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 amending or amending the same:

"Cadet" means Senior Cadet:

"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" means any acting non-commissioned officer:

"Oath" means 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" 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" means officers and soldiers who by their commissions, terms of enlistment, or otherwise, are liable to render continuously for a term of 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" means 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.

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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
R.N.Z.A. Royal New Zealand Artillery
R.N.Z.A. (Permanent Force) Royal New Zealand Artillery
R.N.Z.C. New Zealand Veterinary Corps
R.O. Officer Commanding
O.C.D. Officer Commanding District
P.M.O. Principal Medical Officer
P.V.O. Principal Veterinary Officer
R.A. Rifle Artillery
R.F.C. Royal Flying Corps
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 V.)
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 areas, area groups, and areas are laid down in the "New Zealand Army List."
6. All communications through 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 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, entrainment, 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.
   (8) 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.
   (9) 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 functions.
   (10) 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 results of his inquiries into the circumstances.
   (11) 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 of those who have been so done should be kept.
   (12) He will revise annually the schemes for the defence of the defended ports within his district, and will render to Headquarters on the last April a report that this has been done, together with copies of his revised schemes.
13. 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.
14. He will assist, as far as lies in his power, the peace organization responsible for the training of troops in his district to the plan which, under his scheme of defence, he would put into force in war.
15. 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 improving the efficiency of the Military Forces. This report should be of a general nature, and should deal with such subjects as he thinks proper, and on local conditions which specifically affect the training, registration, enrolment, and training throughout his district during the year under report; whether the regulations which have been issued have been sufficient for the requirements of the instruction, 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.
16. Other subjects affecting his district which may be considered of sufficient interest or importance should also be brought to notice.
17. Questions of importanee, 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 allotted to him 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 of any description, allotted to his 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, may, subject to the approval of an officer from Headquarters, issue field orders relating to such command.
31. A C.O., assisted by the Senior Major, is responsible, under the Brigade Commander, for the inspection of the establishment, and for 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 and training officers deficiencies for proficiency in their duties. He will also bring to notice those who, from inexperience 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 Officers other than a Commanding Officer.

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

35. Every officer, 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 to the O.C.O. He will record 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. It 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 enlistments, discharges, transfers, changes of station, and charge, 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.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.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 those 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 in charge of the 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 O.C. District of the unit on or before 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 O.C. District responsible 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. Permanent 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 April the 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.

Confidential 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 at 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 appointment, 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 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 matters to the O.C. District and for the 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 College.
and preparation of notices for the Commandant's correspondence; general and confidential duties; --The Staff Officer to the Commandant is responsible for the examination of officers, Training Manuals, arrangements for the training of the Military Forces for war on the lines laid down in the "Field Service Regulations," education and training of the 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 employment, 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, manoeuvres, estimation for and allocation of training and manoeuvres grants, and military libraries.

**Director of Military Operations.**

61. The Director of Military Operations is responsible for information about war policies in foreign countries, preparation of plans for local defence and strategic distribution of the Forces, mapping and reconnaissance, the organization and control of the Dominion's services, and 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.**

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 personal and medical services; all questions 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; registration of personnel; medals; military chaplains; war claims and pensions.

63. The 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 the Forces; command of aircraft; organization of railway transport; Defence Department vessels; drill-halls and similar buildings; mobilization arrangements as to food, forage, clothing, stores, and equipment.

65. The 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 barricade 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. The Director of Equipment and Stores.---The Director of Equipment and Stores is responsible for clothing, heavy 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 supplies of arms and ammunition.

67. The 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 armament; war armament 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 over the 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 the breaches in the "Military 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 objects.

He is the custodian of the confirmed proceedings of all General and District Courts-martial. He may write instructions to the Judge-Advocate, and, with the approval of the Minister of Defence, he may write instructions to the Judge-Advocate General, with the approval of the Minister of Defence.

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He may interfere with the administrative work of officers in charge of groups, and see that it is carried out in strict accordance with the principles laid down.

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

**Officer in Charge of an 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 and N.C.O.s in charge of the areas included in his group, and will supervise and coordinate their work.

2. He will be responsible to the O.C. District, through the O.C. District, for the registration, enrolment, and posting to units of all personnel 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 the formulation of advice in any advice it may be necessary to give the Governor regarding the proceedings of General Courts-martial or other such matters.

**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 give the instructions 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 the men to the Military Forces in the outlying Senior Cadet companies and Rifle Clubs, and the co-ordination of the work of all the officers, whose services should not be confined entirely to the arm to which they are attached.
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 Administer most of the regulations 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 area or take their due share in the general work of training in their area.

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.

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.


3. Direct commissions 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.

80. Supernumerary Lieutenants and 2nd Lieutenants may in special cases be appointed to regiments and corps, on the recommendation of O.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.
promulgated by the Governor on the recommendation of the G.O.C.

PROMOTION.

GENERAL.

97. Promotions 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 age for the rank to which he is appointed.

98. 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.

99. Officers whose term 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 G.O.C., 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 (b)), to 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.

104. 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.

105. 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.

106. Chaplains will be recommended by O.C. Districts for promotion in the following order:

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

107. 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.

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

109. 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.

110. 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.

111. 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.

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

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

114. Service in the Reserve of Officers will not count as qualifying service for descent to the rank of Major.

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

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

RETIEMENTS AND RESIGNATIONS.

RETIRED LIST.

117. 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 liability for service and no further connection with the Military Forces.

AGES FOR RETIREMENT.

118. 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:

<table>
<thead>
<tr>
<th>Age for Retirement</th>
<th>Rank or Appointment</th>
<th>Territorial Forces</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>Colonel</td>
<td>55</td>
</tr>
<tr>
<td>50</td>
<td>Lieutenant-Colonel</td>
<td>55</td>
</tr>
<tr>
<td>55</td>
<td>Major</td>
<td>55</td>
</tr>
<tr>
<td>60</td>
<td>Captain</td>
<td>55</td>
</tr>
<tr>
<td>65</td>
<td>Lieutenant</td>
<td>55</td>
</tr>
<tr>
<td>70</td>
<td>Quartermaster and Bandmaster holding commissions</td>
<td>60</td>
</tr>
</tbody>
</table>

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

RETIEMENTS.

119. 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 Forces may resign their commissions at any time.

120. Officers of the New Zealand Staff Corps and Permanent Forces may resign their commissions at any time, but if within the military age, and not transferred to the Reserve of Officers under para. 111, will be required to complete the unexpired period of his obligatory military service in the ranks of the Territorial Force or in the Reserve.

