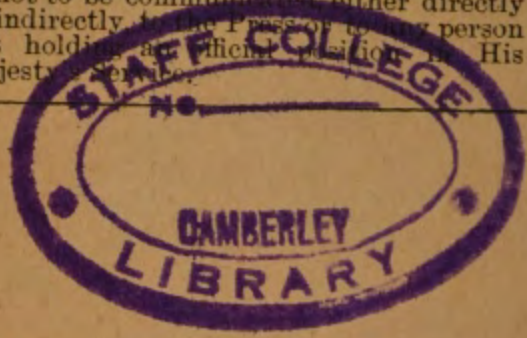


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REGULATIONS

FOR

MOBILIZATION.

1914.

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REGULATIONS

FOR

MOBILIZATION.

1914.

TABLE SHOWING THE NUMBERS OF THE PARAGRAPHS
IN REGULATIONS FOR MOBILIZATION, 1912
(AS AMENDED BY ARMY ORDERS), AND OF THE
CORRESPONDING PARAGRAPHS IN
REGULATIONS FOR MOBILIZATION, 1914.

1912.	1914.	1912.	1914.	1912.	1914.	1912.	1914.
1	(i) p. 9	43	12		117		89
2	(ii) "	44	13	83	{ 140		90
3	(iv) "	45	53	84	123	122	91
4	(v) "		{ 174				92
5	(vi) "	46	—	85	122		93
6	(vii) "	47	—	86	285	123	85
7	—	48	—	87	284	124	21
8	(ix) p. 9	49	—	88	7	125	23
9	(x) "	50	—	89	61	126	{ 86
10	(xi) "	51	—	90	33		89
11	(xii) "	52	54		{ 25	126A	{ 86
12	(xiii) "	53	55	91	26		87
13	(xiv) "	54	56		{ 27	127	—
14	(xv) "	55	57	92	31	128	99
15	(xvi) "	56	—	93	34	129	—
16	(xvii) "	57	—		{ 25	130	128
17	(xix) "		{ 58	94	26		{ 15
18	{ (xx) "	58	63	95	32	131	{ 105
19	{ (xxii) "	59	124	96	—	132	105
20	{ (xxi) "	60	59	97	84	133	105
	1	61	—	98	35	134	97
	2	62	59	99	41	135	159
21	{ 3	63	124	100	—		{ 25
	4		{ 127	101	35	136	{ 32
22	3		{ 132	102	{ 36		106
23	5	64	{ 136		{ 135	137	158
24	95		{ 137		{ 173	138	—
25	6	65	138	103	{ 230	139	173
26	8	66	96	104	—	140	173
27	9	67	133	105	62	141	108
28	10	68	98	106	63	142	201
29	107	69	130	107	63	143	113
30	230	70	—	108	64	144	195
30A	16	71	114	109	65	145	—
31	10	72	115	110	74	146	171
32	11	73	171	111	67	147	—
33	118	74	131	112	68	148	—
34	18	75	103	113	69		{ 115
35	20	76	{ 17	114	66	149	{ 272
36	123		{ 129		{ 70		{ 143
37	45	77	104	115	{ 78	150	{ 223
38	51	78			{ 83	151	143
39	46		119	116	70	152	220
40	163	79	120	117	121	153	228
40A	47		{ 110	118	—	154	228
41	{ 48	80	{ 113	119	—	155	229
	{ 49	81	{ 113	120	124	156	14
42	52	82	111	121	125	157	—

