

THE GUIDE

A MILITARY MANUAL

— OF —

INTERIOR ECONOMY, DISCIPLINE, ETC.

OTTER

ORGANIZATION, ADMINISTRATION
AND EQUIPMENT

LANG

1916

TORONTO

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THE GUIDE

A MANUAL FOR

THE CANADIAN MILITIA

(INFANTRY)

EMBRACING THE INTERIOR ECONOMY, DUTIES, DISCIPLINE, DRILLS AND
PARADES, DRESS, BOOKS AND CORRESPONDENCE OF A BATTALION,
WITH REGULATIONS FOR MARCHES, TRANSPORT AND
ENCAMPMENT, ALSO FORMS AND BUGLE CALLS

TENTH EDITION—REVISED 1916

BY
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(RETIRED LIST)

*Honorary Colonel the Corps of Guides, Canada;
Honorary Colonel the "Queen's Own Rifles" of Canada;
Formerly Commanding the "Queen's Own Rifles" of Canada;
Later Commanding the Royal Canadian Regiment.*

IN WHICH IS INCLUDED FOR THE FIRST TIME THE
ORGANIZATION, ADMINISTRATION AND EQUIPMENT
OF HIS MAJESTY'S LAND FORCES IN PEACE AND WAR

BY
LIEUT.-COLONEL W. R. LANG, *m.s.c.*

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1916

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PREFACE TO FIRST EDITION

In submitting "The Guide" to the kind consideration of the Canadian Militia, I am led to hope that it may, to a certain extent, fill the place of that excellent Manual of Interior Economy, by Major F. E. Dixon, now out of print.

I have endeavoured to put in a concise and handy form such information as will, I think, be generally useful in the administration of a Battalion, not only in Barracks or Camp, but also during the ordinary drills at local Head-Quarters. For the latter purpose it may be said that very little knowledge or method is needed, but I hold the contrary opinion, and consider that the same discipline, regularity and order are required at home as on service; and moreover, that the best time to acquire and practice soldierly habits is when quietly parading for weekly drills. I do not, of course, suppose that opportunities will offer on these occasions for the practice of every detail here provided for, but a vast deal can be done towards increasing the efficiency of the Militia by a rigid adherence to the system and principles now set forth.

"The Guide" has been compiled from the following authorities, viz., King's Regulations, Army Act, Militia Regulations and Orders, Lord Wolseley's Soldiers' Pocket Book, Colonel Anderson's Manual of Military Usages, the Standing Orders of Her Majesty's 16th, 17th, 60th, 97th Regiments of Foot and the Rifle Brigade, to which I have added my own experience in the Active Militia of Canada, as a Company Officer, an Adjutant and a Commanding Officer.

Toronto, September, 1880.

W. D. O.

EXTRACT FROM MILITIA GENERAL ORDERS

HEAD-QUARTERS,

OTTAWA, 8th April, 1881.

General Orders (7)

MILITARY BOOK.

The Major-General commanding recommends to the notice of Officers Commanding Battalions and Corps, a book recently published by Lieut.-Col. Otter, Queen's Own Rifles, Toronto, entitled "The Guide," a Manual of Interior Economy, etc.

By Command.

(Signed) WALKER POWELL, Colonel,

Adjutant-General.

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CHAPTER I.

INTERIOR ECONOMY.

SECTION I.

BATTALION ORGANIZATION.

A Regiment, the best known and most common designation of a large body of foot soldiers or Infantry, is composed of one or more Battalions.

A Battalion is the recognized unit for Infantry and may consist of four, six or eight companies, each of a strength fixed, from time to time, as the exigencies of peace or war dictate.

In the British army eight was until recently the rule, but is now four, a change which does not however affect the total strength as the former establishment per company is doubled, thus practically maintaining the original complement of officers, non-commissioned officers and men.

In the corresponding arm of the Canadian Militia, this change has not yet been adopted throughout, but is voluntary, being left to the choice of units; the result being that while most corps recruited in cities are adopting the four company system, those drawn from rural districts adhere to the eight company as in the meantime best answering their organization.

Under these conditions some difficulty may be found in this book later on by the beginner, when the duties or functions of certain non-commissioned officers are defined, such as the Company sergeant-major, the Company quarter-master sergeant, and the Colour sergeant; again the division of the company into Platoons or into Sections, although in both instances, the confusion should be only temporary and soon mastered.

The command and administration of a battalion is exercised by an officer with the rank of Lieutenant-Colonel and to assist him are appointed :--

1. Administrative Staff.
2. Special Staff.
3. Company Officers.

The Administrative Staff consists of one or two Majors, Adjutant, Quarter-Master, Paymaster, Medical Officer and Chaplain, with a Subordinate Staff of Sergeant-Major, Quarter-Master Sergeant, Orderly Room Sergeant, Paymaster Sergeant, Pioneer, Stretcher Bearer, Band, and Provost Sergeants, also a Sergeant Bugler or Drummer and Sergeant Cook.

The Special Staff consists of a Musketry Instructor, Signalling, Machine Gun and Transport Officers, with a Sergeant for each, together with Signalling and Machine Gun detachments.

To each *Company* is assigned the following, according to the system adopted or authorized for the Battalion :—

<i>4 Company.</i>	<i>8 Company.</i>
1 Major or Captain.	1 Captain.
1 Captain.	2 Lieutenants.
4 Lieutenants.	1 Colour Sergeant.
1 Company Sergeant-Major.	3 Sergeants.
1 Company Quarter-Master Sergeant.	4 Corporals.
8 Sergeants.	1 Bugler.
10 Corporals	1 Pioneer.
4 Buglers.	30 to 47 Privates.
188 Privates.	

SECTION II.

PRIVATE SOLDIERS.

The Active Militia, being her first line of defence, Canada has to depend upon it for the suppression of all internal disorders, and, in case of sudden invasion or war, must look, for a time at least, to that force alone for protection.

Under these circumstances the citizen, whether his motive for enrolling be founded on patriotism, military ardour, a passion for display, or a desire for recreation, should bear in mind that from the moment he is attested he becomes a soldier and a servant of the state, and as such, parts for a time with the privileges of citizenship, having no will of his own, no liberty of action, i.e. unrestrained freedom of speech. This is,

no doubt, a severe trial to begin with, but it must be endured, for obedience and self-control are indispensable to his duties, and these can only be assured by the prompt resignation of all the license he may have enjoyed before entering the force.

He should understand that subordination, in the most exact signification of the term, is his first and greatest obligation, as without it he is more dangerous and vexatious to his friends than to his enemies; he degenerates into a brigand, and controverts the fundamental principles that gave him professional existence—the peace and safety of the commonwealth. By subordination, as by a universal intelligence, parts, apparently the most diverse and discordant, are operated on and combined in the strictest unison, with ease and advantage. The submission of the individual will produce uniformity and energy in the whole, and enable the directing power to work for the public benefit. By and under this beneficial influence immense bodies of undisciplined soldiers have been overthrown and destroyed by comparatively insignificant numbers of better instructed men, and surely none but the most infatuated can feel repugnance to obedience when calculated to ensure at once safety and conquest.

In a lecture recently given by that well-known and skilful officer, Field Marshal Lord French, he says:—

“We hear a good deal about the contempt of death evinced by the Japanese soldier, and his supposed fanaticism is made to account for his success. I think the reason is rather to be found in the splendid military spirit with which years of the highest order of peace training has imbued the Japanese Army as a whole. Each officer and soldier has learned to sink entirely his own individuality in his desire for the welfare and success of the general cause. It is the spirit which we must all try to emulate. As the strength of a chain is measured by its weakest link, so the efficiency of an army to-day must be dependent upon the extent and quality of military knowledge and intelligence which permeates the lower rank.”

Obedience is the first duty of a soldier, and should be rendered unhesitatingly; orders should not be questioned, nor the advisability of instant compliance with them be made a subject for discussion. The action of obedience should be mechanical in the quickness with which it follows the order received, while in the execution, the soldier can prove that he is something more than a mere machine by the intelligence he displays in executing it.

Soldiers should be obedient and respectful to all officers and non-commissioned officers, attentive to their duties, silent

when in the ranks, clean in their persons and careful of the condition of their arms, accoutrements and clothing.

No soldier should speak slightly or disrespectfully in any way of an officer or non-commissioned officer, nor reply when in the ranks if checked for neglect or irregularity. His thinking himself aggrieved will by no means excuse disobedience or disrespect, for his complaint, if made afterwards in a regular and respectful manner, entitles him to a fair hearing and immediate remedy (see *Complaints*).

Cursing or swearing, and the use of blasphemous or indecent language should never be indulged in. None but the most depraved minds can find pleasure in the use of expressions, coming under this category.

Drunkenness is not only a military crime, but renders a soldier utterly unfit to be trusted in the execution of any duty, consequently those guilty of this habit should be got rid of without hesitation.

SECTION III.

NON-COMMISSIONED OFFICERS.

The accurate execution of the greater part of the duties of a Battalion is dependent upon the capabilities of the non-commissioned officers.

The requisites for a good non-commissioned officer are sobriety, activity and zeal in the performance of duty, strict attention to the execution of, and obedience to, every order which may be given, vigilance and undeviating exactness in requiring from his juniors and the men, full and regular performance of all duties required of them. He should be particular in his dress and a constant observer of passing occurrences, that he may obtain a knowledge of the customs and rules of the service, and be thereby enabled to act with certainty and decision when placed in situations of charge and responsibility, while a knowledge of the disposition and temperament of those under him is an essential to his efficiency. He requires to be a good drill, able to write orders distinctly, and make out all returns and states correctly.

Non-commissioned officers should consider themselves upon duty at all times, and maintain a constant supervision over the men, particularly of their own companies; they should assist the recruits, tell them the best men to associate with, and, prompt, by their influence and example, the steady men and old soldiers to treat the recruits kindly, set forth to them the consequences of misbehaviour, teach them military habits, punctuality at all parades and duties, also the necessity of obedience to orders, and impress on their minds the maxim that, right or wrong, soldiers should first obey, and if aggrieved complain afterwards.

A non-commissioned officer should never, under any circumstances, speak to, or argue with a soldier under the influence of liquor, but at once take steps to have him placed in arrest.

A non-commissioned officer should never permit, even in joke, indecent, or blasphemous language to be used in his presence by any soldier, much less offend in this respect himself; he should endeavour to preserve good order and correct behaviour among the men at all times.

Non-commissioned officers should not connive at or conceal irregularities.

Non-commissioned officers should not refuse to take a soldier before an officer when asked, unless the non-commissioned officer himself is on duty, or the soldier is guilty of some offence for which he should be placed in arrest.

Promotion should depend entirely upon merit, and although length of service may give claim for consideration, it should give no claim whatever for advancement to positions for which the individuals are not otherwise qualified. Such men, therefore, as render themselves most conspicuous by their zeal and ability should always be promoted in preference to those who, although of older standing, do not display an equal degree of merit; seniority should only be considered where other qualifications are apparent.

The moment non-commissioned officers become careless or negligent in the discharge of their duty, however irreproachable their characters may be in other respects, they become unworthy of their rank and an injury to their corps.

Non-commissioned officers should never be employed personally on any duty on fatigue, nor be seen holding or leading a horse, carrying a bundle, basket, etc., nor appear in any position beneath the dignity of their rank.

The following positions held by non-commissioned officers and men of our Militia are *ranks* in the Infantry:—

- Sergeant-Major (Battalion).
- Quarter-Master Sergeant (Battalion).
- Sergeant-Major (Company).
- Quarter-Master Sergeant (Company).
- Colour Sergeant.
- Sergeant.
- Corporal.
- Private.

All other positions, such as paymaster sergeant, orderly room sergeant, band sergeant, sergeant drummer, sergeant piper, sergeant bugler, etc., are *appointments*.

A non-commissioned officer or private, on receiving an appointment, will thereupon be vested with the rank attached to that appointment, and such rank will be his permanent grade. The rank attached to any appointment is indicated in the title of such appointment; in the case of paymaster sergeant, sergeant bugler, etc., it is that of *sergeant*.

A soldier may be removed from his appointment by order of his commanding officer, and will, in that case, revert to his *permanent grade, remaining as a supernumerary in that rank* until absorbed into the first vacancy, always providing that if his grade is higher than a corporal he is qualified to perform the duties of the rank, if not, he should be reduced to lower rank.

When additional non-commissioned officers are required to assist in the discharge of company duty, corporals may be *appointed* to act as sergeants, taking precedence of all corporals, and private soldiers as corporals, taking precedence of all privates; these are termed *lance sergeants* and *lance corporals* respectively.

The permanent grade of a lance sergeant is *corporal*, that of a lance corporal is *private*.

An acting non-commissioned officer of whatever rank can be ordered by his commanding officer to revert to his permanent grade.

A non-commissioned officer reduced to a lower grade will take rank and precedence in the lower grade from the date of the signing of the original sentence of the court martial, or in case of removal by order of his commanding officer, from the date of such order.

Non-commissioned officers may, with the consent of their commanding officer, resign their rank and revert to the rank and position they formerly held, but they are not allowed to do so in order to escape trial by court martial, without the special sanction of higher authority.

Precedence of Non-Commissioned Officers.

Non-commissioned officers take seniority with one another as under, those bracketed together according to date of promotion or appointment: but those to whose titles an asterisk is prefixed are not entitled to assume any command on parade or duty except over such non-commissioned officers or men as may be specially placed under their orders. In matters of discipline, however, they will at all times exercise the full authority attached to their ranks.

RANK.	APPOINTMENTS.
1. <i>Sergeant-Major</i>	{ Regimental or battalion sergeant-major, if not a warrant officer.
2. <i>Quarter-Master Sergeant.....</i>	{ Battalion quarter-master sergeant. Quarter-master sergeant instructor (confined to permanent corps). *Orderly room sergeant when ranking as quarter-master sergeant.
3. <i>Colour Sergeant</i>	{ Company sergeant-major. Company quarter-master sergeant. *Orderly room sergeant when ranking as colour sergeant. Colour sergeant instructors (confined to permanent corps).

RANK.	APPOINTMENTS.
4. <i>Sergeant</i>	*Orderly room sergeant.
	*Paymaster sergeant.
	Pioneer sergeant.
	Sergeant of band.
	Sergeant bugler.
	Sergeant drummer.
	Sergeant piper.
	*Sergeant cook.
	Stretcher bearer sergeant.
	Signalling sergeant.
5. <i>Corporal</i>	Machine gun sergeant.
	Transport sergeant.
	Lance sergeant.
6. <i>Private</i>	*Corporal orderly room clerk.
	Signalling corporal.
	Lance corporal.
	Bugler.
	Drummer.
	Piper.
	Fifer.

Battalion Sergeant-Major.

For qualifications and responsibilities see Warrant Officers.

Battalion Quarter-Master Sergeant.

The battalion quarter-master sergeant is the immediate assistant of the quarter-master in all his various duties and should be a model of good conduct and respectability, likewise in possession of business knowledge.

He should be present at the issue of all battalion stores, rations, fuel and ammunition, and should superintend the removal of the same when necessary; also attend to the cleaning of barracks or camp grounds.

He should daily visit the cook-houses, or trenches, latrines, ash and refuse pits, and workshops, reporting any irregularity to the quarter-master; as well as attend barrack or camp inspections, to see that no improper charges are made against his battalion.

Under the supervision of the quarter-master, he should have charge of the camp equipage, the baggage and ammunition of his corps, together with the superintendence of the loading and conveyance of such when on the line of march.

The pioneers are under his orders.

Orderly Room Sergeant.

The orderly room sergeant is placed under the special charge and control of the adjutant; he should be responsible for the care and posting of the battalion books and records, a general superintendence of the assistant clerks, and all matters connected with the orderly room.

He should never speak of any business which may be transacted in the orderly room, nor allow any of the clerks under him to do so.

Paymaster Sergeant.

The paymaster sergeant is under the orders of the paymaster, whom he assists as a clerk.

Sergeant Cook.

The sergeant cook has the charge and supervision of the battalion cook-houses and company cooks, reporting to the quarter-master.

The appointment is a very important one as much of the comfort of the soldier depends upon his food, to say nothing of the question of economy both to the soldier and the public. He should be held strictly responsible that no part of the provisions are made away with, and that no person whatever enters the cook-house, except those on duty, that the building, boilers, and cooking utensils are thoroughly cleaned, and locked up.

Sergeant Drummer, Bugler, etc.

The sergeant drummer, fifer, piper or bugler is under the immediate orders of the adjutant; and should be held responsible that the drummers, fifers, pipers or buglers are instructed in every part of their duty, that their instruments are kept in good order, that they practice daily under his superintendence, so that each becomes proficient. He is also

answerable for their conduct and general appearance, and keeps the roster of their duties.

He should not permit drums to be beaten or bugles, fifes or pipes to be sounded other than duty calls, except under orders from the commanding officer, adjutant or battalion sergeant-major.

On parade he should take charge of the bands so far as relates to their movements during manœuvres, marches, or inspections, and in case of danger from restive horses, or similar cause, stop the music.

Stretcher Bearer Sergeant.

This non-commissioned officer should exercise immediate supervision of the stretcher bearers reporting to the medical officer, and possess a competent knowledge of stretcher drill and first aid.

Signalling Sergeant.

The signalling sergeant should assist the signalling officer in his special work, paying particular attention to the attendance of the signallers at practice and the care of their arms, equipment and clothing.

Machine Gun Sergeant.

Should assist the officer detailed to command the machine gun section, in the instruction of the detachment, and be made responsible for the care and cleanliness of the guns.

Pioneer Sergeant.

The pioneer sergeant is in charge of the pioneers, and should be, if possible, a carpenter, by trade. He should have a thorough knowledge of his own, as well as a general knowledge of other trades.

Provost Sergeant.

A non-commissioned officer placed in charge of the battalion detention room, also of the battalion police.

For duties see "*Provost Regulations.*"

Band Sergeant.

Should be responsible for the care of the music, clothing and equipment of the band which is not in use, and assume the duties of the bandmaster if the latter be absent, likewise assist him generally when present.

Transport Sergeant.

The immediate care of the animals, harness and vehicles of the regimental transport is entrusted to this non-commissioned officer, as well as the supervision of the men detailed for duty in connection therewith.

Company Sergeant-Major.

This non-commissioned officer, the senior of all others in a company, is in close touch with the commander and should necessarily be an example, possessed of tact, good temper, reliable, active and thoroughly competent for the many duties that devolve upon him.

He should be held responsible for the discipline, bearing, dress and smartness of those of his unit, the condition of their arms, rooms or tents, keep the duty roster and roll of the company, its pay accounts, casualty state, in which is noted all changes in its strength, and list of admissions and discharges from hospital. (See *Colour sergeant* also).

Company Quarter-Master Sergeant.

In the selection of this non-commissioned officer an aptitude for figures and method should be considered, as his duty lies in the receipt, issue and charge of clothing, equipment, necessaries and rations, the supervision of barrack furniture, bedding, rooms and passages of his company, and distribution of its washing, duties which entail the keeping of many accounts and books, and constant observation.

When kitchens are not grouped, then their care, together with the utensils, are added to his responsibilities. (See *Colour Sergeant* also).

Colour Sergeant.

Colour sergeants, who stand in the position of company sergeant-major and quarter-master sergeant, should be irreproachable in their conduct, zealous and attentive in the

performance of their duties, taking a pride in the cleanliness, soldierlike bearing and dress of the men of their companies, likewise in the good order of their barrack-rooms or tents.

Colour sergeants report direct to their company commanders upon all subjects connected with the administration and discipline of their companies.

They should be held responsible, that the "charge" reports of offenders are made out for the company commander's signature, also that the duty rosters of their companies are kept with the greatest exactness, and for the good condition of all spare arms and accoutrements.

They should keep the accounts between the men and the company commander, and attend at the taking or giving over of barracks to be occupied or vacated by their companies, the drawing or exchanging of bedding or barrack utensils, also at all barrack and kit inspections. On these occasions they should note all damages or deficiencies in the different rooms or kits. When a man is absent without leave, an inventory of his clothing and necessaries should be taken at once by the company orderly sergeant, and arrangements made with the colour sergeant for the safe custody of the articles.

The following accounts and rolls should be kept by colour sergeants to assist them in the discharge of their duties:—

1. The monthly pay and allowance list.

2. A daily account of rations drawn for the company, kept in tabular form in a book. All changes or casualties should be carefully noted down in the column for remarks. In the same book should be kept a roll of men admitted to and discharged from hospital or in detention, with the dates thereof.

3. An alphabetical roll of the company, showing date of each man's enlistment, age at original enlistment, country, religion, trade, and present height.

4. A company clothing roll, showing what articles have been issued to each man.

5. A roll showing the number of arms, accoutrements, etc., in each man's possession. In the column of remarks should be entered all damages to the arms, etc., which have been noted at any inspection, and to whom these are chargeable.

6. A miscellaneous book in which should be entered an account of the distribution of the company's bedding, showing the number of articles in each man's possession.

7. A distribution of the washing for the men.

8. An account of necessaries drawn from regimental store, giving the date of drawing, and the price of each article.

9. A casualty state of the company, carefully noting in the column of remarks all changes that may take place in its strength.

10. A list of men sleeping out of barracks.

11. A roll of non-commissioned officers, with the dates of their promotions.

12. An alphabetical roll of the company (including attached men) for muster parade, with the cause of absence from parade marked in ink opposite the man's name.

Non-Commissioned Officers in charge of Platoons, Sections, etc.

The non-commissioned officer in charge of a platoon, section or squad should be responsible for the good order of his men's appointments, and know the condition of every man's kit, what part of a man's necessaries are old and what new; also, what articles require repair, and that such things as may be marked for repair, at any inspection, are treated accordingly. If a man's appointments are out of order or not properly cleaned he should set him to work at them after parade, and not permit him to leave the barrack-room, except on duty, until they are in a proper state.

All damages and losses in barracks, rooms, or tents should be traced to the individuals and reported to the company quarter-master sergeant or colour sergeant; general charges for barrack damages are to be avoided as much as possible.

He should report every occurrence of importance to the company sergeant-major, quarter-master sergeant or colour sergeant as the case may be, and the officer in charge of the platoon or half company. When the inventory of an absentee's kit is made he should be present.

The non-commissioned officer in charge of a room or tent should keep the roster for the orderly men of his section or squad, and be held responsible that the room or tent is thoroughly cleaned, swept and ventilated, the beds properly folded, and everything in order within half-an-hour after *Reveille* sounding. He should inspect each man's berth on these occasions, and see that the accoutrements and clothing are all arranged according to orders. He should see that a correct roll of the men of his room is suspended at all times behind the barrack-room door, and that the men sit down to their meals properly dressed. He should see every man in bed, the water-can filled with water, and every precaution taken against fire by the time *Lights out* is sounded.

The non-commissioned officer in charge of a platoon, section or squad not quartered in barracks or camp, should keep a book containing the names (residence and business address), age, height, date of enlistment, etc., of the men in his platoon, section or squad, and be responsible that they are warned for parades and other duties, as well as having a general supervision over them as already described.

SECTION IV.

WARRANT OFFICERS.

The position of warrant officers is inferior to that of all commissioned officers, but superior to that of all non-commissioned officers. They are appointed by warrant signed by the Honourable The Minister of Militia, and hold rank during pleasure. In the Active Militia they must serve a probationary term of three years before promotion to warrant rank, unless such as have held warrant rank in the regular army.

In the matter of discipline warrant officers come under the same regulations as officers.

PRECEDENCE OF WARRANT OFFICERS.

RANK.	APPOINTMENTS.
<i>Warrant Officer</i> . . .	{ Sergeant-major. Bandmaster.

Battalion Sergeant-Major.

The battalion sergeant-major takes precedence of all other warrant or non-commissioned officers. His position being one of the greatest responsibility and importance he should be treated with every possible respect, and must be addressed by those under them in the same manner as officers, but will not be saluted; when, however, non-commissioned officers or privates are speaking to him, they should stand *at attention*.

As the well-being of a battalion depends so much upon his conduct, he should be a man of sound sense and judgment, of a good temper, and kind, but firm in the execution of his duty; he should possess an intimate knowledge of the characters and capabilities of all the non-commissioned officers and a general one of the men.

He should so conduct himself as to merit the respect of every individual in his battalion, and be an example of activity and soldierlike conduct.

He should keep the roster of all battalion duties for the non-commissioned officers; gives out to the orderly sergeants of companies the orders and details of duties for the following day; parades all guards, escorts and piquets for the inspection of the adjutant, and at *Tattoo* parades the orderly sergeants of companies and collects their reports, reporting to the orderly officer on duty; he also attends at the orderly room with prisoners.

He should keep accurate lists of defaulters, seeing that they do not escape the punishment awarded, and that they are properly drilled and dismissed at the hour appointed. He should cause a list of all men confined to barracks to be posted in the guard-room, the canteen, and at the gate, also ascertain that the written orders for the guard are perfectly legible.

He is the assistant to the adjutant, under whose immediate orders he acts, and while avoiding interference with the interior discipline of the companies, he can be of immense service by a general watchfulness, bringing to the notice of that officer any departure from regimental orders in the conduct of fatigues, guards, sentries, escorts, drills, dress or demeanour.

The sergeant-major is entitled to a batman (*see Servants*).

An assistant to the sergeant-major may be appointed when the duties are very heavy, and in such cases the senior company sergeant-major or colour sergeant is usually selected.

Bandmaster.

The bandmaster should be the sole instructor of the band, subject only to the directions of the commanding officer and president of the band committee; no others interfering either in the practice or public playing of the band.

The bandmaster should make such suggestions to the president of the band committee as he may consider of advantage or necessity, with a view to their being forwarded to the commanding officer.

He should have charge of the clothing, appointments, music and instruments, being responsible to the committee for their safe keeping. He should inspect the instruments at regular periods, reporting whenever an instrument is broken or out of order, and be particular in the care of the music, not permitting any copies of it to be taken or used without the special sanction of the commanding officer. He should have a sergeant to assist him in his duties.

For the discipline of the band he is also responsible, reporting, however, to the adjutant, when its administration is required.

SECTION V.

OFFICERS.

The late Field Marshal Lord Wolseley said "An inefficient officer is a swindle upon the public."

It is necessary that an officer should be well informed on the subject of his duties and appreciate his responsibilities.

The first step of a young officer should take towards qualifying himself for command is to learn to obey, and to yield readily to the knowledge and experience of his superiors.

Example is a duty of high importance in every degree of life; and in none of more utility and consequence than in a military organization. This consideration is earnestly recommended to all officers. *It is their example that regulates and determines the behaviour of the non-commissioned officers and men.*

The most scrupulous punctuality, as to time and place, is an absolute necessity in any military duty.

Officers should endeavour to procure for themselves the confidence of the soldier in every respect. This is only attainable by attention to his real wants, by studying his character and treating him accordingly, by preserving a ready and regular discipline, by the dispensation of reward and punishments with certainty and impartiality, and by showing a decisiveness and fixed rule of action in every matter. Inconsistency and indecision can never command the respect and confidence of the men.

Officers should willingly and patiently hear any complaint which may be made in a respectful and proper manner by any of their men, and, if possible, apply a remedy, or, in more serious cases, report to the company commander who, if necessary, will report to the commanding officer. A soldier should be always made to feel that his complaint, when well founded, will not be made in vain. Officers, however, are not to permit groundless and malicious reports to pass uncensured; where malice is apparent, particularly when the complaint is against a non-commissioned officer, the person making it,

together with his aiders and abettors, should invariably be punished. Officers to whom complaints are made should sift the matter thoroughly before taking action.

An officer should never discourage a well-behaved man from at any time seeking his friendly counsel and advice. Such terms between a superior and a subordinate, who from his conduct is entitled to respect, are unlikely to lead to abuse, but rather to a feeling of confidence and general efficiency.

Officers should be careful and anxious to preserve and uphold, by every means in their power, the authority and responsibility of the non-commissioned officers; no good can ever result in lessening them in their own or the men's estimation; rather than subject them to severe and public reprimands, steps should be taken to have them reduced, for a non-commissioned officer who will not be attentive to the admonition or advice of his superior is unworthy of his position, and the sooner he is removed from it the better for all concerned.

Officers should at all times insist in making each individual do his own duty. No sergeant is ever to be required to perform any duty which ought to be done by a corporal; neither is an officer to allow a corporal to put his duty upon a private; each must do his own. The chain of responsibility should never be broken.

Officers should consider it a material point of duty to pay strict attention to the appearance and conduct of the non-commissioned officers and men, both on and off duty.

Officers should at once take notice of any slovenliness they may observe in guards, piquets, reliefs, fatigue parties or sentries. They should never permit any man to appear improperly dressed, or dirty in his person, or awkward or slovenly in the street, whether of their own or another battalion, without noticing it, nor should they ever permit a soldier to pass without saluting, or allow a non-commissioned officer or private, when talking to them, to stand in a lounging or unsoldierlike manner.

Officers should be very careful not to reprimand or even speak to a man in liquor more than is necessary in placing him in arrest, because it can have no good effect. A man in that condition is often led to a reply, or insolence, which is impossible to overlook.

Officers should never suffer an answer to be made to an observation upon parade or when under arms. The soldier who behaves in so disrespectful a manner should be immediately checked.

Officers should always encourage and promote as much as possible healthful amusements amongst the men, and they cannot take too much pains to instil into their companies a degree of emulation and pride peculiar to each respectively, encouraging their men to take immediate cognizance themselves of irregularities reflecting on all. By encouraging such a spirit much will be done towards enhancing respect for the Militia force.

Officers are specially enjoined to avoid making adverse remarks on any military order or regimental topic within the hearing of junior officers, non-commissioned officers, soldiers or servants, a practice which is at all times injurious to good order and military discipline.

The senior combatant officer present on parade, at mess, or on any other occasion, is held responsible that no irregularity or impropriety passes unnoticed by him; if such occur, he should immediately take proper steps to check or correct.

It is the duty of every officer to see the battalion orders daily, as no plea is admissible for ignorance of this regulation.

Officers should at all times appear dressed in accordance with the rules of the station or garrison in which they may be serving; an officer cannot be too particular in the observance of such regulations.

If the character or conduct of an officer should be publicly impugned, he is bound within a reasonable time to submit the case to the commanding officer, or to other competent military authority, for investigation.

For officers the *ranks* recognised in a battalion of Infantry are:—

Lieut.-Colonel.

Major.

Captain.

Lieutenant (often designated "Subaltern").

These ranks are called "*substantive.*"

"*Brevet*" rank is that conferred for special or long service and is rated higher than that for which pay is received.

"*Honorary*" rank is that given to officers whose duties are entirely of an administrative character and do not necessitate presence in the fighting line.

The term *Field Officer* applies only to those having the rank of Lieut.-Colonel or Major.

The *appointments* in a battalion of Infantry are adjutant, paymaster, quarter-master, medical officer, musketry instructor, etc.

Commanding Officer.

A commanding officer (see powers of a commanding officer) is held responsible to his Sovereign for the maintenance of discipline, efficiency, and a proper system of economy, in the unit under his command; he should exact from officers and men the most implicit obedience to regulations, and not only enforce by command, but encourage by example, the energetic discharge of duty, and the steady endurance of the difficulties and privations which are inseparable from military service.

His authority within his unit is paramount under all circumstances and in every situation of service; he should give his best attention to promote a good understanding amongst the officers, by advice to the young and inexperienced, by timely interference to prevent disputes, and by taking immediate notice of any conduct likely to interrupt the harmony of the unit; he should explain to the officers in the most forcible manner the consequences of allowing themselves to be misled by erroneous notions and false principles of honour, and he should endeavour in the event of any dispute or difference arising, to become the arbiter, and induce all concerned to accept his decision as final.

Courtesy among military men is indispensable to discipline. Commanding officers should not only bear this in mind, but they should inculcate the principle in those under their command. Whenever it becomes necessary, in order to check carelessness or neglect of duty, admonition or reproof (unless the occasion demands public example) should be conveyed privately, and whenever it is desirable to reward the zealous

and the worthy, the fitting acknowledgment of praise should be bestowed in public.

The commanding officer should discountenance any disposition in his officers to gamble, and also check any approach to practical joking.

The commanding officer should take frequent opportunities of personally examining the officers—more particularly the subalterns—upon every point connected with their duties in the Field, the Regulations and Orders, the Manuals for Training and the Interior Economy and Discipline of a Company.

He should see that officers are practically instructed in the duties of piquets and outposts, in the mode of conducting patrols, scouting, topography and in the construction of field-works.

He should direct the majors and captains to take command of the parade, and in his presence exercise the Battalion.

The instruction and improvement of his men also form a most essential part in the supervision of a commanding officer.

Whenever armed parties are called out for the performance of any unusual duties, commanding officers should personally ascertain that the officers in charge are fully acquainted with all orders and directions that bear on the service they may be called upon to perform.

Commanding officers are immediately responsible and accountable for all public stores of whatever description belonging or appertaining to the units under their command, and should by inspections assure themselves that such are complete as well as in a serviceable condition.

They are responsible for the correct receipts and issue of all supplies, for the accounts of the officers and sergeants' messes, the band, regimental institute and workshops.

Commanding officers should cause every order and circular issued for general information and guidance either to be republished in battalion orders or otherwise circulated throughout the corps, and thus afford all officers under their command every facility for becoming acquainted with the

current changes in the regulations and orders. Ignorance of published orders should never be accepted as an excuse for their non-observance.

An officer in temporary command should not promulgate any Standing orders, or alter those already in existence without a reference to the officer under whose immediate command the corps may be placed ; on the other hand, the commanding officer, when absent from his corps, is not justified in issuing battalion orders.

Majors.

Nothing more essentially tends to the maintenance of regularity and good order than that system or chain of responsibility which should extend from the highest to the lowest grade. With this view a battalion, if with two majors, is formed into half battalions, and the companies composing them respectively placed under the immediate superintendence of a major, who should report to the commanding officer as to their state and condition. The senior of these is generally termed "*second in command.*"

It is of importance that the majors should at all times make themselves thoroughly acquainted with the professional abilities of the officers placed under their immediate charge, so as to assist the commanding officer in the appreciation of the merits of those in his command.

They should also be responsible for the instruction of all young officers who may come immediately under them and extend to these such advice and encouragement as they may seem to require.

The special duties of the majors are as follows :—

1. To maintain a general superintendence of the companies relegated to them.
2. To check immediately any deviation from, or neglect of orders.
3. To superintend all drills and enforce a rigid attention on the part of every one thereto.
4. To observe whether officers adhere to regulation in their dress and appointments.

5. To visit the barracks or lines constantly, seeing whether the rules as to the order and cleanliness of the rooms or tents, passages, barrack-yard, camp lines, etc., are being observed.

6. To exercise supervision over the regimental institute and sergeants' mess.

Adjutant.

The adjutant should generally assist the commanding officer in his duties. He is to be considered as the "mouthpiece" of the commanding officer, and orders given by him to any officer of whatever rank, or seniority, under the commanding officer's authority, are to be obeyed with the same alertness as though delivered by that officer in person.

He should, however, be careful in his bearing towards officers of senior rank, making it quite clear when issuing orders to them that such emanate from the commanding officer, even though they may not have done so directly.

He should be answerable for all the orderly room work, books, returns and orders, and has under his especial direction the battalion sergeant-major, the orderly room sergeant, sergeant drummer, bugler, etc., and provost sergeant. He should regulate all duty rosters; that of the officers being under his especial care.

He should be responsible for the discipline of the buglers, fifers, etc., and take charge of all the battalion drills, but at which only officers who are his juniors in the battalion need fall in. Should it be necessary for an officer senior to the adjutant to fall in at his drills for instruction, another officer senior to all should be present.

The drill of all recruits and young officers should be under his special direction.

The adjutant should pay particular attention to the instruction of the non-commissioned officers, holding frequent catechetical examinations, with a view to the selection of those best fitted for advancement. He should also inspect them, together with the band and buglers, before every commanding officer's parade.

He should enter into the characters and dispositions of the non-commissioned officers and men of the battalion, so as to

be able to assist them with advice and information, when he perceives defects; and that he may be qualified to recommend the most deserving for advancement when occasion offers.

He should be the first to set an example to officers and men in dress, obedience to orders, punctual attendance at parades, alacrity, alertness, and unceasing attention to all the duties of a soldier.

The dress, appearance, and carriage of the men, both on and off duty, should be particularly attended to by him.

He should parade and inspect guards, and armed parties proceeding on duty, which will then be handed over to the charge of the proper officer.

He usually acts as prosecutor at courts martial, when he should be prepared, if necessary, to answer to the character of the accused, or any other particulars which may be required, taking care that the accused and evidence have been previously warned, and that everything is in order so as to prevent unnecessary delay. He need not, however, be present at courts of inquiry and investigations of that nature unless required.

The adjutant should be constantly vigilant and careful that the orders are attended to and obeyed with the most scrupulous exactness. He should be active and persevering, never taking for granted that anything is right, but constantly seeing that it is so; informing the commanding officer, when he finds neglect or irregularities which it is not in his power to correct.

Although the adjutant should not interfere in the interior arrangement of companies, it is his duty to take notice of all deviations from the orders, or any irregularities he may observe on the part of the officers, non-commissioned officers or men.

There is, in fact, no circumstance in which the administration or discipline of the battalion can in any way be concerned which the adjutant should think foreign to his observation, and its general efficiency will best evince his zeal and ability.

When the adjutant is on leave another officer should be named to take his duty, unless such absence is temporary, when it may be performed by the orderly officer.

Assistant Adjutant.

It is not unusual to appoint an assistant adjutant who generally assists the adjutant and musketry instructor in the training of young officers and recruits.

Musketry Instructor.

This officer should take charge of the arrangements for musketry in so far as the targets, markers, and records are concerned, but not interfere with the company officers in the actual training of their men save under special circumstances or definite instructions from superior authority. Extra pay is given for the duty but special qualifications are required.

Signalling Officer.

The signalling officer should take charge of the battalion signallers, and be responsible for their instruction and the care and condition of the signalling equipment. He also requires special qualifications.

Machine Gun Officer.

This officer should be responsible for the instruction of the machine gun section and care of these weapons; and to carry out such duties properly he must be well qualified.

Transport Officer.

In all movements a subaltern officer should be placed in charge of the battalion baggage, baggage guard, and transport equipment, and upon him falls the duty of seeing that the wagons are correctly loaded under the superintendence of the quarter-master, that the horses are harnessed and hooked in, and ready for marching at the proper time, that the order of march is strictly carried out, that no unauthorized loads are placed on the wagons, that stragglers do not mount them, and that the drivers and horses are not ill-used. He is also responsible that a list of stores is in each wagon; reporting both before and at the end of the march to the commanding officer that everything is regular or otherwise.

Great care and judgment should be used in the selection of this officer, as the duties are very difficult, requiring activity, perseverance, good temper and ingenuity.

Paymaster.

Paymasters, where appointed, are strictly prohibited from applying public money to any purpose not authorized by the regulations of the service. They are not on any pretext, or in any shape whatever, to advance, lend or exchange any sum for which they are accountable, nor are they directly or indirectly to derive any benefit from their position, beyond their regular pay and allowance.

It is a paymaster's duty to bring to the notice of his commanding officer any improper or unnecessary issue of pay or allowance.

He should see to the preparation of nominal rolls, the calling of such at muster parades, and checking and certifying to the correctness of the pay lists as made up by the officers commanding companies, before they are forwarded to the commanding officer.

The paymaster should not be a member of the officers' mess committee.

Paymasters on appointment are given the honorary rank of lieutenant; if qualified that of honorary captain, and after ten years' service that of honorary major.

Quarter-Master.

The appointment of quarter-master is one of at least as great importance to the comfort and health of the soldier as that of the medical officer. The services of the latter are only required in exceptional cases, to repair health which has been injured. The labours of the former concern every man in his battalion, and his duties require a clear head and untiring assiduity. Commanding officers should therefore be most careful in the selection they make for the post.

The quarter-master should receive and take charge of all stores of every description belonging to or for the corps and issue them on indent, as may be authorized or required.

He should superintend the issue of all provisions, forage, etc., though not deal with the *quality* of supplies, but solely with the gross *quantity* to be received, and subsequent battalion distribution, after they have been duly passed.

He should give timely intimation to the commanding officer when a supply of clothing or necessaries is required, in order that the regimental committee (a field officer and the officers commanding companies) may be assembled to estimate the probable quantity and description required.

He should be present at the fitting of clothing, and is responsible that it is according to regulation.

The workshops, wash-house and fire department are under his charge; the latter he should see is exercised regularly.

He should be responsible for the cleanliness of the camp or barracks, also for all repairs and deficiencies, to ascertain which full inquiry must be made, and, when necessary, the damages assessed.

He has the superintendence of the conveyance of the baggage of his corps, when on the march, and attends to the loading of it. One or more fatigue men per company with non-commissioned officers in proportion, should, if necessary, be placed under his orders to enable him to execute this charge. Upon the receipt of a route for the moving of the battalion, or a detachment, he should immediately give notice to the proper authorities and procure wagons, or other conveyance for the baggage; the regulating of which, both previous to, and during the transfer, demands his particular attention.

He should keep, in a guard book, copies of all circulars, etc., connected with his department, which may be received from time to time, a letter book containing an impression of all letters written by him. All articles issued should be by indent, signed by responsible officers, and countersigned by the commanding officer, while for stores returned a receipt should be given or taken as the case may be.

A Stores Ledger showing the distribution of arms, clothing and equipment (see *Form 33*).

In barracks or camp, where food supplies are received and issued, special books and forms become necessary.

Quarter-masters on appointment are given the honorary rank of lieutenant, if qualified that of honorary captain, and after ten years' service, that of honorary major.

Medical Officer.

The general health of the officers and men of a battalion as well as sanitation are under the direction of the medical officer, who is the surgeon of the unit; but while charged with the duties now enumerated, he is not responsible for the sick in hospital, who are under the immediate care of an officer of the Army Medical Corps. He is, however, allowed access to men of his battalion at suitable hours, and, if an officer of the Army Medical Corps is not available, may be detailed for their care.

The medical officer should make a periodical inspection of the whole of the non-commissioned officers and men of the battalion at such times as may be appointed, for the purpose of ascertaining whether any disease exists; if so, he should report to the commanding officer. On these occasions the parade should be in bare feet, trousers turned up to the knee, chest and arms bared.

He should visit the messes of the men and married men's quarters frequently, the soldiers in the barrack detention rooms daily, and see those reporting sick, with a view to pronouncing upon their fitness for hospital or otherwise; communicating with the commanding officer on all points connected with such.

He should report as soon as possible to the commanding officer any accident or circumstance which may occur connected with his responsibilities, and whatever appears to him as being either detrimental to the general health of the men, or likely to be beneficial to it. He should examine the guard and barrack detention rooms, to see that they are kept in a sanitary condition.

All soldiers in arrest or detention for trial by court-martial should be medically inspected by him.

Whenever a soldier is reported too ill to be taken or sent to hospital, he should also be visited.

He should examine all recruits on their joining the corps, and report his opinion of them.

The instruction of the battalion stretcher bearers is under his supervision.

He should attend all parades for target practice, and field-days with blank cartridge.

Upon the receipt of a route for the march of a battalion, he should immediately send to the orderly room the names of such men as it will be necessary to leave behind on account of illness.

At manœuvres or on the line of march he is responsible for the discipline of the men taken into the ambulance wagons under his charge.

The medical officer is exempted from serving on Courts of Inquiry or Boards (except Medical), from sitting as president or vice-president of the regimental mess, and from drill parades.

Company Commanders.

Every officer commanding a company is charged with the arms, accoutrements, ammunition, clothing, and other public stores, belonging or appertaining to the unit under his command, and for which he is accountable in case of their being lost, spoilt, or damaged, not by unavoidable accident, or actual service.

He is in like manner responsible for the drill and training of his company, also that the men's messes, clothing and necessaries are satisfactory and maintained in good order.

The utmost attention is required from officers commanding companies to the cleanliness of the men, the condition of their clothing, arms and accoutrements, and also to the state of their barracks or quarters.

A company commander is responsible that all cash payments made to a soldier, and all stoppages, etc., made from time to time, are recorded in the cash book and ledger, as well as for the safe custody of all monies received on account of his company, and for its being expended in conformity with regulations.

They should daily visit their companies' quarters or depute a subaltern to do so, paying particular attention to the comfort of their men under every condition or situation. Visits to men in hospital should be looked upon as *imperative*.

Company commanders should personally inspect the men's kits at such times as they, or the commanding officer, may think necessary, and superintend the fitting of all clothing.

They should attend rifle practice with their companies, and make themselves equally acquainted with the principles of musketry as with drill and manœuvre.

Company commanders are enjoined to instruct young officers appointed to their companies in all the details for the interior management of the company; they are expected to be acquainted with the name, character, and all particulars respecting every man of the company.

Recommendations for promotion and indulgence of every kind should come through company commanders to the commanding officer.

Company commanders should never award a soldier punishment merely on the bare statement of a non-commissioned officer. They should personally inquire into the case, and dispose of it in the presence of the man.

When an officer takes over the command of a company he should satisfy himself that the arms, stores, etc., are correct, and a certificate is to be sent in to the orderly room stating that the company has been correctly delivered over.

The books to be in the possession of every company commander are specified in Chap. VI., Secs. 2 and 3. They should be produced in the orderly room at inspections, tied together, with the officers name attached to them.

All books and records provided him at Government expense should be handed over on retirement, exchange or promotion.

Conduct books should always be in the actual possession of company commanders.

All returns or states required from companies should be signed by the officer commanding the company, who is responsible for the accuracy of them.

Lieutenant (or Subaltern).

In order to establish that claim of responsibility so much enjoined in the King's Regulations, and to assign to each officer an object to which his attention is more particularly

to be directed, a lieutenant is detailed for the special charge of each platoon in a four company or each half company in an eight company battalion, and if not sufficient subalterns available to carry out this distribution, then the charge of larger numbers falls to the lot of those at hand.

The officers to whom these smaller bodies are entrusted become responsible for the cleanliness of the men as regards their persons, clothing, arms, accoutrements, and quarters, and should be in possession of a roll containing the names of their men, the number of each man's arms, accoutrements, great-coat, etc.

When not on permanent service to these particulars should be added the civil employments and addresses.

A subaltern appointed to the command of a company becomes charged immediately with the whole of the responsibilities of a company commander.

SECTION VI.

GENERAL ADMINISTRATION.

In an eight company battalion the primary division is into half battalions, each under the charge of a major, who superintend the companies of their respective half battalions, reporting to the commanding officer.

Irrespective of composition, the staff and special officers, viz., adjutant, quarter-master, paymaster, medical, musketry, machine gun, signalling and transport officers, report to the commanding officer.

Of the subordinate staff the battalion sergeant-major, band-master (for discipline only), sergeant drummer, sergeant bugler, etc., orderly room sergeant and provost sergeant are under the immediate orders of the adjutant.

The battalion quarter-master sergeant, sergeant cook, and the pioneer sergeant come under the orders of the quarter-master; the stretcher bearer sergeant, of the medical officer,

and the machine gun, signalling and transport sergeants those of the officers detailed for these special services.

Each company as has been noted, should be divided into platoons or half companies, according to the whether a four or eight company battalion, under the charge of subalterns, who are responsible to the company commander for the condition of their respective platoons or half companies, while these again are divided into sections, and in strong companies again into squads.

A sergeant or corporal should be told off to each section, who is again responsible for its condition to the subaltern; and corporals allotted in proportion to assist the sergeants in the execution of their duties, or told off to the charge of squads.

Under all circumstances and conditions the section commanders should be answerable for the arrangement, cleanliness, and regularity of the tents or barrack-rooms; the discipline, regular and punctual attendance at drill; the condition of the arms, accoutrements, the general state of the clothing and appointments of their men.

Non-commissioned officers in charge of platoon sections and squads are to be in possession of a roll of such, containing the names of the men, and when not on permanent service, their respective employments, residences, etc., also the number of each man's arms, great-coat, etc. In the absence of the regular section leader his place should be taken by the one next in seniority.

Nothing, however, in this system, it should be understood, is to prevent a senior officer or non-commissioned officer interfering with or giving orders to those not belonging to his platoon, half company or section, it being an established axiom of military service that the senior present is at all times in general charge.

Subalterns should, if possible, be equally divided among the companies, and if it be necessary for a subaltern to do duty temporarily with another company, he should always be returned to his own at the earliest opportunity.

The company sergeant-major, quarter-master sergeant or colour sergeant should report to the officer commanding his company. Sergeants, to the company sergeant-major, quarter-master sergeant or colour sergeant of their companies as well as to the subalterns, and corporals to the sergeants of their several platoons, sections and squads. Thus the chain of responsibility is preserved.

All applications or reports from companies should be made through the company commander; no non-commissioned officer or soldier is ever to be sent to make his application in person to the commanding officer.

Officers commanding companies should first report to the second in command, or major commanding their half battalions, upon any subject of importance connected with their companies.

Every officer, upon taking charge of a company, should send to the commanding officer a report that he has had the arms, accoutrements, company's stores, men's accounts, etc., given over to him in a regular and satisfactory manner. The officer who gives over the company should report, in writing, his having done so, and in the event of any deficiency or irregularity mention the circumstance and explain the cause.

The foregoing system of transfer is only applicable however, to permanent and city corps; in rural corps the company commanders are responsible to the Officer Commanding the Division or District for arms, equipment and clothing.

The schedule of arms, accoutrements, and all public property should be sent to the quarter-master for comparison with his books, and signed by him as to their correctness or otherwise. All arms on transfer should be minutely inspected by an armourer sergeant.

The several companies of a battalion should (for the purposes of interior economy) be known and designated by *letters*. During drill in battalion they should be called by their *numbers*, as told off.

The companies should form on parade alphabetically from front to rear in column or quarter column and from right to

left if in line, but for the purpose of drill and exercise their position may be varied at the discretion of the commanding officer.

Enlistment.

By the Militia Act, those under the age of eighteen are not eligible for enlistment, except as buglers.

The period of service in time of peace is three years.

The recruit, on enlistment, should be required to sign a service roll (*Form 1*), and take the oath of allegiance.

Where the several companies are all at regimental Headquarters, the following will be found a good system of enlistment:—

The appointment of a board consisting of a field officer, the medical officer and the adjutant, before which all recruits should be brought for examination as to their qualification. On being accepted by the board, the recruit is brought before the commanding officer who will attest and witness his signature to the service roll of the battalion.

The recruit should then be put in orders as having been taken on the strength of the battalion from the date of his attestation, and posted to a company. He is then sent to the recruits' class, and not dismissed therefrom, until the adjutant reports him fit for duty, when he can be served with uniform.

In city corps, the oath should be administered by the commanding officer of the battalion; in rural corps, by the officer commanding the company in which a man desires to serve.

On re-engagement for a further term, the service roll should again be signed, and the oath again administered, but a limit is fixed by regulations, as to age and the period of such re-engagements.

The enlistment of men belonging to another corps is strictly forbidden.

Discharge or Transfer.

On completing his term of service in time of peace, a non-commissioned officer or man is entitled to a discharge (*Form 2*) but if the expiration occurs in time of emergency, he is liable

to serve for a further period of not more than twelve months; there is, however, no provision in the Militia Act whereby a man can claim it as a right until he has fulfilled the terms of his service. Nor can a non-commissioned officer or man be dismissed from a corps for irregular conduct until after due investigation and approval by superior authority.

In the case of a transfer to another corps, a certificate of service, showing dates of same, should be given, and whenever a man becomes non-effective, either through death, disability, discharge or transfer, his name should be put in orders as being struck off the strength of his corps.

Pay.

The daily pay for the several ranks and appointments in the ACTIVE MILITIA (Infantry) are as under.*

Lieutenant-Colonel	\$5 00
Major	4 00
Paymaster	3 00
Adjutant (in addition to pay of rank) ...	0 50
Musketry Instructor (in addition to pay of rank)	0 50
Quarter-Master	3 00
Chaplains (rank of Major)	4 00
" (rank of Captain)	3 00
Captain	3 00
Lieutenant	2 00
" (provisional)	1 50
Sergeant-Major (if a Warrant Officer) ...	1 75
" (not a Warrant Officer) ..	1 50
Bandmaster (if a Warrant Officer)	1 75
" (if acting)	1 50
Quarter-Master Sergeant	1 25
Paymaster	1 15
Orderly Room Sergeant	1 15
Company Sergeant-Major	1 15
" Quarter-Master Sergeant	1 10

*The rates of pay for the Permanent Force, also for Active Service, are somewhat different.

Colour Sergeant.....	\$1 10
Sergeant	1 00
" Drummer, etc.	1 00
Sergeant Pioneer.....	1 00
Signalling Sergeant	1 00
Machine Gun "	1 00
Stretcher Bearer Sergeant	1 00
Corporal	0 85
Private or Bugler	0 75

In addition to the above, \$0.10 per day is issued to such as have attended the previous years training, and *efficiency pay* of \$0.15 per day to warrant officers, non-commissioned officers and men under the conditions named below:—

(a) To be duly enrolled in a corps of the Active Militia and have performed training as prescribed for the corps to which he belongs for not less than ten days in the year for which pay is claimed.

(b) To have satisfactorily performed the drills and duties prescribed for his position in his arm of the service, and be certified to as having become reasonably proficient therein.

(c) To have carried out the musketry practice prescribed for his corps, unless specially excepted, and obtained a named percentage of marks.

The specially excepted referred to in the preceding paragraph are the battalion sergeant-major, battalion quartermaster sergeant, bandmaster, orderly room, pay and pioneer sergeants, sergeant bugler, sergeant cook, stretcher bearer section, cooks, 1 per company, servants, 1 for each field officer.

The pay of non-commissioned officers and men should be personally issued by officers commanding companies.

For the ordinary annual drill of the Active Militia, a simple pay list, showing the number of days drill and amount to which each officer and man is entitled, with signature receipt for same is all that is required.

On continuous or permanent service payments are made weekly in arrear, the money necessary being drawn from the divisional or district paymaster by requisition.

In this contingency the procedure is to pay an even sum, say from \$3 up, according to rank, at each weekly payment, and on the last day of the month the balance in full, after deducting forfeitures, fines and stoppages.

The last of the month is called "*settlement day*," and each non-commissioned officer and man as he is tendered the balance due him is shown the state of his account in the pay list (*Form 3*) and if satisfied as to its correctness must then, on receiving his money, sign the same; if he is not satisfied with the charges against him, he can object to sign the document and ask to be brought before the commanding officer. The company commander signs the "certificate" when all accounts are settled.

The company sergeant-major or colour sergeant should be present at all payments, with his accounts fully prepared, and ready to give explanation if required.

In addition to the pay list, the company commander should keep a cash book and ledger (*Form 4*), in which is recorded all receipts and payments in connection with his company. An acknowledgement of these receipts and payments must be recorded in this book against the various items.

Officers on continuous or permanent service should be paid monthly in arrear, or by cheque from the divisional paymaster, their receipts for same being recorded upon a regimental pay list.

A soldier forfeits his pay:—

For every day of absence without leave, the forfeiture applying equally to warrant officers, non-commissioned officers and men.

For every day of detention or imprisonment for an award by a civil court or court martial or by his commanding officer.

For every day of arrest on a charge for an offence of which he is afterwards convicted by a court martial or a civil court, except when it has been ruled by competent authority that no entry of such conviction by the civil court shall be made in the regimental conduct book.

On a charge of absence without leave, for which he is afterwards awarded detention by his commanding officer.

In consequence of his having confessed to being guilty of desertion or fraudulent enlistment, if the forfeiture during the period of such arrest has been ordered by the competent military authority.

For every day on which he is in the hospital on account of sickness certified by the proper medical officer attending him at the hospital, to have been caused through an offence of his own commission.

Forfeited pay is returned to the Government by means of the pay-sheet.

A soldier is *fined* for drunkenness only.

Fines which cannot be recovered from a soldier's pay are not to be recovered from any other source while he remains in the service, and no deduction should be made from a soldier's pay on account of a fine while other legitimate charges remain unsatisfied.

Fines are not refunded to the Government, but are credited to the Reading-room and Library fund.

A soldier is placed under *stoppages* :—

For extra messing, washing, barrack damages, necessaries, hospital diet (except for wounds received in action, or from illness contracted in service with an army in the field), and for replacing articles of uniform or equipment lost, spoiled or damaged by carelessness.

Stoppages credited to the different accounts above enumerated, also in the case of necessaries, replacing articles of uniform or equipment, are accounted for to the Government through the pay list.

Rations, Fuel and Light.

All ranks of a battalion on continuous or permanent service are entitled to a free issue of rations; fuel and light, or the equivalent.

The daily scale of rations for each individual is as named below, those of fuel and light are not given here, but are sufficient for the proper cooking of food, the warmth and lighting of the quarters that may be provided :—

Bread or biscuit.....	1 lb.
Meat (or $\frac{1}{2}$ lb. meat and $\frac{1}{2}$ lb. fish).....	1 lb.
Potatoes.....	1 lb.
Bacon.....	3 ozs.
Beans (or rice, or flour, or oatmeal).....	2 ozs.
Jam or prunes.....	2 ozs.
Butter.....	2 ozs.
Cheese.....	1 oz.
Split Peas.....	$\frac{1}{2}$ oz.
Sugar (white).....	3 ozs.
Milk powder.....	1 oz.
Salt.....	$\frac{1}{2}$ ozs.
Tea.....	$\frac{1}{4}$ oz.
Coffee.....	$\frac{1}{8}$ oz.
Pepper.....	$\frac{1}{8}$ oz.
Vegetables (fresh) in season.....	6 ozs.
" canned.....	4 ozs.

In case an issue of rations is not made, a daily allowance of 25 cents may be drawn.

Any grocery ration may be exchanged for an equivalent of macaroni, sago, raisins or baking powder.

Barrack and Camp Regulations.

Commanding officers should prohibit the indiscriminate admission of strangers into barracks or camp, and take measures to prevent any but persons of respectable character from gaining access thereto.

Gambling in barracks or camp should not be permitted.

During the first week of each month in barracks, and each week in camp, the quarter-master should make an inspection of each room or tent to see that the articles in charge are accounted for, such as cots, bedding, brooms, stoves, etc., etc. The company commanders should be present at this inspection.

In quartering the non-commissioned officers and men in a barrack-room or tent, great care should be taken that the arrangement is by sections. If necessary to break up any portion of the sections, as many sections as possible must be

kept complete, instead of detaching a portion from each. Comrades or relatives should be separated as little as possible in quarters.

On the men rising, the cots should be turned up, the rooms swept and made thoroughly clean within half-an-hour, and no cot should be made down before the tea hour. Each man should be answerable for the cleanliness of his own berth; the orderly men responsible for the cleanliness of the tables, plates, dishes, and the room generally; also the berths of such men as may be on duty. The windows should be kept frequently open. In camp, the curtains of tents should be rolled up if the weather be fine, and in any case the leeward side raised, the blankets shaken, and if fine neatly piled outside each tent for a couple of hours daily.

The men should not use the barrack sheets, blankets, or utensils, for any other purpose than for which they are intended.

No washing of persons or clothes in the barrack-rooms or tents should be permitted.

No clothing, arms, etc., should be allowed to lie about, but tidiness prevail throughout.

Every barrack-room or tent should have posted in a conspicuous place a small and neat label (*Form 5*), and on the inside a nominal roll of the men occupying it.

When a passage or flight of stairs leads to more rooms than one, the men of each room should take their turns weekly to keep it clean.

No water, dirt or filth should be thrown opposite the barrack or tent doors, in the passage or stairs, or out of the windows, but be carried to the proper sinks for water, and the receptacles for dirt.

Any man found after *Tattoo* in the barrack-room or tent, to which he does not belong, should be sent to his own room by the non-commissioned officer in charge.

All lights should be put out immediately on the bugle sounding for that purpose after *Tattoo*.

The men should sit down regularly to meals, cleanly dressed, with tunics or serges buttoned up. No man should be allowed to take his dinner away from the table. The corporals dining at the tables should be responsible for the proper behaviour of every man of their several messes.

Wine, spirits or beer should not be allowed in the barrack-rooms or tents, unless with special permission.

Saturday should be appropriated to a thorough cleaning of rooms, windows, passages, etc., by all hands available, the tables, forms and utensils of every description being scrubbed as clean as possible. The bedding should be placed outside to air at *Reveille* on Saturday, and taken in again at twelve noon. While this thorough cleaning is going on no man should leave the barracks or lines.

On every intermediate day the rooms should be dry scrubbed only.

The following rules respecting the men's rooms should be strictly attended to, in order to insure uniformity throughout a battalion, they do not, however, apply to sleeping rooms if there is a common mess room.

Basins and plates (when not in use) laid in rows on open shelves at one end of the room, each basin bottom up on a plate. Tin water pail (filled with clean drinking water) at one end of the table, the washing pail on the floor at same end of the table, brooms, brushes, etc., in brackets under the shelves for plates.

The cots should be turned up (if folding) every morning immediately after *Reveille* sounding, and removed one foot from the wall.

The palliasses should then be folded in three, with nothing but the pillow inside, the outer fold to the front, bound round with a broad leather strap, and placed upon the bed-cot two inches from the head. If attention has been paid to fill all the beds with the same quantity of straw, placed crossways in the palliasses, the requisite uniformity will be obtained. The rug and two blankets are then folded in three, the sheets folded in like manner placed in the centre of the blankets, the ends of the blankets being turned over the sheets with the rug

outside. This roll is then placed on top of the palliasse the joining in the centre and downwards, with the forage-cap on top. The remaining blanket (folded in four) is placed on the extreme end of the cot, so as to admit of its use as a seat during the day, or folded round the blankets of such beds as may not be occupied. Articles of clothing, necessaries, etc., are on no account to be placed in the folds of the bed or bedding.

The kit-bag or valise should be placed on the shelf, bottom side to the front, over the centre of each man's cot, great-coat hanging to the right, belt and bayonet to the left. In tents, the kit-bags or valises should be arranged in a circle, six inches from the curtain pegs, with the great-coat and blanket folded on top, the head-dress over all.

Every man (when there are racks for arms) should keep his rifle in one specified place; either to the right or left of his cot; the arms should never be taken from the rack, except when the men are using or cleaning them; when there are no racks the rifles are to be slung on a peg at each man's berth, or in camp round the tent pole, confined at the muzzle in a hoop or rack made for the purpose.

The clothing should be placed as follows:—The trousers folded in three, and placed on the top of the kit-bag or valise, the tunic and serge jacket, neatly folded, will be laid on the top of the trousers, collars, skirts and sleeves turned in, helmet or busby over all, the mess-tin on the right.

The towel should be placed over the back of cot ready for use.

The boots, toes to the front, and leggings, well polished or dubbed, should be arranged under the forepart of the cot.

The shoe brushes, closed together, should be placed between the boots, with the blacking on the top.

The men's necessaries should always be kept in their kit-bags or valises. By necessaries is meant shirts, drawers, socks, etc., etc.

Each man's name and company should be written on a card and hung from the shelf over his cot.—(Form G.)

For the company commander's barrack kit inspection, the several articles should be arranged as follows:—

The cot will be unfolded to its full length, the valise or kit-bag laid on it flat, the upper edge touching the palliasse, 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 folded 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 half off, and soap. Each man stands by the side of his cot in clean fatigue dress during the inspection.

The arrangement of kits, etc., in tents must of necessity be different from that just described for barracks, but cleanliness and tidiness must prevail, otherwise confusion and discomfort will result, if not indiscipline.

A field kit inspection is held in the open air on parade and is described in *Field Kit Inspection Parade*.*

Officers' Quarters.

It being an acknowledged principle of the military service that seniority of rank gives priority in selection of quarters, an officer put into possession of quarters by proper authority should not be dispossessed by an officer of corresponding rank, viz.:-

A Commanding Officer by a Commanding Officer.

A Major by a Major.

A Captain by a Captain, or

A Lieutenant by a Lieutenant.

But in all cases a captain may claim a priority of choice over a lieutenant, notwithstanding such lieutenant shall have been in previous possession of the better quarters.

Officers should be quartered as near as possible to the men, and in as large a proportion as circumstances admit.

No officer should under any circumstance be permitted to establish a right to a military quarter he does not occupy, nor should he at any time transfer his quarters, or any part thereof,

* It should be understood that the details above given relate to the "Oliver" equipment, the use of which still predominates in our Militia.

to any other officer, except with the special permission of the commanding officer.

When officers are detached on duty, or when they receive leave of absence for a period not exceeding two months, they may retain their rooms in barracks: but for any period extending beyond that time, the quarters should be given over to the Officer in charge of Barracks.

The kitchens attached to unmarried officers' quarters should not be used as sleeping apartments by soldier servants, nor should servants be permitted to keep their arms and accoutrements in these rooms.

Company Messes.

The regularity of the men's messes is an object of primary importance, and it should be the duty of the commanding officer to ensure that the soldiers' meals are properly cooked and served.

The rations for each room or tent squad should be drawn separately, by the orderly men, and, after being marked with the number of the squad, given in charge of the company cook, who then becomes responsible for their proper care.

As milk, many green vegetables, etc., are not issued as a part of the ration, these necessary articles must, if desired by those in the mess, be purchased by the soldiers, and for that purpose a deduction of from two to five cents a day is usually made from each man's pay to form a messing fund, and placed under the control of the non-commissioned officer in charge of the room or tent, who buys from the Institute, or persons outside, the quantities required; all accounts should be settled at least monthly.

The room or tent orderlies attend the cook-house fifteen minutes before meal hours, and then receive the regular rations for their respective squads, which are taken to the rooms and a fair division made; those for men on guard, and soldiers in the guard detention room being first attended to.

When a sufficiently large room or tent is available it will be found more comfortable and economical to establish a general mess for the company, half battalion or battalion; in such a case the control of the messing should be placed in the hands of

a committee appointed from the men by the senior responsible officer, and under these conditions the routine just described is modified to suit.

The rations of men going to hospital are supplied from their rooms on the day of entry. Men in detention barracks are supplied by the provost sergeant.

Men discharged from hospital receive their meals from that institution on the day of discharge.

Sergeants' Mess.

Whenever possible, a sergeants' mess should be formed, under the regulations before named, and the immediate supervision of one of the majors.

All warrant and non-commissioned officers, not below the rank of sergeant, whether married or single, should be members of the mess, and all single members should be dining members. Lance sergeants also have the privilege of becoming members, though if not in receipt of lance pay it is optional.

The senior warrant or non-commissioned officer present should be held responsible for the maintenance of good order, and observance of the rules of the mess.

A committee consisting of one company sergeant-major, company quarter-master sergeant or colour sergeant and two sergeants, should be appointed quarterly, becoming responsible for all funds and the general management of the mess, producing for the inspection of the commanding officer early each month, the mess accounts closed up to the end of previous month.

Battalion sergeant-majors, bandmasters, or battalion quarter-master sergeants, should not act as president of this committee, or treasurer of a sergeants' mess, but such offices be restricted to company sergeant-majors, company quarter-master sergeants or colour sergeants.

A caterer, who should be a sergeant (but not one of the committee), is selected by the commanding officer, and placed in charge of all stores pertaining to the mess.

The entrance fees and monthly subscriptions should be fixed from time to time by the commanding officer; a limit, however, is named in the *King's Regulations*, viz., three days' pay

for the former, and fifty cents for unmarried and twenty-five cents for married or detached members per month for the latter. On promotion, a further fee of the difference of three days' pay should be charged.

