SUPPLEMENT
TO THE NEW ZEALAND GAZETTE
OF FRIDAY, JANUARY 23, 1914.
Published by Authority.

WELLINGTON, TUESDAY, JANUARY 27, 1914.

Regulations for the Military Forces of the Dominion of New Zealand.

LIVERPOOL, Governor.

In pursuance and exercise of the powers and authorities conferred on me by the Defence Act, 1909, and its amendments, I, Arthur William de Brito Savile, Earl of Liverpool, the Governor of the Dominion of New Zealand, do hereby revoke the regulations made on the fifth day of May, one thousand nine hundred and eleven, and published in the New Zealand Gazette of the fifth day of May of the same year, and in lieu thereof do hereby make the regulations set forth in the Schedule hereto; and I do hereby declare that such revocation shall take effect and such regulations shall come into force on the 22nd day of December, one thousand nine hundred and thirteen.
THE NEW ZEALAND GAZETTE.

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 a group composed of three or four areas.

"Army Act" means the Imperial Act called "The Army Act," and includes any Act continuing or amending the same:

"Cadet" means Senior Cadet.

"Company, &c.", means squadron, battery, or company.

"Corps" means any such military body as may be from time to time declared to be a corps for the purpose of the Defence Act or these regulations:

"Defence Act" means the New Zealand Defence Act, 1909, and includes any Act amending the same:

"District" means a military district constituted under the Defence Act:

"Gazette" means the New Zealand Gazette.

"King's Regulations" means the "King's Regulations and Orders for the Army," as issued by the Army Council.

"Military Forces" includes all officers, non-commissioned officers, and men in the Staff Corps, Permanent Staff, the Permanent Force, the Territorial Forces, the Reserves, the Rifle Clubs, and the Senior Cadets.

"New Zealand Permanent Staff Corps" means all officers other than those of the Permanent Force duly commissioned or transferred to the New Zealand Staff Corps under these regulations:

"New Zealand Permanent Force" means the Regular Force known as the regiment of Royal New Zealand Artillery:

"New Zealand Permanent Staff" includes all warrant and non-commissioned officers and enlisted soldiers who are engaged for a continuous term of service in the New Zealand Military Forces, other than those on the establishment of the New Zealand Permanent Force:

"Non-commissioned Officer": The expression non-commissioned officer includes any acting non-commissioned officer.

"Oath": The expressions "oath" and "swear," and other expressions relating thereto, include affirmation or declaration, affirm or declare, and expressions relating thereto, in cases where an affirmation or declaration is by law allowed instead of an oath.

"Officer" means any commissioned officer appointed under the Defence Act to the Military Forces or to any branch thereof:

"Regiment": The term " regiment" means a regiment of Mounted Rifles, a regiment of Infantry consisting of one or more battalions, the regiment of Royal New Zealand Artillery, and the regiment of New Zealand Artillery:

"Regular Forces": The expression "Regular Forces" and "H.M. Regular Forces" means officers and soldiers who by their commissions, terms of enlistment, or otherwise, are liable to render continuously for a term of military service to His Majesty in any part of the world.

"Rules of Procedure": The expression " Rules of Procedure" means the "Rules of Procedure" issued under the authority of the Army Act.

"Soldier" means any warrant officer, non-commissioned officer, or man enlisted or enrolled in any portion of the Military Forces other than a Rifle Club or a Cadet unit.

"Superior Officer": The expression "superior officer" when used in relation to a soldier includes a warrant officer not holding an honorary commission, and also includes a non-commissioned officer as above defined.

"Unit" means a regiment of Mounted Rifles, a battery of Field Artillery, a company of Garrison Artillery, a battalion of Infantry, a company of Engineers, a company of the Army Service Corps, a company or depot of the Medical Corps, a company or depot of the Veterinary Corps, a company of Senior Cadets.

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/e In charge of.
N.C.O. Non-commissioned officer.
N.Z.M.C. New Zealand Medical Corps.
N.Z.P.F. New Zealand Permanent Force.
N.Z.P.S. New Zealand Permanent Staff.
N.Z.S.C. New Zealand Staff Corps.
N.Z.V.C. New Zealand Veterinary Corps.
O.C. Officer Commanding.
O.C.D. Officer Commanding District.
Para. Paragraph.
P.M.O. Principal Medical Officer.
P.V.O. Principal Veterinary Officer.
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. (Fid. Chapter V.)

2. Officers and soldiers of the New Zealand Staff Corps, Permanent Staff, and R.N.Z.A. 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, R.N.Z.A., and the Senior Cadets, and the organization for peace and war of the Territorial Force, including the establishments of units, is laid down in "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. (See section 5, Defence Act, 1908.)

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.,-

(a) The Auckland District,
(b) The Wellington District,
(c) The Canterbury District,
(d) The Otago District.

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

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

6. The channels for communication throughout the Military Forces are as shown in tabular form in Appendix IV.

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

SECTION II.—DUTIES OF COMMANDERS: CONFIDENTIAL REPORTS.

OFFICER COMMANDING A DISTRICT.

8. The Officer Commanding a District is responsible for—

(a) The discipline, training, and efficiency for service of the Military Forces located in his district, including the Permanent Force.

(b) The defence of the forts and armament, including all buildings, works, stores, material, and equipment in his district.

(c) The promulgation of all orders or instructions emanating from Headquarters in so far as they affect his district.

(d) The enforcement of due economy by all officers and others in his district who are charged with the expenditure of money or the use and expenditure of stores.

(e) The arrangements for the mobilization of the Forces in his district.

(f) The proper expenditure and accounting for all moneys allotted to him for training.

(g) The chain of command throughout the Military Forces in his district.

(h) The correct receipt and issue of all stores.

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

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

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

12. He is responsible that all persons under his command are made acquainted with the provisions of section 51 of the Defence Act, and that a record of this has been done should be kept.

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

14. He is responsible that the records relating to the inspection of all stores in his district should deal only with the men and materials 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 defence in his district which he considers desirable, but such recommendation should be submitted separately.

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

16. He will furnish annually to Headquarters on the 1st March a report bringing to notice any difficulties or defects due to local conditions, and containing suggestions for rectifying the same, and for general improvement, making such recommendations in the case of the Military Forces. This report should be of a general nature, and should deal with such subjects as the following: How far local conditions have affected the defence, 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.

17. Other subjects affecting his district which may be considered of sufficient interest or importance should also be brought to notice. The importance, which an O.C. District desires to bring to the immediate notice of Headquarters, should not be held over for this report, but should be dealt with as they arise in separate communications.

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

BRIGADE COMMANDER.

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

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

COAST DEFENCE COMMANDER.

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

21. He will supervise the mobilization arrangements of the coast defence troops under his command.

OFFICER COMMANDING A UNIT.

22. An Officer Commanding a Unit is responsible for the maintenance of discipline, efficiency, and proper system in the unit under his command.

23. 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.

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

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

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

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

28. An O.C. 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. An O.C. 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 any application of regimental funds to any purpose other than the ordinary current expenditure, without reference either to the permanent O.C. or to the Brigade Commander. On the other hand, an officer in temporary command is not in the exercise of his command cannot issue regimental or other orders relating to such command.

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

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

33. He will, at the earliest notice from the C.O. or O.C. to bring to the notice of the inspecting officer any officers distinguished for proficiency in their duties. He will also bring to notice those who, from inap-
not afford him that support which he has a right to expect, or conduct themselves in a manner injurious to the efficiency or credit of the unit.

REGIMENTAL OFFICER OTHER THAN A COMMANDING OFFICER.

34. A field officer should make himself thoroughly acquainted with the professional abilities and requirements of all officers placed under his supervision, and, in this respect, he should acquire similar knowledge with regard to his subalterns.

35. Every Company, &c., Commander, even if the appointment is held by a Permanent or other immediate superior of the officer reported on, and be made public.

will be strictly confidential and privileged, and are in no case to establish of, the N.Z. Staff Corps and R.N.Z.A.

to the G.O.C. annually on the 1st April.

throughout the Dominion will be carried out under instructions the O.C. District.

economy, excepting in cases dealing with transfers and movements the O.C. R.N.Z.A. Depot on matters connected with interior economy, and discipline; and, after two years' service as a Company, &c., Commander should be capable of commanding and exercising a company, to be competent to undertake the duties of a field officer.

O.C. ROYAL NEW ZEALAND ARTILLERY DEPOT.

38. The interior economy of the R.N.Z.A., including enlistment, pay, promotion, transfers, clothing, equipment, and discharge, will be in the hands of the officer commanding the R.N.Z.A. Depot, Wellington, who will also be the officer in charge of R.N.Z.A. records. He will issue Part II, Regimental Orders, dealing with interior management, economy, and discipline; after final inspection of officers' service books, &c., Commander, to be competent in every respect to undertake the duties of a field officer.

39. 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; after final inspection of officers' service books, &c., Commander, to be competent in every respect to undertake the duties of a field officer.

40. The distribution of the instructional cadres of the R.N.Z.A. throughout the Dominion will be carried out under instructions received from Headquarters.

41. For all other purposes detachments of the R.N.Z.A. will be under the command of the O.C. District in which they are stationed.

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

(1.) Discipline is strictly enforced, and is in accordance with the rules of the school or recognized organization (if any) to which the company belongs.

(2.) Upon 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 i/c 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 before the last return was submitted to the Officer i/c Area Group on the 1st May. 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 66 will be furnished to the G.O.C. annually on the 1st April on every officer on the establishment of the Staff Corps and R.N.Z.A. These reports will be strictly confidential and privileged, and are in no case to be made public.

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

45. Officers of R.N.Z.A. will be recommended on in the first instance by the O.C. of the R.N.Z.A. Depot, who will then forward the reports to the O.C. District under whom the individual officer is serving. Should the O.C. Depot not be in a position to report on a detached officer, he will forward the report to the O.C. District in which he is stationed, who will be filled in only with the necessary extracts from the officers record of service, but left blank as regards any expression of opinion.

46. Officers of R.N.Z.A. will be recommended on in the first instance by the O.C. of the R.N.Z.A. Depot, who will then forward the reports to the O.C. District under whom the individual officer is serving. Should the O.C. Depot not be in a position to report on a detached officer, he will forward the report to the O.C. District in which he is stationed, who will be filled in only with the necessary extracts from the officers record of service, but left blank as regards any expression of opinion.

S E C T I O N I I I.—T H E S T A F F.

Composition and Distribution.

54. The Staff of the New Zealand Military Forces consists of—

The Staff at Headquarters;

The Staff in districts.

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

55. The Staff is divided into—

(1.) The General Staff;

(2.) The Administrative Staff;

(3.) The Special Staff;

(4.) The Territorial Force Staff.

56. 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 Forces 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 not necessarily an officer of the R.N.Z.A. Depot, who will be qualified for Staff employment in consequence of proved ability on the Staff in the field.

57. Officers of the Territorial Force may be accorded for service on the Staff.

58. No officer will hold a Staff appointment longer than four years without being reappointed.
Duties of the Staff at Headquarters, N.Z. Military Forces.

The General Officer Commanding the Forces.

60. The O.C.O.C., in consultation with the Director of Medical Services, is responsible for the health and efficiency of the Forces; for their inspection; also for advice on medical matters connected therewith; also for supervision of training of troops, education of officers, and selection of officers of local Forces for study at Imperial Staff Colleges.

61. The Chief Clerk is responsible for records, registration, and custody of all official letters and telegrams received at Headquarters of the New Zealand Military Forces; control and distribution of clerical staff; parliamentary business; personal business of the G.O.C.; control of regulations and statistical returns; domestic economy of the office.

Chief of the General Staff and Directors of Staff Duties and Military Training.

62. The Chief of the General Staff and the Director of Staff Duties and Military Training are responsible for the mobilization and distribution of the New Zealand Permanent Staff; returns of strength and prosecutions; preparation of plans for local defence and manoeuvres; estimates for and allocation of training and manoeuvre funds; organization and inspection of the principles laid down in the Field Service Regulations; preparation of plans for local defence and manoeuvres; and for the provision of medical stores at such camps. The Chief of the General Staff and the Director of Staff Duties and Military Training are also responsible for the peace organization of the Military Forces; for the organization of civilian transport for training and mobilization; for the formulation of any advice it may be necessary to give the Governor regarding the proceedings of General Courts-martial or other such matters.

Brigade-Major.

72. The Brigade-Major of a Mounted Rifles or Infantry brigade, while acting as Staff Officer to the Brigade Commander, is primarily the Chief Instructor to the brigade, and, as such, is directly responsible to the Commandant of the O.C. District. His duties will be to act as Brigade-Major when required, to generally supervise the work of the Adjutants of the units of his brigade, and to carry out such special and general instructional duties as the O.C. District, through his general Staff Officer, may direct.

Staff Officer to Coast Defence Commander.

76. The Staff Officer to the Coast Defence Commander is also the Chief Instructor to the Field Artillery units in the district, and will also carry out the duties of Quartermaster. He will command the cadres of R.N.Z.A. attached to the brigade.

Adjoint Field Artillery Brigade.

77. The Adjoint of the Field Artillery brigade is also the Chief Instructor to the Field Artillery units in the district, and will also carry out the duties of Quartermaster. He will command the cadres of R.N.Z.A. attached to the brigade.
Duties of Officers and Others concerned with the Work in Area Groups and Areas.

**OFFICER IN CHARGE OF AREA GROUP.**

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

1. He will control the officers or N.C.O.s in charge of the areas included in his group, and will supervise and co-ordinate their work.

2. He is responsible direct to the O.C. District for the registration, medical examination, enrolment, and posting of all personnel liable to military service in his group (vide Section V).

3. He is responsible to the O.C. District for all matters relating to the organization, administration, and training of all Senior Cadet companies and Rifle Clubs in his Area Group, and will be their Commanding Officer.

4. He will control the establishment of all subalterns.

5. He will control all N.C.O.s appointed to the position of D.S.M.

6. He is responsible to the O.C. District for all matters relating to the training and administration of all Senior Cadet companies and Rifle Clubs in his Area Group, and will be their Commanding Officer.

7. He will keep an alphabetical roll by units of all personnel posted to the group.

8. He will furnish the Adjutants in his Area Group a list of those Senior Cadet companies for whose training and equipment they are responsible.

**REGIMENTAL ADJUTANTS.**

80. The following will be the duties of the Adjutant of a Mounted Rifle or Infantry regiment as regards his work in areas:

1. He is entirely responsible to his Commanding Officer for all matters relating to the training and administration of the regiment.

2. He will control the Regimental Sergeant-major and the Quartermaster-Sergeant, and is responsible that the latter carries out his duties in connection with the Senior Cadets as laid down in para. 83.

