans, widows.
Men with invalid wives.
Men for discharge as bad characters.

Soldiers under detention.

Convicts and soldiers under detention.

R.A.M.C. and A.V.C.

Disposal of transfers to home unit.</p> </div> |
|--|--|--|

Officers
required to
remain.

1654. In the case of details the following officers will be required to remain until the disembarkation is complete :—

C.O., adjutant and quartermaster; officers with sections of time-expired men, invalids, and transfers, &c., who are not to quit their parties until they have delivered them over at their destination and received permission to depart; the medical officer in charge during the voyage; and, when there are 120 invalids, one medical officer in addition, with a third medical officer when the number exceeds 200.

Refresh-
ments for
long
journeys.
Invalids
by cabs.

1655. An officer i/c a party proceeding long distances by rail will be responsible for the provision of refreshments for his men on the journey.

1656. An O.C. a detachment of invalids will obtain from a medical officer a certificate that the men for whom conveyance by cab is required are unable to march.

Disposal of
units' heavy
baggage.
Customs
examina-
tion.

1657. The heavy baggage of units on being landed will be collected at a spot near the railway trucks, into which it will be loaded after the Customs' examination. The O.C. a unit will order a representative of the quartermaster, and of each mess, institution, company, &c., and all officers' servants to attend with keys. N.C.Os. and men (not on duty) who have boxes, will attend to have them examined.

Individual
officers'
heavy
baggage.

1658. The heavy baggage of officers except those with units will be taken for clearance into the customs' shed. An officer will, unless prevented by duty or illness, personally attend to the clearing of his baggage. In the event of an agent being deputed, a signed declaration will be given to him, showing clearly the number and description of packages.

Certificate
of C.O.
before dis-
embarking.

1659. The C.O. of the troops and another military officer will, before quitting the ship, sign a certificate in the following form and deliver it to the master :—

" This is to certify that I have been round the ship with and that no baggage, arms, nor accoutrements of any description belonging to the troops are left on board.

Military Officer.

" I have made full inquiry respecting the baggage, &c., of the
disembarked from the ship, and find no complaints.

Officer in command of Troops.

" Dated on board

at
of

19 ."

on the

day

Inspection
of decks.

1660. After the troops have disembarked, the O.C. troops will inspect the troop decks, &c., to see that they have been cleaned to the satisfaction of the master, who will accompany him.

Should any further reference become necessary, the matter will be settled by the naval authority and the staff officer i/c, acting conjointly.

Mounted Troops, and Horses.

Regulations
applicable
to long
voyages.

1661. The following instructions apply chiefly to long voyages. When the troops will only be one or two nights at sea, the arrangements are liable to modification.

Horses for
embarka-
tion.

1662. Previous to embarkation, all horses will be inspected as to fitness and freedom from infectious or contagious diseases. Horses will, as far as practicable, be newly shod, fore and hind, before embarkation.

Treatment
before em-
barkation.

1663. As troop horses may be required for service soon after landing, they should be embarked in good, hard, working condition. The strictest attention will be paid to the state of their digestions, but they may be fed and worked as usual up to the day previous to embarkation when sloppy half-and-half mashes will be given. If the horses are walked on board they should be watered and fed with corn previous to embarking, and given hay immediately

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they are put in the stalls. If they are to be slung on board they should not be watered and fed for two hours previously. Shoes will not be removed.

1664. An officer and six men per company, &c., will receive the horses on the stable deck and place them in their stalls. A stable guard will be told off as soon as the men have embarked.

Party to place horses in stalls. Stable guard.

1665. Saddlery, &c., will be brought on deck at least once a week for cleaning. On a long voyage it will be put in dubbing, and steel appointments oiled before being packed up.

Saddlery and harness

1666. On arrival abreast the ship, horses will be unsaddled, or unharnessed, and the ship's halters, which should be laid out ready beforehand, will be put on under the head collars. Farriers will inspect the shoes while saddlery and harness are being fastened in bundles for carrying on board. Dismounted men will on arrival be told off into messes and after stowing away their arms, kits, &c., and putting on fatigue dress, will relieve the mounted men, who will then be similarly told off to messes, &c. The mounted men will then carry the harness, &c., on board, handing them over at the harness room to a party told off to stow them. They will then embark their horses, while the disembodied men embark baggage, vehicles, &c. Articles required first on landing will be put on board last.

Mounted men's duties

Disembodied men.

1667. Vehicles of all arms of the service will, whenever possible, be hoisted in loaded, and without being disembodied. As however, the storage of explosives on board ship is arranged for by the Admiralty officials, instructions as to the disposal of ammunition and other explosives are given in the Admiralty Transport Regulations.

Vehicles, ammunition, &c.

1668. When horses are walked on board, each man will, in the case of the cavalry, lead his own. Coir mats or straw will be laid along gangways and decks. Horses will be led in close succession, and without any check being allowed, in such order that those which stand together in stables may be neighbours on the ship. A separate party will be told off to fasten up the horses. The far stalls will be filled up first. The parting bars will be at once placed. Kickers will, when possible, be put in end stalls.

Embarking horses—gangways. How placed in stalls.

1669. Horses will be fastened up by the ship's head collar, and the company, &c., commander, with the farrier, will see that all the horses are secured. The ordinary head collar may be left on or not, as thought advisable; but it will not be used for fastening the horse. The horse's head will be tied rather short at first. When mules are embarked, chain collar shanks, instead of rope, will be used. The bridoon and head-rope will be removed and kept by the soldier with his kit.

Securing horses in stalls.

1670. As a rule, horses do not require to be slung when on board ship. In the few cases in which this is necessary, the hammock should hang three or four inches below the horse's belly, so that he can rest himself in it when he likes. A supply of empty cornsacks will be placed on board; when stuffed with refuse hay they make excellent pads for the protection of injured and exhausted horses. They will be securely tacked to the stall stanchions or parting bars. All breast rails are interchangeable, parting bars only being numbered.

Slings generally.

1671. At least five per cent. of spare stalls will usually be left in horse transports, half on each side. The horses can then be shifted, cleaned, rubbed over, and their feet washed, and this will always be done when weather permits. Hand-rubbing legs and sponging eyes and nostrils are of the greatest consequence to the well-being of the horse, and will be carried out daily. Clean sea water will be freely used for sponging the nostrils, lips, docks and mangers. Fine cinders will be sprinkled under each horse to give him firm hold.

Spare stalls.

Grooming.

1672. Attention will be paid to cleanliness. Dung will be taken away in the baskets provided for the purpose and not swept into the

Cleanliness.

- scuppers. The "rose-heads," provided to prevent the scuppers from becoming choked, will not be removed.
- Ventilation.** 1673. Ventilation is of importance for the maintenance of health. Attention will be paid to seeing that the machinery for the purpose is kept in working order.
- Exercise.** 1674. When possible, horses will be brought on deck for exercise. The importance of exercise as a means of maintaining condition and preserving health, as well as preventing fever in the feet after landing, cannot be over-estimated, and every effort will be made to ensure it.
- Rough weather.** 1675. In rough weather, or on the occurrence of "Fire," as many men as can be spared will be directed to stand at the horses' heads.
- Loose boxes.** 1676. Loose boxes are provided for sick horses, and there are portable boxes, by means of which horses can be sent on deck for an airing.
- Scale of rations.** 1677. The scale of rations is given in the Regulations for H.M.'s Transport Services, but the proportions of the articles may be varied. The amount of the corn ration will not exceed a proportion of half and half. If, however, many horses get sick, or exercising is impossible, it is a good measure generally to reduce the oat ration and give more bran. Mangers will be taken off when not required, and laid down in front of the horses. When mangers are not provided, the horses will be fed with oats from the nose bag, and with hay by hand or out of a hay net.
- Watering.** 1678. Horses should get at least eight gallons of water daily, and be watered at least three times, and more frequently in hot weather.
- Stable duties.** 1679. *Morning Stables.*—Raise platforms, rake and sweep the stalls well out, and sprinkle disinfectants. Water the horses and sponge nostrils, eyes, &c. Then feed as ordered.
- Midday Stables.*—Shift horses into spare stalls and on to the deck when practicable—pick and wash out feet, examine shoes, and fasten any loose ones. Groom the body, brush and hand-rub the legs, brush out mane and tail, and sponge nostrils and face, clean stalls, raise and clean platforms, the deck underneath being dried, and disinfectants used. When horses are clean, water and then feed as ordered. After dinner the horses will be fed with hay for an hour.
- Evening Stables.*—Rake stalls well out, sweep up, sponge nostrils, &c., as in morning stables, hand-rub legs, water, and then feed as ordered. Stablemen afterwards feed horses with remaining portion of hay.
- Disembarkations.** 1680. Disembarkations are carried out in a similar manner to embarkations.
- General arrangements.** 1681. It is better to get everything belonging to men and horses out of the ship before the horses are landed, as the men have not then to quit their horses after disembarkation. The ordinary head-stall and bridoon will be put on before horses are disembarked. When horses have to be slung out of the vessel the ship's head collar will also be kept on until the horses are on shore. Straw or sand will be laid on the wharf for the reception of the horses. The horses are apt at once to fall on their knees unless carefully held up.
- Veterinary inspection of horses on disembarkation.** 1682. A horse disembarked in the United Kingdom will not leave the dock premises until it has been inspected by a government veterinary surgeon, and certified to be free, or otherwise, from infectious or contagious disease. This certificate will be produced before any horse can be admitted to barrack stables.
- If certified sick, the horse, if landed in the Port of London, will be sent to the station veterinary hospital at Woolwich; and if landed elsewhere, to such accommodation as may be specially arranged locally. The disembarking staff officer will notify the P.V.O. of the command when any horses are arriving, in order that arrangements may be made for their inspection.

SECTION XII.—DRESS, CLOTHING, EQUIPMENT, MEDALS AND DECORATIONS.

DRESS, CLOTHING AND EQUIPMENT.

General Instructions.

1688. A C.O. is forbidden to introduce or sanction any unauthorized deviation from the sealed pattern of dress, clothing, equipment and badges. Dress, clothing and equipment.

He will be responsible for the cost of replacing or restoring to the approved pattern any articles worn in his unit which may be found not in conformity therewith.

1689. A soldier will not leave his quarters unless properly dressed, and he will not smoke in the streets when on duty. Smoking in the streets.

1690. It is the duty of all officers, warrant officers, and N.C.Os., to report irregularities of dress or misdemeanours of soldiers on pass or furlough to the men's C.Os., whether the men belong to their own corps or not. Soldiers' dress.

1691. The orders of dress as laid down in paras. 1711 and 1719 are to be observed and read in connection with the dress, clothing and equipment regulations. Orders of dress.

1692. No unauthorized ornament or emblem is to be worn in uniform, but special emblems may be carried on the headdress on anniversaries, provided authority has been obtained. Ornaments and emblems.

1693. In Irish regiments all ranks are authorized to wear a sprig of shamrock in their headdress on St. Patrick's day. This emblem may also be worn on that day by Irishmen serving in other units.

1694. Uniform will be worn by all ranks while on duty. It is left to the discretion of the senior officer in the garrison to permit plain clothes to be worn by officers, warrant officers, and N.C.Os. not below the rank of colour-serjeant, when not on duty, and by other ranks for purposes of recreation. Wearing of plain clothes.

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Permission may also be given by a C.O. to N.C.Os. below the rank of colour serjeant and to men of good character, to dress in plain clothes when on furlough or pass* away from their station, and, subject to the approval of the O.C. troops, and with the concurrence of the G.O.C.-in-C., when on pass at their station. Such permission will be entered on the furlough form or pass, and will be initialed by the officer granting it.

1695. The forage cap will not be worn with service dress, unless specially ordered as a distinguishing mark between opposing forces. Forage and service dress caps will be placed evenly on the head. Forage cap.

1696. The hair of the head will be kept short. The chin and under lip will be shaved, but not the upper lip. Whiskers, if worn, will be of moderate length. Growth of hair, &c.

1697. When the full dress headdress is worn on duty, the chin chain, or strap, will be worn at the point of the chin and sufficiently short to prevent it from slipping underneath, except that in the R.H.A. it will be worn under the chin. With the home pattern helmet, the chain may be hooked up when worn off duty, and on duty if side arms only are carried. Full dress, headdress.

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1698. In uniform, watch chains and trinkets are not to be worn in such a manner as to be seen. Watch chains.

1699. Pistols will be carried on active service, or when specially ordered, by all ranks for which they are the regulation equipment. A special pattern is not laid down for officers, but all pistols must carry government ammunition. Pistols.

* Railway companies make the wearing of uniform a condition upon which cheap tickets are issued to soldiers proceeding on furlough or pass.

- Shoe cases. 1700. In mounted units in marching order, on active service, and when ordered, shoe cases of all ranks will be packed.
- Great-coats. 1701. Equipment will be worn over the great-coat. Great-coats will be worn by officers on duty when the men parade in them. When carried rolled—by dismounted officers of foot units—they will be attached to the web sling. They will be carried "en banderole" over the left shoulder by mounted units on dismounted parades and duties, on guard, and on change of station.
- Mourning. 1702. A C.O. may allow great-coats to be worn when necessary. 1703. An officer or warrant officer in uniform, when in mourning, is to wear a band of black crape $3\frac{1}{4}$ inches wide, round the left arm above the elbow. It will not be worn at levées or at Court except when the Court is in mourning.
- Glasses. 1704. Glasses may be worn by all ranks on or off duty.

Officers.

- Uniform when on leave. * 1705. An officer on leave from abroad is to be in possession of uniform, for use if detailed for duty in this country, or on the return voyage. An officer while in a foreign country is not to wear uniform without having obtained the permission of His Majesty's representative, which will only be granted when he is employed on duty, or attending Court, or at state ceremonies to which he has been invited. Permission to wear uniform at foreign manœuvres can only be obtained from the War Office.
- Headdress of officer. 1706. An officer on leave from or under orders for a station abroad may wear the foreign pattern headdress.
- Fancy dress balls. 1707. Regulation uniform must not be worn at fancy dress balls, but there is no objection to military uniform of obsolete pattern being worn on such occasions.
- Swords and scabbards. 1708. Sword belts will be worn as follows:—
(i) Under the tunic by the personal staff of the Sovereign and Royal Family, field-m Marshals, general officers, colonels, officers of cavalry of the line, mounted officers of R.A., officers of infantry of the line (except Highland regiments), and rifle regiments, and over the tunic or doublet by all other officers.
Over the frock-coat and under patrol jackets.
Infantry officers carrying colours wear the web sword belt over the tunic and under the sash.
(ii) Swords will be carried on parades and duties unless otherwise directed. They will not be worn on board ship, at mess, or at stables.
(iii) Swords will be carried on the saddle by mounted officers in all mounted "orders of dress" other than "review order."
(iv) The scabbards of officers of dismounted units in "review order" are to be hooked up by those who wear the waist belt over the tunic, and carried in the left hand by other officers.
(v) The scabbards will be carried in the left hand by mounted officers when on dismounted duties.
- Spurs. 1709. Spurs will be worn in full dress and service dress by all officers whose duties require them to be mounted. At levées, on ceremonial occasions dismounted, in undress, and in mess dress, spurs will be worn by general officers, staff officers, officers of mounted services, and by field officers and adjutants of infantry and of all other services, corps, and departments. They will not be worn on board ship when travelling, or by officers inspecting armaments or magazines.
- Whistles. 1710. Whistles will be carried in mounted services, when on duty with troops, in dismounted services, when in marching or in drill order.

Dress, Clothing and Equipment.

Para. 1711.

1711. The following gives the orders of dress for officers on different occasions :—

Review Order. No. 1. Full Dress.

Dress.	Occasions when to be worn.
<i>At home.</i> Full dress headdress and tunic.	(a) State ceremonies.* (b) Royal Escorts. (c) Guards on Royal residences. (d) Guards of honour.
<i>When mounted.</i> Pantaloon. Butcher boots.	(e) Guards in London, Edinburgh and Dublin and as ordered by G.O.C. and on garrison duties. (f) General courts-martial.
<i>When dismounted.</i> Trousers. Wellington boots.	(g) Church parades. (h) Ceremonies and entertainments when it is considered desirable to do special honour to the occasion. Official or public balls, dinners, luncheons or breakfasts, and evening receptions as may be specially ordered
On guard duties infantry officers will carry great-coat, haversack and waterbottle. When the order is staff in blue, general and staff officers will wear the frock coat. White leather gloves (black in Rifle regiments) will be worn in review order.	(i) Funerals.
<i>Abroad.</i> White or khaki drill clothing may be worn under the authority of the G.O.C., who should issue orders to suit local conditions. When khaki drill clothing is ordered, the khaki helmet with chin-strap, but without badge or ornamentation, will be worn. When parading with troops in serge clothing, the white helmet, or khaki helmet with white cover, with chin-strap, button, badge, and pagri will be worn. On ceremonial occasions when not on duty with troops, and when full dress clothing, other than khaki drill, is ordered, the white helmet, or the khaki helmet and white cover, with the plume, or spike, or ball and cup, chin-chain, white pagri and badge is the full dress headdress. Plumes will not be worn by general and staff officers, when the order is "staff in blue."	The order of dress—Review order, staff in blue—is applicable only to general officers, staff officers and heads of departments at the headquarters of commands.

* It will be considered a State occasion when the Sovereign, or the representative of the Sovereign, is present; the parade in celebration of the birthday of the Sovereign; or when specially ordered on the occasion of any parade, ceremony, or entertainment at which a member of the Royal Family is present.

A function or entertainment given or arranged by any government department or government institution will be regarded as an official occasion.

When invitations are issued in the name of any municipal corporation, institution, society, or lively company, it will be regarded as a public occasion.

Marching Order. No. 2. Service Dress.

<i>At home.</i> Generals, substantive colonels, and staff officers, blue or drab service dress as may be ordered. Other officers, drab service dress.	Training. Manœuvres. Marches. Inspections. As may be specially ordered.
The following articles will be carried by regimental officers :— Haversack, water-bottle, field glasses or telescope, pocket book, A.B. 159, compass, great-coat, or waterproof sheet. Brown leather gloves (Rifles, black gloves) will be worn.	
<i>Abroad.</i> The khaki helmet takes the place of the service cap.	

Para. 1711.

Dress, Clothing and Equipment.

Drill Order. No. 3. Service Dress.

Dress.	Occasions when to be worn.
<p><i>At home.</i></p> <p>Generals, substantive colonels, and staff officers, blue; other officers drab service dress. The following articles will be carried:—</p> <p>Field glasses Haversack Waterbottle Great-coat or waterproof sheet Brown leather gloves (Rifles, black gloves) will be worn.</p> <p><i>Abroad.</i></p> <p>The khaki helmet takes the place of the service cap.</p>	<p>Divisional and brigade parades as may be ordered.</p> <p>All ordinary drills, riding schools, regimental duties and examinations for promotion.</p> <p>Regimental courts-martial, courts of inquiry, and boards.</p>

Mess Order. No. 4. Mess Dress.

	<p>Dining at naval or military messes and with G.O.C. or flag officer of the navy unless full dress is ordered, and at naval and military evening dances and entertainments.</p> <p>Dining on board ship, government transport.</p> <p>Will not be worn at manoeuvres.</p>
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Undress Order. No. 5.

<p>Swords will be worn on duty, and as the occasion may require when not on duty.</p> <p>Forage cap.</p> <p>Frock coat (Rifles, patrol jacket; Highland regiments, white or scarlet drill jacket).</p> <p>Trousers.</p> <p>Sword belt,* girdle, or sash.</p> <p>Wellington boots.</p> <p>White gloves (Rifles, black gloves).</p>	<p><i>When on duty.</i></p> <p>At district courts-martial; district, garrison and special courts of enquiry, and boards.</p> <p><i>When not on duty.</i></p> <p>At afternoon naval and military dances and receptions in garrison or on board naval ships. On other occasions the serge frock may be worn.</p>
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* When swords are not worn the slings should be removed.

Service dress or undress (serge frock) will be worn on board ship. The wearing of uniform by retired officers and by officers of Indian Army Departments returning to England on leave pending retirement is optional.

The articles of uniform required on active service are detailed in the Field Service Manual.

Horse Furniture—Officers.

1712. Officers' horse furniture will include the head-rope in all orders of parade. On active service, and when specially ordered, mess tins, nose bags, picketing-gear, and surcingle pads will be carried.

Branch of Service.	Review Order.	Marching Order.	Drill Order.
Staff	Saddle. Bridle complete. Wallets (general officers wear the gold lace flounce over the wallets and the saddle-cloth, except when "Staff in blue" is the order of dress). Great-coat when ordered carried behind the saddle.	As for review order, but with field glasses on off side and shoe case on near side of saddle, and without gold lace cover, flounce, and saddle cloth, for general officers. Great-coat, rolled, behind saddle.	As in marching order.
Cavalry... ..	Saddle. Bridle complete. Wallets. Leopard or lamb skin. Throat plumes (in dragoons and hussars). The great-coat to be carried behind the saddle when ordered.	As in review order, but no leopard or lamb skin or throat plume. Field glasses on off side of saddle. Great-coat, rolled, behind saddle. Nose bag. Packed shoe case.	As in marching order.
R.A.	As for cavalry.	As for cavalry, but with field glasses carried on the person.	As in review order, but without lamb skin.
R.E.	As for infantry.	As for infantry.	As in marching order.
Infantry	Saddle. Bridle complete. Wallets. Great coat behind the saddle when ordered.	As for review order, but with field glasses on off side and shoe case on near side of saddle, and great-coat, rolled, behind saddle.	As in marching order.
A.S.C. A. Medical Service A. Veterinary Ser- vice, A.O.D. A.P.D.	As for cavalry. As for infantry.	As for cavalry As for infantry.	As for cavalry. As for infantry.

NOTE.—In drill order the great-coat is not carried unless specially ordered.

Soldiers.

Dress on duties not under arms and off duty.

1713. On detached duties not under arms, and when off duty out of barracks or when on furlough or pass at home stations, review order will be worn, with forage cap or glengarry cap in place of full dress headdress, and with waistbelts without side arms. Except when on furlough, side arms will be worn by sergeants (in corps that have side arms) and corporals of Foot Guards. In mounted services the sword belt will be worn only by those units in which it is worn over the tunic, when great-coats are worn the waistbelt will be worn outside the great-coat in those units that do not wear waistbelts with slings.

Cycling.
Cap lines.

Service dress will be worn when cycling for recreation.
Cap lines will be worn by men of units for which they are regulation dress. Bugle strings are not to be worn as cap or body lines.

Sash.

1714. Shoulder sashes are worn over the right shoulder by warrant officers and sergeants of infantry (rifle regiments excepted). In the Somersetshire Light Infantry they are worn over the left shoulder. Sashes are worn in review order and when walking out, but not over the great-coat.

Man on pass or furlough.

1715. A soldier going on pass or furlough will not take any arms or accoutrements except the waistbelt.

Arms and accoutrements.

1716. Arms and accoutrements as may be ordered will be carried on parade in all orders of dress. In mounted services buff swordbelts and swords will be worn in review order only. In other orders of dress, swords will be carried in frogs on the saddles, edge to the rear, except by R.H.A., who carry the sword in review order only. The lance will be carried by men of Lancer regiments on escort duty and at reviews and other ceremonial parades; on guard, during training, at manœuvres, and, when so ordered, on field service.

Canvas suit.

1717. The canvas suit is to be worn at recruits' drill, and on all fatigues in barracks or camp, and on all occasions when its use will save the men's clothing. In cold weather it may be worn over, and in warm weather without, the service dress.

Wood-soled shoes.

1718. Men of mounted units are to wear at stables when quartered in barracks the wood-soled shoes provided for the purpose.

1719. The following gives the orders of dress for soldiers on different occasions:—

Review Order.

No. 1.

Full Dress.

Occasions when to be worn.	Remarks.
(a) State ceremonies. (b) Royal escorts. (c) Guards on Royal residences. (d) Guards of Honour. (e) Guards in London, Edinburgh and Dublin, and as ordered by G.O.C. and on garrison duties. (f) General and district courts-martial, garrison boards, and courts of inquiry. (g) Church parades. (h) Funerals. (i) As may be specially ordered.	<p>MOUNTED TROOPS. <i>When mounted.</i> Pantaloons, knee boots, jack spurs, clasp knife and lanyard.</p> <p><i>When dismounted.</i> Trousers, Wellington boots and swan-neck spurs.</p> <p><i>Horse Furniture, &c.</i> Saddle and bridle complete, with head-ropes. Wallets (household cavalry only) and shoe cases (except R.A.) unpacked.</p> <p>Haversack and water bottle. Nose bag. Great-coat, rolled, on the saddle. } When ordered.</p> <p>DISMOUNTED TROOPS. Great-coat on back of belt. One ammunition pouch. Haversack and water bottle. } When ordered.</p> <p><i>Abroad.</i> Khaki drill clothing may be worn under the authority of the G.O.C., who should issue orders to suit local conditions. When khaki drill uniform is ordered, the khaki helmet with chin strap, but without badge or ornamentation, is to be worn. With serge clothing, the helmet with white cover and badge will be the full dress headdress.</p>

Dress, Clothing and Equipment.

Paras. 1720-1723.

Marching Order.

No. 2.

Service Dress.

Occasions when to be worn.	Remarks.
(a) Active service.	ALL Troops.
(b) Manœuvres.	(h) Full dress headdress (unplumed).
(c) Field days.	Mounted Troops.
(d) Marches.	Great-coat. } On the horse.
(e) Inspections.	Mess tin. }
(f) Guards, when full dress is not worn.	Clasp knife and lanyard.
(g) Fort manning for R.G.A.	(h) Knee boots.
(h) Change of station.	Horse Furniture.
(i) As may be specially ordered.	Saddle and bridle complete with head-rope.
	Shoe cases (except R.A.) packed. Nose bag. Heel-rope.
	Dismounted Troops.
	Full equipment.
	Abroad.
	The khaki helmet takes the place of the service dress cap.

Drill Order.

No. 3.

Service Dress.

Divisional and brigade parades as may be ordered.	Accoutrements.
All ordinary drills.	Haversack, water-bottle, intrenching tool and pack—when ordered.
Riding school and regimental duties.	Abroad.
Regimental courts-martial, courts of inquiry, and boards.	The khaki helmet takes the place of the service dress cap.
Escorts (with side arms only).	

Equipment.

1720. Water is not to be kept in the water-bottle when the bottle is not in use.

Preservation of water-bottles.

1721. The haversack will be worn over the right shoulder, except by men of the R.H.A. and R.F.A., and mounted men of the R.E. and A.S.C., who will wear it over the left shoulder. The sling will be worn under the waistbelt, the haversack hanging outside the side arm with the top below the lower edge of the belt (in line with the top of the bayonet scabbard, if side arms are worn). If carried in review order the haversack sling will, when the belt is worn under the tunic or jacket, be shortened so that the top of the haversack is 4 inches above the elbow.

Haversack.

The haversack will be worn by all ranks in marching order; on other occasions it will be carried only when ordered for use, and is not to be worn rolled up.

1722. On the line of march the soldier should have in his possession the spare field kit—the surplus kit being carried in the squad-bags or kit-bags at the public expense. Squad-bags are to be returned into store on embarkation for India.

Squad bags

1723. When soldiers of cavalry and infantry are transferred from one squadron or company to another, in the same regiment or battalion, their arms and accoutrements are to be transferred with them.

Transfers of arm, &c.

Small-Arm Ammunition.

Service ammunition time of peace. **1724.** In time of peace, ball ammunition is never to be in possession of the men, unless the G.O.C.-in-C. should consider it necessary to authorize an issue of service ball ammunition for a special purpose.

Guards and escorts. **1725.** Guards and escorts (except escorts for soldiers in custody), and parties detached in aid of the civil power, will have the requisite ammunition served out to them before going on duty. This supply is to be collected in the presence of an officer, after the duty has been performed, and returned into the magazine.

Inspection when in men's pouches. **1726.** When ammunition is in possession of the men, it is to be inspected at the daily morning parade by an officer, and any loss or damage is to be reported.

Units moving. **1727.** Before blank or dummy ammunition is delivered to the men, an officer will ascertain that no ball ammunition remains in the pouches, pockets, bandoliers, or magazines. The men will be reminded that they are not allowed to have any ball ammunition in their possession.

1728. A unit moving from one station to another will take with it only the quantity of ammunition required to provide a sufficient guard with 20 rounds per man, unless otherwise specially ordered by the G.O.C.-in-C. Any additional ammunition in charge of the unit will be handed over to the chief ordnance officer at the station before the unit leaves.

An officer to attend issue. **1729.** Whenever ammunition is issued from store to, or returned to store by, troops at the issuing station, an officer of the unit will attend.

Regimental issues. **1730.** The issue of ammunition from the regimental or depot magazine is to be made by the quartermaster or other responsible officer, and he is not to entrust the key of the magazine to anyone. The company, &c., commander will inspect all ammunition issued for the use of his company, &c., and will be personally responsible for the correctness of the description and quantity of ammunition drawn, and for the care and expenditure of such ammunition. He will also personally check any unexpended balance of ammunition when collected from the men, and will be responsible for its return to the magazine.

Inspection of ammunition in store. **1731.** All ammunition in regimental charge is to be inspected at least once a month by the C.O., who will see that it is deposited in a place of safety.

Government ammunition only to be used. **1732.** As damage may be done to rifles by the use of unsuitable ammunition, the use of any ammunition, whether ball, blank, or dummy, except that provided by government, is forbidden.

Report to be made of defective ammunition. **1733.** When ammunition is found to be defective, the date of manufacture marked on the box is to be noted. The rounds complained of, with their wrappers, charger cases, or bandoliers, and further samples from the same box, and the arms with which failure occurred, will be examined locally as far as possible. The G.O.C.-in-C. will, if necessary, forward the rounds, with their wrappers, charger cases, or bandoliers, and further samples, with précis of information, direct to the chief inspector, Woolwich, who will pass his report with his remarks to the War Office, should he consider the matter important; otherwise he will report to the station direct. Should it be found necessary to send a box, or boxes of ammunition, they should be sent through the deputy director of ordnance stores, Woolwich Arsenal. The arms are to be kept available for special inspection, if ordered.

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MEDALS AND DECORATIONS.

General Instructions.

1734. The Army Order notifying the award of a medal for active operations will include instructions as to the nominal rolls of the individuals entitled to the medal. The nominal rolls will be prepared by units in triplicate, on forms to be obtained from the War Office, and forwarded to the officer i/c records, who will transmit them to the deputy director of ordnance stores, Woolwich Arsenal. When the medals are ready for issue, the nominal rolls will be returned from Woolwich to the officers i/c records, for the latter to show on the rolls what has become of individuals no longer serving with the unit in which the medal was earned. The completed rolls will be returned to Woolwich, and the medals issued as follows:—

- (i) Medals of individuals }
still serving with the } to the O.C. unit.
unit.
- (ii) Medals of individuals } to the officer i/c records of the
who have left the unit. } corps.

An officer receiving medals under (ii) will forward them to the individuals for whom they are intended, subject to paras. 1763 and 1764 as regards insane and deceased soldiers. If medals cannot be delivered (as in the case of men whose addresses cannot be ascertained) they will be retained by the officer i/c records for custody and for issue, if subsequently applied for.

1735. Letters containing medals are to be registered and receipts should be obtained from the persons to whom they are sent.

1736. Instructions concerning the wearing of medals, decorations, and miniature medals by officers are contained in the Dress Regulations.

Medals and decorations will be worn by other ranks with the full dress coat, in the order prescribed for officers in the Dress Regulations. On other coats ribbons will only be worn.

When khaki drill uniform is worn as 'review order,' medals will be worn by N.C.Os. and men.

1737. A soldier irregularly enlisted while belonging to the army reserve and retained with the colours upon his last attestation, may be allowed to wear medals awarded for service under his previous attestation.

1738. When the grant of a medal has been notified in Army Orders, and medal rolls have been transmitted to the officer i/c records, the G.O.C.-in-C. may, pending the issue of the medal, authorize the wearing of the regulation ribbon by all ranks whose names are entered on the rolls, except in cases where the decoration has been forfeited. The ribbon will be issued free from the Royal Army Clothing Factory, but indents will not be made until it has been notified that the ribbon is ready for issue.

1739. When troops proceed on active service, the medals of N.C.Os. and men will be dealt with as follows:—

- (i) In the case of men serving abroad, they will be placed in safe custody under arrangement sanctioned by the G.O.C.-in-C.
- (ii) In the case of men proceeding from home, they will be sent to officers i/c records.

In both cases the medals will be accompanied by nominal and descriptive lists.

Grant and
issue of
medals.

Letters
containing
medals.

Wearing of
medals and
decorations.

Wearing
medals
earned in
former
service.

Wearing of
ribbon
pending
issue of
medal.

Custody of
medals
during
active
service.

Paras. 1740-1747.

Medals and Decorations.

When reservists rejoin the colours on mobilization their medals will be similarly dealt with.

A special note is to be kept of all reservists entitled to wear medals, but who rejoin without them, in order to prevent replacement claims being made on demobilization.

Medals are never to be placed in store attached to tunics.

1740. When troops proceed or return from abroad all medals and decorations of soldiers are to be handed over to O.C. troops on board for safe custody during the voyage.

Medals of
absentee.

1741. Medals left behind by a soldier who absents himself without leave, and is declared by a court of inquiry to be illegally absent, will be forwarded to the officer i/c records. If the man does not rejoin within 10 years, the medals will be disposed of as unclaimed.

Record of
receipt and
disposal of
medals.

1742. An officer in charge of medals will arrange for their safe custody, and will keep a book showing (i) the regimental numbers, ranks, and names of the men whose medals are placed in his charge; (ii) the service for which the medals were granted; (iii) the date and cause of their being taken in charge, and (iv) the date and manner of their disposal.

Disposal of
unclaimed
medals.

1743. Medals which, at the end of 10 years, still remain unclaimed, will be sent to the India Office (if granted for Indian service), or to the deputy director of ordnance stores, Woolwich Arsenal (if granted for other service) to be broken up.

Entries in
documents.

1744. The grant, forfeiture, and restoration of medals will be recorded on the fourth page of a soldier's attestation, and, when medals are issued to a man after he has left the colours, the officer i/c records will enter the grant in the man's discharge or transfer documents and in his parchment certificate of discharge or transfer to army reserve.

Victoria Cross, Distinguished Conduct Medal, and Meritorious Service Medal.

Recommendations for
Victoria
Cross, &c.

1745. Recommendations for the Victoria Cross, or distinguished conduct medal, accompanied by records of service (A.F. B 200), and statements of service abroad or in the field, and of the wounds and distinctions of those recommended, will be addressed to the War Office, through the usual channel.

Retention
of Victoria
Cross when
medals are
forfeited.

1746. When a soldier in possession of the Victoria Cross forfeits his medals, whether by sentence of a court-martial or otherwise, a report will be made to the War Office with a view to His Majesty's pleasure being ascertained as regards the retention or forfeiture of the Victoria Cross.

1747. Recommendations for the meritorious service medal with annuity should be in letter form, accompanied by certified copies of the conduct sheets and records of service on A.F. B 200, and will be forwarded direct to the War Office by the O.C. the regular unit to which the candidate belongs.

(i) The qualifying service is 21 years with the colours (except in the case of invalids who may be recommended if discharged after 18 years' service), and it is essential that a candidate must have served in or above the rank of sergeant in a regular unit.

(ii) The application for registration of candidates who have been discharged, or who are not serving with regular units, should be submitted to the O.C. the last regular unit with which the candidate served, or to the officer i/c records, for his recommendation and transmission to the War Office.

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(iii) The character on discharge and the pension awarded, should be stated in the case of pensioners.

(iv) In the case of registered candidates who are permitted to continue in the service after the completion of 21 years with the colours, a final copy of their record of service (A.F. B 200) will be forwarded direct to the War Office within one month after the date of their discharge, by the O.C. the last unit in which the warrant officer or serjeant served, and will contain an entry showing the character and pension awarded.

(v) No covering letter is required to accompany such records of service, but the forms should contain the words "Candidates for M.S. Medal" in red ink at the top.

Good Conduct Medal.

1748. The good conduct medal is a reward for "long service with irreproachable character and conduct." A C.O. must therefore recommend only such soldiers as are in every way worthy of this distinction and who fulfil the conditions prescribed as requisite for an "exemplary" character. Even when a soldier is eligible both in these respects, and by length of service (18 years with the colours) regard will be had to his conduct and character throughout his career, and to the number and nature of offences recorded in his conduct sheets, irrespectively of the punishments which may have been awarded. Service of a soldier under 18 years of age may be included in the 18 years required to qualify; on the other hand, the period of 18 years may be reckoned to commence at any period within two years from the date of enlistment. Service of European soldiers on the West Coast of Africa is allowed to reckon double on the same conditions as those on which it reckons double towards pension under the Pay Warrant.

Rules for selection.

1749. The following are absolutely ineligible for the good conduct medal, and must not be recommended:—

Disqualification.

- (i) A soldier who has been convicted by the civil power for felony, or any other offence of a disgraceful character.
- (ii) A soldier who during the last sixteen years of his service—
 - (a) Has incurred more than six entries* in the regimental conduct sheet; or,
 - (b) Has been guilty of desertion or fraudulent enlistment; or,
 - (c) Has been convicted by a G.C.M. or D.C.M.; or,
 - (d) Has been drunk on duty, or after being warned for duty; or has been drunk while actually engaged on garrison or regimental employment; or,
 - (e) Has, as a N.C.O., been reduced under the Royal Prerogative or under Section 183 (2) of the Army Act for an offence, but not for inefficiency.

In reckoning the entries referred to in (ii) (a), credit is to be given to a soldier for any entries made in his regimental conduct sheet of gallant or distinguished conduct. Every such entry is to be considered as a set-off for this purpose against an entry for an offence in his regimental sheet.

1750. A company, &c., commander will bring to the notice of the C.O. any warrant officer, N.C.O., or man, who fulfils the conditions laid down in para. 1748, but the fact that a soldier fulfils the conditions gives him no claim to the medal.

Men fulfilling required conditions.

* Including those entries referred to in the last sentence of para. 1925.

Paras. 1751-1755.

Medals and Decorations.

1751. Recommendations for the good conduct medal, including cases of men who were eligible at discharge and were discharged within the previous six months, will be forwarded to the G.O.C.-in-C. on 1st January and 1st July, accompanied by the original regimental and (in cases where they exist) by the company conduct sheets for the whole of the man's service and certified copies of the record of service and civil convictions, if any. If the original conduct sheet has been lost, a new sheet will be substituted for it, and the recommendation will be forwarded, supported by this and by certificates from three or more officers, covering the whole period recorded in the lost sheet, and stating that during that period no entries were incurred of such a nature as to disqualify the man under para. 1749. Blank returns, on A.F. B 176, will not be rendered.

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Regular
establish-
ment of
special
reserve and
P.S., T.F.
Board of
officers.

1752. Recommendations of N.C.Os. serving on the regular establishment of special reserve units or the permanent staff of territorial force units will be submitted to the G.O.C.-in-C. by Os.C. units, through the usual channel.

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1753. A G.O.C.-in-C. will, at the end of each half-year, assemble a board of three combatant field officers to consider applications for the good conduct medal. The board will examine all documents, and particularly the conduct sheets, noting the date on which they were printed. The board will then forward their recommendations to the G.O.C.-in-C. reporting in each case whether the man is eligible for and merits the medal. G.Os.C.-in-C. are empowered, on the recommendation of the board, to award the medal to men serving in their commands, who come within the conditions laid down in paras. 1748 and 1749, and who merit the award. They will forward to the War Office a list of men to whom they have awarded medals, stating in each case the regimental number, unit, full name, service in India, and total service, but the awards will not be considered complete and will not be published locally until the names appear in Army Orders. Recommendations of men serving in the command of an officer who holds rank below that of brigadier-general will be forwarded to the War Office with proceedings of the board, copies of conduct sheets and statement of services (A.F. B 200). The original conduct sheets will be returned to the units.

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In India these boards will be assembled by divisional commanders who will award the medal as above.

Good con-
duct medal
to be sent
to C.O.