Mess meetings should be held monthly, the senior warrant or non-commissioned officer present to preside. A statement of accounts, signed by the president, should be submitted to this meeting for audit and approval; minutes of the proceedings to be recorded and submitted for the approval of the commanding officer.

All stores, purchased for the mess, should be approved by the committee and paid for on purchase; the treasurer should receive all subscriptions and messing bills and, with his monthly accounts, produce vouchers for all payments; he should pay over to the caterer the messing money required for the ensuing week.

The bills, may, at the discretion of the commanding officer, be paid weekly or on the spot, but in either case the cash is to be handed over to the treasurer on the same day as it is received; any neglect of this order should be at once reported to the supervising major for the commanding officer's information.

The daily rate for messing should not exceed twenty-five cents, presuming the government ration is used.

Messing bills, which are collected through the Pay lists are settled monthly.

The sergeants' mess should be closed one hour after *Tattoo*, unless with special permission.

The sergeants should be most particular as to what civilians they introduce to their mess, and no entertainment should be given unless with the concurrence of two-thirds of a general meeting and the sanction of the commanding officer.

Officers' Mess.

The establishment of an officers' mess upon a well regulated system is an object of the utmost importance and requires the unremitting attention of the commanding officer, who is responsible that all the accounts are properly kept and checked, and that each member pays his mess and other bills regularly.

Every officer must be a member of the mess, and every unmarried officer a dining member.

To direct the mess establishment a committee should be selected, consisting of three officers, the president being a field officer or captain.

The Committee should arrange such a system of economical messing as will enable every officer to belong to the mess without inconvenience, extravagant or unnecessary entertainments being at all times discouraged by the commanding officer.

A mess meeting should be held every three months to receive a duly audited statement of the funds, and for the purpose of discussing any proposition that may be brought forward concerning the general management and comfort of the institution.

Although officers meet at mess on a footing of social equality, it nevertheless should be distinctly understood that mess is a parade, and that officers attending thereat are under the same military discipline and as much under the orders of their seniors, as though they were actually under arms.

The senior combatant officer present is always in charge, being responsible for all that takes place at table and in the ante-room, both before and after dinner; and should any individual persist in disobeying orders after proper warning, he renders himself liable to arrest.

Two officers should be detailed weekly to act as president and vice-president. Medical officers are not, owing to the calls which may be made on them, available for this duty.

The president, who sits at one end, should be responsible for the correct carrying out of every detail connected with service of the table, and has authority to require any officer, irrespective of rank, to desist from irregular behaviour. If such be persisted in report must then be made to the senior officer present.

The vice-president should in every way assist the president in the execution of his duty, and during dinner sits at that end of the table which is nearest the point of entrance for the servants. Should either the president or vice-president be

obliged to leave the table during dinner, another officer will at once assume the vacancy until his return. In some corps it is the custom for the captain and subaltern of the day to automatically assume these duties.

All servants attending mess should be under the immediate orders of the president and vice-president.

No officer (unless on the mess committee) should on any account enter the mess-room before dinner is announced.

No smoking should be permitted in the ante-room for a space of one hour before dinner.

On the first bugle sounding (half-an-hour before dinner) such officers as may happen to be in the ante-room in plain clothes should at once leave.

After the sounding of the first bugle, or after dinner, no officer in plain clothes should on any pretext whatsoever enter the ante-room without special leave from the senior officer present.

No officer entering the ante-room before dinner (*i.e.*, after the sounding of the first bugle) nor after dinner, should wear his head-dress.

Both on entering and on leaving the ante-room all officers bow to the senior officer.

On dinner being announced, the officers enter the mess-room without regard to precedence, except that the senior combatant officer enters first.

The senior officer present should sit at the centre of the table, right hand side. On a guest night, the senior guest usually sits at the right hand of the senior officer, this place being considered the seat of honour.

Except as above specified, no places are reserved for any officers at the table, neither do they sit according to rank, though it is customary for the next senior officer to sit opposite the senior on guest night.

No letters should be opened or notes written at table without the leave of the senior officer present, the president or the vice-president.

The practice of officers taking wine with one another, during dinner, has become obsolete.

When, at the conclusion of the dinner, the table shall have been cleared and the wine placed before the president and vice-president (also before the senior officer and the officer sitting opposite to him, if the table be long), on a signal from the president the wine should be passed from right to left until each set of decanters reach the point from which the other set started.

As soon as the wine, as above detailed, shall have made the tour of the table, the President should call, "Mr. Vice, 'The King!'" the Vice-President saying, "gentlemen, 'The King!'" when, and not before, officers should rise and take their wine, saying aloud, "The King."

As the toast of His Majesty is proposed, the mess butler should give a signal for the band (when present) to play the the first six bars of "God Save the King."

The wine will be passed round the table as often as the president sees fit; time for passing the decanters to be taken by the senior officer, the officer opposite to him, and the vice-president from him.

No officer should be at liberty to leave the table before the health of the King has been proposed, without asking leave from the president, nor should any officer or guest leave until the senior officer present does so, or in some manner indicates that permission is given.

After dinner, smoking at table may be permitted with the consent of the senior officer present, but this should never occur until the Sovereign has been acknowledged.

When a general or a senior officer dines at a mess, all officers should rise when he leaves the table after dinner, but it is not necessary for them to follow him therefrom. The vice-president should not leave his place before the president.

The band should play once a week at mess (generally guest night) a programme of five or six pieces, with three "extra" pieces, from which latter the senior officer may, if he pleases, select one or two to be played after the regular programme. The band should begin as the officers enter the mess-room, playing the "Roast Beef of Old England," or may begin as the

joints are served ; in the latter case the air above-named is not played.

One non-commissioned officer, with such assistants as required should be allowed to be taken from the duty strength for the purpose of attending the officers' mess, and every other facility given by the commanding officer to support the respectability of an establishment in which the general comfort of the officers is so materially concerned. Officers' servants should wait in turn as required.

Regimental Institute.

The Regimental Institute is established in a unit for the exclusive benefit and convenience of the troops, and with the following objects :—To supply them with good articles at reasonable prices without in any way interfering with their right to resort to any other available shops or markets, and to organize and maintain the means available for their recreation and amusement.

The profits of the regimental institute may be appropriated, under the authority of the commanding officer, towards providing newspapers, etc., for the reading-room, apparatus for games, prizes for athletic sports, extra messing, etc.

The Regimental Institute should be divided into the following branches :—*Canteen or liquor bar, Coffee-room, Grocery shop, Recreation-room, Reading-room and library.*

Regimental Institutes should be managed by a standing committee of three officers, of whom the president should if practicable be a major, but in no case under the rank of captain ; selected by and under the direction and control of the commanding officer, those of the battalion staff being exempted from serving as members of the committee. The president, should, if possible, be relieved from serving on courts martial, courts of inquiry and boards, and not more than one member of the committee be changed at a time.

A commanding officer may appoint himself president of this committee.

The duties of the committee are to superintend the whole business of the Institute, to take charge of and disburse its

funds; it must take stock and examine the books monthly, inspect the quality of articles sold, authorize all purchases, and regulate the prices at which articles shall be sold.

A sub-committee of three or more non-commissioned officers and men, selected by their comrades, should be appointed to act under the superintendence of the first-named committee for the more immediate internal management of the institute; this committee has no power to make any changes or issue any instructions, but may submit its views to the officer's committee for consideration.

The appointment of non-commissioned officers or men to supervise the several departments of the regimental institute will be found necessary, to whom allowances will be paid from its funds.

All premises of the institute should be visited frequently by a member of the committee, the commanding officer, occasionally by the medical officer, and daily by one of the orderly officers.

The *Canteen* should be maintained on the footing of a well-conducted tavern, for the sale of wines, malt liquors, aerated waters, bread, biscuits, cheese, tobacco, etc. No intoxicating or malt liquors of any description should be sold before 12 o'clock noon, nor after "*First Post*," nor during the hours of Divine Service on Sundays; nor should such liquors be sold at any time to any person appearing to be intoxicated, or on the verge of intoxication. The canteen should be closed on the sounding of the "*First Post*."

The establishment, however, of this branch, is strictly forbidden at camps of training.

Should it be necessary that licenses be taken out for the canteen, the cost of such should be charged against the institute.

The *Coffee-room*, or as sometimes called the "*Dry canteen*," should, if possible, form an adjunct to the soldier's recreation-room, and be maintained for the supply of refreshments of the following nature:—Tea, coffee, cocoa, non-alcoholic drinks, soup, fish, eggs, bacon, cooked and preserved meats, etc. It should be open at such an hour as will enable men to have refreshments before the morning parade, and closed at *Tattoo*.

The selection of a non-commissioned officer, preferably not now in the service, for the charge of the canteen and coffee-room, called canteen sergeant, rests with the commanding officer. He should be under the orders of the committee of officers. His position should be that of steward or salesman, not of contractor, and not permitted to have any interest whatever in the profits of the department. An assistant here is likely to be a necessity.

In the event of any complaint being preferred against the canteen sergeant, which upon investigation is proved well founded, he should at once be removed from the appointment.

The canteen sergeant should be held responsible that only such articles as are approved by the committee and commanding officer, are sold, also of the quality and at the prices fixed by the committee.

The canteen sergeant should at all times prevent, as far as lies in his power, rioting or disorderly behaviour in the canteen, and not suffer any gambling to be introduced; and, further, he should not give credit or trust to, or receive any pledges or pawns from, any non-commissioned officer or man, or member of his family.

A non-commissioned officer should be selected to act as accountant to the canteen, under the supervision of the committee.

Schedules of the articles sold and of their prices should be affixed in conspicuous places in and about the canteen, grocery store and coffee-room; these schedules should be revised from time to time by one of the committee, and visits should also be made periodically to see the schedules are such as have been approved, and that the articles sold are of good quality.

Defaulters may be permitted to enter the canteen during fixed hours, say from 7 to 8 p.m.

No civilians or others should be permitted to frequent or in any way make use of the canteen without the knowledge, permission or sanction of the commanding officer, and under no circumstances should they be permitted to do so during the hours prohibited by the local License Act in force for the time being.

Non-commissioned officers and soldiers may, at the discretion of the commanding officer, be permitted to introduce their male friends into the coffee-room on condition that they leave the barracks on the sounding of the first post of *Tattoo*. The individual who thus introduces a friend should be held responsible for his good behaviour. The commanding officer is empowered to exclude any individual at any time.

The proceeds for the sale of articles should be handed over daily by the canteen sergeant to the committee of officers, which amount should be lodged in a bank or other place of security as the committee, with the concurrence of the commanding officer, may arrange.

The *Grocery shop* should not be connected or associated in any way with the canteen (except as relating to its management, by the regimental committee), and, whenever practicable, should be in an entirely separate building. No intoxicating liquors of any description should be sold therein. The grocery shop should be opened at such hour as the commanding officer may determine, and closed at *Tattoo*.

For the management of the grocery, if necessary, the appointment of a non-commissioned officer should be made.

All articles purchased at the establishments of the institute shall be paid for at once in ready money except that pass-book accounts, to be paid weekly, may be allowed for officers' and sergeants' messes, and for the families of officers and such others entitled to deal thereat as may be specially sanctioned by the commanding officer.

The object of the *Recreation-room*, *Reading-room* and *Library* is to afford to the non-commissioned officers and men the means, within the barracks, of employing their leisure hours in rational amusement and the acquisition of useful knowledge, and thus to encourage habits of morality and sobriety. The recreation-room should be separate and distinct.

The management and superintendence of recreation-rooms, and the regulation of the expenditure of their funds form part of the duties of the committee. The sub-committee already referred to should recommend to the committee the books to be purchased for the library and the periodicals, newspapers and

games for the reading-room; in these and all other recommendations they will endeavour to carry out the wishes of the subscribers.

A non-commissioned officer should also be appointed to the charge of the recreation, reading-room and library, whose duty will be the care, cleanliness and order of these rooms, together with the issue of books.

A small grant is annually made by the Government to units on permanent service towards the maintenance of reading-rooms and libraries, but as such is not adequate for the full provision of literature, a small voluntary fee from individuals is necessary.

The Recreation-room should be available to all non-commissioned officers and men of the corps who are subscribers.

The Hospital and Sick Regulations.

Medical attendance is free to all ranks of the Militia when under pay and doing duty.

Whereas formerly the hospital was under the supervision and control of the battalion medical officer, it has now passed into the hands of the Army Medical Corps.

The *Hospital* is conducted under the immediate direction of an officer of the Army Medical Corps, with a special staff of non-commissioned officers and men. In it patients are provided with such food as is necessary from the time of entrance until discharge, and are liable to deductions of pay to cover the cost of extra messing, etc. These deductions vary with the conditions under which the disease or injury is acquired, and under certain circumstances may be partly or wholly remitted.

When a man reports himself sick, the orderly sergeant of the company should acquaint the company sergeant-major or colour sergeant, who inspects the man's kit, and furnishes the orderly corporal with a list of the necessaries, etc., in the man's possession, which, in the event of his being admitted into hospital, are handed over to the wardmaster.

A man admitted to hospital should take with him, in addition to the clothes he is wearing, his devotional books,

hair-brush, comb, razor, shaving brush, tooth-brush, blacking brushes, tin of blacking, and great-coat. The remainder of his kit, together with his arms and accoutrements, should be taken into the Company store, and his medals, trinkets, etc., taken charge of by the company commander.

The battalion orderly corporal or a non-commissioned officer detailed for the duty should receive a company sick report in duplicate from the orderly sergeants of companies (*Form 7*), which he delivers to the medical officer, before whom those going sick are first brought. If in the column headed "Medical Officer's remarks," the medical officer inserts the words "*medicine and duty*," it will be understood that the man is immediately available for any duty that may be required of him, and he is treated as required, then returned to his quarters. The remainder will be marched to the station or field hospital for the inspection of the medical officer there in charge, who will enter in the column of remarks of the sick report "*detained*," "*hospital*," or "*attending hospital*." Should "*detained*" be inserted, the man is not available for duty on that day, but remains in hospital until *Retreat*, is confined to barracks for the day of his return, and not allowed to enter the canteen. Should "*hospital*" be the decision, he remains in that institution until discharged. If he is marked "*attending hospital*" he is sent back to his quarters to be employed on light duties or exempt from all duties according to medical recommendation, and must report at the hospital or inspection room daily until otherwise ordered. In this case also the man will be confined to barracks and not be permitted to enter the canteen without the special permission of the medical officer. The company sick report is returned to the orderly sergeant with the remarks of the medical officer.

Men discharged from hospital as convalescent are handed over to the non-commissioned officer detailed for the sick at *Retreat*, and by him returned to the respective orderly sergeants of companies.

The utmost neatness should be observed throughout the hospital; all non-commissioned officers, when in hospital, and not prevented by extreme illness, are held responsible for the maintenance of discipline in their respective wards.

The wardmaster, under the direction of the medical officer, should be responsible for the property of such men as are in hospital; the moment a man is admitted an account and possession of his money, necessaries, clothing, etc., is taken, the articles being returned on discharge.

The wardmaster should cause all men under medical treatment to be made aware of the regulations to which they become subject when in hospital, and visit the wards frequently during the day to see that these regulations are in no respect infringed.

The patients who are not confined to their beds should be attentive to the cleanliness of their persons; those reported for irregularity in this respect should be punished.

No one should be allowed to take liquor or tobacco into the hospital, or give anything of the kind to a patient without the permission of the medical officer.

No soldier or soldier's wife should be permitted to have any communication with a man in hospital, except by the special permission of the medical officer, and in presence of the wardmaster.

Gambling of every description should be strictly prohibited.

Any patient who is guilty of disorderly conduct, swearing, insolence to the attendants, or other impropriety, should be most severely punished.

When a soldier in arrest or detention is admitted into or discharged from hospital, the word "*in arrest or detention*" should be inserted opposite his name.

Should the patients have any complaints to make of their treatment, accommodation, etc., they should state them to the medical officer in charge.

As a further method of assurance that a patient's complaints shall be attended to, it is customary, in a well-regulated garrison, that the field officer of the day should visit the hospital periodically for such a purpose, and in any case it is the duty of the company commander to visit such of his men who may be in the institution.

Convalescents, on coming out of the hospital, should not be put on duty the same day, or permitted to leave barracks; they should attend all parades and roll calls, however, falling in on the reverse flank of their companies in fatigue dress. On a march, when circumstances will permit, the kits of such convalescents as have not yet received certificates of being fit for duty should be carried for them.

The medical officer should send a return (*Form 8*) of the sick to the orderly room every morning for the commanding officer's information, and a nominal list (*Form 9*) of sick should likewise be transmitted to the orderly room every Saturday morning. He should also keep a record of each individual admitted and discharged from the hospital.

Officers when ill should immediately send an intimation to the adjutant and medical officer, who will report to the commanding officer. During the continuance of illness an officer should confine himself strictly to the precincts of barracks or quarters, unless permitted to go out for exercise by the medical officer.

Officers on the sick list cannot resume duty without the permission of the medical officer.

Divine Service.

The strictest attention should be given by all ranks to the attendance at Divine service on Sundays, and the utmost respect paid during the performance of this important duty.

Commanding officers should afford every facility for the wives and families of the men to attend public worship.

All officers should attend Church parade, those only excepted who are on duty or have the special leave of the commanding officer.

On entering any Church or Chapel all should be reverential and orderly in their behaviour, the officers commanding companies being responsible that their men proceed at once to the places allotted them with regularity and without noise. Each company should be seated as nearly together as possible, with their non-commissioned officers amongst them, to check any irregularity.

At the conclusion of the service no one should move out of his place or make the slightest noise until the commanding officer rises, nor attempt to put on his head-dress until outside of the inner door of the church.

Soldiers of the different denominations should be regularly marched to and from their own places of public worship, under the command of an officer, if their number exceed twenty, and in charge of a sergeant if not exceeding that number; the officer or sergeant remaining with them during the service.

If there are not officers of the different denominations to march parties requiring an officer, one should be detailed for the purpose.

In case there is no clergyman available, the senior officer should read prayers to the men.

Church parade should invariably be considered a "general parade"; and all employed men such as servants, etc., and those whose duties are not for the moment imperative, should be present.

Orders.

Orders, when issued by the commanding officer of a battalion, should be promulgated on the afternoon of the day before that to which they refer. The Adjutant prepares the orders under the direction of the commanding officer, and signs them before their issue. These should be headed "*Regimental (or Battalion) Orders by Lt.-Col. ———, Commanding ——— Regiment or 2/Regiment.*"

Extracts from the orders of superior authority, in so far as they affect the regiment or battalion, should also be included.

The orders should be divided into two parts as follows:—

PART I will deal with detail of duties called for by superior authority, *training, manoeuvres, parades, officers for regimental duties and matters that do not affect a soldier's pay, service or documents.*

PART II will deal with matters which affect a soldier's pay or service, that is, *N.C.O.'s and men "taken on" or "struck off" the strength, sentences of courts martial, forfeitures of pay, fines, stoppages for barrack damages, appointments, promotions, transfers, etc.* Each separate subject of regimental

or battalion orders should be denoted either by a running consecutive number for the year or for the day of issue.

At the hour named for issue, the battalion-sergeant-major should cause "Orders" to be sounded, when the battalion and company orderly sergeants attend with companies' order books, in which they write the orders from the sergeant-major's dictation.

All orders should be read and explained at evening roll call by the company orderly sergeant, and those of an important nature by an officer of each company on three successive parades after they are issued, the orderly sergeant being responsible that every man upon duty or otherwise absent is made acquainted with them as soon as circumstances admit.

Another system prescribed is by posting a typed copy of the daily orders in a suitable place in the quarters of each company.

Any orders concerning officers only, such as it might be inexpedient to publish to non-commissioned officers and men, should be sent round by the adjutant to the different officers to be returned initialled as evidence that they have been received.

Band and Buglers.

While the Band is a recognized adjunct of a battalion, and practically maintained by the Government, its administration and efficiency as a musical organization requires more than ordinary care, as well as expense; therefore the appointment of a committee of officers is authorized upon which devolves the provision of funds for instruments, music, etc., and such arrangements as do not affect the discipline or duties prescribed by regulations.

Bandsmen should be regularly enlisted, and thus placed under the regulations of the militia and proper military control.

They should be taught squad and arm drill; are under the immediate orders of the adjutant with respect to their drill and discipline, and the direction of the band committee and bandmaster as musicians.

Bands should be dressed in clothing of the same colour as that worn by their battalions, with the additions noted under "*Dress*," see *Chapter V.*, and always present a clean and soldierly appearance.

No bandsmen should be permitted to play in uniform without the consent of the president of the band committee, nor the band to engage for performances in public without the sanction of the commanding officer.

Bandsmen in uniform should not take part in meetings, demonstrations or processions for party or political purposes.

A bandsman habitually misbehaving should be sent to his duty in the ranks, as the band must necessarily be composed of well conducted men.

Each man should be held responsible for the instrument entrusted to him, which is never to be taken from the practice room, unless required for duty, or with special permission.

As the buglers, drummers and fifers are also used for musical purposes, it is essential that when playing marches these should be frequently practised with the band in order that, when relieving each other, the cadence may be preserved uniformly and uninterruptedly.

The following books of instruction, published by authority, for the Imperial Service will be found very useful in bugle or fife and drum bands:—"Trumpet and Bugle Sounds," "*The Drum and Flute Duty*."

Pioneers.

The pioneers are a small section of artificers, *competent to repair barracks, furniture, utensils, etc., or do minor mechanical work in barracks or camp, and if need be, instruct others in the same.* They should be selected mainly on account of proficiency in their trades, and good character; they may also be employed in the quarter-master's store or other duty pertaining to that department.

Their number in a battalion varies from eight to ten, and the distribution of trades as follows:—*Two carpenters; two bricklayers (one able to plaster, the other to slate); one smith (able to shoe horses); one stonemason; one painter and glazier; one plumber and gas fitter.*

A proper outfit of tools, such as picks, spades, shovels, axes, augers, a saw, chisel, crowbar, etc., should be in their possession.

A sergeant (a carpenter if possible) should have immediate charge, the whole section being under the direction of the quarter-master.

Passes.

Absence from quarters is granted to soldiers in the form of a *pass* under the following regulations, due regard being paid to the age, length of service, conduct and military efficiency of the soldier, *but no soldier below the rank of sergeant should be out of his quarters between Tattoo and Reveille without a pass.*

1. A *permanent pass* to enable worthy soldiers to remain out of quarters up to a specified hour between *Tattoo* and *Reveille*.
2. A *pass* giving leave of absence from any roll call or duty.
3. A *pass* to enable a recruit, boy, or other individual soldier who is not allowed a permanent pass under sub-paragraph (1) to have leave on special occasions.
4. A *pass* for leave outside the station.

Passes should not be granted for periods of absence exceeding six days. For longer periods a *furlough* is necessary.*

Non-commissioned officers, not below the rank of sergeant, may remain out of barracks up to midnight without special permission. Any further leave within the station may be granted by the commanding officer without a pass.

Permanent passes (*Form 10*) should be signed by the commanding officer. All other passes should be granted and signed by officers commanding companies. Every pass should be stamped with the battalion office stamp.

The passes of men employed should be recommended by their respective superiors. Bandsmen and bugiers by the adjutant; servants' passes by their masters; and those of mess servants by the president of the mess.

*The distinction between the terms "pass" and "furlough" merely imply the duration of absence—both are forms of indulgence.

Should the commanding officer or company commander refuse a pass, it is to be destroyed and not given to the soldier.

Non-commissioned officers should not apply for passes until they have ascertained from the battalion sergeant-major if they are for duty.

All ordinary passes (*Form 11*) should be on printed forms, which are usually procurable in the canteen.

Non-commissioned officers and men on leave, pass or furlough, are entitled to an allowance in lieu of rations for such periods as they are actually absent from their units, exceeding two days.

On returning to quarters, *the ordinary passes should be left with the sergeant of the guard, who enters on the face of them the precise time at which they return, and initials the same, and these passes are sent to the orderly room with the guard reports daily.* Permanent passes should always be carried by the holder, and shown when required.

Those absent on pass for less than seven days should make up their duties.

In case of a man being prevented from rejoining his battalion before the expiration of his pass or furlough, through unavoidable delay of trains or steamboats, he should bring with him a written statement from the station-master or captain of the boat of the cause of the delay, or, in case of illness, a medical certificate, otherwise a charge for absence without leave should be preferred.

Unless an hour is specified a pass expires at *Tattoo* of the last day named in it.

Leave of Absence.

Permissive absence in the case of an officer is termed *leave*.

The adjutant being responsible for the correct keeping of the duty roster and all orderly room returns, it is imperative that he should be acquainted with an officer's obtaining leave, even from parade.

Subalterns applying for leave of absence should do so (in writing) to their respective company commanders, for submission through the adjutant, for the commanding officer's approval.

Officers above the rank of lieutenant, Administrative staff, and Special officers wishing for leave of absence, should apply in writing to the commanding officer (through the adjutant). In cases of emergency, only, personal application may be made to the commanding officer.

Application for a prolongation of leave should be made in a similar manner.

In all applications for leave, officers should state the reasons for which solicited, their address while absent, and the name of the officer taking their duties.

Officers going on leave of absence should settle every regimental account previous to their departure.

So long as officers remain in barracks they should attend all parades and perform all duties, notwithstanding the term of their leave of absence may have begun.

Officers who receive leave of absence should be present with the battalion on the day on which their leave terminates. They should report themselves personally on their arrival to the commanding officer before appearing in public, and give notice in person or in writing to the adjutant.

It is imperative that they should also make themselves acquainted with all orders issued during their absence.

Officers on temporary leave should make good all duties missed during their absence. It is only when on general leave they are exempt from this.

Leave from parade, or leave for a day, should come through the same channel, but verbally or by application made in a Leave book, which in most corps is kept in the orderly room for that purpose.

Servants and Batmen.

The employment of soldiers as servants is an indulgence. Each officer is allowed to have one soldier to attend him, and mounted officers permitted to have two each, that is, one for himself and one for the care of his horse.

All servants (those of mounted officers excepted) should be men of the same company as the officer whom they attend.

They should be of established good character, perfect in drill, and have acquired a complete knowledge of the duties of a soldier.

No man should be taken as a servant without the sanction of the commanding officer, application in the first instance having been made to the officer commanding the company to which he belongs. Soldiers who are likely to make eligible non-commissioned officers should not be employed in this capacity.

Whenever an officer dismisses his servant he should inform the adjutant in writing his reason for so doing for the commanding officer's information.

A register should be kept in the orderly room of all men who have been dismissed for misconduct to prevent their being again so employed.

When a servant is once turned away by his master on account of misconduct he should not be employed again unless he has conducted himself, for a period of not less than six months after his return to duty, to the entire satisfaction of the officer in command of the company to which he belongs.

No servant should be permitted to appear partly dressed in uniform and partly in livery.

Officers' servants should answer their names at *Tattoo*. Officers having occasion to send their servants out of barracks after *Tattoo* should always furnish them with a pass. Unmarried servants should sleep in the barrack-rooms and mess with their companies, and all servants should return to their duty when their masters are on leave of absence for more than three days.

All servants, with the exception of those of mounted officers, should attend all general parades; they should mount guard with the officer they serve and perform their share of that duty; there should be special drill for them at least one day in the week.

If an officer is ill his servant should be excused from all parades as long as the illness continues.

Officers' servants should keep their arms, appointments, and clothing in good order, and be ready to turn out, like other soldiers, at any moment.

In connection with soldier servants the term "*batman*" is frequently used. Formerly these men were hired in time of war to take charge of "*bat*" or baggage horses, but latterly the word has in the service been applied to soldiers who performed odd chores for sergeants in their own time, without being relieved from regular duties, as is customary with officers' servants.

Crying Down Credit.

Notice should be given by newspaper advertisement once in every three years by the senior officer at a station, calling attention to the fact that under the Army Act a soldier cannot be put under stoppages of pay for a private debt, and consequently citizens give credit at their own risk.

CHAPTER II.

DUTIES.

SECTION I.

ROSTER OF DUTIES.

Duties, and the proper performance of them are among the most important parts of a soldier's training, be he officer, non-commissioned officer, or private.

In all duties, whether with or without arms, and whether performed by corps or by individuals, the roster for officers and non-commissioned officers should begin with the *senior*. In the case of private soldiers the roster is *alphabetical*.

Duties are thus classified :—

1. *Guards*—(a) of the Sovereign ; (b) of Members of the Royal Family ; (c) of Viceroy's ; (d) of the Governor of a colony.
2. *Duties under arms*—(a) divisional ; (b) brigade or garrison ; (c) regimental or battalion.
3. *Courts Martial*—(a) general ; (b) district ; (c) regimental.
4. *Courts of Inquiry and Boards of Officers*—(a) divisional ; (b) brigade ; (c) regimental or battalion.
5. *Working parties*.
6. *Fatigues*.

These are divided regimentally into duties for officers, for non-commissioned officers and for men, as follows :—

Officers.

- (a) 1st, Guards ; 2nd, Escorts ; 3rd, Piquets.
- (b) Courts Martial, 1st, general ; 2nd, district ; 3rd, regimental.
- (c) Courts of Inquiry and Boards of Officers, 1st, divisional or garrison ; 2nd, brigade ; 3rd, regimental or battalion.
- (d) Working parties.
- (e) Orderly duties.
- (f) Fatigue duties.

The officers' duty roster (*Form 12*) is kept by the adjutant, who should have one for **Garrison** and another for **Battalion** duties, the former taking precedence of the latter.

Officers on duty of all descriptions should attend all parades and perform all other incidental duties, so far as they do not interfere with those for which they have been specially detailed.

When an officer's tour for more than one duty comes on the same date he should be detailed for that duty only which has the precedence in the classification already given. When an officer is actually in the performance of one duty, and his tour for another duty occurs, he should not make good the latter duty, but his tour is to pass him, *i. e.*, he will receive what is termed an "*overslaugh*." An officer detailed as in "*waiting*" is not entitled to count a tour of duty.

No "*overslaugh*" should be allowed for one or more duties which come round on the same date when such occur through an officer having exchanged duties or when he is making up duties at the end of the roster.

An officer detailed for one duty can also be detailed for such other duties as his commanding officer may think he can consistently perform with the proper discharge of the first mentioned.

Attendance at a court martial, the members of which shall have been assembled and sworn, should be reckoned a duty, though the court *should be dissolved without trying any person*. On any day on which a court martial is not actually sitting its members should, without further orders, be considered available for parades or other duties; they should not, however, leave the station without the authority of the convening officer until the court shall have been dissolved. This is also applicable to courts of inquiry and boards.

A unit, detachment, guard, escort, piquet or fatigue party is only entitled to count a tour of duty when it is actually on the way to perform such.

An officer holding "*brevet*" rank should perform all *battalion* duties according to his substantive rank—*garrison* duty according to his *brevet* or militia rank.

Guards of honour should be detailed from the battalion as a whole and not by companies.

When an officer returns from short leave of absence and has to make up duties, he should make up one at the end of each roster, but only as many duties of each kind as any individual officer has similarly done during the period of his leave.

The officers for duty, and those "in waiting" as next for duty, should always be mentioned in the orders of the day.

Officers should not be allowed to exchange duties without the permission of the authority from whence they emanate; the application to be made in writing to the adjutant, signed by both officers, and before the name of either party has appeared in orders.

An officer commanding a battalion should as a rule be exempted from doing duty as "field officer" of the day, except when higher authority considers that owing to the exigencies of the service such is not advisable.

No armed party, consisting of twenty or more men, should be allowed to proceed on any duty unaccompanied by an officer.

Non-Commissioned Officers and Men.

- (a) Guards.
- (b) Escorts.
- (c) Piquets.
- (d) Working parties.
- (e) Orderly.
- (f) Fatigues detailed from orderly room.
- (g) Company fatigues, orderly men of rooms, stairs and passage orderlies, ration carriers, etc.

The battalion sergeant-major should keep the duty roster of the non-commissioned officers and men (*Forms 13 and 14*), detailing the former by name, and the latter by the number required from each company for the duty. The proportion that each company is able to find for duty, he learns from the duty state (*Form 15*) which is furnished to the orderly room weekly.

The orderly sergeants keep their companies' rosters, under the supervision of the company sergeant-majors or colour sergeants

(Form 16), and should have their orderly corporals present as witnesses, when they warn the men individually for their several duties, which should be done at the afternoon parade, or at the tea hour, or they may be warned as necessity dictates.

In detailing fatigue parties, the battalion sergeant-major should name those first which are liable to be first wanted.

When more than one description of duty is detailed from the orderly room, the men should be taken from the company roster in the same order as called for, i.e., the first men for duty will be for that first named by the battalion sergeant-major.

If, after the issue of the usual detail for the day following, a fatigue party should be unexpectedly called for, the men first on the roster for a garrison or battalion fatigue should be taken, even though they should have been previously warned for a less important one.

Except in cases of necessity, men should not be taken for duty within a shorter interval than two hours after guard, or one hour after meals.

As a general rule non-commissioned officers and men on escort, or giving evidence before a court martial, need not make good any guards, piquets, or fatigues, when it has passed their turn on the roster. Cooks, and employed men should be exempt from general duties, likewise servants unless for guard with their masters.

Non-commissioned officers and men "*in waiting*" should not be permitted to leave their quarters.

SECTION II.

DAILY ROUTINE OF DUTIES.

In all garrisons and camps the hours for the "*Reveille*," "*Retreat*," and "*Tattoo*," throughout the year are regulated as follows:—

REVEILLE.	RETREAT.	TATTOO.
Varying from 5 A.M.	At	First Post 9.30 P.M.
in Summer to 6.30 A.M.	Sunset.	Last Post 10 P.M.
in Winter.		except when otherwise specially ordered.

The time for sounding these calls is to be taken from the main or other guard - to be named in garrison orders—or from the firing of the station gun, where there is one.

The following is the normal daily routine of duties which should be observed, except during training, the hours named are approximate only :—

On *Reveille* being sounded, the non-commissioned officers and men rise and dress, and the roll is called by the orderly sergeants of companies, who note men absent or reported sick. An hour after *Reveille* sounding every man should have his bed made up; the rooms or tents be swept and cleaned, windows opened, or tent curtains rolled, unless in rainy weather, and the urine tubs emptied and placed at the appointed spot with clean water in them. *The subaltern of the day, with the battalion orderly sergeant, should visit the rooms to see that these regulations have been carried out.*

At 7 the rations of bread and meat should be issued, the battalion orderly sergeant seeing that the orderly corporals and orderly men of companies are paraded, properly dressed in fatigue clothing, reporting to the orderly officers of the day who attend, together with the quarter-master, and remain until the issue is completed; any complaints respecting the rations should be made at this issue through the orderly corporals of companies to the orderly officers (see *Ration parade*). Vegetables and groceries may be drawn at the same time, or, if more convenient, at a later hour.

The non-commissioned officer drawing meat for the company should be held responsible that it is at once taken to the cook-house from the meat store, and not to barrack-rooms.

At 7.45 the warning or quarter bugle sounds for breakfast when the orderly officers, orderly corporals with orderly men, attend at the cook-house to receive the messes, which are taken to the rooms and there divided, the breakfast for the men on guard, etc., being first sent off.

At 8 the breakfast bugle should sound when the men sit down to breakfast. During breakfast they should be visited by the orderly officers, who inquire from each mess if there are "*any complaints,*" noting the same. These officers should be accompanied by the battalion orderly sergeant and corporal

respectively, who precede them a few paces and command "*attention.*"

Immediately after breakfast the rooms or tents should be made tidy, the dishes removed, washed and put in their places by the orderly men.

At 9 Guard mounting, when the several guards and the piquets should be inspected and marched off by the adjutant or one of the orderly officers (see *Guard parade*).

The Defaulters should also parade at 9 o'clock, be inspected by the battalion orderly sergeant and noted for identification by the non-commissioned officers on gate and canteen duty, then sent to drill or fatigue for an hour.

All daily and weekly states, reports and returns should be sent into the orderly room by 9 a.m.

At 9.15 o'clock, the company orderly corporals, with the men who have reported themselves sick, should parade with their kits and be taken before the medical officer and then, if necessary to the hospital by the battalion orderly corporal, or non-commissioned officer detailed for that duty, who should take with him the sick reports, marching back those who have not been admitted, together with those discharged.

Fatigue men or soldiers in detention should parade at this hour, and thoroughly clean the barrack yard or camp, drains, urinals, latrines, etc.

At 9.30 the Commanding Officer should attend the orderly room for the disposal of soldiers in arrest and other business (see *Orderly room parade*).

At 9.40 the "*dress*" for parade should sound, and at 9.50 the staff parade formed and inspected by the adjutant, to be immediately followed by the battalion parade at 10 (see *Staff and Battalion parades*).

At 11.45 the recruits, defaulters and men attending instruction drill, should parade and drill for an hour.

At 12.45 the warning bugle for dinner should sound, the orderly officers, orderly corporals and men attending at the cook-house, as at breakfast.

The hour for dinner should be 1 o'clock, the orderly officers again visiting the messes as at breakfast, accompanied by the battalion orderly sergeant and corporal.

At 1.45 the defaulters again parade for drill or fatigue.

At 2 the rooms should be visited by the battalion orderly sergeant, to see that everything is again in order, mess utensils washed, and set in their proper places, rooms swept, etc.

At 2.30 afternoon parade; first-class men may be exempted from this parade.

At 4 the defaulters should again parade and drill or work for an hour.

The tea bugle should sound at 5.30, after which the battalion orderly sergeant inspects the cook-houses to see that they have been properly cleaned, and the fires extinguished; then locking them, he should hand over the keys and those of the wash-houses or ablution rooms to the sergeant of the guard.

The guard, guard-room, guard detention room, canteen, shops, wash-houses, and cook-houses, should be visited daily at uncertain hours by the orderly officers.

Retreat should be sounded at sundown, the piquet being then paraded and inspected by the subaltern of the day, or officer in charge of it.

First Post should be sounded at 9.30 p.m. *Last Post* at 10 p.m., when the subaltern of the day attends to the collection of the *Tattoo* reports from the orderly sergeants, and again inspects the piquet; the battalion orderly sergeant and corporal, and non-commissioned officers on gate and canteen duty attend this parade (see *Tattoo* parade). The subaltern should remain and see lights out, attended by the battalion orderly sergeant, fifteen minutes after *Last Post* sounding.

Between *Tattoo* and *Reveille* no bugle should be sounded, or drum beaten, with the exception of the call, "*lights out*," the "*alarm*," the "*fire alarm*," or other signal involving a general turn-out of the troops.

In case of any serious disturbance taking place at any time in the vicinity of their quarters by day or night, and the "*alarm*" sounding, a battalion should fall in with arms and accoutrements.

In the event of fire, the "*fire alarm*" should be sounded. On this call, officers and men turn out as quickly as possible, in fatigue dress and proceed as follows:—

The guard should turn out and remain under arms; the piquet fall in and proceed under the subaltern of the day to the fire, to keep a clear space, and preserve order and silence. The fire piquet to the engine or hose-house for the fire apparatus, the employed non-commissioned officers and men to their offices or shops, and servants to their masters' quarters. The remainder fall in on the battalion "*alarm post*" and wait instructions.

When fire apparatus is in barracks the quarter-master has charge of it. It should be exercised by the fire piquet every Saturday at noon, under the subaltern of the day.

SECTION III.

GUARDS, SENTRIES, ESCORTS AND PIQUETS.

Guards.

There is no situation in which soldiers are so conspicuously placed as when upon guard; they are then exposed to constant observation, and the honour and character of the corps become, in consequence, more than ever in the keeping of the individual, be his rank ever so humble. Everyone is aware of the impression made upon his mind when he sees reliefs marching irregularly, sentries lounging lazily upon their posts, the men lying about upon the benches, their tunics half-buttoned, accoutrements disarranged, and their caps carelessly put on; he never expects to find that such slovens belong to a battalion in a good state of discipline. The method of mounting and relieving guard is laid down in "*Ceremonial*," 1912.

Guards should turn out at *Reveille*, *Retreat* and *Tattoo* (First Post) and be inspected by the officers or non-commissioned officers commanding them.

Officers, non-commissioned officers or soldiers should not on any account take off their clothes or accoutrements while on

guard, but the wearing of the great-coat or cloak in the guard-room, while optional, must be consistent.

No man of the guard should ever be seen smoking outside the guard-room, or in any head-dress other than that in which the guard was mounted unless with special permission.

No soldier of a guard should be employed in holding a horse, or in any other way unconnected with the orders of his guard.

Should a man be taken ill on guard, a report is immediately to be sent to the orderly officer, who at once sees that one of the waiting men is sent to relieve him.

In case of fire or other alarm, it should be reported at once to the orderly officer, the guard turning out and remaining under arms until otherwise directed.

When an officer visits sentries, he should be accompanied by a non-commissioned officer of the guard, and when a non-commissioned officer visits his sentries, he likewise takes a man or file of men.

The meals of all on guard should be brought to them, but if at too great a distance, arrangements made for their being taken, or sent and cooked in the guard-room.

Guards, on being relieved, should march to their battalion parades and be dismissed, the commander, reporting his guard to the adjutant or orderly officer.

A bugler should always mount and remain with the quarter or main guard.

Duties of the Commander of a Guard.

Commanders of guards should make themselves acquainted with the orders of the guard as also with those of each post. They should inspect all reliefs, both on going out to their posts and returning from them, and should particularly ascertain that the sergeants or corporals themselves are well informed with respect to the orders they are to deliver to the several sentries: the latter they should frequently visit, to be assured that they know their duty and have received the proper instructions. They should maintain a proper authority, and be held responsible that no drinking, swearing or gambling is allowed in the guard-room, taking care that all are exact

in the performance of their duty, and that no species of irregularity is permitted among the men.

The sergeant or corporal should assist the commander in the performance of his duties, and check all irregularities that may come under his notice; he should post the sentries properly, see that all is correct about and near their posts, and read and explain the orders to those who cannot read them on the order board placed at each post.

Commanders of guards should remain constantly with their guards, except while visiting their sentries or patrolling the barracks or camp, and they should not enter any public-house or place of entertainment; when obliged to leave the guard, they should inform the second in command of the reason of their absence and the probable time of return. In the absence of non-commissioned officers—as for instance on a corporal's guard or party—if anything should happen to the corporal, the senior soldier becomes answerable for the guard or patrol until a non-commissioned officer joins it. The roll should be called at uncertain hours to see that no man is absent without permission.

Commanders of guards should patrol round the quarters at uncertain hours during the night, taking a man if possible with them, to see that all is correct, and that no lights but those authorized are burning.

They should receive all daily passes from men coming into quarters after hours, and enter on the same the time that each individual came in and initial them; these passes are sent with the guard report to the orderly room. Permanent passes should also be examined, and if correct, returned to the bearers.

They should report all non-commissioned officers (below the rank of sergeant) and men coming into quarters after *Tattoo*, who are not on duty or pass. If drunk they should be placed in close arrest.

Commanders of guards receive such soldiers in arrest as are made over to them by an officer or non-commissioned officer, and should on no account release a man committed to their charge, without proper authority. A written report should in all cases be required with each; but the commander of a guard

should not refuse to receive a man accused on the ground that a written report is not given him with the man. It is sufficient for him to know that the accused is amenable to military law, and that the person confining him is known and responsible.

If no report is received against an accused man by the commander of a guard within the tour of his duty, he should take proper steps for procuring it, or report the circumstances to the officer to whom his guard report is furnished, who, if the charge report or other evidence sufficiently to justify the arrest is not forthcoming, will at the expiration of forty-eight hours order the release of the accused. (See "*Military Custody*.")

Commanders of guards should minutely inspect men under accusation before they are placed in confinement, and take from them any implements with which they can injure themselves or others, or that can be used in any way to facilitate their escape, also all money, jewelry, etc. If drunk, their boots should be removed, except in very cold weather. A non-commissioned officer should visit soldiers in arrest who are drunk, at least every two hours.

They should be responsible that no one but the guard and the soldiers in arrest are permitted to remain in the guard-room or tent, and should give orders to the sentry on the door not to admit any one except the officer of the day, or those with rations or clothing, which latter should be examined previous to its being handed to the men.

The commander of a guard should see that the accused under his charge, before being brought before the commanding officer, are clean and properly dressed, or, if they report sick, are seen by the medical officer.

If a soldier in arrest (not for drunkenness) or a soldier of the guard is found to be under the influence of liquor, the commander of the guard should be held accountable for it, as no such occurrence can take place if he does his duty.

The commander of a guard should direct the orderly bugler to sound *Reveille*, *Retreat*, etc., at the proper hours; also for defaulters at times to be given him by the battalion orderly sergeant, between *Retreat* and *Tattoo*. The first call for defaulters should not be earlier than half-an-hour after *Reveille*, and the last at *First Post*; but they should not be

called at a time when they are supposed to be in their quarters at meals, etc. He should have a list of defaulters and men on pass furnished him by the battalion orderly sergeant.

The commander of the new guard, before receiving over soldiers in arrest should call over their names from the duplicate guard report.

Commanders of guards should make out a report (*Form 17*), stating the hours at which they visited their sentries, the hour they were visited by the orderly officers, the name of every soldier confined during their period on duty, with mention made of authority on which any soldier may have been released, also a list of articles in the guard-room or tent received from the last guard; also each man's name, the number of the post on which he does sentry, and the hours during which he is posted, should be entered in the report (men should not be changed on the several posts, except for special reasons). Anything unusual occurring during the tour of duty should instantly be reported to the officer of the day, and noted in the report.

A commander of a guard should be held responsible for the furniture, etc., that he takes over, and should be particular to inspect the several articles when accepting them, and to notify damages in his report.

Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the night for each man of the guard.

Guards Paying Compliments.

Guards should be under arms at all times when troops approach their posts, the nature of the compliment to be paid varying as under:—

To *Armed parties*, they stand with *sloped* arms (in rifle corps with *ordered* arms). Parties with *side arms* only, or with arms at the *secure*, are treated as armed parties, but will pay and return compliments as for *unarmed parties*.

To *Armed corps*, they "*present*" arms, and the bugler sounds a "*flourish*," the officers saluting (by *armed corps* is meant a regiment of cavalry, a battery of artillery with its guns, a brigade of horse or field artillery without its guns, a battalion

of infantry with or without colours, two companies of garrison artillery, or four companies of engineers).

(To *Unarmed parties*, guards do not turn out.)

To the *Governor-General* and *Lieutenant-Governors* in their own provinces, all guards should turn out, *present arms* and sound a "*flourish*."

(Guards mounted over the person of the *Sovereign*, members of the *Royal Family*, or the *Governor-General*, do not "*present*" arms to those of inferior rank.)

To *General Officers* in uniform. Guards should turn out and pay the compliment with the "*flourish*." General officers meeting guards on the march are also entitled to the usual salute in passing.

No officer under the rank of a general officer is entitled to the compliment of the bugler sounding a flourish.

The *Colours of a battalion* passing a guard should be saluted with the utmost respect, the bugler sounding a "*flourish*."

To *Commanding officers* the guards of their own battalions should turn out and "*present arms*" once a day.

The above compliments are not paid between *Retreat* and *Reveille*. The manner in which guards turn out and pay compliments at night is laid down in "*Ceremonial*," 1912.

When the command of a battalion devolves on a major or captain, the guards of his unit should pay him the same compliment as ordered for the commanding officer.

When officers or persons entitled to a salute pass in rear of a guard, the commander is to cause his men to fall in and stand with *sloped arms* (in rifle corps with *ordered arms*) turned to the proper front, but no drum is to beat or bugle sound, nor will the guard *present arms*.

When such officers pass guards while in the act of relieving, both guards should salute, receiving the word of command from the senior officer or non-commissioned officer present with them.

When garrison or other guards, proceeding to or from their posts, meet the field officer of the day, they should salute him in passing.

No officer who is not dressed in uniform is entitled to the compliment of the guard turning out, except the several members of the Royal Family, the Governor-General and Lieutenant-Governors, or dignitaries of high rank as may be ordered from time to time.

Whenever the turning out of a guard is dispensed with by the person entitled to the compliment, the commander of the guard should remain outside until he has passed.

Reliefs.

The manner of marching reliefs and posting sentries is laid down in "*Ceremonial*," 1912.

Sentries.

For instructions in paying compliments and challenging, see "*Ceremonial*," 1912.

A sentry is a soldier placed in such a position as to be able to watch the approach of the enemy or unauthorized persons, to prevent surprises, to protect property. Sentries should be placed before the arms of all guards, the quarters of general and commanding officers, or special personages, and such property as may be designated. They should be vigilant at their posts, and at all times provided, if possible, with written or printed orders, detailing the special duty they are to discharge.

A sentry should walk his beat in a smart and soldierlike manner, he may stand at ease, but "*not easy*," opposite the sentry box, ten minutes in each hour, or in very bad weather enter the sentry box, though not sit down there; he must not on any account *give up his arms or allow them to be taken from him, neither is he to whistle, sing, or smoke.*

A sentry should never stand to speak to any one while on his post; but, if spoken to, will answer civilly and walk on. If a person is doing anything contrary to the orders of his post, he should tell them to desist in a quiet and respectful tone, and if it has no effect then call for the commander of the guard.

Sentries are generally posted for the first and last reliefs in the order of the dress in which they mount.

Sentries should be relieved every two hours; in very severe weather they may be relieved every hour; but *a sentry must not on any account leave his post until regularly relieved.* In case of illness he should pass the word to the commander of the guard, whose duty it will be to have him relieved.

If a fire breaks, out, or other alarm occurs, he should immediately pass the intelligence to the commander of the guard.

Sentries posted near barrack detention rooms should not be permitted to communicate with those in detention, or have anything to do with their discipline. They should call the attention of the commander of the guard to any irregularity, and apprise him if a soldier in detention desires to see him.

Hospital sentries should not admit any person except the medical officer, chaplain, officers of the corps, persons employed in the hospital, and visitors at the fixed visiting hours; the latter should be provided with passes from the medical officer. They should prevent liquor or any other article being carried into the hospital without the medical officer's permission, and not allow any patient to go beyond the prescribed boundaries without a leave ticket. They should also stop persons carrying bundles from the hospital without a pass.

Sentries mounted over the quarters of members of the *Royal Family*, the *Governor-General*, a *Lieutenant-Governor* in his own province, a *General officer* or *notable individuals*, should be instructed to pay the compliment of "*presenting arms*" to these only; to officers below that rank sentries should stand with "*sloped*" arms (in rifle corps with *ordered* arms); in all cases, however, they should pay the prescribed compliment to armed parties passing their posts.

The sentry at the guard-room door should take charge of the soldiers confined in the guard detention room and the arms of the guard. He should turn out the guard on the approach of those entitled to the distinction, as enumerated in preceding paragraphs.

All orders to sentries should be given through an officer or non-commissioned officer of the guard, and a sentry should never give over his orders to any one, unless in the presence of either one of these.

Escorts.

Escorts are parties detailed for the proper transit of individuals or stores.

Officers or non-commissioned officers commanding escorts, should be held strictly responsible for their conduct and appearance, the safe custody of individuals, and the security of the stores entrusted to their charge, invariably demanding a receipt from the person to whom they deliver the same.

The escort of a soldier should, as a general rule, consist of one corporal and one private, and parade in serges and undress caps, with side arms only. Great-coats or cloaks may be worn when necessary, and if the escort does not return the same day, the valise or kit bag should be carried. When parties of two or more soldiers are to be removed from one station to another by railway or other conveyance, the number of privates to form the escort need not in ordinary cases exceed half the number to be escorted.

When it is necessary to handcuff a soldier he should not be marched through the streets, unless absolutely unavoidable, and no covered conveyance can be had.

Escorts under charge of non-commissioned officers should, immediately upon arrival at a military station, be marched to the parade ground for the purpose of being inspected by the orderly officer at the station.

On the return of an escort, or detachment, to its battalion, the commander should report in person if an officer, to the commanding officer, and if a non-commissioned officer, to the adjutant, before dismissing his party, in order that the same may be inspected without delay.

The commanders of escorts should march immediately in rear of their party, which will enable them to have a full view of each individual.

A "conducting" escort used for conducting men from a detention barrack or prison to their corps, consists of a non-commissioned officer only.

The subsistence of men proceeding on detached duties should be given to the officer or non-commissioned officer commanding the party, by whom it should be issued daily to the

men, care being taken that no claim of landlords or other inhabitants is left unsettled.

Piquets.

A piquet is a small body of men detailed for the purpose of quelling any disturbance that may occur among soldiers, either within or without the barracks or lines, for the apprehension of absentees or disorderly soldiers, and maintaining order generally; the tour of duty is twenty-four hours. The men of a piquet are usually allowed to sleep in their own rooms or tents, but if advisable they may be kept together, available at a moment's notice. It is summoned for duty by the "*Piquet*" call. This force should not be confused with that forming part of an outpost line, whose duties are of a different character.

The piquet should parade daily at guard-mounting, remaining in quarters during its tour, ready to turn out when required. It again parades at *Retreat*, and *Tattoo* (Last Post), for inspection.

As in camps of instruction, guard-mounting usually takes place at *Retreat*, the regular parades of the piquet will, under such circumstances, only occur twice in the day.

When piquets parade for patrolling, they should wear side arms only.

Patrols may consist of only a non-commissioned officer and one private, and it is their duty to apprehend all soldiers found drunk or disorderly in the streets or public-houses, or men out of barracks or camp after hours without a pass.

A piquet or patrol may enter a public-house, but must not examine any part of the house other than the bar-room, except accompanied by a constable, or with the consent of the proprietor.

It should not on any account interfere with civilians, nor take other than soldiers into custody.

A piquet should render every assistance to the civil police in the execution of their duty, where soldiers are concerned.

No man of the piquet should be allowed to enter the canteen from the time he mounts until he is relieved.

When the "*alarm*" or "*fire alarm*" sounds, the piquet assembles immediately, the orderly officers joining it.

The *fire piquet* is detailed to take charge of the fire apparatus, or if such does not exist, then its duty is to render an organized assistance in case of fire. It will parade in fatigue dress. The non-commissioned officers and men detailed for this piquet should be changed every three months, in order to practice as many as possible in the duties.

Police.

With a view to maintain order and regularity within the lines of a battalion, every corps should detail a few steady soldiers to act as military police, under the charge of the provost sergeant, and the immediate orders of the adjutant. The number of men for this special service should vary according to circumstances, but in ordinary cases three men ought to suffice. A distinguishing armlet is worn (see *Dress*).

They should patrol the barracks or lines, especially the stables and isolated places, as well as outside the boundaries at uncertain hours after dark, observing all irregularities and reporting everything of importance, which comes under their observation.

They should be vigilant to prevent unauthorized persons loitering about, and report the names of all soldiers seen with disreputable characters.

SECTION IV.

ORDERLY DUTIES.

In *each battalion* there should be detailed for duty *daily*, a captain, subaltern, sergeant, and corporal, besides non-commissioned officers for canteen, and gate duty, also a N.C.O. to march the sick, and *weekly* a non-commissioned officer to drill defaulters. In *each company*, orderly men of rooms and passages *daily*, and an orderly sergeant, orderly corporal and assistant cook *weekly*.

Captain of the Day.

The duties of the captain of the day commence at *Reveille*, and last for twenty-four hours, or until he is relieved.

He should be held strictly responsible for the cleanliness and regularity of the barracks or camp, and answerable for the

manner in which all parts of the daily duties are executed by every individual; he must ascertain that these are being actually performed, and this he can only do properly by attending in person, and seeing that those concerned are really engaged in the execution of the duty required of them. He should be assisted in the performance of his duties by the subaltern of the day, who will be under his orders.

He should be present at the issue of the rations to the battalion, and see that the bread, meat and groceries are of proper weight and quality, and in all respects according to contract. If the rations are found inferior, immediate report should be made to the commanding officer, in order that a board may be convened if necessary. He visits such portions of the quarters as he may think fit at meal hours (directing the subaltern of the day to take the remainder), and ascertains that the men are all present, the quarters clean, also if there are any complaints respecting the food.

He should visit and turn out the guard by day, see those in arrest or detention, enquire if they have any complaints to make, ascertain that the guard-room is clean and everything regular, also that the sentries are acquainted with their orders.

He should make a report (*Form 18*) to the commanding officer the following morning, stating that he has performed his several duties, with any remarks he may think necessary, and enclose the report of the subaltern of the day with it.

Should anything extraordinary have occurred during the period of the captain's duty, he should personally report the same to the commanding officer at the time, besides making allusion to it in his written report. He should remain in uniform and not leave barracks or camp during his tour of duty.

Should there not be sufficient officers present with a corps to furnish both a captain and a subaltern of the day, one officer may be detailed for both duties; in which case he will be called the orderly officer.

Subaltern of the Day.

The subaltern of the day comes on duty at *Reveille*, for twenty-four hours, and assists the captain of the day in his various duties, reporting in person to receive orders.

Within an hour after *Reveille* he should visit the men's rooms or tents to see that the quarters are clean, and the beds neatly folded; that the clothing, necessaries, arms, and accoutrements are arranged according to orders; that plenty of fresh air is admitted, the men properly dressed, and all reported present or otherwise.

He should be present at the issue of the rations to the battalions, ascertaining that they are in all respects equal to the requirements of the contract, and that they are of proper quality and weight. He should then attend at the issue of the rations to the messes by the quarter-master, to see that each mess receives its proper quantity, and that fairness is shown in the distribution (see *Ration parade*).

He should visit the barracks, or such portions of them as may be directed by the captain of the day, at meal hours, ascertain that the men are all present, that the messes are regular, and that the men have no complaints to make concerning them; if any complaint is made he will, after making every enquiry himself, and if possible ascertaining and removing the cause, report the matter to the captain of the day, at the earliest opportunity.

If any men should be absent, a written report containing the names of the absentees will be given him by the company orderly sergeant, and he will enter their names in his own report.

He should be present at guard-mounting, and in the absence of the adjutant inspect the duties, unless some other officer has been appointed to do so. He should visit the guard (once by night) at such hours as may be directed by the captain of the day. He should inspect the men under arms, ascertaining that all are present, sober, and alert; visit the guard-room and those in arrest or detention, and see that everything is correct and regular; enquire if they have any complaints, and see that the sentries are acquainted with, and understand the orders of their posts. If a sentry should be unacquainted with, or misunderstand his orders, he should see that he is properly instructed at once, and find out whether the ignorance of the sentry was the result of neglect of duty on the part of the individual who posted him. While visiting the sentries he should be accompanied by the sergeant or corporal

of the guard. He should see that the meals for the men on guard are carried to the guard-room by their comrades or the orderly men of rooms, who should be paraded with the mess-tins containing the meals, by the battalion orderly sergeant, for the inspection of the orderly officer, five minutes before the regular meal hours. He should inspect the old guard after it is relieved.

He should visit the barrack detention rooms, cook-houses and canteen, coffee-room, grocery, library, schoolroom, tailors' and shoemakers' shop, to see that everywhere there is cleanliness, order, regularity and strict observance of the regulations and orders; also ascertain if those in arrest or detention have any complaint to make. At the canteen he should see the non-commissioned officer on duty, and receive his report as to the good order of all in his charge. At the cook-houses he should inspect the ranges, stoves and utensils while the meals are being cooked, and afterwards see that they are thoroughly cleaned when the meals have been removed.

At *Retreat* he should inspect the piquet and see that the men are all present and sober; at *Tattoo* he receives the reports and again inspects the piquet.

He should attend the *Tattoo* parade on *Last Post* sounding and receive the reports from the battalion sergeant-major. (See *Tattoo parade*.)

At *Lights out* he should ascertain that the lights in every room occupied by the non-commissioned officers, and privates, have been extinguished. The lights in the sergeant's mess, warrant officers and married sergeants' quarters may be used one hour later.

He should send to the captain of the day before 9 a.m. the following day, a written report (*Form 19*) of the performance of all ordinary duties. If it be necessary to report anything extraordinary, the report should be made verbally and at once, also embodied in writing.

If any portion of the duties be omitted, it should be distinctly so stated in the body of the report. When the omission has been unavoidable, no more need be said. If otherwise, the report should be accompanied by a written

explanation, to be laid before the commanding officer by the captain of the day.

If the subaltern of the day should be relieved before the expiration of his tour of duty on account of illness or any other cause, he should hand over his duties regularly to the officer who relieves him; and it is the duty of the relieving officer to report the fact.

He should not leave barracks or camp during his tour of duty except to attend parades and drills of his company, unless specially ordered otherwise.

Battalion Orderly Sergeant.

The battalion orderly sergeant is appointed *daily*, for the purpose of assisting in the superintendence of the good order of the barracks or camp, and his term of duty lasts from *Reveille to Reveille*.

He should accompany the subaltern of the day half-an-hour after *Reveille* to see that the rooms or tents are in proper order, that the men are all present, that nothing extraordinary has occurred, or smoking been allowed during the night, and learn what men are going sick; also see that the urine tubs are emptied, filled with water, and left at the place appointed.

Parade the company orderly corporals and men for rations and march them to place of issue.

Parade the defaulters at the hour specified, collecting the reports from the company orderly corporals, handing the defaulters over to the non-commissioned officer detailed to drill them, with a report of the same (*Form 20*).

Parade the non-commissioned officers for gate and canteen duty; see that the necessaries of those in arrest are sent to the guard-room, and get a list of men reported absent.

Parade the orderly men with the meals for the men on guard and in arrest or detention, five minutes before the second bugle for meals, for the inspection of the subaltern of the day.

Accompany and assist the captain of the day in his visits to the barrack-rooms, or where required.

Parade the sick and see them marched off.

Parade the company orderly sergeants and evidences, so as to be ready in time for the examination of men in arrest by the commanding officer.

Make out a list of defaulters (*Form 21*) for the non-commissioned officers on gate and canteen duty.

Make out a list of passes for the sergeant of the guard, and deliver the passes to the company orderly sergeants.

Attend when the orders are issued and show them to the field and staff officers when the first mess bugle sounds.

Parade the piquet at *Retreat* for the inspection of the subaltern of the day, and see that the urine tubs are taken to the barrack-rooms.

Parades the orderly non-commissioned officers on the *Last Post* sounding, and hands them over to the sergeant-major. (See *Tattoo parade*.)

Accompany and assist the orderly officer to see the lights out at the proper time.

Act as orderly to courts martial, boards and courts of inquiry, when no orderly is detailed.

Visit the cook-houses a quarter of an hour before meal hours, to see that the meals are being prepared, and parade the company orderly corporals and men, and march them to the cook-houses to receive the meals; visit the cook-houses after tea, and see that they are all clean and the fires extinguished, then lock them up and hand the keys over to the sergeant of the guard.

He should also visit the canteen frequently, and report any irregularity; also the non-commissioned officers on gate duty, and see that the names of defaulters are on the gate and canteen boards.

On no account is he to leave the barracks during his tour of duty, and must send a written report (*Form 22*) to the sergeant-major, enumerating the several duties that he has performed.

Battalion Orderly Corporal.

The battalion orderly corporal's tour of duty lasts from *Reveille to Reveille*. He accompanies the captain or subaltern of the day, during their tour of duty, and assists the battalion

orderly sergeant. When no non-commissioned officers are detailed to march the sick to hospital, or for the drill of defaulters, he should do so. (See *N.C.O. for Sick, and Defaulters.*)

He should receive from the battalion orderly sergeant three copies of the "*Charge*" reports, one of which he delivers to the battalion sergeant-major, the other two to the orderly room for the commanding officer and adjutant, one hour before the time named for the disposal of offenders.

Non-Commissioned Officers on Canteen Duty.

Two non-commissioned officers should be detailed *daily* for canteen duty, relieving one another every two hours, the duty to commence on the opening of the canteen in the morning, and continue until *Tattoo*. They should be responsible that the canteen is only open at the proper hours, that none are allowed in but those entitled to the privilege, that no man having the appearance of being in liquor is allowed to remain there, and attend to such other local orders as may be given them. Should any riot or disturbance take place in the canteen, the non-commissioned officer in charge should send to the guard and have the offenders confined. The last on duty should parade at *Tattoo*, reporting to the battalion sergeant-major (*Form 23*).

Non-Commissioned Officers on Gate Duty.

Two non-commissioned officers should be detailed *daily* for barrack-gate duty, who should be responsible that no non-commissioned officer or soldier passes out of the barrack-gate, unless dressed strictly according to regimental order, and that no one enters the barracks except those duly authorized. Men coming into barracks drunk, whether by day or night, should at once be confined. Men proceeding out of barracks on fatigue should be passed out, or marched by a non-commissioned officer. No bundles should be taken out of barracks, except passed by a non-commissioned officer. The non-commissioned officers at the gate should attend to such local orders as may be given them, keep the gate clear of loiterers, and not converse with persons outside unless as a matter of duty. They should relieve each other every two hours, the last on duty reporting to the battalion sergeant-major at *Tattoo*.

Non-Commissioned Officer for the Sick and Defaulters.

The non-commissioned officer detailed for the sick, if the battalion orderly corporal is not available, should also be warned *daily*, and take his duty from *Reveille* to *Reveille*. He should attend the regimental orderly sergeant, and receive over from him all men reported sick, with their sick reports and medical history sheets, march them before the medical officer, to whom he gives the sick reports, etc., awaiting to learn how the men are disposed of. He should then march those for hospital to that institution, and return to the orderly sergeants of companies, to which the sick men belong, the sick reports, etc., respecting them; these reports should then be given to the company sergeant-major or colour sergeant. He should also receive from the medical officer the general sick report, which he takes to the orderly room. He should again visit the hospital at *Retreat* and march all men discharged from hospital into barracks, delivering them over to the orderly sergeants of companies.

He should not leave the barracks, or camp, except in the performance of his duty.

A non-commissioned officer should, if he can be spared, be detailed *weekly* to take charge of and drill the Defaulters; otherwise the battalion orderly corporal should carry out the duty. He should be held strictly responsible that all the defaulters attend such drills or fatigues as are ordered, that they turn out clean and regular in every respect, and that the drill is correctly and punctually conducted. He should also inspect the kits of the defaulters at every drill previous to dismissal, reporting all irregularities to the battalion orderly sergeant.

Orderlies.

When a general officer visits a station, a sergeant should be detailed as his orderly.

A private should be detailed as orderly to the commanding officer, and another, if necessary for the orderly room. These should be selected daily from the cleanest men parading for guard, in which case an extra number must be warned for the guard, or they may be standing orderlies, changed at intervals.

An orderly should on no account stop on the way, nor carry any but the message or messages entrusted to him; he must report at once on his return.

Orderly Bugler.

An Orderly bugler should mount *daily*, with the main or quarter-guard, whose duty it will be to sound the various calls; he should receive instructions from the sergeant, bugler or drummer, regarding the hours, and be held responsible for the punctual and correct execution of such.

Company Orderly Sergeant.

The company orderly sergeant's term of duty should last for *one week*, beginning on Mondays. The duty being taken by the sergeants in rotation, the company sergeant-major, the company quarter-master sergeant or colour sergeant, and those holding appointments are exempt from this duty.

The company orderly sergeant should call the roll at *Reveille*, at *Tattoo (First Post)*, and at all parades. If any man be absent, he makes a report (*Form 24*), and gives it to the orderly officer when he visits the barrack-rooms. Whenever a man is absent without leave an inventory of his kit should be immediately made by him, and a list of deficiencies written out. This list and the remaining articles for which the absentee is responsible are taken charge of by the company quarter-master sergeant or colour sergeant.

