

W. G. Bennett
THE

N.C.O.^S

HANDY BOOK

OF

FACTS THAT EVERY COMPETENT AND
EFFICIENT SOLDIER OUGHT TO KNOW

16

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on order from the Publishers
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W. Gordon Bennett

THE
N.C.O.'S
HANDY BOOK

Compiled and Arranged
— by the —
Officers of the McGill Contingent, C.O.T.C.

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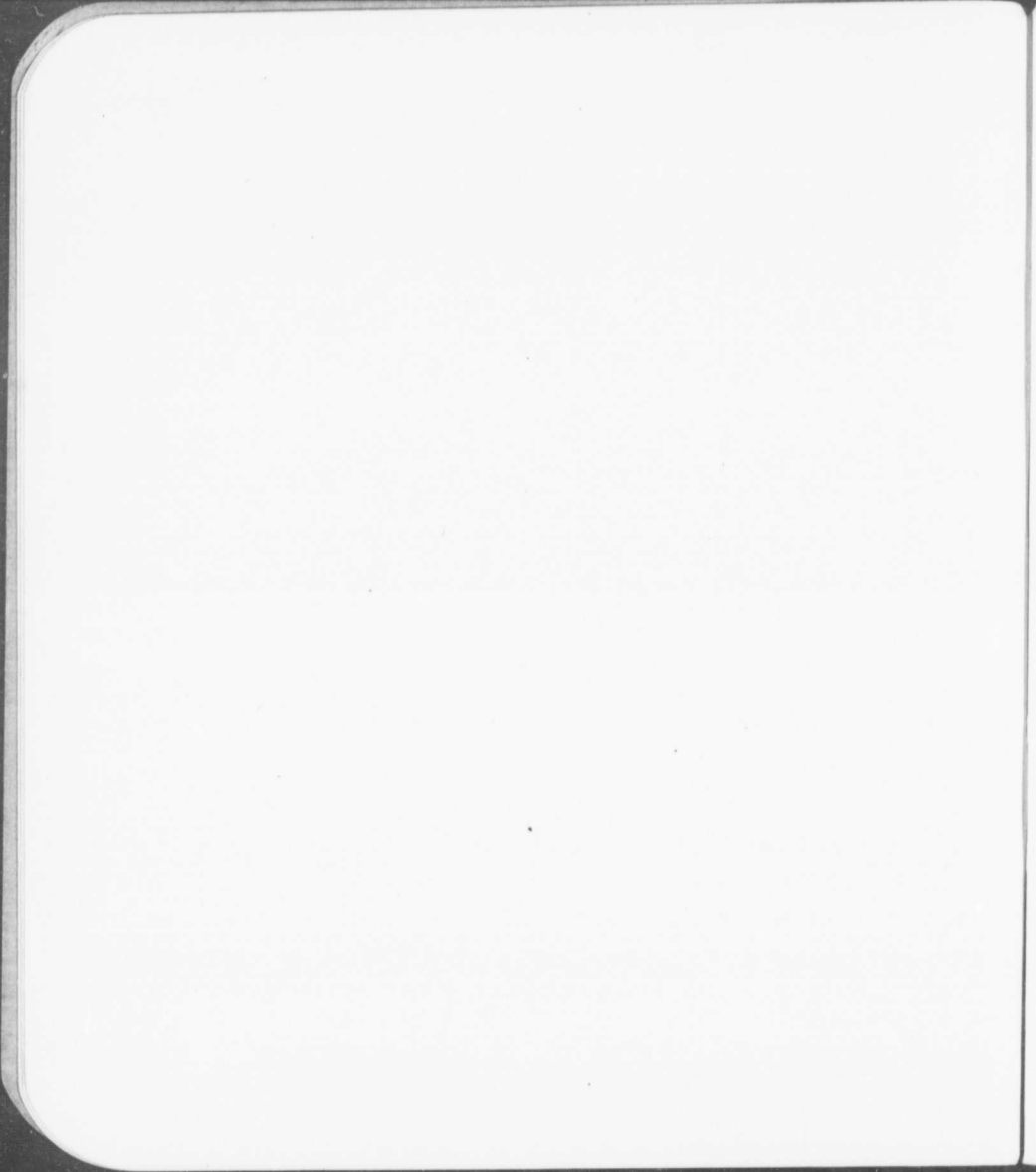
PREFACE.

The information contained in this book has been compiled from various authorized sources with the hope that it may be of material assistance to those who are now endeavoring to fit themselves as competent and efficient soldiers.

Officers of the McGill (Contingent) C. O. T. C.

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I. RECRUIT.

1. Attestation.

The intending Recruit presents himself at the Recruiting Office, receives Attestation Papers in triplicate and is told to fill out the first part of the papers, thus giving the Military Authorities full particulars regarding himself, (name, age, place of birth, religious denomination, etc.) and also the name and address of his next-of-kin.

2. Medical Examination.

The Recruiting Office furnishes the Medical Officer with the Attestation Papers and the intending recruit is next paraded before the M. O., who examines him for any physical defects, tests his hearing and sight, and makes certain that the man measures up to the required standard for the Army. This information is entered by the M. O. on that part of the Attestation Paper set aside for this purpose, and the M. O. then testifies above his signature that in his opinion, the man is fit or unfit for service.

3. The Oath.

If fit, the Attestation Papers are sent by the M. O. to the Regimental Justice of the Peace or Officer appointed to swear in intending recruits, and the recruit

then makes his declaration to the J. P. that he fully understands the terms of his engagement (detailed in full on Attestation Paper under heading "DECLARATION"), signs the paper before a witness, and the Oath of Allegiance to His Majesty the King is then administered by the J. P., who signs the certificate to that effect.

4. Length of Service.

In the Canadian Militia the intending recruit undertakes that he will serve for a period of three years, or until "Legally Discharged." If going Overseas he agrees to serve for one year or for the duration of the war and for a further period of six months thereafter if His Majesty should require his services. Re-engagement may always be had at the end of one term of service provided the recruit is within the age limit of forty-five years.

5. Absorption into Establishment.

The J. P. returns the Attestation Papers to the Orderly Room where they are finally approved by the C. O. Battalion or Unit, which act makes the man a soldier in the service of His Majesty the King. The recruit is then given his Regimental Number and his name is brought out in Part II of Daily Orders as being "Taken on the Strength."

When finally completed, one copy of the Attestation Papers is kept on file in the Battalion or Unit Orderly Room as a reference. The remaining two copies per man (with any attached documents) are sent to Div. H. Q.

6. Duties.

The recruit is next drafted or turned over to the N. C. O. in charge of recruits for drill and instruction until such time as he is judged fit to take his place in the ranks. He is taught that the first duty of a soldier is strict and unhesitating obedience to orders from superiors and also that he should endeavor to profit from his training and so be able to prove himself a better man than his adversary on the field of battle.

7. Conduct and Personal Appearance.

He is also spoken to regarding his conduct and is warned not to disgrace the King's Uniform while wearing it. He is further warned that his person and clothing must be kept clean at all times and is particularly warned against the serious military crime of DRUNKENNESS. He is also given an insight into the Administration of his unit so that he may know and give obedience to his superiors.

8. Assignment to Company.

When the recruit is found proficient and fit to take his place in the ranks, he is assigned by the O. C. the Unit, through the Adjutant in Daily Orders, to one of the Companies and is also warned to report for Duty to his Company Commander. (Usually done by recruit N. C. O.)

9. Issue of Equipment.

When the recruit reports to the Company Commander, his name and number, with particulars, are entered on the Company Roll Book. He is then furnished by the Coy. Com. with a Requisition on the Coy. Q. M. S. for uniform and equipment, on presentation of which the recruit is fully outfitted. The Coy. Com. then assigns the recruit to one of the Company Platoons whose Commander then makes further entries regarding the recruit in his own Platoon Records. In this way a recruit is absorbed into the Unit Establishment so that he becomes a soldier fully equipped and ready for the final training in preparation for War.

NOTE:

The above procedure is not universal, and certain changes may be found in effect with some of the present Overseas Units. In the main, however, the procedure will be similar.

II. PRIVATE.

1. Regimental Number and Identification Disc.

A soldier posted or transferred to a corps will receive a regimental number in that corps. If transferred, discharged or deserts, his number is not given to another soldier. In active service a number stamped on metal disc is hung round soldier's neck.

