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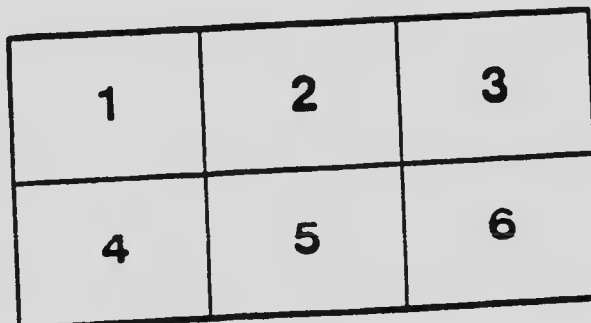
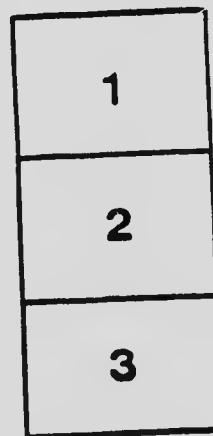
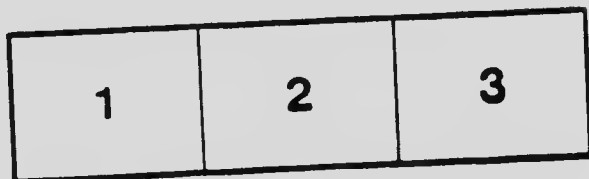
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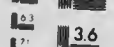
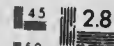
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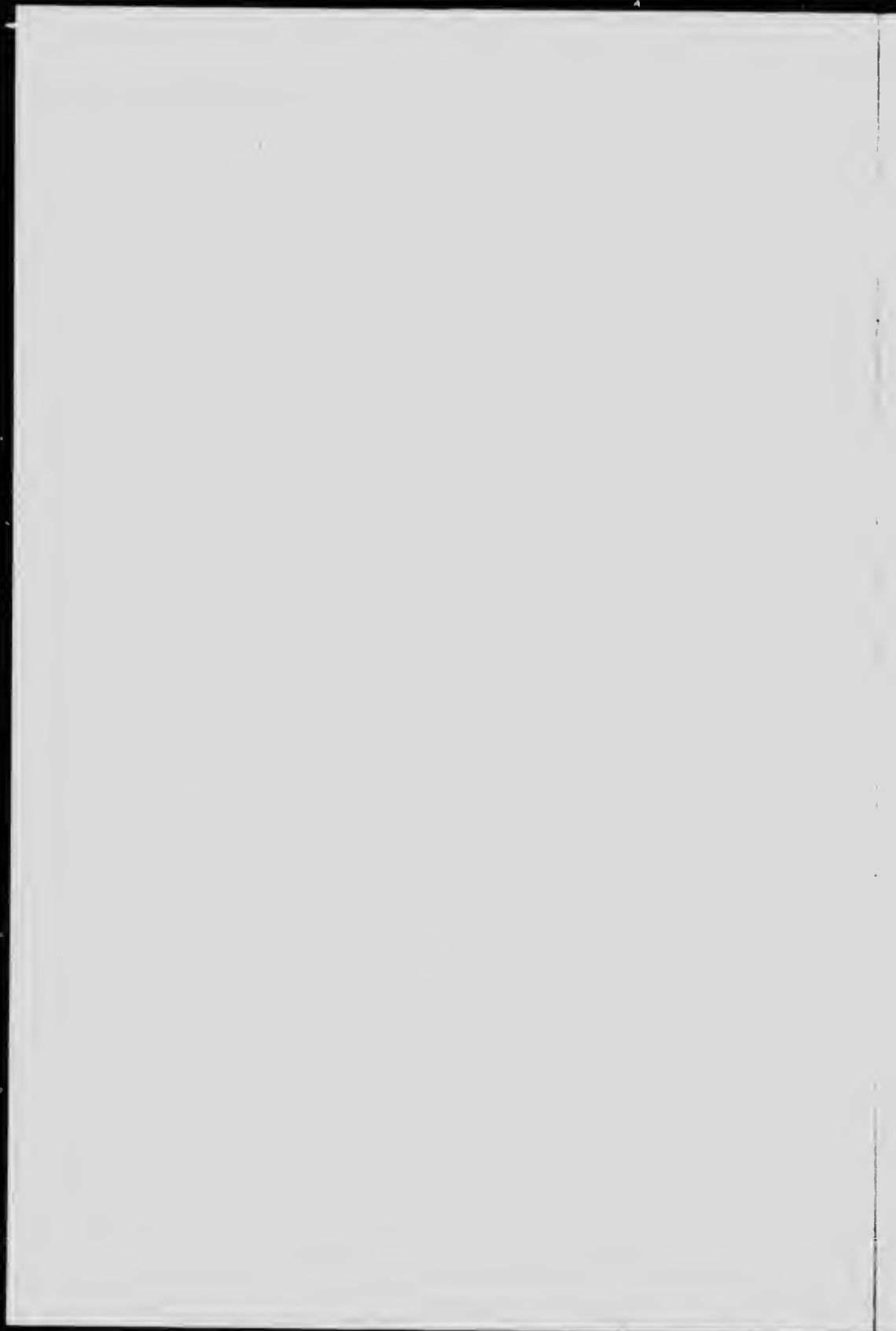
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# A GUIDE FOR CADETS

NOTES FOR LECTURES  
ON DISCIPLINE, CORRESPONDENCE  
ORDERS, ETC.

By  
CAPTAIN C. C. HANSFORD  
Late Royal Horse Artillery  
Staff Captain Royal Air Force

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# A GUIDE FOR CADETS

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Notes on Eighteen Lectures on Discipline,  
General Conduct, Correspondence,  
Orders, Etc.

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## FIRST LECTURE TO CADETS

### Personal

To be well groomed.

Regular bathing and washing.

Hair cutting.

Shaving before leaving quarters every morning, and again in evening, if necessary.

Never appear in public without gloves and stick.

Boots always clean.

Hair well brushed—hands and finger nails clean—clothes made to fit and be kept properly brushed and pressed.

All kit to be of regulation pattern.

Don't indulge in fancy ideas regarding clothing, as in civil life.

No fancy socks. Shirts and collars to be as near as possible the same shade as tunic.



Light colored breeches prohibited, except where special summer clothing is issued or ordered.

When wearing great coat, to be buttoned up.  
Walk erect, without self-consciousness.

K.R. 441.

Be courteous to all civil authorities, and to all ranks of society.

Be respectful.

\*All seniors to be saluted on parade, upon being addressed, and on leaving their presence, and to be addressed as "Sir."

\*Officers below rank of Captain to be addressed as "Mister," and not as "Lieutenant," but by Surname in Mess, etc.

\*Officers below rank of Major not entitled to salute when not on parade, or duty.

\*Commanding Officer, however Junior, entitled to salute the first time you meet him for the day.

Show respect for the authority vested in him.

\*When you see your permanent C.O. for the first time during a day, off parade, say "Good morning, Sir," or "Good afternoon," as the case may be.

