



SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, FEBRUARY 21, 1895.

Published by Authority.

WELLINGTON, THURSDAY, FEBRUARY 28, 1895.

*Volunteer Regulations.*

(L.S.)

GLASGOW, Governor.  
A PROCLAMATION.

WHEREAS by "The Defence Act, 1886," power is given to the Governor from time to time to make, alter, or revoke regulations respecting the enrolment, promotion, discipline, training, exercise, arms, accoutrements, clothing, equipment, conveyance, pay, rations, and lodging of the Forces, or any portion thereof, and respecting the several other matters in the said Act relating to Volunteers and the Volunteer Force: And whereas by three Proclamations, dated respectively the twenty-sixth day of November, one thousand eight hundred and eighty-eight, the eleventh day of January, one thousand eight hundred and ninety, and the twenty-seventh day of March, one thousand eight hundred and ninety, regulations were made under the said Act for the purposes aforesaid: And whereas it is expedient now to revoke the said regulations, and in lieu thereof to make other regulations:

Now, therefore, I, David, Earl of Glasgow, the Governor of the Colony of New Zealand, in pursuance of the aforesaid power, do hereby revoke the aforesaid regulations of the twenty-sixth day of November, one thousand eight hundred and eighty-eight, the eleventh day of January, one thousand eight hundred and ninety, and the twenty-ninth day of March, one thousand eight hundred and ninety, and in lieu thereof do hereby make the regulations specified in the Schedule hereto. And I do further declare that this Proclamation, and the regulations hereby made, shall come into force on the first day of March, one thousand eight hundred and ninety-five.

Given under the hand of His Excellency the Right Honourable David, Earl of Glasgow; Knight Grand Cross of the Most Distinguished Order of Saint Michael and Saint George; Governor and Commander-in-Chief in and over Her Majesty's Colony of New Zealand and its Dependencies, and Vice-Admiral of the same; and issued under the Seal of the said Colony, at the Government House, at Wellington, this twenty-sixth day of February, in the year of our Lord one thousand eight hundred and ninety-five.

R. J. SEDDON,  
Minister of Defence.

GOD SAVE THE QUEEN!

SCHEDULE.

ENROLMENT.

- Every person, upon enrolling himself, shall sign an engagement to serve until lawfully discharged, and take and sign the oath or make a solemn affirmation as prescribed by the Act, and the document so signed shall be attached to the attestation paper (Form V.-1). The attestation paper, duly numbered and recorded, is to be kept in the District Office.
- No person under seventeen years of age shall be enrolled as a Volunteer, except by special authority, or in the case of

boys who are to be trained as trumpeters, drummers, buglers, or musicians, not exceeding two to a corps or company, and who may be enrolled at twelve years of age, with the sanction of the Officer Commanding the District.

3. Apprentices are not to be enrolled without the consent in writing of their masters.

4. Enrolments may take place at any time, but men enrolled during the last three months of the Volunteer year shall not count towards the strength of corps for capitation for the current year; persons desirous of joining the Force must submit their names to the Officer Commanding the Corps they wish to enter, for his approval, and must give him the following particulars: Age, height, chest measurement, occupation, and address.

5. A Volunteer shall be entitled to his discharge after one year's service, upon complying with the provisions of section 53 of "The Defence Act, 1886" (hereinafter called the Defence Act).

6. No member of one corps shall be enrolled in another until he has legally ceased to be a member of his former corps.

7. The members of a Volunteer corps are either enrolled, reserve, or honorary. The minimum height for Volunteers shall be, for Artillery corps, 5ft. 6in., and for all other corps 5ft. 4in., with a chest measurement of not less than 32in.; but exceptions to this standard may be allowed by the Officer Commanding the District in the case of bandmen.

ESTABLISHMENT.

8. The establishment of officers, non-commissioned officers, and men of all corps will be according to the following table:—

Strength.	ESTABLISHMENT.										Total.
	Captains or Lieutenants-Commanding.	Lieutenants.	Chief Petty Officers, Troop or Battery Sergeants-Major, Quartermaster-Sergeants, & Colour-Sergeants.	1st Class Petty Officers & Sergeants.	2nd Class Petty Officers & Corporals.	Bombardiers or Leading Gunners.	Trumpeters or Buglers & Drummers.	Troopers, Gunners, and Privates.	Officers.	Non-Commissioned Officers and Rank & File.	
Cavalry and Mounted Infantry:											
Maximum	1	2	2	4	4	...	248	3	60		
Minimum	...	...	...	...	...	...	...	3	40		
Naval Artillery:											
Maximum	1	3	2	4	4	...	288	4	100		
Minimum	...	...	...	...	...	...	...	3	60		
Artillery:											
Maximum	1	2	2	4	4	4	244	3	60		
Minimum	...	...	...	...	...	...	...	3	40		
Engineers											
Maximum	1	2	2	4	4	...	248	3	60		
Minimum	...	...	...	...	...	...	...	3	40		
Rifles:											
Maximum	1	2	1	4	4	...	150	3	60		
Minimum	...	...	...	...	...	...	...	3	40		

The maximum strength of all branches of the service at the four centres will be as follows:—

District.	Mounted Corps.		Navel Artillery Corps.		Field Artillery Corps.		Engineer Corps.		Rifle Corps.		Garrison Bands.		Total all Arms.	
	No.	Strength.	No.	Strength.	No.	Strength.	No.	Strength.	No.	Strength.	No.	Strength.	No.	Strength.
Auckland ...	1	63	3	312	1	63	1	63	4	252	1	26	11	779
Wellington ...	1	63	3	312	1	63	1	63	4	252	1	26	11	779
Christchurch (including Lyttelton)	1	63	3	312	1	63	1	63	4	252	1	26	11	779
Dunedin (including Port Chalmers)	1	63	3	312	1	63	1	63	4	252	1	26	11	779
Total ...	4	252	12	1,248	4	252	4	252	16	1,008	4	104	44	3,116

9. Any corps will be entitled to an Honorary Surgeon and an Honorary Chaplain. Mounted corps will be entitled to an Honorary Veterinary Surgeon.

#### CORPS.

"Volunteer corps" includes any body of Naval Artillery and of Cavalry, any battery of Artillery, any company of Engineers, Mounted Rifles, and Rifles, and any body of the Reserve as organized under these Regulations. All these corps except the Reserve corps will be entitled to capitation under the prescribed conditions.

#### PRECEDENCE.

10. The Volunteer Force shall consist of the following different arms, which will rank in the order named:—

Naval Artillery Volunteers.

Cavalry and Mounted Rifles Volunteers, when dismounted.

Artillery Volunteers.

Engineer Volunteers.

Rifle Volunteers.

Cavalry, Field Artillery, and Mounted Rifles (when mounted) take precedence of all other arms of the service.

11. Relative precedence of corps of the same arm shall be determined by the date on which the Governor accepts their services.

12. The relative precedence of officers of the entire Volunteer Force shall be determined solely by the ranks and dates of commissions in that Force.

13. An officer holding a substantive commission takes precedence of all officers holding acting appointments in the same rank. Acting officers take rank among themselves according to the dates of their acting appointments.

14. Lieutenant-Commanders of Naval Artillery rank as Captains in other corps according to dates of commissions. Lieutenants of Naval Artillery rank as Lieutenants of other corps according to dates of commissions.

#### COMMANDER OF THE FORCES.

15. When the office of the Commander of the Forces is vacant, the duties laid down in these regulations for that officer shall be performed by the Under-Secretary for Defence.

#### OFFICER APPOINTED TO INSPECT VOLUNTEERS.

16. Any officer appointed for the purpose of inspection may once in each year order a parade of any Volunteer corps for inspection, and any officer or Volunteer who absents himself from such parade, without permission of the officer ordering the same or reasonable excuse, of which such Inspecting Officer shall be the judge, is liable to the penalty provided in section 52 of the Defence Act.

17. In the event of an officer or Volunteer being prevented from attending the parade by sickness, the fine may be remitted on the production of a certificate to that effect, duly certified to by a medical man.

18. The Inspecting Officer, when making his official inspection, shall be recognised as the senior officer at all parades he may attend.

19. The Inspecting Officer's duties are limited to inspections, but he shall have power at any time to order the production of all Government properties, stores, &c., in possession of a corps, and to examine all books and other official documents in use or authorised by these regulations.

20. On notification from the Inspecting Officer, the Officer Commanding the District will call such parades as may be required by him.

#### OFFICERS IN COMMAND OF DISTRICTS.

21. Officers in command of districts will reside at the headquarters of their districts, and are responsible for the maintenance of proper order and discipline in the Force under their command, the accuracy of all returns rendered or called for, the conduct of all correspondence in connection with the several corps in their command, and will see that the non-commissioned officers of the Permanent Staff efficiently and faithfully perform their various duties.

22. Correspondence from corps with the Defence Office must be forwarded through the Officer Commanding the District, and all communications will be replied to through the same channel.

23. All circulars, orders, and instructions emanating from the Defence Office are to be promulgated to corps immediately on receipt of the same by a district order or such other means as, under local circumstances, may prove most convenient and expeditious.

24. All correspondence between Officers Commanding Corps and Officers Commanding Districts must be direct, and signed by the Officer Commanding the Corps.

25. In the absence of the Officer Commanding the District, the senior combatant officer resident at head-quarters, unless otherwise ordered, will assume the command, and perform all duties attached to that office.

26. Officers Commanding Districts will, before the end of the first month of each Volunteer year, forward a report for the previous year on the Volunteers of their district to the Defence Office, in which the efficiency of each corps and of the officers and non-commissioned officers is to be specially dealt with. The Volunteer year is the year beginning on the first day of March and ending on the last day of February.

27. The District Commanding Officer shall have access to the muster-rolls and other official documents of all corps in his district, and shall keep a muster-roll of each corps himself.

28. The District Commanding Officer will prepare and furnish all returns required by the Defence Office.

29. The District Commanding Officer is responsible for the correctness of all returns and documents which pass through his office.

30. The offices, books, and accounts of the District Commanding Officer will be open at all times to the inspection of the officer appointed for that purpose.

31. District Commanding Officers will be held responsible that no arrear is suffered to occur in the work of their offices, and that their books are posted up regularly, so that they may at all times be ready for inspection.

32. The District Commanding Officer will visit corps and practice ranges periodically.

33. The District Commanding Officer will, when necessary, perform the duties of Paymaster.

34. As Acting-Paymaster it will be the District Commanding Officer's duty to exercise a special supervision over all claims submitted against the Government, and to the settlement of all claims on behalf of corps in his district; and to watch over the issue and return of all stores, and their proper treatment and preservation.

35. When a District Commanding Officer is transferred from one district to another, he will retain in the general service the date of his first appointment to the staff.

36. In the event of a District Commanding Officer being absent on leave at the date on which returns are due in the Defence Office, they should be signed by the officer who is performing his duties.

37. The paid staff non-commissioned officers of each district will be under the orders and supervision of the District Commanding Officer.

#### OFFICERS.

38. The commissioned officers of the Volunteer Force shall be appointed by the Governor. All proposed appointments, promotions, and resignations of commissions of officers must be submitted to the Defence Minister for approval.

39. All appointments, promotions, resignations, and dismissals of commissioned officers shall be inserted in the *Gazette*, and resignations and dismissals shall, unless notified to the contrary, be held to mean absolute withdrawal from the Volunteer force.

40. On forwarding an application for the formation of a corps or company, the senior officer of the branch of the service of the proposed new corps will satisfy himself that the officers indicated in the application are fit and proper persons for receiving Her Majesty's commission, and will certify to this effect in forwarding the same to the Officer Commanding the District, who will indorse the certificate if he approves. The Commander of the Forces will, if he is satisfied, make a recommendation to the Defence Minister, and with his approval will appoint the gentlemen as acting officers to the proposed corps.

41. Acting officers must, within six months of such appointment, pass the prescribed examination. Failure to do so will entail the cancelling of an acting appointment, but on the recommendation of the Officer Commanding the District a fresh acting appointment may be made for three months only.

42. If a vacancy arises for a subaltern in any corps or company the commanding officer of the corps will, within a reasonable time, submit to the senior officer of his branch of the service the name of a candidate for appointment, and, as laid down in the foregoing paragraph, an acting appointment may be made.

43. On acting officers passing the prescribed examination the Commander of the Forces will recommend to the Defence Minister that a commission be issued.

44. When acting appointments are granted in a corps no promotions will be gazetted until the required examinations have been passed by the officer or officers on whom the acting appointments have been conferred.

45. Commissions of officers attached to corps will be issued in the name of the particular corps to which they belong; but all other officers may be appointed to special corps, or to the Volunteer list generally, as may appear necessary.

46. The commission of an officer dates from the day he passes his examination, but officers of Naval Artillery, Artillery, and Engineers will be allowed nine months to qualify themselves for their respective examinations.

47. The examinations will be held on the first Wednesday in each quarter of the Volunteer year. Acting officers must present themselves for examination within the period of their acting appointment.

48. The ages at which candidates for commissions in the Volunteer Force are eligible for appointment will be as follows:—

Naval Artillery:—			
Lieutenant-Commander	...	21 years and upwards.	
Lieutenant	...	18	"
Naval Cadets	...	14	"
Other branches:—			
Captain	...	21 years and upwards.	
Lieutenant	...	18	"

49. Should a vacancy arise in the command of any corps or company the senior officer of that branch in the district will recommend, or state his reasons why he does not recommend, the senior subaltern of the corps or company for promotion.

50. If he recommends the promotion the Officer Commanding the District will satisfy himself that the officer is fitted for promotion, and will then recommend that an acting appointment may be made if the officer has not passed for promotion, or that a commission may be issued if he has so passed.

51. The Commander of the Forces will either make the acting appointment or else recommend the Defence Minister that a commission in the higher rank be issued.

52. Six months are allowed from the date of the acting appointment for the officer to pass the prescribed examination. Failure to comply with this will entail the cancelling of the acting appointment and the reverting of the officer to his former rank. A further acting appointment for three months only may be made.

53. The highest rank that may be held by officers in command of corps or companies is: For Naval Artillery, Lieutenant-Commanders with relative rank of Captain; for other branches of the service, Captain.