On calling the roll of his company at *Reveille* in the different rooms, he should take down the names of men who require passes, also of all reporting themselves sick, and make out a report of the latter (*Form 7*). He is responsible that with men going to the hospital are taken their cleaning kits, together with their sick reports and medical history sheets. He should see the arms and accoutrements of all men admitted to hospital handed over to the company sergeant-major or colour sergeant. Nothing should prevent a man, in case of sudden illness, being taken to the hospital, either by day or night. In such cases the sick report, the man's cleaning kit, etc., can be attended to after his admission.

He should answer to the battalion orderly sergeant half-an-hour after *Reveille*, that the men are all present or otherwise.

Parades the defaulters of his company, and attends when the sergeant of the guard calls the roll for the first time in the morning, accounting for any who may be absent, and does the same the first time the defaulters' roll is called after guard-mounting.

Makes out the parade state (*Form 25*), which he should have signed by the company commander. As many of the returns sent from the orderly room depend upon the accuracy of the parade states, it is of the utmost importance that they are most carefully compiled.

Reports all men confined, to the company sergeant-major or colour sergeant, who makes out the "*charge*" reports (*Form 26*) and takes them to the company commander for signature. In the event of any other person than himself confining a man of his company, he should receive from that individual, either verbally or in writing, a statement of the offence, with the names of the evidences. On accused soldiers of his company being brought before the company commander or commanding officer, he should attend, whether he is evidence or not, and is responsible that all evidences against the accused are warned that they are such, and are present.

Parades the company and all parties for duty.

Parades and inspects the men for guard and piquet and hands them over to the battalion sergeant-major.

Sees that the meals for men on guard, etc., are ready to be sent off at the proper time, which should always be before the second bugle sounds. A private may be sent with these meals unaccompanied by a non-commissioned officer, unless he happens to be a defaulter, but the man should invariably report his return to the company orderly sergeant.

Attends the orderly room at the hour appointed for issuing battalion orders, and the detail of his company for the following day, after which he should lose no time in personally warning individually all men for duty. When warning men for duty he should be accompanied by his orderly corporal, and the warning should never be done in a familiar manner, nor should any freedom either in conversation or behaviour be allowed. The warning should be given before the tea hour if possible,

and those not then available at *Tattoo*, or if on pass, at *Reveille* next morning. If he has any men for guard he should also be careful to warn a waiting man, who parades with, and remains in readiness to replace any casualty on the guard.

Reads to the company all orders of a public nature received from the orderly room, and is responsible that the servants, and other casualties of his company, are made acquainted with such orders as concern them, and attend the parades required of them. The company order book should be taken by him to the morning parade, so that very important orders may be read again.

Calls upon the company sergeant-major or colour sergeant at an appointed hour, for all documents requiring the company commander's signature. On his visit for this purpose, he should report to him anything concerning the company which may have occurred during the day. He should submit to the company sergeant-major, or colour sergeant, the names of all men either admitted to or discharged from hospital or confinement, also every circumstance affecting the pay of the men of the company, or to the company quarter-master sergeant or colour sergeant, matters relating to rations, as well as assist him when exchanging or drawing barrack bedding or utensils from the stores.

Attends the *Tattoo* parade, and reports the men absent from *Tattoo* roll call (*Form 24*), and any man of his company in arrest.

Sees that lights are out and stove dampers closed at the proper hour.

He should be responsible under the company sergeant-major or colour sergeant for the correct keeping of the company duty roster, and consequently no other should be allowed to make entries in it. At the close of each day he should take the duty roster to one or other, by whom it will be checked. It should also be frequently inspected by the company commander. There is no necessity for an orderly sergeant to have a clear roster when he commences his duties, but, at the same time, it is desirable to prevent disputes, and, therefore, he cannot be too particular in carefully and legibly recording every detail in connection with the duties which fall to the share of his men,

so that it can be seen at a glance if they are being properly distributed.

On all occasions of the bugle sounding for *orderly sergeants*, he should repair to the orderly room, and the instructions received there be communicated to all concerned, without delay.

He should be provided with a small detail book, in which such notes are taken as will assist in the proper performance of his several duties.

He should attend all parades of his company, but not otherwise leave the barracks or lines during his tour of duty, unless by permission of his company commander. In such case he should make the company sergeant-major or colour sergeant acquainted with the name of the non-commissioned officer, who will answer for him in his absence, for the information of the battalion sergeant-major.

Company Orderly Corporal.

The company orderly corporal should assist the company orderly sergeant, and is to be present as a witness when the *duties* are warned or rolls called. His term of duty lasts *one week*, beginning on Mondays.

Parades the cook and orderly men for issue of rations.

Attends upon the company quarter-master sergeant or colour sergeant for the ration return (*Form 27*), at the hour appointed for the issuing of the rations, and makes himself acquainted with the quantity and quality of the issue of bread and meat. Should he be dissatisfied with either, notice is respectfully brought to the attention of the orderly officer, but this must be done before removal from the place of issue.

When no regular delivery of rations has been arranged for, he should receive daily from the company quarter-master sergeant or colour sergeant the mess money and take a market party, consisting of the orderly men of rooms with the cook, for the purchase of groceries, vegetables, etc., for his company. The mess book should be signed daily by the orderly corporal and shewn to the company commander.

Parades the defaulters and orderly men with the meals of the guard and men in confinement answering to the battalion

orderly sergeant, whether they are present or not, also sees that the cleaning necessities of men in arrest are sent them.

Parades the sick in the morning with their cleaning kits, sick reports, etc., and hands them over to the battalion orderly sergeant.

Receives over from the quarter-master the company's allowance of wood on issuing days, and divides the same to the different rooms. He should also attend at the quarter-master's store on the day appointed, and draw the weekly allowance of oil or light for his company.

Shows the orders to the officers of his company.

Attends all parades of his company, and does not leave the barracks except in the performance of his duty, being at all times properly dressed.

Corporals holding appointments are exempt from this duty.

Company Cooks.

There should be a cook and assistant cook for each company. The former should be changed only at *long intervals*, or for misconduct; the latter *weekly*, or oftener, if necessary.

The cook should be held responsible that the meals are ready to be removed from the cook-house by the first bugle sounding.

Care should be taken by him not to have them ready too soon; this is as grave a fault as the meals being too late.

He should be particular in having the kettles cleaned thoroughly, both before and after the cooking of each meal.

He should pay the utmost attention to the cleanliness of the cook-house, and to the economical and proper cooking of the rations.

He should accompany the company orderly corporal at the issue or purchase of groceries for the company's messing, and is responsible, as well as the corporal, for the proper expending of the mess money, and the articles furnished being of good quality.

The barrack utensils, as enumerated on the board of inventory in the cook-house, should be under his special charge, and on the completion of his tour of duty, should there be any

deficiencies or damage, a memorandum of the same should be given by the company orderly sergeant to the company quartermaster sergeant or colour sergeant, so that at the barrack inspection the charges may be made against the proper individuals.

The assistant cook should assist the cook to wash the potatoes, clean and cut up vegetables, carry in water, empty slops, and assist in cutting wood for cooking purposes. He should be in charge of the cook-house when the cook may be at any time temporarily absent.

The refuse of meat, etc., should be sold under contract made by the commanding officer, the proceeds being divided among the companies, and carried to the credit of the messing, and the purchase of white clothing for the cooks.

Orderly Men of Rooms or Tents.

There should be one or two (according to the number of men) orderly men to each room or tent, their duties continuing from *Reveille to Reveille*.

Except for parade purposes, they should not leave the barracks or camp the day they are on duty.

They should be held responsible for the general cleanliness of that part of the barrack-room common to all, or of their tent, also the cleanliness and completeness of the furniture and utensils, reporting all deficiencies and damage to the non-commissioned officer in charge as soon as they are discovered or happen.

They should carry out all slops, remove sweepings, and keep the quarters at all times well supplied with fresh water, light the fires, and remove the urine tubs to the place appointed for them, and partly fill with water within half-an-hour after *Reveille* sounding.

They should prepare the tables for the different meals, attend the cook-house at the warning bugle, and receive from the company's cook the rations for the men of their rooms; divide the meals into single messes, and have everything ready for their comrades to take their seats by the time the second bugle sounds.

Also be responsible that the meals of the men on guard in arrest or detention, are ready to be handed over to those appointed to carry them before the second bugle sounding.

After meals they should wash the dishes or mess-tins and put them away in proper order.

They should attend at the place appointed for the issue of rations and consider it their duty, if they think them not of proper quality, to bring the same respectfully to the notice of the orderly officer, through the company orderly corporal.

They should take back the urine tubs to the barrack-rooms by *Retreat* sounding, and be held responsible that the dampers of the stoves (in winter time) are shut at *lights out*, and at all times during the day keep a watchful eye upon the stoves to prevent accidents by fire.

They should attend upon the company orderly corporal for the allowance of light for the room and also assist in dividing the company's allowance of wood by rooms.

Orderly men of rooms should be available for all general parades and drills.

Passage or Stair Orderlies.

In barracks it is also necessary to have passage or stair orderlies warned *daily*, whose duty it should be to keep those parts of the barracks clean; in camp the same supervision is required for the spaces between company lines.

SECTION V.

AID OF THE CIVIL POWER.

No more disagreeable or onerous duty can be entailed upon soldiers than aid to the Civil Power, nor in which more patience, intelligence and firmness are required from both officers and men. Fortunately, it is a duty that seldom occurs, but, as the necessity does occasionally arise, and there are particular regulations laid down for the calling out of troops, pay and subsistence, and for their conduct during the service, it is thought advisable to embody them here.

The Militia Act and the Regulations and Orders for the Militia prescribe as under :—

The Active Militia, or any corps thereof, shall be liable to be called out for active service with their arms and ammunition, in aid of the Civil Power in any case in which a riot, or disturbance of the peace, requiring such service occurs, or is, in the opinion of the civil authorities hereinafter designated in that behalf, anticipated as likely to occur, and, in either case, to be beyond the powers of the civil authorities to suppress or to prevent or deal with—whether such riot, disturbance or other emergency occurs or is so anticipated within or without the municipality in which such corps is raised or organized.

The senior officer of the Active Militia present at any locality shall call out the same or such portion thereof as he considers necessary for the purpose of preventing or suppressing any such actual or anticipated riot or disturbance, or for the purpose of meeting and dealing with any such emergency as aforesaid, when thereunto required in writing by the mayor or warden, or other head or acting head of the municipality with two justices of the peace, or in the event of these, or any one of them being unable to act, then the County or District Court Judge, or one of the Superior Court judges who has jurisdiction in the locality, provided always that as far as the permanent force is available, a sufficient number of that force is to be employed on the duty, before recourse is had to other militia corps, and he shall obey such instructions as are lawfully given to him by any justice of the peace in regard to the suppression of any such actual riot, or disturbance, or in regard to the anticipation of such riot, disturbance or other emergency.

Every such requisition in writing, as aforesaid, shall express on the face thereof the actual occurrence of a riot, disturbance or emergency, or the anticipation thereof, requiring such service of the Active Militia in aid of the Civil Power for the suppression thereof.

Every officer and man of such Active Militia, or any portion thereof, shall, on every such occasion, obey the orders of his commanding officer, and the officers and men when so called out, shall, without any further or other appointment, and without taking any oath of office, be special constables, and

shall be considered to act as such as long as they remain so called out; but they shall act only as a military body, and shall be individually liable to obey the orders of their military commanding officer only.

When the Active Militia, or any corps thereof, is so called out in aid of the Civil Power, the municipality in which their services are required shall pay them, when so employed, the rates authorized to be paid for actual service to such officers, one dollar per diem for each man and one dollar and fifty cents per diem for each horse actually and necessarily used by them, together with an allowance of one dollar to each officer, fifty cents to each man per diem in lieu of subsistence; and fifty cents per diem in lieu of forage for each horse, and, in addition shall provide them with proper lodging and with stabling for their horses; and the said pay and allowances for subsistence and forage, as also the value of lodging and stabling, unless furnished in kind by the municipality, may be recovered from it by His Majesty in any Court of competent jurisdiction.

Such pay and allowances of the force called out, together with reasonable cost of transport, may, pending payment by the municipality, be advanced in the first instance out of the Consolidated Revenue Fund of Canada, by authority of the Governor-in-Council; but such advance shall not interfere with the liability of the municipality, and such pay, allowances, and cost of transport may be at once recovered as a debt to the Crown by the municipality.

In cases where aid is applied for, in the manner provided by law, the senior officer of the Active Militia to whom the requisition is addressed will immediately report the circumstance by *telegram* through the usual channel to Militia Headquarters.

As soon as possible, after a corps has been called out in aid of the Civil Power, a written report containing a copy of the requisition for aid, and full particulars relating to the nature and cause of the required service and the action taken thereon, is to be sent to Militia Headquarters, in addition to the telegram specified in the previous paragraph.

During the period that any portion of the Militia is on service in aid of the Civil Power the commanding officer must forward

daily, a statement showing the numbers of the different ranks actually employed on the duty.

Officers of the Active Militia have no discretionary power as to the necessity for aid, they would, therefore, incur a grave responsibility if they failed to afford aid when required to do so. On the other hand, the officer to whom the requisition is addressed has complete discretion as to the number of troops he shall employ.

Troops may be called out to aid, but not to replace the Civil Power. An officer commanding troops thus called out will be careful therefore that his command and each detached portion thereof is accompanied on all occasions when on duty, by a magistrate to represent and give orders in the name of the Civil Power.

All orders from magistrates to troops acting in aid of the Civil Power should be obtained in writing, or if this be not possible an officer commanding will take care that he is accompanied by a reliable witness when taking verbal orders, and that there is a clear understanding among all concerned as to the meaning of such orders.

When troops are called out in aid of the Civil Power the responsibility for the reading of the "*Riot Act*" or of making proclamations required by the Criminal Code rests entirely with the Civil Power, and in no way with the troops. The latter acting solely upon the orders of the accompanying magistrate, conveyed invariably through the officer commanding the troops present.

The officer commanding is to move to the place to which he shall be directed by any one of the magistrates who signed the requisition; he is to take care that the men under his command march in regular military order, with the usual precautions, and that they are not scattered, detached, or posted in a situation in which they may not be able to act in their own defence. The Magistrate is to accompany the force, and the officer in command is to remain near him.

When the number of the detachment is under twenty files, it is to be told off into four sections. If there should be more than twenty files, the detachment is to be told off into more sections than four.

In order to guard against all misunderstanding, officers commanding corps or detachments, are on every occasion on which they are employed in the suppression of riots, or in the enforcement of the law, to take the most effectual means, in conjunction with the magistrates under whose orders they may be placed, for notifying beforehand and explaining to the people opposed to them that in the event of the men being ordered to fire, their fire will be effective.

All commands to the men are to be given by an officer, and they are not, on any account, to fire except by word of command of such officer, who is to exercise a humane discretion in deciding both as to the number of rounds and the object to be aimed at, and is not to give the word of command to fire *unless distinctly required to do so by the magistrate.*

If the commanding officer should be of opinion that a slight effort would be sufficient to attain the object, he is to give the word of command to one or two specified files to fire. If a greater effort should be required, he is to give the word of command to one of the sections, told off as above ordered, the fire of the other sections being kept in reserve till necessary; and when required, the fire of each of them being given by the regular word of command of the commanding officer.

If there should be more officers than one with the detachment, and it should be necessary that more sections than one should fire at a time, the commanding officer is to fix upon, and clearly indicate to the men, what officer is to order any number of the sections to fire; such officer is to receive his directions from the commanding officer, after the latter shall have received the requisition of the magistrate to fire. No other individual, excepting the one indicated by the commanding officer, is to give orders to any file or section to fire.

The firing is to cease the instant it is no longer necessary, whether the magistrate may order the cessation or not. Care is to be taken not to fire upon persons separated from the crowd. It is to be observed, that to fire over the heads of a crowd engaged in an illegal pursuit, would have the effect of favouring the most daring and the guilty, and might have the effect of sacrificing the less daring and even the innocent.

If firing should unfortunately be necessary, and should be ordered by the magistrate, officers and men must feel that they have a very serious duty to perform; and they must perform it with coolness and steadiness, and in such manner as to be able to discontinue their fire at the instant at which it shall be found there is no longer occasion for it.

When the services of any force called out in aid of the Civil Power are no longer required for the purposes for which it was called out, the magistrate or magistrates who signed the requisition for aid, or a majority of them if signed by three, of whom the warden, mayor, or other head of the municipality or county shall be one, shall notify the officer commanding the troops then present to that effect, who shall thereupon withdraw the force from such duty.

On completion of the duty for which the force was called out, an immediate report thereof, in writing, is to be made by the commanding officer to the officer commanding the Division or District for transmission to Headquarters. The commanding officer must also prepare a pay list specifying the several sums authorized by law in respect to the service, and claim the amount thereof from the municipality, and in default of immediate payment, shall forward such through the proper channel to Militia Headquarters with a further report.

CHAPTER III.

DISCIPLINE.

SECTION I.

Discipline essentially means obedience to orders, which is the first principle and duty of all soldiers.

The aim and object of discipline, however, is not only to insure obedience to authority, but also to produce order and establish that cohesion between the individuals composing a military force, which is essential to obtain complete success in whatever duty or operation it may be engaged in.

Such cohesion is the foundation of a mutual trust and reliance extending through all ranks from the highest to the lowest, besides securing a compliance by individuals with the orders they may receive, and gives rise to an intelligent desire to carry out the instructions of superior authority, not only in the letter but also in the spirit, and, furthermore, imparts a reliable courage which would otherwise be wanting to large bodies of men.

To those whose discipline is thoroughly good, difficulties become light and the apparently impossible easy of execution.

To troops whose discipline is imperfect either victory or defeat will be equally dangerous, as in either case they will get out of hand, and the unity of the military machine disappear.

In peace time laxity of discipline will cause inconvenience, annoyance and increased trouble to every one concerned; in war it means ruin and disaster.

Respectful obedience is the only true basis upon which sound discipline can rest. It should not, however, have its origin in fear or dread of punishment, but be rendered from the conviction that the orders emanate from a responsible superior, not only in rank but in knowledge.

Officers and men of the Militia, when called out for active services, annual training, for any parade or drill, or whenever in uniform, are subject to the "Army Act," and all other laws applicable to His Majesty's troops in Canada, as are not inconsistent with the Militia Act.

Too much attention cannot be paid to the prevention of crime, but it should be borne in mind that the positive absence of crime, and not its screened existence, is the criterion of a well-established discipline. In all first offences, not of an aggravated character, mild reproof and admonition should be tried, and punishment not resorted to, until a repetition of the offence shall have shewn that the milder treatment has not had the desired effect.

The methods of command and treatment should be such as to ensure discipline, and, at the same time, foster self-respect. The use of intemperate language or an offensive manner are to be carefully avoided, and an even, patient and just demeanor cultivated.

Reproof for irregularities, neglect of duty or awkwardness should not be given to officers or non-commissioned officers in the presence or hearing of their juniors, lest their authority be weakened, or self-respect lessened—unless it be necessary for the benefit of example that the reproof be public.

The utmost vigilance should be exercised to prevent officers, non-commissioned officers or men, publishing information relative to the numbers, movements, or operations of troops, or any military details; nor should any letters of complaint be published, or memorials or requisitions be made without the consent of those in authority.

Deliberations or discussions by officers or soldiers with the object of conveying approbation, praise or censure, of their seniors is strictly prohibited.

No assemblage of officers, non-commissioned officers or men, should ever take place for the purpose of deliberating on any military matter without the consent of proper authority.

Neither officers nor men as such are permitted to take part in any political, religious, or party demonstration.

Officers are forbidden to forward testimonials relating to their service or character with any application they may make. If desirous to bring the opinions formed of them by others they should submit the names of such so that they may be consulted if thought necessary.

Officers are further forbidden to attend in uniform the manoeuvres or public parades of a foreign army without special permission.

Military Law.

In order to maintain proper discipline it has been found necessary to confer special powers upon the military authorities to enable them to deal with offences which it would be either impossible or inadvisable to leave to the Civil Power.

Military Law, which governs the soldier in peace and war, at all times and in all places, is regular in its procedure, is administered according to an authorized code, and deals only with soldiers, and persons (such as camp followers, etc.), who are from circumstances subjected to it.

It is embodied in the Army Act (which is part of the statute law in England and is recognized by all Civil Courts), and the Militia Act of Canada. The Army Act applies to the Canadian Militia in all cases where it is not inconsistent with the Militia Act. The administration of the code is simplified by means of Rules of Procedure, Regulations, and Orders which lay down the manner in which the law is to be carried out by the military courts.

Martial Law.

Under certain conditions Martial Law is resorted to.

The following definitions of Martial Law have at different times been given:—"The law of the soldier applied to the civilian;" "The union of legislative, judicial and executive power in one person;" "The will of the General of the Army," but the most comprehensive is "Sway exercised by a military commander over all persons, whether civil or military, within the precincts of his command in places where there is either no civil law, or where the civil law has ceased to exist." Martial law has no written code, but the General who proclaims it is bound to lay down rules and limits as to its application.

SECTION II.

COMPLAINTS.

One of the fundamental and most necessary rules of military discipline is to forbid anything bearing the appearance of combination to obtain redress of grievances among individuals composing a military force. Appeals for redress by "round robins," or by means of any document bearing the signature of more than one complainant, are strictly forbidden.

If officers, non-commissioned officers, or men, have any complaint or accusation to bring against a superior or other officer, such complaint should be laid before the complainant's commanding officer, who, if necessary, should transmit the same, with his remarks, through the proper channel for consideration by the next highest authority.

If a commanding officer neglects or refuses to attend to a complaint, it may be brought to the notice of the officer commanding the district or higher authority, notice being given at the same time to the complainant's commanding officer that such has been done.

They should not be permitted to bring accusations against superior officers or comrades before the tribunal of public opinion, either by speeches, or letters inserted in the newspapers; such a proceeding is a glaring violation of the rules of military discipline and contempt of authority.

A non-commissioned officer or soldier having a complaint should make it to the officer in charge of his company. The proper course is for the soldier to apply to the company sergeant-major or colour sergeant, who may either accompany the man himself to his officer or direct the orderly sergeant to do so. The same rule should be observed when there is a favour to ask. This course should not prevent a soldier from asking the privilege of speaking privately with the officer when brought before him.

Complaints, etc., of non-commissioned officers or men should not, except in cases of unavoidable necessity, be allowed to be put in writing. Non-commissioned officers and men should make their statements verbally to the officer commanding

their company, who, should he be unable to deal with the matter, lay it before the commanding officer; or should an officer decline to decide in the matter of complaint brought before him, or a soldier declare himself dissatisfied with that officer's decision, he may then request his case to be brought before the commanding officer. If still dissatisfied, he then has recourse as above stated; but his appeal should invariably be forwarded through the officer commanding his company to the commanding officer for transmission to higher authority.

It is the duty of all officers, when receiving complaints for transmission to superior authority, to point out to the parties concerned any irregularity in the means they employ in seeking redress, and to refuse to forward any representations that may be subversive of, or contrary to, the general rules by which all military bodies are governed.

In hearing complaints or statements, etc., of non-commissioned officers or men, officers should invariably have another officer present as a witness to all that passes.

A soldier having the slightest appearance of being under the influence of liquor, or seeming excited or out of temper, should never be taken before an officer for any purpose whatever.

A soldier who considers himself improperly warned for duty may respectfully so remark to the non-commissioned officer; but if the latter still adheres to his warning, there can be no further altercation; the duty should be done, and afterwards reported by the aggrieved party in the proper way.

Non-commissioned officers should invariably take the soldiers they may have to complain of, before the company commander, and never on any account make a report of a man behind his back; nor should an officer ever award a punishment however trifling, without having inquired into the complaint; and while every exertion should be used to enforce the greatest respect and obedience to the non-commissioned officers, these should not be encouraged in making frivolous complaints against the men, from private pique or dislike.

No application or complaint should ever be made to the Civil Power in any regimental matter, except through the commanding officer, or with his sanction.

SECTION III

MILITARY CUSTODY.

Military custody in the case of an officer, warrant officer, non-commissioned officer or private soldier (not under sentence) means arrest, and if circumstances require it, any of these may be placed for custody under the charge of a guard, piquet, patrol or sentry, or of a provost marshal.

An arrest can only be ordered by the senior officer or non-commissioned officer present when the offence is committed, except in the case of a quarrel, fray or disorder, when a junior may order the arrest of a senior who is engaged in the disturbance.

Arrest is either "close" or "open." When not described as "open" it means "close."

The accommodation usually available in barracks for the temporary confinement of soldiers in close arrest is the Guard Detention room attached to the guard-room, and similar smaller rooms for the confinement of those who are to be kept apart. The keys of these rooms should be in charge of the commander of the guard.

Private Soldiers.

With the private soldier (not under sentence) if in *close* arrest he should be placed in confinement under charge of a guard, piquet, patrol, sentry or provost marshal, searched and deprived of knives or other weapons. *He should not, however, be placed in close arrest for offences unaccompanied by drunkenness, violence or insubordination, unless confinement is necessary to ensure safe custody or the maintenance of discipline.*

In *open* arrest, he should not be allowed to leave barracks or camp lines until his case is disposed of. He should attend parades, but not be detailed for any duty except so far as may be necessary to relieve him from the charge of any cash, stores, etc., for which he is responsible. Nor should he be allowed to bear arms except in an emergency, or on the line of march. *These rules also apply to non-commissioned officers in arrest.*

Notice of the arrest of a soldier should at once be reported to the orderly sergeant of his company, either verbally or in writing, stating the nature of the charge, and the names of the evidences in support of it. The orderly sergeant then notifies the company sergeant-major or colour sergeant, who makes out a *charge* report (*Form 26*), which is immediately sent to the commander of the guard as his authority for detaining the accused; the absence of this charge, however, does not justify commanders of guards refusing to receive men in arrest, but if not received within 48 hours, report must be made to higher authority, who may release.

Should the nature of the offence be such as to allow the company commander to deal with it, he will write the punishment awarded on the Minor Offence report (*Form 30*), which should be sent to the orderly room, in order that it may be brought under the notice of the commanding officer.

When an offender is brought before the commanding officer, the officer commanding his company should attend with the Conduct book, being ready to speak as to character; the company sergeant-major or colour sergeant, and the sergeant in charge of his platoon or section, should also be present whether they are evidence or not, to answer for his kit, etc.

When an officer or non-commissioned officer has occasion to place a soldier in close arrest, he should invariably obtain the assistance of one or more privates to conduct the offender to the guard detention room, and be careful not to come in personal contact with him, except under unavoidable circumstances.

The practice of sending a file of the guard to take a soldier from his quarters to the guard detention room should not be resorted to, unless none others are available for the purpose.

Except in cases of personal violence, or when on escort or other detached duties, lance corporals should not place men in close arrest, but report the offence to the company orderly sergeant.

There is no case in which officers or non-commissioned officers should be more particular in their treatment of men than when under the influence of liquor. Men observed in a state of drunkenness should be immediately placed in close

arrest, and, if possible, alone in the guard detention room until sober—not in the guard-room, where they may be often provoked to acts of violence and insubordination; they should be visited at least every two hours by a non-commissioned officer of the guard and an escort, in order that their condition may be ascertained. Should any symptoms of serious illness be observed, a medical officer is forthwith to be sent for. Soldiers suspected of being drunk should not be put through any drill exercise or otherwise tested, for the purpose of ascertaining their condition.

Twenty-four hours should elapse before a soldier charged with drunkenness is brought before his commanding officer, in order that he may be perfectly sober.

When a soldier, either before the investigation of an offence or whilst undergoing punishment, has been deprived of his arms, they should not be restored to him without an order from the commander of his company or other superior officer.

Soldiers in detention who report themselves as sick should be taken before the medical officer. This report should be made by the non-commissioned officer in charge of the guard to the company orderly sergeant, and entered upon the company sick report.

Soldiers should not be kept in detention for a longer period than forty-eight hours without having their cases disposed of unless it be preparatory to bringing them before a court martial.

Soldiers detained under charge of a guard should have such exercise daily as may be necessary for the preservation of health.

Company sergeant-majors or colour sergeants should, on the return of a deserter or man absent without leave, immediately proceed to where he is and minutely inspect the clothing he has in wear, in order to ascertain if any portion is regimental; also when a man is in detention for being drunk, his kit should be inspected by the company orderly sergeant previous to the charge being made out, and in the event of any article being deficient, the same should form part of the charge against him.

Great-coats for the men in detention should be sent to the guard-room at *Retreat* by the non-commissioned officer of the section to which the man belongs, and removed after *Reveille* the following morning. Shaving and cleaning materials should also be allowed men in detention, the battalion orderly sergeant being responsible that such are sent to the non-commissioned officer of the guard, who should see that the articles are allowed to them at only such times as are necessary to cleanliness.

Men in detention should not be allowed to have their new clothing, but only their oldest fatigue dress, and but one suit at a time; nor should they be allowed to have money or tobacco. Every care should be taken that no one holds communication with them, except on duty; the men of the guard and the sentries should particularly be enjoined not to enter into conversation with them, nor should anything be given to them, not even meals, except in the presence of a non-commissioned officer of the guard.

Soldiers in close arrest pending enquiry should be allowed the use of bedding, if their detention exceeds two days, or if for trial by court martial should be allowed the use of bedding, up to the time of the promulgation of their sentence or acquittal. Again in very severe weather they may be permitted such bedding as is actually necessary.

The guard detention rooms should be cleaned by the occupants every morning.

Whenever a soldier appears in a civil court either as a prosecutor or prisoner, an officer of his company should invariably attend during the proceedings.

Non-Commissioned Officers.

In the cases of non-commissioned officers, if charged with a serious offence, they should be placed in arrest forthwith, but if the alleged offence is not serious it may be investigated and disposed of without arrest. Should there be doubt, arrest may be delayed without prejudice to any subsequent proceedings.

A non-commissioned officer should not be allowed to escape trial by court martial by resigning, unless with the special sanction of the highest authority.

When a non-commissioned officer in arrest is brought before his commanding officer, those of inferior rank to him should withdraw.

Warrant Officers.

The rules laid down in connection with the arrest of non-commissioned officers apply equally to warrant officers.

A warrant officer should not be allowed to escape trial by court martial by resigning unless with the special sanction of the highest authority.

Officers.

An officer may, when necessity arises, be placed under arrest by a competent authority on the commission of any offence without previous investigation; but a commanding officer, on receiving a complaint, or coming to the knowledge of circumstances tending to incriminate an officer, should not ordinarily place him under arrest, until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. Should he prefer charges against an officer, he will invariably place him under arrest. When an officer is placed in arrest, whether subsequently released or not, the commanding officer should report the case without unnecessary delay to the officer commanding the division district or station. Unless an arrest has been made in error, an officer should not be released without the sanction of the highest authority to whom the case has been referred.

An officer who has been placed in arrest has no right to demand a court martial upon himself, or after he shall have been released by proper authority, to persist in considering himself under the restraint of such arrest, or refuse to return to the performance of his duty. An officer who conceives himself to have been wrongfully put in arrest, or otherwise aggrieved, is not without remedy; provision is made for that purpose in the Army Act, and he can prefer a complaint in a proper manner through the proper channel (see "*Complaints*").

An officer should not be allowed to escape trial by court martial by resigning, unless with the special sanction of the highest authority.

An officer under close arrest is not to leave his quarters or tent except to take such exercise under supervision as the

medical officer considers necessary. If he be in open arrest, he may take exercise at stated periods within defined limits, usually the precincts of the barracks or camp of his unit; he should not be allowed to use his own or other mess premises, appear at any place of amusement or public entertainment, or at public assemblies, nor outside his quarters or tent dressed otherwise than in uniform.

An officer when under arrest is not permitted to wear sash, sword, belt or spurs.

Administration of Discipline.

The greatest regularity and respectful demeanor should be observed by officers and others, whilst the commanding officer is administering justice in the orderly room.

The adjutant should attend the investigation of all offences or complaints by the commanding officer.

All charges, whether against officers, non-commissioned officers or men must be investigated without delay and in presence of the accused. In the cases of non-commissioned officers and men, this should be done in the first instance by the company commander.

SECTION IV.

POWERS OF A COMMANDING OFFICER.

A commanding officer, in the ordinary sense of the word, means an officer whose duty, it is in accordance with the usual custom of the service, to deal with offences and either dispose of them on his own authority, or refer the cases to superior authority.

It also means, for the summary award of fines for drunkenness, the officer commanding a company.

In some portions of the Army Act the term commanding officer has a wider meaning and refers to an officer of superior rank who holds a position of high command.

The commanding officer of a *detachment* has the same powers of punishment as the commanding officer of a

battalion, but such power may be restricted, if he be under the rank of a major.

A commanding officer may either deal summarily with the following offences or convene a regimental court martial for the purpose :—

1. *Leaving his guard or piquet, forcing a safeguard, striking a sentry, sleeping, or being drunk upon, or leaving his post (except on active service).*

2. *Using threatening or insubordinate language to a superior officer (except on active service).*

3. *Disobeying a lawful command of a superior officer (except on active service).*

4. *Resisting lawful custody or breaking out of barracks.*

5. *Neglecting to obey any general, garrison or other order.*

6. *Assisting or conniving at desertion.*

7. *Absence without leave, or from parade, or being found out of bounds.*

8. *Malingering or misconduct in hospital.*

9. *Drunkenness.*

10. *Permitting to escape, a soldier in arrest placed in his charge.*

11. *Irregularity in detaining and reporting a soldier in arrest.*

12. *Escaping from lawful custody.*

13. *Losing by neglect or making away with arms, ammunition, clothing, equipment or necessaries, or making away with military decorations.*

14. *Wilfully injuring the property of an officer, soldier, regimental institution or of the public, or ill-treating a government horse.*

15. *Making a false statement in order to prolong a furlough.*

16. *Making a false statement on attestation.*

17. *Infringement of the enlistment regulations.*

18. *Conduct to the prejudice of good order and military discipline.*

First and less serious offences under the above headings should, as a rule, be dealt with summarily.

A commanding officer, in dealing with an offence committed by a soldier, may award the following *summary* and *minor* punishments. The decision in each case is invariably to be written down by the commanding officer himself on the guard report before the offender leaves the room. When he awards punishment for an offence, he cannot afterwards increase it, but he may remit.

Summary Awards.

If a commanding officer intends to award a *summary* punishment, he must ask the offender "*if he will be tried summarily by him, or be dealt with by a district court martial.*" Unless there are reasons against the adoption of such a course, a soldier should, on the following day, be given an opportunity of re-considering his decision to be tried by court martial.

In the case of the private soldier, these awards are as follows :

(a) Detention or field punishment, when on active service, up to twenty-eight (28) days. If the offence be absence without leave the number of days awarded, if it exceed seven, must not be more than the number of days of absence.

Detention exceeding seven days (*except* in cases of absence without leave) cannot be awarded by an officer under the rank of field officer.

When detention exceeding seven days is awarded, a minor punishment (C. B., etc.) must not be given in addition.

Awards of detention up to seven days inclusive, will be in hours, exceeding that in days. The term, when awarded in days, is reckoned from the first minute of the day of award; when in hours, from the hour at which the offender is received into the detention barracks.

Detention has been introduced into the scale of punishment in order that soldiers convicted of offences which do not warrant discharge shall not as a rule be subject to the stigma attached to imprisonment. (See *Provost* regulations.)

(b) Deductions from pay. The amount required to make good compensation for loss, or damage or destruction to any

arms, ammunition, equipment, clothing, instruments, regimental necessaries or military decorations, or to any buildings or property.

In the case of absence without leave, no award is made of the forfeiture of pay, which follows as a matter of course; but the soldier is informed of the number of days he forfeits, *and in all cases involving such forfeiture the soldier is entitled, under the Army Act, to elect to be tried by court martial.* This forfeiture also applies to a warrant officer or non-commissioned officer of any rank.

Absence over six hours, either wholly in one day or partly in another, counts as a day, unless such absence throws a duty upon another, when one minute's absence serves to warrant the forfeiture.

(c) Fines for drunkenness not exceeding \$6.00, according to the following scale, in addition to or without other punishment, but the latter should not be added unless under circumstances which increase the gravity of the offence.

First offence, no fine.

For the second offence, the fine shall be \$2.00.

For the third and every subsequent instance:—

If within three months of previous instance, \$6.00.

If within six months, \$5.00.

If over six months, \$3.00.

Detention may be added to fines, but only in case the offence is triable by court martial, or unless the total of unpaid fines amounts to \$10.00 or more, and then only in lieu of a fine.

Minor Awards.

In the award of *minor* punishments, a soldier *has no right to claim trial by court martial.*

(d) Confinement to barracks for a period not exceeding fourteen (14) days, which carries with it punishment drill for ten (10) days. Confinement to barracks may be combined with detention not exceeding 168 hours, total not to exceed twenty-one (21) days for a single award. For a fresh offence further

punishment either of detention or confinement to barracks may be awarded, the whole not to exceed forty-two (42) days.

(e) Extra guards or piquets, but only for minor offences or irregularities connected with these duties.

In the case of a non-commissioned officer, a commanding officer cannot award *reduction, summary or minor punishment*, but can *admonish, reprimand, or severely reprimand*, or can order an acting non-commissioned officer or one holding an appointment to revert to his permanent grade, but *no other punishment* in addition.

Company commanders may award a private soldier for such offences as:—

1. Absence from *Tattoo* and other roll calls.
2. Overstaying a pass, or slight irregularities in quarters, not exceeding seven days confinement to barracks or camp.
3. Extra guards and piquets, and the regulated fines for drunkenness.
4. He may deal with cases of absence without leave where pay is automatically forfeited, adding any punishment within his ordinary powers for such absence.
5. Non-commissioned officers below the rank of sergeant (or the appointment of lance sergeant) may be admonished or reprimanded, but not severely reprimanded by a company commander.

Any such awards will be subject to such revision as the commanding officer may think it desirable to order, but he cannot increase the award so given.

In the case of a company commander of less than three years service the commanding officer may limit this power of award to three days confinement to barracks.

SECTION V.

COURTS MARTIAL.

The regulations for the composition of militia courts martial, courts of inquiry, and boards, with the modes of procedure and powers thereof, are the same as the regulations which may at the time be in force for His Majesty's regular army, and which are not inconsistent with the Militia Act.

Courts Martial, Courts of Inquiry, and Boards.

When an offence is of a character too serious to be disposed of by a commanding officer, the accused should be tried by court martial.

Courts martial can punish any military offence and any civil offence mentioned in the Army Act, such as sedition, assault, etc.

They have also the power to punish *any civil offence* punishable by civil law except treason, treason-felony, murder, manslaughter, rape, which cannot be tried by court martial except at a place more than 100 miles from a competent civil court. These restrictions do not, however, apply to field general courts martial which have powers under certain circumstances to try any offence.

The following are debarred from being members of any court martial in Canada for the trial of a militiaman:—An officer of His Majesty's army upon full pay, the convening officer, the prosecutor or witness for the prosecution, the offender's commanding officer, or the officer who investigated the charges on which an offender is arraigned, or was a member of a court of inquiry respecting the charges against him, or has a personal interest in the case, save in the case of field general court martial, when only the prosecutor, Provost marshal, witness for prosecution, or one who has a personal interest in the case are ineligible.

All members of a court martial must be subject to military law. The rules of procedure are similar in all classes of courts martial, except in that of a field general court martial, for which special rules are prescribed.

Any person required to give evidence before a court martial, may be summoned or ordered to attend, and if such person

not being enrolled in the Active Militia shall, after payment or tender of reasonable expenses, make default in attending; or if in attendance as a witness, refuses to take the oath or affirmation legally required by a court martial; or refuses to answer any question, or produce any document legally required; or is guilty of any contempt towards the court martial; may, on the certificate of the president of the court martial to a judge of any court of law in the locality, be punished if found guilty, in the same manner as if the offence had been committed in a civil court.

No officer or man of the Militia can be sentenced to death by any court martial, except for mutiny, desertion to the enemy, or traitorously giving up to the enemy any garrison, fortress, post, or guard, or traitorous correspondence with the enemy; and no sentence of any general court martial can be carried into effect until approved by the Governor-General-in-Council.

An officer or man charged with any offence committed, while serving in the Militia, is liable to be tried and convicted by court martial within six months after his resignation or discharge from the same; or for the crime of desertion at any time, without reference to the period which may have elapsed since his desertion, unless he shall have served in an exemplary manner for not less than three years in another corps.

By the Army Act the degrees of courts martial are classified thus:—

1. Regimental,	}	Ordinary.
2. District,		
3. General,		
4. Field General.		Exceptional.

1. Regimental.

A regimental court martial may be convened by any officer authorized to convene general or district courts martial, or any commanding officer not below the rank of captain; also any officer of a rank not below that of captain when in command of two or more corps or portions of two or more corps; or on board a ship, a commanding officer of any rank. It should consist of not less than three officers, each

of whom must have held a commission for not less than one year, the president not being under the rank of captain if possible. It cannot try an officer or a non-commissioned officer (in ordinary cases) above the rank of corporal, nor award death, penal servitude, nor discharge with ignominy, its limits being forty-two-days' detention, reduction, fine for drunkenness up to \$10, or stoppages to make good damage or losses, etc.

Owing to the extensive powers of a commanding officer the assembly of a regimental court martial should be rarely necessary. For cases not dealt with summarily a district court martial should as a rule be convened.

2. District.

A district court martial can only be convened by an officer authorized to convene general courts martial, or by an officer deriving authority to do so from him. It should not in Canada consist of less than three officers, each of whom must have held a commission for two years. It has not power to try an officer, nor award the punishment of death or penal servitude, its limits being imprisonment with or without hard labour or detention for a period not exceeding two years, forfeiture of good conduct, or deferred pay, discharge with ignominy, or reduction, except in the case of a warrant officer, when the only punishments this court can inflict are, forfeiture, fines, stoppages, dismissal, reduction to the bottom or any other place in his rank, or reduction to a lower grade, or if originally enlisted as a soldier to the ranks.

3. General.

A general court martial can only be convened by His Majesty, or by an officer holding a warrant from His Majesty, or by an officer to whom power has been delegated by warrant from the officer originally given authority by His Majesty. It should not in Canada consist of less than five officers. Each of the members must have held a commission during the three years preceding the day of assembly of the court martial, and none of the members should be below the rank of captain, and all of equal, if not superior, rank to the accused, unless officers of such rank are not available. It has power to sentence to

death, penal servitude (not less than three years), dismissal, imprisonment (not exceeding two years), forfeiture of rank and medals, reprimand or severe reprimand, stoppages. In case of sentence of death, the concurrence of at least two-thirds of the members must be obtained.

A general court martial should not be resorted to unless in very aggravated cases, or when the state of discipline in a district, garrison or corps, renders a serious example expedient or when the offender bears a bad character, and for the trial of an officer.

Of the foregoing courts, district and general should be composed of officers of different corps, and not exclusively of officers of the same corps, unless the convening officer states in the order convening the court that in his opinion other officers (having due regard to the public service) are not available.

4. Field General.

A field general court martial is for the trial of offences against the property or person of inhabitants or residents of a country beyond the seas, or on active service, which cannot practically be tried by an ordinary general court martial, and may be convened by the officer in command of the detachment or portion of troops to which the offender belongs, although he may not be authorized to convene any other kind of court martial. It should consist of not less than three members unless three are not available in which case the court may consist of two and the convening officer may preside if he cannot obtain another, but he should not, if practicable, be under the rank of captain. Its powers are those of a general court martial, except that a sentence of death requires the concurrence of all the members if three form the court, but if such consists of only two, its powers are restricted to imprisonment or lesser punishment.

Courts of Inquiry and Boards.

A court of inquiry should not be considered in any light as a judicial body. It may be employed, at the discretion of the convening officer, to collect and record information only, or it may be required to give an opinion also on any proposed

question, or as to the origin or cause of certain existing facts or circumstances. Specific instructions on these points are, however, always to be given to the court. The proceedings are to be recorded in writing, as far as practicable in the form prescribed for courts martial, signed by each member, and forwarded to the convening authority by the president.

A court of inquiry may be assembled by any officer in command, to collect evidence or assist him in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed. With this object in view, such court may be directed to investigate and report upon any matters that may be brought before it, or give an opinion on any point, but when an inquiry affects the character of an officer or soldier, full opportunity should be given such officer or soldier of being present throughout the inquiry, and of making any statement he may wish to make, and of cross-examining any witness whose evidence, in his opinion, affects his character, and producing any witnesses in defence of his character.

The rank of the officers comprising the court should be equal or superior to that of the officer whose conduct or character may be implicated in the investigation.

It has the power if so directed by the convener to take evidence on oath, in which case the oath administered shall be the same as that of a court martial.

A court of inquiry, for the purpose of determining the illegal absence of a soldier (*except absconded recruits*), will be held at the expiration of twenty-one days from the date of absence, unless he has been taken into custody.

Courts of inquiry, as a general rule, sit with closed doors, but they may be either opened or closed according to the nature of the investigation, or as may be directed by the convening officer.

A court of inquiry or board of officers may consist of any number of members, but the composition of such courts or boards should be regulated, at the discretion of the convening officer, by the circumstances under which they are assembled. Three members, the senior acting as president, will in ordinary cases be found sufficient.

Medical officers are exempted from serving as members of courts of inquiry or boards, except medical boards. Should a medical opinion be required by a military board, reference is to be made to the medical officer detailed to attend it, who will furnish his report in writing or give evidence in person if considered necessary.

Relative rank does not entitle an officer to the presidency of a court of inquiry or board, but he is legally qualified if appointed.

If the members cannot agree on an opinion collectively, any member dissenting should state in writing the nature and extent of the difference, or give his opinion in writing to the president for transmission with the proceedings.

The regulations for the government of courts of inquiry are contained in the Rules of Procedure (*Army Act*).

Boards differ only from courts of inquiry in as far that the objects for which they are assembled should not involve any point of discipline. They will follow so far as may be convenient the rules for courts of inquiry, but are in no way bound by them.

A commanding officer may assemble a regimental board to assist him with its opinion upon the condition of *stores*, but such a board cannot condemn them, a district or garrison board is the only one that can do so. In the case of a regimental board, however, ordered upon *rations* reported by the orderly officer as unfit for issue, they may be condemned by such board, and an equal quantity purchased elsewhere and charged to the contractor.

SECTION VI.

DEFAULTERS.

Punishment drill for defaulters consists of marching only, and not of instruction, should not exceed one hour at a time, exclusive of the inspection of kit, nor more than four hours in the same day. It should be carried on in the barrack-yard or drill-ground, and when battalions or detachments are in billets, and have not such accommodation, their defaulters should not

be exposed to ridicule by being exercised in the street ; but be marched out to some quiet place for the prescribed period. Punishment drill should not be carried on after *Retreat*, unless in hot weather or the commanding officer considers it expedient to do so.

In very cold weather the double march may be used for short periods.

When not on fatigue or parade, defaulters should parade for punishment drill in "*marching order*." At the regular parades they should be dressed the same as the rest of the men. Men with disfigured faces or black eyes should be confined to quarters till they have perfectly recovered.

Between *Retreat* and *Tattoo*, defaulters should be called by bugle sound to report to the commander of the guard, but intervals of an hour should elapse between each call, and they should not be called during the tea hour, or when on parade or fatigue.

On all occasions of defaulters answering their names they should be clean and properly dressed in fatigue dress.

Defaulters should not be required to undergo any portion of their punishment which may have lapsed by reason of their being in hospital or employed on duty.

Defaulters may be permitted to enter the canteen for one hour in the day only ; as a rule this should be in the evening.

SECTION VII.

PROVOST REGULATIONS.

Detention barracks, and barrack detention rooms, whether garrison or battalion, are intended for the confinement of soldiers summarily awarded detention by authority of the commanding officer, and for carrying into effect the sentences of detention by courts martial. Soldiers under sentence to imprisonment by courts martial may also be committed to a detention barracks or barrack detention room pending removal to a public prison, civil or military, if their commitment to a public prison cannot be immediately carried into effect.

Detention barracks and barrack detention rooms, may also be used for the safe custody of soldiers remanded for trial by court martial, or who have been tried and are awaiting the promulgation of the finding and sentence of a court martial, provided there is available accommodation, and arrangements can be made for their being supplied the ordinary rations and messing of soldiers during such detention. Such men do not wear clothing supplied by detention barracks. They should be allowed to exercise during a reasonable portion of each day, and be kept apart from soldiers undergoing sentence. They should not be obliged to work otherwise than by being employed in drill, fatigue, and other duties similar in kind and amount to those they might be called on to perform if not under detention. As these men do not receive the ordinary diet of the detention barracks they must be shewn separately in the detention barracks provision accounts.

The immediate control and supervision of detention barracks or barrack detention rooms should be under the officer commanding the station or corps to which the detention barracks is appropriated, and in charge of a sergeant specially selected with a view to his fitness for the office, who should be responsible for the custody and subsistence of those in detention.

Detention barracks and barrack detention rooms, should be inspected, and each occupant visited daily by an orderly officer and a medical officer, reports of which are to be made to the commanding officer.

Men in detention should be committed to, and released after the regular dinner hour and before dark, and especially examined by a medical officer before commitment, who will furnish a certificate as to their state of health, reporting any disability likely to prevent or interfere with the execution of the punishment awarded, or any part thereof.

Every offender on admission to a detention barracks should be strictly searched and required to give up everything in his possession, the hair of all those awarded more than seven days should be closely cut.

The work of soldiers in detention should consist of sawing wood, cleaning yards, latrines, etc., repairing roads and such other modes of employment as the commanding officer may

approve; when deemed expedient, drill in "*marching order*" may be substituted.

The following should be the distribution of time:—

Summer.—5.30 to 6 a.m., rise, dress, air and clean rooms; 6 to 8 labour; 8 to 9 breakfast and make up beds; 9 to 12.30 labour; 12.30 to 2 dinner; 2 to 5 labour; 5 to 6.30 tea; 6.30 to 8 labour.

Winter.—Rise at 6.30 a.m., and lights out at 9 p.m., afternoon work ceasing at dark, otherwise the same routine as in summer.

On Sundays the men in detention should attend Divine service, and the cleaning of detention rooms be restricted to what is actually necessary. Christmas day and Good Friday should be observed as Sundays.¹

Irregularities or minor breaches of discipline, while under detention should be reported to the commanding officer, who may by written direction to the provost sergeant order a man in detention to be put on "*punishment diet*" for any period not exceeding 72 hours.

In case of violence or urgent and absolute necessity, the commanding officer may, by an order in writing, direct a man in detention to be placed in handcuffs, the order will specify the cause that gave rise to it, and the duration of the restraint.

All such offences and nature of punishment awarded are to be recorded in the Detention Barracks Conduct Book, and also in the Regimental Conduct Book, if specially ordered by the commanding officer.

Men committed for periods not exceeding seven days, should be provided with great-coats, together with single blanket or rug, those for longer periods should after the first week be allowed their bedding, being deprived of it however every third night.

The articles in the holdall of each man in detention should be removed from his detention room every night, and the use of tobacco in any form or of spirituous liquor, denied him.

Men in detention should be allowed a Bible and prayer book of the denomination to which they belong, together with such

other books as may be recommended by a chaplain and sanctioned by the commanding officer.

In the event of clothing not being supplied at the detention barracks, the men in detention should wear their uniform, fatigue dress being worn on week-days and tunics on Sunday; whenever possible, part worn great-coats should be issued to men in detention.

The underclothing of the men in detention should be washed with that of their comrades—or as arranged for locally by the commanding officer.

Every man in detention should be made to wash himself at least once a day, shave daily, bathe thoroughly and change his underclothes at least once a week.

The rations of soldiers in detention, as well as pay, should cease from the day of his being committed until the day of his release, his subsistence will, during that time, be obtained from the canteen or contractor by the provost sergeant, the cost of same being recovered from the Government each month. A mess book for these supplies should be kept by the provost sergeant to be balanced and certified to weekly by the adjutant.

The scale of diet for men in detention should be as under :

ARTICLE.	1 For Men 7 days or under.	2 For Men over 7 days.
Bread	1 lb.	1 lb.
Beef or Mutton	—	½ lb.
Salt	½ oz.	½ oz.
Vegetables	4 ozs.	4 ozs.
Coffee.....	½ oz.	½ oz.
Tea.....	½ oz.	½ oz.
Jam	1½ ozs.	3 ozs.
Potatoes	1 lb.	1 lb.
Sugar	2 ozs.	2 ozs.
Pepper	¼ oz.	¼ oz.
Bacon	—	3 ozs.

For ill-conducted and idle men in detention :—

Daily 1 lb. of bread with water and 1 pint oatmeal gruel.

This diet should not be given for more than three days at a time, nor with a less interval than three days for a fresh offence, the ordinary diet being allowed in the interim, nor should labour be enforced during the duration of the short diet.

Provost Sergeant.

The provost sergeant should exercise his authority with firmness, temper, and humanity; must abstain from all irritating language, and on no account strike, or otherwise ill-treat a soldier in detention.

He should see the men in detention frequently and at uncertain times during the day; but is not to hold, or to permit his assistants to hold any unnecessary communication with them. He should not permit any person to visit the men in detention, except by the special authority of the commanding officer.

He should superintend the exercise and work of the men in detention, and not permit the latter to hold any conversation with each other, or with any other person. In case of a man persisting in disobeying this or any other order, when employed outside his detention room he should at once be sent back to it and the case reported for the information of the commanding officer.

He should take care that the means by which a man in detention may communicate with him or his assistant are kept in proper repair, and pay due attention to the heating and ventilation of the detention rooms, also that the men in detention are supplied with their regular meals according to the prescribed dietary.

He should report to the medical officer at his regular visits, the case of any man in detention who may appear to be out of health, and to report immediately any case of sudden or serious illness.

It should be also a part of the duty of the provost sergeant to perform the police duties of the barracks, or camp, or of that part of the garrison in or near which the detention

barracks may be situated. He should frequently visit the canteen, and interfere to prevent drunkenness or riot; using his authority to repress all irregularities; and to clear the quarters of any loose or disorderly characters. In the course of these duties he should, at all times, be extremely careful to avoid personal collision with soldiers. He should be allowed such assistance in making his rounds as may be deemed necessary by the commanding officer.

SECTION VIII.

OFFENCES PUNISHABLE BY CIVIL LAW.

By the Militia Act the offences enumerated below are made punishable by *Civil Law* upon the complaint of the commanding officer or adjutant of a battalion, or, in the case of rural companies, the company commander, or the commanding officer of the corps may authorize any officer to make the complaint in his name. Prosecutions cannot, however, be made later than six months after the commission of the offence, unless it be for unlawful buying, selling, or having in possession arms, accoutrements or other articles issued to the militia.

Claiming or Retaining Pay or Signing False Claims.

Any officer or man who knowingly claims pay for himself or another for drills not performed, or in more than one corps, or retains in his possession unlawfully the pay of another, or signs a false pay list, roll or parade state, is guilty of an indictable offence.

Refusing Information.

Persons refusing to give information to an officer or non-commissioned officer in the execution of his duty, a penalty not exceeding \$20.

Enrolment and Returns.

Any officer or non-commissioned officer refusing or neglecting to make an enrolment or ballot, or refusing to make or transmit any roll or return required by regulation, a penalty, if an officer, not exceeding \$50, if a non-commissioned officer, not exceeding \$25.

Any officer or non-commissioned officer refusing or neglecting to assist his commanding officer in making any roll or return, or refusing or neglecting to obtain the information necessary to make or correct any roll, or return, a penalty, if an officer, not exceeding \$50, if a non-commissioned officer, \$25 for each offence.

Refusing to take Oath.

A man drafted or liable to be drafted for service, refusing to take the oath or declaration prescribed, imprisonment not exceeding six months, and for every subsequent neglect or refusal to a further imprisonment not exceeding 12 months.

Personation.

Any officer or man of the Militia, or any other person who shall falsely personate another at parade or other occasion, a fine not exceeding \$100.

Neglecting to attend Parade.

Any officer, non-commissioned officer or man, who, without lawful excuse, neglects or refuses to attend any parade or drill or training at the place and hour appointed, or who refuses or neglects to obey any lawful order at or concerning such parade or training, a penalty, if an officer, of \$10, if a non-commissioned officer or man, \$5 for each offence, absence for each day being a separate offence.

Interrupting Drill.

Any person who interrupts or hinders the Militia at drill or trespasses upon the bounds set out by the officer in command of such drill, is subject to arrest and detention during the drill and a penalty of \$5.

Disobedience or Insolence.

Any officer, non-commissioned officer or man disobeying any lawful order of his superior officer, or guilty of insolent or disorderly behaviour towards such officer, a penalty, if an officer, of \$25, if a non-commissioned officer or man, \$10 for each offence.

Failing to keep Arms, etc., in order.

Any non-commissioned officer or man who fails to keep in proper order the arms, accoutrements or clothing entrusted to him, or appears at drill or parade with them out of proper order, deficient, or unserviceable, a penalty of \$4 for each offence.

Disposing of Arms, etc.

Any person who unlawfully disposes of, or receives arms, accoutrements or clothing, belonging to the Crown or a corps, or refuses to give up the same when required, or has them in his possession for unlawful use, a penalty of \$20 for each offence.

Refusal to Aid Civil Power.

Any officer, non-commissioned officer or man who, when his corps is lawfully called upon to act in aid of the civil power refuses or neglects to go out with such corps, or to obey the lawful order of his superior officer, a penalty, if an officer, not exceeding \$100, if a non-commissioned officer or man not exceeding \$20 for each offence.

Resisting Draft or Aiding Desertion.

Any person who resists any draft of men enrolled, or counsels or aids any one to resist such draft, or persuades any enlisted man to desert, or aids or assists him to do so, or assists in his concealment or rescue, a penalty not exceeding \$100.

Absence without Leave.

Under the War Measures Act, absence without leave, when on *active service*, may be dealt with civil law and imprisonment to the extent of two years with or without hard labour imposed.

CHAPTER IV.

DRILLS AND PARADES.

SECTION I.

The training of troops in peace is governed by what is required of them in war. The basis of military efficiency is the careful individual instruction of the soldier and a gradual progression from simple to more difficult exercises.

Theoretical instruction should precede and accompany all practical training, both being conducted by the officers.

Commanding officers are responsible for the efficiency and readiness for service of their units, and company commanders responsible to commanding officers in a similar manner for those placed under their charge (*except recruits*) as well as the *maintenance of a proper system of instruction.*

Drill is the discipline of the body, and equally trains the mind in the same direction, therefore the constant practice of drill, in which all ranks have to render spontaneous and silent obedience to the commands of their superiors, is absolutely necessary.

The efficiency of a battalion is estimated in a great degree from the manner in which it drills; if there is talking in the ranks it is a sure sign that its discipline is of a low order. Complete silence when on parade or at drill should be made imperative; no matter what, in the soldier's opinion, may be wrong he should keep the opinion to himself; if he expresses it some one is likely to answer, talking becomes general; and disorder is thus created, the result of which may lead to disaster. In all moments of confusion remember that the first step towards the re-establishment of order is the hushing of all voices.

In order to prevent the thoroughly drilled soldier being unnecessarily harassed and to reward the attentive one, a company should be divided into three classes, viz., "*first,*"

"second," and "recruits." Advancement, from one class to another, with attendant privileges, in the first two.

The greatest exactness should be required from first-class men ; any carelessness or awkwardness in the ranks, on sentry, or walking in the street, should subject them to removal to a lower class.

When a soldier is awkward at any exercise or parade he should be ordered to "*instruction drill*," which is to be extra to the usual routine, but he should not, however, on that account be exempt from guards or other duties.

All men returning to their duty from detention, hospital, or leave, should attend instruction drill until they have picked up the lost practice.

Servants, tailors, shoemakers, etc., should attend one drill, by themselves, once a week.

When circumstances permit, the non-commissioned officers should be practised by the adjutant in outpost and protection duties, etc.

When the weather does not allow of the non-commissioned officers being exercised outside, they should be assembled at the orderly room, for tuition and examination on different subjects connected with administration, drill, guard, piquet, etc.

Officers and non-commissioned officers should take care that the same exactness which is insisted on in the drill squad as to position, smartness, silence, and steadiness, is maintained upon parades of all kinds. They should bear in mind that, if the soldier is permitted to indulge under their eyes, in idle and slovenly habits in the ranks, the best exertions of instructors will never accomplish the end required.

Forming a Staff Parade.

Previous to a battalion parade the non-commissioned officers, band and buglers should be inspected, and this function is known as the "*staff parade*," its formation being as follows :—

Fifteen minutes to the hour named for the battalion parade, the "*non-commissioned officers' call*" should be sounded when

all sergeants, corporals, band, buglers and drummers not on other duty respond, also on certain occasions those holding appointments.

The parade should be drawn up in *column* of companies the band and buglers being in front, and after the rolls are called, should be "*formed*" into line by the battalion sergeant-major, the ranks opened and inspected by the adjutant, then dismissed.

Battalion Parade (Eight Companies).

In the case of eight companies, the mode of forming below given will be found a simple one.

The buglers, immediately after the staff parade fall in at twenty paces from the centre of the directing flank of the parade ground facing inwards, and sound for "*orderly sergeants.*"

The orderly sergeants should fall in on the directing flank at the "*slope,*" (or "*order*" in rifle corps) under the charge of the battalion sergeant-major, who, after dressing them, gives the command, "*number,*" then "*column from No. 1,*" "*outwards turn,*" "*quick march.*" The sergeants turn outward and move off to their respective distances, and take up their covering from the front. When covered, the battalion sergeant-major gives the word, "*steady,*" when they "*order.*" Buglers then sound the "*fall in,*" when the men, who should be on the ground at least five minutes before the time appointed for parade, move smartly and quietly with arms at the "*slope*" (in rifle corps the "*order*"), and fall in on the right of their orderly sergeants, with intervals of two paces between sections, order arms and stand-at-ease. Officers now proceed to their companies.

The sergeant-major should then give the command, "*call your rolls,*" when the section commanders move to the front of their sections, call their rolls, inspect and "*prove*" them as prescribed in the "*Infantry Training,*" 1914 (Sec. 59, 61, 78) reporting to their respective half company commanders, who in turn report to the company commander. Officers should test the correctness of this inspection by making it themselves at odd times.

Companies should not be sized or equalized, except for purposes of "*Ceremonial*."

The band should fall in ten paces from the reverse flank of the leading company of the rear half battalion, in line with it, and play during the inspection of companies.

While the companies are being inspected and proved, the adjutant calls for the markers of companies, who mark with arms at the "*slope*" (or "*order*" in rifle corps) where the left of their respective companies will rest in column or quarter-column by the left"; the marker of the leading company placing himself wherever he is directed; the remainder covering on him at the required distance.

The adjutant then giving the word "*steady*," the markers stand at ease until the companies are ready to march upon them.

The "*advance*" should now be sounded, on which the officers fall in with their companies (*drawing swords*, if on ceremonial parades), marching them with arms at the "*slope*" ("*truil*" in rifle corps) to their respective markers, who come to attention, and when their companies have dressed by the left, fall to the rear, each company commander instructing his company to "*stand-at-ease*."

The adjutant now reports the parade as ready to the commanding officer, who takes command, calls the battalion to attention, and directs the reports to be collected. This is done by the adjutant passing along the directing flank of the column, and learning verbally from each company commander whether his company is present or otherwise. The adjutant then makes his report to commanding officer, and takes post.

The collection of parade states (*Form 25*) should be made by the battalion sergeant-major from the company orderly sergeants, during the inspection of companies, and by him sent at once to the orderly room.

The parade state should be signed by the senior officer of the company present on parade, who should never affix his signature to it without having previously made himself acquainted with the correctness of the statements, and thereby enabling him to answer any question the commanding officer may put

to him respecting the distribution of his men. On Sundays a Church parade state is required (*Form 28*).

At formal inspections a field state (*Form 29*) should be handed to the inspecting officer by the commanding officer immediately after the salute has been given.

Another mode of forming parade is for companies to be proved and inspected on their private parades, and proceed to their places in battalion on the "*advance*" sounding, after which the adjutant reports the parade, etc.

Officers should consider exactness of time at all parades and posts of assembly as an essential principle of military duty. They should understand that the warning bugle is for them as much as for the men.

Officers should not collect in groups or leave their companies on parade. It should be the particular duty of the majors to see that these orders are attended to.

For the parade of a battalion on occasions of urgency, the regimental call followed by the "*alarm*," or for fire the "*fire alarm*" should be sounded. These imply the necessity for the utmost haste, and officers and men should fall in by companies as rapidly as possible; in camp or barracks, ten minutes is sufficient at any hour, day or night, from the first sounding of the call for a battalion to assemble and form ready to move.

Battalion Parade (4 Companies).

Should the battalion be one of four companies, the procedure in forming is laid down as under:—

The formation here is in "*mass*," the guides marking the right of each platoon, and having been dressed by the battalion sergeant-major, the "*fall in*" is sounded, upon which the men take their places in their respective platoons, a pace and a pace and a half to the rear, and on the command from the battalion sergeant-major of "*battalion right dress*," are dressed on the lines of guides by company sergeant-majors.

The command to "*stand at ease*," "*call your rolls*," follows from the battalion sergeant-major, upon the completion of which, company and platoon commanders join their units and

proceed with the inspection of arms, clothing, etc., and the proving of their companies as prescribed.

When satisfied of the readiness of the several companies, the adjutant reports to the second in command the fact, who in turn reports to the commanding officers; the latter then takes over charge of the battalion, orders the adjutant to collect reports and proceeds with the drill.

The band plays during the inspection of companies.

Guard and Piquet Parades.

Guards and piquets should fall in on the regimental parade ground, for the inspection of the adjutant previous to marching to their respective posts. Guards parade in "*marching order*," without mess-tins, which are left with their messes for the meals to be sent to them in, unless their food is taken and cooked on guard.

Piquets parade in "*drill order*" unless required to join the battalion, in which case they appear in the order of dress named for such.

The men should fall in by companies in *column by the right*, on their orderly sergeants, who inspect them and ascertain that all warned are present; at the same time the non-commissioned officers for duty fall in in line on the directing flank of the column, and are inspected by the battalion sergeant-major, who, when finished, gives the command "*number*," "*slope arms*," "No. 1 stand fast, remainder left turn,"—" *quick march*," the seniors of each "*duty*" taking up their interval in line according to the seniority of the "*duties*" they represent; the sergeant-major calls the details to attention and gives the command, "*report your details*," "*A Co.—B Co., etc.*," on which each orderly sergeant in turn replies, "*details present and correct, sir*;" then the battalion sergeant-major gives the command to the men, "*slope arms*," "*left turn*," "*form duties, quick march*," and they fall in on the left of the non-commissioned officers, according to the "*duties*" they have been warned for, piquet on left of guards, and waiting men on left of the respective duties for which they have been detailed.

The battalion sergeant-major now tests the correctness of the detail of duties by giving the command "*tell off the duties,*" followed by the queries, "*main guard,*" "*barrack guard,*" "*piquet,*" etc., and the senior non-commissioned officer of each "*duty,*" who of course knows its composition, replies in succession, thus: "*main guard,*" "*barrack guard,*" etc.; "*one sergeant, two corporals, one bugler, and fifteen men, present sir,*" and so on until all have answered.

Following this test the battalion sergeant-major gives the command "*fix bayonets,*" and reports the parade as complete to the adjutant, who inspects such and delivers the countersign (if there is one) to the commander of each guard.