\*Avoid the too frequent use of the word "Sir" during conversation off parade—such as when in Mess—or socially where all meet as brother officers.

Always remember that when in Uniform the honor of your Corps is at stake if you are mixed up in any doubtful amusement.

\*Never frequent places of ill repute, or engage

\*These notes are only applicable to Cadets immediately before and after being gazetted as officers.

in anything unbecoming the character of an officer, and a gentleman.

In short be a straight, clean man, and play the game.

Gambling and practical jokes prohibited.

K.R. 98.

\*Duty to assist officers junior to yourself.

K.R. 111.

Remember the force of example of your behaviour upon others.

Don't make up to your superiors.

Do your job well, and that will speak for itself.

\*Be reliable, and don't forget that you are responsible for work entrusted to you for correct execution. Don't leave your responsibility with N.C.O.'s

See that it is done yourself.

Never abuse your authority.

Be thoroughly impartial.

Favoritism does not foster respect.

Always carry a note book and pen, or pencil, for personal notes.

Use Government property with the same, if not more, respect than you would your own.

Don't waste anything.

Always remember what is, probably, one of the truest sayings:—"Familiarity breeds Contempt."

There is only one way to salute, or return salutes, for all ranks, and that is the way laid down in the drill book. **Saluting.**

\*Young officers must not get into the way of carelessly returning the salute of N.C.O.'s. and men off, or on, parade.

\*These notes are only applicable to Cadets immediately before and after being gazetted as officers.

Be a "Doer" rather than a "Talker."

The next best thing to "Doing" is to be caught "Trying."

Do not get the reputation of being a Hot Air Merchant, who will talk about more work in five minutes than he can do in a year.

Good discipline should be the preventative, as well as the cure of crime.

Do unto the other man as you would be done by, and you will have an easy conscience in this world, and mighty little to answer for in the next.

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## SECOND AND THIRD LECTURES TO CADETS

All troops except those stationed in India are during the War "On Active Service." Army Order 314/1914.

All Officers are responsible that the contents of the Official Secrets Act of 1911 are known to all under them. K.R. 433.

A record should be kept to this effect in every Orderly Room.

A copy of this Act will be found on P. 799 M.M.L., which should be read and explained to all ranks.

A person who writes a letter containing any information which is calculated to be, or **may be**, of indirect, or direct, interest to the enemy, or obtains or communicates to anyone such letter, sketch, model, article, note, or any information upon Air Force or Military matters shall be liable to penal servitude for any term not exceeding seven (7) years or less than three (3) years.

Or may be charged without due authority giving intelligence to the enemy. A.F.A. Sec. 5 (4).

This includes any unauthorized communication to the enemy, even by indirect methods, such as sending letters or plans to friends or newspapers, if their probable result would be a communication with the enemy.

Everyone should bear in mind that publication of letters from the Army, containing facts

or opinions, often entirely erroneous, can scarcely fail to have mischievous results.

Notices are being printed regarding the Official Secrets Act, which must be posted in conspicuous places—Mess rooms, etc.

**K.R. 461.** Sections 4 to 44 inclusive of the Air Force Act, are to be read once every three months, at the head of every Unit, also the notice contained in this Para. K.R. regarding treason and mutiny.

**K.R. 462.** Reference to concealment of Venereal Disease. This Para. is to be read on parades at intervals not exceeding three (3) months.

Concealment of Venereal Disease is an offence under A.F.A. Sec. 11.—Neglecting to obey an order.

**NOTE.** At this lecture the **Official Secrets Act, Sections 4 to 44 Air Force Act, and Paras. referred to in K.R.** should be read by the lecturer.

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## FOURTH LECTURE TO CADETS

Commanding Officers, rank of Major and **K.R. 493** above.

Summary or Minor Punishments.

Detention up to 28 days. **May award**

Forfeiture of pay up to 28 days } On Active  
 Field Punishment— 28 days } Service, only  
 Confinement, Camp or

Barracks— 14 days.

Extra guards and piquets, **for offences when parading for or on these duties only.**

Reprimand  
 Deprive of acting rank. } **N.C.O.'s** **N.C.O.'s only**

Admonition. **Airmen**

A N.C.O. below rank of Sergeant may be **An N.C.O.** admonished or reprimanded, but not severely reprimanded by the Squadron O.C. Commander.

Under rank of Major, Officers are limited to **A Commanding Officer.** the award of 7 days' detention, except for cases of absence without leave.

Any award affecting an Airman's pay, per- **Sec. 46 (8)**  
 mits him to elect trial by D.C.M Under **A.F.A.** Sec. 46 (8) A.F.A.

Awards of detention up to, and including seven (7) days, will be in hours; after 7 days—"days."

In cases of absence without leave, only **7 K.R. 493 (1)** days detention can be awarded if absence is not more than 7 days.

If absence without leave is more than 7 days,

day for day may be awarded up to the minimum of 28 days.

R.W. 977.

A man who is absent without leave, automatically forfeits pay for every day absent.

This is not a punishment, the man in addition to being awarded punishment is **informed** how many days' pay he loses, under the Royal Warrant, on account of his absence, and an entry to this effect is made in the remarks column of the **Crime Sheet**.

In making out Crime Sheets, care must be taken that the following details are entered correctly:—

Number.

Rank.

Name.

Unit.

and that the offence he is charged with is an offence against a section of the Air Force Act.

When on Active Service,

Neglecting to obey an order—A.F.A. 11.

When ordered to sweep out his tent, failed to do so.

or

Neglect to the prejudice of good order, and Air Force discipline, A.F.A. 40.

Having been ordered as Orderly Corporal by Sergeant Major Atkinson to parade all defaulters at 9.30 a.m., on 31.8.18, failed to do so.

or

Conduct to the prejudice of good order and Air Force discipline—A.F.A. 40.

When asked by the sentry at 12.00 midnight

on 31.8.18 to produce his pass, made an improper reply.

**A.F.A. 15 (2)** Failing to appear on parade at 3 p m., 31.8.18.

etc.

Lecturers should give other instances.

An Officer hearing a case should make up his mind whether he intends to deal with the case or not. If he does, and the award would involve a loss of pay to the Airman, the Airman must be asked whether he will take his Commanding Officer's award, or elect trial by D.C.M. under Sec. 46 (8) A.F.A.

An Airman has no right whatever to claim trial by D.C.M. upon an award of a Minor punishment.

A Commanding Officer cannot alter a Con- **K.R. 507.**  
duct Shee' after punishment has been completed.

No system of punishment is permissible other **K.R. 500.**  
than laid down in regulations.

Punishment drill may not exceed 1 hour at a **K.R. 498.**  
time.

### **Drunkenness**

There is only one form of drunkenness in the Service—a man is either drunk or sober—no intermediate stage.

**"A Minor Punishment"** is roughly, a punishment awarded by a Commanding Officer, which does not affect a man's pay, such as C.B., extra guards and piquets. (For Offences committed on guards and piquets.)

## Evidence

The rule as to best evidence says that second best evidence shall not be produced if a better evidence is in existence.

