



SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, MAY 4, 1911.

Published by Authority.

WELLINGTON, FRIDAY, MAY 5, 1911.

Regulations (Provisional) for the Military Forces of New Zealand.

ISLINGTON, Governor.

IN pursuance and exercise of all powers and authorities conferred on me by the Defence Act, 1909, and the Defence Amendment Act, 1910, I, John Poynder Dickson-Poynder, Baron Islington, the Governor of the Dominion of New Zealand, do hereby revoke all regulations heretofore made under the said recited Acts, or either of them, or under the Defence Act, 1908 (except the regulations for Junior Cadets made on the eighteenth day of March, one thousand nine hundred and ten), and in lieu thereof do hereby make the regulations set forth in the Schedule hereto, and do hereby declare that such revocation shall take effect and the regulations set forth in the Schedule hereto shall come into force on the fifth day of May, one thousand nine hundred and eleven.

SCHEDULE.

DEFINITIONS.

In these regulations, if not inconsistent with the context,—

“Active Service”: The term “on active service,” as applied to a person subject to military law, means whenever he is attached to or forms part of a Force which is engaged in operations against the enemy, or is engaged in military operations in a country or place wholly or partly occupied by an enemy, or is in military occupation of any foreign country:

- "Area" means a geographical subdivision of the Dominion formed for the purpose of registration and training in the Military Forces as detailed in these regulations:
- "Area Group" means an area group composed of three or four areas:
- "Army Act" means the Imperial Act called "The Army Act," and includes any Act continuing or amending the same:
- "Cadet" means Senior Cadet:
- "Company, &c.," means squadron, battery, or company:
- "Corps" means any such military body as may be from time to time declared to be a corps for the purpose of the Defence Act or these regulations:
- "Defence Act" means the New Zealand Defence Act, 1909, and includes any Act amending the same:
- "District" means a military district constituted under the Defence Act:
- "Gazette" means the *New Zealand Gazette*:
- "King's Regulations" means the "King's Regulations and Orders for the Army," as issued by the Army Council:
- "Military Forces" includes all officers, non-commissioned officers, and men in the Staff Corps, Permanent Staff, the Permanent Force, the Territorial Force, the Reserves, the Rifle Clubs, and the Senior Cadets:
- "New Zealand Staff Corps" means all officers other than those of the Permanent Force duly commissioned or transferred to the New Zealand Staff Corps under these regulations:
- "New Zealand Permanent Force" means the Regular Force known as the regiment of Royal New Zealand Artillery:
- "New Zealand Permanent Staff" includes all warrant and non-commissioned officers and enlisted soldiers who are engaged for a continuous term of service in the New Zealand Military Forces, other than those on the establishment of the New Zealand Permanent Force:
- "Non-commissioned Officer": The expression non-commissioned officer includes any acting non-commissioned officer:
- "Oath": The expression "oath" and "swear," and other expressions relating thereto, include affirmation or declaration, affirm or declare, and expressions relating thereto, in cases where an affirmation or declaration is by law allowed instead of an oath:
- "Officer" means any commissioned officer appointed under the Defence Act to the Military Forces or to any branch thereof:
- "Regiment": The term regiment means a regiment of Mounted Rifles, a regiment of Infantry consisting of one or more battalions, the regiment of Royal New Zealand Artillery, and the regiment of New Zealand Artillery:
- "Regular Forces": The expression "Regular Forces" and "H.M. Regular Forces" means officers and soldiers who by their commissions, terms of enlistment, or otherwise, are liable to render continuously for a term military service to His Majesty in any part of the world:
- "Rules of Procedure" means the "Rules of Procedure" issued under the authority of the Army Act:
- "Soldier" means any warrant officer, non-commissioned officer, or man enlisted or enrolled in any portion of the Military Forces other than a Rifle Club or a Cadet unit:
- "Superior Officer": The expression "superior officer" when used in relation to a soldier includes a warrant officer not holding an honorary commission, and also includes a non-commissioned officer as above defined:
- "Unit" means a regiment of Mounted Rifles, a battery of Field Artillery, a company of Garrison Artillery, a battalion of Infantry, a company of Engineers, a company of Army Service Corps, a company of the Medical Corps, a company or depot of the Veterinary Corps.

ABBREVIATIONS.

A.S.C.	Army Service Corps.
C.O.	Commanding Officer.
D.C.M.	District Court-martial.
F.G.C.M.	Field General Court-martial.
G.C.M.	General Court-martial.
G.O.C.	General Officer Commanding.
i/c	In charge of.
N.C.O.	Non-commissioned officer.
N.Z.M.C.	New Zealand Medical Corps.
N.Z.P.F.	New Zealand Permanent Force.
N.Z.P.S.	New Zealand Permanent Staff.
N.Z.S.C.	New Zealand Staff Corps.
N.Z.V.C.	New Zealand Veterinary Corps.
O.C.	Officer Commanding.
O.C.D.	Officer Commanding District.
Para.	Paragraph.
P.M.O.	Principal Medical Officer.
P.V.O.	Principal Veterinary Officer.
R.N.Z.A.	Royal New Zealand Artillery (Permanent Force).
T.F.	Territorial Force.

SECTION I.—ORGANIZATION.**Composition and Government.**

1. The liability of all male inhabitants of the Dominion for service in the Military Forces is laid down in the Defence Act. (*Vide* Appendix VIII.)

2. Officers and soldiers of the New Zealand Staff Corps, Permanent Staff, and Permanent Force are at all times liable for foreign service; the remainder of the Military Forces are liable for service within the Dominion only. The Senior Cadets, as such, are not liable for active service.

3. The organization and establishment of the New Zealand Staff Corps, Permanent Force, and the Senior Cadets, and the organization for peace and war of the Territorial Force, including the establishments of units, is laid down in Appendix I ("New Zealand Establishments"). The establishment of the Permanent Staff will vary according to requirements.

The distribution of the Military Forces is shown in the "New Zealand Army List."

4. The government of the Forces is vested in the Crown. The command and administration of the Forces are placed in the hands of the Commandant of the Forces.

5. For the purpose of decentralization, the Dominion is divided into four military districts, viz.—

- The Auckland District,
- The Wellington District,
- The Canterbury District,
- The Otago District.

The military districts are further subdivided into area groups and areas.

The boundaries of the districts, area groups, and areas are laid down in the "New Zealand Army List."

6. The channels for communication throughout the Military Forces are as shown in Appendix V.

7. The chain of command throughout the Military Forces is shown in tabular form in Appendix X.

SECTION II.—DUTIES OF COMMANDERS: CONFIDENTIAL REPORTS.**OFFICER COMMANDING A DISTRICT.**

8. The Officer Commanding a District is responsible for—

- (1.) The discipline, training, and efficiency for service of the Military Forces located in his district, including the Permanent Force.
- (2.) The efficiency of the forts and armament, including all buildings, works, stores, material, and equipment in his district.
- (3.) The promulgation of all orders or instructions emanating from Headquarters in so far as they affect his district.
- (4.) The enforcement of due economy by all officers and others in his district who are charged with the expenditure of money or the use of and expenditure of stores.
- (5.) The arrangements for the mobilization of the Forces in his district.
- (6.) The proper expenditure of and accounting for all moneys allotted to him for training.
- (7.) The registration, enrolment, transfer, and discharge of all those within his district who are, or from time to time become, liable for military service under the Defence Act.

9. He will not quit his district without permission from Headquarters, and in applying for leave of absence he will specify the name and rank of the officer on whom his command will devolve, who should under ordinary circumstances be the senior Brigade Commander.

10. He will prevent interference with proprietary rights or trespass upon private property by the troops in his district, and will maintain friendly intercourse with Magistrates and other Civil functionaries.

11. He will immediately report to Headquarters all cases in which the troops have been engaged in riots or disturbances, either among themselves or when civilians have been concerned, and will further report the result of his inquiries into the circumstances.

12. He is responsible that all persons employed under him are made acquainted with the provisions of section 61 of the Defence Act, and a record that this has been done should be kept.

13. He will revise annually the schemes for the defence of the defended ports within his district, and will render to Headquarters on the 1st April a report that this has been done, together with copies of his revised schemes.

14. As schemes of defence should deal only with the men and matériel actually available, or that can be made available on emergency, the annual revision should represent the plan under which the O.C. District would use the existing resources. This is not to preclude him from making any recommendation in connection with

the defences in his district which he considers desirable, but such recommendation should be submitted separately.

15. He should assimilate, as far as lies in his power, the peace organization and training of the troops in his district to the plan which, under his scheme of defence, he would put into force in war.

16. He will furnish annually to Headquarters on the 1st March a report bringing to notice any difficulties or defects due to local conditions, and containing suggestions for rectifying the same, and for generally increasing the efficiency of the Military Forces. This report should be of a general nature, and should deal with such subjects as the following: How far local conditions have affected registration, enrolment, and training throughout his district during the year under report; whether the regulations which have been issued have been difficult of application, with any suggestions for amending the same; suggestions for facilitating the training of troops in his district by the acquisition of training-areas, rifle ranges, buildings, &c.

Other subjects affecting his district which may be considered of sufficient interest or importance should also be brought to notice.

Questions of importance, which an O.C. District desires to bring to the immediate notice of Headquarters, should not be held over for this report, but should be dealt with as they arise in separate communications.

Reports made to the O.C. District by Staff Officers or heads of services or departments, and tables of statistics, are not to accompany the annual report.

OFFICER COMMANDING A BRIGADE.

17. An Officer Commanding a Brigade is responsible for the command, inspection, and training of the units included in his brigade.

18. He will supervise the mobilization arrangements of the units of his brigade.

COAST DEFENCE COMMANDER.

19. A Coast Defence Commander is responsible for the command, inspection, and training of the units allotted to the defended ports in his command.

20. He will supervise the mobilization arrangements of the coast defence units under his command.

OFFICER COMMANDING A UNIT.

21. A Commanding Officer is responsible for the maintenance of discipline, efficiency, and proper system in the unit under his command.

22. He is responsible for the training of his unit, and that it is carried out in strict accordance with the principles laid down in the Imperial Training Manuals issued by the Army Council for use throughout the Empire.

23. A C.O. will pay particular attention to the health of his officers and men. Medical officers are charged with advising Officers Commanding, who will incur grave responsibility if such advice is neglected without adequate reason.

24. A C.O. is responsible for the proper expenditure of and accounting for all grants made to his unit.

25. A C.O. will be held accountable for public equipment, clothing, and stores on charge to the unit under his command.

26. A C.O. is responsible that the arms on issue to his unit are kept clean and in thorough repair.

27. A C.O. is responsible for the correct receipt and issue of all supplies, and, when there are daily issues of rations, for their being inspected and weighed in the presence of an officer.

28. A C.O. is to cause every order issued for general information to be either republished in regimental orders or circulated to all whom it may concern in the unit under his command. He is to afford officers under his command facilities for becoming acquainted with changes in the regulations and orders for the Forces.

29. A C.O. is responsible for the proper application of all regimental funds, and will supervise and control any committees formed for their management.

30. An officer in temporary command of a unit will not issue any standing orders, nor alter those which are at the time in force, nor authorize the application of regimental funds to any purpose other than the ordinary current expenditure, without reference either to the permanent C.O. or to the Brigade Commander. On the other hand, an officer while absent from, and not in the exercise of, his command cannot issue regimental or other orders relating to such command.

31. A C.O., assisted by the Senior Major, is responsible, under the Brigade Commander and O.C. District, for the systematic and efficient instruction of officers under his command in all professional duties.

32. He will often direct field officers and Captains to take command on parade and to exercise the unit.

33. It is the duty of a C.O. to bring specially to the notice of the inspecting officer any officers distinguished for proficiency in their duties. He will also bring to notice those who, from incapacity or apathy, are deficient in knowledge of their duties, or do not afford him that support which he has a right to expect,

or conduct themselves in a manner injurious to the efficiency or credit of the unit.

REGIMENTAL OFFICER OTHER THAN A COMMANDING OFFICER.

34. A field officer should make himself thoroughly acquainted with the professional abilities and acquirements of all officers placed under his supervision, and a company, &c., commander should acquire similar knowledge with regard to his subalterns.

35. Every company, &c., commander, even if the appointment is held only temporarily, is responsible for the equipment, ammunition, clothing, and public stores on charge to his company, and is accountable for them to his C.O. He will pay attention to the cleanliness of the men and of their clothing, arms, accoutrements, and tents or quarters, and will see that rations when issued are good and sufficient. He is bound to take charge of all money received on account of his company, &c., and is responsible for the safe custody of such money, and for its being expended in conformity with regulations, and with due regard to the interests of his men. A N.C.O. is not to be subjected to the risk of loss by having public money placed in his hands.

36. Kit-inspection will be held only at such times as a company, &c., commander may consider necessary, subject to the standing orders of his unit.

37. Every officer is expected, after two years service as an officer, to be capable of commanding and exercising a company, &c., in every situation, and to be perfectly acquainted with its interior management, economy, and discipline; and, after two years' service as a company, &c., commander, to be competent in every respect to undertake the duties of a field officer.

O.C. DEPOT PERMANENT FORCE.

38. The interior economy of the Permanent Force, including enlistment, pay, promotion, transfers, clothing, equipment, and discharge, will be in the hands of the officer commanding the Permanent Force Depot, Wellington, who will also be the officer in charge of Permanent Force records. He will issue Part II, Permanent Force Orders, dealing with interior economy and administration. He is responsible for the discipline and efficiency of the depot, and the training of recruits. He will submit, in the first instance, to O.s.C. Districts concerned the annual confidential report on all officers of the R.N.Z.A. For the purposes described in this paragraph he is the O.C. Permanent Force.

39. O.s.C.P.F. detachments will correspond direct with the O.C.P.F. Depot on matters connected with interior economy, excepting in cases dealing with transfers and movements of *personnel*, when the correspondence will be forwarded through the O.C. District.

40. The distribution of the instructional cadres of the Permanent Force throughout the Dominion will be carried out under instructions received from Headquarters.

41. For all other purposes detachments of the Permanent Force will be under the command of the O.C. District in which they are serving.

COMPANY COMMANDER, SENIOR CADETS.

42. An officer commanding a company of Senior Cadets will be responsible that—

- (1.) Discipline is strictly enforced, and is in accordance with these regulations and with the rules of the school or recognized organization (if any) to which the company belongs.
- (2.) The prescribed training is properly carried out.
- (3.) The Cadets of his company are properly armed, equipped, and clothed, and that any deficiencies in this respect are reported at once to the Officer in charge of the Area Group.
- (4.) The necessary entries are made from time to time in the Record-books of each Cadet.
- (5.) The annual return of Cadets who will become liable for transfer to the Territorial Force in the following year is submitted to the Officer i/c Area Group on the 1st April. This return will include the names of any Cadets who have become liable to transfer to the Territorial Force since the last return was submitted, but whose names did not appear in that return.

Confidential Reports.

43. A confidential report on N.Z. Form B 194 will be furnished to the G.O.C. annually on the 1st April on every officer on the establishment of the N.Z. Staff Corps and N.Z. Permanent Force.

44. This report will be made out in the first instance by the C.O. or other immediate superior of the officer reported on, and will record the opinion of the District Commander.

45. An officer of the N.Z. Staff Corps or Permanent Force can only be confidentially reported on by an officer holding a permanent commission.

46. Officers of R.N.Z.A. will be reported on in the first instance by the O.C.P.F. Depot, who will then forward the reports to the O.C. District under whom the individual officer is serving. These reports will be strictly confidential and privileged, and are in no case to be made public.

47. An officer will be recommended in his annual report either:—

- (1.) For accelerated promotion;
- (2.) For promotion in the ordinary course; or
- (3.) For promotion to be delayed.

48. Should the confidential reports of two successive years recommend delay in promotion a special report will be rendered by the O.C. District, stating whether he thinks it desirable that the officer should retain his commission.

49. In recommending an officer for accelerated promotion, the officer submitting the report will record clearly and concisely the special qualifications which make the officer more efficient than his comrades. Recommendations of this nature should be sparingly made, and should apply to cases only where the officer is exceptionally gifted, or where he has displayed special ability in the performance of his duties. These recommendations will carry greater weight when an officer has passed his examination for promotion and has obtained a special certificate, although the latter is not an essential condition.

50. The confidential annual report on each unit of the Territorial Force and Senior Cadets (N.Z. Form . . .) rendered by the inspecting officer will contain a short confidential report on each officer of the unit. This is the only annual confidential report required in the case of officers of the Territorial Force.

51. Officers in charge of Area Groups, Adjutants, and all other officers of the Staff Corps who have members of the Permanent Staff serving directly under them will submit to the O.C. District on the 1st June in each year a confidential report on such members of the Permanent Staff. The report will be forwarded, with the remarks of the O.C. District, to the Adjutant-General, Headquarters.

ADVERSE REPORTS ON OFFICERS.

52. When an officer is adversely reported on in regard to his fitness for his present position or for promotion to a higher one, or in respect of any fault which affects his character as an officer, the particulars of the adverse report are, when practicable, to be read to him (and a copy handed to him) by the O.C. District or other officer to whom the report is rendered, who shall at the same time communicate any point which may have come under his observation and inform the officer concerned that if he continues to be so reported on he will be required to resign his commission. If this course is not practicable, the above particulars are to be communicated to the officer concerned by letter. A note will be made in the report that these instructions have been duly attended to, or an explanation furnished when they have not been carried out.

SECTION III.—THE STAFF.

Composition and Distribution.

53. The Staff of the New Zealand Military Forces consists of,—
The Staff at Headquarters;
The Staff in districts.

The distribution of the Staff is shown in the New Zealand Army List.

54. The Staff is divided into,—

- (1.) The General Staff;
- (2.) The Administrative Staff.

55. Appointments to the higher posts on the Staff will be made from a selected list of officers of the N.Z. Staff Corps and Permanent Force considered qualified for such employment, termed the "Staff List."

This list will be prepared and revised each year by the G.O.C., but will not be published. The guiding principle in the selection of officers for this list will be the possession of those qualifications which render them fitted for the performance of the duties of the Staff; but as a general rule an officer will not be eligible for employment on the General Staff, or for exchange with Imperial General Staff Officers in other parts of the Empire, unless he holds a Staff College certificate or has been noted as qualified for Staff employment in consequence of proved ability on the Staff in the field.

55A. Officers of the Territorial Force may be seconded for service on the Staff.

56. No officer will hold a Staff appointment longer than four years without being reappointed.

Duties of the Staff at Headquarters, N.Z. Military Forces.

COMMANDANT.

57. The Commandant in his capacity as G.O.C. and Inspector-General of the Forces is responsible for the organization, discipline, and efficiency of the Forces. In his capacity as Chief of the Dominion section of the Imperial General Staff, he is responsible for advice on local military policy to be pursued, organization of local Forces in accordance with State policy, plans for local defence, supervision of training of troops, education of officers, and selection of officers of local Forces for study at Imperial Staff Colleges.

58. *Staff Officer to Commandant, and Assistant Military Secretary.*—The Staff Officer to the Commandant is responsible for the Commandant's correspondence; general and confidential duties; records of all officers, and confidential reports on officers; appointments, promotions, resignations, and retirements of officers, and preparation of notices for the *Gazette* in connection with the above.

59. *Chief Clerk at Headquarters.*—The Chief Clerk is responsible for receipts, registration, and custody of all official letters and telegrams received at Headquarters of the New Zealand Military Forces; control and distribution of clerical staff; parliamentary business of the office; preparation of actuarial calculations and statistical returns; domestic economy of the office.

DIRECTOR OF STAFF DUTIES AND TRAINING.

60. The Director of Staff Duties and Training is responsible for Staff organization, Staff tours, record of officers suitable for Staff employ, instruction and training of the Military Forces for war on the lines laid down in the "Field Service Regulations," education and examination of officers, Training Manuals, arrangements for the examination of candidates for the British Army and Australian Military College, manœuvres, estimates for and allocation of training and manœuvre grants, and military libraries.

DIRECTOR OF MILITARY OPERATIONS.

61. The Director of Military Operations is responsible for information about the Dominion and neighbouring countries, preparation of plans for local defence and strategic distribution of the Forces, mapping and reconnaissance of the Dominion, war establishments and war organization, application of the principles laid down in the "Field Service Regulations," intelligence duties, Staff tours, and plans for mobilization.

ADJUTANT AND QUARTERMASTER-GENERAL TO THE FORCES.

Adjutant-General's Branch.

62. The Adjutant-General is responsible for peace organization of the Military Forces; discipline; martial, military, and international law; administrative arrangements in connection with training and education; ceremonial; all questions of *personnel*; editing and issuing of orders (other than operation orders), Army List, and regulations; recruiting for the Permanent Force; registration, enrolment, and posting for the Territorial Force; casualties; mobilization and other regulations dealing with above services; mobilization of *personnel*; medals; military chaplains; war claims and pensions.

63. *Director of Medical Services.*—The Director of Medical Services is responsible for organization and training of officers and men of the N.Z.M.C.; N.Z.M.C. establishments; distribution of officers of N.Z.M.C.; advice as to, and examination of, all medical stores and equipment; miscellaneous professional questions; sanitation; medical statistics; all hospital arrangements; co-operation with civilian medical organizations.

Quartermaster-General's Branch.

64. The Quartermaster-General is responsible for mobilization stores; policy as to reserves of clothing, equipment, and general stores; scales of clothing, equipment, and stores to be in the possession of troops; movements; quartering and railway transport; Defence Department vessels; drill-halls and similar buildings; mobilization arrangements as to food, forage, clothing, stores, and equipment.

65. *Director of Supplies and Transport.*—The Director of Supplies and Transport is responsible for supplies of food and forage, fuel and light; regulations for supply, transport, and barrack services; all general questions connected with horses; registration of horses for mobilization; *personnel* of the New Zealand Army Service Corps; administration, training, establishment, and distribution of the N.Z.A.S.C.; organization and training of all transport, remount, and supply services; A.S.C. technical equipment; organization of civilian transport for training and mobilization; harness and saddlery.

66. *Director of Equipment and Stores.*—The Director of Equipment and Stores is responsible for clothing, equipment, and general stores; supplies of stationery, forms, and books; supply of all vehicles and technical equipment, excepting Artillery and Engineers; storage and distribution of small-arms and ammunition.

67. *Director of Veterinary Services.*—The Director of Veterinary Services is responsible for general administration, training, and distribution of officers and men of the N.Z.V.C.; advice as to veterinary stores and equipment; miscellaneous professional questions; mobilization arrangements; co-operation with the Stock Department of the Public Service.

DIRECTOR OF ORDNANCE AND ARTILLERY.

68. The Director of Ordnance and Artillery is responsible for armaments, including lights and all accessories; sites, designs, and armament for coast defences; settling scales of reserves of arms

and ammunition of all kinds, and of technical equipment and vehicles of Artillery and Engineer units; provision and inspection of guns, small arms, ammunition; correspondence with Colonial Ammunition Company; machine-guns, Artillery and Engineer vehicles and technical stores; construction and maintenance of permanent fortifications and works; store buildings; Artillery and rifle ranges (in consultation with the Director of Training); organization and training of the New Zealand Army Ordnance Corps; general control and distribution of the R.N.Z.A.; inspection of Artillery and Engineer units.

DIRECTOR OF ACCOUNTS.

69. The Director of Accounts is responsible for audit and examination of accounts; consideration of estimates; cash payments; financial advice; contracts; control of accountants in districts; compiling and editing "Financial Instructions and Allowance Regulations for the New Zealand Military Forces."

JUDGE-ADVOCATE GENERAL.

70. The Judge-Advocate General is appointed by the Minister of Defence. He superintends the administration of military law in the Dominion, gives advice on matters leading up to the convening of Courts-martial, and reviews the proceedings with a view to seeing whether they have been regular and legal. In the event of it being necessary to quash the proceedings he makes recommendations to the Minister of Defence with this object.

He is the custodian of the confirmed proceedings of all General and District Courts-martial. He assists the Minister of Defence in the formulation of any advice it may be necessary to give the Governor regarding the proceedings of General Courts-martial or other such matters.

Duties of Staff in Districts.

STAFF AT DISTRICT HEADQUARTERS.