1754. The medal, if granted, will be transmitted by the deputy director of ordnance stores, Woolwich Arsenal, direct to the C.O., who will deliver it to the soldier at a review order regimental parade. If the unit is quartered with other troops, the C.O. will report the receipt to the O.C. troops at the station who may order a general parade for, the presentation. Good conduct medals awarded to soldiers after their discharge from the service will be forwarded direct.

Acceptance and Wearing of Non-Military Medals granted for Acts of Gallantry.

British non-
military
medals
allowed to
be worn.

1755. The only British non-military medals allowed to be worn, when in uniform, are:—

- (i) "The Albert medal," "The Edward medal," "The Board of Trade medal," "The medal of the Order of St. John of Jerusalem," and
- (ii) The medals of the Royal Humane Society, the "Stanhope Gold medal" awarded by that body, and the medal of the Royal National Lifeboat Institution.

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Out of the above not more than two medals may be worn for one act of gallantry, viz.:—one official medal and, if awarded, either the Royal Humane Society's medal, the Stanhope Gold medal, or the Royal National Lifeboat Institution's medal.

Under no circumstances can medals awarded by private societies be permitted to be worn, and, as far as possible, this restriction also applies to medals awarded by foreign governments. In a case, however, where a foreign government medal and a British medal are awarded for the same act of gallantry, the foreign medal may be worn only on occasions of ceremony where representatives of the country concerned are present.

1756. No restriction is imposed on the acceptance of any medal, British or foreign, which it is not intended to wear.

The Army Council reserve the right of determining which of several medals awarded may be worn.

Whenever any of the above medals are awarded to officers or soldiers, a statement of the fact should be sent to the War Office, in order that the necessary authority may be issued for the distinction to be worn.

A C.O., in putting forward a soldier's claim for the Royal Humane Society's medal, should do so on the form which will be furnished on application to the Secretary at the Society's office, 4, Trafalgar Square, Charing Cross, London.

Foreign Orders and Medals.

1757. Attention is drawn to the regulations respecting foreign orders and medals issued by the Foreign Office, and published from time to time in the official Army List; especially to the rule prescribing that "the intention of a foreign Sovereign to confer upon "a British subject the insignia of an order must be notified to His Majesty's Principal Secretary of State for Foreign Affairs either "through the British Minister accredited to the court of such foreign "Sovereign or through his Minister accredited at the court of His "Majesty." Until such notification has been made, His Majesty's permission to accept and wear the decoration cannot in any case be granted.

Foreign
Office regu-
lations.

1758. A medal or decoration bestowed by a foreign power cannot under any circumstances be replaced.

Loss of
foreign
decorations

Loss and Replacement.

1759. Medals are to be shown at kit inspections. When a soldier is unable to produce his medals the company, etc., commander will record all available evidence regarding the loss and will submit the same to the O.C. the unit, who will record his opinion as to whether the loss occurred:—

Procedure
in case
of loss.

(i) When the soldier was on duty and from causes entirely beyond his control.

(ii) By accident.

(iii) Wilfully.

Under (i) and (ii) applications to replace the lost medals may be at once submitted, in the case of troops serving under the Indian Government, in accordance with regulations and orders for the army in India, and in all other cases direct to the War Office, on A.F. B 177, with the original record of evidence taken by the company, &c., commander.

In cases in which no testimony as to the loss, except that of the soldier himself, is forthcoming, the C.O., except in very special circumstances, which he will record, will take the man's character into account in forming his opinion.

It is necessary that the replacement of medals should be carefully safeguarded and every effort made to prevent their falling into the possession of unauthorized persons.

For this reason it is seldom that medals can be permitted to be replaced at the public expense. Such replacement is confined to cases in which the loss of the medal was due entirely to unavoidable circumstances such as shipwreck, fire, &c. In interpreting this rule, care should be taken to differentiate between such accidental losses as might ordinarily be incurred in private life and those which are incurred solely through the exigencies of the service. Thus:—loss by theft, burglary, loss of baggage while travelling, or loss due to defective fastenings, &c., are such as might be incurred by any individual and are not, therefore, to be considered as fair charges against the public.

In cases under (iii) the soldier will be dealt with under Section 24 of the Army Act, and, if convicted, he must serve three years clear of a regimental entry before he can be recommended for the grant of a new medal, on paying the value thereof. If sentenced to imprisonment or detention, the three years will reckon from termination of such imprisonment or detention.

In all cases where the clasps are not lost a new medal only is to be applied for.

Replacement of lost medals of ex-soldier.

1760. An application from an ex-soldier for medals to replace those lost by him must be accompanied by a statutory declaration as to the circumstances under which the original medals were lost. New medals will not be issued until six months have elapsed from the date of the loss.

Forfeiture and Restoration of War Medals.

Disposal of forfeited medals.

1761. Medals, other than good conduct medals, forfeited under the provisions of the Pay Warrant:—

(i) If the soldier is not discharged as a result of the conviction:—

Will be sent, for custody, to the officer i/c the records of the corps, with a view to their restoration, should the soldier subsequently qualify for the same. That officer will retain the forfeited medals of men transferred to the army reserve until the men either requalify under the conditions laid down in the last sentence of para. 1762 or are discharged from the reserve.

(ii) Forfeited medals of men who have died, or have been discharged without having had the medals returned to them, will be forwarded, annually, on 1st May:—

(a) If granted for } to the Under-Secretary of State,
service in India } India Office, London.

(b) If granted for } to the Deputy Director of
other than Indian } Ordnance Stores, Royal
Service. } Arsenal, Woolwich.

to be broken up.

(iii) Medals forfeited upon discharge, for any of the causes specified in the Pay Warrant, will be forwarded at once, as above, to be broken up.

In the case of men sent home for discharge, medals will be withdrawn by the O.C. the unit before the man's departure for England.

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1762. When the service forfeited by a soldier on conviction of desertion, or fraudulent enlistment, or upon dispensation with trial for either of those offences, is restored to him, the war medals forfeited by him will also be restored, without reference to the War Office.

Restoration
of forfeited
medals.

War medals will similarly be restored to a soldier who qualifies for the restoration of forfeited service, but elects not to have such service restored.

Medals forfeited for other reasons than desertion or fraudulent enlistment, may be restored by the C.O. when the man has served three years clear of a regimental entry. When sentenced to imprisonment or detention the three years will reckon from termination of such imprisonment or detention.

When reservists rejoin the colours on mobilization, any medals forfeited by them prior to transfer to the reserve will be restored by the Os.C. their units.

Medals of Soldiers discharged as Lunatics and of deceased Soldiers.

1763. Medals of a soldier who, on discharge, is sent to a lunatic asylum, or handed over to parish authorities, will be forwarded, by the officer who carries out the discharge, to the officer i/c records, with a notification of the date of discharge and the institution to which the man has been sent.

Lunatic
soldier.

Similar notification will be made in cases of such men, who, on discharge, are entitled to medals not then issued.

An officer in charge of medals of lunatics, will periodically ascertain from the institution what becomes of the men, in order that their medals may be forwarded to them if they recover, or to their next-of-kin if they die.

1764. The medals of a soldier dying in the service will be disposed of by the man's C.O. as follows:—

Deceased
soldier.

(i) When bequeathed by will.—The medals will be sent to the legatee, or to the executors.

(ii) When the soldier died intestate.—The medals will be sent to the next-of-kin, in the following order of relationship:

widow; eldest surviving son; eldest surviving daughter; father; mother; eldest surviving brother; eldest surviving sister; eldest surviving half-brother; eldest surviving half-sister.

Medals issued after the death of a soldier will be sent to the officer i/c records, who will ascertain the name and address of the legatee or next of kin, to whom the medals should be sent.

XIII.—CEREMONIAL.

1.—PRECEDENCE.

Precedence of Corps.

Precedence
of corps.

1765. The following table shows the order of precedence in the army. Regiments, units, and corps shown collectively therein take precedence amongst themselves as laid down in the monthly Army List :—

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Order.	Regiment, unit, or corps.
1	The Regiments of Life Guards and the Royal Horse Guards.
2	The Royal Horse Artillery (a).
3	The Regiments of Cavalry of the Line.
4	The Royal Regiment of Artillery (b) local companies abroad excepted).
5	The Corps of Royal Engineers.
6	The Regiments of Foot Guards.
7	The Regiments of the Infantry of the Line (c).
8	The local companies of Royal Artillery abroad.
9	The West India Regiment.
10	The Army Service Corps.
11	The Royal Army Medical Corps.
12	The Army Veterinary Corps.
13	The Royal Malta Artillery.
14	The West African Regiment.
15	The Departmental Corps.
16	The units of the Special Reserve. (In order of arms as above.)
17	The Honourable Artillery Company. (Territorial Force.)
18	The Militia. (In order of arms as above.)
19	The Territorial Force, except the Honourable Artillery Company. (In order of arms as above.)
20	The Officers Training Corps.

(a) But on parade with their guns to take the right, and march at the head of the Household Cavalry.

(b) The Royal Marine Artillery will take the left of the Royal Artillery.

(c) The Rifle Brigade Prince Consort's Own ranks after the Princess Louise's (Argyll and Sutherland Highlanders); the Royal Marine Light Infantry after the Royal Berkshire Regiment.

In brigade, rifle battalions should be on a flank—usually the left—of the line of infantry.

Corresponding Ranks in the Army, Navy, and Consular Services.

Corre-
sponding
rank gives
no claim to
command.

1766. Nothing contained in these regulations is to give a claim to any officer of the navy to assume command of His Majesty's land forces on shore, nor to any officer of the army to assume command of any of His Majesty's squadrons or ships, or any of the officers or men thereunto belonging; unless under special authority from the Government in England for any particular service.

Precedence.

Para. 1767.

1767. The following table of corresponding ranks in the army and navy is not affected by any local rank conferred on officers of either service by a colonial government :—

ARMY.		NAVY.	
(i)	Field-Marshal ..	Admiral of the Fleet.	
(ii)	General	Admiral.	
(iii)	Lieutenant-General	Vice-Admiral ..	Engineer-in-Chief, if Engineer Vice-Admiral.
(iv)	Major-General ..	Rear-Admiral ..	Engineer-in-Chief, if Engineer Rear-Admiral. Engineer Rear-Admiral. Inspector-General of Hospitals and Fleets.
(v)	Brigadier-General ..	Commodore, 1st and 2nd Class.	
(vi)	Colonel	Captain of 3 years' seniority.	Staff Captain of 4 years' seniority. Engineer Captain of 8 years' seniority in that rank. Deputy Inspector-General of Hospitals and Fleets. Secretary to Admiral of the Fleet.* Paymaster-in-Chief.
(vii)	Lieutenant-Colonel	Captain under 3 years' seniority.	Staff Captain under 4 years' seniority. Engineer Captain under 8 years' seniority in that rank. *Secretary to Commander-in-Chief, of 5 years' service as such.
		Commander, but junior of the Army rank.	Engineer Commander Fleet-Surgeon Secretary to Commander-in-Chief under 5 years' service Fleet Paymaster Naval Instructor of 15 years' seniority
(viii)	Major	Lieutenant of 8 years' seniority.	Engineer Lieutenant of 8 years' seniority qualified and selected. Staff Surgeon. Secretary to Junior Flag Officer, Commodore, 1st Class. Staff Paymaster and Paymaster. Naval Instructors of 8 years' seniority. Carpenter Lieutenant of 8 years' seniority.
(ix)	Captain	Lieutenant under 8 years' seniority.	Engineer Lieutenant under 8 years' seniority, or over that seniority but not duly qualified and selected. Surgeon. Secretary to Commodore, 2nd Class. Assistant Paymaster of 4 years' seniority. Naval Instructor under 8 years' seniority. Carpenter Lieutenant under 8 years' seniority.
(x)	Lieutenant	Sub-Lieutenant ..	Engineer Sub-Lieutenant. Assistant Paymaster under 4 years' seniority.
(xi)	Second-Lieutenant		Chief Gunner. Chief Boatswain. Chief Carpenter. Chief Artificer Engineer. Chief Schoolmaster.

* Secretaries to Admirals of the Fleet, and Secretaries to Commanders-in-Chief, are to reckon their seniority by length of service in those ranks instead of from the date of their commissions.

ARMY.		NAVY.	
(xii) 1st Class Staff-Serjeant-Major A.S.C. Conductor, A.O.C. Master-Gunner, 1st Class. 1st Class Staff-Serjeant-Major, A.P.C. Army Schoolmaster, when 1st Class Warrant Officer.	Gunner Gunnery-Serjeant-Major Boatswain Carpenter Artificers Engineer Head Schoolmaster Head Wardmaster Midshipman } but junior of these Clerk } Army ranks.	but senior of these Army ranks.

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Precedence of commanders-in-chief in the colonies.

1768. The O.C. the land forces, and the officer commanding His Majesty's naval forces, will take rank as follows, in the order of their own corresponding rank :—

- (i) If respectively of the rank of general officer, and of admiral, next after the governor; provided always that to members of the Royal Family will be assigned precedence next to the governor, and to governors of other dominions or crown colonies precedence next after the military and naval officers commanding His Majesty's forces, if such officers are of the rank of general officer and admiral respectively.
- (ii) If respectively of the rank of colonel or lieutenant-colonel, and of naval rank equivalent to either, next after the Bishop and Chief Justice.
- (iii) If respectively below the rank of lieutenant-colonel, and below the naval rank equivalent to the same, next after the Solicitor-General.
- (iv) The foregoing rules will not over-ride the precedence which in a few colonies is conferred on certain officers either by the law or by the terms of letters patent from the Crown.

Consular service.

1769. An officer of the consular service will rank with an officer of the army as follows :—

Agent and consul-general, and commissioner and consul-general	with, but after major-general.
Consul-general	brigadier-general.
Consul	colonel.
Vice-consul	major.
Consular agent	captain.

2.—STANDARDS AND COLOURS.

General Instructions.

Standards, Colours.

1770. Standards and guidons of cavalry will be carried by squadron serjeant-majors. Colours of infantry will be carried by the two senior second-lieutenants, but on the line of march all subaltern officers will carry them in turn.

Standards are not carried by regiments of hussars and lancers, nor are colours carried by rifle regiments.

Standards, guidons, and colours are not to be altered without the King's special permission signified through the Army Council.

Not to be altered.

Procedure at consecration of colours.

1771. The consecration of colours will be performed by chaplains to the forces, acting chaplains, or officiating clergymen in accordance with an authorized Form of Prayer, copies of which may be obtained from the Secretary, War Office. Form A is for general use. When the O.C. an Irish battalion is desirous of having the consecration of its new colours performed by a Roman Catholic priest, the order of service in Form B will be used. In the case of Scottish battalions Form C will be used if the ceremony takes place in Scotland, and also elsewhere if the majority of the men are Presbyterians. A G.O.C.-in-C. may, however, authorize ministers of different denominations to officiate at the ceremony, in which case all or parts of Forms A, B, and C may be used, but nothing is to be added to the Form of Prayer.

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1772. The standard of cavalry, or the King's colour of regiments of infantry, is not to be carried by any guard or trooped, except in the case of a guard mounted over the King or any member of the Royal Family, or over a Viceroy; and is only to be used at guard mounting, or other ceremonials, when a member of the Royal Family or a Viceroy is present, and on occasions when the National Anthem is appointed to be played; at all other times it is to remain with the regiment. The King's colour will be lowered to the King, members of the Royal Family, the Crown, and Viceroys only.

Standard and King's colour.

1773. When colours are being removed from, or taken to, the place where they are usually kept, an escort will invariably accompany them and will pay them the customary honours. When it is necessary to send colours by train to be deposited for safe-keeping, the escort will consist of the usual colour party, as laid down in Infantry Training.

Escort for colours.

Application for new standards, guidons, and colours will be made in accordance with the instructions laid down in the Clothing Regulations.

New standards, colours, &c.

1774. Camp colours are to be of the colour of the facings of the regiment using them, with the abbreviated title of the regiment upon them, as worn on the shoulder-straps.

Camp colours.

3.—REWARDS, HONOURS AND SALUTES.

General Instructions.

1775. With a view to immediate reward in specially deserving cases, a limited number of Honours will be placed at the disposal of a G.O.C.-in-C. in the field. The number will depend on the nature and extent of the operations.

Rewards.

1776. The honours and salutes to be given by troops on parade are as follows:—

Honours and salutes on parade.

- (i) *To the King, the Queen and the Queen mother.*—On all occasions, royal salute.—Standards and colours lowered, officers saluting, men presenting arms, bands playing the National Anthem through.
- (ii) *To other Members of the Royal Family.*—Same as (i), except that the bands will only play the first part (six bars) of the National Anthem.
- (iii) *To the Crown.*—Same as (i), except that bands will not play.
- (iv) *To Foreign Sovereigns; Presidents of those Republican States in which the Sovereign is represented by an Ambassador; and Members of Foreign Imperial and Royal Families.*—Same as (i) or (ii) respectively, except that their own National Hymn will, when practicable, be played.
- (v) *To a Viceroy; and to a High Commissioner, Governor or Lieutenant-Governor of a dominion, colony, protectorate, or possession abroad; or special Royal Commissioner, acting on behalf of the Sovereign, at state ceremonials such as the opening or closing the Session of a Colonial Legislature.*—Same as (i), except that the bands will only play the first part (six bars) of the National Anthem.
- (vi) *To Field-Marsals.*—General salute, same as (vii), and regimental colours of all forces to be lowered, except when a member of the Royal Family is present.

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- (vii) *To General Officers and Inspecting Officers below the rank of General Officer.*—General salute by the troops under their command; by mounted services, with swords drawn, officers saluting, and bands playing the first part of a slow march; by dismounted services, officers saluting, men presenting arms, colours flying, bands playing the first part of a slow march, and drums beating; by corps not having bands, the trumpets or bugles sounding the salute, or the drums beating a ruffle.
- (viii) *To Commanding Officers (if under the rank of General Officer) of Garrisons, Camps, or Stations.*—Honours (not extending to a salute of guns) due to the rank one degree higher than that which they actually hold.
- (ix) *To Standards, Guidons, and Colours.*—When uncased, at all times, to be saluted with the highest honours, viz., arms presented, trumpets or bugles sounding the salute, drums beating a ruffle.

National Anthem. 1777. The National Anthem is not to be played in connection with salutes on any other occasions than those mentioned in para. 1776, and is only due to those personages who are entitled, under these regulations, to a royal salute.

Royal Family passing a camp. 1778. Whenever any member of the Royal Family passes along the front of a camp to inspect it, the troops are to turn out and fall-in in front of the tents, but not under arms.

Governors of a colony. 1779. Governors of colonies who are also general officers are entitled in every respect to the honours due to their military rank as well as to their civil office.

Acting appointments. 1780. Officers temporarily acting in any higher command are entitled, during their tenure, to all the honours and salutes appertaining to such command, provided, so far as artillery salutes are concerned, the officer is not under the rank of brigadier-general.

Officers acting in civil office. 1781. Officers acting in any civil office are entitled during their tenure to all the honours and salutes appertaining to such office.

Foreign officers. 1782. The compliments directed in these regulations are to be paid to officers in the service of any Power in alliance with His Majesty, according to their respective ranks.

Saluting colours. 1783. Officers or soldiers passing troops with uncased colours will salute the colours and the C.O. (if senior).

Saluting funerals. 1784. Officers, soldiers and colours, passing a military funeral, will salute the body.

Compliments on the march. 1785. Armed parties in paying compliments on the march will be called to attention, infantry will slope, and rifle battalions trail arms, and the command "*Eyes right (or left)*" will be given; mounted units will carry swords.

Commanders of parties paying compliments. 1786. An O.C. an armed party passing a guard, or paying or returning a compliment will draw his sword before giving the necessary command. When in command of an unarmed party, he will return the salute with the right hand as he gives the command "*Eyes right (or left)*." Soldiers in command of parties will conform to the rules laid down for officers.

Officers saluting. 1787. All officers will salute their seniors before addressing them on duty or on parade; when in uniform they will salute with the right hand, in the manner prescribed for soldiers. Officers, except when their swords are drawn, are to return the salutes of junior officers and of soldiers. A salute made to two or more officers will be returned by the senior only.

1788. Cadets will salute all officers in uniform, and the officers of Cadets. their own college whether in uniform or not.

1789. Officers will salute those officers of the Royal Navy when in uniform who would be saluted by individuals of corresponding ranks in their own service. Naval officers.

1790. Officers and soldiers boarding any of His Majesty's ships or a foreign man-of-war will salute the quarter-deck. H.M. ships.

1791. Warrant officers, N.C.Os., and men, will salute all commissioned officers whom they know to be such, whether in uniform or not, including officers of the Royal Navy, Royal Marines, Special Reserve, Auxiliary Forces, and also officers of the Royal Indian Marine when in uniform. They will similarly salute such warrant officers of the Royal Navy as have rank corresponding to that of commissioned officers in the army. Warrant officers and N.C.Os. when wearing swords will salute with the right hand, irrespectively of the side on which the officer saluted may be passing. Saluting officers.

N.C.Os. and men will address warrant officers in the same manner as they do officers, but will not salute them. Warrant officers.

1792. In a civil court an officer or soldier will remove his headdress while the judge or magistrate is present, except when the officer or soldier is on duty under arms with a party or escort inside the court. Headdress in civil courts.

Official Visits.

1793. Military officers employed as governors, lieutenant-governors, administrators or commissioners of His Majesty's colonies, territories or dependencies will be guided in interchanging official visits with naval officers by the instructions in Appendix XIX. Official visits between navy and army.

Presentation at a Foreign Court.

1794. An officer who wishes to be presented at a foreign Court will make an application to His Majesty's representative at that Court.

Guards of Honour.

1795. A guard of honour, as a general rule, of 100 rank and file with a captain in command, two subaltern officers (one carrying the standard of cavalry or the King's colour of infantry), a proportion of serjeants, and the regimental band will attend :— Guards of honour of 100 rank and file.

(i) Upon the King and other Royal personages; and upon Presidents of those Republican States in which the Sovereign is represented by an Ambassador.

(ii) At State ceremonials.

Similar guards of honour, but with the regimental colour, will attend upon governors and lieutenant-governors administering the governments of His Majesty's possessions on such occasions as are customary within their governments. (Guards of honour will not be detailed when the governors and lieutenant-governors are returning after leave of absence, the duration of which has not exceeded three months; nor when they are merely arriving at, or departing to and from, one or other of the ports within their government; nor on merely changing their residence).

1796. A guard of honour of 50 rank and file, with two officers, one carrying the regimental colour, and a band, will attend :—

(i) To receive a G.O.C.-in-C. upon his arrival and departure, when carrying out an official inspection in his own district. Guards of honour of 50 rank and file.

(ii) When a foreign general or flag officer lands at a military station within His Majesty's dominions to visit the civil governor or officer in command.

(iii) When a G.O.C.-in-C. abroad first takes up, and finally quits his command.

(iv) When a naval officer of flag rank commanding-in-chief lands for the first time at a port within his command.

(v) If deemed expedient to receive distinguished personages, other than those mentioned in para. 1795, or on occasions not specified in para. 1776.

Guards and Sentries.

Guards saluting.

1797. Guards, including guards of honour, mounted over the person of the King and members of the Royal Family will pay no compliments except to the King and members of the Royal Family; and guards, including guards of honour, mounted over viceroys and governors within their respective governments will pay no compliments to officers or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with sloped arms (Rifle regiments with ordered arms).

Compliments by guards.

1798. Guards are at all times between reveille and retreat to turn out and pay the compliments specified in para. 1776 to general officers in uniform and to civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

Bugle and drum.

1799. An officer under the rank of a general officer is not entitled to the compliment of the bugle sounding the salute or the drum beating a ruffe, when guards "present arms" to him. An officer who is not in uniform is not entitled to the compliment of a guard turning out, except members of the Royal Family, the lord-lieutenant of Ireland, and governors or lieutenant-governors within the precincts of their governments.

Compliments to C.Os.

1800. To regimental C.Os.—irrespective of their army rank—their regimental guards are to turn out, and present arms, once a day.

To officers passing.

1801. When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander is to cause his guard to fall in and stand with sloped arms (Rifle regiments with ordered arms), facing the front, but no drum is to beat or bugle to sound. When such officers pass guards while in the act of relieving, both guards are to salute as they stand, receiving the word of command from the senior commander.

Guards to turn out under arms.

1802. Guards are to turn out at all times when armed parties of any branch of the service approach their posts; to armed corps* they will present arms, and before other armed parties they will stand with sloped arms (Rifle regiments with ordered arms). They will not pay compliments between the sounding of "Retreat" and "Reveille," except to Grand Rounds. They will not turn out to unarmed parties. A mounted party, armed, will draw and carry swords to all guards turning out to it.

* By the expression "armed party" is meant a party armed with swords, guns or rifles and mounted in the case of mounted units.

By the expression "armed corps" is meant an armed party of a certain strength, namely, a regiment of cavalry, a battery of horse, field, heavy or mountain artillery with its guns, garrison artillery of not less than 2 companies, engineers of not less than 4 companies, a battalion of infantry with or without colours, A.S.C. or A.O.C. of not less than 4 companies.

Rewards, Honours and Salutes.

Paras. 1803-1807.

1803. Honours will be paid by sentries as follows:—

Honours
paid by
sentries.

Post of sentry.	Present arms.	Salute.*
Royal palace or furnished from a Royal guard.	Members of the Royal Family. Armed corps.	Officers of all ranks (in uniform). Unarmed parties.
Residences of viceroys and governors.	Viceroys and governors. Armed corps.	Officers of all ranks (in uniform). Unarmed parties.
Residences of Generals.	Generals. Armed parties.	Officers below the rank of general. Unarmed parties.
Other posts	General and field officers. Armed parties.	Officers below field rank. Unarmed parties.

*The salute will be that prescribed in "Appendix to Training Manuals" Chapter I, last para. of Section 14.

1804. All guards and sentries are to pay the same compliments to commissioned officers of the Royal Navy, Royal Marines, Special Reserve, Auxiliary Forces, and Royal Indian Marine—when in uniform—as are directed to be paid to officers of the regular army. Guards and sentries will pay compliments to commissioned officers of the departments of the army according to their ranks or corresponding ranks, as the case may be.

Compliments to
officers of
other
services.

Special regulations relating to the compliments, &c., to be paid by the Foot Guards are contained in Appendix VI.

Compliments by
Foot
Guards.

Flag Stations, and Flags to be Flown.

1805. The list of flag stations, and of flags flown, will be found in Appendix VII. Where two flags of the same description are issued, the smaller is for use in bad weather. At army ordnance stations the distinguishing pendant may be flown.

Flags
and flag
stations.

1806. The Royal Standard, being the personal flag of the Sovereign, is to be hoisted on official buildings, forts, or enclosures, only when His Majesty the King, or Her Majesty the Queen, or any member of the Royal Family representing the Sovereign, is actually present in the building, fort or enclosure; and at Government House at Malta, Gibraltar, and Bermuda, on the anniversaries of His Majesty's Birthday, Accession, and Coronation.

Visits by
the King.

Saluting Stations.

1807. The following is a list of stations at which salutes are authorized to be fired:—

Stations for
firing
salutes.

At Home.

Chatham (Amherst Fort).
Cork Harbour (Fort Westmoreland).
Dover (Castle).
East Tilbury (Coalhouse Fort).
Edinburgh Castle.
Guernsey (Castle Cornet).

Jersey (Elizabeth Castle).
London (St. James's Park, The Tower).
Pembroke Dock (Defensible Barracks).
Plymouth (The Citadel).
Portsmouth (Long Curtain Battery).

Sheerness (Garrison Point Fort).
Stirling Castle.
Weymouth (Nothe Fort).
Woolwich (Gun Park).

Abroad.

Bermuda—Mount Langton ;
 Fort Victoria, St. George's.
 Ceylon—Flagstaff Battery,
 Colombo.
 Gibraltar—King's Bastion.
 Hong Kong—Signal Hill,
 Kowloon.
 Jamaica—Port Royal, Kingston.

Malta—St. Elmo East, Valetta.
 Mauritius—Fort Adelaide.
 South Africa—The Castle,
 Cape Town.
 Straite Settlements—Fort Can-
 ning, Singapore.
 West Africa—King Tom Battery,
 Sierra Leone.

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Artillery Salutes.

Royal
salutes.

1808. Royal salutes consist of 21 guns, except those fired from St. James's Park, which consist of 41 guns, and those from the Tower, for which the number is laid down in the Regulations for that fortress.

Royal salutes will be fired at the stations enumerated in para. 1807 in honour of the following Personages on the occasions stated:—

I. The Sovereign ; a Member of the Royal Family ; a Foreign Crowned Head, or Sovereign Prince, or his Consort ; a Prince who is a Member of a Foreign Royal Family ; the President of a Republican State ; the Lord-Lieutenant* of Ireland in his Viceroyalty.

Salutes will be fired both on arrival and departure.

II. On the passing of a vessel flying flags denoting the presence of the Sovereign (or members of the Royal Family representing him), the Queen, the Queen Mother, or the Prince of Wales. The presence of the Sovereign (or his representative) is denoted on board any ship of war by the Royal Standard at the main, the flag of the Lord High Admiral at the fore, and the Union Jack at the Mizzen, or on board any vessel with less than three masts by the same flags in the most conspicuous parts ; the presence of the Prince of Wales or other member of the Royal Family on board any ship is denoted by their respective standards.

No other flag will be saluted in the presence of either the Royal Standard or the Standard of the Prince of Wales or other member of the Royal Family, except the standard of a Foreign Royal Family, or of the President of a Republic.

III. Anniversaries—

The Birthday,† Accession and Coronation of the Sovereign.

The Birthday of the Consort of the Sovereign.

The Birthday of the Queen Mother.

Hour for
firing.

When any anniversary falls on a Sunday the salute will be fired at noon on the following day, except that at stations where the climate renders this undesirable it will be fired at sunrise.

Royal salutes will also be fired at the Tower and in St. James's Park on the occasion of the Sovereign:—

(i) Opening, proroguing or dissolving Parliament in person.

(ii) Passing through London in procession.

Foreign
Sovereigns
and
national
festivals.

1809. Upon the occasion of the celebration of the birthday of the King or the Queen of a foreign nation, or of other important national festivals and ceremonies, by any ships of war of such

*The Lord-Lieutenant of Ireland, when within the territorial limits of his Viceroyalty, is to be considered as junior to the Sovereign of Great Britain and Ireland only, and is to be saluted accordingly before any other Member of the British Royal Family, Foreign Sovereigns, Presidents of Republics, or any Members of Foreign, Royal or Imperial Families.

† At stations abroad the salute will be fired on the actual date ; at home stations it will be fired on the actual date, and also on the date notified in the London Gazette for the official celebration of His Majesty's Birthday.

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nation, a salute not exceeding 21 guns may be fired in conjunction with any of His Majesty's ships that may be present, on official intimation of the intended celebration being received by the O.C. the troops at the station.

1810. Salutes, other than royal, will be fired at the stations enumerated in para. 1807 in honour of the following Personages on the occasions stated:—

Ambassadors Extraordinary and Plenipotentiary, 19 guns, on arrival and departure.

The Lords Commissioners for executing the office of Lord High Admiral, 19 guns on arrival, and on departure such salute as may be directed.

The First Lord Commissioner of the Admiralty, 17 guns on arrival.

The Army Council, when travelling in a corporate capacity, 19 guns, on arrival and departure (unless orders are received to the contrary). Two members of the Council and a secretary to form a quorum.

The Secretary of State for War, 17 guns, on arrival and departure, when visiting a station officially.

The Lord Warden of the Cinque Ports, 19 guns; by the forts within his jurisdiction only, on the customary occasions.

Admirals of the Fleet, 19 guns; Admirals, 17 guns; Vice-Admirals, 15 guns; Rear-Admirals, 13 guns; Commodores (no senior captain being present), 11 guns; on landing for the first time being in actual employment. These salutes will not be repeated oftener than once in twelve months abroad, and three years at home, unless the officer shall have received an advance of rank.

The Governors-General of the Dominion of Canada and the Commonwealth of Australia, and the Governor-General of the Union and High Commissioner for South Africa, 19 guns; Governors or High Commissioners of His Majesty's Colonies, protectorates, territories, dependencies, castles or fortresses, 17 guns; Lieutenant-Governors or Commissioners, if administering the government of a colony, protectorate, territory or dependency, and if holding a commission direct from the King, or acting temporarily for an officer so commissioned, 15 guns:—

- (i) On first landing in their governments.
- (ii) On reading of Royal Commission and taking oaths of office.
- (iii) On departing from their governments on leave of absence.
- (iv) On returning from leave of absence exceeding three months.
- (v) On finally quitting the colony on expiration of term of office.
- (vi) When officially visiting ports and dependencies within their governments, but not oftener at any one place than once in twelve months.

Lieutenant-Governors not administering the government, if holding a commission direct from the Sovereign, 15 guns; by the forts or batteries at the seat of government only, on first arrival and on final departure.

1811. Salutes in honour of officers of the army, other than those mentioned in para. 1810, will not be fired by forts except at their funerals, when the number of guns will be as given in para. 1833.

1812. Salutes consisting of the number of guns stated will similarly be fired at the funerals of the following personages under the conditions laid down in para. 1839:—

Ambassadors, 19 guns; Envoys extraordinary and Ministers plenipotentiary and others accredited to Sovereigns (except such as

Other salutes.

Military officers.

Civil functionaries.

are accredited in the specific character of Minister Resident), 17 guns; Ministers resident and diplomatic authorities below the rank of Envoy extraordinary and Minister plenipotentiary and above that of Chargé d'Affaires, 15 guns; Chargés d'Affaires, or subordinate diplomatic agents left in charge of missions, 13 guns; Agents and Consuls-General, 13 guns; Commissioners and Consuls-General, 13 guns; British or Foreign, when within the dominions of the State to which accredited.

Consuls-General, 11 guns; Consuls, 7 guns British or Foreign, when within the port to which they belong.

Temporary command.

1813. Naval and military officers temporarily acting in any higher command are entitled, during their temporary tenure, to all the honours or salutes that may appertain to that office, provided that no officer under the rank of brigadier-general or commodore is to be saluted in virtue of his naval or military rank in any part of the world.

1814. An inferior naval authority is not to be saluted in the presence of a superior naval authority.

Similarly an inferior military authority will not be saluted in the presence of a superior military authority.

Personal as well as other salutes are included in both cases.

No person to be saluted in more than one capacity.

1815. Such of the authorities mentioned in the foregoing instructions as may, from their rank and appointments, be entitled to be saluted in more than one capacity, will be saluted under that rank which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

Salutes for distinguished foreigners.

1816. A foreigner of high distinction, or a foreign general or flag officer when visiting the governor or the military officer in command (see para. 1796) may, on landing, be saluted with the number of guns which, from his rank, he is entitled to receive from a ship of war of his own nation, or with such number, not exceeding 19, as may be deemed proper; but such salute will not in any case exceed the number of guns given to officers of corresponding rank in His Majesty's Army and Navy.

Foreign men of war.

1817. All salutes from ships of war of other nations to His Majesty's fort are to be returned gun for gun.

Salutes between forts and ships.

1818. His Majesty's ships and His Majesty's forts will not exchange salutes in any part of His Majesty's dominions.

Salute sanctioned by governors of colonies.

1819. The governor of a dominion or crown colony is authorized to continue to sanction such salutes as may have been customary, and which he may deem right and proper at religious ceremonies, and further, to cause the usual salutes to be fired at the opening and closing of the Houses of Parliament or Assembly; but these salutes are in no cases to exceed nineteen guns.

Foreign authorities.

1820. The foregoing salutes to foreign royal personages and other foreign authorities and flags are only authorized in the case of a Government formally recognized by His Majesty.

Salutes in honour of great victories or special occasions.

1821. Salutes other than those authorized by these regulations are not to be allowed, except such as may be necessary for the fulfilment of any treaty obligation; provided that, upon any important occurrence (*e.g.*, a great victory gained by His Majesty's Arms), the governor, or O.C. any of His Majesty's possessions abroad,

may direct such salutes to be fired as the occasion may seem to him to require. Should, however, there be any of His Majesty's ships present, the decision is to be come to in conjunction with the senior naval officer, and salutes shall not be fired unless the two officers concur in the matter.

1822. As a rule salutes will not be fired before eight o'clock in the morning nor after retreat, nor during the usual hours for Divine Service on Sundays. The same principle will apply to guards of honour and official receptions. In exceptional cases the course to be pursued will be determined locally. Saluting hours.

*Flags in Vessels and Boats.

1823. The Union Jack, being the distinguishing flag of the admiral of the fleet only, is not to be flown on military boats and vessels. Union Jack.

1824. War department vessels and boats are authorized to carry the blue ensign with the following devices:— Blue Ensign

(i) General service (A.S.C.): "crossed swords." A.S.C.
(ii) R.E.: "hand issuing from a mural crown, and grasping a thunderbolt." R.E.

(iii) R.A. and Ordnance services (*i.e.*, boats manned by crews of the R.A. or A.O.C.): "Ordnance arms." R.A. or Ordnance.

1825. A special Union Jack bearing in its centre, as a distinguishing mark, the Royal Cypher surrounded by a garland on a blue shield and surmounted by a crown, is authorized to be flown by generals commanding stations when embarked in boats or vessels. Union Jack.
G.O.C.

1826. When a general commanding embarks in one of His Majesty's ships for the purpose of proceeding on any military duty, this flag may, with the approval of the senior naval officer, be hoisted at the fore of such vessel, and be kept flying within the limits of the military command. G.O.C.
embarking.

1827. Generals commanding who are also governors of colonies, and the lieutenant-governors of Guernsey and Jersey, when embarked in vessels or boats, will invariably use the distinguishing flag appointed for governors, or for such lieutenant-governors, *viz.*, the union flag with the arms or badge of the colony or island emblazoned in the centre thereof, instead of the general officer's flag above described. Generals commanding who are also governors.

1828. The following is reprinted from Article 117 of the King's Regulations and Admiralty Instructions, 1906:—

"In combined operations of the Navy and Army, should the general officer commanding the military forces be embarked in a ship of war or transport, the distinguishing flag authorized by Article 114 may be hoisted at the fore of such ship or transport to denote the presence of the headquarters; should the ship bear a vice-admiral's flag, the commander-in-chief will give such directions as he may deem necessary for the general officer's distinguishing flag being displayed elsewhere than at the fore." General commanding troops in combined operations.

Salutes in Boats.

1829. The following are the rules for saluting to be observed in military boats:— Boats saluting.

* Pattern flags have been prepared and sealed.

(i) When an officer is in the boat—

Rank of officer in boat.	When passing.	Under oars.	Meeting at landing place or alongside ship.
Field officers	Admiral or General Officer ..	"Lay on Oars," Officer salutes.	Crew "Eyes Front," Officer and coxswain salute.
Field officers	Other naval and military officers, if senior.	Officer salutes ..	Officer salutes.
Officers below rank of field officer.	Admiral or General officer ..	"Toss Oars," Officer salutes.	Crew "Eyes Front," Officer and coxswain salute.
Officers below rank of field officer.	Commodore .. Captain .. Colonel .. Lieutenant-Colonel.	"Lay on Oars," Officer salutes.	Crew "Eyes Front," Officer and coxswain salute.
Officers below rank of field officer.	Other officers of either service whom they know to be senior.	Officer salutes ..	Officer salutes.

(ii) When no officer is in the boat—

	When passing.	Under oars.	Meeting at landing place or alongside ship.
Admiral .. Commodore .. Captain ..	General officer .. Colonel .. Lieutenant-colonel	"Toss Oars," coxswain salutes.	Crew "Eyes Front," coxswain salutes.
All other officers		"Lay on Oars," coxswain salutes.	Crew "Eyes Front," coxswain salutes.

NOTE.—In boats fitted with crutches oars are never to be tossed, but the salute should be given by laying on oars.

(iii) In steamboats engines are to be stopped in those cases in which, in pulling boats, oars are tossed; engines are to be eased in those cases in which pulling boats "lay on" oars.

(iv) Laden boats, or those towing or in tow, are not to toss or lay on their oars.