The guards, if commanded by non-commissioned officers, should now be handed over by the adjutant to the orderly officer—who gives the command, *guards, slope arms, form fours, right, to your duties, quick march;* or in the case of a less front than four files, *by the right (or left) to your duties, quick march.* The piquet, orderly sergeants and "waiting" men should then be dismissed by the battalion sergeant-major under instructions from the orderly officer.

If officers have been detailed for any of these duties, such as are junior to the adjutant, fall in for his inspection, but those senior stand aloof, the adjutant acknowledging their presence. (See *Dismissing parades.*)

The hours for guards to mount are usually from 9 to 10 a.m., or from 6 to 8 p.m.

The number of privates to be furnished for each post is three; thus, for a guard with five posts, fifteen privates would be required.

Tattoo Parade.

On *Last Post* sounding, the battalion orderly sergeant should parade the various orderly non-commissioned officers in "*line*" as follows:—

Beginning with the orderly sergeants in company alphabetical order on the right, the non-commissioned officers on gate and canteen duties, the non-commissioned officer in charge of piquet, and the piquet itself on the extreme left.

The battalion orderly sergeant after dressing the parade falls in on the right, reporting to the battalion sergeant-major, "*all present, sir.*"

The battalion sergeant-major should then call "*A*" company. On which the orderly sergeant of the named company will hand in his tattoo report, saying, "*— absent,*" "*— in arrest,*" or "*all present, sir,*" and so on with each orderly sergeant to the left. Then, *gate?* "*closed and correct, sir.*" *canteen?* "*closed and correct, sir.*" *piquet?* "*present and correct, sir.*"

The battalion sergeant-major then reports to the orderly officer "*— absent,*" "*none in arrest,*" "*duties correct,*" or "*all present, duties correct, sir,*" or otherwise, at the same time handing him the absentee reports.

The orderly officer should then inspect the piquet, and give its commander such instructions as he may deem necessary as to its immediate duties in the way of patrols, finally instructing the battalion sergeant-major to dismiss the parade.

In the case of an officer being in command of a piquet the parade and inspection of it will be separate and under his supervision.

Any change or error in the detail of duties for the following day should be reported to the battalion sergeant-major on this parade, and rectified.

Ration Parade.

On the "*ration*" bugle sounding, the battalion orderly sergeant should parade the company orderly corporals, orderly men and cooks of companies, "*in column by the right,*" collect the reports, "*present or otherwise,*" in the manner previously detailed, and march them to the place of issue, reporting to the orderly officer present or otherwise.

At the place of issue the battalion quarter-master sergeant should call the companies in turn (*varying them each day*), each orderly corporal bringing up his room squad in succession to be served; if any objection is taken to either weight or quality of the ration, it must be made before removal. As each company is served it should be marched by its orderly corporal to the cook-house, and the rations handed over to the cook.

The orderly men of each squad should know the exact quantity they are entitled to. (*Form 27*).

Sick Parade.

At the hour named the company orderly corporals should fall in on the regimental parade in "*column by the right*" with the sick of their respective companies, reporting to the battalion orderly sergeant, who collects the company sick reports and medical history sheets, and then turns the parade over, with the reports to the battalion orderly corporal or non-commissioned officer detailed for the duty, to be marched for the examination of the regimental medical officer and then to the hospital if necessary.

On receiving from the medical officer and hospital the report upon each man, the battalion orderly corporal returns to barracks and gives the reports to the orderly sergeants concerned, together with any men that may not have been found sufficiently ill to be admitted to hospital.

The battalion orderly corporal or a non-commissioned officer detailed for the purpose should also attend the hospital at *Retreat*, and receive all men who may have been discharged or "*detained*" for the day only, handing them over to their respective orderly sergeants.

If any men in arrest or detention are on the sick report they should (*if necessary*) be taken under escort to the hospital.

Orderly Room Parade.

Soldiers in arrest should be marched under escort to the orderly room, remaining outside until each case is called—the evidences should also be there, and so arranged as to be ready when required.

The battalion sergeant-major, who stands at the door of the orderly room, marches in each accused with escort and evidence as they are wanted, taking off the accused's head-dress as he enters; the whole party standing in line opposite the commanding officer, the accused next to, or between his escort.

The adjutant should read the charge report and the commanding officer then calls the first evidence by rank and name,

who says, "sir, I was company orderly sergeant of — co'y on the — inst., I called the roll at Tuttoo and found the accused absent," or "as non-commissioned officer on gate duty on the — inst., the accused returned to barracks at 9 p.m. drunk, I confined him." The other evidences are examined in a similar manner, and then the commanding officer asks the accused if he "has anything to say"; if the accused desires to call evidence in his behalf he should be allowed to do so, each evidence being examined in the same way. The commanding officer should then make his award, writing it at the same time in the guard report, the adjutant writing it in red ink on the charge report, which he hands to the commander of the man's company for entry, or otherwise, in the company conduct book.

The battalion sergeant-major, on the award being given, marches the accused and escort, etc., out of the Orderly room.

The company commander of the accused should always be present with his conduct book as reference to a man's previous character. The company sergeant-major or colour and company orderly sergeant should also attend, but remain outside, being informed by the battalion sergeant-major of the award as the accused is marched out.

Muster Parade.

At a muster parade, all officers and men, except such as are on guard or sick, should attend and answer to their names.

This parade is usually in fatigue dress, and the roll should be called by companies from a nominal roll or pay list, in the presence of the paymaster or officer specially detailed.

As each officer or man's name is called, he should move out from his company, answering: "here sir," salute and pass before the mustering officer, the companies being reformed on another part of the parade ground.

When "mustering" for annual drill pay, should an officer or man not be entitled to claim for the full number of days, the amount that is actually due him should be called out after his name.

This parade is only required by units of the Active Militia undergoing the annual training.

Examination of Arms.

Previous to and on the termination of a field day or target practice, the rifles should be *immediately examined*. Each platoon or company commander undertakes the duty for his own platoon or company, reporting to the company commander or the major of his half battalion, that all the arms of his platoon or company are unloaded, the latter then reporting to the commanding officer.

Dismissing Parades.

Before being dismissed, a parade should be formed in close column or mass on the same ground upon which it fell in, previous to the drill.

On the commanding officer calling, "*fall out the officers*," at the end of a parade, the officers should all proceed towards him in quick time, salute and await his orders. The parade, if a commanding officer's, should be handed to the adjutant, or, if the adjutant's, to the battalion sergeant-major, who should dismiss it as a whole, the men leaving the parade quietly, with arms at the "*slope*," (rifle corps the "*shoulder*,") or companies may be ordered to their "*privats parades*," when company commanders march them to such locations and then dismiss in a similar manner.

Officers, when called out by the commanding officer during a parade, should salute, both on approaching and leaving him.

No battalion, company party or parade should be either dismissed or marched off a ground without permission being first obtained from the *senior officer present*, irrespective of the branch of the service to which he may belong.

Field Kit Inspection Parade.

Companies should be formed in "*column of platoons or half companies*," the rear and supernumerary ranks ordered to step back two paces, and the files opened to full interval (arms length) from the left. Both ranks should then ground arms, kit-bags or valises be taken off, and kits laid out in front of each man as he stands, in the following order:—

The kit-bag or valise with great-coat and mess-tin attached is placed on the ground, trousers on the great-coat, holdall

open laid on the trousers, pair of socks (one on each side), shirt, towel, soap, sponge, pipe-clay, spare laces, blacking and brushes in front of kit-bag.

This distribution of a kit may be varied.

The belts and pouches should remain on the men, and all non-commissioned officers below the rank of sergeant show kit.

Funeral Parade.

In the formation of a parade for a military funeral everything is *reversed*, as for instance the arms of the escort or firing party, the position of the sergeant drummer or bugler, while the different ranks follow the chief mourners in inverse order—that is, juniors preceding.

Previous to the reception of the body by the escort, the troops that are to follow should be drawn up in two ranks at eight paces apart, facing inwards, the privates being placed nearest the escort; then corporals, sergeants, lieutenants, captains, majors, lieut.-colonels, etc., in the direction which the procession is to take. This order of formation should not be affected by the presence of more than one corps; it applies equally to regimental and garrison funerals, the different *ranks* being together, irrespective of corps.

The escort, band, body and chief mourners having passed the inner flank, the several ranks in succession, beginning with the privates, turn inwards singly or doubly, according to the strength of the parade, thus forming files or fours.

With a half battalion or larger force, the adjutant and battalion sergeant-major should take general direction on the line of march, and move in such positions as to best regulate and control the procession.

In returning from the place of burial the usual formation should be resumed, the escort leading.

For the strength of escorts and other particulars, attention is called to the *King's Regulations and Orders for the Militia*, Paras. 1440-1448, and in the matter of formation and movement to the *Ceremonial*, 1912, and *Amendments*, 1916 (Chapter X.).

Drawing Swords on Parade.

Swords should not be drawn in a slovenly manner, but according to the instructions laid down in the *Ceremonial*, 1912, and *Amendments*, 1916 (sword exercises).

The senior officer in the command of a parade does not draw his sword, neither do medical officers, quarter-masters, warrant or non-commissioned officers, except the battalion sergeant-major, and he only when the colour is trooped.

When men parade without arms, or with side-arms only, officers do not draw swords.

Officers on falling out, when the sword is not drawn, salute with the right hand.

Bands on Parade.

Each battalion should have its own special "*marches*" for "*Ceremonial*" purposes.

1. For march past by companies.
2. For march past in close column.

No battalion, except when ordered to the contrary, should "*march past*" to any other march than its own.

When a battalion is parading in the open air, the band should play during the inspection of companies.

When on the march the sergeant drummer should be careful to keep the band at the proper distance from the head of the battalion (twenty paces), and to accommodate the length of pace to that of the battalion sergeant-major, who, marching at the head of the corps, regulates the length of pace for all.

When there is no advanced guard, the sergeant drummer or pioneer sergeant should be informed of the route to be followed.

No band, when marching by itself and unaccompanied by troops, should play.

When a brigade "*marches past*," the bands should be brigaded under the senior bandmaster, and the particular march belonging to each battalion be played as it passes the saluting point, or if specially ordered the same march for all.

In the former case, during the intervals between successive battalions, the drums only beat, dividing as it were the tunes, except during the interval before and after rifle battalions, when the buglers sound a "*flourish*."

Manner of Addressing Officers.

On any parade or duty, whether under arms or not, all officers addressing their seniors, whether of like or superior rank, should apply to them the title of "*Sir*."

Officers, both on and off duty, when speaking to a general (or officer acting as such) or to the officer commanding their battalion, should address him as "*Sir*."

A lieutenant-colonel should be addressed by officers of equal or senior rank, or by those with whom he is familiar as "*colonel*," the word "*lieutenant*," when speaking to, or of such an officer, unless officially in the latter case, being omitted.

Majors should be answered "*Sir*," by the officers of their battalion junior to them. In conversation they may, when spoken to or of, be called by their rank only. Thus: "*Do you think so, Major?*" "*Take this to the Major.*"

When addressing a captain (if his rank is mentioned) he should invariably be called both by rank and name. Thus: "*Good morning, Captain Nash*," not "*Good morning, Captain or Cap*." In like manner, when speaking of these officers to inferiors, their name and rank should be mentioned: "*Tell Captain Foster*," etc.

Lieutenants should never be addressed or spoken of by their rank, either on parade, duty or otherwise, except under grave circumstances, as when an officer is arraigned for trial, or is being rebuked by his commanding officer.

They are to be addressed or spoken of as "*Mr*." "*Fall in, Mr. Close*." "*Give this to Mr. Hodgins*."

Non-commissioned officers and men should, in like manner, always apply the title of "*Mr*." to lieutenants.

Officers holding brevet commissions, when addressed or spoken of, should be called by their senior rank, the word

"*Brevet*" being omitted. Thus: "*March off your company, Major Miller,*" etc., not "*Brevet-Major Miller.*"

Mode of Addressing Warrant and Non-commissioned Officers.

The battalion sergeant-major if a warrant officer should be addressed on parade as "*Sergeant-major,*" and by juniors always be replied to as "*Sir*"; off parade it is customary to address him as "*Mr.*"

The battalion sergeant-major, if a non-commissioned officer, should also be addressed as "*Sergeant-major*" and replied to by his juniors as "*Sir.*"

The bandmaster, unless a non-commissioned officer, should always be addressed as "*Mr.,*" and replied to as "*Sir,*" by those junior to him.

The battalion quarter-master sergeant is addressed by his full title and not as "*Sergeant*" alone.

The company sergeant-major and company quarter-master sergeant as well as the colour-sergeant, should likewise be given their full titles, but not replied to as "*Sir.*"

A lance sergeant is addressed as "*Sergeant*" and a lance corporal as "*Corporal.*"

Salutes, Compliments, etc.

Owing to the peculiar organization of the Militia Force, it frequently occurs that officers have relatives and personal friends serving as non-commissioned officers, privates, etc. Whatever may be the relations existing between officers, non-commissioned officers and men in private life it should be distinctly understood and appreciated by all concerned, that when in uniform the relative military positions of the parties must, in the interests of discipline and example, be strictly maintained, and the customary observances of the service from subordinate towards superior in all respects carried out

On the other hand officers should be most careful to return the salute of every soldier, not by merely a jerk of the finger or stick, but by carrying the right hand to the head-dress in the same manner as prescribed by regulation.

A soldier desirous of speaking to an officer should be accompanied by a non-commissioned officer.

Warrant officers, non-commissioned officers and men should salute all officers, so long as they can fairly distinguish them, whether of their own corps or any other.

If standing still when an officer passes, they should turn towards him, come to attention, and salute at three paces distance; when walking, they salute as they pass, beginning at three paces distance and finishing three paces past. When approaching to speak to an officer, they salute and halt at two paces. When a private, accompanied by a non-commissioned officer, comes up to speak to an officer, the non-commissioned officer should halt him by word of command, the non-commissioned officer only saluting. When appearing before an officer in a room, a salute should be given, but the head-dress should not be removed (*except in the case of a soldier in arrest, when no salute is required*). A man without his head-dress, or who is carrying anything which prevents his saluting properly, should if standing still come to "attention" as an officer passes; if walking, he will turn his head slightly towards the officer in passing.

When two or more men are walking together, the time is taken from the man nearest the officer.

If a number of men are sitting or standing about, the non-commissioned officer or oldest soldier will call the whole to "attention," and salute (*if the head-dress is on*) taking care, if smoking, to remove the pipe from his mouth. It is not usual for working parties or men engaged on fatigue duty to cease their work in order to salute an officer who happens to pass, unless addressed by such, but in any case the non-commissioned officer in charge should salute. If an officer enters a room or a tent, the non-commissioned officer, or the man who first sees him should call out "attention," the whole assuming that position till the officer leaves. The senior of two or more officers only should return a salute, but an officer with his sword drawn does not do so.

Men with rifles passing or addressing an officer will do so at the "slope" turning the head towards him, and carry the right hand smartly to the small of the butt; if belonging to a rifle

regiment, they "*shoulder*" arms, turn the head, and bring the left hand smartly to the sling. If halted and an officer passes, men will turn towards him and stand at the "*order*."

When a "general" or "royal" salute at reviews is given, all officers on the ground in uniform as spectators should turn toward the saluting point and salute with the right hand.

During the playing of the "*National Anthem*" officers and men should come to "*attention*," salute and remain so during its continuance.

Officers attending reviews in uniform as spectators, during the march past, should place themselves in rear of the saluting point.

Individual officers or men meeting or passing troops with the colours uncased should be careful to halt, turn towards and salute the latter, also the commanding officer, if senior to them. When colours are cased or no colours, the compliment to them is omitted.

The head-dress is always removed by all ranks in places of worship and civil courts, except in the latter case when on duty with a party under arms.

At all inspections or reviews a "*general salute*" should only be given to such officers as are by regulations entitled to the compliment; other officers will be received at the "*slope*," (or "*order*" in rifle corps). Commanding officers of garrisons, camps or stations under the rank of a General officer should be received by the troops under their command with the honours due to the rank one degree higher than that which they actually hold.

When a corps is inspected in line the commanding officer *only* accompanies the inspecting officer down the ranks.

Officers should salute with the hand, unless the sword is drawn, all members of the Royal Family, the Governor General, all General officers, and Commandants of stations, their own commanding officers, the body at all military funerals and the Colours of corps. When any officer makes a report or delivers an official message to another he salutes.

Officers in uniform meeting one another should salute as they pass, the juniors saluting first.

All officers raise their hats, if in plain clothes, to all General officers and their own Commanding officer.

Officers in uniform, when acknowledging an acquaintance, should never raise their head-dress, but salute with the hand if such is available.

Battalions passing one another, or other corps, salute by being called to "*attention*," ordered to "*slope*" (or "*truil*" in rifle corps), and the command "*eyes right*" or "*left*" given.

An officer commanding a battalion or party when meeting an officer known to be senior to him calls such to "*attention*" and renders the proper compliment.

Mounted officers in the field or otherwise when passing Royalty, the Governor-General, a General (or any officer acting as such), at a trot or gallop, should *rein up* to a walk and salute; after passing, the original pace may be resumed. This is not, however, applicable to Staff officers when actually engaged in carrying an order; at such times the salute should be given without checking the pace.

When a General officer visits the men at their meals, on "*attention*" being called, they should stand up until directed to the contrary. When visited by any other officer, they sit at "*attention*." At other times no soldier is to continue sitting when met or visited in his quarters by an officer; nor should he continue talking or cleaning his arms or accoutrements while an officer is present until directed otherwise.

A non-commissioned officer in charge of a party should, on meeting an officer, pay him the prescribed compliment.

Armed parties in paying compliments on the march will be called to *attention*, *slope* arms for Infantry, *truil* for Rifles, and receive the command "*eyes right*" or "*left*."

Compliments are not paid by parties or bodies of troops engaged in manœuvres.

CHAPTER V.

DRESS.

The dress and demeanour of soldiers should on all occasions and in all situations be such as to create a respect for the military service. Soldiers should not be allowed beyond the precincts of their barracks or lines unless properly dressed, nor to smoke in the streets when on duty; at other times the luxury may be indulged in, though the habit when "*walking out*" is incongruous with tidiness, apt to induce carelessness and give the idea of idleness. In uniform, men cannot be too particular about their dress and appearance, as it makes them so conspicuous, that any defect is much more noticeable than in ordinary attire. There is no foppery in being correctly dressed; on the contrary, neatness and smartness command approbation, just as sloveliness receives contempt. *Above all other things in the matter of dress, any admixture of uniform and mufti or the use of an umbrella, should be avoided. Such combinations are ridiculous, unsightly, and inexcusable, and when seen, sure to bring the wearer and his corps into well-merited disrepute.*

An attitude of soldierly smartness should always be assumed, whether in or out of uniform. When walking, the body and the head should be erect, and an easy, natural habit acquired; if without arms, a small cane or "*swagger stick*" about the length of the arm should be carried, as such relieves the restraint of close-fitting garments.

A soldier's carriage should denote that he is proud of his corps and the service. He should always "*live up to the best traditions of his unit,*" never speak slightly or disrespectfully of his superiors or comrades, but endeavour by word and example to prove to others that ardour and determination to excel are the main features of the organization in which he forms a part.

The following directions are laid down in the "*King's Regulations*" in regard to the growth of hair:—"The hair

of the head is to be neatly cut, and kept short. Moustaches are to be worn, and the chin and under-lip shaved. Whiskers, when worn, are to be of moderate length."

It is simply impossible to look smart and soldierly with long hair. Appearance, however, is not the only consideration, for, besides cleanliness, short hair conduces to comfort under all conditions.

SECTION I.

DRESS OF OFFICERS.

Uniform is worn by all ranks while on duty, but on permanent service it is left to the discretion of the officer commanding a division or district to permit plain clothes to be worn by those not below the rank of company sergeant-major, company quarter-master sergeant, or colour sergeant, when not on duty, and by lower ranks for purposes of recreation.

Officers are required by the Militia regulations to provide their own uniforms, arms and accoutrements, but in the case of mounted officers, suitable saddlery for their horses is issued on loan.

Commanding officers of corps are strictly forbidden to introduce or sanction any unauthorized embroidery or ornament, or other deviation from the approved patterns.

The rank of officers in the Militia is indicated by the badges below specified, worn on shoulder straps, and by lace, as fully set out in the *Dress Regulations*:

Lieutenant—Two Stars.

Captain—Three Stars.

Major—Crown.

Lieutenant-Colonel—Crown and Star, the former uppermost.

All regimental badges and devices, and other peculiar distinctions, which may have been granted under special authority to different corps, should be strictly preserved and jealously guarded.

Officers in uniform, when in mourning or attending funerals, should wear a piece of black crape $3\frac{1}{2}$ inches wide round the left arm above the elbow, and no other sign of mourning should be worn at any time, unless otherwise specially ordered. The mourning badge should not, however, be worn at levees or in the presence of Royalty unless the Court is in mourning.

Officers assuming prominent positions at military reviews, and upon all occasions of state or ceremony, should appear in the full dress of their rank. They are not to appear mounted unless entitled to do so by reason of their rank or position.

Brevet field officers doing duty as company commanders should wear the uniform of their militia rank.

Officers attending local evening entertainments, such as concerts, theatricals, etc., if required to go in uniform, should do so in mess order.

The wearing of uniform by officers should be governed by the rules prescribed above; save that when they have not full dress they should not wear uniform at all on occasions when that dress is specified, except at reviews and inspections, when they may appear in the undress of their corps, but are to avoid making themselves conspicuous, or assuming prominent positions; nor should they wear undress when mess is specified, but wear plain clothes if not in possession of the mess or the full dress, though the latter may be permitted in place of the mess dress.

Patterns and Wearing.

The following hints are given as to the pattern and mode of wearing uniform, but only apply to the *full dress*, *undress* and *mess*, as no regulations are definitely prescribed for the *active service dress* :—

Head-dress.—Helmets and busbies should be worn well down over the brows.

Forage-caps.—Forage-cap should be worn straight on the head, chin straps over point of chin when mounted.

A white cover is permitted to be worn in hot weather with the forage-cap, at periods duly notified.

Tunics.—Fair upright collar, meeting close and square, sleeves rather narrow; the skirts not longer than the sleeve, when the

latter is held straight at the side ; plenty of room in the chest, though not wrinkling.

Watch-chains and trinkets are not to be worn outside the uniform.

Frock-coat.—The frock-coat may be worn on all regimental and garrison duties, but not with troops.

Whistles will always be carried by officers in marching and drill order.

Brown dogskin or brown buckskin gloves will be worn by officers (except of rifle corps) only when in undress.

Trousers (overalls).—Should be made quite straight, neither too loose nor too tight, coming well down over the boots, and with cross, not side pockets. Whenever spurs are worn, straps should always be used, and the trousers made two inches longer than usual.

On dismounted duties generally, mounted officers will wear trousers, or pantaloons with puttees, or puttee leggings.

Field and staff officers, when attending reviews, inspections, church parades, etc., on foot in summer uniform, should wear trousers, not pantaloons.

Pantaloons, should be made like hunting breeches, with plenty of length at the knee and loose about the thigh and seat.

Pantaloons, puttees, or puttee leggings and ankle boots, should be worn on all mounted duties by mounted officers. The high-boot is still worn, but only in "review order."

Boots.—With trousers, Wellington boots should be worn (that is, half-high boots); with leggings or puttees, lace-up boots, brown or black to accord with the leggings or puttees. In mess uniform, patent leather Wellington boots with soft legs are the proper thing, though side-spring boots with the uppers made all in one piece, are permissible when the overalls are strapped down.

High-boots for riding may be stiff or soft in the leg, with a rest to keep the spur in place.

With winter dress, high-boots, puttees or puttee leggings, should be worn.

Great-coats.—For mounted officers should partake of the character of the cavalry cloak and reach nearly to the ankles, with the skirt behind well split up for riding. The cape, when worn, should reach the hands and be fastened by a button in the middle of the back to prevent it blowing over the head.

Great-coats, capes and leggings or puttees will be worn by officers when parading with their men so dressed.

On guard duties, officers will carry great-coats, haversacks and water bottles.

When great-coats are carried folded, they will be worn *en banderole* by dismounted officers.

Swords and Belts.—The latest pattern of sword is straight, and should not be too heavy. Sword-knots should be wound tightly round the guard, so as not to dangle about, and, in the case of white ones, kept clean with pipeclay. Sword-belts should always be kept supple; if allowed to get hard, the leather easily cracks. With the "*slung*" sword-belt, the top sling should be of such length that when the scabbard is placed alongside the leg, it rests easily on the ground. A sword trailing from long slings looks awkward and slovenly. The top sling of a mounted officer's sword-belt should be such that when passing the sword arm over the bridle hand to draw swords, the hilt should come easily into the hand. The web sword-belt is worn under the tunic or patrol jacket, and over the frock-coat. The "*Sam Browne*" belt is only worn in "*marching*" or "*drill*" order.

Swords should be carried on parades and duties, except when otherwise ordered.

In "*review order*" the swords of officers who wear the waist-belt *over the tunic*, should be hooked up; but will be carried in the left hand by all others, also by mounted officers on dismounted duties.

Officers carrying the colours wear the web sword-belt *over the tunic*, and under the sash.

Sash or Shoulder Belt.—The sash should be worn round the waist, except in Highland regiments, when it is worn over the left shoulder; in both cases the ends of the tassels should reach four inches below the bottom of the skirt of the tunic. In

rifle corps a shoulder belt with pouch is worn in place of the sash.

Spurs.—Jack spurs will be worn by mounted officers on all mounted duties, and box spurs by the same officers when wearing trousers, or, as these latter articles are often called, “overalls,” in distinction to “pantaloons.” Spurs should not be worn on board ship, or in magazines.

Sword-knots.—The undress sword-knot for infantry officers will be always worn, except in review order, or when the sash is worn.

Orders of Dress.

The following orders of dress for parade should be observed by officers:—

Review Order.—Full dress, head-dress, and tunic. To be worn when the Sovereign or his representative is present, for guards of honour, at all state ceremonies, church parades, general courts martial and funerals. Horse furniture complete. Great-coat, when ordered, on saddle.

Marching Order.—Service dress, forage-cap or helmet, frock, trousers and leggings, or pantaloons and puttees, field-glass, great-coat or waterproof sheet, haversack, water bottle, pocket book and compass. To be worn on the line of march, at training, manœuvres and inspections. Horse furniture as for “Review order.”

Drill Order.—Service dress or same as “marching order,” but without field-glass, great-coat or haversack, unless ordered. Forage-cap usually worn unless in hot weather, then the helmet. To be worn at ordinary drills and regimental courts martial. Horse furniture same as “marching order” but without great-coat, unless ordered.

Mess Order.—To be worn at mess on all ordinary occasions when not on duty (such as guard)—mess-jacket, waist-coat, and trousers, white collar and black necktie, all mounted officers to wear spurs.

Undress Order.—Frock-coat or patrol jacket, forage-cap, trousers, sword and sash, Wellington boots and white gloves (black for rifles). To be worn at district courts martial,

boards and courts of inquiry, or may be worn without the sword at afternoon parties.

Officers' horse furniture should include the head rope in all orders of dress. On active service and manœuvres, picketing gear should be carried.

SECTION II.

WARRANT OFFICERS.

The uniform of warrant officers is practically the same as that worn by officers, except that the rank badges are placed upon the right arm above the wrist, instead of the shoulders, and neither the frock-coat or "*Sam Browne*" belt are included in their outfit.

Warrant officers are permitted to wear mourning badges in uniform of same pattern as officers.

SECTION III.

NON-COMMISSIONED OFFICERS AND MEN.

The uniform of non-commissioned officers and men is provided them, free of cost, at stated intervals; but in the case of lack of care on their part, they may be required to renew such at their own expense.

Pattern and Mode of Wearing.

Helmets or busbies should not be worn on one side, but be placed evenly on the men's heads, and brought well down on the forehead, with the chin strap at the point of the chin; it may be hooked up when the helmet or busby is worn otherwise than on duty or parade.

Forage-caps should also be placed evenly on the head.

Water bottle to hang over the left shoulder, resting on the right hip.

Haversacks are worn slung across the right shoulder, both slings being under the waist-belt, the top below the lower edge

of the belt (in line with the top of the bayonet scabbard, if side arms are worn). It is not to be worn rolled up.

Bayonet should hang on the left hip, not too far to the front.

Small pouch is worn in front over the belt buckle, in "marching order." When in "review" or "drill order" it is worn in the centre of the back, if not required for immediate use.

Leggings should be worn in wet weather on parade or duty only, but not in "walking out."

Puttees should be worn for drill or duty, but not for "walking out" unless in winter.

Sashes.—Sergeants, should 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. The sash is only worn in "review order" or "walking out" but not over the great-coat.

Cross belts (rifle).—Sergeants, should be worn over the left shoulder, but not with the great-coat.

Waist-belts should be worn as tight as it is possible to bear it, as it then not only acts as a support to the man, and keeps the pouch and bayonet in their places, but adds greatly to his appearance.

Great-coats and capes may be worn separately or both together, according to the state of the weather, but the latter are now obsolete. Great-coats carried by non-commissioned officers wearing the slung sword, should be *en banderole*.

Chevrons and Badges.

The chevrons and distinctive badges worn by the several ranks and appointments are as follows:—

The chevrons and badges of non-commissioned officers, and men denoting rank or distinctive duties, should be worn on the *right* arm only, unless when special authority has been given to wear them on both, as for instance in Rifle Battalions, while those for good conduct are worn on the *left* arm just above the wrist, with the points upward.

On tunics or jackets all four-bar chevrons should be worn *below* the elbow, with the *points up*; those of less than four bars *above* the elbow, *points downward*.

On great-coats chevrons should be worn *below* the elbow, four-bar with their *points upward*; others with their *points downward*.

The chevrons of infantry, below the rank of full sergeant, on tunics or jackets should be of white braid, on a ground same colour as facings, each bar being half-an-inch in width; for sergeants, gold lace half-inch wide; rifles, of black braid half-inch wide, on a ground same colour as facings.

On great-coats, white for all ranks of infantry, same as for tunics in rifles.

Regimental Police, when on duty, should wear a white band on the *right* arm just above the wrist, with the letters M.P. (Military Police) worked thereon.

Pioneers should be distinguished by crossed axes worn on the *upper right* arm, the non-commissioned officer in charge wearing them above his chevrons.

Signallers.—Crossed flags on *upper right* arm.

Stretcher Bearer.—Maltese cross on *upper right* arm.

Bandsmen should wear wings, or shells, on the shoulders, with bars; in the Infantry the bars should be of half-inch white braid on a blue ground, in rifle corps half-inch black braid on a ground the colour of the facings, also a piping down the back seams of the tunic, white in Infantry, and the colour of the facing in Rifles, together with a badge (the lyre) on the *right* arm, three inches above the elbow.

The Buglers and Drummers should also wear wings, or shells, similar to those of the band, except that the bars upon them are of twisted piping, being of red and white or red and blue for Infantry; green, or red and green for Rifles. A special badge should also be worn on the *right* arm three inches above the elbow, consisting of a drum for drummers or cross bugles for buglers to accord with the bars in colours.

Good Conduct.—One or more bars on above wrist of *left* arm.

Lance Corporals.—One bar.

Corporals.—Two bars.

Sergeants.—Three bars.

Orderly Room Sergeant,
Paymaster Sergeant, } Three bars.

Sergeant Pioneer.—Three bars with crossed axes above.

Sergeant of the Band.—Three bars with lyre above.

Sergeant Drummer.—Three bars with drum above.

Sergeant Bugler.—Three bars with crossed bugles above

Sergeant Signaller.—Three bars with crossed flags above.

Sergeant Stretcher Bearers.—Three bars with Maltese cross above.

Company Sergeant-Major.—Three bars with crown above.

Company Quarter-Master Sergeant.—Three bars with star above.

Colour Sergeants.—Three bars, surmounted with a crown.

Battalion Quarter-Master Sergeant.—Four bars surmounted with a six-pointed star.

Bandmaster.—A lyre, with crown above if a Warrant Officer.

Battalion Sergeant-Major.—Four bars surmounted with a crown, but if a Warrant Officer, a crown only.

Orders of Dress.

The following are the orders of dress for non-commissioned officers and men, as laid down by the King's Regulations and amended to suit the equipment of the Canadian Militia, viz. :—

Review Order.—Tunic, helmet or busby, and trousers, ammunition pouch, also the great-coat, haversack and water bottle, if specially ordered.

Marching Order.—Service frock, helmet, or forage-cap, ammunition pouch, trousers and puttees or leggings, kit-bag or valise (containing field kit) and mess-tin, with great-coat folded, water bottle, haversack.

Drill Order.—Service frock, trousers with puttees or leggings, forage-cap, ammunition pouch.

Divine Service Order.—Same as “*review order*,” without pouches.

Funeral Order.—For the escort “*review order*,” and for remainder “*divine service order*.”

The mourning badge may be worn by warrant officers, but not worn by non-commissioned officers or men.

Guard Mounting Order.—When full dress is not worn, same as “*marching order*,” but without mess-tins, which are left in the rooms or tents for the meals to be sent in, unless the rations are cooked on guard. Helmets, if worn may, with permission of the commanding officer, be changed for forage-caps at *Retreat*, being resumed again at *Reveille*.

No non-commissioned officer or man should alter any part of his clothing or accoutrements without permission, nor put any private mark upon the same, his arms, or equipment. By doing so he renders himself liable to punishment, and to make good the article so injured.

No alteration of clothing or accoutrements should be permitted, except by a competent mechanic, and the same rule applies to the placing of chevrons, badges, etc., on articles of uniform.

The ordinary dress worn out of quarters, or what is called “*walking-out order*,” should be tunics on Sundays, but in hot weather serge frock may be worn at discretion of O. C., division or district, serge frock on week days, cloth or serge trousers, according to season, forage-cap and waist-belt.

Sergeants entitled to slung swords do not carry them when walking out, but wear the sword-belt, which with the serge frock is worn outside, and with the great-coat underneath.

Sergeants only should be permitted to wear side arms off duty.

Non-commissioned officers and men on duty should wear side arms, except men on fatigue.

At meals, non-commissioned officers and men should sit down with tunics or serges buttoned, unless by special permission.

The carrying of bundles or baskets in the streets should not be allowed otherwise than in fatigue dress, in which case the waist-belt is not worn.

SECTION IV.

MEDALS AND DECORATIONS.

The regulations respecting the wearing of medals and decorations are here briefly described :—

No medals or decorations should be worn by officers, non-commissioned officers or men of the Militia when in uniform without due authority.

Military decorations and medals should be worn on the *left* breast of the full dress, and suspended in a horizontal line from a single bar (of which the buckle is not to be seen) by officers, or stitched to the garment by other ranks, and in each case between the first and second buttons from the bottom of the collar.

The riband is not to exceed 1 inch in length, unless the number of clasps requires it to be longer.

The buckles attached to the riband of the third class of the Orders of the Bath and of St. Michael and St. George, and the bars of the Distinguished Service Order and Colonial Auxiliary Officers' decoration should be seen.

When the decorations and medals cannot, on account of the number, be suspended from the bar so as to be fully seen, they are to overlap.

The width of a medal riband is $1\frac{1}{2}$ inches, that of an order varies from $1\frac{1}{2}$ to 2 inches, according to its grade. Military medals should be worn in the order of the dates of the campaign for which they have been conferred; the first medal obtained being placed farthest away from the left shoulder.

Medals awarded for bravery in saving life and those granted for skill at rifle matches, should be worn on the right breast,

but the latter only while in attendance in uniform at Rifle matches or meetings of Rifle associations.

Ribands only of medals and decorations should be worn on the undress and service dress, but not great-coats. These ribands should be half-inch in length, and be sewn on to the cloth of the coat or jacket, or with khaki, worn on a bar without intervals. They should not overlap, for when there is not sufficient room to wear the ribands in one row, they should be worn in two or more rows, the lower being arranged directly under the upper.

Miniature medals and decorations should be worn with mess dress, but not otherwise in uniform, and only then by officers.

These regulations extend to retired officers, provided that, under the regulations, they are allowed to wear uniform.

Foreign orders and medals can only be worn with the permission of His Majesty the King.

Stars of orders and miniature decorations and medals should be worn in evening dress (plain clothes), in the presence of members of the Royal Family, the Governor-General, Lieutenant-Governors, and on public and official occasions.

Under no circumstances may medals or badges presented by private societies be worn in uniform.

Decorations and war medals, and the ribands appertaining thereto, should be worn in the following order, from the centre of the chest towards the left shoulder:—

Victoria Cross.

Order of the Bath.

Order of St. Michael and St. George.

The Royal Victorian Order (1st, 2nd, 3rd and 4th classes).

Distinguished Service Order.

Imperial Service Order.

Royal Victorian Order (5th class).

Order of St. John of Jerusalem.

Queen Victoria's Jubilee Medals, 1887 and 1897.

King Edward's Coronation Medal.

King George's Coronation Medal.

Medal for distinguished conduct in the field.

British War Medals, in order of date of campaign.

Long Service and Good Conduct Medal.

Medal for Meritorious Service.

Colonial Auxiliary Forces Officers' Decoration.

Colonial Auxiliary Forces Long Service Medal.

Royal Victorian Medal (Gold and Silver).

Imperial Service Medal.

Medal of the Order of St. John of Jerusalem.

Royal Victorian Medal (Bronze).

Foreign Decorations in order of date.

Foreign War Medals in order of date.

The recently created orders are not referred to above, their relative positions being as yet undefined.

In the case of the loss of a medal or decoration such can only be renewed upon the recommendation of a Board, and for misconduct an officer or man can be deprived of them as prescribed in the King's Regulations and Orders for Canada.

The only medals *not* of a military character allowed to be worn in uniform are:—

The "Albert Medal."

The "Edward Medal."

The "Board of Trade Medal."

The "St. John of Jerusalem Medal."

The "Royal Humane Society Medals."

The "Stanhope Gold Medal."

The "Royal National Lifeboat Medal."

CHAPTER VI.

BOOKS AND CORRESPONDENCE.

SECTION I.

REGIMENTAL BOOKS.

The books necessary for keeping the records of a regiment or battalion are as below enumerated. The entries made in them should be carefully examined periodically by the commanding officer, and the books produced at every annual inspection and at such other times as higher authority may think proper to call for them.

General Orders.

These should be placed in a fyle until a year is complete, then bound and kept for reference.

Militia Orders.

These also should be kept in a fyle or guard book for a year and then bound for future reference.

District Orders.

These too should be placed on a fyle as received, and those of importance ultimately bound.

Circulars Book.

For the fying of such circulars and memo's received as are not of value beyond a limited period.

Regimental or Battalion Order Book.

This is the most important book of a battalion, and is fully described under "*Orders*" page 58 and *Form 37*.

Record of Officers' Service.

This should contain the names of the officers of each rank in the corps, showing the date of their appointments, their age.

country, calling, date of their commissions, their certification, date of retirement, with particulars of their services (*Form 31*).

History of the Regiment.

An historical account should be kept in every corps of its services, etc., stating the period and circumstances of the original formation, the means by which it has from time to time been recruited, the stations at which it has been employed, and the period of its arrival at and departure from such stations. It should specify the military operations in which the corps has been engaged, and record any achievement it may have performed, and contain the names of any officer, non-commissioned officer, or private, who may have specially distinguished himself in action, or may have been killed or wounded by the enemy. The badges and devices which the regiment may have been authorized to bear, and the causes on account of which such badges and devices, or any other marks of distinction, were granted, should be stated, together with the dates of such permission. Any particular alteration in the clothing, arms, accoutrements, colours, horse furniture, etc., should be recorded, and the authority for such quoted. The various alterations which may be made in the establishment, by augmentation or reduction, should also be stated in this book. The entries should be made under the immediate supervision of the commanding officer.

Letter Book.

The letter book should contain the copies of all official letters written by the commanding officer, or under his direction, and contain an alphabetical index.

It need not be preserved beyond three years after it is completed, care being taken to retain copies of such letters as may likely to be required for reference.

Return Book.

Is for the copy of all monthly and other returns transmitted to departments or individuals. They are to be kept together in a guard book, and may be destroyed after the expiration of three years, with the exception of such as the commanding officer may deem it desirable to keep longer.

Register of Correspondence.

A register of all correspondence received according to the following form, giving information as to date of letter, date of receipt, from whom, purport, and how disposed of, with a running number for filing. This should be of foolscap size, its full width when open being used. (Militia Book No. 35.)

No.	DATE OF LETTER.	DATE OF RECEIPT.	FROM WHOM.	PURPORT.	HOW DISPOSED OF.

Postage Book.

An account of all expenses incurred in the receipt or despatch of correspondence. (Militia Book No. 46.)

Regimental or Battalion Conduct Sheets.

Such sheets are seldom required unless when embodied for continuous or permanent service.

Under these conditions a regimental conduct sheet (*Form 32*) should be made out for every warrant officer, N.C.O. and man. Those for warrant officers and N.C.O.'s of and above the rank of company sergeant-major, company quarter-master sergeant, or colour sergeant should be kept as confidential documents; those of other N.C.O.'s and men with their other records.

The following are the entries to be made :—

- (a) Every conviction by court martial, whether the sentence is wholly remitted or not.
- (b) Every case of desertion or fraudulent enlistment in which trial has been dispensed with.

- (c) Every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction.
- (d) Every severe reprimand of a N.C.O.
- (e) Every reduction of a N.C.O. to a lower grade, or to the ranks, or deprivation of lance stripe, for an offence, but not for inefficiency.
- (f) Every award of detention by the C.O.
- (g) Confinement to barracks exceeding seven days.
- (h) Every instance of drunkenness.
- (i) Every award of field punishment by C.O. (on active service only).
- (j) Every award of forfeiture of pay by C.O. (on active service only).
- (k) Punishment on board ship, which is equivalent to any of the above punishments or to a regimental entry. Stoppage of smoking on board ship exceeding seven days.
- (l) Every offence entailing forfeiture of pay under the Pay and Allowance Regulations, except :—
 - (i) Where the offence is absence without leave not exceeding two days.
 - (ii) Where the forfeiture is in consequence of a civil conviction for which a fine has been awarded and the O.C. division or district has ordered that a regimental entry shall not be made ; or
 - (iii) When the offence was committed before enlistment.
- (m) Any punishment awarded by :—
 - (i) A board of visitors to soldiers under sentence in a military detention barrack or prison ;
 - (ii) The visiting committee in a civil prison.
- (n) Every case of admission to hospital on account of alcoholism, duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink, unless the soldier has been tried on a charge based upon the same facts and acquitted.

- (o) Any special act of gallantry or distinguished conduct by the soldier, which has been brought to notice in brigade or superior orders, or in despatches. These entries are to be made in red ink, right across the sheet.

Each entry will be initialled by the commanding officer or adjutant in the column for remarks. The signature in full will be appended to court martial entries.

Vague entries such as "*improper conduct*" are to be avoided.

In the case of an officer convicted by court martial, the same form will be used.

Diary of Parades.

A record of each parade, in book form, with details of the drill practised, and numbers present. It is practically a copy of the parade state, with a column for remarks, and will be found of great interest as a reference, and possible use as evidence.

Service Roll Book.

The service rolls kept in book form either regimentally or by companies are an indispensable record in a well regulated corps.

In a permanent unit, this book is called the Portfolio of Attestations, a separate sheet for each man being used.

Casualty Book.

This record should contain all particulars of each man, such as former service, date of enrolment, age, calling, height, chest measurement, promotion, reduction, discharge, transfer or re-enrolment. If the book be made in the shape of an alphabetical roll, and regularly posted up, it will be found a most useful and interesting reference, particularly in connection with the award of the Long Service Medal, where the absence of such a record has resulted in the failure of so many worthy men to obtain this distinction.

Equipment Ledger.

The equipment ledger prescribed by regulation will be found under (*Form 33*), and is intended for use by battalions, companies, band, etc., but only as it affects each as a whole, that for individuals will be found under (*Form 35*).

All "issues" from the quarter-master's store, as in the case of city corps, should be on requisitions from officers commanding companies (*Form 34*), countersigned by the commanding officer; and for all "returns" a receipt should be given by the quarter-master.

In barracks or camp an account for rations, fuel, etc., should also be kept.

SECTION II.

COMPANY BOOKS.

Order Book.

This book should contain a copy of all regimental or battalion and other orders affecting the company.

Company Roll Book.

Contains the names of the non-commissioned officers and men of the company by platoons or sections, with columns ruled, in which their attendance at parades and dates thereof should be carefully recorded in ink.

Platoon and Section Roll Books.

One of these should be kept by each platoon and section commander, and in them is recorded the attendance at drill, addresses (residential and business) of the several N.C.O.'s and men of the section—these latter details are not necessary for a unit, on continuous or permanent service.

Cash Book and Ledger.

The system of keeping the company accounts on continuous or permanent service has already been described under "Pay," and the form of the above books required are noted in *Form 4*.

For the ordinary annual drill, however, this method is not necessary, and in place of it a book containing a list of those receiving drill or other pay, with the date, amount, and particulars of the service, should answer all the purposes.

Service Roll.

The service roll of a company is its most important record. In rural corps the document is necessarily restricted to each individual company, consequently the company commander is held responsible for its accurate condition and ready production whenever required.

On permanent service the portfolio of attestations takes the place of this roll.

Company Conduct Sheets.

These sheets, as in the case of the battalion or regimental conduct sheets, are only necessary when units are embodied for continuous or permanent service.

A company conduct sheet should be allotted to every non-commissioned officer and man under the rank of company sergeant-major, company quarter-master sergeant, or colour sergeant, and all offences, of whatever description committed by non-commissioned officers and soldiers, for which punishment has been awarded, except offences other than drunkenness and forfeiture of pay, for which confinement to barracks for one day, or one extra guard or piquet have been the sentence. Neither will admonition, except in cases of drunkenness or for forfeiture of pay, be entered.

The entries should be regularly recorded in the handwriting of the officer commanding the company, and initialled by him; acts of drunkenness are to be entered in black ink and numbered in red ink.

In the last column the officer who makes an entry will initial it.

The company conduct sheets are taken to the orderly room monthly, and compare with the awards recorded in the "guard" and "minor" punishment reports, also with the entries in the battalion or regimental conduct sheets. When

soldiers are transferred or become non-effective, the sheets of this book are to be dealt with as directed for the battalion or regimental conduct sheets.

The same remarks as noted in connection with the battalion or regimental conduct book apply to this record.

The sheets are kept on the "loose leaf" system, and invariably in possession of the company commander.

Equipment Ledger.

Each company should have an equipment ledger containing two accounts, the one with the Ordnance Department or battalion quarter-master (*Form 33*), the other with individuals of the company, band, etc. (*Form 35*). When rifles, swords, equipment, haversacks, great-coats, etc., are issued, the regimental number of each should be marked in their respective columns.

SECTION III.

INDIVIDUAL BOOKS.

Every officer, warrant and non-commissioned officer should have in his possession the latest editions of the following books :—

Infantry Training.

Field Service Regulations (Parts I. and II.).

Musketry Regulations.

Rifle Exercise for the Ross Rifle.

Manual of Field Engineering.

Notes on Map Reading.

Field Service Pocket Book.

King's Regulations and Orders for the Militia.

Also a pocket memorandum book, in which should be recorded the names (residences and business addresses), age, height, date of enlistment, list of arms, clothing, equipment, etc., in possession of each non-commissioned officer and man

of the company, half company, platoon, or section under his charge.

The platoon or section roll book already referred to may be arranged to include all these particulars.

SECTION IV.

CORRESPONDENCE.

Official.

All communications on matters in any way connected with duty should be official, but the reference to superior authority of matters which an officer has the power to himself decide is to be avoided.

Those from officers should be made to the commanding officer, who, if necessary, forwards the same to higher authority, with his remarks based on local knowledge, or by means of a letter conveying the substance.

Applications, complaints, etc., from non-commissioned officers and men, are to be made personally through the officer commanding their company, and not by letter.

Official letters should contain full information of all particulars upon the subject to which they relate, which should be briefly indicated in the margin, for example, "*Leave*"—"*Equipment*"—"*Discipline*," etc.

Each letter should refer to one subject only, and be written on foolscap paper, with a quarter margin, the margin to be on the left side of each page.

The paragraphs should be numbered, and the enclosures (if any) described in the margin or on a separate schedule.

As a general rule, short communications should be written upon a half sheet of foolscap.

The transmission of unnecessary enclosures should be avoided, and in case additional papers are forwarded, all blank fly leaves should be removed from them.

Mere covering letters should not be used, as they add to the bulk of documents, without conveying any additional information.

Officers, in affixing their names to official documents should do so in their own handwriting, and specify their rank after their signatures and below the corps to which they belong.

They should be careful to maintain the proper channel of communication in correspondence with the officer in command of their brigade or division, or with headquarters, whether in the actual performance of duty or not, except under special circumstances, where a direct reference may be necessary.

Any officer who, on his own responsibility, transmits documents otherwise than through the proper channel, should fully explain the reasons which induce him to do so, and at the same time forward copies for the information of the authority through whom they should have passed in regular course.

The Christian names of officers, non-commissioned officers or men alluded to in a letter should be inserted in full as well as the surname and rank; and in the case of non-commissioned officers and men of the permanent corps their regimental numbers.

Unless otherwise directed or indicated, all replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes.

The first minute is to follow on the page where the original ends, and the person who affixes it will mark the original letter or subject-matter No. 1, and his own minute thereon No. 2 (in red ink when possible). Each succeeding minute is to follow immediately that which by date precedes it, and will in like manner be numbered in sequence. A fresh half sheet is to be added, when required.

Attached documents and enclosures will be added at the end of the file in the order in which reference is made to them, and each should be distinguished by the number of the minute with the addition of A B C, etc., to denote the first, second, third, etc., enclosure.

The following is a sample letter :—

*From Captain D. H. Allan, * * * 1/2* Regiment.
To the Officer Commanding * 1/2 Regiment.
Toronto, * * * * 19*

Sir,

(1)

Leave. *I have the honour to apply for leave of absence
for three weeks, on private affairs.*

*My address will be * * * * **

I have the honour to be

Sir,

Your obedient Servant,

D. H. ALLAN, Captain.

O. C. ——— Brigade.

(2)

Recommended.

J. M. DELAMERE, Lieut.-Col.

18/4/12.

Commanding 1/2 Regiment.

O. C. ——— Division.

(3)

Recommended.

W. S. DURIE, Colonel,

20/4/12.

Commanding ——— Brigade.

O. C. ——— Brigade.

(4)

Approved.

——— Major-General,

23/4/12.

Commanding ——— Division.

O. C. 1/2 Regiment.

(5)

Noted and Approved.

W. S. DURIE, Colonel,

25/4/12.

Commanding ——— Brigade.

* 1/2 Regiment signifies 1st Battalion of 2nd Regiment.

Official correspondence should never be addressed to an officer by name, but to the designation of the appointment he fulfils; therefore, all official letters, returns and reports made to the officer commanding a brigade by commanding officers of corps or other officers within their respective districts, should be addressed as follows:—

*From Lieut.-Col. Arthurs, Commanding
2/2 Regiment.*

To the Officer Commanding ——— Brigade.

Toronto, 19

Sir,

I have the honour to report that

I have the honour to be,

Sir,

Your obedient Servant,

WILLIAM ARTHURS, Lieut.-Col.

Commanding 2/2 Regiment.

Officers are responsible for the correctness of what is set forth in documents submitted by them.

In transmitting correspondence to higher authority, they should invariably state their concurrence or otherwise, adding such additional observations, based on local knowledge, as may be necessary to enable a final decision to be arrived at without further reference and correspondence.

In direct correspondence between commanding officers and heads of departments, letters should be signed by the superior officers, and not by their staff or subordinate officers.

When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer should be addressed. The general rule being that official correspondence should be conducted between equals in rank.

Correspondence should not be conducted direct between officers commanding companies, of different units on matters connected with the men of their companies, when it can be more conveniently done either through the paymaster on pay questions, or through the orderly room on other questions.

Semi-official letters are applicable only to certain cases of correspondence between superior military authorities; they are not considered confidential unless so marked.

Officers holding brevet commissions should sign official documents as under:—

*SALTER M. JARVIS, Major and Bt. Lt.-Col.
1/2 Regiment.*

In all communications such officers should be described both by their substantive and brevet rank thus:—*Major and Bt. Lieut.-Col. Salter M. (Jarvis).*

The word Brevet is usually abbreviated thus:—"Bt."

Officers holding honorary rank, in signing letters, returns, etc., should be particular to define the fact thus:—

ALEX. G. LEE, Hon'y Captain.

and in official communications they should be addressed in the same way.

Private.

Private letters, etc., if addressed to officers in their military capacities, should be addressed as under:—

To Lieut.-Colonels, Brevet Lieut.-Colonels, and Hon- orary Lieut.-Colonels....	}	As Lieut.-Col. Chas. T. (Gillmor), "The Queen's Own Rifles."
To Majors, Brevet Majors, and Honorary Majors....	}	As Major Villiers (Sankey), "The Queen's Own Rifles."
To Captains and Honorary Captains.....	}	As Captain Henry M. (Pellatt), "The Queen's Own Rifles."
Lieutenants.....	}	As Hy. Kersteman, Esq., "The Queen's Own Rifles."

CHAPTER VII.

MARCHES, TRANSPORT AND ENCAMPMENT.

SECTION I.

MARCHES.

The chief work of the infantry soldier is on foot, and in preparing for a series of marches, care should be taken that only fit men should be selected. The exclusion of all cases of disability is *necessary*, as such are certain to become encumbrances to the moving force.

On the line of march the discipline of a battalion is most conspicuous and the attention and vigilance of every officer needed in maintaining order and regularity.

Officers of all ranks should be impressed with the importance of preserving the compact order of a marching column by not allowing irregular intervals, straggling, or falling out, except during periodical halts, as all tend to upset calculations as to time.

It is most important that all marches begin as early in the morning as practicable. As a rule, troops move at day-break, and in sultry weather even before that time or during the night. The march need not then be hurried, the proper halts may be observed, and the heat of the day avoided. The men should be given breakfast before starting, or if not possible then hot tea or coffee and a biscuit.

The length of the march must be governed by the size of the force, for while fifteen miles a day is enough for a division under normal circumstances, smaller bodies can easily do more.

The severity of a march, however, is not always to be measured by its length in miles, as the weather, the condition of the roads, the urgency and the weight carried become important factors.

A battalion will cover fifteen miles in five hours, a brigade the same distance in six, but a division will require from seven to eight.

Troops should begin with short marches, say six miles and then work up to fifteen miles per day, which it is not advisable to exceed unless a forced march be required; two and a half to three miles an hour can be accomplished by troops without distress under favorable conditions.

Short halts at frequent intervals are much better than occasional long halts.

There should be a halt half-an-hour after the march begins, and afterwards for five minutes every hour; if the men are to have a meal or hot tea is to be made, a longer halt is necessary. When men are in good condition, however, they prefer getting the march over as soon as possible.

Advanced and rear-guards should always be formed; the latter is to bring on any men who may have become separated from their corps through falling out or any other cause. The commander of the rear-guard should make a report of all occurrences to the commander of the column at the end of each day's march.

Individual men should not be allowed to leave the ranks for water; when the necessity is general the corps should be halted, and the issue made.

Men should be trained to economise the contents of their water bottles.

Thirst is best allayed by moistening the lips, by gargling the throat, or by carrying a pebble in the mouth, as well as by breathing through the nose rather than the mouth.

Discourage men from drinking water largely on the march, though the idea that danger may result therefrom is obsolete, still the more they drink when hot, the more thirst will be felt.

Tobacco smoking has a deleterious effect upon the heart and creates thirst under a physical effort such as marching, while tobacco chewing increases thirst to a greater degree.

It is the duty of officers to exercise a supervision over the cleanliness of the men's water bottles; the use of stones,

gravel or sand for the purpose is not safe, and should be discouraged, as such substances are usually dirty. Hot water if procurable is best, next hot tea or cold water.

Men falling out for nature's calls should leave their arms and kit-bags to be carried by the section to which they belong.

A battalion should move with as broad a front as the ground will admit, as men suffer in warm weather from dust and want of air when in close formations, and when marching in fours, a column of tired men is indefinitely lengthened.

Space should be left on one flank of a battalion both when marching and halted for the passage of officers and orderlies, and if dusty the battalion can with advantage be opened out on both flanks, leaving the centre clear.

On reaching a brook or a bad piece of road, the men should be prevented from defiling individually; the front rather being increased for crossing. Defiles, or narrow passes, should be crossed at the double, to prevent the rear being retarded.

Music and singing greatly assist the march, but the regularity of step need not be insisted upon, as that often has a tendency to hamper and worry the tired or short legged.

Want of food and exhaustion predisposes to sunstroke; in such a case open the serge at the throat, and keep a stream of water on the patient's head till he is conscious.

Next in importance to the feeding of the men is the condition of their feet for marching.

Good boots and woollen socks are indispensable.

The boots should be broad in the sole, low-heeled, sufficiently thick soles to obviate the feet feeling the inequalities of ground and very roomy, as the foot increases nearly one-eighth of its size in marching; they should be greased, both to render them soft and waterproof; the grease should be rubbed in while hot, and if boots have been wet, when half dry.

Boots should not be dried at a fire. Socks should be soaped for the first few day's march.

On the line of march an opportunity of washing or cleaning the feet should never be lost; if the feet are sore, bathe in tepid water with alum at night, if not possible, then cleanse

and dry with a towel ; if blistered do not tear the blisters, but run needles through them with worsted thread, and leave the thread in, cutting off the ends, and next day, before marching, apply grease or soft soap.

Subaltern officers should personally see that the men wash or clean their feet constantly, as well as satisfy themselves by personal inspection that the nails are properly cut.

Loose the boot-laces at night when boots cannot be taken off.

When socks are ill-fitting or a spare pair not available, a good substitute is an ordinary newspaper wrapped over the bare feet—it will protect the foot for a day at least.

A puttee will serve the same purpose.

Take men if possible into camp cool ; if warm do not allow them to take off their serges for half-an-hour, unless to bathe at once.

Every facility consistent with safety should be given to men to wash all over with cold water, but if water cannot be had, take off the clothing and shake or beat it and put on again inside out ; this alone will refresh them greatly.

A dry flannel belt should always be worn at night, and even during the day ; it keeps off chills.

The first duty of a soldier after a march is to attend to his arms, clothing and equipment ; until such are in good order no indulgence should be given him.

SECTION II

TRANSPORT.

The transport incidental to the movement of troops assumes various forms according to the necessities of the situation and means available, but no matter what the mode selected, order and system are equally indispensable in this as in other phases of military administration.

Wagon.

The road transport of a battalion war strength is divided into two parts, viz., 1st and 2nd lines, the 1st being composed

of wagons or pack animals for ammunition, medical stores and machine guns; the 2nd, of wagons for rations, baggage and camp equipment (if used). The 1st line should always be with the unit, the 2nd line is generally a mile or more in rear, according to circumstances.

Each battalion should furnish a guard for its own 2nd line, and be responsible for the safety of such. It acts under the orders of the officer in charge of battalion transport, and is distributed along the column of wagons as he may consider most advisable, and made accountable that nothing is taken off. The men of the guard march beside the wagons with bayonets fixed, one non-commissioned officer being with the leading wagon and one with the rear wagon, the transport officer moving along the line constantly to direct.

At night the wagons should be "parked" so as to occupy as little space as possible, and placed under the charge of sentries.

For the loading and unloading of wagons, a fatigue of two men per company should be told off.

In Canada, the ordinary farmer's wagon would be most generally used for baggage; a suitable load for a two-horse vehicle is from 1,000 to 1,500 lbs., for a four-horse 2,500 lbs., and for six horses 3,500 lbs.

A two-horse wagon occupies 12 yards of road, including the interval between wagons, a four-horse 15 yards, and a six-horse 20 yards.

A battalion of 1,000 strong would require the following wagons or carts:—Ammunition 6, medical stores 1, water 2, cooks 4, general service 3, for *1st line transport*.

In addition 8 pack animals are necessary, for tools and ammunition, besides 4 spare wagon horses and 9 bicycles.

The ordinary load for a pack horse is 200 pounds in addition to weight of saddle, that for a pony or mule 160 pounds.

In connection with wagon transport a few wagon poles, trace chains, strong leather straps, carriage bolts, with nuts and a supply of small rope should be carried, for use in case vehicles or harness break; there should also be provided a few

broad "Dutch" collars or breast straps, to replace badly fitting collars.

The pace for all transport is a walk, even with empty wagons. If a wagon falls behind, it should regain its proper position at a walk during the next halt.

If a load falls off or a wagon breaks down, the whole of the baggage should draw up on the side of the road, and the guard then repack the load or distribute it amongst the others.

The articles which compose the baggage should be so arranged that the weight of any one package in no case exceeds 150 pounds, that being the weight which two men can load and unload without risk of sustaining personal injury.

The size of packages should not exceed 3 feet 6 inches in length, 2 feet in width, and 2 feet 3 inches in depth.

Every chest, trunk, bale, or other article of public baggage belonging to the regimental stores, orderly room, band, officers' mess, or medical service, should be distinctly numbered and marked with paint; and every article of baggage belonging to individuals should have the rank, name, and corps of the owner legibly painted upon it.

The *impressment* of wagons, etc., can only be resorted to—
1st. In cases of emergency, when delay would be caused by hiring. 2nd. When transport cannot be hired. 3rd. When the charges made for hired transport are excessive.

Tolls.

All troops on duty or on the march, with their horses and baggage, all recruits marching by route, all prisoners under military escort, and all vehicles and horses belonging to His Majesty or employed in his service, when conveying any such persons as aforesaid, or their baggage, or returning from conveying the same, are exempted from payment of any tolls in passing along or over any turnpike or other road or bridge, authorized by Parliament.

Railway.

Railways form the quickest and cheapest mode of transport for small bodies of troops, be the distance great or small.

Any ordinary passenger car will accommodate about 45 men in "*marching order*," but for a long journey this is overcrowding. "*The Colonist car*" is admirably suited for the conveyance of troops and on long journeys gives room for 25 to 30 men.

For the conveyance of horses, ordinary box cars must be used, there being very few fitted with stalls available, unless those in use for the conveyance of valuable animals, and known as "*Palace horse car*." A 33 ft. box horse car will carry twelve horses saddled or sixteen unsaddled, if they be placed across the car, alternate heads and tails; if placed longitudinally, the car will only carry eight horses, but then food can be taken for them in the same car, as well as the men in charge, and they can be fed and watered without be taken out; whereas with the larger number they must be detrained each time it is necessary to give them food and water.

Special platforms are necessary for the entraining and detraining of horses; if there are none, or not enough, temporary ones should be extemporized, or ramps be made of planks having cleats nailed across them.

The baggage, under the charge of the quarter-master or transport officer should be placed on the train, previous to the arrival of the battalion, with a guard over it.

Each car should be marked with chalk beforehand, indicating the company and number of non-commissioned officers and men that is to occupy it, thus saving a deal of time, as on the arrival of the battalion the several companies are enabled to march into the train at once.

The officers' car should be placed in the centre of the train.

A battalion on arriving at a station should be halted, and the companies told off according to the number each car will contain, a portion of non-commissioned officers being allotted to each party.

Bayonets, haversacks, etc., should be shifted to the front of the body, and the companies then be marched into their respective cars, at once taking their seats, and holding their rifles between their knees, the officers remaining with them.

The "second in command," or majors of half battalions supervise the entrainment of companies, and the adjutant the band, buglers and pioneers.

No shouting, cheering, or music should be permitted while the train is leaving or arriving at stations.

Not until away from the station should the men be allowed to take off their accoutrements, etc., and make themselves comfortable, nor the officers permitted to go to their own car before this is done.

Rifles should not be placed on the floor, but securely fastened in an upright position.

The orderly officers should pass periodically through the train to see that the orders are carried out, and at stopping places take post during the halt on the station platform for a similar purpose.

Bayonet sentries should be placed at each door, with orders not to allow men to stand on the car platforms nor leave the train unless permitted to do so. During stoppages two or more sentries should be placed outside each car to prevent liquor being passed into the train.

If a long journey the men should, if possible, be occasionally allowed out of the train to stretch their limbs; on returning to the train, rolls should be called and the companies reported as present or otherwise.

When nearing the destination, the officers join their companies. On arrival, the markers are thrown out, but until the "Fall in" is sounded no others should be permitted to leave the train.

When a unit leaves a station the commanding officer should send a "*marching out*" state to the officer commanding the station it is leaving, and on arriving at its destination, a "*marching in state*" (Form 36) to the officer commanding such. This form can be altered to suit both cases.

Steamer.

The following remarks apply only to journeys by water of a few hours; for longer periods during which arrangements for meals and sleeping accommodation must be provided, are the subject of special regulations.

In selecting vessels to carry troops, care must be taken that they are suitable in the matter of room and sea worthiness, and that the space between deck and beam is at least 6 feet 6 inches for men, and 7 feet 6 inches for horses.

In moving by water, a battalion should, if possible, move on the steamer without halting (the band ceasing to play on reaching the wharf), and the companies at once directed to their several stations, where they should remain standing at ease until the vessel leaves the dock.

The "second in command" or majors of half battalions looking after the several companies, the adjutant the band, etc.

On the steamer getting well away from the dock, arms and accoutrements should be put carefully away, each company's being separate and distinct, and the men then allowed to move about.

Battalion and company alarm posts should be named, and all duties carried out as regularly as if on shore.

The men should not be allowed to leave the vessel at intermediate landing places, except by special permission, sentries being placed at the gangways to prevent this.

The occasional presence of the officers among the men during the journey, to see that everything is regular, is necessary.

On nearing its destination the battalion should be accoutred, assembling by companies, and on arrival, after the markers are thrown out, each company marched off to its place.

The baggage, under a guard, is sent down before the battalion, being put on the steamer in advance of it, but not taken off until after it has disembarked. This duty should be supervised by the quarter-master or transport officer.

SECTION III

ENCAMPMENT.

Bivouac.

Troops encumbered with tents and baggage cannot always move with the rapidity required, and are therefore often obliged to dispense with everything save ammunition, food, and what can be carried by the individual; under such circumstances, the bivouac must be resorted to for the purpose of rest. An *alarm post* must always be designated.

In selecting a site for bivouac, two conditions should be carefully entertained, viz., the *military* and the *sanitary*.

If within striking distance of the enemy, the latter should of necessity give way to the former, and a site selected by taking into consideration cover, clear field of fire and the natural formation of the ground with regard to aggressive and passive defence of the position chosen.

On the other hand, if in time of peace or at a safe distance from the enemy, the sanitary should take first place, and a site selected with due regard to water, drainage, suitable soil and subsoil to camp on.

Short grass with gravel subsoil is very good; long grass, beaver meadows and marshy lands should be avoided.

Neither should the site of a bivouac or camp recently occupied be chosen, as the soil and water is likely to have been polluted.

Arriving on the ground, a battalion should be shewn its location, and informed of the duties required from it.

A suitable formation is taken up, arms piled, duties furnished, meals and shelter prepared; the greater the regularity and division of labour, the sooner the hour of rest arrives.

Latrines should at once be prepared, as they are absolutely essential for the cleanliness of a bivouac, even if halted for an hour only.

Fires are more necessary in a bivouac than in a camp, and when allowed should generally occupy the position of tents when camping.