121. 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. 111, will be required to complete the unexpired period of his obligatory military service in the ranks of the Territorial Force or in the Reserve.

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. 111, 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.) Unaccountably absent from the camp;
(3.) Unaccountably absent from the camp for any reason,

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 fulfillment 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.
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 II. Applicants for enlistment must be of the area in which they reside. Registration forms are obtainable from the school authorities on their behalf, in April of the year.

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 second year of their service, the enrolment 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 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 (side 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 Force will be in the hands of the Adjutant-General at Head-quarters, subject to para. 140.

140. Applicants for enlistment in or appointment to the Permanent Staff must be between the ages of 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.

TERITORIAL FORCE.

144. Recommendations for the appointment of warrant officers will be made by O.C. units or corps and will be forwarded to Headquarters through O.C. Districts; their final appointment will be subject to the recommendation of the G.O.C.

145. The enlistment, appointment, and promotion of the non-commissioned officers and men of the Territorial Force will be in the hands of the O.C. units or 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 residence on mobilization, may, if within one area and not being seconded for a period of more than four years, 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. Warrant 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 the Force by the Commanding Officer, and 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-corporal is private; that of an acting-bombardier is gunner.

152. A non-commissioned officer reduced to a lower rank will take rank and pay for that 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:

<table>
<thead>
<tr>
<th>Age</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Staff sergeant and colour-sergeant</td>
</tr>
<tr>
<td>50</td>
<td>Warrant officer</td>
</tr>
</tbody>
</table>

TERITORIAL 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 born, 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
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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. 150, 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 Field Artillery, 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, local field Artillery brigades.

(f.) In the Departmental Corps, by the Adjutant, Field Artillery brigades.

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, i.e., 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 is the law which governs 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 Dominions 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 which they will strictly apply:

180. An officer of any rank will adopt towards his subordinates such method of control 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.
kings regulations so far as law at all times. Corps, Permanent Staff, and Permanent Force are subject to military discipline in the New Zealand Staff Corps, Permanent Staff, and Permanent Force. An officer or soldier is forbidden to institute, or take part in, any interview for the purpose of influencing the discharge of his duty by other than purely public consideration. An officer in his capacity as such must guard against the risk of exposing himself or the regiments under his control to superior authority for instructions as to disposal, the whole being under the officers of the N.Z. Staff Corps under whom they are located or assembled. An officer or soldier may be suspended from active service in the New Zealand Territorial Force for a period not exceeding fourteen days or to the term of their engagement, as may be necessary for giving full redress to the complainant in respect of the matter complained of. Officers and soldiers of the New Zealand Territorial Force who commit, while mobilized or in camps of training, military offenses must be arrested and tried by District Court-martial. A commanding officer may, subject to the soldier's right to appeal, be required to answer to their names at uncertain hours of the training camp, during which defaulters will be required to answer to their names at uncertain hours or until called upon to report. Officers and soldiers must attend all parades and meetings for which they are required to be present. All metal officers of the Permanent Staff will, as regards discipline, be under the officers of the N.Z. Staff Corps (or by any person other than himself, such application according to his suggestion, unless he can show to the satisfaction of the authorities that he has no knowledge, or has given to the Adjutant-General of the Forces. DISCIPLINE IN THE TERRITORIAL FORCE. Officers. 200. Officers and soldiers of the New Zealand Territorial Force who commit, when mobilized or in camps of training, military offenses and who are not arrested and tried by District Court-martial, may be suspended from active service in the N.Z. Defence Force, the punishment awarded shall not exceed that therein laid down for that offense. Arrest and Military Custody. 201. When mobilized or in camps of training, officers and soldiers of the New Zealand Territorial Force charged with any military offense may be arrested and tried by Court-martial. At all other times offenses which cannot be dealt with on the spot will be reported to superior authority for instructions as to disposal, the offender being placed under the guard of the proper channel, to the G.O.C. A soldier may, if he so desire, submit his complaint in writing. 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 soldier having no right to claim trial by Court-martial; the punishment awarded shall not exceed that therein laid down for that offense. SUMMARY AND MINOR PUNISHMENTS IN THE TERRITORIAL FORCE. 203. A commanding officer may, subject to the soldier's right to appeal, be required to answer to their names at uncertain hours or until called upon to report. 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 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 he thinks necessary under the circumstances of the case to redress the matter complained of. If 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. An officer or soldier is forbidden to take part in, or make any observation of the credit of the army. An officer is at all times responsible for the maintenance of discipline among his officers and soldiers, and for upholding the credit of the Military Forces of the Dominion; he is to afford the utmost aid and support to his G.O.C. It is his duty to repress, and instantly reprove, any infringement of the rules. When a soldier 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. An officer or soldier 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.
duties to the fullest practicable extent, with a view to
reforming well-conducted soldiers thenceforward.
Defaulter will attend parades, and take all duties in regular turn. When for any reason
the duties required are not sufficient to keep the defaulter fully employed, the commanding
officer may, with the written consent of the two commanding officers of a Territorial Force, and
subject to the authority of the O.C. District, allow the defaulter to attend parade drill, provided
that the defaulter shall not be liable to punishment
after the expiration of ten days from the date of
the date of confinement to camp or barracks.

(1.) Extra guards or platoons (private soldiers only). These
are only to be ordered as a punishment for minor
offences or irregularities when on, or parading for, these

(4.) Reprimand or severe reprimand (N.C.Os only).
(5.) Admonition (N.C.Os and private soldiers).
(6.) Recourse 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 O.C., through the proper authority, will require 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 platoons.
(3.) Fines not 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.

(a.) For appearing on parade not in the order of
the day, or with clothing, arms, and acco-
ments dirty, incomplete, or improper-
ously put on .

(b.) Inattention or for minor irregularities
within fourteen days of such change

(c.) Failure to produce his Personal Record-book when
called upon to do so by superior

(d.) Minor cases of non-compliance with orders or
enlistment.

(e.) Absent from parade without leave...

208. All fines not otherwise recovered or recoverable may be de-
ducted 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. Cadets 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 ad-
ministered by and through the O.C. company.

211. Punishments in the Senior Cadets will usually take the form of
extra drill, parades, and parading duties to the fullest practicable extent, with a view to

212. A Cadet may be fined by summary award of his Company
Commander for:

(a.) Neglect or disobedience of orders,
(b.) Neglect of duty ......
(c.) False authority ........