3. He may be called upon to take over the duties of the Quartermaster-Sergeant in the case of his absence on leave or from any other cause.

4. He will keep the parade roll of all Senior Cadet companies in the group, and will be their Commanding Officer.

5. He will keep a diary showing his itinerary and the duties he has performed. This diary will be forwarded on the last day of each month to the Officer in charge of the Group.

6. He will on no account whatever either take a man on or strike a man off the strength of his area without the authority of the Area Group Officer.

**QUARTERMASTER-SECRETARIES.**

83. Quartermaster-Secretaries of the Permanent Staff will be responsible for the issue and supervision of clothing, arms, and equipment of their own units, and in addition to such Senior Cadet companies as may from time to time be allotted to them.

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

84. All appointments to commissions in the New Zealand Staff Corps and Royal New Zealand Artillery will be notified in the Gazette and promulgated in Orders. Unless otherwise stated, these notifications will take the place of the Gazette notices.

85. 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 place of the Gazette notices.

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

87. Supernumerary 2nd Lieutenants may be appointed to regiments and corps on the recommendation of the commanding officer, not exceeding in number 25 per cent. of the authorized total establishment of subalterns.

**APPOINTMENTS.**

88. All appointments to commissions in the New Zealand Staff Corps and Royal New Zealand Artillery will be notified in the Gazette and promulgated in Orders. Unless otherwise stated, these notifications will take the place of the Gazette notices.

89. First appointments to commissions in the Territorial Force will be made by the rank of 2nd Lieutenant from candidates of the same rank, and with the recommendation of the C.O.S., through a competitive examination.
the end of one year should the probationer not have passed the prescribed examination within that period. In special cases the G.O.C. may grant an extension for a period not exceeding one year. Commissions will not be issued to soldiers of a Territorial unit except as provided for in para. 96, and in the A.S.C. must be between the ages of eighteen and twenty-five, and must be in possession of at least a Sixth Public standard-school proficiency certificate or similar certificate.

91. Candidates for commissions in the combatant branches, except as provided for in para. 99, and in the A.S.C. must be between the ages of eighteen and twenty-five, and must be in possession of a Sixth Public standard-school proficiency certificate or similar certificate.

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

93. Recommendations for commissions (but not to honorary commissions) will be considered by a District Selection Board, of which the O.C. District will be President. The Board will consist of the officer commanding the District and of two Territorial officers not below the rank of field officer, to be detailed as required by the O.C. District. In the case of a candidate for the O.C. of the N.Z. Medical Corps, the O.C. of the Territorial Corps, or the O.C. of the Territorial Veterinary Corps, as the case may be, of the district will be a member of the Selection Board. The Board will meet periodically under district arrangements, and will report to Headquarters. In the case of companies which form part of the school the recommendation will be forwarded to the O.C. District through the headmaster. In cases where the age of the candidate or the position which he is considered eligible for further military employment, they will be transferred to the Unattached List. Recommendations for appointment to commissions will be made direct to the Unattached List in the rank of 2nd Lieutenant.

94. In special cases, the District Selection Board may recommend a first appointment to a higher rank.

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

**Unattached List of the Territorial Force.**

96. The Unattached List will include—

(a.) Territorial officers for whom no employment in, or vacancies in, units of the Territorial Force are immediately available, and who are specially selected for transfer to the Unattached List.

(b.) Territorial officers, serving with the Senior Cadets, not borne on the strength of Territorial units.

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

Under category (b) first appointments will as a rule be made direct to the Unattached List in the rank of 2nd Lieutenant. The O.C. Districts may recommend direct appointment to a higher rank in cases where the age of the candidate or the position which he is considered eligible for further military employment, they will be transferred to the Unattached List. Recommendations for direct commissions under the Unattached List, under para. 96 (b), will be made by the officer commanding the company of Senior Cadets with which it is proposed that the candidate should serve, or, if this is not possible, by the officer in charge of the A.A. Group, or by any Territorial officer of field rank to whom the candidate is personally known. In the case of companies which form part of the school the recommendation will be forwarded to the O.C. District through the headmaster. If the company does not form part of a school the final selection will rest with the G.O.C. The finalselection will rest with the G.O.C.

98. Candidates for direct commissions on the Unattached List, under para. 96 (b), will be made by the officer commanding the company of Senior Cadets with which it is proposed that the candidate should serve, or, if this is not possible, by the officer in charge of the A.A. Group, or by any Territorial officer of field rank to whom the candidate is personally known. In the case of companies which form part of the school the recommendation will be forwarded to the O.C. District through the headmaster. If the company does not form part of a school the recommendation will be forwarded to the O.C. District through the headmaster.

99. Recommendations for appointment to commissions will be considered by a district Selection Board, of which the O.C. District will be President. The Board will consist of the officer commanding the District and of two Territorial officers not below the rank of field officer, to be detailed as required by the O.C. District. In the case of a candidate for the O.C. of the N.Z. Medical Corps, the O.C. of the Territorial Corps, or the O.C. of the Territorial Veterinary Corps, as the case may be, of the district will be a member of the Selection Board. The Board will meet periodically under district arrangements, and will report to Headquarters. The final selection will rest with the G.O.C.

100. The retiring-age for officers appointed to serve with the New Zealand Stag Corps and Permanent Force, or to the Reserve of Officers on completing five years' unemployment on the Unattached List, will be sixty-two years of age. In special cases the G.O.C. may grant an extension for a period not exceeding one year. Commissions will not be issued to soldiers of a Territorial unit except as provided for in para. 96, and in the A.S.C. must be between the ages of eighteen and twenty-five, and must be in possession of at least a Sixth Public standard-school proficiency certificate or similar certificate.

101. Officers appointed to the Unattached List for service with the New Zealand Medical Corps, New Zealand Veterinary Corps, or with any Territorial units, must have served as officers on the establishment of Territorial units and corps; their services on mobilization will be at the disposal of the O.C. of the unit or corps in which he is appointed as an officer to serve as other Territorial officers, with whom they are interchangeable.

102. Service on the Unattached List will be regarded as service in the field. If the officer commanding a unit or corps considers that no officer under category (a) will be eligible for promotion while on the Unattached List, the G.O.C. may direct the Board to forward his name to the Selection Board. If the G.O.C. directs that an officer under category (a) will be eligible for promotion while on the Unattached List, the G.O.C. may direct the Board to forward his name to the Selection Board.

103. For promotion of officers serving under category (b), see para. 115.
List, New Zealand Medical Corps, on vacating their appointment to an ambulance.

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

After ten years' service, to Chaplain Third Class, ranking as Major.

After eighteen years' service, to Chaplain Second Class, ranking as Lieutenant-Colonel.

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

Reserve of Officers.

120. 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.

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

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

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

124. All officers of the Reserve of Officers will report themselves in writing on the 1st January each year to the Assistant Military Secretary, Headquarters, New Zealand Military Forces, Wellington, giving their address for the current year; except officers shown on the Reserve List of units, who will report themselves to the Adjutant of the unit to which they belong.

An officer failing to report himself in accordance with this regulation will be removed from the Reserve of Officers at the end of the year.

125. Officers will be removed from the list of the Reserve of Officers on reaching the age of fifty-five.

Retirements and Resignations.

Retired List.

126. 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 Army List the date they were transferred to the new unit or corps.

127. 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>Rank or Appointment</th>
<th>Age for Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.Z. Staff or Permanent Force</td>
<td>Territorial Force (except as provided in paras. 128 and 129).</td>
</tr>
<tr>
<td>Colonel</td>
<td>55</td>
</tr>
<tr>
<td>Lieutenant-Colonel</td>
<td>55</td>
</tr>
<tr>
<td>Major</td>
<td>55</td>
</tr>
<tr>
<td>Captain</td>
<td>55</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>55</td>
</tr>
<tr>
<td>Quartermaster and Bandmaster holding commissions</td>
<td>55</td>
</tr>
</tbody>
</table>

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

128. The ages for retirement of officers of the New Zealand Medical Corps will be five years in excess of that laid down in para. 127 for other officers of the Territorial Force.

129. Officers may be retired on the Unattached List (b), for service with the Senior Cadets, after the age for retirement laid down for officers of the Territorial Force.

Retirements.

130. Candidates for commissions in the New Zealand Staff Corps and R.N.Z.A. before being admitted to the Royal Australian Military College will be required to sign an agreement giving an undertaking that they will not resign their commissions for a period of five years after their return to New Zealand.

131. Officers of the New Zealand Staff Corps and R.N.Z.A. sent out of the country on training at the expense of the Government will sign an agreement giving an undertaking that they will not resign their commissions for a period of five years after their return to New Zealand.

132. 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. 128, will be required to complete the unexpired period of his obligatory military service in the ranks of the Territorial Force or in the Reserve.

133. Any officer of the Territorial Force will be required to resign his commission if—

(a) He is absent without leave for more than three months;

(b) Unsatisfactorily reported on in two successive years.

(c) Found medically unfit.

134. An officer who resigns commission cancelled under section 5 of the Defence Act, 1909, will complete the training to which he is liable in the ranks of the Territorial Force or in the Reserve.

135. An officer whose commission is cancelled under section 5(a) of the Defence Act, 1909, will complete the training to which he may be liable as in subparagraphs (1) and (2).

Transfers.

136. Officers may be transferred from the R.N.Z.A. 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.

137. 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 rank as a junior of his rank in his new unit or corps. All officers serving together with officers of other units or corps shall rank according to the dates of their respective appointments to that rank in the Military Forces. Officers so transferred will retain their rank and seniority against their original commissions in the New Zealand Army List, but the date they were transferred to the new unit or corps, and also the date of their original commission in that rank.

Seconding.

138. Officers of the Territorial Forces 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 R.N.Z.A. will be seconded under section 128.-

(e) When undergoing course of instruction or attachment to any other Department of the State for more than one year.

(f) When their services are lent to any other Department of the State for more than one year.

(g) For any other special service approved by the G.O.C. No officer will remain seconded for a period of more than four years without being reengaged.

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

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

Warrant Officers and Non-Commissioned Officers.

Royal New Zealand Artillery.

141. The enlistment, appointment, promotion, and discharge of warrant officers, N.C.O.s, and men of the R.N.Z.A. (subject to paras. 148 and 149) will be in the hands of the O.C. R.N.Z.A. Depot, Wellington, in accordance with the authority of the Military Forces and with the rules laid down from time to time.

142. 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 I.

143. Enlistments will be for a term of eight years, of which five years will be with the colours and three years in the Reserve. During the first six months of their service recruits will be on probation at the R.N.Z.A. Depot, Wellington, and will be liable to be discharged at the discretion of O.C. Depot, if found unsuitable.

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

145. W.O.s, N.C.O.s, and men may, subject to the recommendation of their G.O.C. detachment or cadre, be re-engaged for terms of five years up to fifty-five years of age, subject to the limit laid down in para. 149.

146. W.O.s, 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 last two years on payment of the sum of £25.

147. N.C.O.s and men shall, unless re-engaged under para. 144, be discharged on completion of their term of engagement with the colours.
147. Warrant officers, N.C.O.'s, and men of the Permanent Force shall be discharged on completing thirty-five years' service, or, on reaching the age of fifty-five (vide New Zealand Public Service Classification and Superannuation Acts) in the case of warrant officers and artificers, or sixty, in the case of N.C.O.'s, 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>Rank</th>
<th>Age for Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sargeants</td>
<td>49</td>
</tr>
<tr>
<td>Staff sergeant and colour-sergeants</td>
<td>45</td>
</tr>
<tr>
<td>Warrant officers</td>
<td>50</td>
</tr>
</tbody>
</table>

**Gazette.**

**TERITORIAL FORCE RESERVE.**

160. Men of the Territorial Force will be transferred to the Reserve in the order herein set out, that is to say, after the completion of two years, and will remain in the Reserve until they attain the age of thirty.

161. Transfer to the Reserve of N.C.O.'s above the rank of warrant officer is optional in the case of warrant officers, non-commissioned officers and men of the Territorial Force, may, subject to the upkeep of establishments, be transferred to the Reserve by their Commanding Officer on the approval of District Headquarters before reaching the age of twenty-five, provided that they have completed not less than four years' service in the Territorial Force, have reached the first-class standard of efficiency (vide Appendix XII), and have been certified as of good character throughout their Senior Cadet and Territorial Force service.

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

163. The details of Reserve training is laid down in para. 229.

164. On transfer to the Reserve, a reservist will continue to be borne on the Reserve List of the unit to which he belonged.

165. He will hand in his arms and accoutrements, and will retain his uniform. Should he change his place of residence, another reservist may be transferred to the Reserve List of a unit in that group.

**SECTION V.—REGISTRATION, ENROLMENT, AND POSTING.**

167. 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 primary school, or by the school authorities on their behalf—in May of the year in which they will attain or have attained fourteen years of age; or, if they remain at such primary school beyond the age of fourteen, in May of the year in which they will leave or have left such school.

2. By persons temporarily absent from the Dominion—within two months of their return.

3. By immigrants—within six months after arriving in the Dominion.

4. By persons whose provincial exemption under para. 164 has ceased owing to change of residence—within thirty days of such change of residence.

5. By persons residing in the Dominion, or, in the case of boys belonging to a secondary school or other recognized organization, by the school or other authorities on their behalf—in May of the year in which they will or have become liable.

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

169. A Record book will be prepared in duplicate by the Area Sergeant-major for each person who registers, except those referred to in para. 172. One copy of this book (the "Personal Record-book") will be sent to the individual, together with instructions as to when and where he will present himself for medical examination if required to do so. The other copy (the "Duplicate Record-book") will in the case of boys of the Senior Cadet age group be held by the Area Sergeant-major, to be ultimately sent to the Company Commander where the Cadet is posted. In cases where the holder is eligible to be posted to the Territorial Force, the Duplicate Record-book will be sent to the medical officer or practitioner who will conduct the examination. The medical officer will make the necessary entries in both books, returning the Personal Record-book to the holder and the Duplicate Record-book to the Area Sergeant-major.

170. The allowance to be paid to medical officers for each examination of persons registered for military service is paid...
in the "Financial Instructions and Allowance Regulations for the New Zealand Military Forces."

176. When the registration and medical examination are complete, the Area Sergeant-major will forward on the prescribed form (M.T. 7) the list of those accepted for service, together with the Duplicate Record-books, to the Officer in charge of the Area Group. To each individual on this list he will allot a registration-number, which the individual will retain throughout his service in the ranks of the Military Forces—c.d., &c., 12 being the number of the area, and 3101 the serial number allotted to the individual. Those found medically unfit for the current year will be noted for re-examination in the following year by the Area Sergeant-major, which the individual will retain throughout his service in the ranks of the New Zealand Military Forces.