A few logs of wood, sods of grass or turf, or stones piled up to windward, afford a fair shelter; or if there be time and material, a shelter can be made by driving forked sticks four or six feet long into the ground, rest a pole between them and lay branches at an angle of 45°, with their tops upwards.

When lying on the ground, unless in soft sand, always scrape out a hole for the hip-bone to rest in, and it will be found a good plan to club blankets, so that there may be one above and one below; if possible to obtain, dry brushes, fern, grass, etc., should be cut to lie upon. Always contrive something for a pillow; even a stone is better than nothing.

Men should sleep in sections in rear of their arms, or if in danger of sudden attack troops should be accoutred and sleep with their arms beside them.

On waking in the chill dawn, take a sharp run.

Hot tea or coffee and a biscuit at daylight should, if possible, be served without waiting for breakfast.

Tents.

The same rules with respect to position and conditions apply in the selection of a site for more permanent occupation as laid down for a "*Bivouac*."

It should also be accessible from a main road, with a good supply of water and fuel in its vicinity, and within easy reach of all necessary supplies.

In camps as in bivouacs great care should be taken to prevent fouling of the grounds by excreta, therefore the establishment of latrines and urinals is of the first consequence on arrival.

The tents should be disposed with a view to the greatest amount of order, cleanliness, ventilation and salubrity, and the means of passing freely through the camp with a large front maintained.

The tents of a battalion should not be arranged in a double line, as short single lines are found the best, but in either case separated from one another by a space at the very least equal to a diameter and a half of tent, while the further apart the lines can be conveniently placed the better.

Whenever troops remain in camp more than three days, tents should be struck every third day, all arms, clothing, and blankets being removed from the ground recently covered by them, which should be swept clean with a broom or branches of trees, and left exposed to the sun and wind for some hours. Blankets, clothes, etc., should be spread out to air, and the tents roughly pitched in the intervals of the camp with slack ropes, the fly loose to allow it to be well blown about.

Every morning, except during rain, the sides of the tents should be rolled up, and previous to retiring for the night all the tent ropes slackened off a little, otherwise the rain or dew will tighten them enough to draw the pegs and strain, if not tear the canvas.

As a rule, the doors of the tents face the head of the column, but this rule need not prevent their being turned away from the prevailing wind.

Trenches should be dug around the tents, just outside the walls, and a drain made to connect them where possible, so that the water may not lodge, but run freely off. These trenches should be at least four inches deep, and a spade's breadth.

The first wet day after the camp is formed, it is the duty of officers commanding companies to personally examine the ground on which their companies are encamped, and see that the proper drains are constructed; half-an-hour's work on a wet day, when the natural run of the water can be seen, will do more to keep the camp healthy than a day's labour in dry weather.

Shelters should be constructed in all standing camps to protect the sentries from the elements.

Rifles during the day, in fine weather, should be piled outside each tent; in bad weather and at night they should stand around the pole, confined at the muzzles by a pole strap issued for the purpose or a barrel hoop (wood), suspended from the pole.

Bayonets and accoutrements should hang from crossed pegs on the pole above the rifles.

No traffic of any kind should be allowed along the front of a camp or through the tents.

All carts, wagons, and horses should pass through the intervals between corps and along the rear.

A place for a market should be selected and all persons coming to the camp to sell articles of any kind confined to this place and not allowed to wander about the lines.

The commanding officer should arrange a tariff of prices at which various articles may be sold, and no departure from this should be allowed, all articles being paid for at the time by the purchaser.

The camp police should make rounds at uncertain intervals through the camp, and summarily arrest all who may contravene the orders, women of loose character being carefully excluded, and a piquet remain in the market until it is cleared.

The main street through the officers' lines should only be used by men on duty, non-commissioned officers, or persons having business with officers, and the same rule applies to the officers' tents, all other persons being directed to pass by the flanks.

Notice boards shewing the location of the offices, stores, washing places, refuse pits, latrines, etc., should if at all possible be placed.

On leaving a camp a party should be sent over the ground after the tents are struck, to see that nothing is left behind, that the latrines and kitchens are filled in, and all bones, offal and rubbish are buried or burned.

The following necessaries are sufficient for a short camp:—
Two flannel shirts, two pairs of woollen socks, a spare pair of drawers, a towel, a woollen cap, a piece of soap, a knife and lanyard, fork and spoon, comb, boot and cloth brushes and a pair of easy shoes.

A woollen cap is very good to sleep in; it keeps in heat.
Above all things, keep the hair closely cut.

As washing clothing is not generally practicable, it is sufficient for a few days' work, to expose flannel articles to the air and beat them.

Pitching Tents.

A battalion about to camp should have all the men warned for their several duties before reaching the ground fixed upon.

On arriving at the allotted ground, the quarter-guard immediately takes possession of the spot where the guard tent is to be erected, and where a small camp colour should have been already placed by the quarter-master; the necessary number of sentries to cover the camp are then posted. The battalion should be formed in column, so that each company stands on the parade with the ground previously marked off for its tents on the reverse flank. The arms are then "*piled*," accoutrements taken off and placed in rows on the ground or hung on the arms!

Until the tents are pitched the officers do not leave their companies, nor employ men for their own convenience.

The following parties are then paraded and despatched to their several duties:—

Cooking party—Two or more men per company, under the sergeant cook, to prepare the cooking trenches.

Latrine party—A proportion of the pioneers and two to four men per company to at once dig the latrines.

Water party—One non-commissioned officer and two or more men per company, under a sergeant to procure water for the kitchens.

Ration party—A non-commissioned officer and two men per company, or more if the company is strong, under the quarter-master sergeant, to attend the depôt for rations.

Wood party—Two men, or more if requisite, and a non-commissioned officer per company to draw fuel, or seek it if not issued.

The remainder of each company is then told off in squads for pitching the tents; the usual number per tent being six men and a non-commissioned officer. The squad is sub-divided as follows:—Nos. 1 and 2, pole-men; Nos. 3 and 4, peg-men; Nos. 5 and 6, packers and unpackers.

Each company commander gives the word, "Out, No. 1 pole-men." The men told off as "No. 1 pole-men" to each tent "fall in" in single rank, so that the flank man rests on an alignment denoted by two camp colours previously placed to mark the extent of the camp front.

The command is then given, "*from the left or right—paces extend,*" when the pole-men extend to the named interval, which is usually eight; each man, except the flank man on completing the extension, turning towards the directing flank of the company.

A major then dresses the left-hand pole-men from the flank man of the pole-men of the leading company, so that they stand exactly on the alignment of the camp colours, and on the word "*steady,*" on which each company commander dresses his own row of pole-men from the flank man (who has already been covered by the major); and when correctly dressed gives the word "*steady*" the men turning towards the head of the column and their covering corrected from front to rear.

The packers and peg-men now bring up tents, pin bags and poles, and a peg is driven between the heels of each poleman, these pegs marking where the pole of each tent is to rest.

No. 2 having in the meantime joined the two pieces of the pole together hands it to No. 1, who turns towards the rear of the column.

Nos. 3 and 4 distribute the tent-pegs at the same time, where they will be at hand when required.

Nos. 5 and 6 have in the meantime unpacked the tent and stretched it out flat on the ground, with door uppermost and hooked, when it will form a triangle, the base of which should be one pace away from the feet of No. 1, the apex pointing towards the rear of the column.

No. 1 will then insert the pole so that one end is fitted into the cap.

No. 2 drives the cap on to the pole, the other end being placed between the heels of No. 1.

Nos. 3 and 4 at the same time take hold of the two front angle ropes.

Nos. 5 and 6, the two rear angle ropes (which are marked red to distinguish them from the others).

On the bugle sounding one "G," or on the command "*raise tents*," the poles are at once elevated by Nos. 1 and 2, the former getting inside the tent and keeping the pole upright by putting the end of it between his feet; the four angle ropes to be at once pegged down, No. 2 taking care that the door is square to the front, that is facing the same way that the men did when they stood in column, and that is well closed; the peg-men will then peg down the other ropes, beginning with those on the windward side and working gradually round, under the superintendence of the non-commissioned officer, who will take charge of the tent bag and mallets, see that the pole is placed in the spot marked off for it, that it is upright, that the door is properly placed, that the cords are stretched in a line with the seams of the tent, that the slides are made fast at equal distances between the tent and the pegs, and enforce silence during the work.

Officers commanding companies now examine the tents to see that they are properly pitched, the arms, accoutrements and blankets are brought in, and a trench dug round each tent with a proper drain to carry off the water.

A hole about five inches deep, dug at the foot of the pole, or the pole placed on a block of wood or a stone, allows of its quick shifting in case of rain, and relieves the strain on the guys.

Camp colours should be placed at the four corners of the ground; these are each 18 x 18 inches of blue or scarlet bunting, with the number of the battalion and regiment in scarlet or green figures respectively on each; the commanding officer should have a little larger colour erected in front of his tent, distinguished by a transverse cross of blue or scarlet.

The *Colours* of a corps when not in use should be with the quarter-guard (in their cases) under the charge of the No. 1 sentry of that guard.

Owing to the unsettled question of Battalion organization, it is not considered advisable to insert a diagram in this book of a camp as heretofore.

The regulation allowance of tents for officers and men is as under:—

- Officer commanding units, 1.
- Majors (2), 1.
- Medical officer, 1.
- Staff officers (for each 2), 1.
- Company Officers (3), 1.
- Warrant officers, 1.
- Colour sergeant, etc., 1.
- Sergeants for each Co., 1.
- Corporals and men (for every 8), 1.


Striking Tents.

On the command "*prepare to strike tents*," No. 1 will get inside the tent, No. 2 closes the door and keeps it closed until the tent is struck.

Nos. 3, 4, 5 and 6 will then take off and roll up the guy ropes, pull out and place in the bag all the pegs, except the four angle ones, which they will afterwards draw and hold on to their guy ropes, Nos. 3 and 4 the front ones, Nos. 5 and 6 the rear ones.

On the bugle sounding the one "*G*," or on the command "*strike tents*," No. 1 will lower the tent towards the rear and comes from under it.

No. 2 will separate the pole into two pieces, and tie them together.

Nos. 3, 4, 5 and 6 will spread out the tent neatly in this form:— the remaining guy ropes being rolled up the sides and all placed on the canvas so that they do not appear when the tent is folded up.

The sides will then be folded to the centre, until the breadth required for the depth of the tent bag is arrived at.

The head will then be folded down to the bottom about half-way, after which Nos. 5 and 6 will both proceed to roll from head to bottom, placing their knees on the tent as they roll it.

When rolled up tightly, No. 6 will hold the bag, No. 5 will lift one end of the roll until it is got into the mouth of the bag, when it will be got into a perpendicular position, and both men holding the mouth of the bag will shake the tent into it.

The peg bag, etc., will be put inside, and the whole secured at the top and afterwards carried to the wagons.

A bell tent, when pitched, is 10 feet high, has an interior diameter of 13 feet; diameter to side ropes, 21 feet; diameter to weather guys, 33 feet; the latter are seldom provided. Its weight dry is about 70 lbs.; wet, about 90 lbs.

A canvas valise forms a cover, and besides the pole (in two pieces), a bag containing 42 pins with two mallets, completes its equipment.

Kitchens.

Kitchens should be roped off in order to exclude unauthorized individuals, and made so as not to incommode the occupants of the tents by smoke; yet be within a reasonable distance of those to be served.

Arrangements for the burning or burial of refuse daily, is imperative in connection with each kitchen.

Each company should have its own kitchen in rear of, and in line with its own row of tents. The simplest kitchen consists of a trench dug in the direction that the wind is blowing, of such width that the kettle, when placed on it rests a couple of inches on each side; its depth should be 12 inches at the end from which the wind is blowing, and continue that depth for two feet, decreasing then gradually to six inches at the opposite end, where a space must be left equal to the breadth of the trench to serve as a chimney; this latter can be made of sods or earth and stones. The kettles are placed touching one another along this trench; dry sods should be used to stop up the chinks made by the roundness of the kettles, so that the space under them may form a flue.

If a battalion halts for more than one day, these kitchens are susceptible of great improvement; the chimney can be made of mud or wattle and daub, and the draught may be increased by using short pieces of hoop-iron as bars stretched across the trench to support a fling in of clay round each kettle, or in other words, to make a regular place for each kettle, into which it will fit exactly, so that its position may be frequently changed to prevent the contents of one being cooked before the other. As the wind changes similar trenches can be dug in different directions, the same chimney being used. The opening from these trenches into the chimney should be closed with a sod, except the one to be used when the fire is lit. In some places, where bricks or stones suitable to the purpose are to be had, it is better to construct kitchens on the ground, instead of below the surface.

Two logs rolled together in the direction of the wind, the fire being kindled between them, make a good kitchen, the kettles being hung from a stick resting at each end on a forked upright.

Where stones are plentiful, a temporary fireplace can be quickly constructed; small poles six or eight feet long, one end stuck in the ground, the other end projecting over the stones can be used to hang the kettle on.

The kitchens already described are of the most primitive description, restricted in accommodation, and only necessary on active service. A field range is issued for use during the ordinary training which has all the facilities of a cooking stove, but it is too heavy for use by troops that are on the move.

The travelling kitchen is a most desirable acquisition, particularly during a march.

Water.

Few things are of more importance to the well-being of troops when encamped than a plentiful supply of pure water; good water should be transparent and free from taste, smell, or deposit on standing, and should make a good lather with soap—bad water can be improved by boiling it, muddy water can be cleared by alum, six grains per gallon is sufficient. Tea

leaves that have been used put into drinking water assist to remove organic matter.

From whatever source the water supply is derived, it is absolutely requisite that it should not be polluted. The officer entrusted with the duty of forming the encampment should therefore post sentries over it, taking them from the first troops that arrive on the ground; these to be replaced by a guard when the camp is completely formed. If the supply is from a stream, great care should be taken that the watering-place for the men should be distinct from that for the animals. The latter should be lower down the stream than the former and it is advisable to send patrols up the stream to prevent men washing or bathing in it, as well as to distinctly mark the several divisions by flags or notices, *white* for drinking, *red* for washing, *blue* for horses.

All washing in the neighbourhood of wells or watering places used for drinking should be strictly forbidden, as the foul water percolates through the soil.

If the stream has a muddy bottom great care should be taken not to stir up the mud by dipping vessels into it. If the stream is shallow, dams should be made on it; these are easily constructed with a few pickets and sods. A small piece of tarpaulin may be used with great advantage for the purpose of making them watertight, a barrel sunk in the bed of the stream affords a convenient place into which to collect water.

Filters can easily be made by placing two barrels one within another, and ramming the place between with clean straw, coarse sand or charcoal if they can be procured, or branches of trees with the bark taken off. The water is allowed to flow into the outer barrel and rises through holes pierced in the bottom of the inner barrel. In a standing camp, if the water is not good, charcoal should be made, and the water regularly filtered. When no existing source of water supply is available, it may be found by sinking tube wells.

Each man requires for drinking 3 to 5 pints of water a day; for drinking and cooking from $\frac{3}{4}$ to 1 gallon; for drinking, cooking, washing, etc., at least 4 gallons are desirable. Each horse from 6 to 9 gallons daily, taking from $1\frac{1}{2}$ to 2 gallons at a time.

Latrines and Urinals.

Latrines should be made in the most convenient situation by fatigue parties, but as far away as possible from the kitchens or supply stores, as soon as troops arrive on the ground, the places having been previously marked out for them by the quarter-master. The trench should be short and shallow, rather than long and deep, a rail or post supported upon a forked rest at each end, and about eighteen inches from the ground, laid along the edge, will serve for the men to sit on, and the whole should be screened with a piece of canvas, bushes, trees or lumber from public view. A fatigue party should throw a couple of inches of earth over the soil every day. This, if carefully done, will prevent all smell. When the trench is filled up, another one should be dug near it, the extent of the accommodation provided will vary with the number of men and the temporary or permanent character of the occupation of the area—in bivouacs three per cent., in ordinary camps five per cent. is the usual allowance.

Too much care cannot be taken in selecting the sites of the latrines, and placing them so that no filtration can reach the water supply.

As urine is apt to spread infection, urinals must also be prepared.

Galvanized iron buckets containing a disinfecting fluid should be placed in the latrines for its reception, but if these are not available the best type of urinal takes the form of trenches, so planned as to lead into a pit filled with large stones.

The camp police and sentries should have orders to prevent the committing of nuisances in the vicinity of the camp.

Billets.

When necessary to billet or house a battalion, it should invariably be preceded by an experienced officer accompanied by the quarter-master, and a steady non-commissioned officer, with one man per company, who will make arrangements for permanent shelter as well as the necessary supplies of food.

The billet arrangements should be completed before the arrival of the force, so that the men may not be kept waiting. The one man previously detached from each company should show the billets allotted for his company. In all cases the officer charged with the billet arrangements should wait first on the Chief Magistrate of the place, and request his assistance and influence with the householders, which will much simplify the work. Where recourse is had to compulsory billeting, the officer charged with the arrangement should make requisition according to a prescribed form on the Chief Magistrate or a Justice of the Peace, for billets for the required number. Every company commander should have a list of his company billets so that if suddenly moved no delay in payment occurs.

As a rule, the men should not be billeted upon the individual householders, unless there are no other premises available for securing shelter; this must be decided by the commanding officer.

Troops should not be billeted in a convent, nunnery or house inhabited solely by females.

Care should be taken that the billets are not too widely scattered, and that they are as nearly as possible grouped within a circle of which the alarm post is the centre, such as the Town Hall, or other prominent building.

The "*Alarm*" post should be fixed upon by the commanding officer, and every man made acquainted with it, in order that he may take special notice of the shortest and most convenient road by which he can repair to it, in case of alarm either by day or night.

Officers should endeavour to establish friendly relations between the men and the inhabitants.

A non-commissioned officer should be placed in charge of each house, and, of course, procure the best possible provision for his men.

All arms should be kept within the house in charge of sentries.

Householders are entitled to a daily rate of ten cents for each soldier; if bedding is furnished, five cents daily in addition,

and if required to cook and supply the daily ration of food, twenty cents for each of such rations, also twenty cents a day for stabling and feeding each horse.

The foregoing system of billeting is called "*ordinary billets*," that is when a number of men placed in a house or building is in accordance with its size, the allowance of space being roughly one man to 3 or 4 square yards; another system is "*close billets*" in which contingency it is necessary to concentrate as many men as possible, and the number of square yards per man is reduced half.

In the case of "*close billets*" the construction of additional latrines, watering and washing places will likely be necessary.

CHAPTER VIII.

FORMS.

Owing to want of space, the accompanying Forms are necessarily very much contracted, but at the foot of each a note is attached specifying the size that it should be.

In most cases printed forms are provided by the Militia Department, but not always available; therefore, possession of the knowledge necessary to improvise them is desirable.

The numbers which here designate them are only for reference in this book, and not the official ones, which are subject to change, but are nevertheless noted.

Such forms as lack Militia Department numbers will be found requisite in the efficient administration of a Company, Battalion, or Regiment.

FORM 1. (Militia Form B 528.)



MILITIA OF CANADA.

Service Roll of those Enlisting for Service in the Active Militia.

This Roll is only to be signed once for each period of Engagement.

The Oath and Declaration will be required to be again made on each Re-Engagement.

OATH TO BE TAKEN BY EACH OFFICER AND MAN ON ATTESTATION.

I, do make Oath, (or solemnly declare) that I will be faithful and bear true Allegiance to His Majesty King George the Fifth, His Heirs and Successors, and that I will as in duty bound honestly and faithfully defend His Majesty, His Heirs and Successors, in Person, Crown and Dignity, against all enemies, and will observe and obey all orders of His Majesty, His Heirs and Successors, and of all the Generals and Officers set over me. So help me God.

DECLARATION TO BE MADE BY EACH OFFICER AND MAN ON ATTESTATION.

" I (each man repeats his full name) whose name is hereunto subscribed, declare that I have taken the above oath to which I have affixed my name hereunder, and that I agree to serve in the Canadian Militia for a period of three years, or until legally discharged, dismissed or removed, or until my resignation is accepted, under the conditions of service for the Government of the Active Militia Force of Canada, as set forth in the Militia Laws existing, and in the Regulations prescribed or hereafter to be prescribed for the same."

Signature of Officers and Men.	Signature of Officer authorized to prescribe oath, or of a Justice of the Peace.	Date of Attestation.	Age on Attestation.	Residence.
Witness my hand.	The prescribed oath and declaration were made before me, and subscribed to in my presence, by the man opposite to whose signature I have placed my hand.			

FORM 1.—Part II.

— REGIMENT.

—, 19—.

Service Roll. (Details for Records.)

NAME (IN FULL)	AGE.	HEIGHT.		CHEST.	CALLING.	FORMER SERVICE.	REMARKS.
		Feet.	In.				

Passed.

— Major.

— Captain.

— Medical Officer.

Recommended.

— Captain,

Commanding — Company.

(Pencil size.)

The above particulars not forming a part of the ordinary Service Roll should be recorded.

FORM 2. (Militia Form B 241.)

— REGIMENT.

Certificate of Discharge.

This certifies that _____, of the County of _____, Province of _____, Dominion of Canada, aged _____ years, served continuously in _____ Battalion from the _____ day of _____, 19____, to the _____ day of _____, 19____, and is now discharged therefrom.

_____, Captain,

Commanding _____ Company.

_____, Lieut.-Col.

Commanding _____ Regiment

Dated at _____,

This _____ day of _____, 19____.

(Letter paper also.)—N.B.—The character of the man should be written in red ink across the form.

**FORM 3.—Part I. (Militia Form D 82A.)
Monthly Pay List, Non-Commissioned Officers and Men.**

No. of Account on Pay List.	PERIOD.		RATION ACCOUNT.							Regimental No.	RANK.	NAME	PAYMENTS DURING MONTH.					PUBLIC STOPPAGES.										
	From.	To.	Allowance in lieu.	NO. OF DAYS.									1st Payment.	2nd Payment.	3rd Payment.	4th Payment.	Total	Misc Pay.	Reg. Necessary.	Hospital.	Total							
	1	2		Absent without leave.	Detention.	Hospital.	On Command.	Total Rations due.	Total	10	11	12	13	14	15	16	17	18	19	20	21	22						

N.B.—This form, and those on the following three pages, give a fair idea of a Company Pay List on continuous or permanent service, although owing to lack of space it cannot be put on one page nor are the several columns in the actual order thereof.

FORM 3.—Part 1.—Continued. (Military Form D 824.)

— Co'y, — BATT., — REGIMENT. FOR MONTH OF —

FINAL CASH SETTLEMENT.		REGIMENTAL CHARGES.										CLOTHING ACCOUNT.			SIGNATURE.	REMARKS.													
Rate of Pay.	52	Barrack damage.	17	Messing.	57	Washing.	56	Library.	17	Hair Cutting.	56	Tailor's Bill.	56	Boot Bill.	56	Fines.	13	Marking Kit.	52	Total.	57	Credit Last Account.	58	Charges during Month.	36	Credit Carried Forward.	40		

N.B.—The Pay List should be 20 x 16 in dimension and contain 6 pages, stitched together, which is sufficient for a Company of 100 men.

FORM 3.--Part II. (Militia Form D 824.)

Pay List for Non-Commissioned Officers and Men.

Summary of Totals.

	COLUMN IN PAY LIST.	FOLIO 1	FOLIO 2	FOLIO 3	FOLIO 4	FOLIO 5	FOLIO 6	TOTALS.
RATIONS.								
Allowance in lieu.....	3							
Absent without leave.....	4							
Detention.....	5							
Hospital.....	6							
Ration, elsewhere.....	7							
Total due.....	8							
Total.....	9							
CASH.								
Mulct Pay.....	18							
Necessaries.....	19							
Hospital.....	20							
Total.....	21							
CLOTHING.								
Last balance.....	38							
Charges during month.....	39							
Credit forward.....	40							
PAY ACCOUNT.								
1st Payment.....	13							
2nd ".....	14							
3rd ".....	15							
4th ".....	16							
Total.....	17							

**FORM 4.—Part I. (Militia Book No. 4.)
Cash Book.**

— COMPANY, — REGIMENT.

RECEIPTS.					PAYMENTS.								
Date.	From Whom.	Cheque No.	On what Account.	Ledger Folio.	Amount.	Signature.	Date.	To whom Paid.	Cheque No.	On what Account.	Ledger Folio.	Amount.	Signature.

N.B.—A stoutly bound book of 250 pages, 2 1/2 inches being devoted to the Cash Book and 50 pages to the Ledger (see Part 2) size 7 X 10 inches. This book is for the exclusive use of the officer commanding the company.

FORM 5. (Militia Form B 353.)**Door Card.**

-- Regiment.	
No. ---	Section. ---
--- Platoon.	
--- Company.	
1 Sergeant. 2 Corporals. 16 Privates.	 Sergeant _____ In Charge.

(Size, 4½ x 3 inches.)

FORM 6.**Bed Card.**

No. ---	
PRIVATE _____	

--- Company,	
--- Regiment.	

(Size, 3 x 2 inches.)

FORM 7.—Part I. (Militia Form B 292.)

Sick Report, ——— COMPANY. ——— REGIMENT. ———, 19——.

Reg. No.	RANK AND NAME. (Christian name in full)	COMPLETED YEARS OF		WHETHER FOR DUTY, A PRISONER, OR DEFAULTER.	MARRIED OR SINGLE.	DISEASE.	MEDICAL OFFICER'S REMARKS.
		SERVICE.	AGE.				

(See over for continuation.)

(Size 8 x 6 inches.)

Medical Officer.

Orderly Sergeant.

N.B.—This form is sent with the Sick of each company to the Medical Officer.

FORM 7.-Part II. (Militia Form B 202.)

To be Discharged from Hospital to-morrow.

Station _____, 19____.

No.	Reg. No.	CORPS.	RANK AND NAMES.

The above information is given on the back of the Company Sick report at the hospital, before returning it to the company orderly sergeant.

FORM 9.

— REGIMENT.

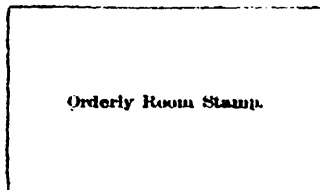
Weekly Hospital State. Station _____, 19__.

Regt. No.	Co.	RANK AND NAMES.	DISEASE.	ADMITTED.	DISCHARGED.	REMAINING IN HOSPITAL.		
						S.	C.	B. P.

(Footscap size.)

_____, Captain,
Medical Officer.

N. B.—To be sent to the Orderly Room weekly.

FORM 10. (Militia Form B 410.)**Permanent Pass.****PERMANENT PASS.**

The bearer, No....., Corporal or Private.....

.....
 has permission to be absent from his quarters till 12 midnight,
 except when on duty.

.....
 Lieut.-Col.

Comd'g..... Regiment.

.....19....

N.B.—This form should be pasted upon stiff cotton or pasteboard, and folded once, so as to be carried easily in the pocket.

FORM 11. (Militia Form B 68.)

____ Company, ____ Regiment.
Station _____

Date _____

PASS.

No. ____ Pte. ____ has permission to be absent from his quarters from
____ o'clock, ____ M. the ____ until ____ o'clock ____ M., the
____ for the purpose of going to

..... Company.

No.

.....

From.....

To.....

Date of last entry or release from
detention.

.....

Regimental
Stamp

____ Captain,
Comd'g ____ Company.

FORM 14.

REGIMENT.

Sergeant-Major's Detail for month of _____, 19____.
(Privates.)

COY.	AVAILABLE FOR DUTY.	DAYS OF MONTH.		DUTIES.	REMARKS.
		1	2		
A	45	31		Guard.	
		30		Escort.	
		29		Piquet.	
		28		Fatigue.	
		27			
		26			
		25			
		24			
		23			
		22			
		21			
		20			
		19			
		18			
		17			
		16			
		15			
		14			
		13			
		12			
		11			
		10			
		9			
		8			
		7			
		6			
		5			
		4			
		3			
		2			
		1			
B	50	31		Guard.	
		30		Escort.	
		29		Piquet.	
		28		Fatigue.	
		27			
		26			
		25			
		24			
		23			
		22			
		21			
		20			
		19			
		18			
		17			
		16			
		15			
		14			
		13			
		12			
		11			
		10			
		9			
		8			
		7			
		6			
		5			
		4			
		3			
		2			
		1			

N.B.—A footscap memorandum book should be used. In detailing the duties the number required should be put in the columns for "days of month."

FORM 15.

— REGIMENT.

— COMPANY.

Duty State.

For week ending ———, 19——.

DISTRIBUTION.		SERGEANTS.	CORPORALS.	BUGLERS.	PRIVATES.	TOTAL.
Absentees and Employed.	Present fit for duty.....					
	{ Attending Recruit Drill.....					
	{ Pioneers.....					
	{ Musicians.....					
	{ Sick in Hospital.....					
	{ Attending Hospital.....					
	{ " Officers' Mess.....					
	{ Regimental Employ.....					
	{ Servants.....					
	{ Company Cooks.....					
	{ Orderlies.....					
	{ Tailors.....					
	{ Shoemakers.....					
	{ Absent with Leave.....					
	{ Absent without Leave.....					
{ In Detention.....						
{ In Arrest.....						
Effective Strength.....						

Number of nights in bed.

N. C. O. ———

Privates ———

(Foolscap size.—See continuation.)

———, Captain,

Comd'g ——— Company.

N.B.—This state should be sent to the Orderly Room every Saturday morning.

FORM 15.—*Continued.* (To be placed on the back.)

Absentees and Employed Men.

At Recruit Drill.....	
Pioneers.....	
Musicians.....	
Sick.....	
Attending Hospital.....	
Attending Officers' Mess.....	
Regimental Employ.....	
Servants.....	
Cooks.....	
Orderlies.....	
Tailors.....	
Shoemakers.....	
Absent with Leave.....	
Absent without Leave.....	
In Detention.....	
In Arrest.....	

Comp'y Sergeant-Major or Colour Sergeant.

FORM 17.—Part II. (Militia Form B 237.)

TIME AND POST ROLL.

NUMBER.	REGIMENTAL NUMBER.	RANK AND NAME.	BATTALION.	COMPANY.	POST.	TIME.		TIME.		TIME.		TIME.		REMARKS.
						From.	To.	From.	To.	From.	To.	From.	To.	

Commanding Guard.

FORM 18. (Militia Form B 236.)

Captain of the Day's Report.

_____, 19—.

SIR,—I have the honour to report that, as Captain of the day (yesterday), I inspected the rations issued to the Battalion, and found them of good quality and proper weight.

I visited the barracks (or tents) of _____ companies at breakfast and dinner hours, and found the rooms (or tents), stairs and passages clean, the arms and accoutrements properly arranged, the men all present and the meals good, well cooked, and punctually served (or otherwise).

I visited the barrack detention rooms at _____ o'clock (or instructed the Subaltern of the day to do so), and found all regular; the occupants made no complaints.

I inspected the guard at _____ o'clock by day, which I found present and correct. I also visited the sentries, and found them alert and properly informed of their duties.

I did not leave the camp or quarters during my tour of duty.

The report of the Subaltern of the day I enclose herewith; also the Tattoo report.

I have the honour to be,

Sir,

Your obedient servant,

_____, Captain,

_____ Regiment.

To the Officer Commanding

_____ Regiment.

(To be written on foolscap, one-fourth margin.)

FORM 19.

Subaltern of the Day's Report.

_____, 19—.

SIR,—I have the honour to report that, as Subaltern of the day (yesterday), I attended at the delivery of the bread, meat and groceries at _____ and found them of good quality and proper weight. I also attended at their issue at _____ and found them fairly distributed to the different messes.

At _____ I visited the rooms and passages (or tents) of _____ companies, which were properly cleaned, the beds turned up, the doors and windows opened, the bedding folded, and appointments, etc., arranged according to order.

I visited the _____ companies at meal hours, and found everything regular, the men all present properly dressed, and no complaints (or otherwise).

I saw the guards' meals marched off at the proper hours.

I visited the cook-houses previous to the time of the meal at dinner hour, and found everything regular.

I visited the school, tailors' and shoemakers' shops, and found all regular.

I visited the canteen, coffee room, recreation and reading rooms, and found everything regular.

I visited the guards and sentries at _____ by day and at _____ o'clock by night; also the soldiers in the guard and barrack detention rooms, and found all correct and regular (or otherwise).

I attended at the hour of *Retreat* and *Tattoo*, and inspected the piquet, and found all present and regular.

I attended at the hour of *Tattoo* when all the non-commissioned officers and men were reported present (or otherwise), the report of which I now enclose you.

I saw the lights and fires extinguished at the proper hours.

I have the honour to be, etc.,

_____, Lieut.,

_____ Regiment.

To the Captain of the day.

(Footscap, one-fourth margin.)

N.B.—If only one Orderly Officer, then reports (18 and 19) should be embodied in one.

FORM 20.

— REGIMENT.

—, 19—.

Defaulters' List.

Co'y.	REGIMENTAL No.	NAME.	OFFENCE.	PUNISHMENT.	BEGINS.	ENDS.

The Sergeant-Major.

—, Sergeant,

Battalion Orderly Sergeant.

List given to N.C.O. detailed to drill Defaulters.

(Footscap Size.)

FORM 21.
 --- REGIMENT. ---, 19---

Gate or Canteen List.

COMPANY.	REGIMENTAL No.	RANK AND NAMES.	REMARKS.

The Sergeant-Major.

---, Sergeant,
 Battalion Orderly Sergeant.

List of Defaulters for N.C.O. on Canteen or Gate duty.
 (Footscap Size.)

FORM 22.

Battalion Orderly Sergeant's Report.

_____, 19—.

As battalion orderly sergeant, yesterday I performed the following duties:—

1. I paraded the orderly sergeants at — a.m., who reported their men all out of bed, and that no smoking had occurred during the night; and then visited the rooms, and saw they were being aired and ventilated; also that the urine tubs were removed to the proper places and partly filled with clean water.
2. I paraded the orderly corporals and men for rations at — a.m.
3. I saw the necessaries for the offenders sent to the guard-room at — a.m.
4. I went through the barrack-rooms (or tents) with the Captain of the day at — a.m., and found everything regular (except No. — room of No. — Company).
5. I saw the sick paraded and marched to hospital.
6. I paraded the orderly sergeants and evidences at — a.m.
7. I collected the gate and canteen reports and handed them to the non-commissioned officers on those duties.
8. I visited the cook-houses at —, and —, and —, and found everything regular.
9. I paraded the orderly corporals and men at —, and —, and —, and marched them to the cook-house for the meals. I marched off the meals to the several guards.
10. I paraded the orderly corporals and men for drawing groceries at —.
11. I visited the canteen at —, and —, and —, and found everything regular.
12. I visited the non-commissioned officers on gate and canteen duty at —, and —, and I saw that the names of the defaulters were on the gate and canteen boards.
13. I left list of passes with the sergeant of the guard, and handed the passes to the orderly sergeants of companies.
14. I saw that the defaulters paraded, and found all present and sober.
15. I showed the orders to the field and staff officers.
16. I attended at *Tattoo* with the Subaltern of the day.
17. I went round the barracks (or tents) with the Subaltern of the day half-an-hour after *Tattoo*, and saw that all fires and lights were out, and everything quiet and regular.

The Sergeant-Major,
_____ Regiment.

_____ Sergeant,
_____ Regiment.

(Sheet of foolscap, one-fifth margin.)

Duties missed must be noted and explained, also occurrences at variance with above form described.

FORM 23.

--- REGIMENT.

Report of Non-Commissioned Officers on Canteen Duty.

---, 19---

Sir,—We, the undersigned non-commissioned officers, do hereby certify that we were on canteen duty yesterday, at the hours specified opposite our respective names, and that the orders relating to that duty were strictly carried out.

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

FORMS

No.	REGIMENTAL NO.	RANK AND NAME.	Co.	HOURS ON DUTY.				REMARKS.
				From.	To.	From.	To.	

The Sergeant-Major.

(Footcap Size.)

--- Sergeant.

--- Corporal.

FORM 24. (Militia Form B 278.)

— REGIMENT.

Absentee Report of — Company. —, 19—.

REGIMENTAL NO.	RANK AND NAME.	WHEN ABSENT.	REMARKS.

— Orderly Sergeant.

Report given to Orderly Officer after Roll call.

FORM 25. (Militia Form B 289.)

REGIMENT.

Morning Parade State of _____ Co.

_____, 19__.

DISTRIBUTION.		Major.	Captain.	Lieutenants.	Sergeants.	Corporals.	Buglers.	Privates.	Total.
On Parade	Under Arms.....								
	Recruits at Drill.....								
	Instructors at Drill.....								
	Pioneers.....								
	Musicians.....								
Total.....									
Casualties	On Guard.....								
	Coming off Guard.....								
	Servants.....								
	Tailors.....								
	Shoemakers.....								
	Cooks.....								
	Orderlies.....								
	Fatigue.....								
	Servants.....								
	Sick { In Hospital.....								
	{ In Quarters.....								
	Attending { Hospital.....								
	{ Officers' Mess.....								
	Regimental Employ.....								
On Command.....									
Absent { With Leave.....									
{ Without Leave.....									
In Detention.....									
In Arrest.....									
Total.....									
Wanting to Complete.....									
Establishment.....									
Attached.....									

_____, Major or Captain.

Commanding _____ Co.

(Foolscap size.—See continuation.)

FORM 25.—(Continued.) (Militia Form B 280.)

NAMES OF CASUALTIES. (To be placed on the back.)

On Guard.....	
Coming off Guard.....	
Servants.....	
Tailors.....	
Shoemakers.....	
Cooks.....	
Orderlies.....	
Fatigue.....	
Servants.....	
Sick in Hospital.....	
Sick in Quarters.....	
Attending Hospital.....	
Attending Officers' Mess.....	
Regimental Employ.....	
On Command.....	
Absent with Leave.....	
Absent without Leave.....	
In Detention.....	
In Arrest.....	

Sergeant.

Orderly Sergeant.

FORM 25.—(Continued.)

— REGIMENT.

19—

Early Morning or Afternoon Parade State of — Co'y.

DESCRIPTION OF PARADE.	DISTRIBUTION.	Major.	Captain.	Lieutenant.	Sergeant.	Bugler.	RANK AND FILE.
Morning	Under Arms..... Recruits at Drill..... Instructors at Drill..... Total.....						
Afternoon.....	Under Arms..... Recruits at Drill..... Instructors at Drill..... Total.....						

— Sergeant.

— Orderly Sergeant.

— Major or Captain,

— Co'y.

N.B.—This form may be used at early morning or afternoon parades instead of the longer form, but is not a substitute as the latter must be rendered daily in order to show the real condition of the Company. (Note paper size.)

FORM 26. (Militia Form B 264.)

Charge Report.

_____ REGIMENT.
 _____ COMPANY.

Charge against No. _____ Private _____

PLACE.	DATE OF CHARGE.	CHARGE.	NAMES OF WITNESSES.	PUNISHMENT AWARDED.	BY WHOM AWARDED.

Length of Service _____ years.

Date of last entry in Conduct Book.

General Character.

Date of last entry for an act of, or an equivalent of an act of drunkenness.

Number of cases of drunkenness within the 12 months.

_____ Major or Captain,
 _____ Commanding _____ Company.

(Size, 10 x 7 inches.)

FORM 27. (Militia Form C 503.)

— REGIMENT.

— COMPANY.

Ration Return.

—, 19—.

MESSGES.		
No. 1 Mess		
" 2 "		
" 3 "		
" 4 "		
" 5 "		
" 6 "		
" 7 "		
" 8 "		
Sergeants' Mess		
Married N. C. Officers.....		
Married Men		
Hospital.....		
Officers' Mess.....		
Married Officers.....		
Total.....		
On Command.....		{ Officers.....
		{ Men
Absent	{ Officers.....	{ With leave
		{ Without leave.....
	{ Men.....	{ With leave
		{ Without leave.....
Total strength.....		

Quarter-Master Sergeant (or Colour Sergeant).

(Size, 10 x 14 inches.)

FORM 28. (Militia Form B 307.)

— REGIMENT.

Church Parade State of ——— Company, ———, 19—.

DISTRIBUTION.	Major.	Captain.	Lieutenants.	Sergeants.	Corporals.	Buglers.	Privates.	Total.
Episcopallians.....								
Presbyterians.....								
Wesleyans.....								
Roman Catholics.....								
On Guard.....								
Coming off Guard.....								
Sick { In Hospital.....								
{ In Quarters.....								
Cooks.....								
Officers' Mess.....								
Regimental Employ.....								
On Command.....								
Absent { With Leave.....								
{ Without Leave.....								
{ In Detention.....								
{ In Arrest.....								
Total.....								
Wanting to Complete.....								
Establishment.....								
Attached.....								

——— Sergeant.

O. Sergeant.

——— Major or Captain,

Commanding —— Co.

(Foolscap size.)

N.B.—The names of casualties should be placed on the back of this state, as in No. 23.

FORM 29. (Militia Form B 302.)

REGIMENT.

Field State.

19__

DISTRIBUTION.	Field Officers.	Captains.	Lieutenants.	Staff.	Sergeants.	Buglers.	Rank and File.	CASUALTIES.	Field Officers.	Captains.	Lieutenants.	Staff.	Sergeants.	Buglers.	Rank and File.	
Under Arms.....								On Duty.....								
Recruits.....								Attending Hospital								
Pioneers.....								Attending Officers								
Musicians.....								Mess.....								
Orderlies.....								Grooms.....								
								Cooks.....								
								Regimental								
								Employ								
								Sick in Hospital...								
								Sick in Quarters...								
								On Command.....								
								Absent. {								
									With							
									Leave.....							
								Without								
								Leave.....								
								In Detention.....								
								In Arrest.....								
Total Present.....																
Casualties.....																
Wanting.....																
Establishment.....																
Supernumeraries.....								Total.....								

Lt.-Col.,

Commd'g Regiment.

(N.B.—On card 5 x 4 inches.)

FORM 30. (Militia Form B 22A.)

Minor Offence Report.

Station _____

Date _____

REGIMENT. _____

COMPANY.	REGT. NO.	RANK.	NAME.	DATE OF CHARGE.	CHARGE.	BY WHOM REPORTED AND NAMES OF WITNESSES.	PUNISHMENT AWARDED.	BY WHOM ORDERED.	REMARKS.

_____ Lt.-Col.

Command'g _____ Regiment.

NOTE.—This report, after being completed by the entry in Orderly Room of all minor offences disposed of by Officers commanding companies, will be attached to the Guard report of the day.

(Size of two pages of Foolscap printed across.)

FORM 31.
Record of Officers' Services. (Militia Book No. 42.)

NAME (in full)	COUNTRY.	CALLING.	AGE.	GAZETTED.			CERTIFICATE.	RETIRED.	SERVICES.
				Lieut.	Captain.	Major. Lt.-Col.			

N.B.—This book should be of foolscap size, and extend across both pages, the column for "Services" occupying the right hand page entirely; two names will be found sufficient for each sheet.

**FORM 32. (Militia Form B 263, a and b.)
Conduct Sheet.**

Verified.

REGIMENT.

Regimental No. and Name.	Age.		Height.		Where Born.		Com-plexion.	Trade.	Re-ligion.	Pro-motion.	Good Con-duct Pay.	Former Service and Remarks.
	Years	Months	Feet	Inch	Parish.	County.						
No.												
Joined.....					Where Enlisted.							
Re-engaged.....					Place.	Date.						
Left.....			Period of Enlistment.									
Place.	Rank.	Cases of Drunkenness.	Offence.	By Whom Reported and Names of Witnesses.	Punish-ment Awarded.	Date of Award or Order dispensing with Trial.	By Whom.	Date of Com-mence-ment.	Date of Expira-tion.	Remarks.		
Place of Birth.												

N.B.—Foolscap size, printed on one side only, but ruled upon both sides. These sheets are kept in a guard book, with a screw back, so that the sheets can be removed when necessary, and the same form is used for Battalion and Company sheets.

FORM 34.

No. —

— REGIMENT.

Indent for —. (Specify name of Class.)

To the Quarter-Master :

Required for use of — Company, the undernamed Stores.

— Major or Captain,
Commanding — Co'y.

—, 19—.

Received the above stores this day in good order.

— Major or Captain.
Commanding — Co'y.

N.B.—Note paper size: the forms should be printed and bound in books of a hundred each, with a counterfool to be retained by the Company as a memorandum for entry into the Equipment Ledger, and on being received by the Quarter-Master, should be numbered, entered, and then filed away by years for reference.

Separate requisitions should be used for each of the classes of stores.

**FORM 35. (Militia Book No. 50.)
Equipment Ledger. (Individual.)**

RANK AND NAME.	ADDRESS.	CLOTHING.												DATE OF ISSUE.	Signature of individual acknowledging the receipt of the articles charged herein against his name.				
		Cap, koraige.	Cap covers, white.	Great-coats, grey.	Great-coats, brown.	Hats, straw.	Jackets, serge.	Leggings, brown.	Leggings, black.	Pulloes, brown.	Pulloes, blue.	Trousers, blue serge.	Trousers, green serge.	Trousers, blue cloth.	Trousers, green cloth.	Tunic, scarlet cloth.	Tunic, green cloth.		

This Equipment Ledger is used to account for all issues made to individuals. It is made up in pamphlet form, and the articles are entered under the following headings:—(1) Clothing; (2) Arms; (3) Accoutrements; (4) Musical Instruments; (5) Signalling Stores.

FORM 36. (Militia Form B 215.)
Marching in State of the _____ Regiment.
DETAIL.

NO. OF COMPANIES.	FIELD OFFICERS.	CAPTAINS.	SUBALTERNs.	SERGEANTS.	BUGLERS.	RANK AND FILE.	REMARKS.
DATE AND HOUR OF DEPARTURE, AND ARRIVAL.		FROM.	TO.	NO. OF MILES.	HOW CONVEYED.	REMARKS EXPLANATORY OF DETENTIONS.	

I certify that the "Regulations and Orders for the Militia," have been strictly adhered to during this service.

_____ Lieut.-Col.,
 Commanding _____ Regiment.

To the Officer Commanding
 _____ (Place).

Dated at _____
 this _____ day of _____, 19__.

FORM 37. (Militia Form D 873.)

— REGIMENT.

Daily Orders. Part II.

No. —

N.B.—Every circumstance which affects a soldier's service or pay must be published *immediately* after its occurrence.

Station —

Date —

Sub. No. of Order.	Subject.	Regimental No. Rank and Name.	Company.	Particulars of Casualties, etc., and date.

Each issue of orders will be numbered consecutively throughout the year.

A fresh series will be commenced with the first issue in each year.

N.B.—Copies should be sent weekly and on last day of each month to Officer i/c Records (Para. 1484A. K. R. & O. 1910); and daily, semi-weekly or weekly, to the Paymaster as necessity requires, signed by the Commanding Officer and Adjutant.

CHAPTER IX.

BUGLE CALLS.

The Bugle calls given here comprise all required for duties and parades in barracks or camps.

Every Regiment should have an easily distinguished "Regimental call," which when quartered with other corps precedes every call except *Reveille*, *Retreat*, and *Tattoo*.

Duty calls should be sounded from the Regimental parade ground; calls applying to Officers only, in front of their quarters.

The "Dress" and other calls for Commanding Officers' parade should be sounded by all the Buglers; other duty calls by the Orderly Bugler with the Main or Quarter Guard.

Between *Lights out* and *Reveille* no bugle should be sounded nor drum beaten, except for the purpose of alarm.

REVEILLE--Sounded for awakening troops at the hour named in orders.

$\text{♩} = 108$

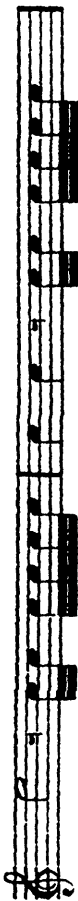


Slower.

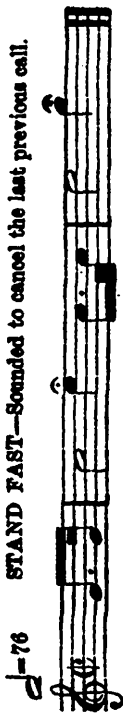


FLOURISH -- For marching past and the salute on guards being relieved.

f = 76



STAND FAST—Sounded to cancel the last previous call.



DEFAULTERS' CALL—Sounds for the purpose of assembling defaulters for drill or roll call.



THE "DRESS" OR WARNING, FOR PARADE—Sounds half an hour before any parade, to warn men to prepare themselves. Before a commanding officers' parade this call should be sounded by all the buglers; before any other parade, the bug'er on the quarter guard only will sound it. It may also be sounded in conjunction with the Guard, Picquet, etc., calls, when it is "dress" for these duties.



PIONEERS—Sounds for parade or assembly of the Pioneers.

$\text{♩} = 76$



7. **QUARTER CALL.**—1st call—Sounds one quarter of an hour before the time appointed for men to sit down to breakfast, dinner or tea; to warn the orderly men of messes to attend at the Cook-house for the purpose of receiving the meals, so that they may be divided before the "Men's Mess" or second bugle sounds.

$\text{♩} = 76$



RATIONS—This call is used for the orderly corporals and orderly men to assemble for the purpose of drawing rations.



ORDERLY ROOM—Sounded as notification that the commanding officer is in the Orderly Room.



ORDERLY SERGEANTS'—CORPORALS' CALL—Sounds when orderly sergeants or corporals are required to assemble for any particular purpose.



ORDERLY SERGEANTS'



COLOUR SERGEANTS' CALL—Sounds when Colour Sergeants are required for any particular purpose.



OFFICERS' CALL—Sounds when officers are required to join their companies on parades, or to assemble for any particular purpose.



BAND CALL—Sounds when the band is required to assemble for any purpose.



FALL IN—Sounds for the Battalion parade. Also following the Guard, Picquet or Fatigue calls, when these duties are required to fall in.



SERGEANTS' MESS—Sounded for sergeants' meals.



ORDERS—Sounds to assemble the orderly-sergeants of companies for the daily orders and detail.



OFFICERS' MESS—1st Bugle—Sounded in front of the officers' quarters once or twice, according to their extent, half an hour before dinner only, to warn the officers to dress.



OFFICERS' MESS—2nd Bugle—Sounded in front of mess-room and the officers' quarters, at the hour appointed for officers to sit down to dinner.



PIQUET CALL—Sounded when the piquet is required other than the regular time for it to parade.



BUGLERS' OR DRUMMERS' CALL—Sounded to assemble the buglers or drummers.



RETREAT—Sounded at the hour named in orders.

The image displays five staves of musical notation for the bugle call 'Retreat'. Each staff begins with a treble clef and a common time signature (C). The notation consists of a sequence of notes and rests, including quarter, eighth, and sixteenth notes, as well as rests of varying durations. The melody is presented in a single-line format across five staves, with some notes beamed together. The overall structure is a short, rhythmic call.

TATTOO (First Post)—Sounded by all the buglers at the hour appointed, after which the drums and fife, or bugles, should play three or four airs while marching up and down the parade ground, for half an hour, finishing with "God Save the King."

$\text{♩} = 76.$

The image displays four staves of musical notation, each beginning with a treble clef. The notation is written in a style typical of military band scores, using various note values and rests. The first staff contains a sequence of notes and rests, followed by a double bar line. The second staff begins with a treble clef and a star symbol, followed by notes and rests. The third and fourth staves continue the musical sequence with notes and rests. The notation is arranged in a vertical column on the page.

TATTOO (LAST POST)

TATTOO (Last Post)—Sounded on the regimental parade ground by all the buglers, at the hour appointed.

$\text{♩} = 76.$

The musical score consists of four staves of music, each in a treble clef. The first staff begins with a common time signature (C) and a tempo marking of quarter note = 76. The melody is written in a single line on each staff, featuring a series of eighth and sixteenth notes with stems pointing upwards. The music is a solemn, march-like piece, characteristic of a 'last post'.

TATTOO (Last Post)—Continued.



LIGHTS OUT—The bugler on guard should remain on parade until ordered by the officer to sound this call—twice sounding should be sufficient—when all fires and lights (except officers' and those of non-commissioned officers, who are allowed lights over hours) should be instantly extinguished.



♩ = 76. SICK—Sounded for the sick to fall in to be marched to the hospital.

A single staff of music in 4/4 time. The tempo is marked as ♩ = 76. The melody consists of quarter and eighth notes, starting on a middle C and ending with a quarter rest.

SALUTE FOR THE GUARD—Sounded by the bugler on guard when the guard turns out to a general officer.

A single staff of music in 4/4 time. The melody consists of quarter and eighth notes, starting on a middle C and ending with a quarter rest.

ALARM—Sounded for troops to turn out under arms.

A single staff of music in 3/4 time. The melody consists of quarter and eighth notes, starting on a middle C and ending with a quarter rest.

♩ = 108. FIRE ALARM—Sounded in case of fire.

A single staff of music in 4/4 time. The tempo is marked as ♩ = 108. The melody consists of quarter and eighth notes, starting on a middle C and ending with a quarter rest.

DISMISS, OR NO PARADE.



RECRUITS' PARADE.



CONTINUE.

ADVANCE—Sounded as a signal to
move on battalion markers.



DOUBLE TIME—Sounded as a signal that
"double time" is to be used.

SIGNALLERS'.



CYCLISTS.

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PART II

THE
ORGANIZATION, ADMINISTRATION
AND
EQUIPMENT

OF HIS MAJESTY'S LAND FORCES IN PEACE AND WAR

BY

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PREFACE

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Every effort has been made to ensure accuracy in the subject matter and in the details of numbers. If mistakes are observed, and where recent changes have rendered obsolete the information given, the author will be glad if his attention is drawn to such.

Toronto, June, 1916.

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DEFINITIONS

ACTIVE MILITIA—The fighting troops and non-combatant services and departments of the organized forces controlled by the Militia Department other than the Royal Military College, cadet corps, and rifle associations and clubs. The term includes the Permanent Staff and Permanent Force (*q.v.*).

ACQUITTANCE ROLL—An army form on which is entered all pay issued to soldiers and signed for by them. It is forwarded on the day of payment to the A.G.'s office at the base, the officer making the payment retaining a carbon copy (including the soldier's signature) for reference. From the A.G.'s office it is passed to the Paymaster at the base.

ADMINISTRATIVE COMMANDANTS—Officers appointed to take charge of the administration, discipline, sanitation, interior economy, and policing of the areas comprised in each base, section or post on the L. of C.

ADMINISTRATIVE COMMANDER—An officer vested with the command of administrative troops only; *e.g.*, administrative commandants, directors of administrative services and their representatives.

ADMINISTRATIVE DEPARTMENTS—The departments of the Judge Advocate-General, Principal Chaplain and Paymaster-in-Chief.

ADMINISTRATIVE SERVICES—Signal, medical, supplies, transport, ordnance, railways, works, remounts, veterinary, postal.

ADMINISTRATIVE TROOPS—Troops, combatant or otherwise, belonging to the administrative services, including R.E. other than those of field units; A.S.C.; R.A.M.C.; A.O.C.; A.V.C.; A.P.C.; A.P.O.C.

ADVANCED BASE—The area within which may be situated the advanced depôts of ammunition, supplies, animals and material, from which issues are made to field units.

ARME BLANCHE—Literally "white arm." Refers to the sword or lance with which the cavalry is armed.

ARMY TROOPS—Units which are not parts of any division or army corps, but are directly under the orders of the commander of an army. They may comprise signal units, air-service, bridging units, supply and ambulance units, cavalry or mounted rifles and one or more infantry battalions according to circumstances.

BASE—A place where the lines of communication originate, where magazines of stores for the forces in the field are situated and maintained under direct military management and control, and where the business of supplying these forces is located and organized under the military authorities.

BRIGADE AREA—Areas, on active service, allotted to each cavalry and infantry brigade, or organization approximately equal to a brigade.

CITY CORPS—Corps of the Active Militia (non-permanent) not rural corps.

COMMANDER—An officer vested with the command of a detachment, unit, or formation of fighting or administrative troops.

CORPS TROOPS—Units which are not part of any division but are directly under the orders of the Commander of an Army Corps.

DEPUTY JUDGE ADVOCATE-GENERAL is the representative of the Judge Advocate-General, and advises a commander on matters of military, martial and international law.

DIRECTOR OF ARMY POSTAL SERVICES—Duties :—Provision and administration of all postal communications.

DIRECTOR OF ARMY SIGNALS—Duties :—Organization and maintenance of all means of intercommunication, including visual, electrical and mechanical, and despatch riders throughout the theatre of operations.

DIRECTOR OF MEDICAL SERVICES—Duties :—Care of the sick and wounded. Provision and administration of hospitals, convalescent depôts and medical equipment. Recommendations regarding precautionary and remedial measures relating to billets, camps, garrisons, hospitals, transports, dress, duties, etc., conducive to the preservation of health, and to the mitigation or prevention of disease in the army and civil population. Subject to sea transport arrangements, control of hospital ships as far as their medical equipment and readiness for the reception of invalids is concerned.

DIRECTOR OF ORDNANCE SERVICES—Duties :—Provision of ammunition, equipment, clothing, and stores of all kinds other than medical and veterinary stores. Provision of technical vehicles of artillery and engineer units, and of workshops on L. of C.

DIRECTOR OF RAILWAY TRANSPORT—Duties :—Provision of railway transport and administration of railway transport personnel. Controls construction, working and maintenance of all railways.

DIRECTOR OF REMOUNTS—Duties :—Provision, training, and distribution of all animals ; administration of remount personnel.

DIRECTOR OF SUPPLIES—Duties :—Provision of all food, forage, fuel, light and disinfectants; administration of personnel engaged in this service.

DIRECTOR OF TRANSPORT—Duties :—Provision and distribution of all transport, *excluding* railway and sea transport, but *including* inland water transport.

DIRECTOR OF VETERINARY SERVICES—Duties :—Care of sick animals. Provision and administration of veterinary hospitals and stores. Inspections and recommendations with reference to the health and efficiency of the animals of the forces.

DIRECTOR OF WORKS—Duties :—Provision, construction, and maintenance of buildings, offices, stores, camping grounds, roads, etc., on the L. of C. Provision of water supply, gas, electric lighting, or other technical plant required for military purposes on the L. of C. and not provided by other services.

DIVISIONAL AREA—A term used to indicate the 6 areas into which Eastern Canada is divided for purposes of administrating and training the Militia. Corresponds with the term Military District employed in connection with the commands which do not comprise in them troops approximating in composition to a Division.

DIVISIONAL COLLECTING STATION—A place where slightly wounded men who are able to walk are collected.

DIVISIONAL TROOPS—Units of a division which do not form part of the infantry brigades, but are directly under the orders of the divisional commander.

ENLISTMENT—The act of undertaking to serve in His Majesty's forces in the rank of a private soldier, and being attested as such. Familiarly known as "taking the shilling" on account of the coin given to recruits by recruiting sergeants. The term "enlistment" does not apply to the granting of a commission to an individual duly recommended for such.

FIELD ARMY—That portion of the forces in the field not allotted to fortresses, coast defences or garrisons.

FIELD DEPÔT—A small temporary depôt of supplies in the immediate vicinity of the field units.

FIELD UNITS—Mobile units of the field army allotted to divisions, cavalry divisions, brigades, corps troops, army troops, or L. of C. defence troops.

FIGHTING TROOPS—Infantry, cavalry, artillery (including ammunition columns), flying corps and engineer field units. The headquarters of commanders of fighting troops are fighting units.

FIRING BATTERY—(*Artillery*) 6 (or 4) guns *plus* 6 (or 4) ammunition wagons.

FIRST LINE TRANSPORT—Is an integral part of the war organization of a fighting unit, without which it cannot perform its tactical functions, and by which it must be accompanied in action and at all times. It includes the following vehicles and animals :— Gun carriages ; ammunition wagons ; pack animals, limbered or G.S. wagons or carts carrying ammunition, tools, machine guns, technical stores or medical equipment ; telephone wagons, water carts, and travelling kitchens or other vehicles for cooks, and (in the case of cavalry units, for which no trains are provided,) vehicles for the conveyance of baggage and stores. (See page 101.)

FIRST LINE WAGONS—(*Artillery*). The ammunition wagons of a battery which are not with the firing battery (*q.v.*).

FORCES IN THE FIELD—The whole of the military forces mobilized in the theatre of operations under the supreme command of the C.-in-C. Includes the field army or armies, fortress, coast defence and garrison troops, and L. of C. units and defence troops.

GENERAL ORDERS—Orders issued "By Command," at intervals, having reference to subjects which have been approved by the Governor-General in Council. They appear in the *Canada Gazette*, and are promulgated to the Militia by the Honourable the Minister of Militia and Defence in Militia Council as General Orders, over the signature of the Adjutant-General, and numbered consecutively throughout the year. They are sent to officers commanding districts and units, to enable them to notify in their orders such portions of them as affect their commands. The subjects comprised include :—

Organization, localization, establishments and nomenclature of units.

Amendments and additions to *K. R. and O.*, *P. and A. R.* and official publications.

Award of honours, decorations and medals.

Appointments, promotions and retirements of officers, and publication of extracts from the *London Gazette*, affecting officers in Canada.

With General Orders are also issued, when required, lists of changes in War Material and in patterns of military stores which have been approved.

A General Order can be cancelled only by a subsequent General Order.

HEADQUARTERS, ARMY—The headquarters of the commander of an army or group of army corps. If army corps are not grouped in separate armies, army headquarters and general headquarters become identical, and the latter term will be used.

HEADQUARTERS, ARMY CORPS—The headquarters of the commander of an army corps or group of divisions.

HEADQUARTERS, DIVISIONAL—The headquarters of the commander of a division.

HEADQUARTERS, GENERAL—The headquarters of the C.-in-C. of the forces in the field.

LINES OF COMMUNICATION—The systems of communication by rail, road and navigable waterways between the army and its base or bases inclusive, together with the districts through which they pass, within such limits as the C.-in-C. may determine.

L. OF C. DEFENCES—The defences of that portion of the L. of C. for the security of which the commander of L. of C. defences is made responsible by the C.-in-C., together with all fortifications and defences in that area.

L. OF C. DEFENCE TROOPS—That portion of the field army which is detailed for the defence of the L. of C.

L. OF C. UNITS—Administrative units on the L. of C. and under the command of the I.G.C.

MILITIA ORDERS—Orders issued to promulgate to the Militia subjects which have been approved by the Honourable the Minister of Militia and Defence in Militia Council. They are issued to all concerned in the same way as are General Orders (*q.v.*).

They are divided into two portions,—*General Staff* and *Administrative Staff*. The former deal with :—

Schools of instruction, training, the issue of certificates of qualification, and subjects dealt with by the G.S. branch of the Staff. These are signed by the Chief of the General Staff.

The latter are issued over the signature of the Adjutant-General and deal with :—

Attachments, postings, and transfers of officers, and authorization for officers detailed for duty with units.

Appointments to Warrant Rank.

Subjects dealt with by the A.G.'s branch of the Staff, including (in war-time) notification of casualties.

A General Order overrules a Militia Order.

MILITARY DISTRICT—See Divisional Area.

MOBILIZATION is the process by which an armed force passes from a peace to a war footing. The mobilization, therefore, of a unit means its completion for war in men, horses and material.

ORDERS, OPERATION—Orders which deal with all strategical and tactical operations, and which include such information regarding supply, transport, etc., as it is necessary to publish to the troops.

- ORDERS, ROUTINE**—Orders which deal with matters not concerned with operations, such as discipline and interior economy.
- ORDERS, STANDING**—Orders issued to adapt existing regulations to local conditions, and to save frequent repetitions in operation and routine orders.
- PAYMASTER-IN-CHIEF** is charged with the general supervision of the pay and cash accounting services. He is responsible that moneys payable and receivable on public service are promptly brought to account.
- PERMANENT FORCE**—Such permanently embodied units of the Active Militia as are enrolled for general continuous service.
- PERMANENT STAFF**—Officers of the Headquarters, Command and District Staffs not borne upon the cadres of units.
- PRINCIPAL CHAPLAIN** is responsible for the spiritual administration and welfare of the army.
- RAILHEAD**—A locality on the railway where ammunition and supplies are transferred to ammunition parks and supply columns.
- RATION**—(The *a* is pronounced as in “rash”). A 24 hours' supply of food for man (and horse).
- RATIONS, IRON**—An emergency ration contained in a tin, carried on the soldier; not to be touched unless no other rations of any kind are available, and then only by order of a commander. (See section on Supply, *F.S.P.B., Chap. VI., Sec. 34.*)
- REFILLING POINTS**—Places where divisional ammunition columns and supply sections of trains are refilled from ammunition parks and supply columns respectively.
- REGULATING STATIONS**—Places where railway trains are marshalled, and whence they are despatched to railheads.
- RENDEZVOUS**—Places where ammunition parks and supply columns are met by representatives of the headquarters concerned and directed to refilling points.
- REQUISITION**—A mode of making inhabitants of a district contribute supplies, etc., to an army. Must be paid for, but a Requisition Receipt Note implies no promise to pay.
- RURAL CORPS**—A Corps of the Active Militia (non-permanent) which performs its annual training in camp.
- S.A.A.**—Small-arms ammunition, *i.e.*, for rifles and machine guns. Packed in boxes of 1,000 rounds; also (Mk. VII) in boxes containing 20 bandoliers of 50 rounds in chargers.
- S.A.A. CARTS**—Two-horsed vehicles, normally carrying 16 boxes S.A.A., charger packed.

SIGNAL UNITS—Units employed on the service of intercommunication. They include signal squadrons and troops, divisional and L. of C. Sig. Cos., Hd.-Qrs. of a Gen. Hd.-Qrs. Sig. Co., Hd.-Qrs. of an Army Hd.-Qrs. Sig. Co., and air-line, cable, and wireless sections, but do not include regimental signallers on the establishment of other units.

STAFF, The—Staff officers appointed to the General Staff, to the A.G.'s and Q.M.G.'s branches of the staff, or as brigade-majors and staff captains, to assist certain commanders in the discharge of their duties.

SUPPLIES—Food, forage, fuel, light and disinfectants.

TRAIN—Carts, wagons and vehicles belonging to units, which on reaching concentration areas are organized under the A.S.C. into companies. They carry baggage and supplies. (See page 101.)

IMPORTANT NOTICE

Since going to press, a General Order, dated March 1st, 1916, abolished the term Division or Divisional Area for the 6 higher administrative commands: all are now to be termed Military Districts. (See Appendix No. XVIII). The text in what follows should be amended accordingly.

CHAPTER I.

CONTROL AT MILITIA HEADQUARTERS.¹

To obtain success in war there must be unity of effort towards the desired object, and to obtain this there must be unity of control. To ensure the proper carrying out of the intentions of the controlling Head, efficient organization is essential, and the essentials of all efficient organization lie in the due sub-division of labour and decentralization amongst subordinates, each individual being given duties which he can perform adequately. At the same time central control and co-ordination of subordinate parts for the attainment of the common end must be assured. The larger the organization the greater the extent to which the sub-division of labour can be profitably carried, and the greater the necessity for specialization.

In order to fully grasp what follows, it is necessary at this stage to understand what, in broad terms, are the forces whose efficiency depends on this central control with its chain of responsible officials. These may be classified into two main groups.

1. The Fighting Troops. The function of these is to carry out the actual military operations for the defeat of the enemy's forces. They comprise:—Infantry, cavalry, artillery (including ammunition columns), flying corps and engineer field units. The Headquarters¹ of Commanders of fighting troops are fighting units.