The term "hearsay" is primarily applicable to what a witness has heard another person say in respect to the evidence in dispute.

No statement with reference to a person charged with an offence relating to the charge **may in his absence** give or receive any evidence against them. This rule does not exclude evidence as to statement made in the presence of the accused, and upon which the accused is in a position to cross-examine.

Certified true copies of documents produced in Court may be admitted.

It should be rarely necessary to attach the original documents, excepting in such cases as forgery, where a document is the basis of a charge.

A verbal account of any document can never be received if the document itself is obtainable.

If any document is referred to in the evidence of a witness, it must be produced.

## Passes

1328 K.R.

I. A permanent pass to enable man, who in the opinion of C.O. is deserving of the privilege to remain out of Quarters up to any specified hour between tattoo and révéille.

II. A special pass giving leave of absence to man from roll call or duty.

III. A pass for leave outside the station.

1329 K.R.

A permanent pass must be signed by C.O.

Other leave passes may be signed by Squadron Company, etc., Officers at the direction of C.O.

Every pass will be stamped by Office Stamp before issue.

N.C.O. not below rank of Sergeant may remain out of Barracks when off duty until midnight without special permission.

A Leave pass will not be granted for more <sup>1331 K.R.</sup> than six days; for longer period, a furlough is necessary.

Furlough is an indulgence granted at dis-<sup>1309 K.R.</sup>cretion of C.O.

If N.C.O. or man has permission to wear plain clothes the furlough pass will be endorsed accordingly.

Home addresses must be left with the Unit Commander.

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## FIFTH LECTURE TO CADETS

### Absence Without Leave (Sec. 15 A.F.A. or A.A.)

A man absent without leave is not also liable to trial for failing to attend parade. It will lie on the accused to show that he had leave, if he is charged with being absent without leave.

When a man is absent without leave for 21 clear days, a Court of Enquiry will be assembled (See Sec. 72 A.F.A. and A.A., also K.R. 673).

The absence must be from the Military Station, i.e., the place where it is the soldier's duty to be, and where he ought to be found if wanted.

Usually he must be absent from his barracks, camp or station.

But if it is his duty to be in one part of the barracks, and he is subsequently found to be in another part of the barracks where he ought not to be, he can be charged with absence from the place where it was his duty to be.

Involuntary absence, e.g., caused by disability, being ill, or kept in custody by a civil power, **even though arising from the wrongful act of the accused is not an offence of absence without leave.**

Where the absence was originally voluntary, and subsequently becomes involuntary, the length of absence without leave must be reckon-

ed only to the time when the absence becomes involuntary.

Any Officer having command over the accused will be considered an authority to have granted him leave.

### **Desertion**

The criterion between desertion and absence without leave is the "intention"; that is to say, in deserting or attempting to desert His Majesty's Service. It implies an intention on the part of the offender, not to return to His Majesty's Service at all.

It is obvious that the intention to quit the Service altogether may be so strong as to be irresistible, as for instance, if a man is found in plain clothes on board a steamer bound for a foreign port, a few hours after leaving camp.

Mere length of absence is by itself inconclusive as a test.

A man who absents himself, with a view to shirking some important service, though he may intend to return when the completion of the service is accomplished, is liable to be convicted of desertion.

A man may be a deserter, though his absence was, in the first instance, legal, such as originally having gone on leave.

The fact that a soldier surrenders himself, is not proof by itself that he intended to return, even though he is in uniform at the time of surrender. He may have been wanted by the civil authorities under the M.S.A., or got short of money, and having failed to make his escape

thought it best to surrender to the Military or Air Force authorities.

Desertion is briefly the "intention," at any time during his absence, of a soldier or Airman to permanently quit the Service.

It is competent under Section 15, Note 2, for a soldier or Airman charged with desertion to be found not guilty of desertion, but guilty of absence without leave.

### **Automatic Forfeiture of Pay**

Pay forfeited under Royal Pay Warrant (Article 977) for absence without leave is reckoned as follows:—

If absent less than 6 hours. — Not a "day" unless it results in duty being thrown on another soldier.

If more than 6 hours, but less than 12 hours, — One "day" whether it extends over two DATES or not.

If more than 12 hours. — One "day" if all on one DATE.

If absence extends over 3 or more Dates. — The same number of "days" as Dates.

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## SIXTH LECTURE TO CADETS

### Points to be Noted before Making an Application for Trial by Court Martial

That the accused is charged with an offence specified in the Army Act.

That the offender is not exempt from trial. Sec. 161  
A.F.A. or A.A

That the offence is not one of those which you can yourself dispose of without reference to superior authority, or, if it be one of such offences, that from its gravity or nature, or from the bad record of the accused, he ought not to deal with it on account of the inadequacy of his powers of punishment. A man's bad record in itself is sufficient to justify application for a Court Martial, although the individual offence itself would not. A man should not be allowed to pile up a series of offences without being sent for trial, always remembering that on active service he may not deal with offences punishable more severely on active service than at other times, for example:—

Using threatening or insubordinate language to a superior officer.

Disobeying a lawful command given by a superior officer. K.R. 487.

That the evidence is sufficiently strong to support the charge.

That the charge is properly framed under the proper section of the A.F.A. or A.A., that the statement of the offence is worded exactly in

accordance with the particulars given in the appendix to the Rules of Procedure, and that sufficient space has been left at the foot of the Charge Sheet for the orders of the Convening Officer to be entered.

That when once an accused has exercised his option, and elected to be tried by Court Martial, in lieu of being dealt with summarily by his Commanding Officer, the charge is in no circumstances added to or increased in gravity, and that a note of such election appears in red ink at head of Form B. 116, and on the Charge Sheet.

That when it is intended to prove any facts in respect of which any deduction from the ordinary pay of the accused can be awarded in consequence of the offence charged, these facts must be clearly shown in the particulars of the charge.

That statements of evidence as to facts in the Summary commence by recording the place, date and time (if material) to which the evidence refers, and that all irrelevant matter and hearsay are eliminated.

That the name of the Officer whom he proposes should act as Prosecutor is named on Form B. 116.

That when part of the evidence is documents, statement made by the Officer when producing them at the investigation is included in the Summary.

That when the Summary is typed, the signatures of witnesses and the Officer who certi-

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fies compliance with R.P. 4, C. D. and E., are  
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That all hearsay and irrelevant matter is ex-  
cluded from the summary of evidence.



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## SEVENTH LECTURE TO CADETS

### Notes on Form 116

The application and the papers submitted therewith to the Convening Officer should be attached together in the following order: Form 116, Charge Sheets in duplicate, Original Summary of Evidence, List of Witnesses (Form 115, Form O, 1618, and any certified copy of Orders, false passes, etc., produced in evidence), Conduct Sheets and Form 296.

In cases where the accused has been in confinement for 18 hours without an investigation being held, the Convening Officer must be notified. R.P. 2. An application for trial by Court Martial should be sent to the Convening Officer within 36 hours of the accused being remanded for trial. R.P. 5 (b).