71. The distribution of the duties of the Staff at District Headquarters will be on the same lines as the distribution of the duties of the Staff at Headquarters, New Zealand Military Forces.

BRIGADE-MAJOR.

72. The Brigade-Major of a Mounted or Infantry brigade is directly under the Brigade Commander, whose Staff officer he is. He is the Staff officer and Chief Instructor to the brigade, and, while generally supervising the training of the units of his brigade throughout their areas and the work of their Adjutants, will not interfere with the administrative work of officers in charge of groups of areas, or intervene between them when acting in that capacity and the O.C. District.

DUTIES OF OFFICERS AND OTHERS CONCERNED WITH THE WORK IN AREA GROUPS AND AREAS.

OFFICER IN CHARGE OF AREA GROUP (ADJUTANT, INFANTRY BATTALION).

73. The following will be the duties of an Officer in charge of Area Group:—

- (1.) He will control the officers or N.C.O.s in charge of the areas included in his group, and will supervise and co-ordinate their work.
- (2.) He is responsible direct to the O.C. District for the registration, enrolment, and posting to units of all persons liable to military service in his group.
- (3.) He is responsible to the O.C. District, through the officer attached to the district Staff as Staff officer for Senior Cadets, for the organization and equipment of the Senior Cadets in his group, and will assist in their training and see that it is carried out in strict accordance with the principles laid down.
- (4.) He will be the channel of communication between the Rifle Clubs of his group and District Headquarters.

The officer in charge of a group is also Adjutant to the Infantry battalion drawn from that group. As such he is directly under his battalion commander. His duties as Adjutant are distinct from and in addition to his duties as officer in charge of an area group, and include the control of instructors attached to his unit.

ADJUTANT, MOUNTED RIFLE REGIMENT.

74. The following will be the duties of the Adjutant of a mounted regiment as regards his work in areas:—

- (1.) He will control the instructors attached to his regiment.
- (2.) He will assist the Officer in charge of the Area Groups from which his regiment is drawn, especially in regard to the posting of men to the mounted branches, supervision of the outlying Senior Cadet companies and Rifle Clubs, and the co-ordination of the work of all instructors, whose services should not be confined entirely to the arm to which they are attached.

- (3.) He may be called upon to take over the duties of the officers in charge of either of the groups from which his regiment is drawn, whenever such officer is absent on leave or from any other cause.

ADJUTANT, FIELD ARTILLERY BRIGADE.

75. The following will be the duties of the Adjutant of a Field Artillery Brigade as regards his work in areas:—

- (1.) He will generally assist Officers in charge of Area Groups and Adjutants of mounted regiments with whom he is brought into contact, and will see that the Field Artillery instructors of his brigade do not confine their attention entirely to the work of their own arm, but take their due share in the general work of training in their areas.
- (2.) He may be called upon to take over the duties of the officer in charge of any of the groups from which his brigade is drawn, whenever any of these officers are absent on leave or from any other cause.

AREA SERGEANT-MAJORS.

76. The duties of an Area Sergeant-major are as follows:—

- (1.) He is responsible for the registration of all persons in his area who become liable for military service, and for the necessary arrangements for their medical examination. He will issue record-books to those accepted for service, and will make the necessary entries therein.
- (2.) He will, together with other instructors in his area, hold himself at the disposal of all Territorial officers within his area, both to assist them in their training and to advise them in their administrative duties.
- (3.) He will keep the rolls of all Senior Cadets and all active members of Rifle Clubs in his area.
- (4.) He will do his best to obtain a thorough knowledge of the distribution of the population, conditions of employment, industries, and all matters affecting the interests of employers of labour and all those liable for training within his area. It is his business to bring to the notice of unit and other commanders responsible for training in his area any circumstances that may tend to make the holding of parades compatible with local conditions and convenient to the people.
- (5.) He is responsible for the inspecting of all small-arms on issue to men resident in his area.
- (6.) He will assist generally, as laid down in these regulations, standing or other orders, in carrying out the provisions of the Defence Act, and will bring to the notice of the Officer in charge of the Group any cases of contravention or evasion of the Act.
- (7.) He will keep a diary showing his itinerary and the duties he has performed. This diary will be forwarded on the last day of each month to the Officer in charge of the Group.

SECTION IV.—APPOINTMENT, PROMOTION, RETIREMENT, RESIGNATION, AND TRANSFER.

Officers.

GENERAL.

77. All appointments, promotions, exchanges, transfers, retirements, and resignations of officers will be notified in the *Gazette* and promulgated in Orders. Unless otherwise stated, these notifications will take the date of the *Gazette*.

Commissions will be of three kinds:—

- (1.) Commissions in the New Zealand Staff Corps and New Zealand Permanent Force.
- (2.) Commissions in the Territorial Force.
- (3.) Direct commissions in the Reserve of Officers (in the rank of Lieutenant only) for specially qualified Junior Cadet officers.

78. No officer can hold more than one commission at one and the same time.

79. Where vacancies exist in the rank of Lieutenant, owing to no 2nd Lieutenant being qualified for promotion, extra 2nd Lieutenants may be appointed, provided the total establishment of subalterns is not exceeded.

79A. Supernumerary Lieutenants and 2nd Lieutenants may in special cases be appointed to regiments and corps, on the recommendation of O.S.C. Districts, not exceeding in number 25 per cent. of the establishment of those ranks.

APPOINTMENTS.

APPOINTMENTS TO FIRST COMMISSIONS IN THE NEW ZEALAND STAFF CORPS AND PERMANENT FORCE.

80. All appointments to commissions in the New Zealand Staff Corps and Permanent Force will eventually be made from cadets

who have passed through a course of training at the Australian Military College, and will be made in the rank of Lieutenant.

APPOINTMENTS TO FIRST COMMISSIONS IN THE TERRITORIAL FORCE.

81. First appointments to the Territorial Force will, as a rule, be made in the rank of 2nd Lieutenant. In the case of the New Zealand Medical Corps and New Zealand Veterinary Corps first appointments will be made in the rank of Lieutenant. Chaplains will be appointed to the Fourth Class with honorary rank of Captain. Quartermasters will be appointed as Honorary Lieutenants.

82. Recommendations for appointment to commissions to fill vacancies in the establishment, or as provided in para. 79, will be forwarded by O.S.C. units to the Officer Commanding the District. In the case of units forming part of Mounted Rifle, Artillery, and Infantry brigades, recommendations will be forwarded through the Brigade Commander. In the case of Coast Defence Units, through the Coast Defence Commander.

83. Candidates for commissions in the combatant branches and in the A.S.C. must be between the ages of eighteen and twenty-five, and must be in possession of a Sixth Standard public-school proficiency certificate or similar certificate.

84. Candidates for commissions in the New Zealand Medical Corps and New Zealand Veterinary Corps must be below the age of forty, and must be registered practitioners.

85. Recommendations for appointments to commissions will be considered by a District Selection Board, of which the O.C. District will be President. The Board will consist of the General Staff Officer of the District and of two Territorial officers not below the rank of Lieut.-Colonel, to be detailed as required by the O.C. District. In the case of a candidate for the N.Z.M.C. and the N.Z.V.C., the P.M.O. or P.V.O., as the case may be, of the district will be a member of the Selection Board. The Board will meet periodically under district arrangements, and will report to Headquarters. The final selection will rest with the G.O.C.

86. In special cases a District Selection Board may recommend a first appointment to a higher rank.

87. Appointment to commissions as Chaplains may be granted to clergymen of any denomination.

Unattached List of the Territorial Force.

88. The Unattached List will include,—

- (a.) Territorial officers for whom no employment in, or vacancies in units of, the Territorial Force are immediately available, and who are specially selected for transfer to the Unattached List.
- (b.) Territorial officers, serving with the Senior Cadets, not borne on the strength of Territorial units.

89. Under category (a) only those officers will be transferred to the Unattached List who are certified by the O.C. District as being in every way efficient. Officers in this category will as a rule be required to resign their commissions or to be transferred to the Reserve of Officers on completing five years' unemployment on the Unattached List.

90. Under category (b) first appointments will be made direct to the Unattached List in the rank of 2nd Lieutenant.

91. Recommendations for appointment to direct commissions on the Unattached List, under para. 88 (b), will be made by the officer commanding the company of Senior Cadets with which it is proposed that the candidate should serve. In the case of companies which form part of the school, the recommendation will be forwarded to the O.C. District through the headmaster. If the company does not form part of a school the recommendation will be forwarded to the O.C. District through the Officer in charge of the Area Group.

If the candidate is a soldier in any Territorial unit or corps, a certificate signed by his C.O. as to his fitness for a commission will be attached to the original recommendation.

92. Officers so appointed for service with the Senior Cadets will have, as individuals, the same liabilities for service as officers on the establishment of Territorial units and corps; their services on mobilization will be at the disposal of the G.O.C. They will enjoy the same privileges and precedence, and will be subject to the same rules and conditions as regards first appointment, promotion, retirement, and emoluments as other Territorial officers, with whom they are interchangeable.

93. Service on the Unattached List will be regarded as service in the Territorial Force for all purposes, except that no officer under category (a) will be eligible for promotion while on the Unattached List, except in the case of a Quartermaster, who may receive a step of honorary rank.

94. For promotion of officers serving under category (b), see para. 104.

Honorary Colonels.

95. An Honorary Colonel may be appointed to any regiment or corps of the Military Forces, subject to the following conditions:—

- (a.) The appointment to be purely honorary, and to confer no right of command.
- (b.) No expense to the public to be entailed by such appointment.

96. Honorary Colonels shall not be subject to the provisions for compulsory retirement on account of age, but may continue to hold their appointments during the pleasure of His Excellency the Governor.

97. The above honorary positions are reserved for officers and others who have rendered valuable, distinguished, or gallant service to New Zealand in a military or other public capacity. Appointments will be made by the Governor on the recommendation of the G.O.C.

PROMOTION.

GENERAL.

98. Promotion will, except in special cases, be governed by establishment; but no officer, except as provided in paras. 99 and 100, will be eligible for promotion until he shall have passed the prescribed examination.

99. Officers who hold a Staff College certificate will be exempt from all examinations for promotion except the practical examination in Tactical Fitness for the rank of Lieut.-Colonel.

100. An officer whose turn for promotion occurs whilst he is on active service, or whilst he is medically unfit by reason of wounds or disease contracted on active service, will be promoted without examination.

NEW ZEALAND STAFF CORPS AND PERMANENT FORCE.

101. Promotions of officers up to the rank of Major, inclusive, in the Staff corps and Permanent Force will be governed by establishment. Promotion to the rank of Lieut.-Colonel and upwards will be by selection by the G.O.C.

TERRITORIAL FORCE.

102. Promotions in the Territorial Force up to and including the rank of Major will be made on the recommendation of the District Selection Board, and above that rank on the recommendation of the G.O.C.

103. Appointments to the command of units will be made in terms of four years. In exceptional cases officers may, on the recommendation of the O.C. District, be granted an extension of not more than two years. If on the completion of their term of command they are considered eligible for further military employment, they will be transferred to the Unattached List (para. 88, category (a)).

104. Promotion of officers on the Unattached List of the Territorial Force under para. 88, category (b), will be as follows, subject to passing the prescribed examination, viz. :—

To Lieutenant, after two years' commissioned service.

To Captain, after eight years' commissioned service.

To Major, after fifteen years' commissioned service.

105. Subject to having passed the prescribed examination, and being recommended by the P.M.O. or P.V.O. of his district, a Medical Officer or a Veterinary Officer, on completing five years' efficient service, will be recommended for promotion to the rank of Captain, and after a total of twelve years' service to the rank of Major.

106. Promotion to the ranks of Lieut.-Colonel and Colonel will be made by selection as required on the recommendation of the Director of Medical Services or Director of Veterinary Services as the case may be.

Chaplains.

107. Chaplains will be recommended by O.C. Districts for promotion as follows :—

After ten years' service, to Chaplain Third Class, with honorary rank of Major.

After eighteen years' service, to Chaplain Second Class, with honorary rank of Lieut.-Colonel.

108. Promotions to the rank of Chaplain First Class, with the honorary rank of Colonel, will be made on the recommendation of the G.O.C. as required.

Quartermasters.

109. Recommendations for appointment as Quartermaster will be forwarded by Commanding Officers direct to O.s.C. Districts.

110. On appointment a Quartermaster will be granted the honorary rank of Lieutenant. After eight years' service as a Quartermaster he will be eligible for promotion to the honorary rank of Captain, and after fifteen years' service as a Quartermaster he will be eligible for promotion to the honorary rank of Major.

111. In case of an officer holding substantive rank being appointed as Quartermaster he will continue to hold such rank, but will not be eligible for promotion to a higher substantive rank while so employed.

RESERVE OF OFFICERS.

112. Officers of the New Zealand Staff Corps and New Zealand Permanent Force after the termination of any engagement under which they are serving, and officers of the Territorial Force after four years' commissioned service, may, if under the age laid down for retirement for their rank, be transferred to the Reserve of Officers, when they will remain liable to be called out in case of national emergency.

113. Officers of the Reserve of Officers may resign their commissions at any time after reaching thirty years of age.

114. Officers of the Reserve of Officers will not be called upon to perform any training.

115. Service in the Reserve of Officers will not count as qualifying service for decorations.

116. There will be no promotion in the Reserve of Officers.

117. All officers of the Reserve of Officers will notify District Headquarters of any change in their address.

RETIREMENTS AND RESIGNATIONS.

RETIRED LIST.

118. Officers of the Military Forces, after completing fifteen years' commissioned service, may be retired with permission to retain their rank and wear the prescribed uniform. Such officers will be placed on the Retired List, which will be published in the "New Zealand Army List." Officers on the Retired List will have no liability for service and no further connection with the Military Forces.

AGES FOR RETIREMENT.

119. Officers of the Military Forces shall be compulsorily retired at the ages set forth in the following table, but in special cases the G.O.C. may grant extensions for a period not exceeding two years :—

Rank or Appointment.	Age for Retirement.	
	N.Z. Staff Corps and Permanent Force.	Territorial Force.
Colonel	55	60
Lieutenant-Colonel	55	55
Major	55	50
Captain	55	45
Lieutenant	55	40
Quartermaster and Bandmaster holding commissions	55	60

Local or temporary rank will not be considered in regard to the age for retirement.

RETIREMENTS.

120. Candidates for commissions in the New Zealand Staff Corps and New Zealand Permanent Force before being admitted to the Australian Military College will be required to sign an agreement giving an undertaking that they will serve for a period of twelve years from the date of such admission unless their services are dispensed with by higher authority before that time. Subject to this proviso, officers of the New Zealand Staff Corps and Permanent Force may resign their commissions at any time.

121. Officers of the New Zealand Staff Corps and Permanent Force sent out of the Dominion for training at the expense of the Government will sign an agreement giving an undertaking that they will not resign their commissions for a period of five years after their return to New Zealand.

122. An officer of the Territorial Force may resign his commission at any time, but if within the military age, and not transferred to the Reserve of Officers under para. 112, will be required to complete the unexpired period of his obligatory military service in the ranks of the Territorial Force or in the Reserve.

123. An officer of the Territorial Force may be required to resign his commission if—

- (1.) Absent without leave for more than three months;
- (2.) Unsatisfactorily reported on by his C.O. in two successive years;
- (3.) Found medically unfit.

In every case except (3) he will, if within the military age, be required to complete the training to which he is liable in the ranks of the Territorial Force or in the Reserve.

TRANSFERS.

124. Officers may be transferred from the Permanent Force to the New Zealand Staff Corps and *vice versa* with the approval of the G.O.C. Officers so transferred will retain their rank and seniority.

125. An officer of the Territorial Force transferred from one unit or corps to another unit or corps, or from the Unattached List to a unit or corps, will retain his rank and seniority subject to the fulfilment of the conditions laid down in para. 314. Transfers will be subject to the approval of the commanding officer of the unit or corps to which the officer wishes to be transferred.

SECONDING.

126. Officers of the Permanent Force may be seconded for service on the Staff or for any other service authorized by the G.O.C. Officers of the New Zealand Staff Corps or New Zealand Permanent Force will be seconded—

- (a.) When undergoing courses of instruction or attachment to the Regular Army in England or in India for periods of more than one year.
- (b.) When their services are lent to any other Department of the State for more than one year.
- (c.) For any other special service approved by the G.O.C.

No officer will remain seconded for a period of more than four years without being regazetted.

127. Officers of the Territorial Force may be seconded for service on the Staff, for service with the Senior Cadets, or for any other service authorized by the G.O.C. When seconded for service on the Staff, an officer of the Territorial Force will be entitled to the pay attached to the appointment which he holds.

128. Officers who propose to be absent with leave from the Dominion for a period of more than one year may be seconded in their units.

Warrant Officers and Non-Commissioned Officers.

PERMANENT FORCE (R.N.Z.A.)

129. The enlistment, appointment, promotion, and discharge of warrant officers, N.C.O.s, and men of the Permanent Force (subject to paras. 137 and 138) will be in the hands of the O.C.P.F. Depot, Wellington, in accordance with the authorized establishments and with the rules laid down from time to time.

130. All applicants for enlistment must be between the ages of eighteen and twenty-five, must be unmarried, must have passed the Fourth Standard of education or its equivalent, and will be required to pass a medical examination in accordance with Appendix III.

131. Enlistments will be for a term of eight years, of which five years will be with the colours and three years in the Reserve. During the first six months of their service recruits will be on probation at the P.F. Depot, Wellington, and will be liable to be discharged if found unsuitable.

132. N.C.O.s and men may claim their discharge at any time after completion of their original term of engagement, unless a state of great emergency or imminent national danger has been declared.

133. N.C.O.s and men may, subject to the recommendation of their O.C. detachment or cadre, be re-engaged for terms of five years up to fifty-five years of age.

134. N.C.O.s and men may purchase their discharge before the completion of three years' service on payment of £10, and at any time during the succeeding two years on payment of the sum of £5.

135. N.C.O.s and men may be discharged on completion of their term of engagement with the colours.

136. Warrant officers, N.C.O.s, and men of the Permanent Force will be discharged on completion of thirty-five years' service, or on reaching the age of fifty-five (*vide* New Zealand Public Service Classification and Superannuation Acts).

137. In the case of warrant officers and artificers the G.O.C. may, at his discretion, permit continuance in the Force up to sixty years of age.

138. Warrant officers of the Permanent Force will be appointed on the recommendation of the G.O.C.

PERMANENT STAFF.

139. The enlistment, appointment, promotion, and discharge of warrant officers, non-commissioned officers, and men of the Permanent Staff will be in the hands of the Adjutant-General at Headquarters, subject to para. 140.

140. Applicants for enlistment in or appointment to the Permanent Staff must be between twenty-two and forty years of age. Enlistments will be for a term of five years, of which the first six months will be on probation. While on probation candidates may be discharged at any time if found unsuitable. Members of the Permanent Staff may, on the recommendation of the Adjutant-General, be re-engaged for terms of five years up to fifty-five years of age, if below the rank of warrant officer. Warrant officers may be allowed, at the discretion of the G.O.C., to continue to serve up to the age of sixty. Promotion will be by selection.

141. Members of the Permanent Staff may claim their discharge at any time after completion of their original term of engagement, except in case of great emergency or imminent national danger. They may purchase their discharge before completion of three years' service on payment of £10, and at any time during the next succeeding two years on payment of £5.

142. To qualify for superannuation, members of the Permanent Staff must comply with the conditions of the New Zealand Public Service Classification and Superannuation Acts.

143. Officers Commanding Districts will submit from time to time the names of warrant and non-commissioned officers of the Permanent Force, Territorial Force, or other applicants recommended to fill vacancies on the Permanent Staff.

TERRITORIAL FORCE.

144. Recommendations for the appointment of warrant officers will be made by O.C. units or corps and will be forwarded to Head-

quarters through O.C. Districts; their final appointment will be subject to the recommendation of the G.O.C.

145. The appointment and promotion of the non-commissioned officers and men of the Territorial Force will be in the hands of the O.C. units and corps.

146. O.C. Districts may, in cases of well-ascertained necessity, sanction the appointment of a small number of lance-sergeants, lance-corporals, and acting-bombardiers in excess of the establishment.

147. N.C.O.s and men of the Territorial Force who change their place of residence from one area group to another are liable to be transferred to another unit of the Territorial Force of the same arm of the service, if possible.

148. No non-commissioned officer shall be appointed or promoted until he has passed such qualifying examination as may from time to time be prescribed.

149. Non-commissioned officers may, with their Commanding Officer's consent, resign their rank and revert to the rank or position they previously held; but, without the sanction of the O.C. District, they are not to be allowed to do so in order to escape trial by Court-martial.

150. For inefficiency, or a cause other than an offence, a soldier may be removed from his appointment by order of his Commanding Officer, and will in that case revert to his permanent rank, remaining as a supernumerary in that rank until absorbed into the first vacancy.

151. An acting non-commissioned officer can be ordered by his Commanding Officer to revert to his permanent rank. The permanent rank of a lance-sergeant is corporal; that of a lance-corporal is private; that of an acting-bombardier is gunner.

152. A non-commissioned officer reduced to a lower rank will take rank and precedence in that lower rank from the date of the signing of the original sentence of the Court-martial, or, in the case of reduction by order of the O.C. District, from the date of such order.

153. N.C.O.s of the rank of sergeant and upwards on reaching the age of twenty-five will be permitted to continue to serve with their units or corps, under agreement for a further period of two years, such periods to be renewable on the recommendation of their commanding officer. Subject to the above conditions, warrant officers and non-commissioned officers may continue to serve in the Territorial Force up to the following ages:—

	Age for Retirement.
Sergeants	40
Staff sergeants and colour-sergeants	45
Warrant officers	50

Territorial Force Reserve.

154. Men of the Territorial Force will be transferred to the Reserve in the ordinary course on reaching the age of twenty-five, and will remain in the Reserve until they attain the age of thirty.

155. The transfer to the Reserve of N.C.O.s above the rank of corporal is regulated by para. 153. Men of the Territorial Force may, subject to the upkeep of establishment, be transferred to the Reserve at the discretion of their Commanding Officer before reaching the age of twenty-five, provided that they have not less than four years service in the Territorial Force, have reached the 1st class standard of efficiency, and have been certified as of good character throughout their Senior Cadet and Territorial Force service.

156. Reservists will not be organized in units, but will carry out their training with Territorial Force units, if possible, with those units on the Reserve List of which they are borne, and with which they will serve on mobilization.

157. The details of Reserve Training is laid down in para. 229.

158. On transfer to the Reserve, a Reservist will continue to be borne on the books of his unit or corps, being shown on the Reserve List. He will hand in his arms and accoutrements, and will retain his uniform. Should he change his place of residence to another area, he may be transferred to the Reserve List of a unit in that group.

SECTION V.—REGISTRATION, ENROLMENT, AND POSTING.

Registration.

159. All persons as they become liable under the Defence Acts for training in the Military Forces are required to register themselves in the area in which they reside. Registration forms are obtainable at any post-office, police-station, or Defence Office. The form must be filled in and posted or handed to the Area Sergeant-major as follows:—

- (1.) By boys who are attending a school giving primary education and who are receiving such primary education, or by the school authorities on their behalf, in April of the

year in which they will attain or have attained fourteen years of age; or, if they remain at such primary school and continue to receive such primary education beyond the age of fourteen, in April of the year in which they will leave or have left such primary school, and will cease or have ceased to receive such primary education.

- (2.) By persons temporarily absent from the Dominion—within two months of their return.
- (3.) By immigrants—within six months after arriving in the Dominion.
- (4.) By persons whose provisional exemption under para. 164 has ceased owing to change of residence—within thirty days of such change of residence.
- (5.) By all others residing in the Dominion—in April of the year in which they will or have become liable.

160. Persons obviously unfit for service owing to permanent physical or mental defect will attach a certificate to that effect, signed by a clergyman or Justice of the Peace, to their registration form. Such persons will be exempted from service by the Area Sergeant-major without medical examination or other formality, an exemption certificate being issued in each case, and a report rendered to the Officer in charge Area Group.