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

214. A Cadet may be fined by summary award of his Company
Commander for:

(a.) Minors cases of non-compliance with orders or
military duty.

(b.) Absent from parade without leave.

215. Improprionment awarded by Court-martial may be carried out in a
Civil prison.

216. On 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 the District Board will be considered an
officer of the Territorial Force for this purpose.

217. 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.

218. In cases of illness to an officer or soldier during the perform-
ance of military training, the Board will be assembled as soon as possible
by the O.C. for the purpose of investigating the cause of such illness or injury.
The proceedings will be forwarded to district head-
quarters.

219. 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 were due to gross negligence 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 pars. 901 to 909.

SECTION VII. - TRAINING AND EDUCATION.

General Instructions.

220. All training will be carried out in strict accordance with the
Imperial Training Manuals and Rules prescribed by the Army
Council for use throughout the Empire, and will be distributed as
fast as possible evenly throughout the year.

221. At every Territorial Force or Senior Cadet parade, other than those held during the course of the annual camps, the attend-
ance 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 attend-
ance 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 C.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.

222. An officer or soldier may, in exceptional cases, be permitted
to carry out any portion of his training, nullify, or training in camp
with another unit (if possible) of the same arm of the service, pro-
vided the written consent of the two commanding officers is obtained ;
an entry in the Attendance Roll-book only signed by the officer commanding the
parade. From these Attendance Roll-books the monthly attend-
ance 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 C.M.O. of the district.

Other units or corps as ordered.

223. An officer or soldier residing temporarily in the United King-
dom 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
pam. 229. Such training will not count for the purposes of pay
and other emoluments.

224. An officer or soldier may, in exceptional cases, be permitted
to carry out any portion of his training, nullify, or training in camp
with another unit (if possible) of the same arm of the service, pro-
vided the written consent of the two commanding officers is obtained ;
an entry in the Attendance Roll-book only signed by the officer commanding the
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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
pam. 229. 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 termi-
inate 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-marches, subjects for day and
night drill, rifle practice, and any other matters as may be considered con-
veniently to be carried out under such instruction. In the case of Artillery and Field companies, the proper training may be reduced at the discretion of the
C.O. The principle is that the drill-shed shall be avoided as far as possible.
required to carry out annual training in camp as prescribed in days, and a half-day parade will be counted as the equivalent of a drill. The standard for classification of the different arms of the service will be as laid down in Appendix XI.

DEFINITION OF DRAILS: 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, N.C.O.s and soldiers of other selected institutions for N.Z.M.C., in defence-works, or at manoeuvres. N.C.O.s and soldiers will 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 to test the efficiency of the individual officers, section leaders, and N.C.O.s generally to act as instructors and be directed towards testing the capacity of the individual officers, men, and any men not appearing at the time and place appointed in such public notice will be dealt with as absentees.

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, and will be treated in the same way as the notices to which reference is made in paragraph 242. Units 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 reference is made in paragraph 242. Officers and non-commissioned officers must be entered in the Record-books.

246. 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.

253. Units of Garrison Artillery specially allotted to defended harbours will be required 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 defence being manned as for war.

254. When 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 camp, and any men not appearing at the time and place appointed in such public notice will be dealt with as absentees.

Appendix 12) will at the same time
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 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 mobilisation arrangements, and, generally, all that affects the readiness of the unit for war. He will also give marks subjective 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 E 194 by O.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 conveys therein—and will, within two months of the inspection of the unit, forward one copy of the report on each unit comprising the brigade with his own remarks thereon to Headquarters, for the information of the First and Second Brigades.

261. The inspecting officer, when submitting his annual confidential report, will examine the ages of all officers given in N.Z. Form E 557. He will ensure that no officer who has exceeded the age-limit is serving.

Machine-guns.

262. Machine-gun 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. Instruction may be given to machine-gunners, Bandmasters, regimental staff sergeants, trumpeters, buglers, and drummers.

264. The machine-gun course will not be filed during the annual training season.

265. O.C. units will be held entirely responsible for the machine-gun return of their units.

266. Company, &c., Commanders are responsible for the machine-gun training of their men.

267. Practice in judging distance will form part of all machine-gun training.

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

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 for which they are firing. The Major will not be employed on this duty, and a Major will only be employed on ranges where more than sixteen targets are in operation. 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.

270. It will be possible 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 589. It is desirable that the marking should be performed by men of other units.

Ammunition.

271. A soldier of the Territorial Force is strictly forbidden, (a) to carry any rounds of ball ammunition to a piece of ordnance or in stock, and (b) to take any Government ammunition (whether obtained on payment or otherwise) away from the place of instruction. An officer in order to this effect will be published annually in regimental or battalion orders at the commencement of the musketry-training season.

272. 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 to the range in one of the prescribed boxes, pouches, pockets, bandoliers, or magazines. The men will be reminded that they are not allowed to have any ball ammunition in their possession.

273. Whenever ammunition is issued from, or returned to, stock for musketry practice, the inspecting officer or any 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 by the officer commanding to perform the duties of the key."
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 attached to the United Kingdom or India for training purposes or for 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 Cambridge or Quetta being placed at the disposal of the O.G.C., 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 more than one course unless he has already qualified at the entrance examination.

OBLIGATORY COURSES OF INSTRUCTION.

Officers.

294. All Territorial officers of the rank of 2nd Lieutenant upwards 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.

296. Corporals of all arms of the Territorial Force before promotion to sergeant will be required to undergo a prescribed course of instruction of three days, or its equivalent in hours (thirty-six), before they are eligible to attend the examination for promotion to the next higher rank.

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

298. Special courses of instruction for Territorial officers or N.C.O.'s and men attending each course will be limited 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 men, and where practicable, 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 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 number of officers and men attending courses of instruction is regulated by the instructions contained in paras. 559-567, Section XI, "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 examination 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 those 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

Artillery

Engineers

Infantry

Signals

A.S.C.

N.Z.M.C.; Examination A (practical and oral) and

N.Z.V.C.; Examination B (written).

309. CAPTAIN BEFORE PROMOTION TO THE RANK OF MAJOR.

Chances of Dismissed Branches will be required to be in Possession of a Riding Certificate.

Mounted Rifles

Artillery

Engineers

Infantry

Signal Corps

A.S.C.

N.Z.M.C.; Examination C (practical and oral) and

N.Z.V.C.; Examination D (written).

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

Mounted Rifles

Artillery

Engineers

Infantry

A.S.C.