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

(1) Allow in place of training in time of peace all or any persons residing within an area specified in the Proclamation;

(2) Vary or extend such area; or

(3) Withdraw any such area from exemption.

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

179. Area Sergeants-major will be furnished by the police with the names of the persons in their area within the military age who have been convicted of any criminal offence. In cases of doubt whether the offence committed is sufficiently serious to debar a person from serving, the case will be referred to Headquarters, together with the necessary particulars. In the case of persons who have been convicted of a criminal offence while serving, O.C. Districts will in like manner forward to Headquarters their recommendation as to the retention of the offender in the Defence Forces.

Posting.

180. The posting of Cadets to companies, and of individuals accepted for service but not yet posted, will be guided by the principles laid down in paras. 657 to 662. An officer of the New Zealand Medical Corps will be detailed in time to assist in the posting to medical units.

181. In posting Cadets to companies, the posting officers will be guided by the principles laid down in para. 185, being carried out in accordance with the Act.

182. In posting Cadets to companies, the Company, &c., Commander will return the Personal Book to the soldier.

183. In order that the data at the disposal of the posting officer may be complete and compare the entries in both Record-books, retaining the Duplicate Book and returning the Personal Book to the soldier.

184. The names of those who have registered under para. 171, categories (2), (3), and (4), in the course of the past year will be brought up to date before the end of June, irrespective of the date when their registration was received.

185. When the posting is complete, the Adjutant of each Infantry, Engineers, and Artillery Company will 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 to the Officer commanding the company or army from which the soldier is allotted. The Company or Squadron Commander will then issue his instructions as to training, and will complete and return the entries in both Record-books by the examining Medical Officer, which the soldier is allotted. The Company or Squadron Commander will then issue his instructions as to training, and will complete and return the entries in both Record-books by the examining Medical Officer.

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

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

Military Law.

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

188. The Military Forces of New Zealand serving in the Dominion is contained in the Defence Act, regulations made under the authority of that Act, and in Orders in Council made under the Defence Act.

191. 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.

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

193. An officer of any rank will adopt towards his subordinates such methods of command and treatment as will not only inspire respect for authority, but also foster the feelings of self respect and personal honour essential to military efficiency. They will avoid intemperate language or an offensive manner.

194. 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.

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

196. An officer will reprove himself wrongly by his Commanding Officer; and on due application made to him does not receive the redress to which he may consider himself entitled, he may complain in writing to the Commanding Officer, who having hereby required to examine into such complaint, make a report to the O.C. District, and receive his directions thereon.
197. In case of officers not serving under a Brigade (or Coast Defence) Commander the complaint will be sent direct to the O.C. District. The O.C. District will then either give his directions therein or refer the matter to the C.O. 

198. 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 Brigade Commander; and if he thinks himself wronged by his Captain, either in respect of his complaint not being redressed or in respect of any other matter, he may complain thereof to his Commanding Officer; and if he thinks himself wronged by his Commanding Officer, either in respect of his complaint not being redressed, or in respect of any other matter, he may complain thereof to his Brigade Commander; and if any complaint is made in pursuance of this section shall cause such complaint to be inquired into, and shall, if on inquiry he is satisfied as to the justice of the complaint so made, take such steps as may be necessary for giving full redress to the complainant in respect of the matter complained of. If the soldier still thinks himself wronged, or in any matter as aforesaid, he may apply to his O.C. District, who will be bound to give full redress, or, if he be dissatisfied, to refer the matter to an officer of the rank of an Officer of the Permanent Staff. 

199. 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. 

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

201. A C.O. should impress upon all under his command the propriety of courtesy in intercourse with all with whom he deals, as officers and soldiers, are brought into contact, and should particularly caution them to avoid any conduct or action of the kind aforesaid. 

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

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

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

205. An officer or soldier is forbidden to institute or take part in any meetings, demonstrations, or proceedings, or for purposes, in barracks, quarters, camps, or their vicinity. Under no circumstances whatever will he attend such meetings, wherever held, in any capacity. 

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

207. Officers of the Defence Forces, in uniform, are not individually or collectively to attend meetings or join in public or sectarian discussions or demonstrations. Any officer of the Defence Forces proved to have written or to have instigated any communication to a newspaper on matters connected with the Defence Forces or to have taken part in any discussion as to his opinions on any action of the Defence Department, or any act of any military officer, is guilty of insubordination, and is liable to be dealt with accordingly. 

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

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

210. As regards fines for simple drunkenness in the case of private soldiers of the Permanent Staff and R.N.Z.A. the following scale will be adhered to, subject to the soldier's right to elect, before being tried, to be dealt with according to military law. 

First offence of simple drunkenness, fine of £1. 
Second offence, if within six months of previous offence, fine of £1 and dismissal. If 1st or 2nd offence under 12 months, £1. 
Third offence, dismissal from the Force. 

211. The O.C. Depot, R.N.Z.A., has the powers of a Commanding Officer. 

212. O.C. detachments of R.N.Z.A. in districts—if not below the rank of Captain—will have the powers of Commanding Officers; if below the rank of Captain they will have the powers of a Company Commander as detailed in the King's Regulations. Cases which cannot be dealt with by an O.C. detachment will be referred to the O.C. District. 

213. Members of the Permanent Staff will, as regards discipline, be under the officers of the N.Z. Staff Corps under whom they are serving. For this purpose Officers in charge of Area Groups andadjutants will have the powers of Commanding Officers. Officers requiring reference to superior authority will be submitted to the C.O. District, who will report the action taken, or refer the case, to Headquarters. 

214. Members of the Permanent Staff who are adversely reported upon by their O.C. District in the matter of zeal and efficiency as Instructors, or for misconduct, will be liable, with the approval of the G.O.C., to dismissal. 

DISCIPLINE IN THE TERRITORIAL FORCE. 

Officers, N.C.O.s, and Men when subject to Military Law. 

215. Officers are at all times subject to military law. Non-commissioned officers and men are subject to military law when on parade, proceeding to or from parade, in camp, or performing any military duty, or when engaged in any military operation by their command, and actually on parade, in camp or at manoeuvres will be dealt with under military law. All other offences against the Defence Act, such as failure to render the personal service required (which in cases of absence from parade and similar offences) will be dealt with by the Civil authorities. 

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

217. Failure to appear at drills or parades, or at the annual camp, at the time and place appointed is cognizable by a Civil Court only. 

Arrest and Military Custody. 

218. When mobilised or in camps of training, officers and soldiers of the Territorial Force charged with any military offence may be arrested as laid down in the King's Regulations. At all other times and places an officer or soldier cannot be arrested except in cases of violence, or when reported upon by their O.C. District in the matter of zeal and efficiency. He will be charged with the Civil authorities for temporary custody on the authority of the Civil Governor. An officer or soldier in "open arrest" will not be allowed to wear uniform or attend parade until his case is dealt with by superior authority. 

219. When the offence for which the officer or soldier is to be arrested or confined is one of those specified in the Defence Act, the punishment awarded shall be that therein laid down for that offence. 

FINES. 

221. Fines may be awarded by officers of the Territorial Force for the following offences— 

(a.) For appearing on parade not in the order of the day, or with clothing, arms, and accoutrements dirty, incomplete, or improperly put on. 

(b.) Failing to discharge duty in any matter connected with parade. 

(c.) Neglect to notify change of address within fourteen days after commencing such change. 

(d.) Failure to notify change of duty. 

(e.) Failure to keep his Personal Record-book. 

(f.) Minor cases of non-compliance with orders or neglect of duty. 

(g.) Neglect of duty in any matter connected with parade. 

(h.) Neglect to return to barracks after being in "open arrest." 

(i.) On transfer, failing to report arrival at his new address within fourteen days to nearest Area Sergeant-major. 

(j.) For appearing on parade not in the order of the day, or with clothing, arms, and accoutrements dirty, incomplete, or improperly put on. 

(k.) On transfer, failing to report arrival at his new address within fourteen days to nearest Area Sergeant-major.
DISCIPLINE IN THE RESERVE.

224. A Commanding Officer may, subject to the soldier’s right to elect, previous to award, to be tried by District Court-martial, impose the following fines:

(a.) In default of payment of a fine within fourteen days the offender will immediately be dealt with under section 57(a), Defence Act, 1909.

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

225. For simple drunkenness the following scale of fines will be adhered to:

First offence, 10s.; second offence within twelve months, £1; third offence within twelve months, trial by Court-martial. Otherwise a fine of 10s. will be imposed for each instance of simple drunkenness.

226. A Commanding Officer may fine a private soldier a sum not exceeding 10s. in default of payment of a fine, in such case the soldier may be tried by Court-martial (unless awarded a fine of £1 for drunkenness).

If there is a difference of opinion the Commanding Officer may consider the case unanswerable to the trial by Court-martial, provided the offences are one which cannot be dealt with in a Magistrate’s Court.

227. A Company Commander may impose fines up to 10s., except for drunkenness, upon a private soldier for the offences mentioned in para. 221, with the exception of 221(f), subject to any remission a Commanding Officer may order.

228. An officer in awarding a fine shall be guided by the following:

(a.) For appearing on parade not in the order of the day, or with clothing, arms, and accoutrements dirty, incomplete, or otherwise improperly put on....

(b.) Inattention and minor irregularities on parade.

(c.) Neglect to notify change of address within fourteen days of such change.

(d.) Failure to produce his Personal Record-book.

(e.) Minor cases of non-compliance with orders or neglect of duty.

(f.) On transfer failing to report arrival at his new station within fourteen days.

(g.) Simple drunkenness.

229. 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 such school or organization, but will be administered by and through the Officer Commanding.

230. Extra drills will be ordered, if necessary, for disciplinary training.

231. Any member of the Senior Cadets who creates a disturbance, refuses to drill or obey orders, or who in any way obstructs a parade, is liable to be dealt with under section 57(1) and (2), Defence Amendment Act, 1912.

232. When a case cannot be adequately dealt with under paras. 229–231, officers commanding companies will refer it to the O.C. District.

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

234. The prescribed course of musketry (d) may be carried out in a military barracks or Civil prison.

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

236. Imprisonment or detention awarded by Court-martial will be exercises in the field, except in the case of Garrison Artillery units, which will be carried out in a military barracks or Civil prison.

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

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

239. In cases of the death of, or injury or illness to, an officer or soldier during the performance of military duty, a 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 Headquarters.

240. A Court of Inquiry by the Board of Inquiry, a O.C. is of the opinion that any injuries sustained by an officer or soldier of the Territorial Force while on duty lead to incapacity or loss of employment he may recommend to the O.C. District that the soldier be awarded pay and medical expenses as laid down in “Financial Instructions and Allowance Regulations.”

SECTION VII.—TRAINING AND EDUCATION.

GENERAL INSTRUCTIONS.

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

242. At every Territorial Force or Senior Cadet parade, other than those held during the course of the annual camps, the attendance will be marked up against each man’s name in the Attendance Roll-book, and the book signed by the officer commanding the parade. From these Attendance Roll-books the monthly attendance return will be signed by any responsible officer to the O.C. District that at the end of the training year in the Record-books. These monthly attendance returns will be forwarded on the last day of each month under the Command of the nearest Area Sergeant-major.

243. An officer or soldier may, in exceptional cases, be permitted to carry out any portion of his drills—musketry or training in camp—with another unit, if possible, of the same arm of the service, provided the written consent of the two Commanding Officers is obtained; an entry in his Personal Record-book duly signed by the officer commanding the parade. From these Attendance Roll-books the monthly attendance return will be signed by any responsible officer to the O.C. District that at the end of the training year in the Record-books. These monthly attendance returns will be forwarded on the last day of each month under the Command of the nearest Area Sergeant-major.

244. An officer or soldier residing temporarily in the United Kingdom or part of the British Empire may, with the approval of his own O.C. and the local Commander of the Forces, be attached to a Regular Army or other Corps for not more than two years. On the expiration of this period of attachment, he will be paid the same into the Public Account.

245. In default of payment of a fine within fourteen days the offender will immediately be dealt with under section 57(1) and (2), Defence Amendment Act, 1912.

246. The training-year will commence on the 1st June and terminate on the 31st May succeeding.

247. The amount of obligatory training to be carried out annually will be advised to the Territorial Force, Reserve, and Senior Cadets.

OBLIGATORY TRAINING.

248. The training-year will commence on the 1st June and terminate on the 31st May succeeding.

249. The amount of obligatory training to be carried out annually will be advised to the Territorial Force, Reserve, and Senior Cadets and 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 Artillery units, which will be exercised at the works of defence to which they are allotted on mobilization).

(c.) Seven days’ annual training in camp (exclusive of the days of arrival and departure).

(d.) Prescribed course of musketry.

The prescribed course of musketry (d) may be carried out during (e).

250. Mounted Rifles regiments, and such Infantry companies and portions of such as are composed of men living in the country, will be paid the same into the Public Account.

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

(c.) Seven days’ annual training in camp (exclusive of the days of arrival and departure).

(d.) Prescribed course of musketry.

The prescribed course of musketry (d) may be carried out during (e).
substitute four extra days' training in camp lie of twenty drills under (b), the remaining drills of twenty-five training on the four days immediately preceding the annual camp laid down in paras. 247—this is to say, those units which do not go into camp for the annual camp, and a half-day parade will be counted as the equivalent of one and a half continuous instruction by day or night.

The prescribed course of musketry may be carried out during the extra days in camp. All units and portions of units carrying out the scale laid down in para. 217—that is to say, those units which do not go into camp for the annual camp, and a half-day parade will be counted as the equivalent of one and a half continuous instruction in the open and during daylight.

All units will culminate in the annual camp. By the Permanent Instructional Staff.

...men will always be trained by their own officers or N.C.O.s, assisted by the Permanent Instructional Staff, except that in the Senior Cadets a drill may consist of fifty hours' actual instruction is given during the year under para. 249 (a).

...will not count towards the minimum amount of training required under para. 247, and will not enter into the record on the Unattached List. The training of batteries, squadrons, and companies, &c., should be carried out by the Battery, Squadron, and Company Commanders as part of the training laid down for the rest of the year.

The programme will be arranged as far as possible to suit the convenience of employers and local conditions. The programme will be arranged as far as possible to suit the convenience of employers and local conditions. The programme will be arranged as far as possible to suit the convenience of employers and local conditions.

Persons absenting themselves without leave from any parade or drill ordered by proper authority, is obligatory on the part of the person notified to attend. Persons absenting themselves without leave from any parade or drill ordered by proper authority, is obligatory on the part of the person notified to attend. Persons absenting themselves without leave from any parade or drill ordered by proper authority, is obligatory on the part of the person notified to attend.

