

In order to co-ordinate mobilization arrangements, a Mobilization Committee is formed in each Command under the presidency of the Major (or Brigadier) General in charge of administration.

District Commanders will cause mobilization posters to be distributed throughout the area when a general mobilization is ordered, and will arrange with officers concerned to have the posters affixed to the gates of the barracks and government buildings, and with the heads of constabulary to have them affixed on or near town halls, churches, chapels, police barracks, post offices, and other public buildings.

The Officer in charge of Records keeps, for use on partial mobilization, for each regular reservist on his books, *Army Form D. 463*, which consists of three detachable coupons, and contains:—

1. *The notice to rejoin at once, and place of rejoining.*
2. *A travelling warrant for the journey.*
3. *A postal order for 3/- advance of pay.*

He also keeps a special notice on *Army Form D. 463A*, for use on General Mobilization, for each regular reservist, warning him to join at once.

These forms are kept filled in for instant despatch, and officers in charge of records are responsible that all addresses are up to date. The addresses are checked once a quarter, by the list received from the paymaster to whom reservists have to notify their address, when sending in their life certificate to receive their reserve pay for the quarter.

An active service pay book, an active service casualty form and field conduct sheet are kept by officers commanding units for every serving soldier and those reservists who join units direct; those for reservists joining a depôt are kept by the officer commanding the depôt. These forms are kept completed as far as possible.

Officers commanding units who have war equipment in their charge are responsible that it is complete and fit for service. No portion of this equipment is to be taken into use in peace without authority.