2. The Administrative Service and Departments. Their rôle is to furnish the fighting troops with the personnel, animals and material required. They keep the fighting troops in a

¹The expression "Headquarters" will be constantly occurring; it means the Commander of the unit and his Staff. The Headquarters varies in size with the unit. See pp. 92 and 117.

state of efficiency and provide for their use (*inter alia*) inter-communication services, medical services, supplies, transport, ordnance, railways, works, remounts, and postal services. The **Administrative Troops** are:—Troops, combatant or otherwise, belonging to administrative services, including R.E., other than those of field units; A.S.C.; R.A.M.C.; A.O.C.; A.V.C.; A.P.C.; A.P.O.C. The **Administrative Departments** are those of the Judge Advocate-General, the Chaplains' Department, and the Accounts Branch.

The **Army** in Great Britain is composed of individuals who have accepted a definite liability for service. They may belong to the **Regular Army**, the **Special Reserve**, the **Territorial Force**.

The **Regular Army** and the **Territorial Force** has each its own Reserves.

The conditions of service vary. In the **Regular Army** men are enlisted for continuous service "with the Colours" extending over a stated number of years, the remainder of their 12 years' engagement being served in the Reserve, during which period they receive a small rate of pay and are known as "Reservists." These men are liable to be recalled for duty anywhere.

The **Special Reserve** took the place of the old County Militia in 1908. Enlistment is—with certain modifications—for 6 years. The period of training is 27 days on an average. These units are not liable for service abroad as units, unless with their own consent.

The **Territorial Force** was formed in 1907 from the former Yeomanry and Volunteer Forces. The period of training—in addition to that done at local headquarters—is 2 weeks. The control of the enlistment in, and the financing of this force, are now in the hands of County Associations, thus relieving the War Office of considerable work. It is organized into Mounted Brigades, Divisions, and Army Troops, with troops allotted to garrison duties, and lines of communication. They are called out for embodiment when the Reserves are called out and are specially for home defence, though individual members engage to serve abroad if required.

Supplementary to the Army are the following :—

The Officers Training Corps.

Certain Military Colleges and Schools.

The National Reserve.

Certain categories of the Technical Reserve.

Officially recognized Cadet units.

The **Militia of Canada** is divided into :—

The **Permanent Force.**

The **Non-Permanent Militia.**

The **Permanent Force** consists of :—

Cavalry, 2 Regiments.

Horse Artillery, 2 Batteries.

Garrison Artillery, 5 Companies.

Engineers.

Infantry, 1 Regiment.

Detachments of Army Service Corps, Medical Corps, Ordnance Corps, Pay Corps Veterinary Corps, Corps of Military Staff Clerks.

The total strength is about 3,500.

Service in the Permanent Force is voluntary, and for a period of three years. From this force are formed the garrisons, depôts, and Schools of Instruction throughout the Dominion.

The **Non-Permanent Militia** consists of similar troops with a peace establishment of about 70,000; also contingents of the *Canadian Officers Training Corps at the large Universities and Colleges* throughout the Dominion. The term of service is three years, with an annual training of not less than 12, nor more than 30 days. Full details of the Militia and its distribution will be found in the *Quarterly Militia List*.

All male inhabitants not disqualified by law, between the ages of 18 and 60, are liable to be called out for military service, and those not serving in the Active Militia are liable for service in the Reserve Militia for such period as may be

prescribed. The Reserve Militia is not yet organized, though regulations regarding it have been promulgated.

In the event of a *levée en masse*, all male inhabitants, without regard to age, class or distinction, may be called upon to serve, if capable of bearing arms.

Supplementary to the Militia as educational and training establishments are:—

The Royal Military College.

Officially authorized Cadet Corps.

Officially authorized Rifle Associations and Clubs.

Closely in touch with the Active Militia are officers of the Reserve who are available for appointments in time of peace and in emergencies. They are differentiated as (a) Corps Reserve, (b) Reserve of Officers.

The Corps Reserve consists of qualified officers not above the rank of Major who may be permitted to withdraw from active duty with their units and be carried on the subsidiary list. They are permitted, under conditions laid down in *K.R. and O.*, to train with their units or to serve in extra-regimental employment when authorized.

In the *Militia List* these officers are shown as constituting the personnel of the "Reserve Regiment" in the case of Cavalry units, and of the "2nd (3rd or 4th) Battalion" of Infantry or Rifle regiments. In the Artillery they appear as forming the reserve of their brigades and in the Engineers their names follow those of the active officers on the Regimental List.

The Reserve of Officers is made up as follows:—

- (a) Graduates of the Royal Military College of Canada, commissioned as officers of the Active Militia, unattached.
- (b) Commanding Officers of the Active Militia on completion of their tenure of command.
- (c) Officers, other than those holding honorary commissions, retiring from corps of Active Militia who are eligible to retain their rank on retirement.
- (d) Officers whose past service in the field or during an emergency may be held to be a sufficient qualification.

Officers not otherwise qualified, who served in South Africa, may be placed upon the Reserve of Officers under certain conditions laid down in *K.R. and O.*

All officers of the R. of O. must report themselves in writing on May 1st each year to the Secretary of the Militia Council, at the same time furnishing an address for the current year.

The **SOVEREIGN** is the Head of the Forces of the Crown; the **GOVERNOR-GENERAL** is the Commander-in-Chief of the Canadian Forces. The responsibility for their efficiency and preparedness for war and their efficiency during war lies, in Great Britain, with the **Secretary of State for War**, assisted by the **Army Council**, and in Canada with the **Minister of Militia and Defence** assisted by the **Militia Council**. These Councils are constituted as follows:—

In Canada.

1. The Minister of Militia and Defence (*Chairman*).
2. The Chief of the General Staff (*First Military Member*).
3. The Adjutant-General (*Second Military Member*).
4. The Quarter-Master-General (*Third Military Member*).
5. The Master-General of the Ordnance (*Fourth Military Member*).
6. The Deputy Minister (*Vice-Chairman*).
7. The Accountant and Paymaster General (*Finance Member*).
8. The Assistant Deputy Minister.

In Great Britain.

1. The Secretary of State for War.
2. The Chief of the Imperial General Staff (*First Military Member*).
3. The Adjutant-General (*Second Military Member*).
4. The Quarter-Master-General (*Third Military Member*).
5. The Master-General of the Ordnance (*Fourth Military Member*).
6. The Parliamentary Under-Secretary of State for War (*Civil Member*).
7. The Financial Secretary (*Finance Member*).
8. *Secretary*:—The Permanent Under-Secretary of State.

Details of the distribution of duties amongst the seven Members of the Militia Council will be found in *K. R. and O., Section I.* Briefly summarized they are as follows :—

THE CROWN.

Minister of Militia and Defence

(*Chairman of Militia Council*).

Chief of General Staff.	Adjutant- General.	Quarter-Master- General.
Military Policy. Organization (Active Service).	Organization (Peace).	Transport.
Defence.	Establishments.	Remounts.
Intelligence.	Distribution.	Railways.
Training.	Mobilization.	Barracks.
Education of Officers.	Personal Services.	Ordnance.
Telegraph Services.	Appointments.	Veterinary Services.
Supervision of General Staff.	Promotions.	Reserves of food.
Estimates for above services.	Honours and rewards.	Mobilization stores.
	Orders.	Patterns of clothing.
	Education of N.C.O.s and men.	All military stores.
	Discipline and interior economy.	Injuries to animals or material.
	Ceremonial.	Selection of Officers for above services.
	Administrative arrangements for training and education.	Postal Services.
	A.G.'s Staff.	Contracts.
	Militia List.	Estimates for above services.
	Medical Stores.	
	Estimates for above services.	

Master-General of the Ordnance.	Accountant and P.M. General.	Deputy Minister
Armament.	Annual Estimates.	Interior economy of Department.
Defences.	Financial advice.	Administration of votes.
Ammunition.	Review of contracts.	Parliamentary business.
Vehicles.	Audit and examination.	Contracts. Custody and purchase of lands.
Technical equipment.	Cash payments.	Library and records.
Inspection of guns, ammunition, etc.	Administration of Militia Pay Dept.	
Technical Committees.		
Manufacturing Establishments.		
Patents and Inventions.		
Artillery and Rifle Ranges.		
Maintenance of Barracks, Build- ings and Lands.		
Plans for Buildings.		
Engineer Staff employed.		
Technical Inspec- tion services.		
Technical ques- tions, C.A. & C.F.		
Estimates for above services.		
Advice re contracts for guns, etc.		

THE STAFF.

The **Staff of the Militia** consists of :

The **Staff at Militia Headquarters.**

The **Staff at Divisional Areas and Military Districts.**

The **Staff at Militia Headquarters** is divided into:—

- (a) That of the **Chief of the General Staff.**
- (b) That of the **Adjutant-General.**
- (c) That of the **Quarter-Master-General.**
- (d) That of the **Master-General of the Ordnance.**
- (e) That of the **Civil Member of the Militia Council.**
- (f) That of the **Finance Member of the Militia Council.**
- (g) That of the **Inspector-General.**
- (h) That of the **Judge Advocate-General.**

Complete details of the duties and composition of the branches of the Staff at Militia Headquarters will be found in *K.R. and O., Appendix V.* Briefly, the duties are as follows:—

A. General Staff.

To advise on the Military defence of the Dominion and on the strategical distribution of its forces.

To supervise the education of officers and the training and preparation of the Militia for Active Service.

To study plans and operations.

To collect and collate military intelligence.

To direct the general policy of military matters and to secure continuity of action in the execution of that policy.

These duties are dealt with under the orders of the Chief of the General Staff by officers styled *Directors or Assistant Directors*, these are:—

The **Director of Military Operations.**

The **Director of Military Training.**

The **Director of Musketry.**

The **Assistant Director of Military Intelligence.**

The **Assistant Director of Signalling.**

B. Adjutant-General's Staff.

Discipline.

Recruiting and Organization.

Personal services, appointments, promotions and retirements, honours and rewards, ceremonial, inspection reports.

Promulgation of Orders.

Education of Warrant Officers, Non-Commissioned Officers and men.

Cadet Corps, rifle associations and reserve formations.

Administrative duties in connection with Courses of Musketry and Gunnery.

Military, Martial and International Law.

Administrative arrangements connected with Military training and education, with the Royal Military College and with signalling.

Medical services, hygiene and sanitation.

These duties are dealt with under the Orders of the Adjutant-General by officers styled **Assistant Adjutant-General**, and **Deputy Assistant Adjutant-General**. Also by a **Director of Mobilization**, a **Director-General of Medical Services**, a **Deputy Director-General of Medical Services**, and an officer responsible for **Cadet Services**.

C. Quarter-Master-General's Staff.

The duties are numerous and may with advantage be specified in connection with that officer of the Quarter-Master-General's Staff who is responsible for each. These officers and their duties are:

Director of Supplies and Transport:—

Quarters.

Supplies.

Transportation.

Railways.

Postal Services in war and in camps.

Director of Veterinary Services:—

Remounts.

Veterinary Services and Stores.

Director of Clothing and Equipment and Principal Ordnance Officer :—

Dress, clothing and necessaries.

Equipment and general stores, mobilization equipment.

Administration and distribution of the Canadian Ordnance Corps.

D. Staff of the Master-General of the Ordnance.

Armament and Ordnance.

Fortifications and works.

These duties are dealt with under the orders of the Master-General of the Ordnance by a staff of directors, assistant directors, and inspectors, namely :—

Director of Artillery.

Director-General of Engineer Services.

Assistant Director-General of Engineer Services.

Director of Works and Buildings.

Assistant Director of Military Surveys.

A number of *Inspectors and Assistant Inspectors of* carriages, arms and ammunition.

E. Staff of the Civil Member of the Militia Council.

The duties have been enumerated on page 15. The officers charged with them are members of the Civil Service.

F. Staff of the Accountant and Paymaster-General.

An Assistant Paymaster-General, an Assistant Accountant and an Officer in charge of Stores Audit. They deal with the examination of accounts and with cash payments.

G. Inspector-General's Staff.

The Inspector-Generals are not members of the Militia Council. The duties are divided between two officers of high rank, one for Eastern Canada, the other for Western Canada. They are assisted in regard to the technical inspection of the various branches of the Service by a number of Inspectors, each familiar with his own branch.

H. Judge Advocate-General's Staff.

This officer has one or more *Assistant Judge Advocates-General* to assist him.

CHAPTER II.

DUTIES OF THE REPRESENTATIVES OF THE HEADQUARTERS STAFF IN DIVISIONAL AREAS AND DISTRICTS.

For administrative and training purposes the country is divided into 6 Divisional Areas (Eastern Canada) and 4 Military Districts (Western Canada).¹ Over each is an **Officer Commanding**, and he, aided by his staff, exercises control under the Militia Council over a limited number of subordinate commanders. These, aided by their staffs and assistants, convey his will to subordinate commanders under them, each of whom carries it still lower down, until eventually all ranks are controlled by it. So, in war time, a similar chain of authority and responsibility exists from the **Commander-in-Chief** of the forces in the field down to the man in the ranks. The **C.-in-C.** may himself be instructed in matters of policy and strategy by a **War Council** which acts with the authority of the Government.

Just as each member of the Militia Council has his specific duties, presides over a separate department and controls its staff, so there exists a similar and corresponding system of distribution of duties under the **Officer Commanding each Divisional Area or Military District**. The Divisional Area being the larger command of the two, the conditions obtaining there are taken to illustrate how the multifarious duties are carried out, by what branch of the staff and by what official.

The **Staff** is divided into three groups :

- (i) *Officers of the General Staff.*
- (ii) *Officers of the Administrative Staff.*
- (iii) *Heads of Services and Departments.*

General Staff.

The **General Staff** in a Command is represented by the **General Staff Officer** and any other officer upon the same Staff who may be gazetted as a G.S.O.²

¹ See *Appendix XVIII*.

² There are three grades of G.S.O., 1st, 2nd and 3rd. The grade to which an officer is appointed is not of necessity governed by his rank.

In addition, certain positions of the staff are directly under the G.S.O. and the officers occupying these positions are stated as being "attached to General Staff." These are the **Divisional Intelligence Officer**, and the **Divisional Signalling Officer**. As circumstances demand there may also be officers "specially employed" in connection with the work of instruction, training, or one or other of the duties enumerated below.

Officers of the General Staff assist the Officer Commanding in his work connected with:—

Schemes of defence in his command.

Organization for war.

Training and instruction of troops.

Education and examination of officers.

Preparation and execution of schemes for tactical manœuvres and operations.

Preparation of operation orders.

Intelligence.

Maps.

Administrative Staff.

The Senior Officer of the Administrative Staff is termed **Assistant Adjutant-General i/c Administration**. Attached to the Administrative Staff and under the Assistant Adjutant-General is the **Deputy Assistant Adjutant and Quarter-Master-General**, and any *D.A.A.G.*'s who may be gazetted to that position. In addition, the *Heads of the Services and Departments* are under the A.A.G. for administration.³ These officers are:—The **Command Engineer**, the **Assistant Director of Supplies and Transport**, the **Assistant Director of Medical Services**, the **Senior Ordnance Officer**, **Divisional Paymaster**, **Principal Veterinary Officer**, and the **Organizer and Inspector of Cadet Corps**.

The Duties of the A.A.G.'s branch of the staff in a command include:—

³Officers of Services and Departments are under Officers Commanding Commands and Districts for all purposes of discipline and command. They may correspond on subjects connected solely with their technical duties with the head of their Service or Department at Militia Headquarters, and *vice versa*. They will, however, always keep their local commanders acquainted with any instructions they may receive and any proposals they desire to put forward direct, connected with their technical duties.

Appointments and promotions.
Discipline.
Personal Services.
Military and Martial Law.
Military Police.
Prisons and Detention Barracks.
Recruiting.
Casualties and discharges.
Personnel and distribution of units.
Interior economy.
Mobilization.
Ceremonial.
Standing and Routine Orders.

Fuller details of the duties of the staff will be found in *K.R. and O., sec. 3, and Appendix V.*

Officers of these branches of the staff deal with all routine correspondence connected with them, and their letters are officially the letters of the O.C. They also draft and submit to the O.C. for his approval and signature all letters proceeding from the Command H.Q. to Militia H.Q., these being directed to the Secretary of the Militia Council.

A few examples will serve to illustrate the functions of the various members of the staff at the Headquarters of a Divisional Area, and the channels of correspondence. These for example, through which a recommendation for a commission in a militia unit, or any subsequent recommendation for promotion, transfer, or resignation go, are as follows:—The application is made on *Militia Form B. 287*, which after signature by the Officer Commanding the unit, is forwarded to the Assistant Adjutant-General of the Divisional Area or Military District to which the unit belongs, for the approval and signature of the Officer Commanding the Command. A copy is kept and placed on file in the Local Central Registry, and the original is forwarded to Militia Headquarters. There it is dealt with by the Adjutant General's Department, and the appointment, resignation or promotion appears in due course in *General Orders*⁴ and in the *Canada Gazette*.

⁴See Definitions.

An officer on appointment, if not previously qualified by former service or through being in possession of the proficiency certificate granted after examination by the Militia Department to members of the C.O.T.C., or of a Cadet Instructor's Certificate, is required to attend a School of Instruction for his arm of the service, and to pass examinations and tests defined in *K.R. and O.* This is clearly education, hence the application for instruction or examination will be made *by the officer's commanding officer for him*, to the General Staff Officer. When approved, notification is sent to the Officer Commanding his unit, stating when and where the officer is to report. It would lie with the General Staff Officer to prepare a notification for insertion in *Divisional or District Orders*, over his signature, to the effect that a Board of Officers, naming them, would assemble at a specified place and on a certain date, for the purpose of conducting the examination. The tests successfully passed, the candidate's name would be forwarded (along with others) on *Militia Form B. 303*, duly signed by the President and Members of the Board, to the G.S.O., who would cause the appropriate certificates to be prepared, sign them and forward them to Militia Headquarters for the signature of a representative of the Adjutant-General's branch there. The certificate would reach the candidate in due course and the fact that such certificate had been issued, with its official number and where it was obtained, would be notified in *Militia Orders* amongst General Staff Orders over the signature of the Chief of the General Staff.

Were an officer detailed to form one of the examining board referred to in the previous case and did the board meet in a centre to which the officer would require to travel, or were the candidate similarly placed, a transport-warrant would be obtained from the Assistant Director of Supplies and Transport, exchangeable for a railway (or steamer) ticket. Claims for other expenses would be forwarded on *Militia Form D. 811* to the G.S.O., who would certify that the duty had been performed and pass it to the Assistant Director of Supplies and Transport to be checked and sent for payment to the Paymaster.

CHAPTER III.

THE CANADIAN MILITIA.

A knowledge of the different branches of the Service is essential to an intelligent understanding of how the forces are organized, equipped, administered, trained and directed through the Staff. It would serve no useful purpose to give in the body of this book every detail of the numbers of men, horses, etc., in each unit or formation; references will show where such details are to be found if not contained in the appendices.

A list showing the distribution of Militia Units in each Command appears in the *Quarterly Militia List*, which may be consulted in any Orderly Room. The basis on which the 6 Divisional Areas are constituted is that of the Division; the 4 smaller Commands (Military Districts No. 10, 11, 12 and 13, with Headquarters at Winnipeg, Victoria, B.C., Regina, and Calgary, respectively) do not include in their strength the establishment of a division. In many cases the units in each divisional area are in excess of that called for by the establishment of a division proper, which is a unit organized for service in the field and composed of a definite number of infantry brigades, with a due proportion of other fighting troops and administrative services (see page 62), termed Divisional Troops.¹ But the number of these units sufficiently approximates to a division to render the term applicable. The Division—for active service in the field—will be considered under a subsequent head.

It must be noted that the units of the different branches of the service considered here do not include those of the Canadian Expeditionary Force, but are the actual Territorial Units on the permanent establishment of the Dominion's Militia Forces. The establishments for peace and training are issued annually with *General Orders*, and are governed by the amounts voted by Parliament for military service. The number of units given in the sequel are those existing at the time of writing.

¹See Definitions.

The Active Militia is composed of Permanent and Non-Permanent units:—The Permanent units are Regulars, the Non-Permanent resemble the Territorial Force of Great Britain.

Officers of the Permanent Force are required to take the same qualifications as the corresponding ranks of the British Regular Army, and written examinations are held simultaneously all over the Empire for this purpose.

In peace time, an important function of the permanent units is the provision of instruction for officers and N.C.O.'s of the non-permanent force, who are from time to time authorized to attend courses for varying periods at the different centres where detachments are quartered. Certain rates of pay are authorized for officers and N.C.O.'s in attendance. These are termed **Royal Schools** and their distribution is given in what follows. A summary of the establishments of the permanent units is given in *Appendix I*.

Officers and N.C.O.'s of the Militia may also be authorized to attend **Provisional Schools** held at convenient localities, such as the headquarters of a district or of a militia unit, the object of these being to bring the instruction to the individual desiring to qualify instead of requiring him to come from his home to go into quarters at a Royal School. In the majority of cases these are night schools and are conducted by an officer or N.C.O. of the **Permanent Instructional Cadre**. The examination and standards are the same as at Royal Schools and the same certificates are issued. No pay is, however, drawn, though an allowance is given to those who are not resident in the immediate neighbourhood of the schools and who are successful in obtaining certificates.

Training and Instruction.

The courses of training and instruction for the Permanent Corps are as laid down for the Imperial Regular Forces, with such special modifications as may be made from time to time to suit local conditions.

Units of the non-permanent force carry out their training at local headquarters and at Camps of Instruction, City Corps (see Definitions) performing most of their drills at the former,

and Rural Corps (see Definitions), and branches of the service other than infantry, at the latter. Special memoranda are published annually, giving a syllabus of training to be carried out at camps by each branch; the syllabus is for the guidance of officers commanding units, who are advised and assisted by the General Staff Officer of the Command in carrying it out.

CAVALRY.

Permanent Force :—

The Royal Canadian Dragoons.

Lord Strathcona's Horse (Royal Canadians).

The headquarters of the Royal Canadian Dragoons is in Toronto, with a station also at St. Jean, P.Q., at each of which places are situated Royal Schools of Cavalry.

The headquarters of Lord Strathcona's Horse (Royal Canadians) is at Winnipeg, where is established a Royal School of Instruction at which officers and N.C.O.'s are trained for both Cavalry and Infantry qualifications.

Non-Permanent :—

Governor-General's Body Guard.

35 Other Cavalry Regiments and one independent squadron.

These are designated variously, as Dragoons, Hussars, Horse, Light Horse, and Rangers.

A Regiment is commanded by a Lieutenant Colonel with a Regimental Staff consisting of a Major (second in Command), an Adjutant, a Signalling Officer, a Medical Officer, a Quartermaster, a Paymaster, a Veterinary Officer, and a Chaplain. It is organized in 3 squadrons, each commanded by a Major with a Captain assisting him, and is divided into 4 troops each under a Subaltern. The distribution of the Cavalry Regiments in Canada into Mounted Brigades will be found in the *Militia List*. For establishments see *Appendix IV*.

The Cavalry of Canada is armed with a sword and with a rifle. Though *shock-action* and the use of the *arme-blanche* are considered to be the *métier* of the cavalry soldier, they have been almost entirely used as mounted riflemen during the wars of the past 15 years.

Higher Formations.

The higher formations of mounted troops are the Cavalry Brigade and the Cavalry Division. In Canada the former are known as Mounted Brigades, each comprising:—

Headquarters.

3 Cavalry Regiments.

1 Battery Royal Canadian Horse Artillery, and Cavalry Brigade Ammunition Column (not organized).

1 Field Troop C.E. :

1 Wireless Detachment C.E.

1 Cavalry Brigade Transport and Supply Column (A.S.C.)

1 Cavalry Field Ambulance (A.M.C.)

Were cavalry divisions to be organized they would doubtless be based on the model of the British Service which allots to such a unit:—

Headquarters.

4 Cavalry Brigades.

Headquarters Cavalry Divisional Artillery.

2 Horse Artillery Brigades with Ammunition Columns.

Headquarters Cavalry Divisional Engineers.

4 Field Troops C.E.

1 Signal Squadron.

4 Cavalry Field Ambulances.

The inclusion in the cavalry division of horse artillery, engineers, signal units, and mobile units of the A.M.C. confers on it the power of acting independently for a certain time and of its subdivision into self-contained brigades similarly constituted.

ARTILLERY.

The Artillery is divided into 3 corps:—**Horse Artillery, Field Artillery** and **Garrison Artillery**. The Horse and Field Artillery may be considered together, being mobile. The Horse Artillery in the British Service is known as “the right of the line and the pride of the Army” on account of the precedence which it takes over all other troops. In full dress also they wear a shell jacket which, on account of the thick gold cord with which it is braided, has caused the R.H.A. to be characterised as wearing their ribs both outside and inside their jackets! The Artillery units are:—

Permanent Force:—

Royal Canadian Horse Artillery, 2 Batteries.

Royal Canadian Garrison Artillery, 1 Company (Heavy Battery).

Royal Canadian Garrison Artillery, 5 Companies (Coast Defence).

In connection with these, Royal Schools of Artillery are established at Kingston, Ont., for Horse and Field Artillery; at Quebec, P.Q., for Heavy; at Halifax, N.S., and at Esquimalt, B.C., for Coast Defence Artillery. At Esquimalt the school provides instruction leading to both Artillery and Infantry qualifications.

Non-Permanent:—

Canadian Field Artillery—

6 Brigades of 3 Batteries and an Ammunition Column.

3 Brigades of 2 Batteries and an Ammunition Column.

1 Brigade of 3 Batteries with no Ammunition Column.

3 Brigades of 2 Batteries with no Ammunition Column.

- 4 Independent Batteries.
- 1 Howitzer Brigade of two Batteries and an Ammunition Column.
- 2 Heavy Brigades of 2 Batteries and an Ammunition Column.
- 1 Independent Heavy Battery.

Canadian Garrison Artillery—

- 4 Regiments of 3 (and in one case 4) Companies.
- 2 Siege Companies.

Horse Artillery is the most mobile form of Artillery and accompanies mounted troops. Field Artillery is less mobile but has greater shell power: it includes guns and howitzers and with the exception of some Heavy Artillery constitutes the bulk of the artillery accompanying a division in the field. The organization of the Field Artillery into batteries and brigades is best appreciated by a tabular representation.

C.F.A. Brigade.

(3 Batteries and an Ammunition Column.)

Regimental Staff.

Lt.-Col. Commanding.

Adjutant.

Medical Officer.

Veterinary Officer.

Battery.		Battery.		Battery.	
Maj. Commanding.	Captain.	Maj. Commanding.	Captain.	Maj. Commanding.	Captain.
<u>Subalt'n.</u>	<u>Subalt'n.</u>	<u>Subalt'n.</u>	<u>Subalt'n.</u>	<u>Subalt'n.</u>	<u>Subalt'n.</u>
<i>2 guns</i>	<i>2 guns</i>	<i>2 guns</i>	<i>2 guns</i>	<i>2 guns</i>	<i>2 guns</i>
<i>4 amm.</i>	<i>4 amm.</i>	<i>4 amm.</i>	<i>4 amm.</i>	<i>4 amm.</i>	<i>4 amm.</i>
<i>wagons</i>	<i>wagons</i>	<i>wagons</i>	<i>wagons</i>	<i>wagons</i>	<i>wagons</i>

Ammunition Column.

Captain Commanding.

2 Subalterns.

31 wagons.

It should be noted that the establishment (*B. W. E. New Armies, 1915*) of a **Field Artillery Brigade** in the British service is now **4 Batteries** each of **4 guns** (18-pr. Q.F.) and **8 ammunition wagons** (limbered). The *personnel* of such a brigade is,

Headquarters :— 3 officers.
 1 Medical officer.
 1 Veterinary officer.
 44 other ranks.

Each Battery :— 3 officers.
 134 other ranks.

The **Artillery Brigade Ammunition Column** has in *personnel*, 4 officers and 149 other ranks. It carries reserve ammunition for the guns of its brigade and also small-arms ammunition for an infantry brigade. Its *first-line transport* comprises,—

16 Ammunition wagons (limbered), for 18-pr. ammunition.
 8 G.S. wagons (limbered), for S.A.A.
 7 G.S. wagons, for S.A.A.
 1 G.S. wagon, for technical stores.

Should a Pioneer Battalion (*q.v.*) be included in a Division, 3 additional G.S. wagons with S.A.A. for its use will accompany the brigade ammunition column.

A **Field Artillery (Howitzer) Brigade** comprises **4 Batteries** each of **4 4.5 in. Q.F. howitzers**, with **8 ammunition wagons**, limbered, and an **Ammunition Column**. The *personnel* is the same as for an 18-pr. brigade. The **Ammunition Column** has a *personnel* of 3 officers and 107 other ranks; its vehicles of the *first line transport* comprise 16 G.S. wagons (limbered) for ammunition and 1 G.S. wagon for technical stores.

The guns of a battery in action *plus* one wagon to each are known as the **Firing Battery**; the other wagons shown above as belonging to each gun are termed **First Line Ammunition Wagons**.

Divisional Ammunition Columns are formed on mobilization and are part of the divisional artillery. Such a unit consists of a **Headquarters** and **4 sections**, numbers 1 to 3 carrying small-arms and 18-pr. ammunition to replenish the three field artillery

brigade ammunition columns of the division. The fourth section carries a reserve for the howitzer brigade and heavy battery¹ ammunition columns. Plate 16, facing page 165 of the *F.S.P.B.* illustrates the functions of brigade and divisional ammunition columns in the field.

The *personnel* of the latter unit is,

Headquarters: — 2 officers:
 1 Medical officer.
 30 other ranks (including attached).

Each Section: — 3 officers.
 170 other ranks.

Ammunition is distributed in its *first-line transport* as follows:—

57	G.S. wagons (6-horsed)	for 18-pr. guns.
12	" " "	for 4.5 in. howitzers.
24	" " "	for S.A.A.
1	" " "	for technical stores.
1	" " "	for explosives.
1	" " (4-horsed)	for cooks.

Note:—Should heavy draught horses be used, the establishment will differ somewhat from the above.

The Horse Artillery is armed with a 13-pr. quick firing gun: the Field Artillery (but not the Howitzer Batteries) with an 18-pr. Howitzer Batteries, with the gun from which they take their name, fire high explosive shells with a steep angle of descent. Heavy Artillery, the least mobile of that which accompanies an army, is armed with a 60-pr. breech-loading gun of long range and great shell power.

Artillery is comparatively defenceless at close range and extremely vulnerable when on the move or in the act of limbering up or unlimbering. It acts by "indirect" fire, observers indicating the effect of its shells which are projected over its own infantry until they come within a comparatively short distance of the enemy's position.

¹ Should such be included in the division.

ENGINEERS.

It is within a comparatively recent date that the Engineers have been established on their present footing.

Permanent Corps :—

Royal Canadian Engineers, some 30 Officers and 320
Warrant Officers, N.C.O.'s and men.

The personnel of the Royal Canadian Engineers is employed in every Divisional Area and Military District on duties connected with Engineer Services, besides providing instruction to members of the Militia at the School of Military Engineering, Halifax. There, too, the corps has important duties to carry out in connection with defence works connected with that harbour and fortress.

The organization of the corps into field and other units will be more readily understood by a consideration of the non-permanent companies, the personnel and equipment of these being localized at various centres.

Non-Permanent :—

Canadian Engineers.

4 Field troops.

9 Field Companies (one of them authorized but not organized at time of writing).

1 Fortress Company.

The two **Mobile Units** of the Canadian Engineers are the **Field Troop** and the **Field Company**: the former are attached to, and take the field with mounted brigades; the latter form part of the divisional troops.

The composition of these units are :—

Field Troop (includes 2 Sections).

1 Major or Captain in command.

2 Subalterns

87 other ranks when at war strength, 39 others at peace.

The lowest rank in the Engineers is termed **Sapper** and not **Private**. There are 2 grades of corporals, styled **2nd Corporal** and **Corporal**. In the Engineers, corporals but not 2nd corporals are members of the **Sergeants' Mess**. (*K.R. and O., para. 925*).

To each Field Troop C.E. is attached a **Wireless Telegraph Detachment** under a subaltern. In war, this detachment would become an independent command as a **Signal Troop with a Mounted Brigade**.

The Field troop is practically a rapidly moving workshop, all ranks being skilled soldier artificers, each expert at his trade, who are either mounted or carried on the 4-horsed tool or technical stores-carts which accompany the troop. Where cavalry will go, they will go; hence Field Troops—like Horse Artillery—are part of the Mounted Brigade, and do not come under the category of divisional troops, as do the Field Companies:—

Field Company (4 Sections).

1 Major in command.

1 Captain.

4 Subalterns, each in command of a Section.

204 Other ranks when at war strength; 166 others at peace.

To each Field Company is attached a **Telegraph Detachment (cable)** under a Subaltern; in war this detachment would form part of **No. 1 Section of the Divisional Signal Company**.

Pontoons for bridging purposes are no longer issued to field units of C.E., but the British Field Companies carry two and superstructure, and a trestle-wagon with 2 trestles and superstructure, capable of making 75 feet of medium bridge. The Field Company is not so mobile as the Field Troop, as not all of its men can be carried on horseback or on the tool and technical stores-carts. Each of the 4 sections under a subaltern is self-contained, numbering amongst its personnel a suitable proportion of each trade, has its own tool carts (2), technical stores wagon (1), a pack animal and 8 bicycles, and is available to be detached for duty by itself at any time; it carries tools and explosives and can undertake operations requiring skilled workmen and special tools.

Divisional Telegraph Company.

As yet this has not been organized; the telegraph detachment attached to each Field Company is the peace nucleus for it (*q.v.*).

Wireless Telegraph Company.

The nucleus of this is the detachment with each Field Troop (*q.v.*).²

Higher Formations.

The higher formation of Engineers in Canada is the **Divisional Engineers**, comprising 3 Field Companies, formerly 2, which accompany a division in the field. The officers of its headquarters are:—

- 1 Lt.-Col., The Commanding Divisional Engineer.
- 1 Adjutant.
- 1 Medical Officer.
- 1 Veterinary Officer.

Other R.E. Units.

Though as yet not organized in Canada it should be noted that in the British Service there is a great variety of Engineer units, in addition to field troops and field companies; these are such units as:—

- A Training Battalion.
- A Training Depôt for Field Units.
- Field Squadrons.
- Bridging Train.
- Signal Squadrons.
- Signal Troops.
- Signal Companies (*air-line*).
- Signal Companies (*cable*).
- Work Companies.

²*Mob. Regs. (1913), para. 100.*

Fortress Companies.			
Printing Companies.			
Railway Companies.			
Survey Companies.			
Coast Battalion Companies.			
Tunnelling Companies	(<i>B. W.E., New Armies, 1915</i>).		
Ranging and Survey Sections	"	"	"
Field Searchlight Companies	"	"	"
Bridging Train (<i>motor</i>)	"	"	"
Motor Air-line Sections	"	"	"
Cable Sections	"	"	"
Wagon Sections (<i>wireless</i>)	"	"	"
Pack Sections (<i>wireless</i>)	"	"	"
Advanced Park Companies	"	"	"
Base Park Companies	"	"	"
Printing Companies	"	"	"
General Ease Depôt	"	"	"
Railway Store Park	"	"	"

The composition of these and how they are equipped will be found in *War Establishments, New Armies, 1915*, and in the *Field Service Manual* for the unit. Owing to the recent addition of a third field company to the Divisional Engineers of the Expeditionary Force and of a Tunnelling Company, the following summary of personnel and equipment will be of interest:—

Field Company R.E. (Headquarters and 4 sections).

6 officers.	
53 mounted	} other ranks.
169 dismounted	
3 attached.	
<hr/>	
231 all ranks.	

1st Line Vehicles (technical).

H.Q.	{	1 wagon for searchlight.
		2 pontoon wagons (carrying 2 pontoons and super-structure.)
		1 trestle wagon (carrying 2 trestles and super-structure.)
		1 G.S. wagon (4-horsed) for technical stores and baggage.
		1 bicycle.
4 Sections	{	32 bicycles.
		8 R.E. tool-carts (2-horsed).
		4 R.E. wagons (2-horsed) limbered, for technical stores and baggage.

Tunnelling Company R.E.

(Headquarters and 4 Sections, each of 3 Reliefs).

The *Personnel* totals (including attached) 14 Officers and 225 other ranks.

Transport. Bicycles, motorcycles, lorries, a box-car and a water-cart.

An **Army Troops Company R.E.**, employed with an Army Corps or with an Army, is not shewn in the *Appendix*. It is composed and equipped as under,

Personnel:— 3 officers.
150 other ranks.

Vehicles: 2 3-ton motor-lorries.
3 motorcycles and side-cars.
3 G.S. 2-horsed R.E. wagons.
2 G.S. limbered wagons.
4 single tool-carts.
3 horses.

To specify the functions of the Engineers here would be impossible, for it is difficult to say where their work begins and where it ends. They march with the Advanced Guard and follow with the Rear Guard; they provide wireless and cable communication, and prior to the advent of aeroplanes they provided the balloon service. They take charge of the railways, construct, repair or destroy bridges as required,

direct the digging of trenches, run the Field Post Office and telegraphs, print and photograph for the Army and reproduce sketches of maps by lithography and other processes; they provide searchlights and work them. They carry out surveys in every part of the Empire. Their shortened motto is "Ubique," and like their brethren of the artillery they carry the sentence "Ubique quo fas et gloria ducunt" on their Arms. They do not carry colours.

CORPS OF GUIDES. (CANADA).

The Corps of Guides is a combatant, mounted organization, organized under Lord Dundonald's direction in 1902-1903, somewhat on the lines and principles of the Guides who were used in Natal during the South African War.

These guides did excellent and invaluable service. The members of the organization received no military title, but were known as "Guide Jones," "Guide Brown," etc. The service they rendered was recognized by one of their chief guides being knighted, and a number of others receiving decorations. They were gentlemen residents of the country, who knew the topography and physical features of their districts, and in many cases, of large areas both in the Transvaal and Free State.

Lord Dundonald's first idea was to keep a register of the names of men in Canada who would be available when necessity arose, but his idea was enlarged upon to permit the corps being used throughout Canada as Intelligence Officers.

G.O. No. 55 of 1913 contains the regulations under which the corps is now operated.

A high compliment was paid to the Corps of Guides by the adoption by the Government of the Australian Commonwealth of their organization, with little, if any, change. Gen. Bridges, C.B., of Australia (killed recently at Gallipoli), when travelling through Canada about a decade ago on an

inspection tour, was so impressed by the work being done by Guides officers, and with the value of a military corps of this kind for special staff work, that on his return to Australia, the Australian Intelligence Corps was organized with exactly the same organization, general orders, subdivision of duties, examinations and administration as used by the Corps of Guides in Canada.

Administration.

The C. of G. is administered under the direction of the C.G.S. by the Director of Military Operations, who deals with:—

The appointment, promotion and retirement of officers of the Corps.

The examination of officers on first appointment, under *K.R. and O., Appendix IX.*

Personal questions relating to the transfer of officers.

The training of the corps.

He may issue regulations for the corps and Corps Orders, provided that such regulations and orders do not conflict with the responsibility vested in local commanding officers, but he does not exercise command over detachments or units serving under the executive command of divisional (or district) commanders.

Establishment.

Lt.-Colonels	6
Majors	16
Captains.....	32
Lieutenants	64
Also Mounted Companies, one or two in each Divisional Area (or Military District).	

The Corps of Guides being established on a regimental basis is divided into:—

- (a) Detachments, one for each Divisional Area (or Military District).
- (b) Special Service Officers.
- (c) Corps Reserve.

The command of a **Detachment** is vested in the senior officer therein. Detachments consist of the O.C. and from nine to sixteen other officers (see *Militia List*). One officer from each detachment is specially selected to act as **Divisional (or District) Intelligence Officer**. He is appointed for a period of four years and attached to the General Staff of the Division (or Military District). Each Divisional Area (or Military District) is divided into **Intelligence Areas** and these are assigned to the several officers of the detachment, who are held responsible for the collection of intelligence, maps, etc., relating thereto.

Mounted Companies were first authorized by G.O. 24 of 1912. A mounted company is commanded by an officer from the detachment, specially selected, and comprises three sections, each consisting of one subaltern, one sergeant, one corporal and eight guides. In addition to the annual training at camp with other troops, it is customary to exercise the members of mounted companies in the interim in mapping and reconnaissance work and to require them to pass competitive examinations.

Duties in peace time comprise the collection of intelligence as to military resources, topography, lines of communication by water, rail or road, lines of electric power transmission, telegraph and telephone systems, wireless installations, also the obtaining of information regarding inhabitants who from their local knowledges would be useful as guides in the vicinity of their homes. Data so procured are transmitted through officers commanding detachments to the divisional (or district) commander.

On mobilization, officers of the C. of G. will be detailed to serve with mounted companies and on the General Staff of headquarter units.

The duties of officers commanding mounted companies are analogous to those of squadron commanders except that they correspond direct with the headquarters of the field formation or fortress command to which the units are allotted.

CANADIAN OFFICERS TRAINING CORPS.

The primary object of the C.O.T.C. is to provide students at universities and colleges with a standardized measure of military training while pursuing their academic studies and while at an age when their mental and physical development is most active, with a view to the more highly educated young men of the country acquiring an elementary knowledge of military science and eventually applying for commissions in the Militia after leaving the universities. The formation of Officers Training Corps in Great Britain, which took place in 1908, changed the existing Volunteer units attached to the universities and the Cadet units in the schools into Contingents of the O.T.C. The O.T.C. (Great Britain) is organized in two divisions:—

Senior Division, contingents at the Universities.

Junior Division, contingents at Schools.

Members of both divisions are styled **Cadets**.

The formation of the **Canadian O.T.C.** took place in 1912, the regulations being based on those obtaining in Great Britain, adapted to suit the requirements of the country. The C.O.T.C. does not include cadet units from the schools. The name "cadet" is in Canada replaced by "member." Authority to universities and colleges in the Dominion to form contingents is granted only if the institution has a properly constituted committee on military education and can provide for the efficient carrying out of the instruction of the unit.

C.O.T.C. contingents are units of the Militia and their place in the Militia List is at the head of the infantry. University students, and others of equivalent educational qualifications at the discretion of the Military Committee, form the rank and file, and are enlisted for service as laid down in the *K. R. and O.* for men of the non-permanent Militia. The training differs, however, from that of the militiaman in that such of the members as so elect are put through special courses extending

throughout the academic year, and covering the work required of provisional lieutenants of infantry before being confirmed in their rank. Members are encouraged to attain to this standard, and to successful candidates **Proficiency Certificates**, termed **Certificate "A,"** are issued which exempt the holders from certain examinations on being recommended for commissions in the Militia, namely:—

- (i) **Permanent Force**, *exemption from having to obtain a qualifying certificate at a School of Instruction before attending the Long Course.*
- (ii) **Non-permanent**, *exemption from further qualification for the rank of Lieutenant (Infantry).*

A higher certificate can also be obtained subsequent to a candidate's having secured Certificate "A." The subjects of study and examination are the same as those for lieutenants in the Militia (non-permanent) for promotion, and **Certificate "B,"** granted to successful candidates, *exempts them from requiring to obtain further qualifications before promotion to the rank of Captain (Infantry).* The possession of these certificates entitles the holder to have the letters **c.o.t.c.** (for Certificate "A") and **C.O.T.C.** (for Certificate "B") shewn after their names in the Militia List. Members who comply with certain conditions laid down in the *C.O.T.C. Regs.* are termed **efficient**s.

The **C.O.T.C.** is intended to be a fruitful source from which to draw junior officers for Militia regiments. For purposes of organization, control, administration, discipline and training, contingents are under divisional or district commanders. Units are trained by their own officers, the training being under the direction of the **G.S.O.** of the command.

Officers appointed to contingents should, in the case of seniors, be members of the University Staff when possible, but it is permissible to appoint undergraduates to the junior ranks. Officers may be of three classes:—

- (i) *Gentlemen gazetted to the Militia as commissioned officers, for service in the C.O.T.C.*
- (ii) *Officers from other units seconded for service with the C.O.T.C.*

(iii) *Officers of other units temporarily attached for duty with the C.O.T.C.*

The services of all C.O.T.C. officers are, on embodiment, at the disposal of the Militia Council, they having the same liability for service as other officers of the Militia; but the C.O.T.C. is not liable to be called out for active service as a whole. In the case of a "*levée en masse*" its members are, however, liable to military service under the Militia Act.

Units are permitted to proceed to camps of instruction and when there officers and members are entitled to draw pay for 12 days. Officers are entitled to a maximum of 16 days' pay, for training at local headquarters, but no pay is granted to members.

A yearly capitation grant of \$5 is issued for every member who qualifies as "efficient," and individual members are entitled to a grant of \$5 or \$10 respectively on obtaining Proficiency Certificates "A" or "B." A member, also, who receives a commission in the non-permanent Militia is given a grant of \$20 after completing his first year's training.

Contingents of the C.O.T.C. are authorized at the following universities and colleges:—

McGill, with 2 companies at Macdonald College.

Toronto, with 2 companies at Ontario Agricultural College and 1 organized from Members of the University Club.

Laval, Montreal.

Laval, Quebec.

Dalhousie, Halifax.

Acadia, Wolfville, N.S.

Alberta, Edmonton.

Western, London.

King's College, Windsor, N.S.

McGill University College, Vancouver.

Queen's, Kingston.

Manitoba, Winnipeg.

Mount Allison, Sackville, N.B.

St. Francis Xavier, Antigonish, N.S.

INFANTRY.

The Infantry is the main arm of every Army. The following are the Infantry units in Canada :—

Permanent Force :—

The Royal Canadian Regiment. The R.C.R. dates its organization as a Regiment from Dec. 31st, 1883, and has its Regimental Headquarters at Halifax, Nova Scotia. It maintains detachments or companies at various stations, namely at London, Toronto, Fredericton, N.B., Halifax, N.S., Quebec, P.Q., Esquimalt, B.C., where in peace time Schools of Instruction are held for Officers and N.C.O.'s of the non-permanent Militia. The establishment of the R.C.R. in officers and men is given in *Appendix I*.

Non-permanent :—

14 Contingents Canadian Officers' Training Corps.³

Governor-General's Foot Guards.

2 Regiments of 2 battalions.

106 Regiments of 1 battalion.

2 Independent Companies.

In the British Service the infantry comprises the **Brigade of Guards**—Grenadier, Coldstream, Scots, Irish and Welsh Guards, known as **Household Troops**, their duties in peace being connected with the security of the Sovereign—and the **Infantry of the Line**. Each Regiment, of Guards and of the Line, is composed of 2 or more battalions.⁴ Previous to 1882, few of the latter had more than one battalion, when the system of linking individual line regiments in pairs under a Territorial designa-

³ Form part of the Infantry of the non-permanent Militia with precedence immediately before the G.G.F.G.

⁴ The battalions of the Guards are as follows :—Grenadiers, 3, with a 4th Reserve Bn.; Coldstreams, 3, with a 4th Reserve Bn.; Scots, 2, with a 3rd Reserve Bn.; Irish and Welsh, 1 each with a 2nd Reserve Bn.

tion came into effect and the old numbers ceased to be employed officially, the expressions "1st (or 2nd) Battalion the Blank and Dash Regiment" being adopted. The same re-arrangement was made with respect to the old County Militia regiments⁵ which became the 3rd (and 4th) Battalion of the regiment whose Depôt was situated in the County. Similarly the Volunteers⁶ abandoned their old numbers and became the "1st (2nd, 3rd, etc.) Volunteer Battalion, the Blankshire Regiment," and adopted (in many cases) the uniforms of their respective line battalions, with this difference that silver or white lace and cord took the place of the gold or yellow worn by the Regulars.⁷

The Territorial and Reserve Forces Act of 1907 changed the foregoing arrangement. A few Militia battalions were disbanded, and the great majority became the 3rd and 4th "Special Reserve" battalions of those regiments possessing 2 line battalions, or the 5th and 6th of those with 4. The Yeomanry⁸ and Volunteers became the Territorial Force, and now appear in the *Army List* as the 5th (6th, etc.) Battalion of their line regiment. The use of silver in place of gold on scarlet (or blue) uniforms no longer obtains, the letter T on the shoulder indicating that the wearer belongs to the territorial force. In service-dress, the T is worn below the collar badges.

The Canadian Regiments of Infantry and Rifles are classified as being either City or Rural (see Definitions). The seniority of units is that shewn in the *Militia List* and is according to their numerical sequence, though in some cases numbers formerly held by regiments, since disbanded, have been given to newly organized units.

The Rifle Regiments are 25 in number, namely,—2nd, 3rd, 8th, 14th, 20th, 22nd, 30th, 37th, 38th, 39th, 41st, 43rd, 49th,

⁵The Militia trained for 28 days annually in camp or barracks and drew pay; recruits assembled 2 weeks previously for preliminary training.

⁶Volunteer units received no pay, but a capitation grant for each "efficient" with extra grants drawn for each officer who passed certain of the examinations set for officers of the Regular Army.

⁷Militia Officers wore gold and the letter M on the shoulder straps below the badges of rank.

⁸Cavalry corps originally enlisted from amongst the yeoman or farmer class.

51st, 56th, 58th, 60th, 63rd, 68th, 76th, 90th, 95th, 96th, 97th, 103rd. These are in most cases designated further with some territorial or personal reference, such as "Queen's Own Rifles," "Soo Rifles," "Earl Grey's Own Rifles," etc. Rifle regiments are differentiated from other regiments of foot in that their uniform is dark green and that they march past at the "trail" without fixed bayonets instead of at the "slope."

The remainder are styled variously:—

Grenadier Guards (1st); Chasseurs (4th); Highlanders (5th, 48th, 72nd, 78th, 79th, 91st, 94th); Fusiliers (7th, 11th, 21st, 62nd, 66th, 88th, 101st, 104th, 105th); Voltigeurs (9th); Grenadiers (10th, 100th); Rangers (12th, 57th, 74th, 99th, 102nd); Light Infantry (15th, 26th, 29th (Highland), 67th, 82nd, 106th); Pioneers (23rd); Borderers (27th); Franc Tireurs (18th); Foresters (35th); Carabiniers (54th, 65th). Others have a territorial designation in addition to a number, while some use the number only. A few are authorized to be termed "Royal."

The existing establishments of the infantry and rifle regiments are in a condition of change, some having been authorized to organize on the new 4 (double) company system. On the 8 company system, City corps have 47 privates, and Rural corps 30, except the 29th, 45th, 69th, 73rd, 76th, 82nd, 85th, 89th, 94th, 99th and 108th, which have 47. The 10th and 48th Regiments have 88 privates per company. (See *Appendix II*). One is on a 6, and a few on a 4 company basis.

The 2nd and 5th Regiments possess 2 battalions and have a special establishment.

ARMY SERVICE CORPS.

The A.S.C. was organized in 1903 and is administered by the Director of Supplies and Transport.

Canadian Permanent Army Service Corps:—

7 detachments—stationed at Ottawa, Kingston, Quebec, Halifax, Toronto, London, Montreal.

Canadian Army Service Corps :—

20 Companies, the localization of which will be found in the Militia List.

The Army Service Corps is responsible for the provision of transport and supplies for Militia purposes. The permanent detachments are on duty at all times, the non-permanent companies during camps, the former also providing the instructional personnel for the latter.

The Corps is divided into two branches, the Transport branch and the Supply branch. The former looks after all transport required for camps, which may be horsed or motor. The supply branch obtains its requirements from Government contractors with which it fills its depôts, from where they are issued daily to units, in accordance with the indent furnished to the supply office by quarter-masters. Quarter-masters are responsible that no more is indented for than is allowed by the regulation scale of rations, fuel and forage. At the end of each month statements covering the month are sent to O.'s C. units and also the divisional or district pay office, where they are checked with the pay lists and the unit concerned informed as to whether the issue has been over or underdrawn and an adjustment arrived at.

In Chapter IX. an account is given of where supply depôts are situated when on active service and the system of supply illustrated. The units from which a supply depôt may be made up are termed **Depôt Units of Supply.**

MEDICAL SERVICES.

The **Army Medical Services** comprise :—

Permanent Army Medical Corps.

Army Medical Corps (non-permanent).

Both are administered by the **Director General of Medical Services.** The **Permanent Army Medical Corps** has its headquarters in Ottawa, with detachments at London, Toronto,

Kingston, St. Jean, P.Q., Quebec, Fredericton, Winnipeg, Halifax, Esquimalt, Calgary, and Petawawa. The establishment includes 1 Colonel, 5 Lieut.-Colonels, 8 Majors, 4 Captains, 2 Lieutenants, 2 Quarter-masters, 1 Nursing Matron and 4 Nursing Sisters. They are concerned with the health of the Permanent Corps and with sanitary matters.

The **Army Medical Corps** (non-permanent) comprises regimental (or corps) medical officers and those of A.M.C. units. The personnel fills altogether some forty pages of the *Militia List* (q.v.).

The regimental medical equipment is considered on page 108. What follows has reference to units of the A.M.C. of which there are :—

6 Cavalry Field Ambulances.

15 Field Ambulances.

2 Clearing Hospitals (now styled Casualty Clearing Stations).

Stationary and General Hospitals are established in war time.

Cavalry Field Ambulances. (*Canadian Establishments*).⁹ For simplicity, the composition of this unit may be shewn graphically. Each of the squares is intended to represent a *sub-division*, e.g., the top right-hand one represents a *bearer sub-division* :—

	SEC. B.	SEC. A.	
War.			Peace.
<i>Bearer Division.</i> 2 officers. 41 other ranks.			<i>Bearer Division.</i> 2 officers. 20 other ranks.
<i>Tent Division.</i> 2 officers. 43 other ranks.			<i>Tent Division.</i> 2 officers. 24 other ranks.
<i>Transport Division.</i> 1 officer. 43 other ranks.			<i>Transport Division.</i> 1 officer. 1 sergeant. 9 drivers.

⁹ For *British War Establishments, New Armies, 1915*, see *Appendices*.

The Commanding Officer is not included in the above. It will be seen that each section consists of half the bearer division and half the tent division.

Four of these field ambulances are allotted to a Cavalry Division and one to a Cavalry Brigade.

Field Ambulance. (*Canadian Establishments*). These are divisional troops, 3 to a division. They are organized on a similar principle to the field ambulances already considered: the system of sections, divisions and sub-divisions will be seen from the chart:—

	SEC. C.	SEC. B.	SEC. A.	
War.				Peace.
<i>Bearer Division.</i> 3 officers. 126 other ranks.				<i>Bearer Division.</i> 3 officers. 37 other ranks.
<i>Tent Division.</i> The C.O. 4 other officers (1 is Q.-M.). 59 other ranks.				<i>Tent Division.</i> The C.O. 4 other officers (1 is Q.-M.). 41 other ranks.
<i>Transport Division.</i> 1 officer. 1 sergeant. 42 others.				<i>Transport Division.</i> 1 officer. 1 sergeant. 8 drivers.
<i>Sanitary Division.</i> 1 officer. 5 other ranks.				<i>Sanitary Division.</i> 1 officer. 5 other ranks.

The Sanitary Division remains with the Headquarters of the unit. As will be seen from the chart, a bearer sub-division, a transport sub-division and a tent sub-division form a section.

Clearing Hospitals¹⁰ are used as the nuclei for the hospitals at camps of instruction. For active service, they are mobilized for duty with divisions, and form part of the machinery in the "evacuating zone" dealt with in Chapter X. Unless unable

¹⁰ Now called Casualty Clearing Stations.

to pass their sick and wounded down the lines of communication, these units would not act in the true sense of a "hospital." They push forward detachments to establish touch with the field ambulances and pass them back to the L. of C.

The personnel of a clearing hospital may be divided into a main body and rest station parties, and it may frequently be found necessary to organize a convoy party in addition.

One such party should reach the "refilling point" before the daily arrival of the motor-lorries of the supply column, in order to take over the sick and wounded from the field ambulances and load them into the mechanical transport vehicles of the supply column, which, on transferring their supplies to the "train," return to the next day's railhead.

It is essential that the O.C. the clearing hospital should work in collaboration with the O.C. the supply column, and should keep himself accurately informed as to any alterations of railhead.

THE CANADIAN ORDNANCE CORPS.

This Corps was organized in 1903. It is controlled by the Quartermaster-General, and is administered from Militia Headquarters, Ottawa, by an Officer Administering the C.O.C.

Its duties are the maintenance and distribution of all clothing and equipment for the soldier, stores, vehicles, ordnance, small arms and ammunition for all branches of the service. In fact, the C.O.C. handles everything save food supplies and technical, medical and veterinary stores.

Estimated requirements of units in each division or district are forwarded annually by the Senior Ordnance Officer through the Divisional Commander to Militia Headquarters, where they are consolidated by the Principal Ordnance Officer who is the departmental head of the corps.

The various classes of articles as above are demanded by the different branches of the service; purchases are made by the

Director of Contracts and the articles come into ordnance charge and on ordnance ledgers. Distribution is then made to the various **Ordnance Depôts** in Canada, and issues from this stock are made according to regulations or upon recognized authority.

Ordnance Depôts are maintained as follows, under the direction of the Senior Ordnance Officer, who is on the district or divisional staff:—

In 6th Division at Halifax, N.S.			
" 6th	"	"	St. John, N.B.
" 5th	"	"	Quebec, Que.
" 4th	"	"	Montreal, Que.
" 3rd	"	"	Ottawa, Ont.
" 3rd	"	"	Kingston, Ont.
" 2nd	"	"	Toronto, Ont.
" 1st	"	"	London, Ont.
" M.D. No. 10	"	"	Winnipeg, Man.
" "	"	" 12	Regina, Sask.
" "	"	" 13	Calgary, Alta.
" "	"	" 11	Victoria, B.C.

Detachments of the C.O.C. are maintained at all of these cities, of strength varying as the exigences of the service require.

The C.O.C. being a working corps entirely, is divided into several branches:—

1. Office and Storehouse Section.
2. Artificer Section.
3. Armament Artificer Section.
4. Armourer Section.

And in each of these sections there are various grades of warrant and non-commissioned officers. The present strength is 36 Officers, 26 Warrant Officers, and 468 Rank and File.

In the above establishment are three **Inspecting Ordnance Officers** whose duty it is to examine all ammunition and explosives, and to report thereon as to any signs of deterioration; three **Inspectors of Ordnance Machinery** who are charged with

the control of the ordnance workshops and the conditioning of all Field and Heavy Guns.

The **Establishment** of the corps by ranks is as follows:

Colonels	1
Lt.-Colonels	5
Majors.....	9
Lieutenants.....	6
Hon. Captains and Inspectors of Ordnance Machinery.....	2
Hon. Captains and Assistant Commissaries of Ordnance.....	3
Hon. Lieutenants and Assistant Commissaries of Ordnance.....	10
Warrant Officers.....	28
Staff Quarter-master Sergeants.....	33
Staff Sergeants	33
Sergeants.....	39
Rank and File.....	355
Total—Officers	36
Other Ranks	486

Issue of Military Equipment.

An authorized unit obtains its clothing, stores and all kinds of equipment by means of an **Indent** (*M.F.C. 573*), addressed to the **Senior Ordnance Officer** of the division or district in which the unit is authorized or mobilized, setting out just what is required. With a view to expediting the work of issues and saving unnecessary clerical and storehouse work, the various articles demanded are grouped under Sections, which the unit commander, known as the **Accounting Officer**, should follow.

The indent is checked in the office of the S.O.O. and, if authorized and issue not previously made, the indent is met as far as stores are available.

Should any doubt exist as to authority quoted on the indent, S.O.O.'s shall consult divisional or district commanders and follow their instructions in the matter.

All clothing, stores and equipment will be vouchered to the accounting officer by the S.O.O. on *Issue and Receipt Vouchers* (*M.F.C. 574*), one copy of which will be receipted by the

accounting officer and returned at once to the S.O.O.; the other will remain with the unit's ledger and will support the entries therein. The accounting officer will be held responsible for all articles issued to him and must account therefor.

Should any of the articles become unserviceable they will be brought before a Board of Officers who will recommend to the District Commander whether to be condemned or not. If condemned and ordered to be replaced at public expense, the articles will be treated as directed by the District Commander.

Mobilization Stores are maintained at various ordnance centres where they will be most conveniently situated for the speedy mobilization of troops required for any military purposes.

Ordnance Depot Units have an establishment of about 80, including officers, store section and workshop section. This is a peace establishment and is the smallest ordnance unit that could act independently.

An Ordnance Company on mobilization comprises 168 of all ranks and is self contained. This unit will care for a division in the field of 20,000 troops; and where it becomes necessary, two or more companies may be brought together, as for example, at an Army Base.

War conditions may entirely change the personnel of the Ordnance Company; in the present war a different strength is required in Flanders where much motor-power is being used, and trained artificers are consequently needed, from the strength in Mesopotamia where practically no motor-power is used.

Issues to Units in Camp are temporary issues, being returned to ordnance charge on conclusion of camp. The accounting officer makes his demands to the Camp Ordnance Officer on *Camp Inlent Form M.F.C. 528 and 528A* for camps of 16 days and under, and for camps over that time on form *A.F.G. 973*.

At the conclusion of camp the ordnance takes over the stores and an adjustment of losses is made at once.

A non-permanent C.O.C. (with authorization dating 1912) appears in the *Militia List* as having detachments at London, Toronto, and Kingston: the establishment calls for 3 subalterns, 1 for each detachment, but the positions do not appear to have been filled.

CANADIAN ARMY PAY CORPS.

The Canadian Army Pay Corps was organized on January 1st, 1907, by authority of a G.O., dated December 1st, 1906, under which no officer of the corps was to be eligible to sit on a Court Martial as President. Previous to organization of the corps, Paymasters were appointed to the Militia Staff, with honorary rank, and detailed to the various divisions and districts for duty.

The corps is administered from Ottawa by the Assistant Paymaster-General and consists of 10 detachments stationed at:—

London, Ont.	Quebec, P.Q.
Toronto, Ont.	Halifax, N.S.
Ottawa, Ont.	Winnipeg, Man.
Kingston, Ont.	Calgary, Alta.
Montreal, P.Q.	Victoria, B.C.

The establishment of officers and men, exclusive of the Assistant Paymaster-General, is:—

- 1 Lieutenant-Colonel.
- 5 Majors.
- 7 Captains.
- 2 Assistant Paymasters ranking as honorary lieutenants.
- 45 other ranks.

(As this establishment has been exceeded lately, it is quite possible it may be increased in the near future).

An officer, on appointment, must be not under 25 or over 40 years of age, is required to hold the qualification of a company officer in the Active Militia, and must have attended two camps of training.

Before appointment, he is given a probation of not less than three months, when, if found satisfactory, he may be appointed to the corps with the rank of captain.

Before promotion to field rank, he is required to pass in subjects (a) (i), (d) (ii) and (iii), as laid down in *K. R. and O.*, para. 666, and in Paymasters' duties generally.

The N.C.O.'s are usually selected from other units, and are required to take a probationary course, after which they are usually confirmed in the rank of corporal, dating from the beginning of their probation. After a year's service, they may be promoted to sergeant; after three years as sergeant, to staff-sergeant; after three years as staff-sergeant, to quarter-master sergeant.

The Warrant Officers are selected from the quarter-master sergeants, as required.

Selected Warrant Officers may be appointed as Assistant Paymasters, with honorary commissioned rank, and it is quite possible that such may be given substantive rank on fulfilling the requirements laid down for an officer on first appointment.

CORPS OF MILITARY STAFF CLERKS.

This Corps, which is administered by the Adjutant General's department was organized 1st September, 1905, previous to which time clerks were borne on the strength of the R.C.R. Only men of a high educational standard and character are accepted for service. No establishment has been published since 1914, when the Corps had a total effective strength of about 80. Numerous additions have been made since then.

First appointments are made on probation to the rank of corporal, when candidates undergo a course of training in the work and routine of a military office. If the period of training is dispensed with, first appointments may be to the rank of Sergeant. The succeeding steps, based on efficiency, character and length of service, are respectively Staff-Sergeant, Quarter-master Sergeant, Sergeant-Major, and are obtained only if recommended by the officer under whom the clerk is serving.

Extra duty pay is granted for special qualification in shorthand and typewriting.

In several cases promotions to commissioned rank have been made.

Staff Orderly Service :—(Section "B," Military Staff Clerks). This comprises non-commissioned officers and men employed at Militia Headquarters on the Staff Orderly Service.

CANADIAN SCHOOL OF MUSKETRY CORPS.

The Canadian School of Musketry was organized by G.O. No. 67 of 1901. It is administered by the Director of Musketry. The Staff consists of a Commandant, a Chief Instructor, and an Adjutant and Quarter-master, and the establishment includes in addition :—

1 Medical Officer.

9 Instructors (Subordinate Staff).

1 Clerk.

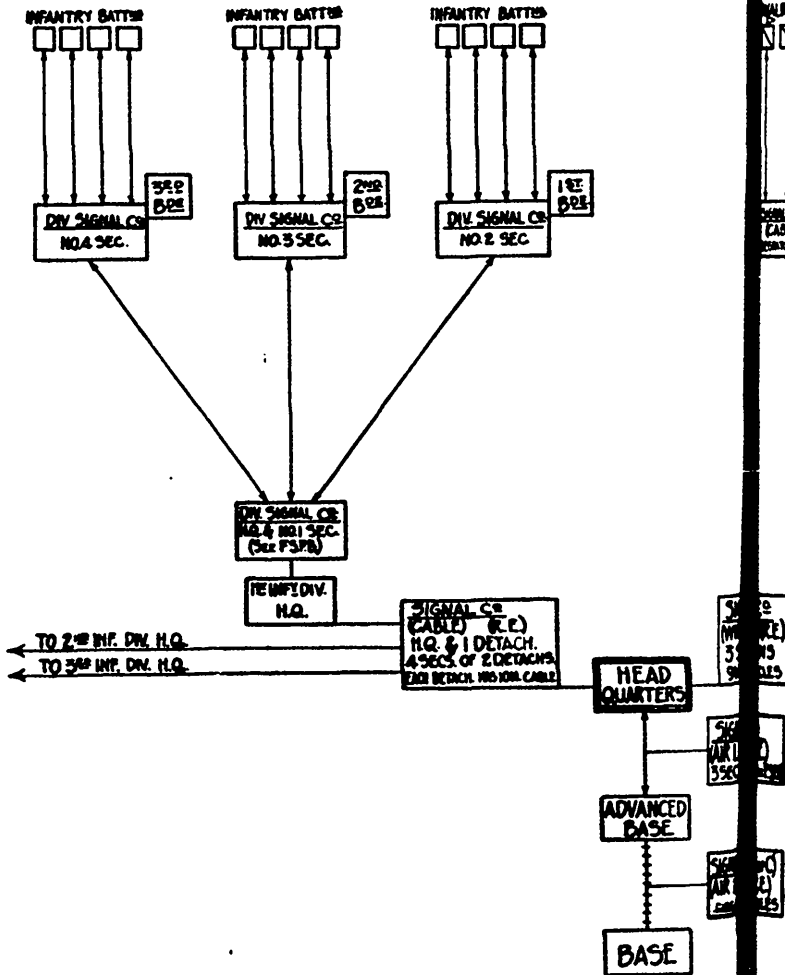
2 grades of Certificates are granted to successful candidates. C. S. of M. Certificate, and one qualifying for Regimental Musketry Instructor. Machine-gun Certificates are also issued to those qualifying. They correspond with and are equivalent to those granted by the School of Musketry at Hythe, England.