In cases under Section 16 (8) of the A.A. where C.O. has been willing to deal summarily in the matter, but the accused has elected to be tried by a D.C.M., the following words will be entered in red ink at the top of Form 116: "Accused elected to be tried by a District Court Martial under A.A. (8)" and accused may be released pending trial under K.R. 190 A.

K.R. 487

Some charges, however, which can be dealt with by C.O. summarily in peace time cannot be so dealt with on Active Service, e.g., threatening and insubordinate language, disobeying a lawful command, and offences punishable more

severely on Active Service than at other times.

1. Write in name of regiment or Corps, of O.C. K 10 553  
making the application. If the Unit be a Corps,  
cross out the word "regiment." An application  
for trial unit not be delayed for want of Con-  
duct Sheet, or Attestation papers.

2. Write again of the word "Station" the name  
of the camp or Barracks.

3. Write in blank space the word "District."

4. In first blank space insert the number of  
charges— one, two, or three, as the case may be.

5. If more than one, add an "s" to the word  
"charge."

6. In blank space after word "No.," add the  
Regimental or Corps No. of the accused, his  
rank and **if accused has an Acting or Lance  
Rank, add this also, but in brackets** (Lance  
is not a rank, only an appointment), full Christian  
names and surname and description of his Com-  
pany.

7. If accused belongs to another regiment, but  
has been attached to the Unit making the  
application, add the name of his Unit, followed  
by the words "attached to" and the name of  
the Company to which he is attached.

8. Add in first blank space the word "Bat-  
talion," "Squadron," "Depot" or "Group"  
whichever is applicable; if none applicable, use  
the word "Unit."

9. Insert the words, "General Officer Com-  
manding" or other rank of Convening  
Officer and Unit Commanded by him, as the  
case may be, e.g., 3rd Reserve Infantry Brigade.

10. Insert word "District."

11. Insert the name of the Military Station, e.g., Grantham, Stafford, Toronto, Ont., Montreal, Que.

12. Here insert the letter (A) followed by the name of the Commanding Officer who investigated the charges, the letter (B), followed by the name of the Company Commander who made the preliminary inquiries, and (C), followed by the name of the Officer who took down the summary of evidence.

13. To be filled in if there has been a Court of Inquiry respecting any matters connected with the charges. If no Court of Inquiry were held, cross out and delete the next five lines. In cases where accused is being charged with desertion after an absence of more than 21 days, a Court of Inquiry should have been held on the 23rd day (21 clear days). If after such period no Court were held, a letter giving full explanation of the reason why a Court was not held should accompany the application.

If a Court of Inquiry has been held Form 115 should be attached to the Summary, after being produced in evidence by a Witness at the investigation.

14. The name of the particular camp in which it was held must precede the name of the Military Station, if the name of the camp differs from that of the Station.

15. The name of Military Station only will suffice here.

16. Here insert the word Denoting his character, e.g., Good, bad or indifferent; if no regimental or Company Conduct Sheets are obtain-

able, insert the word "Unknown," or "no documents." This space must be filled in by the C.O. personally.

17. Here insert one or two, as the case may be; if two, add an "s" after the word "sheet," put a dash in second blank space, and in any event cross out brackets, as Charge Sheets are invariably submitted in duplicate.

18. Cross out words which do not apply. If these documents have not been obtained, application must not be delayed on this account. K.R. 553.

19. This will generally be proved by the Prosecutor. Insert here his rank, name and Regiment. Even if there be no documents, Form 296 will still have to be produced at the investigation and trial. Add as No. 6, particulars of further documents attached (if any), such as Form 115 and Form O. 1618.

20. Insert "to Headquarters," followed by the name of Brigade or Unit commanded by the Convening Officer.

21. It must be signed by the Officer Commanding the Unit to which the accused belongs, or is attached to, and the signature must be followed by the name of this Unit. It must not be signed by any Officer on his behalf.

22. The description of the accused in a Medical Certificate must agree in all respects with his description at the top of the page (see note 6 and 7, ante), with the addition of the Corps or Regiment.

Medical  
Certificate.

23. Insert word "fit" or "good."

24. Insert word "able."

25. The Medical Officer must insert his name and rank here, followed by initials R.A.M.C. or C.A.M.C.

If fit to undergo his trial, accused should be tried though unfit for imprisonment or detention, so that the evidence may be recorded while the witnesses are available and the matter is fresh in their minds.

**Army Form B. 116. R.F.C. Can. 551.**

..... 1 ..... REGIMENT  
STATION.....2..... Date.....19.....

**Application for a... 3... Court Martial**  
SIR,

I have the honour to submit...4... charge...5...  
against No.....6.....  
.....7.....  
of the...8... under my command, and request  
you will obtain the sanction of.....9.....  
that a... 10... Court Martial may be assembled  
for his trial at...11.....

The Case was investigated by\*\*.....12.....  
††A Court of Inquiry was held on...13...  
(date) at ...14..... (Station).

President.....  
Members { ..... } Ranks,  
                  { ..... } Names  
                  { ..... } and  
                  { ..... } Corps.

The accused is now at...15.....  
His General Character is\*.....16.....  
I beg to enclose the following documents:—

1. †...17... Charge Sheet, 18. (in duplicate)...
2. \*Summary of Evidence.
3. ‡The regimental and squadron, [troop, battery or company] conduct sheets of the accused.

4 † List of witnesses for the prosecution and defence ( with their present stations).

5. † Statements as to character, and particulars of service of the accused (Army Form B. 296) to be proved by... 19... ..

I have the honour to be, Sir

Your most obedient humble Servant,

To... 20... .. Signature }  
..... Commanding Officer } 21...

---

### MEDICAL OFFICER'S CERTIFICATE.

I certify that No. 22 Regiment  
is in a 23 state of health, and 24 to undergo  
Imprisonment, and with or without hard labour, and that his present  
appearance and previous medical history both justify the belief  
that hard labour employment will neither be likely to originate nor  
to reproduce disease of any description.

Signature of Medical Officer - 25. ....

\*\*Here insert name of:—

- (a) Officer who investigated the charges.
- (b) Company, &c., Commander who made preliminary enquiry into the case.
- (c) Officer who took down the Summary of Evidence [R.Y. 19. (B) (iii)].

†† To be filled in if there has been a Court of Inquiry respecting any matters connected with the charges; otherwise to be struck out [R.P. 19 (B) (iii)].

\* To be filled in by the Commanding Officer.

† One copy to be sent to the president; one copy to be filed with the application for trial.

§ To be sent to the president.

‡ (3) (4) (5) To be returned to the Officer Commanding the unit of the accused with the notice of trial.

If the accused has elected to be tried under A.A. 46 (8) the fact should be recorded at the top of this form.



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## EIGHTH LECTURE TO CADETS

### Notes on Summary of Evidence

The Summary of Evidence should be quite separate from the actual Proceedings of a Court Martial, except when the accused person pleads "Guilty." Then it will be read and attached to the Proceedings in support of the Charge.