54. Promotion to field rank will be made by selection and on the advice of the Commander of the Forces.

55. Officers promoted to field rank must pass the prescribed examination within six months of appointment.

56. An officer may be transferred from one corps or company to another corps or company of the same branch of the service in the same rank, but he shall rank as junior in his rank in the new corps or company.

57. An officer may be transferred from one corps or company to another corps or company of another branch of the service in the same rank, but as junior of that rank in his new corps, provided that he passes the prescribed examination for his rank in the new branch of the service within six months of transfer.

58. An officer may be promoted on the recommendation of the Commander of the Forces into another corps or company, provided that within six months thereafter he passes the prescribed examination for the rank and branch of the service into which he is promoted.

59. Officers will not be permitted to pass the examination for promotion to the next higher rank until they have completed three years' service in their own rank, unless for the purpose of actual promotion.

60. Every officer must possess a competent knowledge of his duties, and give a proper attendance to the drills of his corps, and the administrative duties connected therewith; and any officer who does not attend the number of drills prescribed for the enrolled Volunteers to qualify them for capitulation must make good the amount of such capitulation to the funds of his corps, and will not be allowed to retain his commission, unless the Officer Commanding the District is satisfied that there are special reasons for a relaxation of this regulation.

61. Commanding Officers of Corps will report any casualty in the corps, without delay, direct to the Officer Commanding the District, and submit for acceptance the resignations of officers of their respective corps.

62. On the disbandment of any corps the commissions of all officers therein shall lapse, except they be transferred to other corps or to the Reserve.

63. Officers who bring satisfactory proof that they have served in a similar arm in Her Majesty's Forces, or Auxiliary Forces, or who, since May, 1885, have passed the prescribed examination for a similar rank and arm in the New Zealand Volunteers, may receive commissions without passing a further examination.

64. Any officer quitting the colony without leave of absence will forfeit his commission.

#### EXAMINATION AND INSTRUCTION OF OFFICERS.

65. There shall be constituted a Central Board of Examination, composed of such officers as may from time to time be appointed by the Governor.

66. It shall be the duty of the Central Board to prepare the questions to be put to all officers of the New Zealand Volunteer Force at their examinations for first commissions and for promotion, to examine the papers when returned by the several local Boards, and to award marks accordingly.

67. The written examinations will be carried out under the superintendence of Local Boards to be appointed by the Governor, which shall consist of not less than three members, one of whom shall be present during the examination, and see that the candidates do not refer to persons or books. Members of Local Boards will not open the envelopes containing the questions sent by the Central Board till the candidates are assembled. The Local Board, or two of them, will personally decide the proficiency of Volunteer officers in the *visd voce* and drill parts of their examination. The papers containing the answers must not be signed by candidates, but will be distinguished by numbers, and the names must not be communicated to the Central Board till marks are awarded. The President of the Local Board will be the Officer Commanding the District, who must be present at the *visd voce* examination.

68. Candidates for commissions or promotions will be required to pass in the syllabus laid down from time to time under these regulations.

69. Officers Commanding Districts will encourage as far as possible the formation of classes for the instruction of officers and non-commissioned officers in their various military duties and drill.

#### MEDICAL STAFF.

70. The ranks of officers in the Medical Department of the Forces will be as follows: Surgeon-General, Brigade-Surgeon, Lieutenant-Colonel, Surgeon-Major, and Surgeon-Captain.

71. Medical officers who have seen actual service with the Colonial Forces will be entitled to reckon one year of such service as two in determining their relative seniority with other medical officers, and those who have been posted to the Militia or Armed Constabulary may reckon the years that they have served with those Forces when called out for training and exercise, in addition to any service as Honorary Surgeons or Assistant-Surgeons in a Volunteer corps to which they are entitled.

72. The general medical list shall include all medical officers.

73. Medical officers who have served for more than twenty years in the Defence Forces will, on completing such period of service, be entitled to be appointed Brigade-Surgeons Lieutenant-Colonel; and a medical officer who has served for more than twelve years will be entitled to be appointed Surgeon-Major. In both cases such officers will be entitled to count extra service as provided for by preceding paragraphs.

74. The Surgeon-General will be appointed by the Governor from time to time, and will be responsible that only such medical officers are appointed as are properly-qualified practitioners, and will receive and forward to the Commander of the Forces all applications for appointment to the General List; and, if any medical officer has been reported as having rendered himself liable, by misconduct, to be struck off the list of medical officers, the Surgeon-General will assist in the investigation of the complaint.

75. On the report of a departmental offence to the Commander of the Forces a Board of three medical officers—one of whom shall be the Surgeon-General or senior medical officer on the station—will be assembled to inquire into the case and report thereon through the Surgeon-General if he shall not have been a member of the Board.

76. Medical officers who have served in Her Majesty's Naval or Military Forces will be entitled to the substantive rank held by them in the Imperial Forces.

77. Medical officers will make such arrangements as they may deem necessary to insure three men per corps being thoroughly instructed in stretcher-drill and field-dressing, and in the course laid down by the St. John's Society. These men on passing the prescribed examination will be entitled to wear the badge of the Society.

#### DISTRICT STAFF NON-COMMISSIONED OFFICERS.

78. All Instructors not belonging to the Imperial service are to be enrolled in the Militia, and the Officer Commanding the District will report, when necessary, any irregularity, incompetence, or want of attention which he may observe on the part of an Instructor.

79. A Drill Instructor will keep a record of attendance at Government parades, which he will from time to time compare with the muster-rolls and records of attendance kept by the corps in the district to which he belongs.

80. The principal duty of an Instructor is to attend to the drill and instruction of the Volunteers of the district in which he is stationed, but he may also, at the discretion of the Officer Commanding the District, be intrusted with the custody of arms or rifle-ranges, or charged with such other military duties as usually devolve on a non-commissioned officer.

81. An Instructor may be required to do orderly-room work, to superintend the cleaning of guns, harness, and arms, and take charge of accoutrements, &c., in store, without extra payment.

82. An Instructor, although ordinarily employed at the firing-point, may be directed by the Officer Commanding the District to mark at class-firing; but he is not required to mark at private practice, or to undertake any duties at the range not being those of a non-commissioned officer, except with his own consent.

83. Instructors may impart instruction in drill in schools, provided their military duties are in no way interfered with, and their Commanding Officer's consent is given.

84. Instructors will rank as Sergeants-Major, senior to all Volunteer non-commissioned officers.

85. No member of the paid staff will on any pretence be allowed to hold a commission or appointment in any Volunteer corps.

86. Instructors must reside within two miles of the headquarters of their districts, unless specially exempted by the Minister in charge of the Defence Department.

#### ENROLLED MEMBERS.

87. Enrolled members are those whose names are duly entered for service in the muster-roll of a corps, company, or garrison band; they are classified as "Efficients," "Non-efficients," and "Reserve."

88. Any Volunteer who wishes to be transferred to another corps in the same district may, except when on actual service, at the expiration of any Volunteer year, and within one month of the same, make application to the Commanding Officer of his Corps to be so transferred, provided he has given three months' notice of his intention to make the application, and has delivered up to his Commanding Officer, in good order, fair wear and tear excepted, the arms and appointments or other property of the Government or corps issued to him; and such Volunteer shall not be accepted in any other corps until he produces a certificate showing that he has paid all money due by him under these regulations or the rules of the corps. The capitation allowance for such Volunteer shall be paid to the corps in which he may be serving at the termination of the Volunteer year.

89. A Volunteer shall not be allowed to resign until after a year's service, except on account of ill-health or departure from the colony or district. Should a Volunteer determine to reside in another part of the colony, he may be transferred to another corps, provided the transfer is recommended by the Officer Commanding the Corps he desires to leave.

90. The Commanding Officer of a Corps shall give to any Volunteer who voluntarily quits it, and who has complied with the conditions contained in section 53 of the Defence Act, a certificate (Form V.-2). This certificate is to be presented to the Officer in Command of the District, who will furnish the Volunteer, if requested to do so, with a discharge certificate (Form V.-3).

91. A number will be assigned to each Volunteer on his enrolment, and will be entered against his name in the muster-roll. A vacant number shall never be filled up.

92. A Volunteer, temporarily absent from his district, may attend the drills of another corps, the Officer Commanding that Corps, or officer of Permanent Staff, furnishing him with a certificate of the drills he has attended.

#### RESERVE CORPS.

93. A Reserve corps may be formed at the head-quarters of a district.

94. It will be composed of officers who have served for over seven years, and non-commissioned officers and men who have served as efficient Volunteers for at least four years.

95. Non-commissioned officers and men joining the Reserve corps will be allowed to take their uniform.

96. The arms for the Reserve corps will be kept in store, from which the rifles may be drawn for shooting purposes, but must be returned clean and in good order.

97. Officers passing to the Reserve will retain their rank and wear their uniform, and will be liable to be called on for service in case of emergency for seven years from joining the Reserve. Their names will be retained for that period on the Reserve list. At the conclusion of their Reserve service officers will cease to be in the service, but will be permitted to retain their rank and wear their uniform. Non-commissioned officers and men will be permitted to remain five years on the Reserve.

98. The Reserve corps will be under the immediate control of the District Commanding Officer.

99. The Reserve corps will be inspected annually by the inspecting officer.

100. Those men who put in a quarterly drill will receive twenty rounds of ammunition per drill.

#### BANDS AND BANDSMEN.

101. A garrison band will be allowed for each centre, to be of the strength of one bandmaster and twenty-five men.

102. An annual allowance of £25 will be made.

103. All bandsmen must be enrolled Volunteers and in uniform.

104. Corps outside the centres will be allowed five men per corps in excess of the strength laid down in paragraph 8. These men will be supernumerary, and not allowed to count in any way towards the capitation of their corps, and will only receive capitation provided the corps complies with the requirements in earning capitation.

105. Bandsmen will be entitled to capitation, subject to the above rule, provided they are efficient musicians, have attended the requisite parades, have served six months, and are properly clothed in uniform.

106. Garrison bands will be under the immediate orders and direct control of the District Commanding Officer, and the financial and general affairs thereof shall be managed by a committee. The Officer Commanding the District shall be President, and all money received from Government and all property of any kind contributed or given for the use of the band shall be deemed to be vested in the Officer Commanding the District, and shall be under the control of the committee.

107. All bandsmen may be required to undergo an annual course of instruction in ambulance drill.

108. Garrison bands will be required to attend such ceremonial parades, guards of honour, &c., as the Commanding Officer of the District may direct, and for which they will receive 2s. 6d. per man per diem.

109. Bandsmen will not be required to undergo musketry instruction.

#### RECRUITS.

110. Recruits on enrolment, except in Field Artillery and mounted corps, who have not previously received a military training, will be formed into squads, and must attend at least thirty hours' drill, exclusive of target practice, before being permitted to join the ranks for drill purposes. Recruits of Artillery corps must attend ten hours extra at gun-drill. When two or more corps or companies are in the same locality the recruits of the different corps or companies, Field Artillery and mounted corps excepted, will be drilled together.

111. When reported proficient in their drills they will be passed by an officer or non-commissioned officer of the Permanent Staff, and will then be entitled to receive a certificate of efficiency (Form V.-6), which will carry with it capitation for the Volunteer year in which they enrolled; provided that the period under instruction has not exceeded six months.

112. Men wishing to join a corps, who have undergone a military training, and who have not left any service for more than two years, may, on approval of the Officer Commanding the District, be permitted to enrol in a Volunteer corps up to the 30th November without undergoing the ordinary recruit drill: but these men will not be entitled to capitation grant for the year in which they were enrolled unless they have attended every Government parade since the date of their enrolment, and gone through target practice.

#### VOLUNTEER NON-COMMISSIONED OFFICERS.

113. The non-commissioned officers of a corps are appointed by the Commanding Officer of the corps from among the enrolled members.

114. Lance-Sergeants and Lance-Corporals, not exceeding one Sergeant and two Corporals for each corps, may be appointed by the Commanding Officer of the Corps when the duties require it.

115. Members of Volunteers corps selected for the rank of non-commissioned officers must pass an examination within six months of their acting appointment in the under-mentioned subjects under the District Commanding Officer, who will confirm their appointments if they pass. Should a candidate fail to pass the required examination he will be allowed to retain his acting appointment for a further period of three months, when he will be again examined. Should he not then succeed in passing, his appointment will lapse, and he will not be eligible for reappointment for a period of twelve months. The subjects are:—

- (a.) Squad drill with and without arms.
- (b.) Company drill in close and extended order, including a thorough knowledge of the position and duties of markers.
- (c.) Duties of a commander of a guard and the posting and relief of sentries.
- (d.) Carbine or short-rifle exercises.
- (e.) Ability to fill in a parade state, guard report, target-practice and judging-distance registers, and to write orders from dictation.
- (f.) Aiming and position drill, and a thorough acquaintance of orders to be observed on rifle ranges.

116. Members of corps of special arms will be further examined on such practical points as may be deemed necessary by a Board consisting of the Officer Commanding the District and one officer on the staff belonging to the special arm.

117. A non-commissioned officer may be at any time deprived of his rank by the Officer Commanding the District for incapacity or misconduct.

#### PARADES.

118. All Government parades, drills, and duties will be fixed by the Officer Commanding the District, and he will be previously informed by Officers Commanding Corps of all other parades under arms for drill purposes which they may deem requisite. No other assemblies of Volunteers under arms, for ceremonial or any purpose except as above, will be permitted without sanction previously obtained from the Officer Commanding District. Special authority must be obtained from the Defence Office for holding any parade which will entail expense, either in transport or otherwise. A Government parade is to be of two hours' duration, of which not less than one hour is to be devoted to actual drill or exercise.

119. The Officer Commanding the District may order such other parades as he may consider necessary, and should arrange to have as many Government drill parades as possible completed during the summer months, as parades held during the winter can be regarded as of little practical value except for the inspection of arms and accoutrements.

120. An Officer Commanding a District may, at any time, under the authority of the Government, order a parade of any Volunteer corps for the purposes of any State ceremony.

121. It is competent for the Officer Commanding on parade to direct any officer to assume the command for the purpose of drill.

122. The hours and places of assembly for drills, &c., shall be fixed and made known to corps, and any subsequent alteration duly notified.