...be sent to the post-offices and police-stations in the area group, to attend the annual training in camp. Such notices will be deemed sufficient intimation, notwithstanding any failure in the transmission or reception of such notice, and any men not appearing at the time and place appointed in such public notice will be dealt with as absentees.

...may be arranged, but attendance thereat will be purely voluntary, will not count towards the minimum amount of training required under para. 247, and will not enter into the record on the Unattached List.

...in advance by Company, &c, Commanders, with the approval of the C.O. The programme will be arranged as far as possible to suit the convenience of employers and local conditions. The programme will be arranged as far as possible to suit the convenience of employers and local conditions.

...will not count towards the minimum amount of training required under para. 247, and will not enter into the record on the Unattached List. The training of batteries, squadrons, and companies, &c., should be carried out by the Battery, Squadron, and Company Commanders as part of the training laid down for the rest of the year.

...will be deemed sufficient intimation, notwithstanding any failure in the transmission or reception of such notice, and any men not appearing at the time and place appointed in such public notice will be dealt with as absentees.

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

...will not count towards the minimum amount of training required under para. 247, and will not enter into the record on the Unattached List. The training of batteries, squadrons, and companies, &c., should be carried out by the Battery, Squadron, and Company Commanders as part of the training laid down for the rest of the year.

...will be distributed throughout the year so as to provide a progressive system of training which should culminate in the annual camp. The P.M.O. of the District will be responsible (under the O.C. District) that the necessary number of Medical Officers with the branch of the service for which the horses, vehicles, &c., are required, and will be assisted by a Veterinary Officer in the examination of the horses. On the last day of the drill the horses, vehicles, &c., will be again similarly inspected, and a certificate of condition filed.

...be sent by post as soon as possible to the place to which Government notices are usually affixed in each locality within the area group or groups from which the unit is furnished. These notices will be deemed sufficient intimation, notwithstanding any failure in the transmission or reception of such notice, and any men not appearing at the time and place appointed in such public notice will be dealt with as absentees.

...be sent to the post-offices and police-stations in the area group, to attend the annual training in camp. Such notices will be deemed sufficient intimation, notwithstanding any failure in the transmission or reception of such notice, and any men not appearing at the time and place appointed in such public notice will be dealt with as absentees.

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278. The inspection in (1) and (3), para. 272, will include the following subjects, so far as applicable to the branch of the service to which the unit belongs: Drill, fire discipline, physical training, bayonet fighting, sword exercise, revolver practice, musketry training, range-finding, musketry efficiency, field firing, judging distance, or other musketry practice, field manoeuvres, and the subjects prescribed for the annual course of training.

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

280. There will be carried out by the officer exercising the powers of not less than a Brigade Commander, under whom the unit is placed for purposes of command in peace.

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

N.Z. Field Artillery. Under arrangements to be made by the Director of Ordnance at Headquarters.

N.Z. Engineers. Under arrangements to be made by the Engineer-in-Chief at Headquarters.

N.Z. Army Service Corps. Under arrangements to be made by the Quartermaster-General at Headquarters.

N.Z. Medical Corps: By the Medical Officer of the District.

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

282. The following may be excused musketry: Bandmasters, &c., O.C.s of the force, Commanders of the units, &c., who entered in their service to which they belong, and his classification (except in the case of officers) entered in his Record-books.

283. The musketry course will not be fired during the annual camp.

284. O.C. units will be held entirely responsible for the Musketry Returns of their units.

285. The instruction of signallers will be carried out in each regimental or Area Group annual musketry return, N.Z. Form B 94.

300. In each Mounted Rifle regiment and Infantry battalion of the Territorial Forces, and in the Permanent Staff, an officer or N.C.O. of the Permanent Staff, or commanding officer, is to be specially detailed to compare the number of rounds unexpended on the return against the number of rounds expended on the register. This officer is to be responsible for submitting the returns to the Permanent Staff of the unit for examination.

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

286. Practice in musketry will not be held during the annual training in camp.

287. The cleaning and care of musketry 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, is responsible for the care and cleaning of his arms in accordance with the course prescribed in the N.Z. Musketry Instructions for the arm or arms, &c., issued to him. He is responsible for the cleanliness and care of his arms or arms in camp.

288. The following may be excused musketry: Bandmasters, &c., O.C.s of the force, Commanders of the units, &c., who entered in their service to which they belong, and his classification (except in the case of officers) entered in his Record-books.

289. A soldier of the Territorial Force is strictly forbidden (a) to carry any rounds of ball ammunition to a place of parade or in a conveyance without the written permission of the officer commanding the unit to which he belongs, or (b) to carry musketry practice ammunition at any other time. Any such soldier will be dismissed from the service and forfeit all rights of pay or place of instruction. An order to this effect will be published annually in regimental or battalion orders at the commencement of the training season.

290. Whenever possible, ammunition for musketry practice, private practice, or competition will be issued only on the range. Where more than sixteen targets are in use, the ammunition must be conveyed thither in bulk under regimental arrangements.

291. Before blank or dummy ammunition is delivered to the men, an officer of the unit will be responsible that no officer above the rank of Major will be allowed to handle any ammunition, whether blank, ball, blank, or dummy. Every officer or N.C.O. of the Permanent Force, whether in the service of the G.O.C., is to be specially detailed to compare the number of rounds unexpended at the conclusion of the firing with the register. It is the responsibility of the O.C. of the unit to see that this is done.

292. Whenever ammunition is issued from or returned to store for or by the troops at the sending-station, an officer or member of the Permanent Staff, or commanding officer, will be specially detailed to ensure that the order is properly recorded or that the ammunition, whether blank, ball, blank, or dummy, is properly recorded or that the ammunition, whether blank, ball, blank, or dummy, is properly recorded or that the ammunition, whether blank, ball, blank, or dummy, is properly recorded.

293. The issue of ammunition from the regimental magazine or ammunition store will, whenever possible, be made by an officer commanding a unit (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 detailed to use the key for the purpose.

294. The inspection, cleaning, and delivery of ammunition, as distinct from the issue of ammunition, will be the concern of the Inspector, Stores, battery, company, or, when paraded as such, will, before distribution to the men, be inspected by the Rear-Admiral, &c., &c., with precis of information, direct to the Director of Ordnance, or to the Quartermaster-General, as the case may be. The Director of Ordnance will, if necessary, forward the above, and, for the information of the O.C. District, will, if necessary, forward the above, for the information of the O.C. District.
Field Ambulance Duties.

308. All officers of the N.Z. Medical Corps will, as far as possible, be attached to a field ambulance for training for at least two years.

Staff Tours.

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

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

Brigade and Regimental Tours.

306. Brigade Commanders and officers commanding units, when possible, arrange brigade or regimental tours from one to three days' duration for the instruction of officers of their units. Officers of other arms should be invited to attend. General and Special Ideas, together with a map and programme of work, should be submitted to District or Brigade Headquarters, as the case may be, one month previous to the proposed date of the tour. Any expenditure involved must be approved by the O.C. District.

ATTACHMENT TO REGULAR TROOPS OUTSIDE THE DOMINION.

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

311. Officers sent out of the Dominion under para. 310 will not, except in special cases, be absent for more than twelve months. The pay and allowances of officers so absent will be as laid down in Financial Instructions and Allowance Regulations.

STAFF COLLEGES.

312. The Chief of the General Staff and 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.

313. On a vacancy or nomination at Camberley or Quetta being placed at the disposal of the G.O.C. N.Z. Military Forces by the Army Council or Government of India for courses of instruction or for attachment to Regular troops, No officer will be eligible for selection under this paragraph until he has passed the prescribed examination for promotion to the next higher rank.

311. Officers sent out of the Dominion under para. 310 will not, except in special cases, be absent for more than twelve months. The pay and allowances of officers so absent will be as laid down in Financial Instructions and Allowance Regulations.

OBLIGATORY COURSES OF INSTRUCTION, TERRITORIAL FORCE.

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

315. The courses referred to in para. 314 will be held under District arrangements.

Non-commissioned Officers.

316. Corporals of all arms of the Territorial Force before promotion to N.C.O. rank will be held at such times and places as may be directed by O.C. Districts, provided that the money placed at their disposal for training purposes is not exceeded.

317. The courses referred to in para. 316 will be held under arrangements made by Brigade and Coast Defence Commanders.

VOLUNTARY COURSES.

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

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

320. 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.

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

322. 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.

QUALIFICATION OF OFFICERS FOR PROMOTION, &c.

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

324. 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.

325. The examinations of officers and men attending courses of instruction is regulated by the instructions contained in "Financial Instructions and Allowance Regulations."

N.Z. STAFF CORPS AND PERMANENT FORCE.

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

Applications from officers desiring to sit for the examination in May and December must be forwarded through the proper channels so as to reach Headquarters not later than the 1st January and the 1st August respectively.

327. An examination in D. IV (9) Regulations for the New Zealand Military Forces, Registration, Posting and Enrolment, for Lieutenants of the New Zealand Staff Corps and Royal New Zealand Artillery before promotion to Captain, will be held on the 3rd Monday in May and 1st Monday in December in each year.

328. An examination in Financial Instructions and Allowance Regulations.

329. Captain before Promotion to the Rank of Major.

(Captains of dismounted branches will be required to be in possession of a riding-certificate).
An officer transferred from one branch to another in the Territorial Force will be required to attend Examination B, D, or E (and C for A.S.C. Captains) who fails in one paper only will be considered as having partially failed, and will only be required, at a subsequent examination, to undergo re-examination in the paper in which he failed.

In the case of Examination A or C (except C for A.S.C. Captains) to the O.C. District, who will, if satisfied that the examination has been conducted in accordance with the regulations, write a certificate to the effect that the candidate examined is fit for promotion.

If an officer who has qualified in examinations A and C respectively (except C for A.S.C. Captains) to the O.C. District, who will, if satisfied that the examination has been conducted in accordance with the regulations, write a certificate to the effect that the candidate examined is fit for promotion.

If an officer who has qualified in examinations A and C respectively (except C for A.S.C. Captains) to the O.C. District, who will, if satisfied that the examination has been conducted in accordance with the regulations, write a certificate to the effect that the candidate examined is fit for promotion.

The certificate will state definitely whether the candidate can command, instruct and train his men.

If an officer is fit for promotion to the rank of 2nd Lieutenant as regards his competence to command, instruct, and train his men.

A certificate by his Commanding Officer that the candidate is fit for promotion to the rank of 2nd Lieutenant as regards his competence to command, instruct, and train his men.

(3.) A candidate who fails to obtain a commission during the year in which he passed the examination will require to compete again at the examination in the ensuing year, if he is still desirous of promotion to the rank of 2nd Lieutenant.

Qualification of Non-Commissioned Officers of the Territorial Force and Senior Cadets for First Appointment to Commissions in the Territorial Force.

(1.) An officer who has qualified for the Territorial Force, of the rank of Corporal or higher, and between the ages of eighteen and twenty-five years inclusive. A Senior Cadet who holds the rank of Sergeant or Private Cadet when he is posted to the Territorial Force shall also be eligible to compete.

Qualification of Non-Commissioned Officers of the Territorial Force and Senior Cadets for First Appointment to Commissions in the Territorial Force.

No officer will be permitted to attend Examination C or D unless he has passed Examination B.

(b.) A certificate by his Commanding Officer that the candidate is fit for promotion to the rank of 2nd Lieutenant as regards his competence to command, instruct and train his men.

(6.) The syllabus for examination will be published from time to time in General Orders, and will include military subjects, and tests in dictation, English, composition, and arithmetical.
Carrington and Regimental Duties.

ROSTER OF DUTIES.

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

352. Duties are classified as—

(1.) Guards to the Governor.

(2.) Duties under arms.—(a) district, (b) brigade, (c) regimental.

(3.) Court-martial.—(a) general, (b) district.

(4.) Working-parties.

(5.) Fatigues.

353. When an officer fails due for more than one duty at the same time, he will be detailed for that duty which takes precedence in point of time.

354. 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 duties assigned to him, so that the posts he is to hold is turn for the additional duties or not. When an officer is on duty he will receive an "overslaugh" for all other duties which may come to his turn, and he may record as "in waiting" does not count as a tour of duty. An officer on duty will attend parades, and perform such other incidental duties as do not interfere with the discharge of his special duty.

355. Attendance at a Court-martial the members of which have assembled and been sworn to reconcile a tour of duty, when he is present at guard-mounting, and will visit all guards by day and night; these duties will be performed mounted, unless otherwise ordered.

356. On the "Alarm" being given, the members of the regimental guards will be reduced as far as possible. In cold or inclement weather, they may, at the discretion of the C.O., be relieved every hour. Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the day for each guard of the camp.

357. A sentry furnished by a stable guard will mount with or without arms, and the discharge of the gun, if a stable guard, will cease when the fire is extinguished or the cause of alarm has subsided, unless otherwise ordered.

358. Parades will be held at some convenient time as soon as possible after the dismissal of a parade.

EXAMINATION OF ARMS AND POUCHES WHEN AMMUNITION IS ISSUED.

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

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

361. The duties of paymaster to a unit will be performed by the Adjutant.

362. An officer detailed in orders will not exchange his duty for another 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.

EMPLOYMENT.

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

364. The practice of excusing men warned for or coming offguards or parades, if, in the opinion of the C.O., it is not considered as necessary, shall be allowed.

365. The practice of excusing men warned for or coming offguards or parades, if, in the opinion of the C.O., it is not considered as necessary, shall be allowed.

366. Officers will be detailed for the first-mentioned duty, and whether it is his duty, marched off the ground where it was ordered to parade.

367. An officer detailed in orders will not exchange his duty for 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.

368. 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, and pouches or bandoliers are again to be examined, and any unused ammunition collected.

369. Companies, &c., will report personally to the senior officer present that this has been done.

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

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

372. An officer will visit his sentries at least twice by day and twice by night to ascertain that they are on their posts and acquainted with their orders, and, in addition, he will make such examinations of men to perform the same duty at frequent and uncertain intervals.

373. A commander will never visit his guards except to visit his sentries, and will then inform the nominee in command of 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.

374. Every guard will turn out at the commencement of the "Revelle," "Retreat," and "Tattoo" sounding. The command will then carefully inspect it.

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

376. Parades will be held at some convenient time as soon as possible after the dismissal of a parade.

377. 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. Officers employed in the subaltern of the day of any unusual occurrence on or near his guard.

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

379. All stores and furniture in charge of a guard will be handed over to the command of 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.

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399. All stores and furniture in charge of a guard will be handed over to the command of 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.

400. 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. Officers employed in the subaltern of the day of any unusual occurrence on or near his guard.

401. 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, and pouches or bandoliers are again to be examined, and any unused ammunition collected.

402. The practice of excusing men warned for or coming offguards or parades, if, in the opinion of the C.O., it is not considered as necessary, shall be allowed.