In other cases, where a plea of "Not Guilty" is entered the "Summary" only should be laid before the Court, for comparison in case of any serious difference in the statement made by the witnesses in the taking of the Summary of Evidence, and evidence given by the same witnesses on oath at the Trial. The Witness, would under such circumstances, be asked whether he did not make a different statement at the taking of the Summary, to that which he is making before the Court, and his reply recorded in the Proceedings. This will enable the Court to judge as to the value of his evidence.

(See the Rules of Procedure 4 c, d, and e, pages 572-3 M.M.L.)

The Officer who is giving material evidence at the Preliminary Verbal Investigation must not be detailed to take down the written evidence for the remand. In the absence of Orders to the contrary, issued by a Superior Authority, a witness giving evidence at the investigation should not be permitted to leave the station

until the case has been tried, and the sentence promulgated. Evidence may be taken on oath, if the accused so demands. If witnesses are sworn, the fact must be recorded after their names.

The accused may only give evidence on oath if all other evidence is taken on oath.

The Officer detailed to take the Summary should hear what each witness has to say first, then write down in proper order, in as few words as possible, all relevant facts. Care must be taken to exclude all hearsay evidence. A witness cannot, as a general rule, repeat information he has heard from someone else, unless the conversation took place in the presence of the accused.

A witness must not state opinion, unless he is giving evidence of an expert nature.

Original documents should not be attached to an application for trial. Certified true copies are sufficient, but originals must be produced in Court for comparison.

A written order cannot be proved by oral evidence.

Any existing written matter, or orders must be produced in Court if referred to by witnesses.

If the accused was drunk at the time the offence was committed, the fact must be brought out in evidence.

All charges of striking a superior Officer, where accused is likely to make drunkenness a defence – "That he was so drunk as to be unable to recognize the Officer or N.C.O." – should contain a charge of drunkenness, so that if the main

charge falls through for lack of evidence, he will be found guilty of drunkenness and not escape punishment, as he would if charge of drunkenness was not entered.

For Form of Charge Sheet see Manual Military Law, page 659.

For Examples of Charges, pages 650 to 676.

When accused has claimed trial by District Court Martial, insert in red ink, at the top of the Charge Sheet the following words:—

“Elected to be tried by District Court Martial under A.F.A. 46 (8).”

Care should be taken that accused is charged in his substantive rank and charge sheets will be typed or written in duplicate and will commence as follows:—

“The accused’s number, rank (if Acting Rank, add this also, but in brackets), names and surname and description of his Unit and Airman of the regular Air Force, or as the case may be— e.g., No. 67,890 Pte. (A/Sgt.) Robinson, William, Toronto, Stores Depot, A.F.

If more than one charge, insert in the margin, first and second charge, etc., Insert also in the margin, the section and sub-section of the Air Force Act, under which the accused is charged— e.g., A.F.A. Section, 18, (1).

The following words will be added at the foot by the Convening Officer; sufficient space should always be left:—

**To be tried by District Court Martial.**

(Name) Rank.  
Date. Name of Brigade.

Each charge must not specify more than one

offence. If the exact date is not known, it is permissible to use the words "on or about."

The charge sheet must be signed by the Officer Commanding the Unit to which the man belongs.

The wording of the statement of the Offence, as distinguished from the charge particulars must follow the exact wording given in the Manual Military Law. The words "When on Active Service" will only precede the words of the charge.

In cases where the maximum punishment is greater than when the offence is committed "on Active Service," alternative charge must always appear on the same charge sheet as the main charge.

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## NINTH LECTURE TO CADETS

### Notes on Form B. 115

1. When a soldier has been absent from his Unit without leave for 21 clear days, a Court of Inquiry should be held on the 23rd day of his absence. A.A. 72 (1). The Proceedings are entered on a Form A. 2, and conducted in accordance with the regulations contained in R.P. 125, which is signed by all the members of the Court, and he is declared an absentee; the declaration of the Court is then entered in Army Book 161, and Form A. 2 is destroyed. Upon his subsequent arrest or surrender a **Form B. 115 will be made out, certified as a true copy by the Officer having custody of the Army Book,** and produced by a witness at the investigation, and also on oath at his subsequent trial by District Court Martial. The witnesses at the inquiry are sworn, but not the members of the Court. Each witness should sign his evidence.

2. When "Loss of Equipment, Clothing, and Service Regimental Necessaries" is alleged, **evidence should be produced at the Court of Inquiry to prove that alleged deficiencies were actually issued to the accused,** and the date on which the accused's kit was last inspected. If the Court has no evidence that the accused had ever been in possession of the kit in question, this should be duly recorded in the Declaration. If the Court has evidence of

possession, it will record the values of the unexpired wear of all articles of Government Property found to be deficient, K.R. 673, but such values must not be less than a quarter of the original values.

3. It is not sufficient to find that the accused has lost "All his Equipment, etc." The missing articles must be specified in detail.

1. If a Court of Inquiry be held before the 23rd day, or after the arrest of the accused, whether by civil power or otherwise, it is illegal, and cannot be given in evidence against the accused, but it must be handed to the President before the trial, so that he may compare the names of the Officers on it with the members of the Court Martial, to avoid disqualification, as no members can sit on the Court Martial who either investigated the case or were members of a Court of Inquiry. It will not be attached to the Proceedings, but will be enclosed with the Proceedings by the President to the Convening Officer, for transmission to the Judge Advocate-General.

### **Notes on Form O, 1618**

(Descriptive Return of an Airman or Soldier  
Apprehended by the Civil Police.)

This Form will be used at both the taking of the Summary of Evidence, and Trial, together with a certified true copy which will be attached to the Court Martial Proceedings.

It is admissible as evidence without the presence of a Police Officer, and should contain

fullest possible details regarding the accused's apprehension, and state whether he was in plain clothes or uniform at the time of arrest.

**K.R. 540.**

An escort will not take over into custody a person not identified as the deserter in question.

This document, together with Form B. 115, will be produced by the Prosecution at the Trial of the accused.

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## TENTH LECTURE TO CADETS

### Explanation of Abbreviations

- A.M. Orders . Air Ministry Orders.  
R.A.F. . . . . Royal Air Force.  
A.F.A. . . . . Air Force Act  
A.A. . . . . Army Act.  
K.R. . . . . King's Regulations.  
G.O.C. . . . . General Officer Commanding.  
C.O. . . . . Commanding Officer.  
O.C. . . . . Officer Commanding.  
O.i/c. . . . . Officer in charge of  
i/c. . . . . in charge of.  
S.O. . . . . Staff Officer.  
A.O. . . . . Administrative Officer  
E.O. . . . . Equipment Officer.  
M.O. . . . . Medical Officer.  
N.C.O. . . . . Non-Commissioned Officer.  
D.C.M. . . . . District Court Martial.  
F.G.C.M. . . . Field General Court Martial.  
G.C.M. . . . . General Court Martial.  
Para. . . . . Paragraph  
F.S. Form . . Air Force Form.  
A.F. . . . . Army Form.  
M.M.L. . . . . Manual of Military Law.  
R. of P. . . . Rules of Procedure.