123. The Officer Commanding the District may permit any corps to change the day of drill temporarily, during such time of the year as the majority of the members are busily employed in their ordinary occupations.

124. The strictest punctuality is to be observed by all ranks in attending parades and other duties; and no Volunteer is to fall in after his corps has been formed up except by special permission of the senior officer present on parade.

125. No officer or Volunteer arriving on the parade-ground after a parade has been formed up shall be entitled to a record of attendance for efficiency or capitation for that parade.

126. Officers and men of the Volunteer Force, when carrying arms, even though not strictly on duty—as at shooting matches or other occasions connected with rifle practice—will be under the authority of the senior officer or non-commissioned officer present, and will be liable to the provision of section 47, subsection (4), of the Defence Act; but, though the senior officer present will be held responsible for the maintenance of order and discipline, yet he is not hereby authorised to interfere in other respects.

127. The senior officer present at any open-air parade will exercise his discretion as to the continuance or otherwise of the parade on account of the inclemency of the weather.

128. At the termination of any parade, drill, or practice, for which ammunition has been issued, arms and pouches are to be examined, and unused ammunition delivered up, before leaving the ground. Commanding Officers of Corps will be held responsible that this regulation is strictly carried out, and will report to the senior officer present that it has been complied with.

129. None but enrolled members, properly dressed in uniform, will be permitted to accompany a Volunteer corps at any parade, field-day, or review, or camp of exercise.

#### RULES.

130. In order to give legal force to the rules proposed by a Volunteer corps for the management of its affairs, they must be submitted by the Officer Commanding the District to the Defence Office, for the approval of the Governor.

131. A model set of rules is given in Appendix A for the guidance of corps; but other sets of rules will not necessarily be objected to.

132. Rules of Volunteer corps, to be forwarded for submission to the Governor, shall be transmitted in duplicate; one copy being for retention by the Government, the other to be returned to the corps.

133. The model rules given in the Appendix shall be deemed to apply to all Volunteer corps till such corps has submitted "n" gained the Governor's approval to a set of private rules.

134. A copy of the rules in force in a corps is to be given to each member on enrolment for his guidance and information, but the non-delivery of such copy shall not relieve a Volunteer from any penalty under the Defence Act or these regulations.

#### CAPITATION AND PAY.

135. A capitation allowance at the rate appropriated annually by Parliament will be granted for all trained members of Vol-

unteer corps (who are entitled to draw the same) who have attended the drills and musketry course as under. The number of Government parades in any one year shall not exceed thirty (including the Queen's Birthday, but exclusive of those which may be held at the Easter encampment); and to enable the members of a corps or company to obtain capitation three-fourths of the minimum strength must qualify as laid down in regulations hereunder:—

#### Naval Artillery.

136. The drills of these corps at Auckland, Wellington, Lyttelton, Dunedin, and Port Chalmers will be principally confined to heavy gun, submarine mining, and boat drills, and, to qualify for capitation, the corps must go into camp for a fortnight each year; every man must be present in camp at least seven out of the fourteen days, and must attend at least eighteen parades during the year, three being afternoon parades, and two-thirds of the strength must be present on at least four parades during the year. Naval Artillery corps not above mentioned will be under the same regulations as Infantry as regards capitation.

#### Cavalry and Mounted Rifles.

137. These corps must train either for one week at a time or else on twelve whole afternoons during the year. If the corps train in camp for a week, each man must be present during the training, and must put in at least six other mounted parades during the year (irrespective of camps). If the training of the corps is by twelve whole afternoon parades during the year, each man to earn capitation must be present at each of such parades, and must put in at least six other mounted parades. Two-thirds of the strength of each corps must be present on at least four parades during the year.

#### Garrison Artillery: Batteries.

138. Same as Naval Artillery at Auckland, Wellington, &c.

#### Field Artillery, Engineers, Infantry, and Bands.

139. Each man must put in eighteen parades, three of these being whole afternoon parades, during the year. Two-thirds of the strength must be present on at least four parades during the year.

140. If for two successive years a Volunteer fails to pass into the second class in musketry he shall cease to be a Volunteer after the termination of his second year.

141. Any officer making a false return, whether from fraud or wilful negligence, will be liable to immediate dismissal from the Force, and to the penalty provided for by section 108 of "The Defence Act, 1886."

142. Capitation allowance is not granted to officers or non-commissioned officers of the Permanent Staff, or to officers holding honorary rank, or to commissioned officers and members on the unattached or reserve lists.

143. Marching-out parades (unless for actual and special drill purposes) church parades, and guards of honour, will not be allowed to reckon towards capitation.

144. When a guard of honour is ordered by Government it is to consist of not less than forty rank and file, who will be paid 2s. 6d. per man per diem.

145. Recruits who have not been passed in their drill are not to be detailed for a guard of honour.

#### MUSKETRY INSTRUCTION.

146. Musketry instruction will be under the supervision of a member of the Permanent Staff, and be carried out in the order provided for by musketry regulations.

147. Class-firing must be at all times under the superintendence of either a member of the Permanent or District Staff when available, or an officer of the corps, who will sign registers before quitting the range, and be responsible that the regulations are strictly adhered to.

148. To enable a Volunteer to qualify for capitation he must have annually fulfilled the following conditions, viz.:—

- (a.) The trained Volunteer must have fired 40 rounds of ball ammunition at individual firing, and passed into or fired in the second class. Marksmen and first-class shots of the preceding year will be exempted from firing in the first period, third class, provided that they pass out of the second class. The amount of ammunition so saved to be at the disposal of the Officer Commanding the District for field-firing, where possible, or for matches, &c.
- (b.) The recruit must have fired 50 rounds of ball ammunition at individual firing, and passed into the second class.
- (c.) In addition to the above, trained men and recruits must have fired with their companies or squads—  
10 rounds volley firing and 10 rounds independent firing.

149. The amount granted by the Government for prizes will be distributed in such sums as shall be decided by the Defence Minister each year, according to the figure of merit obtained by corps in volley and independent firing.

150. The District Commanding Officer is responsible for the class, volley, and independent firing of the Volunteers being carried out in accordance with the Musketry Regulations.

151. Targets for use of corps will be supplied to Officers Commanding Districts on requisition.

#### ALLOWANCES.

152. Officers and Volunteers (excepting officers and non-commissioned officers of the permanent staff), when out on actual military service in the field, or when doing garrison duty, shall receive the following rates of pay, with a free ration when in the field, but with no other allowances whatsoever, except for Cavalry, who will receive forage or 3s. per diem in lieu thereof:—

1. Lieutenant-Colonel commanding a district, 25s. per diem, with forage for two horses;
2. Lieutenant-Colonel as Staff Officer, 21s. per diem, with forage for one horse;
3. Brigade-Surgeon or Senior Medical Officer, 25s. per diem, and forage for one horse;
4. Senior Medical Officer of a battalion, 21s. per diem, with forage for one horse;
5. Major commanding a district or battalion, 21s. per diem, with forage for one horse;
6. Major of a battalion, 18s. per diem, and forage for one horse;
7. Captain, 15s. per diem;
8. Lieutenant, 11s.;
9. Adjutant, 3s. 6d. in addition to pay of rank, and forage for one horse;
10. Quartermaster, 13s. 6d.;
11. Surgeon, 18s.;
12. Staff Sergeants, 8s.;
13. Sergeants, 6s.;
14. Corporals, 5s.;
15. Trumpeters or Buglers, 4s.;
16. Privates, 4s.

153. An annual debit and credit account will be kept by the Government with each Volunteer corps, and, after the receipt of the nominal return showing the number of efficient Volunteers for whom the capitation grant is admissible, the corps to which the return relates will be credited with the full amount of capitation accruing to it, and will be debited with the cost of any material or uniforms supplied to or obtained for it, and for ammunition or other stores purchased from the Government.

154. Two copies of the debit account will be forwarded by the Defence Office to the Officer Commanding the Corps through the Officer Commanding the District in each year: one of the copies to be returned to the Defence Office, with an acknowledgment from the Commanding Officer of the Corps of the correctness of the account, together with any counter-statement he may consider necessary; the other copy to be retained for record by the corps, and as a voucher in support of the annual statement of accounts.

155. If in the annual debit and credit account of any corps a balance remains to its credit, it will be paid by the Treasury to the bank where the funds of the corps are deposited. If it is shown that a debit balance remains, the amount must be either paid to the Colonial Treasurer by the Officer Commanding the Corps on or before the 15th day of March following, or be carried on to the next year's account, as may be decided by the Government.

156. Whenever any Volunteer corps about to be disbanded is indebted to the Government, the amount due by the corps must be paid to the Colonial Treasurer by the Officer Commanding it before it is disbanded.

157. No claim for capitation will be admitted for any corps whose strength is below the minimum establishment on the last day of the Volunteer year.

158. Applications for advance of capitation will not be considered unless under urgent circumstances, which must be endorsed by the Officer in Command of the District, and in no case can they be entertained until the defence estimates for the financial year have been passed by Parliament.

159. The capitation allowance is deemed to be the property of the corps, and is to be expended on their behalf as follows: Not less than £1 5s. per man per annum of capitation is to be provided exclusively for the purpose of providing uniforms; the remainder may be used for camp or military equipment, orderlies, rooms, drill- and boat-sheds and gymnasia, armouries, ranges, expenses in connection with the annual course of drill and target practice, repairs, and advertising in connection with military duties.

160. The capitation allowance shall be kept in a separate account in a bank, and kept distinct from any private accounts of the corps, and an annual account of its expenditure in accordance with paragraph 159 shall be rendered to the Defence Office by Officers Commanding Districts (duly supported by vouchers) not later than the 31st day of March in each year. A similar statement will be required from garrison bands.

#### BADGES.

161. Badges will be worn by Naval and Garrison Artillery-men who have passed the examination prescribed.

162. Members of the Naval Artillery corps at Auckland, Wellington, Lyttelton, Dunedin, and Port Chalmers who

qualify in the under-mentioned subjects, and pass an examination in them, will receive a certificate of qualification, carrying with it a personal payment of £1 per head per annum, and be permitted to wear a distinguishing badge as provided for in the Dress Regulations. Members who at the end of three years' service can produce three consecutive certificates will be awarded a further sum of £1, and permitted to wear a further distinguishing badge. The allowance or badge will not be given to any Volunteer who is not efficient for the current year.

163. The Subjects of examination for men qualifying for Garrison Artillery in heavy gun drill are:—

Knitting and splicing.

Drill.

General knowledge of the guns, carriages, and platforms, and the names of their principal parts.

Knowledge of all stores connected with working the above, and their use.

Mounting and dismounting working gear for R.M.L. guns, carriages, and platforms.

General knowledge of the working of gear of B.L. and quick-firing guns and carriages.

Knowledge of sights, and the method of using them.

Description, weights, and marking of filled cartridges.

Description, weights, and marking of projectiles, and the circumstances under which the different natures would be used.

Description of ammunition for quick-firing guns.

Knowledge of the cases, cylinders, and boxes in which filled cartridges for R.M.L. and B.L. guns and ammunition for quick-firing guns are stowed, and the means of opening and closing them.

Storage of shell and cartridge stores in forts, and the means of supplying ammunition to guns.

General description of fuzes in use with the R.M.L. and B.L. guns, and how to fit them.

Description of tubes for use with R.M.L. and B.L. guns.

Knowledge of fuze and shell implements, and how to use them.

Method of filling cartridges and shells.

Theoretical: Definition of principal gunnery terms, as laid down in Manual of Garrison Artillery.

The subjects of examination for men qualifying for Submarine Mining are:—

(1) Rowing, sculling, and signalling.

(2) Knitting, splicing, and making fenders.

(3) Jointing, crowning cable, and bending thimbles with wire rope.

(4) Loading mines.

(5) Connecting up single and multiple disconnecting boxes, and multiple junction boxes.

(6) Connecting up E.C. mines on the fork system.

(7) Connecting up lines of mines.

(8) Slinging, laying out, and raising E.C. mines on the fork system.

(9) Slinging, laying out, and raising lines of mines.

164. Four badges will be issued to each battery of Field Artillery for competition, and will be allotted to the best qualified first-class gunners who have qualified for capitation.

165. Four badges will be issued to each Engineer corps, and will be allotted to the four best qualified men who have qualified for capitation.

166. Four badges will be issued to each corps or company of Mounted Rifles and of Rifles, to be allotted to men who are most proficient in signalling and have qualified for capitation, provided always that they have passed as proficient in signalling.

167. These badges will carry a personal payment of £1. Any man who can produce three consecutive badges will be awarded a distinguished badge and allowed a further sum of £1.

#### CAMPS.

##### Camps of Instruction.

168. Naval Artillery Volunteer corps at Auckland, Wellington, Lyttelton, Dunedin, and Port Chalmers will go into Camp of Instruction for a fortnight each year, receiving an allowance of 1s. 6d. per diem per man in camp.

169. Other corps (except Mounted Rifles and Cavalry) will be allowed to go into Camp of Instruction for six days (exclusive of Sundays), receiving an allowance of 1s. 6d. per man per diem in camp.

170. Mounted corps (Rifles and Cavalry) will, if they do their annual training in camp, go into camp for six days (exclusive of Sunday), receiving 1s. 6d. per man per diem in camp.

##### Easter Camps.

171. Volunteers attending Easter encampments will be granted free passes by railway, and an allowance of 2s. 6d. per diem for not more than four days, provided that at least four drills are attended. Forage allowance to mounted corps and mounted staff or battalion officers will be allowed, not exceeding 1s. 6d. per diem.

With 1s. 6d. extra when rations are not issued.

R.M.L., B.L., and quick-firing guns.

172. The Officer in Command may appoint such temporary staff from the officers and non-commissioned officers of the Volunteers or any other portion of the New Zealand Forces, or officers who have served in Her Majesty's Land or Sea Forces, as may be required to carry on the duties of the camp.

173. After temporary appointments have been notified in camp orders, such staff officers and non-commissioned officers shall be obeyed accordingly.

174. Camp equipage, if in store and available, will be supplied on loan as far as practicable; but all losses, damages, and deficiencies which are not satisfactorily accounted for will be charged against the capitation grants of the corps forming the encampment.