N.Z.M.C.; Examination B (written) and

N.Z.V.C.; Examination C (practical and oral).

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.

315. 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.

316. An officer who does not so qualify will usually be required to retransfer to the 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.

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

318. 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.

319. 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.

320. 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.

321. 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 rank of Major and Captain respectively, including at least one Captain 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.

322. LIEUTENANT BEFORE PROMOTION TO THE RANK OF BREVET-COLONEL.

323. LIEUTENANT BEFORE PROMOTION TO THE RANK OF CAPTAIN.

324. CAPTAIN BEFORE PROMOTION TO THE RANK OF MAJOR.
### 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 key and in the officer's own possession. 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 which 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 O.C. District.

329. A Company, Section, or Commander is responsible that all cash payments made to a soldier, and all moneys due from time to time, shall be recorded and with the quantities to be received and with their distribution.

330. A Quarter-master will not in any circumstances deal with, or hold 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.

331. A Quarter-master will not perform any cash duties except in the discharge of the first-mentioned duty, and whether as a tour of duty. An officer on duty will attend parades, as a tour of duty. An officer on duty will attend parades, and perform such other incidental duties as do not interfere with the proper discharge of his first-mentioned duty.

332. A Company, Section, or Commander is responsible that all cash payments made to a soldier, and all moneys due from time to time, shall be recorded and with the quantities to be received and with their distribution.

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

#### Garrison and Regimental 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) Courts-martial—(a) general, (b) district.
- (2) District—(a) general, (b) regiment.
- (3) Courts—(a) general, (b) district.
- (4) Working-parties.
- (5) Patrolling.

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

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 as a tour of duty. An officer on duty will attend parades, and perform such other incidental duties as do not interfere with the proper discharge of his first-mentioned duty.

338. Attendance at a Court-martial the members of which have assembled and been sworn will reconvene as a tour of duty, though a Court may have been dealing with another person. On any day on which a Court-martial is not actually sitting, its members will be considered available for other duties; they will, however, not 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, pequet, 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.

### Section IX.—Tactical Fitness for Command.

341. The hours for "Reveille," "Retreat," and "Tattoo" will be—"Reveille," varying from 3 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 march 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 provided with a detail of guards, and will visit all guards by day and night; these duties will be performed mounted, unless otherwise ordered. He will take command of the pickets in case of insurrection, fire, riot, or other disturbance. 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 the examination 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. All regimental guards for all duties are formed by 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 PIQUETS.**

347. The O.C. a camp will be responsible that the number of camp or incomplete guards and piquets is the lowest possible, and they will be replaced wherever possible by a system of police. Guards and piquets will mount at the hours the O.C. the camp may determine 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 th. 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 greatcoat 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 personally 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 is subdued, unless otherwise ordered.

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

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

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. In the case of a guard a 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. The standing orders of the guard will be read and explained to the men when they are called in, and the examination of arms and accoutrements will then be made by a N.C.O. with a file of men to perform the same duty at frequent and uncertain intervals.

360. The Quartermaster, assisted by the regimental police, will take general charge of and be responsible for the conduct and safe custody of the camp and regimental guards and piquets. He will have the keys of all arms and ammunition stored and will immediately turn out under arms in case of alarm. He will also keep a proper system of notice and supervision. In any case, during the day parades, regimental guards will be reduced as far as possible.

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

362. The Captain or subaltern of the day or week, and all orderly officers on parade, and two 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.

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

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

365. 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.

366. Ordinarily-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 examiner from attending parades in camp:—

**Brigade.**

- Brigade office: 1 Clerk and 1 orderly.
- Brigade refreshment-room or tent: 2 men.
- Grooms to all staff officers: All.

**Regimental.**

- Officers' servants: 1 (per field officer).
- Sergeants' mess: 1 N.C.O. and 1 man.
- Cooks: 2 men per company.
- Wash-houses and latrines: 2 men.
- 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 and 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 except to from any parade or duty).
- Garrison duty (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, notify the fact in writing to the O.C. the unit concerned.

**Meals.**

375. Officers' Messes.

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

376. A sergeant's mess will invariably be formed when practicable. The O.C. 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.

**Solders' Messes.**

377. When a man is to be discharged from hospital, the medical officer in charge will, on the day preceding his discharge, notify the fact in writing to the O.C. the unit concerned.

378. It is the duty of the C.O. to see that the soldiers' meals are properly kept. The cook's account will be held from morning parades.

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

380. It is the duty of the C.O. to see that the soldiers' meals are properly kept. The cook's account will be held from morning parades.

381. The C.O. is responsible that all the regulations relating thereto are observed. He will issue the mess forms and issue them in the early morning, and drawings up to be done by the cooks).

382. When a man is to be discharged from hospital, the medical officer in charge will, on the day preceding his discharge, notify the fact in writing to the O.C. the unit concerned.

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

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

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

386. 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.

387. 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.

388. When a man is to be discharged from hospital, the medical officer in charge will, on the day preceding his discharge, notify the fact in writing to the O.C. the unit concerned.

389. The senior combatant officer present at mess is responsible for the maintenance of discipline.
MA¥ 5.1 THE NEW ZEALAND GAZETTE.

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 W.O. No excess allowance or pay will be made from the Government funds for bands or in respect of men acting as bandmen.

382. The Senior Veterinary Officer 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 paras. 229 (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 the C.O. Man 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 musclemen.

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 under the direction of the C.O. District for—

(1.) The distribution, instruction, and efficiency of the N.Z.: Veterinary Corps in his district.

(2.) Supervision of veterinary instructions 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 not be permitted to visit any stable without the consent of its C.O. Attached.

(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 Veterinary Corps.

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

392. The Veterinary Officer when the unit is in camp 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 to a privately owned 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."
Leaves 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 Military 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 Permanent Force 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 only being 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. All officers in army camps 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 outstations 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 those officers will furnish monthly to the O.C. District a return of the passes issued or authorized by them.

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

432. Traveling-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 passages. 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 C.O.

437. Warrant officers of the Permanent Staff and Permanent Force will be entitled to one month's leave per year.

438. As a rule, this power should only be delegated to officers at outstations where reference to District Headquarters would involve a loss of time.

439. Previous to entraining 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 of rank.

442. Horses should usually be entrained with saddlery and harness on, except when the journey will exceed six hours, in which case harness and saddle 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. The departure of trains should be telephoned by the officer commanding the train to the C.O. This officer will then give the order for the officers in charge of the trains to proceed, and the officers will get out and go to the carriages of which they are in charge. Sentinels will be posted if necessary. The "Dismount" will then be sounded, and men may get out of the train, leaving their arms in the carriages.