### Definitions

R.A.F.—

The term **G.O.C. Air Force Area or Group** includes the Officer in Command duties in the absence of the Officer specified.

The term **Unit** for the purpose of K.R. means  
 WING  
 DEPOT  
 DEPOT STATION  
 SCHOOL  
 PARK OR SQUADRON when not forming part of a wing or Depot.

ARMY—

The term **Unit** for the purpose of K.R. means

- |                                    |                                  |
|------------------------------------|----------------------------------|
| Cavalry . . . . .                  | A Regiment.                      |
| Royal Horse Artillery              | } A Battery or Depot.            |
| Royal Field Artillery              |                                  |
| Garrison . . . . .                 | A Company or Depot.              |
| Royal Engineers                    | Field Troop.                     |
|                                    | Bridging Train,                  |
|                                    | Signal,                          |
|                                    | Telegraph,                       |
|                                    | Railway, or                      |
|                                    | Air Company,                     |
|                                    | Coast Battalion,                 |
|                                    | Section,                         |
|                                    | Company                          |
|                                    | Field Depot.                     |
| Infantry . . . . .                 | A Battalion or Regimental Depot. |
| Army Service Corps . .             | } A Company.                     |
| Royal Army Medical Corps . . . . . |                                  |
| Army Veterinary Corps . . . . .    | A <sup>r</sup> Section or Depot. |

Army Ordnance  
 Corps.....A Company,  
 Section or  
 Depot.

**Constitution Etc., of Courts Martial**

Court	Minimum Number of Members	Necessary Commissioned Service of Members	Rank of President
D.C.M.	Three	2 years	F.O. (or Captain if F.O. not available)
G.C.M.	Five (9 in U.K., India, Malta and Gibraltar)	3 years	F.O. (Colonel, if possible.)
F.G.C.M.	Three (2 if 3 not available)	.....	Same as for a D.C.M.

A Field General Court Martial may be convened by any Officer in command of a Detach-



ment, or portion of a Force in any country beyond the seas, when not on active service, where complaint is made to him that an offence has been committed by any person or persons subject to Military or Air Force Law, under his command; or by the Officer Commanding any Corps or portion of a Corps on active service.

**Composition  
of a Field  
General Court  
Martial**

Not less than three Officers must be appointed.

The President must not be below the rank of Captain, unless in the opinion of the Convening Officer, a Captain is not available.

The statement of the offence may be made briefly in any language sufficient to describe and disclose an offence under the A.F.A or A.A. Any number of persons may be tried at the same time. Procedure will be as near as possible the same as that of an ordinary General or District Court Martial.

A Court may award any sentence that a General Court Martial is competent to award, but if the court pass sentence of death, the whole Court must concur.

Except in the case of acquittal the finding and sentence shall only be valid in so far as they shall be confirmed by the proper superior authority.

### **Orders for Court Orderly Sergeant**

1. Collect Medical Officer's report on each prisoner and hand to the President before the trial commences.

2. See that all witnesses salute the Court on entering and leaving, and march them in and out at the order of the President.

3. See that the Court have a supply of Stationery, ink, etc.

4. See that during the swearing of the Court, all hats are removed, except those of the escort.

5. After the Charge has been read and the first witness for the Prosecution gives his evidence, the accused and his escort, at the direction of the President, may stand at ease, but must come to attention when spoken to.

6. All witnesses, together with prisoners and their escorts, will be marched in before the Court is sworn.

7. See that no unnecessary noise is made near the Court Room.

8. See that Accused's hat is removed before being brought into the Court.

9. See that Accused, their escorts and witnesses are ready at least 10 minutes before trial and report to the President 5 minutes before time appointed for the trial.

10. Hand any documents to the President that the Accused may wish to be read.

11. Seats will be provided for Accused and their escorts at prolonged sittings.

12. A seat will always be provided if the Accused is an Officer.

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## ELEVENTH LECTURE TO CADETS

### Arrest

An Airman or Soldier who disobeys an order distinctly given or resists the authority of an N.C.O. is to be placed into **close** arrest without altercation.

**K.R. Para. 477.**

The N.C.O. will himself avoid coming in contact with him.

**M.M.L. Ch. III Para. 30.**

Nothing can justify the soldier or Airman striking or offering violence to a superior. Great care is therefore to be exercised to avoid drunken soldiers or Airmen coming in contact with their superiors.

**K.R. Para. 477.**

Except in cases of personal violence an Acting or Lance Corporal or Bombardier with less than four years' service will not place an Airman or Soldier in close arrest, but will report the matter to the orderly Sergeant and act upon his instructions.

**K.R. Para. 478.**

A private Soldier or Airman who is drunk will be placed in close arrest alone if possible and should not be brought before an Officer until he is sober, for this purpose 24 hours should usually be allowed to elapse.

**K.R. Para. 463.**

A Charge Report must be sent to the N.C.O. i/c Guard within 24 hours.

Arrest not described as open arrest means close arrest, and the accused should be placed in the Guard Room.

Open arrest will permit accused attending

such parades as are necessary. See Para. 482 K.R. He will not be permitted to enter Canteen or Liquor Bar and will be confined to Camp or Barracks.

### Notes on Sentences

Intention is the essence of all crime, and should be considered as follows when awarding sentence:—

1. Offences committed with premeditation and without provocation. (The highest degree of criminality.)

2. Offences committed with premeditation, and with provocation.

3. Offences committed without premeditation and without provocation.

4. Offences committed without premeditation and with provocation.

A Peace time guide to punishments by Courts Martial will be found in Para. 583 K.R. which will enable sentences to be uniform. One-quarter to one-third is usually added for offences "When on Active Service."

All sentences commence from the date of awards by the Court, and consideration in awarding sentence must be given to the time which the Accused has spent in custody awaiting trial. It must also be remembered that an accused person, if found guilty, loses pay for each day in custody awaiting trial.

An N.C.O. must be sentenced to reduction to the ranks before being sentenced to undergo detention.

For loss of kit, and damage to Government or Public goods, etc., a sentence placing Accused under stoppages of pay is usually awarded. See M.M.L., Appendix II, P. 697.

Detention is the usual award for all Military offences, excepting those of a civil nature chargeable under Sec. 41, A.F.A. or A.A.

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## TWELFTH LECTURE TO CADETS

### Duties of Officer Detailed as Prosecutor

Accused cannot object to him.

R. of P. 586.

Accused may be identified by the Prosecutor.

R. of P. 601.

He may not be a Member of the Court.

Judge Advocate cannot be Prosecutor.

Prosecutor must be subject to A.F.A. or A.A.

Page 42 (c)  
and  
586 M.M.L.

An N.C.O. may act as prosecutor where the production of documents only is necessary.

He may be called as witness for the Defence.

The selection of the prosecutor is subject to the approval of the Convening Officer.

The Convening Officer must not appoint himself as prosecutor.

It is the prosecutor's duty, if an accused person is undefended to assist him in every possible way to prepare his defence. It must be remembered that the prosecutor is not like the Counsel for the Crown in a Criminal Court, who is out to secure "Conviction" at any cost.