175. Artillery Volunteer corps will be permitted to form encampments for gun practice at stations where it can be carried out.

176. No attack is to be made by any Volunteer corps by night or by day on any quarters or encampment of Volunteers, unless a mutual understanding between Officers in Command has first been arrived at.

177. Volunteers attending a camp are not to be allowed to quit their lines or billets except by permission of the Officer in Command of the Camp, and then must be properly dressed in uniform as prescribed by regulation; and the Provost Marshal or any officer or non-commissioned officer belonging to the camp will, if he sees any Volunteer disobeying this regulation, at once ascertain his name and corps, and report to his Commanding Officer.

178. Volunteers attending Easter encampments will be allowed to reckon three parades for capitation, provided they have been present during the whole of the time in camp.

179. A non-commissioned officer is to be placed in charge of the camp equipage issued to each corps, and it will be his special duty to see that the equipment is returned to store or handed over to an authorised person complete and in proper order.

#### BOARDS OF INQUIRY.

180. Boards of Inquiry will be formed according to the provisions of section 84 of the Defence Act to examine into the truth of any charges or complaint preferred against any officer, non-commissioned officer, or other member of the Volunteer Force. Presidents shall cause minutes of the proceedings to be taken during the inquiry, and forward them to the convening officer through the Officer Commanding the District. These inquiries will be held with closed doors.

181. The decision shall be that of the majority of the Board, and signed by all the members; but, in case of difference of opinion, the minority may record and append to the proceedings their reasons for dissenting from the opinion of the majority.

182. The officer, non-commissioned officer, or other member of the Volunteer Force against whom any charge is preferred shall be entitled to have a written copy of the charge delivered to him at least twenty-four hours before the inquiry is held; and the District Commanding Officer is responsible that this is done.

183. The accused member will not be allowed to be assisted by a solicitor during the inquiry, but may call witnesses, whose evidence, with any statement he may himself desire to make, shall be forwarded with the proceedings.

184. The President and members of the Board shall be dressed in uniform, and shall, on assembling, make a declaration upon honour, in writing, which will be attached to the proceedings, in the following terms: "I, A.B., do declare upon my honour that I will duly and impartially inquire into the matters to be brought before the Board. I further declare upon my honour that I will not on any account or at any time disclose or discover my own vote or opinion, or that of any particular member of the Board, or divulge any portion of the proceedings unless required to do so by competent authority."

185. Any officer, non-commissioned officer, or member of the Force against whom any charge is preferred shall attend the Board in uniform, and, if in arrest or a prisoner, without his side-arms.

186. Boards of Inquiry upon commissioned officers shall be confined to taking evidence upon oath and reporting upon such evidence, as provided by section 87 of the Defence Act.

187. Boards of Inquiry are not to be summoned in trivial cases.

188. A Board of Inquiry may be reassembled as often as the convening authority may deem necessary, and on every occasion of its meeting it is competent to receive and record new evidence.

#### COMMITTEE OF INQUIRY.

189. In minor cases the Officer Commanding the District is empowered to assemble a Committee of Inquiry, the composition of which shall be as laid down for Boards of Inquiry in section 84 of the Defence Act, to ascertain the truth or otherwise of any charge respecting which the evidence is conflicting.

190. Such Committees have no power to administer an oath, and are to be assembled only to assist the Officer Commanding

the District in arriving at a *prima facie* conclusion in cases of doubt, and to ascertain whether the case is one which should go before a Board of Inquiry.

191. Committees of Inquiry will take evidence, and record their opinion on the subject under investigation, unless otherwise ordered; and the proceedings will be governed in other respects by the rules of Boards of Inquiry.

#### DISCIPLINE.

192. Meetings of members of the Volunteer Force are not to be held for the purpose of expressing an opinion upon the acts of the Defence Department or of a superior officer, or recommending any particular course of action; nor are memorials to be drawn up to the same effect; and no meetings will be recognised except those called together by or under the authority of the Commanding Officer of a District or Corps, who will be responsible for doing so. If any officer or Volunteer has cause to think himself aggrieved, he will represent his case through his Commanding Officer to the Officer Commanding the District, and on no account is he permitted to communicate direct with the Defence Office, or to seek redress from any member of the Legislature. Any appeal against the decision of the Officer Commanding the District will be made through that officer for transmission to higher authority. Every member of the Defence Force has the right to appeal through the proper channel, as herein laid down, to the Defence Minister. Any appeal or communication made otherwise to the Minister will be considered a breach of discipline, and officers will be liable to have their commissions cancelled, and other members of the Force to be summarily dismissed, for not strictly complying with this regulation.

193. Members of the Volunteer Force, in uniform, are not individually or collectively to attend political meetings, or join in public, political, or sectarian discussions or demonstrations.

194. Although it is intended that every opportunity shall be given for inquiry into well-founded complaints and the redress of grievances, members of the Volunteer Force will be personally responsible if they prefer complaints of a litigious, frivolous, or malicious character.

195. When a Volunteer has been dismissed for misconduct, a notification of the fact, with the cause of dismissal, will be inserted in district and corps orders.

196. Disobedience of orders or any disrespect shown to any superior officer must be instantly reported to the Officer Commanding the Corps; and it is to be earnestly impressed upon all ranks that discipline depends so essentially upon obedience to superiors that all commissioned officers must see that it is duly enforced. Non-commissioned officers failing to report any contempt or neglect of their authority will be liable to reduction.

197. An arrest is held, in accordance with the custom of the military service, to mean a suspension from all military duty, including target practice, until the case leading to such arrest is disposed of.

198. Military duty is held to mean not only presence under arms on parade, but the performance of all administrative duties of a military nature in or out of uniform.

199. After an officer or Volunteer is reported as having been placed under arrest he cannot be released except by order of the officer to whom he has been reported, or, in such officer's unavoidable absence, by the officer next in command.

200. Any Volunteer who fails to produce for inspection, as required, or on dismissal from the Force for misconduct to deliver up, any arms, accoutrements, or other property intrusted to his care, within fourteen days, will be proceeded against under the Defence Act.

201. Volunteers in uniform shall at all times salute His Excellency the Governor and all commissioned officers of Her Majesty's Service and officers of the Defence Forces of the colony when in uniform.

202. Officers of corps are required to report, through the proper channel, all breaches of discipline and neglect of duty to the Officer Commanding the District.

203. Any member of the Volunteer Force proved to have written or to have instigated any communication to a newspaper on matters connected with the Defence Forces of the colony or any portion thereof, or calling in question or reflecting upon any act of any superior officer, is guilty of insubordination, and is liable to be dealt with accordingly; and if the communication relates to confidential matters regarding the defences of the colony, the offender is further liable, under "The Official and Defences Secrets Act, 1891," to be dealt with as therein laid down. If the offender be other than an officer, he is further liable to a fine under section 109 of the Defence Act.

204. Officers and non-commissioned officers of the Permanent Staff are held responsible that they do not allow themselves, without permission of the Defence Office, to be complimented, either directly or indirectly, by means of presents or collective expressions of opinion from persons who are serving or who have served under them, except in the case of resignation or departure from the district.

205. No Volunteer is to reply to an officer or non-commissioned officer when found fault with on duty or in the ranks.

206. When a Volunteer in uniform wishes to address an officer, he must be accompanied by a non-commissioned officer.

207. No Volunteer is to address in writing an officer on any subject connected with duty except through the prescribed channel.

208. Non-commissioned officers in uniform are permitted to wear side-arms when off duty.

209. Officers when communicating with a superior authority will do so individually. The collective opinion of officers will not be received, being contrary to the rules of military service and discipline.

210. No corps is permitted to enrol, as either member or honorary member, any person who has been dismissed from the Volunteer Force till after three years of such dismissal, and then only subject to the approval of His Excellency the Governor.

#### Brigades or Battalions.

211. The Governor may form Naval Brigades or Battalions of Mounted corps or Infantry in the various districts. Officers and Volunteers will be appointed and enrolled for particular corps and companies. All promotions will go in the various corps or companies of the brigades or battalions.

212. The Staff Officers of a Naval Brigade will be:—

- 1 Captain, with relative rank of Lieutenant-Colonel.
- 1 Commander, with relative rank of Major.
- 1 Gunnery Lieutenant.
- 1 Pay- and Quarter-master.
- 2 Medical Officers.
- 1 Honorary Chaplain.

213. The Staff Officers of a Battalion will be as under:—

- 1 Lieutenant-Colonel, who will be at battalion headquarters.
- 1 Major.
- 1 Captain, as Adjutant.
- 1 Pay- and Quarter-master.
- 2 Medical Officers.
- 1 Honorary Chaplain.

#### MUSTER PARADE.

214. During the last quarter of the Volunteer year Officers Commanding Districts shall order a muster parade of each corps in their command, mounted corps excepted, at which every enrolled member is to attend, with the arms, accoutrements, and Government property in his possession.

215. The muster parade for mounted corps will be held during the half-year in which the annual training does not take place.

216. The spare arms, accoutrements, &c., on issue to the corps are also to be produced for inspection at the same time; and, in the event of articles being found missing or deficient, the cost of the same will be deducted from the capitation grant of the corps.

217. There will be an annual inspection of arms and accoutrements by an armourer.

#### ARMS, ACCOUTREMENTS, AMMUNITION, AND STORES.

218. Arms and accoutrements will be supplied to all the enrolled members of a corps.

219. All arms, accoutrements, and other articles issued to a Volunteer corps shall remain the property of the Government, and the Commanding Officer for the time being will be held responsible that they are at all times in a serviceable state, and for their return to store (when required) in good condition, fair wear-and-tear excepted.

220. It shall be the duty of Officers Commanding Districts to require of officers relinquishing or assuming command of corps to sign a mutual certificate of transfer, according to Form V.-5.

221. When the Commanding Officer of a corps applies for leave of absence, or intends to resign his command, he must obtain a certificate from the officer next in command that all the arms and other articles issued to the corps—a list of which must be attached—are complete and in good order. This certificate must accompany the application for leave, or letter tendering the resignation.

222. Rifles must invariably be cleaned immediately after use. Any neglect will impair the accuracy of the weapon. Any Volunteer who fails to keep his arms or accoutrements clean and in good order may for each offence be fined and otherwise dealt with, as prescribed in section 47 of the Defence Act.

223. Volunteers must not, under any circumstances, tamper with their arms, or use them for other than military purposes; and any arms which, on inspection, may be found to have had any parts improperly altered or damaged shall be at once returned into store, and repaired at the expense of the corps or individual.

224. All surplus stores—such as excess arms, accoutrements, empty powder-barrels and cases, metal-lined cases, and metal cylinders must be forwarded to Defence Storekeepers by the cheapest and most direct conveyance.

225. Ammunition in the following annual proportions, to be reckoned from the commencement of the Volunteer year, will be allowed to Volunteers of the several arms without payment, on the condition that it be expended within the year under the command and supervision of a commissioned officer in Artillery corps and of an officer or non-commissioned officer in other corps. The full annual allowance must be requisitioned for before the last quarter of the Volunteer year. The annual proportions are:—

Heavy ordnance ammunition,—

For Naval or Garrison Artillery Volunteers, such allowance as may be from time to time authorised by the Defence Minister.

Field gun ammunition,—

For Artillery Volunteers who have field-guns, per Gun Detachment, not exceeding six detachments per corps (bandsmen not included) ...	No. of Rounds.
... { 5 shot.	
... { 10 shell.	

In addition an allowance for prize-firing, per detachment ... 3 solid shot.

Small-arms ammunition\*,—

For every enrolled member (except reserve)... 150 ball.

226. Volunteers are not to lend any of their arms, appointments, or Government property, nor are they to use any of them except on duty or when practising at the butts, and any contravention of this regulation will be punished as disobedience of orders.

227. A Volunteer must immediately report any damage or deficiency in his arms, accoutrements, &c., to the Officer Commanding his corps.

228. Yearly returns of arms and accoutrements and all Government property on issue to corps must be rendered to the Defence Storekeeper on whose books the same appear, made up to the 31st December, not later than the 15th January yearly. (Vide Forms V.-7 and 8.)

229. In the first month in each Volunteer year Officers Commanding Naval Brigades will forward to Officers in Command of Districts a report upon the state of the boats on issue to or in possession of the corps, and the Officer in Command of the District will, after a personal examination of the boats in question, forward the report (with any remarks he may have to make thereon) to the Defence Office.

230. All deficiencies, damages, or losses of ordnance stores on issue to a battery are to be reported at once, and if not satisfactorily accounted for will be charged against capitation.

231. When ordnance stores require to be replaced from fair wear-and-tear they must be returned to store, or otherwise disposed of as may be ordered, before a fresh supply is issued.

232. No salute is to be fired by the members of any battery of Artillery without authority having been previously obtained from the Officer Commanding the District.

233. The price of all stores issued to Volunteers on terms of payment must be paid for in advance in cash or by post-office order.

#### RANGES.

234. All rifle-ranges used by the Defence Forces will be inspected periodically by the Officer Commanding the District, who will report to the Defence Department annually on the condition of each range.

235. Government ranges, or ranges leased by Government, will be under the actual control of the Officer Commanding the District.

236. Ranges set apart by Government for the benefit of Volunteers and found to be unserviceable may, with the approval of the Defence Department, be let by the Officer Commanding the District; the proceeds to be applied to leasing others more suitable.

237. Committees for the management of each such range, and for their care and preservation, will be formed, of which the Officer Commanding the District will be *ex officio* President. All regulations made by such Committees will be submitted to him for approval.

238. Range reserves whilst not in use may be let by the Officer Commanding the District, with the approval of the Defence Department.

#### DRILL-SHEDS.

239. Drill-sheds which are Government property shall be directly under the control of the Officer Commanding the District, who will report on their condition annually and furnish an estimate of money required during the succeeding year for their care and preservation.

240. Drill-sheds which are partly the property of the Government and partly the property of a Volunteer corps will be vested in trustees, consisting of (1) the Officer Commanding the District, as representing the interest of the Government; (2) the senior Volunteer officer using the shed, as representing the Volunteer interest; and (3), the senior executive Volunteer officer in the district (other than the Officer Commanding the District).