All Officers and N.C.O.'s of the Permanent Corps (Cavalry, Engineers and Infantry) are required to qualify at the School; those of non-permanent units are encouraged to do so, though few can spare the time from their civil occupations. To meet their requirements, and those of school teachers who have qualified as Cadet Instructors and are actively employed as such, courses of from 3 to 4 weeks' duration are held at various centres where opportunities are provided for their qualifying as Regimental Musketry Instructors.

Members of the subordinate staff are eligible for promotion to the position of Officer-Instructors, with the honorary rank of Lieutenant.

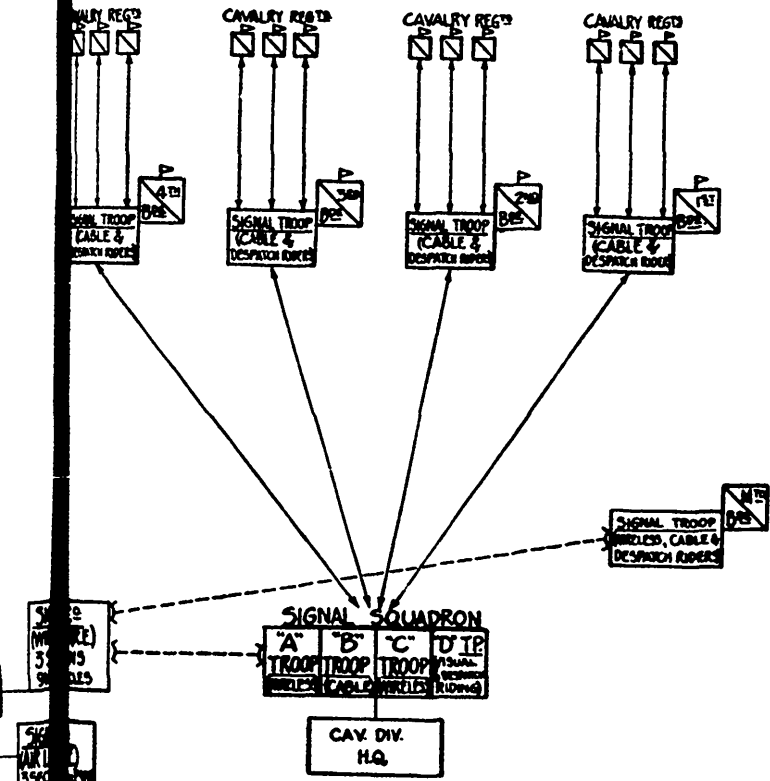
SIGNAL SERVICE

TO SHew IN CHART FORM THE APPROXIMATE ALIGNMENT OF SIGNAL SERVICE IN THE FIELD. (FOR DETAILS SEE F.S.R. PT. I, MANUALS OF THE UNITS CONCERNED.)



SERVICES

STATE ALIGNMENT OF SIGNAL UNITS TO FORMATIONS
 . PTI, M... I, F.S.P.B. pp. 59-62, AND THE FIELD SERVICE



W. Wang.

LT COL.
 G.S. 2ND DIV.

CANADIAN SIGNAL CORPS.

The Canadian Signal Corps was organized 24th Oct., 1903, and re-organized by G.O. 90, of 21st June, 1913. It is administered by the Assistant Director of Signalling.

The object of the C.S.C. is to establish the service of inter-communication on a basis in conformity with the organization of the Militia generally, and to render that service more effective for the duties required of it in the field.

It is organized in :—

6 Signal Companies, one in each divisional area.

7 Signal Troops, one to each mounted brigade.

A **Signal Company** is organized in a headquarters and 4 sections; H.Q. and No. 1 section being allotted to Divisional Headquarters and one section to each infantry brigade.

Peace establishment :—5 officers and 101 N.C.O.'s and men.

War " " 6 officers, 1 warrant officer and 203 N.C.O.'s and men.

Signal Troop :—

Peace establishment :—1 officer and 28 N.C.O.'s and men.

The personnel of No 1 section (telegraph detachments) of each signal company, and of the signal troops are normally drawn from field companies and field troops C.E. (*q.v.*, pp. 31-32). That required to complete Nos. 2, 3, and 4 sections may be attached to the C.S.C. from cavalry and infantry units. Officers to complete the training establishment can be seconded from their units for duty with the C.S.C. under certain conditions, one being that after three years an officer reverts to regimental duty for at least one year, after which he may be again seconded.

The **Divisional Signalling Officer** attached to the staff commands the signal company or any two or more sections of it

when assembled for training, and is responsible for its technical training and efficiency. For discipline and administration, signal troops and No. 1 section of the signal companies are under their respective C.E. units; Nos. 2, 3 and 4 sections under their brigade commanders.

Training :—

- (i) *Individual.*—During the winter months courses in technical drill, details of instruments, visual signalling and map reading are carried out.
- (ii) *Collective.*—Is carried out in camp and includes,—visual signalling, wireless telegraphy, telegraph and telephone, reconnaissance for signal purposes, and the technical training of the unit in its duties in the field.

In addition to his duties with the divisional signal company, the D.S.O. conducts classes in signalling during the winter months and exercises general supervision over the training of signallers of all units within the command, inspecting each annually. On mobilization, he is responsible for all communication within the division, as well as for that between his and other divisions as required. Signal units of all branches of the service co-operate under his direction.

The System of Intercommunication is as follows:—No. 1 section of the divisional signal company establishes communication between divisional headquarters and the three brigade headquarters. It has two cable sections, each comprising two detachments with cable-wagon and material for laying down and working a line of cable 10 miles long. Each line is equipped with one stationary office for the starting point, and one moveable office in cable-wagon. An additional stationary office is carried in a R.E. wagon with each detachment.

Nos. 2, 3 and 4 sections establish communication between brigade headquarters and the battalions (and other units) within the brigade. The telephone detachments with them are provided with 8 miles of cable and 10 portable telephones each. The battalion and company signallers carry on communication within the battalion.

ARMY VETERINARY CORPS.

This Corps is administered by the Director of Supplies and Transport, with Headquarters at Ottawa.

In it are comprised :—

The Canadian Permanent Army Veterinary Corps.

Establishment :—5 officers, 1 warrant officer,
N.C.O.'s.

The units are designated Detachments and are distributed as under :—

- No. 1 Detachment.....Toronto, Ont.
- No. 2 Detachment.....Kingston, Ont.
- No. 3 Detachment.....St. Jean, P.Q.
- No. 4 Detachment.....Quebec, P.Q.
- No. 5 Detachment.....Winnipeg, Man.

The Canadian Army Veterinary Corps (non-permanent).

Establishment :—100 Officers, 115 N.C.O.'s and men.¹¹

C.A.V.C. units are known as Sections, of which there are 9, numbered to correspond with the respective commands in which they are situated. The personnel of these varies from 1 officer and 6 other ranks to 2 officers and 24 other ranks. A Principal Veterinary Officer is attached to the Headquarters of each command.

Officers of the Veterinary Corps must be graduates of a recognized Veterinary College.

Mounted units of the Militia have a veterinary officer on their establishment, who now must be an officer of the C.A.V.C. Veterinary officers are required to examine every horse taken to camps of training, noting the purpose for which it is to be employed, its suitability for the same and its state of soundness and health. These particulars, together with a full description of the horse and the name and address

¹¹ G.O. No. 71 of 1913.

of the owner, are entered in a book kept for the purpose, and the entry certified and passed to the P.V.O. of the command within 3 days of the unit's arrival in camp. Horses found unfit are struck off the strength of the camp and dealt with as laid down in *P. and A. R.*

When a claim is made for injury to a horse, it must be accompanied by a certificate from the veterinary officer shewing that he examined the animal immediately before it proceeded on the service for which the corps to which it belonged was ordered, or immediately after it arrived in camp, and that it was then sound and fit for work. The number of days that the horse was necessarily incapacitated from performing its work in consequence of the injury must be stated, and verified by the veterinary officer who attended the animal.

When a horse employed on Militia service is killed, or is injured or contracts disease which will disable it beyond the period of its intended employment with the Militia, the veterinary officer is responsible that the commanding officer of the unit to which the horse belongs is notified that he must convene a Board of Officers for collecting and recording all the evidence then procurable, as to the cause of such death, injury or disease, and all the veterinary evidence as to the nature of the injury, and its probably results.

CANADIAN ARMY HYDROLOGICAL CORPS AND ADVISERS ON SANITATION.

This Corps was organized by a G.O. dated 24th September, 1914, and comprises officers whose civil occupation renders them specially competent to advise on matters relating to water supply and sanitation, and who are experts in methods of water purification and kindred problems relating to the health of troops. Since its formation, the corps has served with marked success at camps in Canada, and with the overseas forces. The establishment given in the *Militia List of Nov., 1915*, is--1 Lt.-Col., 1 Major and 15 Captains.

CANADIAN ARMY DENTAL CORPS.

The authority for the organization of a corps of dental surgeons dates from May 13th, 1915, with Headquarters in Ottawa from where it is administered. *M.O. No. 80, of 21st February, 1916*, gives the following particulars regarding its personnel both for Home and for Overseas service,

A. Home Service :—

- (i) **At H.-Q.**—1 D.G.D.S. and Assistant.
- (ii) **At Divisional Areas and Military Districts.**—From 4 to 16 officers according to requirements. One Quartermaster for each division or district : 1 orderly and 1 batman per officer.

B. Overseas Service.

- (i) **On Headquarters Staff.**—1 D.D.G.D.S., 1 Adjutant, 1 Research Officer, 2 Dental Officers at H.-Q., London (Eng.), and 2 Quartermasters. The Subordinate Staff includes 1 Sergt.-Major, 1 Q.M.S., 1 A.Q.M.S., and 3 clerks.
- (ii) **With Units.**—Dental Officers, with an orderly and a batman for each, are distributed in about the proportion of one to each infantry brigade, artillery brigade and ammunition column, field ambulance, and other medical units; with 2 additional for other units with divisions. Details are contained in *M.O. No. 80, 1916*.

The *M.O.* referred to specifies the ranks to be held by the personnel for overseas service, as follows :—

The D.D.G.D.S. to be Lt.-Colonel.

Senior Officer with each Division.—Lt.-Colonel or Major.

Research Officer.—Major.

Remainders of Overseas officers (other than honorary rank) to have the rank of Captain.

Orderlies to be Mechanical Dentists, with the rank of Sergeant.

Batmen to be Privates.

CORPS OF SCHOOL CADET INSTRUCTORS.

This corps is composed of schoolmasters who hold the **Cadet Instructors' Certificate** and are actively engaged in instructing an authorized Cadet Corps.

Summer courses, as authorized by Militia Headquarters, are held in various centres for schoolmasters who desire to qualify. Applications to attend must be made to the **Organizer and Inspector of Cadet Corps** for the military district.

The syllabus is the same as for Lieutenants, non-permanent Militia, with the addition of elementary semaphore signalling, sub-target gun, and Grade B. Physical Training (Strathcona Trust). Officers of the C.S.C.I. may also attend a course at the Canadian School of Musketry.

Only such holders of this certificate as are actively engaged in instructing an authorized cadet corps are eligible for a commission in the Corps of School Cadet Instructors, and then only providing there is a vacancy on the establishment.

Lieutenants of the C.S.C.I. who have been actively engaged in instructing a cadet corps for a period of at least two years, may attend a course for a **Captain's Certificate** in the non-permanent Militia; and after having held a commission for five years and having instructed a cadet corps for the same period to the satisfaction of the O. and I.C.C., are eligible for promotion to the rank of Captain.

A Commission in the C.S.C.I. is held only during such time as the cadet corps instructed is judged by the O. and I.C.C. to be "efficient." An officer of this corps may, however, be transferred to the Reserve of Officers for a period of non-employment for five years.

Detailed information regarding Cadet Corps and C.S.C.I. may be obtained from "*Regulations for the Cadet Services of Canada, 1912*," and amendments to the same, or from the O. and I.C.C. of each military district.

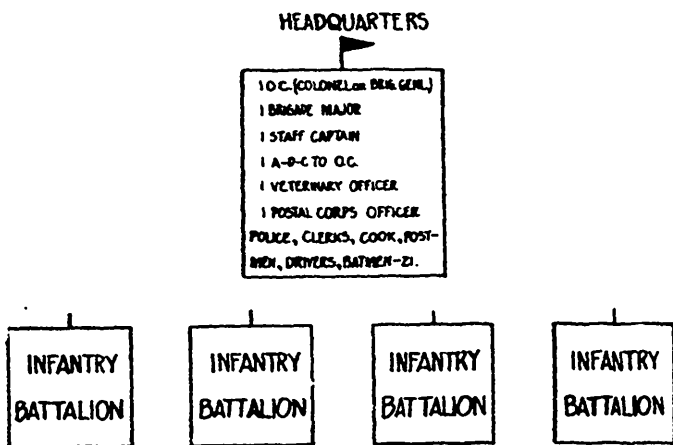
CHAPTER IV.

HIGHER FORMATIONS.

What has been previously considered has been concerned with the organization and administration of troops in peace time, at local headquarters or at camps of instruction. For administrative and training purposes, and especially for active service in the field, the various units and arms are brought together in such proportions as have been found by experience to be most suitable for administration, manœuvre and control by one commander, and formed into bodies termed **Brigades, Divisions, Army Corps, Armies.** If the *Militia List* is consulted under the heading "Troops in the Command" it will be noticed that 4 battalions of infantry go to form a **Brigade.** The sub-joined chart will illustrate the composition of this formation.

AN INFANTRY BRIGADE

(WAR ESTABLISHMENT, CANADA)



The next higher formation which includes all arms is that of the **Division.** This has been referred to before as being the basis upon which the troops in divisional areas in peace time are organized. Previous to the South African war the British army was organized as army corps, but experience in that war shewed that an organization by divisions would be better suited to the army's requirements. Its strength was greatly

increased, and as will be seen from the accompanying chart it is a self-contained formation, with a due proportion of all arms and services, complete in itself for independent action. The units other than the infantry brigades are termed **divisional troops** (see Definitions).

The following table will shew the number of officers, men and vehicles which are comprised in a British division at war strength. In Chapter VIII. will be found one shewing the composition of the staffs of certain of the higher formations, British and Canadian.


A DIVISION.

(*B. W. E., Pt. VII., New Armies, 1915.*)

	Officers	Other Ranks	Total	Carts	Wagons
Headquarters.....	22	98	120	1	1
Infantry (48 Machine Guns)	384	12,015	12,399	48	189
Pioneer Battalion.....	30	1,008	1,038	4	22
H.-Q. Divisional Artillery.	4	19	23	1 Motor Car	
Field Artillery, 48 18-pr. } guns.....	72	2,190	2,262	33	195
Field Artillery, Howitzer } Brigade, 16 4.5" guns.. }	23	688	711	11	50
Divisional Ammunition } Column	12	540	552	3	96
H.-Q. Divisional Engineers	3	10	13	1	—
3 Field Companies, Royal } Engineers.....	18	675	693	27	30
1 Signal Company	6	204	210	1	14
Cavalry Squadron.....	6	154	160	—	3
Cyclists	8	196	204	1	1
Motor Machine Gun } Battery, 6 m.g..... }	4	55	59	{ 5 Cars, 27 Motorcycles	
Divisional Train (A.S.C.)..	25	482	507	5	204
3 Field Ambulances } (A.M.C.).....	30	714	744	12	39
Sanitary Section (A.M.C.)	1	27	28	—	—
Workshop (A.S.C.)	1	20	21	{ 1 Motor Car. 3 Lorries	
Mobile Veterinary Section	1	27	28	—	2
	650	19,122	19,772	147	846

CHART OF A DIVISION

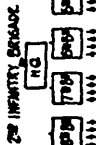
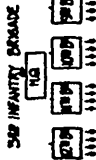
WAR ESTABLISHMENTS, PART III, NEW ARMS, 1945.
 NOTE.—THE UNITS MARKED ARE INCLUDED IN THE BRIGADE FOR THE FIRST TIME.

DIVISIONAL
 HEAD  QUARTERS

DIVISIONAL MOUNTED TROOPS

 CYCLIST CO.  CAVALRY SQUADRON  OFFICERS TO OTHER UNITS

DIVISIONAL SIGNAL SERVICE
 DIVISIONAL SIGNAL COMPANY

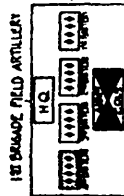


POWER BATTALION (M/T)


AS ABOVE BUT
 (CANADIAN ESTABLISHMENT 107116)
 6 M.G.'S PER BATTALION

DIVISIONAL ARTILLERY

HEAD QUARTERS  DIVISIONAL ARTILLERY

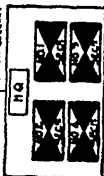


MONITOR BRIGADE FIELD ARTILLERY

H.Q. 

AS ABOVE BUT

DIVISIONAL AMMUNITION COLUMN



DIVISIONAL ENGINEERS

HEADQUARTERS DIVISIONAL ENGINEERS



DIVISIONAL MACHINE GUN UNIT

MACHINE GUN



BATTERY (MOTOR)

6 MACHINE GUNS

4 OFFICERS
35 OTHER GUNS

DIVISIONAL TRANSPORT AND SUPPLY



DIVISIONAL

TRAIN

10 OFFICERS
20 OTHER GUNS

DIVISIONAL MEDICAL UNITS



10 OFFICERS
27 OTHER GUNS

WORKSHOP FOR MOTOR



AMBULANCE CARS (A.S.C.)

MOBILE

10 OFFICERS
17 OTHER GUNS

VETERINARY SECTION



Milroy
COL
6.5.28 P.M.

In the same way as infantry brigades are linked together to form divisions (often termed infantry divisions to distinguish them from cavalry divisions), so one or more divisions are placed under the orders of a senior commander to form an **Army Corps**. In addition to the divisions under him, and which receive their orders through their divisional commanders, there are placed at his disposal other units, termed **corps troops** (see Definitions), which take their orders from the Corps Commander.

In a similar manner an **Army** is formed from one or more army corps, with additional troops termed **army troops** (see Definitions).

Reference has already been made on page 26, to higher formations of cavalry (*q.v.*).

CHAPTER V.

MOBILIZATION.

(See *Mobilization Regulations for the Canadian Militia, 1915.*)

Arrangements for mobilization for war form part of the duties of the Adjutant-General's Department.

The term **Mobilization** may be defined as the process by which an armed force passes from a peace to a war footing: a unit is considered to be mobilized when its war establishment and its war outfit have both been completed, when its horses have been shod and its harness and saddlery fitted.¹ The *Mobilization Regulations for the Canadian Militia*, published by the Militia Department, lay down instructions as to the procedure when mobilization is ordered, but this mobilization refers to such a situation as the militia force of the Dominion being mobilized for active service—defensive or otherwise; that is to say, the regulations give instructions to commanders of units, larger or smaller, as to what they are to do should the word “mobilize” be telegraphed from Militia Headquarters. They refer to the mobilization of the permanently established territorial militia regiments and units, ready to take the field under their own names and designations. What follows—extracts from and an interpretation of these regulations—are not instructions governing the procedure when a force is raised from the Militia for active service, such as was mobilized in August, 1914, and which has been in process of mobilization ever since. Such mobilization only utilizes the units as nuclei for recruiting and organization, and the unit as such does not proceed with the Expeditionary Force. The special conditions governing the mobilization of the Expeditionary Force are not considered here; what follows is the normal procedure.

¹ In other words, by *mobilization* is meant everything necessary to bring the force from a peace footing to a war footing complete in men, animals, equipment and stores of every kind.

For purposes of mobilization the following constitute units :

I. Field and Garrison Units.

(a) *Headquarters units.*

General headquarters.

The headquarters of a field force.

The headquarters of a division.

The headquarters of a mounted brigade.

The headquarters of an infantry brigade.

The headquarters of divisional artillery.

The headquarters of divisional engineers.

(b) *Regimental units.*

A cavalry (or mounted rifle) regiment.

An independent squadron of cavalry (or mounted rifles).

A horse artillery battery and mounted brigade ammunition column.

A field artillery (18-pr. Q.F.) battery and mounted brigade ammunition column.

A field artillery brigade.

A field artillery (howitzer) brigade.

An independent field artillery (18-pr. Q.F.) battery.

A heavy artillery battery and ammunition column.

A divisional ammunition column.

A regiment C.G.A.

A company R.C.G.A.

An artillery siege company.

A field troop of engineers.

A field company of engineers.

A fortress company of engineers.

A signal troop with mounted brigade.

A signal company with a division.

A mounted company of the corps of guides.

An infantry battalion.

An independent company of infantry.

- A divisional train.
- A mounted brigade train.
- A cavalry field ambulance.
- A field ambulance.

II. L. of C. Units.

- A mounted brigade ammunition park (M.T.)²
- A divisional ammunition park (M.T.)
- A mounted brigade supply column (M.T.)
- A divisional supply column (M.T.)
- A reserve park.
- A clearing hospital.
- A stationary hospital.
- A general hospital.
- An ambulance train.
- A depôt of medical stores.
- A sanitary section.
- A sanitary squad.
- A transport depôt.
- A field bakery.
- A field butchery.
- A depôt unit of supply.
- A bakery section.
- A remount depôt.
- A veterinary section.
- A depôt of veterinary stores.
- An ordnance company.

Allotment of Units.—Units are allotted (1) to the field army and (2) to garrison duties; or (3) they may be unallotted.

- (1) The field army consists of field units and lines of communication units.

Field units are mobile units allotted to field formations (divisions, brigades, etc.), or detailed as *L. of C.* defence troops.

² (M.T.), Mechanical transport.

L. of C. units are administrative units employed on lines of communication.

(2) Units allotted to garrison duties are those told off to fortresses, coast defences and vulnerable points for which garrisons or guards are needed.

(3) Unallotted units are units held in reserve available for general purposes.

Rural Units.—For mobilization purposes the term “rural” is applied to a cavalry regiment, field artillery brigade, or infantry battalion of which the component squadrons, batteries or companies are (as shown in the *Militia List*), not all located at the regimental headquarters of the unit. (See also Definitions).

Peace Establishment.—The peace (or training) establishment of a unit is the number of officers and men and the number of animals provided for it annually in Militia Estimates. The numbers are as detailed in *Regimental Establishments* issued annually with *General Orders*.

War Establishment.—The war establishment of a unit is the number of officers and men and the number of animals with which the unit is required to take, and keep, the field. The numbers are as detailed in *Canadian Militia War Establishments*.

War Outfit.—The war outfit of a unit is the material of all kinds which it requires for war. The details are given in the *Field Service Manual* for each unit. War outfit is as regards material, what war establishment is as regards personnel and animals. It consists of (1) *war equipment*; (2) *clothing and necessaries*; (3) *regimental supplies*; (4) *medical and veterinary equipment*.

1. The War Equipment or Mobilization Equipment of a unit consists of its peace equipment (less articles not needed in the field), plus its mobilization equipment, i.e., the additional articles of equipment which the unit requires for war. War equipment (details of which are laid down in *Mobilization Store Tables*), is subdivided into (a) *personal equipment*, and (b) *regimental equipment*.

- (a) *Personal Equipment* comprises the arms, accoutrements and service ammunition issued for the personal use of the soldier, and taken with him when he is transferred or detached from one unit to another.²
- (b) *Regimental Equipment* consists of such arms, accoutrements and service ammunition as are not personal equipment; and of the guns, ammunition, vehicles, harness, saddlery, stationery and other stores which a unit requires on mobilization.

If specially ordered, the normal war equipment may be supplemented by "special equipment" —such as blankets and the additional transport required to carry them.

2. **Clothing and Necessaries.**—Clothing and necessaries comprise the kit of a soldier other than his arms, accoutrements and service ammunition, and is differentiated as *Personal* and *Public* and as *Necessaries*.

- (a) *Personal Clothing.*—Ankle-boots and shoes, cap, drawers, canvas suit, service dress suit, puttees, sash, cardigan waistcoat, trousers, tunic, leather gloves. (*The property of the man*).
- (b) *Public Clothing.*—Great-coat, head-dress, knee-boots, leather breeches, jack-spurs, foreign service helmet, leggings, waterproof cape. (*The property of the public*).
- (c) *Necessaries.*—Badges, blacking, laces, braces, brushes, button-brass, comb, cotton drawers, forks, gauntlets, grease-tin, worsted gloves, hold-all, housewife, knife, polishing powder, razor, shirts, socks, sponges, gaiter-neck spurs, towels, vests. (*One free issue of these is made*).

3. **Regimental Supplies.**—Regimental supplies comprise the rations, emergency rations, and forage (and fuel), to be carried by a unit for its use in the field.

4. **Medical and Veterinary Equipment.**—The medicines, drugs and appliances required by units in the field. Details are given in the *Medical Service Manual* and in *Veterinary Regulations*.

² It will be noticed that these are articles worn outside the clothing.

First day of Mobilization.—The first day of mobilization is, unless otherwise ordered, the day following that on which the order to mobilize is issued from Militia Headquarters.

Places of Assembly and Mobilization.—Places of assembly are the stations where units begin to mobilize; places of mobilization are the stations where units are completed. Places of assembly and places of mobilization are, as rule, identical, except in the case of rural units. The places of assembly of a rural unit are its squadron, battery, or company headquarters.

War Stations.—War stations are the places in the area of concentration to which units are primarily assigned for service.

General Instructions.⁴

Mobilization may be either partial or general. In the event of partial mobilization special instructions will be issued from Militia Headquarters detailing the units to be mobilized and the procedure to be taken. In the event of general mobilization (to which the *Mob. Regs.* apply) the whole of the Active Militia will be placed on a war footing with the least possible delay.

In peace time Divisional and District Commanders are responsible for arrangements connected with mobilization and are required to make themselves thoroughly acquainted with the resources of their several commands in regard to men, horses, supplies, stores and means of transport. A uniform system is not essential, as arrangements made will vary with local conditions.

To co-ordinate arrangements, a **Mobilization Committee** is established at Militia Headquarters and committees are formed also at the headquarters of each division or district presided over by the officer commanding the command, and upon which his staff will be adequately represented. It is the duty of the committee to prepare local mobilization orders which must be based on the *Mobilization Regulations*. They should receive periodical revision.

Mobilization Regulations, 1913, Section II.

Mobilization will be carried out in two stages:—

1. The raising of the unit to war establishment and receipt of a portion of its war outfit.
2. Completing the mobilization.

A Rural Unit carries out the first stage at its places of assembly, namely at squadron, battery or company headquarters, and the second stage at a place of mobilization specially assigned to it. It does not move to its place of mobilization until ordered, which order will be given by the divisional or district commander.

Other units carry out both stages at the place of mobilization.

The Militia Act allows of troops being billeted.⁵

Units when mobilized may be moved to their war stations. If such station is outside the divisional area or military district in which the unit mobilizes, it will, on reaching its war station, come under the orders of the commander under whom it is to take the field.

The regulations call for the closing of Educational Establishments, The Royal Military College at Kingston and all Schools of Instruction. Officers and men at once rejoin their units, and warrant officers and N.C.O.'s of the Instructional Cadre remain with the units to which they may be at the time attached.

Instructions Relating to Personnel.⁶

For its completion to war establishment a unit relies on its peace strength and corps reserve, appointments and promotions, transfers and attachments from other units, the reserve of officers, civilian rifle associations, voluntary enlistment, the ballot and the Reserve Militia.⁷ In an emergency, members of civilian rifle associations become militiamen, in accordance with the Militia Act; these will be detailed to units by divisional and district commanders.

The order to mobilize is telegraphed by the A.G. to divisional and district commanders, by whom all officers are warned.

⁵ *Mob. Regs., 1913, para. 25.*

⁶ *Mob. Regs., 1913, Section III.*

⁷ See page 12.

On mobilization being ordered, officers on leave, and men on furlough immediately return to duty **without waiting for orders.**

Squadron, Battery and Company Commanders (especially in the case of rural units) notify all members to rejoin and are held responsible for the recruiting of their commands to war establishment. Every member of the Militia called out for active service, who absents himself without leave from his corps for a longer period than 7 days, may be tried by Court Martial as a deserter.

All ranks borne on the peace establishment are medically examined. The names of officers found permanently unfit will be reported to M.H.Q., and men permanently unfit will be brought before Invaliding Boards and discharged. Those only temporarily unfit will be taken under medical care.

With due regard to economy, paid civilian assistance may be utilized as required during the period of mobilization.

British Reservists who have received permission to reside in Canada may be enrolled for service in the ranks of the Canadian Militia unless special instructions are received from the War Office to the effect that they are to be recalled to the Army.

Instructions Relating to Horses and Transport.*

Each Divisional Area and Military District puts into effect schemes prepared in peace time for the requisition and supply of horses and transport: remount and transport companies are formed and depôts established. To the **A. D. of S. & T.** at the headquarters of divisional areas, and to the **Senior A. S. C. Officer** at military districts, are assigned special duties in connection with the above, and they are required to see that such arrangements are made in peace time as will facilitate and expedite the supply and mobilization of the horses and transport required. They are to co-operate with the civil authorities and make themselves thoroughly acquainted with the conditions of their districts, noting what horses are available, their prices, the usual cost of forage and grazing, what qualified veterinary surgeons, farriers, shoeing-smiths, wheel-

* *Mob. Regs., 1913, Section IV.*

wrights, saddlers, and workshop artificers are to be had, also the types, patterns and carrying capacities of the vehicles in common use, including motor vehicles. They are also to consider the whole question of railway sidings and wharves, with a view to the conveyance of horses and transport by rail and by water.

Instructions Relating to War Outfit.⁹

Reference has been made to this on page 67. On principle, every unit on the peace establishment should hold in regimental charge the whole of its mobilization equipment, including technical vehicles and harness of military pattern. Similarly, in divisional (or district) ordnance charge, mobilization equipment should be held and ear-marked for the use of units which are formed on mobilization. In existing circumstances, however, war outfit will be provided by the issue of the peace equipment and clothing in regimental charge, by the mobilization equipment in ordnance charge, and by local purchase.

Men will be encouraged to provide themselves with a good pair of boots and with necessaries before they join. Clothing and equipment will be issued under regimental arrangements, but service ammunition will not be issued to the men of rural units nor will regimental equipment be issued until arrival at places of mobilization.

The men transferred from one unit to another take with them their arms and personal equipment.

Divisional and district commanders are required to keep themselves informed of the sources from which equipment, clothing and supplies can be obtained on emergency at short notice.

When units move to their war stations they take with them rations of food and forage sufficient to keep them supplied up to and for the date of their arrival.

Procedure on Mobilization.¹⁰

Duties of Divisional District and Fortress Commanders.

As already stated the order to mobilize is issued by the A.G., when divisional and district commanders will at once arrange

⁹ *Mob. Regs., 1915, Section V.*

¹⁰ *Ibid., Section VI.*

for the distribution of notices and posters ordering mobilization and for giving publicity to the contents thereof with the assistance of the local press. They will also cause effect to be given to local mobilization orders, put into operation their horse and transport requisition schemes, indent to M.H.Q. for equipment and clothing, arrange for all movements of troops, and on the evening of each day of mobilization will despatch to M.H.Q. brief reports stating what progress has been made, telegraphing also to M.H.Q. immediately any unit has completed its mobilization. Fortress commanders will also carry out the instructions laid down in their defence schemes.

Special general regulations are detailed regarding units to be formed on mobilization, such as divisional ammunition columns and A.S.C. companies forming trains; details of these will be elaborated when the contingency arises.

Duties of Regimental Commanders.

Regimental commanders must at once communicate the order to mobilize to all their officers, give effect to local mobilization orders, and proceed to the place of mobilization of their unit. They report to District Headquarters the number of officers it requires to complete its establishment, submitting recommendations for new appointments and promotions; at the same time making local arrangements for obtaining men, horses and transport.—arranging for the accommodation and subsistence of the same. They arrange for all ranks being medically examined, and for equipment and clothing being issued and marked. Horses will undergo veterinary examination, and train-transport will be handed over to the drivers whom it is the business of the A.S.C. to supply.

In the case of rural units, battalion commanders see that outlying squadrons, batteries, and companies make the necessary arrangements for the accommodation and subsistence of men and horses at places of assembly, and transmit orders to them (when received from superior authority), to move their squadrons, batteries and companies to the place of mobilization. Daily Progress Returns are submitted by them to Divisional Headquarters, and when their unit has completed its mobilization they report that fact by telegram.

Duties of the Squadron, Battery and Company Commanders.

On receipt of the order to mobilize, squadron, battery and company commanders at once join their units. They will also:—

Warn all their N.C.O.'s and men.

Complete their commands to war establishment and equip them.

Arrange for subsistence of their men and horses.

Report to Regimental Headquarters what equipment and clothing is required, and the daily progress made.

**MOBILIZATION OF UNITS OF THE CANADIAN
EXPEDITIONARY FORCE.**

(1914-15-16.)

The system on which units for overseas service have been raised differs somewhat from the foregoing procedure. These have been formed from members of the territorial militia regiments, in some cases the personnel being drawn from several in the same district, in others all from the same one; but in every case, previous to attestation in a C.E.F. unit, men are taken on the strength, and sign the Service Roll of a unit of the Active Militia. The authority to raise a battalion (or battery) is received by the O.C. division or district and includes the name of the officer selected as its provisional commander, the designation of the unit, and the area in which it is to be recruited. Each unit recruits its own personnel of N.C.O.'s and men, who are billeted until it is concentrated and given Government quarters and rations.

A book containing instructions regarding the organization and administration of the C.E.F. units has been compiled at the Headquarters of the 2nd Divisional Area and issued under the authority of the Honourable the Minister of Militia and Defence. It is explanatory of the procedure which has been evolved from experience, and contains particulars of forms and documents, allowances, methods of accounting for stores, terms of service, attestation, discharge, scale of clothing and necessaries, courts martial, establishments, financial instructions, system of indents, appointment and education of officers, and all details of the system obtaining at the time of writing.

MOBILIZATION FOR WAR IN THE BRITISH SERVICE.

The existence in Great Britain of a comparatively large standing army, with the Army Reserve, causes the system of mobilization to differ somewhat from the procedure outlined in the foregoing chapter. What follows has been taken from Col. Banning's *Organization, Administration and Equipment*, with his permission and that of his publishers—Messrs. Gale & Polden. Only the portions which are not paralleled in the Canadian Regulations are considered.

The foundation of the system is one of stations, and the various Brigades, Divisions, etc., are composed of the troops occupying certain definite stations, and barracks at those stations, and thus, as a unit changes its peace station, so it changes its place in the mobilization scheme of the Army.

The **Place of Mobilization** is, as a rule, the peace station of the unit.

The **Place of Joining** is that at which reservists join the colours on mobilization.

These are in the case of:—

Cavalry.....	Regimental Depôt.
Artillery.....	One of the Depôts (with some exceptions).
Engineers (with some exceptions) ..	Place of mobilization of the unit.
Foot Guards	London.
Infantry of the Line.....	Regimental Depôt.
Army Service Corps	One of the Depôt Companies.

General Mobilization entails the mobilization of the whole of the Regular Army and Auxiliary Forces.

Partial Mobilization involves the mobilization of the whole or a part of the Regular Army only, or the whole or a part of the Regular Army with a portion of the Auxiliary Forces.

General Officers Commanding-in-Chief are responsible that preparations are made in peace time for a normal general mobilization.

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

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

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

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

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

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

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

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

Mobilization equipment, except the personal equipment of reservists who join at depôts, is kept stored at the place of mobilization of the unit, or is conveyed there on mobilization. It is either on charge of the unit or of the Army Ordnance Department. In the latter case where the store is near the station of the unit, the commanding officer should check the equipment annually.

Arms, accoutrements, clothing and necessaries, including identity discs for reservists who join at a depôt, are kept stored there; all, except arms, in sets in pigeon holes with the name and number of the man with them, under the charge of the O. C. Depôt.

Service ammunition should be in the possession of units.

Regimental reserve ammunition for units of the expeditionary force which exist as such in peace is held with their mobilization equipment. For other units it is held by the Army Ordnance Department.

The order to mobilize is issued by the War Office, and on its receipt commanders of districts will arrange for posters as above.

The officer in charge of records immediately issues notices to all reservists required to rejoin. In the event of a general mobilization all regular reservists must proceed at once to the place of joining shown on their Identity Certificate, without waiting for orders. The new form of Identity Certificate has a travelling warrant and postal order for 3/ attached for use in such circumstances.

On joining, reservists are medically examined. Those who pass as fit, receive personal equipment, clothing and necessaries, and those who join at depôts are sent to their units as quickly as possible.

Men despatched from a depôt to a unit, or from a unit to a depôt, or to another unit, proceed fully clothed, and with their personal equipment. Small arms ammunition is not distributed to individuals, but is sent with reservists in bulk to the units to which they are detailed.

The duties of the various officers concerned with mobilization may be briefly summarized as under:—

An Officer in charge of Records will at once:—

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

An Officer Commanding a Regimental Depôt will at once:—

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

- (h) Furnish the officer or non-commissioned officer conducting with a nominal roll.
- (i) Telegraph to the unit to which each party is proceeding the number in the party, the probable hour of arrival, and whether rationed for the day.
- (j) Despatch each evening to the officer in charge of records separate nominal rolls of reservists sent to each unit, on which will be shewn,—
 - (i) Date reservists joined.
 - (ii) Amount of remittance to family (if any).
 - (iii) Charges, if any, for messing, etc., at depôt.

An Officer Commanding a Unit will at once:—

- (a) Recall all officers and soldiers on leave.
- (b) Have all ranks medically examined.
- (c) Arrange for the veterinary inspection of all horses and their being re-shod.
- (d) If the unit does not mobilize at its peace station, move it at once to the place of mobilization, telegraphing to the officer in charge of records and the officer commanding the depôt that it has done so.
- (e) Arrange accommodation and rations for reservists and others joining.
- (f) Telegraph to the War Office the number of officers, and to the officer in charge of records the number of reservists required to complete war establishment.
- (g) Send officers and non-commissioned officers to fetch reservists from the depôt.
- (h) Despatch to their destination any individuals or parties which the unit has to provide for other units, such as headquarter units, etc., acquainting the officer in charge of records with the numbers thus despatched.
- (i) Ascertain that pay books are completed and issued to the men.

- (j) Despatch to the officer in charge of records :—
- (i) The duplicate Attestation and other documents kept with them (except the Casualty Forms and Field Conduct Sheets) of all men proceeding on service.
 - (ii) Medals of Soldiers.
 - (iii) Wills of soldiers desiring to place them in safe custody.
- (k) Hand to the O. C. Details any books and documents not required by the unit.
- (l) Draw mobilization equipment of the unit.
- (m) Cause all equipment, clothing and necessaries to be marked.
- (n) Draw regimental supplies, and see that medical and veterinary stores required to complete are received.
- (o) Send horse collecting party to the place ordered, and have the animals inspected by the veterinary officer on arrival.
- (p) Arrange for fitting harness and saddlery.
- (q) Report daily progress made in mobilization to the General Officer Commanding-in-Chief, telegraphing to him when completed.

An Officer Commanding the Details of a Unit will :—

- (a) Take over barracks, baggage, stores, and equipment left behind, on the departure of the unit.
- (b) Return to Army Ordnance Department such stores as are not required by him.
- (c) Deal with reservists found medically unfit :—
 - (i) Discharge those unfit for further service.
 - (ii) Relegate to the reserve those temporarily unfit.
 - (iii) In case of mobilization for service abroad, relegate those unfit for service abroad to the reserve.
- (d) Send to the officer in charge of records certain books left by the unit, and pack the remainder with the regimental baggage.
- (e) Send to the regimental depot the regimental and personal baggage left behind by the unit.

Similar arrangements are made for mobilizing the Special Reserve and Territorial Force on embodiment.

Officers commanding units are responsible that everything is kept up to date for calling out the men of their units, and on mobilization will immediately send out the notices for them to join.

Men belonging to units join at the peace headquarters of their units; special instructions are laid down for other men. Those who are fit will receive a gratuity of £5.

War equipment for the Territorial Force is partly provided by the Army Ordnance Department and partly by County Associations from civilian sources. Clothing is provided by the latter. Grants are made from Army funds to enable associations to provide what is necessary. Each man on joining must bring a pair of boots and the necessaries prescribed by regulations. These need not be of any particular pattern, but must be good enough to last three months. A grant of 10/- is made to each man on mobilization, if he has not any deficiencies.

Before leaving its peace station, a Territorial unit must form a depôt, consisting of an officer, a sergeant-instructor and such other ranks as may be necessary. Documents not required by the unit, and regimental records are left with this depôt, together with the medals of any men who so desire.

CHAPTER VI.

WAR ORGANIZATION.

(*F.S.R., Pt. II., Chap. II.*)

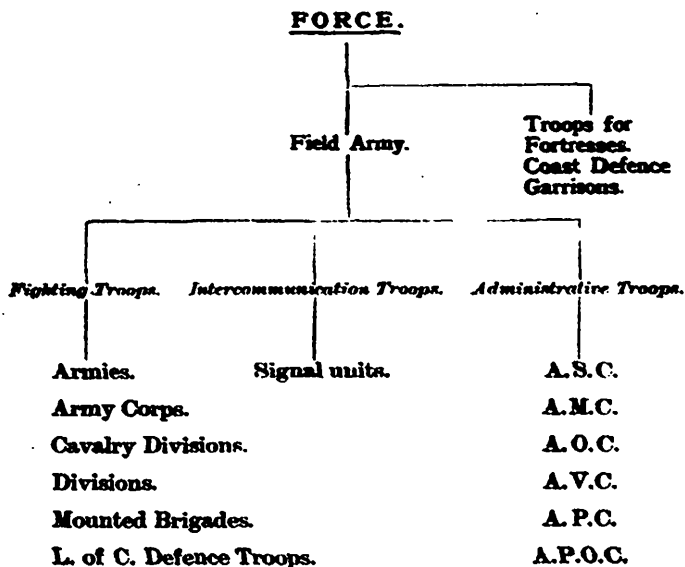
So diverse are the conditions under which the British forces take the field that each campaign calls for a system of organization to suit its special case. Previous to the outbreak of the European War there was kept organized in Great Britain a force of 4 Cavalry Bdes., 6 Divisions, and Army Troops, with the necessary units for the lines of communication, the whole amounting to some, 160,000 and termed the Expeditionary Force. This force was kept ready and in a high state of efficiency—indeed it was characterized as the most efficient force that ever took the field—to be shipped overseas without delay to the scene of any conflict in which its services or those of a part of it might be required. But though this force might be more than enough, or (as at present) not sufficient for all wars in which British arms might be engaged, the principles which govern its organization are the same whether the operations be conducted under civilized or uncivilized conditions or the force employed a large or a small one. It is only the application of the principles in detail which vary; when a force is to be mobilized for a campaign to be fought under special conditions, the necessary modifications of its organization would be notified at the time of issue of the mobilization orders.

What follows is intended to shew how the fighting troops in the field are organized; they may be said to consist, broadly speaking, of two portions:—

1. Troops allotted to fortresses, coast defences, garrisons, and the L. of C. These have a limited degree of mobility and their duties are more *defensive* than otherwise.

2. **Mobile field units**, constituting the *offensive* weapon in the hand of the C.-in-C. Each of these, naturally, will have a suitable proportion of administrative troops, which will be organized along with the fighting troops into units, larger or smaller, in accordance with the situation.

Should a naval contingent be landed for service on shore with the army, it comes under the command of the C.-in-C., is allotted by him as he may consider necessary, and is controlled and administered in the same way as any other military command. Such a military force may be graphically represented thus:—



Functions of the Executive and of the Component Parts of the Forces in the Field.

(*F.S.R., Pt. II., Chap. III.*)

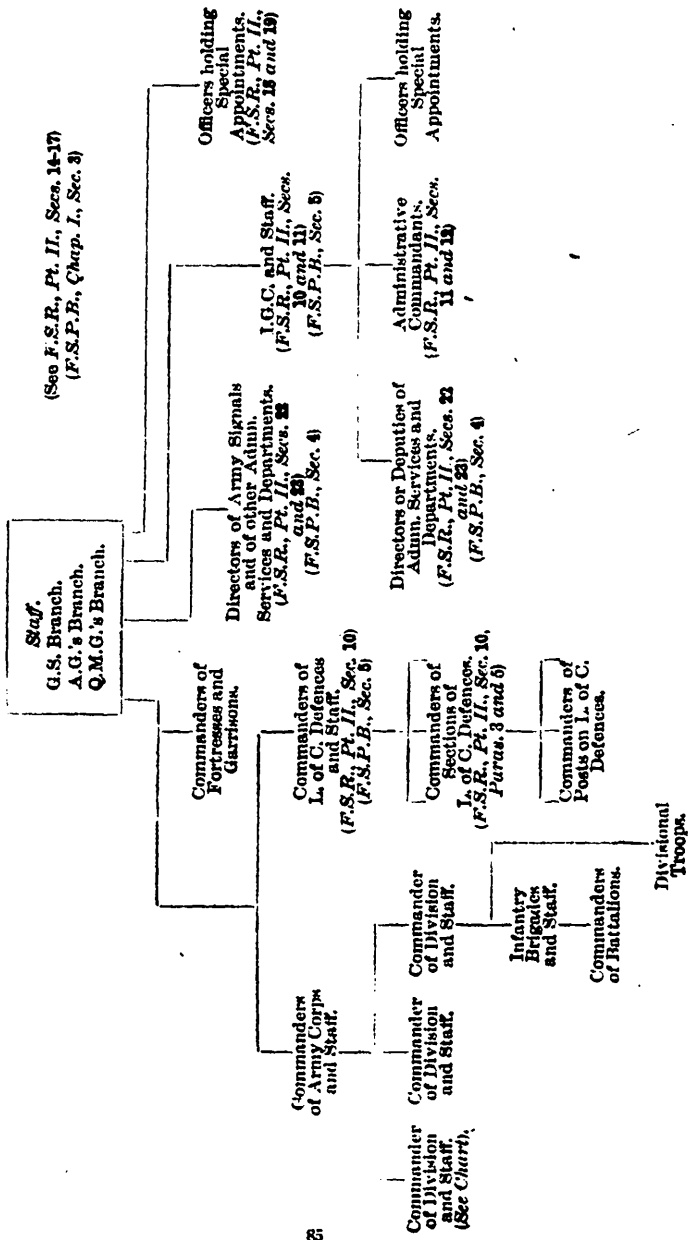
The authority of the C.-in-C. is supreme in all matters within the theatre of operations on land. He is responsible for the efficiency of the forces in the field, for all military operations—their success or failure—and for the government of all territory under Martial Law. He is, however, relieved of the direct responsibility for the conduct of the business of providing for the requirements of the forces in the field (unless he sees fit to interpose), this responsibility resting with the Heads of the Administrative Services and Departments. These officers are, however, subject to the general control of the C.-in-C. through his three principal staff officers, or of the Inspector-General of Communications.

A subordinate commander is responsible for the efficiency of his own command and for the control and direction of the duties allotted to him. Should his command be a district, garrison, fortress or post, he is also responsible for its military government. When in command of a unit comprising administrative as well as fighting troops he is not directly responsible for the business of providing his command with all it may require.

When a portion of an army is detached and acting at a distance, the C.-in-C. may delegate to its commander such powers as he considers the circumstances render advisable. In this case the powers entrusted to him and his sphere of action should be stated in writing, if not covered by existing regulations, and a suitable staff should be furnished to him.

The accompanying chart will serve to make clear the System of Command of an Army in the Field.

(See F.S.R., Pt. II., Secs. 14-17)
(F.S.P.B., Chap. I., Sec. 3)



Commander of Division and Staff.
(See Chart)

Divisional Troops.

CHAPTER VII.

LINES OF COMMUNICATION.

The Base.

The Lines of Communication include the railways, roads and navigable waterways between the army in the field and its base or bases.

The Base is where the L. of C. originate, and where the principal reserves of stores for the forces are accumulated and maintained under direct military management and control. Reinforcements and supplies for the army are obtained from there, and to it sick and wounded are sent from the front.

At the base are Base Depôts,¹ varying in number according to requirements, and proportionate to the size of the force in the field; first reinforcements for units and subsequent drafts are, on arrival, taken on the strength of these depôts. In *War Establishments* there is laid down certain personnel of units which remain there and are not to accompany them further. The commander of each depôt has charge of all drafts and of all regulation baggage left with him, and has to see to the forwarding of parcels received for distribution. Officers, warrant officers, N.C.O.'s and men arriving at the base must report to the commander of the base depôt to which their unit or service is affiliated.

Large depôts for Supply, Ordnance and Remounts, Pay Office, Post Office, Hospitals, and depôts of Medical and Veterinary Stores are also formed.

The Base may be located on the nearest frontier or, if overseas, at a conveniently situated seaport. It is under an officer styled the Base Commandant, who, if overseas, will work in conjunction with the Director of Sea Transport. His staff

¹ F.S.R., Part II., Section 30.

will comprise officers performing A.A.G.'s and A.Q.M.G.'s duties, with deputies, landing officers, medical and sanitary officers.¹

The principal officer connected with the disembarkation of troops is styled the **Military Landing Officer** who, with assistants, boards all ships on arrival and in conjunction with the Director of Sea Transport supervises all embarkations and landings. It is his duty to verify the contents of each ship and to hand the commander of the troops copies of local orders. It should be noted that the Naval authorities control all arrangements up to high water mark, beyond which point the Military authorities are responsible.

An A.G.'s office² is also established at the base or other convenient place under a D.A.G. who receives instructions from, and corresponds directly with, the A.G.'s branch of the Staff at G.H.Q. in regard to all his duties except local discipline and interior economy. He also communicates directly with the I.G.C. on all matters which mutually concern them. This office relieves units in the field of as much office work as possible and receives reports of casualties prior to their being (after verification) communicated to the War Office. The office is divided into branches, one for records. This branch is further subdivided into sections.

The A.G.'s office at the base is responsible for:—

Notifying the authorities of the army's requirements in personnel.

Compiling returns and casualty lists.

Personal services.

Promotions and retirements.

Registration of prisoners.

Opinions on questions of law.

Discipline and confidential reports.

Custody of documents.

¹ *War Establishments* contains details.

² *F.S.R., Part II., Section 130.*

Organization of the Executive on the Lines of Communication.

(F.S.R., Pt. II., Chap. III., Secs. 10-13.)

(F.S.P.B., Sec. 5.)

The executive authority on the L. of C., unless very short or in a friendly country, is usually organized under two branches:—

- (a) **Defence**; for which the **Commander of the Lines of Communication Defences** is responsible. This responsibility includes the military government of that portion of the L. of C. which may be under martial law.
- (b) **Administration and Control of Traffic**; for which the **Inspector-General of Communications** is responsible.

The former officer has a staff allotted to him and such troops as may be necessary, termed L. of C. defence troops. These are field units, and neither officers nor men detailed for duty under him can be withdrawn without the authority of the C.-in-C. The crews of armoured trains on the L. of G. are L. of C. defence troops.

The L. of C. may be divided into sections each under a subordinate commander and these may be subdivided into posts if necessary. (A base will not usually be considered as belonging to a section). Any L. of C. troops not immediately required for the sections will be retained as reserves under the commander of L. of C. defences.

The Commander of L. of C. defences must, except in very special cases, confine himself to the business of securing the safety of the L. of C., all personnel, animals, and material within them, and must keep himself in direct telegraphic communication with the C.G.S. the I.G.C. and his own subordinates. He has normally no control over the movements along the L. of C. of the personnel, animals or material other than his own L. of C. defence troops, but is kept advised of all such movements. But, in the face of imminent danger

from the enemy, and should he consider it unsafe for traffic to continue, he may order its detention until he thinks it may safely be resumed or until he has received orders from superior authority. Similarly, only extreme emergency will justify his diverting for his assistance troops or ammunition proceeding to the front. In either case the situation must at once be telegraphed to the C.G.S. and to the I.G.C.

Commanders of Section and Post defences should have a map of the country as far as the two adjoining sections or posts, on which should be shewn the positions of the changing and passing places of convoys, the positions of the piquets, the places for the relief of escorts, and where attacks are most likely to occur.

Should an officer senior in rank to a commander or a subordinate commander of L. of C. defences be temporarily detained at a post or section, he will in no case interfere with the defence commander of the section or post, except in the event of actual attack by the enemy, in which case the senior officer of fighting troops on the spot will assume command.

The **Inspector-General of Communications** is responsible for the control and co-ordination of all traffic on the L. of C. up to and including the rendezvous⁴ or other specified localities. He receives the C.-in-C.'s instructions through one or other of the branches of the latter's staff. He commands all L. of C. units (except L. of C. defence troops),⁵ and is responsible for all administration arrangements connected with traffic. His duties include selection, appropriation and allotment of sites and buildings for depôts of all kinds, quarters, offices, plant and material of every description that may be required for service on the L. of C.; he is responsible for the disposition of reinforcements, supplies and stores, for the maintenance of garrisons and posts⁶ on the L. of C., and of all troops halting or moving within the area of his jurisdiction. He sends up within reach of the field units such requirements as they have demanded, and arranges for the removal of everything super-

⁴ See Definitions and Chapter on Supply.

⁵ Where the L. of C. are short or the country friendly, the safety of the L. of C. as well as its control, may be under the I.G.C.

⁶ *F.S.R., Part II., Section 11-12.*

fluous from the sphere of operations. He keeps the C.-in-C. informed as to the daily situation with regard to ammunition, supplies, stores and material, whose staff in return bring to his notice any changes in the distribution of the forces.

The staff of the I.G.C. includes representatives of the Administrative Services and Departments. The line may, as for defence, be divided into sections and posts each under an *Administrative Commandant*.¹

Administrative Commandants are responsible to the I.G.C. for the discipline of their posts, for guards on stores, for sanitation, interior economy and police, for the accommodation of troops, animals and prisoners on their way to or from the front. They act locally for the I.G.C. and must facilitate in every way the passage of troops and stores through their areas. Their jurisdiction usually extends half way to the two adjoining posts. At some of these would be established depôts and rest camps as circumstances demanded.

¹ See note 5, *supra*.

CHAPTER VIII.

THE STAFF IN THE FIELD.

General Organization and Functions.

(*F.S.R., Pt. II., Secs. 14-19; F.S.P.B., Secs. 3 and 4.*)

The "Staff" is defined as being "Staff officers appointed to the General Staff, to the A.G.'s and Q.M.G.'s branches of the Staff, or as brigade-majors and staff-captains to assist certain commanders in the discharge of their duties." These wear certain distinctive badges, namely the staff cap (with or without gold embroidered maple leaves on peak according to rank) and scarlet gorget patches. Officers attached to or employed under the staff do not wear the above; but at the headquarters of commands in Canada it is customary for them to wear the regimental or departmental forage-cap with a cover of drab material fitted so as to shew the band and badge.¹ An officer of the staff, as such, is vested with no military command, but he assists and conveys the instructions of his superior and arranges details connected therewith, it being also his duty to give the troops every help in his power in carrying out the instructions issued to them.

The exact subdivision of duties amongst the different staff officers in each branch, and the system of intercommunication within the staff, are laid down in a staff manual published for private circulation amongst officers of the staff only.

The functions of the staff in divisional areas in peace time have been considered at some length in Chapter II. In the field the same general principles of organization apply. The following table will shew of what staff and attached officers the Headquarters of formations consist. For further details, *War Establishments* should be consulted.

¹ *Army Order*, No. 92 of 1916 (British), supersedes all existing regulations on this subject and institutes gorget patches of blue and of green to distinguish officers holding General, Administrative, Technical, Departmental and Miscellaneous appointments. For the positions at the headquarters of commands and districts to which these would apply, were such authorized for Canada, see *Appendix XX*.

Staffs of Field Formations.

	Division. (British)	Division. (Canadian)	Mounted Brigade. (Canadian)	Infantry Brigade. (Canadian)
Lieut. or Major-General.	1	1
Brigadier-General.....	1	1
Aides-de-Camp.....	2*	2	1	1
Staff.				
G.S.O., 1st Grade.....	1	1
G.S.O., 2nd Grade.....	1	1
G.S.O., 3rd Grade.....	1	1
A.A. and Q.M.G.....	1	1
D.A.A. and Q.M.G.....	1	1
D.A.Q.M.G.....	1	1
Brigade Major.....	1	1
Staff Captain.....	2†	1
—				
A.D.M.S.....	1	1
D.A.D.M.S.....	1	1
A.D.V.S.....	1	1
Veterinary Officer.....	5‡	1
D.A.D.O.S.....	1	1
Liaison Officer.....	1
Interpreter.....	1
Asst. Provost-Marshal..	1	1
Chaplain.....	1
Other Ranks.....	98	60	20	21
Horses.....	67	42	22	18

*One may act as Camp Commandant.

†These officers, with their horses and batmen, mobilize with the units to which they are attached.

‡One for intelligence duties.

The Staff of the C.-in-C. is organized in three branches:—

- (i) *The General Staff branch.*
- (ii) *The A.G.'s branch.*
- (iii) *The Q.M.G.'s branch.*

These must work in close co-operation. The C.-in-C. delegates such responsibility for the co-ordination of staff work as he deems fit to the **Chief of the General Staff**, who is his adviser on all matters affecting military operations and who signs all orders (with certain exceptions) issued to field units. Other commanders issue their orders through their senior G.S.O.

A. The General Staff deals with :—

Military operations.

Efficiency.

Plans for movements of troops, marches and battle.

Information, reconnaissance, guides and interpreters.

Intelligence and intercommunication.

Selection and protection of camps and bivouacs.²

Maps, flags of truce, and correspondence with the enemy.

Censorship, the press, and foreign attachés.

Preparation of reports, despatches and diaries.

It is responsible that the A.G.'s and Q.M.G.'s branches are kept informed of the probable requirements of the troops.

The Director of Army Signals (Administrative Service) receives his instruction from and is responsible to the General Staff branch.

B. The Adjutant General's branch deals with :—

Discipline, Military and Martial Law, Police.

Supply of personnel, honours, rewards and personal services.

Pay, promotion and the chaplains' department.

Sanitation, medical equipment, casualties and invaliding.

Mobilization of improvised units.

Disposal of prisoners; burials.

Ceremonial and routine duties.

Reports, etc., on the above.

²The G.S. branch selects areas, the Q.M.G.'s branch distributes the quarters in detail within such areas.

Administrative Services and Departments which work under the A.G.'s branch :—

- (i) Director of Medical Services.³
- (ii) Deputy Judge Advocate-General.
- (iii) Principal Chaplain.
- (iv) Provost Marshal.

C. The Quarter-Master-General's branch deals with :—

Embarkations and landings which are not warlike operations.

Distribution in detail of quarters and buildings under instructions from the General Staff.⁴

Supplies, ammunition, equipment (other than medical), clothing, stores of all kinds.

Transport and Railways.

Remounts, Veterinary and Postal Services.

Reports, etc., on the above.

Administrative Services and Departments which work under the Q.M.G.'s branch :—

- (i) Director of Supplies.
- (ii) Director of Ordnance Services.
- (iii) Director of Transport (except railway or sea, and the technical vehicles of artillery, engineer, flying, and medical units).
- (iv) Director of Railway Transport.
- (v) Director of Works (Engineer services on L. of C.)
- (vi) Director of Remounts.
- (vii) Director of Veterinary Services.
- (viii) Director of Postal Services.
- (ix) Paymaster-in-Chief.

³The G.S. branch deals with the tactical dispositions of the medical services, while the A.G.'s branch deals with them as regards sanitation, discipline and personnel.

⁴See note 2, *supra*.

Personal and Special Appointments.

The *special appointments* are:—

Director of Sea Transport, who represents the Admiralty.

Provost Marshal, who commands and controls the Military Police.

Camp Commandant, who is responsible for the safety of a commander and his headquarters. He commands his escort and all headquarter's details, arranging for their quartering and subsistence.

Personal appointment.

Aide-de-Camp or Orderly Officer, who is a commander's confidential secretary, and if no camp commandant is appointed will act as such.

CHAPTER IX.

MAINTENANCE OF THE FORCES IN THE FIELD.

(*F.S.R., Pt. II., Chap. IV.*)

In order to make the necessary preparations for the reception of an army at the base, certain officers precede it to the theatre of operations, namely:—

G. S. Officers of the C.-in-C.'s Staff, who establish relations with the civil authorities, arrange railway and march time-tables (in conjunction with the I.G.C.), organize intelligence personnel, and provide for censorship.

The Headquarters of the Commander of L. of C. defences and a proportion of L. of C. troops.

The Headquarters of the I.G.C. and that of the Base Commandant.

Representatives of all services and departments, with such L. of C. units as are deemed necessary.

Should the country be able to provide supplies and transport, field depôts are formed locally and the fighting troops may be despatched to the overseas base at once; but should supplies require to be taken, it follows that supply columns and parks must precede them and prepare for the arrival of the fighting troops.

The I.G.C. has the general direction of preparing for the reception of the army and providing for all its wants. The immediate replacement of deficiencies in personnel, animals, supplies and material of all kinds is essential, and the machinery for securing this, as well as for the withdrawal of everything unnecessary, should be perfect. Heads of Services are responsible for the supply of the army's requirements and the Home Authorities must be given sufficient notice of all wants to allow of their arrival at the base in good time. With the I.G.C. rests the responsibility that these are forwarded from the base when demanded.

As the efficiency of the fighting troops must in no way suffer, every local source is to be turned to account. Auxiliary transport corps and labour corps must be organized to relieve

highly-trained fighting troops of duties that can be performed equally well by civilians whose services should be utilized in positions for which their civil occupations particularly fit them. Similarly, less efficient troops will be used for duty on the L. of C.

Provision and Maintenance of Personnel.

(*F.S.R., Pt. II., Chap. V.*)

"First Reinforcements" to the extent of 10 per cent. of the rank and file are mobilized with most field units, and if these exceed 40, an officer is included. These may or may not proceed overseas with their unit, depending on the instructions issued. Demands for subsequent reinforcements are made by the A.G.'s office at the base. The percentage of drafts required in the first year of a war to keep the troops in the field up to war establishment were, previous to the great war, estimated as being :—

80	per cent.	for	Infantry.
70	"	"	Cavalry and Mounted Rifles.
60	"	"	Artillery.
40	"	"	Engineers.
30	"	"	Headquarters, Administrative Services and Departments.
20	"	"	Headquarters, Administrative Services and Departments on L. of C.

The necessity for the continual preparation and training of drafts to supply deficiencies is obvious. Full details of what personnel, baggage and material are to be left at the base are to be found in *War Establishments* and in the different *Field Service Manuals*.

Reports on normal casualties and deficiencies are made :—

(a) *For personnel*, through divisional headquarters to the I.G.C.; communicating casualties at the same time to the A.G.'s office at the base for purposes of record.

(b) *For stores*, to the nearest supply depot.

Abnormal demands will, on the other hand, require to be referred to General Headquarters, and the C.-in.-C. will decide whether he desires the replacement of men, horses, stores or ammunition to take place first, and the order in which units are (in accordance with his plan of operations) to be reinforced.

Maintenance of Supplies by Utilization of Local Sources.

(F.S.R., Pt. II., Chap. VI.)

N.B.—What follows has reference only to operations conducted in an enemy's country.

Local resources may be utilized by adopting one or all of the following methods:—

- (a) Requisitioning.¹
- (b) Billeting.
- (c) Contributions of money.
- (d) Purchase by contract.
- (e) Purchase in the open market.
- (f) Confiscation.

The regulations governing the use of the above methods are strict and are laid down *in extenso* in F.S.R., Pt. II.

Supplies requisitioned are paid for subsequently. Authority to requisition is given only to officers; warrant officers and N.C.O.'s or men will be punished severely should they attempt it, unless in cases of extreme urgency and no officer is present. Personal services of labourers, etc., may be requisitioned but the services of guides may not be.

Billeting comprises not only the provision of food but of shelter. (See Part I.)

Contributions of money are forcible collections, usually made through the civil authorities.

Confiscation is limited to State property; that of private individuals is sacred.

Captured supplies including live stock—cattle, sheep, pigs, etc.—are handed over to the nearest representative of the director of supplies. If this is impossible, they must be destroyed. This applies also to guns, arms, ammunition, equipment, stores and vehicles, but material of this kind is handed over to the nearest ordnance or transport officer.

However obtained, supplies must be collected at central points and distributed systematically among the depôts and parks, thence by means of the supply columns and trains (*q.v.*) to the troops. A graphic representation of the method of supply by columns and trains is given opposite page 100.

¹ See F.S.P.B., Chap. VI., Section 36, paras. 12-21.

Supplies.

(*F.S.R., Pt. II., Chap. VII.; F.S.P.B., Sec. 36.*)

It is roughly estimated that an ordinary agricultural district of Western Europe should be able to support an army equal to twice the population for one week. This assumes the country not to have been previously traversed. The capabilities of industrial districts are less. In long continued operations not only will the country's resources require to be used but other supplies must be brought from a distance.

Units mobilised and embarking for overseas services carry with them certain supplies as specified in *War Establishments*. Supplementary to these is a 15 days' reserve supply carried by troopships and available for issue, if necessary, to the troops on landing. Units moving by rail to their places of concentration take with them, in addition to their regimental supplies, rations and forage up to and for the day of arrival.

The general system of supply is through the medium of

(a) **Supply Depôts:—**

- (i) **Base Depôt**, which receives supplies from overseas or from the country outside the theatre of operations, accumulating them for the replenishment of other depôts.
- (ii) **Depôts at points along the L. of C.**, which furnish supplies to L. of C. troops and, if need be, to troops passing through.
- (iii) **Main Supply Depôts**, which may be situated at an advanced base or at other convenient place on the railway.
- (iv) **Field Depôts**, formed temporarily in the immediate vicinity of the troops for direct issues.

(b) **Railway Trains.**

(c) **Supply Columns** (Mechanical Transport).

(d) **Trains** (Horsed Transport).

(e) **On 1st Line Transport** and on the individual.

Reserve Parks (Horsed), each carrying 2 days' iron rations² and 2 days' oats for each division, plus one-sixth of the cavalry divisional and army troops, may be formed as required.

² See Definitions.

The carts, wagons and lorries which comprise the trains of different units are given in *F.S.P.B., Chap. 5, Secs. 18 and 19*. These, after mobilization, are withdrawn from units on arrival at the area of concentration and organized as "trains" under the A.S.C., into two sections,—Supply Section, and Baggage Section.

If the chart be consulted it will be seen that the mobile supply units form the connecting link between railheads² and the troops operating beyond them. The mobile supplies (see also left half of chart) are divided into four lines, their distribution and the amounts carried on each being as under,—

Regimental:—

On the man,—1 iron ration and the biscuit and cheese issued the previous evening.

On the horse,—1 oats ration (12 to 15 lbs.).

In cooks' vehicles and kitchens.—1 ration (less previous evening's issue).

In Train (Supply Section of).—1 complete ration of bread, meat, vegetables and groceries (normally issued in the evening for next day's use), and 1 horse ration,

or,

In Supply Columns (M.T.).—If the above is carried in the train, the supply column will be empty, and *vice versa*. After replenishing the train, the supply column usually returns to a railhead to be refilled. A supply column is allotted to each division, cavalry division, corps troops and army troops. They are L. of C. units, under the orders of I.G.C., and for the safety of which the Commander of L. of C. defences is responsible, usually up to and including the rendezvous.

