

An Officer in charge of Records will at once:—

- (a) Post notices to reservists.
- (b) Inform the paymaster paying reservists that mobilization has been ordered.
- (c) *When reservists join at regimental depôts,—*
 - (i) Inform officers commanding depôts of the unit which each man is to join, detailing by name those required for special duties.
 - (ii) Pass nominal rolls of men sent from depôts to units to the paymaster paying reservists.
- (d) *Where reservists join units direct,—*
 - (i) Inform officers commanding units of men ordered to rejoin.
 - (ii) Pass nominal rolls of men who have joined to the paymaster paying reservists.
- (e) Pass Separation Allowance Forms to the paymaster concerned.
- (f) Record the absence without leave of reservists who fail to report themselves. These men are struck off the strength of the reserve and advertised as deserters.

An Officer Commanding a Regimental Dépôt will at once:—

- (a) Recall officers and soldiers on leave.
- (b) Order a medical examination of officers and serving soldiers.
- (c) Arrange for rations and accommodation for reservists and others joining.
- (d) Obtain from reservists joining, their life and identity certificates, forwarding the same to the paymaster paying reservists.
- (e) Cause reservists to be medically inspected.
- (f) Issue personal equipment, clothing and necessities to reservists who have passed the medical examination.
- (g) Despatch reservists in batches (50 to 100 strong) in accordance with instructions of the officer in charge of records.