403. An officer detailed in orders will not exchange his duty for 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.

404. 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, and pouches or bandoliers are again to be examined, and any unused ammunition collected.
Medical and Hospital Duties in Camp.

General Instructions.

390. A regimental officer will be allowed access to his men in hospital at all times.
391. The examination of the sick will be made at such hours as will enable them to reach the hospital before 10 a.m.
392. No extra allowance or pay will be made if a soldier reporting himself sick will be entered in the "Sick-report," which will be prepared in duplicate.
393. A soldier temporarily unfit, but for whom treatment in hospital is prescribed, will attend at the hospital or inspection-room as directed by the Medical Officer.
394. A soldier attending hospital will not be permitted to leave camp.
395. A C.O. will maintain the full complement of trained men for servicethrough sickness, lameness, or other causes.

Messes.

Officers' Messes.

396. Every officer of the unit or corps will be a member of the regimental mess. The C.O. is responsible that all the regulations relating thereto are observed.
397. The senior combatant officer present at mess is responsible for the maintenance of discipline.

Sergeants' Messes.

398. A sergeants' mess will invariably be formed when practicable.
399. It is the duty of the C.O. to see that the soldiers' meals are properly and sufficiently provided. The system laid down in the Manual of Military Cooking will be adhered to as far as practicable.
400. An orderly officer will inspect the kitchens and cooking-apparatus daily, and company, &c., officers will visit their lines during the breakfast, dinner, and evening meal-hours, to see that the meals are properly prepared and that there is no cause for complaints.

Exemptions from Jury Service.

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

Bands.

402. Officers commanding Infantry battalions and regiments of Mounted Rifles may form regimental bands up to the maximum of twenty-five bandsmen of military age, exclusive of the Bandmaster. In addition, supernumeraries to the number of ten of any reserve may be retained with the unit as supernumerary to the regimental transport of the unit.

403. A Bandmaster (W.O.) may be granted an honorary commission in the rank of Captain, on the special recommendation of the O.C. District. No Bandmaster shall be recommended for this distinction unless (a) he has been a Bandmaster (W.O.) for seven years, during the whole of which period he has been in charge of an auxiliary band recognized by the regulations; and (b) the band of which he is in charge is thoroughly efficient.

404. Bandmen will perform the training laid down for their arm in para. 247, except that they will only be called upon to perform half the drills and parades laid down in para. 247 (a) and (b).
405. During the annual training in camp they will be trained as stretcher-bearers and in first aid to the wounded, and in first aid to the wounded, and in first aid to the wounded.
406. 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. provided that the number authorized in para. 402 is not exceeded.
407. Bandmen will wear the uniform of their unit.
408. 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.

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

(1.) The distribution, instruction, and efficiency of the N.Z. Veterinary Corps in his district.
(2.) Supervision of veterinary instruction in units.
(3.) Maintenance of supply and equipment of veterinary stores.
(4.) Veterinary charge of all horses on permanent military establishment, and in regiments or districts, and examination of all horses submitted for purchase for permanent establishments.
(5.) The advice of the O.C. District and other Commanding Officers on all points connected with his department.
(6.) Questions of veterinary hygiene.

410. 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.
411. 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 O.C. from time to time.

412. Veterinary arrangements for units which have no Veterinary Officer attached will be made by the P.V.O. District.
413. Other officers of the New Zealand Veterinary Corps will carry out their veterinary duties under the Veterinary Officers attached to the units.
414. The Veterinary Officer when the unit is in camp is to make a daily report to the Commanding Officer of such horses as are unfit for service through sickness, lameness, or other causes.

Privately-owned Horses.

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

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

416. 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.
417. For compensation for loss or injury of a privately-owned or hired horse, see Financial Instructions and Allowance Regulations for N.Z.M.F.

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.

418. A C.O. will maintain the full complement of trained men for the regimental transport of the unit, as given in "Territorial Force Establishments."
419. The number of horses and vehicles allowed for the annual camp will be as laid down in "Territorial Force Establishments." C.O.s will make their own arrangements for hiring according to their requirements within the limits laid down.
The regimental transport of all units will be subject to periodic inspection by the O.C. Army Service Corps in each district, or by an officer deputed by him.

**Government Horses**

421. A Board of officers, of which the P.V.O. District will be a member, will be nominated by O.C. Districts for the purpose of purchasing horses for the Territorial Force belonging to their respective denominations whilst out the service.

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

423. Let it be made clear that no horses will be purchased by officers, or at the ordinary hour for Divine service; and, where the circumstances so require, men may parade and attend any church in the vicinity of the camping-ground, according to their several denominations.

424. In cases where a horse has to be urgently destroyed, a Veterinary Officer who examines horses for purchase for the service and form a favourable opinion of them will certify that "These horses, from a military point of view, are practically sound and fit for the service." Horses not so certified are not to be purchased as remounts.

425. In the event of a remount becoming unfit for service within one month after joining, a special report will be transmitted to the O.C. Army Service Corps in the P.V.O. District showing the nature and probable cause of the condition, and the prospect of recovery or otherwise.

426. The Veterinary Officer will forward a Veterinary-history sheet (in manuscript), which will be signed by himself and a Veterinary Officer, to the O.C. Army Service Corps, and this sheet will in all circumstances accompany the horse.

427. In recording the age of horses on the veterinary-history sheet, no allowance will be made from the 1st November in the year in which the horse was foaled.

428. In case any animals are detached, their veterinary-history sheets will be sent to the O.C. Army Service Corps, and not retained at Regimental Headquarters.

429. Each entry of treatment in the veterinary-history sheet will be signed by the Veterinary Officer in charge.

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

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

432. If possible, before doing so, a certificate must be obtained from the P.V.O. District showing that the disease absolutely necessitates the destruction of the horse or that the injury is incurable. In every instance, either before or after the horse is destroyed, the O.C. Army Service Corps in the P.V.O. District, will be notified by the O.C. District to which the horse has been finally approved of for the service.

433. If a horse dies suddenly or within twenty-four hours of being sold, a Veterinary Officer who examines horses offered for purchase for the service will forward a medical certificate.

434. Leave of absence for one month per year may be granted to an officer commanding a district to officers of the N.Z. Staff Corps and R.N.Z.A. Warrant officers and N.C.O.s of the Permanent Staff may be similarly granted twenty-one days and eighteen days respectively. An O.C. Detachment R.N.Z.A. may grant twenty-one days leave per year to warrant officers of the R.N.Z.A. and eighteen days to N.C.O.s and men of the R.N.Z.A.

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

436. Leave of absence for recreation may be granted to officers, W.O.s, N.C.O.s, or men of the Territorial Force, or a member, will first give fourteen days' notice to the District Headquarters, that he proposes to take such leave. The leave will not be given for the first or last night of training to more than 10 per cent. of the establishment.

437. Any W.O., N.C.O., or man of the Territorial Force, or a member, will first give fourteen days' notice to the District Headquarters, that he proposes to take such leave. The leave will not be given for the first or last night of training to more than 10 per cent. of the establishment.

438. On Sundays service will be held in camp before 11 a.m., if desired, or at the ordinary hour for Divine service; and, where convenient, men may parade and attend any church in the vicinity of the camping-ground, according to their several denominations.

**Chaplains : Divine Service.**

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

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

441. Chaplains will be entitled to remuneration, as laid down in Financial Instructions and Allowance Regulations for N.Z.M.F., when detailed for duty at camps of training.

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

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

444. Facilities will be provided on all possible occasions to enable Chaplains to conduct Divine service in camp, and in other ways to minister to the spiritual requirements of officers and men of the Territorial Force belonging to their respective denominations whilst in camp.

**General Instructions.**

450. 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.

**TERRITORIAL FORCE.**

449. Any W.O., N.C.O., or man of the Territorial Force, or a member, will first give fourteen days' notice to the District Headquarters, that he proposes to take such leave. The leave will not be given for the first or last night of training to more than 10 per cent. of the establishment.

450. Any W.O., N.C.O., or man of the Territorial Force, or a member, will first give fourteen days' notice to the District Headquarters, that he proposes to take such leave. The leave will not be given for the first or last night of training to more than 10 per cent. of the establishment.

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

452. 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.

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

454. In cases where leave for one night is granted, 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.

455. Any W.O., N.C.O., or man of the Territorial Force, or a member, will first give fourteen days' notice to the District Headquarters, that he proposes to take such leave. The leave will not be given for the first or last night of training to more than 10 per cent. of the establishment.

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457. In cases where leave for one night is granted, 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.

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

459. In cases where leave for one night is granted, 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.

460. A member of the Military Forces desirous of obtaining exemption from personal service on the grounds that undue hardship is caused by the requirements of such service (section 28 (a), Defence Amendment Act, 1912), will first give fourteen days' notice to the officer commanding the training unit. Applications of that officer commanding the training unit will, as soon as possible, be forwarded to the Minister of Defence for consideration.

**SECTION IX. MOVEMENTS AND TRAVELLING.**

**TERRITORIAL FORCE.**
### SECTION X.—UNIFORM, EQUIPMENT, DECORATIONS, AND MEDALS.

#### General Instructions.

478. The orders of dress laid down in Tables A and B, Section XII, King's Regulations, will be taken as a guide as to the orders of dress to be worn on parade and on all occasions. The officers and men of the Military Forces when ordered or permitted by competent authority to travel on duty.

479. Officers attending levees, Courts, State balls, and ceremonies at which Royalty or the Governor is present, and on the occasions mentioned in Table A, Section XII, King's Regulations, must wear the authorized full dress, which will, as a rule, be similar to the service dress, with hat and medals, in the case of disbanded officers, without pouches, and with such emblems as are sanctioned by Dress Regulations.

480. Officers in uniform, when in attending or attending funerals, will wear a crape band, 311 in. wide, round the left arm above the elbow.

N.Z. STAFF CORPS, ROYAL N.Z. ARTILLERY, AND PERMANENT STAFF.

485. Officers of the Staff Corps and R.N.Z.A. will wear the uniform laid down in the N.Z. Dress Regulations, with special regimental ornaments as may be approved by the G.O.C.

486. Officers of the Staff Corps will not wear the Staff uniform or Staff distinctions unless appointed to the Headquartes Staff of the Army. Other Ranks serving on a District Staff, or A.A.G. on a District Staff.

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

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

#### Officers of the Territorial Forces.

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

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

491. Officers appointed Aides-de-Camp to the Governor will wear a military dress with a gold aiguillette on the right shoulder.

492. The aiguillette will be worn with full dress uniform by these officers when doing duty with their units.

493. The use of mayoral chains and badges, will not be worn with military uniform.

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

495. Officers will wear the uniform of the N.Z.M.C., whether on the staff or not.

496. Veterinary Officers will wear the uniform of the N.Z.V.C., whether on the staff or not.

497. A blue serge frock may be worn as an undress garment by officers and warrant officers of the Territorial Force, with badges and buttons of the Territorial Force, with badges laid down in the N.Z. Dress Regulations, with such special regimental ornaments as may be approved by the G.O.C.

498. 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.

499. Officers appointed Aides-de-Camp to the Governor will wear the uniform laid down in the N.Z. Dress Regulations, with special regimental ornaments as may be approved by the G.O.C.

500. Officers attending levees, Courts, State balls, and ceremonies at which Royalty is present, and on the occasions mentioned in Table A, Section XII, King's Regulations, must wear the authorized full dress, which will, as a rule, be similar to the service dress, with hat and medals, in the case of disbanded officers, without pouches, and with such emblems as are sanctioned by Dress Regulations.

501. Officers in uniform, when in attending or attending funerals, will wear a crape band, 311 in. wide, round the left arm above the elbow.

N.Z. STAFF CORPS, ROYAL N.Z. ARTILLERY, AND PERMANENT STAFF.

505. Officers of the Staff Corps and R.N.Z.A. will wear the uniform laid down in the N.Z. Dress Regulations, with special regimental ornaments as may be approved by the G.O.C.

506. Officers of the Staff Corps will not wear the Staff uniform or Staff distinctions unless appointed to the Headquartes Staff of the Army. Other Ranks serving on a District Staff, or A.A.G. on a District Staff.

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

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

#### Officers of the Territorial Force.

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

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

511. Officers appointed Aides-de-Camp to the Governor will wear a military dress with a gold aiguillette on the right shoulder.

512. The aiguillette will be worn with full dress uniform by these officers when doing duty with their units.

513. The use of mayoral chains and badges, will not be worn with military uniform.

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

515. Officers will wear the uniform of the N.Z.M.C., whether on the staff or not.

516. Veterinary Officers will wear the uniform of the N.Z.V.C., whether on the staff or not.

517. A blue serge frock may be worn as an undress garment by officers and warrant officers of the Territorial Force, with badges laid down in the N.Z. Dress Regulations, with such special regimental ornaments as may be approved by the G.O.C.
when parading with troops. Its provision is optional. Officers of the Territorial Force will not provide themselves with frock coats. 498. Uniform is not obligatory for Chaplains except on active service, but a "serf," with the crown and monogram N.Z.M.F. in gold, may be worn. The serf is described fully in the N.Z. Dress Regulations. The uniform authorized for Chaplains is laid down in the N.Z. Dress Regulations. 499. Officers retiring with permission to wear uniform are entitled to wear the uniform of the unit or corps in which they last served, with letters "R," &c.

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

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

W.O.s, N.C.O.s, and Men of the Territorial Force and Senior Cadets.

502. The dress for W.O.s, N.C.O.s, and men of the Territorial Force and Senior Cadets will be as laid down in the N.Z. Dress Regulations.

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

504. Chevron, badges of rank, and badges of skill at arms, &c., will be as laid down in the Clothing and Equipment Regulations for the N.Z. Military Forces. No other badges than those laid down may be worn.

505. Uniform will be worn at all parades and when travelling on duty. 506. No Territorial shall wear his uniform or any part thereof on an occasion or occasion of exercise, or going to or from the place of parade, exercise, training, or military duty. Every Territorial who commits a breach of this regulation is liable to a fine not exceeding £2 for each such offence, recoverable on summary conviction.

SECTION XI.—CEREMONIAL.

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

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

(11.) The Senior Cadets.

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

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

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

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

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

513. Departmental non-commissioned officers shall be entitled to precedence according to their rank. Such rank or position will not, however, entitle the holder of it to the presidency of Courts-martial, or to command in military command of any kind except in cases where such officers and soldiers as may be specially placed under their command.

WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS.

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

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

(1.) Warrant Officers.

Master gunner, first class.
Master gunner, second class.
Staff regimental sergeant-major.
Brigade or regimental sergeant-major.
Armament Q.M.S.
*Bandmaster.
*Armament sergeant-major.
*Mechanic sergeant-major.