2. Daily Routine.

Reveille 5 a.m. summer and 6.30 a.m. winter. N. C. O's. and men rise and dress. Roll call by Co. Orderly Sgts. Men make up beds, sweep rooms or tents, open windows, roll up tent curtains, urine tubs emptied, etc. These must be completed one hour after reveille. Rooms, etc., visited by Subaltern of day and Battn. Orderly Sgt.

6.45 a.m. in summer. All men not on other duties should parade and drill for one hour—Instruction Drill—Recruits Drill.

7.00 a.m.—Rations issued, Company Orderly Corpls. and men draw these and take to cook house.

7.45 a.m.—Warning or quarter bugle for breakfast.

8.00 a.m.—Breakfast Bugle. Men sit down to breakfast. Messes visited by Orderly Officers with Battn. Orderly Sgt. and Corpl.

9.00 a.m.—Guard Mounting. Defaulters Parade for drill or Fatigue 1 hour.

9.15 a.m.—Sick Parade (See below).

9.30 a.m.—Orderly Room parade (See below).

9.40 a.m.—Bugle "Dress for Parade."

9.50 a.m.—Staff Parade (See below).

10.00 a.m.—Battalion Parade (See below).

11.45 a.m.—Recruits Drill, Defaulters Drill and Instruction Drill for 1 hour.

12.45 p.m.—Warning bugle for dinner.

1.00 p.m.—Dinner.

1.30 p.m.—Defaulters Parade for Drill or Fatigue 1 hour.

2.00 p.m.—Battn. Orderly Sgt. visits rooms or tents.

2.30 p.m.—Afternoon Parade.

4.00 p.m.—Defaulters Parade for Drill or Fatigue 1 hour.

5.30 p.m.—Tea Bugle.

SUNDOWN—Retreat—Picquet Parade and Inspection.

9.30 p.m.—First Post.

10.00 p.m.—Last Post—Tattoo Parade (See below). Picquet Inspection.

10.15 p.m.—Lights out.

3. Parades

I. STAFF PARADE—(On bugle sounding “N. C. O.’s Call”) attended by all Sergeants, Corporals, Band, Buglers and Drummers.

II. BATTALION PARADES.—Men fall in for roll call on left of Company Orderly Sergeants, in sections. During Inspection Company markers placed by Adjt. On “ADVANCE” sounding, Companies march on markers.

III. GUARD AND PICQUET PARADES.—On Regimental Parade Ground. Details inspected by Co. Orderly Sgts. N. C. O’s. of duties by Battn. Sgt. Major; N. C. O’s. marched onto their posts by B. S. M.—Co. Orderly Sgts. report their details. Duties fall in on their N. C. O’s.. Duties told off and ordered to FIX-BAYONETS by B. S. M.; Adjutant inspects duties and hands over to Orderly Officer, who marches men off to their duties. (See Guard Mounting below).

IV. TATTOO PARADE.—Orderly N. C. O’s. (i.e. Co. Orderly Sgts., Corporals, N. C. O’s. on gate and canteen duties, N. C. O’s. in charge of Picquet and Picquet itself) paraded at last post by Battn. Orderly Sgt. Battn. Orderly Sgt. reports to B. S. M. who collects Tattoo report and reports to Orderly Officer,

who inspects Picquet and instructs B. S. M. to dismiss parade.

V. RATIONS PARADE.—Co. Orderly Corporals and men under Battn. Orderly Sgt. to receive issue of rations for Companies.

VI. SICK PARADE.—9.15 a.m.—Sick men of companies under Company Orderly Corpls. (See below "REPORTING SICK.")

VII. ORDERLY ROOM PARADE.—Soldiers in arrest, with escort and evidences marched to Orderly room and sent in, in turn with evidence by B. S. M. before C. O., who deals with each charge and turns over accused to B. S. M.; Co. Sgt. Majors and Orderly Sgts. in attendance outside to learn the award.

VIII. MUSTER PARADE.—All Officers, N. C. O's. and men, except such as are on guard or sick. Fatigue dress.

IX. FIELD KIT INSPECTION PARADE.—Rear ranks and supernumeraries back two paces. Files opened to arms length. Arms grounded and kits laid out. Accoutrements remain on the men. All N. C. O's. below Sgt. show kit.

4. Passes.

No soldier below the rank of Sgt. should be out of his quarters between Tattoo 10 p.m. and Reveille without a pass. N. C. O's. not below rank of Sgt. may remain out of barracks up till midnight without special permission and may obtain further leave within the station from C. O. without a pass.

Four classes of passes:

I. PERMANENT—permitting deserving soldiers to remain out of quarters up to specified hour between Tattoo and Reveille.

II. PASS—giving leave **from any roll call or duty.**

III. SPECIAL PASS—to persons not having permanent passes for leave on special occasions.

IV. PASS—for leave **outside station.**

Passes not to be granted for absence exceeding six days. Longer absence with leave called "**furlough.**" Passes expire at Tattoo on last day named, unless otherwise stated thereon.

N. C. O's. and men on leave exceeding two days receive allowance in lieu of rations.

Ordinary passes on returning to quarters left with Commander of Guard. Permanent passes exhibited

but retained by the soldier. Soldier unavoidably prevented from returning within his pass period should bring evidence of cause, e.g., medical certificate or written statement from station master or Capt. of vessel as to cause of delay of such conveyance, etc.

5. Reporting Sick.

Soldier reports himself sick in usual course at the roll call at Reveille. Reports to his Co. Orderly Sgt.; Orderly Sgt. acquaints C. Q. M. S. of fact, who furnishes C. Orderly Corpl. with a list of articles etc., in man's possession, which in event of his being admitted to hospital are handed over to ward master. Man going to hospital takes part of his kit to hospital, e.g., shaving soap, tooth brush, great coat, blacking, etc. Remainder of kit and his arms and accoutrements put into Co. Stores.

At 9.15 a.m. Co. Orderly Corpls. parade with men of their Companies before Battn. Orderly Sgt., who collects sick reports. Battn. Orderly Corporal takes them to Med. Officer and then, if necessary, to hospital. Sick-reports should accompany the men. Battn. Orderly Corporal returns to barracks, bringing with him those men not admitted to hospital.

6. Complaints.

“Round robins,” etc., forbidden. Soldiers not al-

lowed to bring grievances before public by speeches, letters to press, etc.

N. C. O., or Private, should make complaint to the O. C. of his Company. Soldier desiring to complain should apply to his C. S. M., who should accompany man to O.C. Coy. or send the man with Coy. Orderly Sgt.

Complaints should not, except in cases of unavoidable necessity, be put in writing. Complaints should be made to O. C. Company, who, if unable to deal with matter, will lay it before the Commanding Officer. Soldier dissatisfied with Company Commander's decision may request that matter be referred to Commanding Officer of the unit. If latter neglects to attend to complaint it may be brought before O. C. district or division.

Soldier appearing to be under influence of liquor should not be heard.

N. C. O's. should never complain of soldier behind his back but should take man before Company Commander. N. C. O's. should not make frivolous complaints against soldier.

7. Addressing an Officer.

Lieut.-Col. (O. C. Battn.) addressed and replied to as "SIR."

Major addressed as "MAJOR," giving name and replied to as "SIR."

Captain addressed as "CAPTAIN" giving name, replied to as "SIR."

Lieutenant addressed as "Mr. ——" giving name, replied to as "SIR."

Sergeant Major addressed as "SERGEANT MAJOR" and replied to as "SIR."

Off parade, if a warrant officer, as "Mr. "; on parade as "SERGEANT MAJOR," and replied to as "SIR."

All soldiers below the rank of B. S. M. must address the B. S. Major at Attention but not salute.

Quarter Master Sergeant as "QUARTER MASTER SERGEANT." Band Master as "Mr." giving name, and replied to as "SIR."

A Lance Sergeant is addressed as "SERGEANT."

A Lance Corporal is addressed as "CORPORAL."

8. Dress.

I. REVIEW ORDER.—Tunic, helmet or busby, trousers, waist belt, ball pouch, and if ordered great coat, haversack and water bottle, rifle and bayonet.

II. MARCHING ORDER.—Service dress, service cap, waist belt, ball pouch, trousers and puttees, kit bag with kit, mess tin, great coat folded, water bottle, haversack, rifle and bayonet.