445. When it is necessary that the troops should be fed or 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.

446. Where 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 nosegays. No hay or straw is to be left among the horses, and any forage conveyed should be in closed or tarpani-covered wagons.

447. If an officer obtains leave to water and feed horses during a halt, the "Fall in" will be sounded. Men will return to their carriages, and the officers will see that they are all present, and report to the C.O. Any sentinels 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.

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

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

450. The detraining 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 be harnessed first. 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.

451. Railway warrants for the conveyance of baggage and stores to camps and manoeuvres 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:—

<table>
<thead>
<tr>
<th>Type of Officer</th>
<th>Weight Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers in command, District, and Brigade</td>
<td>30 lbs.</td>
</tr>
<tr>
<td>Staffs, and commanding officers</td>
<td>50 lbs.</td>
</tr>
<tr>
<td>Other mounted officers</td>
<td>70 lbs.</td>
</tr>
<tr>
<td>Dismounted officers</td>
<td>90 lbs.</td>
</tr>
<tr>
<td>Warrant officers</td>
<td>100 lbs.</td>
</tr>
<tr>
<td>Other ranks</td>
<td>120 lbs.</td>
</tr>
</tbody>
</table>

454. At manoeuvres, 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 to the orders of dress to be worn on parade and on special occasions.

456. Officers attending Leuegos, 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 uniform and 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 dress sash and gloves and Wellington boots, 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 military uniform. Men of the Territorial Forces shall wear sized spurs.

459. Horse-furniture will be of the universal pattern as laid down in the "N.Z. Dress Regulations," with such special regimental modifications 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 craps-cape, 3½ in. wide, round the arm above the elbow.
An authorized pattern of full dress for officers is laid down for the New Zealand Military Forces. Laid down in the "Dress Regulations for the Regular Army." Officers of the Staff Corps will not wear Staff uniform or the uniform laid down for them in the "N.Z. Dress Regulations." Officers of the Staff Corps and Permanent Force will wear the uniform laid down for them in the "N.Z. Dress Regulations." Warrant officers, N.C.O.s, and men will wear the dress laid down for them in the "Clothing and Equipment Regulations." Officers of the Territorial Forces will be as described in the "N.Z. Dress Regulations." The aiguillette will be worn with full dress uniform by these officers when doing duty with their units. The scarf is described fully in the "N.Z. Dress Regulations." The only obligatory uniform for officers of the Territorial Force is the uniform issued to them. The marking will be carried out by the unit. Officers appointed Aides-de-Camp to the Governor will wear official regiments, with a gold aiguillette on the right shoulder. The aiguillette will be worn with full dress uniform by officers when doing duty with their units. The aiguillette will be worn with full dress uniform by officers when doing duty with their units. The provision of this dress is optional to the individual officer. Officers appointed to the command of a unit or corps in the Military Forces of 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 previous commissions, or, in the case of an officer appointed to the command of a regiment, battalion, or corps, 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. The only obligatory uniform for officers of the Territorial Force is the uniform issued to them. The marking will be carried out by the unit. Officers appointed to the command of a unit or corps in the Military Forces of 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 previous commissions, or, in the case of an officer appointed to the command of a regiment, battalion, or corps, 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. The following is the order of precedence of officers, N.C.O.s, and men of the Territorial Force will be as laid down in the "Clothing and Equipment Regulations." Uniform will be worn at all parades, and when travelling on duty. Uniform will be worn at all parades, and when travelling on duty. The following will be the order of precedence of warrant officers and non-commissioned officers. Those bracketed together rank with one another according to the dates of promotion or appointment. Garrison sergeant-major. Master gunner, third class. Master gunner, second class. Staff regimental sergeant-major. (1.) Warrant Officers. Master gunner, first class. Master gunner, second class. (2.) Non-commissioned Officers. Warrant officers and non-commissioned officers. Warrant officers and non-commissioned officers.
Armament, armourer, artificer, collar-maker, farrier, mechanic, pioner, stableboy, shoemaker, and such others as, in matters of discipline, however, they will at all times exercise the full authority attached to their rank.

562. 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 King’s sovereignty 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 of 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 General 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, men presenting arms, 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 trumpet or bugle sounding the salute, or the drums beating a ruffle.

(7.) To Commanding Officers (if under the rank of General Officer) of Districts, Garrisons, Camps, or Stations.—Honours as detailed in paragraph (a) of the National Anthem.

(8.) To Standards, Guidons, and Colours.—When uncased they will be saluted with the highest honours—viz., arms presented, trumpets or bugles sounding the salute, and the drums beating a ruffle.

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 persons 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 and salutes appertaining to such command, provided, so far as artillery salutes are concerned, the officer is not under the rank of Brigadier-General.

501. The compliments directed in these regulations are to be paid to officers in the service of any Power in alliance with His Majesty, during their temporary tenure, to all the honours or salutes that 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.

502. Officers and soldiers boarding any of His Majesty’s ships or foreign men-of-war will salute the quarter-deck; officers of the Royal Navy, Royal Marines, His Majesty’s Army, and such warrant officers as have rank corresponding to that of commissioned officers of the Army, will salute officers of the Royal Navy, Royal Marines, His Majesty’s permanent forces, and the officers of the Royal Navy, Royal Marines, His Majesty’s Army, and such warrant officers as have rank corresponding to that of commissioned officers of the Army, will salute officers of the Royal Navy, Royal Marines, His Majesty’s permanent forces, and the officers of the Royal Navy, Royal Marines, His Majesty’s Army.

503. 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.

504. Officers and soldiers boarding any of His Majesty’s ships or foreign men-of-war will salute the quarter-deck; officers of the Royal Navy, Royal Marines, His Majesty’s Army, and such warrant officers as have rank corresponding to that of commissioned officers of the Army, will salute officers of the Royal Navy, Royal Marines, His Majesty’s Army.

505. An officer commanding an armed party passing a guard, or officer commanding a detached troop, battery, or company, will salute the guard or troop, battery, or company in the same manner as if he were on guard or in command of troops, batteries, or companies.

506. All officers will salute their seniors before addressing them on duty or on parade, to prevent precipitation of 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 other officers, and are only entitled to return salutes 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; officers of the Royal Navy, Royal Marines, His Majesty’s Army, and such warrant officers as have rank corresponding to that of commissioned officers of the Army, will salute officers of the Royal Navy, Royal Marines, His Majesty’s Army.