(2.) Non-commissioned Officers.

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

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

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

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

517. Classification for pay shall not affect the above classification for purposes of rank and precedence.
Honours and Salutes.

GENERAL INSTRUCTIONS.

518. 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 on duty discharging the National Anthem through.

(2.) To the President 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 the Governor; Presidents of those Republican States in which the Sovereign is represented by an Ambassador; and members of Foreign Imperial and Royal Families.—Same as (1) or (2) respectively, except that their own National Hymn will, when practicable, be played.

(4.) To the Governor at State Ceremonials such as the Opening or Closing 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 Field Marshals.—General salutes, 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 colour flying, officers saluting, bands playing the first part of a slow march; by dismounted services, officers saluting, men presenting arms, colour flying, bands playing the first part of slow march, and drums beating; by corps not having bands, the trumpets or bugles sounding the salute, and the drums beating a ruffle.

(7.) To Commanding Officers (if under the rank of General Officer) of Districts, Garrisons, Camps, or Stations.—Honours (not extending to a salute of guns) due to the rank one degree higher than that which they actually hold.

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

519. The National Anthem is not to be played in connection with salutes on any other occasion than those mentioned above, and is only due to those persons who are entitled to a Royal salute.

520. 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.

521. 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.

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

523. The compliments directed in these regulations are to be paid to officers of the Permanent Forces in any public or military capacity in alliance with His Majesty, according to their respective ranks.

524. Officers or soldiers passing troops with uncased colours will salute the colours, and also the Commanding Officer (if present).

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

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

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

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

529. Officers will salute those officers of the Royal Navy when in uniform whom they would have saluted by individuals of corresponding ranks in their own service.

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

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

532. Non-commissioned officers and men will address warrant officers in the same manner as they do officers, but will not salute them. N.C.O.s, when addressed by their juniors or by private soldiers, will be called by their rank.

533. 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.

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

(1.) On the arrival of a British or foreign vessel of war an officer is to be sent on board to arrange with the naval officer in command as to the exchange of honours and salutes.

(2.) The O.C. District or other officer commanding is to call first on any naval officer (British or foreign) at, or departing to or from, any port within the limits of his command. The visit is to be returned within twenty-four hours.

(3.) The Naval Officer in command below the rank of Captain is to be returned by a Staff officer on behalf of the O.C. District or other Commanding Officer.

(4.) The Governor in each District in which Headquarters are situated before taking action in sub-paragraphs (1) and (2) will consult the Adjutant-General.

GUARDS OF HONOUR.

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

(1.) Upon the King and other Royal personages; and upon Presidents of those Republican States in which the State is represented by an Ambassador.

(2.) At State Ceremonials.

Similar guards of honour, but with the regimental colours, will attend upon the Governor and Officers Administering the Governments of His Majesty's possessions, and such occasions as are customary within the governments. (Guards of honour will not be detailed when a Military or Naval Officer in command is also a Governor of any of the Dominions.) The Government are returning after leave of absence the duration of which has not exceeded three months; nor when they are merely arriving at, or departing from, any of His Majesty's possessions, except that their own National Hymn will, when practicable, be played.

(3.) (a.) At the port where the Naval Commander-in-Chief of the Australian Stations lands for the first time in the Dominions (or within the limits of the time they are ordered to reside in the Dominions).

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

536. A guard of honour of fifty rank and file, with two officers, one carrying the regimental colours, and a band, will attend—

(1.) When a foreign General or Flag Officer lands at a military station, within His Majesty's dominions, to visit the Governor or O.C.

(2.) To receive distinguished personages other than those mentioned in paragraph 535, or on occasions not specified in paragraph 536 when it is deemed expedient.

(3.) (a.) At the port where the Naval Commander-in-Chief of the Australian Stations lands for the first time in the Dominions (or within the limits of the time they are ordered to reside in the Dominions).

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

537. Voluntary guards of honour (as in 533) may be furnished for the Governor when visiting cities or towns in the Dominion on other than State occasions, and provided that troops are available without expense.

538. Mounted escorts will attend if ordered when guards of honour are furnished, as provided for in Regulation 535. The strength of the escort for the Governor will be one officer, one sergeant, one trumpeter, two or more ranks.

Voluntary escorts may be furnished as in para. 537.
Flags will be shown as follows:—

<table>
<thead>
<tr>
<th>Flag Stations</th>
<th>New Zealand Ensign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>12 ft. to 6 ft.</td>
</tr>
<tr>
<td></td>
<td>6 ft. to 3 ft.</td>
</tr>
<tr>
<td>The barracks, Auckland</td>
<td>1*</td>
</tr>
<tr>
<td>Wellington</td>
<td>1&quot;</td>
</tr>
<tr>
<td>High Street Barracks, Wellington</td>
<td>1*(c)</td>
</tr>
<tr>
<td>Saluting battery, Pippeta Point, Wellington</td>
<td>1*</td>
</tr>
<tr>
<td>Fort Ballance</td>
<td>1*6</td>
</tr>
<tr>
<td>Christchurch,</td>
<td>1*</td>
</tr>
<tr>
<td>King Edward Barracks, Christchurch</td>
<td>1*</td>
</tr>
<tr>
<td>Lyttelton</td>
<td>1*</td>
</tr>
<tr>
<td>Fort Jesus</td>
<td>1*</td>
</tr>
<tr>
<td>Dunedin</td>
<td>1*</td>
</tr>
<tr>
<td>District Headquarters, Dunedin</td>
<td>1*</td>
</tr>
<tr>
<td>Central Battery</td>
<td>1*</td>
</tr>
</tbody>
</table>

* On anniversaries, State occasions, and when required for saluting or special purposes.

Saluting Stations.

540. The following is a list of stations at which salutes are authorized to be given from the first fire—

Auckland: Saluting battery, North Head.
Wellington: Saluting battery, Auckland.
High Street Barracks, Wellington: Saluting battery, Alexander Barracks.
Fort Ballance, Christchurch.
King Edward Barracks, Lyttelton.
Fort Jesus, Dunedin.

No salute will be fired on any account except in case of advance of rank, when the scale for the new rank is granted.

541. The forts and batteries referred to in paragraph 530 will fire salutes on the occasion of an official visit to the Governor.

542. The common salutes are—

Royal salute—
(1.) The Governor General; 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.
(2.) The standard of the Sovereign, or Prince of Wales when passing in a vessel.
(3.) Anniversaries—Birthday (as notified in the Gazette), Accession, Coronation of Sovereign, birthday of the Queen, Mother, and Empire Day.

In all cases, the number of guns fired shall be equal to the number of years of age of the person saluted, unless the Governor shall have directed otherwise.


543. The Governor and Officers Administering the Government will be saluted on the following occasions. They will not receive artillery salutes on any other occasions:—

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

Saluting Stations.

544. The forts and batteries referred to in paragraph 530 will fire salutes on the occasion of an official visit to the Governor.


545. The regulations for saluting the Governor General, the Governor, and other persons in the order of precedence, are as follows:

(1.) The Governors General of the Dominion of Canada, the Commonwealth of Australia, the Union of South Africa, and the Governor of the Dominion of New Zealand, Governor General of the Dominions of Canada, and Lieutenant General of the Army being present shall be saluted with a salute not exceeding twenty-one guns.
(2.) The opening, proroguing, and dissolving Parliament of the Dominion.
(3.) All Admirals of the Fleet.
(4.) The Governors, Lieutenant Governors and Officers Administering the Government of Colonies or States, and Administrators acting under the Governor.

Military Funerals.

546. Military funerals will be accorded (a) to officers and soldiers of the N.Z. Staff Corps, R.N.Z.A., and Permanent Staff, (b) to officers and soldiers of the Territorial Force buried within the area group furnishing the unit or corps with which they are serving at the time of their death, and (c), when the necessary facilities are available, to veterans who are in possession of British war medals at the time of their death.

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

Military Funerals.

548. The number of guns fired shall be fixed at the discretion of the military authorities, subject to the provisions of the Regulations for the Decoration of the Burial-ground, 1878, and the Regulations for the Decoration of the Burial-ground, 1879.

549. Military funerals will be accorded (a) to officers and soldiers when passing in a vessel.

Number of guns, 1—8—13—15—20—25—30.

550. The number of guns to be fired on the landing-place varies with the importance of the occasion, such as a great victory gained by His Majesty's forces, or highly advantageous national event, the Governor may direct such salutes to be fired as the occasion may seem to him to require.

Military Funerals.

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

<table>
<thead>
<tr>
<th>Rank</th>
<th>Salute of Guns</th>
<th>Rounds to be fired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant-General</td>
<td>13</td>
<td>3 batteaux and 4 squadrons</td>
</tr>
<tr>
<td>Major-General</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td>Brigadier-General</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Colonel Commanding</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Lieutenant-Colonel</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Major</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Lieutenant or 2nd Lieutenant</td>
<td>1*</td>
<td>2</td>
</tr>
<tr>
<td>Sergeant</td>
<td>1*</td>
<td>2</td>
</tr>
<tr>
<td>All other grades</td>
<td>1*</td>
<td>2</td>
</tr>
</tbody>
</table>

* Only when commissioned as Brigadier-General.

552. At the funeral of Generals or Flag Officers, or of Commodores and Brigadiers when the number of guns to be fired is fixed by the Governor, the number of guns to be fired shall be fixed in accordance with the Regulations for the Decoration of the Burial-ground, 1878, and the Regulations for the Decoration of the Burial-ground, 1879.

553. The number of guns to be fired shall be fixed at the discretion of the military authorities, subject to the provisions of the Regulations for the Decoration of the Burial-ground, 1878, and the Regulations for the Decoration of the Burial-ground, 1879.
557. Upon the authority of the Governor, at the funerals of civil functionaries the same number of guns will be fired as minute guns, while the procession is going to the burial-ground, as they were entitled to as salutes when living.

558. No officer under the rank of General Officer is entitled to compliments except to members of the Royal Family or to armed corps; when officers of inferior rank present arms to General Officers and to civil Governors within the limit of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to General Officers in uniform, and to civil Governors within the precincts of their governments.

559. Guards, including guards of honour, mounted over the person of the King and members of the Royal Family will pay no compliments except to members of the Royal Family; and guards, including guards of honour, mounted over the Governor-General and Governors within their respective governments will pay no compliments to officers or persons of lesser degree. When any such guards are mounted over the person of the King and members of the Royal Family will pay no compliments when living.

MINUTE GUNS AT CIVIL FUNERALS.

560. Guards are at all times to turn out and pay the compliments they would stand with sloped arms. They will not pay compliments to any unarmed party. A mounted party will "present arms" to all guards turning out.

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

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

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

ARTILLERY SALUTES.

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

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

566. Sentinels mounted over the quarters of a General Officer will "present arms" to General Officers only; to officers below that rank they will "carry arms."

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

ANTILLOUS SAILING.

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

FLAGS IN VESSELS AND BOATS.

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

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

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

SECTION XII. CORRESPONDENCE, FORMS, BOOKS, AND STATIONARY.

Correspondence.

572. An officer will deal with his correspondence in such a manner as to enable himself to make his correspondence ready on his arrival. An O.C. District will impress upon officers the desirability of doing promptly with correspondence, and will suppress any tendency to unnecessary correspondence. Officers are to be regulated according to their ranks, or corresponding ranks, in the dispatch and arrangement of correspondence.

573. An officer is responsible for the correctness of documents submitted by him. In transmitting correspondence to higher authority he is to receive from the officer from whom he receives his correspondence, placing such observations, based on local knowledge, as may enable a final decision to be arrived at.

574. 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 G.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 to whom power to dispose of the case, copies or precis of the correspondence being sent to any officer in the chain of command whom it is considered desirable to keep informed on the subject, but through whose office the correspondence has not actually passed.

(c.) Routine matters on which it is not necessary for the intermediate officers to be informed, and regarding which direct communication is authorized, will be so dealt with.

As no rules can be laid down classifying subjects as (a), (b), or (c), the responsibility of deciding the course to be adopted rests with the officer originating the correspondence.

It may happen that correspondence may pass from one of the above categories to another. In such cases the officer in charge of the papers when the change occurs will be responsible that they are passed through the proper channel.

575. Office letters to superior authority are to be written on foolscap paper with quarter margin. Memoranda may be written on half-foolscap size. Letters addressed to superior authority are to be headed thus:

[Here state subject.] From [Office or head of department.] Date: [Office or head of department.]

576. 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—Equine, etc. Paragraphs are to be numbered, and enclosures described in the margin or in a separate schedule. Unnecessary enclosures are to be avoided, and blank leaves removed. The rank and unit and appointment of officers are to be added after their signatures. Signatures are to be in manuscript, and not stamped. When a communication has reference to two or more officers the register number and date of the former letters are to be quoted.

577. Unless instructions are given to the contrary, replies, remarks, or additions are to be written on a separate sheet of foolscap paper, and enclosures are to be made in the form of minutes. The first minute is to follow where the original ends, and the person who affixes it will mark the
original No. 1, and his minute No. 2. Each succeeding minute is to immediately follow that which by date precedes it, and will be numbered. A fresh half-sheet is to be added when required. Attached documents and enclosures will be added at the end of the file in the order in which reference is made to them, and each such file is to be identified by a separate alphabetical letter.

Correspondence addressed to individuals unconnected with the army will be treated in the manner customary in civil life, and replies will not be sent in minute form.

575. Correspondence, returns, &c., for Headquarters will be addressed to the "Headquarters, N.Z. Military Forces, Wellington." Local correspondence will not ordinarily be forwarded; if the matter cannot be clearly elucidated in the letter, a précis of the local correspondence, bringing out the salient points, will usually suffice. Replies to Headquarters letters will bear in addition the further address indicated in those letters. Replies to Headquarters letters must quote the Headquarters Office registry number. All envelopes containing periodical returns are to be inscribed "Returns" in the left-hand upper corner.

576. When documents other than periodical returns or statements are to be transmitted through the O.C. District, except as provided in paras. 574, letters for the O.C. District and for Brigade or Coast Defence Commanders and their staffs are to be addressed as follows:

- "Headquarters, Military District [Place]."
- "Headquarters, Brigade [Place]."
- "Headquarters, Coast Defence [Place]."

577. An O.C. District or Brigade will himself sign letters intended for superior officers which are initiative or important in their character. When an O.C. District or Brigade is absent, letters of an urgent character may be signed by an officer of the Staff. In letters so signed for O.C. Districts or Brigades the cause of his absence will be stated.

578. In direct correspondence between O.C. Districts and Brigade Commanders, between C.O.s and between heads of departments, letters are to be signed by those superior officers themselves. When an officer employs his staff to conduct any correspondence with officers of equal rank or with officers of lower rank, the staff officer is to be addressed, the general rule being that official correspondence will be conducted between equals in rank, and that any officer of junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter.