(v) Coxswains of boats under oars or sails when an officer is in charge, only salute at landing places.

(vi) Salutes in boats, under oars or sails, are to be made sitting down; in other cases standing up.

(vii) Boats laying off on their oars are to salute as above, but the bowmen will salute as well as the coxswain.

(viii) Boat keepers salute standing up in the ordinary manner.

(ix) For a Royal salute the crew toss oars and stand up (in double banked boats only).

(x) When a general officer is saluted with guns he will, on the first gun being fired, if in a steamboat, stop the engines, or, if in a pulling boat, "lay on oars," and on the last gun being fired will turn towards the ship and salute.

Military Funerals.

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1830. A military funeral will be accorded to an officer or soldier buried within the district occupied by the troops with which he is serving at the time of his death, provided troops are stationed within reasonable distance of the burial ground; but if any expense is involved for the use of a gun carriage or the attendance of soldiers, such military funeral will not be ordered without special authority. When to be ordered.

1831. Gun carriages and other appliances will be supplied when available at the station, and only when the burial ground is distant upwards of one mile from the place from which the procession starts. Gun carriages, etc.

1832. An officer is not to be interred with military honours unless he is, at the time of his decease, in the exercise of some military command or office. Honours are not to be paid officially at the funerals of other officers, or of discharged soldiers of any rank. Officers when entitled to.

1833. Military funerals are to be saluted by forts or field guns, and attended (subject to the provisions of paras. 1830 to 1832) in accordance with the following table:— To whom accorded.

* Rank, or corresponding rank.	Salute of guns.	Rounds of small arms.	Troops to attend with due proportion of officers.
Field-Marshal	19	—	6 battalions and 8 squadrons.
General	17	—	4 " " 6 "
Lieutenant-General	15	—	3 " " 4 "
Major-General	13	—	2 " " 3 "
Brigadier-General	11*	—	1 " " 2 "
Colonel Commanding	—	—	His own regiment or detachments equivalent thereto.
Lieutenant-Colonel	—	—	300 rank and file.
Major	—	—	200 " " "
Captain	—	—	His own company or 100 men.
Lieutenant, or Second-Lieutenant	—	—	40 rank and file, under a lieutenant or second-lieutenant.
Warrant officer	—	—	25 rank and file, under a serjeant.
Serjeant	—	—	19 " " " "
All other grades	—	—	13 " " " "

* Only when commissioned as brigadier-general.

1834. At the funeral of a general or flag officer, or of a commodore or brigadier-general dying upon service, minute guns are to be fired while the body is being borne to the burial ground, but these minute guns are not to exceed the number as in para. 1833. When any such officer who has died when afloat is to be buried on shore, minute guns are to be fired from the ship, if a ship of war, while the body is being conveyed to the shore, and where the means exist, minute guns will be fired from the shore while the procession is moving from the landing place to the burial ground. The total minute guns so fired must not exceed twice the number of guns as in para. 1833. Minute guns.

1835. The salute of guns prescribed by para. 1833, or, in the case of a flag officer or commodore, a salute of the number of guns to which the deceased was entitled when living, will be fired after the body is deposited in the grave. Salute after interment.

1836. The pall is to be supported by officers of the same rank as that held by the deceased, but if a sufficient number of that rank cannot be obtained, officers next in seniority are to supply their places. Pall-bearers.

Paras. 1837-1840.

Rewards, Honours and Salutes.

Staff and departmental officers.

1837. Honours paid at the funeral of a staff or departmental officer of the army are to be regulated according to his rank, or corresponding rank, as the case may be.

Parties to attend funerals.

1838. In addition to the firing parties, the funeral of an officer will be attended by the officers, that of a warrant officer by the warrant officers, that of a serjeant by the serjeants, and that of a corporal by the corporals, of the corps to which the deceased belonged or was attached. The funeral of a N.C.O. or private will be attended by the company, &c. (officers included) to which he belonged, or was attached.

Minute Guns at Civil Funerals.

Salutes at funerals of civil functionaries.

1839. At the funeral of a civil functionary the same number of guns will be fired as minute-guns, while the procession is going to the burial-ground, as he was entitled to as salutes when living. A civil functionary not entitled to salutes of cannon when living is not to have guns fired at his funeral.

Salute to Remains of Distinguished Foreigners, &c.

Salutes at funerals of distinguished foreigners

1840. Should a vessel carrying the remains of a foreigner of high distinction, foreign general, or foreign flag officer, arrive during saluting hours at any authorized saluting station the same number of minute guns will be fired on its arrival as the deceased was entitled to, under paras. 1810, 1816, and 1833, when living.

XIV.—OFFICE WORK, CORRESPONDENCE, DOCUMENTS, RETURNS, BOOKS, RECORDS AND STATIONERY.

1.—OFFICE WORK AND CORRESPONDENCE.

General Instructions.

1841. An officer will only in exceptional circumstances refer to superior authority matters which he has power to decide himself. A general officer will impress upon officers the desirability of dealing promptly with correspondence, and will suppress any tendency to unnecessary correspondence. Unnecessary correspondence.

1842. An officer is responsible for the correctness of documents submitted by him. In transmitting correspondence to higher authority, he is to record his opinion or recommendation thereon, adding such observations, based on local knowledge, as may enable a final decision to be arrived at. Transmission of correspondence.

1843. Correspondence will usually be dealt with as indicated below:— Correspondence Channels of communication.

- (i) Important matters, requiring the individual opinion of every officer comprised in the chain of command, must be passed through the hands of brigade and divisional commanders to the G.O.C.-in-C., and if necessary to the War Office.
- (ii) Other matters, which do not require the individual opinion of each officer in the chain of command, may be transmitted direct to the authority who has power to dispose of the case, copies or précis of the correspondence being sent to any officer in the chain of command whom it is considered desirable to keep informed on the subject, but through whose office the correspondence has not actually passed.
- (iii) Routine matters on which it is not necessary for the intermediate officers to be informed, and regarding which direct communication is authorized, will be so dealt with.

As no rules can be laid down classifying subjects as (i), (ii) or (iii), the responsibility of deciding the course to be adopted will rest with the officer originating the correspondence.

It may happen that correspondence may pass from one of the above categories to another. In such cases the officer i/c the papers when the change occurs will be responsible that they are passed through the proper channel.

1843a. The rules as to the general method of conducting correspondence are laid down in the "General Instructions for the Registration and Conduct of Correspondence in Military Offices," and will be strictly adhered to. Method of conducting correspondence.

All official letters received in military offices will be opened by an officer. Letters to be opened by an officer. Letters, how to be written.

1844. Official letters are to be written on foolscap paper with quarter margin. Memoranda may be written on half foolscap size, and both are to be headed thus:—

[Here state subject.] *From* _____ [Officer or head of department.]

To _____ [Officer or head of department.]

[Office number.] *Station* _____ *Date* _____

Each subject must be treated in a separate letter, and is to be briefly indicated in the upper left-hand corner of the letter, thus:—
Discipline—Equipment—Transport—Route, &c. Paras. are to be

Enclosures. numbered, and enclosures described in the margin, or in a separate schedule. Unnecessary enclosures are to be avoided, and blank leaves removed. The rank and unit or appointment of officers are to be added after their signatures. Signatures are to be in manuscript and not stamped with the sole exception that signatures to entries of the date of mobilization, and of the posting on mobilization in the attestations of regular and special reservists may be made with stamps issued for that purpose. When a communication has reference to previous correspondence, the registered numbers, and dates, of the former letters are to be quoted.

Signing. 1845. Unless instructions are given to the contrary, replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow where the original ends, and the person who affixes it will mark the original No. 1, and his minute No. 2. Each succeeding minute is immediately to follow that which by date precedes it, and will be numbered in sequence. A fresh half-sheet is to be added, when required. Attached documents and enclosures will be added at the end of the file in the order in which reference is made to them, and each should be distinguished by the number of the minute with the addition of A, B, C, &c., to denote the first, second, third, &c., enclosure.

Minutes on original letters. Correspondence addressed to individuals unconnected with the army will be treated in the manner customary in civil life, and replies will not be sent in minute form.

Correspondence with civilians. 1846. Correspondence, returns, &c., for the Army Council and War Office will be addressed to the Secretary, War Office, S.W. Local correspondence will not ordinarily be forwarded; if the matter cannot be clearly elucidated in the letter, a précis of the local correspondence, bringing out the salient points, will usually suffice. Replies to War Office letters will bear in addition any further address indicated in those letters. Replies to War Office letters must quote the War Office registered number. All envelopes containing periodical returns are to be inscribed "Returns" in the left-hand upper corner.

Correspondence with War Office. 1847. When documents (other than periodical returns or statements), plans, or other articles are forwarded to the War Office in a separate parcel, they will be accompanied by a memorandum identifying them with the letter to which they refer.

Memo. to be attached to documents, plans, &c. 1848. Official communications intended for the War Office are to be transmitted through the G.O.C.-in-C. of the command, except as provided in para. 1848.

Addresses on official correspondence. Envelopes enclosing letters for the G.O.C.-in-C. of a command and for divisional, brigade, or district commanders, and their staffs, and for officers i/e records, are to be addressed as follows:—

" Headquarters, _____	Command. _____	(Station) "
" Headquarters, _____	th Division. _____	(") "
" Headquarters, _____	th Brigade. _____	(") "
" Headquarters, _____	Coast Defences. _____	(") "
" Headquarters, No. _____	District. _____	(") "
" (Arm or branch of service) _____	Record Office _____	(") "

Envelopes enclosing letters to military authorities in India will be addressed in a similar way, except those intended for Army Headquarters, which will be addressed:—

" His Excellency the Commander-in-Chief,
Army Headquarters, India."

To avoid the danger of confusion in the delivery of letters at colonial stations, they should be addressed to—

" Headquarters Military Command, _____."

Envelopes enclosing letters intended for the military authorities of

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8
King's
313

114
Gen. No.
4921

the British force in Egypt will be addressed—

“Headquarters, Army of Occupation, Egypt.”

33
S. Africa
457
1849. A general commanding will himself sign letters intended for superior authority which are initiative or important in their character. A general officer i/c administration will sign “for G.O.C.-in-C.” all other letters on administrative matters, except those on financial subjects for which he is personally responsible to the War Office. Signatures.

In the absence of the G.O.C.-in-C., urgent letters will be signed for him by the responsible staff officer of the branch concerned.

In the absence of both the G.O.C.-in-C and the general officer i/c administration, letters to the War Office on administrative questions will be signed by the senior staff officer present belonging to either the Adjutant General's or Quartermaster General's department, but the G.O.C.-in-C. may specially authorize the head of any department to sign for him letters to the War Office which concern only that department and in no way, directly or indirectly, affect any other branch of the service.

1850. In direct correspondence between general officers, between C.Os. and between heads of departments, letters are to be signed by these superior officers themselves. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed, the general rule being that official correspondence will be conducted between equals in rank, and that any officer of junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter. Correspondence between officers in command and staff officers.

1851. Correspondence regarding the dress of officers, proposals involving alteration in the Clothing Regulations, or changes in the patterns of clothing and necessities, and questions concerning the training and appointment of tailors and shoemakers, will be addressed, through the G.O.C.-in-C. to the Secretary, War Office. Correspondence relating to dress.

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Correspondence relative to the rendering and audit of store accounts will be addressed to the local auditor of the command where such official has been appointed. In other cases it will be addressed to the Assistant Financial Secretary, War Office.

Letters from the deputy director of ordnance stores, Royal Arsenal, Woolwich, will be replied to direct.

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1800
1852. Demands, indents, and correspondence connected with food, forage, fuel, light, quarters, furniture, or the issue of allowances in lieu, with field, colonial, separation, and office-cleaning allowances, with transport, or with the custody, sanitary condition, appropriation, and equipment of buildings in which troops are quartered, will be addressed to the officer i/c supplies, transport, or barracks at the station, for settlement or for submission for the orders of higher authority. Correspondence on A.S.C. allowances.

Demands, indents, and correspondence relating to clothing equipment, and military stores, the correspondence relating to which is not otherwise regulated, will be addressed to the chief ordnance officer. On ordnance services.

Representations respecting disallowances connected with the foregoing services will be forwarded to the general officer i/c administration. On disallowances.

1853. The officer i/c barracks will correspond direct with O.C. units or detachments on matters relating to the troops under their orders, in which the intervention of the O.C. station is not required. Correspondence with O.Cs.

1854. An application from a regimental officer is to be submitted to the C.O. through the adjutant. An application from a N.C.O. or man is to be made to his company, &c., commander, who, if necessary, will lay it before the C.O. of the unit. Applications from officer or soldier.

1855. Copies of all War Office circular letters in force will be kept in a file, which will be communicated to all incoming units on their arrival in a command. Circular letters.

Non-official enclosures. **1856.** Letters not on public service are not to be enclosed under official covers.

Documents and Maps marked Secret, Confidential, or for Office use only.

A.O. 133
1909

Care of secret documents.

1857. A document or map marked "Secret" is intended only for the personal information of the individual to whom it is officially entrusted, and of those officers under him whose duties it affects. He is personally responsible for its safe custody, and that its contents are disclosed to those officers and to them only. The existence of such a document or map is not to be disclosed by him or them to any other person without the sanction of superior military authority. A confidential document issued by the Admiralty, marked "Not to be communicated to officers below the position of C.O. of His Majesty's Ships" is to be treated as "Secret," if issued to officers of the army, and must be so endorsed on receipt.

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Confidential documents.

1858. A document or map marked "Confidential" is of a privileged nature. The contents are only to be disclosed to authorized persons, or in the interests of the public service.

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1859. The information contained in a document or map marked "For official use only" is not to be communicated to the press nor to any person not holding an official position in His Majesty's Service.

Unauthorized publication of official documents.

1860. Documents and maps classed as "Secret," "Confidential," or "For official use only" are not to be referred to in any catalogue or publication which is not itself a document marked "Secret, Confidential," or "For official use only," as the case may be. The only legitimate use an officer or soldier may make of documents or information of which he becomes possessed in his official capacity is for the furtherance of the public service in the performance of his duty. Publishing official documents or information or using them for personal controversy, or for any private purpose, without due authority, will be treated as a breach of official trust under the Official Secrets Act, 1911.

Confidential correspondence.

1861. A letter of a secret or confidential nature is to be marked "Secret" or "Confidential" as the case may be. Such a letter should be enclosed in two envelopes, of which the inner one only should be marked "Secret" or "Confidential," and the outer one should be inscribed with the address only. A confidential plan or other document is to be similarly treated. In the case of a confidential report on an officer the inner envelope should be marked so as to indicate its contents. An envelope marked "Secret" or "Confidential" will only be opened by an officer. Secret correspondence will be marked as follows:—

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1908

If sent to or from Bermuda* ... "By Canadian or Halifax Packet."
" " Egypt ... "Via Brindisi and by British Packet."
" " other stations
" " abroad ... "By British Packet."

In addition to the above precautions postal registration is to be resorted to when secret documents are sent by post, and the same course should be adopted when sending by post any documents which the responsible officer decides to be regarded as of a confidential nature. Receipts for such documents will invariably be obtained from the person to whom they are sent.

* Correspondence concerning the arrival of "details" in Bermuda will be marked "Via New York."

Reports and Returns.

Paras. 1862-1865.

A.O. 309
1908

1862. Secret documents and maps issued by the War Office for retention in commands will be sent to the G.O.C.-in-C., who will be held personally responsible for their safe custody. He will forward to the War Office on 1st December (on A.F. A 24), a list of such documents and maps, with the certificate thereon duly completed. Subordinate officers in charge of such documents and maps will also forward to the G.O.C.-in-C. in time to reach him by the above-mentioned date, a list, with a similar certificate.

Yearly return by G.O.C.-in-C.

1863. Books, documents and maps issued from the War Office, for the public service, will be preserved and dealt with as public property. A list will be kept by the person responsible for them, who, when relieved in his appointment, will hand over both the list and the articles to his successor, taking a receipt from him. Whenever any deficiency is discovered, a report will be made to the G.O.C.-in-C., who will take such steps as the case may demand.

Care, &c., of documents issued from the War Office.

1864. When troops are entirely withdrawn from any station abroad, or from an expedition on active service, all official records, reports and returns relating to the command are to be made up to the date of the troops quitting the station, or of the command being broken up, and are then to be transmitted to the War Office.

Disposal of documents, &c., on command being broken up.

2.—REPORTS AND RETURNS.

Periodical Returns.

1865. The reports and returns specified below are to be furnished in time of peace by the officers specified therein. Single copies only are required, unless otherwise directed. The returns are to be transmitted direct to the War Office, unless otherwise indicated:—

Periodical returns

Description of return.	No. of Army Form.	When to be sent.
By G.O.C.-in-C. <i>Yearly.</i>		
Record of fixed armament guns	G. 951 Manuscript	1st April. 31st March.
Return of guns and mountings held on charge as reserves for fixed armaments	Manuscript	31st March.
Return of ammunition held on charge for guns in fixed armaments and practice batteries. Confidential	Manuscript	1st January.
Command report (except India), confidential	Manuscript	After promulgation.
Report of promulgation of Army Act (abroad only)	A. 24	1st December.
Secret documents	A. 24	1st December.
Confidential reports (officers)—		
Cavalry	B 194	After annual inspection.
R.A.	B 194	Do.
R.E.	B 194	Do.
Infantry	B 194	Do.
Instructional staffs at training schools	B 194	1st January.
A.S.C.	B 194	1st January.
Army Schools Department	B 194	1st January.
Medical	C 338	Not later than 1st January and on change of station.
Q.A.I.M.N.S. (matrons)	C 339	
" " (sisters and staff nurses)	C 339A	
Army Veterinary Service	C 397	So as to be received by 1st January and on change of station. Not later than 1st January, and on change of station.
A.O.D.	C 327	
A.P.D.	C 306	
Chaplains	C 302	Not later than 1st January.
Barrack wardens, pensioner and civilian expeuse store accountants, and acting barrack sergeants	C 343	1st October.

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Description of return.	No. of Army Form.	When to be sent.	
Reports on—			
Supply, Transport, and Barrack Services	C 307	Between 1st October and 31st December.	
A.O.D.	C 350	1st January.	
Clothing worn during year.	H 1113	As soon after 1st April as possible.	
Returns of—			
Officers, warrant officers and civilian subordinates. A.S.C.	C 341	1st October.	
Do. do. A.O.D.	C 341	1st October.	
Officers, warrant officers, N.C.Os. and civilian subordinates, A.P.D. and A.P.C.	C 341	1st October.	
Consolidated annual return of small-arm ammunition on charge of troops and in store	G 814	To be compiled for 31st March in each year and despatched on or before the 31st May.	A.O. 205
Consolidated return of small arms held on charge by troops and in store	G 893		1910
Annual return of machine-gun equipment held on ledger charge as reserve	G 825*		A.O. 42
W.D. vessels and crews	G 967	Not later than 30th April.	1911
Lecturing apparatus on charge	G 1019		
Estimates for pay—			
Staff and recruiting personnel	M 1432	So as to be received by 1st November.	
Chaplains, officiating clergy, &c.	M 1433	Do.	
A.O.D.	M 1435	Do.	
Personnel for R.E. Services	M 1436	Do.	
A.P.D., A.P.C., and civilian subordinates attached	M 1438	Do.	A.O. 205
Estimates for expenditure on fortifications and artillery ranges or army ordnance buildings or hospitals (home and abroad)	M 1400	So as to be received by 1st October	1910
Barracks and rifle ranges (home and abroad)	M 1401		8
Estimates for expenditure on—			Kings
Lands	M 1430	So as to be received by 15th October.	262
Provisions and forage (Vote 7) (abroad)	M 1441	So as to be received by 1st November.	340
Do. do. (home)	M 1441A	Do.	
Estimates of sums required in connection with training	M 1442	Do.	
A.S.C. subordinate establishments	M 1434	So as to be received by 1st October.	
Stores for conveyance home	G 1055	So as to be received by 1st September.	
Allowances and transport (Vote 6) (home only)	M 1431	So as to be received by 1st November.	
Do. do. (abroad only)	M 1440	Immediately amount of money available is known.	
Blank ammunition for manoeuvres	G 913	So as to be received by 15th April.	
Reserves of clothing	Manuscript	1st April.	
Return of officers for relief under para. 239	Manuscript	1st April, to officer i/c records.	
Return of N.C.Os. for relief under para. 336	Manuscript		
<i>Half-Yearly.</i>			
Return of—			
Officers for examination for promotion	B 2053	7th April, 15th October.	
Majors for examination in Part I, Appendix XII, for promotion	B 2054	7th April, 15th October.	
Officers of the special reserve of officers for examinations II, or V (A.V.C. only) or voluntary examinations	E 621	7th April, 15th October.	A.O. 308
Officers of the territorial force for examinations B, C (A.S.C. only) or voluntary examinations	E 620	7th April, 15th October.	1908
			A.O. 205
			1910

* Ireland and commands abroad holding reserves of machine guns only.

Reports and Returns.

Para. 1865.

Description of return.		No. of Army Form.	Where to be sent.
114 Returns 1745	Candidates for examination for school certificates	C 318	So as to be received from— India, 1st February and 1st August. Colonies, 1st February and 1st September. Home, 15th February and 15th September. With examination papers.
	Do. do. 1st class certificate	C 379	After assembly of half-yearly boards.
	Lists of men granted the good conduct medal	Manuscript	15th January and 15th July.
	Mobilization returns	B 89 B 90	1st February and 1st August.
	Changes in barrack accommodation	K 1272	
	<i>Quarterly.</i>		
	Return of hired buildings	K 1330	1st April, 1st July. 1st October, 1st January.
	Return showing accommodation—		
	General and staff officers	K 1327	1st April, 1st July. 1st October, 1st January. At Home— 1st March, 1st June, 1st October, 1st December.
	Construction and occupation	K 1322	Abroad— 1st March, 1st June, 1st September, 1st December.
<i>Monthly.</i>			
Gen. No. 16 2783	Returns of—		
	Discharges by G.O.C. abroad (nominal roll)	B 99	1st of month.
	Report on disposal of men enlisted under age (home only)	B 233	1st of month.
	Daily record of employment of W.D. (or hired) vessels	G 1053	1st of month.
	State of local transport abroad	C 305	
	Casualties, A.S.C.	C 300	1st of month.
	" A.O.D. and A.O.C.	C 300	
	Copies of orders issued during the month by G.Os.C. abroad	..	1st of following month.
	<i>Weekly.</i>		
	Nominal roll of men discharged from the Colours (home only)	B 99	Monday See instructions in para. 386.
<i>Daily.</i>			
A.O. 137 1908	Copies of command orders (home)	..	
By Commander of Coast Defences.			
<i>Yearly.</i>			
A.O. 309 1908	Returns of—		
	Field and garrison mounted ordnance	G 844	1st April { not rendered by R.H.A., R.F.A. } heavy or siege } through G.O.C.-in-C.
	Dismounted ordnance	Manuscript	1st April artillery.
	Ordnance and carriages on charge of Special Reserve and Territorial Force, Royal Garrison Artillery units, exclusive of Heavy Batteries	E 545	1st April, through G.O.C.-in-C.
	Detail of changes in the ordnance and mountings, etc., on charge of Special Reserve and Territorial R.G.A. units (exclusive of heavy batteries).	G 1086	1st October, through G.O.C.-in-C.
	Rounds fired from guns on garrison mountings	G 874	1st January { Direct to chief inspector, Woolwich.
	Rounds fired from ordnance	G 872	1st June
114 Returns 1750			

Description of return.	No. of Army Form.	When to be sent.	
Statement of services proposed in Annual Estimates for Fortifications and Artillery ranges or Army Ordnance Buildings or Hospitals (home and abroad)	M 1400	21st May, through district C.R.E. and G.O.C.-in-C.	8
Barrack and rifle ranges (home and abroad)	M 1401		King's 262
<i>Miscellaneous.</i>			.
Detail of changes in armament	G 815	1st January, 1st July, 1st October, through G.O.C.-in-C.	340
By Officer i/c Records.			
<i>Yearly.</i>			
Recruits—casualties among	B 280	As early as possible after 1st January.	
Return of deaths	Manuscript	1st March.	
Return of strength of reserves ..	D 454	1st October.	
Annual return—all arms (at home and abroad)	B 52	As specified on returns.	
Statement of drafts embarked for India	Manuscript	At end of trooping season, to be accompanied by duplicate copies of A.F.—B 167.	
Military schools—record of former pupils serving in the army, R.A., R.E., A.S.C., and A.O.C. only	B 222	5th January—to commandants of schools.	
<i>Half-Yearly.</i>			
Return of draft requirements and of men whose colour service will expire on the last day of each month during the ensuing 30 months [cavalry, R.H.A., R.F.A., and infantry units abroad]	B 228	1st April and 1st October.	
Mobilization return	B 95	15th January and 15th July.	
Mobilization return (M.I. battalion)*	B 89	15th January and 15th July.	
<i>Quarterly.</i>			
Return of men who have left the Colours	B 245	Not later than 5th day in each quarter.	
<i>Monthly.</i>			
Dragoons and Lancers	B 104-1	6th of each month.	
Hussars	B 104-2	6th " "	
R.H.A. and R.F.A.	B 104-3	8th " "	
R.G.A.	B 104-4	8th " "	
Foot Guards	B 104-5	4th " "	
Infantry of the Line	B 104-6	6th " "	
R.E., A.S.C., A.O.C., R.A.M.C., A.V.C., and A.P.C.	B 104-7	8th " "	
Strength of reserve	D 440	4th " "	
State of boys	B 104-10	5th " "	
<i>Weekly.</i>			
Nominal return of discharges for men of the army reserve, and regular establishment of special reserve and permanent staff of territorial force.	B 99	Monday.	
Return of effectives, increase and decrease at home, and of headquarters recruits (R.E., A.S.C., R.A.M.C., A.O.C., and A.V.C.)	B 238	Saturday.	

* Officer i/c infantry records, as ordered.

A.O. 175
1908

Reports and Returns.

Para. 1865.

Description of return.		No. of Army Form.	When to be sent.
By Lieutenant-Colonel Commanding R. A.			
<i>Yearly.</i>			
A.O. 13 1909	Qualification returns; master-gunners, N.C.Os., artificers, artillery clerks, etc.	B 92	1st April, to officer i/c records.
	Rounds fired from ordnance ..	G 872	1st June. Direct to Chief Inspector, Woolwich.
<i>Quarterly.</i>			
	Qualification returns (amendments to).	B 92	1st January, 1st July, 1st October, to officer i/c records. Blank when no amendments.
By O.C. Unit			
<i>Yearly.</i>			
A.O. 107 1908	Return of officers of regular and auxiliary forces employed on active service during preceding year, with full particulars of service	Manuscript	1st January. { To be marked "Army List" on left hand upper corner.
	Report on military bandmasters ..	Manuscript	1st January.—Commandant, Kneller Hall.
A.O. 106 1910	Military schools, record of former pupils serving in the army	B 222	1st January.—R.A., R.E., A.S.C. and A.O.C. to officer i/c records, others to commandants of schools
	Report on clothing worn during year	H 1113	1st April, to G.O.C.-in-C.
Gen. No 978	Stocktaking board on clothing and necessities in store	H 1164	As directed in the Clothing Regulations. { To local auditor or (in commands where a local auditor has not been appointed) to the War Office.
	Confidential reports—		
54	Warrant officers, A.S.C.	C 378	To officer i/c records.
	Do. A.O.C.	C 378(a)	
51	Do. R.A.M.C.	C 378(a)	1st January.
	Do. A.V.C.	C 378	(a) and on change of station.
1451	Report on instruction in military engineering (R.E. only)	B 2094	Conclusion of course (through G.O.C.-in-C.).
	Reports on summer training (R.E. Field units)	Manuscript	Conclusion of course (through G.O.C.-in-C.).
A.O. 137 1908	Household cavalry—casualties among recruits	B 280	As early as possible after 1st January.
	Return of candidates for competition for "schoolmaster on probation" and for students at the Duke of York's Royal Military School, Royal Hibernian Military School, and Queen Victoria School (home stations only)	Manuscript	15th April.
A.O. 310 1910	N.C.Os. recommended for training as bandmasters	B 71	Stations abroad—1st June. " at home—1st December, to Commandant, Kneller Hall.
A.O. 133 1909	Annual return—		
	Household Cavalry		
8	Military Police		
	Guards Depot (Staff only) ..		
King's 297	Discharge Depot (Staff only) ..		
	Mounted Infantry, South Africa (Staff only)	B 52	As specified on return.
8	West India Regiment		
	West African Regiment		
King's 297	Royal Malta Artillery		
	Local companies, R.G.A.		
8	R.E. units abroad having native troops on strength for natives only		
	Regimental annual musketry return—		
King's 297	Cavalry	B 187	Home. Within 14 days from 31st December, to G.O.C.-in-C.
	R.E.		
8	Infantry		
	R.A.	B 187A	Abroad. As soon as possible after the conclusion of the musketry year, to G.O.C.
King's 297	A.S.C.		
	A.O.C.		

Description of return.	No. of Army Form.	When to be sent.
<i>Half-Yearly.</i>		
Men recommended for good conduct medal	B 176	1st January, 1st July, to G.O.C.-in-C.
Mobilization returns*	B 89 E 90	1st June and 1st December, to officer i/c records.
Qualification returns—		
A.S.C. supply section	B 70	1st January, 1st July.
A.S.C. transport and remounts ..	B 113	1st April, 1st October.
A.S.C. mechanical transport section	B 112	1st April, 1st October.
A.V.C.	B 119	1st April, 1st October.
A.O.C.	B 70 (a)	1st January, 1st July.
A.O.C. armourer and armament artificer sections	C 346 (a)	(a) and on change of station.
Roll of mounted men and horses, A.S.C. (service companies)	B 227	15th January, 15th July.
Employment return A.S.C. (supply section)	Mannscript	1st April, 1st October.
<i>Quarterly.</i>		
Roll of mounted men and horses, A.S.C. (depot companies)	B 227	15th January, 15th April, 15th July, 15th October, to officer i/c records.
Return of recruits raised at headquarters of units	B 139	1st January, 1st April, 1st July, 1st October.
<i>Monthly.</i>		
Regimental returns—		
Household Cavalry	B 104-8	2nd of month.
Military Police		
Guards depot		
Army Post Office Corps		
Royal Garrison Regiment		
Mounted infantry, South Africa ..		
West India Regiment	B 104-8	1st of month, to officer i/c R.G.A. records.
West African Regiment		
Battalions of Indian infantry, temporarily on British establishment		
Royal Malta Artillery	B 104-8	1st of month, to officer i/c R.G.A. records.
Local Companies, R.G.A.	B 104-8	1st of month, to officer i/c records.
R.E. and R.A.M.C. units abroad having native troops on strength	B 157	1st of month, to officer i/c records.
R.A. at home and abroad		
R.E. at home and abroad		
Cavalry and infantry at home ..	B 158	1st of month, to officer i/c records.
Do. do. abroad		
R.A.M.C. at home and abroad ..		
A.V.C.	B 101	1st of month, to officer i/c barracks.
Regimental depots		
Cavalry		
R.A. at home and abroad	B 2087	1st of month, to Secretary, War Office, and to Command Paymaster.
Infantry		
Barrack occupation and lodging money		
State of horses and mules	B 283	1st August to 1st February, to G.O.C.-in-C.
Soldiers liable to general service under Section 83 (7) Army Act (home only)	B 149	1st of month, and a copy to regimental agents.
Officers at, or on leave of absence from, station (all arms)	B 168	1st of month, to Os.C. line battalions.
Depot state	K 1325	1st of month, to officer i/c barracks.
Return of casualties on the married roll, and alterations in occupation of quarters.		

* By Os.C. units allotted in Field Army Tables, only.

Reports and Returns.

Para. 1865.

Description of return.	No. of Army Form.	When to be sent.
<i>Weekly.</i>		
Return of effectives, increase and decrease at home, and of headquarters recruits (cavalry, R.A., and infantry)	B 238	Saturday.
Weekly duty state, R.A.M.C. (units at home only).	58	Saturday, to officer i/c records.
By C.R.E.		
<i>Yearly.</i>		
Defence electric and } electrical stores } accounting	G 896	— After 31st March to local auditor or War Office.
Engineer stores, &c., accounting	K 2403	
By Deputy Director of Medical Services of Command.		
<i>Yearly.</i>		
Estimate of pay, &c., for medical service.	M 1437	So as to be received by 1st November.
<i>Monthly.</i>		
Return of officers, civilian practitioners and nursing service.	C 340	4th of month.
By Assistant Director of Ordnance Stores.		
<i>Half-Yearly.</i>		
Return of rifled ordnance in store	G 873	1st April and 1st September { When no changes have been made since last return a memo., instead of blank forms, will be forwarded.
Return of carriages and slides in store	G 834	
Return of deficiencies in mobilization equipment	G 1081	1st May and 1st November, through the G.O.C.-in-C.
By Officer i/c Recruiting Area.		
<i>Quarterly.</i>		
Report on recruiting	B 137	1st January, 1st April, 1st July, 1st October (as directed on form).
<i>Weekly.</i>		
Return of recruits finally approved	B 211	Saturday { 1 copy direct to W.O. 1 to O.C. district.

Description of return.	No. of Army Form.	When to be sent.
By Officer in Civil Employment Register.		
<i>Quarterly.</i> Return of civil employment	B 2096	1st January, 1st April, 1st July, 1st October, to O.C. district.
By Commandant, School of Signalling.		
<i>Yearly.</i> Report on signallers inspected ..	B 225	1st January.
By Inspector of Gymnasia.		
<i>Yearly.</i> Officers and men under instruction	Special	1st January.
By O.C. Army Schools.		
<i>Yearly.</i> Garrison School State Infants' School State Garrison School, inspection report Infants' and sewing school inspection report.	C 321 C 322 C 320 C 314	1st October. At earliest possible date after yearly inspection.
By Command Paymaster.		
<i>Yearly.</i> Confidential reports, A.P.C., and civilian subordinates attached.	C 2105	1st January.
<i>Quarterly.</i> Return of men who have left the colours.	B 245	1st January, 1st April, 1st July and 1st October.
<i>Monthly.</i> Casualties, A.P.D., A.P.C., and civilian subordinates. Separate returns to be rendered for each station.	C 300	Not later than 4th of following month.

A.O. 190
1909

A.O. 205
1910

Regimental Returns.

Monthly
return.

Returns for
March and
September,
to be
checked by
paymaster.

1866. Regimental returns rendered on the first of each month will show the distribution up to midnight on the preceding day. Copies of the first page of the monthly returns rendered on the 1st April and 1st October will be passed to the regimental paymaster of the regimental dépôt or corps concerned, so that he may check the numbers shown with the numbers for whom pay is charged on the last day of March and of September respectively. As, however, a man who was discharged, transferred to the reserve, or otherwise became non-effective on the last day of any month cannot be included in the effective strength of the 1st of the ensuing month, a note should be made on the copy forwarded to the paymaster explaining any discrepancy between the numbers shown on the return, and those for whom pay was charged for the previous day. Should any discrepancy remain unexplained, the paymaster will inform the C.O. who, if an error is found in the return, will immediately report it to the officer of the records.

Reports and Returns.

Paras. 1867-1870.

1867. When leave is extended, the date from which the leave originally commenced, not the date from which the extension took effect, is to be shown in the column "From what time." The reason (if known) for an officer being absent without leave is always to be inserted in the column of "Remarks." The date on which an officer joins, after absence without leave, is to be inserted in "Memoranda" in the succeeding monthly return.

1868. A deserter is not to be struck off the strength until the declaration of the court of inquiry has been made and recorded. Until such time he is to be returned as "absent without leave," although he may have been reported as a deserter.

1869. An officer of the special reserve or auxiliary forces attached for duty to a unit of the regular forces will be shown under the head of "Officers Attached," the date of his joining and quitting being specified.

1870. The following table shows the dates of posting, &c., and the procedure to be observed in the case of transfers between units, &c., at home and abroad, of individuals sent home on furlough, for courses of instruction, &c., or for transfer to the army reserve.

Transfers of individuals.		For what purpose.	Procedure.	Date from which vacancies of N.C.O., trumpeter, bugler or drummer filled in previous unit.
From.	To.			
(a)	(b)	(c)	(d)	(e)
(i) Unit at home.	Unit abroad.	Service ...	When placed under orders:—shown as "under orders to join service companies." Struck off from date of embarkation, and reported as "sent to service companies."*	Date of embarkation.
(ii) Unit at home, embarking.	Depot or service unit at home.	Man left behind on embarkation.	Struck off previous unit from date of its embarkation and absorbed in depot or service unit.†	Date of absorption in depot or service unit. In cavalry vacancy will not be filled unless permanent transfer to home unit occurs. In the case of a unit proceeding to India, the vacancy may be filled from the date of disembarkation in India.
(iii) Unit abroad, embarking.	Relieving unit, or to be sent home.	Do.	Struck off previous unit from date of its embarkation.	Date of absorption in new unit. In the case of a unit proceeding from a colonial station to India, from the date of disembarkation in India.
(iv) Unit abroad.	United Kingdom.	Furlough and courses of instruction.	Retained on strength of unit except as in para. 799.	

* Will be added to the returns of the units they are to join by the officer i/c records.

† N.C.Os. and men of the cavalry, if temporarily ineligible for service abroad will be attached to, and if permanently ineligible will be posted to, affiliated units.

Transfers of individuals.		For what purpose.	Procedure.	Date from which vacancies of N.C.O., trumpeter, bugler or drummer filled in previous unit.	
From.	To.				
(a)	(b)	(c)	(d)	(e)	
(v) Unit abroad.	United Kingdom.	In charge of sick member of family.	A serjeant or soldier below that rank, if not granted furlough, will be absorbed in home establishment. A warrant officer or N.C.O. above the rank of serjeant will be retained on strength of unit abroad.	Date of absorption; but in the case of N.C.Os., if no vacancy in home unit a N.C.O. of same rank will be sent to the unit abroad, and the N.C.O. sent home will be absorbed in vacancy thus created.	A.O. 137 1910
(vi) Unit abroad.	Unit at home.	For service on regular establishment of special reserve or permanent staff of territorial force.	Struck off from date of disembarkation.	Date of posting to new unit. In India, 21 days from date of embarkation.	A.O. 13 1910
(vii) Unit abroad.	Depôt	Discharge or transfer to reserve immediately or within two months of arrival at home.	Struck off from date of disembarkation, and shown on strength of depot until discharged or transferred.*	Date of discharge or transfer. In India—21 days from date of embarkation.	
(viii) Do.	United Kingdom.	Discharge or transfer to the reserve, but who will have more than two months to serve on arrival home.	Struck off from date of disembarkation. Posted to a service unit or depot at home.†	Do.	A.O. 257 1908
(ix) Do.	Depôt	Invalid for discharge.	Struck off from date of disembarkation, and shown on strength of depot until discharged.‡	Date of discharge.	
(x) Do.	United Kingdom.	Invalid not subsequently discharged.	Struck off from date of disembarkation, shown on strength of depot, and absorbed in depot or home service unit.§	Date of absorption, but in case of N.C.Os., if no vacancy in home unit a N.C.O. of same rank will be sent to the unit abroad, and the N.C.O. sent home will be absorbed in the vacancy thus created.	A.O. 137 1910
(xi) All arms, except Household Troops.	Army reserve.	Service in reserve.	Borne as supernumeraries and accounted for in monthly reserve return of record offices.	Date of transfer to reserve.	
(xii) Household Troops.	Do.	Do.	To be shown in monthly reserve return of corps from which passed to reserve.	Do.	

* Cavalry will be attached to, but shown on the strength of, affiliated units.

† Cavalry will be posted to the affiliated unit. Infantry will be posted to the home battalion unless all line battalions of the regiment are abroad. Men of other corps will be taken on strength of a depot until posted by officer in records to a service unit.

‡ Cavalry will be posted to the affiliated unit.

A.O. 257

1908

A.O. 137

1910

Reports and Returns.

Paras. 1871-1873.

A.O. 261
1910

Casualties (other than those on Active Service).

