

Disgraceful conduct—of a cruel kind.

Disgraceful conduct—embezzling public money.

3. In trial for insubordination the same course is to be pursued.
4. Vague entries such as improper conduct, are to be avoided, the "charge report" will state briefly the nature of offence.
5. Confinement to barracks is represented by C. B., detention with hard labor by Det'n H. L., fines by Fined, penal servitude by P. S.
6. Detention when awarded by a commanding officer is to be awarded in hours up to seven days, over that in days.
7. No date to be entered in "offence" column unless the dates are included in the offence in which case the column for "date" is to show the first and that of the offence the second.
8. In like manner no place is to be mentioned in the offence column unless the statement of the offence involves two places, then the "place" is to give the first and the "offence" column the second.
9. Forfeiture of pay, or good conduct pay, is to be noted in the "remarks" column as "forfeits—days' pay."
10. The date of summary award is to be re-entered in the column of award.
11. All offences of which men are convicted by court martial are to be entered, whether the sentences are wholly remitted or not, but the sentences as confirmed together with any remission, mitigation or communication are alone to be entered.