509. Warrant officers, non-commissioned officers, and men of the Permanent Forces will salute all commissioned officers whom they know to be officers of a higher rank, 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 of the Army.

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.

512. The following rules are to be observed for the interchange of official visits between naval and military officers at stations where there is no equal in rank.

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 attended by a party of (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 or guidon, and the other the regimental colours, 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 Foreign Sovereigns, and those Representatives who are not members of Foreign Imperial and Royal Families.

(2.) The O.C. District in which Headquarters are situated, and any other officer commanding in the same district, and the Volunteer companies of the town.

(3.) At the port where the Naval Commander-in-Chief lands for the first time within the Dominion.

(4.) At the port where the Naval Commander-in-Chief lands for the first time within the Dominion.

(5.) At the port where the Naval Commander-in-Chief lands for the first time within the Dominion.

(6.) On each occasion on which he receives an artillery salute on paying an official visit to the Governor.

515. Volunteer Guards are to be used instead of the Regular Forces for the Governor when visiting cities or towns in the Dominion on other than State occasions, and provided that troops are available by the Governor to the Crown.

516. Mounted escorts may be furnished as in para. 315.
517. Where two flags are issued, the smaller is for use in bad weather.

**Flag Stations and Flags to be Flown.**

<table>
<thead>
<tr>
<th>Flag Stations</th>
<th>New Zealand Ensign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>12 ft. by 6 ft.</td>
</tr>
<tr>
<td>Wellington</td>
<td>6 ft. by 3 ft.</td>
</tr>
<tr>
<td>Canterbury</td>
<td>11 ft. by 6 ft.</td>
</tr>
<tr>
<td>Dunedin</td>
<td>9 ft. by 4 ft.</td>
</tr>
<tr>
<td>Christchurch</td>
<td>8 ft. by 4 ft.</td>
</tr>
<tr>
<td>Lyttelton</td>
<td>7 ft. by 3 ft.</td>
</tr>
<tr>
<td>Fort Jervois</td>
<td>6 ft. by 3 ft.</td>
</tr>
</tbody>
</table>

*On anniversaries, State occasions, and when required for saluting or other special purposes. 1 Daily, except Sundays. 2 On Sundays and anniversaries.

**Saluting Stations.**

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

- Auckland
- Wellington
- Christchurch
- Victoria Barracks
- Lyttelton
- Fort Jervois
- Dunedin
- Wellington Headquarters
- Hospital

**Arms of Artillery.**

- Saluting battery, North Head: 15 guns
- Saluting battery, Pipitea Point: 17 guns
- Fort Balance: 15 guns
- Christchurch: 15 guns
- Victoria Barracks: 15 guns
- Lyttelton: 15 guns
- Fort Jervois: 15 guns
- Dunedin: 15 guns
- Central Battery: 15 guns

**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. Annuities—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—**

2. Admirals of the Fleet.

**Number of guns, 17—**

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

**Number of guns, 15—**

1. Vice-Admiral of His Majesty's Navy.
2. Lieutenant-Governors and officers administering the government of Colonies or States, and Administrators acting under the Governor.

**Number of guns, 13—**

1. Rear-Admirals.
2. Commodores (no senior Captain being present).
3. Consul-General.

**Number of guns, 11—**

1. Major-General.
2. Brigadier-General.
3. Colonel Commanding.
4. Lieutenant-Colonel.
5. Major.
6. Lieutenant or Second Lieutenant.
7. Captain or First Lieutenant.
8. Lieutenants or Second Lieutenant.
9. Sub-Lieutenants or Midshipmen.
10. Warrant officer or Surgeon.

**Number of guns, 7—**

1. Warrant officer or Surgeon. All other grades

**Artillery Salutes.**

521. The Governor and officers administering the government will be saluted on the following 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 six months.
5. On finally quitting the Dominion on expiration of term of office.
6. Whenever visiting States, ports, and dependencies within their governments, but not officer at any one place than once in twelve months.
7. At the funeral of general or flag officers, or of Commodores and Brigadier-Generals, minute guns are to be returned gun for gun. His Majesty's ships [and His Majesty's forts] will not on any account exchange salutes.

**Military Funerals.**

522. 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.

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

524. 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 funeral of other officers or of retired soldiers.

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

<table>
<thead>
<tr>
<th>Rank, or Corresponding Ranks of the Army and Navy</th>
<th>Salute of Guns</th>
<th>Rank, or Corresponding Ranks of the Army and Navy</th>
<th>Salute of Guns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant-General</td>
<td>13 battalions and 4 squadrons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major-General</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brigadier-General</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colonel Commanding</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lieutenant-Colonel</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lieutenant or Second Lieutenant</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warrant officer or Surgeon</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artillery officer</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All other grades</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Only when commissioned as Brigadier-General.

526. 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 of guns to which the officer's rank entitled him when living. When any such officer who has died when afloat are to be buried on shore, minute guns are to fire 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 number of minute guns so fired must not exceed twice the number of guns to which the deceased was entitled when living.

527. The salute of guns prescribed by paragraph 526, 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 funeral of a non-commissioned officer or private will be attended by the corporals, of the corps to which the deceased belonged or was attached. The funeral of a general of a non-commissioned officer or private will be attended by the senior officer of the troop, battery, or company (officers included) to which he belonged or was attached.

MINUTE GUNS AT CIVIL FUNERALS.

533. Honours paid at the funerals of Staff and departmental officers are to be regulated according to the ranks, or corresponding ranks, of the deceased or those in whose ranks he was entitled.

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 member of the Royal Family by the senior officer of a corps of the corporals, of the corps to which the deceased belonged or was attached. (By the expression "armed corps" is meant a regiment of Mounted Rifles, a battalion of Infantry, a battery of Artillery with its guns, Garrison Artillery of not less than three companies, and a battalion of Infantry with or without colours.

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 except to members of the Royal Family. When any such guards are visited by officers on duty, they will turn out to them with sloped arms.

538. Guards and parties on the march will also pay the prescribed compliments 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 guards of honour.

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 posted in uniform is entitled to the compliment of a guard turning out, except 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 except to members of the Royal Family.

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 except to members of the Royal Family, and to civil governors within the limit of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to guards of honour.

SECTION XII.—FINANCE.

Pay and Allowances.

OFFICERS OF THE STAFF CORPS AND PERMANENT FORCES.