1871. Should an unusual number of deaths or desertions occur, the C.O. will transmit, with the monthly return, a report stating the causes thereof, the remedial and precautionary measures taken to check any particular malady, or the measures adopted for the apprehension of deserters and for checking desertion, as the case may be. Unusual number of casualties.

1872. (i) On the death of an officer a written report will be made to the War Office as follows:— Death report of officer.

Status of deceased.	By whom made.
General or staff officer or officer doing extra-regimental duty. Regimental or departmental officer Officer dying on board ship ...	General officer under whom deceased was serving. C.O. O.C. troops on arrival in port.

In these reports (which are in addition to entries in returns), the date of decease and particulars thereof are to be noted.

(ii) The death of a warrant officer will be reported in a separate letter to the War Office by his C.O., or, if occurring on board ship, by the O.C. troops. Warrant officer.

(iii) Immediately after the death of a soldier, except at sea, the O.C. his company, &c., will make out a death report, in duplicate, on A.F. B 2090. This report will be forwarded to the War Office by the C.O. of the soldier's unit, or the unit to which he was attached, by the officer i/c, Royal Victoria Hospital, Netley, or Royal Herbert Hospital, Woolwich, or by the commandant of the discharge dépôt, as the case may be. Death report of soldier.

(iv) If a soldier dies on board ship, the O.C. troops immediately on arrival at the port of destination will forward A.F. B 2090 in duplicate to the War Office. Death on board ship.

1873. The following rules deal with the use of telegrams for notifying illness or deaths at home and abroad other than on active service. Such telegrams will be in addition to the written reports mentioned in para. 1872, and arrangements for their despatch will be made by the authorities responsible for sending those reports. Reports by telegram of dangerous illness and of deaths.

(i) The dangerous illness of an officer, warrant officer, N.C.O. or man may be communicated by telegram, at the public expense, to the next-of-kin if residing in the same country. Dangerous illness.

(ii) The sudden or accidental death of an officer, warrant officer, N.C.O. or man serving at home will be notified by telegram direct to the War Office. Sudden or accidental deaths at home.

(iii) All deaths occurring at home will be notified by telegram to the next-of-kin if resident in the United Kingdom, Channel Islands or Isle of Man. The telegram will give all necessary particulars in the case of an officer, and, in the case of a soldier, his regimental number, rank, name, the place, date and cause of death, and the probable time of burial will be stated. Telegrams to next-of-kin.

(iv) In the case of an officer, warrant officer, N.C.O. or man (except a native soldier) dying abroad or on board ship, notification by telegram will be made direct to the War Office at the public expense and with the least possible delay. The government code will be used when practicable, and the following particulars will be given:—Announcement of death, regimental number (or rank in the case of an officer), Deaths abroad or on board ship.

name, regiment, date of death, cause of death, sender. A telegram will also be sent at the public expense to the next-of-kin if absent from the station but resident in the country in which the death took place, or, in the case of a death at sea on the voyage home since leaving the last port of call, if resident in the United Kingdom. In other cases of death at sea a similar procedure will be followed if the next-of-kin is resident in any country in which a port of call is situated. If the next-of-kin has been so informed, the words "relatives informed" will be added to the telegram sent to the War Office. In other cases the next-of-kin, if resident in the United Kingdom, Channel Islands, or Isle of Man, will be informed by a telegram sent, in the case of an officer, by the War Office, or, in the case of a soldier, by the officer i/c records concerned, on receipt of a notification from the War Office.

Relatives to be informed by letter.

1874. In all cases of deaths or dangerous illness, whether a telegram is sent or not, a letter, written and signed by an officer, will be sent to the next-of-kin, giving, in addition to the particulars mentioned in para. 1873, all information as to duration of illness and any other matters likely to be of interest, and directing, when necessary, that application regarding the effects of the deceased should be addressed to the War Office direct.

Casualties on Active Service.*

Death reports.

1875. (1) As soon as possible after receipt of notification of the death of a soldier the officer i/c base record office will make out a death report in duplicate on A.F. B 2090A. One copy will be sent to the War Office accompanied by any will or testamentary document of the soldier, and by his small book, if forthcoming. The other copy of the report will be sent to the paymaster at the base, together with the soldier's pay book.

Duties of the base record office.

(2) When notifications of casualties are received in the base record office, the particulars as to the name, initials, rank and regimental number will be carefully verified with the nominal rolls or card index (when kept) before they are notified by telegram, and will be recorded in the card index (when kept) and casualty registers.

Tele-graphic notification of casualties by the base record office.

(3) Telegraphic notifications of casualties will be made by the base record office daily, or as often as necessary, as follows:—

(a) Officers and men of the regulars, special reserve and territorial force. } To the War Office.

(b) Oversea Dominion troops engaged } To the authorized officials appointed in the oversea Dominion concerned; and to the War Office.

(c) (1) Nursing staff.
(2) Civilian medical personnel.
(3) Civilian veterinary personnel.
(4) Other civilians in military employ. } To the War Office.

Tele-graphic reports.

The verification of these casualties in the base record office will be made from nominal rolls which will be kept there.

(4) Subject to such instructions as he may receive from general headquarters in the field, the officer i/c base record office will telegraph

* The method of reporting casualties after an action is dealt with in the Field Service Regulations, Part II.

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weekly or other progress reports to the War Office in the following terms:—

"All sick and wounded doing well except—"

The frequency of special progress reports in individual cases of officers will depend on the condition of the patients in question.

(5) If any regular troops have proceeded to the base from India or a colony leaving their families behind, all casualties affecting officers or N.C.Os. and men on the married establishment must (in addition to above) be notified by telegram to the authorities in India or in the colony concerned. Casualties affecting troops from India or the Colonies.

1876. On receipt of information from the War Office respecting deaths, wounds, sickness (including progress reports) among warrant officers, N.C.Os. and men, and as regards those reported "missing," the next-of-kin will be informed on the appropriate Army Form by the officer i/c records. The next-of-kin of officers will be informed by the War Office.

Inquiries regarding Soldiers.

1877. When inquiries are made for a soldier by his friends, the officer i/c records, the O.C. unit or depôt, will use despatch in answering them and give the best available information. Should a soldier inquired for belong to another unit or depôt, the application will be transferred to the officer i/c records concerned, and the applicant informed accordingly. Replies to inquiries for soldier.

Should the soldier inquired for be dead, the date, place, and cause of death may be given, but no information regarding his birth, description, regimental number, military history, or next-of-kin, will on any account be supplied to the applicant. In such a case the application will be forwarded to the War Office, with a covering letter, for any further action that may be necessary.

3.—BOOKS.

General Instructions.

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1878. Officers, warrant officers and serjeants will be in possession of the latest editions of the undermentioned books. These books are supplied, on requisition, at the public expense, new editions, when published, being issued in their place. When a N.C.O. is discharged, or otherwise removed, he is to deliver the books in his possession to the company or other commander. Books to be kept by officers, warrant officers and serjeants.

A. All officers, warrant officers B. Officers only. and serjeants.

Field Service Regulations, Part I, Operations.
Field Service Manuals and Departmental Manuals of the Service or Department to which he belongs.
Ceremonial.

King's Regulations.
Manual of Military Law.
Field Service Regulations, Part II. (Organization and Administration.)
Regulations for Mobilization.
Field Service Pocket Book.
War Establishments.

C. Officers, warrant officers, and serjeants of the undermentioned arms and branches will be in possession of the following:—

Cavalry.

Musketry Regulations. Parts I and II.
Manual of Field Engineering.

Manual of Map Reading and Field Sketching.
Manual of Elementary Military Hygiene.
Animal Management. (Officers, warrant officers, and squadron-serjeant-majors.)

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* W.Os and staff-serjeants, A.O.C., excepted.

R.H.A. and R.F.A.

Musketry Regulations. Parts I and II.
Manual of Field Engineering.
Manual of Map Reading and Field Sketching. (Officers only.)
Manual of Elementary Military Hygiene.
Animal Management. (Officers, warrant officers, and battery-serjeant-majors.)
Cavalry Training. (Officers R.H.A.)
Standing Orders, R.A.

R.G.A.

Musketry Regulations. Parts I and II.
Manual of Field Engineering.
Manual of Map Reading and Field Sketching. (Officers only.)
Manual of Elementary Military Hygiene.
Animal Management. (Officers, warrant officers, and battery serjeant-majors of Heavy Artillery.)
Infantry Training.
Standing Orders, R.A.

R.E.

Regulations for Engineer Services. (Officers only.)
Military Engineering. (Officers only.) (The Part referring to his branch.)
Instruction in Army Telegraphy and Telephony. (Telegraph units only.)
Musketry Regulations. Parts I and II.
Manual of Field Engineering.
Manual of Map Reading and Field Sketching. (Officers only, except in mounted and survey units.)
Manual of Elementary Military Hygiene.
Cavalry Training. (Officers and serjeants of mounted units.)
Infantry Training.
Animal Management. (Officers, warrant officers, and troop and company-serjeant-majors, mounted units only.)

Infantry.

Musketry Regulations. Parts I and II.
Manual of Field Engineering.
Manual of Map Reading and Field Sketching. (Officers only.)
Manual of Elementary Military Hygiene.

A.S.C.

Musketry Regulations. Parts I and II.
Manual of Map Reading and Field Sketching. (Officers only.)
Manual of Elementary Military Hygiene.
Animal Management. (All Officers, and only warrant officers and company-serjeant-majors of transport branch.)
Regulations for Supply, Transport and Barrack Services. (Officers only.)
Supply Manual (War). (All officers, and only warrant officers and serjeants of supply branch.)
Standing Orders, A.S.C.
Transport Manual (War). (All officers, and only warrant officers and serjeants of transport branch.)
Infantry Training.

Army Medical Service.

Regulations for Army Medical Service. (Officers only.)
Manual of Elementary Military Hygiene.
Standing Orders, R.A.M.C. (All ranks.)
Nomenclature of diseases. (Officers only, quartermasters excepted.)
Infantry Training.

A.V.S.

Regulations for Army Veterinary Services. (Officers only.)
Animal Management.
Standing Orders, A.V.C.

A.O.D. and A.O.C.

Regulations for Army Ordnance Services. (Part I.) (Except armourers and armament artificers sections.)
Regulations for Army Ordnance Services. (Part II.) (Officers only.)
Equipment Regulations. Part I. except the armourers and armament artificers sections.)
Ordnance Manual. (War.)
Standing Orders, A.O.C.
Manual of Elementary Military Hygiene.

A.P.D.

Financial Instructions in relation to Army Accounts.

1879. Training Manuals as shown below will be issued to all officers, and to units on a scale of 75% of the peace establishment of their N.C.Os. (excluding lance ranks) except where otherwise stated. The commander of the unit concerned will be responsible for the distribution and maintenance of the manuals.

Cavalry	Cavalry Training.
R.H. and R.F.A.	Field Artillery Training.
R.G.A.	G.A. Training, Volumes I, II and III — Field Artillery Training (Heavy and Mountain Batteries and Cos. manning movable armament.)
R.E.	R.E. Training.
Infantry	Infantry Training.

Books.

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A.S.C.	A.S.C. Training. Officers and W.Os. All parts. Horse Transport. N.C.Os. Parts I and III. Mechanical Transport. N.C.Os. Parts I, III and IV. Supply. N.C.Os. Parts I and III.
A.M. Service	R.A.M.C. Training.

Army Books, &c., to be kept up by Record Offices and Units.

1880. The books to be kept by every record office and unit are shown in the following tables. They are to be produced at inspections and at such other times as the general commanding may direct. The officer i/c records or the C.O. of the unit is responsible that the books are properly kept, and he should examine them periodically and see that they are correct and written up to date :—

List of
books to be
kept.

NOTE.—This Table is not intended to show the number of copies of each book to be kept by record offices and units, which will depend upon the circumstances of the case.

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Books.

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contd.

Books.	Army Book, etc.	Record offices, all arms.	Regiments of cavalry, bat- talions of infantry, and their depôts.	R.A.			R.E.		A.S.C.		R.A.M.C.		A.V.S.		A.O.C.		Remarks.
				Lieutenant-colonel's command, R.A.	Batteries, R.H.A., R.F.A., mountain and heavy.	Companies, R.G.A.	O.C., R.E.	Units.	Headquarters stations.	Companies.	O.C. district, command or depôt.	Headquarters com- panies and detach- ments abroad.	P.V.O.	Selections.	Units.		
REGIMENTAL BOOKS.																	
i Army Orders	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	W.—Kept at War Office. (a) In the Asiatic bat- talion R.G.A., Indian A.F. 250 is used. (b) See paras. 1930 to 1933.
ii Regimental order book.	127	..	1	1	1	..	1	1	1	1	1	1	1	1	
iii Regimental order book, box file.	189	1	1	1	1	1	1	1	1	1	1	1	1	1	
iv Record of officers' services.	83	..	1	W	W	W	W	W	W	W	W	W	W	..	W	W	
v Record of services and ages (men).	56	1(a)	
vi Digest services of regiment.	127	1	1(b)	
vii Regimental register of soldiers' services, and register of marriages.	358	1	
A.O. 13 1909	viii Attestations (port- folio).	234	1	1	..	1	1	..	1	..	1	..	1	..	1	..	(c) Only for offi- cers convicted by court- martial.
ix Regimental con- duct sheets (officers) (c).	A.F. B 120	..	1	W	W	W	W	..	W	..	W	W	W	..	W	W	
x Regimental con- duct sheets (men)	A.F. B 120	..	Kept	with	duplicate	attestations											
xi Letter book ..	127, 129, or 213	1	1	1	1	1	1	1	1	1	1	1	1	1	(c†) When at separate sta- tions.
xii Postage book ..	97	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	(c‡) When ap- plicable.
A.O. 105 1911	xiii Copies of returns ..	22, 23 or 70	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	xiii ^a Guard reports* ..	22	..	1	1	1(c†)	1(c†)	1	1(c†)	1	1	1(c†)	..	1	1	1	

Register of—

xiv	Letters received	193	..	1	1	1	1	1	1	1 (d)	1	1 (d)	1	1 (d)	1	1	1	(d) A.B. 121.
xv	Deserters	87	..	1	..	1	1	..	1	1	..	1	1	1	R	(e) Also in
xvi	Certificates of education.	† 13	1	battalions having transport animals.
xviii	Births (stations abroad).	§ 112	..	1 (j)	..	1	1	1	1	..	1	..	1	1	..	1	..	(f) To be kept locked up by C.O. or senior major.
xix	Marriages (stations abroad).	§ 113	..	1 (j)	..	1	1	1	1	..	1	..	1	1	..	1	..	(g) Kept by commandant, School of Military Engineering.
xx	Deaths (stations abroad).	§ 114	..	1 (j)	..	1	1	1	1	1	..	1	..	1	..	1	..	(h) A.S.C. and R.A.M.C. only.
xxi	Description of horses, mounted corps.	92	..	1 (e)	..	1	1	..	1	(i) Training Brigades, R.F.A. only.
xxii	Equitation register, mounted corps.	93	..	1	..	1	1	1	(j) Also in ammunition columns, B.H. & R.F.A.
xxiii	Nominal list men transferred to army reserve.	249	1	(k) Supplied by O.C. unit and returns by officer i/c records for reference.
xxiv	Box of sealed patterns, officers' lace, &c.	1 (f)	1 (g)	† By officer i/c recruiting areas.
xxv	Civil employment.	302 (k)	‡ The maintenance of A.Bs. 373, 374, and 375 is optional. A.B. 13 will not be kept in record officers where A.Bs. 373 and 374 are maintained. Not at depôts.
xxvi	District register of recruits.	† 303	
xxvii	Tabulation book, nationalities, religions and badges.	‡ 373	1	
xxviii	Tabulation book, recruits' ages, measurements, &c.	‡ 374	1	
A.O. 175 1908	xxix	Tabulation book, reserve ages and services.	‡ 375	1	
A.O. 205 1910	xxx	Register of special reservists.	254	1 (h)	..	1 (i)	
8 King's 297	xxxi	Machine gun officers' diary and register.	107	..	1	

* Applicable also to detachments, and to establishments at which are serving private soldiers whose offences are disposed of by Commandants, &c., as "Commanding Officer"; but is not applicable to garrison and similar guards where private soldiers, placed in custody in respect of offences, are sent to their own units for disposal.

‡ A register will also be kept by the G.O.O. at headquarters of commands, and in South Africa by Os.C. Districts, as well as at headquarters.

Books.	Army Book.	Record offices, all arms.	Regiments of cavalry, bat- talions of infantry, and their depôts.	R.A.			R.E.		A.S.C.		R.A.M.C.		P.V.O.		A.V.S.		Remarks.
				Lieutenant-colonel's command, R.A.	Batteries, R.H.A., R.P.A., mountain and heavy.	Companies, R.G.A.	O.C., R.E.	Units.	Headquarters station.	Companies.	O.C. districts command or depot.	Headquarters com- panies and detach- ments abroad.	Headquarters com- panies and detach- ments abroad.	Headquarters com- panies and detach- ments abroad.	Headquarters com- panies and detach- ments abroad.	Headquarters com- panies and detach- ments abroad.	
QUARTERMASTERS' BOOKS.																	
i Ledger for cloth- ing and neces- saries.	284 or 285		1		1	1	1	1		1		1				1*	* Kept so by detachments abroad.
iii Ledger for public clothing in pos- session of com- panies.			1														
iv Bedding book			1		1	1		1	1	1		1				1	
v Equipment ledger	109		1		1	1		1	1	1		1				1	
vi Account of rations	98		1		1	1		1	1	1		1				1	
vii Account of forage	129		1		1	1		1	1	1		1				1	
viii Letter book																	
ix Copies of reports of boards of survey on clothing and necessaries.	106		1		1	1				1		1				1	

Para. 1880—
contd.

Books.

Paras. 1881-1890.

1881. The Mobilization Regulations contain instructions as to the disposal of regimental books by a mobilized unit. Mobilized unit.

1882. A unit abroad, if ordered on active service outside the command, will take with it all its regimental books; but only those books detailed in the Table of Books, Army Forms, &c., should be taken beyond the base of operations. Unit serving abroad.

Company, &c., Books.

1883. The following books will be kept by companies, &c.:—

List of books.

1. Squadron, battery and company book. A. B. 70.
2. Order book. A. B. 137.
3. Conduct book. A guard book containing A. F. B 121
4. Messing-book. A. B. 48.
4. Pay and mess-sheet. A. F. N 1504.
6. Cash-book and ledger. A. B. 69.
7. Personal clothing disposal-book. A. B. 339.
8. Monthly indents for clothing and necessaries—
A. F. H 1178 and 1180 for mounted services.
A. F. H 1179 and 1181 for dismounted services.
9. Description of horses, A. B. 92 (only for corps having horses or mules).
10. Squadron, battery or company commander's diary of ammunition expended, A. B. 99.
11. Assistant adjutant's diary of ammunition expended, A. B. 100.

Instructions regarding Army Orders, Standing Orders, and Regimental Orders and Books, &c.

1884. The Adjutant-General and Quartermaster-General may issue Standing Orders relating to the R.A., R.E., A.S.C., R.A.M.C., A.V.C., and A.O.C. An O.C. station or body of troops may issue standing orders relating to his command, but all such orders will be subject to regulations issued by Army Orders, and will provide only for such matters as are not provided for in those regulations. Issue of standing orders.

The head note of standing orders so issued will read as follows:—

“Published under para. 1884, King's Regulations.”

1885. All orders affecting soldiers will be duly signed and posted in suitable places in quarters as directed in para. 940. Orders relating to the soldiers pay and accounts, or to any matter requiring special explanation, will be read over and explained to them immediately after such orders are received. A.O. 205 1910

1886. All Army Orders (including corps orders, R.E., A.V.C., and Lists of Changes in War Matériel), received from the War Office, and corps orders, A.S.C., R.A.M.C. and A.O.C., received from officer i/c records are to be kept in guard books. Each volume will contain orders, &c., for one year, and will be numbered and indexed. Army order book

1887. All official letters on regimental business are to be entered in the letter book (A.B. 127, 129, or 213). It should be kept in two parts, one for the entry of letters to departments, and one for those to individuals. The book is to contain an alphabetical index, and a separate index for the public departments. It need not be kept beyond three years after it is completed, but copies of such letters as may be likely to be required for reference must be preserved. Letter book.

1888. A register of all letters received will be kept in A.B. 193.

Register letters received. Returns.

1889. Copies of all returns are to be kept in a guard book in order of date. They may be destroyed after three years.

1890. The orders of a unit will be divided into two parts, as follows:— Orders of unit.

Part I. will deal with training, manœuvres, parades, and matters which do not affect a soldier's pay, service, or documents;

Part II. (A.F. O 1810) with matters which affect a soldier's pay, service, or documents.

Part II. of orders, prepared on A.F. O 1810, will be framed in the identical words in which the entry is to be made in original and duplicate attestations. Every circumstance which affects a soldier's service or pay, including service or proficiency pay, will be published in Part II. of orders immediately after its occurrence. When a soldier becomes efficient and eligible to draw service or proficiency pay, Class I. or II., the fact will be published in Part II. of orders. In arms of the service for which a musketry standard is laid down for the grant of service or proficiency pay the names of all soldiers who have completed the classification practices, and the standard attained by each man will be immediately published in Part II. of orders.

Copies of Part II. of orders (or a notification that none have been issued) will be sent weekly, and on the last day of each month, to the officer i/c records, who will retain them for reference. In the case of units at home the weekly copies will be despatched so as to reach the record office on Mondays; copies of Part II. of orders will also be sent daily to the regimental paymaster concerned. Sufficient copies of these orders will be supplied in the case of cavalry and infantry, to enable one to be attached to each squadron or company pay list.

Each issue of each Part of orders will be numbered consecutively, commencing on the 1st January of each year, and each item will be given a sub-number.

A box file (A.B. 189) will be used by officers i/c records and C.Os. for filing these orders. Parts I. and II. will be kept in separate files. C.Os. will review Part I. of orders annually, and any matter affecting the permanent orders of a unit will be noted in A.B. 127.

Equitation
register of
officers,
men and
horses.

1891. In the equitation register (A.B. 93) the officers and men are to be entered in three classes, according to their proficiency. The first-class is to consist of such officers and soldiers as are proficient in equitation. The second class is to comprise those officers and soldiers in an intermediate state of proficiency. The third class is to include those officers and soldiers in the early stages of instruction. The horses are to be classed in like manner.

Classifica-
tion
dismissals.

1892. Classification is to be made under the direction of the C.O. and alterations are to be determined by him. Dismissals from attendance at riding drills are to be authorized by the C.O. only, after personal inspection.

Class-roll.

1893. In addition to the register kept by the riding-master a class-roll is to be kept in each troop of officers, men, and horses belonging to it, and this roll will be shown at inspections.

Register of
certificates
of educa-
tion.

1894. A register of certificates of education in A.B. 13 or in A.Bs. 373 and 374 will be kept by the officer i/c records. The particulars necessary for the maintenance of the register will be notified in Part II of orders.

Civil em-
ployment.

1895. The Instructions as to the Civil Employment of Army Reserve Men and Discharged Soldiers, contain full directions on the subject of civil employment.

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4. RECORDS.

Officers' Services.

1896. A.B. 83 will be carefully kept up. Each officer will, on first joining his corps, affix his signature to the "Personal Particulars," and will initial all subsequent entries under that heading. All other entries in the form will be initialed by the C.O. of the unit in which the officer is serving at the time they are made. On an officer ceasing to belong to the corps, the C.O. and the adjutant of the corps will affix their signatures to the form.

Record of
officers'
services.

In the case of units whose records of service are not kept at the War Office, all requests for information regarding an officer's record of service will be addressed to the C.O. of the unit with which he last served. The record of an officer's staff or extra regimental employment will be obtained from the Official Army List.

Soldiers' Services.

1897. A soldier when posted or transferred to a corps will receive a regimental number in that corps.

Numbers
of soldiers.

1898. The regimental number will be given by the officer i/c records, on application from the O.C. unit.

By whom
given.

1899. The regimental series of numbers will commence with 1. The numbers will be given in sequence, according to date of application. The series will extend to 49,999 in each of the three corps of cavalry of the line, and in the R.G.A.; to 99,999 in the R.H.A. and R.F.A.; to 39,999 in the A.S.C.; to 29,999 in the R.E.; to 19,999 in each regiment of foot guards, infantry of the line, and R.A.M.C.; and to 9,999 in regiments of household cavalry and in corps not named above. When these numbers have been reached a new series will be commenced.

1900. In all documents relating to a soldier, his regimental number will precede his name. The number will not be changed as long as he remains in the corps. If he is transferred, deserts, is discharged, or dies, the number will not be given to any other soldier. A soldier promoted to warrant rank will retain his regimental number.

To be
always
used in
documents.
Not to be
changed.

1901. The name in which a soldier is attested cannot be erased from his attestation or documents. If a soldier who has enlisted under an assumed name wishes his true name to be added in his records, he must, at his own expense, make a statutory declaration before a magistrate as follows:—

Procedure
on change of
name by a
soldier.

"I, A.B., do solemnly and sincerely declare that I was enlisted on the _____, under the name of _____, which name I now declare to be incorrect. The name of _____, contained in the accompanying certificate of birth, I now declare to be my true name, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act made and passed in the sixth year of the reign of King William the Fourth, chap. 62, entitled 'The Statutory Declarations Act, 1835.'"

"Signature of soldier _____."

"Declared before me at _____, this _____ day of _____."

"Signature of J.P. _____."

The man should be warned that, if the declaration so made is untrue in any material particular, he is liable to be indicted for perjury.

The true name will then be recorded, as an *alias*, after the assumed name wherever the latter appears on the documents and in all documents subsequently prepared the true name only will be used. The statutory declaration will be preserved with the soldier's original attestation. (See para. 1907.)

Recording
new name.

Attestation. 1902. The service of each soldier will be recorded on his original attestation and duplicate attestation.

1903. Original and duplicate attestations will be filed in portfolios, in numerical order, an alphabetical index being kept in each volume. When an attestation is taken from the portfolio for any purpose, A.F. B 198 will be prepared and sent with it. This form after being signed by the recipient will be returned to be placed in the portfolio instead of the attestation. When the attestation has been received back, then A.F. B 198 will be returned to the officer who borrowed the attestation.

Attestation defaced or lost.

1904. Should either the original or duplicate attestation be lost or become so injured as to render it useless, a certified copy of the attestation (whether original or duplicate) will be substituted for it. An entry as follows will be made in red ink at the top of the first page of the copy :—

COPY ATTESTATION.

"Substituted for (original or duplicate) attestation, in accordance with King's Regulations, paragraph 1904."

Signature of C.O.

Station _____

Date _____

Information for completion of original attestation.

1905. The officer i/c records is to be furnished with the information for keeping these records completed up to date; this information will be furnished in Part II of orders, as specified in para. 1890.

Custody of original attestation.

1906. Original attestations will be sent to the officer i/c records, and will be disposed of as laid down in para. 1929.

The original attestation of a warrant officer or N.C.O. serving on the command, garrison, or gymnastic establishment, and of a soldier who is borne as supernumerary on the regimental establishment will remain in the custody of the officer i/c records of the corps to which he belongs.

Documents attached to original attestation.

1907. The following documents will be attached to the original attestation, and enclosed with it in A.F. B 278 :—

- (i) Proceedings of court of inquiry on injuries sustained and on men reported missing while on active service.
- (ii) Attestations of fraudulently enlisted men, and of men improperly re-enlisted while belonging to the army reserve, for corps in which they have not been held to serve.
- (iii) Authority for special enlistment (A. F. B 203).
- (iv) Compulsory stoppages (A.F. B 282).
- (v) Re-engagement paper (A.F. B 136).
- (vi) Notice to be given to his C.O. by a soldier who desires to continue in the service beyond 21 years, under Section 85 of the Army Act (A.F. 221).
- (vii) Application of a soldier to extend his army service under Section 78 (1) of the Army Act (A.F. B 221).
- (viii) Authority for any prolongation of service under Section 87 of the Army Act.
- (ix) Declaration of change of name.
- (x) Documents of re-enlisted men.
- (xi) Certificates of trade proficiency (A.F. B 135).

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Custody of duplicate attestation.

1908. On the enlistment of the recruit the duplicate attestation will be sent to his C.O., and will, except on active service, invariably accompany the unit. (See also para. 1929 (x)).

Documents attached to duplicate attestation.

1909. The following documents will be preserved with the duplicate attestation, and enclosed in A.F. B 278 :—

- (i) Regimental Conduct Sheet (A.F. B 120).
- (ii) Pay Book for active service (A. B. 64).
- (iii) Compulsory stoppages (A.F. B 282).
- (iv) A.F. B 64. After transfer to army reserve or on final discharge may be destroyed.

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1911

1910. The duplicate attestation of a re-engaged man serving at home will be sent triennially in January, to the officer i/c records,

who will check the third and fourth pages of the duplicate and original and return the duplicate with his remarks.

In the case of a re-engaged man serving abroad, a warrant officer or N.C.O. serving on command, garrison, or gymnastic establishments, or soldier who is borne as supernumerary on the regimental establishment, A.F. B 200, will be sent triennially in January, to the officer i/c records, who will check the entries and return it with his remarks. In the R.A., R.E., A.S.C., R.A.M.C., A.V.C., A.P.C. and M.P.S.C. serving at home, the original and duplicate attestations will be compared triennially under instructions from the officer i/c records.

1911. Any alterations recorded in the soldier's small book with regard to his next-of-kin will be entered on his duplicate attestation and notified to the officer i/c records.

Declaration of Courts of Inquiry into Illegal Absence.

1912. A record (A.F. B 115) of the declaration of a court of inquiry held to record the illegal absence of a soldier is to be entered by the C.O. in a regimental book (A.B. 161) kept exclusively for the purpose of recording such declarations, the entry being vouched by his signature, after he has inserted on the record the ranks, names and corps of the president and members of the court of inquiry. When the record has been duly made the C.O. will destroy the original proceedings of the court of inquiry, A.F. A 2. (See para. 673.)

Courts of inquiry on absentees.

The records, or true copies purporting to bear the signature of the officer having the custody of the regimental book in question, will, on the trial of a soldier, be admissible in evidence of the facts therein stated. All copies of the declaration which may be required, whether for production in evidence before a court-martial or as vouchers to army accounts, are to be prepared from the record in the aforesaid regimental book, and certified as true copies by the officer charged with its custody.

When a unit embarks certified true copies of these declarations are to be left with the staff officer at the port of embarkation, if abroad, or sent to the officer i/c records, if at home. When a soldier serving abroad deserts, a certified true copy is to be sent to the officer i/c records.

Statement of Services.

1913. Every variation affecting a soldier's service, will be entered in his statement of services or military history sheet, as it occurs, or as soon as it is reported in Part II of Orders, as follows:—

Entries in attestation and duplicate attestations.

	(i) Promotion to, or reduction from, any rank.	See para. 282.
	(ii) Grant or deprivation of any appointment.	Such as lance corporal, bandsman on the establishment, drummer or bugler, class of orderly in the R.A.M.C., or shoeing-smith on the establishment.
A.O. 187 1908	(iii) Extension of service with the colours.	Date of authority, the amount of gratuity (if any) received, and the regulation under which such gratuity was granted, to be stated.
	(iv) Re-engagement.	Entry to be made thus:—"re-engaged for the Regiment, at _____ on _____ for such term as shall complete 21 years' service." The date of re-engagement will be that of approval by the competent military authority.
	(v) Continuance in the service beyond 21 years.	Date of authority to be quoted.
	(vi) Conviction by civil power of an offence committed before enlistment—if absent from duty in consequence of the sentence.	An entry to be made explaining absence from duty.

(vii) Every conviction by court-martial or civil power, whether the soldier is with the colours or in the reserve.	Entry to be made immediately after promulgation, or receipt of certificate of conviction by civil power, except as provided in 1919 (iii).
(viii) Absence without leave exceeding five days if service is forfeited, and detention awarded by C.O. exceeding seven days.	Entry to be made immediately after disposal of case.
(ix) Transfer to other corps or to the reserve.	Date and authority to be quoted.
x) Posting to other portions of same corps.	— — —
(xi) Alteration of terms of service in consequence of transfer under Section 83 (3), Army Act.	To be entered thus:—"Transferred to "on , and conditions of service altered "to years with the colours, and "years with the reserve." Authority to be quoted.
(xii) Re-transfer from reserve to the colours.	The date of the re-transfer and the authority to be quoted in accordance with the Regulations for the Army Reserve.
(xiii) Transfer for service under a colonial government.	The date of transfer, and the number and date of letter authorizing it, to be quoted.
(xiv) Indian unattached list.	Dates of being attached to and remanded from the unattached list, the rank attained therein, and whether paid by a consolidated salary, to be entered.
(xv) Date and cause of becoming non-effective.	— — —
(xvi) Reckoning of former service for pension purposes.	An entry as follows to be made in red ink:—
(a) Both as "qualifying service" and "service."	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <p>"Former "service in "regiment "allowed "to reckon</p> </div> <div style="font-size: 3em; vertical-align: middle;">{</div> <div> <p>"As 'qualifying service' for pension under Article 1063 (b) for "1063 (c), Pay Warrant." years, days.</p> <p>"As 'service' under Article 1062 " (b) (or 1063 (c)), Pay Warrant." years, days.</p> </div> </div>
(b) As "service only."	<p>"Former service in allowed to "reckon as 'service' under Article 1062 (b), for "the grant of pension under Article 1075 or 1077, "and Article 1078, Pay Warrant. years, days.</p> <p>"If ultimately pensioned forfeits deferred pay "for service since re-enlistment under Article 1044 (k) of Pay Warrant. (See also para. 275).</p>

Military History Sheets.

Service at home and abroad.

1914. The whole of a soldier's service from the date of attestation will be recorded in the military history sheet, as follows:—

Country.	From.	To.	Service.	
			Years.	Days.
Home	1.4.90	2.11.92	2	216
India	3.11.92	5.1.97	4	64
Malta	6.1.97	8.2.00	3	34
Home	9.2.00	31.3.02	2	51

1915. Service abroad (whether in India or elsewhere) is reckoned from date of embarkation in this country to date of disembarkation on return both dates inclusive. An invalid admitted to hospital on arrival from India will be shown as at home, but will be reckoned as on Indian service up to the date of discharge from hospital inclusive. A man of the R.A.M.C. employed on Indian transport will be shown as on Indian service during such employment. Service abroad.

In recording the service of a European soldier on the West Coast of Africa, the periods occupied by the voyage to or from the coast will be shown separately from the time actually served at any of the West African stations.

1916. The service of a man on the Indian unattached list who comes home on furlough or for discharge will, during the period of furlough or up to the date of discharge, be shown as Indian service. Indian un-attached list.

Medical History Sheets.

1917. Medical history sheets will be kept in the medical inspection room, or where there is no inspection room they will be kept in the military hospital.

The following entries in medical history sheets will be made by Os. C. units or depots:—Insertion of regimental numbers, dates and places of enlistment; transfers to other corps, and dates of arrival at, and departure from stations; or of embarkation in, or disembarkation from, troopships or transports; and records of courts of inquiry on injuries.

Officers' and Warrant Officers' Court-Martial Records.

1918. (i) Regimental conduct sheets (A.F. B 120) will be kept, as confidential documents, in every unit and corps for officers therein serving who have been convicted by court-martial. Entries will be made as detailed in para. 1919. If an officer who has been convicted by court-martial exchanges, or is transferred or posted to another unit or corps, the sheet will be sent to his new C.O.; if he is placed on half-pay it will be sent to the War Office. Officers' court-martial sheet.

(ii) The conviction by court-martial of a warrant officer will be entered in his regimental conduct sheet.

Regimental Conduct Sheets.

1919. A regimental conduct sheet (A.F. B 120), will be made out for every N.C.O. and man. The regimental conduct sheets of N.C.Os. of the rank of colour-serjeant and upwards will be kept as confidential documents; those of other N.C.Os. and men will be kept with their other documents in A.F. B 278.

The following entries will be made in the regimental conduct sheets in accordance with the subjoined instructions:— Entry of courts-martial.

(i) *Every conviction by court-martial*, whether the sentence is wholly remitted or not; but no entry will be made of any charge upon which a finding of "not guilty" has been recorded.

The "statement" of the charge as set forth in Appendix I, Rules of Procedure, is to be entered. In cases where the "statement" does not disclose the full nature of an offence, such as charges under Sections 11 and 40 of the Army Act, the purport of the "particulars" will be added, thus:— Entry of charges.

"Neglecting to obey garrison orders—bathing in the river at a prohibited hour"; or.

"Conduct to the prejudice of good order and military discipline—alcoholism."

When the charge is under Section 19, and the particulars show that the offence was committed when on duty or after having been warned for duty, the entry in conduct sheet should be—

"Drunkenness—on duty"

OR

"Drunkenness—having been warned for duty."

Entry of sentence.

The original sentence, together with any alteration or revision or variation by the confirming officer, is to be recorded in the column "Punishment awarded." Any remission, mitigation or commutation subsequent to confirmation, with the date of the order and the name of the officer making it, will be recorded in the column for remarks.

The date of the original sentence is to be recorded in the column "Date of award," with the word "confirmed," and the date of confirmation immediately below it.

Entry of finding.

A finding of "Guilty" need not be entered, but where the accused is found guilty of a cognate charge or the finding has been altered on revision, such alteration will be recorded in the column "Punishment awarded."

Erasure of entry.

When the record of a court-martial is ordered to be removed, the entry of the conviction is to be erased, and the authority quoted.

Entries where trial dispensed with.

(ii) *Every case of desertion or fraudulent enlistment in which trial has been dispensed with.*

Convictions by civil power.

The authority to be quoted and the date of the order to be entered.
(iii) *Every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction.*

When the sentence of a court of summary jurisdiction is a fine, and the offender has not undergone imprisonment in default of payment, the C.O. may, if he thinks that a regimental entry of a conviction should not be made, represent the case to an officer not below the rank of brigadier-general for decision. If it is ordered that no entry is to be made, the case will not be treated as a previous conviction on a trial by court-martial.

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For offences prior to enlistment.

Convictions by the civil power, whether before or after enlistment, for offences committed prior to enlistment, are not to be entered or given in evidence against a soldier on a trial by court-martial. Conviction of offences committed in civil life, while in a state of desertion, are to be entered and given in evidence before court-martial as previous convictions.

For offences while in state of desertion.

Certified copies of all convictions by the civil power will be annexed to the soldier's regimental conduct sheet. When the imprisonment awarded for any such condition exceeds seven days, the certified record will be produced in evidence in the same manner as a former conviction by court-martial. When the imprisonment is for seven days or under, the conviction is to be treated as an ordinary entry in the regimental conduct sheet with regard to the forfeiture of good conduct badges.

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(iii.) *Every case in which a soldier has been bound over by a court of ordinary criminal jurisdiction or by a court of summary jurisdiction to appear for conviction or judgment.*

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In cases where the C.O. is of opinion that a regimental entry should not be made, he may represent the case for decision of an officer not below the rank of brigadier-general.

When a regimental entry has been made, a certified copy of the order of the court will be annexed to the soldier's regimental conduct sheet.

(iv) *Every severe reprimand of a N.C.O.*

(v) *Every case of reduction of a N.C.O. to a lower grade, or to the ranks, or deprivation of lance stripe, for an offence, but not for inefficiency.*

- (vi) *Every award of detention by the C.O.*
 (via) *Every award of field punishment by the C.O. (on active service only).*
 (vib) *Every award by the C.O. of forfeiture of pay (on active service only).*
 (vii) *Confinement to barracks exceeding seven days.*
 (viii) *Every instance of drunkenness*
 (ix) *Punishments on board ship.* Every award of punishment by the C.O. of one of His Majesty's ships, in pursuance of the Order in Council of 6th February, 1882. Entries on board ship.

Stoppage of smoking on board ship, for any period exceeding seven days.

Every award of punishment on board His Majesty's ships which is equivalent to any of the above punishments, or to a regimental entry.