The prosecutor must see that justice is done, and should bring out the points in favor of the accused when ever they arise, as well as points for the prosecution.

He should see that the accused has been warned for trial, at least 24 hours before the Court assembles, and that he has been informed by an Officer, of every charge on which he is to

be tried, given a copy of the Charge Sheet, and informed of the rank, name, etc., of the Officers who are to form the Court, as well as any Waiting Members.

He must also be informed that if he gives names of witnesses for the Defence, reasonable steps will be taken to procure their attendance.

The accused must be afforded proper opportunity for preparing his defence.

The accused must be seen by Medical Officer of the Court, and of each day the Court is ordered to sit for the trial.

The expenses will invariably fall upon the prosecutor.

At the trial, when a plea of "Not Guilty" is recorded, prosecutor may, if he desires, make an opening address.

In such cases as embezzlement, or charges of any complexity, prosecutor should always make an opening address for the purpose of explaining the charge, and enabling the Court to follow the evidence. As a rule, the address of the prosecutor should be in writing.

After the address, the sequence of evidence for the prosecution will be taken.

If it is necessary for the prosecutor to give evidence for the prosecution, he should be the first witness.

Documentary evidence is produced first.

He may be cross-examined by the accused, and afterwards make any statement which might be made by a witness on re-examination. He may cross-examine accused on his evidence, and

the witnesses for the Defence. The prosecutor should never, himself, give evidence before the Finding, unless to prove a date, or other formal matter, or produce documents.

Documentary evidence will be read by the Judge Advocate.

Before the finding the prosecutor may address the Court upon the evidence for the prosecution, and the evidence for the defence. This address may be in writing.

After the Finding, the prosecutor, as a witness, produces for the first time, evidence as to the character and particulars of service of the accused.

No evidence as to the previous character can be produced before the Finding unless the accused challenges in cross-examination the character of a witness.

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## **THIRTEENTH LECTURE TO CADETS**

### **Inter-Communication and Orders**

The constant maintenance of communication between the various parts of an Army cannot be too well impressed on all concerned, and is of "urgent importance."

All subordinate commanders are responsible for keeping their respective superiors, as well as neighboring commanders, regularly informed of the progress of events, and of important changes in the situation as they occur.

Must keep lines of communication intact.

### **General Rules Regarding Orders in the Field**

Communications may be written or verbal, according to circumstances.

Orders issued by Superior Commanders should be recorded in writing. When issued verbal, their substance should be recorded in writing by recipient, or some responsible Officer, whenever practicable.

In War, verbal instructions are often incorrectly delivered, or misunderstood.

Orders to be concise and clear.

Handwriting easily legible.

Names of persons and places to be written in block letters.

If a map is referred to, the one used must be supplied.

The writer, having finished his order or report, should read it through carefully, at least once; if possible get someone else to read it, to be sure that his instructions are understood.

Orders must be clearly signed, with the rank of sender, his appointment, and Force he is with.

A copy must be kept by the sender.

Every precaution must be taken to assist a recipient of an order or report, to understand its intention, with the minimum amount of trouble and delay.

It is frequently necessary to send more than one copy of an important order by different routes, to ensure at least one copy arriving at its destination in safety.

Acknowledgment of receipt should be obtained.

Instructions or communications of a secret nature should be in cypher.

It is forbidden to encypher one part of a message, leaving the remainder in clear, owing to the danger of the portion in clear giving a clue to the remainder, and leading to the discovery of the cypher in use.

Orders of a Commander may be classified as follows:—

1. Standing Orders.
2. Operation Orders.
3. Routine Orders.
4. Orders of the Day (will occasionally be necessary).

Each class of order will be prepared and numbered properly.



The heading of the order should indicate the class to which it belongs.

It will usually be necessary to divide an order into a number of paragraphs.

The object of "**Standing Orders**" is to adapt existing regulations to local conditions, and to save a frequent repetition in Operation, and Routine Orders.

They should be confined to essentials and carefully revised up to date.

They must be always issued, headed as follows: "Published under Para. 1884, K.R."

**Operation Orders** will deal with strategical and technical operations.

An operation order should contain just what the recipient requires to know, and nothing more; the object being to bring about a course of action, in accordance with the intentions of the Commander, suited to the situation, and with full co-operation between all Arms and Units.

Superior orders must be issued in time to enable Subordinate Commanders to, in turn, frame and distribute their own orders.

**Routine Orders** will be issued daily at fixed hours—the earlier the better.

Reports need to be brief, and accurate, and should arrive in time for use.

If the report is upon the situation where a map or sketch would be of use, these should be forwarded with the report.

### **Hygienic and Sanitary Quarters**

Every Officer is responsible that his men receive proper attention, and that necessary sanitary precautions are taken.

Men must get as much rest as possible.

If moving very early in the morning, arrangements for breakfast should be made over night.

Everything possible should be done to ensure an ample supply of pure drinking water.

Men must be prevented from drinking water that is not pure, and be trained to economize the contents of their water bottles.

Boiled water is safest.

At halts, or in temporary camps, temporary latrines must be immediately made.

**Socks**—Where it is impossible for the men to change their socks, they should be instructed to change them from one foot to the other, and turn them inside out, from time to time.

The greatest possible care should be taken of the feet. Another good tip is to grease between the toes, and as large a number of men as possible should be allowed to bathe whenever water is available.

An Officer's first and last duty should be that the whole of his men are properly looked after, fed and housed.

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## FOURTEENTH LECTURE TO CADETS

### Correspondence

An officer will not refer to superior authority anything which he has power to decide himself.

Correspondence to be dealt with, without delay.

Avoid **unnecessary** correspondence.

Officer responsible for correctness of documents submitted to him.

Don't rely too much on orderly room clerks.

Letters to be written on foolscap paper (half sheets may be used), and **both sides** written upon.

A quarter margin is to be left, and headed thus:—

Ref. No.  
Subject

From.....

To.....

Station..... Date.....

Each subject must be treated in a separate letter, so that each department may file its own original correspondence, i.e., Supplies, Transport, Pay, Discipline, etc.

Paras. are to be numbered and enclosures described in margin.

Rank and appointment of Officers to be added after their signatures.

K.R. 1844.

Signatures are to be in manuscript and **not stamped**, with the sole exception of at signatures to entries of the date of mobilisation, and of the posting on mobilisation in the attestation

of reservists may be stamped with stamps **issued for** that purpose.

If the letter is upon previous correspondence, reference number is always to be quoted.

Correspondence with civilians will always be conducted as in civil life.

Official letters are not to be addressed personally to individuals.

Application from an Officer will be submitted K.R. 1854. to Commanding Officer through Adjutant.

Application from N.C.O.'s or men will be submitted through their squadron officers to Commanding officer.

### Telegrams

Telegrams cannot be charged to the public unless on purely official matters, and should be concise and definite.

Documents marked secret are only intended for the officers to whom they are addressed, and such other officers whose duty they affect.

Documents marked "Confidential" are only to be communicated to authorised persons in the interests of the Service.

