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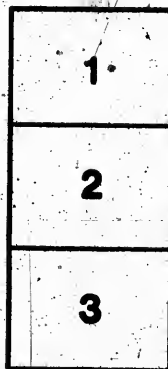
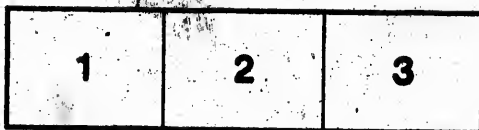
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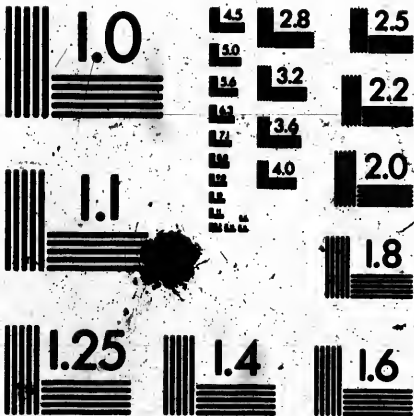
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THE DUTY
OF
NON-COMMISSIONED OFFICERS
—OF THE—
INFANTRY
WITH THE
NECESSARY REPORTS



BY
COLONEL
OF THE
INFANTRY

NON

55th

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Approve

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DUTIES

NEU
HAM
99128

—FOR—

NON-COMMISSIONED OFFICERS

—OF THE—

55th BATT'N A. MILITIA

WITH THE

NECESSARY REPORTS, &C.

Approved,

J. J. DUCHESNAY, Lt.-Col.,

D. A. G. 7th Military District.

By O. HUNTER,

Major and Adjutant

55th Batt. A. Militia

1891
PRINTED BY W. A. MOREHOUSE & CO.,
SHERBROOKE, P. Q.

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NON-COMMISSIONED OFFICERS.

1. The good conduct of a Regiment depends greatly on the active and zealous discharge of the duties required on the part of Non Commissioned Officers.
2. Their duty is rigidly to report every irregularity they may observe in the men, whether on or off duty; and never to permit insolence or reply from a soldier in the execution of their duty; they must on no account use vile or irritating language to him, and should above all things maintain a proper, equal and impartial authority.
3. No Officer or Non-Commissioned Officer should, under any circumstances, speak or parley with a soldier under the influence of liquor, but should have him immediately confined.
4. Any soldier refusing to obey an order lawfully given, or argues about the right or wrong of it, should be immediately confined and reported to the officer commanding the company.
5. Whenever a man is recommended for promotion, a specimen of his handwriting should accompany the recommendation.
6. Officers are strictly forbidden to reprove their Non-Commissioned Officers in the presence of their men, as such tends to weaken their authority.
7. Non-Commissioned Officers, through breach of discipline are not to be sent to the guard room, but placed under arrest in their camp or quarters.

8. Inefficient Non-Commissioned Officers are a nuisance with regard to the efficiency of a company, and officers should be careful in their recommendations.

9. The names of all Non-Commissioned Officers, on appointment, will appear in regimental orders.

SERGEANT-MAJOR.

1. He is the head of the Non-Commissioned Officers, and is chosen for his soldier-like qualifications, both with regard to conduct, discipline and aptitude appertaining to his office.

2. He keeps the roster of the Non Commissioned Officers and supervision of them, reporting any dereliction of duty to the Adjutant.

3. The duty rosters to be kept by the Sergeant-Major are these, viz.:

1. Non-Commissioned Officers, and number of men from each company for guard, escort or command.

2. Pickets.

3. Canteen duty.

4. Gate duty.

5. Tabular statement of Non-Commissioned Officers and men for daily fatigue duty.

4. He has to give out to the Orderly Sergeant at o'clock the orders and details for the following day; to parade the Orderly Sergeants and collect tattoo reports and report to orderly officer at last post.

5. The Sergeant-Major is more especially under the direction of the Adjutant, and will perform all the duties in the manner detailed to him by that officer.