\* Of this allowance 50 rounds per man will be issued under the authority and for purposes approved of by the Officer Commanding the District.



241. The condition of all drill-sheds will be reported upon annually by the Officer Commanding the District, who will periodically inspect them.

242. Drill-sheds may, with the approval of the Officer Commanding the District, be let, providing that such letting in no way interferes with the drilling of the Volunteers. The proceeds of such letting will be applied, (a) if the sheds are mixed property, (1) to maintain them in proper repair; (2) to defray expenses connected with the shed, taxes, rates, care, lighting, &c.; and (3) to the Volunteer corps using the shed; and (b) if the sheds are Government property, (1) to pay rates, caretaking, lighting, &c.; (2), to their maintenance and improvement.

243. Drill-sheds which are exclusively Government property may be used as the Defence Minister may think fit to authorise for public purposes.

#### PRECAUTIONS AT RIFLE PRACTICE.

244. In order to provide for the safety of the public, indiscriminate private practice on Volunteer rifle-ranges shall not be permitted. All practice must be so regulated as to insure the presence of an officer or a non-commissioned officer, who will be in charge of the firing party, and held responsible for enforcing strict regularity and discipline.

245. None but experienced persons shall be employed as markers.

246. The officer or non-commissioned officer in charge of the firing-point must see that the special rules and regulations for rifle ranges are carried out. (See N.Z. Rifle Exercises and Musketry Instruction.)

247. Officers in charge of rifle-ranges shall afford facilities for target practice to Cadet Corps, subject to such orders as may be issued from time to time.

#### ACTUAL SERVICE.

248. In case of actual or apprehended invasion of any part of New Zealand, or other emergency proclaimed by the Governor, Volunteer corps may be assembled for actual military service, and, whenever they are so assembled, they will be liable to serve in any part of the colony.

#### CORRESPONDENCE.

249. All official correspondence from Volunteer corps shall proceed from the Officer Commanding the Corps.

250. If correspondence is intended for the consideration of the Government it should be addressed to the Officer Commanding the District, and each letter must be confined to one subject only.

#### DISBANDMENT OF CORPS.

251. When a Volunteer corps is about to be disbanded, the Officer in Command of the District will make immediate arrangements for the return to store of all arms, accoutrements, and Government property on issue, and for the payment of the cost of such articles as may be deficient, and, on his report that this has been done, the assent of the Governor will be obtained for the disbandment of the Corps.

#### NON-EFFICIENT MEMBERS.

252. Any member of a Volunteer corps, who, by reason of repeated absence from parade, is returned as a "non-efficient" for any Volunteer year, may, under clause 109 of the Defence Act, in addition to any fines inflicted for such absence, be fined a sum equal to the amount of capitation he could have earned, which amount is to be paid in to the credit of the capitation account of the corps, and may in addition be struck off the strength by order of the Officer Commanding the District.

253. Officers Commanding Corps will, on the last day of each quarter, furnish to Officers in Command of Districts a return (Form V.-9) of all fines inflicted, recovered, or remitted during the quarter.

254. In the event of there being any outstanding fines, the Officer Commanding the District will, after due inquiry, cause them to be remitted, or direct proceedings to be taken, as the case may be, by the Officer in Command of the Corps for the recovery of the same.

#### Officers' Unattached List.

255. There will be two unattached lists for officers of the Volunteer Force:—

- (1.) Active list;
- (2.) Honorary list.

#### (1.) Active List.

256. The active unattached list will be composed of officers who have been posted to this list up to the 31st December, 1889, and no farther appointments will be made to it unless under such special circumstances as His Excellency the Governor may deem necessary.

257. Officers on this list will be termed District Staff Officers, be under the orders of the Officer Commanding the District, and will perform such staff duties as he may from time to time direct.

258. Should any officer decline or neglect to carry out any duties thus ordered, the Officer Commanding the District will immediately make a report on the case, when, if the circumstances are not considered satisfactory, His Excellency the Governor will be advised to revoke the commission held by such officer.

259. Officers on the list below the rank of field officer will be permitted to return to active duties with a corps, with the same rank and date of commission, which, however, will not carry with it seniority in the corps to which such officer has been appointed.

260. Officers, of whatever rank, shall retire from active duty on attaining the age of sixty years, but, on special recommendation, may be permitted by His Excellency the Governor to remain on active employment for a further period not exceeding five years.

#### (2.) Honorary Unattached List.

261. Officers who hold the command of districts for not less than five years, who, from age, ill-health, &c., are compelled to retire from active duty, will be eligible to be posted to this list, with a step of honorary rank.

262. Officers who have served fifteen years in the Volunteer Force, twelve of which must have been as a commissioned officer, will be eligible for appointment to this list, with the same rank held at date of application.

263. No officer on this list will take part in active duties or attend at any parade unless by the express direction of the Officer in Command of the District.

#### CADET CORPS.

264. The services of Cadet corps will, in future, only be accepted in connection with public and private schools, and provided that not less than forty lads over the age of thirteen are enrolled, under the following conditions:—

- (a.) Arms and accoutrements, if in store, will be issued for drill purposes, and a proportion of carbines will be granted for target practice if required.
- (b.) Where target practice is carried out an annual allowance of twenty-five rounds of ball ammunition will be granted to each cadet.
- (c.) A yearly return of arms and accoutrements is to be furnished to the District Office.
- (d.) The arms on issue are to be kept in arm-racks in a safe and dry place, within the precincts of schools, or in such places as may be appointed by the Officer Commanding the District, and are not to be permitted to be taken home by the Cadets.
- (e.) The services of Drill Instructors will be available for the instruction of these Cadets, provided other military duties are not interfered with.
- (f.) The officers of a Cadet corps will only receive acting appointments.
- (g.) Officers of Cadet corps will be appointed by the Officer Commanding the District on recommendation of the headmaster.
- (h.) Capitation will not be drawn by any Cadet corps, but those favourably reported upon annually by the Inspecting Officer may be granted a special allowance, not exceeding £20 per corps, towards necessary expenses.

265. The Officer Commanding the District will inspect the Cadet Corps and the arms on issue at least once in each three months, and report any case in which he considers the above concessions should be discontinued.

266. The Officer Commanding the District may, on application, permit any Cadet Corps to take part in any field-day or parade or camp of the forces under his command.

267. The drill of boys under the age of thirteen will be encouraged, as far as possible, at schools, and the services of the Drill Instructor will, as far as practicable, be available for that purpose.

#### CAPITATION ROLL, REQUISITIONS, RETURNS, ETC.

268. Requisitions for arms, accoutrements, ammunition, ordnance, or any Government stores are to be sent in duplicate.

269. The requisition forms are to be clearly and legibly filled in, and they must in every instance bear the recommendation of the Officer Commanding the District, who will at the same time forward all requisitions for the annual allowance of ammunition for the corps in his command.

270. Requisitions for stationery and forms, &c., are to be framed strictly in accordance with the absolute requirements of the office or district, and larger quantities than actually necessary in an office during any one year are under no circumstances to be applied for.

271. Nominal and capitation rolls of corps are to be prepared according to ranks and in alphabetical order.

272. Capitation rolls are to be made out in duplicate, one for transmission to the Defence Office and the other for record in the District Office.

273. The several headings in the capitation roll are to be correctly and carefully filled in, and each roll is to be accom-

panied by a Treasury contingency voucher made out in favour of the corps, which is to be signed by the Officer in Command, as applicant, and certified to by the Officer Commanding the District.

274. Any charges debited against capitation are to be deducted in the body of the voucher from the amount earned, and the balance thus remaining will represent the sum a corps will be entitled to receive.

275. Capitation rolls, after being carefully checked, accompanied by the annual account of receipts and expenditure referred to in paragraph 159, are to be transmitted by Officers Commanding Districts to the Defence Office not later than the 15th March in each year.

276. Forms of requisitions, capitation rolls, &c., will be supplied to corps on application to the District Office.

#### LONG-SERVICE MEDALS.

277. Volunteers who have served efficiently in the Volunteer Force for twenty years, or who have served continuously for sixteen years as efficient Volunteers, are entitled to a long-service medal, as also are officers and non-commissioned officers of the Permanent Staff, and officers on the Honorary Unattached List who had the above service before being transferred to that list. Volunteers who have served on active service are entitled to count the period of each year or part of a year of such service as double towards a medal.

278. In the event of any corps being returned non-efficient for capitation for any year by reason of failing to capitulate three-fourths of its minimum strength, the individual members of such corps who have done all the duties required by the regulations shall, notwithstanding that they have not received capitation, nevertheless count any such year as efficient service towards the long- and efficient-service medal.

#### MEDALS AND DECORATIONS.

278. No medals or decorations are allowed to be worn on the left breast except such as have been conferred by Her Majesty for military or other service, or by a foreign Sovereign with Her Majesty's consent, or by the Government of New Zealand for military or long service. Medals granted by Humane Societies for saving life, and decorations granted heretofore by the New Zealand Government for rifle-shooting, may be worn on the right breast, but no other decorations are at any time to be worn on parades or military duties.

#### *The Imperial Volunteer Officers' Decoration.*

279. Volunteer officers shall be eligible for this decoration when they have been recommended as efficient and capable and have served the time laid down in the under-mentioned Royal Warrant:—

“ War Office, 29th July, 1892.

#### “ THE VOLUNTEER OFFICERS' DECORATION WARRANT.

“ Victoria, R.

“ Victoria, by the Grace of God, of the United Kingdom of Great Britain and Ireland Queen, Defender of the Faith, to all to whom these presents shall come, greeting,

“ WHEREAS it is our Royal desire to reward the long and meritorious services of officers of proved capacity in our Volunteer Force: Now, for the purpose of attaining this end We have instituted, constituted, and created, and by these presents for Us, our heirs and successors, do institute, constitute, and create, a new Decoration which We are desirous should be highly prized by the officers of our Volunteer Force; and We are graciously pleased to make, ordain, and establish the following rules and ordinances for the government of the same, which shall from henceforth be observed and kept:—

“ Firstly.—It is ordained that the Decoration shall be styled and designated ‘The Volunteer Officers' Decoration,’ and shall consist of an oak wreath in silver tied with gold, having in the centre the Royal cipher and Crown in gold.

“ Secondly.—It is ordained that the Decoration shall be suspended from the left breast by a green riband of one inch and a half in width from a silver oak bar-brooch.

“ Thirdly.—It is ordained that the Decoration may be worn by Us, our heirs and successors, Kings and Queens Regnant of the United Kingdom of Great Britain and Ireland; and it shall be competent for Us, our heirs and successors, to confer the Decoration upon any of the Princes of the Royal Family of Great Britain and Ireland.

“ Fourthly.—It is ordained that no person shall be eligible for this Decoration nor be nominated thereto unless he is or was a commissioned officer and has served twenty years in our Volunteer Force, is recommended by the Commanding Officer of the corps in which he has served, and is duly certified by the district military authorities in which the corps is located as having been an efficient and thoroughly capable officer, in every way deserving of such a Decoration: Provided nevertheless, and We do hereby declare, that half of any time during which an officer of our Volunteer Force may have served in the ranks of our said Force shall reckon as qualifying service towards the twenty years required as aforesaid.

“ Fifthly.—It is ordained that the names of those upon whom We may be pleased to confer the Decoration shall be published in the *London Gazette*, and a Registry thereof kept in the office of our Principal Secretary of State for War.

“ Sixthly.—In order to make such additional provision as shall effectually preserve pure this most honourable distinction, it is ordained that, if any person on whom it shall be conferred be convicted of any act derogatory to his honour as an officer and a gentleman, his name shall forthwith be erased from the Registry of individuals upon whom the said Decoration shall be conferred, by an order from Us under our Royal Sign-manual; and a notification thereof shall be duly published in the *London Gazette*.

“ Lastly.—We reserve to Ourselves, our heirs and successors, full power of annulling, altering, abrogating, augmenting, interpreting, or dispensing with these regulations, or any part thereof, by a notification under our Royal Sign-manual.

“ Given at our Court at Osborne, the twenty-fifth day of July, in the fifty-sixth year of our reign, and in the year of our Lord one thousand eight hundred and ninety-two.

“ By Her Majesty's command.

“ EDWARD STANHOPE.”

#### MISCELLANEOUS.

280. All accounts must be rendered for settlement monthly. This particularly applies to expenses incurred in advertising in newspapers, and in the carriage, freight, or cartage of arms and stores.

281. No expenditure is to be authorised or incurred by Officers in Command of Districts or Corps without authority being first obtained from the Defence Office.

282. Officers or non-commissioned officers to whom forage allowance is granted will be required to keep a horse and appointments, which must be their own *bona fide* property, and suitable for military purposes.

283. Anonymous complaints against individuals on the administration of a command or corps are not to be acted upon by Officers in Command.

284. Officers and non-commissioned officers of the paid staff who, in furtherance of personal claims or grievances, bring or attempt to bring outside pressure or influence to bear upon the Government will be subject to instant dismissal from the service.

285. No member of the Force is to be buried with military honours except by the express desire of his friends, notified to and approved by the Officer Commanding the Corps.

286. The Queen's Regulations and customs of the Imperial Services will be taken generally as guides in all matters not specifically dealt with in the Defence Act and these regulations.

#### FINANCE COMMITTEE.

287. In every Volunteer corps the officers and two non-commissioned officers shall form the Finance Committee for the management of the affairs of the corps, of which the Commanding Officer will be the treasurer. The secretary of the corps shall not be eligible for this Committee.

288. Every Volunteer corps shall have one general meeting in the first month of each year, at which the Commanding Officer and Committee shall produce and explain the accounts of the corps for the approval of the meeting. A copy of the statement of accounts will be posted in the orderly-room, and remain during the year.

289. The Finance Committee of a Garrison Band shall consist of the Officer Commanding the District, two Officers Commanding corps, and the Bandmaster or Band-Sergeant, who will act in accordance with the provisions of the preceding paragraph.

#### DRESS REGULATIONS.

290. The Dress Regulations, which are published separately, provide for the uniforms to be worn by each arm of the service, and are to be strictly adhered to.