(x) *Every offence entailing forfeiture of pay under the Pay Warrant, except:—*

- (a) Where the offence is absence without leave not exceeding two days.
 (b) When the forfeiture is in consequence of a civil conviction for which a fine has been awarded and the G.O.C. or the brigade commander has ordered, under subhead (iii), that a regimental entry shall not be made; or
 (c) When the offence was committed before enlistment.
 (xi) *Any punishment awarded by (a) visitors to soldiers under sentence in a military prison or detention barrack or in a naval prison; (b) the visitor in a branch detention barrack when so ordered by the officer awarding the punishment; (c) the visiting committee in a civil prison.*

(xii) *Every conviction under Section 6, Reserve Forces Act, 1882, of a man enrolled in the army reserve.*

(xiii) *Every case of admission to hospital on account of alcoholism, duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink, unless the soldier has been tried on a charge based upon the same facts and acquitted.*

(xiv) *Any especial act of gallantry or distinguished conduct by the soldier which has been brought to notice in brigade or superior orders, or in despatches. These entries are to be made in red ink right across the sheet.*

1920. (i)—Each entry will be initialed by the C.O. or adjutant in the column for remarks. The signature in full will be appended to court-martial entries. Rules as to entries.

(ii) Vague entries, such as "improper conduct," are to be avoided.

(iii) The following abbreviations, &c., are to be used:—

Confinement to barracks—C.B.

Imprisonment with hard labour—Impt. H.L.

Detention—Detn.

Fine—Fined.....

Penal Servitude—P.S.

Deprived of lance stripe—Depd. Lee. Stripe.

Forfeiture of pay, proficiency pay, service pay or good conduct badge, is to be noted under the head of "Remarks," as:—
 Forfeits.....days' pay; or, Forfeits.....G.C. Badge.

(iv) A specimen regimental conduct sheet will be kept in the office of every officer entitled to award a regimental entry.

1921. If a conduct sheet is lost, the C.O. will assemble a court of inquiry to investigate the circumstances and obtain evidence as to the entries contained in the lost sheet. The C.O. will then cause a new sheet to be drawn up and substituted for the lost sheet, an entry in red ink, "Substituted for original, lost," with date and C.O.'s signature, being made in front of "number of sheet."

1922. When a unit proceeds on active service all regimental conduct sheets will be forwarded to the officer i/c records concerned, by whom they will be kept up from periodical returns forwarded from the unit in the field through the base record office.

Guard Reports.

Comparing
conduct
sheets and
guard re-
ports.

1923. Guard reports (A.F. B 160) and minor offence reports (A.F. B 281) showing the disposal of accused soldiers by C.O.s, and by company, &c., commanders respectively, are to be preserved in original, and will be pasted daily into a guard book (A.B. 22).

Brigade commanders, at their annual inspections, will compare the guard and minor offence reports with the entries in the conduct sheets, and may then authorize the destruction of the reports, which will not, however, be carried out till one year shall have elapsed from the date of the last report.

A.O. 105
1911

Company Conduct Sheets.

Company
conduct
book.

1924. A company conduct sheet (A.F. B 121) for each N.C.O. under the rank of colour-serjeant, and each man, will be kept in a guard book and will be retained in the custody of the company, &c., commander, under lock and key. The guard book will also contain a specimen conduct sheet for guidance in making entries, together with an alphabetical list of soldiers on the strength of, or attached to, the company, etc. Should a sheet be temporarily withdrawn, the date and reason for such withdrawal will invariably be noted in pencil against the soldier's name on the list.

An entry will be made in the company conduct sheet of every award of punishment against the soldier, by whomsoever made, except that offences exempt from insertion under para. 1919 (iii) and (iii a), or under rule (iv) below, will not be entered.

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1910

The following rules for keeping company conduct sheets will be observed:—(i) The heading of each sheet will be filled in. (ii) The same rules will be observed as are laid down for regimental conduct sheets in paras. 1919 and 1920. (iii) The officer who makes an entry will initial it in the last column. (iv) The company, &c., commander, will record therein every offence committed by N.C.O.s and men, for which punishment has been awarded, except offences (other than drunkenness, or those involving forfeiture of pay under the Pay Warrant) for which confinement to barracks for one day, or its equivalent punishment on board ship, or one extra guard or picket has been awarded. Admonition will not be entered except in cases of drunkenness and in those involving forfeiture of pay under the Pay Warrant. (v) Every act of drunkenness committed by a soldier is to be entered in black ink, and numbered consecutively, in red ink, in the column set apart for that purpose. (vi) Every case of admission to hospital on account of alcoholism duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink, unless the soldier has been tried on a charge based upon the same facts and acquitted. (vii) All entries in the company conduct sheets will be compared frequently by the C.O., or an officer deputed by him, with the awards recorded in the guard reports and minor punishment reports.

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1909

In the case of a sheet being lost, the procedure laid down in para. 1921 will be followed.

1925. On promotion to colour-serjeant or any higher rank, any entries in the company conduct sheet such as those mentioned in the

latter part of this para. will, for purposes of assessment of character, application for good conduct medal, &c., be transferred to the regimental conduct sheet in red ink, with a note that these entries do not count as regimental entries. The company conduct sheet will then be destroyed.

The company conduct sheet of a soldier will be destroyed on his discharge. A record of such entries as are referred to in the last sentence of this para. will, however, be made on a fresh A.F. B 121, and placed with the discharge documents, and those entries and entries in the regimental conduct sheet will alone be taken into account in assessing a soldier's character.

It will also, if containing any entries, be destroyed, and a blank one substituted:—

- (i) *On completion of six months from the date of his attestation.
- (ii) *After every continuous period of two years, during which he shall not have incurred an entry in his company sheet.
- (iii) *On attaining the rank of serjeant.
- (iv) On transfer to the reserve.

When a new sheet is taken into use an entry, signed by the company, &c., commander, will be made at the top of the sheet, "Sheet destroyed (date); last entry (date)†; number of cases of drunkenness (date of last instance)."

Before destroying company conduct sheets the headings on the new sheet will be compared. The entries in the regimental sheets will be checked and completed.

Entries in the company conduct sheets of deprivation of lance stripe or severe reprimands of N.C.Os., of admissions to hospital for alcoholism, and of cases of drunkenness, which under previous regulations have not been reckoned as regimental entries, are not to be transferred to the regimental conduct sheets. They are to be copied into successive new company conduct sheets, and will be taken into account in the assessment of the soldier's character as contemplated in para. 419 and as above.

1926. When a unit proceeds on active service the company conduct sheets will be left at the base record office. They will then be kept up from periodical returns furnished by the unit in the field. After the completion of the company sheets, these returns will be forwarded to the officer i/c records concerned for the completion of the regimental sheets.

The above return will be compiled from entries made by the unit in the field in the field conduct book. See para. 1927.

The Field Conduct Book.

1927. On active service all entries of offences will be made in the field conduct book, from which copies will be sent periodically to the base record office.

The book will contain a nominal list of the men of the company &c., with an assessment by the company, &c., commander of their respective characters at the commencement of the campaign, number of cases of drunkenness, with date of last instance, &c.

* (i), (ii) and (iii) will not apply to a case occurring before the 1st of February, 1907, unless there are no entries in the sheet subsequent to the date of the completion of six months' service, being two years clear of an entry, or promotion to serjeant, respectively.

†The date to be entered will be the date of award, or, in the case of imprisonment or detention, the date of return to duty.

If a man be transferred, while in the field, to another unit, it will be sufficient if he be accompanied by a memorandum showing an assessment of his character up to date of transfer and the total number of cases of drunkenness recorded against him, with the date of last entry.

If the character is not satisfactory a short explanatory note may be added, e.g. :—

No. _____, Pte. _____. Previous cases of drunkenness, eight. Last offence, 17.3.06. Last case of drunkenness, 22.2.06. Character, bad. Insubordination.

Original Proceedings of Regimental Courts-Martial.

Disposal of proceedings of R.C.M.

1928. The original proceedings of every R.C.M. after the requisite entries have been made in the regimental books, and after they have been laid before the brigade commander at his next inspection, are to be forwarded to the officer i/c records. These original proceedings are to be preserved for three years from the date of trial.

Disposal of Documents.

Disposal of documents.

1929. The documents of a soldier will be disposed of as follows :—

A.	B.	C.	D.
Nature of casualty.	Original attestation.	Duplicate attestation.	Conduct sheets, copies of conviction by civil power, and documents attached thereto.
(i) Death	To be destroyed	To be forwarded to officer i/c records and retained by him until the man has been non-effective for 50 years, and then destroyed.	To be destroyed.
(ii) Desertion	To be retained by officer i/c records for 15 years and then destroyed.	To be retained by the man's C.O. for one year* and then treated as in C (i). * If the man deserts while the unit is at home and the unit embarks for service abroad within the year, the document will be sent to the officer i/c records before embarkation.	As in C (ii).
(iii) Discharge	As in B (ii)	To accompany the discharge documents in accordance with the instructions on the fourth page of the proceedings on discharge (A.F. B 268).	As in C (iii).
(iv) Recruit rejected on final approval.	Retained by approving officer for one year and then destroyed.	As in B (iv)	There are none.
(v) On transfer to another corps.	To be forwarded to the officer i/c records of the new corps.	To be forwarded to the man's new C.O.	As in C (v).
(vi) On posting to another portion of the same corps.	To remain in the custody of the officer i/c records.	To be forwarded to the man's new C.O.	As in C (vi).
(vii) Transfer to army reserve. All corps.	To remain in the custody of the officer i/c records.	To be forwarded to the officer i/c records.	As in C (vii).
(viii) On removal of an armoured or armament artificer to another unit or station.	To remain in the custody of the officer i/c records.	To be forwarded to the man's new C.O.	As in C (viii).

A.	B.	C.	D.
Nature of casualty.	Original attestation.	Duplicate attestation.	Conduct sheets, copies of conviction by civil power, and documents attached thereto.
(ix) Army school-master, on removal from—			
(a) A home station to a station abroad.	To remain in the custody of the officer i/c records.	To be forwarded to the officer i/c records for transmission to new C.O.	To be sent to the G.O.C. of the command abroad under whom he is to serve. If in India, to commander-in-chief, India. As in C (ix) (a).
(b) A station abroad to a station at home.	Do.	Do.	
(c) A station abroad to another station abroad.	Do.	To be sent to the officer under whom he is to serve, if in the same command. If not in the same command, then as in D (ix) (a).	As in C (ix) (c).
(x) On transfer to Indian unattached list.	To remain in the custody of the officer i/c records.	To remain in the custody of the O.C. unit, or, in the case of R.A. to be forwarded to the officer on whose rolls the soldier will be borne as supernumerary. In the case of R.E. in India, to be in custody of the officer under whom the soldier is serving.	To be sent to the officer under whom he is to serve.
(xi) On transfer to another cavalry or infantry regiment while remaining on the Indian unattached list.	To be forwarded to the officer i/c records of new corps.	To be forwarded to the O.C. the unit in India of the corps to which the soldier is transferred.	Remain with the officer under whom he is serving.
(xii) On transfer from the Indian unattached list.	To remain in the custody of the officer i/c records or, if retransferred to another corps, to be sent to the officer i/c records of that corps.	To remain in custody of C.O. unless retransferred to another corps, or belonging to the R.A. or R.E., when it will be sent to his new C.O.	To be sent to his new C.O.
(xiii) Promotion to warrant rank.	To remain in the custody of the officer i/c records, unless promoted to be a sub-conductor on Indian unattached list, when it will be sent direct to the O.C. the unit or other officer in possession of the duplicate attestation for disposal therewith.	If promoted in the same unit, or to be a serjeant-major on the Indian unattached list, to remain in custody of O.C.; if in another unit, to be sent to new C.O. If promoted to be a sub-conductor on the Indian unattached list, to be forwarded to the head of his department with the original attestation and other documents.	Will be attached to duplicate attestation and kept as confidential documents. Conduct sheets will only be used under para 1918 (ii), or in case of reversion from warrant rank.

A.	B.	C.	D.
Nature of casualty.	Original attestation.	Duplicate attestation.	Conduct sheets, copies of conviction by civil power, and documents attached thereto.
(xiv) Promotion to commissioned rank.	To be forwarded, with documents attached thereto, and his medical history sheet, to the War Office for custody.	To be destroyed.	To be destroyed.

Medical history sheets, except in cases specially provided for by regulation, will accompany the duplicate attestation.

Historical Records.

Digests of services regiments,

1930. A historical record is to be kept up as follows:—

- (i) Cavalry ... By O.C. Regiment.
- (ii) R.A. ... By O.C. Battery or Company.
- (iii) R.E. ... By O.C. Unit.
- (iv) Infantry ... By O.C. Battalion.
- (v) Other Corps or Departments By Officer i/c Records.

Entries in,

1931. This record should contain the following particulars relating to the corps, unit or department:—

- (i) The circumstances of its original formation.
- (ii) Any unusual means by which it has been recruited.
- (iii) The stations at which it has been employed, and the dates of its arrival at and departures from such stations.
- (iv) The military operations in which it has been engaged, and its achievements.
- (v) The names of all officers killed or wounded, and the name of any officer or soldier who has specially distinguished himself in action.
- (vi) The badges and devices which it has been permitted to bear, and the reason for which such badges and devices or other marks of distinction, were granted, together with the date and authority for the same.
- (vii) Alterations in the clothing, arms, accoutrements, colours, or horse furniture, with date and authority for the same.
- (viii) Any other important matter relating to its regimental administration, such as changes in peace establishments and terms of service.
- (ix) Drafts received and despatched, their strength, dates of their arrival or departure, and names of the officers who accompanied them. Drafts numerically weaker than an officer's party should not be separately specified.
- (x) Any other matter which may be considered of historical importance.

1932. A copy of any additions made to the record will be supplied annually on the 1st April by the Os.C. referred to in para. 1930, to the officer i/c records, who will file it in a guard book. The records of each unit will be filed separately.

The officer i/c records will add any further information which he may consider it desirable to record, and will in the case of cavalry, R.A., R.E., and infantry, send a copy of such additions to the Os.C. concerned.

1933. C.Os. are invited to send copies of all historical records and regimental magazines and newspapers which may be privately printed, to the principal librarian of the British Museum.

National collection in British Museum.

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1919

General Instructions regarding Marriages, Births and Baptisms.*

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1934. Marriages of soldiers with or without leave, and Births will be recorded in A.B. 358 (Regimental Register of Soldiers' Service) and on the soldier's attestation. A soldier who marries without leave is not compelled to report his marriage or the birth of his children to his company, &c. commander, but it is to his own interest and that of his children that he should do so at once.

Record of marriages, births and baptisms.

Baptisms will be recorded on the soldier's attestation and in A.B. 236 (Chaplain's Register of Baptisms) except where denominational registers are used for the purpose, or where the entries are made in the ordinary church registers by officiating clergy.

1935. When a soldier's marriage takes place in the United Kingdom, care will be taken to ascertain that the ceremony is performed and registered in accordance with the civil law. When a soldier stationed in Ireland desires to be married in England or Wales he must give notice of his intended marriage to the District Registrar of Marriages for the District in which he is stationed, and in due course obtain from him a certificate that no impediment to the marriage has been shewn.

Marriages to be legally performed, &c.

An Irish Registrar of Births and Deaths cannot accept notice for a marriage out of Ireland, and any certificate issued by him for the purpose would be useless. If the marriage is to be solemnized in a roman catholic church a certificate of publication of banns must be obtained in addition to the certificate of the district registrar of marriages which is required by law.

At home where army chaplains are responsible for the temporary charge of the original registers, and the permanent custody of duplicates as church records, every care will be exercised for the preservation and safeguarding of the records.

The registration of marriages at stations abroad (except India) is dealt with in para. 1941.

1936. The soldier is to ask, at the time of marriage, for a certificate of the official marriage entry. This will be furnished by the registrar of marriages, if present, and if not by the clergyman or other person who makes the official record of the marriage. This certificate he is to take to his company, &c. commander, who will take the necessary steps to have the particulars entered in A.F. A 22 for transmission to the officer i/c records for insertion in A.B. 358, and on the soldier's attestation.

Certificate of marriage

1937. On the birth of a child, the soldier will immediately furnish the company, &c., commander, with a certificate of registry of birth, which will be dealt with as in para. 1936. A.F. A 22 will be transmitted to the officer i/c records immediately on receipt of the information as to the birth, and not delayed in view of baptism which will be duly reported to the officer i/c records on a second copy of A.F. A 22. The certificate of registry of birth can be obtained from the district registrar, at the time of registration, for the sum of 3d.

Certificate of registry of birth.

1938. When the child of a soldier is baptized, the father will obtain from the officiating clergyman a copy of the baptismal certificate which he will take to his company, &c., commander, for procedure as laid down in para. 1937. A baptismal record may be of great

Certificate of baptism.

* Paras. 1934 to 1939 do not refer to Non-Europeans serving in local companies R.A. and R.E. abroad, or in the West African Regiment, the King's African Rifles and the West India Regiment.

Records in the case of officers.

importance as legal evidence in the absence of a birth certificate* and may further afford the soldier means of supporting the claims of his legitimate children to the benefits to be obtained from any public institutions formed for the relief of the wives and children of soldiers. For this reason A.B. 236 will be carefully preserved by chaplains as a permanent record, and in no circumstances destroyed.

1939. Officers who marry, and married officers who have children baptized will avail themselves of the regimental record of officers' services (A.B. 83) where this book is kept under para. 1880. Where the records are kept at the War Office, as shewn in para. 1880, officers, except those of the R.A.M.C., will report their marriage, and the birth and baptism of any children, to the War Office.

Civil Registration of Births and Deaths—at Home.

1940. Births and deaths among the troops at home will be notified, as soon as possible after the event, to the local registrar, for registration.

Every married officer and soldier will be personally responsible for notifying to the registrar births and deaths which occur in his family.

The death of an officer or soldier serving at home will be notified to the registrar by the commanding or other officer under whom the deceased officer or soldier was serving.

The notification should furnish the following particulars:—

Birth.—The date and place of birth; sex; name, if any; corps, name, surname, rank and profession of father; name and maiden name of mother.

Death.—The date, place, and cause of death; corps; name; surname; sex; age; rank and profession.

Registration and Report of Marriages, Births and Deaths among British Troops Abroad (except India).†

Registers.

1941. Registers of:—

- (i) Marriages (A.B. 113) among officers and soldiers and their families—
- (ii) Births (A.B. 112) in the families of officers and soldiers—
- (iii) Deaths (A.B. 114) among officers and soldiers and their families—

Will be kept by the officers detailed in para. 1880. These officers will be responsible for all omissions or incorrect insertions. Instructions regarding registration will be found in each of the registers. The nationality of the subject of every entry is to be inserted. Care will be taken to ascertain that local regulations are properly regarded.

Copies of entries in registers to be rendered half-yearly.

Certified copies:—marriages on A.F. A 43; births on A.F. A 42; and deaths on A.F. A 44, or "Certificates of No Registry," will be rendered on the 1st January and 1st July to the G.O.C.-in-C. for transmission direct to the registrar-general. Extracts held back for completion should be transmitted when complete.

* If a birth certificate is lost a fresh one can be obtained on payment of the statutory fees on application to the local Registrar, or the Registrar-General in England, Scotland or Ireland as the case may be.

† In India, instructions as to registration are given in Army Regulations, India, Volume II.

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In the case of officers or soldiers serving with a detachment elsewhere than at the place at which the register of the unit is kept, every marriage, birth or death will be immediately notified on A.F. A 43a, A 42a, or A 44a, to the officer who maintains the register of the unit, who will make the necessary entries, except where the unit and detachment are in different commands, when the report will be made to the general or other O.C. the district or station in which the detachment is quartered, who will make the necessary entries in his register.

The original registers when filled up will be forwarded direct to the Registrar-General, Somerset House, London. The registers of a unit returning home from service abroad will be forwarded to the Registrar-General whether completed or not.

Supplies of the above registers and forms will be obtained direct from the Registrar-General.

1941A. A.B. 237 (special register of marriages) is issued by the War Office for use of army chaplains. Chaplain's record of marriages abroad.

This book will be kept as a church record of all marriage celebrations.

It will be carefully preserved by chaplains as a permanent record.

5.—STATIONERY, &c.

Supply.

1942. The supply of stationery, army forms, army books, and school materials, &c., will be in accordance with the Allowance Regulations. Supply.
Military books and maps are issued in accordance with App. XXIII.

Disposal of Obsolete Documents, &c.

1943. General officers will revise annually all local printed forms with a view to cancelling any that are considered unnecessary.

1944. A board will be assembled annually in every office for the purpose of recommending for destruction documents over three years old. The board will, if possible, be composed of the head and two subordinate officers of the office. The recommendations of this board will be submitted to an officer not below the rank of brigadier-general, who will issue orders regarding the disposal of the records. District and station books and documents. Board to be assembled.

1945. In the case of those regimental records not authorized to be destroyed periodically, the C.O. will assemble a committee of officers to ascertain that such parts as it is advisable to preserve have been correctly copied into other books. The committee will complete A.F. L 1373 and submit it to the C.O. for transmission to the general officer, as in para. 1944. Regimental books, &c.

1946. Old copy books and other used materials will be disposed of in accordance with the Allowance Regulations. Disposal of used materials.

APPENDIX I.

ORDER IN COUNCIL DEFINING THE DUTIES OF THE
ARMY COUNCIL.

AT THE COURT AT BUCKINGHAM PALACE.

The 10th day of August, 1904.

PRESENT,

THE KING'S MOST EXCELLENT MAJESTY IN COUNCIL.

WHEREAS an Army Council has been constituted under His Majesty's Letters Patent, and it is expedient to make such provision as is hereinafter contained with respect thereto :—

NOW, THEREFORE, His Majesty, by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered, as follows :—

1. The Secretary of State is to be responsible to His Majesty and Parliament for all the business of the Army Council.

All business, other than business which the Secretary of State specially reserves to himself, is to be transacted in the following principal divisions :—

- (a) The first military member of the Army Council (the Chief of the Imperial General Staff), the second military member of the Army Council (the Adjutant-General), the third military member of the Army Council (the Quartermaster General), and the fourth military member of the Army Council (the Master-General of the Ordnance) to be responsible to the Secretary of State for the administration of so much of the business relating to the organization, disposition, personnel, armament, and maintenance of the Army as shall be assigned to them or each of them from time to time by the Secretary of State.
- (b) The finance member of the Army Council to be responsible to the Secretary or State for the finance of the Army, and for so much of the other business of the Army Council as may be assigned to him from time to time by the Secretary of State.
- (c) The civil member of the Army Council to be responsible to the Secretary of State for the non-effective votes, and for so much of the other business of the Army Council as may be assigned to him from time to time by the Secretary of State.

2. The Secretary of the War Office will act as Secretary of the Army Council, and will be charged with the interior economy of the War Office, and the preparation of all official communications of the Council, and with such other duties as the Secretary of State may from time to time assign to him.

A. W. FITZROY.

A.O. 252
1909**ORDER IN COUNCIL DEFINING THE DUTIES OF
THE ASSISTANT FINANCIAL SECRETARY.**

AT THE COURT AT BUCKINGHAM PALACE.

The 15th day of February, 1909.

PRESENT,

THE KING'S MOST EXCELLENT MAJESTY IN COUNCIL.

WHEREAS the office of Director-General of Army Finance has been replaced by that of Assistant Financial Secretary, it is expedient that the Order in Council dated the 10th of August, 1904, defining the functions of the officer charged with the accounting of army votes, accounts and funds should be amended.

NOW, THEREFORE, His Majesty, by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered, as follows:—

The Assistant Financial Secretary to the War Office shall act as deputy and assistant to the finance member of Council and shall advise the administrative officers at the War Office and in commands on all questions of army expenditure. As the accounting officer of army votes, funds, and accounts, he shall be charged with the allowance and payment of all monies for army services; with accounting for and auditing all cash expenditure and preparing the annual accounts of such expenditure for Parliament; and with auditing all manufacturing, expense, supply and store accounts.

A. W. FITZROY.

**ORDERS IN COUNCIL DEFINING THE DUTIES OF THE
INSPECTOR-GENERAL OF THE HOME FORCES AND
THE INSPECTOR-GENERAL OF THE OVERSEA FORCES.**

AT THE COURT AT BUCKINGHAM PALACE.

The 10th day of August, 1904.

PRESENT,

THE KING'S MOST EXCELLENT MAJESTY IN COUNCIL.

WHEREAS His Majesty has been pleased to appoint an Inspector-General of the Forces, and it is expedient to prescribe generally the duties of that Officer:

NOW, THEREFORE, His Majesty, by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered, as follows:—

The duties of the Inspector-General of the Forces are, under the orders and direction of the Army Council, to review generally and to report to the Army Council on, the practical results of the policy of that Council, and for that purpose to inspect and report upon the training and efficiency of all troops under the control of the Home Government, on the suitability of their armament and equipment, on the condition of fortifications and defences, and generally on the readiness and fitness of the Army for War.

A. W. FITZROY.

Appendix I. Duties of the Inspector-General of the Forces.

AT THE COURT AT ST. JAMES'S.

The 2nd day of August, 1910.

PRESENT,

THE KING'S MOST EXCELLENT MAJESTY IN COUNCIL.

WHEREAS His Majesty has been pleased to approve a re-distribution of the duties of the Inspector-General of the Forces, and it is expedient to amend the Order in Council dated the 10th day of August, 1904:

NOW, THEREFORE, His Majesty, by and with the advice of His Privy Council, is pleased to order, and it is hereby ordered, as follows:—

The scope of the duties of the Inspector-General of the Forces, as set forth in the Order in Council dated the 10th day of August, 1904, shall hereafter be limited to the United Kingdom and the Islands adjacent thereto; and the functions hitherto assigned to him in regard to those portions of the Empire outside the United Kingdom where troops under the control of the Home Government elsewhere than in India are stationed, shall henceforth be transferred to the officer whom His Majesty shall be pleased to appoint as the General Officer Commanding-in-Chief in the Mediterranean and Inspector-General of the Oversea Forces.

Upon the occasion of the appointment of a successor to the present Inspector-General of the Forces, the title of the appointment shall be changed to that of Inspector-General of the Home Forces.

ALMERIC FITZROY.

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1910

A.O. 309
1908
A.O. 205
1910

APPENDIX II.

PLAN SHOWING CHANNELS OF COMMUNICATION IN THE ARMY.

ARMY COUNCIL.

Assistant
Financial
Secretary.

G.O.C.-in-C.

Financial and
administrative
subjects.

Financial Regularity. See Finan-
cial Instructions.

General Officer i/c Administration.

General Staff.

Drafts and record questions.

A.A.G.

A.Q.M.G.

Chief †
Engineer.

Asst. Dir. of
Supplies and
Transport.

Deputy
Director of
Medical Services.†

P.V.O.

Asst. Dir. of
Ordnance
Stores.

Dep. Asst.
Dir. of
Remounts.

Command
Paymaster.

District
Barrack
Officer.

G.O.C. Divn.

O.C.
Cav. Bde.

O.C.
Dist.

Com. of
Coast Def.

Officer i/c
Records.

O.C. Bde.

General staff channel is denoted by a thick line.
Administrative channel is denoted by a thin line.

Dotted lines show where a direct channel of communication exists other than the normal.
* — Officers of services and departments. † See para. 132.

Communication in the Army.

Appendix II.

APPENDIX III.

REGULATIONS REGARDING THE SELECTION AND
APPOINTMENT OF OFFICERS TO THE GENERAL
STAFF.

Selection and Appointment.

1. The General Staff of the Army falls into two principal divisions, viz. :—

(a) The General Staff at the War Office.

(b) The General Staff in commands and districts.

2. The functions of the former are to advise on the strategical distribution of the Army, to supervise the education of officers, and the training and preparation of the Army for war, to study military schemes, offensive and defensive, to collect and collate military intelligence, to direct the general policy in Army matters, and to secure continuity of action in the execution of that policy.

3. The functions of the latter are to assist the officers on whose staffs they are serving in promoting military efficiency, especially in regard to the education of officers and the training of the troops, and to aid them in carrying out the policy prescribed by the Army Council.

4. With these objects in view, the General Staff will be drawn from the officers of the Army who may be considered most likely to prove capable of forming a school of progressive military thought.

5. The detailed duties which fall to the lot of the General Staff, in furtherance of these objects, are enumerated in Appendix IV.

6. Except in India, appointments to the General Staff of the army will be made by the Secretary of State on the recommendation of the Chief of the Imperial General Staff. Such appointments will be submitted to the King for His Majesty's approval.

In India such appointments will be made by the Commander-in-Chief in India under Indian Army Regulations.

7. For the efficient performance of General Staff duties special aptitude and extensive and varied military knowledge are required, including a knowledge of the principles of the administration and maintenance of the Army in peace and war. With a view to ensuring the possession of the necessary military knowledge, officers for employment on the General Staff will, as a rule, be chosen from those who have graduated at the Staff College, or who have proved their ability and qualifications on the staff in the field.

8. When accommodation is available an officer below the rank of substantive lieutenant-colonel who does not hold a Staff College certificate, but who is considered by the Chief of the Imperial General Staff to be specially qualified by service on the staff in the field for employment on the General Staff, may be sent to the Staff College, where he will be admitted without entrance examination. No officer whose age would exceed 40 years on the date of admission to the

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King's
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Staff College will be eligible for selection. Officers admitted under this regulation will ordinarily be required to complete a 2-years' course at the Staff College in order to graduate, but, in exceptional circumstances, at the discretion of the Chief of the Imperial General Staff, the course for an officer admitted under this regulation may be reduced to 1 year.

The staff service in the field held to qualify an officer for consideration under this regulation must have been on one of the three branches of the Staff (as defined in Field Service Regulations, Part II), the appointment must have been duly gazetted, and its tenure must have been of such duration as to constitute an adequate test of the officer's fitness for General Staff employment.

APPENDIX IV.

DUTIES CONNECTED WITH THE ADMINISTRATION
OF THE ARMY AT THE WAR OFFICE.8
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General Distribution of Duties.

Duties at War Office. The duties connected with the administration of the army are apportioned as follows:—

The Secretary of State for War—

Secretary of State.

(a) The general direction and supervision of all business.

(b) Special business reserved by the Secretary of State to himself, viz.: Political questions. Council questions. Promotions of military officers and removals from the service. Honours and rewards. Civil appointments and promotions. Selection of officers in cases where the recommendation does not rest with the Selection Board, and in other cases the consideration of recommendations made by the Selection Board.

Under the Secretary of State the Military Secretary is charged with the clerical and executive duties connected with appointments, promotions, and retirements of officers of the regular forces and special reserve appointments to the staff; with the grant of honours and rewards, &c.; and with regulations for the admissions of candidates to the Army. He also acts as Secretary to the Selection Board.

C.I.G.S. *The Chief of the Imperial General Staff—*

The duties of the department of the C.I.G.S. are divided among and dealt with by three Directors as follows:—

D.M.O. (i) Director of Military Operations—

Plans of offensive and defensive operations other than in the United Kingdom, and plans of concentration and reinforcement in connection therewith. Strategic distribution of the army. Defence schemes abroad. Collection, preparation, and distribution of information as to British possessions other than the United Kingdom and India.

Collection, preparation (including strategic and tactical consideration), and distribution of information concerning the military geography resources, and armed forces of all foreign countries. Supply of information regarding India and adjoining territories. Questions relating to the defence of India, other than those concerning coast defences. Correspondence with military attaches. Examination of foreign journals and literature generally. Conventions on international law.

Submarine cables and wireless telegraphy. Ciphers. Library.

Collections of topographical information, compilation and preparation of all maps required for military purposes. All matters connected with frontier questions, boundary delimitations, and demarcation commissions. Selection of officers for survey and geographical work. Issue of maps for war.

D.S.D. (ii) Director of Staff Duties—

Organization and training of the General Staff, and appointment and attachment of officers thereto. Entrance to, and instruction at, the Staff College. Examinations in foreign languages.

Strategic and tactical principles of the employment of all arms and services. Preparation and revision of training manuals, and of works connected with military education. Co-ordination of peace and war publications, and preparation of the latter in collaboration with other branches. War organization of the Empire. War establishments.

Questions of organization, arms and equipment, as affecting the fighting efficiency of the military forces. Reference and officers' mess libraries. Telegraphs and signalling.

(iii) Director of Military Training—

D.M.T.

Home defence, and plans of concentration in connection therewith. Study of local defence schemes in the United Kingdom. Policy regarding armament and equipment for home defence.

Training of all arms (including army reserve, special reserve, and territorial force). Manœuvres, and criticism of reports thereon. Allotment of funds for training. Questions connected with the acquisition of training grounds and ranges. Appointment of instructional staff (except General Staff), and supervision of instruction, at schools for war training. Winter training, and instructional exercises without troops other than General Staff tours.

Entrance to cadet colleges. Examination of candidates for commissions in the regular army, and for appointment to the special reserve of officers. Examination of officers for promotion. Questions connected with the officers training corps.

The Adjutant-General to the Forces—

A.G.

The duties of the department of the A.G. are divided among, and dealt with by three Directors, as follows :—

(i) Director of Recruiting and Organization—

D.R.O.

Recruiting. Training of recruits at depots. Gymnasia. Services of soldiers. Casualties. Discharges. Embarkation orders. Drafts. Distribution of units. War medals. Civil employment of ex-soldiers.

Peace organization. Peace establishments. Regimental records, distinctions and badges. Mobilization.

(ii) Director of Personal Services—

D.P.S.

Discipline. Interior economy. Military law. Administration of martial and international law. Duties in aid of the civil power. Deserters. Fraudulent and improper enlistment. Appeals. Instruction in music. Administrative arrangements connected with schools of gunnery, musketry, signalling, and other courses of instruction. Good conduct medals. Military prisons and detention barracks.

Army schools. Education and examination of soldiers. Garrison libraries.

Posting, exchange and transfer of officers. Appointments to garrison staff and to regular establishment of the special reserve and permanent staff of the territorial force. Miscellaneous personal questions. Ceremonial.

(iii) Director General, Army Medical Service—

D.G.A.M.S.

All questions connected with administration of medical services and with sanitation.

The Quartermaster-General to the Forces—

Q.M.G.

The duties of the department of the Quartermaster-General are divided among, and dealt with by, five Directors as follows :—

(i) Director of Transport and Remounts (including Army Veterinary Services) except veterinary personnel questions. D.T.R.

All questions regarding remounts and transport animals. Mechanical transport. Duties and administration of A.S.C. Conveyance of stores.

Veterinary services except personnel questions. War Department vessels. Mobilization in connection with these services.

D.G.A.V.S. (ii) Director-General, Army Veterinary Service.

All questions affecting the administration of the personnel of the Army Veterinary Service in regard to establishment, terms of service, promotion, retirement, &c., are dealt with by the D.G.A.V.S. direct with the Q.M.G.

All other veterinary questions are dealt with by him through the D.T.R.

D.M.Q. (iii) Director of Movements and Quartering—

Appropriation and occupation of barracks. Accommodation questions generally. Hire of buildings to supplement barracks. Barrack services. Movements. Embarkation and disembarkation of units and individuals. Railways. Lodging, field travelling, &c., allowances.

D. of S. (iv) Director of Supplies—

Supply of food, forage, paillasse straw, fuel, light, disinfectants and water. Separation and Colonial allowances. Mobilization in connection with these services. Cooking and messing. Garrison and regimental institutes (canteens).

D.E.O.S. (v) Director of Equipment and Ordnance Stores—

Supply of clothing, arms, ammunition, stores and equipment. Mobilization in connection with these services. Duties and administration of A.O.D. and A.O.C.

The Master-General of the Ordnance—

The duties of the department of the M.G.O. are divided among, and dealt with by, three Directors as follows :—

D. of A. (i) Director of Artillery—

Provision and allotment of guns, carriages, vehicles, bicycles, small arms, machine guns, pompoms, position and range finders, optical instruments, ammunition of all kinds. Lists of changes.

Questions regarding patents, royalties and inventions.

Administration of Ordnance College, Ordnance Factories, and Experimental Establishments.

D.F.W. (ii) Director of Fortification and Works—

Military policy with reference to lands. Construction and maintenance of fortifications. Small new barrack and hospital services other than those included under (iii). Revetments and sea walls. Artillery and rifle ranges. Electric lighting. Aeronautics and aircraft factory. Establishment for engineer services.

D.B.C. (iii) Director of Barrack Construction—

Large barracks and hospital services at home stations.

Parl. under Secretary of State.

The Parliamentary under Secretary of State—

The duties are divided and dealt with as follows :—

D.G.T.F.

(i) The Director-General of the Territorial Force—
Territorial Force.

Comptroller of lands.

(ii) Comptroller of Lands.
War Department lands.

- (iii) The non-effective votes are administered through the Assistant Financial Secretary—

The Financial Secretary to the War Office—

Financial Secretary.

Consideration and compilation of Parliamentary Estimates. Review of proposals for new expenditure, or for re-distribution of the sums allotted to the different subheads of Army Votes. Financial advice. Financial relations with other departments and governments. Cash payments. Audit of accounts. Administration of the A.P.D. and A.P.C.

(i) The Assistant Financial Secretary acts as the deputy and assistant to the Financial Secretary and advises the administrative officers at the War Office and in Commands on all questions of army expenditure. He is also the accounting officer of Army Votes, and in that capacity is charged with the allowance and payment of all monies for army services; with accounting for and auditing all cash expenditure, and preparing the annual accounts of such expenditure for Parliament; and with auditing all manufacturing, expense, supply and store accounts.

Assistant Financial Secretary.

The Order in Council defining the duties of the Assistant Financial Secretary will be found in Appendix I.

Under him are the Directors of Financial Services and Army Accounts, dealing respectively with financial questions, and with accounts questions, including the administration of the A.P.D. and A.P.C.

Dir. of Fin. Services,
Dir. of Army Accounts.

Director of Army Contracts—

(ii) The Director of Army Contracts is charged, in concert with the administrative officers concerned, with the making of contracts, entered into at the War Office, for the purchase and sale of supplies, stores, machinery, and clothing, and for other army services (including the maintenance and erection of works); with the supervision and review of contracts accepted locally; and with the consideration of labour and wages questions arising in connexion with army contracts.

Dir. of A. Contracts.

The Secretary of the War Office—

Duties connected with his office as Secretary to the Army Council. General control of War Office procedure and the conduct of official business and the issue of all orders of the Army Council on these subjects. Receipt, registration, distribution, and custody of all official letters, telegrams, &c., received in the War Office. Control and distribution of the clerical and subordinate staff. Parliamentary business of the office. Editing and publication of the Army Lists and of all Army Regulations, Army Orders, and Army Forms. Control of all printing and stationery. Circulation of information to the public press. Preparation of actuarial calculations and statistical returns. Domestic economy of the War Office. Administration of the Chaplains' Department.

Secretary of War Office.

APPENDIX V.

DELEGATION OF FINANCIAL AUTHORITY TO SUB-ORDINATES BY THE GENERAL OFFICER I/C ADMINISTRATION.

Regulations affected.	Para. or Article.	Subject.	To whom delegated.
Regulations for Army Ordnance Services	82		
Regulations for Engineer Services	339a	Local purchases up to 25/ by administrative officers of a command.	C. R. E. ; O. C. A. S. C. ; Chief Ordnance Officer.
Regulations for Supply, Transport, and Barrack Services	31 and 32		
Regulations for Engineer Services	643-6	Transfer of savings on sub-items, provided that the transfer is not between the sub-heads of the Vote, i.e., Parts 2 and 3, and barrack annual estimate, fortifications annual estimate and army ordnance building estimate, must be kept distinct.	C.R.E.
	572-581	Disposal of unserviceable building stores and materials.	
	632-640	Allotment of funds to sub-items barrack annual estimate, fortifications annual estimate, and army ordnance building estimate.	
King's Regulations ...	1072	Allotment of extra married quarters to men with large families.	O.C.A.S.C., where no district barrack officer exists. District barrack officer when there is one, apart from cases of areas in which, in opinion of major-general (or brigadier-general) i/c administration, delegation to district barrack officer would entail unnecessary correspondence.
Allowance Regulations	288	Issue of stable allowance to officers on lodging list.	