III. DRILL ORDER.—Service dress, trousers and puttees, forage cap, waist belt and ball pouch, rifle and bayonet.

IV. DIVINE SERVICE.—Same as review order but without pouches (with bayonets).

V. FUNERAL ORDER.—For escort “Review Order” for remainder “Divine Service Order.”

VI. GUARD MOUNTING ORDER.—Same as “Marching Order” but without mess tins.

9. Pay and Allowance. (Militia).

The daily pay of a private is 75 cents. In addition, 10 cents per day is issued to men who have attended the previous year's training, and efficiency pay of 15 cents per day under certain conditions, such as proficiency in drill and duties, performance of yearly training and efficiency in musketry.

(On active service 10 cents is allowed for field allowance additional to his daily rate of \$1.)

Soldier **forfeits** his pay for absence without leave; detention or imprisonment; confession of desertion; illness brought about by his own offence, etc. He is fined for drunkenness only.

Soldier is placed under **stoppages** for extra messing, washing, barrack room damages, etc., etc.

10. **Kit Laying Out and Inspection (Barracks).**

Laying out of Kit and inspection may be done in various ways according to regimental custom. The following arrangement is suggested (Barracks):—

The Cot will be unfolded to its full length, the valise or kit-bag laid on it flat, the upper edge touching the palliase, with the cap, trousers, tunic and forage cap neatly folded, placed in the order named; on either side a legging, adjoining the valise is laid the great-coat with the holdall complete and open lying on it, next is laid the towel folded in four with the socks on either side, then the shirt folded lengthways, then the mess tin, a low boot on either side and at the bottom end of the cot, the cloth and blacking brushes, sponge and oil bottle, blacking tin with lid laid off and soap. Each man stands by the side of his cot in clean fatigue dress during the inspection.

11. **Duty Roster.**

The Roster for privates is an alphabetical list of the men in the order in which they will be called for duty. It is kept for each Company by the Orderly-Sergeant under the supervision of the Company Sergeant-Major.

Men are detailed from this Roster for regimental duties according to the requirements of the Battalion Sergeant-Major.

12. Duties.

The routine duties of a soldier are the following:—

- (a) Guards.
- (b) Escorts.
- (c) Picquets.
- (d) Working Parties.
- (e) Orderly.
- (f) Regimental Fatigues (from Orderly Room).
- (g) Company Fatigues, (orderly men of rooms, stairs and passage orderlies, ration carriers, etc).

Guard duty is the most conspicuous duty of a private and the greatest smartness must prevail at all times. Sentries should be placed before the arms of all guards with special orders detailing their duty. Meals are brought to the guard room. No smoking outside guard room and no work that is not connected with guard duty. On sentry duty the private must be alert in his movements and conduct. His duty is to prevent surprise, guard property or watch the enemy. A sentry will ordinarily be relieved every two hours. He must on no account surrender his rifle, nor must he

leave his post until regularly relieved, or stand to speak to anyone while on duty.

A Picquet is a small body of men detailed for quelling disturbance amongst soldiers either within or without barracks or lines; to apprehend absentees and to maintain order generally; also to guard bridges, canals, etc. The tour of duty is 24 hours. Picquet parades at Retreat and Tattoo for inspection.

Orderly men of rooms or tents are appointed from reveille to reveille, and are responsible for the general cleanliness of the barrack rooms or tents, preparation of tables for meals, receiving company's rations from cook, washing dishes, etc. They should be available for all general parades and drills.

13. How Warned for Duty.

Men are warned for duty by Company Orderly Sergeant, and Orderly Corporal should be present as witness. Warning should be given at the afternoon parade or at the tea hour—but they may be warned as is necessary. Men who are liable to be first wanted will usually be the first warned. When several descriptions of duties, the men first named in Company Roster will be told off for the duty first named by the Sergeant-Major. In case of an unexpected fatigue, men first on the Roster for regimental fatigue should be taken. Except in case of necessity, men should not be taken

for duty within two hours after Guard, or one hour after meals. Men "in waiting" should not be allowed to leave quarters.

14. Discharge.

On completing his term of service in time of peace, a soldier is entitled to his Discharge, but if expiration occurs in time of emergency he is liable to serve for further period not exceeding twelve months. No man can be discharged for irregular conduct until after due investigation and approval by superior authority.

15. Health and Hygiene.

Cleanliness of the body and care of the feet are essentials for a soldier. Foot inspection will be held after every day's march or manoeuvre. Swedish exercises are invaluable for improving the physique and keeping the soldier in good trim.

16. Pay and Allowances (Overseas).

Per day		
	Field	Separation
Pay	Allowance	Allowance
\$1.00	.10	\$20.00 per month
	Subsistence Allowance.	
Per day 75c.		

III.—NON-COMMISSIONED OFFICERS.**1. Ranks and Appointments in Order of Precedence.****(A) RANKS.**

1. Sergeant Major (Battalion).
2. Quarter-Master Sergeant (Battalion).
3. Sergeant-Major (Company).
4. Quarter-Master Sergeant (Company).
5. Sergeant (Platoon Sergeant and Section Commdr.)
6. Corporal.

(B) APPOINTMENTS.

1. Quarter-Master Sergeant **Instructor** (permanent corps only).

Sergeants.

2. **Orderly-room** Sergeant
3. **Paymaster** Sergeant
4. **Pioneer** Sergeant
5. **Band** Sergeant
6. Sergeant **Bugler**
7. Sergeant **Drummer**
8. Sergeant **Cook**
9. **Stretcher-bearer** Sergeant
10. **Signalling** Sergeant
11. **Machine-gun** Sergeant
12. **Farrier** Sergeant

} According to
date of promo-
tion or appoint-
ment.

- 13. **Lance Sergeant** (Rank of Corporal).
- 14. **Signalling Corporal.**
- 15. Lance Corporal }
Bugler }
Drummer } Rank of Private.
Piper }
Fifer }

2. Promotion and Appointments (How Made).

By commanding officer and promulgated in battalion orders on the recommendation, in the case of company officers, by O. C. Company, and, in the case of battalion officers, by the Adjutant.

3. Duties—How Warned For:—

- (A) Entered in order of seniority for duty by Sergeant-Major in duty-roster, giving **name** and **rank**.
- (B) Warned (or notified) by Battalion orders usually issued the day prior to the duty to be performed.
- (C) Warned (or notified) personally by Battalion Orderly-Sergeant.

4. Duties.**1. GUARDS.**

- (a) Sergeant of the Guard.
- (b) Corporal of the Guard.

2. ESCORTS.

- (a) As may be assigned.

3. PICQUETS.

- (a) As may be assigned.

4. WORKING PARTIES.

- (a) As may be assigned.

5. ORDERLY DUTIES.

- (a) Battalion orderly sergeant.
- (b) Company orderly sergeant.
- (c) Battalion orderly corporal.
- (d) Company orderly corporal.
- (e) Gate duty.
- (f) Sick parades.
- (g) Canteen duty.
- (h) Drilling defaulters.
- (i) Office, mess, etc., duties as many be assigned.

5. Pay and Allowances.

	PER DAY		
	Pay	Field Allowance	Separation * Allowance
Warrant Officer ..	\$2.00	.30	\$30 per month
Batt. Sergt.-Major. 185	.20	.20	\$25 " "
Batt. Q.-M.-Sergt. 1.60	.20	.20	\$25 " "
Pay Sergeant	1.50	.20	\$25 " "
O. R. Sergeant ...	1.50	.20	\$25 " "
Farrier-Sergeant .	1.50	.15	\$25 " "
Sergeant	1.35	.15	\$25 " "
Corporal	1.10	.10	\$20 " "
Lance-Corporal ...	1.05	.10	\$20 " "

SUBSISTENCE ALLOWANCE.

Per day, 75c.

6. Privileges.

1. **All N. C. O's.** above rank of Corporal have the following general privileges:

(a) May have light in quarters for one-half hour after "Lights out."

(b) May be out of lines until midnight without leave.

(c) All N. C. O's. will wear side-arms when on duty in charge of parties whether the men are armed or not. Sergts. will wear their side-arms when walking out. All N. C. O's. are exempt from personally performing any fatigue.

7. Passes.

(See under "Private").

8. Mess.

1. SERGEANTS.—All warrant and N. C. O's. not below the rank of sergeant, and lance-sergeants may be members. It is under immediate supervision of the Battalion Sergeant-Major.

Senior Warrant or N. C. O. is responsible for good order, etc., and should preside at all meetings. Daily rate of messing should not exceed 25 cents.

Closes one hour after "Tattoo."