579. Correspondence from commanders to their subordinates may be signed by the Superior officer.

580. An application from a regimental officer to be submitted to the C.O. through the Adjutant. An application from a N.C.O. or man to be made to his Company, e.g., Commander, who, if necessary, will lay it before the C.O. of the unit.

581. Letters not on public service are not to be enclosed in official covers.

582. A diagram showing the channels of correspondence emanating from units of the N.Z. Military Forces is given in Appendix IV.

583. Officers Commanding Districts will keep a record of all correspondence passing through their offices. The C.O. will never be sent to districts from Headquarters. O.C. Districts will see that the system employed in their offices conforms generally to the system in force at Headquarters as detailed in "Office Instructions."

SECRET AND CONFIDENTIAL DOCUMENTS AND MAPS.

584. A document marked "Secret" is intended only for the personal information of the individual to whom it is officially addressed, and to officers under him whose duties it affects. He is personally responsible for its safe custody, and that its contents are disclosed to those officers and to them only.

585. 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.

586. Communications addressed to any O.C., and marked "Confidential," will be sent unopened to his private address.

587. 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 a secret or confidential document, unless the officer to whom it is authorized to use an official document or information or which he becomes possessed in his official capacity is in the furtherance of the public service in the performance of his duties, or to publish, by any means, any foreign official documents, or to use 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.

Jan. 27.

The New Zealand Gazette.
The New Zealand Gazette.

Examination Returns.

<table>
<thead>
<tr>
<th>Return</th>
<th>No. of Form</th>
<th>Numbered by</th>
<th>To whom sent</th>
<th>Date of Examination</th>
<th>When due at Headquarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.P.C.</td>
<td>2112</td>
<td>O.C.D.</td>
<td>C.G.B.</td>
<td>Last Tuesday in June</td>
<td>1st December (annually)</td>
</tr>
<tr>
<td>A.P.C.</td>
<td>2112</td>
<td>O.C.D.</td>
<td>C.G.B.</td>
<td>October</td>
<td>1st April (annually)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O.C.D.</td>
<td>C.G.B.</td>
<td>June and November</td>
<td>1st January and 1st May (annually)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O.C.D.</td>
<td>C.G.B.</td>
<td>Last Monday in March and 1st Monday in October</td>
<td>1st October and 1st May (annually)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O.C.D.</td>
<td>C.G.B.</td>
<td>3rd Monday in April (should Easter Monday or Good Friday fall in this week the examination will commence on the 1st Monday in April, and the 3rd Monday in October)</td>
<td>1st January and 1st July (annually)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O.C.D.</td>
<td>C.G.B.</td>
<td>3rd Monday in May and 1st Monday in December</td>
<td>1st October and 1st August (annually)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O.C.D.</td>
<td>C.G.B.</td>
<td>3rd Tuesday in January and 2nd Tuesday in March</td>
<td>1st October and 1st March (annually)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O.C.D.</td>
<td>C.G.B.</td>
<td>3rd Tuesday in February and 3rd Tuesday in June</td>
<td>1st January and 1st July (annually)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O.C.D.</td>
<td>C.G.B.</td>
<td>1st week in December</td>
<td>1st October (annually)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A.F.</td>
<td>3003</td>
<td>1st Tuesday in July</td>
<td>1st June (annually)</td>
</tr>
</tbody>
</table>

Forms, Books, and Stationery.

596. 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 the Classified List of N.Z. Military Forces and Books, a copy of which is issued periodically to all concerned. Army forms and books supplied without payment to Staff officers are shown in N.Z. Form L1.

Indents will be made annually, on the 1st October in each year, direct to Headquarters on N.Z. Forms L1 and L2 respectively.

Supplementary indents for army forms and books will be made on N.Z. Form L3.

597. The following will be in possession of every unit:—

- Regulations for New Zealand Military Forces.
- The Army Act Regulations.
- The standard regulations of each arm for which a Territorial Force has been organized.
- The Training and Manoeuvre Regulations.
- N.Z. Dress Regulations.
- Musketry Regulations.
- Field Service Regulations (Part I).
- Field Service Regulations (Part II).
- N.Z. Mobilisation Regulations.
- Manual of Map-reading and Field Sketching.
- Field Service Pocket-book.
- Animal Management.
- N.Z. Law and Regulations.

598. A free issue will be made to each officer and sergeant (except N.Z.C. of Senior Cadets) of all arms of one copy of Regulations for N.Z. Military Forces, one copy of Field Service Regulations (Part I), and one copy of Musketry Regulations; and to each officer and sergeant of each arm, and to each man of the N.Z.M.C., of one copy of the Training Manual relating to the arm to which he belongs. The books marked * will be issued on the scale of one per squadron, battery, or company for use when required by officers and others. The remaining books will be issued on the scale of one per unit. 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 safekeeping when officers and sergeants leave the Forces. These books must be produced for inspection when called for.

600. All printing, other than that for units to be provided out of maintenance grant, required in districts will be referred to Headquarters for approval and transmission to the Government Printing Office. In cases of urgency authority may be requested for local printing.

601. Supplies of army forms and books (except examination), whether on payment or as a free issue, can be obtained on application to the Director of Equipment and Stores, Headquarters, Wellington. When issued on payment they will be paid for out of the maintenance grant.

Supplies of examination forms and books may be obtained on application to the Director of Military Training, Headquarters, Wellington.

SECTION XIII.

Rifle Clubs.

Formation.

602. Rifle Clubs may be established in such localities as may be authorized by the Governor: Provided, however, that all Rifle Clubs which have been duly gazetted or authorized by General Order prior to these regulations shall be considered Rifle Clubs duly authorized under these regulations.

603. A Rifle Club may be formed by application on a prescribed form signed by not less than fifteen men eligible to become active members, who must be natural-born or naturalized British subjects, and who are bona fide residents of the locality in which it is desired to form the club, which must be forwarded to the Officer in Charge of the club in which the club will be situated. In special cases the Governor may authorize the formation of clubs to which the surplus men not required for the Territorial Force can be posted to carry out the prescribed training. If at any time after the first year of formation the strength of a Rifle Club falls below fifteen active members, such club may be disbanded by the Governor.

604. The maximum strength of a Rifle Club will be 100 members.

MEMBERSHIP.

605. Rifle Clubs shall consist of:—

(a) Ordinary members; (b) Honorary members; (c) General Training attached.

606. Ordinary members must be under the age of fifty-five, and shall undertake to serve as a Secondary Reserve to be drafted in time of emergency into the Regular or Territorial Force when the Territorial Force Reserve has been exhausted.

607. Officers on the Active List and soldiers of the Permanent Force, Permanent Staff, and Territorial Force, including those of General Training Section, may not become ordinary members of Rifle Clubs.

608. Those under (c) are those liable for service in the Territorial Force, but for whom no vacancies exist, and who are therefore required to carry out the prescribed training in the General Training Section of the Arms Group of the Rifle Club.

609. The attaching of those to Rifle Clubs will be carried out by the Arms Group Officer during June, concurrent with the postings to the Senior Cadets and Territorial Force.
Members so attached will not have a vote in the disposal of funds, subscriptions, &c., provided by senior members, unless they voluntarily subscribe to the rules of the club regarding private subscriptions.

610. Any person desiring to become an ordinary member of a Rifle Club must apply to join the one situated nearest to his place of residence; provided that the transfer is approved by the President of the club concerned. Where the club membership is up to the maximum, as new members under (c) join, the surplus members will be transferred to other units.

611. Every person who is accepted as an ordinary member of, or attached under (c) to, a Rifle Club shall be subject to all orders and regulations as laid down in para. 617.

612. The President of the club shall not accept any person as an ordinary member unless the candidate can prove by the production of his Record-book that he has been passed as medically fit for service in the Territorial Force or for service in a Rifle Club.

613. In the case of persons who have never been supplied with Record-books, the President of the club will be held responsible that every candidate accepted as an active member is fit for service in the field.

614. Except when a state of national emergency or imminent national danger has been proclaimed, any ordinary member of a Rifle Club may resign by giving fourteen days' notice in writing to the President of his club, and on such resignation being accepted his name shall be transferred to the list of members who are in possession of Government property, the same must be returned and delivered in good order to the President of the club to which it is consigned.

615. The President of a club shall at once forward to the Area Sergeant-major of the area in which the club is situated a notification of the death, departure from the district, or resignation from the club of any member. Absence for a longer period than three months from the locality in which a club is established shall mean departure from the club of the member concerned, and such absence obtained from the President of the club, shall be liable to be struck off the strength of the club to which he belongs.

616. Any ordinary member leaving an area in which his club is located may, at his own request made in writing to the club President, be transferred to a club convenient to his intended place of residence; provided that the transfer is approved by the President of the club to which transfer is sought.

617. Should the strength of the Territorial unit in the area fall below its authorized establishment, or should it be required to increase its strength, the transfer of those under (c) from Rifle Clubs in the area may be made.

618. The following free issues of ammunition will be granted subject to the conditions laid down in para. 639:

(1.) For each senior member, 150 rounds annually.

619. The O.C. District may dismiss any ordinary member of a Rifle Club for a breach of those regulations, or for any conduct which, in his opinion, may bring discredit on Rifle Clubs.

ARMs AND AMMUNITION.

620. All orders and directions of the O.C. with respect to the administration of Rifle Clubs will be communicated by the O.C. District to the Officer in Charge of the Area, who will issue the necessary orders to give effect to the same.

621. The officials of a club will be (a) a President; (b) each section of a club may have a Vice-President, equivalent to a section commander in a company. These officials will be elected by the club in the ordinary way. The names or changes in Presidency are to be sent to the Area Group Officer, who will pass them to the O.C. of the Reserve of the Territorial Forces to be encouraged to become Presidents and Vice-Presidents of Rifle Clubs.

622. All orders and directions of the O.C. with respect to the administration of Rifle Clubs will be communicated by the O.C. District to the Officer in Charge of the Reserve of the Territorial Forces to be encouraged to become Presidents and Vice-Presidents of Rifle Clubs. These officials in a President of a club may be recommended by the President to be struck off the roll for misconduct or for other sufficient cause, the existence and sufficiency of such cause to be determined by the committee of the club.

623. 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 senior member of the club, or to the club, until three years after such purchase, except on approval of the President.

624. At all times when members of Rifle Clubs are carrying out drill or musketry practice, any senior member of the club to perform such duties as his deputy when he cannot attend personally.

625. The rules for clubs shall be modelled on the lines indicated in paras. 656.

626. The General Training Section of a Rifle Club will be required to attend to the minimum of eighteen afternoon or evening drills at convenient drill centres, and fire the prescribed course of musketry. Such training will be deemed equivalent service to that required in the General Training Section under section 41 of the Defence Act, 1909.

627. A maintenance grant of 24.6d. per junior member will be made to Rifle Clubs, and will be administered by the Area Group Officer (vide "Financial Instructions and Allowance Regulations").

628. Senior members of Rifle Clubs may obtain rifles and spare parts, &c., on repayment, providing the same are available, from time to time, at the prices laid down in the Ordnance Price-list.

629. 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. Rifles not to be sold to members of Rifle Clubs on the deferred-payment system unless the club undertakes to act as guarantor for the repayment of the price on the expiration of the agreement between the purchaser and the Defence Department.

630. Should an O.C. District consider it advisable, he may use the facilities of clubs to supply rifles for service in the Territorial Force or for service in a Rifle Club.

631. Ammunition supplied by the Government as a free issue will be delivered free at any railway-station in the vicinity of the club.

632. The privilege of purchasing rifles from the Government by senior 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 O.C.

633. 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 senior member of the club, or to the club, until three years after such purchase, except on approval of the President.

634. No rifle purchased by a senior member of a Rifle Club from the Government may be taken out of the Dominion.

635. Ammunition supplied by the Government as a free issue will be delivered free at any railway-station in the vicinity of the club.

636. In the case of rifles, ammunition, and other stores supplied by the Government, either by purchase or on loan, the freight will be paid by the club.

637. Should the President of the club, or, in his absence, a member authorized by him in writing, sign the receipt for such, or any other article of Government property, issued for the use of the members of the club, he will be held responsible for their safe custody and proper distribution, and will issue no article without obtaining a written receipt of the member to whom he issues it.

638. The following free issues of ammunition will be granted subject to the conditions laid down in para. 639:

(1.) For each senior member, 150 rounds annually.
(2.) Where field firing can be carried out in a locality considered absolutely safe by the O.C. District, a special allowance of 50 rounds per man. This allowance, however, will only be granted when arrangements can be made for the ammunition to be expended under conditions which will ensure that the Military Forces shall not be exposed to the risk of discovery by the enemy.

639. Ammunition issued free annually to clubs for the use of members of Rifle Clubs is to be considered a subsistence allowance. Ammunition is not to be accumulated from year to year.

640. Presidents of clubs will furnish a yearly return to District Headquarters showing the number of rounds of musketry ammunition on hand; and such unexpended balance shall be deducted from the issue for the following year.

641. Presidents of clubs will make arrangements for the collection of empties and return of empty cases, and for the proceeds of the sale of such empty cases to be credited to club funds, and to be used only for club purposes.

642. 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. Rifles not to be sold to members of Rifle Clubs on the deferred-payment system unless the club undertakes to act as guarantor for the repayment of the price on the expiration of the agreement between the purchaser and the Defence Department.

643. Any rifle purchased by a senior member of a Rifle Club from the Government may be taken out of the Dominion.

644. Ammunition supplied by the Government as a free issue will be delivered free at any railway-station in the vicinity of the club.

645. In the case of rifles, ammunition, and other stores supplied by the Government, either by purchase or on loan, the freight will be paid by the club.

646. Should the President of the club, or, in his absence, a member authorized by him in writing, sign the receipt for such, or any other article of Government property, issued for the use of the members of the club, he will be held responsible for their safe custody and proper distribution, and will issue no article without obtaining a written receipt of the member to whom he issues it.
ANNUAL COURSE OF MUSKETRY.

642. Every senior and junior member of a Rifle Club will fire a prescribed annual course of musketry as laid down in the N.Z. Musketry Instructions.

643. The nominal ranks furnished to Area Sergeants-major at the end of each training-year shall show that this has been done.

644. No active member who has not fired this course will be struck off the strength of the club.

645. Rifle Club practices shall only be carried out on ranges which have been inspected and passed by the Defence Department authorities.

646. Units of the Territorial Force, Senior Cadet Companies, and Rifle Clubs have equal rights to the use of any Government ranges.

647. If any accident should happen to a marker or to any other person while practice is proceeding on a rifle range, the same must be reported in writing at once by the President of the club to the headquarters of the nearest Infantry battalion or Mounted regiment.