Regulations affected.		Para. or Article.	Subject.	To whom delegated.
Allowance Regulations		31 (h)	Issue of allowance in lieu of rations under special circumstances	O. C. A. S. C. Chief Ordnance Officer.
" "		37	Issue of bread and meat on repayment to departmental subordinates	
" "		249	Temporary extra issues of fuel for drying new buildings	
" "		491	Issue of cleaning articles to hospitals in encampment at home	
" "		495	Special issues of cleaning articles, or allowance in lieu, for miscellaneous services	
14 Gen. No. 5148	" "	358 (3), 360 (d)	Casual charges (i.e., charges not likely to be recurrent) for special transport up to £1.	O. C. A. S. C.
Regulations for Supply, Transport, and Barrack Services		32	All transport charges approved on A.F. P 1911	
" "		112	Board on consignment of supplies on arrival.	
" "		303	Power to strike off stores broken in transit	
" "		8	Appointment of civilian appraisers in cases where no Army Ordnance Department subordinates are available	
54 Gen. No. 595	Equipment Regulations, Part 1.	392	Circuit armourer's inspection	Chief Ordnance Officer.
" "		51	Disposal of unserviceable stores	
Regulations for Army Ordnance Services		500	Issue of stores on loan	
" "		506	Issues and valuation of part-worn stores	
Equipment Regulations, Part 2, Section XVI.		63	Issue of blank S.A.A.	
" "		58	Issue of cartridges, aiming tube	
" "		App. X.	Issue of S.A.A. carts	
Equipment Regulations, Part 2, Section XVII.		104	Issue of blank S A A.	

APPENDIX VI.

BRIGADE GUARDS.*

The following extracts from His Majesty's Regulations for the Brigade of Guards are published for information:—

* * * * *

Command and Rank.

7. His Majesty King George V. is the colonel-in-chief of each of the four regiments of Foot Guards.

8. Each regiment also has an officer appointed as the colonel of that regiment.

9. His Majesty's pleasure on any matter affecting the Brigade of Guards, or a portion of it, is conveyed to the brigade by the senior colonel through the major-general.

10. The senior colonel is the officer senior according to the date of his appointment as colonel of a regiment of Foot Guards.

11. A colonel of a regiment of Foot Guards transferred as colonel to another regiment of Foot Guards, shall count his service as colonel of his former regiment of Foot Guards towards his seniority.

12. The executive command of the Brigade of Guards is vested in the major-general, who is to be a guards' general.

13. Each of the four regiments is commanded by a regimental lieutenant-colonel, who, in addition to commanding the regiment, commands a Territorial Infantry Brigade.

14. Each battalion is commanded by an officer of the regimental rank of lieutenant-colonel.

15. In the absence of the Major-General, the senior officer in the brigade in regimental rank commands, except when a qualified Guards' General on full pay is serving in the London district, in which case the latter officer commands the Brigade.

16. On all matters relating to the brigade out of the usual routine, and more especially anything which may infringe a privilege established by the Sovereign, the major-general, or in his absence the senior officer of the brigade present, will refer to the senior colonel of the Brigade of Guards.

17. The Major-General is the channel of communication with the Senior Colonel and with the authorities at the War Office upon all subjects except those mentioned in para. 47.

18. Correspondence upon brigade affairs, and upon regimental matters not mentioned in para. 47 passes through the brigade major.

* DEFINITIONS.—The full titles of the four regiments are:—

The First or Grenadier regiment of Foot Guards.

The Coldstream regiment of Foot Guards.

The Scots regiment of Foot Guards.

The Irish regiment of Foot Guards.

The expression "The Brigade of Guards" means the above-mentioned four regiments.

A "Guards' brigade" is a brigade formed of two or more battalions from these regiments.

A "Guards' general" is a general officer promoted to that rank after having served as a field officer in a regiment of Foot Guards.

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King's
341

A.O. 216
1909

19. When parts of the brigade meet for drills, reviews, or other purposes, the senior officer in the Brigade of Guards, in regimental rank, in the absence of the major-general, will command, excepting the King's Birthday Parade, when the troops will be commanded by the field officer in brigade waiting.

20. The Foot Guards from time immemorial, when detached by brigade, have always been commanded by officers belonging to the brigade, and the custom will continue for the future. Whenever, therefore, two or more battalions are sent out of the United Kingdom, or are employed at the same station in the United Kingdom, they will be commanded by an officer qualified to become a Guards general. Should no such officer be given the command, a brigadier-general from the Brigade of Guards will be appointed.

20a. In the case of a mixed brigade consisting of two or more battalions of Foot Guards, the remainder of the brigade being composed of line battalions, when the commander of the brigade is absent temporarily, as defined below, the command of the brigade will devolve upon the next senior officer in the brigade, whether that officer is in the Foot Guards or in a Line Battalion under the following regulations:—

(i) Active Service.—If the brigadier becomes non-effective by death, wounds, sickness, promotion, or from any other cause, a brigadier from the Brigade of Guards shall be appointed at once, and be sent to the brigade with the least possible delay. If possible this officer shall be selected from such Guards generals or officers qualified to be Guards generals as may be serving in the theatre of war, and if no such officer be available there, a Guards general or an officer qualified to become a Guards general shall be sent from home.

(ii) Peace Service.—If from any cause the Guards brigadier becomes non-effective for a period of more than 61 days, a qualified Guards officer shall be appointed to the temporary command of the Brigade. It is to be distinctly understood that the above regulation permitting a line officer temporarily to assume the command of the Brigade, under the restrictions above defined, is in no way to supersede or alter the established order in para 20, that the permanent commander of a Brigade, in which two or more battalions of the Foot Guards are serving, is to be an officer qualified to become a Guards general, or a brigadier appointed from the Brigade of Guards.

* * * * *

22. The brigade major will invariably be an officer of sufficient rank in the Guards. If an officer has passed through the Staff College, the appointment will be offered to him; but if there is no such officer, it will be given to an adjutant of the brigade, or to an officer who has held that appointment.

Honours and Salutes.

23. The colours of the brigade will be lowered to His Majesty the King, Her Majesty the Queen, Members of the Royal Family, the Crown, Foreign Crowned Heads, Presidents of those Republican States in which the Sovereign is represented by an Ambassador, and members of Foreign Royal Families.

24. The King's colour is never to be carried by any guard except that which mounts upon the person of His Majesty the King, or Her Majesty the Queen, or Her Majesty Queen Alexandra.

* * * * *

26. The regimental colour will only be lowered to a field marshal, who is not a member of the Royal Family, when he is colonel of the regiment to which the colour belongs.

27. No colour is to be lowered to any person other than those mentioned in paras. 23 to 26 inclusive.

28. The brigade, or any part of it, will present arms:—

To His Majesty.

To Her Majesty the Queen.

To members of the Royal Family.

To the Crown.

To Foreign Crowned Heads.

To Presidents of those Republican States in which the Sovereign is represented by an Ambassador.

To members of Foreign Royal Families.

To the Lord-Lieutenant of Ireland,* in Ireland.

To governors-general,* captains-general,* and commanders-in-chief,* of colonies or dependencies, appointed as such, in their respective Governments.

To the colonels of the regiments of the Household Cavalry.

To the colonels of the regiments of Foot Guards.

To the major-general.

To general officers† with whom or under whom a part of the brigade may be serving.

To officers appointed to command regiments of Household Cavalry.

To officers appointed to command regiments or battalions of Foot Guards.

To senior majors of battalions, when in temporary command of battalions of Foot Guards.

To the King's Life Guard.

To the King's Guard.

To armed corps (as defined in King's Regulations for the Army).

To grand rounds.

29. The brigade, or any part of it, will slope arms to all persons entitled to be received with a salute to whom the compliment of presenting arms is not due.

30. A battalion with uncased colours meeting the King's Life Guard, or the King's Guard, will pass on with sloped arms, paying the compliment "eyes right" or "eyes left" as required.

31. A battalion with cased colours or without colours, or a detachment, guard, or relief meeting the King's Life Guard or the King's Guard with uncased standard or colour, will be ordered to halt, turn in the required direction, and present arms; but will pass on with sloped arms, paying the compliment of "eyes right" or "eyes left" as required—if the standard or colour of the King's Life Guard or King's Guard is cased.

32. The King's Guard meeting the King's Life Guard will pass on with sloped arms, paying the compliment of "eyes right" or "eyes left" as required.

35. When guards of honour mount for Their Majesties the King and Queen, or either of them, or for the Prince of Wales, they will present arms and lower the colours to all members of the Royal Family, but the band will only play when the

* As representing the Sovereign.

† Brigadier Generals or Colonels, in command of Brigades, other than Guards Brigades, are not entitled to the "Present."

salute is given to Their Majesties the King and Queen, or either of them, or the Prince of Wales. With other guards of honour, the band will play when a salute is given to any member of the Royal Family.

Interior Economy.

44. A general or other officer under whose command the Brigade of Guards, or any portion of it, may at any time be serving, is not to make any alteration in the system established for the Guards without the sanction of the senior colonel of the brigade.

45. The regimental lieutenant-colonel regulates the system of interior economy and discipline of the battalions and dépôt of his regiment, with a view to uniformity of principle.

46. All communications to the major-general pass through the regimental lieutenant-colonel; he is to inspect the dépôt and battalions of his regiment in England at least twice a year. When a battalion is quartered in a command not under the major-general, the regimental lieutenant-colonel will ascertain the convenience of the local general officer commanding as to the date of the inspection; he is to be present when the major-general inspects, unless his presence is dispensed with.

47. The finance, the recruiting, the discharges, the clothing, and the appointments, postings, transfers or exchanges of officers are dealt with by the officer commanding the regiment, who communicates direct with the authorities at the War Office upon these subjects.

48. The major-general does not interfere with the details of the above, unless his interference becomes necessary, either in consequence of direct reference from higher authority or of irregularity in their management.

Duties.

49. The four regimental lieutenant-colonels and battalion commanding officers when in London act in turn for a month at a time as field officers in brigade waiting.

50. The field officer in brigade waiting is attached to the court, and his duties at court are performed under the authority of the Lord Great Chamberlain, the Lord Chamberlain, or the Master of the Horse, according to circumstances.

51. In this capacity he is, as far as court ceremonies are concerned, to be in general charge of all duties, including all guards of honour mounting on their Majesties the King and Queen, or either of them, in London or Windsor, and also at other stations when he is summoned to be present by His Majesty's command; he will carry out all orders he may receive at court on these matters.

52. The field officer in brigade waiting will attend the Sovereign on the following occasions:—

(a) When the Sovereign goes in State to open or prorogue Parliament.

(b) When Their Majesties the King and Queen, or either of them, go in State to any place of public or private entertainment.

(On the above occasions a seat in one of the Royal carriages is usually provided for him.)

(c) At courts, State balls, levées, etc.

(d) At state investitures of knights, either in London or at Windsor.

(e) On all occasions when a guard of honour is required to be furnished by the Brigade of Guards.

53. When their Majesties the King and Queen, or either of them, attend concerts, etc., not in state, but where there is a guard of honour, he will be there, not in uniform, to wait upon Their Majesties.

54. When the field officer in brigade waiting receives His Majesty's commands, he will at once inform the major-general, in order that the necessary troops may be detailed.

* * * * *

56. When Their Majesties the King and Queen, or either of them, go in State in a carriage, or where any Royal State procession takes place, and the field officer in brigade waiting rides in attendance, his post is on the left, near the hind wheel of the Royal carriage, the officers of the cavalry escort occupying their proper positions near the doors of the Royal carriage.

* * * * *

61. The field officer in brigade waiting will take precautions that he may be found, in the events of his services being suddenly required.

62. Being always available, he will, in the events of any emergency arising, at once issue any orders that are necessary, and assume the command of the troops called out until relieved by superior authority.

63. In such cases he will act under the authority of the major-general, to whom he will report any orders he may have issued.

64. There is to be an adjutant and quartermaster in brigade waiting every month, furnished by the regiment to which the field officer belongs.

* * * * *

Duties in Garrison.

77. Officers of the Foot Guards are not to be put on duty with other troops; nor are officers of other corps to be put on duty with or to command men of the Foot Guards.

78. In performing the duties of a garrison or camp, they will be kept distinct as much as possible; any duties required of them are to be performed under the immediate command of their own officers.

79. Whenever a portion of the Brigade of Guards is in a garrison, and finds the public duties, a field officer or captain of the brigade will be detailed as field officer of the day.

80. Whenever a portion of the Brigade of Guards is in garrison and parades for trooping the colour, or guard-mounting, their own brigade-major or the adjutant of the battalion inspects the duties and hands them over to the field officer.

APPENDIX VII.

LIST OF FLAG STATIONS AND OF FLAGS FLOWN.

A.O. 77 1910	Stations.	Royal Standard.		Union Jack.		Army Council Flag.	
		24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
A.O. 205 1910	London District :—						
	The Tower of London	1 ^a	..	1c	1c
	Royal Military School of Music	1c
	† Windsor Castle	1	1	1	1
	Eastern Command :—						
	Duke of York's R.M. School	1c
	Harwich Redoubt	1*	1b	1c	1d	1d	1d
	Landguard Fort	1b	1b
	Yarmouth S. Battery	1b	1b
	Colchester Office of the G.O.C.	1b	1b
	Dover Castle	1*	..	1c	1c	1d	1d
	„ Archcliff Fort	1a	1a
	„ Drop Redoubt	1*	..	1c
	Shorncliffe (Redoubt House)	1c
	Newhaven Fort	1b
	Deal Castle	1a	1a
	Langley Ford	1a
	Eastbourne Redoubt	1b
	Chatham	1d	1d
	Sheerness (Centre Bastion)	1*	..	1a	1c
	New Tavern Fort	1b
	Fort Amherst	1*	1b	1c
	Isle of Grain Fort	1b
	Slough Fort	1a
	Coalhouse Fort, East Tilbury	1	1a	1c
	Cliffe Fort	1b
A.O. 13 1910	Woolwich :—						
	Royal Military Academy	1*	..	1b	1c
	Gun Park	1*	..	1a	1c
	Royal Arsenal	1*	..	1a	1c
	Royal Dockyard	1b	1b
	Parade	1*	..	1a	1a
	Northern Command :—						
	York Command Headquarters	1*	..	1b	1c	1d	1d
	Paull Point Battery	1*	..	1b	1b
	Tynemouth Castle	1*	..	1b	1b
A.O. 13 1910	Carlisle Castle	1b
	Castletown (Isle of Man)	1*	..	1b	1b
	Newcastle	1d	1d
	Southern Command :—						
	Command Headquarters, Salisbury	1c	1c	1d	1d
	Bulford, office of the G.O.C.	1c	1c
	Royal Victoria Netley Hospital	1*	..	1c	1c
	Portsmouth Coast Defences :—						
	King's Bastion, Portsmouth	1*	..	1c	1c	1d	1d
	Southsea Castle	1b
	Spitbank Fort	1b
	Horse Sand Fort	1b
	No Man's Land Fort	1b

* See para. 1806.
 Union Jack :— (a) On anniversaries only, or when specially required for saluting purposes. (b) On Sundays and anniversaries. (c) Daily. (d) Only used when the Army Council visit the station in a corporate capacity.

† Special sizes may be supplied to Windsor Castle, as demanded.

Appendix VII.

Flag Stations.

Stations.	Royal Standard.		Union Jack.		Army Council Flag.	
	24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
Southern Command—cont.						
Port Monckton	1b
" Gomer	1b
" Grange	1b
" Rowner	1b
" Brockhurst	1b
" Elson	1b
Calshot Castle	1b
Bembridge Fort	1b	1b
Sandown Fort	1b	1b
Golden Hill Fort	1b	1b
Freshwater Redoubt	1b	1b
Needle Battery	1b
Hurst Castle	1b	1b
Nothe Fort	1*	1c
Portland Castle	1b	1b
Verne Citadel	1b	1b
Plymouth Coast Defences:—						
Plymouth Citadel	1*	..	1a	1c	1d	1d
Devonport Lines	1*	1a	1c
Pennine Castle (Falmouth)	1*	..	1b	1c
Western Command:—						
Chester	1*	..	1b	1b	1d	1d
Milford Haven	1d	1d
Pembroke Defensive Barracks	1*	1a	1c
Perch Rock Battery	1b
Seaforth Battery	1*	1b	1d	1d
Aldershot:—						
Command Headquarters	1*	..	1b	1c	1d	1d
Staff College	1*	..	1b	1c
Royal Military College	1*	..	1b	1c
Scottish Command:—						
Leith Fort	1*	..	1a	1c	1d	1d
Edinburgh Castle	1*	..	1a	1c	1d	1d
Queen Victoria School, Dunblane	1c
Stirling Castle	1*	1c
Torry Point, Aberdeen	1b
Broughty Castle	1c
Dumbarton Castle	1b	1b
Fort Matilda	1b
Alderney:—						
Fort Albert	1*	..	1c	1c
" Touge	1c	1c
Jersey:—						
Fort Regent	1*	..	1c	1c
Elizabeth Castle	1*	..	1c	1c
Government House	1c	1c
Guernsey:—						
Castle Cornet	1*	..	1c	1c
Fort George	1c	1c
Fort Le Marchant	1a
The residence of the G.O.C.	1c	1c
Irish Command:—						
Athlone	1b
Bere Island	1b
Camden Fort	1b
Carlisle Fort	1b
Carrickfergus Castle	1b
Cork, official residence of the G.O.C.	1b
Cork, Westmoreland Fort	1*	1b
† Curragh Camp	1c	1d	1d
Dublin, official residence of the G.O.C.-in-C.	1c	1c
the Forces in Ireland	1c	1c	1d	1d
Duncannon Fort	1b	1b

A.O. 257
1908

* See para. 1806.
 Union Jack:—(a) On anniversaries only, or when specially required for saluting purposes. (b) On Sundays and anniversaries. (c) Daily. (d) Only used when the Army Council visit the station in a corporate capacity.
 † Two flags should be flown when the G.O.C.-in-C. is in residence.

A.O. 13
1910

Flag Stations.

Appendix VII.

Stations.		Royal Standard.		Union Jack.		Army Council Flag.	
		24 ft. by 12 ft.	12 ft. by 6 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
<i>Irish Command—contd.</i>							
	Dublin, Royal Barracks	1*	..	1c	1c
	Dunree Fort	1c
	Enniskillen Castle	1b	1b
	Lanan Head Fort	1a
	Londonderry	1*	1c	1c	1d	1d
	Magazine Fort	1*	1b	1b
<i>Stations Abroad.</i>							
<i>Bermuda:—</i>							
A. O. 105	Port Victoria	1*	..	1c	1c
	Hamilton	1b	1c
1909	Prospect	1b	1b
<i>Ceylon:—</i>							
	Colombo	1*	..	1c	1c
<i>Gibraltar:—</i>							
A. O. 71	Rock Battery	1*	..	1a	1a
	King's Bastion	1*	..	1c	1
1909	Europa Flagstaff	1*	..	1c	1c
<i>South China:—</i>							
	Hong Kong—						
	Headquarters House	1*	..	1c	1c
	Saluting Battery	1c
<i>Jamaica:—</i>							
	Port Royal	1*	..	1b	1c
<i>Malta:—</i>							
A. O. 288	Palace	1*	1*	1b	1c
1910	Fort St. Elmo	1b	1c
	Ricasoli	1b	1c
	Tigné	1b	1c
	Saluting Battery	1b	1c
	San Antonio Palace	1a	1b
	Gozo	1a	1a
<i>Mauritius:—</i>							
	Citadel	1*	..	1c	1c
	Headquarters House	1*	..	1c	1c
<i>Sierra Leone:—</i>							
	Tower Hill	1*	..	1c	1c
<i>South Africa:—</i>							
	Pretoria—						
	Residence of G.O.C.-in-C.	1*	..	1c	1c
	Covering Headquarter Office	1*	..	1c	1c
	Distinguishing Headquarters Office (Cantonments)	1*	..	1c	1c
	Middelburg (Transvaal)—Headquarters Office	1*	..	1c	1c
	Potchefstroom—Headquarters office	1*	..	1c	1c
	Standerton—Headquarters Office	1*	..	1c	1c
	Bloemfontein—						
	Headquarters Office	1*	..	1c	1c
	Harrismith—Headquarters Office	1*	..	1c	1c
	Pietermaritzburg—Fort Napier	1*	..	1c	1c
	Middelburg (Cape Colony)—Headquarters Office	1*	..	1c	1c
	Cape Town—The Castle	1*	..	1c	1c
A. O. 13	Simon's Town—Main Barracks	1c
1909	Straits Settlements:—						
	Fort Canning, Singapore	1*	..	1c	1c
	Headquarters House	1*	..	1c	1c

* See para. 1806.

Union Jack.—(a) On anniversaries only, or when specially required for saluting purposes. (b) On Sundays and anniversaries. (c) Daily. Army Council's Flag.—(d) Only when the Army Council visit the station in a corporate capacity.

APPENDIX VIII.

LEGAL PROCEEDINGS.

(Referred to in para. 455.)

The following regulations with regard to legal proceedings taken by or against persons subject to the Army Act, are notified for the information of all concerned:—

General Instructions.

1. An officer cannot properly be made subject to any legal proceedings or orders of court which may be taken or made against him not in his individual capacity but as representative of the War Department, or in matters where the War Department, and not the officer individually, is the party really concerned, except at stations abroad where special legislation authorizes such a course. Should any such proceedings or orders be taken or made, legal advice should at once be taken with a view to applying to have them set aside, and such legal steps should be taken as may be necessary for that purpose and the matter at once reported to the War Office, and no consent to any such proceedings should be given without the authority of the Army Council. Actions on government contracts and orders for the attachment of government money may be mentioned as illustrations of the class of proceedings indicated above.

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England and Wales.

2. All offences against the ordinary criminal code of the country committed by persons, subject to the Army Act, and brought to the cognizance of the C.O., should forthwith be notified by him to the local police, that the same may be duly investigated by their agency, and punished by the civil criminal tribunal.

3. In any criminal case where legal aid is thought to be necessary a remand will be applied for, and a full report of the case (with depositions, if any) transmitted to the G.O.C.-in-C. the command concerned, who will refer the matter to the Treasury Solicitor.

4. A solicitor will not be employed on behalf of the public, either for the purpose of legal proceedings (civil or criminal) or of obtaining advice, except in cases of such urgency that reference to the Treasury Solicitor cannot be made in time. In such cases of urgency, the local agent of the Treasury Solicitor should be consulted in places where such an agent has been appointed; elsewhere the choice of the solicitor must be left to the officer employing him. The matter should be at once reported under paragraph 4, and, in criminal cases, a remand should be applied for, and no action, beyond that which is absolutely necessary, should be taken without reference to the Treasury Solicitor.

5. When legal advice is required, or authority is sought to commence or to defend legal proceedings, either in the name or on behalf of the Army Council, a full statement of the facts must be sent up by the G.O.C.-in-C. to the Treasury Solicitor, authenticated by the head of the department or C.O. concerned. A head of a department when serving under a G.O.C. or the C.O. of a corps, will forward his application through the G.O.C.-in-C. (unless the urgency of the case requires a direct reference to the Treasury Solicitor).

6. Where an officer or soldier is made defendant in civil or criminal proceedings, the defence thereof will be conducted upon the sole responsibility of such defendant until the decision of the Army Council is given.

7. When any claim is preferred to the Army Council for assistance in, or for the reimbursement of the cost of the defence, a copy of the writ or statement of claim in civil cases and copies of the information and summons or warrant in criminal cases—or, if the case has gone to trial, a copy of the indictment—should be furnished, with a full statement of the facts showing that the act complained of was one sanctioned by competent authority, or clearly within the prescribed course of the defendant's duty.

Scotland.

8. Legal advice will be obtained when necessary in urgent cases by the G.O.C.-in-C. from the War Department law agent in Edinburgh.

Ireland.

9. Legal advice will be obtained when necessary in urgent cases by the G.O.C.-in-C. from the Chief Crown Solicitor, Dublin.

Abroad.

10. When the adoption or the defence of legal proceedings abroad cannot await the previous sanction of the Army Council, such proceedings should only be undertaken on the special authority of the general or other officer commanding, to whom a report of the circumstances of the case will be addressed by the head of the department or officer on whose recommendation the legal proceedings are proposed to be taken.

11. This report and statement will be forwarded by the general or other officer commanding, together with a copy of his letter authorizing legal proceedings, and a full explanation of his reasons for authorizing them, to the Army Council for final approval; and in no case will the expenses incurred be admitted as a charge against imperial funds unless such approval has been obtained.

12. When legal proceedings have been authorized, the head of the department or C.O. concerned, acting under the instructions of the G.O.C. will, from time to time, furnish the legal adviser of the War Department with such information and assistance as he may require, and the G.O.C. will keep the Army Council advised as to the progress of the proceedings.

13. In colonies which have a responsible government, and in which the law officers of the Crown may be frequently changed, and in other cases in which from some local circumstances the general or other

officer commanding, with the assent of the governor, may consider that the law officers of the Crown are unable to attend conveniently to the business of the War Department, the general or other officer commanding will select a legal adviser of character and eminence in his profession to act for the War Department; he may be one of the colonial law officers or not, but if not a law officer, or an adviser paid by annual salary under paragraph 14, his name should be reported for the approval of the Army Council.

14. The remuneration of the selected adviser of the War Department will either be (i) by an annual salary to be fixed by the Army Council, with the previous concurrence of the Lords of the Treasury, or (ii) by fees certified (a) by the general or other officer commanding to have been properly incurred (and not included in any previous charges), and (b) if over £10 by some local law officer, local registrar, taxing master, or other independent and competent local legal authority, to be fair and reasonable and in accordance with the scale of professional remuneration for like services prevailing in the colony.

The fees in non-contentious cases (if over £10) should, if possible, be certified, if not by a law officer by some local registrar or official without the expense of a formal taxation by a taxing master.

In cases of litigation the costs (if over £10) should be formally taxed.

No taxation or certificate under head (b) will be necessary for auditing purposes when the bill is under £10, the general or other officer commanding being in such cases responsible for the reasonableness of the charges.

15. There are cases in which the services of the legal officer of the Crown can only be rendered as a barrister, and a case must, therefore, be prepared for him by a solicitor, and in some minor cases the services of the solicitor may alone be required. A general or other officer commanding will, therefore, use his judgment in such cases where a diminution of legal expenses may be effected without sacrificing public interests.

16. The colonial authorities will be called upon to prosecute civilian offenders at the expense of the colony, unless the case be of so grave or special a character as to make it desirable that special agents should be employed on behalf of the home government.

APPENDIX IX.

ORDERS TO REGULATE ADMISSION TO THE NATIONAL DEFENCES.

General Instructions.

1. The following rules are to be observed in granting permission to visit military works:—

- (i) Every practicable facility is to be afforded to officers of the Local Defence Committee, and to those who require to visit military works in the performance of their duties.
- (ii) All who have business in military works are to be required to treat the information they obtain there as confidential.
- (iii) Persons having no business in military works are to be denied access to them.

2. Generals and other officers commanding are responsible that no unauthorized person gains admission to any military works in their commands.

Admission without Pass.

3. The following may be admitted without passes to military works (except to position-finding cells, torpedo buildings, magazines, and storehouses*†):—

- (i) Officers and warrant officers of the army, navy, and marine forces, when in uniform.
- (ii) Non-commissioned officers and men of the army, navy, and marine forces, when on duty.

4. The following may be admitted without passes to the residential portions only of occupied works:—

- (i) Officers, warrant officers, N.C.Os. and men of the army, navy, or marine forces.
- (ii) Caretakers.
- (iii) Wives, families, friends, and servants of the residents.

Admission with Pass.

5. The admission of persons to either defensive or residential portions of completed works otherwise than as specified in paras. 3 and 4 will be by pass.

* For instructions as to admission to these buildings, see para. 11.

† Ordnance Department magazines and storehouses are not referred to in these orders.

6. Passes for admission are as follows:—

- (i) *Special pass* issued only by the adjutant-general. It admits to all works, including position-finding cells, torpedo buildings, magazines, and storehouses.*
- (ii) *District pass* ... { Army Form A 17-1 (white).
" A 17-1 (a) (white and red).
- (iii) *Visitors pass* ... " A 17-2 (yellow).
- (iv) *Works pass* ... " A 17-3 (red).
- (v) *Trading pass* ... " A 17-4 (blue).

Passes (ii), (iii), (iv), and (v) are issued at the discretion of generals commanding under the conditions hereinafter specified. They are bound in books containing 50 each, with counterfoils. The number of passes issued is to be kept as low as possible. If a pass has been lost or cancelled, instructions should immediately be sent to the works concerned to prevent the pass being improperly used.

7. The white *district pass* will be issued to such officers, warrant officers, N.C.Os. and men, and members of the staff for engineer services as the general commanding may authorize and will be applicable when admission is not covered by the rules in paras. 3, 4, and 11.

8. The *visitors pass* will not be issued to any person who is not a British subject, unless the sanction of the Army Council has been obtained, and any foreign subject authorized to receive a pass can only be allowed to use it when accompanied by an officer. This pass will in no case admit the holder to position-finding cells, torpedo buildings, magazines, or storehouses.*

9. The *works pass* will be issued to authorized workmen. A deposit of 2s. 6d. may be demanded on issue and will be returned on surrender of the pass, but the exaction of this deposit is left to the discretion of the general commanding. See also para. 11.

10. The *trading pass* will be issued to tradesmen authorized to enter the residential portion of military works.

11. No person is to be allowed to enter position-finding cells, torpedo buildings, magazines, or store-houses,* unless he is provided with a *special pass* or a white and red *district pass*, A.F. A 17—1a. These passes, whether held by officers or others, are only available for admission to the places named thereon. Where officers or soldiers in uniform are ordered to perform military duty in any position-finding cell, torpedo building, magazine, or storehouse, passes may be dispensed with at the discretion of the general commanding.

12. Orders are to be issued directing sentries in the first place to refer the holders of all passes to the N.C.O. of the guard, who will carefully examine the passes and retain all *visitors passes*. Sentries will be ordered not to permit the holders of *special*, *district*, or *visitors passes* to have access to any of the defences, or the holders of *district* or *works passes* to have access to any of the buildings mentioned in para. 11 until they have received the orders of the N.C.O. of the guard.

13. Information is not to be given regarding the construction of works, or machinery in connection with them, except to British officers in uniform, to holders of the *district* and *works passes* when necessary for the performance of their duty, and to holders of the *special pass*.

* Ordnance Department magazines and storehouses are not referred to in these orders.

14. Except when necessary in the performance of duty, holders of passes of any kind are not to be permitted to make any written note, drawing, photograph, or measurement of any work, whether completely constructed or not, nor of any gun, machinery, or apparatus.

15. In each work or establishment which, in the opinion of the general commanding, is of sufficient importance to require special safeguarding from observation, a register (A.B. 129) will be kept in which visitors holding *special*, *district*, or *visitors passes* will be required to sign their names on entering. The custodian of the register is to note in it against the signature of the person admitted the following particulars:—

- (i) Date of the visit.
- (ii) Description of pass and date for which it is available.
- (iii) Name of the officer issuing the pass and date of issue.

As soon as these particulars have been recorded in the case of a *visitors pass*, the pass is to be destroyed by the custodian, who will tear it into small pieces and note the fact in the register that he has done so.

16. The registers referred to in para. 15 will be inspected by the general or other officer commanding periodically.

APPENDIX X.

(Referred to in para. 856.)

A.O. 105
1911SYLLABUS OF EXAMINATION OF OFFICERS OF ROYAL
GARRISON ARTILLERY TO QUALIFY FOR THE
ISSUE OF ARMAMENT PAY.*The latest editions of all official books are referred to.*

Books recommended:—

Handbook of Gun.
Field Artillery Training.
Garrison Artillery Training, Vols. I, II, and III.
Notes on artillery store accounts.
Regulations for magazines and care of war matériel.

A.—Coast Defence Subjects.

This examination will be divided into two parts, practical and written, the qualifying standard in each part and in sub-head (iii) being '5, and in each of the other sub-heads '4.

Practical Examination—

(i) Drilling a detachment in slow time at a B.L. or Q.F. gun of the fixed armament, as selected by the board at the time of examination. B.L. drill to be confined to the most modern type of 9·2-inch B.L. or 6-inch B.L. available. The duties of gun group commander, gun captain, and gun layer. (30 marks.)

(ii) Drilling a detachment in slow time at one nature of armament for general defence gun, as selected by the board at the time of the examination. The duties of section commander, No. 1, gun layer and B.C.'s assistant for line. Laying out line of fire by Case I, for guns of movable armament in concealed positions, ranging and observation of fire from such guns from a position near the battery. (20 marks.)

(iii) Range-finding and position-finding as laid down for coast defence companies in the syllabus of examination in range-finding and position-finding. (20 marks.)

(iv) Moving, mounting and dismounting 6-inch guns and under. (B.L. guns should always be used if available.) (30 marks.)

Written Examination—

(i) Not less than 10 general questions on subjects contained in Vol. I, "Garrison Artillery Training," and in "Field Artillery Training" as far as it applies to Heavy Artillery. The questions should be limited in Coast Defence to what should be known by a gun group commander, and in armament for general defence to laying and to management of deflection. Picking up the line of fire by Case I, ranging at standing and moving targets and observation of fire from a position near the battery. (50 marks.)

(ii) Not less than 10 general questions on subjects contained in Vol. III of "Garrison Artillery Training." The questions in shifts should be limited to 6-inch B.L. guns and under, and the questions in sheers and derricks should be simple and not go beyond light sheers. (50 marks.)

B.—Store Accounts and the Care and Preservation of War Matériel.

To qualify, an officer must obtain '5 of the total marks allotted to each of the following sub-heads, the test being both written and practical.

(i) *Artillery Store Accounts.*—Method of keeping R.A. store accounts, store-ledger, distribution book, indents for stores, ammunition, &c., receipt and issue vouchers, closing, balancing, and checking ledger accounts.

(ii) *Care and Preservation of Armament.*—Instructions for care and preservation of war matériel in magazines. Principal points to be attended to when inspecting a sub-district.

APPENDIX XI.

(Referred to in paras. 857-879.)

A.O. 105
1911

I.—SYLLABUS OF EXAMINATION OF OFFICERS FOR PROMOTION UP TO THE RANK OF MAJOR, AND INSTRUCTIONS FOR THE GUIDANCE OF EXAMINING BOARDS.

SUBJECTS (a) to (j).

(a) REGIMENTAL DUTIES, DRILL AND FIELD TRAINING.

(a) (i) Regimental Duties.

*The examination under this head will be by oral and written questions set by the Board.**The examination will be based on the following books.**The latest editions of all official books are referred to.*

King's Regulations.
 Army Act and Rules of Procedure.
 Army Books and Forms in use.
 Pay Warrant.
 Allowance Regulations.
 Equipment Regulations.
 Ceremonial.

Abroad—

The Special Army Regulations obtaining in the Country (e.g., Army Regulations, India).

Warrant or Non-Commissioned Officers on selection for Commissions as Second-lieutenants.

Second-lieutenants, Quartermasters, or Riding-masters, for Promotion to Lieutenants.

Lieutenants R.A.M.C. for confirmation of commissions.

(i) Discipline.

General instructions.
 Arrest and military custody.
 Investigation of charges.
 Summary and minor punishments.
 Drunkenness.
 Guard reports and company conduct sheets.
 Disposal of soldiers awarded detention by C.O.
 Courts of inquiry, committees and boards.

(ii) Duties.

Duties of regimental officers other than C.Os.
 Responsibility for public money and stores.
 Organization of companies, &c.
 Roster of duties.
 Daily duties.
 Guards and piquets.
 Honours and salutes.
 Duties in aid of civil power.

(iii) Miscellaneous.

Enlistment.
 Conditions of service.
 Officers' messes.
 Soldiers' messing and cooking.
 Garrison and regimental institutes.
 Leave of absence and furloughs.
 System of keeping company books, accounts and returns.
 Pay and allowances of N.C.Os. and men of the corps to which the officer belongs.
 The method of supplying troops with food, forage, ammunition and stores, in peace.
 A junior officer's duties in connection with the movement of troops by land and sea.
 Detail of carrying arms, ammunition, and equipment.

(a) (ii) Drill and Field Training.

The examination under this head will be conducted practically in the field and by oral questions. There will be no written examination. In addition to giving the words of command, the candidate is to be required, in respect of his own arm or branch of the service, to give the explanation of the exercise or manœuvre to be performed, in a clear and audible manner.

Warrant or Non-Commissioned Officers on selection for Commissions as Second-lieutenants.
Second-lieutenants, Quartermasters, and Riding-masters, for Promotion to Lieutenant.
Lieutenants R.A.M.C. for confirmation of Commissions.

Sub-head (a) (ii).	Books recommended. <i>The latest editions of all official books are referred to.</i>
Cavalry.	
(i) <i>Drills.</i>	
Military equitation	Cavalry Training and Ceremonial.
The instruction of the soldier on foot	
The instruction of the squadron mounted	
The formation and movements of a squadron with the regiment on parade and in the field	
(ii) <i>Musketry Instruction.</i>	
The theory of rifle fire and its practical application	Musketry Regulations, Part I.
Musketry exercises	
Visual training and ranging	
Preliminary training and range practices	
Field practices	
(iii) <i>Horse Management.</i>	
Stable management, grooming, washing, clipping, clothing, methods of securing, bedding, stable	Animal Management (Chapters IV to IX).
tricks and vices, daily routine	
Feeding and watering	
Management of horses in the open, condition and exercise, marching, feeding, swimming, water-	
ing, picketing	
Saddles and sore backs	
The foot and shoeing	
Transport by sea and rail	
(iv) <i>Miscellaneous.</i>	
"Miscellaneous duties"	Cavalry Training.
Artillery.	
HORSE, FIELD OR MOUNTAIN	
BATTERIES.	
(i) <i>Drill and training.</i>	
Instruction on foot	Cavalry Training and Field Artillery Training.
Equitation	
Driving	Manual of Physical Training.
Physical training	
Musketry instruction	Musketry Regulations, Part I.
Rifle exercises	
Drill	Field Artillery Training and Ceremonial.
Ceremonial	
Laying	Handbook of Gun.
Section gun drill	
Care and adjustment of sights	
To lay a gun under the same conditions as for the examination of layers.	