161. A Record-book will be prepared in duplicate by the Area Sergeant-major for each person who registers, except those referred to in para. 160. One copy of this book (the "Personal Record-book") will be sent to the individual, together with instructions as to when and where he will present himself for medical examination. The other copy (the "Duplicate Record-book") will be sent to the medical officer or practitioner who will conduct the examination. The medical officer will make the necessary entries in both books, returning the Personal Record-book to the holder and the Duplicate Record-book to the Area Sergeant-major.

162. The allowance to be paid to medical officers for medical examination of persons registered for military service is laid down in the "Financial Instructions."

Enrolment.

163. When the registration and medical examination is complete, the Area Sergeant-major will forward on the prescribed form (M.T. 7) the list of those accepted for service, together with the Duplicate Record-books, to the Officer in charge of the Area Group. To each individual on this list he will allot a registration-number, which the individual will retain throughout his service in the ranks of the Military Forces—*e.g.*, 5131, 13 being the number of the area, and 5191 the serial number allotted to the individual. Those found medically unfit for the current year will be noted for re-examination in the following year by the Area Sergeant-major, who will retain their Duplicate Record-books; to those found permanently unfit the Area Sergeant-major will issue a certificate of exemption from training. The Area Sergeant-major will keep a record under these three categories of all persons registering in his area.

164. In order to meet the cases of outlying districts where, on account of distance and lack of means of communication, military training cannot be properly or conveniently carried out, the Governor may by Proclamation from time to time:—

- (1.) Exempt from training in time of peace all or any persons residing within an area specified in the Proclamation;
- (2.) Vary or extend such area; or
- (3.) Withdraw any such area from exemption.

165. Persons duly appointed officers of the Junior Cadets will be exempted from training in the Military Forces while so acting, but will not be given certificates of exemption.

166. Area N.C.O.s will be furnished by the police with the names of persons in their area within the military age who have been convicted of any disgraceful crime or found by any Court of justice to be of notoriously bad character. Such persons are not eligible to be trained or to serve.

Posting.

167. The posting of Cadets to companies, and of individuals accepted for service (either direct or on completion of service in the Senior Cadets) to corps or units of the Territorial Force, will be carried out in the month of May in each year, and the necessary entries made in the Duplicate Record-books by the Officer in charge Area Group, assisted by the Adjutants of the Mounted regiments concerned, and of the Artillery brigade, and, in the case of area groups in which companies of Garrison Artillery are located, by the Divisional Adjutant.

168. In posting Cadets to companies, the posting officers will be guided by the principles laid down in paras. 701 to 706.

169. In posting men to the Territorial Force, due consideration is to be given to their physical fitness, trade or calling, and the general suitability of individuals for any particular branch of the service.

As far as is compatible with these conditions, and with the vacancies available, men will be posted to that branch of the service in which they prefer to serve.

170. In order that the data at the disposal of the posting officer may be complete, every O.C. company of Senior Cadets will render on 1st April direct to the Officer in charge of the Area Group in

which his company is located a nominal roll of the Cadets of his company available for enrolment in the Territorial Force, or who will become available [for enrolment during the following year; Duplicate Record-books will accompany the nominal roll. Posting to the Territorial Force from this roll will be subject to the passing of the necessary medical re-examination, at which the necessary entries will again be made in both Record-books by the examining medical officer.

171. The names of those who have registered under para. 159, categories (2), (3), and (4) in the course of the past year will be brought forward for posting in May.

172. When the posting is complete, the Officer in charge Area Group will in his capacity as Adjutant of the Infantry battalion arrange for the issue of arms, equipment, and clothing to the individuals posted to his own unit. The Duplicate Record-book will then be sent in each case to the officer commanding the company to which the soldier is allotted. The company commander will then issue his instructions as to training, and will complete and compare the entries in both Record-books, retaining the duplicate copy and returning the personal copy to the soldier.

In cases where the oath has not been previously taken on enrolment in the Senior Cadets, the company commander will administer it in the form laid down in the Record-book.

173. In the case of soldiers posted to units of other arms the procedure will be the same as in para. 172, being carried out:—

- (a.) In the Mounted Rifles, by the Adjutant of the Mounted Rifle regiment.
- (b.) In the Field Artillery, by the Adjutant of the Brigade.
- (c.) In the Signal Companies, by the Officer in charge of the Area Group in which the headquarters of the Signal Company is located.
- (d.) In the Garrison Artillery, by the Staff officer to the Coast Defence Commander.
- (e.) In the Field Companies of Engineers, by the Adjutant, Field Artillery brigade.
- (f.) In Departmental Corps, by the Adjutant, Field Artillery brigade.

In all the above cases the soldier will be handed over armed, equipped, and clothed, together with his Personal Record-book, to his squadron, battery, or company commander.

174. In the Senior Cadets the administering of the oath and arrangements for the issue of arms, equipment, and clothing will be carried out by the company commander, to whom the Duplicate Record-book will be sent immediately the Cadet is posted.

175. When any soldier or Cadet is about to change his permanent place of residence from one area group to another, he must inform his company, &c., commander, who will render a report in duplicate on the prescribed form to the Officer in charge of the Area Group.

SECTION VI.—MILITARY LAW, DISCIPLINE, COURTS-MARTIAL, COURTS OF INQUIRY, AND BOARDS.

Military Law.

176. "Military law" is the law which governs the soldier in peace and war, wherever he may be serving. At all times and in all places the conduct of officers and soldiers, as such, is regulated by military law. Military law as regards any officer or soldier of the New Zealand Military Forces when attached to or acting as part of H.M. Regular Forces outside the Dominion is contained in the Army Act, supplemented by the Rules of Procedure made under its authority, and by the King's Regulations.

177. Military law as concerns the Military Forces of New Zealand serving in the Dominion is contained in the Defence Act, regulations made under the authority of that Act, and in Orders in Council and General Orders issued from time to time.

178. The Army Act, Rules of Procedure, and King's Regulations will be taken as a guide in all matters not especially dealt with in the Defence Act or in regulations made under the authority of the Act.

Discipline.

GENERAL INSTRUCTIONS.

179. The following general instructions as to discipline are adapted from section 8 of the King's Regulations, for the guidance of all ranks of the New Zealand Military Forces to whom they will strictly apply:—

180. An officer of any rank will adopt towards his subordinates such methods of command and treatment as will not only insure respect for authority, but also foster the feelings of self-respect and personal honour essential to military efficiency.

181. Warrant officers and N.C.O.s will be guided by the foregoing principles in dealing with each other and with private soldiers. They will avoid intemperate language or an offensive manner.

182. An officer is not to reprove a N.C.O. in the presence or hearing of privates, unless it is necessary for the benefit of example that the reproof be public.

183. If an officer thinks himself wronged by his commanding officer, and on due application made to him does not receive the redress to which he may consider himself entitled, he may complain, in writing, to his Brigade Commander, who is thereby required to examine into such complaint, make a report to the O.C. District, and receive his directions thereon.

184. In cases of officers not serving under a Brigade (or Coast Defence) Commander the complaint will be sent direct to the O.C. District. The O.C. District will then either give his directions thereon or submit the matter to the G.O.C.

185. If any soldier thinks himself wronged in any matter by any officer other than his Captain, or by any soldier, he may complain thereof to his Captain; and if he thinks himself wronged by his Captain, either in respect of his complaint not being redressed or in respect of any other matter, he may complain thereof to his commanding officer; and if he thinks himself wronged by his commanding officer either in respect of his complaint not being redressed, or in respect of any other matter, he may complain thereof to his Brigade Commander; and every officer to whom a complaint is made in pursuance of this section shall cause such complaint to be inquired into, and shall, if on inquiry he is satisfied as to the justice of the complaint so made, take such steps as may be necessary for giving full redress to the complainant in respect of the matter complained of. If the soldier still thinks himself wronged, either in respect of his complaint not being redressed or in respect of any other matter, he may complain thereof, through the proper channel, to the G.O.C. A soldier may, if he so desire, submit his complaint in writing.

186. The senior combatant officer at any place where troops are located or assembled will in all cases be held responsible for the maintenance of discipline and order at that place, and to that extent will be the commander of all troops located or assembled there.

187. An officer is at all times responsible for the maintenance of good order and discipline, and for upholding the credit of the Military Forces of the Dominion; he is to afford the utmost aid and support to his C.O. It is his duty to repress, and instantly report, any negligence or impropriety of conduct of N.C.O.s and private soldiers when in uniform, whether the offenders do or do not belong to his particular unit or corps.

188. A C.O. should impress upon all under his command the propriety of courtesy in intercourse with all those with whom they, as officers and soldiers, are brought into contact, and should particularly caution them to pay deference and respect to Civil authorities.

189. Attempts to obtain favourable consideration of any application by the use of outside influence are forbidden, and, if resorted to, will be regarded as an admission on the part of the applicant that his case is not good on its merits, and it will be dealt with accordingly.

190. When an interview is asked for, or a letter written on behalf of an officer by any person other than himself, such application will be deemed to have been made at his suggestion, unless he can show to the satisfaction of the authorities that he has no knowledge, directly or indirectly, of such application.

191. Officers and soldiers in their capacity as such must guard against being placed in such a position that they may be influenced, or may lay themselves open to the suspicion of being influenced, in the discharge of their duty by other than purely public considerations.

192. An officer or soldier is forbidden to institute, or take part in, any meetings, demonstrations, or processions for party or political purposes, in barracks; quarters, camps, or their vicinity. Under no circumstances whatever will he attend such meetings, wherever held, in uniform.

193. Any information of a professional nature which an officer or soldier may acquire while travelling or employed on duty is to be regarded as the property of the Defence Department, and is not to be published in any form without previously obtaining the permission of the G.O.C. An officer or soldier is not to prejudice questions which are under the consideration of superior military authority, by the publication, anonymously or otherwise, of his opinions, and he is not to take part in public in a discussion relating to orders, regulations, or instructions issued by his superiors.

DISCIPLINE IN THE NEW ZEALAND STAFF CORPS, PERMANENT STAFF, AND PERMANENT FORCE.

194. Officers, warrant officers, N.C.O.s, and men of the N.Z. Staff Corps, Permanent Staff, and Permanent Force are subject to military law at all times.

195. In all cases when and where applicable, and when not otherwise provided for in the N.Z. Defence Acts or regulations made thereunder, the N.Z. Staff Corps, Permanent Staff, and Permanent Force will be governed by the Army Act and King's Regulations so far as the maintenance of discipline is concerned.

196. As regards fines for simple drunkenness in the case of private soldiers of the Permanent Staff and Permanent Force the following

scale will be adhered to, subject to the soldier's right to elect, before award, to be tried by Court-martial:—

First offence of simple drunkenness, fine of £1.

Second offence, if within six months of previous offence, fine of £2; if over six months, £1.

Third offence, dismissal from the Force.

197. The O.C. Depot, Permanent Force, has the powers of a Commanding Officer.

198. O.C. Detachments of Permanent Force in districts—if not below the rank of Captain—will have the powers of commanding officers; if below the rank of Captain they will have the powers of a Company Commander as detailed in the King's Regulations. Cases which cannot be dealt with by an O.C. Detachment will be referred to the O.C. District.

199. Members of the Permanent Staff will, as regards discipline, be under the officers of the N.Z. Staff Corps under whom they are serving. For this purpose Officers in charge of Area Groups and Adjutants will have the powers of Company Commanders. Offences requiring reference to superior authority will be submitted to the O.C. District, who will report the action taken, or refer the case, to the Adjutant-General of the Forces.

DISCIPLINE IN THE TERRITORIAL FORCE.

Offences.

200. Officers and soldiers of the New Zealand Territorial Force who commit, when performing military duty or going to or from the place of parade, exercise, or military duty, any of the offences specified in Part I of the Army Act shall be liable to be arrested, tried by Court-martial, and punished in the manner laid down in the Army Act, and the Rules of Procedure: provided that when the offence for which the officer or soldier is tried is one of those specified in the Defence Act, the punishment awarded shall not exceed that therein laid down for that offence.

Arrest and Military Custody.

201. When mobilized or in camps of training, officers and soldiers of the Territorial Force charged with any military offence may be arrested as laid down in the King's Regulations. At all other times offences which cannot be dealt with on the spot will be reported to superior authority for instructions as to disposal, the offender in the meantime, except in cases of violence, being placed in open arrest. An officer or soldier in "open arrest" will not be allowed to wear uniform or attend parades until his case is dealt with by superior authority.

202. In cases of violence the offender will be handed over to the Civil authorities for temporary custody on the authority of the senior officer or N.C.O. available on the spot. The officer or N.C.O. ordering the arrest will report the case at once by telegram to the offender's company, &c., commander, and to the headquarters of the unit or corps to which the offender belongs.

Summary and Minor Punishments in the Territorial Force.

203. A commanding officer may, subject to the soldier's right to elect, previous to the award, to be tried by District Court-martial, inflict the following summary punishments on a private soldier:—

(1.) Fines not exceeding £2, but

(2.) In the case of simple drunkenness, a fine not exceeding £1, according to scale.

(3.) Fines sufficient to make good any expenses caused by him, or for any loss of, or damage, or destruction done by him to any arms, ammunition, equipment, clothing, instruments, or regimental necessaries or military decoration, or to any buildings or property; provided that the total fines in any award under this sub-para. shall not exceed £5.

(4.) In the case of non-commissioned officers not above the rank of corporal, reduction to the ranks.

204. The following scale of fines for simple drunkenness will be adhered to:—

First offence, 10s.

Second offence within twelve months, £1.

Third offence within twelve months, trial by Court-martial.

Otherwise a fine of 10s. will be imposed for each instance of simple drunkenness.

205. A commanding officer may also inflict the following minor punishments, the soldier having no right to claim trial by Court-martial:—

(1.) Fines not exceeding £1, except for drunkenness (private soldiers only).

(2.) Confinement to camp or barracks (private soldiers only) for any period not exceeding fourteen days or to the termination of the training camp, during which defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on fatigue

* Unless there are reasons against the adoption of such a course, a soldier may, on the following day, be given an opportunity of reconsidering his decision to be tried by Court-martial.

duties to the fullest practicable extent, with a view to relieving well-conducted soldiers therefrom. Defaulters will attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the commanding officer may order defaulters to attend punishment drill, provided that they shall not be liable to punishment drill after the expiration of ten days from the date of the award of confinement to camp or barracks.

- (3.) Extra guards or picquets (private soldiers only). These are only to be ordered as a punishment for minor offences or irregularities when on, or parading for, these duties.
- (4.) Reprimand or severe reprimand (N.C.O.s only).
- (5.) Admonition (N.C.O.s and private soldiers).
- (6.) Reversion to permanent grade in case of a N.C.O. holding acting rank or appointment.

In cases calling for higher punishment than laid down in this paragraph, the C.O., through the proper authority, will remand the case, and will make application for the case to be tried by Court-martial.

206. A Company Commander may award a private soldier,—

- (1.) Confinement to camp or barracks not exceeding three days.
- (2.) Extra guards or picquets.
- (3.) Fines up to 10s. (except for drunkenness).

Such awards are subject to any remission a C.O. may order, but may not be increased.

Scale of Fines.

207. An officer in awarding a fine shall be guided by the following scale :—

	Maximum Fine. s. d.
(a.) For appearing on parade not in the order of the day, or with clothing, arms, and accoutrements dirty, incomplete, or improperly put on	2 6
(b.) Inattention or for minor irregularities	2 6
(c.) Neglect to notify change of address within fourteen days of such change	7 6
(d.) Failure to produce his Personal Record-book when called upon to do so by superior authority	10 0
(e.) Minor cases of non-compliance with orders or neglect of duty	10 0
(f.) Absent from parade without leave	10 0

208. All fines not otherwise recovered or recoverable may be deducted from the soldier's pay, and will be paid into the Public Account. The liability for unpaid fines will continue so long as any fine or part of any fine remains unpaid.

DISCIPLINE IN THE RESERVE.

209. Reservists when mobilized or at training are subject to the same discipline as soldiers of the Territorial Force.

DISCIPLINE IN THE SENIOR CADETS.

210. In companies forming part of the organization of a school or other recognized organization, the discipline will be in the hands of the authorities of that school or organization, but will be administered by and through the O.C. company.

211. Punishments in the Senior Cadets will usually take the form of extra drill.

212. A Cadet may be fined by summary award of his Company Commander an amount sufficient to make good any loss, damage, or neglect of arms, accoutrements, uniform, or other Government property on issue to him: provided that no Cadet is fined more than a total amount of £2 in one year under this paragraph. Such fine, if not paid, may be recovered from the Cadet's parent or guardian in a Magistrate's Court, and shall be credited to the Public Account.

213. When a case cannot be adequately dealt with under (1), (2), or (3), officers commanding companies will refer it to the O.C. District.

214. A Senior Cadet must produce his Personal Record-book when called upon to do so by superior authority; failure to do so will constitute a military offence, and be punished accordingly. Lost Record-books will be replaced at the Cadet's expense.

Courts-martial.—Courts of Inquiry.—Committees or Boards.

215. The names of officers authorized by Warrant from the Governor to convene or confirm General or District Courts-martial will be published in General Orders from time to time.

216. Courts-martial, Courts of Inquiry, Committees, and Boards will be conducted in accordance with the Rules of Procedure and King's Regulations (except that Courts of Inquiry assembled in accordance with sections 67 to 71 of the New Zealand Defence Act, 1909, will be assembled) and conducted in accordance with the provisions of those sections.

217. Imprisonment awarded by Court-martial may be carried out in a Civil prison.

218. One officer at least of the Territorial Force will serve on Courts-martial, Courts of Inquiry, Committees, and Boards assembled in connection with the Territorial Force. If no Territorial officer is forthcoming, the Adjutant of a Territorial unit will be considered an officer of the Territorial Force for this purpose.

219. No Court of Inquiry, Committee, or Board involving expense will be held without the authority of the O.C. District.

BOARDS OF INQUIRY IN CASES OF INJURY OR ILLNESS.

220. In cases of illness to an officer or soldier during the performance of military duty, a Board will be assembled as soon as possible by the C.O. for the purpose of investigating the cause of such illness or injury. The proceedings will be forwarded to district headquarters.

221. When, after investigation by a Board of Inquiry, a C.O. is of the opinion that any injuries incurred by an officer or soldier of the Territorial Force while on duty will lead to incapacity or loss of employment, he may recommend to the O.C. District that the soldier be awarded pay and medical expenses as laid down in paras. 601 to 606.

SECTION VII.—TRAINING AND EDUCATION.

GENERAL INSTRUCTIONS.

222. All training will be carried out in strict accordance with the Imperial Training Manuals and Regulations issued by the Army Council for use throughout the Empire, and will be distributed as far as possible evenly throughout the year.

223. At every Territorial Force or Senior Cadet parade, other than those held during the course of the annual camps, the attendance will be marked up against each man's name in the Attendance Roll-book, and the book signed by the officer commanding the parade. From these Attendance Roll-books the monthly attendance return will be made out, and the necessary entries made at the end of the year in the Record-books. These monthly attendance returns will be forwarded on the last day of each month as under :—

In the case of Infantry and Mounted Rifles, to the Adjutants.
,, Field Artillery and Engineers, to the Adjutant F.A. Brigade.
,, Garrison Artillery to the Staff Officer, to the Coast Defence Commander.
,, Signal Companies, to the Brigade Major.
,, Medical Corps, to the P.M.O. of the district.
,, Other units or corps as ordered.

In the case of Senior Cadets no monthly attendance returns need be rendered, but the Attendance Roll-books will be examined from time to time by the inspecting officer and compared with the Record-books.

224. An officer or soldier may, in exceptional cases, be permitted to carry out any portion of his drills, musketry, or training in camp with another unit (if possible) of the same arm of the service, provided the written consent of the two commanding officers is obtained; an entry in his Personal Record-book duly signed by the officer under whom the training was performed being accepted as a voucher for such training.

225. An officer or soldier residing temporarily in the United Kingdom or a British colony may, with the approval of his own C.O. and the local Commander of the Forces, be attached to a regular or local unit or corps for not more than two years in succession for the purpose of carrying out any portion of his training required by para. 228. Such training will not count for the purposes of pay and other emoluments.

226. Programmes, &c., of parade showing the times and dates of parades in the Territorial Force and Senior Cadets will be issued in advance by Company, &c., Commanders. The programme will be arranged as far as possible to suit the conveniences of employers and local conditions.

OBLIGATORY TRAINING.

227. The training year will commence on the 1st May and terminate on the 30th April succeeding.

228. The minimum amount of training to be carried out annually by all ranks of the Territorial Force, Reserves, and Senior Cadets will be as follows :—

Territorial Force.

- (a.) Thirty drills (twenty of which will be out-of-door parades).*
- (b.) Twelve half-day or six whole-day parades (all of which will be exercises in the field), except in the case of Garrison

* Out-of-door parades may be carried out in the evening, and will not be devoted entirely to drill, but will include route-marching, outposts by day and by night, entrenching, signalling, driving, &c., and such work as cannot conveniently be carried out indoors. In the case of Artillery and technical corps the number of out-of-door parades may be reduced at the discretion of the C.O. The principle is that the drill-shed shall be avoided as far as possible.

Artillery units, which will be exercised at the works of defence to which they are allotted on mobilization.

- (c.) Seven days annual training in camp (exclusive of the days of arrival and departure).
(d.) Prescribed course of musketry.

Reserve.

229. Two half-day parades or their equivalent with a Territorial unit or company.

Senior Cadets.

230. (a.) Fifty drills.
(b.) Six half-day parades.
(c.) Prescribed course of musketry.

231. In all cases the number of drills performed will be entered in the Attendance Roll-books and in the Record-books in accordance with para. 223.

232. At the end of each year individual N.C.O.s and soldiers of the Territorial Force, and each Senior Cadet, will be classified according to the degree of efficiency attained, either as "1st," "2nd," or "3rd" class, or as "Not classed" (N.C.). The classification will be entered in the Record-books.

233. No soldier or Cadet will be eligible for advancement to the rank of non-commissioned officer until he has reached the standard of first-class efficiency, nor will any Territorial soldier be eligible for transfer to the Reserve, under para. 155, until he has reached the same standard. The standard for classification of the different arms of the service will be as laid down in Appendix XI.

DEFINITION OF DRILLS: WHOLE OF HALF-DAY PARADES.

Drills.

234. A "drill" will consist of one and a half hours' actual instruction, except drills for Cadets, which will consist of one hour's actual instruction.

235. Training performed at drills should be of an elementary character, and consist of individual or company training in the Infantry and the corresponding training in the other arms. The men will always be trained by their own officers or N.C.O.s, assisted by the Permanent Instructional Staff.

236. Drills will be arranged and distributed throughout the year so as to provide a progressive system of training which should culminate in the annual camp.

237. Attendances at war games, church parade, funerals, guards of honour, or on street duty will not count as part of the obligatory training required under para. 228.

Whole or Half-day Parades.

238. (1.) A half-day parade, both in the Territorial Force and in the Senior Cadets, will consist of not less than three hours' continuous instruction in the open and during daylight.

(2.) A whole-day parade will consist of not less than six hours' continuous instruction by day or night.

(3.) Whole-day parades will be allowed to count as two half-days, and a half-day parade will be counted as the equivalent of two drills.

ANNUAL TRAINING IN CAMP.

239. Every officer and soldier of the Territorial Force will be required to carry out annual training in camp as prescribed in para. 228. Attendance at a hospital or other selected institution (for N.Z.M.C.), in defence-works, or at manœuvres may be counted as annual training in camp. Officers of the Unattached List serving with the Senior Cadets are not required to carry out annual training in camp; O.C. Districts will, however, afford such officers as may wish to carry out this training every opportunity of doing so, either by attaching them to Territorial units or by the formation of special camps.

240. Camps will be held at any convenient season of the year. Camps will be held only at places where works of defence, modern armament, ranges, or ground for field training are available, according to the branch of the service. Artillery brigades should encamp at some place where gun practice is possible.

241. The date and place of formation of camps will be arranged by the Brigade or Coast Defence Commander in consultation with the O.C. District.

242. An average of at least six hours' work per day will be carried out whilst at annual training in camp. When officers, N.C.O.s, and soldiers of medical units carry out their annual training in camp in a hospital or other selected institution, not less than three hours' work per day should be performed.