2. COMPANY—of which corporals are members and attend for meals at the mess rooms of their Company.

3. REGIMENTAL INSTITUTE—which includes:—

- (a) canteen,
- (b) grocery shop,
- (c) coffee room,
- (d) recreation room,
- (e) reading room and library.

9. Chevrons and Distinctive Badges.

1. Lance Corporal—one bar. (Point down on upper arm.)
2. Corporal—two bars. (Point down on upper arm).
3. Sergeant,

(a) orderly room	}	three bars, worn on right arm
(b) paymaster		three inches above the elbow, points down.
4. The following sergeants wear same chevrons with badges above:—
 - (a) Pioneer—Crossed Axes.
 - (b) Band—Lyre.
 - (c) Drummer—Drum.
 - (d) Bugler—Bugle (or crossed bugles).
 - (e) Signaller—Crossed Flags.
 - (f) Stretcher-bearer—Cross of the Geneva Convention.
 - (g) Coy. Sergt.-Major—Crown.
 - (h) Coy. Qr. Master Sgt.—Six-pointed Star. ✓
5. Sergeant-Major—four bars with points up below elbow and surmounted with a crown; if a warrant officer, a crown only.

6. Batt. Qr. Master Sergeant—four bars with points up, below elbow and surmounted with a six-pointed star.
7. On great coats chevrons will be worn below the elbow in the same manner as above.
8. Good conduct chevrons will be worn on left arm above wrist with points upwards.

10. Qualifications for N. C. O.

- (a) Sobriety, activity, zeal, strict attention to and compliance with orders, exactness and full attention to duty.
- (b) Particular in dress, a careful and constant observer of certainty and decision.
- (c) A good drill, able to write orders distinctly, and make all returns and states correctly.
- (d) Be on duty at all times, maintain constant supervision and be of assistance, be moderate in his language, dignified but not haughty, and punctual, and attentive to reasonable complaints.
- (e) He should be a constant example in his manner, bearing, conduct and behaviour, both on and off duty.

Every non-commissioned officer should have the latest edition of:—

Infantry Training, ✓
Field Service Regulations, ✓
Musketry Regulations, ✓
Manual of Field Engineering, ✓
Notes on Map Reading, ✓
Field Service Pocket Book, ✓
King's Regulations, ✓
Otter's Guide or some similar book. ✓

General Duties.

11. Corporal and Lance Corporal.

(a) COMPANY ORDERLY CORPORAL.

1. Tour of duty lasts one week.
2. Assists and witnesses acts of Co. Orderly Sergeant.
3. Parades sick with cleaning kit and sick reports then hands them over to the Batt. Orderly Corpl.
4. Parades Cook and Orderly men for issue of rations; if not satisfactory, he reports to orderly Officer before removing rations. He also draws allowances of wood, oil, light, etc., for his company.
5. He is responsible that the men from his Coy. who are on Guard, and men in confinement get their rations.

- 6 Shows orders to his Company officers.
7. Keeps properly dressed, attends all parades of his company and does not leave barracks or camp unless on duty.

(b) BATTALION ORDERLY CORPORAL.

1. Tour of duty—Reveille to Reveille.
 2. Accompanies the officer of the day during his tour of duty and assists the Battalion Orderly Sergeant.
 3. Sees that the sick are paraded to the hospital.
 4. Sees that the defaulters do not slack and that prisoners are dismissed when sentences expire.
 - 5 Obtains copies of charge reports from Batt. Orderly Sergeant for Sgt. Major, the O. C., and the Adjutant, one hour before the time named for trial of offenders (Orderly Room).
- 12. Sergeant and Lance-Sergeant.**

(a) SECTION COMMANDER.

1. Is responsible for the good order of his men's kit and should know the state of repair of all their appointments and see that no man leaves the barracks until they are fixed.
2. Should trace damages and report to Coy. Sgt. Major.

3. In charge of a room or tent should keep the Roster for the Orderly men of his section and is responsible for cleanliness and order within half hour of Reveille.
4. Have a roll of his men inside the tent door or behind the barrack room door, see that his men are properly dressed at meals and everything is correct by "Lights out."
5. Should know his duties as Coy. Orderly Sergeant and Battalion Orderly Sergeant, as Sgt. of the Guard, Escort, Picquet, on Ceremonial Parades, duties as Outpost Commander, Intercommunication and Orders, Marches, Camps and Bivouacs, Protection on the March and at Rest, Information, how to drill and instruct his section.

(b) COMPANY ORDERLY SERGEANT.

1. Tour of duty—one week.
2. Calls the roll at Reveille, at all parades and Tattoo.
3. At Reveille he takes name of sick, and gives sick men's kits to Q. M. S.
4. Reports to Batt. Orderly Sgt. half hour after Reveille—all present or otherwise.
5. Parades Coy. defaulters and attends their roll call by guard commander to see if any of his men are absent.

6. Reports to Coy. Sgt. Major all men confined, and attends company orderly room and Battalion Orderly Room for sentences.
7. Parades his Coy. and all parties for duty, guards, etc.
8. Sees that men on guard, sick, etc., are fed.
9. Attends Orderly Room for Orders.
10. Accompanied by Orderly Corp. he warns all for duty next day.
11. Reads Company orders to the Company.
12. Reports to Coy. Sgt. Major those in and out of hospital.
13. Makes out tattoo reports and issues passes signed by Co. Commander.
14. Keeps Company duty roster.

(c) BATTALION ORDERLY SERGEANT.

1. Tour of duty—Reveille to Reveille—to assist in keeping order.
2. Half hour after Reveille he should accompany Subaltern of the day to see that everything is O.K. and all the men present.
3. Parades Coy. orderly corporals and men for rations.
4. Parades defaulters, collects the reports from Co-

- Orderly corporals and hands over defaulters to N. C. O. detailed to drill them.
5. Parades N. C. O's. for Gate and Canteen duty, sees that those in arrest get their necessaries and obtains list of absentees.
 6. Parades Orderly men with meals for men on guard and in detention, for inspection of subaltern of the day.
 7. Accompanies Capt. of the day on his visits—when required.
 8. Parades the sick.
 9. Parades Co. Orderly Sgts. and witnesses for orderly room.
 10. Makes out list of defaulters for N. C. O.'s on gate and canteen duty.
 11. Visits cook-house to see if meals are being prepared and after tea sees everything is left O.K., after which he locks up and hands over keys to the Sgt. of the Guard.
 12. Sees that there are no irregularities in the Canteen.
 13. Gives list of passes to Sgt. of the Guard and delivers passes to Co. Orderly Sergeants.
 14. Attends when Orders are issued and shows them to field and staff officers when first mess bugle sounds.

15. Parades Picquet at Retreat for inspection by Adjutant and Subaltern of the Day.
16. Parades Orderly N. C. O.'s for Btn. Sgt. Major at Last Post.
17. Accompanies Orderly Officer at "Lights out."
18. Acts as Orderly to Courts Martial, etc., if none detailed.
19. Hands in written report to Btn. Sgt. Major indicating duties he performed during his tour of duty.

13. Company Quartermaster Sergeant.

1. Keeps account of all stores and rations for his company.
2. Issues all company equipment and keeps a ledger showing articles issued to each man.
3. Keeps track of all damages to equipment and to whom chargeable.
4. Looks after distribution of company's bedding and washing.
5. Keeps track of necessaries drawn from Battalion stores with date of drawing and prices.

14. Company Sergeant Major.

1. Is a link between the N. C. O.'s. and Company Com-

mander. He is to the company what the Battn. Sgt. Major is to the Battalion.

2. Supervises Orderly Corpl. and Sgt. and all N. C. O's.
 3. Sees that charge report of offenders is made out for Coy. Commander's signature. Attends Orderly Room of the Battalion to ascertain punishments awarded to men in his company.
 4. Assists Company Commander on parade.
 5. Parades offenders before Coy. Commander.
 6. Keeps roll of N. C. O.'s and dates of promotion.
 7. Keeps alphabetical roll of the company for muster parade showing date of enlistment, age at enlistment, country, religion, trade, height.
 8. Keeps casualty state of the company.
 9. Keeps list of men sleeping out of barracks.
 10. Keeps monthly pay and allowance list.
 11. Keeps roll of men admitted to and discharged from hospital.
 12. Keeps conduct book for all men in the company.
- 15. Battalion Quartermaster Sergeant.**
1. Is assistant to the Quartermaster.
 2. Receives and takes charge of all stores for the corps and issues on indent.