#### REGULATIONS.—CANTEENS.

291. Canteens may be established at military camps of exercise, or other assemblies of Volunteers, under the authority and supervision of the Officer Commanding the Force so assembled (hereinafter referred to as “the Officer Commanding”).

292. Every canteen is to remain closed between tattoo and 10 a.m. daily, also during the hours of Divine Service on Sundays, and at such other times as may be deemed necessary by the Officer Commanding.

293. A piquet is invariably to be detailed for duty at the canteen to preserve order, and the canteen will be frequently inspected by the officers of the day to see that no irregularity takes place.

294. In case of disorderly behaviour, or for other cause that may appear sufficient to the Officer Commanding, the canteen may be closed absolutely at any time by order of such officer, and the canteen tenant shall have no claim for compensation for any loss sustained by reason of such closing.

295. Canteens being established for the exclusive use and convenience of the troops, civilians are not to be served by canteen tenants unless in the company of a member of the Force.

296. No gambling will be allowed in the canteen, and no intoxicating or malt liquors of any description are to be served to any one appearing to be intoxicated.

297. A scale of charges is to be posted in one or more conspicuous positions in the canteen.

298. All liquors and stores on sale are to be subject to inspection by the Commanding Officer or Medical Officer at any time, and these officers may forbid the sale and order the removal of any articles they may consider to be of bad quality.

299. Every applicant to hold a canteen shall, when practicable, obtain a conditional license under "The Licensing Act, 1881." Where, however, the absence of any such license is satisfactorily accounted for to the Commanding Officer, a canteen may be held upon such conditions and the payment of such fees as the Commanding Officer may determine, subject to the provisions of these regulations.

APPENDICES.

APPENDIX A.

MODEL RULES.

Rules of the Volunteer Corps.

1. The corps serves under the Defence Act, and the members are consequently subject to the provisions of that Act and any amendments thereof, and to all regulations made thereunder.

2. The corps shall consist of two classes,—(1) Enrolled members, consisting of efficient and non-efficient; (2) Honorary members, the latter contributing to the funds of the corps, but not being enrolled for service.

3. All subscriptions shall fall due on the 1st of the month succeeding that in which the Governor signifies his acceptance of the services of the corps.

4. The annual subscription of members of the corps shall be 12s.

5. The Officer Commanding will propose gentlemen for commissions as officers, but the appointment of all officers is subject to the Governor's approval.

6. The non-commissioned officers shall be appointed by the Officer Commanding.

7. After the acceptance of the services of the corps, no person shall be admitted as a member unless, with the approval of the Officer Commanding, on the proposal of two or more efficient members of the corps.

8. Each member must be provided with uniform and accoutrements of the pattern approved by the Government.

9. Each member shall be responsible for the due preservation of all articles issued to him which are the property of the Government or of the corps, fair wear-and-tear only excepted.

10. The expression "property of the corps" means and includes all arms, stores, ammunition, clothing, musical instruments, &c., belonging to a Volunteer corps, as defined in the interpretation clause of the Defence Act.

11. The Officer Commanding shall fix the time and place for all company parades, drills, and rifle practice.

12. The senior officer in command on parade shall have power, subject to the approval of the Officer Commanding the Corps, to inflict the following fines, in addition to those already provided for in the regulations:—

	£	s.	d.
For each absence from company parade not ordered by the Officer Commanding the District—			
Commissioned officer ... ..	0	3	0
Non-commissioned officer ... ..	0	2	0
Private ... ..	0	1	0
Wearing uniform in an improper manner in public ... ..	0	2	6
For loading contrary to orders, or shooting out of turn... ..	0	2	6
For discharging a rifle accidentally or through carelessness... ..	0	2	6
For pointing a rifle, loaded or unloaded, without orders, at any person ... ..	0	10	0

13. A record of all fines imposed on members of the corps shall be entered in a book kept by the Officer Commanding for that purpose.

14. All fines shall become due on or before the last day of the month in which they have been incurred, and shall be collected by a Sergeant detailed for that duty, and paid by him to the Officer Commanding for credit to the funds of the corps.

15. The property of the corps is, by the Defence Act, legally vested in the Officer Commanding; but a Committee to aid him in the management of its finances shall be appointed yearly. This Committee shall consist of the officers and two non-commissioned officers of the corps, and shall be convened according to regulations made by each corps.

16. The Officer Commanding shall cause an abstract of the accounts to be annually prepared and audited for the information of every member of the corps in the month of January.

17. Honorary members may, if they wish it, wear the uniform of the corps on ceremonial occasions, but they are not to interfere in any way with the military duties of the corps.

18. Honorary and reserve members will be permitted to use the practice-ground when it is not required by the enrolled members.

19. Honorary members shall severally pay a donation of £5 3s., or an annual subscription of £1 1s.

20. Every member of the corps is expected to provide himself with a copy of the rules of the corps and Volunteer Regulations.

APPENDIX B.

FORMATION OF CORPS.

1. Persons wishing to form Volunteer corps should place themselves in communication with the Officer Commanding the District, who will submit the offer of their services for the consideration of the Government.

2. In considering the offer of the services of a new corps, regard will be had to the number and description of the corps already existing in the same district, to the circumstances of the locality, and to the limits imposed by the amount placed at the disposal of Government by the General Assembly in the Volunteer vote. It is therefore necessary that in forwarding such offers of services it should be stated—

- (a) The circumstances which appear to render it advisable to sanction the formation of the proposed corps;
- (b) The place proposed for the head-quarters of the corps;
- (c) The number of persons who are prepared to enrol themselves, being subjects of Her Majesty by birth or naturalisation;
- (d) For Artillery.—Where it is proposed that the Artillery practice of the corps shall be carried on, and whether such practice will interfere with the safety or convenience of the public;  
For other Arms.—That the use of a rifle practice-ground has been secured; the situation of the proposed ground; the extent of range afforded—which must not be less than 300 yards; and that perfect arrangements can be made to secure the safety and convenience of the public;
- (e) That a safe storehouse and magazine for any arms and ammunition which may be issued will be provided;
- (f) And that the proposed officers of the new corps are fit and proper persons.

APPENDIX C.

ORDERLY OFFICER'S REPORT.

, 18 .

1. Rations (if issued).—I was present during the issue of the rations. There were no complaints.

2. Breakfast and Dinner.—I visited the at the hours of breakfast and dinner, found them clean and the meals properly prepared. The men were reported present, and there were no complaints (except those noted).

3. Guard-room.—I visited the guard-room at the dinner-hour and found it clean. Prisoners made no complaint (except those noted).

4. Canteen.—I visited the canteen at , where all was reported regular, and I saw it was closed on the first post sounding.

5. Rations and Meals of Men on Guard and Prisoners.—The rations and meals of men on guard, and prisoners, were reported correct by the Orderly Sergeant.

6. Picket.—I paraded the picket at retreat, and also at tattoo, when all was correct.

7. Tattoo.—I collected the reports at tattoo, when all were reported present (except those noted).

8. Lights.—I saw all lights in camp (except those authorised to be kept in) put out at

9. Guards.—I visited the guards at o'clock by day, and at o'clock by night, and found them alert and sober; also the sentries, who were acquainted with their orders.

10. Certificate (to be written).—I certify that the above duties were performed by me as reported, and that I did not leave camp during my tour of duty, except

[Name, rank, and corps.]

Subaltern coming off duty.

APPENDIX D.

CAPTAIN OF THE DAY'S REPORT.

, 18 .

1. Meals.—I visited the at , and found them clean. There were no complaints.

- 2. *Guards*.—I visited the guards at \_\_\_\_\_ by day, and at \_\_\_\_\_ by night, and found \_\_\_\_\_
- 3. *Sentries*.—I also visited the sentries by day and night, and found \_\_\_\_\_
- 4. *Hospital*.—I visited the hospital at \_\_\_\_\_ o'clock. The patients, \_\_\_\_\_ in number, made no complaint (except as stated).
- 5. The report of the subaltern of the day, which I have examined and found correct, is enclosed.

*Extra occurrences and complaints.*

Captain, \_\_\_\_\_ Corps, coming off duty.  
To the Officer Commanding.

APPENDIX E.  
SYLLABUS.

(a.) REGIMENTAL DUTIES.

This examination will be *vivâ voce*, and by written questions set by the Board.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and Sources from which Information may be obtained.
Officers prior to first appointment as Lieutenant	<p>1. <i>Discipline</i>. General Instructions, Administration of Discipline, Boards and Committees of Inquiry, Disposal of Prisoners.</p> <p>2. <i>Duties</i>. Roster of Duties: Duties in Garrison and Field, Honours and Salutes as Officers and Non-commissioned Officers, Guards and Sentries, Military Funerals.</p> <p>3. <i>Interior Economy</i>. Officers, Non-commissioned Officers.</p>	New Zealand Defence Act and Volunteer Regulations, with latest published amendments.
Officers prior to appointment as Captain	<p>As for Lieutenants, with the addition of —</p> <p>1. <i>Duties</i>. Of Troop, Battery, or Company Officers in Garrison or Camp.</p> <p>2. <i>Interior Economy</i>. Of a Troop, Battery, or Company, System of keeping Books and Returns.</p>	New Zealand Defence Act and Volunteer Regulations, with latest published amendments.
Officers prior to appointment as Major	<p>As for Captain, with the addition of —</p> <p>1. <i>Duties</i>. Of Regimental Officers with Corps under every circumstance, in Garrison or Camp.</p> <p>2. <i>Interior Economy</i>. Of Battalion or Corps, Keep of Regimental Books and Orderly-room Work.</p> <p>3. <i>Instructions for Encampments</i>.</p>	New Zealand Defence Act and Volunteer Regulations, with latest published amendments, and Regulations and Instructions for Encampments.

(b.) DRILL.

The examination in this subject will be divided into two parts: one part will be practical in the field, with *vivâ voce* questions, the other by written questions set by the Board. The knowledge of each candidate in drills and exercises is to be tested practically on parade, and, in addition to giving the words of command, the candidate is to be required, in respect of his own arm or branch of the service, to give the explanation of the exercise or manœuvre about to be performed, to the men on parade, in a clear and audible manner.

The Board will state in detail in their report the manœuvres and exercises performed, and will state clearly their opinion of the candidate's proficiency—whether he is a good, bad, or indifferent drill; whether he is able to impart instruction, and is fully competent to command the body of troops he exercised.

CAVALRY AND MOUNTED INFANTRY.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and Sources from which Information may be obtained.
Officers prior to appointment as Lieutenant	<p>1. <i>Drills</i>. Equitation, the Instruction of the Soldier on Foot, the Instruction of the Squadron or Company mounted.</p> <p>2. <i>Exercises</i>. The Carbine and Sword Exercises, Manual and Firing Exercises.</p> <p>3. <i>Musketry Instructions</i>. Instruction of the Recruit, Preliminary Drill and Practice, Dismounted Practice with Horses, Drill and Practice Returns.</p>	Mounted Infantry Regulations of the New Zealand Service.
Officers prior to appointment as Captain	<p>The same as for Lieutenants, with addition of —</p> <p>1. <i>Drills</i>. The whole of the Mounted Infantry Regulations.</p> <p>2. <i>Musketry Regulations</i>. The whole book.</p>	The New Zealand Musketry Instructions and authorised Books of Instruction.
Officers prior to appointment as Major	<p>The same as for Captain, with addition of —</p> <p>1. <i>Drills</i>. The Formation and Movements of a Regiment on Parade and in the Field.</p>	The New Zealand Musketry Instructions and authorised Books of Instructions.
<b>ARTILLERY.</b>		
<i>(a.) Field Artillery.</i>		
Officers prior to appointment as Lieutenant	<p>1. <i>Drills</i>. Equitation, Drill of the Battery, mounted and dismounted. Laying: To lay a gun under the same conditions as laid down for competitors at skill-at-arms; five rounds, to average 35 seconds per round.</p> <p>2. <i>Exercises</i>. Mounting and Dismounting Field Ordnance.</p> <p>3. <i>Instructions, &amp;c.</i> Instructions relating to Equipment, Gun, Carriages, and Ammunition.</p> <p>4. <i>Range-finding</i>.</p>	Field Artillery Drill.  Handbook of Gunnery.  Handbook of Gunnery.  Handbook of Range-finder in use.
Officers prior to appointment as Captain	<p>The same as for Lieutenants, with the addition of —</p> <p>1. <i>Drills</i>. Five Discipline.</p> <p>2. <i>Exercises</i>. Conveyance of Artillery, Employment of Artillery in the Field.</p>	Field Artillery Drill.  Field Artillery Drill.

ARTILLERY—continued.

Rank of Officer to be examined.	Minor Headings.	Books recommended and Sources from which Information may be obtained.
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(a.) *Field Artillery*—continued.

Officers prior to appointment as Major	3. <i>Practice.</i> The same as for Captain, with the addition of the drill and instruction of a brigade, mounted and dismounted; to criticize in writing practice reports.	
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(b.) *Naval and Garrison Artillery.*

Officers prior to appointment as Lieutenant	1. <i>Drill.</i> Squad and Company, Carbine Sword Exercise, Manual and Firing Exercises, Drill with Guns in Use.	Infantry Drill, Musketry Regulations.
	2. <i>Exercises.</i> Examination in the latest Instructions for Practice.	The latest orders for practice.
	3. <i>Instructions.</i> Comments: To take to pieces and put together and explain the action of the following material: The lock and firing arrangement of any B.L. or Q.F. gun in charge; the obturator of any B.L. gun on charge, and the action of the breech-block and closing gear; the method of controlling recoil, the traversing and running up and back gear; the action of any H.P. cylinder on charge.	Handbook of Guns and List of Changes.
	3. (a.) <i>Material Appliances.</i> Elementary Instruction.	Garrison Artillery Drill, Vol. II.
	3. (b.) <i>Ammunition.</i> To explain the action of any of the fuzes or tubes in use; to recognise at sight and to describe the various projectiles in use; to instruct in filling and emptying shell.	Notes on Ammunition.
	3. (c.) <i>Range-finding.</i>	Handbook of D.R.F.
	3. (d.) <i>Care and Preservation of Mountings.</i>	Handbook for Gun.
Officers prior to appointment as Lieut.-Commander or Captain	The same as for Lieutenant, with the addition of—  2. <i>Exercises.</i> Manning Batteries for Action and Fire Discipline: To tell off and post the necessary detail to fight one or more groups of guns; full instructions to be given to range-finders and transmitters, group officers, gun-captains, and layers for firing at a moving target (only gun-captain, layer, elevating and traversing numbers required actually for this).	Vol. I., Garrison Artillery Drill, and the latest orders for practice.