243. N.C.O.s and men who, on joining the annual camp, are found to be temporarily unfit, but likely to become available for part of the training, will be admitted into a military hospital when one is available, or will be treated in quarters. If, however, a man is found, on joining, to be suffering from an infectious disease he will be temporarily detained and isolated; and the medical officer of health for the district will at once be informed, with a view to the man's transfer to the local hospital for infectious diseases.

244. On arrival at the place of assembly, or on arrival in camp, all horses, hired harness and vehicles, including mechanically-

propelled vehicles, will be inspected by a Board of officers as to their fitness and suitability for military duty. The Board should, when possible, include an officer of the branch of the service for which the horses, vehicles, &c., are required, and will be assisted by a veterinary officer in the examination of the horses. On the last day of training, the horses, harness, and vehicles will again be similarly inspected, and a certificate of condition filed.

245. The C.O. will be responsible for the issue of notices (N.Z. Form E. 654) to attend the annual training in camp. Such notices will be sent by post so as to reach the residence of each officer and man at least fourteen days before the date of assembly for camp training. Public notices (see Appendix 12) will at the same time be sent to the post-offices and police-stations in the area group, who will be requested to affix a copy as soon as possible to the places to which Government notices are usually affixed in each locality within the area group from which the unit is furnished. These notices will be deemed sufficient intimation, notwithstanding any failure in the transmission or receipt of the notices sent by post; and any men not appearing at the time and place appointed in such public notice will be dealt with as absentees.

246. When a unit or detachment of the Territorial Force enters or quits a military camp or place at which troops are assembled, marching in and out returns on N.Z. Form B 230 will be furnished by its C.O. to the O.C. the troops at such camp or place.

247. At the annual field training units will assemble in camp for the purpose of being trained as complete units or brigades, and, where possible, arrangements will be made to carry out combined training of the different arms. The training of batteries, squadrons, and companies, &c., should be carried out by the Battery, Squadron, and Company Commanders as part of the training laid down for the rest of the year.

248. At least one medical officer will be detailed for duty at every annual camp. The P.M.O. of the District will be responsible (under the O.C. District) that the necessary number of medical officers is always present.

249. When, during the annual training of coast-defence units of the N.Z.G.A., practice is carried out in detachments at different batteries at the same time, the attendance of a medical officer with each detachment may, if necessary, be sanctioned by the Coast Defence Commander.

250. Units of Garrison Artillery specially allotted to defended ports will be detailed to carry out their annual training in camp at the works of defence to which they are allotted on mobilization, all units in the same district carrying out their training simultaneously. Units of other arms, detailed as Coast Defence Troops in the local scheme of defence, will also carry out their annual field training at the same time as the Garrison Artillery, in order to permit of the whole of the defences being manned as for war.

INSPECTION.

251. With a view to testing not only the efficiency and capacity for command of its C.O., but also its readiness for war, including mobilization arrangements, each unit will be inspected annually under arrangements made by the O.C. District, the Brigade or Coast Defence Commander.

252. The inspection will be divided into three parts:—

- (1.) In the field to be held during the annual training, for the purpose of ascertaining whether the unit is efficient in training and discipline.
- (2.) Administrative inspection: To be held at any convenient time during the year in order to ascertain that the arms, clothing, and equipment are sufficient and in good order, and that the books and records are properly kept.
- (3.) In special subjects—i.e., subjects not common to all arms: To be held when convenient.

253. The inspection in (1) and (3), para. 252, will include the following subjects, so far as applicable to the branch of the service to which the unit belongs: Drill, fire discipline, physical training, bayonet fighting, sword exercise, revolver practice, machine-gun drill and practice, signalling, range-finding, musketry efficiency, field firing, judging distance, or other musketry practice, field manœuvres, and the subjects prescribed for the annual course of training.

254. The inspection of a company, &c., in the above subjects will be directed towards testing the capacity of the individual officers, section leaders, and N.C.O.s generally to act as instructors and leaders, as well as the efficiency and readiness for war attained by the rank and file of their respective commands.

255. The inspection in (1) and (2) for all arms will be carried out by the officer exercising the powers of not less than a Brigade Commander, under whom the unit is placed for purposes of command in peace.

256. The inspection in (3) will be carried out as follows:—

- N.Z. Field Artillery: Under arrangements to be made by the Director of Artillery at Headquarters.
- N.Z. Engineers: Under arrangements to be made by the Director of Artillery at Headquarters.
- N.Z. Army Service Corps: Under arrangements to be made by the Director of Supply and Transport at Headquarters.
- N.Z. Medical Corps: By the P.M.O. District.

In all other cases by the officer exercising the powers of not less than a Brigade Commander, under whom the unit is placed for purposes of command in peace.

257. Annual confidential reports will be rendered as follows:—

On units on N.Z. Form E 657.

On Brigade and Coast Defence Commanders on N.Z. Form E 658.

258. An inspecting officer will record an opinion on the efficiency of the officers of a unit as a whole, on that of the men and horses, the handling of troops, the system of training, the suitability and completeness of equipment, the mobilization arrangements, and, generally, all that affects the readiness of the unit for war. He will take notice of and encourage suggestions for improvement of training, equipment, and efficiency, and will bring to notice any that may be considered worthy of the attention of the officer to whom he renders his report.

259. Confidential reports on officers of the Staff Corps and Permanent Force will be rendered annually to the Headquarters, N.Z. Military Forces, on N.Z. Form B 194 by O.S.C. Districts.

260. The reports on units mentioned in paragraph 257 will be rendered by the inspecting officer, in duplicate, through the usual military channel, to the O.C. District, who will state on the same document and in continuation of the inspecting officer's report, whether he concurs therein—and will, within two months of the inspection of the unit, forward one copy of each brigade report and one copy of the report on each unit comprising the brigade with his own remarks thereon to Headquarters, for the information of the G.O.C.

261. The inspecting officer, when submitting his annual confidential report, will examine the ages of all officers given in N.Z. Form E 657, and satisfy himself that no officer who has exceeded the age-limit is serving.

Musketry.

262. Musketry training will be carried out in accordance with the principles laid down in "Musketry Regulations." Every officer of and below the rank of Captain, and every member of the Territorial Force and Senior Cadets, will be exercised each year in the course prescribed in the "N.Z. Musketry Instructions" for the arm of the service to which he belongs, and his classification (except in the case of officers) entered in his Personal Record-book.

263. The following may be excused musketry: Bandmasters, regimental staff sergeants, trumpeters, buglers, and drummers.

264. The musketry course will not be fired during the annual training in camp.

265. O.C. units will be held entirely responsible for the musketry returns of their units.

266. Company, &c., Commanders are responsible for the musketry training of their men.

267. Practice in judging distance will form part of all musketry parades.

268. During the annual camp, judging-distance parades will be held with a view to awarding the regulation badges to companies.

269. Brigade and Coast Defence Commanders will arrange for superintendence of the firing of the standard tests, both at the firing points and at the butts, by officers of other units than the unit which is firing. Officers above the rank of Major will not be employed on this duty, and a Major will only be employed on ranges where more than sixteen targets are in use. The Adjutant of the unit which is firing may act as one of the superintending officers either at the firing point or the butts, in special cases where there is a difficulty in obtaining the services of other officers.

Should it be found impossible to arrange for independent supervision, as described above, a note to that effect will be made in the regimental or battalion annual musketry return N.Z. Form E 569.

It is desirable that the marking should be performed by men of other units.

Ammunition.

270. A soldier of the Territorial Force is strictly forbidden (a) to carry any rounds of ball ammunition to a place of parade or instruction, and (b) to take any Government ammunition (whether obtained on payment or not) away from a rifle range or place of instruction. An order to this effect will be published annually in regimental or battalion orders at the commencement of the musketry-training season.

271. Whenever possible, ammunition for musketry practice, private practice, or competition, will be issued only on the range. If no magazine exists on a range, then the ammunition must be conveyed thither in bulk under regimental arrangements.

272. Before blank or dummy ammunition is delivered to the men, an officer will ascertain that no ball ammunition remains in the pouches, pockets, bandoliers, or magazines. The men will be reminded that they are not allowed to have any ball ammunition in their possession. N.Z. Form B 159 will be signed by the company, &c., commander.

273. Whenever ammunition is issued from, or returned to, store for or by the troops at the issuing-station, an officer or member of the Permanent Staff of the unit will attend.

274. The issue of ammunition from the regimental magazine or ammunition store will, whenever possible, be made by an officer

(who will keep the key of the magazine or store in his possession) or, in his absence, by a member of the Permanent Staff, who may be specially permitted the use of the key for the purpose.

275. All ammunition for the use of a squadron, battery, or company, when paraded as such, will, before distribution to the men, be inspected by the company, &c., commander, who will satisfy himself that the description and quantity of ammunition drawn is correct, and who will be personally responsible (a) that such ammunition is properly used and expended; (b) that all unexpended rounds are collected from the men at the termination of the parade, and (c) that the whole of such unexpended balance is checked as correct and duly returned to the magazine.

276. On all occasions of field practices, classification or instructional firing, or competitions, an officer or N.C.O. of the Permanent Staff, or other N.C.O., is to be specially detailed to compare the number of rounds unexpended at the conclusion of the firing with the registers. Registers will always be kept in such a way as to facilitate this check. The officer or N.C.O. detailed will be responsible for returning the unexpended rounds to the magazine.

277. All ammunition in regimental charge is to be inspected at least once a month by the C.O., or an officer deputed by him, who will see that it is deposited in a place of safety.

278. As damage may be done to rifles by the use of unsuitable ammunition, the use of any ammunition, whether ball, blank, or dummy, except that provided by Government, is forbidden.

279. When ammunition is found to be defective, the date of manufacture marked on the box is to be noted. The O.C. the unit will render a report, through the usual channel, to the O.C. District, who will arrange to have the rounds complained of, with their wrappers or card boxes and further samples from the same box, and the arms with which failure occurred, examined locally if possible. The O.C. District will, if necessary, forward the above with *précis* of information, direct to the Director of Ordnance, Headquarters. The arms are to be kept available for special inspection if ordered.

TRAINING IN SPECIAL DUTIES.

Machine-gun Sections.

280. Machine-gun sections will be trained in each regiment of Mounted Rifles and battalion of Infantry. The strength of the section is laid down in Appendix I. Spare numbers should, when possible, be trained. The instruction and training will be carried out in accordance with the Musketry Regulations, and will be as laid down in the "N.Z. Musketry Instructions."

Scouts.

281. In each Mounted Rifle regiment and Infantry battalion courses of instruction for the training of scouts should be held. The numbers to be trained, the system of training, and the number of badges awarded will be in accordance with the instructions contained in the Training Manuals.

Sanitation.

282. O.S.C. units will be responsible that a sufficient number of men are specially trained in sanitary and police duties to insure good order and cleanliness when the unit is in camp.

Signallers.

283. The system laid down in the "Training Manual, Signalling," is to be adhered to.

284. The instruction of signallers will be carried out in each unit by the Adjutant or other qualified officer.

285. Signallers of each unit will be inspected annually under arrangements made by the O.C. District. When possible, the officer in command of the Brigade Signal Company will be detailed as inspecting-officer.

286. The establishment of signallers will be as laid down in "Territorial Force Establishments."

Staff Tours.

287. O.C. Districts will arrange suitable dates and places for at least one Staff tour to take place in their districts annually for officers not below field rank. The general and special ideas, together with a map and programme of work, should be submitted to Headquarters for approval at least one month before the proposed date of the tour.

288. Officers who wish to take part in a Staff tour will apply through the usual channel to their respective O.C. Districts.

Brigade and Regimental Tours.

289. Brigade Commanders and officers commanding units will, when possible, arrange brigade or regimental tours of from one to three days' duration for the instruction of officers of their units. Officers of other arms should be invited to attend. General and special ideas, together with a map and programme of work, should

be submitted to district or brigade headquarters as the case may be one month previous to the proposed date of the tour. Any expenditure involved must be approved by the O.C. District.

ATTACHMENT TO REGULAR TROOPS OUTSIDE THE DOMINION.

290. Officers of the New Zealand Staff Corps and Permanent Force may be sent to the United Kingdom or to India for courses of instruction or for attachment to regular troops. No officer will be eligible for selection under this paragraph until he has passed the prescribed examination for promotion to the next higher rank.

291. Officers sent out of the Dominion under para. 290 will not be absent for more than twelve months. The pay and allowances of officers so absent will be as laid down in "Financial Instructions."

STAFF COLLEGE.

292. The Director of Staff Duties and Military Training will keep the "Selected List" referred to in King's Regulations, para. 721, for officers of the N.Z. Staff Corps and Permanent Force.

293. On a vacancy or nomination at Camberley or Quetta being placed at the disposal of the G.O.C. N.Z. Military Forces by the Army Council or Government of India, the officers whose names are recorded on this list may compete at the entrance examination under the "Regulations for Admission to the Staff College." No officer will be allowed to compete unless he is fully qualified under the King's Regulations, and no officer will be allowed to attend the Staff College course unless he has duly qualified at the entrance examination.

OBLIGATORY COURSES OF INSTRUCTION.

Officers.

294. All Territorial officers of the rank of 2nd Lieutenant upwards to that of Major, inclusive, will be required to undergo a prescribed course of instruction of six days, or its equivalent in hours (thirty-six), before they are eligible to attend the examination for promotion to the next higher rank.

295. The courses referred to in para. 294 will be held under District arrangements.

Non-commissioned Officers.

296. Corporals of all arms of the Territorial Force before promotion to sergeant will be required to undergo a prescribed course of instruction of six days, or its equivalent in hours (thirty-six).

297. The courses referred to in para. 296 will be held under arrangements made by Brigade and Coast Defence Commanders.

VOLUNTARY COURSES.

298. Special courses of instruction for Territorial officers or N.C.O.s and men will be held at such times and places as may be directed by O.C. Districts, provided that the money placed at their disposal for training purposes is not exceeded.

299. The dates and hours of attendance will be arranged, as far as possible, to suit the personal and professional obligations of officers and others attending, and to meet local circumstances.

300. Officers, warrant officers, and N.C.O.s and men, before attending a course of instruction, will be expected to have read and studied the authorized manuals.

301. Officers commanding units will, when recommending officers or N.C.O.s for a course of instruction, certify that those recommended have such a knowledge of their duties as will enable them to benefit by the instruction imparted at the course.

302. The number of officers, warrant officers, and N.C.O.s and men attending each course will be limited by O.C. Districts according to circumstances and according to the facilities that may exist for providing individual instruction and supervision.

303. Officers, warrant officers, and N.C.O.s and men attending courses will, where it is possible, be accommodated in quarters or under canvas.

304. The syllabus to be followed at these courses of instruction will be laid down by the O.C. District to suit the status and degree of efficiency of those under instruction.

305. The pay and allowances of officers and men attending courses of instruction is regulated by the instructions contained in paras. 559-567, Section XII, "Finance."

Qualification of Officers for Promotion, &c.

N.Z. STAFF CORPS AND PERMANENT FORCE.

306. To be eligible for promotion, officers of the N.Z. Staff Corps and N.Z. Permanent Force will be required to pass the necessary qualifying examinations laid down in the King's Regulations for officers of the Regular Forces.

N.Z. TERRITORIAL FORCE.

307. To be eligible for promotion an officer will be required to qualify in the following examinations, and to attend and qualify at a course of instruction as laid down in para. 294. The details of these examinations for each arm are given in Appendix IV.

2ND LIEUTENANT BEFORE PROMOTION TO THE RANK OF LIEUTENANT (EXCEPT N.Z.M.C. AND N.Z.V.C.).
Examination A (practical and oral).

308. LIEUTENANT BEFORE PROMOTION TO THE RANK OF CAPTAIN.

Mounted Rifles	} Examination B (written).
Artillery	
Engineers	
Infantry	
Signal Corps	

A.S.C.	} Examination A (practical and oral) and Examination B (written).
N.Z.M.C.	
N.Z.V.C.	

309. CAPTAINS BEFORE PROMOTION TO THE RANK OF MAJOR.

Captains of Dismounted Branches will be required to be in Possession of a Riding Certificate.

Mounted Rifles	} Examination C (practical and oral). Examination D (written).
Artillery	
Engineers	
Infantry	
Signal Corps	

A.S.C.	} Examination C (written).
N.Z.M.C.	
N.Z.V.C.	

310. MAJORS BEFORE PROMOTION TO THE RANK OF LIEUT.-COLONEL.

Mounted Rifles	} Tactical Fitness for Command.
Artillery	
Engineers	
Infantry	
Signal Corps	

A.S.C.	} Examination E (written).
N.Z.M.C.	
N.Z.V.C.	

General Conditions.

311. An officer can only take up the examination to qualify for the next higher rank to that which he holds.

(1.) A Lieutenant of the N.Z.V.C. cannot take up Examination B until he has completed two years' service.

(2.) A Captain cannot take up Examination C and D until he has completed three years' service in that rank.

312. An officer who has been superseded for promotion to the rank of Lieutenant or to the rank of Captain in consequence of not having obtained the qualification required by paragraph 307 will, unless he qualifies at any one of the three subsequent examinations held within eighteen months of the date of such supersession, be required to resign his commission.

313. Brevet rank will not exempt an officer from passing the usual examination laid down before promotion to each substantive grade.

314. An officer transferred from one branch to another in the Territorial Force will be required to qualify for his rank in the branch to which he is transferred, in those subjects of Appendix IV in which he has not already qualified, within one year of his transfer.

An officer who does not so qualify will usually be required to retransfer to his former branch, or to resign his commission. An officer appointed direct to a rank higher than that of 2nd Lieutenant (except to the rank of Lieutenant in the N.Z.M.C. or N.Z.V.C.) will be required to qualify for his rank in the branch to which he is appointed within one year of his appointment. An officer who does not so qualify will be required to take the next lower rank, or to resign his commission.

315. A Quartermaster will be required to qualify, within two years of his appointment, in the examination for Quartermasters laid down in Appendix IV, 7.

316. Examinations A and C (except Examination C for A.S.C. Captains) and the examination for Quartermasters will be carried out periodically under arrangements made by the O.C. District.

Except under special circumstances, when authority will be necessary from Headquarters, an officer will not be permitted to attend Examination A or C outside the command to which his unit is allotted.

317. For Examinations A and C (except C for A.S.C. Captains), the President of the Board of Examination will be a regular officer, not below the rank of Major and Lieut.-Colonel respectively.

The number of officers to constitute a Board will be not less than one President and two members.

At least one-half of the members will be regular officers not below the ranks of Lieutenant and Captain respectively. The remaining members may be officers of the Territorial Force, not below the ranks of Captain and Major respectively.

The Board will comprise at least one officer of the arm or branch of every candidate examined.

318. To qualify in the practical Examinations A and C a candidate must be reported by the Board as being "fit for promotion." To qualify in the examination for Quartermasters a candidate must be reported as "fit for his appointment." Each examination must be taken up as a whole.

319. Examinations B, D, and E (and C for A.S.C. Captains) (see Appendix IV and Part I of the "Tactical Fitness for Command") will be held in all districts during the weeks containing the third Monday in May and the third Monday in November, at such places as are decided upon by the O.C. District. An officer of the Territorial Force may attend for examination at any place where an examination is being held, irrespective of the command to which he belongs.

For the time-table for these examinations see Appendix IV.

320. O.S.C. Districts will forward to Headquarters, not later than the 7th April and 7th October in each year, a return of officers of the Territorial Force in their commands who are desirous of attending Examination B, D, or E (and C for A.S.C. Captains), and in "Tactical Fitness for Command."

321. To qualify in Examination B and D (and C for A.S.C. Captains) a candidate must obtain 0.5 of the total marks allotted to each paper.

To qualify in Examination E, a candidate must obtain 0.6 of the total marks allotted to each paper.

322. Subject to the provisions of para. 324, Examinations B, D, and E must each be taken up as a whole.

323. Except under special circumstances, a candidate who presents himself for Examination B, D, or E (and C for A.S.C. Captains) and fails to attend the examination in any paper will be deemed to have failed in that paper.

324. A candidate for Examination in B, D, or E (and C for A.S.C. Captains) who fails in one paper only will be considered as having partially failed, and will only be required, at a subsequent examination, to undergo re-examination in the paper in which he failed.

325. (1.) In the case of Examination A or C (except C for A.S.C. Captains) the result recorded will be the collective opinion of the Board; should one member only be of opinion that a candidate has not attained the required standard, he will record his reason on the form, and the opinion of the remainder of the Board will be considered the collective opinion of the Board. But if a majority of the Board are of opinion that a candidate has not attained the required standard, the President will inform the candidate that he has failed.

The President of the Board will forward the proceedings and results of Examinations A and C respectively (except C for A.S.C. Captains) to the O.C. District, who will, if satisfied that the examination has been conducted in accordance with the regulations, write a certificate to that effect on the proceedings. If any irregularity has occurred the O.C. District will decide whether the examination is to be annulled.

The names of officers who have qualified will be notified in District Orders, and such notification will be the authority for the return of an officer as qualified in Examination A or C (except C for A.S.C. Captains). Each officer will be furnished by his commanding officer with a certified copy of the notification.

O.S.C. Districts will furnish to Headquarters results of all practical and oral examinations held in their respective districts.

The proceedings of Boards of Examinations in A and C (except C for A.S.C. Captains) will be retained in the District Headquarters office.

(2.) In the case of Examinations B, D (C for A.S.C. Captains) and E, the O.C. District will transmit the proceedings to Headquarters, whence he will be furnished with lists of successful and unsuccessful candidates; the names of those officers who have passed will be notified in District Orders, together with the marks they have made, and such notification will be the authority for the return of an officer as qualified in these subjects. Each officer who fails will be furnished direct from District Headquarters with a list of the marks he has obtained.

326. An officer may be examined for a riding certificate by an officer deputed by the O.C. District, or by the Board at Examination A or C, provided that no expense is caused to the public thereby.

The certificate necessary is to the effect that the candidate can ride sufficiently well to perform the duties of a Mounted officer.

Tactical Fitness for Command.

327. The examination will be divided into two parts, as described below:—

Part I. Theoretical—

A tactical problem involving the operations of a Force not exceeding a brigade of Infantry, with a brigade of Artillery and a regiment of Mounted Rifles, and a proportion of Engineers and A.S.C., as may be ordered. A small scale map to be used. The candidate to write (i) a general appreciation of the situation, (ii) the action which he proposes to take, and (iii) the orders necessary for the execution of his plan. Time allowed—three hours.

Part II. Practical—

Commanding in the field in any minor tactical operations which may be ordered, a Force of all arms, of which the strength must be not less than one battalion of Infantry, a battery of Artillery, and one squadron of Mounted Rifles, to which may be added, at the discretion of the Board, a proportion of Engineers.

This examination will be carried out as far as possible in accordance with the instructions contained in Appendix XII, "King's Regulations."

SECTION VIII.—GENERAL DUTIES, AND MISCELLANEOUS.

Responsibility for Public Money and Stores.

328. An officer entrusted with public money will keep such a record of his cash transactions as may be required by the "Financial Instructions," and the book in which this is kept will be retained under lock and key in the officer's own custody. Every officer charged with making payments will either make them himself or see that they are made in his presence; he is personally responsible for any sum of money he may intrust to subordinates. Any officer or other person in charge of public stores of any kind is strictly forbidden to lend any article under his charge for any purpose not sanctioned by his C.O.

329. A Company, &c., Commander is responsible that all cash payments made to a soldier, and all moneys due from time to time, are duly recorded. The cash payments will be made in the presence of an officer and two witnesses (other than the pay-sergeant), who will certify that the amounts charged have been actually paid.

330. In the case of soldiers of the Permanent Force serving with a detachment where no officer is present, each man will sign the detachment pay-sheet.

331. A Quartermaster will not in any circumstances deal with, or be held responsible for, the quality of the supplies admitted to or held in store, but will deal solely with the quantities to be received and with their distribution.

332. A Quartermaster will not perform any cash duties except in circumstances in which he is by the regulations recognized as a sub-accountant.

333. The duties of Paymaster to a unit will be performed by the Adjutant.

Garrison and Regimental Duties.

ROSTER OF DUTIES.