3. Issues provisions, forage, etc., to the Battalion.
4. Warns Quartermaster when supplies are running short.
5. Is responsible for proper fitting of all clothing, etc.
6. Supervises workshops, wash-houses, fire dept., etc.
7. Is responsible for cleanliness of camp, repairs and assessment of damages.
8. Superintends under the Quartermaster the conveyance of baggage and ammunition.
9. The pioneers are under his orders.

16. Battalion Sergeant Major.

1. Addressed by men at attention as Sgt.-Major.
2. Keeps duty roster of N. C. O's. and men (detailing former by name and the latter by number) required from each company.
3. Gives orders and details of duties to Coy. Orderly Sgts.
4. Parades all guards, escorts, picquets, and details for inspection by the Adjutant, and at tattoo he parades Orderly Sgts., collects tattoo reports, and reports to Orderly Officer.
5. He parades prisoners before the C. O. at Orderly Room.
6. He keeps list of defaulters and sees that they are punished.

7. Sees that lists of men confined are posted properly.
8. He is assistant to the Adjutant and supervises conduct of fatigues, guards, sentries, escorts, drills, men walking out, etc.
9. He is responsible for order and presides over meetings of the Sergeants' Mess.
10. Parades Staff Parade for Inspection by the Adjutant.
11. Places markers for Batt. parades and collects Coy. parade states.
12. Responsible for drill of recruits.

IV. GUARD MOUNTING.

1. Roster, etc.

Each Saturday a statement should be sent to the Orderly Room by the different Coy. Commanders showing the number of men available for duty during the following week from their companies.

The B. S. M. keeps the N. C. O.'s Duty Roster, from which he details for duties by name; and the Privates' Duty Roster, from which, after having received the number of men available for duty, he is able to assign the number of privates to be given from each of the companies for the different duties.

The N. C. O's, names and the number of men to be furnished from each company is put in Orders the evening before the duties are to mount, and these Battn. orders are given to the Company Orderly Sergeants by the B. S. M. The Company Orderly Sergeant then picks out the next men available for duty from the Company Duty Roster and these men's names are placed in Company Orders along with the N. C. O's. names detailed by the Battn. Sgt. Major.

How Warned For Duty.

Men warned by Coy. O. Sgt. with Coy. O. Corpl. present as witness. Warning should be given at afternoon parade or at supper, but they may be warned as is necessary. Men liable to be wanted first are warned first. In case of unexpected fatigue, men first on Roster should be taken. Unless in an emergency, men should not be taken for duty within 2 hours after guard, or one hour after meals. "Waiting" men should not be allowed to leave quarters.

How Details Fall In.

Upon Bugler sounding "ORDERLY SGTS." Duty Commanders fall in facing the Sergeant Major; the Orderly Sergeants of the different companies fall in about ten paces in rear of the Duty Commanders at

column distance facing at right angles to duty commanders.

The "FALL IN" then sounds and the men detailed for duty fall in on the left of their Orderly Sergeants.

The Duty Commanders fall in with the other Commanders in front rank and if any second in command they will be behind the commander 3 paces to the rear, i.e., a Corporal of the Guard would cover the Sergeant of the Guard 3 paces to his rear.

Sgt. Major gives:—

"Details—Attention"

"Details, Stand at—Ease"

"Call the Rolls"

The Orderly Sergeants then proceed to call the rolls of the men in their own Companies lined up on them, the men standing at ease.

Having called the rolls the Orderly Sergeant gives:

"Details—Attention,"

"Fix—Bayonets"

and proceeds to inspect his men. Having inspected the men, the Orderly Sergeant gives:

"Unfix—Bayonets."

The Orderly Sergeant then gives:

“For inspection—Port-Arms”;
cautions the men to remain at the Port, inspects them at the “Port” and then at the “Examine.” After the men have been inspected at the Examine they will, of course, be “At Ease.” so the Orderly Sergeant will then give:

“Details—Attention,”
“Close Ranks—March,” and
“Stand at—ease.”

While the Orderly Sergeants have thus been inspecting their Details the S. Major has been inspecting his Duty Commanders as follows:—

Duty Commanders—Attention,”
“Fix—Bayonets”

and inspects them with fixed bayonets. He then inspects at the Port and Examine, just as the Orderly Sergeant inspected his detail. The S. Major then gives

“Duty Commanders,—Attention,”

“Number,”

“Slope-Arms,”

“Duty distance from No. 1, remainder, Left—Turn, Quick-March,”

upon which the Duty Commanders of the Main Guard, Quarter Guard, Hospital Guard, Picquet, etc., march over and turning to the right take up their positions for the men to fall in on them. The B. S. M. then gives,

“Duty Commanders—Order-Arms, Stand at—Ease.”

S. Major:—“Details—Attention.”

(Upon which all come to attention).

“Report your Details, A. Coy.”

A. Company O. Sergeant takes a pace forward, turns to his left and reports,

“Details, all present and correct, Sir.”

(or otherwise).

The S. Major then calls upon the O. Sergeants of the other Companies in the same way and they respond similarly.

The S. Major then gives,

“Details, Slope Arms.”

(Upon which all came to the Slope.)

“Left-Turn.”

(Upon which all except Duty Commanders “turn”).

“Form Duties, Quick March.”

The men march over and fall in on the left of their Duty Commanders, thus becoming Duties; the waiting men fall in 2 paces to the left of their duties, 3 paces being left between front and rear ranks. The Duty

Commander of the first duty then takes a pace forward, turns to the right, marches over and dresses his duty by the bugler who is 2 paces to the right of his guard and the corporal of the first duty who should have stepped forward into the Guard Commander's place when he left to dress the guard. The Duty Commander gives "Right-Dress" and as this is "Ceremonial"—"Eyes-Front." He dresses both front and rear rank. The Duty Commander then returns to his place and his Corporal steps back to the rear rank. The next Duty Commander then steps forward and marches to the right where he dresses his duty by the first duty and returns to his place, and so on for all Duties. All having been dressed, the S. Major gives,

"Order-Arms,"

"Tell off the Duties,"

"Main Guard," upon which the Main Guard Commander Slopes Arms, takes a pace forward, turns to his left and reports,

"Main Guard,

1 Sergeant,

1 Corporal,

1 Bugler,

10 men (or otherwise) present, Sir," and returns to his place in line.

When the Guard Commander steps forward, the Corporal takes his place. The S. M. then gives,

“Duties”

“Fix—Bayonets,”

and falls in 2 paces on the right of the Bugler. The S. M. then reports to the Adjutant,

“Duties formed up for inspection, Sir.”

The Adjutant then proceeds to inspect the parade, assisted by the B. S. M. with the exception of Guard Commanders, then gives,

“Unfix—Bayonets”

“For Inspection—Port Arms,”

and may inspect at the “Examine.” As the men will be at ease he brings the whole to “Attention,”

“Close ranks—March.”

He then chooses the “Clean Man” or stick man, who falls in on left of Duties. This man acts as the C. O.’s. Orderly until 6 p.m., upon which his tour of duty ends.

If an officer is in command of a Guard, he will fall in 3 paces in front of the centre of the guard.

The Adjutant gives over the countersign to the Commanders of the different duties and hands over the Guards to the Orderly Officer, who gives the command “Guards, SLOPE ARMS, FORM FOURS, RIGHT, TO YOUR GUARDS, QUICK MARCH,” or in case of a front less than four files, “BY YOUR RIGHT, TO YOUR GUARDS, QUICK-MARCH.”

The Sgt. Major will then ask the Orderly Officer if he may dismiss the Orderly Sergeants, waiting men

and stick man. The Orderly Sergeants upon the command, "FORM DUTIES, QUICK-MARCH," (above) having fallen in facing the Duty Commanders at ten paces distance and stood at ease, are now, along with waiting men and stick man, brought to attention, arms sloped and dismissed by the S. Major.

When the Sentry nearest the Guard Room sees the new guard approaching he will shout "GUARD, TURN OUT," upon which they will fall in at the slope on the left of their guard commander. If possible, the new guard will form up 15 paces in front of and facing the old guard; if impossible, the new guard will fall in at 6 paces to the left of the old guard and facing in the same direction.

As soon as the guards have been dressed by their own Commanders, the Commander of the Old Guard will give the command, "OLD GUARD, PRESENT ARMS," followed by the commander of the new guard giving "New Guard, Present-Arms," the old and new Bugler blowing the "FLOURISH" in turn as their guards present arms.