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

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

INSPECTORS AND AREA SERGEANT-MAJORS.

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

553. Officers attending as supernumerary officers 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.

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."

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 pars. 239 will receive the pay and allowances of his rank.

557. Officers attending as supernumerary officers under pars. 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 military 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.

592. When attending a continuous course of instruction with pay, officers and N.C.O.s of the Permanent Staff whose duty necessitates their being mounted will be entitled to forage allowances for one horse if actually kept.

593. 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.

594. The issue of pay to N.C.O.s and men during authorized courses of instruction will be made at the station to which the officer or man belongs, and the charge will be subject to the production of a certificate that they have been punctual and attentive during the period for which pay is issued.

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

596. 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 for 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.

597. N.C.O.s or men who do not reside at their usual place of abode, and are 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.

598. 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 allowances for one horse if actually kept.

599. Forage, or the allowance in lieu, will be granted, under the conditions and at the rate 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.

600. 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, be supplied with a public horse.

601. Travelling-allowances to voluntary 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.**

602. 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 allowances for one horse if actually kept.

603. 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.

604. Forage, or the allowance in lieu, will be granted, under the conditions and at the rate 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.

605. 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, be supplied with a public horse.

606. Travelling-allowances to voluntary 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."

**TRAVELLING-ALLOWANCES.**

**District, Mounted, and Infantry Brigade Head-quarters.**

607. Travelling expenses and allowances for District Head-quarters and for Mounted and Infantry brigade headquarters will be governed by the "Financial Instructions and Allowance Regulations."

608. The O.C. each district will allot from his training-grant an amount for the travelling-expenses of District Headquarters and of the officers and N.C.O.s of brigade headquarters, for travelling-expenses for all duly authorized journeys, as follows:

(a.) Travelling-allowances for individual officers, when admissible, to attend or take part in the annual training in camp, including cost of conveyance of horses.

(b.) Travelling-allowances when selecting sites for camp.

(c.) Travelling-allowances when selecting sites for training in special cases, visits to units (including in special cases visits to company and detached headquarters) during the non-training period by officers and N.C.O.s of the Permanent Staff, and also by officers of the Staff Corps and Permanent Force, with detention allowance for as many nights as may be absolutely necessary.

(d.) Travelling-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 mobilisation 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 officers of the station to which he is attached.

609. 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 charge for travelling expenses during the year. Charges will be governed by the "Financial Instructions and Allowance Regulations," and vouched for in the ordinary way.

610. All officers of the Staff Corps and Permanent Force, or of officers' official headquarters, or, if no greater expense is involved, from the officers' residences.

**OFFICERS OF THE STAFF CORPS AND PERMANENT FORCE.**

611. 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."

612. 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.**

613. 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 two miles.

614. 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.**

615. 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.

616. 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.

617. 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 place of instruction at the rate laid down in the "Financial Instructions and Allowance Regulations." Travelling-allowances in connection with the same course will only be admissible once. If an officer or man is permitted for his own convenience to return the same course and course which is not available, any extra expense caused thereby will not be admissible. Officers and men attending a course of instruction will not be entitled to travelling-allowances if they are required to be mounted, and is certified that they could not be supplied with a public horse.

618. 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.

619. 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.

620. 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.

621. The following are for promotion. Such travelling-allowances will be admissible for one return journey only in respect of each examination:

(a) An examination in a foreign language, provided they qualify as interpreters.

(b) An examination in a foreign language, provided they qualify as interpreters.

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

623. 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 and Allowance Regulations."

624. 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."
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 agree an acceptance accepting the rates.

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 £2 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 officer be detained, through no permanent nature, in hospital as long 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 except in the exceptional 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 for the proper performance of military duty and rendering incapable of resuming his trade or calling.

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, provided the rate thus allowed is not less than the Ordinary-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.

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 amount of £3 will be reimbursed, provided that the Director-General N.Z. Medical Service is satisfied that this disability was contracted in and through the performance of military duty. The total amount of pay and medical expenses shall in no case exceed that of pay for 4s. a day for six months.

If pay or medical expenses are claimed on account of 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—

The proceedings of the Board, if any, which reported on the case, or, if no Board was convened, a statement setting forth in detail the circumstances in which the disability was contracted.

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 whether the injury will be at once 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 weekly or monthly installments, provided that it has been duly approved.

FUNDING EXPENSES.

606. 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.

607. To enable the O.C. District to meet the cost of training and instruction he will be credited annually with an amount 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.) Allotments 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.

608. The actual expenses of training outside the annual camp, including travelling grants and allowances, pay and allowances at courses of instruction, Staff rides, regimental tours, towing of targets, &c.

609. Hire of horses and vehicles required for annual camp and instruction.

610. Cost of conveniences of units, with their horses, wagons, stores, guns, cycles, and baggage, and to from annual camp and instruction.

611. Expenses of camps, drills, and instruction.

612. Expenses of camps, drills, and instruction.

613. Grants for rents of buildings used for training purposes (other than for the Permanent Force), lighting, and for structural repairs.

The sums 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.

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

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

616. The conditions are 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.

617. When N.C.O.'s and men attend instructional tours, &c., and their personal expenses are paid by their companies, &c., commander, an amount representing the pay and allowances admissible under the conditions imposed will be paid 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 nominating letter of the service and periods of attendance, and by the company, &c., commander's receipt.

618. Tents and camp equipment will be issued from store, and the cost of all additional 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 no such contract will be altered without the consent of the officer commanding. 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. The supply of food (except petrol), light, and fuel will be made up in the O.C. District and, through the staff officer of the latter, to be handed to the unit.

617. An officer is responsible for the correctness of documents addressed to him. In transmitting correspondence to higher authority matters which he has power to decide himself. When documents addressed to such officers are to be covered with the officer originating the correspondence, it may be assumed that correspondents may pass from one of the above categories to another. In such cases the officer i.e. the papers when the change occurs will be responsible that they are passed through the right channels.

627. Official letters to superior authority are to be written on foolscap paper with quarter margin. Memoranda may be written on foolscap paper with quarter margin. Letters addressed to superior authority are to be headed thus:

<table>
<thead>
<tr>
<th>Here state subject.</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>officer or head of department.</td>
<td>Office or head of department.</td>
<td>number.</td>
</tr>
</tbody>
</table>

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—Training—Route. Par. ans. are to be numbered and, endorsed, 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. The letter is to be in manuscript, and not stamped. When a communication has reference to another officer, a copy is to be addressed to him. If a communication is for superior authority which are initiative or important in their character, copies or memos of the correspondence being sent to at least two superior officers should be clearly indicated in the letter, a précis of the local correspondence, bringing out the salient points, will usually suffice. Replies to Headquarter letters will be sent in addition any further address indicated in those letters.