334. For all duties, whether with or without arms, and whether performed by units or individuals, the roster will commence from the senior downwards.

335. Duties are classified as,—

- (1.) Guards to the Governor.
- (2.) Duties under arms—(a) district, (b) brigade, (c) regimental.
- (3.) Courts-martial—(a) general, (b) district.
- (4.) Working-parties.
- (5.) Fatigues.

336. When an officer's tour for more than one duty comes round, he will be detailed for that duty which takes precedence in para. 335.

337. An officer detailed for one duty will, in addition, be detailed for such other duties as he can perform consistently with the proper discharge of the first-mentioned duty, and whether it is his turn by roster for the additional duties or not. When an officer is on duty he will receive an "overslaugh" for all other duties which may come to his turn. Being detailed as "in waiting" does not count as a tour of duty. An officer on duty will attend parades, and perform such other incidental duties as do not interfere with the special duties for which he has been detailed.

338. Attendance at a Court-martial the members of which have assembled and been sworn will reckon as a tour of duty, though the Court may be dissolved without trying any person. On any day on which a Court-martial is not actually sitting, its members will be considered available for other duties; they will not, however, quit the area without the authority of the convening officer until the Court has been dissolved. This rule is also applicable to Courts of Inquiry and Boards.

339. A unit, detachment, guard, picquet, or fatigue party is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it was ordered to parade.

340. An officer detailed in orders will not exchange his duty with another without permission of the authority by whom he was detailed.

DAILY DUTIES IN CAMP.

341. The hours for "Reveille," "Retreat," and "Tattoo" will be: "Reveille," varying from 5 a.m. in summer to 6.30 a.m. in winter; "Retreat," at sunset; "Tattoo" ("last post"), at 9.30 p.m., unless otherwise specially ordered.

342. Between "Tattoo" and "Reveille" no call will be sounded except "Lights out" (which will be sounded a quarter of an hour after "Last post"), and the "Alarm," "Fire alarm," or other signal for troops to turn out. On the "Alarm" being sounded all troops will turn out under arms and fall in on their parade-ground or alarm post.

343. In camps of more than one unit the field officer of the day will be present at guard-mounting, and will visit all guards by day and night; these duties will be performed mounted, unless otherwise ordered. He will take command of the picquets in case of fire, riot, or alarm. In the morning, when the guards dismount, the reports of their commanders will be forwarded by the field officer to the O.C. camp, together with his own report.

344. In a small camp a Captain may do the duty of field officer of the day in the same manner in all respects as a field officer, except that his being mounted may be dispensed with.

345. A Captain of the day or week, and a subaltern of the day, will be detailed in each unit to superintend regimental duties.

346. Soldiers will be warned for all duties, &c., by means of daily orders posted in a suitable place in the camp or quarters of each company, &c. The soldier will be held personally responsible that he makes himself acquainted with all orders so posted.

GUARDS AND PICQUETS.

347. The O.C. a camp will be responsible that the number of camp and regimental guards and picquets is the lowest possible, and they will be replaced wherever possible by a system of police. Guards and picquets will mount at the hours the O.C. the camp may deem best suited to the climate and season. All guards and armed parties, before going on duty, will be inspected by the Adjutant or some officer of their unit.

348. The standing orders of the guard will be read and explained to the men as soon as the guard has mounted. Every relief will be inspected before going out and on its return.

349. An officer or soldier will not take off any article of clothing or accoutrements while on guard, but the wearing of the great-coat or cloak in the guard-room will be optional.

350. The commander will visit his sentries at least twice by day and twice by night to ascertain that they are alert on their posts and acquainted with their orders, and, in addition, he will send a N.C.O. with a file of men to perform the same duty at frequent and uncertain intervals.

351. A commander will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time he will be absent. He will not allow any N.C.O. or soldier to quit the guard without leave, which will be granted only for special purposes.

352. Every guard will turn out at the commencement of the "Reveille," "Retreat," and "Tattoo" sounding. The commander will then carefully inspect it.

353. When a fire breaks out or an alarm is raised, every guard will immediately turn out under arms, and so continue until the fire is extinguished or the cause of alarm has subsided, unless otherwise ordered.

354. Sentries will be relieved every two hours; but at night, in cold or inclement weather, they may, at the discretion of the C.O., be relieved every hour. Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the night for each man of the guard.

355. A sentry furnished by a stable guard will mount with or without arms, at the discretion of the C.O.

356. A commander of a guard will render his guard report on the prescribed form. He will also send an immediate report to the field officer or captain of the day of any unusual occurrence on or near his guard.

357. Every guard will be dismissed on its regimental parade, where it will be inspected and its arms examined. In the case of an officer's guard, the men will be dismissed by the commander after he has reported to any officer of superior rank present on the parade. If the commander of a guard is a N.C.O., a report will be made to the Adjutant or orderly officer previous to dismissal.

358. All stores and furniture in charge of a guard will be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness, and will, in his report, note the condition of each article when taken over.

EXAMINATION OF ARMS AND POUCHES WHEN AMMUNITION IS ISSUED.

359. Arms, pouches, or bandoliers must on all occasions be examined before the issue of ammunition, whether ball or blank, and at the termination of any parade, drill, or exercise for which ammunition has been issued arms and pouches or bandoliers are again to be examined, and any unused ammunition collected. O.C. companies, &c., will report personally to the senior officer present that this has been done.

360. Arms will be cleaned and examined either before the parade is dismissed or at some convenient time as soon as possible after the dismissal of a parade.

EMPLOYMENTS.

361. Brigade Commanders and C.O.s are responsible that the number of officers and men required for guards, fatigues, and other duties and employments is reduced to the lowest possible limit. The practice of excusing men warned for or coming off guards or other duties from attending parades is prohibited.

362. The Captain or subaltern of the day or week, and all orderly sergeants and corporals, will attend all parades.

363. The Quartermaster, assisted by the regimental police, will take general charge of and be responsible for the conduct and safe custody of the camp whenever a unit is absent from its lines.

364. Brigade and regimental guards should be sparingly employed, and may generally be dispensed with between "Reveille" and "Retreat," their duties being taken by an effective system of police supervision. In any case, during the day parades, regimental guards will be reduced as far as possible.

365. Picquets will be in the ranks unless specially required.

366. Orderly-room should be held at any convenient time of the day which does not interfere with instruction.

367. The following N.C.O.s and men only may be excused from attending parades in camp:—

<i>Brigade.</i>	
Brigade office	1 Clerk and 1 orderly.
Brigade refreshment-room or tent ..	2 men.
Grooms to all Staff officers	All.

<i>Regimental.</i>	
Officers' servants	(1 per field officer) (1 per company) from morning parades only.
Officers' mess	1 N.C.O. and 1 man.
Sergeants' mess	1 N.C.O. and 1 man.
Cooks	2 men per company.
Wash-houses and latrines	2 men.
Regimental refreshment-room or tent	1 man.
Regimental recreation-room or tent	1 man.
Police	1 N.C.O. and three men.
Grooms to mounted officers	All.
Staff sergeants except N.Z.A.M.C. ..	All.

368. Brigade and regimental fatigues will be carried out in the early morning or in the evening, and will be limited as follows:—

Cleaning lines.

Officers' mess.

Sergeants' mess.

Refreshment room or tent.

Recreation room or tent.

Kitchens (all cleaning-up to be done by the cooks).

Rations for sick (as required, but not to exempt from any parade or duty).

Guard-room or tent (to be done by the guard).

Rations should, if possible, be issued in the early morning, and drawn by the sergeant-cook and cooks.

Medical and Hospital Duties in Camp.

GENERAL INSTRUCTIONS.

369. A regimental officer will be allowed access to his men in hospital at suitable hours.

370. The examination of the sick will be made at such hours as will enable them to reach the hospital before 10 a.m.

371. The name of every soldier reporting himself sick will be entered in the "Sick Report," which will be prepared in duplicate.

372. A soldier temporarily unfit, but for whom treatment in hospital is not essential, will attend at the hospital or inspection-room as directed by the medical officer.

373. A soldier attending hospital will not be permitted to leave camp. According to medical recommendations, he will be relieved from all duties, or employed on light duties and fatigues.

374. When a man is to be discharged from hospital, the medical officer in charge will, on the day preceding his discharge if possible, or as early as practicable on the morning of his discharge, notify the fact in writing to the O.C. the unit concerned.

Messes.

OFFICERS' MESSES.

375. Every officer of the unit or corps will be a member of the regimental mess. The C.O. is responsible that all the regulations relating thereto are observed. He will also insure that the mess is conducted without unnecessary expense or extravagance, and by his personal example and advice will encourage economical habits and careful management.

376. The senior combatant officer present at mess is responsible for the maintenance of discipline.

SERGEANTS' MESSES.

377. A sergeants' mess will invariably be formed when practicable. The C.O. will be responsible that it is conducted with economy, regularity, and order. The senior Major will, as a rule, be charged with its immediate supervision.

SOLDIERS' MESSING AND COOKING.

378. It is the duty of the C.O. to see that the soldiers' meals are properly and sufficiently provided. The system laid down in the Manual of Military Cooking will be adhered to as far as practicable.

379. An orderly officer will inspect the kitchens and cooking-apparatus daily, and company, &c., officers will visit their lines during the breakfast, dinner, and evening meal-hours, to see that the meals are properly prepared, and that there is no cause for complaints.

Exemptions from Jury Service.

380. All members of the N.Z. Military Forces, except officers of the Reserve of Officers, N.C.O.s and men of the Territorial Force Reserve, and members of Rifle Clubs, are exempted from jury service.

Bands.

381. Officers commanding Infantry battalions and regiments of Mounted Rifles may form regimental bands up to the maximum of twenty-five bandmen, exclusive of the bandmaster. No extra allowance or pay will be made from the Government funds for bands or in respect of men acting as bandmen.

382. Men acting as bandmen will perform the training laid down for their arm in para. 228, except that they will only be called upon to perform half the drills and parades laid down in para. 228 (a) and (b).

383. During the annual training in camp they will be trained as stretcher-bearers and in first-aid to the wounded.

384. Acting bandmen when their turn comes for transfer to the Reserve may be retained with the unit as supernumerary to the establishment under agreement with their C.O. Men so retained will attend the annual training in camp, but will not be called upon to perform any other training during the year, except such as may be required in their capacity as musicians.

385. They will be entitled to rations when in camp, and to free issue of uniform and accoutrements, and will be subject to military law as Territorial soldiers.

386. Men acting as bandmen will wear the uniform of their unit.

387. Regimental bands will not perform as such in public, or appear in uniform for any purpose outside the ordinary training, without the consent of their C.O.

Veterinary Duties, Transport, Horses, Forage, &c.**VETERINARY DUTIES.**

388. Principal Veterinary Officers will be appointed in each district, and will be responsible to their respective O.C. District for,—

- (1.) The distribution, instruction, and efficiency of the N.Z. Veterinary Corps in his district.
- (2.) Supervision of veterinary instruction in units.
- (3.) Maintenance and supply of veterinary stores.
- (4.) Veterinary charge of all horses on permanent military establishments within his district, and examination of all horses submitted for purchase for permanent establishments.
- (5.) He will be the adviser of the O.C. District and other commanding officers on all points connected with his department. He will attend the O.C. District at his inspection of horses proposed for casting. He is to have free access at all times to all military stables and horses, infirmary stables, sick-horse depots, or sick-horse lines, but he will acquaint the commanding officer of his intended visit.
- (6.) Questions of veterinary hygiene.

389. Officers of the N.Z.V.C. will not exercise any military command outside their corps, except over such officers and soldiers as may be attached thereto for duty or who may be placed under their orders.

390. Other officers of the New Zealand Veterinary Corps will be responsible for—

- (1.) Veterinary duties in the units to which they are attached.
- (2.) The veterinary stores issued to the unit to which they are attached.
- (3.) Veterinary instruction in units.
- (4.) Such other duties as may be required of them by the P.V.O. from time to time.

391. Veterinary arrangements for units which have no Veterinary Officer attached will be made by the P.V.O. District.

392. The farrier-sergeants and shing-smiths of units will carry out their veterinary duties under the Veterinary Officers attached to the units.

393. The Veterinary Officer when the unit is in camp is to make a daily report to the commanding officer of such horses as are unfit for service through sickness, lameness, or other causes.

PRIVATELY OWNED HORSES.

394. All units will render a return, immediately on arrival at the camp of continuous training, or at manoeuvres of all privately owned horses brought in for military duty.

The return will show the age, sex, description, owner's name, and valuation.

395. The officer in command of the camp or body of troops referred to in the preceding paragraph will have the return of horses verified as soon as possible after their arrival in camp, &c., and an official valuation will be made and inserted in the return by the Senior Veterinary Officer or any other officer detailed for the duty.

396. For compensation for loss or injury of a privately owned or hired horse, see "Financial Instructions."

In all cases involving a claim for compensation, a Board will be assembled to investigate and report on the circumstances of the case.

REGIMENTAL TRANSPORT.

397. A C.O. will maintain the full complement of trained men for the regimental transport of the unit, as given in "Territorial Force Establishments."

398. At least one month previous to a camp being held the O.C. unit will submit to the O.C. District his requirements in the matter of hired horses. Arrangements will then be made in the District Office for the hiring of the necessary horses.

GOVERNMENT HORSES.

399. A Board of officers, of which the P.V.O. District will be a member, will be nominated by O.C. Districts for the purpose of purchasing horses in each district when required.

400. Officers employed in the purchase of horses will, as soon as practicable, transmit to District Headquarters, in duplicate, a description of each horse passed into the service. A description of all horses will be recorded in a regimental or corps "horse-book," and a number assigned to each.

401. Letters indicating the regiment or corps to which the horse is allotted will be branded on the off hind foot, the regimental or corps number assigned on the near hind foot.

402. Veterinary Officers who examine horses offered for purchase for the service and form a favourable opinion of them will certify that "These horses, from a military point of view, are practically sound and fit for the service." Horses not so certified are not to be purchased as remounts.

403. In the event of a remount becoming unfit for service within one month after joining, a special report will be at once forwarded to District Headquarters, stating the nature and probable cause of the condition, and the prospect of recovery or otherwise.

404. The commanding officer will cause a veterinary-history sheet (in manuscript), which will be signed by himself and a Veterinary Officer, to be prepared for each remount received, and this sheet will in all circumstances accompany the horse.

405. In recording the age of horses on the veterinary-history sheet the age is to be reckoned from the 1st November in the year in which the horse was foaled.

406. In case any animals are detached, their veterinary-history sheets are to be sent with them, and not retained at regimental Headquarters. Each entry of treatment in the veterinary-history sheet will be signed by the Veterinary Officer in charge.

407. The veterinary certificate is to be rendered by veterinary officers of regiments on each occasion of transfer of Government animals, whether permanent or temporary.

408. Commanding officers will forward half-yearly, as soon after the 1st July and 1st January as possible, to O.C. District, a return of any horse they consider unfit for the service. The return should include horses of fifteen years or upwards which are either at the time unserviceable from age or likely to become so during the following six months. This return will be considered by the O.C. District, who will himself inspect or direct another officer, assisted by the Principal Veterinary Officer, to inspect and cast the horses, and arrange for them to be replaced.

409. Reports and applications will be accompanied by the veterinary-history sheets.

410. The O.C. District may order the destruction of any horse on account of contagious disease or incurable injuries.

411. If possible, before doing so, a certificate must be obtained from the P.V.O. District showing that the disease absolutely necessitates the destruction of the horse or that the injury is incurable. In every instance, either before or after the horse is destroyed, a Board, of which the P.V.O. District will be a member, will be assembled to view the horse and take evidence of the whole of the circumstances of the case. If the horse has not already been destroyed the Board will express an opinion as to the necessity for its destruction. The proceedings will be forwarded to District Headquarters, where they will be retained.

412. If a horse dies suddenly or within twenty-four hours of its having become ill, a Board will investigate and report upon the circumstances and causes which led to the death.

413. In cases where a horse has to be urgently destroyed, a Board will assemble as soon as possible afterwards to consider the circumstances.

The proceedings will be forwarded to the District Headquarters.

Chaplains, Divine Service.

414. Chaplains will be attached to units on the recommendation of C.O.s according to the requirements of the unit.

415. A C.O. will render Chaplains every assistance in carrying out their duties.

416. Chaplains will be entitled to remuneration, as laid down in "Financial Instructions," when detailed for duty at camps of training.

417. At the annual camp every soldier, when not prevented by military duty, will attend Divine service, but a soldier will not be obliged to attend the service of any other religious body than his own.

Soldiers will be marched to and from their places of worship, and the officer or N.C.O. in charge will remain with them throughout the service.

418. The duty of playing troops to church will not interfere with the attendance of a bandsman, drummer, bugler, or piper at the regular service of his own denomination.

Leave of Absence.

419. Officers of the New Zealand Staff Corps and New Zealand Permanent Force will be entitled to one month's leave per year. Warrant officers of the Permanent Staff and Permanent Force will be granted twenty-one days per year, and N.C.O.s and men eighteen days.

420. An officer who obtains leave will give his address, and notify any change in it, to District Headquarters.

421. Leave of absence from the annual camp will only be granted to officers of the Territorial Force in very exceptional circumstances. Such leave will not be given without the sanction of a superior officer having powers not less than those of a Brigade Commander.

422. No officer of the Military Forces may quit the Dominion without permission from Headquarters.

423. An officer who applies for leave on account of sickness will forward a medical certificate.

424. Under instructions received from the Brigade Commander the officer commanding a unit may excuse an officer or soldier from any portion of the annual training on account of sickness duly certified. The sickness will be recorded in the soldier's Record-books.

425. A C.O. may grant leave to any officer or soldier of the Territorial Force during annual training in camp for a period not exceeding one night, such leave should only be granted in urgent cases.

426. In cases where leave for one night is granted, not more than one hour's drill or exercise must be missed. Leave of absence will not be given for the first or last night of training to more than 10 per cent. of the establishment.

427. Any N.C.O. or man of the Territorial Force, or a Senior Cadet, before leaving the Dominion will obtain permission from his unit commander; if such absence entails loss of training the question whether such training is or is not to be made up on his return is to be referred to the Brigade Commander.

SECTION IX.—MOVEMENTS.**General Instructions.**

428. No movement of any corps or unit, or any portion of a corps or unit, from one military district to another shall take place without sanction previously being obtained from Headquarters.

429. An O.C. District may delegate to officers to be named by him the power of issuing travelling-warrants for certain defined purposes. As a rule, this power should only be delegated to officers at out-stations where reference to District Headquarters would involve a loss of time.

430. The names of officers to whom the power to issue travelling-grants is delegated will be published in District Orders, and these officers will furnish monthly to the O.C. District a return of the passes issued by them.

431. Warrant-books should be kept under lock and key, and the officers intrusted with them will be responsible for any improper use of the forms. On being relieved, they will hand over the books to their successors, obtaining a receipt.

432. Travelling-warrants may be issued to officers, N.C.O.s, and men of the Military Forces when ordered or permitted by competent authority to travel on duty.

433. The names of the individuals to whom warrants are granted shall in each case be inserted in such warrant.

434. Officers issuing warrants will observe the instructions laid down on the cover of these books.

435. All officers travelling on duty shall be entitled to first-class passes. Warrant officers and Acting Sergeant-majors shall be entitled to travel first-class; other ranks will travel second-class.

436. Railway warrants shall not be issued for the purpose of attending military sports or rifle meetings, except by special permission of the G.O.C.

437. Officers as a rule, and warrant officers, N.C.O.s, and men at all times, will wear uniform when travelling on duty.

Movements of Troops by Railway.

438. Officers in command of troops moving by railway are responsible that the railway regulations are complied with by the troops. They are not to interfere with the prescribed running of the trains or the general working of the Railway service.

439. Previous to entrainment the compartments provided should be numbered and lettered to facilitate the entrainment of squadrons, companies, or sections.

440. The entrainment will take place by word of command. It should be complete five minutes before the time of departure.

441. No man is to leave a carriage without the permission of an officer.

442. Horses should usually be entrained with saddlery and harness on, except when the journey will exceed six hours, in which case harness and saddlery will be removed after arrival at the station, and loaded into covered goods-trucks.

443. When the train is ready to proceed, "Fall in" will be sounded. Silence must be maintained until the train moves off.

444. Departure of trains should be telegraphed by the officer superintending the entrainment to the place where the troops are to halt for refreshment, and also to the place of final destination.

445. On arrival at the place appointed for the train to halt, the officers will get out and go to the carriages of which they are in charge. Sentries will be posted if necessary. The "Dismiss" will then be sounded, and men may get out of the train, leaving their arms in the carriages.

446. When it is necessary that the troops should be fed or horses watered *en route*, previous preparations should be made regimentally, an officer, with one or more N.C.O.s, being, if necessary, sent forward to make arrangements.

447. When it is intended to water and feed horses during a halt, "Water," followed by "Feed," will be sounded, and the men proceed to water their horses from buckets. After being watered the horses will be fed from nosebags. No hay or straw is to be left among the horses, and any forage conveyed should be in closed or tarpaulin-covered wagons.

448. When it is time to proceed, the "Fall in" will sound. Men will return to their carriages, and the officers will see that they are all present, and report to the C.O. Any sentries that have been posted will then be withdrawn. Lastly, the officers will get in, and the C.O. will then give directions that the train may proceed.

449. In case of accident to the train the officers will proceed at once to the carriages of which they are in charge, and the men will retain their seats until ordered to descend. Directions given by railway officials must be promptly executed.

450. In detrainments the O.C. the troops must insure the speedy evacuation of the railway-station.

451. As they are detrained, riding-horses will be led to the place of assembly, and draught horses to their own wagons.

452. The detrainment of guns and vehicles will be carried out by parties told off for the purpose. If it cannot be done simultaneously with that of the horses, the latter will, as a rule, be first detrained. Each carriage should be drawn off to the place of assembly as soon as horsed, so as to clear the ground.

Transport of Baggage and Stores to Annual Camps.

453. Railway warrants for the conveyance of baggage and stores to camps and manœuvres will be permitted only for those stores which are issued or authorized by the Defence Department for use at such camps, and for the personal baggage of those proceeding on duty to attend such camps, according to the following scale:—

	Not exceeding.
Officers of Headquarters, District, and Brigade Staffs, and commanding officers	150 lb.
Other Mounted officers	100 "
Dismounted officers	70 "
Warrant officers	50 "
Other ranks	20 "

454. At manœuvres, when personal baggage is to be carried by military or hired transport, the scale will be as authorized by the officer in command, but not greater than laid down in the Field Service Manuals.

SECTION X.—UNIFORM, EQUIPMENT, DECORATIONS, AND MEDALS.**General Instructions.**

455. The orders of dress laid down in Tables A and B, section XII, "King's Regulations," will be taken as a guide as to the orders of dress to be worn on parade and on special occasions.

456. Officers attending Levées, Courts, State balls, and ceremonies at which Royalty or the Governor is present, and on the occasions mentioned in Table A, section XII, "King's Regulations," must wear the authorized full dress, excepting in the case of officers of the Territorial Force who do not possess full dress; these officers will wear service-dress, with drab serge overalls and Wellington boots, "Sam Brown" belts, slouch hats, and medals (as for full dress).

457. Full dress will not be worn by officers parading with their men, unless the latter are wearing full dress or "walking-out" dress.

458. The universal pattern "Sam Brown" belt in brown leather will be worn by all officers and warrant officers of all units and corps with the service dress. Mounted officers will wear steel spurs.

459. Horse-furniture will be of the universal pattern as laid down in the "N.Z. Dress Regulations," with such special regimental ornaments as may be approved by the G.O.C.

460. No deviation from authorized patterns of uniform is permitted, and no new patterns of uniform, badges, or horse-furniture are to be introduced without approval of the G.O.C.

461. Officers in uniform, when in mourning or attending funerals, will wear a crape-band, 3½ in. wide, round the left arm above the elbow.

N.Z. STAFF CORPS, AND PERMANENT FORCE, AND PERMANENT STAFF.

462. Officers of the Staff Corps and Permanent Force will wear the uniform laid down for them in the "N.Z. Dress Regulations."