Old Guard Commander	"	"	"Old Guard, Slope-Arms."
New	"	"	"New Guard, Slope-Arms."
Old	"	"	"Old Guard, Order-Arms."
New	"	"	"New Guard, Order-Arms."
Old	"	"	"Old Guard, Stand at-Ease."
New	"	"	"New Guard, Stand at-Ease."

The New Guard Commander then arranges his men according to the posts and reliefs, which he wishes his men to take; brings them to attention and gives, "AS A GUARD, NUMBER," upon which the first man in the front rank numbers; then the first man in the rear rank; then second in the front; then the second in the rear, right through the Guard in this manner.

The New Guard Commander then gives Nos. 1 and 2 first relief, Nos. 3 and 4 second relief, Nos. 5 and 6 third relief as the case may be. Then "FIRST RELIEF," SLOPE ARMS, DISMISS, REMAINDER, STAND AT EASE." The first relief, if they have to, go to the Guard Room; if not, they are told to "Fall In" and fall in 2 paces to the left of their own guard with the Corporal of the new guard on the right, and Corporal of the old guard on the left. (RELIEFS ALWAYS FALL IN AT THE ORDER GUARDS AT THE SLOPE). The Relief is then inspected by the G. Commander, who gives the command "SLOPE ARMS, BY THE RIGHT, TO POSTS, QUICK MARCH."

While the relief is out, i.e., while the new sentries are relieving the old ones, the G. Commander of the New Guard goes to the guard room with the old G. Commander and formally takes over all articles and is made acquainted with his duties.

When at 2 paces from the old Sentry at the first post the new Corporal gives "HALT," as he is commanding his own men. No. 1 of the first relief will immediately step out and place himself on the left of the old sentry (at 2 paces of 14", i.e., 28" to the left of the old sentry). The Old Corporal will then tell his Sentry to "GIVE OVER YOUR ORDERS," upon which the new Sentry is told the length of his beat, how to pay compliments, etc. (See below). The Old Corporal then gives "PASS," upon which his man falls in in the same position from which the New Sentry stepped out, the new sentry occupying the spot vacated by the old sentry by taking two side steps to the right of 14". The New Corporal continues marching around to the different posts until all the sentries to be marched back belong to the Old Guard, when he falls in on the left. Then the Old Corporal takes charge of his men on the right and marches them back to two paces to the left of their Old Guard. The New Corporal falls back in his guard and the Old Corporal reports to his guard Commander that the old relief has returned for inspection. (They will be at the order as noted above). When they have been inspected, the Old Guard Commander gives "SLOPE ARMS" and dismisses them so that they may get great coats or anything in the Guard Room. He then tells them to "FALL IN" on the left of the Old Guard. The Orders are then given as follows:—

Old Guard Commander—"Old Guard—Attention."
New " " "New Guard—Attention."
Old " " "Old Guard—Slope-Arms."
New " " "New Guard—Slope-Arms."
Old " " "Old Guard, By the Right
Quick-March," "Eyes-Left."
and when he has passed the New Guard "Eyes-Front."
If more than 4 files he will then give "FORM FOURS,
RIGHT, LEFT, WHEEL."

As the Old Guard passes New Guard Commander, "NEW GUARD, PRESENT ARMS." The Bugler of the New Guard blowing the "Flourish." When the Old Guard has passed, the New Guard Commander gives "SLOPE-ARMS." The New Guard Commander then gives "RIGHT-TURN," and marches his Guard over to where the Old Guard had formed up, and gives "NEW GUARD—HALT, LEFT TURN, RIGHT DRESS, ORDER ARMS, STAND AT—EASE." The New Guard Commander will then read the orders and dismiss his guard after bringing them to the slope. He will take care to see the first relief is told the orders when they come in.

When the Old Guard marches off it will go to the place on the regimental parade ground where it mounted the day previous and the Old Guard Commander will report to the Orderly Officer that the

“OLD GUARD HAS RETURNED FOR INSPECTION, SIR.” After the inspection they will be dismissed and should not be given another duty for at least two hours.

COMPLIMENTS PAID BY GUARDS

Guards Turn Out.

Guards turn out with Bayonets fixed at the Slope (Rifle Regts. at the Order) with 3 paces between ranks. The Guard Commander, if officer, is 3 paces in front of centre, and if N. C. O. on the right.

Between Reveille and Retreat.

- (1) To H.M. the King, Members of Royal Family, Govrs.-General, Lieut.-Gov. in their own Province, whether in uniform or not.
Compliment—Present Arms, Bugle and Drums.
- (2) To General Officer in uniform.
Compliment—Present Arms, Bugle and Drums.
- (3) To O. C. in uniform, once only.
Compliment—Present Arms. (If of rank of General he is entitled to Bugle and Drums.)
- (4) To Armed Corps.
Compliment—Present Arms.

- (5) To Armed Party.
Compliment—Sentry alone Presents.
- (6) To Body at Military Funeral.
Compliment—Present Arms.

Between Retreat and Reveille.

- (1) To Armed Corps and Armed Parties.
Compliment—None.
- (2) To Visiting and Grand Rounds.
Compliment—Present Arms to Grand Rounds only.

Guards turn out at Reveille, Retreat and Tattoo for inspection by Guard Commr. Also when visited by Officers on Duty, and in case of fire or other unusual occurrence.

The above applies only to Garrison and Regimental Guards—Guards mounted over H.M. the King, Gov. Gen., Lieut.-Govrs. within their own Province, pay no compliments to persons of lesser degree than those over whom they are mounted, and when visited by Officers on Duty they merely turn out but do not present Arms.

Compliments Paid by Sentry

Between Reveille and Retreat.

- (1) Presents Arms with Guard on all occasions when Guard pays compliments, and when on distant post

presents arms on all occasions when Guards should present arms.

- (2) Presents arms to all Officers in uniform above rank of Captain.
- (3) Presents arms to all armed parties.
- (4) Salutes in ordinary manner all Officers in uniform below rank of Field Officer.
- (5) Salutes all unarmed parties.
- (6) If officer or person entitled to a compliment as above passes in rear of Sentry, the Sentry faces his front and stands at the Slope (Rifle Regiment at the Order).
- (7) Sentries pay no compliments to persons halted within the lines.
- (8) Sentry on his beat passing an officer or person entitled to a compliment will halt, turn to his front, and pay the prescribed compliment.

Between Retreat and Reveille.

- (1) On all occasions mentioned above Sentry pays compliments, but by **saluting** only; the only exception being to Grand Rounds, when he presents arms.

The above applies only to Garrison and Regimental Posts.

When posted over a **Royal Residence** or furnished from a **Royal Guard** they present arms to members of Royal Family only and salute officers of all ranks in uniform only.

When posted over **Viceroy's or Governor's Residence**, they present arms to members of Royal Family, Armed Corps and Viceroys and Governors only, and salute unarmed parties and officers of all ranks in uniform.

When posted over General's residence they present arms to above personages, Generals and armed parties, and salute unarmed parties and officers below rank of General.

Armed Corps—means:

- (1) Regiment of Cavalry.
- (2) Battery of Artillery with Guns.
- (3) Brigade of Horse or Field Artillery without Guns.
- (4) Garrison Artillery not less than two companies.
- (5) Engineers not less than four Companies.
- (6) Battalion of Infantry with or without colours.

GUARDS.**GENERAL RULES.**

- (1) Guards, including reliefs, rounds and patrols, will march with sloped arms and bayonets fixed. In wet weather arms will be at the secure. Sentries, when moving, are to do so at the slope.
- (2) Guards, Rounds and Reliefs on the march, meeting Their Majesties the King and Queen, or either of them or the Queen Mother, will be halted, turned the required direction and "Present Arms." To other persons entitled to a salute they will pass on at sloped arms, paying the compliment of eyes right or left. This rule applies to officers from Lieutenant up, and to Battalions or detachments on the march.
- (3) **Marching Reliefs:** Reliefs of fewer than four men will be formed in single rank. If more than four men in two ranks, in streets or narrow places reliefs should always be marched in single rank. When marching in line the Corporal of the men will be on the right; when in file on the right of the rear file of men.

(4) Sentries Challenging:

They will challenge persons or parties approaching their posts when necessary for their safety. When doubtful as to whether person or party approaching is authorized to pass, or when it is ordered for a special reason (as in case of a sentry on a fortress or prison) or when countersign to be delivered.