630. Correspondence intended for Headquarters is to be addressed to Headquarters Office, N.Z. Military Forces, Wellington. Local correspondence will not 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 Headquarters letters will bear in addition any further address indicated in those letters. Replies to Headquarters letters must quote the Headquarters Office Registry number. All envelopes containing periodic returns are to be inscribed "Returns" in the margin of the upper corner.

631. When documents (other than periodical returns or statements) are to be addressed to individuals unconnected with the army, the letters will be sent in the manner customary in civil life, and replies will not be sent in minute form.

633. 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.

634. An O.C. District or brigade will himself sign letters intended for superior authority which are urgent or important in 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.

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.

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. Any 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 therein, adding such particulars as, in his own judgment, 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 on 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 intermediately officers to be informed, and regarding which direct communication is authorized, will be so dealt with. As no rules are laid down as to classifying subjects as (a), (b), or (c), the responsibility of deciding the course to be adopted will rest with the officer originating the correspondence.

631. When documents (other than periodical returns or statements) are to be addressed to individuals unconnected with the army, the letters will be sent in the manner customary in civil life, and replies will not be sent in minute form.

633. 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.

634. An O.C. District or brigade will himself sign letters intended for superior authority which are urgent or important in 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.

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.
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 whom his duties it affects. He is personally responsible for its safe custody, and that its contents are disclosed to those officers and no others.

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 sent through the ordinary postal channels, in each inner one only should be marked "Secret," or "Confidential," and the outer one should be inscribed with the address only. Any confidential plan or paper or stationery is 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.

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 thereto 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:

<table>
<thead>
<tr>
<th>No. of Form</th>
<th>Rendered by</th>
<th>To whom sent</th>
<th>When due</th>
</tr>
</thead>
</table>

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 officers 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 1368. The following will be in possession of every unit:

- Field Service Manual (for arm of service).
- Training and Manoeuvre Regulations.
- Field Firing Instructions.
- Field Service Pocket-book.
- Annual Report.
- N.Z. Mobilization Regulations.

649. A free issue will be made to each officer and sergeant (except N.Z.O.C. and Officers commanding) 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 in the formation of the various arms. The remaining books will be issued on the scale of one per unit.

650. 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 required.

651. 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.

652. Supplies of army forms and books, whether on payment or as a free issue, can be obtained on application to the Director of Military Development, attention being directed to the fact that any payment will be made in accordance with the outlay.
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.

660. 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 such year's issue. Any other article of Government property issued for the use of any member of the club to which transfer is sought.

661. Any active member of a Rifle Club shall be entitled to receive a prescribed annual course of musketry as laid down in the "N.Z. Musketry Instructions."

662. The nominal rolls furnished to Area Sergeant-majors at the end of each training-year will show that this has been done.

663. Every active member of a Rifle Club will be required to answer the prescribed annual course of musketry.

664. Any active member who has not fired this course will be struck off the strength of the club.

665. Ammunition shall only be issued out on ranges which have been inspected and passed by the Defence Department.

666. Units of the Territorial Force and Senior Cadet Companies have priority of claim to the use of any Government range.

667. If a member of any club is to be paid by the club.

668. Warrants will be issued by the authorized officer as described in paras. 428-437.

669. 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. Such transfer shall be followed in all matters of discipline not dealt with under the regulations for the time being governing the Military Forces of the Dominion.

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 conduct of such meetings. The President may on any day in the year, by written order, issue to 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 in force, and the rules of this regulation 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. 760. 

ARTS 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 "Ordinance 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 agent for the sale of rifles 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 by transfer of the District.

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, or stock of any kind 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, and any other stock 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 a receipt for the same from the person to receive 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 may be given. 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 such year's issue. Any other article of Government property issued for the use of any member of the club to which transfer is sought.

685. Any 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 be required to answer the 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 practices shall only be carried out on ranges which have been inspected and passed by the Defence Department.

691. Units of the Territorial Force and Senior Cadet Companies have priority of claim to the use of any Government range.

692. If a member of any club is to be paid by the club.

693. On or before the 15th May in each year the President of each club shall furnish a return to the Area Sergeant-major of 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 practiced 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 in writing at once by the President of the club to the headquarters of the nearest Infantry battalion or Mounted regiment.

RETURNS.

695. 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 five active members of the club, except in the case of a transfer, which is provided for by para. 695 of the regulations, and on payment of such entrance fee and annual subscription as may be fixed by the club. Special arrangements for the collection of the entrance fee and annual subscription shall be reported to the Defence Departments for the approval of the President.

(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 day as may be fixed by the committee, at the discretion of the committee, to have his seat declared vacant.

UNIFORM.

696. 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 on 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.

697. 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.

RIFLE WARRANTS.

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:

(1.) The club shall be known as the Rifle Club.

(2.) No person shall be admitted as a member of the club unless proposed by five active members of the club, except in the case of a transfer, which is provided for by para. 695 of the regulations, and on payment of such entrance fee and annual subscription as may be fixed by the club. Special arrangements for the collection of the entrance fee and annual subscription shall be reported to the Defence Departments for the approval of the President.

(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 day as may be fixed by the committee, 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 held at any time, on giving not less than seven days' notice to each member, and not more 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 the meeting.

(11.) The President, or a deputy appointed by him, will conduct all correspondence with the Area Sergeant-major or Officer in Charge of the club in which the company 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 the by-laws prescribe, and the notice of such meeting shall state the object and purpose of such general meeting to be notified to each member one week previous to such meeting.

(16.) The practice matches 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 other days in addition to those stated, on which matches may be held.

(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 deducted from the prizes.

(19.) 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.—SNIOR 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, the Scouts, or 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 senior cadet, or co-opted with the consent of the headmaster, will be 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 may, in addition to the company commanders, whose work he will supervise and co-ordinate.

705. Senior Cadets belonging to schools furnishing distinct 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 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.

The 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 as 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.

711. He will deal under the O.C. District with all matters affecting Senior Cadets in the district.

Appointment of Officers in Senior Cadets.

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 the O.C. Staff Officer, be appointed by the O.C. District as colour-sergeant 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 Cadet Companies 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, unless he has been promoted by the Officer commanding his company.

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. Uniform, 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.