463. Officers of the Staff Corps will not wear Staff uniform or Staff distinctions unless appointed to the Headquarters Staff of the Dominion or appointed as O.C. District, General Staff Officer on a District Staff, or A.A.G. on a District Staff.

464. Staff uniform and Staff distinctions will be the same as those laid down in the "Dress Regulations for the Regular Army."

465. Warrant officers, N.C.O.s, and men will wear the dress laid down for them in the "Clothing and Equipment Regulations for the New Zealand Military Forces."

OFFICERS OF THE TERRITORIAL FORCE.

466. The only obligatory uniform for officers of the Territorial Force is service dress as authorized in the "N.Z. Dress Regulations."

467. An authorized pattern of full dress for officers is laid down for each unit, but its provision is optional.

468. Territorial units may adopt a mess dress on the design being approved by the G.O.C. The provision of this dress is optional to the individual officer.

469. Officers appointed Aides-de-Camp to the Governor will wear regimental uniform, with a gold aiguillette on the right shoulder. The aiguillette will be worn with full dress uniform by these officers when doing duty with their units.

470. Civic insignia, mayoral chains and badges, will not be worn with military uniform.

471. Brigade Commanders and Coast Defence Commanders will wear the uniform laid down in the "N.Z. Dress Regulations" for substantive Colonels, or the uniform of the unit in which they last served, with the badges of rank of a full Colonel.

472. Medical officers will wear the uniform of the N.Z.M.C., whether on the Staff or not.

473. Veterinary officers will wear the uniform of the N.Z.V.C., whether on the Staff or not.

474. A blue serge frock may be worn as an undress garment by all officers and warrant officers of the Territorial Force, with badges of rank and collar badges in metal. This garment must not be worn when parading with troops. Its provision is optional. Officers of the Territorial Force will not provide themselves with frock coats.

475. Uniform is not authorized for Chaplains except on active service, but a "scarf," with the crown and monogram N.Z.M.F. in gold, may be worn. The scarf is described fully in the "N.Z. Dress Regulations."

476. Officers retiring with permission to wear uniform are entitled to wear the uniform in which they last served.

477. Officers of the Reserve of Officers will wear the uniform of the unit or corps in which they last served, with the letter "R" on the shoulder-cords or on the shoulder-strap below the badges of rank.

478. Officers on the Unattached List of the Territorial Force, category (b), will wear the universal pattern service-dress, but without collar-badges. The optional full dress and mess-dress of these officers will be as described in the "N.Z. Dress Regulations."

N.C.O.S AND MEN OF THE TERRITORIAL FORCE.

479. The dress for N.C.O.s and men of the Territorial Force will be as laid down in the "Clothing and Equipment Regulations."

480. The numerical designation of the unit or corps in brass letters will be worn on the shoulder-straps of tunics, serge-frocks, and service-dress jackets.

481. Chevrons, badges of rank, and badges for skill at arms, &c., will be as laid down in the "Clothing and Equipment Regulations for the N.Z. Military Forces."

482. No other badges than those laid down may be worn.

483. Uniform will be worn at all parades, and when travelling on duty.

Identity Discs.

484. An identity-disc, fitted with a cord, will be held by O.s.C. for every officer, N.C.O., and man on the establishment.

They will be stored in peace-time, stamped with the title of the unit. On mobilization they will be completed with the registration-number, name, and religious denomination of the individual to whom issued. The marking will be carried out by the unit.

Equipment.

485. The regulations governing the issue of arms and equipment to the Military Forces are laid down in the "Clothing and Equipment Regulations for the N.Z. Military Forces."

Medals.

486. The rules governing the issue of medals are laid down in Appendix IX.

Medals and decorations are worn in the order prescribed in the "N.Z. Dress Regulations" by all ranks when in full dress.

In units and corps which have no full dress, medals will be worn with the service dress when in review order. On other occasions ribbons only are to be worn. The ribbons of medals will be $\frac{1}{2}$ in. in length, and will be sewn on to the garment or worn on a bar without intervals.

SECTION XI.—CEREMONIAL.

Precedence of Corps.

487. The following is the order of precedence of corps in the Military Forces of the Dominion:—

- (1.) The Royal New Zealand Artillery.
- (2.) The regiments of Mounted Rifles.
- (3.) The New Zealand Field Artillery.
- (4.) The New Zealand Garrison Artillery.
- (5.) The New Zealand Engineers.
- (6.) The Infantry regiments.
- (7.) The New Zealand Army Service Corps.
- (8.) The New Zealand Medical Corps.
- (9.) The New Zealand Veterinary Corps.
- (10.) The Rifle Clubs.
- (11.) The Senior Cadets.

On mounted parades regiments of Mounted Rifles will take the right of the line; the R.N.Z.A. will be on the right of dismounted troops.

Different units of the same arm take precedence in accordance with their numerical succession as given in the New Zealand Army List.

Command, Rank, Precedence, &c., of Officers.

488. Officers of His Majesty's Imperial Regular Forces serving in the Dominion, if holding local rank conferred by the Governor, will rank with officers of the Staff Corps and Permanent Force according to the date of their local rank. If serving in the Dominion in the rank granted by the King they will rank as senior to all officers of the New Zealand Military Forces of that rank. Officers of the Staff Corps and Permanent Force will take precedence of all Territorial officers of the same rank.

489. An officer appointed to the command of a unit or corps in the Military Forces shall exercise command over any other officers serving therein, irrespective of the date of his commission. All Territorial officers doing duty with their unit or corps shall take rank according to their dates of appointment in that rank to such unit or corps; and all officers serving together with officers of other units or corps shall take rank according to the dates of their respective appointments to that rank in the Military Forces. Should two officers of the same rank have been gazetted to such rank with the same date, their precedence shall, except in the case of an officer appointed to command a regiment, battalion, or corps, be determined by the date of their previous commissions, or, in the case of first commissions, by the order in which their names appear in the *Gazette*.

490. The function of command is to be exercised by the senior combatant officer, except in cases where an officer has been specially appointed to the command.

Local and temporary rank will carry the same precedence as permanent rank within the limits wherein the rank is granted.

491. Departmental officers shall be entitled to precedence according to their rank. Such rank or position will not, however, entitle the holder of it to the presidency of Courts-martial, or to military command of any kind except over such officers and men as may be specially placed under their command.

WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS.

492. The position of warrant officers is inferior to that of all commissioned officers, but superior to that of all non-commissioned officers.

493. The following will be the order of precedence of warrant and non-commissioned officers. Those bracketed together rank with one another according to the dates of promotion or appointment.

(1.) Warrant Officers.

- (Garrison sergeant-major.
- Master gunner, first class.
- Master gunner, second class.
- Staff regimental sergeant-major.
- Brigade or regimental sergeant-major.
- *Bandmaster.
- *Armament sergeant-major.
- *Mechanist sergeant-major.

(2.) Non-commissioned Officers.

- (Master gunner, third class.
- Brigade or regimental sergeant-major who is not a W.O.
- Brigade or regimental quartermaster-sergeant.
- *Armament Q.M.S.
- *Mechanist, Q.M.S.
- (Staff squadron, battery, or company sergeant-major.
- Squadron, troop, battery, or company sergeant-major.
- Colour sergeant and staff sergeant.
- (Squadron, troop, battery, or company quartermaster-sergeant.
- Sergeant.
- Lance-sergeant.
- Corporal.
- (Bombardier.
- (Second corporal.
- (Acting-bombardier.
- (Lance-corporal.

Armament, armourer, artificer, collar-maker, farrier, mechanist, pioneer, saddler, shoeing-smith, and wheeler non-commissioned officers take precedence according to their rank as Q.M.S., sergeant, &c.

494. Warrant and non-commissioned officers against whose names an asterisk (*) is placed are not entitled to assume any command on parade or duty, except over such W.O.s, N.C.O.s, and men as may be specially placed under their orders. In matters of discipline, however, they will at all times exercise the full authority attached to their rank.

495. Classification for pay shall not affect the above classification for purposes of command and precedence.

† A squadron, troop, battery, or company sergeant-major will rank regimentally senior to the squadron, troop, battery, or company quartermaster-sergeant, except for promotion.

Honours and Salutes.

GENERAL INSTRUCTIONS.

496. The honours and salutes to be given by troops on parade are as follows:—

- (1.) *To the King.*—On all occasions, Royal Salute. Standards and colours lowered, officers saluting, men presenting arms, bands playing the National Anthem through.
- (2.) *To Members of the Royal Family.*—Same as (1), except that the bands will only play the first part (six bars) of the National Anthem.
- (3.) *To Foreign Sovereigns; Presidents of those Republican States in which the Sovereign is represented by an Ambassador; and members of Foreign Imperial and Royal Families.*—Same as (1) or (2) respectively, except that their own National Hymn will, when practicable, be played.
- (4.) *To the Governor at State Ceremonials such as the Opening or Closing the Session of the New Zealand Legislature.*—Same as (1), except that the bands may only play the first part (six bars) of the National Anthem.
- (5.) *To Field-M Marshals.*—General salute, same as (6), and regimental colours of all Forces to be lowered, except when a member of the Royal Family is present.
- (6.) *To General Officers and Inspecting Officers below the rank of General Officer.*—General salute by the troops under their command; by mounted services with swords drawn, officers saluting, and bands playing the first part of a slow march; by dismounted services, officers saluting, men presenting arms, colours flying, bands playing the first part of a slow march, and drums beating; by corps not having bands, the trumpets or bugles sounding the salute, or the drums beating a ruffe.
- (7.) *To Commanding Officers (if under the rank of General Officer) of Districts, Garrisons, Camps, or Stations.*—Honours (not extending to a salute of guns) due to the rank one degree higher than that which they actually hold.
- (8.) *To Standards, Guidons, and Colours.*—When uncased they are at all times to be saluted with the highest honours—viz., arms presented, trumpets or bugles sounding the salute, drums beating a ruffe.

497. The National Anthem is not to be played in connection with salutes on any other occasion than those mentioned in paragraph 10, and is only due to those personages who are entitled to a Royal Salute.

498. The Governor, if he is also a naval or military officer, is entitled in every respect to the honours due to his rank as well as to his civil office.

499. Officers temporarily acting in any higher command are entitled during their temporary tenure to all the honours and salutes appertaining to such command, provided, so far as artillery salutes are concerned, the officer is not under the rank of Brigadier-General.

500. Officers temporarily acting in any civil office are entitled, during their temporary tenure, to all the honours or salutes that may appertain to such office.

501. The compliments directed in these regulations are to be paid to officers in the service of any Power in alliance with His Majesty, according to their respective ranks.

502. Officers or soldiers passing troops with uncased colours salute the colours, and also the commanding officer (if senior).

503. Officers, soldiers, and colours passing a funeral will salute the body.

504. Armed parties in paying compliments on the march will be called to attention, Infantry will slope arms, and the command "Eyes right (or "left")" will be given; mounted units will act as laid down in the Training Manual for their particular arm.

505. An officer commanding an armed party passing a guard, or paying or returning a compliment, will draw his sword before giving the necessary command. When in command of an unarmed party, he will return the salute with the right hand as he gives the command "Eyes right (or "left")." Soldiers in command of parties will confirm to the rules laid down for officers.

506. All officers will salute their seniors before addressing them on duty or on parade; when in uniform they will salute with the right hand, in the manner prescribed for soldiers. Officers, except when their swords are drawn, are to return the salutes of junior officers and of soldiers. A salute made to two or more officers will be returned by the senior only.

507. Officers will salute those officers of the Royal navy when in uniform who would be saluted by individuals of corresponding ranks in their own service.

508. Officers and soldiers boarding any of His Majesty's ships or foreign men-of-war will salute the quarter-deck.

509. Warrant officers, non-commissioned officers, and men of the Permanent Forces will salute all commissioned officers whom they know to be such, whether dressed in uniform or not, including officers of the Royal Navy, Royal Marines, His Majesty's Army, and such warrant officers as have rank corresponding to that of commissioned officers in the Army. Warrant officers, non-commissioned officers, and men of the Territorial Force, in uniform, will similarly salute all commissioned officers when in uniform. Warrant officers and non-commissioned officers when wearing swords will salute with the right hand, irrespectively of the side on which the officer saluted may be passing.

510. Non-commissioned officers and men will address warrant officers in the same manner as they do officers, but will not salute them. In addressing non-commissioned officers they will call them by their rank.

511. In a civil Court an officer or soldier will remove his head-dress while the Judge or Magistrate is present, except when the officer or soldier is on duty under arms with a party or escort inside the Court.

OFFICIAL VISITS.

512. The following rules are to be observed for the interchange of official visits between naval and military officers at stations where there is a military garrison:—

- (1.) On the arrival of a British or foreign vessel of war an officer is to be sent on board to arrange with the naval officer in command as to the exchange of visits.
- (2.) The O.C. District or other officer commanding is to call first on any naval officer (British or foreign) senior to him, as soon as practicable after arrival, or await his visit if he be junior. The visit is to be returned within twenty-four hours.
- (3.) The visit of a naval officer below the rank of Captain is to be returned by a Staff officer on behalf of the O.C. District or other commanding officer.
- (4.) The O.C. District in which Headquarters are situated before taking action in sub-paras. (1) and (2) will consult with the Adjutant-General.

GUARDS OF HONOUR.

513. A Guard of Honour, as a general rule, of 100 rank and file, with a Captain in command, two subaltern officers (one carrying the standard of Mounted Rifles, or the King's colour of Infantry), a proportion of sergeants, and a regimental band, will attend,—

- (1.) Upon the King and other Royal personages; and upon Presidents of those Republican States in which the sovereign is represented by an ambassador.
- (2.) At State ceremonials.

Similar Guards of Honour, but with the regimental colour, will attend upon the Governor and officers administering the governments of His Majesty's possessions, and such occasions as are customary within the governments. (Guards of Honour will not be detailed when the Governor and officers administering the government are returning after leave of absence, the duration of which has not exceeded three months; nor when they are merely arriving at, or departing to or from, one or other of the ports within their government; nor on merely changing their residence.)

514. A Guard of Honour of fifty rank and file, with two officers, one carrying the regimental colour, and a band, will attend,—

- (1.) When a foreign General or Flag Officer lands at a military station, within His Majesty's dominions, to visit the Governor or Commandant.
- (2.) To receive distinguished personages other than those mentioned in paragraph 513, or on occasions not specified in paragraph 10, if it is deemed expedient.
- (3.) (a.) At the port where the Naval Commander-in-Chief of the Australian Stations lands for the first time within the Dominion.
(b.) On each occasion on which he receives an artillery salute on paying an official visit to the Governor.

515. Voluntary Guards of Honour as in 513 may be furnished for the Governor when visiting cities or towns in the Dominion on other than State occasions, and provided that troops are available without expense.

516. Mounted escorts will attend if ordered when Guards of Honour are furnished, as provided for in Regulation 513. The strength of the escort for the Governor will be 1 officer, 1 sergeant, 1 trumpeter, 12 rank and file.

Voluntary escorts may be furnished as in para. 515.

FLAG STATIONS AND FLAGS TO BE FLOWN.

517. Where two flags are issued, the smaller is for use in bad weather.

Flag Stations.	New Zealand Ensign.	
	12 ft. by 6 ft.	6 ft. by 3 ft.
Auckland,—		
Saluting battery, North Head ..	1*	1*
The barracks, Auckland	1*†	1†
Wellington,—		
Headquarters, Alexandra Barracks ..	1*†	1†
Saluting battery, Pipitea Point ..	1*	1*
Fort Balance	1†	1†
Christchurch,—		
Victoria Barracks	1*†	1†
Lyttelton,—		
Fort Jervois	1*†
Dunedin,—		
District Headquarters	1*†	1†
Central Battery	1†

* On anniversaries, State occasions, and when required for saluting or other special purposes. † Daily, except Sundays. ‡ On Sundays and anniversaries.

SALUTING STATIONS.

518. The following is a list of stations at which salutes are authorized to be fired :—

- Auckland Saluting battery, North Head.
- Wellington Saluting battery, Pipitea Point.

ARTILLERY SALUTES.

519. The forts and batteries referred to in paragraph 28 will fire salutes as follows :—

Number of guns, 21—
Royal Salute—

- (1.) The sovereign; a member of the Royal Family; a foreign crowned head; sovereign Prince or his consort; a Prince who is a member of a foreign Royal Family; President of a Republican State.
(Salutes will be fired both on arrival and departure.)
- (2.) The standard of the sovereign, or Prince of Wales, when passing in a vessel.
- (3.) Anniversaries—Birthday (as notified in the Gazette), Accession, Coronation of sovereign, birthday of consort of sovereign, and Empire Day.
(These salutes will be fired at noon.)

Number of guns, 19—

- (1.) The opening, proroguing, and dissolving Parliament of the Dominion.
- (2.) *† Admirals of the Fleet.

Number of guns, 17—

The Governor of the Dominion of New Zealand.
Governors of His Majesty's Colonies or States (para. 31).
*† Admirals.

Number of guns, 15—

*† Vice-Admirals.
Lieutenant-Governors and officers administering the government of Colonies or States, and Administrators acting under the Governor.

Number of guns, 13—

*† Rear-Admirals.

Number of guns, 11—

*† Commodores (no senior Captain being present).
‡ Consuls-General.

Number of guns, 7—

‡ Consuls.

520. A foreigner of high distinction, or a foreign General, or a flag officer when visiting the Governor or the Commandant may, on landing, be saluted with the number of guns which from his rank he is entitled to receive from a ship of war of his own nation, or with such number, not exceeding nineteen, as may be deemed

* The salutes will not be repeated oftener than once in twelve months, except in case of advance of rank, when the scale for the new rank is granted. The salutes, being personal, will not be returned.

† (1.) The salute to be fired on the landing of the Naval Commander-in-Chief for the first time will be given on the occasion of his landing to pay his first official visit to the Governor.

(2.) The salute to which the Naval Commander-in-Chief is entitled after the expiration of twelve months from the first salute, or on promotion, will in the same manner be fired on the occasion of an official visit to the Governor.

(3.) No salute will be fired on any other occasion of the Naval Commander-in-Chief landing within the limits of the Dominion.

‡ On going on board or leaving one of His Majesty's ships; but this is only to be done when within the State to which they are accredited, and only once in twelve months from the same ship to the same person.

proper; but such salute will not in any case exceed the number of guns given to officers of corresponding rank in His Majesty's Army and Navy.

521. The Governor and officers administering the government will be saluted on the following occasions. They will not receive artillery salutes on any other occasions :—

- (1.) On first landing in their governments.
- (2.) On reading of Royal Commission and taking the oaths of office.
- (3.) On departing from their governments on leave of absence exceeding three months.
- (4.) On returning from leave of absence exceeding three months.
- (5.) On finally quitting the Dominion on expiration of term of office.
- (6.) When officially visiting States, ports, and dependencies within their governments, but not oftener at any one place than once in twelve months.

522. All salutes from ships of war of other nations to His Majesty's forts or batteries named in paragraph 518 are to be returned gun for gun. His Majesty's ships and His Majesty's forts will not on any account exchange salutes.

523. Such of the authorities mentioned in the foregoing instructions as may, from their rank and appointments, be entitled to be saluted in more than one capacity will be saluted under that rank which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

524. Upon the occasion of the celebration of the birthday of the King or Queen of a foreign nation or other important national festivals or ceremonies by any ships of war of such nation, a salute not exceeding twenty-one guns may be fired in conjunction with any of His Majesty's ships that may be present, on official intimation of the intended celebration being received from the Governor.

525. No salutes other than those authorized by these regulations are to be allowed, except such as may be necessary for the fulfilment of any treaty obligation; provided that, upon any important occurrence, such as a great victory gained by his Majesty's arms, or highly advantageous national event, the Governor may direct such salutes to be fired as the occasion may seem to him to require.

Military Funerals.

526. Military funerals will be accorded to officers and soldiers buried within the area group furnishing the unit or corps with which they are serving at the time of their death.

527. Military funerals will not be ordered without special authority, unless troops are available within reasonable distance of the burial-ground. Gun-carriage and other appliances will be supplied when practicable.

528. Officers are not to be interred with military honours unless they are at the time of their decease on full pay, or employed on the Staff, or in the exercise of some military command or office. No honours are to be paid officially at the funerals of other officers or of retired soldiers.

529. Provided the troops are available, military funerals are to be attended and saluted in accordance with the following table :—

Rank, or Corresponding Rank.	Salute of Guns.	Blank Rounds of Rifle Ammunition.	Troops to attend with due Proportion of Officers.
Lieut.-General ...	13	...	3 battalions and 4 squadrons.
Major-General ...	11	...	2 " " 3 "
Brigadier-General ...	9*	...	1 " " 2 "
Colonel Commanding	His own regiment, or detachments equivalent thereto. 300 rank and file.
Lieut.-Colonel	200
Major	His own company or 100 men.
Captain	40 rank and file, under a Lieutenant or Second Lieutenant.
Lieutenant or Second Lieutenant	25 rank and file, under a Sergeant.
Warrant officer	19 " " "
Sergeant	13 " " "
All other grades

* Only when commissioned as Brigadier-General.

530. At the funeral of general or flag officers, or of Commodores and Brigadier-Generals, minute guns are to be fired while the body is proceeding to the burial-ground; but these minute guns are not to exceed the number to which the officer's rank entitled him when living. When any such officers who have died when afloat are to be buried on shore, minute guns are to be fired from the ship, if a ship of war, while the body is being conveyed to the shore, and, where the means exist, minute guns will be fired from the shore while the procession is moving from the landing-place to the burial-ground. The total minute guns so fired must not exceed twice the number of guns to which the deceased was entitled when living.

531. The salute of guns prescribed by paragraph 530, or, in the case of flag officers and Commodores, a salute of the number of guns to

which the deceased was entitled when living, will be fired after the body is deposited in the grave.

532. The pall is to be supported by officers of the same rank as that held by the deceased, but if a sufficient number of that rank cannot be obtained officers next in seniority are to supply their places.

533. Honours paid at the funerals of Staff and departmental officers are to be regulated according to the ranks, or corresponding ranks, as the case may be.

534. In addition to the firing-parties, the funeral of an officer will be attended by the officers, that of a warrant officer by the warrant officers, that of a sergeant by the sergeants, and that of a corporal by the corporals, of the corps to which the deceased belonged or was attached. The funeral of a non-commissioned officer or private will be attended by the squadron, troop, battery, or company (officers included) to which he belonged or was attached.

MINUTE GUNS AT CIVIL FUNERALS.

535. Upon the authority of the Governor at the funerals of civil functionaries the same number of guns will be fired as minute guns, while the procession is going to the burial-ground, as they were entitled to as salutes when living. Civil functionaries not entitled to salutes of cannon when living are not to have salutes fired at their funerals.

536. Should a vessel carrying the remains of any foreigner of high distinction, foreign General, or foreign flag officer arrive during saluting-hours at any of the authorized saluting-stations, the same number of minute guns will be fired on its arrival as the deceased was entitled to as a salute under para. 519, when living.

Compliments by Guards.

GUARDS AND SENTRIES.

537. Guards, including guards of honour, mounted over the person of the King and members of the Royal Family will pay no compliments except to members of the Royal Family; and guards, including guards of honour, mounted over the Governor-General and Governors within their respective governments will pay no compliments to officers or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with sloped arms.

538. Guards are at all times to turn out and pay the compliments specified in paragraph 539 of the regulations to general officers in uniform, and to civil governors within the limit of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

539. No officer under the rank of general officer is entitled to the compliment of the bugle sounding a flourish, or the drum beating a ruffle, when guards "present arms" to him. No officer who is not dressed in uniform is entitled to the compliment of a guard turning out, except members of the Royal Family, the Governor-General, and Governors or officers administering the government within the precincts of their governments.

540. To regimental commanding officers—irrespective of their rank—their regimental guards are to turn out and present arms once a day.

541. When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander is to cause his guard to fall in and stand with sloped arms, facing the front, but no drums are to beat and no bugle will sound. When such officers pass guards while in the act of relieving guard, both guards are to salute as they stand, receiving the word of command from the senior commander.

542. Guards are to get under arms at all times when armed parties of any branch of the service approach their posts; to armed corps* they will present arms, and before other armed parties they will stand with sloped arms. They will not pay compliments between sounding of retreat and reveille, and will not turn out to an unarmed party. A mounted party will "carry arms" to all guards turning out to it.