Publishing official documents or using them for personal controversy is an offence against the Official Secrets Act, 1911.

A letter marked "Confidential" or "Secret" will be forwarded in two envelopes, the inside one marked "Secret" or "Confidential," as the case may be, and addressed, but the outside envelope will only be inscribed with the address.

Such letters should be promptly acknowledged

but no reference made to their contents in the acknowledgement, which would be treated as ordinary correspondence.

**K.R. 1877.**

Addresses of serving or discharged N.C.O.'s and men not to be given unless required in due course of law.

**K.R. 1884.**

Standing orders so issued will read as follows:

Published under Para. 1884, King's Regulations.

All orders affecting N.C.O.'s and men to be signed and posted in suitable places.

Special orders will be read over and explained to them.

Medical History Sheets will be kept in the Medical inspection room.

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## FIFTEENTH LECTURE TO CADETS

### Fighting Troops and Their Characteristics

Fighting Troops of an Army consist of the Air Forces, Cavalry, Artillery (including Trench Mortar Batteries), Infantry, Tanks, Machine Gun Corps, and Cyclists.

The full power of an Army can only be exerted when all its parts act in close combination.

It is absolutely necessary that Officers should be in close communication with all forces working with them such as:

The Artillery with Infantry; and vice versa.

Air Force and Artillery.

Cavalry and Horse Artillery.

Infantry and Tanks.

Ability to move rapidly in open warfare gives cavalry power to obtain information, and to combine attack and surprise.

**"Tanks"** are specially useful in co-operation with Infantry.

Routing Machine Gun Emplacements.

Cutting wire.

**"Aircraft"** co-operate with each above mentioned in addition to doing their own work in Bombing Raids, Aerial Fighting, etc. Artillery co-operation is a very important feature. Enemy information obtained through the airman is another very valuable part of their duty.

The function of **"Artillery"** is to assist the

other arms in breaking down hostile opposition, "**Horse Artillery**" is the most mobile form of Artillery.

"**Field Artillery**" is less mobile and includes Guns and Howitzers.

"**Heavy Artillery**" is the least mobile; its principal duty is to engage shielded artillery.

"**Siege Artillery**" is used in fortress operations.

"**Garrison Artillery**" is usually used in Coast Defence.

"**Engineers**" are responsible for various duties—Bridging, Building, Signals, etc.

"**Infantry.**" Compared with Artillery and Cavalry, Infantry movements are slow but on the other hand is capable of attacking or defending almost any ground.

"**Machine Guns**" possess the power of delivering concentrated rifle fire so valuable in many circumstances.

"**The Army Service Corps**"—Their duties are chiefly Stores, Supplies and Transport.

"**Royal Army Medical Corps**"—Sanitation, Medical and Surgical Treatment of personnel.

"**Labour Corps**" are employed on all sorts of duties such as road making, etc.

**The lecturer should add his own personal notes.**

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## SIXTEENTH LECTURE TO CADETS

### Punctuality

Punctuality of the "SERVICE" is a necessity, and must be strictly observed that proper methods are adopted.

It is as easy to be punctual as unpunctual.

Unpunctuality is a sure sign of laziness and inefficiency.

**Ignorance of orders no excuse for non-compliance.**

**Officers** will make themselves acquainted with all regulations and orders.

Ignorance of published orders will not be admitted as an excuse for non-observance.

**N.C.O.'s and men** will be held personally K.R. 432. responsible that they make themselves acquainted with such orders and details of duties posted in barracks, guardrooms, etc.

Responsibility rests with the Commanding Officer that all ranks are given sufficient facilities to be acquainted with orders.

A Commanding Officer will use every effort to prevent Crime, but suppress any tendency to screen its existence.

Duty of all Officers to direct the attention of Commanding Officer to any irregularity, and to assist him at all times to maintain discipline.

Officers should refrain from making remarks or passing criticism about their superiors which may tend to bring them into contempt.

An N.C.O. is not to be reprov'd in the hearing of private soldiers, or Airmen, unless it is necessary for the benefit of example, when reprov'al should be public.

### Methods of Redress

The method in which an Officer, N.C.O. or man should seek to obtain redress for any grievance under which he conceives himself to be suffering, is described under Sec. 42 and 43 of A.A. or A.F.A., and 439 K.R. (These Sections should be read and explained.

**K.R. 439.**

Complaint may also be made to an inspecting General Officer. These methods of complaint, alone, to be recognised.

Anonymous complaints are strictly prohibited.

Implicit obedience must be maintained with regard to all orders issued. This cannot be too thoroughly impressed upon all ranks. Do as you are told, and complain afterwards.

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## SEVENTEENTH LECTURE TO CADETS

### Duties of an Orderly Officer

He will be detailed daily or weekly in orders as directed by the Commanding Officer.

To be on duty from Reveille to Reveille. Will not leave camp during his tour of duty.

He will attend all parades, including Commanding Officer's Orderly Room.

He will inspect rations, and attend during their issue.

He will visit the Messing hut, at breakfast, and dinner hour—ascertain if there are any complaints. Satisfy himself that the meals are cooked, and served properly, and compare meals with diet sheets.

He will visit, in company with the Orderly Sergeant, Canteen Quarters, Cook Houses, Latrines, Guard Detention Room and Cells, and Ablution Rooms, and see that everything is clean and in proper order.

He will be present at Tattoo, and take absentee reports.

When the call "Lights Out" is sounded, will see that all lights are out, and take report from the Orderly Sergeant.

He will inspect all fire appliances.

An Orderly Officer, during his tour of duty, is responsible to his Commanding Officer that

the parades are assembled punctually, and that everything in the camp or barracks is in order, reporting immediately any irregularity to his Commanding Officer.

**The lecturer should supplement with any special local duties.**

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## EIGHTEENTH LECTURE TO CADETS

The lecturer should at the last lecture, ask questions, similar to examples given herewith, based upon previous notes to ascertain how much his class has learned.

Q. What is the difference in the manner in which an Officer salutes and an N.C.O. or man?

A.

Q. Are we on Active Service in Canada?

A.

Q. Can the C.O. forfeit a man's pay? Quote authority.

A.

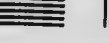
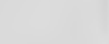
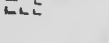
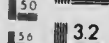
Q. What amount of detention can a C.O. of the rank of Captain award.

A.



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Q. A man is absent from 5.30 p.m. on one day until 12 noon the following day, what amount of pay does he forfeit. What is the authority for this forfeiture?

A.

Q. Define the difference between desertion and absence without leave.

A.

Q. What is the constitution of District Court Martial?

A.

Q. What is understood by the expression Unit as applicable to the Air Force?

A.

Q. What action should a Sergeant take regarding a man who refuses to obey an order?

A.

Q. What is the object of Standing Orders?

A.

Q. State what part of proceedings the prosecutor can bring evidence as to the accused's character at a Court Martial.

A.

Q. Define the chief duties of an Orderly Officer.

A.

Q. Can an N.C.O. prosecute any case where a Commissioned Officer is not available?

A.

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