Sub-head (a) (ii).	Books recommended. The latest editions of all official books are referred to.
(ii) <i>Horse Management.</i> Stable management, grooming, washing, clipping, clothing, methods of securing, bedding, stable tricks and vices, daily routine Feeding and watering Management of horses in the open, condition and exercise, marching, feeding, swimming, water- ing, picketing Saddles and sore backs The foot and shoeing Transport by sea and rail	Animal Management (Chap- ters IV to IX).
(iii) <i>Equipment.</i> <i>Guns.</i> To take to pieces and put together fittings and explain their uses <i>Carriages.</i> To take to pieces and put together fittings and explain their uses To point out what parts of the carriage are likely to suffer from firing, travelling, fair wear, or neglect and the necessary precautions to be taken <i>Ammunition.</i> To explain fully the construction and action of the ammunition carried by the battery To explain with the help of a section, or chalk and blackboard, the action of the fuzes To prepare quickly and bring up to the gun a round of ammunition. (Fuze to be accurately set)	Handbook of Gun.
(iv) <i>Fire Discipline</i>	Field Artillery Training.
(v) <i>Fire tactics and manoeuvre</i>	
(vi) <i>Knotting and lashing.</i> A thorough knowledge of how to make and use all knots and lashings in use in the service	Garrison Artillery Training, Vol. III.
COAST DEFENCE COMPANIES.	
(i) <i>Drills and exercises.</i> Infantry drill as far as applicable to Garrison Artillery Gun drill with the guns of his own unit Moving, mounting, and dismounting guns of his own unit	Infantry Training and Cere- monial. Handbook of Gun. Garrison Artillery Training, Vol. III. Garrison Artillery Training, Vol. I.
(N.B.—An officer who fails in this will not be dis- qualified but a record of his laying will be kept.)	
Stripping and assembling portions of the mounting and breech mechanism of one gun of his unit	Handbook of Gun.
Fitting and adjusting aiming rifle used with the same gun	Handbook of Gun.
Fitting and adjusting sub-calibre gun	Garrison Artillery Training, Vol. I, and Handbook of Gun. Regulations for Magazines and Care of War Materiel. Garrison Artillery Training, Vol. I.
Testing electric gear of the 12 pr. or 4.7" Q.F. Gun, and testing for adjustment with auto-sight	Garrison Artillery Training, Vol. I.
General knowledge of telephone circuits according to instruments in use with unit	

Sub-head (a) (ii).	Books recommended. <i>The latest editions of all official books are referred to.</i>
<p>(ii) <i>Coast Defence.</i> Duties of all ranks up to and including B.C. Use, adjustment and preservation of P.F. instruments Setting up, use, care and adjustment of D.R.F. instruments</p> <p>(iii) <i>Equipment.</i> Identification of stores and ammunition. Practical use and care of instruments used for testing and firing</p> <p>General knowledge of the instructions for use of telephones, and of simple tests in case of break-down</p>	<p>Garrison Artillery Training, Vol. I.</p> <p>Handbooks.</p> <p>Regulations for Magazines and care of War Materiel.</p> <p>Garrison Artillery Training, Vol. I.</p>
SIEGE COMPANIES AND HEAVY BATTERIES.	
<p>(i) <i>Drills and exercises.</i> As for Coast Defence Companies, but with Siege or Heavy equipment as far as it admits.</p> <p>(ii) <i>Observation of fire.</i> Ranging; duties of all ranks up to and including B.C.</p> <p>(iii) <i>Equipment.</i> As for Coast Defence Companies, as far as Siege or Heavy equipment permits.</p>	<p>Infantry Training and Ceremonial. Garrison Artillery Training, Vol. II. Field Artillery Training. Garrison Artillery Training, Vol. II. Field Artillery Training.</p>
Engineers.	
<p>(i) <i>Drills.</i> Squad drill Section drill Company drill Command of a company in battalion drill</p> <p>(ii) The command of a company in attack and defence</p> <p>(iii) <i>Musketry Instruction.</i> The theory of rifle fire and its practical application Musketry exercises Visual training and ranging Preliminary training and range practices Field practices</p> <p>(iv) <i>Horse Management.*</i> Stable management, grooming, washing, clipping, clothing, methods of securing, bedding, stable tricks and vices, daily routine Feeding and watering Management of horses in the open, condition and exercise, marching, feeding, swimming, watering, picketing Saddles and sore backs The foot and shoeing Transport by sea and rail</p>	<p>Infantry Training. R.E. Training. Ceremonial.</p> <p>Infantry Training.</p> <p>Musketry Regulations, Part I.</p> <p>Animal Management (Chapters IV to IX).</p>

*This applies only to R.E. officers serving with a mounted unit (including a field company).

Sub-head (a) (ii).	Books recommended. The latest editions of all official books are referred to.	
Infantry.		
(i) <i>Drills.</i> Squad drill Section drill Company drill Command of a company in battalion drills	Infantry Training and Ceremonial.	
(ii) The command of a company in attack and defence		
(iii) <i>Musketry Instruction.</i> The theory of rifle fire and its practical application Musketry exercises Visual training and ranging Preliminary training and range practices Field practices		Musketry Regulations, Part I.
(iv) <i>Army Service Corps.</i>		
(i) <i>Drills and Exercises</i>	A.S.C. Training, Part I, and Ceremonial.	
(ii) <i>Exercises.</i> Rifle exercises		
(iii) <i>Musketry Instruction.</i> The theory of rifle fire and its practical application Musketry exercises Visual training and ranging Preliminary training and range practices Field Practices	Musketry Regulations, Part I.	
(iv) <i>Horse Management.</i> Stable management, grooming, washing, clipping, clothing, methods of securing, bedding, stable tricks and vices, daily routine Feeding and watering Management of horses in the open, condition and exercise, marching, feeding, swimming, watering, picketing Saddles and sore backs The foot and shoeing Transport by sea and rail		
*Royal Army Medical Corps.		
(i) <i>Drills.</i> Squad drill Company drill (As defined in R.A.M.C. Training.)	Infantry Training.	
(ii) <i>Exercises.</i> Corps exercises		R.A.M.C. Training and Ceremonial.
(iii) <i>Horse Management.</i> Stable management, grooming, washing, clipping, clothing, methods of securing, bedding, stable tricks and vices, daily routine Feeding and watering Management of horses in the open, condition and exercise, marching, feeding, swimming, watering, picketing Saddles and sore backs The foot and shoeing Transport by sea and rail	Animal Management (Chapters IV to IX).	

* To be conducted under arrangements made by the D.G.A.M.S. at the termination of the classes held in accordance with paras. 782 (iii).

(b) Drills and Exercises (Practical and Oral).

Captains R.A.M.C. for promotion to Major.

Corps Drill and Exercises.—R.A.M.C. Training, Part IV.*(c) Duties in the Field (Practical and Oral).*

- (c) (i) Lieutenants and Captains for Promotion (except R.A.M.C. and A.V.C.)*

Practical test in the solution of tactical problems embracing a knowledge of map reading, field sketching and field engineering.

- (c) (ii) Lieutenants and Captains for Promotion (R.A.M.C. only).*

Practical test in the solution of problems in connection with the Army Medical Service based on the general tactical scheme set in (c) (i), and in questions on map reading.

INSTRUCTIONS FOR THE GUIDANCE OF EXAMINING BOARDS IN SUBJECT (c)—PRACTICAL.

1. The object of this examination is to ascertain if an officer is or is not fit practically for promotion to higher rank.

2. The aim of the board should be to acquire a personal acquaintance with the candidate, and to test his ability to apply his knowledge practically, rather than to find out whether he is familiar with a certain amount of book-work. No question should be set in the (c) examination which could be better or equally as well answered on paper in the (d) examination.

3. A simple tactical scheme dealing with a small force of all arms, and involving several situations, will be set by the board.

As a rule it will add reality to the exercise if the whole examination is carried out under the same tactical scheme. If, however, it is found difficult to bring out all the desired principles without forcing the situation, fresh special ideas may be issued. It is essential, however, that every problem (except map reading,* which subject may be tested separately) should have a definite relation to the tactical situation.

At some stage of the scheme a tactical reconnaissance of ground will be required and the candidates should make a rapid enlargement from a small scale map to a scale not exceeding 4 inches to the mile and fill in quickly, on the ground, only sufficient relevant detail either to furnish a commander with the necessary tactical information or to illustrate the report.

* The following methods for carrying out the map reading test are suggested:—

- (a) *Before going on to the ground an Ordnance map may be issued to the candidates and the latter told to write in their note books what they may expect to see from a point X, when looking, say North, within the range of ordinary field glasses. The Board should then collect the papers, proceed to X and discuss the ground with the candidates.*
- (b) *Candidates should be tested in setting maps quickly in different ways, judging distances and heights without direct reference to the scale.*
- (c) *Candidates may be tested in giving directions from a map to a patrol to follow a concealed approach.*
- (d) *Candidates may also be tested in locating their position. In all the above tests "speed" must play an important part.*

Officers should be expected to read a map "at sight."

The time allowed for enlargement, which may be done indoors, will not exceed 1 hour.

As a rule, the scale of a map issued to the candidates should not exceed $\frac{1}{2}$ -inch to the mile. Candidates will be asked, individually by the board, questions on tactics, map reading and field engineering in connection with the scheme.

R.A.M.C. officers when being examined in (c) (ii) will, in addition to the map reading questions referred to in (c) (i), be required to work out one or more problems connected with their own department and based on the general tactical scheme set in (c) (i).

4. The solutions of all problems should be worked out on the ground, the board requiring the candidates to explain and give reasons for their dispositions.

The board should, for instructional purposes, point out to the candidates the general lines on which they would themselves have dealt with each problem.

5. Notebooks and $\frac{1}{2}$ -inch maps will be supplied by the board to officers on the ground. Officers may also make use of the Field Service Pocket Book for carrying out the practical portion of the examination, but will not on any account be permitted to use it for answering the oral questions. With the exception of the above, officers are forbidden to employ or to have in their possession any other book or maps.

6. Marks will be allotted by the board to each problem in proportion to its relative importance to the tactical scheme. Marks will also be allotted to the map reading test.

In order to pass a candidate must obtain '6 in the aggregate of the marks allotted.

In marking, boards should consider chiefly whether the candidates' arrangements would be likely to ensure success on active service.

7. The problems and questions should usually be handed to the candidates on separate printed or hectographed slips, or they may be dictated.

8. Officers who do not pass will be so informed by the board, and told generally in what respects they have failed.

(d) WRITTEN EXAMINATION.

The latest editions of official books are referred to.

Lieutenants and Captains for Promotion.

(d) (i.) **Tactics, embracing a knowledge of Map Reading, Field Sketching and Field Engineering (to include working out some simple tactical problems on paper and maps).**

Two Papers.

Time allowed—3 hours for each paper.

Marks allotted—600, *i.e.* 300 for each paper.

The papers (including combined problems and questions) will be set to test the candidate's ability in applying his knowledge of the subject-matter contained in:—

Field Service Regulations, Parts I and II.
Manual of Field Engineering and
Manual of Map Reading and Field Sketching.

(d) (ii.) **Military Law.**

The Manual of Military Law and the King's Regulations will be allowed for answering all Military Law papers.

The books may not contain any additions whatever other than amendments made by Army Orders. All other additions or devices such as cross references, underlining, painting of pages as in a postal directory, cutting pages in order to denote special parts of the book, &c., are disallowed and render a candidate liable to disqualification.

One Paper.

Time allowed—3 hours.

Marks allotted—200.

Lieutenants, for Promotion to Captain.

Manual of Military Law	{	Chapters I., II. (paras. 33-35 only), III., IV., V., VI., XIV.
		The Army Act, omitting Part III.
King's Regulations	..	The Rules of Procedure, omitting Field General Courts-Martial.
		Paras. 301-305, 431-509, 666-678, 1912, 1919-1928.

Captains for Promotion to Major.

Manual of Military Law	{	Chapters I-VI., XII-XIV.
		The Army Act.
King's Regulations	..	The Rules of Procedure.
		Paras. 301-305, 431-678, 1912, 1919-1928.

(d) (iii.) **Organization, Administration, and Equipment.**

Lieutenants and Captains for Promotion.

One Paper.

Time allowed—3 hours.

Marks allotted—300.

A detailed knowledge for both peace and war of the organization, administration, equipment, establishment, terms of service, and pay of the candidate's unit.

A general knowledge of the following subjects:—

- The titles and general contents of official publications, so as to know roughly what each deals with.
- The general system of organization and administration of the army of the United Kingdom in peace and in war.
- Organization of the general and administrative staffs of the War Office and of the commands in the United Kingdom and abroad.
- War establishments.
- The constitution and organization of the reserve and territorial forces.
- The constitution and organization of the forces in India and the colonies.
- General principles of recruiting, terms of enlistment, extension of service, re-engagement, prolongation of service, transfer and discharge.
- The regulations for mobilization, so far as they affect the candidate's unit.

(d) (iv) **Military History.**

Lieutenants and Captains for Promotion.

Two Papers.

Time allowed—3 hours for each paper.

Marks allotted—500, *i.e.* 250 for each paper.

The first paper is a general one, dealing with the strategy and general conduct of the campaign during the period selected, together with the lessons to be deduced therefrom.

A knowledge of the details of battles and the movements of small units is not required except in cases in which these immediately affect the general conduct of the campaign.

The second paper will require a detailed study of the tactics employed during that period.

The object of this paper is to elicit from the candidates their knowledge of tactical principles, and to test their power of applying those principles, while discriminating between the methods by which those principles were applied during the campaign in question and the methods by which they would be applied at the present time.

It is not intended that candidates should commit to memory a number of dates and the exact strength and composition of the forces engaged.

The Special Campaign selected will be notified in Army Orders for January and July in each year.

Each period will be set at two consecutive examinations. An officer may take up either of the periods set. It is, however, advisable that all officers presenting themselves for the first time for examination should take up the period which is being set for the first time, as by so doing, officers who fail at their first examination will be enabled to take up the same period at the next examination.

The campaign which each officer wishes to take up will be noted on A.F. B 2053 before it is forwarded to the War Office. (Para. 869.)

(c) Artillery.

Two Papers.

Time allowed—3 hours for each paper.

Marks allotted—400, i.e. 200 for each paper.

(Lieutenants, Horse and Field Artillery.)

Sub-heads.	Books recommended. <i>The latest editions of official books are referred to.</i>
(i) Gunnery.	
Definitions	Field Artillery Training and Handbooks.
Laying. All methods adopted in the field for direct and indirect laying	
Causes affecting accuracy of shooting	
Use of range tables	
Ammunition	
(ii) Guns and Carriages.	
A general knowledge of the guns, carriages, equipment, and ammunition employed in Horse and Field Artillery, with special knowledge of those in use with the battery in which serving	Handbooks of all guns and howitzers with which Horse and Field Artillery are equipped. Lists of Changes in War Materiel. Regulations for Magazines and Care of War Materiel.
Care of War Materiel	
(iii) Training.	
Fire discipline	Field Service Regulations, Part I.
Fire tactics and manoeuvre	
Employment and conduct of Artillery in war	Field Artillery Training.
Ammunition supply	
Entrenchments	Field Artillery Training.
Disablement of Ordnance	
Transport of Artillery	Manual of Field Engineering.
Passage of Obstacles	
Embarkation and disembarkation of guns, horses and vehicles	King's Regulations.
Slinging guns, horses and vehicles	
March duties and discipline	Field Artillery Training (at present Appendix to Training Manuals).
	Field Artillery Training.

(Lieutenants, Garrison Artillery.)

Logarithmic tables and slide rules will be allowed in answering questions on this subject.

Sub-heads.	Books recommended. <i>The latest editions of official books are referred to.</i>
(i) Gunnery and Electricity.	
Definitions and units; laying; probability of fire; correction of a range table for loss of muzzle velocity; practical use of the slide rule	{ Text Book of Gunnery.
Theory testing and practical use of automatic sights; armour and its penetration by projectiles	
Range tables, estimation of hits, &c.	{ Handbook for Auto-sights. Garrison Artillery Training, Vol. I.
Articles 1-14, 36, 37, 40-48, 207-213, 248-258, 320-339, and 363-390 of "Notes on Electricity for the use of the Garrison Artillery."	{ Garrison Artillery Training, Vol. I.
Mechanism, construction and sights	
Electricity and range finders	
(ii) Materiel.	
Construction, preservation and repair of the following ordnance and their mountings; and the construction, action, use, marking, examination, destruction, packing, storage, and care of the ammunition in use with these guns, viz.:—	{ Handbook of the various Guns.
9-2" B.L., Mark X, n V mounting	
6" B.L., Mark VII	{ Manual of Position Finder, Vols. I. and II.
6" H.P. mounting	
6" B.L. Howitzer	{ Equipment Regulations. Regulations for Magazines and Care of War Materiel.
60-pr. B.L. Mark I	
4-7" Q.F. Gun (fixed armament and on travelling carriage)	{ Training Manuals. Garrison Artillery Training, Vol. I. Garrison Artillery Training, Vol. II. Field Artillery Training. Field Artillery Training.
10 pr. B.L. Mountain Gun	
<i>Pack equipment for Mountain Artillery.</i>	
Setting up and use of P.F. Instruments	
(iii) Equipment.	
Supply, care and preservation of armament and stores, and duties of artificers	
(iv) Training.	
Fire tactics and fire discipline	{ Garrison Artillery Training, Vol. I. Garrison Artillery Training, Vol. II. Field Artillery Training. Field Artillery Training.
Coast defence	
Siege and Heavy Artillery	
Mountain Artillery	
<i>For Mountain Artillery officers only.</i>	
(v) Miscellaneous.	
Disablement of guns	{ Garrison Artillery Training, Vol. II.
(vi) Practice.	
Regulations for practice. Compiling and checking practice reports	{ Training Manuals and Instructions for Practice of the branch to which the officer belongs.

(f) Engineers.

Lieutenants, for Promotion to Captain.

Technical Examination.

1. Lieutenants will be examined before promotion as to their technical qualifications in field engineering and in construction—

- (i) The examination of lieutenants on the British Establishment will be carried out in accordance with the instructions contained in paras. 2 to 13.
- (ii) In the case of lieutenants serving on the Indian Establishment, the field engineering and construction tests will be carried out under the orders of the Government of India.

The certificate of having passed the departmental examination in India for assistant engineer, 2nd grade, Public Works Department, will be accepted in lieu of the examination in construction ; or, if the certificate be not obtainable, a reference to the date of the *Indian Gazette*, in which the result of the examination was published, will suffice.

(f) (i) *Field Engineering Test.*

2. For examination in field engineering each officer will work out a project for the carrying out under service conditions of some work in the field such as the restoration or erection of a bridge, the erection of a pier for landing stores, a railway deviation over a river or ravine, the water supply of a camp for (say) a division, a scheme for entraining or detraining troops at some station, the erection of field works to supplement the permanent works of the land front of a fortress or a project for *points d'appui* in an extended position.

3. This project will be set under the direction of the C.R.E. of the candidate, and will be divided into two parts, as follows:—

(i) The first part is intended to test an officer's ability to grasp the essential points of the work he has to execute, and to work out rapidly a project for it in sufficient detail only to enable him to get his men to work without loss of time and to form an estimate of the shortest time required to complete the work consistent with absolute safety.

This part will include—

- (a) Sketches of the works he proposes to construct and preliminary estimate of the stores necessary, both in sufficient detail only to enable him to commence work and employ the labour fully until such time as he can provide more work by the further elaboration of the project.
- (b) Calculations for such materials only as require it and for which he is indenting in the first case.
- (c) An estimate of the greatest number of men (with their trades) which he can usefully employ.
- (d) The lowest estimate of the time in which the work can be completed, which is that consistent with absolute safety.
- (ii) The second part is intended to test the candidate's ability to organize the labour and to carry out the work in detail and will include—
 - (e) Detailed drawings of the works included in (a) of first part, with a supplementary list of stores to complete all that are necessary.
 - (f) Calculations for such materials as require it, and are not included in (b) of first part.

(g) A detailed scheme for the organization of labour.

(h) A general account of the order and method in which the work will be carried out.

(i) A closer estimate of time than that given in (d) of first part.

4. The first part will be carried out entirely in the field: the time allowed, exclusive of journeys to and from the site, will vary from one to three hours at the discretion of the officer setting the project.

The hour of commencement will be so arranged that the first part will be handed in to the superintending officer about 2 p.m. or 3 p.m.

This officer will then initial the work and return it at once to the candidate, who will proceed to carry out the second part of the project indoors.

In the elaboration of the scheme in the second part a candidate may be allowed to make alterations or additions to the scheme originally worked out in the first part in matters of detail only, but the work originally handed in must not be altered.

The whole of the work will be handed in by 9 a.m. on the following morning.

The Field Service Pocket Book and only such other books as officers would be likely to have available in the field may be used. These will be specified by the officer setting the project.

On completion of the project, the officer will write a certificate that the whole of the work has been carried out without any assistance, except from the technical books specified.

The time of issue and return will be recorded by the superintending officer on the original project and on both parts of the work produced, and the whole of the papers are to be treated as confidential.

5. The projects, except those of officers on the Indian Establishment will, on completion, be forwarded to the commandant, School of Military Engineering, with the criticisms of the C.R.E., who will especially state his opinion as to the extent to which local conditions are satisfied. In order to secure uniformity of marking, the projects will be examined and marked by a Standing Board consisting of the commandant, School of Military Engineering (or a lieutenant-colonel, R.E., deputed by him), as president, and the chief instructors in fortification and construction, School of Military Engineering, as members.

The commandant will communicate the result to the War Office, together with the percentage allotted in each case by the Standing Board.

An officer must obtain 50 per cent. in order to qualify for promotion.

6. The commandant, School of Military Engineering, will be regarded as the C.R.E., for the purpose of the tests of officers posted to that school, or to the R.E. Dépôt, Chatham.

(f) (ii) *Construction test.*

7. All lieutenants, with the exception of those referred to in para. 8, will be required to undergo an advanced course in construction at the School of Military Engineering, which will include examinations in the subjects dealt with in the course. These examinations will constitute the construction test.

This course will be held annually, and will commence early in January.

Applications for officers to undergo this course will be forwarded by G.Os.C.-in-C. to the Secretary, War Office.

8. Under War Office authority, lieutenants serving abroad who will not fall due for relief in time to admit of their undergoing the advanced course before promotion, and others under special and exceptional circumstances, will prepare a barrack project in place of the above examination.

9. This project will consist of the following :—

Each officer will prepare a complete design and approximate estimate of a small building, such as a warrant officer's quarter, cook-house, soldier's hut, or other similar building required at the station where he is quartered.

The design is to be accompanied by a report, which should treat very briefly the questions of drainage, gas, water supply, and foundations, and give any necessary calculations for floors, roofs, pipes, &c., the whole to be adapted to a given site.

10. Applications from officers to be set a project will be submitted by G.Os.C.-in-C., to the Secretary, War Office.

11. The projects will be set by the standing board of officers at the School of Military Engineering referred to in para. 5, and will be sent by the commandant, School of Military Engineering, under confidential cover, to stations requiring them. The site, and any other particulars necessary to adapt the project to local conditions, will be inserted by the C.R.E. on the project before issue to the officer concerned.

12. The project must be completed and handed in by the officer within two months of the date on which it is given to him. This period may be extended if the C.R.E. is of opinion that pressure of official work renders such extension necessary and submits a certificate to this effect.

With the project the officer will furnish a certificate that the whole of the work has been carried out without any assistance except from technical books and that no existing building has been copied.

The dates of issue and return will be distinctly noted on the project, and the whole of the papers are to be treated as confidential.

13. Projects, when completed, will be dealt with in a similar manner to the field engineering projects as laid down in para. 5.

(g) **Army Service Corps Subjects.**

(For Officers of Army Service Corps Only.)

Two papers.

Time allowed—3 hours for each paper.

Marks allotted—400, i.e. 200 for each paper.

(i) Supply and Barracks.

(ii) Transport.

Books recommended and sources from which information may be obtained.

The latest editions of official books are referred to.

Regulations for Supply, Transport, and Barrack Services.

Allowance Regulations.

Standing Orders for the A.S.C.

A.S.C. Training—All Parts.

Pay Warrant.

Treatise on Military Carriages.

King's Regulations.

Handbook for Military Artificers.

Field Service Pocket Book.

Animal Management.

War Establishments.

Transport Manual.

Supply Manual, War.

Remount Manual.

Field Service Regulations, Parts I and II.

Lieutenants, for Promotion to Captain.

Accounts (supply, barrack and company); correspondence; contracts.
Judging cattle and supplies of every description.
Duties of an A.S.C. officer in charge of a sub-district.
Duties of an O.C. A.S.C. company in quarters, on the line of march, and in the field.
Method of obtaining supplies and transport in war. Formation and working of depôts in peace and war.
Construction and carrying capacity of military mechanical and animal draught transport vehicles, harness and saddlery. All pack animals and their uses.
Embarkation and disembarkation of men and animals. Duties on board ship.
Convoys, their formation and defence.
Duties of supply and transport officers in peace and war.
Organization of transport and supply units in peace and in war.

Captains, for Promotion to Major.

(In addition to above.)

Organization of the lines of communication of a force in the field.
Organization of different kinds of transport in war.
Formulation of schemes for supply and transport of bodies of troops operating in the field.
General duties of an officer administering supply, transport and barrack duties.

(h) Royal Army Medical Corps Subjects.

For officers of the Royal Army Medical Corps only.)

§ Lieutenants on probation for confirmation of Commissions.

- (i) Military Surgery.
- (ii) Tropical Medicine.
- (iii) Hygiene.
- (iv) Pathology.
- (v) Organization of military hospitals and principles governing medical charge of troops.

Lieutenants, for promotion to Captain.

Three Papers.

Time allowed—Three hours for each paper.

Marks allotted—600, i.e., 200 for each paper.

- (i) The principles of administration and supply of military hospitals, military families hospitals, and medical attendance in the army. The terms of the Geneva Convention.
- (ii) The organization, training and functions of warrant officers, N.C.Os. and men of the R.A.M.C. employed in military hospitals.
- (iii) The duties of medical officers in connection with :—
 - (a) Effective troops in quarters, camp and on board ship.
 - (b) Enlistment, supervision and training of recruits, and invaliding of soldiers.
 - (c) The principles and objects of military medical statistics and the chief causes of wastage of strength from physical disabilities.
 - (d) The medical records of serving soldiers and invalids, the object of recording the facts they are designed to contain and the regulations relating to them.

Books recommended, and sources from which information may be obtained :—

The latest editions of official books are referred to.

King's Regulations.
Regulations for Army Medical Service.
R.A.M.C. Training.
Standing Orders, R.A.M.C.
Field Service Manual, Army Medical Service.
Field Service Regulations, Part II.

Allowance Regulations.
Pay Warrant.
War Establishments.
Regulations for Supply, Transport, and Barrack Services.
Infantry Training.

§ To be conducted under arrangements made by Director-General Army Medical Service at the termination of the classes held in accordance with para. 782 (iii).

§ Captain, for promotion to Major.

Medicine.*

Surgery.*

Hygiene.†

Bacteriology and tropical diseases.†

One subject from the following list‡ :—

Bacteriology, including the preparation of anti-toxins.

Dermatology, including venereal diseases.

Midwifery and gynaecology.

Operative surgery, advanced.

Ophthalmology.

Otology, including laryngology and rhinology.

Physical training, including the clothing and food of the soldier.

State medicine.

(i) Army Veterinary Corps Subjects.
(For Officers of the Army Veterinary Corps only.)
Lieutenants, for promotion to Captain.

Three Papers.

Time allowed—Three hours for each paper.

Marks allotted—600, i.e., 200 for each paper.

(i) Duties of executive veterinary officers.

(ii) A knowledge for both peace and war of organization, administration, and equipment of the Army Veterinary Service, and of establishment, terms of service and pay of the Army Veterinary Corps.

(iii) Horsemastership, including the transport of animals by land and sea.

*The papers will be based on the following books :—**The latest editions of official books are referred to.*

King's Regulations.

Field Service Regulations, Part II.

Army Act and Rules of Procedure.

Pay Warrant.

Allowance Regulations.

Equipment Regulations.

Regulations for Army Veterinary Service.

Standing Orders, A.V.C.

Animal Management.

War Establishments.

Regulations for H.M. Transport Service.

Diseases of Animals Acts.

Captains, for promotion to Major.

Four Papers.

Time allowed—Three hours for each paper.

Marks allotted—800, i.e., 200 for each paper.

(i) Veterinary Medicine and Surgery.

(ii) Veterinary Bacteriology and Tropical diseases.

(iii) General system of Veterinary organization, administration, and equipment of the Army in peace and war.

(iv) Veterinary Hygiene and the management of Epizootic diseases.

Candidates for this examination will also be required to submit a thesis on a special subject which should be stated on A.F. B. 2053 when applying to be examined.

A candidate who, as a captain, obtained the fellowship of the Royal College of Veterinary Surgeons prior to 1st July, 1909, will not be required to pass in subjects (i) and (ii).

(j) Sanitation.

All Lieutenants (except R.A.M.C. and A.V.C.) for
Promotion to Captain.

One Paper.

Time allowed—Three hours.

Marks allotted—200.

Based on the Manual of Sanitation in its application to military life.

§ To be conducted under arrangements made by Director-General Army Medical Service at the termination of the classes held in accordance with para. 782 (i).

* To be divided into written examination, essay, and clinical cases.

† Written and practical.

‡ Written, clinical or practical.

INSTRUCTIONS FOR THE GUIDANCE OF BOARDS APPOINTED TO SUPERINTEND EXAMINATIONS IN THE WRITTEN SUBJECTS (d.), (e.), (g.), (h.) (LIEUTENANTS), (i.) AND (j.); MAJORS IN PART I. "TACTICAL FITNESS FOR COMMAND"; MAJORS OF THE R.A.M.C., IN PART I. "TECHNICAL SUBJECTS" AND MAJORS OF THE A.V.C., IN "TECHNICAL SUBJECTS."

(Also referred to in Appendices XII., XIV. and XV.)

1. The examinations will commence on the third Monday in May and the first Monday in December. Candidates, on the first day on which they attend for examination, will report themselves half-an-hour before the time fixed for its commencement, to receive and sign for their Index Nos.; and also to be allotted to their seats by the Board.

Officers need not, however, attend the examination room on any day previous to that allotted to the first paper in which they are to be examined.

2. The order of examination will be as follows:—

Day.	Hours.	Subjects.
Monday	2.30 to 5.30	Sub-head (d) (iv), 1st paper.
	10 to 1	Sub-head (d) (iv), 2nd paper; Majors R.A.M.C., Army Medical Organization in peace and war; Majors, A.V.C., Army Veterinary Organization in peace and war.
Tuesday	2.30 to 5.30	Sub-head (d) (i), 1st paper; sub-head (h) (i) (lieutenant); and sub-head (i) (i) (lieutenant and captains); Majors R.A.M.C., Sanitation and Epidemiology; Majors A.V.C., Sanitation and Epizootology.
	10 to 1	Sub-head (d) (i), 2nd paper; sub-head (h) (ii) (lieutenant); sub-head (i) (ii) (lieutenant and captain); Majors R.A.M.C., Medical History, &c. (Subject 3—(i) to (iii); Majors, A.V.C., Veterinary History.
Wednesday	2.30 to 5.30	Sub-head (d) (ii).
	10 to 1	Sub-head (d) (iii); sub-head (i) (iii) (lieutenant and captain).
Thursday	2.30 to 5.30	Sub-head (h) (iii) (lieutenant); subject (j); sub-head (i) (iv) (captain).
	10 to 1	Subject (e), 1st paper; and sub-head (g) (i); Majors, Part I., Tactical Fitness for Command.
Friday	2.30 to 5.30	Subject (e), 2nd paper; and sub-head (g) (ii).

3. Whilst under examination candidates are to be placed at least six feet apart, and no officer is to be examined in any subject or sub-head except at the time specified above.

4. The board will, as indicated in para 1, assign seats to candidates in order of Index Nos. Each candidate will occupy the same seat throughout the examination, unless otherwise ordered by the board, who may make any necessary subsequent change.

5. The sealed packets containing the examination papers are not to be opened by the president of the board until the time fixed for the examination in the subject concerned, and then only in the presence of the candidates.

6. All the officers constituting the board are to be present during the entire examination. Should the number of candidates at any sitting fall below 6, the President may dispense with services of one member. They must on no account give any opinion to the candidates as to the meaning or correctness of any word or sentence contained in the examination papers.

7. At the commencement of each attendance at which any candidates are taking their first paper, the president of the board will read out the certificate mentioned in para. 15 (ii) to the candidates and will inform them that they will be required to furnish the certificate at the close of their examination.

8. The Index No. assigned to each candidate (para. 1), must be recorded plainly upon each A.B. 4*, map or sketch. The instruction on the cover of A.B. 4 must be strictly adhered to.

The name of a candidate under examination must on no account appear on any A.B. 4, paper, map or sketch handed in by him.

9. Candidates should not be permitted to speak to each other or to communicate with any person in the room, except with a member of the board, and, with that exception, strict silence is to be observed in the examination room.

10. Any candidate detected in the examination room in the possession of a book or MS. brought with him for his assistance (except the Field Service Pocket Book and the books allowed for the military law examination) or in copying from the papers of another candidate, or in permitting his own papers to be copied, or in attempting to give or receive assistance of any description, will be disqualified; his examination will be discontinued, and the circumstance reported.

11. For examination in (d) (i), besides drawing materials and instruments, candidates will bring coloured pencils with them.

12. Candidates cannot leave the room during the hours of examination without finally giving up their papers. No candidate will be allowed to leave within the first half-hour, nor will a candidate who arrives after another has left be admitted.

13. The examination papers will be distributed and the replies collected by a member of the board at the appointed hours. Any candidate, however, who may have finished his replies on any subject before the hour named may deliver them to a member of the board.

14. At the close of the examination in each subject, the board will see that all papers are marked with the correct Index Nos., and, after having marked on the attendance list the number of books, maps, &c., handed in by each candidate, will at once place them, unfolded, in the large envelopes supplied for the purpose by the Director of Military Training. These envelopes will then be secured, sealed, and marked as follows:—

*The president of the board will ascertain, before the commencement of the examination, that a sufficient supply of A.B. 4 has been sent to the examination room.

Rank. (Captain, Lieutenant, Warrant or Non-Commissioned Officer) Regular Forces, (Major) R.A.M.C., (Major) A.V.C., or (Field Officer, Captain, or Lieutenant) Special Reserve or Territorial Force.

Subject.....

Station.....

Signature of President of Board

Each envelope should contain a list of the Index Nos. (without names) of the candidates whose papers are in it. This list should be signed by a member of the board, but no other papers should be placed in the envelope. The captains' papers must not be put in the same envelope as that containing lieutenants' papers. The work of officers of Special Reserve and Territorial Force will be placed in a separate envelope from that of officers of the Regular Forces, and will be marked accordingly. The work of the warrant officers and N.C.Os. will also be placed in a separate envelope, and will be marked accordingly.

The president will not allow the envelopes out of his own possession, but he will, after ascertaining that they are securely fastened and sealed, post them himself to the War Office as soon as possible.

15. The proceedings of the board will be recorded on A.F. A 2, and forwarded to the G.O.C.-in-C. for transmission to the Director of Military Training, War Office, accompanied by the following certificates and documents:—

(i) A certificate that the prescribed order of examination has been strictly observed, that each member of the board has been present during the entire examination, and that no candidate received any assistance during the examination from books or other sources beyond those sanctioned in para. 10.

(ii) A certificate written and signed by each candidate that he has neither received nor given any assistance during the examination beyond that sanctioned in para. 10.

(iii) Lists of candidates examined (on A.Fs. B 2053, B 2054, E 620, and E 621), with their signatures and addresses.

(iv) The attendance lists.

16. The G.O.C.-in-C. will add a list of officers who have been permitted to withdraw or who have absented themselves from the examination, together with the reason in each case.

II.—STANDARD OF QUALIFICATION.

The proportion of marks required for a "Pass" and for obtaining a "Special certificate" will be as follows:—

Pass.

Subject (c).—6 in the aggregate.

Subject (d).—5 in each sub-head.

Subject (e).—5 in the total.

Subject (f) (lieutenant).—5 in each sub-head.

Subject (g).—5 in each sub-head.

Subject (h) (lieutenant).—5 in each sub-head.

Subject (i).—5 in each sub-head.

Subject (j) (lieutenant).—5 in the total.

Special Certificate.

Cavalry and Infantry.—8 in (c), 75 in (d), and 75 in (j).

Artillery.—8 in (c), 75 in (d), 8 in (e), and 75 in (j).

R.E.—8 in (c), 75 in (d), 8 in (f), and 75 in (j).

A.S.C.—8 in (c), 75 in (d), 8 in (g), and 75 in (j).

R.A.M.C.—75 in (d) (ii) and (d) (iii), and 8 in (h).

A.V.C.—75 in (d) (ii) and 8 in (i).

To count marks towards a special certificate an officer must pass in all the subheads of (c), (d), (f), (g), (h) or (i), without failure.

APPENDIX XII.

A.O. 105
1911

TACTICAL FITNESS FOR COMMAND.

(Referred to in paras. 881-888.)

Syllabus; Instructions for Boards.

Subjects for examination. The examination (except in the case of an officer of the *Royal Malta Artillery) will be divided into two parts, as described below:—

Part I. *Part I.—Theoretical—*

A tactical problem involving the operations of a force not exceeding a brigade of infantry with a brigade of artillery and a regiment of cavalry, and a proportion of mounted infantry, R.E., A.S.C. and R.A.M.C., as may be ordered. A small scale map to be used (preferably the 1-in. or $\frac{1}{2}$ -in. Ordnance Survey). The candidate to write (i) a general appreciation of the situation, (ii) the action which he proposes to take, and (iii) the orders necessary for the execution of his plan.

Time allowed—three hours. Total marks—300.

To pass an officer must obtain '6 of the marks allotted.

The examinations in Part I. will be held at the same time and place, and under the same arrangements as laid down for officers in subjects (d), (e) and (g) to (j) for promotion (see paras. 860, 876, and 883-5).

For Time Table of examination and Instructions to Examining Boards, see Appendix XI.

Part II. *Part II.—Practical—*

Commanding in the field in any minor tactical operations which may be ordered, a mixed force, of which the strength must not be less than one battalion of infantry, a battery of artillery, and one squadron of cavalry, to which may be added, at the discretion of the board, a proportion of mounted infantry and R.E.

* The subjects in which officers of the Royal Malta Artillery will be tested are—

- (1) Map or plan reading.
- (2) Handling in the field a battalion of infantry, or company of garrison artillery, at the option of the officer.
- (3) A tactical operation suitable to the conditions of the island of Malta; and issuing, in writing, the necessary orders to the force.
- (4) The duties of a fire commander in organizing his fire command in peace and fighting it in war.

The Board will enclose with their proceedings the questions and replies in (4), the scheme in (3), and record the strength of the different arms employed in (2) and (3).

Special Instructions for the guidance of Examining Boards in Part II.

1. In carrying out this part of the examination an imaginary enemy or skeleton troops are not permitted. Instructions for examination boards.

2. It is very desirable that the operations should be regarded as part of the annual training—not as a fatigue. Senior officers must not be permitted to be absent, or to fall out, because a junior is temporarily deputed to command a side.

3. The strength of opposing forces need not be equal, but the minimum laid down must be observed.

4. The scheme for the operations is to be prepared beforehand by the board, and “general” and “special” ideas for the opposing forces will be issued as required.

5. The “general idea” may be sent to a candidate on the night before the examination. It should fully explain the military situation at the date of the intended operations, but should not divulge the “special idea.”

6. The “special idea” is to be given to the candidate on the ground. Within half-an-hour of receiving the “special idea” he will verbally explain to the board his appreciation of the situation, and hand in his written orders. A further quarter of an hour should be allowed to lapse after the orders have been handed in before the operations commence, so that the orders may be explained to the troops taking part in the operations.

7. During the course of the operations the board may further test the candidate, if desired, by directing any change in the military situation, and by requiring the candidate to conform and to issue fresh orders.

8. The board will give credit for intelligence, judgment, common-sense, and readiness of resource in making the best of any situation. In forming their opinion of a candidate's qualifications, they should consider the effect of his written orders. As a tactical situation may frequently be correctly handled in more than one way, it is not to be expected that a candidate will always hold the same views as the members of the board. He will, however, in any case be required to support his views by sound reasons.

9. When circumstances demand quick decision, the board should require immediate action; in other cases time may be allowed for reflection and deliberate calculation. Complaints of want of time are not to be accepted as an excuse for failure.

10. Candidates under examination are not to consult staff officers or anyone else, and are to write their own orders. They may, however, ask for any information which would probably be available on service. An officer from the command where an examination is held may be detailed to act as galloper to a candidate under examination. No candidate will be considered to have passed who is not reported as “Good.” To be classed “Good” a candidate must obtain not less than 60 marks out of 100 which will be distributed as follows:—

	marks
(i) A sound appreciation of the situation and proposed action	40
(ii) Writing orders in the field, their form, and the time taken, &c.	20
(iii) General bearing, decision, maintenance of influence on the course of the fight, non-interference with details, non-encroachment of subordinates ...	40

Total 100

General Instructions.

1. Officers may in Part II use the Field Service Pocket Book, or any note books and *aides-mémoire* which they might carry on service.

2. The Board of Examination in Part II will forward to the G.O.C.-in-C. one set of proceedings on A.F. A 2, together with—

- (i) Copies of all schemes and problems.
- (ii) Any necessary maps.
- (iii) The candidate's written work.
- (iv) List of the units by arms, employed.
- (v) A.F. B 107 for each candidate, which contains the following certificate:—

We hereby certify that we have thoroughly tested _____ as to his tactical fitness in accordance with Part II, Appendix XII, King's Regulations.

We are of opinion that he has (or has not) attained the necessary standard in Part II.

Signature of
President.

Signatures of
Members.