543. Sentries will present arms to general and field officers, and to all armed parties, and slope to officers of inferior rank. Sentries furnished from a Royal guard will "present arms" only to members of the Royal Family or to armed corps; when officers of whatever rank pass their posts in uniform, they will stand with sloped arms. In the same manner sentries furnished from guards over the residence of the Governor will not present arms to persons of inferior rank.

544. Sentries mounted over the quarters of a general officer will "present arms" to general officers only; to officers below that rank they will stand with sloped arms.

545. All guards and sentries are to pay the same compliments to commissioned officers of the Royal Navy and Royal Marines as are directed to be paid to officers of the Military Forces. Guards and sentries will pay compliments to commissioned officers of the departments of the Military Forces according to their ranks, or corresponding ranks, as the case may be.

* By the expression "armed corps" is meant a regiment of Mounted Rifles, a battery of Artillery with its guns, Garrison Artillery of not less than three companies, and a battalion of Infantry with or without colours.

ARTILLERY SALUTES.

546. As a rule no salutes will be fired before 8 o'clock in the morning nor after sundown, nor during the usual hours for Divine service on Sundays. The same principle will apply to guards of honour and official receptions. In exceptional cases the course to be pursued will be determined by the Governor.

FLAGS IN VESSELS AND BOATS.

547. The Union Jack, being the distinguishing flag of the Admiral of the Fleet only, is not to be flown on military boats and vessels.

548. Defence Department vessels and boats are authorized to carry the Blue Ensign of the Dominion.

549. A special Union Jack, bearing in its centre as a distinguishing mark the Royal cipher surrounded by a garland on a blue shield, and surmounted by a crown, is authorized to be flown by the G.O.C. New Zealand Forces when embarked in boats or vessels on duty.

SECTION XII.—FINANCE.

Pay and Allowances.

OFFICERS OF THE STAFF CORPS AND PERMANENT FORCE.

550. The pay and allowances of officers of the N.Z. Staff Corps and the N.Z. Permanent Force will be at the rates laid down in "Financial Instructions and Allowance Regulations for the N.Z. Military Forces."

For each day spent in an annual training camp of the Territorial Force an allowance of 4s. a day to cover mess-expenses will be admissible.

551. When, during annual training in camp or at courses of instruction, officers are placed under canvas, they will be granted field allowance.

INSTRUCTORS AND AREA SERGEANT-MAJORS.

552. The pay and allowances of Warrant Officers and N.C.O.s of the Permanent Staff and of the Permanent Force while serving as instructors or Area Sergeant-majors, are governed by "Financial Instructions and Allowance Regulations."

553. During attendance at the annual training camp of the Territorial Force, warrant officers, N.C.O.s, and men of the Permanent Staff and Permanent Force will be fully rationed.

REGIMENTAL OFFICERS AND MEN OF THE TERRITORIAL FORCE.

General.

554. Pay and allowances will be drawn by officers, N.C.O.s, and men of the Territorial Force at the rates and under the conditions laid down in the "Financial Instructions and Allowance Regulations." They will be drawn only for the days of actual attendance at annual training in camp (including days of leave authorized with pay and days of arrival and departure), at continuous obligatory courses of instruction, and, if approved by the O.C. District, at Staff rides, instructional tours, continuous voluntary courses of instruction, when specially called up for duty, or when serving on Courts-martial or Courts of Inquiry. They will in no case be drawn during attendance at the obligatory drills, musketry, &c., performed outside the period of annual training in camp, nor for attendance at rifle meetings or Guards of Honour.

555. For each day an officer is entitled to pay, he will be granted an allowance of 4s. in aid of mess-expenses.

556. An officer on the Unattached List who is permitted to attend an annual camp of the Territorial Force under para. 239 will receive the pay and allowances of his rank.

557. Officers attending as supernumerary officers under para. 79 (a) will be allowed pay and allowances while attending camp.

558. A warrant officer, N.C.O., or man of the Territorial Force appointed to perform the duties of a higher rank or appointment during a vacancy at the annual camp will be granted the minimum rate of pay attached to the rank or appointment, provided the proportionate establishment of such higher ranks in the unit is not exceeded.

559. During annual training in camp warrant officers and N.C.O.s and men will be rationed.

PAY AND ALLOWANCES WHILE AT COURSES OF INSTRUCTION.

560. Pay will be issued to an officer while attending an obligatory continuous course of instruction or other continuous course, provided he remains for the period prescribed and obtains a satisfactory report on completion of the whole course, or, in the case of a musketry course, is placed on the list of qualified officers. If obliged to leave the course in consequence of sickness duly certified, pay will be issued for the period of attendance.

561. In cases of failure to obtain the report referred to in para. 560, or where the officer has completed as a continuous period only one-half of the course, pay will be admitted for the first half of the course on a certificate from the officer conducting the course

that he has displayed all proper zeal and industry, and has profited by the course.

562. When attending a continuous course of instruction with pay, officers who do not reside at the station where instruction is given will, if not provided with quarters or tents, receive lodging-allowance.

563. Lodging-allowance for the night of an officer's arrival at the station will be admissible when he necessarily proceeds there for the purpose of reporting himself at the school or place of instruction on the following morning.

564. The issue of pay to N.C.O.s and men during authorized courses of instruction will be made at the end of the course, and will be subject to the production of a certificate that they have been punctual and attentive during the period for which pay is issued.

565. The issue of pay during attendance at voluntary continuous courses of instruction will be subject to the discretion of the O.C. District, who will state whether it will be admissible when sanctioning the attendance.

566. Pay due will be issued by the Adjutant or Paymaster of the unit to which the officer or man belongs, and the charge will be vouched by a copy of the order for the officer or man to attend (containing the decision of the O.C. District regarding the admissibility of pay in the case of a voluntary course), a certificate showing the period of attendance, and, in the case of an officer a reference to the date of the order notifying that the officer has received a satisfactory report. In the case of a man the certificate will be attached.

567. N.C.O.s or men who do not reside at their usual place of abode while attending a continuous course of instruction will be provided with quarters or tent, or lodging-money in lieu, if accommodation is not available during the period.

568. When under instruction at continuous courses of instruction, N.C.O.s and men (if not able to live at their own homes) will be entitled to rations in kind or the allowance as laid down in "Financial Instructions and Allowance Regulations."

PROVISION OF HORSES AND FORAGE.

569. Officers of the Staff Corps and Permanent Force, and warrant officers and N.C.O.s of the Permanent Staff whose duty necessitates their being mounted will be entitled to forage allowance for one horse if actually kept.

570. All officers, N.C.O.s, and men other than those belonging to units of the Mounted brigades, or detached squadrons of Mounted Rifles, authorized to be mounted at annual training in camp, or other duty authorized by the O.C. District, will be entitled to the allowance for horse-hire if Government horse is not provided.

571. Forage, or the allowance in lieu, will be granted, under the conditions and at the rates laid down in the "Financial Instructions and Allowance Regulations," and at the rate published from time to time in General Orders, for one horse each for mounted officers and men during annual training in camp or other authorized duty for which the employment of a horse has been sanctioned by the O.C. District.

572. An officer of the Territorial Force serving temporarily as Acting Brigade-Major or Acting Adjutant in the place of an officer of the Staff Corps or Permanent Force will, if entitled to forage, but not keeping a horse, be allowed the sum actually and necessarily expended in horse-hire as limited by the "Financial Instructions and Allowance Regulations" for any mounted duties he may be called upon to perform. When horse-hire is claimed for an Acting Brigade-Major or Acting-Adjutant, the name of the officer of the Staff Corps or Permanent Force for whom he is acting will be shown in the claim.

TRAVELLING-ALLOWANCES.

District, Mounted, and Infantry Brigade Headquarters.

573. Travelling expenses and allowances for District Headquarters and for Mounted and Infantry brigade headquarters will be governed by the "Financial Instructions and Allowance Regulations."

574. The O.C. each district will allot from his training-grant an amount for the travelling-allowances of District Headquarters and of the headquarters of brigades in his district to cover travelling-expenses for all duly authorized journeys, as follows:—

- (a.) Travelling-allowances for individual officers, when admissible, to and from the annual training in camp, including cost of conveyance of horses.
- (b.) Travelling allowances when selecting sites for camps.
- (c.) Travelling-allowances for actual and necessary visits to units (including in special cases visits to company and detachment headquarters) during the non-training period by the Brigade Commander and Brigade-Major, with detention allowance for as many nights as may be absolutely necessary.
- (d.) Travelling expenses and allowances for all duly ordered journeys other than the above (as, for instance, when a Brigade Commander is ordered to go to the headquarters of a district for consultation, or to the station to which

his brigade is allotted on mobilization or to a rifle range), expenses in these cases to be only allowed on the special authority of the O.C. District, or on the authority of an officer delegated by him.

575. An allotment from the amount referred to will be made at the discretion of the O.C. District to each brigade headquarters as the maximum to be allowed for travelling-allowances during the year. Charges will be governed by the "Financial Instructions and Allowance Regulations," and vouched for in the ordinary way.

576. All travelling-allowances will be calculated from the officers' official headquarters, or, if no greater expense is involved, from the officers' residences.

OFFICERS OF THE STAFF CORPS AND PERMANENT FORCE.

577. All officers of the Staff Corps and Permanent Force will be entitled to draw travelling-allowance as laid down in the "Financial Instructions and Allowance Regulations."

578. When an officer is permitted by his O.C. District to live away from his headquarters, no extra expense for travelling thereby incurred will be admissible as a charge against the public, nor will any charge be admissible on account of travelling between his residence and headquarters.

WARRANT OFFICERS, N.C.O.S, AND MEN OF THE PERMANENT STAFF AND PERMANENT FORCE.

579. The travelling-allowances of instructors of the Permanent Staff and Permanent Force will be governed by the "Financial Instructions and Allowance Regulations." Travelling-allowances will not be drawn for distances of less than four miles, or, in the case of an instructor or area N.C.O. who draws horse-allowance, for a distance of less than ten miles.

580. Travelling-allowance will be granted subject to para. 579:—

- (a.) To an instructor proceeding to an outlying squadron, battery, company, or recognized drill station for drill or instruction or for the inspection of arms.
- (b.) To an instructor travelling on other military duties when specially authorized by the O.C. District or Brigade Commander.

In claims under (a) and (b) a certificate from the officer giving the order for the instructor to travel will be attached to the voucher.

OFFICERS AND MEN OF THE TERRITORIAL FORCE.

581. The cost of conveyance of units to and from annual training in camp, drills, and musketry will be defrayed out of the district training-grant. No personal allowances or expenses will be given.

582. No grant from public funds will be made for the conveyance of officers' chargers or other horses in excess of the number laid down in the Territorial Force establishments.

583. Officers and men joining a continuous course of instruction for which pay is drawn will be allowed travelling-allowances from their places of residence to the nearest available place of instruction. Travelling-allowances in connection with the same course will only be admitted once. If an officer or man is permitted for his own convenience to attend a school or course which is not the nearest available one, any extra expense caused thereby will not be admissible. Officers and men attending a course of instruction will not be entitled to travelling-allowances for their horses unless they are required to be mounted, and it is certified that they could not be supplied with a public horse.

584. Officers and men who reside at their homes while attending a continuous course of instruction will be allowed their travelling-expenses to and from daily, provided such expenses do not exceed the lodging-allowances to which they would have otherwise been entitled.

585. Travelling-allowances to voluntary courses of instruction, whether pay is given or not, may be admitted as laid down, if the O.C. District so directs when sanctioning the attendance.

586. Officers will be allowed travelling-allowances as laid down in "Financial Instructions and Allowance Regulations" to and from the nearest place at which arrangements could be made for their examination when attending,—

- (1.) The examination for promotion. Such travelling-allowances will be admitted for one return journey only in respect of each examination;
- (2.) An examination in a foreign language, provided they qualify as interpreters.

587. Travelling-allowances will not be admissible for officers attending voluntary examinations except as provided in para. 586 (2).

588. Officers travelling on military duties specially authorized by the G.O.C. or O.C. District may be granted travelling-allowances as laid down in "Financial Instructions."

589. Officers travelling in the Dominion on duty of a nature which entitles them to travel at the public expense should be provided with a warrant, which must be given up at the booking-office in exchange for a ticket. The warrant will be indorsed as follows, and signed by the authorized person, "Territorial Force officer travelling on military duty at the Government expense."

CLAIMS.

590. All claims for horse-hire and travelling or other allowances will be made out on the proper form provided for the purpose, and dealt with as laid down in the "Financial Instructions and Allowance Regulations."

591. Instructors and Area Sergeant-majors, when entitled to travelling-allowances, will be furnished with railway warrants whenever practicable. The remainder of their travelling-allowances will be claimed in the usual manner.

Miscellaneous Grants, &c.

OUTFIT GRANTS.

592. Officers gazetted to the Territorial Force (including the Unattached List), who have not previously held commissions in the Volunteers, will be allowed on first appointment an outfit grant of £15 for the provision and upkeep of uniform. The issue of this grant is subject to the following conditions:—

- (1.) The officer must pass the examination for promotion to the rank next above that in which he was appointed within two years of his appointment.
- (2.) The officer must serve for five years as an officer from the date of his appointment.

Should he fail to comply with (1) at the end of two years he will forfeit half of the total amount. Should he fail to comply with (2) he will be liable to refund £3 in respect of each complete year in which he has not so served.

593. Outfit grant will not be issued to officers whose services are only available on mobilization until they are called up on mobilization being ordered. Such officers will then receive the grant, and will not be required to qualify for it.

PAYMENT OF CIVILIAN MEDICAL PRACTITIONERS AND VETERINARY SURGEONS.

594. In units in which a medical officer or a veterinary officer is not present at the annual training in camp a civilian practitioner may be employed.

595. A medical practitioner thus employed will be paid at the rates laid down in the "Financial Instructions." When it is proposed to employ a civilian veterinary surgeon, the rates of remuneration will be arranged by the O.C. the unit, and submitted to the O.C. District for approval, before any engagement is entered into.

596. A civilian medical practitioner or civilian veterinary surgeon will be required before appointment to make an agreement accepting the rates.

CHAPLAINS.

597. For each service held on a Sunday or Good Friday a Chaplain will receive, to cover his out-of-pocket expenses, the sum of £1 1s.

598. No other allowances will be paid to a Chaplain in connection with attendance at annual camp.

599. In exceptional cases, where the O.C. District considers that more than one Chaplain is required to perform service during an annual camp, he may approve payment to additional Chaplains.

PAY WHILE IN HOSPITAL, AND MEDICAL EXPENSES.

Officers and Men of the Territorial Force.

600. An officer suffering from disability contracted in and through the performance of military duty will be entitled to treatment in a hospital, or to medical attendance or reimbursement of medical expenses under the conditions laid down in the regulations. Should the injury sustained, though not of a permanent nature, be such as temporarily to disable him from pursuing his civil employment, the pay of his rank may be granted for a period not exceeding six months, at the discretion of the G.O.C.

601. N.C.O.s and men of the Territorial Force when at annual training in camp, manoeuvres, during an authorized continuous course of instruction, or when specially called up for duty, may be admitted to a hospital. They will be entitled to draw pay, if in hospital, up to the date of expiration of the period of training for which they are called up.

602. Should a N.C.O. or man be detained in hospital beyond the expiration of the annual training in camp of his unit, manoeuvres, &c., or the completion of an authorized course of instruction, as the result of injuries received in and through the performance of military duty and through no fault of his own, pay may be granted for a period not exceeding six months.

603. No charge will be made for subsistence in a hospital for the period of such detention under the above conditions.

604. A sum not exceeding the pay of his rank may be granted, for a period not exceeding six months, to a N.C.O. or man who is injured in and through the performance of military duty and rendered incapable of resuming his trade or calling. The injury will be at once reported to the O.C. District, who will, if he considers it necessary after perusal of the medical evidence, direct an officer of the N.Z.M.C. to report on the case unless the injured man is in a hospital. In the latter event the injured man should be directed to furnish a medical certificate from the hospital authorities as to the nature of his injuries.

605. The issue of pay referred to in para. 602 may be made under the same conditions to a N.C.O. or man who is incapacitated by illness, proved to the satisfaction of the Director-General N.Z. Medical Service to have been contracted in and through the performance of military duty, but no claim will be allowed which is not preferred within three months of the termination of the military duty in question.

606. In cases where, although the N.C.O. or man is able to follow his trade or calling, medical attendance is necessary in consequence of injury or sickness, his actual medical expenses up to a maximum of 4s. a day may be repaid, provided that the Director-General N.Z. Medical Service is satisfied that the disability was contracted in and through the performance of military duty. The total amount issued will not in any case exceed that of a payment of 4s. a day for six months.

607. If pay or medical expenses are claimed on account of an injury, the application will be forwarded for the decision of the O.C. District; if on account of illness, it will be sent to Headquarters; and in all cases it will be accompanied by—

- (a.) The proceedings of the Board, if any, which reported on the case, or, if no Board was assembled, a statement setting forth in detail the circumstances in which the disability was contracted.
- (b.) A certificate showing the period during which the N.C.O. or man was unable to follow his trade or calling. If this period exceeds two months, a medical certificate showing the state of the case will be forwarded to the O.C. District or Headquarters as the case may be at intervals of one month.

The charges in the accounts will be supported by these documents.

Where the disability is prolonged, the pay may, if desired, be issued in monthly or weekly instalments, provided that it has been duly approved.

FUNERAL EXPENSES.

608. The actual expenses necessarily incurred for the burial of men of the Territorial Force whose death occurs while on, or as the result of, military duty, will be borne by the public.

TRAINING GRANT.

609. To enable the O.C. District to meet the cost of training and instruction he will be credited annually with a sum not exceeding an amount representing the following payments:—

- (a.) Nine days' pay at the rates laid down for the various ranks and arms of the Territorial Force attending the annual camps.
- (b.) Allowances for officers for nine days at the rates admissible.
- (c.) Rations in kind or an allowance in lieu, as provided, for seven days for each N.C.O. and man, including the Permanent Staff and Permanent Force.
- (d.) General expenses of training outside the annual camp, including travelling grants and allowances, pay and allowances at courses of instruction, Staff rides, regimental tours, towage of targets, &c.
- (e.) Hire of horses and vehicles required for annual camp and other training.
- (f.) Cost of conveyance of units, with their horses, wagons, stores, guns, cycles, and baggage, to and from annual training camps, drills, and instruction.
- (g.) Expenses of camps, hiring of ground, laying-on of water, sanitation, &c.
- (h.) Grants for rents of buildings used for training purposes (other than for the Permanent Force), lighting, and for structural repairs.

The sum thus arrived at will be placed at the disposal of the O.C. District, no portion being specifically allocated to the training of any particular arm or unit. He will defray from it all expenses in connection with the annual training in camp and instruction of the members of the Military Forces within his command.

610. Personal emoluments are only to be given subject to the conditions laid down in regulations.

611. The emoluments of individuals as prescribed in regulations according to their rank and arm of the service are not to be varied.

612. The O.C. District is given a free hand as to the allocation of his grant. This does not relieve him from the necessity of observing the ordinary rules by which expenditure is regulated.

613. When N.C.O.s and men attend instructional tours, &c., and their personal expenses are paid by their company, &c., commander, an amount representing the pay and allowances admissible under the regulations may be issued to such commander, provided that the conditions are explained to, and concurred in by, those attending the tours, &c. The charge in the accounts will be supported by a nominal roll, showing the names and periods of attendance, and by the company, &c., commander's receipt.

614. Tents and camp equipment will be issued from store, and the cost of their conveyance to and from the place of annual training in camp will fall against the O.C. District's training-grant.

615. The O.C. District will be responsible for rationing the troops during the annual training in camp. Rations will, wherever possible, be drawn under existing Defence Department contracts, and where no such contracts exist special contracts will be entered into. In any special case where this cannot be done, the daily ration allowance of 2s. per man will be paid to the O.C. the unit. In the case of individuals or small bodies attending courses of instruction, where the ration cannot be issued in kind, the 2s. will be paid to the individual.

616. Where Defence Department ground is not used for camping, the co-operation of the local authorities should be secured with a view to obtaining the most suitable sites on advantageous terms.

617. The supply of fuel (except petrol), light, and paille straw during annual training in camp will be arranged for by the A.S.C., but will not be charged against the grant. Money allowances in lieu of issues in kind are not to be authorized.

618. The term "annual training in camp" includes training in the works of defence of a defended port and attendance at manoeuvres.

Maintenance Grants.

619. To meet the general expenses of administration a maintenance grant will be made to each unit of the Territorial Force, and each Senior Cadet Company at the following annual rates:—

For each mounted unit in which men supply their own horses, a sum equal to £1 per man.

For each dismounted unit and mounted units in which the man does not bring his own horse, 10s. per man.

For each company of Senior Cadets, 2s. 6d. per cadet.

620. This grant will be credited as a lump-sum to the C.O., and will be used at his discretion for purposes which are calculated to increase the efficiency of his unit and for which grants are not otherwise provided.

The grant must not be spent on providing full dress uniforms, extra rations, entertainments, or in prizes for any competitions (military or otherwise), or for training-purposes, except for the provision of extra appliances.

621. The following are examples of legitimate expenditure under this grant:—

(1.) Extra stationery, extra Training Manuals, and printing of regimental orders or instructions.

(2.) The provision of cleaning material for arms, saddlery, horses, &c.

(3.) The provision of extra appliances for camps, such as canvas water-troughs, messing utensils, necessaries, &c.

(4.) Extra training-appliances, such as sub-target machines, miniature targets, &c.

(5.) The improving of saddlery, &c.

(6.) Regimental band.

622. No moneys will be paid to individual men from this grant. The grant will not be allowed to unduly accumulate, but reasonable debits and credits will be carried on from year to year. The accounts in connection with this grant will be kept by the Adjutant, and will be audited annually.

623. Any proposed expenditure from this grant, the legitimacy of which is at all doubtful, should be referred to the O.C. District for approval before the expenditure is incurred.

SECTION XIII.—CORRESPONDENCE, FORMS, BOOKS, AND STATIONERY.

Correspondence.

GENERAL INSTRUCTIONS.

624. An officer will only in exceptional circumstances refer to superior authority matters which he has power to decide himself. An O.C. District will impress upon officers the desirability of dealing promptly with correspondence, and will suppress any tendency to unnecessary correspondence.

625. An officer is responsible for the correctness of documents submitted by him. In transmitting correspondence to higher authority, he is to record his opinion or recommendation thereon, adding such observations, based on local knowledge, as may enable a final decision to be arrived at.

626. Correspondence will usually be dealt with as indicated below:—

(a.) Important matters, requiring the individual opinion of every officer comprised in the chain of command, must be passed through the hands of Brigade Commanders to the O.C. District, and, if necessary, to Headquarters.

(b.) Other matters, which do not require the individual opinion of each officer in the chain of command, may be transmitted direct to the authority who has power to dispose of the case, copies or *précis* of the correspondence being sent to any officer in the chain of command whom it is considered desirable to keep informed on the subject, but through whose office the correspondence has not actually passed.

(c.) Routine matters on which it is not necessary for the intermediate officers to be informed, and regarding which direct communication is authorized, will be so dealt with.

As no rules can be laid down classifying subjects as (a), (b), or (c) the responsibility of deciding the course to be adopted will rest with the officer originating the correspondence.

It may happen that correspondence may pass from one of the above categories to another. In such cases the officer i/c the papers when the change occurs will be responsible that they are passed through the proper channel.

627. Official letters to superior authority are to be written on foolscap paper with quarter margin. Memoranda may be written on half-foolscap size. Letters addressed to superior authority are to be headed thus:—

[Here state subject.]	From	[Officer or head of department.]
[Office number.]	To	[Officer or head of department.]
	Station:	Date:

628. Each subject must be treated in a separate letter, and is to be briefly indicated in the upper left-hand corner of the letter, thus: Discipline—Equipment—Transport—Route, &c. Paras. are to be numbered, and enclosures described in the margin or in a separate schedule. Unnecessary enclosures are to be avoided, and blank leaves removed. The rank and unit or appointment of officers are to be added after their signatures. Signatures are to be in manuscript, and not stamped. When a communication has reference to previous correspondence, the registered numbers and dates of the former letters are to be quoted.