Sentry will Challenge.

(a) Sentry.—Halt—Advance one, or (Halt—Advance one and give the countersign) at the same time coming to the position of "On Guard." Upon the receipt of the countersign or a satisfactory reply the sentry will say:—"Pass Friend, All's well," remaining On Guard until the person or party has passed.

(b) If the person challenged replies "Grand (or Visiting) Rounds," the sentry will call out, Stand "Grand (or Visiting) Rounds; Advance one and give the countersign," the sentry remaining On Guard until he receives a satisfactory reply. If satisfied, the Sentry will say "Pass Grand (or Visiting) Rounds." "All's well." Presenting arms for Grand, sloping arms for Visiting Rounds as they pass. When chal-

lenging is not necessary that grand or visiting rounds should inform the sentry as to their identity. If sentry is near Guard Room he will call, "Guard—turn out."

Guards Turning Out at Night.

- (1) If, as above, the Guard is turned out, they fall in at the slope with fixed bayonets, the Commander will order "Advance Grand (or Visiting) Rounds. All's well." To Grand Rounds he will present, to Visiting Rounds he will remain at the slope.
- (2) If no countersign, the sentry turns out the guard upon receiving the reply Grand (or Visiting) Rounds to his challenge.
- (3) If a countersign is to be given, a Corporal, or a Sergeant with a flank file of the guard, double out and halt about 10 paces from rounds, coming to the "On Guard" position as they halt and the N. C. O. challenges "Who comes there?" The reply will again be "Grand (or Visiting) Rounds." The N. C.

O. calls, "Stand Grand (or Visiting) rounds," "Advance one and give the countersign." Rounds then in a low tone gives the countersign, and the N. C. O. doubles to the guard commander, or an Officer or Senior N. C. O. for verification. If correct the Guard Commander calls out, "Advance Grand (or Visiting) Rounds, All's well." The file then doubles back to the guard, and rounds will advance to the guard, which will present arms to Grand Rounds.

SENTRIES.

1. When a sentry to be posted on a new position reaches his place he is ordered to halt and face in the required direction. The Corporal will then read and explain the orders to him, i.e.:

- (a) The object for which he is posted.
- (b) The front of his post.
- (c) Extent of his beat.
- (d) He must walk up and down in a soldierly manner.
- (e) He must hand over his arms to no one.
- (f) If a Sentry wishes to halt on his post he should do so in front of his shelter if any, failing that

in the centre of his beat, turn to his front, and stand at ease.

- (g) Refer all N. C. O's. below the rank of Sergt. and all men returning off leave to the Commr. of the Guard.
- (h) A sentry salutes by turning to his front and bringing his right hand smartly across upon the small of the butt, fingers and thumb to be straight. Sentries must not lounge or converse with anyone except on question of duty, on any pretence, nor may stand in sentry boxes in good or even moderate weather. When in sentry box, sentry salutes by coming to attention.
- (i) Upon the bugle blowing the sentry will shout, "Guard, turn out," at Reveille, Retreat and First Post.
- (j) A sentry should always, when addressed by anyone, turn to his front and answer questions courteously and soldierly.
- (k) Sentries turn out guards (K. & R. O.) on occasions referred to above under "GUARDS TURNING OUT."
- (l) A Sentry will prevent all unknown persons entering his territory without making sure he has good reason.

- (m) To allow no parcel to go in or out of the lines without ascertaining its contents.

Commander of the Guard Should:

1. Receive passes and enter time of receipt upon face of them together with initials. Passes to be sent to Orderly Room with Guard Report.
2. Arrest any soldier coming in drunk, a written report being made about the prisoner.
3. Allow no one but Guard and soldiers under arrest to remain in Guard Room and only officer of the day, or those with rations and clothing, to be admitted, rations and clothing to be inspected first.
4. Direct Orderly Bugler to sound at proper time.
5. Make out Guard Report.
6. Responsible for guard equipment and furniture.
7. Should be no drinking, swearing, gambling in guard room and no irregularities.
8. Place all men, if drunk, in close arrest.
9. Obtain proper charge report and if none forthcoming by the time his tour of duty expires report should be made.
10. Remove all harmful implements, money, jewels, etc., from prisoners. Boots should be removed except in very cold weather. Drunken soldiers in arrest should be visited by a N. C. O. at least every two hours.

11. See that Guard turns out on proper occasions and that guards and sentries pay the prescribed compliments.
12. See Prisoners are neat and clean and properly dressed when brought before C. O. or, if sick, they should be seen by Medical Officer.
13. Before receiving over soldiers in arrest should call over their names from the duplicate guard report.
14. See that no soldier in arrest or on guard obtains liquor.
15. Cause "defaulters call" to be sounded at uncertain times at least once an hour between Retreat and Tattoo. First Defaulters call should not be earlier than half hour after Reveille and the last at First Post, but should not be called when they are supposed to be in quarters, at meals, etc.
16. Have a list of defaulters and men on pass furnished him by Batt. Orderly Sergt.
17. Make out a report:
 - (1) Stating hours at which they visited their sentries.
 - (2) The hours they were visited by Orderly Officers.
 - (3) Name of every soldier confined during period on duty, with mention made of authority on which any soldier may have been released, also

a list or articles from the last guard; also each man's name; number of post on which he does sentry; hours during which he is posted should be entered in the report. Unusual occurrences during tour of duty should be reported instantly to officer of the day and noted in the report.

19. See that hot coffee is supplied guard at some period of the night.

SALUTING.

A. Without Arms:—

Bring the (right or left) hand smartly with a circular motion to the head, palm to the front, fingers extended and close together, point of the forefinger one inch above the (right or left) eye or touching the edge or peak of cap. Thumb close to the forefinger, elbow in line and nearly square with the shoulder and after a pause of two paces cut away the arm smartly to the side. See I. T. 1914, Sec. 18.

B. With Arms:—

Salute by carrying the right hand smartly to the small of the butt, forearm horizontal, back of the hand to the front, fingers straight, after a pause of two paces, cut the right hand away to the side. See I. T. 1914, Sec. 73.

Caution:—

When a soldier is carrying a rifle never salute to the forehead.

C. When in Uniform:—

(1) Never salute when in the Ranks. If spoken to by an Officer come to Attention.

(2) All Officers of any unit when in uniform or when recognized must be given a salute.

(3) WHEN PASSING an officer salute properly and smartly with the hand further away and turn the head and eyes in his direction. Salute on the third pace before reaching him and lower the hand on the third pace after passing him. When carrying a cane or small parcel place it under the arm nearer the officer before saluting. If two or three men are passing an Officer the time is taken from the man nearest the officer.

(4) IF STANDING, when an officer passes, turn towards him, come to attention and salute with the right hand at three paces distance, if carrying a rifle stand at attention only; do not salute with the hand.

(5) When approaching to speak to an officer halt and salute at two paces distance. If at the slope remain so unless detained by the officer when arms

may be "ordered." Before moving off or returning to the ranks a salute must be given.

(6) When appearing before an officer in a room a salute must be given but the headdress must not be removed.

(7) If standing without a headdress or when holding anything which prevents a proper salute, turn towards the officer passing and come to attention; if walking turn the head slightly towards the officer in passing.

(8) If two or more men are sitting or standing about, the senior non-commissioned officer or oldest soldier will face the officer, call the whole to attention and alone will salute.

(9) The headdress is always removed in places of worship and civic courts except in the latter case with a party under arms.

(10) The headdress must not be removed when acknowledging an acquaintance but salute with the hand. Do not take your hat off to Ladies when in uniform.

(11) Individual men meeting or passing a battalion or regiment must halt and salute the Commanding Officer, and the colours, if uncased. Similarly the body at a military funeral.

D. When Officers in Civilian Clothes:—

If recognized they are entitled to same salutes by individual soldiers as when in uniform.

E. When in Civilian Clothes:—

When in Mufti the hat should be raised to the Commanding Officer.

F. When riding a bicycle, driving a motor vehicle, pushing a wheelbarrow or riding on a vehicle:—

Turn the head smartly towards the officer. If driving a horse bring the whip to perpendicular position with right hand on thigh and turn the head smartly.