ARTILLERY—continued.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and Sources from which Information may be obtained.
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(b.) *Naval and Garrison Artillery*—continued.

Officers prior to appointment as Commander of Naval Brigade, or as Major	2. (a.) <i>Practice.</i> To criticize these reports of practice from a coast battery at a stationary target.  The same as for Captain, with the addition—  To explain and put in practice the tactical system of commanding and fighting a subsection or section embracing two or more forts.	Vol. I., Garrison Artillery Drill.
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INFANTRY.

Officers prior to appointment as Lieutenant	1. <i>Drills.</i> Recruit or Squad, Company.	Infantry Drill.
	2. <i>Exercises.</i> Rifle Exercises, Manœuvre of a Company, Advanced and Rear Guards and Outposts.	Infantry Drill, Musketry Regulations.
	3. <i>Musketry Instruction.</i> Instruction of Recruits, Preliminary Drill and Practice, Drill and Practice Returns.	Infantry Drill, Musketry Regulations.
	4. <i>Miscellaneous.</i> Guards, Shelter, Trench, and Pit Exercise.	Infantry Drill.
Officers prior to appointment as Captain	The same as for Lieutenants, with the addition of—  1. <i>Drill.</i> Command of a Company in a Battalion.	Infantry Drill.
	2. <i>Exercises.</i> Infantry Drill: the whole book.	
	3. <i>Musketry Regulations.</i> The whole book.	Musketry Regulations.
Officers prior to appointment as Major	The same as for Captains, with the addition of—  1. <i>Drill.</i> Equitation, Practical, Battalion Drill.	Infantry Drill.

ENGINEERS.

	The same as for Infantry, with the addition of— Signalling and Elementary Field Engineering.	Manual of Signalling, Elementary Field Engineering.
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FORM V.-1.

Volunteer Corps.

FORM OF ENROLMENT OF VOLUNTEERS.

[Questions to be separately asked by the Attesting Officer before whom the oath of allegiance is taken. Answers to be affirmed by declaration.]

1. What is your name in full ?
2. Where do you now reside ?—At \_\_\_\_\_, of \_\_\_\_\_, in or near the Town of \_\_\_\_\_
3. What is your business address ?
4. What are your age and height ?— \_\_\_\_\_ years months. Chest measurement ?— \_\_\_\_\_ inches.
5. What is your trade or calling ?
6. In whose employ are you, and are you an apprentice ?— Mr. \_\_\_\_\_, in or near the Town of \_\_\_\_\_
7. Are you willing to be enrolled to serve as a Volunteer in the above corps ?
8. Do you belong to, or have you ever served in, any, and, if so, in what, Naval or Military Force ?
9. If you have belonged to any Volunteer corps, did you voluntarily resign, or were you dismissed ?

I, \_\_\_\_\_, do hereby declare the foregoing replies to be true.

[Signature of Volunteer.]  
[Witness.]

**OATH TO BE TAKEN BY VOLUNTEERS.**

I, \_\_\_\_\_, do sincerely promise and swear that I will be faithful and bear true allegiance to Her Majesty Queen Victoria, and that I will faithfully serve in the Volunteer Force until I shall be lawfully discharged.

Witness my hand.

[Signature of the Volunteer.]  
[Witness present.]

Sworn before me, at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, one thousand eight hundred and \_\_\_\_\_

[Signature of Attesting Officer.]

**CERTIFICATE OF ATTESTING OFFICER.**

To wit. } I, \_\_\_\_\_, do hereby certify that in my presence } all the foregoing questions were put to \_\_\_\_\_ that the answers written opposite to them are those which he gave me, and that he took the oath of allegiance and fidelity, and that I consider him physically fit.

[Signature of Attesting Officer.]

**CERTIFICATE OF COMMANDING OFFICER.**

\_\_\_\_\_ having been duly enrolled to serve in the Volunteer Corps, I have caused his name and every prescribed particular to be recorded in the muster-roll, with the regimental No. \_\_\_\_\_ affixed to his name.

[Signature of Officer Commanding District.]

**FORM V.-2.**

I CERTIFY that No. \_\_\_\_\_, who was enrolled in the \_\_\_\_\_ Volunteers on the \_\_\_\_\_, has applied for his discharge, and that he has paid all fines, penalties, or subscriptions debited against him, which have been duly credited to the funds of the corps, and returned clean and in good order the arms, accoutrements, and Government property which were on issue to him [except the under-mentioned, the cost of which he has paid for: to be scored out if everything on issue was returned complete].

\_\_\_\_\_ Commanding \_\_\_\_\_ Volunteers.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

**FORM V.-3.**

**DISCHARGE CERTIFICATE.**

I CERTIFY that No. \_\_\_\_\_ was enrolled in the \_\_\_\_\_ Volunteers on the \_\_\_\_\_, and that he has been returned as an efficient Volunteer for the years noted in the margin, and is now discharged from the Volunteer Force at his own request [or as the case may be].

\_\_\_\_\_ Commanding \_\_\_\_\_ District.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

**FORM V.-4.**

**TRANSFER CERTIFICATE.**

I CERTIFY that No. \_\_\_\_\_, who has applied for a transfer to the \_\_\_\_\_ Volunteers, was enrolled in the \_\_\_\_\_ Volunteers on the \_\_\_\_\_, 18 \_\_\_\_\_, and that he has paid all fines and subscriptions due, and returned all Government property on issue to him clean and in good order.

I further certify that he has up to date attended the following Government drills :—

Government drills : \_\_\_\_\_  
Daylight drills : \_\_\_\_\_ Commanding \_\_\_\_\_ Volunteers.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

**FORM V.-5.**

FORM of CERTIFICATE to be used on handing or taking over the Arms, Accoutrements, &c., of a Corps.

I CERTIFY that I have handed over to \_\_\_\_\_ the arms, accoutrements, and Government property on issue to the \_\_\_\_\_ Volunteers correct and in good order, and further that all books, records, &c., connected with the interior economy of the company have been duly filled in to date and handed over at the same time.

[Signature and rank]  
\_\_\_\_\_ Commanding \_\_\_\_\_ Volunteers.

Date : \_\_\_\_\_

I certify that I have received over the arms, accoutrements, and Government property, company's books, and records referred to in above certificate from \_\_\_\_\_, and am perfectly satisfied with the correctness and state of the same.

[Signature and rank]  
\_\_\_\_\_ Commanding \_\_\_\_\_ Volunteers.

Date : \_\_\_\_\_

**FORM V.-6.**

**CERTIFICATE OF EFFICIENCY FOR A RECRUIT.**

I CERTIFY that \_\_\_\_\_, of the \_\_\_\_\_ Volunteers, was enrolled on the \_\_\_\_\_, 18 \_\_\_\_\_, and that he has attended \_\_\_\_\_ hours' recruit drill, fired \_\_\_\_\_ rounds ball cartridge at target practice, and gone through \_\_\_\_\_ period judging-distance practice.

I further certify that he is proficient in his drill, and qualified to take his place in the ranks of his corps as an efficient Volunteer.

[Signature of officer of paid staff.]

Date : \_\_\_\_\_

NEW ZEALAND REGIMENT ARTILLERY VOLUNTEERS.		Battery of _____, 189 _____.		
Bates.	6-pounds.			
	9-pounds.			
	12-pounds.			
	40-pounds.			
	24-pounder Howitzer.			
	Axes.	Felling.		
		Pick.		
		Bags, Canvas.		
		Bars, Splinter.		
		Iron.		
		Wood.		
	Bits.	Long.		
Short.				
Bolts, Eye, Blewling.				
Hook.				
Boxes.	Ammunition Lumber.			
	Axletree.			
	Centre.			
	Cartridge, Tin.			
	Fuze.			
	Grease.			
	Nail.			
Tube.				
Range on chg. Received ...				
Total received				
Written off ...				
Total writn. off				
Range on chg.				

FORM V.-7.

NEW ZEALAND REGIMENT ARTILLERY VOLUNTEERS.

RETURN of ORDNANCE and STORES belonging thereto, in Possession of \_\_\_\_\_ above Regiment, stationed at \_\_\_\_\_, for the Year ending \_\_\_\_\_.

FORM V.-7—continued.

Runng. on chg. Received ...	Total received	Written off...	Toll. writn. off	Runng. on chg.	Brushs.		Car- riages.	Car- tols.	Cylndrs.	Drifts.
						Carriage, Water.				
						Cleaning, Gun, with Stave Piassaba.				
						Buckets, Leather.				
						Blocks.				
						Cartridge, Drill.				
						Cases, Cartridge, Leather.				
						Garrison.				
						Travelling, with Lim- ber.				
						Canvas.				
						Leather.				
						Caps, Sponge, Canvas.				
						Cans, Oil, Lubricating.				
						Capsquares.				
						Covers, Gun.				
						Coins, Wood.				
						Coatings, Sponge.				
						Copper, Cartridge.				
						Wood.				
						Deflectors, Steel.				
						Common.				
						Diaphragm.				
						Elevating Screws.				
						Extractors, Fuze.				
						Funnels, Leather.				
						Hammers, Claw.				

FORM V.-7—continued.

Runng. on chg. Received ...	Total received	Written off...	Toll. writn. off	Runng. on chg.	Hnd. spks.	Hds.	Keys.	Levers.	Pins.	Pockets Leathr.	Rings
						Traversing.					
						Common.					
						Rammer.					
						Sponge.					
						Hooks, Bill.					
						Holdalls, Leather.					
						Irons, Priming.					
						Case, Metal-lined.					
						Lock, Spring.					
						Shell.					
						Shell and Fuse G S.					
						Wood.					
						Breech Screws.					
						Lanyards, Tube, Friction.					
						Locks, Pad, with Key.					
						Mallets, Fuse.					
						Needles, Brass.					
						Keep, Eye, Elevating.					
						Keep, Lever.					
						Linch.					
						Pincers, Pairs.					
						Fuse and Hook Bores.					
						Tube.					
						Brass Tangent.					
						Tappet.					

FORM V.-7—continued.

Runng. on chg. Received ...	Total received	Written off...	Toll. writn. off	Runng. on chg.	Ropes.	Sights.	Screws.	Straps.
						Breeching.		
						Drag.		
						Preventor.		
						Prolong.		
						Centre, Fore.		
						Centre, Hind.		
						Tangent, Brass or Steel.		
						Tangent, Wood.		
						Trunnion.		
						Scissors, Pairs.		
						Breech.		
						Sight, Tangent, Brass.		
						Sight, Tangent, Wood.		
						Sight, Trunnion.		
						Screwdrivers, Diaphragm.		
						Limber.		
						Tube Box.		
						Swingletrees.		
						Sticks, Portfire.		
						Skids, with Chain.		
						Shovels.		
						Staves, Sponge, and Rammer.		
						Shot, Drill.		
						Spades.		
						Spanners, McMahon.		
						Spanners, Common.		

FORM V.-7—continued.

	Common.	Spikes	Tackles.			Trucks	Washrs		Secs. of Fuse	Secs. of Shell	Cases, M.L.														
	Spring.		Luff.	Side.	Whip-upon-whip.	Tubes, Friction, Drill.	Tampions, Wood.	Iron.	Wood.	Vent Pieces.	Vent Servers.	Wadbooks.	Drag.	Plain.	Eye, Elevating.	Wagon, Ammunition.	Wheels.	Wrenches, Sight.			Barrels, Common.	Whole.	Half.	Quarter.	Copper, Hoops.
Rmng. on chg.																									
Received ...																									
Total received																									
Written off...																									
Totl. wrtn. off																									
Rmng. on chg.																									

Captain Commanding Battery, N.Z.R.A.

N.B.—This return is to be rendered on the 31st December of each year to the Officer Commanding the District, for transmission to the Storekeeper on whose books the stores are shown.

FORM V.-8.

Corps or Company.

RETURN of ARMS, ACCOUTREMENTS, &c., in Possession of the above, for the Year ending , 189 .

	AMMUNITION.		ARMS AND APPURTENANCES.																	
	Rifles, Breech-loading.	Car-bines.	Snider, Short.	Martini-H'ry.	Snider, Artillery.	Snider, Cavalry.	Martini-Henry.	Cleaning-rods.	Tags.	Revolvers, Central Fire.	Swords, Cavalry.	Scabbards, Steel.	Bayonets, Triangular.	Bayonets, Sword.	Scabbards, Triangular.	" Sword-bayt., I'her.	" Sword-bayt., steel.	Snap-caps and Chains.	Nipple-keys, with Vice.	Sight-protectors.
Rem'ng on ch'ge on Since received ...																				
Total received																				
Since issued ...																				
Total issued...																				
Rem'ng in pos'n.																				

Commanding Corps.

FORM V.-8—continued.

	INFANTRY ACCOUTREMENTS.					CAVALRY ACCOUTREMENTS.					MISCELLANEOUS.												
	Pouches.	Belts, Waist.	Bags, Ammunition.	Bags, Ball.	Bottles, Oil.	Frogs.	Slings.	Pouches.	Belts, Shoulder.	Belts, Sword.	Knots, Sword.	Holsters, Carbine.	Sheaths, Revolver.	Ball-bags, Revolver.	Targets, 6ft. x 2ft.	Stays for Targets.	Bolts & Nuts, ditto.	Chests, Arm.	Cases, Snider Amn.	Cases, Pkg., Snider.	Cases, Pkg., Com.	Cases, Pkg., M.-Hy.	
Remaining on charge on Since received																							
Total recd.																							
Since issued ...																							
Total issued																							
Rem'ng in pos.																							

Commanding Corps.

N.B.—This return is to be rendered on the 31st December of each year to the Officer Commanding the District, for transmission to the Storekeeper, on whose books the arms are shown.



FORM V.-9. Volunteers.

RETURN of FINES inflicted, recovered, &c., for Quarter ending , 18 .