629. Unless instructions are given to the contrary, replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow where the original ends, and the person who affixes it will mark the original No. 1, and his minute No. 2. Each succeeding minute is immediately to follow that which by date precedes it, and will be numbered in sequence. A fresh half-sheet is to be added when required. Attached documents and enclosures will be added at the end of the file in the order in which reference is made to them, and each should be distinguished by a separate alphabetical letter.

Correspondence addressed to individuals unconnected with the army will be treated in the manner customary in civil life, and replies will not be sent in minute form.

630. Correspondence, returns, &c., for Headquarters will be addressed to the "Headquarters, N.Z. Military Forces, Wellington." Local correspondence will not ordinarily be forwarded; if the matter cannot be clearly elucidated in the letter, a *précis* of the local correspondence, bringing out the salient points, will usually suffice. Replies to Headquarter letters will bear in addition any further address indicated in those letters. Replies to Headquarter letters must quote the Headquarters Office registry number. All envelopes containing periodical returns are to be inscribed "Returns" in the left-hand upper corner.

631. When documents (other than periodical returns or statements), plans, or other articles are forwarded to Headquarters in a separate parcel, they will be accompanied by a memorandum identifying them with the letter to which they refer.

632. Official communications intended for Headquarters are to be transmitted through the O.C. District, except as provided in para. 626.

633. Letters for the O.C. District and for Brigade or Coast Defence Commanders and their staffs are to be addressed as follows:—

"Headquarters, Military District.	(Place)."
"Headquarters, Brigade.	(Place)."
"Headquarters, Coast Defences.	(Place)."

634. An O.C. District or brigade will himself sign letters intended for superior authority which are initiative or important in their character. When an O.C. District or brigade is absent, letters of an urgent character may be signed by an officer of the staff. In letters so signed, "For O.C. Districts or brigades," the cause of his absence will be stated.

635. In direct correspondence between O.C. Districts and brigade commanders, between C.O.s, and between heads of departments, letters are to be signed by these superior officers themselves. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed, the general rule being that official correspondence will be conducted between equals in rank, and that any officer of junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter.

636. Communications from commanders to their subordinates may be signed by a Staff officer.

637. An application from a regimental officer is to be submitted to the C.O. through the Adjutant. An application from a N.C.O. or man is to be made to his company, &c., commander, who, if necessary, will lay it before the C.O. of the unit.

638. Letters not on public service are not to be enclosed under official covers.

639. A diagram showing the channels of correspondence emanating from units of the N.Z. Military Forces is given in Appendix V.

RECORDS.

640. Officers Commanding Districts will keep a record of all correspondence passing through their offices. Files will never be sent to districts from Headquarters. O.C. Districts will see that the system employed in their offices conforms generally to the system in force at Headquarters as detailed in "Office Instructions."

SECRET AND CONFIDENTIAL DOCUMENTS AND MAPS.

641. A document marked "Secret" is intended only for the personal information of the individual to whom it is officially intrusted, and of those officers under him whose duties it affects. He is personally responsible for its safe custody, and that its contents are disclosed to those officers and to them only.

642. A document marked "Confidential" is of a privileged nature. The contents are only to be disclosed to authorized persons, or in the interests of the public service.

643. Communications addressed to any O.C., and marked "Confidential," will be sent unopened to his private address.

644. An official document or map is not to be used for private purposes, literary or other. It is not to be referred to in any catalogue or publication which is not itself a secret or confidential document. The only legitimate use an officer or soldier may make of documents or information of which he becomes possessed in his official capacity is for the furtherance of the public service in the performance of his duty. Publishing official documents, or using them for personal controversy or for any private purpose, without due authority, will be treated as a breach of official trust under section 61 of the Defence Act.

645. A letter of a secret or confidential nature is to be marked "Secret" or "Confidential" as the case may be. Such a letter should be enclosed in two envelopes, of which the inner one only should be marked "Secret" or "Confidential," and the outer one should be inscribed with the address only. A confidential plan or other document is to be similarly treated. An envelope marked "Secret" or "Confidential" will only be opened by an officer, or if addressed to any particular officer, by that officer.

In addition to the above precautions, postal registration is to be resorted to when secret documents are sent by post, and the same course should be adopted when sending by post any documents which the responsible officer decides to be regarded as of a confidential nature. Receipts for such documents will invariably be obtained from the person to whom they are sent.

646. Secret documents and maps issued by Headquarters for retention in commands will be sent to the O.C. District, who will be held personally responsible for the safe custody of these documents. They will forward to Headquarters on the 1st December a list of such documents and maps, with the certificate thereon duly completed. Subordinate officers in charge of such documents will also forward to the O.C. District, in time to reach him by the above-mentioned date, a list, with a similar certificate.

Reports and Returns.

647. Reports and returns will be rendered as shown in the following schedule:—

Return.	No. of Form.	Rendered by	To whom sent.	When due.

Forms, Books, and Stationery.

648. The numbers and designations of the forms and books which are in ordinary use by units of the Territorial Force, and of which a free issue is made, are shown in N.Z. Form L 1366, a copy of which is issued to units annually. Army forms and books supplied without payment to Staff offices are shown in N.Z. Form L 1367.

Indents will be made annually, on the 1st October in each year, direct to Headquarters on N.Z. Forms L 1366 and L 1367, respectively. Supplementary indents for army forms and books will be made on N.Z. Form L 1350.

649. The following will be in possession of every unit:—

- Regulations for New Zealand Military Forces.
- *King's Regulations.
- "Financial Instructions and Allowance Regulations for the N.Z. Military Forces."
- The Army Act.
- Regulations for Clothing and Equipment of N.Z. Military Forces.
- N.Z. Dress Regulations.
- Training Manual (for arm of service).
- Training Manual (Signalling).
- Field Service Regulations, Part I.
- *Field Service Regulations, Part II.
- Musketry Regulations.
- N.Z. Musketry Instructions.
- Preced Vocabulary of Stores.

- *Field Service Manual (for arm of service).
- *Training and Manœuvre Regulations.
- *Manual of Map Reading and Field Sketching.
- *Manual of Military Engineering.
- *Field Service Pocket-book.
- *Animal Management.
- *N.Z. Mobilization Regulations.

650. A free issue will be made to each officer and sergeant (except N.C.O.s of Senior Cadets) of all arms of one copy of "Regulations for N.Z. Military Forces," and one copy of "Field Service Regulations," Part I, and to each officer and sergeant of each arm, and to each man of the N.Z.M.C., of one copy of the Training Manual relating to the arm to which he belongs. The books marked * will be issued on the scale of one per squadron, battery, or company for use when required by officers and others. The remaining books will be issued on the scale of one per unit.

651. All books issued under this regulation are to be regarded as public property, and those issued to individual officers and sergeants are to be handed over for re-issue when officers and sergeants leave the Forces. These books must be produced for inspection when called for.

652. All printing required in districts in connection with training will be done locally, and the cost borne by the O.C. District's training grant.

653. Supplies of army forms and books, whether on payment or as a free issue, can be obtained on application to the Director of Equipment and Stores, Headquarters, Wellington. When issued on payment they will be paid for out of the maintenance grant.

SECTION XIV.

Rifle Clubs.

FORMATION.

654. Rifle Clubs may be established in such localities as may be authorized by the Governor: Provided, however, that all Rifle Clubs which have been duly gazetted or authorized by General Order prior to these regulations shall be considered Rifle Clubs duly established under these regulations.

655. Before any club can be formed, an application on a prescribed form, signed by not less than thirty men eligible to become active members, who must be natural-born or naturalized British subjects, and who are *bona fide* residents of the locality in which it is desired to form the club, must be forwarded to the Officer in charge Area Group in which the club will be situated. In special cases the Governor may authorize the formation of clubs in remote districts with a less number than thirty. If at any time after the first year of formation the strength of a Rifle Club falls below thirty active members, such club may be disbanded by the Governor.

MEMBERSHIP.

656. Rifle Clubs shall consist of—

- (a.) Active members;
- (b.) Honorary members.

657. Active members must be under the age of fifty-five, and shall undertake to serve as a Secondary Reserve to be drafted in time of emergency into the ranks of the Territorial Force when the Territorial Force Reserve has been exhausted.

658. Officers on the Active List and soldiers of the Permanent Force, Permanent Staff, and Territorial Force may not become active members of Rifle Clubs.

659. Any person desiring to become a member of a Rifle Club must apply to join the one situated nearest to his place of domicile. No person shall be eligible to join a Rifle Club as an active member whilst he is on the roll of another Rifle Club.

660. Every person who is accepted as an active member of a Rifle Club shall take and subscribe before an officer of the New Zealand Military Forces, or a Justice of the Peace, or the President of the club, the oath of allegiance as laid down in the Defence Act for soldiers of the Territorial Force, unless he is still serving under the oath already taken.

661. The President of the club shall not accept any person as an active member unless the candidate can prove by the production of his Record-book that he has been passed as medically fit either for service in the Territorial Force or for service in a Rifle Club.

662. In the case of persons who have never been supplied with Record-books, the President of the club will be held responsible that every candidate accepted as an active member is fit for service in the field.

663. Except when a state of national emergency or imminent national danger has been proclaimed, any member of a Rifle Club may resign by giving fourteen days' notice, in writing, to the President of his club, and, on such resignation being accepted, his name shall be removed from the list of members. In the case of members who are in possession of Government property, the same must be returned and delivered in good order to the President of the club before the resignation can be accepted.

664. The President of a club shall at once forward to the Area Sergeant-major of the area in which the club is situated a notification of the death, departure from the district, or resignation of any active member. Absence for a longer period than three months from the locality in which a club is established shall mean departure

from the district, and any active member so absent, except on leave obtained from the President of the club, shall be liable to be struck off the strength of the club to which he belongs.

665. Any active member on leaving the area in which his club is located may, at his own request made in writing to the club President, be transferred to a club convenient to his intended place of residence; provided that the transfer is approved by the President of the club to which transfer is sought.

666. Any member of a club may be recommended by the President to be struck off the roll for misconduct or for other sufficient cause, the existence and sufficiency of such cause to be determined by the committee of the club.

667. The O.C. District may dismiss any member of a Rifle Club for a breach of these regulations, or for any conduct which, in his opinion, may bring discredit on Rifle Clubs.

CONTROL.

668. All orders and directions of the G.O.C. with respect to the administration of Rifle Clubs will be communicated by the O.C. District to the Officer i/c Area Group, who will issue the necessary orders to give effect to the same.

669. Every club shall elect a committee, consisting of a President, Secretary, Treasurer, and four members; and the private property of the club shall be vested in such committee.

670. Presidents shall maintain order and discipline amongst the members of their Rifle Club at all rifle practices and other meetings thereof, whether general or committee, and shall be responsible for the proper carrying-out of all orders and regulations that may be issued from time to time. It shall be the special duty of the President to see that rifle practice is carried out with due precaution to the safety of the public and all concerned, but he may appoint any member of the club to perform such duties as his deputy when he cannot attend personally.

671. At all times when members of Rifle Clubs are carrying out training or rifle practice under these regulations, or rules thereunder, the regulations for the time being governing the Military Forces shall be followed in all matters of discipline not dealt with under these regulations. In the absence of a duly commissioned officer, the President and the individual members of the committee are to be responsible for the maintenance of discipline and due compliance with these regulations.

672. The rules for clubs shall be modelled on the lines indicated in para. 700. ¶

ARMS AND AMMUNITION.

673. Presidents of clubs may, on application, be supplied with rifles and spare parts, &c., for active members of their club at the prices given from time to time in the "Ordnance Store Price-list."

674. Magazine Lee-Enfield rifles may be sold to active members of Rifle Clubs on a deferred-payment system, the conditions of which will be published from time to time in Orders.

675. Rifles will not be sold to members of Rifle Clubs on the "deferred-payment system" unless the club undertakes to act as guarantor for the due fulfilment on the part of the purchaser of the agreement between the purchaser and the Defence Department.

676. In cases of non-payment of any instalments when due by any member, or of the breach of any condition of the agreement between the purchaser and the Defence Department, the Rifle Club of which the purchaser is or was a member shall be responsible for, and shall on demand pay the amount due.

677. The privilege of purchasing rifles from the Government by active members of Rifle Clubs is subject to a sufficient supply of rifles being available for this purpose, and may be withdrawn at any time at the discretion of the G.O.C.

678. Members of clubs will be required to keep their arms and accoutrements in good order, and to produce them for inspection when called upon. No member may dispose of the rifle purchased by him to another member of the club, or to the club, until three years after such purchase, except on approval of the President.

679. No rifle purchased by a member of a Rifle Club from the Government may be taken out of the Dominion.

680. Ammunition supplied by the Government as a free issue will be delivered free at any railway-station in the vicinity of the club.

681. In the case of rifles, ammunition, and other stores supplied by the Government, either by purchase or on loan, the freight will be paid by the club.

682. The President of the club, or, in his absence, a member authorized by him in writing, shall sign the receipt for such, or any other article of Government property issued for the use of members of the club. He will be held responsible for their safe custody and proper distribution, and will issue no article without obtaining the written receipt of the member to whom he issues it.

683. The following free issues of ammunition will be granted subject to the conditions laid down in para. 684:—

(1.) For each active member 150 rounds annually.

(2.) Where field firing can be carried out in a locality considered absolutely safe by the O.C. District, a special allowance of 20 rounds per man. This allowance, however, will only be granted when arrangements can be made for the ammunition to be expended under the supervision of an officer of the Military Forces not below the rank of Captain.

684. Ammunition issued free annually to clubs for the use of members is to be expended during the year for which it is issued. Ammunition is not to be accumulated from year to year. Presidents of clubs will furnish a yearly return to District Headquarters on or before the 15th May in each year, showing the balance of musketry ammunition on hand; and such unexpended balance shall be deducted from the issue for the following year.

685. Each active member of a Rifle Club shall be entitled to purchase 200 rounds of ammunition per annum at a reduced rate.

686. Presidents of clubs will make arrangements for the collection of empty cartridge-cases, and for the disposal of the same; the proceeds of the sale of such empty cases to be credited to club funds, and to be used only for club purposes.

ANNUAL COURSE OF MUSKETRY.

687. Every active member of a Rifle Club will fire a prescribed annual course of musketry as laid down in the "N.Z. Musketry Instructions."

688. The nominal rolls furnished to Area Sergeant-majors at the end of each training-year will show that this has been done.

689. Any active member who has not fired this course will be struck off the strength of the club.

690. Rifle practice shall only be carried out on ranges which have been inspected and passed by the Defence Department authorities.

691. Units of the Territorial Force and Senior Cadet Companies have priority of claim to the use of any Government range.

692. If any accident should happen to a marker or to any other person while practice is proceeding on the rifle range, the same must be reported in writing at once by the President of the club to the headquarters of the nearest Infantry battalion or Mounted regiment.

RETURNS.

693. On or before the 15th May in every year the President of each club shall prepare and forward to the Area Sergeant-major a nominal roll on the prescribed form showing:—

(1.) The names of all active members of the clubs on the last day of April.

(2.) The number of the rifle in each member's possession.

(3.) The drills and musketry performed by each active member during the year.

694. Any Rifle Club which fails to furnish this return, or furnishes a return which, in the opinion of the O.C. District, is unsatisfactory, shall be reported to the G.O.C., who, if he thinks fit, may recommend that such club shall be disbanded.

UNIFORM.

695. A pattern of service dress has been approved, and may be worn by members of Rifle Clubs. It will not be issued free, and its provision is optional. Uniform will only be worn when at training, or when performing military duty, or on other occasions when uniform is authorized to be worn. Commissioned officers will wear the uniform to which they are entitled.

696. Active members of Rifle Clubs who are still serving in the Territorial Force Reserve will wear the uniform of their unit or corps; otherwise no member of a Rifle Club, as such, shall wear any uniform except that authorized for Rifle Clubs in the "N.Z. Clothing and Equipment Regulations." Badges and chevrons of rank laid down for officers and men for the Permanent and Territorial Forces will not be worn with this uniform.

RAILWAY WARRANTS.

697. Active members of Rifle Clubs will be entitled to railway warrants (second class) when proceeding to the nearest rifle range to carry out practice or drill.

698. Warrants will be issued by the authorized officer as described in paras. 428-437.

699. No railway warrants will be issued to members of Rifle Clubs to visit rifle meetings or the ranges of other clubs for purposes of competitions except by the special authority of the G.O.C.

MODEL RULES.

700. In drawing up the rules for Rifle Clubs, the following shall be taken as a model:—

Rules of the Rifle Club.

(1.) This club shall be known as the Rifle Club.

(2.) No person shall be admitted as a member of the club unless proposed by two or more members of the club, except in the case of a transfer, which is provided for by para. 665 of the regulations, and on payment of such entrance fee and annual subscription as may be fixed by the by-laws.

(3.) The business of the club shall be managed by a committee consisting of the President, Secretary, Treasurer, and four members, three to form a quorum.

(4.) The office-bearers and members of committee shall be elected at the annual meeting of the club, which shall be held on such date as may be fixed by the by-laws.

(5.) Any office-bearer or member of committee being absent without leave for three consecutive meetings of the committee shall be liable, at the discretion of the committee, to have his seat declared vacant.

(6.) Any extraordinary vacancy in the committee, caused either by resignation or enforced retirement under Rule 5, may be filled up by the committee.

(7.) All meetings of the committee shall be convened by the Secretary.

(8.) The annual meeting of the club for the election of office-bearers shall be convened by notice to each member, and not less than seven days' notice shall be given of such meeting.

(9.) A balance-sheet, audited by two members appointed at the preceding annual meeting, shall be laid before the members at every annual meeting.

(10.) The President shall preside at all committee and general meetings at which he is present.

In his absence, the members present may elect a chairman for any meeting.

(11.) The President, or a deputy appointed by him, will conduct all correspondence with the Area Sergeant-major or Officer i/c Area Group in which the club is situated.

(12.) The Secretary shall keep minutes of all general meetings of members, and of meetings of the committee, and shall conduct all correspondence ordered by the committee, and he may, if duly authorized, act as the deputy of the President.

(13.) The subscription of every member shall become due on such date as may be fixed by the by-laws, and no one shall be entitled to the privileges of the club as defined by the by-laws until his subscription be paid.

(14.) No member, by reason of his being such, shall have any estate or interest in the property of the club other than the right to use the club property at the rifle ranges, in accordance with the resolutions or decisions of the committee.

(15.) A general meeting of the club shall be called at any time by the Secretary on receiving a requisition signed by so many members as may be prescribed by the by-laws; the time and object of such general meeting to be notified to each member one week previous to such meeting.

(16.) The practice days of the club shall be fixed by the by-laws, but the committee may, on giving due notice to every member, alter the time as they may think necessary, or appoint such other days in addition to the above as may appear expedient.

(17.) After providing for the necessary expenses of the club, the committee may expend the balance of any moneys other than those received from Government in granting prizes to its members, the rifle matches at which such prizes are to be competed for being duly notified by advertisement.

(18.) In addition to the annual subscription, if any, the committee shall have power to exact such entrance fee as may be prescribed by the by-laws from every member who shall compete in a match for prizes; provided always that the entrance fees be devoted to the prize-list.

(19.) The rules for the matches and club practices, the distances, the conditions of firing, the nature and value of the prizes, and all other details, shall be decided by the committee.

(20.) The committee shall have power to frame such by-laws as may from time to time be necessary for carrying on the business of the club; such by-laws shall, however, be subject to approval of the club at a general meeting thereof.

(21.) Any active member of the club may, on his resignation, become an honorary member of the club without payment of any annual subscription, provided that a resolution to this effect is passed at a general meeting of the members of the club convened for this purpose.

(22.) The conditions and regulations of the Dominion Rifle Association shall generally be observed in the matches and practices of the club, other than those carried out under the regulations for the N.Z. Military Forces.

SECTION XV.—SENIOR CADETS.

General.

701. The unit of organization in the Senior Cadets will be the company of Infantry.

702. Students at schools, or members of other recognized organizations, such as the Boy Scouts, may be formed in distinct companies or half-companies according to their number. Companies or half-companies so formed will be an integral part of a school or other organization to which they belong, and will be subject to its discipline.

703. In the management of these companies and half-companies the military authorities will co-operate with the headmaster and the recognized head of the organization as regards both discipline and training.

704. In schools which furnish two or more companies of Senior Cadets the companies will be grouped into a school contingent, and a senior officer may be appointed as O.C. Contingent. The officer so appointed will be in addition to the company commanders, whose work he will supervise and co-ordinate.

705. Senior Cadets belonging to schools furnishing distinct companies or half-companies may be registered in the area in which such school is situated, and will carry out their training in that

area. In such cases the Area Sergeant-major of the area in which the Cadet resides will be notified on the prescribed form by the Area Sergeant-major of the area in which the Cadet has been registered for training.

706. A Senior Cadet temporarily resident in another part of the country may perform his drills with a Senior Cadet Company in that part, provided the consent of the company commander and of his own company commander be obtained. The necessary entries in his Record-book will be accepted as vouchers for the training performed.

707. On a Cadet being transferred from one area to another during the course of his cadet training, his Record-books will be completed by the officer commanding his company, and the Duplicate Record-book forwarded to the Area Sergeant-major of the area to which the Cadet is going. The Duplicate Record-book will be passed by the Area Sergeant-major to the officer commanding his company to which the Cadet is posted in his new area.

708. Under the O.C. District the O.S.C. companies of Senior Cadets are responsible for the command and training of their respective companies. They will be assisted by officers of the Staff Corps and the members of the Permanent Staff of the area group to which they belong.

Annual Inspection.

709. The Senior Cadet Companies in each district will be inspected annually under arrangements to be made by the O.C. District. Inspection reports will be rendered on the prescribed form.

District Staff Officer for Senior Cadets.

710. An officer will be attached to each district headquarters as Staff Officer for Senior Cadets.

He will deal under the O.C. District with all matters affecting Senior Cadets in the district.

Appointment of Officers in Senior Cadets.

711. The appointment, promotion, and retirement of officers for service in the Senior Cadets is laid down in paras. 88-91, 104-119.

Duties of the Officer Commanding a Company.

712. The duties of the officer commanding a company of Senior Cadets are detailed in para. 42.

Appointment of Non-commissioned Officers in the Senior Cadets.

713. Selected N.C.O.s of the Territorial Force may, on the recommendation of their commanding officer, be appointed by the O.C. District as colour-sergeant cadet instructors and attached to Senior Cadet Companies. While so attached they will attend the annual camp of their unit, but during the rest of the year will be at the disposal of the O.C. Senior Cadet Company to which they belong.

714. Senior Cadets of the age of sixteen and over may be appointed Cadet non-commissioned officers, and promoted by the O.C. company, within the establishment laid down.

715. No Senior Cadet, while serving as such, can rise above the rank of colour-sergeant, and no Senior Cadet N.C.O. has any authority or powers of command except in the Senior Cadets.

716. In companies forming part of a school the appointment of N.C.O.s shall be subject to the approval of the headmaster.

Uniform.

717. The uniform and equipment of the Senior Cadets is laid down in the "Clothing and Equipment Regulations for the New Zealand Military Forces."

718. Uniforms, arms, and accoutrements of the authorized pattern will be issued free, under the conditions laid down in the "N.Z. Clothing and Equipment Regulations" to Senior Cadets or to Boy Scouts enrolled in the Senior Cadets. This uniform is Government property.

719. Senior Cadets transferred from one company to another will take their uniforms with them, but will hand in their arms and accoutrements to their company commander prior to transfer.

Maintenance Grants.

720. The maintenance grant to Senior Cadets is laid down in para. 619.

Training.

721. The training to be performed by Senior Cadets is laid down in para. 230.

The musketry course for Senior Cadets is laid down in "N.Z. Musketry Instructions."

Discipline.

722. Discipline in the Senior Cadets is dealt with in paras. 210-214.

As witness the hand of His Excellency the Governor, this fifth day of May, one thousand nine hundred and eleven.

GEO. FOWLDS,
Acting Minister of Defence.