STAFF SERGEANTS

1. Quartermaster Sergeant is under the special direction of Quartermaster, and will perform the duties belonging to that office.
2. Paymaster Sergeant under the Paymaster.
3. Hospital Sergeant under the Surgeon.
4. Orderly Room Clerk under the Adjutant.

COMPLAINTS.

1. Any Non-Commissioned Officer or soldier having a complaint will make it to the officer in charge of his company before bringing the same to the notice of the commanding officer of the Regiment.

2. Any one who makes the complaint and appears to be under the influence of liquor, or seeming excited and out of temper, should on no account be brought before the officer.

COLOR OR PAY SERGEANT.

1. The duties are various, and he is chosen for his fitness for the office, by the officer commanding the company.

2. He has to bring to his commanding officer's notice any dereliction of duty on the part of the non-commissioned officers and privates of the company, and report as well any irregularity in the same.

3. The following rolls should be kept by Pay Sergeants
viz:

1. A daily account of rations.
2. An alphabetical roll of the company.
3. Rolls showing the number of arms, accoutrements in the possession of the men.
4. A casualty state of the company, carefully noticing in the column of remarks, all changes that may take place in its strength.
5. A roll of Non-Commissioned Officers with the dates of their appointments.

STRIPES.

Sergeant-Major, 4 bars and crown on right arm.

Quartermaster Sergeant, 4 bars

Drum Major, 4 bars and drum.

Color Sergeant, badge with colors and one bar below.

Sergeants, 3 bars.

Corporals, 2 bars.

Sergeants' sashes are to be doubled longitudinally and passed over the right shoulder under the shoulder strap; the runner to be level with the belt, the ends of the tassels level and not to hang below the tunic.

REGIMENTAL ORDERLY SERGEANT.

1. The Regimental Orderly Sergeant is appointed daily for the purpose of looking after the good order of the barrack or camp; his term of duty lasts from rouse-sounding to rouse-sounding.

He parades the orderly sergeants of companies half an hour after reveille, and receives the reports, and ascertains from them if the men are all present or otherwise.

3. He will make a general sick report, to be given to R. O. Corporal, who will march the sick to hospital.

4. He will parade the Non-Commissioned Officers for their respective duties.

5. He will parade the Orderly Corporals and men for rations.

6. He will visit the quarters of the men and report any irregularity.

7. He will accompany the orderly officer in his rounds.

8. He will on no account leave the barracks or camp during his tour of duty.

9. He will see that all fires and lights are out at the proper time.

10. He will assist or attend to all other duties that apply to the duties of R. O. Sergeant, as the case may be.

11. He will send to the Sergeant-Major, at the close of his tour of duty, a report, &c.

REGIMENTAL ORDERLY CORPORAL.

1. He is warned for duty daily, same as R. O. Sergeant, and his duties are from rouse to rouse.

2. He will direct the orderly bugler to sound for orderly corporals at.....o'clock, and receive over from them all men reported sick, and all convalescents, with the kits of men reported sick, and march the men to the hospital.

3. He will accompany the Surgeon or Assistant, (if he thinks fit) in his visit to those in camp or quarters.

4. He will assist the R. O. Sergeant in all duties, when practicable, or any other, as the case may be.

5. He will on no account leave the barrack or camp during his tour of duty.

REPORT OF REGIMENTAL ORDERLY SERGEANT.

1. As Regimental Orderly Sergeant yesterday, I performed the following duties:—

2. I paraded the orderly sergeants at.....o'clock a. m. and received their reports; men all out of bed; and no smoking allowed during the night.

3. I Paraded the following non-commissioned officers for their respective duties:—

4. I saw the prisoners necessities to the guard room at o'clock.

5. I paraded the orderly corporals and men for rations at.....o'clock.

6. I went round the barrack room or camp at.....o'clock and found everything regular, or as the case may be.

7. I marched off the rations to the several guards, in charge of their respective non-commissioned officers.

8. I paraded the orderly sergeants.

9. I visited the cook houses at.....o'clock.....o'clock and found everything regular, or as the case may be.

10. I paraded the orderly corporals and men at..... o'clock and marched them to the cook house.

11. I visited the non-commissioned officers on gate duty at.....o'clock and found the names of defaulters on the gate board.