Place _____

Date _____

3. Should one of the members demur to signing the certificate, he will record his reasons on the form, and the opinion of the remainder of the board will be considered the opinion of the board. But if the president or two members decline to sign, the candidate will be informed by the president that he has failed and generally in what respect.

4. All documents and signatures should be dated and the dates of a candidate's examination in each subject should be given.

5. Each member will regard the opinion expressed by himself and the other members as confidential.

6. The G.O.C.-in-C., if satisfied that the examination has been conducted in accordance with the regulations, will sign the certificate on A.F. B 107 and will—

- (i) Retain the proceedings.
- (ii) Forward to the War Office A.F. B 107 for each candidate.
- (iii) Insert in command orders the names of those candidates who have passed.
- (iv) Inform the C.O. of the unit concerned, if stationed in the command, in the case of an officer who has failed.
- (v) In the case of officers whose units are quartered in other commands forward a copy of command orders referred to in (iii) to the G.O.C.-in-C. concerned, together with the names of any officers in their commands who have failed.

7. In the case of any irregularity in the conduct of the examination, the G.O.C.-in-C. will forward the proceedings to the War Office with a statement of the irregularity, and the Army Council will decide whether any part or the whole of the examination is to be annulled.

8. The annulling of the examination will not count as failure for purposes of para. 887.

9. A.F. B 107 will be filed in the officers' confidential documents in the War Office.

APPENDIX XIII.

TACTICAL FITNESS FOR COMMAND.

(Referred to in paras. 882-887.)

Syllabus; Instructions for Boards.

The board will test the capabilities of an officer by means of a Staff Ride, in which the following exercises are included:—

Writing an appreciation of a situation.

Writing of Standing, Operations, and Routine Orders.

Reconnaissance of positions, and of lines of advance (to attack) and retreat.

Defence of villages, woods, rivers, &c.

Billets, camps, bivouacs, or other matter dealt with in Field Service Regulations, Part I.

Rough sketches and calculations supporting the above schemes.

General Instructions.

1. The staff ride or tour, to which at least 3 days should be devoted, may be carried out either with one side or with two opposing sides.

2. Officers may use the Field Service Pocket Book or any note-books and *aides-mémoire* which they might carry on service.

3. The board will draw up the necessary schemes. They will write their criticisms on the candidates' work, and express their opinion on the capabilities of each officer under examination, recording individually their opinion as to whether the candidate has passed or not.

4. A candidate should not be placed in command of a larger force than a brigade of infantry with a brigade of field artillery, and a cavalry regiment with a proportion of mounted infantry, R.E., A.S.C., &c.

The work of each candidate will be supervised on the ground by a member of the board.

5. No candidate will be considered to have passed who is not reported by the board as "Good."

6. The board of examination will forward to the G.O.C.-in-C. one set of proceedings on A.F. A 2 together with—

(i) copies of all schemes and problems;

(ii) any necessary map;

(iii) the candidate's written work;

(iv) A.F. B 108, which contains the following certificate:—

We hereby certify that we have thoroughly tested _____ as to his tactical fitness in accordance with Appendix XIII., King's Regulations. We are of opinion that he has (or has not) attained the necessary standard in the subjects in which he has been examined.

} Signature of
} President.

} Signatures of
} Members.

Place _____

Date _____

7. Should one of the members demur to signing the certificate, he will record his reasons on the form, and the opinion of the remainder of the board will be considered the opinion of the board. But if the president or two members decline to sign, the candidate will be informed by the president that he has failed and generally in what respect.

8 All documents and signatures should be dated, and the dates of a candidate's examination in each subject should be given.

9 Each member will regard as confidential the opinions expressed by himself and the other members.

10. The G.O.C.-in-C., if satisfied that the examination has been conducted in accordance with the regulations, will sign the certificate on A.F. B 108 and will—

- (i) Retain the proceedings.
- (ii) Forward to the War Office A.F. B 108 for each candidate.
- (iii) Insert in command orders the names of those candidates who have passed.
- (iv) Inform the C.O. of the unit concerned, if stationed in the command, in the case of an officer who has failed.
- (v) In the case of officers whose units are quartered in other commands, forward a copy of command orders referred to in (iii) to the G.Os.C.-in-C. concerned, together with the names of any officers in their commands who have failed.

11. In the case of any irregularity in the conduct of the examination the G.O.C.-in-C. will forward the proceedings to the War Office with a statement of the irregularity, and the Army Council will decide whether the examination is to be annulled.

12. The annulling of the examination will not count as failure for purposes of para. 887.

13. A.F. B 108 will be filed with the officer's confidential documents in the War Office.

APPENDIX XIV.

ROYAL ARMY MEDICAL CORPS.

(Referred to in para. 889.)

Majors, for promotion to the rank of Lieutenant-Colonel.

Majors who have not fully qualified before 1st June, 1912, and who have not as captains qualified in sub-heads (d) (ii) and (d) (iii) as laid down in Appendix XI. for Captains for promotion to Major, will be required to qualify in those sub-heads in addition.

For the Time Table and Instructions for Examining Boards in Part I, see Appendix XI.

PART I.

Technical Subjects (Written).

Subject 1.—One paper, time allowed—3 hours, marks allotted = 100.
Army Medical Organization in Peace and War.

Subject 2.—One paper, time allowed—3 hours, marks allotted = 100.
Sanitation of towns, camps, transports, and all places likely to be occupied by troops in peace and war.

Epidemiology, and the management of epidemics.

Subject 3.—One paper, time allowed—3 hours, marks allotted = 100.

(i) The medical history of the more important campaigns and the lessons to be learnt therefrom. (50 marks.)

(ii) The Army Medical Services of the more important powers.* (25 marks.)

(iii) The laws and customs of war, so far as they relate to the sick and wounded. (25 marks.)

To pass, a candidate will be required to obtain '6 of the total marks allotted to each of the above subjects.

A candidate who obtains '8 of the total marks allotted to any one of the above subjects will have this fact recorded against his name in the list published at the termination of the examination.

Books recommended.

The latest editions of official books are referred to.

King's Regulations.

Field Service Regulations, Parts I and II.

War Establishments.

Regulations for Mobilization.

Regulations for Supply, Transport and Barrack Services.

Regulations for the Army Medical Service.

Royal Army Medical Corps Training.

Standing Orders, R.A.M.C.

Standard works on Military Hygiene.

Army Medical Reports.

Journal of the Royal Army Medical Corps.

International Treaties, e.g., Hague and Geneva Conventions, as far as they affect sick, wounded and property.

Handbook of the Medical Organization of Foreign Armies, Part I, France; Part II, Germany; and other Parts when issued.

The Laws and Usages of War on Land. (New edition when issued.)

The strategical and tactical employment of the Medical Service, by Ritter von Hoen (when issued).

Official Reports of Staff Rides.

*The campaigns and Powers selected for the examination will be detailed annually in July Army Orders.

PART II.

(Practical.)

A *Medical Staff Tour* to test the candidate's practical knowledge of Field Service Regulations from a medical standpoint; in which the following exercises will be included:—

Writing a medical appreciation of a situation.

Drafting portions of the medical standing, operation and routine orders.

Reconnaissance of an area of operations with a view to ascertaining the resources for medical services, and the conditions affecting the health of troops.

The medical arrangements required to meet various military situations, such as strategic concentrations, marches and battles. Rough sketches and calculations will be required in conjunction with the above exercises.

General Instructions.

Constitution of Board. 1. The President of the board will be a deputy director of medical services or assistant director of medical services, but if this is not possible a senior medical officer, not under the rank of lieutenant-colonel, may be appointed president. One member of the board will, if possible, be a general staff officer not below the rank of major. The other members of the board will be R.A.M.C. officers, not below the rank of lieutenant-colonel, but if this is not possible, majors of the R.A.M.C. who have passed for promotion and are not regimentally junior to any of the candidates may be appointed members.

For the examination of any number of candidates up to eight (which number will usually not be exceeded) the board will consist of a president and not less than two members. If for special reasons more than eight candidates are examined the board will consist of a president and at least three members. In no case may more than twelve candidates be examined at one time.

Duration of staff tour. 2. The staff tour, to which at least three days should be devoted, may be carried out either with one side or two opposing sides.

Schemes. 3. The board will draw up the necessary schemes. The candidate should be placed in the position of an administrative medical officer of a division, or directing medical officer of an army on lines of communications.

Supervision. 4. The work of each candidate will be supervised on the ground by a member of the board.

Candidates may use the Field Service Pocket Book, or any note-books and *aides-mémoire* which they might carry on service.

Criticism on candidate's work. 5. The board will write their criticisms on the candidate's work and express their individual opinion as to the capabilities of each candidate and as to whether he has passed or not.

No candidate will be considered to have passed who is not reported by the board as "Good."

6. All documents and signatures should be dated and the dates on which the candidate was examined should be stated on the form.

Proceedings of Board. 7. The proceedings and certificates will be forwarded by the president to the G.O.C.-in-C., who will, if satisfied that the examination has been conducted in accordance with the regulations, write a certificate to that effect on the proceedings.

8. If the proceedings are in order, the G.O.C.-in-C. will:—

- (1) Retain the proceedings.
- (2) Forward to the War Office A.F. B 105, for each candidate.
- (3) Forward to the C.O. of each successful candidate a copy of the latter's certificate.

9. In the case of any irregularity in the conduct of the examination the G.O.C.-in-C. will forward the proceedings to the War Office with a statement of the irregularity, and the Army Council will decide whether the examination is to be annulled.

10. The annulling of the examination will not count as failure for purposes of para. 893.

11. A.F. B 205 will be filed with the officer's confidential documents in the War Office.

APPENDIX XV.

ARMY VETERINARY CORPS.

Majors for Promotion to the rank of Lieutenant-Colonel.

(Referred to in para. 894.)

A major who has not, as a captain, qualified in Sub-head (d) (ii), as laid down in Appendix XI, will be required to qualify in this sub-head.

For the Time Table and Instructions for Examining Boards, see Appendix XI.

A.O. 105
1911

Technical Subjects.

1. One paper, time allowed—3 hours, marks allotted=100.
Army veterinary organization in peace and war.
2. One paper, time allowed—3 hours, marks allotted=100.
Sanitation of camps, stables, and transports, from a veterinary point of view.
Epizootology and the management of epizootics in peace and war.
3. One paper, time allowed—3 hours, marks allotted=100.
*The veterinary history of previous campaigns, and the lessons to be learned therefrom.

To pass, a candidate will be required to obtain '6 of the total marks allotted to each of the above subjects.

A candidate who obtains '8 of the total marks allotted to any of the above subjects will have this fact recorded against his name in the list published at the termination of the examination.

Books recommended—the same as given in Appendix XI (i).

*The campaigns selected for the examination will be detailed annually in July Army Orders.

APPENDIX XVI.

PROMOTION TO MATRON, QUEEN ALEXANDRA'S
IMPERIAL MILITARY NURSING SERVICE.

(Referred to in para. 896.)

The subjects in which the board is to test the capabilities of the sister are as follows:—

Part I.

1. The examination will be written and oral: the written portion will consist of four questions, for which 3 hours will be allowed.

The time allowed for the oral portion will be 15 minutes.

2. The examination will consist of questions bearing on the following subjects:—

(i) The regulations affecting the Army Nursing Service, and the relations of its members to the medical officers, nursing staff, and patients of hospitals; method of conducting official correspondence and of keeping accounts.

(ii) The distribution of duties of the nursing personnel in hospitals in peace and war, and the numerical proportion of nursing staff to patients under varying circumstances.

(iii) The special circumstances affecting nursing in hospitals in the field, hospital ships, ambulance trains, convalescent establishments.

(iv) Responsibilities of nursing staff as to equipment, bedding and linen.

(v) The supervision of nursing quarters and their domestic economy.

(vi) The sanitation, in accordance with the regulations, of all premises under their charge; ventilation, warming, and methods of cleaning.

(vii) Precautions necessary in connection with nursing of cases of infectious disease.

(viii) The nursing in hospitals for women and children.

Part II.

3. To deliver, before the examiners, a lecture adapted to the training of orderlies, Royal Army Medical Corps, on one of the subjects laid down in the syllabus contained in Standing Orders for Royal Army Medical Corps, Appendix 2.

The time allotted to this lecture should not exceed 45 minutes.

Written questions on the lecture (suitable for the orderlies attending the same) must be handed in at the time of examination.

Marks for the examination.

Written	75
Oral	50
Lecture	25
Total	<u>150</u>

4. Candidates, in order to qualify, must obtain 50 per cent. of marks both in the oral and the written portions of the examination.

Marks shall be allotted by each examiner independently; the mean of these marks shall indicate the final result.

5. A week before the board is held, each sister will send a certificate to the effect that she has, during the 12 months previous to the date on which the examination is held, undergone special instruction, in duties of matrons, by the matron, for a period of 2 months, or has discharged matron's duties for 2 months. This certificate will be signed by the matron of the hospital in which the sister is serving.

General Instructions for Boards.

Local Boards.

(6) When commenced, the examination will be concluded without unnecessary delay.

(7) On completion of the written examination, at stations at home, the board will transmit the papers of the candidates, with the replies, under sealed cover, to "the Board of Examiners, Queen Alexandra's Imperial Military Nursing Service," c/o Director-General, Army Medical Service, War Office, London.

At stations abroad, the board will compile separate proceedings for each sister orally examined; they will enclose with such proceedings (i) the written examination papers, with replies; (ii) the written questions upon the lecture handed in by the sister; and (iii) the marks allotted to each candidate in the oral portion of the examination.

8. At stations, both at home and abroad, the local board will render the following certificate:—

"We hereby certify that we have conducted the examination of Sister _____, Queen Alexandra's Imperial Military Nursing Service, in strict accordance with para. 896 and Appendix XVI, King's Regulations.

_____ } President.
Members.

Place _____
Date _____."

Board of Examiners.

9. The board of examiners referred to in para. 896 will furnish the following certificate:—

"We hereby certify that we have examined Sister _____ for promotion to the rank of matron. She has been thoroughly tested in accordance with Appendix XVI, King's Regulations, and we are of opinion that she has attained the necessary standard in the subjects in which she has been examined.

_____ } President.
Members.

Place _____
Date _____."

Should one of the board demur at signing this certificate she will record her reasons on the back. But if two members decline to sign, the candidate will be informed by the president that she has failed.

Books recommended.

King's Regulations.
Allowance Regulations.
Pay Warrant.
Regulations, Army Medical Service.
Field Service Manual for Army Medical Service.
Standing Orders, Royal Army Medical Corps.
Report of South African War. By Sir W. Wilson.
Royal Army Medical Corps Journal.
Regulations for Supply, Transport and Barrack Services.
The medical and surgical books authorized for the training of orderlies.

APPENDIX XVII.

(Referred to in para. 1221.)

SYLLABUS OF THE COURSE OF TRAINING IN TRANSPORT DUTIES FOR INFANTRY SOLDIERS.

Nature of instruction.	Hours.			Number of lessons.	Number of days.	Remarks.
	Morning.	Midday	Afternoon and Evening.			
Stable management	hrs. 1½	hrs. 1	hrs. 1½			
Riding	1	12	12	1st fortnight.
"	1	..	1½	10		
Harness instruction	1	12		
Picketing horses	1	2		
Stable management	1½	1	1½			
Riding	1	6	12	2nd fortnight.
"	1	6		
Dismounting, mounting, and loading wagons	1	6		
Pack saddle instruction	1	6		
Wagon drill	1½	6		
Harness instruction	1½	4		
Stable management	1½	1	1½			
Wagon drill	1½	6	12	3rd fortnight.
Harness instruction	1½	1		
Marching order instruction	1½	5		
Long-rein driving	1½	6		
"	1½	4		

On completion of this course the men will be tested by an officer of the branch of the service to which they have been attached, and he will forward to their C.O. a return showing their qualifications.

APPENDIX XVIII.

REGULATIONS AS TO TAKING OUT PATENTS
FOR INVENTIONS.

1. No officer, N.C.O. or soldier of the regular forces, and no civilian or other person employed under the War Department, is permitted to apply for or obtain a patent except in the manner laid down in these Regulations.

2. Should permission to apply for or obtain a patent be granted, it will be subject to these Regulations, from which there will be no appeal by the patentee either to the Treasury under Section 29 of the Patents and Designs Act, 1907, or otherwise.

3. In the case of British patents the inventor must in the first instance apply to his C.O., or the head of his department or factory, for permission to apply for a patent and to lodge at the Patent Office a provisional specification for his invention. In no case will he be allowed to lodge a complete specification with the Patent Office in the first instance.

Application for permission is to be made on the form prescribed in para. 5, which gives the conditions on which such permission is granted, and the further steps it is obligatory on the patentee to take before finally obtaining a patent. At this stage the inventor will not be required to give more than the title of his invention.

Such application may be made confidentially direct to the inventor's C.O., or head of department or factory, who will take steps to see that the application and all subsequent steps in the matter are dealt with confidentially so as to safeguard the inventor's interests as well as those of the Crown.

4. In order that an inventor may not be prejudiced in any way by delay in obtaining provisional protection, C.O.s., heads of departments and factories are authorized to approve of applications made in the form prescribed in para. 5, unless they have reason to doubt that the applicant is the true inventor, and they are at once to forward to the War Office the original form approved by them, a copy of which should be given the inventor for his retention.

5. The following is the form of agreement referred to in the preceding para. It is to be prepared locally, and must be signed and approved before any application to patent is made:—

AGREEMENT.

Address _____

Date _____

* Title of
invention.

I hereby request permission to apply to the Patent Office for a patent for* _____ on the following conditions:—

- (i) I will not leave a complete specification with the application, nor will I subsequently leave a complete specification or take any further steps in the matter after applying for provisional protection, without the direction or permission of the Army Council.

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1910

- (ii) Within 48 hours of the despatch by me to the Patent Office of my application I will inform the War Office, through my Commanding Officer or Head of Department or Factory, of the application, and forward such a description of the invention as may enable the Army Council to judge of the course to be pursued, and will subsequently give any further information as to my invention and forward the provisional specification if required.
- (iii) I will, if so ordered, assign to the Secretary of State for War or the Admiralty, on behalf of His Majesty, as may be required, the benefit of the invention and any patent that may be granted, or enter into such Agreement for its use by the Government and its Contractors as may be directed by the Army Council.
- (iv) I will not assign or deal with the invention or patent, or grant any licenses or rights to the use of it, to anyone except with the previous authority of the Army Council or under the terms of any Agreement (if any) with the Army Council.
- (v) I fully understand that the terms of payment (if any) for the assignment of the invention or patent to the Secretary of State, or for its use in His Majesty's Service, will be decided by the Army Council, and that regard will be paid to any facilities in originating, working out, and perfecting the invention which I may have enjoyed by reason of my official position, and that all payments will be made subject to the approval of the Treasury.
- (vi) I will not apply for a patent in any foreign country, or in any British colony or dependency, without the authority of the Army Council.

Signature _____

Rank _____

Approved:

I have informed the inventor by
dated _____ that he may apply for provisional protection
for a British patent and have furnished him with a copy of
this Agreement.

Signature _____

Rank _____

Date _____

The original Agreement when approved is to be sent to the Secretary, War Office, Whitehall, S.W.

6. Applications for permission to obtain patents or similar rights in any foreign country or in any British colonies or dependencies must be forwarded to the Army Council for approval, accompanied by a general description of the invention. When, however, permission has already been given to lodge a complete specification and obtain a British patent for the same such description need not accompany the application.

Foreign and
Colonial
patents.

7. It may be useful for the information of inventors to state that, speaking generally, there are three alternative courses which are

General.

adopted by the Army Council in dealing with an invention or patent viz. :—

- (i) Where the Army Council (or Admiralty) desire to retain complete control of the invention or patent, in which case assignment to the Secretary of State (or Admiralty) will be ordered, and the inventor will not be allowed to dispose of the commercial uses of his patent if it has any.
- (ii) Where the Army Council are satisfied with an agreement giving the Government and its Contractors a right to use the invention or patent, but otherwise leaving the inventor free to dispose of his invention or patent for commercial purposes.
- (iii) Where the Army Council do not consider that they have any interest in the invention or patent leave it to be dealt with entirely by the inventor and release him from the obligations he has entered into.

If an inventor wishes his invention or patent to be dealt with under heads (ii) or (iii), he must make a written application through the usual channel for that purpose. It must be understood that the matter is entirely in the discretion of the Army Council, and that they cannot undertake to deal with any particular invention or patent according to any one of the above-mentioned methods, but may adopt some different course in the matter.

8. An applicant for remuneration will be required to give full detailed particulars of any out-of-pocket expenses on experiments, &c., incurred by him personally, as well as of any consideration he may have received directly or indirectly in respect of the invention.

APPENDIX XIX.

INSTRUCTIONS REGARDING CEREMONIAL VISITS BETWEEN MILITARY OFFICERS EMPLOYED AS GOVERNORS OF COLONIES, &c., AND NAVAL OFFICERS

(Referred to in para. 1793.)

General Instructions.

1. The following procedure in regard to the interchange of visits between naval officers and governors, lieutenant-governors and administrators of His Majesty's colonies, possessions, &c., abroad, is to be observed :—

2. Official visits between the above are to be exchanged on the following occasions :—

(i) On the arrival of one or more of His Majesty's ships at a port at which the governor, lieutenant-governor, administrator or commissioner of the colony, territory or dependency is present, between any such officer and the senior officer in command of the ship or squadron.

(ii) On the occasion of the first arrival at such a port of any flag officer or commodore since taking up his appointment.

(iii) On the occasion of a governor, lieutenant-governor, administrator, or commissioner newly appointed assuming office, between him and all flag officers and commodores present.

(iv) These visits need not be exchanged more than once during the respective tenure of office of the King's representative and the naval officers mentioned above.

Visits.—How to be paid.

3. (i) A governor is always to receive the first visit from the senior officer in command of the ship or squadron.

(ii) A lieutenant-governor is to pay the first visit to a flag officer or commodore, 1st class, being a commander-in-chief, but is to receive the first visit in all other cases.

(iii) An administrator or commissioner is to pay the visit to all flag officers or commodores, but is to receive the first visit in all other cases.

Return visits.—To be paid within 24 hours.

4. (i) A governor will return visits in person to all flag officers and commodores.

(ii) A lieutenant-governor will do so in person to all flag officers and commodores not being commanders-in-chief.

(iii) An administrator or commissioner will do so in person to all captains.

(iv) A flag officer or commodore will do so in person to all lieutenant-governors and administrators or commissioners.

(v) In all other cases the return visit will be paid by an aide-de-camp or other officer deputed.

Appendix XIX. Visits between Military and Naval Officers.

5. Should the governor or any other officer administering the government find that from indisposition, or from pressure of important business he is unable to return or pay a visit in person, he will depute his aide-de-camp or some other officer to do so. In like manner should a flag officer or commodore from indisposition or pressing occupation be precluded from paying or returning a visit he will depute his flag-lieutenant or other officer not below that rank to do so. In each case the officer failing to pay the required visit in person will report the circumstance, and assign the reasons which led to the omission to the department under which he is acting.

6. An officer acting temporarily in a higher civil office or command is in respect to these visits to be upon the same footing as if he were confirmed in such office or command. *See* para. 1810.

7. For the purpose of these instructions—

(i) The term "Governor" includes the Governors-General of Canada and the Commonwealth of Australia, the High Commissioners for South Africa and the Western Pacific, and the High Commissioners for Northern and Southern Nigeria, Cyprus, and the Federated Malay States, and the Lieutenant-Governors of the Channel Islands, and the Isle of Man.

(ii) The term "Lieutenant-Governor" means a lieutenant-governor administering the Government as such. As regards visits, the status of the Commissioner of Wei-hai-Wei is that of a lieutenant-governor.

(iii) The terms "Administrator" and "Commissioner" signify the administrator or commissioner of a colony, territory or dependency acting in subordination to a governor or high commissioner.

APPENDIX XX.

TESTS FOR CANDIDATES FOR ARTIFICERS' COURSES
OF INSTRUCTION (AS SMITHS, FITTERS, OR
WHEELERS) AT THE ORDNANCE COLLEGE.

(Referred to in para. 744.)

Any of the following tests may be selected:—

Smiths.

1. Make a pair of hollow bits to take not less than 1 inch round iron.
2. Weld two pieces of round iron, 1 inch diameter, to form a right angled joint.
3. Make a smith's sett hammer.
4. Make a smith's fuller, with eye for a shaft.
5. Make a nave band, 6 inches internal diameter, from a bar of flat iron 2 inches by $\frac{1}{4}$ inches.

Fitters.

1. Chip and file to gauge a square, 2 inches long, on a bar of round $1\frac{1}{4}$ inch iron or mild steel.
2. Drill, chip, and file (to gauge) a 1 inch square hole in a wrought iron plate 1 inch thick.
3. Cut a square, to size, on the centre of a round bar $1\frac{1}{4}$ inch diameter.
4. Cut a slot $\frac{1}{4}$ inch wide and 3 inches long in a flat bar of iron or steel 2 inches wide and $\frac{1}{2}$ inch thick.

Wheelers.

1. Make a mortice and tenon joint such as is used for an earbed of a wagon.
2. Connect two pieces of timber, 6 inches by 6 inches by 1 inch by common dovetailing.
3. Make a small sunk panel door 16 inches by 10 inches by 1 inch.

Directions for carrying out the Test.

1. The test being decided upon, the candidate will be given the tools and material he considers to be most suitable for doing the work. He will not be advised as to the selection of either the tools or the material, and every precaution will be taken to insure that the work is done entirely by the individual who is being examined. (NOTE.—A smith will be allowed the services of a hammerman.)

2. On completion, the test job will be forwarded to the commandant, Ordnance College, with the following certificate:—

Certified that _____ was tested as a

_____ in the workshops of _____

on _____

The test selected was _____

The candidate was given the tools and material he desired but he received no advice or assistance of any kind, and the test job now forwarded was done entirely by him.

The time taken was _____

Signature of officer superintending the test. _____

APPENDIX XXI.

Conditions for Appointment to His Majesty's Body Guard, &c.

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(Referred to in paragraph 188.)

(i)—*His Majesty's Body Guard of the Honourable Corps of Gentlemen-at-Arms.*

1. A candidate for appointment must be—
 - (a) A retired combatant officer of the British Army, Indian Army or Royal Marines.
 - (b) Not over 50 years of age.
 - (c) Not less than 5 feet 8 inches in height.
 - (d) In possession of at least one medal for field service.
2. Vacancies are filled by His Majesty, on the recommendation of the captain of the corps, from a list of officers of long or meritorious service, kept at the War Office.

(ii)—*Exon in the King's Body Guard of the Yeoman of the Guard.*

1. A candidate for appointment must be—
 - (a) A retired combatant officer of the British Army, Indian Army, or Royal Marines, who has held rank not below that of captain.
 - (b) Not over 50 years of age.
 - (c) In possession of at least one medal for field service.
 - (d) Not less than 5 feet 10 inches in height.
2. Vacancies are filled by His Majesty, on the recommendation of the captain of the King's Body Guard, from a list of officers of long and good service, kept at the War Office.

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(iii).—*Military Knight of Windsor.*

A candidate for appointment must be—

- (a) Under 73 years of age.
- (b) A member of the Church of England.
- (c) A "gentleman brought to necessity," but whose income does not amount to less than 50*l.* per annum for himself, and 25*l.* per annum for his wife, and 25*l.* per annum for every other individual dependent on him.

(iv)—*Yeoman of the Guard.*

A candidate for appointment must be—

- (a) A discharged warrant officer, or N.C.O. not under the rank of serjeant.
- (b) Of exemplary character.
- (c) Under 50 years of age.
- (d) Not less than 5 feet 10 inches in height (measured without boots).
- (e) In possession of at least one medal for field service.

2. The application should be accompanied by—

- (a) Record of service (A.F. B 200).
- (b) Copies of conduct sheets.
- (c) A certificate, signed by an officer of the R.A.M.C., showing the exact height, without boots, at the time of application.

(v)—*Warder of the Tower.*

Applications should be addressed to the Constable of the Tower of London, with whom the nomination rests.

APPENDIX XXII.

STATEMENT OF POWERS IN RELATION TO LOSSES;
DEFICIENCIES; NUGATORY PAYMENTS; DEBTOR
BALANCES; CLAIMS ABANDONED; COMPENSATION;
AND GIFTS.8
King's
336

1. The subjoined table shows the powers conferred on general officers i/c administration (or on G.O.s.C. in commands where audit is not local) to authorize the writing-off of losses, &c. The amounts specified in the table represent the total or gross value of the lost cash, stores, &c., or the total amount of the damage, irrespective of any portion of the loss or damage that may be made good by the person responsible. All over-issues, &c., for which responsibility attaches to a paymaster, should, however, be submitted to the War Office.

2. The writing-off of amounts in commands to which audit has been decentralized is subject to the concurrence in each case of the local auditor.

If the local auditor is unable to concur in the writing-off of a loss, the general officer i/c administration will refer the matter to the Army Council. In such a case the local auditor will report on the question direct to the Assistant Financial Secretary, attaching the local correspondence.

3. The general officer i/c administration will submit to the Army Council all losses, &c., other than those with which he is himself empowered to deal. The submission should be accompanied by the Proceedings of the Court of Inquiry, &c., and by a brief statement of the case prepared by the local auditor.

4. When reference is made to the War Office under para. 670, the loss will be written off in the store or other account concerned at the time of making such reference, the number and date of the letter to the War Office being quoted on the voucher.

5. When the whole of the loss is made good, reference to the War Office is not necessary except as provided in para. 670, unless there is suspicion of fraud on the part of the individual making good the loss.

6. Deterioration of equipment, clothing, supplies, materials, and stores due to service or climatic conditions will be dealt with as provided in the various departmental regulations. Reference to the local auditor will be necessary unless it is clearly shown that the deterioration does not arise from causes within the control of a responsible person.

TABLE A.
POWERS IN RELATION TO LOSSES, &c.

Description of Loss, &c.	Powers of		Remarks.
	Gen. officer i/c administration.	G.O.C. where a gen. officer i/c administration is not appointed.	
1. (a) Cash, supplies or stores lost by fraud, suspected fraud, or gross carelessness	Nil.	Nil.	

A.O. 190
1909

Powers in relation to Losses, &c.

Appendix XXII.

Description of Loss, &c.	Powers of		Remarks.
	Gen. officer i/c administration.	G.O.C. where a gen. officer i/c administration is not appointed.	
8 King's 336 A.O. 190 1909			
(b) Cash, supplies or stores lost by theft or arson, proved or presumptive.	Up to £1*	Up to £1*	* Provided that no suspicion attaches to any person employed under the War Department.
II. Cash lost otherwise than by theft, fraud, or gross carelessness, including in the case of (a), over-issues through an excusable misunderstanding of regulations, or when the recovery would entail considerable hardship or present special difficulty.			
(a) Losses, deficiencies, and over-issues *	Up to £20	Up to £5	* Over-issues to individuals of personal allowances in kind will be treated in the same way as over-issues of cash.
(b) Nugatory or fruitless payments. See Note † on page 425.	Nil.	Nil.	† Except as in Note 2 on page 425.
(c) Losses on contracts—			Does not apply to trial orders. For compensation to contractors, see V. 1.
1. Excess cost of purchases (or works carried out) in default which involves formal claims on contractors	Nil.	Nil.	
2. Fines, if inflicted after appeal, but not recovered; or if contractor's failure causes increased cost to public.	Nil.	Nil.	
3. Acceptance of dividends in contractor's bankruptcy	Nil.	Nil.	
(d) Debtor balances on non-effective soldier's accounts	Up to £10	Up to £5	The authority of the G.O. i/c administration will not be required in any ordinary case of a debt or balance within the prescribed limits chargeable to "Balances irrecoverable."
(e) Claims abandoned for rent due, for value of issues in kind on repayment, and of deteriorated supplies, &c.	Up to £20	Up to £5	
25 Losses 526			
III. Stores and supplies lost otherwise than by theft, fraud, or gross carelessness			This section will also apply to losses of, or damages to, works and buildings.
(a) Losses or deficiencies of equipment, clothing, supplies, materials and stores (other than clothing and equipment in possession of soldier), net deficiencies in store accounts, as defined in King's Regulations, para. 668.	Up to £100	Up to £50	
(b) Losses by fire, shipwreck, stress of weather, accidents, or incidents of the service, proved on due enquiry to have been beyond the control of any person responsible for the stores.	Up to £100	Up to £50	

Appendix XXII.

Powers in relation to Losses, &c.

Description of Loss, &c.	Powers of		Remarks.	A.O. 190 1909
	Gen. Officer i/c Administration.	G.O.C. where a Gen. Officer i/c Administration is not appointed.		
(c) Losses or damages on marching-out inspections, <i>see</i> para. 987, King's Regulations. (d) Stores supplied or entrusted to a contractor [except losses in transit which will be dealt with under (a) or (b)]	Up to £100 Nil.	Up to £50 Nil.		
IV. Active service— As in peace (<i>see</i> above), except in case of— Theft of stores or supplies not accompanied by fraud or gross carelessness	Up to £20*	Up to £20 *	* Provided that no suspicion attaches to any person employed under the War Department.	
V. Claims for compensation (<i>see also</i> note below)— 1. Claims of contractors for loss due to departure from the terms of a contract 2. Claims of civilians, other than contractors, in cases in which the War Office can be considered liable, or where payment is advisable as a matter of policy— (a) Personal injury * (b) Loss of, or damage to, property (other than roads and bridges) 3. Damage to roads and bridges	Up to £20 Up to £25 Up to £50† Up to £25†	Up to £20 Up to £25 Up to £10 Up to £10	* Does not apply to claims for compensation under the Workmen's Compensation Act. Applications for damage alleged to have been caused by the firing of heavy guns from fixed batteries must be refused, except where great hardship would be inflicted, when cases may be submitted to the Army Council. † In commands abroad £10 only.	
<p>Note to Paragraph V.—Compensation for damages to person or property at manoeuvres at home is paid by the compensation officers appointed by the Military Manoeuvres Commission under the Military Manoeuvres Act, 1897.</p> <p>In the South African Command claims in connection with manoeuvres not exceeding £50 for any one claim, may be settled by the general officer i/c administration up to a total of £500 for any one year's manoeuvres.</p> <p>Cases arising under V. 2 should be reported to the G.O.C. without delay, and claims should be dealt with as promptly as possible, allowing for a proper investigation and consideration of the facts.</p>				
VI. Charitable grants . . .	Nil.	Nil.		
VII. Gifts of Army stores . .	Nil.	Nil.		

A.O. 42
1912

1. *Notes on Nugatory payments.*—A nugatory payment is one involving an immediate and formal loss, *i.e.*, the payment of money in return for which no service is rendered. It does not include constructive loss, *i.e.*, cases where due service is rendered in return for the payment, although owing to change of policy, error of judgment, or otherwise, the service rendered does not have the utility intended. To assist in making this distinction clear, the following instances are given:—

Recorded as nugatory.	Not recorded as nugatory.
(a) Payment for stores not delivered owing to cancellation of contract. (b) Rent paid for premises after surrender on termination of occupation, but before termination of tenancy. (c) Freight of men or stores not shipped. (d) Payment to a contractor of compensation for loss on account of delay in handing over the site. (e) Extra payment to a contractor for supplies owing to a reduction of quantities taken below those named in the contract.	(a) Payment for stores delivered, but useless owing to change of pattern. (b) Rent paid for rifle range retained in possession but closed as unsafe. (c) Payment to transport contractor for teams furnished as requisitioned but not used. (Payment for teams not furnished would be nugatory.) (d) Payment for overhauling machinery which had lain unused owing to its having been ordered for delivery before the foundations were ready. (e) Extra cost by purchase of home-grown instead of imported supplies, contrary to order that no preference should be given.

2. War Office sanction is required for all nugatory payments, except—

- (i) Payments to contractors of sums not exceeding £20 for loss due to departure from the terms of a contract (*see* para. V (i)).
- (ii) Payments specially provided for in the terms of a contract. In these cases, however, reference to the War Office is desirable when the payment is exceptional in amount or character.

TABLE B.

POWERS RELATING TO EXPENDITURE NOT COVERED BY REGULATION.

Conditions of Grant.	Limit.	Remarks.
Must be— (a) Reasonable Army charge (b) Likely to receive sanction of the Army Council, if referred	The amount allocated to the district by the Army Council	See instructions issued with War Office Letter, No. 1/Gen. No. 808 (F. 1), dated the 4th September, 1907. Detail kept by command paymaster and forwarded to the War Office through local auditor at end of financial year.
Must not— (c) Be within the power of the G.O.C. to sanction under ordinary regulations as a charge to the appropriate vote		
(d) Involve a recurring charge, <i>e.g.</i> , maintenance of works (e) Increase regulated emoluments except by giving relief for sums actually spent, or allowing occasional payments for special work performed in addition to the individual's ordinary duties.		

APPENDIX XXIII.

**MILITARY BOOKS AND GEOGRAPHICAL SECTION
GENERAL STAFF MAPS ON PAYMENT.**

1. Applications for military books or maps published by authority on repayment should be made on A.F. L 1372, and should be addressed to the Secretary, War Office, S.W. Applications for books should be rendered separately from applications for maps.

2. The applicant will pay the price of the book or map to any army paymaster, and will forward to the War Office the paymaster's receipt on A.F. L 1372, with the address to which the copies are to be sent clearly written. Copies of the form may be obtained from any army paymaster. *Remittances will not in any case be received at the War Office.*

3. The paymaster receiving the amount will credit it in his account, if for military books, under the head of "His Majesty's Stationery Office, Sale of Army Forms, Books, and Military Publications," and if for maps, to Vote 12 F "Appropriations-in-Aid, Proceeds of Sale of Maps."

ORDNANCE SURVEY MAPS ON PAYMENT.

4. All small scale Ordnance Survey maps can be obtained on payment, at reduced rates, by officers of the Army and Navy, and Auxiliary Forces. All applications should be made *direct* to the Director-General of the Ordnance Survey, Southampton, when maps of Great Britain are required; and to the Director-General of the Ordnance Survey, Dublin, in the case of Ordnance Survey maps of Ireland, through the applicants' C.O., who will certify that the maps are required for the personal use of the officers demanding them. The Director-General of the Ordnance Survey will then inform the C.O. at what price the maps can be obtained, and on receipt of the money will forward the maps.

5. No forms will be required for such applications.

6. The term "small scale" refers to maps on scales of 1 inch to 1 mile and smaller.

7. A catalogue of maps published by the Geographical Section of the General Staff may be obtained free by officers on application to the Secretary, War Office, S.W.

8. Officers purchasing maps through agents must pay the full price, and in no case will any refund of the difference between the full and reduced prices be made.

A.O. 197
1911

APPENDIX XXIV.

**INSTRUCTIONS FOR THE CLASSIFICATION OF
ARTILLERYMEN FOR THE PURPOSE OF
QUALIFICATION FOR PROFICIENCY PAY.**

(Referred to in para. 683.)

**Instructions for the Classification of Artillerymen as "First
Class Drivers," for the purpose of Qualification for Class I,
Proficiency Pay.**

The test will be divided into a practical and a written examination, which will be held annually previous to the brigade proceeding to practice, by a board assembled under the orders of the brigade commander.

In order to qualify as first-class driver, the following percentage of marks must be obtained :—

Practical examination	75
Written examination	65

The qualification will last for 12 months.

The syllabus of the examination will be as follows :—

Practical.

- (a) The driver should be in the first-class ride.
- (b) Driving.
- (c) Points of a horse.
- (d) Fitting of harness.

Written.

- (a) Duties on the line of march.
- (b) Principles of feeding and stable management.
- (c) Treatment of slight ailments.
- (d) Duties in coming into action, limbering and unlimbering.
- (e) Battery drill (a general knowledge only).
- (f) Signals at drill.

NOTE.—In cases where batteries are detached the examination will be held by the battery commander. In the case of individuals detached, the examination will be held by their immediate C.O.

**Instructions for the Classification of Artillerymen as "First-
Class Gunners" for the purpose of qualification for Class II,
Proficiency Pay.**

The test will be divided into a practical and a written examination, and will be held annually at the time stated below.

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