INSURANCE.

648. On or before the 15th May in every year the President of each club shall prepare and forward to the Area Sergeants-major a nominal roll on the prescribed form showing:

(1.) The names of all senior members of the clubs on the last day of April.

(2.) The number of the rifle in each senior member's possession.

The drill and musketry performed by each senior member during the year.

649. Any Rifle Club which fails to furnish this return, or furnishes a return which, in the opinion of the O.C. District, is unsatisfactory, shall be reported to the G.O.C., if he thinks fit, may recommend that such club shall be disbanded.

UNIFORM.

650. A pattern of service dress will be approved, and may be worn by members of Rifle Clubs. It will not be issued free, and its provision is optional. Uniform will only be worn when at training, or when performing military duty, or on other occasions when uniform is authorized to be worn. Commissioned officers will wear the uniform to which they are entitled.

651. Senior members of Rifle Clubs who are still serving in the Territorial Force Reserve will wear the uniform of their unit or corps; otherwise no member of a Rifle Club, as such, shall wear any uniform except that authorized for Rifle Clubs in the N.Z. Clothing and Equipment Regulations. Badges and chevrons of rank laid down for officers and men for the Permanent and Territorial Forces will not be worn with this uniform.

RAILWAY WARRANTS.

652. Senior and junior members of Rifle Clubs may be granted railway warrants (second class) when proceeding to the nearest rifle range to carry out practice or drill.

653. Free railway warrants may be issued by the O.C. District to members of Rifle Clubs to enable them to attend the annual meetings of the Dominion Rifle Association, or approved rifle meetings up to a distance of 100 miles.

654. Warrants will be issued by the authorized officer as described in para. 425.

655. 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.; and as excepted as provided for in para. 653.

MODEL RULES.

656. 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 senior member of the club unless proposed by two or more members of the club, except in the case of a transfer, which is provided for by para. 616 of the regulations, and on payment of such entrance fee and annual subscription as may be prescribed by the by-laws from every member who shall compete in a match for prizes; provided always that the entrance fees be devoted to the prize money.

(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 the committee shall be elected at the annual meeting of the club, which shall be held on such date as the committee may determine, or appoint such other date as the committee may determine.

(5.) Any office-bearer or member of the committee being absent without leave from three successive meetings of the committee shall be liable, at the discretion of the committee, to have his seat declared vacant.

(6.) Any extraordinary vacancy in the committee, caused either by resignation or enforced retirement under Rule 5, may be filled up by the committee.

(7.) The meetings of the committee shall be convened by the Secretary.

(8.) The annual meeting of the club for the election of office-bearers shall be convened by notice to each member, and not less than seven days' notice shall be given of such meeting.

(9.) A balance-sheet, audited by two members appointed at the preceding annual meeting, shall be laid before the members at every annual meeting, and at any special meeting convened for the purpose.

(10.) The President shall preside at all committee and general meetings at which he is present.

In the absence of this member, the Presiding Officer selected by the members present may elect a chairman for any meeting.

(11.) The President, or a deputy appointed by him, will conduct all correspondence with the Area Sergeants-major or General Officers in Group in which the club is situated.

(12.) The Secretary shall keep minutes of all general meetings of members, and of meetings of the committee, and shall conduct all correspondence ordered by the committee, and he may, if duly authorized, act as the deputy of the President.

(13.) The subscription of every member shall become due on such date as may be fixed by the by-laws, and no one shall be admitted 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 regulations or decisions of the committee.

(15.) A general meeting of the club shall be called at any time by the Secretary on receiving a requisition signed by so many members as may be prescribed by the by-laws; the time and object of such meetings to be notified to each member one week previous to such meeting.

(16.) The practice days of the club shall be fixed by the by-laws, but the Secretary may, on giving due notice to every member, alter the time as they may think necessary, or appoint such other days in addition to the above as may appear expedient.

(17.) After providing for the necessary expenses of the club, the committee may expend the balance of any moneys other than those received from Government in granting prizes to its members, the rifle matches at which such prices are to be competed for being duly notified by advertisement.

(18.) In addition to the annual subscription, if any, the committee of the club may, if they think fit, to exact such subscription as may be prescribed by the by-laws from every member who shall compete in a match for prizes; provided always that the entrance fees be devoted to the prize money.

(19.) The rules for the matches and club practices, the distances, the conditions of firing, the nature and value of the prizes, and all other details, shall be decided by the committee.

(20.) The committee shall have power to frame such by-laws as may from time to time be necessary for carrying on the business of the club; such by-laws shall, however, be subject to approval of the club at a general meeting thereof.

(21.) Any senior member of the club may, on his resignation, become an honorary member of the club without payment of any annual subscription, provided that a resolution to this effect is passed at a general meeting of the members of the club convened for this purpose.

(22.) The conditions and regulations of the Dominion Rifle Association shall 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 XIV.—SENIOR CADETS.

General.

657. The unit of organization in the Senior Cadets will be the company.

658. Students at schools, or members of other recognized organizations, such as the Boy Scouts, may be formed in distinct companies or half-companies according to their number. Companies or half-companies so formed will be an integral part of a school or other organization to which they belong, and will be subject to its discipline and training.

659. In the management of these companies and half-companies the military authorities will co-operate with the headmaster and the second head of the organization as regards both discipline and training.

660. In schools which furnish two or more companies of Senior Cadets the units will be grouped together by half-companies, and a senior officer may be appointed as O.C. Contingent. The officer so appointed will be in addition to the Commandant, whose work he will coordinate, 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.

6.2 A Senior Cadet temporarily resident in another part of the country may perform his drills with a Senior Cadet Company in that part, provided the consent of the Company Commander and of the Army Sergeant-major of the area in which the Cadet has been registered, and the consent of the area Sergeant-major, is obtained. The consent of the area Sergeant-major must be obtained for the training performed.

6.3 On a Cadet being transferred from one area to another during the course of his Cadet training, his 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.

6.4 Under the O.C. District the O.C. companies of Senior Cadets are responsible for the command and training of their respective companies. They will be assisted by officers of the Staff Corps and the members of the Permanent Staff of the area group to which they belong.

Annual Inspection.

6.5 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.

Control.

6.6 The responsibility of officers in charge of Area Group of Territorial units, and Area Sergeant-major in the command of Senior Cadets are laid down in paras. 79 (3), 80 (2), and 82 (4).

Appointment of Officers in Senior Cadets.

6.7 The rules governing the appointment, promotion, and retirement of officers for service in the Senior Cadets are laid down in paras. 96-99 and 115-129.

Duties of the Officer Commanding a Company.

6.8 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.

6.9 Selected N.C.O.s of the Territorial Force may, on the recommendation of their Commanding Officer, be appointed by the O.C. District as colour-sergeant Cadet instructors and attached to Senior Cadet companies. While so attached they will attend the annual camp of their unit, and will fire the annual course of musketry laid down for the Territorial Force, but during the rest of the year will be at the disposal of the O.C. Senior Cadet company to which they belong.

6.10 Senior Cadets of the age of sixteen and over may be appointed Cadet non-commissioned officers, and promoted by the O.C. Company, within the establishment laid down.

6.11 No Senior Cadet, while serving as such, can rise above the rank of colour-sergeant, and no Senior Cadet N.C.O. has any authority or powers of command except in the Senior Cadets.

6.12 In companies forming part of a school the appointment of N.C.O.s is the responsibility of the headmaster, and no Senior Cadet N.C.O. has any authority or powers of command except in the Senior Cadets.

6.13 The service of Cadets who have reached the age for transfer to the Territorial Force, and who are of the rank of Cadet sergeant or over, may be retained with the Senior Cadets subject to the following conditions—

1. The number of N.C.O.s whose services are so retained must not exceed a total of four per Cadet company. These N.C.O.s will be specially selected and recommended by the O.C. Cadet Company, and their retention with the Senior Cadets will be subject to the approval of the O.C. District and to the consent of the N.C.O. concerned.

2. These N.C.O.s will be posted to a unit of the Territorial Force in the ordinary course, and will be formed into the arms and equipment of the unit (but not uniform). After posting they will be shown as detached for service with the Senior Cadets, and in the uniforms they will continue to wear, and will count this service with the Cadets as Territorial service up to the age of twenty-five so long as their duties are satisfactorily performed. They are liable to be returned to their unit at any time on the recommendation of the O.C. Cadet Company. On being transferred to the Reserve at the age of twenty-five these N.C.O.s may continue to serve in the Senior Cadets up to the age of thirty under the same conditions as before, except that the cadets must not attend any annual camp and need not perform the Reservist's parades.

(3.) In addition to their Cadet service these N.C.O.s will attend for a period of seven days annually, exclusive of days of arrival and departure, the annual camp of their unit so long as they continue to be borne on its strength. They will take these times and when attending camps or courses of instruction be entitled to the same pay, &c., as other private soldiers of the unit, but will not, while serving with the Senior Cadets be eligible to hold any higher rank than that of private in the Territorial Force.

Uniform.

6.14 The uniform and equipment of the Senior Cadets is laid down in the Equipment Regulations for the New Zealand Military Forces.

6.15 Uniforms, arms, and accoutrements of the authorized pattern will be issued free, under the conditions laid down in the N.Z. Equipment Regulations to Senior Cadets or to Boys Scouts enrolled in the Senior Cadets. This uniform is Government property.

6.16 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.

6.17 No Senior Cadet shall wear his uniform or any part thereof (including the military greatcoat) except when performing military duties or serving in any camp of training or military exercise, or going to or from the place of parade, exercise, training, or military duty. Every Senior Cadet who commits a breach of this regulation is liable to a fine not exceeding £2 for each such offence, recoverable on summary conviction.

Maintenance Grants.

6.18 The maintenance grant to Senior Cadets is laid down in the "Financial Instructions and Allowance Regulations."

Training.

6.19 The training to be performed by Senior Cadets is laid down in para. 249.

The musketry course for Senior Cadets is laid down in N.Z. Musketry Instructions.

Discipline.

6.20 Discipline in the Senior Cadets is dealt with in paras. 229-233.

SECTION XV.—THE NEW ZEALAND FORCES MOTOR RESERVE OF OFFICERS.

Establishment.

6.21 The New Zealand Forces Motor Reserve will consist of one Lieutenant-Colonel, one Staff Officer, sixteen Majors, thirty-two Captains, and one hundred and twenty-eight Lieutenants.

Administration.

6.22 The New Zealand Forces Motor Reserve will be administered on mobilization by a Lieutenant-Colonel of the Territorial Force, who will be responsible to the Quartermaster-General, assisted by a Staff Officer, who will be appointed from the Permanent Forces of the Dominion. The administrative duties in peace will be performed by an officer of the Headquarters Staff under the Quartermaster-General.

Requisitions for Service.

6.23 In peace time requisitions for the services of New Zealand Forces Motor Reserve Officers will be forwarded for approval by O.C. Districts direct to the Quartermaster-General, Headquarters, New Zealand Defence Forces, Wellington.

Conditions of Service.

6.24 (a.) Gentlemen accepting commissions in the New Zealand Forces Motor Reserve must possess a thoroughly efficient motor-car and a good practical knowledge of it. They will be required to perform seven days' duty annually (consecutively or otherwise as required, or as fourteen half-days) if called upon. Their duties will be entirely in connection with the Headquarters and District Staffs of the Defence Forces. Officers will be asked to perform duty as far as possible in the neighbourhood in which they reside.

(b.) Officers of the New Zealand Forces Motor Reserve must be between the ages of twenty-one and fifty-nine inclusive. They will be placed on the Retired List at the age of sixty.

Eligibility for Appointment.

6.25 Commissioned officers of the Permanent Forces, Territorial Force, Senior Cadets, and compulsory members of Rifle
Clubs will not be eligible for appointment to the corps. Reserve officers and members of Rifle Clubs over the age limit for service with the Territorial Force will, however, be eligible.

**DRESS.**

685. The uniform to be worn will be as laid down in the New Zealand Dress Regulations. Officers must provide themselves with Service Dress only, the provision of other uniform being optional.

**ABSENCE FROM NEW ZEALAND.**

686. Officers who will be absent from New Zealand or in any way prevented from performing their duties must inform the Officer Commanding the District to that effect, in writing.

**PAY.**

687. Officers shall receive the following rates of pay applicable to Territorial Officers of their rank, when called upon for duty, but only half these rates if called out for a half-day's tour of duty (see para. 688), viz.:

- Lieutenant-Colonel, at the rate of 15s. per diem.
- Major, 12s.
- Captain, 10s.
- Lieutenant, 8s.

**ALLOWANCE FOR USE OF CARS.**

688. (1.) Allowances will be granted to officers as follows in connection with their employment on duty in peace time:

- Class "A" cars of not less than 20 horse-power and 26 cwt. in weight, having seating capacity for four persons (including driver), 40s. per diem.
- Class "B," cars of under 20 horse-power or under 26 cwt. in weight, having seating capacity for four persons (including driver), 37s. 6d. per diem.
- Class "C," cars of not less than 10 horse-power having seating capacity for one or two persons in addition to driver, 30s. per diem.

(2.) An officer may also be called out for a half-day's tour of duty, when half the above rates only will be paid. A half-day's tour of duty will not exceed five hours.

(3.) This allowance must cover all expenses, including wear and tear, cost of petrol and lubricating oil, cost of repairs, ferry tolls, &c. Days on which out and home journeys only are performed do not count for the daily allowance unless the total mileage for these journeys exceeds twenty-five miles, when an extra day's pay (para. 687) will be paid.

**PRECEDENCE.**

689. Officers of the New Zealand Forces Motor Reserve take precedence as follows: (1) For the purposes of command, with their units only; (2) for purposes other than command, according to the date of their seniority in the Territorial Force.

**DISCIPLINE.**

690. Officers of the New Zealand Forces Motor Reserve will be subject to the regulations relating to discipline which are in force for the Territorial Force.

**FORMS.**

691. All claims for payments, authorization of payments, and reports of duty performed must be forwarded, on the special forms authorized by the Officer Commanding the District, direct to the Permanent Staff Officer administering the corps, at Headquarters, Wellington, who will, if satisfied that they are correct, forward them to the Quartermaster-General for approval.

**EXAMINATION.**

692. There will be no examination for promotion in connection with the Motor Reserve, and first appointments will be recommended by the General Officer Commanding, New Zealand Military Forces, in ranks suitable to the ages of applicants. Promotions will be subsequently made in the Motor Reserve as vacancies in the establishment of the various ranks occur.

As witness the hand of His Excellency the Governor, this twenty-second day of December, one thousand nine hundred and thirteen.

J. ALLEN,
Minister of Defence.