12. I shewed the orders to staff officers.

13 I saw lights out and dampers closed at the proper hour.

(Signed)Sergeant.

To the Sergeant-Major }
Battalion. }

**MEN FOR DUTY, THE ORDER IN WHICH
TO BE WARNED.**

1. Guard.
2. Escort or command parties.
3. Pickets.
4. Company Cook.
5. Regimental fatigues detailed from orderly room.
6. Company fatigues, such as stairs and passage orderly, ration carrier, &c.
7. Orderly men of rooms or tents.
8. The Sergeant-Major in detailing fatigue parties will name those first which are liable to be first wanted. Thus, a party required at 7 a. m. will be given out before one wanted at or not required till 9 a. m.

**FORM OF REPORT OF NON-COMMISSIONED ON
CANTEEN AND GATE DUTY.**

Sir,

We, the undersigned Non-Commissioned Officers, do hereby certify that we were on canteen or gate duty yesterday, at the hours specified opposite our respective names; and that the orders for non-commissioned officers on that duty were strictly carried out.

We certify that no defaulters entered the canteen under any pretence whatever.

We certify that from the opening till the closing of the canteen, one corporal remained present at or near the bar.

No.	Reg. No.	Rank and Name.	Co.	Hours on Duty.						Remarks	
				From	to	From	to	From	to		

To the Sergeant-Major }Corporal.
Battalion. }
Corporal.
Battalion.

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FORM OF PASS.

PASS.Regiment.
.....day of.....189...

The Bearer, No.....No.....Company
has permission to be absent from his quarters from.....
o'clock.....m. this day, till.....o'clock.....m. the.....
purpose of..... Recommended.

.....
Commanding No.....Co.

.....
Commanding Regiment.

Hour of return.....

.....Sergeant.
Commanding Regt. Guard.

All passes to be delivered to the Sergeant of the Guard
immediately after the Bearer's return.

Remarks
o

orporal.
orporal.
Battalion.

CRIME.

Captain.....'s or NoCo.

.....(Place and-date).....

No.....Private.....of No.....

or Captain.....'s company confined by order.

CHARGE—Absent from tattoo.....until.....
and returning drunk.

EVIDENCE—.....

(Signed)Captain

.....Battalion.

PAR 149, REGULATIONS AND ORDERS, FOR THE
MILITIA OF CANADA, 1879.

Gambling, either in Barracks, Camps or billets is strictly
forbidden.

All cursing, swearing of obscene language is strictly
forbidden.—Par. 164 R. and O., 1870

ACTIVE MILITIA.

CERTIFICATE OF DISCHARGE.

This Certifies that.....of.....
 County of.....Province of.....
 Dominion of Canada, aged.....years, served continuously
 in.....active militia of
 Canada, from the.....day of.....18.....
 to the.....day of.....18....., and is now
 discharged therefrom.

Dated at..... }
 the.....day of.....18... }

.....Captain

Commanding.....

.....Lt-Colonel,

.....Commanding.

Vide Par. 376 Regulations and Orders, Militia of Canada, 1879.

RATION RETURN.

Form 545 Regulations and Orders, Militia of Canada, 1879.

Distribution.	Number	Bread Rations.	Meat Rations.	Potato Rations.	Grocery Rations.	Forage Rations.	Fuel Wood Rations
Officers.....							
N. C. Officers and Men.....							
Horses.....							
Total							

.....
 Commanding.

Received the above from.....this day
 of.....18.....

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PARADE STATE.

Parade state of Captain.....or No.....Company.

.....18.....

Distribution.	Captain.	Subalterns	Sergeants.	Corporals	Buglers	Privates	Total.
Under Arms.....							
Pioneers.....							
Recruits at Drill.....							
Musicians.....							
Total on Parade.....							
On Duty.....							
Coming off Guard.....							
Sick.....							
Reg't Employ.....							
Leave from Parade...							
In Confinement.....							
Total Present.....							

.....Commanding

.....Company.

1879.

Fuel
Wood Rations

ng.

s day