Register No.	Rank and Name (in full).	Offence and Date on which committed.	Fines.		Date Recoveries were credited to Funds of Corps.	Fines.		Decision of Officer Commanding District.	Remarks.
			Inflicted.	Recovered.		Remitted.	Outstanding.		
			£ s. d.	£ s. d.		£ s. d.	£ s. d.		

Commanding Volunteers.

FORM V.-10. New Zealand Volunteers.

ACQUITTANCE ROLL of the , 18 . Volunteers, for the

Register No.	Rank and Name.	Period.		No. of Days.	Rate per Diem.	Stoppages.				Total Amount of Pay.	Date of Payment.	Signatures.	Remarks, stating Duty on which employed.
		From	To			Fines.	Clothing.	Rations.	Balance of Pay received.				
		18 .				£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.			

I certify that the above-named were actually employed during the period above mentioned on [Here state duty].

Commanding District.

Commanding Corps.

FORM V.-11.

REQUISITION for AMMUNITION (on Payment) for Practice and Exercise for the under-mentioned Corps, for which P.O. Order in favour of Defence Storekeeper for £ is annexed herewith.

Head-quarters, , 18 .

Name of Corps.	Strength of Corps.	How armed.
	Snider Ball.	Revolver Ball, C.F.

MEMO.—The ammunition will be sent by public conveyance; the carriage to be paid by the corps. The prices to be paid, in advance, are as follow:—

- Martini-Henry ball, 10s. per 100 rounds.
- Snider ball, 8s. 4d. per 100 rounds, English manufacture.
- Revolver ball, C.F., 4s. per 100 rounds.

Snider cases to be returned at expense of corps, or they will be charged for.

Snider ball, Auckland manufacture, 12s. per 100 rounds; 4s. per 100 being refunded for cartridge-cases returned to Wellington in good condition.

I hereby certify that I have the means of depositing the ammunition in a place of safety; and that the last supply received on payment has been expended at target practice.

[Signature and rank]

Commanding Volunteers.

Recommended: Commanding District.

FORM V.-12.

REQUISITION for Annual Allowance of ORDNANCE AMMUNITION for Practice and Exercise for the under-mentioned Corps, for the Year ending , 18 .

Head-quarters,

Name of Corps.	Strength of Corps.	No. of Detachments.	Description of Gun on Issue.

Annual allowance for each detachment*	Shot.	Shell.	Service.	Cartridges.		Fuzes.		Burst-ers.		Friction-tubes.
				Time.	Percussion.	Common.	Diaphragm.	A.G.	Common.	
Annual allowance for corps	5	10	10							5 p.c. addtn.

\* Not exceeding six detachments per corps.

MEMO.—The ammunition will be sent free of cost if the whole allowance is included in one demand, otherwise the carriage of only the first portion issued will be paid by the public, and cases to be returned by Government steamer as opportunity offers.

I hereby certify that there are in possession of the corps; that I have the means of depositing the ammunition in a place of safety; that the practice-range of the corps is yards in extent; and that the last year's annual allowance has been expended by the corps under my command for the purpose for which it was issued.

[Signature and rank]

Commanding Volunteers.

Recommended: Commanding District.

N.B.—Bandsmen not to be included, and a separate requisition for each description of gun to be forwarded.

FORM V.-13.

REQUISITION for Annual Allowance of SMALL-ARMS AMMUNITION for Practice and Exercise for the under-mentioned Corps, for the Year ending , 18 .

Head-quarters, 18 .

Name of Corps.	Strength of Corps.	How armed.	Annual Allowance.	
			Adults, each 100 rounds ball.	Cadets above the age of 13 years, each 25 rounds ball
		Snider Ball.	Ball.	
Annual allowance for corps.				

MEMO.—The ammunition will be sent free of cost if the whole allowance is included in one demand, including the three rounds solid shot for prize-firing, otherwise the carriage of only the first portion issued will be paid by the public; and all Snider cases are to be returned by Government steamer as opportunity offers.

I hereby certify that there are rifles in possession of the corps; that I have the means of depositing the ammunition in a place of safety; that the practice-range of the corps is yards in extent; and that last year's annual allowance has been expended by the corps under my command for the purpose for which it was issued.

[Signature and rank]

Commanding Volunteers.

Recommended: Commanding District.

**FORM V.-14.**  
RECOMMENDATION for\* , Volunteers.

Rank.	Christian Name in full and Surname.	Appointment, Promotion, or Resignation.	Date of Election or Resignation.	Rank to which elected.	If passed Examination, and Date.	Remarks.

Commanding Volunteers.  
Date:

Recommended: \_\_\_\_\_  
Commanding District.  
Date: \_\_\_\_\_

\* Appointment, promotion, or resignation, as the case may be.

**FORM V.-15.**  
CENTRAL BOARD OF EXAMINATION.—PROFICIENCY CERTIFICATE FOR OFFICERS OF MILITIA AND VOLUNTEERS.

We certify that \_\_\_\_\_ has passed in the subjects laid down in the Volunteer Regulations, and is entitled to the above certificate.

President.

Dated at Wellington, this \_\_\_\_\_ day of \_\_\_\_\_, 18 .

**FORM V.-15A.**  
PROFICIENCY CERTIFICATE FOR NON-COMMISSIONED OFFICERS.

We certify that \_\_\_\_\_ has passed in the subjects laid down in the Volunteer Regulations.

.....  
.....

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 18 .

Confirmed: \_\_\_\_\_  
Officer Commanding District.

**FORM V.-16.**  
Volunteers.  
NOMINAL, DESCRIPTIVE, and CAPITATION ROLL and MUSKETRY RETURN of the \_\_\_\_\_ District.  
\_\_\_\_\_ 189 .

RANK AND NAME (Surname first). All men borne on the roll of the corps for the current year to be entered here in alphabetical form.	NUMBER OF GOVERNMENT DRILLS ATTENDED DURING THE YEAR.												Date of Enrolment.	Regimental No.	
	Jan.	Feb.	March.	April.	May.	June.	July.	August.	Sept.	October.	Nov.	Dec.			

Number of Days in Drills included in foregoing.  
Number of Gun Drills included in foregoing.  
Number of Hours Re-going.  
Number of Hours Re-gruit Drill.

**FORM V.-16—continued.**  
NOMINAL, DESCRIPTIVE, and CAPITATION ROLL, &c.—continued.

1st Period.	TOTAL POINTS OBTAINED IN TARGET PRACTICE.					Final Classification.	Marksm'n.	Volley Firing at _____ yds.	Independent Firing at _____ yds.	Capitacion Allowance.	Trade, Occupation, or Calling.	Age at Enrolment.	Feet.	Inches.	Height.	Number of Rifles.	Date of leaving Corps.	Remarks, showing Cause of being returned as Non-efficient.
	3rd Class.	2nd Class.	3rd Class.	2nd Class.	1st Class.													

I certify that this is a true and correct return of the corps under my command for the period specified.

Commanding Volunteers. 189 .

I certify that I have examined this return, and find it correct in every particular; and that I have inspected the Government property on issue to the corps, and that the several articles I have seen agree with the Half-yearly Return of Arms, &c., and that the members are supplied with the regulation uniform.

Commanding District. 189 .

FORM V.-17.  
MONTHLY RETURN OF VOLUNTEERS.

District.

Head-quarters, , 18 .

Corps.	OFFICERS.						HONORARY OFFICERS.			NON-COMMISSIONED OFFICERS AND MEN.							PRESENT ON PARADE.						
	Lieut.-Colonel.	Major.	Captain.	Lieutenant.	Adjutant.	Quartermaster.	Surgeon.	Veterinary Surgeon.	Chaplain.	Staff-Sergeant.	Chief Petty Officer, Sergeant-Major, Quartermaster, or Colour-Sergeant.	Sergeant, or 1st Class Petty Officer.	Corporal, or 2nd Class Petty Officer.	Trumpeter, or Bugler.	Privates.	Total all Ranks.	Total Strength last Return.	Increase during the Month.	Decrease during the Month.	Officers.	Non-commissioned Officers.	Privates.	Total.
Cavalry and Mounted Infantry.																							
Totals																							
Naval Artillery.																							
Totals																							
Artillery.																							
Totals																							
Rifles.																							
Totals																							
Cadets.																							
Totals																							

Remarks :

ABSENTEES from Government Parades held during the Month.

With leave.			Without leave.			
Rank and Names.	Corps.	Cause of Absence.	Rank and Names.	Corps.	Fines.	Remarks
					£ s. d.	

I certify that the above return has been examined and found to be correct.

Officer Commanding District.

When circumstances prevent the attendance of a member of the Permanent Staff at any parade, drill, or inspection held to qualify for capitulation, the Officers Commanding Corps at such parades will be required to certify, as follows, to the number of men present on parade, and will furnish a nominal roll of all absentees on the back of the parade state :—

I, \_\_\_\_\_, Commanding Officer of \_\_\_\_\_ Corps on parade at the capitulation drill of the \_\_\_\_\_, do hereby certify that the above is a correct statement of the number present on the parade, that the names of all absentees are correctly entered on the back of the state, and that the drill was held in strict compliance with the Volunteer Regulations.

FORM V.-18.

REQUISITION for the Under-mentioned Articles for Use of \_\_\_\_\_, 18 .

Names of Articles.*	Number or Quantity of Articles required (in figures and words at length).	Cost of Articles applied for.	Purpose for which required.
		£ s. d.	

Recommended :

Approved :

Commanding District.

Commanding Corps.

\* If articles required are to be obtained on purchase, the cost of each to be entered in money-column, and remitted by Post-Office order in favour of the Defence Storekeeper.

FORM V.-19.

REQUISITION for the Under-mentioned ARMS, ACCOUTREMENTS, &c., for Volunteers, 18

On charge on 18	Required to complete	Rifles.		Strength of corps, exclusive of officers, on 18	Corps.
		Snider B.L.	Short.		
		Medium.	Long.		
		Snider, Artillery.	Snider, Cavalry.		
		Carbines.			
		Muzzle-loading.			
		Revolvers.			
		Breech-loading.			
		Cavalry Swords and Steel Scabbards.			
		Artillery Sets.			
		Cavalry Sets.			
		Rifle Sets.			
Cadet Sets.					
Nipple-key.					
Snap-caps.					

Approved: District.

Commanding

FORM V.-20—continued.  
[At back of Guard Report.]

TIME AND POST-ROLL OF THE GUARD, 18

No.	Name.	Corps.	No. of Posts.	Time of Sentry.						By whom posted.
				From	To	From	To	From	To	
Commanding Guard.										

PRICE-LIST OF ARMS, ACCOUTREMENTS, AND AMMUNITION.

	£	s.	d.
Remington-Lee rifle ... ..	1	0	0
Martini-Henry rifle, complete, each ...	3	10	10
Snider rifles, complete, any pattern, without bayonet, each ...	2	15	0
Muzzle-loading rifles, complete, any pattern, without bayonet, each ...	1	0	0
Snider carbines, any pattern, each ...	2	6	0
Adams breech-loading revolvers, each ...	3	5	0
<i>Small-arms Stores for Snider Breech-loading.</i>			
Bayonet, triangular, each ...	0	4	0
" " scabbard, leather, each ...	0	1	3
" swords, Snider, each ...	0	10	6
" " Martini-Henry, scabbards ...	0	15	0
" " leather ...	0	5	0
" " scabbard, leather, Snider ...	0	3	6
" " steel, Snider ...	0	4	6
Tags, each ...	0	0	6
Nipple-keys, with lock, vice, &c. ...	0	2	6
" plain, each ...	0	1	3
Sight-protectors, Martini-Henry ...	0	0	4
Ramrod or cleaning-rod, each ...	0	1	6
Snap-cap and chain, each ...	0	0	4

FORM V.-20.  
GUARD REPORT.

Detail.	Sentries.	Articles in Charge of the Guard.	Remarks relating to Deficiency or Damage of Articles in Charge.
Captain.			
Lieutenant.			
Sergeants.			
Corporals.			
Buglers.			
Privates.			
By Day.			
By Night.			

Previous to the old guard marching off, the several articles above enumerated were examined and found correct, the guard-room clean, and board of orders legible. Immediately after the old guard marched away, I read the orders to the guard, and again to the first relief. I inspected every relief, both going out and coming in, and found them fit for duty. I visited the sentries at and at by day, and at and at by night; they were alert on their posts, and acquainted with their respective orders.

The guard was visited—  
By at o'clock by day, and at o'clock by night.  
By of at o'clock by day, and at o'clock by night.

Commanding Guard.

*Infantry Accoutrements.*

Valise equipment, at "Priced Vocabulary of Stores" rates, with 15 per cent added.	0	2	0
Ball-bag ...	0	1	6
Frog ...	0	0	6
Oil-bottle ...	0	4	6
Pouch ...	0	1	6
Sling ...	0	2	0
Waist-belt ...	0	2	0
<i>Cavalry Accoutrements.</i>			
Swords, cavalry ...	0	17	6
Scabbard, steel ...	0	7	6
Pouch, each ...	0	4	0
Sword-knots ...	0	0	9
Cavalry pouch-belt, buckle, tip, and slide ...	0	5	0
Sword waist-belt ...	0	4	8
Holsters ...	0	8	0
<i>Revolver Accoutrements.</i>			
Ball-bag ...	0	2	0
Sheath ...	0	5	0
<i>Small-arms Ammunition.</i>			
Snider ball, per 100 rounds, English manufacture ...	0	8	4
" " Auckland ditto ...	0	10	0
Remington-Lee ball, per 100 ...	0	2	0
Martini-Henri ball, per 100 ...	0	10	0
Snider blank, per 100 rounds ...	0	3	0
Revolver ball, C.F., per 100 rounds ...	0	4	0
Arm-chests, each ...	0	15	0
Snider-cases, each ...	0	10	0

Double rates will be charged for ammunition made away with or lost through neglect.

Articles made in the colony will be charged for at cost price, and those imported from the Imperial Government according to "Priced Vocabulary of Stores" used in Her Majesty's service, column 2, with 15 per cent. added. Arm-chests and snider-cases not returned or otherwise accounted for will be charged against capitulation grant.