Park Supplies, see *ante*, page 99.

Reference to the chart will shew how the supplies—including petrol and lubricating oil for aircraft and motor vehicles—are delivered to the troops. The chain may be concisely shewn as being:—


² See definition; also compare with ammunition supply, page 102.

SYSTEM OF SUPPLY

DISTRIBUTION OF SUPPLIES

REGIMENTAL	RATIONS	
	MAN'S	HORSE'S
ON THE MAN IN ADDITION TO HIS "EMERGENCY RATION" OR IN THE COOK'S VEHICLES ON HORSE.	1	1
IN TRAIN (SUPPLY SECTION OF) ISSUED IN THE EVENING FOR NEXT DAY'S USE.	1	1
<u>OR</u> IN SUPPLY COLUMN (M.T.) (ONE FOR EACH BATTERY, COMPANY BATTERY AND ARMY TROOPS.)	1	1
SUPPLY PARK (MAINTAINED FOR EMERGENCY ONLY, MOVES ONE DAY'S MARCH IN REAR OF DISCIPL.)	2 (MIN)	2

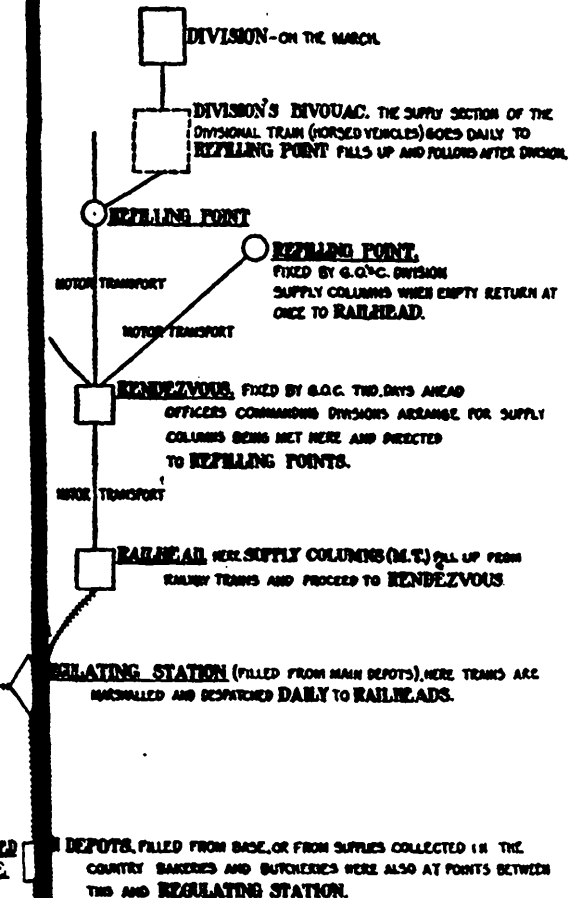
I & C. HQ. CO. AND C. L. C. DEFENCES IS RESPONSIBLE FOR SAFETY UP TO BENEZVOUS.

 **RAILHEAD(S)**
(CONTINUALLY CHANGING)

ADVANCED BASE

BASE

PLY IN THE FIELD



W. H. Lang

LT COL.
U.S. ARMY

From Depôts to Railheads,—*by railway trains.*

From Railheads to Rendezvous, and thence to Refilling Points,—*by Supply Columns (M.T.).*

From Refilling Points to Kitchens,—*by Supply Sections of Trains.*

In the case of cavalry formations which are not provided with trains, supply columns deliver direct to the troops.

It will be noticed that the chart deals with supply to field units when moving; when stationary, supply columns go direct to the units concerned, transfer of supplies to the trains being thus avoided.

Transport with Field Units.

A word of explanation may not be out of place at this stage to indicate the manner in which the transport with field units is organized. It is divided into two classes:—

1. Transport of fighting units. This is further subdivided into,—

(a) *First Line Transport* (see definitions), which accompanies the unit at all times. It includes gun carriages, ammunition wagons, pack animals, limbered or G.S. wagons or carts carrying ammunition, tools, machine guns, technical stores or medical equipment, telephone wagons, water carts, and travelling kitchens or other vehicles for cooks, and in the case of cavalry units, for which no trains are provided, vehicles for the conveyance of baggage and stores.

(b) *Train* (formerly called 2nd Line Transport), which carries baggage, stores and supplies, and is kept well out of the way when fighting is probable, conforming to instructions contained in Operation Orders.

2. Transport of administrative units, such as field ambulances, trains, cavalry field ambulances, etc., which is not subdivided as is that of the fighting units but moves with the unit as a whole.

Convoys.—The responsibility for the security of all supply units rests with the commanders of the fighting troops regulating their movements, who detail suitable escorts for their protection: thus, in the case of columns controlled by the I.G.C. this responsibility rests with the commander of L. of C. defences.

It is rarely possible to provide for the security of fast moving motor transport by means of escorts of fighting troops: usually, the latter will be so disposed as to secure the roads by which the transport must move, special precautions being taken by them to protect all bridges, however small. Horsed transport columns, on the other hand, may be convoyed by protective troops, both transport and escort being under the command of the senior combatant officer. He will, naturally, consult with the senior transport officer on all matters affecting the welfare and convenience of the transport, not interfering with the latter officer's technical functions but giving effect to his wishes, unless by so doing the safety of the convoy be endangered.

The Systems of working horsed convoys may be,—by Through convoys, by Staging, by Meeting.

- (i) **Through convoys.**—Where the same animals and vehicles are employed from the start of the convoy until arrival at its destination. (Applicable to columns in front of the advanced dépôt).
- (ii) **Staging.**—The route is divided into stages, the same section of the transport working over the same ground, proceeding laden and returning empty. (Applicable to columns on L. of C.).
- (iii) **Meeting.**—Sections from either terminus of a stage meet daily at a fixed intermediate point—one laden and the other empty—transfer loads or exchange vehicles, each section then returning to its own post. (Applicable to columns on L. of C.).

Ammunition Supply.

(*F.S.R., Pt. I., Chap. XII.; F.S.R., Pt. II., Chap. IX.;
F.S.P.B., Chap. VI., sec. 33, and plates;
I.T. (1914), Chap. XVI.*)

All ammunition must come from the base along the L. of C. as, unlike supplies of food and forage, it cannot be obtained

from local sources, nor can the amounts needed or the time it will be required be foreseen. Reserves of ammunition are kept at various ordnance depôts at the base, advanced base and along the L. of C.

It is a fundamental principle that troops in action need never turn their backs on the enemy to fetch ammunition; it must be sent forward to them. Hence, reserves must be pushed up by rail and road to within reach of the fighting troops.

Ammunition Parks. (M.T. units of the A.S.C.). These are L. of C. units and under the I.G.C., whose responsibility for them ceases at the Rendezvous,⁴ and form the link with the fighting troops, the succeeding ones in the chain up to the reserve of ammunition with (say) battalions being in order:—

Divisional Ammunition Columns. These are units of the Field Artillery, belonging to the higher field formations, and which carry ammunition for 18-pr. guns, for howitzers and for 60-pr. heavy batteries,⁵ as well as small-arms ammunition. They replenish the —

Artillery Brigade Ammunition Columns, which form part of each artillery brigade and carry gun ammunition for the 1st line wagons of the Field Artillery, and S.A.A. to replenish the —

Infantry Brigade Ammunition Reserve. This reserve is formed by detaching from battalions about one-third of their regimental reserves under a selected officer, and forms the link between the Artillery Brigade Ammunition Column and the —

Regimental Reserves. These are carried on the pack animals (8 mules each with 2 boxes, each box containing 1000 rounds), or in the 1st line transport wagons of all arms, and replace ammunition expended in the firing line.

The number of rounds carried is shewn in *Appendix XVII.*

Food and Ammunition Supply in Trench Warfare.

Supplies.

The following description of how this was carried on in his battalion has been supplied by a company officer:—

⁴Compare with Supply Columns, page 100.

⁵Should such be included in the division.

The Battalion Quarter-master's Stores are situated in a village 3 miles behind the firing line. There the Quarter-master has with him each Company Quarter-master Sergeant, company G.S. limbered wagon and cook wagon with drivers and 4 company cooks. He receives food and ammunition daily from the A.S.C. and apportions it to the different Company Quarter-master Sergeants, each of whom divides his share into 4 portions, one for each platoon, distributing the articles for each portion into sacks. One contains bread or biscuit, another tinned beef, another jam and cheese; each sack does not hold more than one man can carry. If meat and vegetables are issued, they are cooked in the company-cooker and placed in dixies, one to each platoon. If mail has arrived the letters are sorted by platoons. Under ordinary circumstances parcels and newspapers are not sent into trenches but are held until the battalion returns to billets. Letters are always forwarded at once. Fuel in the form of coke is divided into 4 platoon lots, one sack to a platoon, and any surplus packing cases are broken up for kindling.

In the afternoon, the company limbered wagon is loaded; the supplies for Nos. 1 and 2 platoons are placed in the right and left halves of the forward half of the wagon; those for Nos. 3 and 4 platoons in the right and left halves of the rear compartment. This careful division of supplies into platoon lots and subdivision of each platoon lot into man-loads is essential to facilitate rapid distribution to the ration-parties at the Advanced Depôt.

At dusk the company wagons leave the Quarter-master's Stores for the Advanced Depôt. Each wagon is accompanied by the C.Q.M.S. and one of the cooks, who act as distributors. The Advanced Depôt is situated about $\frac{3}{4}$ of a mile behind the firing line. A farmhouse makes a useful distributing point, as it offers shelter, is easily located by the ration parties, and screened lights can be used; the disadvantage is its easy location by enemy gunners. Sometimes on this account an orchard or meadow is substituted; the alternative of a roadside would congest traffic. An open field offers no shelter, lights cannot be used and in wet weather the wagons are mired.

In the meantime preparations have been made in the trenches. During the afternoon the company commander issues orders for a ration party of 1 N.C.O. and from 6 to 8 men per platoon to report at company trench headquarters at (say) 8 p.m. The strength depends largely on the state of the ground for carrying purposes. This party is unarmed except for the sergeant in charge who carries a rifle. The lance-corporal from each platoon usually carries a load the same as the men. After assembling, the company party is guided by the sergeant back to the Advanced Depot where supplies are issued and the return trip is completed before midnight, so that the garrison shall be at full strength during the latter and more dangerous half of the night. After daybreak, the platoon sergeant divides the supplies among the section commanders for distribution to the men. What simple cooking is required, such as making tea, frying bacon or heating stew, is done by the men individually over impromptu braziers made by punching holes in an old tin pail or the metal lining of a S.A.A. box.

Ammunition.

On leaving billets for trenches each man carries 250 rounds S.A.A., i.e., 50 rounds more than the 200 rounds always carried. This surplus should be sufficient for ordinary sniping during a shift of 4 to 5 days. Each platoon keeps a reserve stock of 6 boxes, i.e., 120 rounds per rifle, which is held intact for emergencies. If the supply on the man falls below 200 rounds, more ammunition must be carried in from the depot, a heavy and laborious task. Excessive expenditure of ammunition only conveys to the enemy an impression of nervousness, and wastage is best corrected by detailing the offender for the next carrying party.

Water.

If no local supply of water is available, a water party of 4 to 5 men per platoon accompanies the ration party. An empty pack holds several bottles, the remainder are carried slung. These bottles are filled from the battalion water cart at the Advanced Depot. If procured locally, the drinking water is used only in making tea or Oxo.

Remounts and Veterinary Services.

(F.S.R., Pt. II., Chap. X., and amendments issued with A.O. of 1st April, 1915.)

Remount depôts for the reception, training, and distribution of public animals are formed as required on the L. of C. Requisitions to replace casualties in field units go to the headquarters of the division or formation to which the unit belongs.

The functions of the veterinary service in the field are to prevent disease and reduce wastage by application of first aid; to evacuate inefficient animals and to replenish veterinary equipment. The chain of veterinary organization is:—

1. Veterinary officers with units.
2. Mobile veterinary sections.
3. Hospitals, convalescent depôts and veterinary stores depôts.

Every cavalry regiment, artillery brigade, infantry brigade, divisional ammunition column, and divisional train has a veterinary officer who is assisted by the farriery establishment of the unit concerned, and has a proper complement of veterinary equipment. A mobile veterinary section is allotted to each division and cavalry brigade, which evacuates sick and ineffective animals. Minor cases may be retained for treatment regimentally but serious cases are removed by the mobile veterinary section to railhead and so to receiving hospitals.

All riding, draught or pack animals captured from the enemy are, if serviceable and declared free from disease, handed over to the nearest units requiring them, the commander of the unit reporting the transaction to the nearest remount depôt.

CHAPTER X.

MEDICAL ARRANGEMENTS IN THE FIELD.

(F.S.R., Pt. II., Chap. XI.)

The personnel of the Medical Service has four distinct functions with regard to the troops in the field:—(1) preservation of their health through efficient sanitation, (2) treatment of the sick and wounded, (3) provision of professional equipment, (4) collection and evacuation of the sick and wounded. The first cannot be too strongly emphasized, and every commander is held responsible for the sanitary condition of the quarters or localities occupied by his command.

The Sanitary Service comprises,—that with units, that of the L. of C., and a Sanitary Inspection Committee (if formed).

Each unit has its own establishment of sanitary personnel, which may be divided into two branches:—

- (a) *Water Supply personnel*, whose sphere of action is the provision of potable water for the use of the unit.
- (b) *Sanitary personnel*, who act as sanitary police, prevent soil pollution, control latrines, ablution places, cook-houses, horse-lines and the disposal of refuse.

The organization on the L. of C. is on a wider basis, the L. of C. being divided into sanitary districts and posts, the former provided with a sanitary officer and section, the latter with a sanitary squad. The duties of a district sanitary officer are analogous to those of a medical health officer and include the supervision of the food and water supply, disposal of sewage and refuse, disinfection and preventive measures.¹

Sanitary Squads possess the authority of military police regarding such matters; in addition, they execute skilled work connected with arrangements for water supply, disinfection and garbage destruction.

Evacuation of Sick and Wounded.

The Medical Service deals with the discipline, pay, clothing and disposal of all sick and wounded. Theoretically the medical organization in the field is divided into three zones:—

¹ The presence of a sanitary officer in a district or post does not relieve the administrative commandant of his responsibility for its sanitation.

1. **Collecting zone**,—with the fighting troops.

2. **Evacuating zone**,—the L. of C.

3. **Distributing zone**,—part of the L. of C., and outside it.

In the collecting zone, first aid is rendered by medical services with units, subsequently by field ambulances (*q.v.*).

Every unit (with few exceptions) has a medical officer, a malsese cart or pack animal and a certain number of orderlies and stretcher bearers per company; and in the cavalry, men trained in first-aid duties. These, before action, place themselves under the M.O.'s orders.

In action against a civilized enemy, no one other than a stretcher bearer is allowed to carry a wounded man to the rear unless ordered to do so.

The general principles upon which casualties are dealt with will be seen from the following, and from the plate opposite; for full details, *F.S.R., Pt. II., Chap. XI.*, should be consulted:—

1. **Collecting zone.**

(*Med. est. of units.*
Field Ambulances,
and Cavalry Field
Ambulances.)

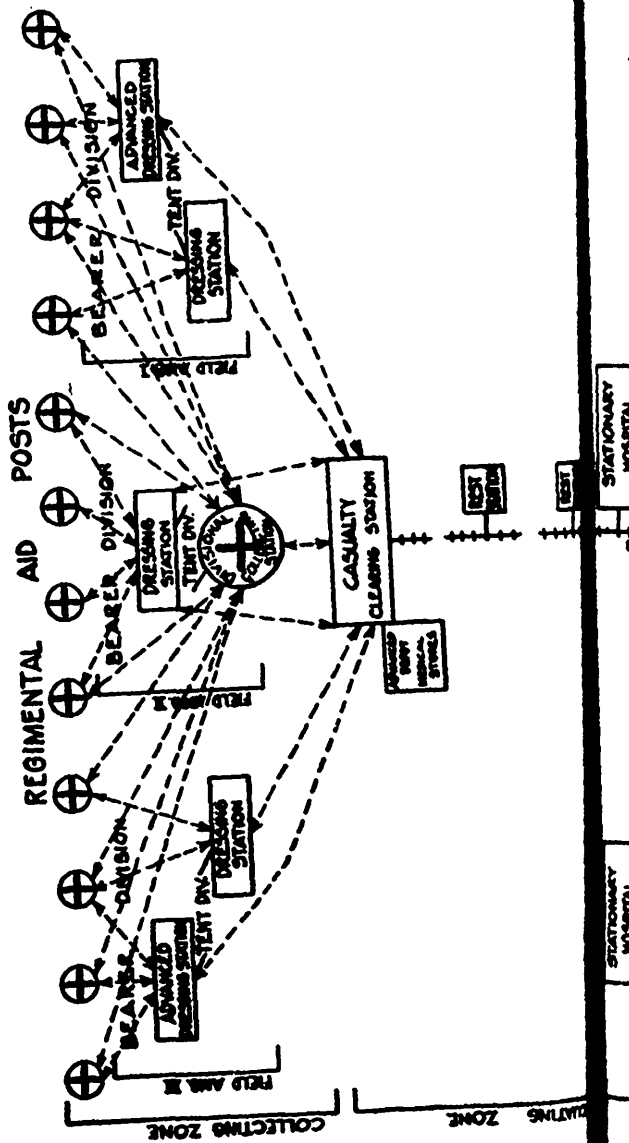
A man wounded in action—

1. Applies his own field dressing,² obtains first aid from regimental M.O., and is carried under cover by regimental stretcher bearers.³
2. Is collected by the Bearer-Division of the Field Ambulances and removed to—
3. An advanced or main dressing station.
(Tent Div. F'd Amb.)

² Every officer and man carries a first field dressing in the right hand skirt pocket of his coat. He also carries on a string round his neck an identity disc shewing his name, number (if any), unit and religion.

³ Divisional collecting stations may be formed to which cases able to walk may be directed. Their location is not, however, notified to all ranks but only to the medical personnel. It is probable that a tent subdivision would be detailed for duty at such a station.

CHART OF THE MEDICAL SERVICE OF A DIVISION IN THE FIELD



- | | | |
|-----------------------|---|--|
| 2. Evacuating zone. | { <i>Ambulance Train.</i>
<i>Casualty Clearing Stations.</i> | { His further progress will be to—
4. Ambulance train.
5. Casualty Clearing Station. |
| 3. Distributing zone. | { <i>Stationary Hospitals</i>
<i>General Hospitals.</i>
<i>Convalescent Depôts.</i>
<i>Hospital Ships.</i>
<i>Hospitals outside theatre of war.</i> | { The next stage, if need be, will be to—
Hospitals. |

Details of the organization of field (and cavalry field) ambulances into bearer and tent divisions and subdivisions have been given in Chap. III., page 46, and should be consulted. See also *F.S.P.B.*, Chap. VII., Sec. 40.

Subsequent to an action, the A.G.'s branch of the staff, after consultation with that of the Q.M.G. and with the G.S., make the arrangements for overtaking the work of clearing the wounded off the field whom the regimental and field ambulance services have been unable to handle previously, and such of the fighting troops as are deemed necessary may be detailed for this work.

CHAPTER XI.

MISCELLANEOUS.

The Postal Service in the Field.

In a friendly country the Army P.O. system works in co-operation with the existing civil system, but in a hostile country, and in districts under Martial Law the civil postal service is wholly controlled by and in charge of the **Director of Postal Services**. Under normal conditions, base, advanced base and offices on the L. of C. would be established, while field post-offices would be attached to such trains and headquarters as was necessary. (See *F.S.R., Pt. II., Chap. XII.*)

Censorship.

Censorship includes that over private letters, as well as press publications and communications. A G.S.O. acts as **Chief Field Censor** and countersigns all licenses issued to press correspondents (and their servants), who are directly under his control. He, or an assistant, is the sole channel of communication between correspondents and headquarters. Censors are also allotted to each army, division, or other formation as required, and are under the chief censor.

All private communications despatched from the theatre of war are liable to censorship. The special form of printed post card (see *F.S.R., Pt. II., Appendix VIII.*) and urgent letters, enclosed in special envelopes in the presence of the sender's C.O. and approved and countersigned (without rank or unit) by him, are not, as a general rule, delayed for censorship.

All press communications received within or despatched from the theatre of operations are censored, but a censor is not responsible for their accuracy.

Discipline.

In *F.S.R., Pt. II., Chap. XIII.*, will be found in a handy form a brief summary of the more important regulations regarding Courts Martial, Field Punishments, and the Powers of a Commanding Officer in the field.

Provost-Marshal and Military Police.

The Provost-Marshal acts under instructions from the A.G.; assistant Provost-Marshals receive their orders from an officer of the A.G.'s branch of the staff. They wear badges on the left arm marked "P.M." or "A.P.M."

The Military Police are under the general supervision of the P.M., each detachment being under the order of the A.P.M. of the formation to which it belongs. Where there is no A.P.M. the police are under the order of a staff officer of the A.G.'s branch.

Prisoners of War.

Their capture is reported to superior authority at once, the unit which takes them arranging for their custody and subsistence till instructions regarding them are received. The A.G.'s branch, in consultation with the G.S. branch, is responsible for their disposal; the officer in charge of the A.G.'s office at the base keeps an accurate record of them and of the enemy's dead, which is forwarded periodically to the War Office.

The A.G.'s branch is responsible also for:—

Searching unwounded prisoners and the dead.

Collecting the identity discs of the latter, and preserving their personal effects.

Giving receipts to prisoners for monies taken from them.¹

Burial of the enemy's dead.

Spies.

Spies cannot claim to be treated as prisoners of war, but an individual can only be considered a spy if, acting clandestinely or on false pretences, he obtains or seeks to obtain information in the theatre of operations with the intention of communicating it to the enemy.

¹ NOTE.—Military papers found on them are taken charge of by the G.S. branch.

The following are not considered spies :—

Soldiers not in disguise who have penetrated into the country to obtain information.

Soldiers or civilians, carrying out their mission openly, charged with the delivery of despatches either for their own or the enemy's army.

Aviators maintaining communication between the various parts of the forces.

Office Work.

Office work in the field is restricted to what is absolutely necessary. The following books and documents accompany a unit into a theatre of operations :—

- (i) Field Conduct Book.²
 - (ii) Returns in book form,
 - (iii) Acquittance rolls in book form,
 - (iv) Cash accounts in book form,
 - (v) War Diary.
 - (vi) Register Book.
- To be made up into one book into which a refill of any one of them can be placed.

The following are left at the A.G.'s office at the base :—

- (i) A.F., B. 103. On this the A.G.'s office at the base enters all particulars obtained from A.F., B. 213 (field return ; on reverse, return of casualties), and from A.F., A. 36 (nominal roll of men in hospital).
- (ii) Nominal Rolls of squadrons, batteries and companies.

Returns are documents prepared for statistical purposes to shew the conditions of the forces in exact conformity to fact. *Accuracy in their compilation is essential.*

A State, on the other hand, is a report whereby the fighting effectiveness and condition of a command is made known to a commander. It may be verbal, in manuscript or by telegram. *Punctuality in rendering it is usually of more importance than extreme accuracy.* States should shew the strength of a fighting unit in officers, men, horses, guns and ammunition.

² When a soldier leaves his unit his field conduct sheet will accompany him ; or if this is not practicable it will be sent for disposal to the officer in charge of the A.G.'s office at the base.

Despatches.

The senior commander present at any action or military operation is required to send to his government a concise description of such action. He is assisted in preparing this by reports furnished by subordinate commanders, though these reports would not accompany the despatch. Should the operation be carried out by only a portion of the C-in-C.'s force and he himself be present without assuming the command, he may forward the commander's report thereon with a covering despatch expressing his own opinion of the manner in which the operation was carried out.

War Diaries.

These are confidential documents and are made out in duplicate (by means of carbon paper) by the officer required to keep them. (For list of officers responsible, see *F.S.R., Pt. II., Chap. XVI., Sec. 140*). They are entered up daily and initialled by the officer detailed to keep them. They should include a concise and accurate record of all matters connected with the campaign in so far as they relate to the duties and experiences of a commander, a branch of the staff, an administrative service, a unit, or an individual.

APPENDIX

APPENDIX I. ESTABLISHMENTS OF THE CANADIAN PERMANENT FORCE. (Regimental Establishments of the Canadian Militia, 1914-15.)

	R.C.D.	L.S.M. (R.C.)	R.C.H.A.	R.C.G.A.	R.C.E.	R.C.R.	C.P.A.B.C.	P.A.M.C.	P.A.V.C.	C.O.C.	C.A.P.C.
Officers	15	12	22	33	80	46	25	26	4	30	18
Other Ranks	182	110	343	622	298	997	174	142	4	339	41
<i>Total effective strength.</i>	197	122	365	655	328	1043	199	168	8	369	62

The above figures do not include supernumeraries such as Instructional Cadre, Physical Training Instructors, and others not doing duty with the unit.

APPENDIX II.

INFANTRY AND RIFLES.

Peace establishments of regiments of the non-permanent Militia on the 8 company basis. Previous to the adoption by certain units of the 4 (double) company system—under authority from M.H.Q.—two establishments obtained, a higher for City Corps and for the following Rural Corps, 29th, 45th, 69th, 71st, 73rd, 76th, 82nd, 85th, 89th, 94th, 99th, 108th, and a lower for the remainder of the Rural Corps. Changes are occurring from time to time but what follows indicates the composition of each as taken from *Canadian Peace Establishments* and amendments to the same, which book must be consulted for exceptions.

HEADQUARTERS.	Higher Estab.	Lower Estab.	REMARKS.
Lieutenant-Colonel.....	1	1	
Majors.....	2	2	Only 1 if a 4 Co. Regt.
Adjutant.....	1	1	
Musketry Instructor.....	1	1	
Signalling Officer.....	1	1	
Quarter-Master.....	1	1	Honorary rank.
Paymaster.....	1	1	Only City Corps, and only Rural Corps whose Paymasters were appointed prior to G.O. 172 of 1910. Now being attached from the A.M.C.
Medical Officer.....	1	1	
Chaplain.....	1	1	
Sergeant-Major.....	1	1	May be a Warrant Officer.
Bandmaster or Band Sergeant.....	1	1	May be a Warrant Officer.
Quarter-Master Sergeant.....	1	1	
Orderly room Sergeant.....	1	1	
Pay Sergeant.....	1	1	
<i>Included in Headquarters.</i>			
Stretcher bearer Sergeant.....	1	1	
Privates, stretcher bearers.....	8	8	
Sergeant Cook.....	1	1	Not authorized for a regiment of less than 6 companies.
Sergeant Drummer.....	1	1	
Signalling Sergeant.....	1	1	
Signalling Corporal.....	1	1	
Privates, signallers.....	8	8	
Pioneer Sergeant.....	1	1	
Machine gun N.C.O.'s.....	2	2	If corps is in possession of machine gun.
Privates, M.G. detachment....	6	6	
Bandmen.....	21	21	G.G.F.G. has 32.
Batmen.....	7	7	
Total all ranks included in H.Q.	76	76	

APPENDIX II.—(Continued).

COMPANY ESTABLISHMENT.	Higher Estab.	Lower Estab.	REMARKS.
Captain	1	1	<i>Note</i> :—4 Company Regts. 24th, 41st, 68th, 84th, 98th. 6 Company Regt., 99th. 10 Company Regt., 30th. 18 Company Regts. 2nd, 5th. 1 Independent Company of Rifles is localized at Grand Forks, B.C., and 1 of Infantry at Nana- imo, B.C.
Lieutenants.....	2	2	
Colour Sergeant.....	1	1	
Sergeants.....	3	3	
Corporals.....	4	4	
Bugler.....	1	1	
Privates.....	47	30	
	59	42	

For war establishment of an infantry battalion for overseas service and the equivalent in the British service see *Appendix III*.

APPENDIX III.

WAR ESTABLISHMENT OF AN INFANTRY BATTALION
FOR OVERSEAS SERVICE, 1915-16.

<i>Headquarters.</i>	C.E.F.	B.E.F.	<i>Machine Gun Section.</i>	C.E.F.	B.E.F.
Lieut.-Colonel	1	1	Subaltern	1	1
Major	1	1	Sergeants	2	2
Adjutant	1	1	Corporals	1	1
Quarrier-Master	1	1	Privates	24	24
Sergeant-Major	1	1	Drivers, 1st line Tpt.	6	6
Quarter-Master Sergt.	1	1	Batmen ²	1	1
Orderly Room Clerks ¹	1	2			
Sergeant Drummer	1	0	Total	35	35
Sergeant Cook	1	1			
Transport Sergeant	1	1	<i>Company.</i>		
Sergeant Shoemaker	1	1	Major (or Capt.)	1	1
Drivers, Transport	9	10	Capt. (2nd in Command)	1	1
Drivers, spare animals	2	2	Subalterns	4	4
Batmen ²	10	5	Com. Sergt.-Major	1	1
			Com. Q.-M. Sergeant	1	1
<i>Pioneers.</i>			Sergeants	8	8
Pioneer Sergeant	1	1	Drummers and Buglers	4	0
Pioneers	10	10	Corporals	10	10
			Privates	188	192
<i>Signallers.</i>			Drivers, 1st line Tpt.	3	3
Sergeant	1	1	Batmen ²	6	6
Corporal	1	1			
Privates ³	15	15	Total	227	227
			<i>Base Details.</i>		
Stretcher Bearers	16	16	Sergt. of the Band (if approved)	1	0
Orderlies for M.O. ⁴	2	2	Sergeant Master Tailor	1	0
Total	78	74	Bandsmen (if approved)	19	0
<i>Attached.</i>			Storemen ⁵	4	0
Paymaster	1	0	First reinforcement	94	0
Paymaster Sergeant	1	0			
Medical Officer	1	1	Total	119	0
R.A.M.C. for water duty			<i>Summary.</i>		
Corporal	1	1	Headquarters with		
Privates	4	4	attached	88	82
Armourer	1	1	Machine Gun Section	35	35
Interpreter	0	1	Companies ⁶ (4 of 27)	908	908
Chaplain (if authorised)	1	0	Base Details	119	
Total	88	82	Total	1150	925

¹ Orderly Room Clerk may be a sergeant or a corporal.² Batmen are fully armed and trained soldiers and are available for duty in the ranks.³ Seven (7) may be lance corporals.⁴ One of the M.O.'s orderlies may be a sergeant and the other a lance corporal. The latter drives the cart for medical equipment.⁵ One storeman will mobilize with each company.

INFANTRY BATTALION—(Continued).

HORSES.

Headquarters.

Lieut.-Colonel	2	riding.
Majors (2).....	2	"
Adjutant	1	"
Assistant Adjutant.....	1	"
Quarter-Master.....	1	"
Signalling Officer.....	1	"
Transport Officer.....	1	"
Transport Sergeant.....	1	"
Medical Officer	1	"

Machine Gun Section.

Subaltern.....	1	"
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Companies (4).

For officers commanding companies.....	4	"
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Total 16

Headquarters.

Transport for vehicles.	18	draught.
spare....	3	"
M:O.'s orderlies.....	1	"

Machine Gun Section.

First Line Transport...	12	"
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Total 34

Headquarters.

Transport.....	1	pack cob.
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Companies.

First Line Transport...	8	" "
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Total 9

Companies.

First Line Transport ...	8	heavy draught.
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TOTAL.....67

INFANTRY BATTALION—(Continued).

TRANSPORT.

	VEHICLES.	DRIVERS.	HORSES.
<i>Headquarters.</i>			
Bicycles for signallers	0		
S.A.A.	5	5	10 draught
Maltese cart for medical equipment.....	1	1 ¹	1 "
Water carts	2	2	4 "
Wagons, limbered G.S. for tools.....	2	2	4 "
Spare.....	0	2	{ 3 " 1 pack cob
<i>Machine Gun Section.</i>			
Wagons, limbered G.S. for tools.....	2	4	8 draught
Machine guns, tripods and ammunition carts, S.A.A.	2	2	4 "
<i>4 Companies.</i>			
Pack cobs for ammunition (2 per company)	0	8	8 pack cobs
Travelling kitchens (1 per company) ²	4	4	{ 8 heavy draught
<i>Train Headquarters.</i>			
Wagons G.S. for baggage, stores and supplies.....	4	4 ³	{ 8 heavy draught
TOTAL.....	31	34	50 + 9

¹ Medical officer's orderly.² Battalions which do not possess travelling kitchens will have in lieu 1 G.S. wagon for cooks, with 1 driver and 2 heavy draught-horses.³ Provided by A.S.C.

NOTE.—When specially ordered 1 blanket per man is carried, and 2 G.S. wagons in addition will be required. For these vehicles 2 extra A.S.C. drivers and 4 extra heavy draught-horses will be added to the train transport of the battalion.

APPENDIX IV.

CAVALRY.

Peace establishments of regiments of cavalry as shewn in *Canadian Peace Establishments* and amendments to same.

HEADQUARTERS.	Personnel.	Horses.	REMARKS.	
Lieut.-Colonel	1	1		
Major	1	1		
Adjutant	1	1		
Musketry Instructor	1	1	Not above the rank of Captain.	
Signalling Officer	1	1		
Quarter-Master	1	1		
Paymaster	(1)	(1)	If appointed prior to G.O. 173 of 1910.	
Medical Officer	1	1		
Veterinary Officer	1	1	May be from the C.A. V.C.	
Chaplain	1	1		
Sergeant-Major	1	1		
Quarter-Master Sergeant	1	1		
Orderly room Sergeant	1	..		
Pay Sergeant	1	..		
<i>Included in Headquarters.</i>				
Sergeant Trumpeter	1	1		
Sergeant Cook	1	..		
Signalling Sergeant	1	1		
Signalling Corporal	1	1		
Privates, signallers	8	8		
Medical Officer's Orderly	1	1	(Sergeant)	
Servants and Batmen	7	..		
	34	24	(including Paymaster).	
	3 Sq'n Regt. 4 Sq'n Regt.			
SQUADRON.	Personnel.	Horses.	Personnel.	Horses.
Major	1	1	1	1
Captain	1	1	1	1
Lieutenants	4	4	4	4
Squadron Sergeant-Major	1	1	1	1
Squadron Quarter-Master Sgt.	1	1	1	1
Sergeants	4	4	4	4
Farrier Sergeant	1	1	1	1
Machine Gun N.C.O.'s	2	2
Privates, M.G. Sec.	4	4
Trumpeter	1	1	1	1
Corporals	6	6	6	6
Shoeing-smiths	2	2	2	2
Saddler	1	1	1	1
Privates	74	64	54	44
Drivers (transport)	1	2	1	2
	104	95	78	69
	Note:—As equipment becomes available and M. G. Sec. reported efficient.			
	10 men not mounted. 1 wagon per squad'n.			

Regiments with 2 squadrons :—36th.

Regiments with 3 squadrons :—1st, 6th, 8th, 11th, 13th, 15th, 18th, 19th, 24th, 26th, 27th, 28th, 32nd, 34th, 35th.

Regiments with 4 squadrons :—G.G.B.G., 2nd, 3rd, 4th, 5th, 7th, 9th, 12th, 14th, 16th, 17th, 20th, 21st, 22nd, 23rd, 25th, 29th, 30th, 31st.

One independent squadron at Victoria, B.C.

APPENDIX V.

DIVISIONAL SIGNAL COMPANY.

(*B.W.E., Pt. VII., New Armies, 1915.*)

(Headquarters and 4 Sections.)

Headquarters.

1 Officer.

56 other ranks (sappers, drivers, batmen, signallers, motorcyclists, R.A.M.C., interpreter).

1st Line vehicles (technical).

1 Motor car.

1 G.S. wagon R.E.

1 G.S. wagon R.E. (limbered).

No. 1 Section (2 Cable Sections).

2 Officers.

70 other ranks.

1st Line vehicles (technical).

4 Cable wagons (6-horsed).

4 R.E. wagons (limbered, 2-horsed).

Nos. 2, 3 and 4 Sections.

(each), 1 Officer.

26 other ranks (sappers, drivers, signallers, despatch riders).

1st Line vehicles (technical).

(each), 3 R.E. wagons (limbered, 2-horsed).

APPENDIX VI.**CYCLIST COMPANY.***(B. W. E., Pt. VII., New Armies, 1915.)*

Consists of a Headquarters and 6 Platoons.

Headquarters.

2 Officers.

13 other ranks.

Each Platoon.

1 Officer.

30 other ranks.

Total 8 Officers.

193 other ranks.

The above does not include attached, of whom there are 3.
 Each platoon is divided into 6 sections, each of 6 men and 1
 N.C.O.

APPENDIX VII.**A PIONEER BATTALION.***(Supernumerary to the Infantry Brigades of a Division.)*

(Headquarters, 4 Companies and a M.G. Section.)

Headquarters. 1 Lieut.-Col.

1 Major.

1 Adjutant.

1 Quarter-Master.

Total 4 Officers.

71 other ranks (not including attached).

4 Companies (each) 6 Officers.

224 other ranks.

Machine Gun Section. 1 Officer.

34 other ranks.

The technical transport for each company comprises :—

2 pack mules for ammunition.

2 pack mules.

1 R. E. wagon for tools (limbered).

1 G. S. wagon (6-horsed) for tools.

APPENDIX VIII.

MOTOR MACHINE GUN BATTERY.

(6 Machine Guns.)

4 Officers.

55 other ranks.

1st Line vehicles (technical).

9 motorcycles.

6 " " with side-cars for guns.

12 " " " " " men.

3 motor cars (with box bodies) for spare men and ammunition.

This unit is divided into 3 sections of 2 guns, 3 motorcycles, and 3 motorcycles with side-cars to each.

APPENDIX IX.

A FIELD AMBULANCE (3 SECTIONS).

(B. W. E., Part VII., New Armies, 1915.)

(7 Motor Ambulance Cars, and 32 Ambulance Wagons, horsed.
Can accommodate 150 patients.)

See chart opposite page 108.

*Headquarters-Section, —A.**Bearer Sub-division.* 1 Officer.

42 other ranks.

Tent Sub-division. 3 Officers (1 Lt.-Col.).*(50 Patients.)* 20 other ranks.*Section B. or C.**Bearer Sub-division.* 1 Officer.

41 other ranks.

Tent Sub-division. 2 Officers.*(50 Patients.)* 19 other ranks.

Vehicles 25.

Note:—Attached are not included in the above.

APPENDIX X.

A DIVISIONAL TRAIN.

(B. W. E., Pt. VII., New Armies, 1915.)

(4-horsed Transport Companies, A.S.C.)

(As at 1st August, 1915. Some slight reductions have since been made.)

Note:—Each extra infantry battalion in a division calls for an additional 6 G.S. wagons, to what is given below.

The personnel of Headquarters Company and the 3 remaining companies are divided into details for transport, and for supply.

Headquarters:—Personnel.

3 Officers.

1 Medical Officer.

1 Veterinary Officer (attached).

12 other ranks (including attached).

*Headquarters Co.**Transport Details.*

4 Officers.

194 other ranks.

Supply Details.

2 Officers.

12 other ranks.

1 Interpreter.

*Remaining 3 Companies (each).**Transport Details.*

3 Officers.

76 other ranks.

Supply Details.

2 Officers.

12 other ranks.

1 Interpreter.

Transport
(all kinds).

122 vehicles and
241 heavy draught horses.

123 vehicles and
216 heavy draught horses.

Total Divisional Train (including attached), 507 all ranks; 60 riding, and 457 draught-horses.

APPENDIX XI.

DIVISIONAL AMBULANCE WORKSHOP (A.S.C.) FOR MOTOR
AMBULANCE CARS.

(To be attached to one Field Ambulance.)

<i>Personnel.</i>	<i>Transport.</i>
1 Officer.	1 Motor Car.
20 other ranks.	3 Lorries.

APPENDIX XII.

A SANITARY SECTION—(R.A.M.C. unit).

<i>Personnel.</i>	<i>Transport.</i>
1 Officer.	1 30-cwt. lorry.
27 other ranks.	

(including 2 A.S.C. drivers).

APPENDIX XIII.

A MOBILE VETERINARY SECTION.

<i>Personnel.</i>	<i>Transport.</i>
1 Officer (A.V.C.).	1 G.S. wagon (limbered).
17 other ranks.	

(exclusive of attached).

APPENDIX XIV.

ROYAL FLYING CORPS (*in the field*).

GENERAL	1 Major-General (<i>Commanding</i>).
HEADQUARTERS.	1 Colonel (<i>2nd in Command</i>).
	1 G.S.O., 2nd Grade.
	1 D.A.Q.M.G.
	1 D.A.A. and Q.M.G.
	2 Aides-de-Camp.
<i>Attached.</i>	1 R.A.M.C. Officer.
	1 Officer Interpreter { <i>Supplied by the</i>
	1 Liaison Officer { <i>French Army.</i>

A BRIGADE.

Each consists of two or more wings, and is commanded by a Brigadier-General with a suitable staff.

A WING.

(H.Q. and 3 or more Squadrons).

<i>Headquarters.</i>	1 Lieut.-Colonel (<i>Commanding</i>).
	1 Wing Adjutant.
	1 Equipment Officer.

A SQUADRON

(18 Aeroplanes)

comprises 1 H.Q. Flight and 3 other Flights, lettered A, B and C, and is commanded by a Major.

Headquarters Flight has no aeroplanes, but has workshops, mechanical-transport and wireless section.

- 1 Major (*commanding Squadron*).
- 1 Recording Officer (*usually Senior Flying Officer Observer of Squadron*).
- 1 Equipment Officer.
- 1 Equipment Officer i/c Wireless.
- 2 Flying Officers.

A, B and C Flights. Each comprises 6 aeroplanes.

- 1 Flight Commander (*a Captain*).
- 5 other Flying Officers.

NOTE.—If the squadron is equipped with 2-seater aeroplanes, the establishment allows of 12 Flying Officer Observers in addition.

APPENDIX XV.

KITE BALLOON SQUADRON.

*(Two Sections.)**(Establishment is provisional.)*

- Headquarters.* 2 Officers.
10 other ranks.
- Each Section.* 1 Flight Commander.
4 Balloon Officers.
1 Assistant Equipment Officer.
88 other ranks.

APPENDIX XVI.

MACHINE GUN CORPS.

The Machine Gun Corps is a new Unit. It is organized into *Brigade Machine Gun Companies*, one of these forming part of the establishment of an Infantry Brigade. Such a company might be termed "Brigade Troops."

The personnel of the Machine Gun Companies was in the first instance partly drawn from the Infantry Battalions, but

Machine Gun training depôts have now been formed in Great Britain and from these depôts drafts are sent to complete the strength and to replace casualties in the brigade companies.

As the corps has only been recently authorized, and is still in process of formation, it is not possible to give accurate details of its complete organization. The following figures are thus only approximate, no official ones being available.

A Brigade Machine Gun Company consists of a Headquarters and 4 Sections.

- Headquarters.*
- 1 C.O., who may be a Major.
 - 1 Adjutant or 2nd in Command, a Captain.
 - 1 Sergeant-Major.
 - 1 Quarter-Master Sergeant.
 - 1 Transport Sergeant.
 - 1 Signalling Corporal.
 - 18 Drivers.
 - 1 Armourer.
 - 1 Artificer.
 - 1 Shoeing Smith.
 - 2 Batmen.
 - 4 Signallers (with bicycles).
 - 2 A.M.C. (attached).
- Each Section.*
- 1 Captain or Lieutenant in command.
 - 1 Lieutenant, 2nd in Command.
 - 2 Sergeants.
 - 2 Corporals.
 - 16 Gunners.
 - 2 Batmen.

Each section is equipped with 4 guns, Maxim, Vickers, or Colt, mounted on Mark 4 tripods (a converted mounting has been made for the Colt). Total guns per company, 16.

Transport consists of 16 G.S. limbered wagons, 8 of them carrying 2 guns and ammunition, 8 carrying ammunition only; 1 mess cart; 1 water cart.

3,500 rounds S.A.A. in belts per gun are carried by the transport.

It is expected that battalions will be equipped with Lewis automatic rifles in place of machine guns, all machine gun work being in the future performed by the brigade companies.

APPENDIX XVII.
APPROXIMATE NUMBER OF ROUNDS PROVIDED IN THE FIELD PER GUN.
(British War Estab., Part VII., New Armies, 1915.)

DESCRIPTION OF GUN	With Battery.	With Brigade Ammunition Column.	With Divisional Ammunition Column.	Total with Field Units.	With Ammunition Sub-park.	With Cavalry Divisional Ammunition Park.	With Army Artillery Ammunition Park.	With General Headquarters Ammunition Park.	Other reserves to be maintained on the Line of Communication.	Total to be maintained in the Field.
18 pr. R.H.A.	176	76	144	389	76	160	454	1,000
15 pr. B.L.C.	260	144	144	548	76	267	1,000
18 pr. Q.F. howitzer.	176	76	126	378	76	76	472	800
4.5 in. Q.F. howitzer.	108	48	44	200	40	40	520	800
5 in. B.L. howitzer.	112	48	58	218	76	40	475	800
4.7 in. Q.F. gun.	280	80*	180	40	45	280	500
60 pr. B.L.	80	80*	180	40	45	250	500
13 pr. anti-aircraft.	80	280
18 pr. anti-aircraft.	176	176†

* Ammunition column with battery.

† 280 rounds are carried in one lorry in each Sub-ammunition Park as reserve for anti-aircraft guns.

‡ Any further supply of ammunition above that carried with the gun will be obtained from the nearest R.F.A. Brigade Ammunition Column.

NOTE.—The capacity in rounds, of vehicles allotted for gun ammunition, is as follows:—

VEHICLES	13 pr. Q.F.	15 pr. B.L.C.	18 pr. Q.F.	4.5 in. Q.F. howitzer.†	5 in. howitzer.	60 pr. B.L.	4.7 in. Q.F.
Gun carriage limber.....	24	42	24	12	24
Ammunition wagon, with limber	76	104	76	48	76	40
G.S. wagon.....	144	144	108	66	46	40	48
Lorry, 3 ton.....	280	280	224	112	92	80	72

* Two rounds are carried when going into action.

† The proportion of Shrapnel is 1 to 6 High Explosive Shell, and the latest mark of vehicles are fitted to carry the ammunition on this scale.

APPENDIX XVIIa.

APPROXIMATE NUMBER OF ROUNDS PROVIDED IN THE FIELD (EXCLUSIVE OF L. OF C. RESERVE)
FOR EACH MAN ARMED WITH A RIFLE.
(British War Establn., Part VII., New Armies, 1915.)

FOR EACH RIFLE OF	WITH UNIT.		With Brigade Ammunition Column.	With Divisional Ammunition Column.	Total with Field Units.	With Ammunition Sub-parks.	With Cavalry Divisional Parks.	With General Headquarters Parks.	Total (Exclusive of L. of C. Reserve.)
	On Soldier.	In Regimental Reserve.							
Cavalry	100	100	80	40*	280	50	100	50	380
Divisional Cavalry	100	100	80*	40	300	50	100	50	400
Artillery	60	50†	60	40	100	50	50	50	100
Engineers	120	100	60	40	320	50	50	50	470
Infantry or Pioneers	20	20	20	20	20	20	20	20	20
Army Service Corps	20	20	20	20	20	20	20	20	20
Army Ordnance Corps	20	20	20	20	20	20	20	20	20

* No special provision is made for the carriage of this ammunition. † For discounted men only.
 ‡ For the purpose of arriving at the number of rounds to be carried in Ammunition Columns, the number of rifles is calculated at 600 for Cavalry Regiments, at 1000 for Infantry and Pioneer Battalion, and at 400 for Divisional Mounted Troops. Other units are not considered.
 2. The capacity in rounds, of vehicles and animals allotted for small arms ammunition, is as follows:—Limbered G.S. wagon, 4,000; G.S. wagon, 40,000; pack animal, 2,000; lorry (3 ton), 80,000.

APPROXIMATE NUMBER OF ROUNDS PROVIDED IN THE FIELD (EXCLUSIVE OF L. OF C. RESERVE);
FOR EACH MACHINE GUN.

FOR EACH MACHINE GUN OF	WITH UNIT.		Brigade Ammunition Column.	Divisional Ammunition Column.	Ammunition Sub-park and Cavalry Divisional Park.	General Headquarters Park.	Total (Exclusive of L. of C. Reserve.)
	Service Ammunition.	Regimental Reserve.					
Cavalry	3,500	16,000	6,000	10,850	6,000	3,000	31,500
Motor Machine Gun	5,400	5,250	14,850	5,000	6,000	3,000	31,500
Battery with Cavalry	3,500	8,000	5,000	5,000	3,000	3,000	27,500
Motor Machine Gun	6,400	5,250	5,000	10,850	3,000	3,000	27,500
Battery with Infantry	6,400	5,250	5,000	10,850	3,000	3,000	27,500

APPENDIX XVIII.

GENERAL ORDER NO. 18 OF 1916, RELATING TO THE
ORGANIZATION OF THE TEN MILITARY DISTRICTS.

ORGANIZATION.

General Order 59-(1) of April, 1911, and all orders referred to therein are hereby cancelled, and the following is substituted therefor :—

1. In pursuance of the authority contained in Section 21-(a) of the Militia Act the hereinafter mentioned portions of Canada are formed into Military Districts as hereinafter described, namely,—

2. The Counties of Essex, Kent, Lambton, Elgin, Middlesex, Oxford, Waterloo, Wellington, Perth, Huron and Bruce are formed into a Western Ontario Military District, to be known as the "Military District No. 1," with Headquarters at London, Ontario.

3. The Counties of Lincoln, Welland, Haldimand, Norfolk, Brant, Wentworth, Halton, Peel, York, Ontario, Grey, Dufferin, Simcoe; the Districts of Muskoka, Parry Sound, Algoma and Nipissing, north of the Mattawa and French Rivers (including the Townships of Ferris and Bonfield) are formed into a Central Ontario Military District to be known as the "Military District No. 2," with Headquarters at Toronto, Ontario.

4. The Counties of Durham, Northumberland, Victoria, Peterborough, Hastings, Prince Edward, Lennox, Addington, Frontenac, Haliburton, Carleton, Dundas, Glengarry, Renfrew, Russell, Stormont, Grenville, Lanark, Leeds, Prescott, the District of Nipissing south of Mattawa River (exclusive of Townships of Ferris and Bonfield), in the Province of Ontario, and the Counties of Wright, Labelle and Pontiac, in the Province of Quebec, are formed into an Eastern Ontario Military District, to be known as the "Military District No. 3," with Headquarters at Kingston, Ontario.

5. The Counties of Jacques Cartier, Hochelaga, Laval, Vaudreuil, Soulanges, Napierville, Beauharnois, Chateauguay, Huntingdon, Laprairie, Argenteuil, Terrebonne, Two Mountains, Montcalm, L'Assomption, Joliette, Berthier, Maskinonge,

St. Maurice, Three Rivers, St. John, Iberville, Mississquoi, Brome, Shefford, Rouville, Chambly, Vercheres, St. Hyacinthe, Bagot, Drummond, Richelieu, Yamaska, Nicolet, Arthabaska, Sherbrooke and Stanstead are formed into a Western Quebec Military District to be known as the "Military District No. 4," with Headquarters at Montreal, Quebec.

6. The Counties of Wolfe, Richmond, Compton, Beauce, Bellechasse, Bonaventure, Dorchester, Gaspé, Kamouraska, Lévis, L'Islet, Champlain, Charlevoix, Chicoutimi, Montmorency, Quebec, Portneuf, Saguenay, Lotbinière, Montmagny, Megantic, Rimouski and Teniscouata are formed into an Eastern Quebec Military District, to be known as the "Military District No. 5," with Headquarters at Quebec City, Quebec.

7. The Provinces of Nova Scotia, New Brunswick and Prince Edward Island are formed into a Maritime Military District, to be known as the "Military District No. 6," with Headquarters at Halifax, Nova Scotia.

8. The Province of Manitoba and the Territory of Keewatin and the Districts of Thunder Bay and Rainy River, in the Province of Ontario are formed into a Manitoba Military District, to be known as the "Military District No. 10," with Headquarters at Winnipeg, Manitoba.

9. The Province of British Columbia is formed into a British Columbia Military District to be known as the "Military District No. 11," with Headquarters at Victoria, British Columbia.

10. The Province of Saskatchewan is formed into a Saskatchewan Military District, to be known as the "Military District No. 12" with Headquarters at Regina, Saskatchewan.

11. The Province of Alberta and the Territory of Mackenzie are formed into an Alberta Military District, to be known as the "Military District No. 13," with Headquarters at Calgary, Alberta.

12. General Order 58 of 1915, and all orders referred to therein are hereby cancelled, and the following is substituted therefor,—

(a) Subject to the regulations and to the instructions issued from time to time from Militia Headquarters, a District Officer

Commanding will exercise military command over all troops within his District; within that area he is the representative of the Minister of Militia and Defence and he is charged with and responsible for,—

1. The efficiency, discipline and interior economy of the troops;
2. The military training of the officers and men under his command;
3. The arrangements for mobilization and the maintenance of mobilization equipment;
4. The maintenance of the armament, works and buildings;
5. The economical control of all expenditures whether of money, supplies or stores within the District;
6. The proper conduct of all departmental services;
7. The compilation of the necessary estimates for such services;
8. Recruiting and discharges;
9. The inspection of barracks, armouries and other government buildings, arms, ammunition, equipment, clothing and stores of every description in charge of units of the Active and Permanent Militia, except technical artillery, engineer and medical stores;
10. The issue and return to stores of arms, ammunition, equipment and other stores required by units within his District according to the scales laid down in Militia Regulations.
11. The collating, compiling and forwarding to Headquarters of all returns, states, etc., necessary for the administration of units of the Active and Permanent Militia within his District.

(b) A District Officer Commanding is hereby empowered to convene district courts martial for the purpose of trying any man of the Militia who is within his district and who is subject to military law and to the Militia Act, the Army Act and the regulations made under the authority of those Acts, and who is charged with any offence under either of said acts, and

he is hereby empowered to confirm the findings of such courts, and to approve, confirm, mitigate or remit the sentence of such courts, and to cause such sentences to be put into execution according to the provisions of the Militia Act, the Army Act, and the regulations made under the authority of those Acts; and, further, he is empowered to appoint Judge-Advocates and such Judge-Advocates shall have authority to exercise the powers and perform the duties set out in No. 103 of the Rules of Procedure made under the authority of Section 70(1) of the Army Act, and to exercise generally the functions which by said rules are allotted to a Judge-Advocate in relation to a court martial convened under the authority of the Army Act.

(c) The officer duly appointed in Militia Orders to administer a District during the absence of the District Officer Commanding, is hereby given the same powers as a District Officer Commanding has to convene District courts martial, to appoint Judge-Advocates, to confirm the findings of such courts, and to approve, confirm, mitigate and remit their sentences, and to cause such sentences to be put into execution.

APPENDIX XIX.

PERMANENT FORCE OF CANADA.

Pay and Conditions of Service.

ENLISTMENT.

Applicants for enlistment must be bona fide British subjects of good character, unmarried, between the ages of 18 and 45, in good health, not less than 5 feet 5 inches in height (5 feet 6 inches for Artillery) and 34 inches round the chest. They will be required to enlist for three years, and pass a medical examination before attestation.

CORPS.—ROYAL CANADIAN DRAGOONS, LORD STRATHCONA'S HORSE (ROYAL CANADIANS), ROYAL CANADIAN HORSE ARTILLERY, ROYAL CANADIAN GARRISON ARTILLERY, ROYAL CANADIAN ENGINEERS, ROYAL CANADIAN REGIMENT INFANTRY, CANADIAN PERMANENT ARMY SERVICE CORPS, PERMANENT ARMY MEDICAL CORPS, CANADIAN PERMANENT ARMY VETERINARY CORPS, CANADIAN ORDNANCE CORPS, CANADIAN ARMY PAY CORPS, AND CORPS OF MILITARY STAFF CLERKS.

	On appointment.	After 4 years.
Conductor	\$2 25	\$2 50
Master Gunner, 1st Class	2 25	2 50
1st Class Staff Sergeant-Major	2 25	2 50
Master Gunner, 2nd Class	2 00
Garrison Sergeant-Major	2 00
Regimental Sergeant-Major	2 00
Sub-Conductor	2 00
Other Sergeant-Majors (W.O.)	2 00
Master Gunner, 3rd Class	1 50	1 80
Quarter-Master Sergeant	1 50	1 80
Squadron, Battery or Company Sergeant-Major	1 30	1 45
Squadron, Battery or Company Quarter-Master Sergeant	1 30	1 45
Colour Sergeant and Staff Sergeant	1 30	1 45
Sergeant	1 00	1 20
Corporal	0 85	0 90
Bombardier and 2nd Corporal	0 75	0 80
Acting Bombardier and Lance Corporal	0 60	0 70

	On enlistment.	After 3 years qualifying service.	After 6 years qualifying service
Gunner, Sapper, Driver and Private	\$0 50	\$0 60	\$0 70
Trumpeter, Bugler and Drummer over the age of 18 years	0 50	0 60	0 70
Trumpeter, Bugler, Drummer and boys under 18 years	0 40

ENLISTMENT—(Continued).

INSTRUCTORS.

On appointment, Sergeant Instructors.....	\$1 20
After 3 years' service, Squadron, Battery or Company Sergeant-Major Instructor or Colour Sergeant Instructor.....	1 50
After 3 years as Colour Sergeant Instructor, etc., Quarter-Master Sergeant Instructor.....	1 70
After 4 years as Quarter-Master Sergeant Instructor.....	2 00
If selected as Sergeant-Major Instructor (W.O.).....	2 20
After 5 years as Sergeant-Major Instructor.....	2 50
After 9 years as Sergeant-Major Instructor.....	2 50

SUPERNUMERARY STAFF, R.C.E.

Military Foreman of Works, Military Mechanist and Engineer Storekeeper.

Staff Sergeant, while on probation.....	\$1 25
Staff Sergeant, on appointment.....	1 50
Staff Sergeant, after 3 years on Supernumerary Staff.....	1 75
Quarter-Master Sergeant, after 5 years as Staff Sergeant on Supernumerary Staff.....	2 00
Quarter-Master Sergeant, after 4 years as Quarter-Master Sergeant.....	2 25
Sergeant-Major, after 4 years as Quarter-Master Sergeant, if promoted to Sergeant-Major (W.O.).....	2 30
Sergeant-Major, after 4 years as Sergeant-Major.....	2 50

Engineer Clerks, Military Draughtsmen and Topographical Surveyors.

Sergeant, on appointment.....	\$1 25
Staff Sergeant, after 3 years as Sergeant Engineer Clerk.....	1 50
Quarter-Master Sergeant, after 3 years as Staff Sergeant Engineer Clerk.....	1 75
Quarter-Master Sergeant, after 4 years as Quarter-Master Sergeant Engineer Clerk.....	2 00
Sergeant-Major, on promotion to Sergeant-Major W.O.).....	2 25
Sergeant-Major, after 5 years as Sergeant-Major.....	2 50

ARMAMENT ARTIFICERS, C.O.C.

Armament Staff Sergeant, while on probation.....	\$1 20
Armament Staff Sergeant, after probationary period.....	1 65
Armament Quarter-Master Sergeant, after 3 years as Armament Staff Sergeant.....	2 00
Armament Quarter-Master Sergeant, after 3 years as Armament Quarter-Master Sergeant.....	2 25
Armament Sergeant-Major, after 3 years as Armament Quarter-Master Sergeant if promoted to W.O.....	2 30
Armament Sergeant-Major, after 4 years as Sergeant-Major (W.O.).....	2 50

ARMOURER SECTION, C.O.C.

	On appointment.	After 4 years.
Armourer Privates.....	\$0 75
Armourer Lance Corporals.....	1 00
Armourer Corporals.....	1 30
Armourer Sergeants.....	1 40	1 60
Armourer Staff Sergeants.....	1 65	1 80
Armourer Quarter-Master Sergeants.....	1 90	2 10
Armourer Sergeant-Majors.....	2 25	2 50

ENLISTMENT—(Continued).

CORPS OF MILITARY STAFF CLERKS.

Corporal, on probation, while undergoing course of training.....	\$0 85
Corporal, on probation, if training dispensed with.....	1 10
Sergeant, on appointment.....	1 25
Staff Sergeant, after 3 years as Sergeant.....	1 50
Quarter-Master Sergeant, after 3 years as Staff Sergeant.....	1 75
Quarter-Master Sergeant, after 4 years as Quarter-Master Sergeant.....	2 00
Sergeant-Major, not less than 5 years as Quarter-Master Sergeant	2 25
Sergeant-Major, after 6 years, if specially selected.....	2 50
Staff Clerk, if qualified in Shorthand as Stenographer, 10 cents per diem extra pay.	

SECTION "B" MILITARY STAFF CLERKS, STAFF ORDERLY SERVICE,
MILITIA HEADQUARTERS.

Private, on appointment.....	\$0 80
Private, after 2 years service as Staff Orderly.....	0 95
Private, after 4 years service as Staff Orderly.....	1 10
Private, after 6 years service as Staff Orderly.....	1 25
Private, after 8 years service as Staff Orderly.....	1 40
Corporal.....	1 50
Sergeant.....	1 75

ARTIFICERS.

Farriers, Saddlers, Carriage Smiths, Shoeing Smiths, Collarmakers,
Whealers, Carpenters, Tinsmiths, Blacksmiths, Coopers,
Sailmakers and Painters.

Gunner or Private.....	\$0 75
Acting Bombardier or Lance Corporal.....	0 80
Bombardier and 2nd Corporal.....	0 90
Corporal.....	1 10
Sergeant.....	1 30
Staff Sergeant.....	1 60
Quarter-Master Sergeant.....	1 80
Quarter-Master Sergeant, after 4 years.....	2 00
Sergeant-Major.....	2 10
Sergeant-Major, after 4 years.....	2 25
Sergeant-Major, after 8 years.....	2 50

BANDS.

	On appoint- ment.	After 3 years.	After 6 years.
Bandmaster.....	\$3 00	\$3 25	\$3 50
Band Sergeant.....	1 35	1 50	1 75
Band Corporal.....	1 00	1 10	1 25
Band Bombardier.....	0 85	1 05	1 20
Bandmen.....	0 65	0 75	0 90

ENLISTMENT—(Continued).

Free Rations, Barrack Accommodation, and Medical Attendance.

CLOTHING.

A recruit on enlistment will be credited with sums varying from \$131.75 in dishmounted branches to \$170.70 in mounted branches, from which he has to purchase and maintain the articles of clothing enumerated below.

Any portion of these sums remaining unexpended at the termination of his three years engagement is paid to the man.

2 Pairs Boots,	1 Shirt, "Service" Dress,	1 Cape, drab,
1 Cap, Tuque,	1 Pair Trousers, "Service."	1 Cap "Winter."
1 Cap, drab, serge,	2 Pairs Trousers, drab, serge,	1 Pair Gloves, "Winter,"
1 Cap, blue,	1 Pair Trousers, blue cloth,	1 Muffler,
1 Jacket, drab, serge,	1 Pair Trousers, blue serge,	1 Pair Rubbers,
1 Jacket, serge,	1 Tunic,	1 Pair Stockings.
1 Pair Puttees, blue,	1 Waistcoat, Cardigan,	
1 Pair Puttees, drab,	1 Greatcoat, drab,	

In addition, men of mounted branches have to purchase and maintain the following:—1 pair Wellington boots, 1 pair gloves (summer), 1 pair cloth pantaloons, 1 pair Bedford cord pantaloons, and (Royal Canadian Dragoons and Lord Strathcona's Horse) 1 pair knee-boots and 1 pair gauntlets.

REGIMENTAL NECESSARIES.

Free on joining and to be kept in serviceable order at the soldier's expense during his whole period of service, viz:—

3 Over Shirts,	1 Razor and Case,	1 Cloth Brush,	2 Pairs Drawers,
2 Under Shirts,	1 Bag, Kit,	1 Pair Shoe Brushes,	1 Box of Blacking,
1 Button Brush,	1 Button Brass,	1 Hold-all,	2 Towels.
1 Hair Brush,	3 Pairs Socks,	1 Table Spoon,	
1 Shaving Brush,	1 Pair Braces,	1 Comb, Hair,	
1 Fork and Knife,	1 Tin of Dubbing,	1 Sponge, Pipeclay,	

The actual and necessary cost of transport not, however, to exceed ten dollars in any case, will be refunded to men on enlistment upon satisfactory proof of such expenditure having been incurred.

Members of the following trades are required for the Royal Canadian Engineers:—Carpenters, Masons, Electricians, Plumbers, Steamfitters and Helpers, Bricklayers, Telegraphers, Locksmiths, Painters, Paper Hangars, Glaziers, Joiners, Cabinet-makers, Plasterers and Machinists.

PENSIONS.

After twenty years' service and upwards, soldiers become entitled, on discharge, to a pension for life, varying from 30 cents to \$1.40 a day, according to rank and length of service.

Soldiers who have completed not less than 15 years service and are incapacitated through infirmity of mind and body, shall be entitled to retire and receive a pension for life.

APPENDIX XX.

DRESS OF STAFF.

Extracts from Army Order No. 92, of 1916, relative to distinguishing badges for officers holding General, Administrative, Technical and Departmental Staff Appointments, and Miscellaneous Appointments in the British Service. "..... the following instructions regarding distinctions in dress are published for information and guidance."

A.—"Officers holding the following appointments will wear the staff forage-cap, with peak embroidered or plain, according to rank, and with a cover of drab material fitted so as to shew the *scarlet* band, badge, and peak. They will also wear *scarlet* cloth gorget patches—

"Asst. Mil. Sec'y, A.D.C., G.S.O., A.A.G. i/c Administration, D.A.A.G., D.A.Q.M.G., A.A. and Q.M.G., D.A.A. and Q.M.G., Staff Capt., Staff Lieut., Brigade Major, Colonel commanding an Inf. Brig., Mil. Sec'y, Dep. Asst. Mil. Sec'y, D.A.G., D.A. and Q.M.G., D.Q.M.G.," and certain Inspectors specified in the A.O.

B.—"Officers holding the following appointments will wear their regimental or departmental forage-cap and badge, with a band of *blue* cloth, special shade, and a cover of drab material fitted so as to show the band and badge. They will also wear *blue* cloth gorget patches with a line of crimson gimp and small regimental or departmental gorget button"—

The list includes:—Directors, Assistant Directors, Deputy Directors, and Assist. Deputy Directors of Services and Departments; the Command Paymaster, Garrison Adjt., Provost and Assist. Provost Marshal, Camp Commandant and Assistant Camp Commandant, Commandant of I. of C., Adm. Commandant, Directors of Supplies and of Transport, Train Conducting Officers and Military Landing Officers.

C.—"An officer holding one of the following appointments will wear the regimental or departmental forage-cap and badge, with a band of *green* cloth and fitted with a cover of drab material so as to shew the band and badge. He will also wear gorget patches of *green* cloth with a line of green gimp and a regimental or departmental gorget button"—

The list comprises:—District Barrack Officer, Officers employed on Recruiting Duties, Officers attached to the Genl. Staff for Musketry Duties at the H.Q. of Commands and Divisions, Officers attached to a Brigade for Musketry Duties, S.O., Musketry Camp.

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The prefix Canadian is not used. Items marked (B) refer solely to the British Service. Items marked (C) refer primarily to the Canadian Militia.

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