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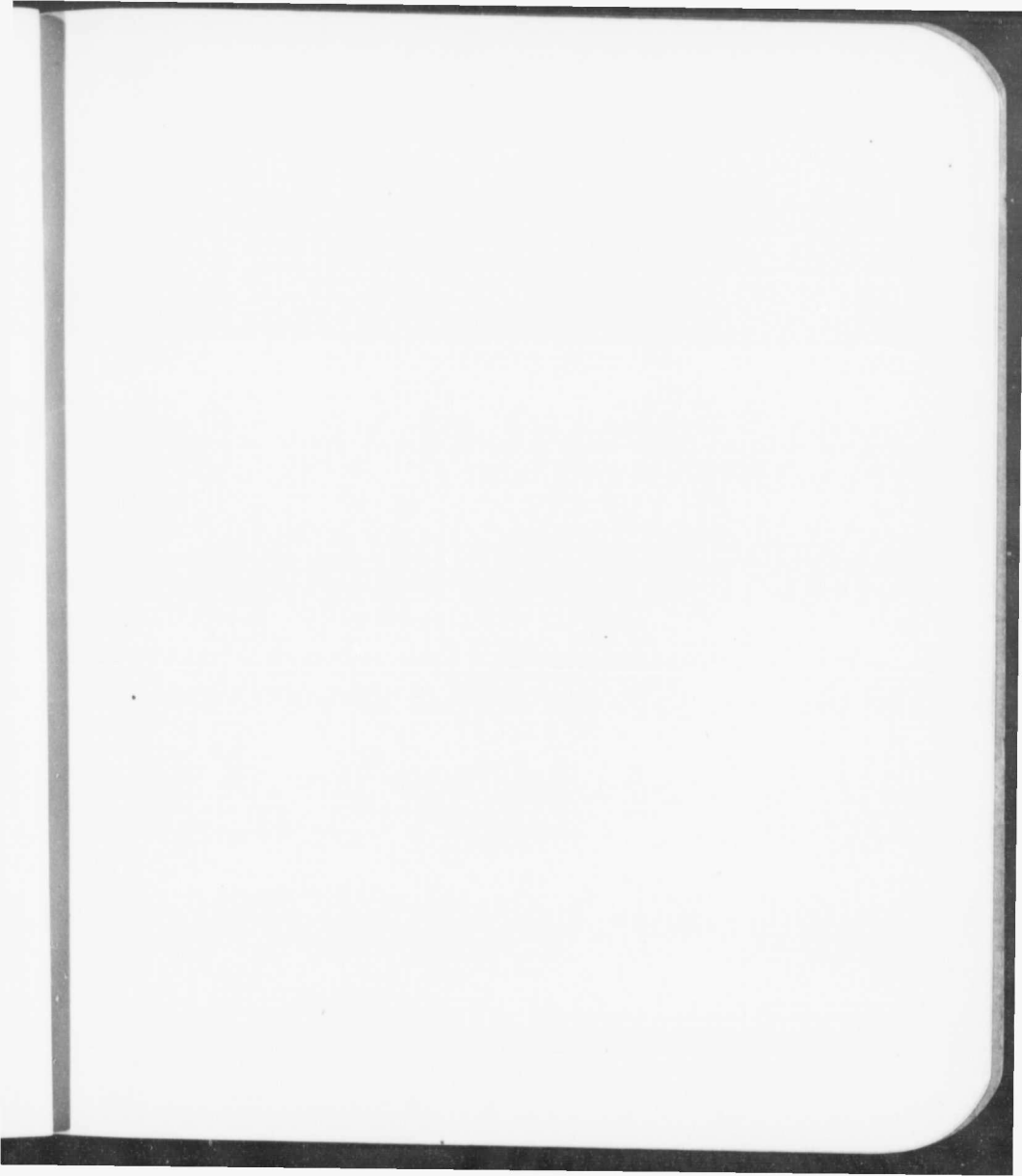
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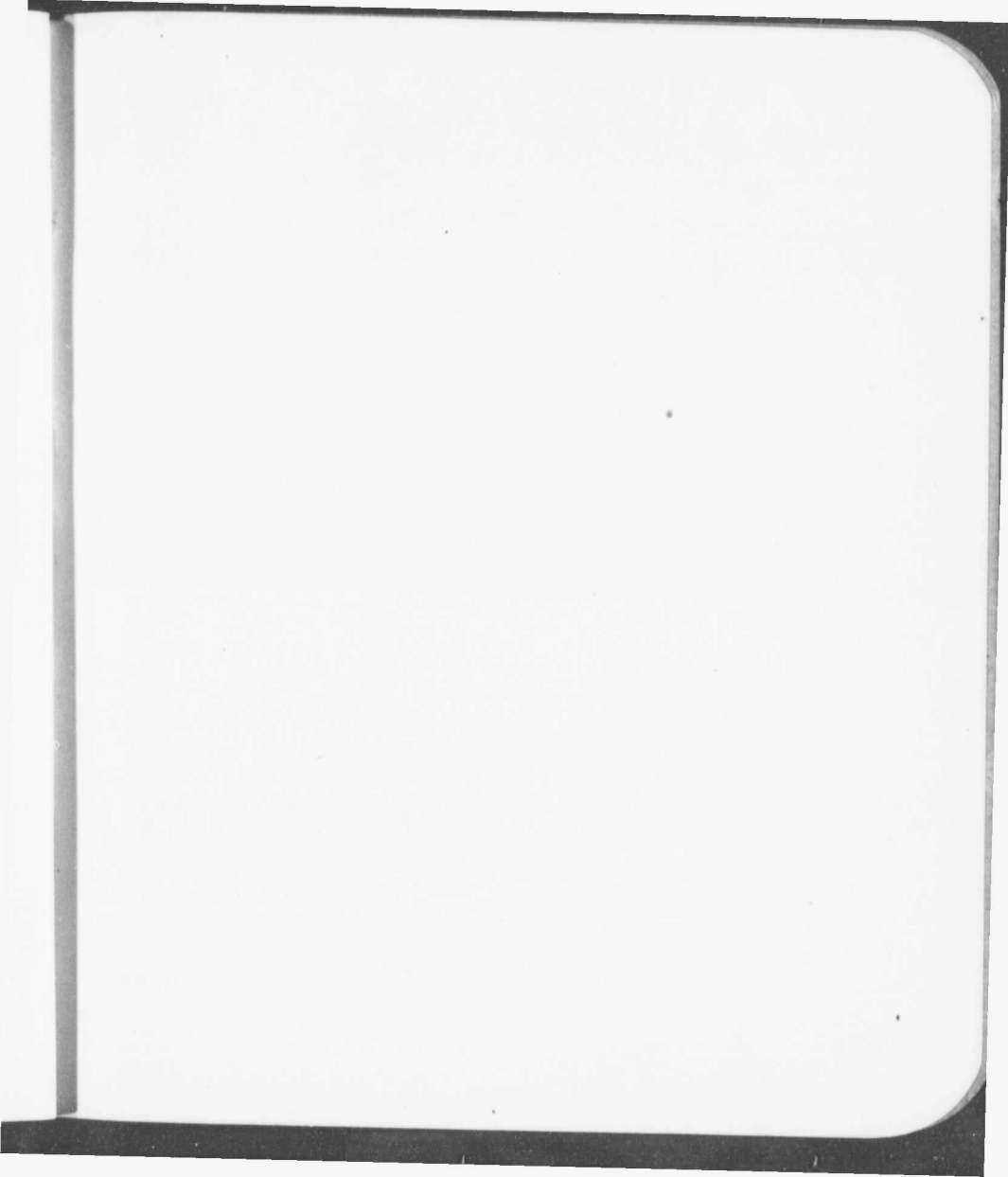
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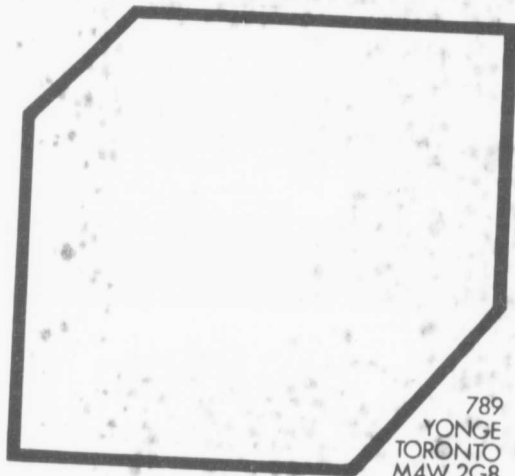
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