1912.	1914.	1912.	1914.	1912.	1914.	1912.	1914.
158	{ 63	205	155	256	—	296	{ 79
	212	206	172		27		80
159	168	207	156	257	{ 233	297	—
160	{ 109	208	157	258	38	298	81
	213	209	171	259	39	299	82
161	214	210	168	260	84	300	83
162	{ 142	211	167	261	—	301	60
	211	212	191	262	71	302	60
163	230	213	186	263	72	303	124
164	231	214	164	264	73		89
165	116	214A	187	265	75	304	{ 91
166	134	214B	188	266	76		94
167	217	215	189	267	77	305	85
168	224		{ 189	268	72	306	22
169	225	216	190	269	78	307	23
170	226	217	158	270	78	308	87
170A	227	218	192		89	309	—
171	245	219	{ 11		90	310	252
172	143		177	271	{ 91	311	253
	{ 143	220	178		93	312	—
173	145	221	179		{ 85	313	256
174	144	222	180	272	88		257
175	146	223	181	273	21	314	{ 258
176	147	224	182	274	23	315	279
177	{ 148	225	183	275	—	316	259
	149	226	185	276	—	317	273
178	152	227	175	276A	232	318	276
179	—	228	—		169	319	274
180	152	229	176		170	320	276
181	—	230	—		233	321	275
182	141	231	184		{ 236	322	260
183	140	232	160	277	242	323	280
184	139	233	168		243	324	281
	{ 161	234	198		244	325	282
185	204	235	199		246	326	271
	{ 205	236	200		233	327	272
186	206	237	—	278	{ 234	328	278
187	208	238	168		153	329	261
188	209	239	202	279	{ 40	330	255
189	210	239A	197		234	331	263
190	212	240	203	280	{ 235	332	264
191	214	241	—		238	333	{ 284
191A	215	242	286	281	—		298
192	218	243	287	282	240		{ 266
193	216	244	288	283	241	334	267
194	219	245	289	284	109		{ 268
195	221	246	290	285	239		269
196	222	247	292	286	247	335	270
197	162	248	293	287	294		
198	163	249	291	288	295		
199	—	250	—	289	297		
200	—	251	—	290	248		
201	—	252	—	291	44		
202	165	253	—	292	43		
203	166	254	—	293	—		
204	154	255	—	294	(xvi) p. 14		
				295	—		

New paragraphs.

19
24
28

1912.	1914.	1912.	1914.	1912.	1914.	1912.	1914.
New paragraphs.		New paragraphs.		New paragraphs.		New paragraphs.	
	29		112		207		265
	30		126		237		277
	42		150		249		283
	50		151		250		296
	100		193		251		
	101		194		254		
	102		196		263		

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Explanation of Abbreviations.

EXPLANATION OF ABBREVIATIONS.

A.B.	Army Book.
A.D.O.S.	Assistant Director of Ordnance Stores.
A.F.	Army Form.
A.M.D.	Army Medical Department.
A.M.S.	Army Medical Service.
A.O.C.	Army Ordnance Corps.
A.O.D.	Army Ordnance Department.
A.P.C.	Army Pay Corps.
A.P.D.	Army Pay Department.
A.S.C.	Army Service Corps.
A.V.C.	Army Veterinary Corps.
A.V.S.	Army Veterinary Service.
C.O.	Commanding Officer.
D.A.D.O.S.	Deputy Assistant Director of Ordnance Stores.
D.D.M.S.	Deputy Director of Medical Services.
G.O.C.-in-C.	General Officer Commanding - in - Chief, Aldershot, Eastern, Irish, Northern, Scottish, Southern or Western Commands, or the General Officer Commanding London District, Guernsey and Alderney District, or Jersey District.
i/c	in charge of.
I.G.C.	Inspector-General of Communications.
K.R.	King's Regulations.
L. of C.	Line of Communications.
N.C.O.	Non-commissioned Officer.
O.C.	Officer Commanding.
Para.	Paragraph.
R.A.C.D.	Royal Army Clothing Department, Pimlico.
R.A.M.C.	Royal Army Medical Corps.
R.E.	Royal Engineers.
R.F.A.	Royal Field Artillery.
R.F.C. (M.W.)	Royal Flying Corps (Military Wing).
R.G.A.	Royal Garrison Artillery.
R.H.A.	Royal Horse Artillery.
S.A.A.	Small-arm ammunition.
S.R.	Special Reserve.
W.O.	Warrant Officer.

EXPLANATION OF TERMS USED.

(i.) **MOBILIZATION.**—Mobilization is the process by which an armed force passes from a peace to a war footing. The mobilization of a unit means its completion for war in personnel, animals, and matériel.

(ii.) **UNITS.**—For mobilization purposes each of the following constitutes a UNIT :—

(Units printed in *italics* are formed on mobilization.)

HEADQUARTERS UNITS.

General Headquarters (1st Echelon).

General Headquarters (2nd Echelon).

General Headquarters (3rd Echelon) (Adjutant-General's office at the Base).

The headquarters of an army corps (a group of 2 or more divisions).

The headquarters of a cavalry division.

The headquarters of a division.

The headquarters of a cavalry brigade allotted to a cavalry division.

The headquarters of a cavalry brigade not allotted to a cavalry division.

The headquarters of a mounted brigade (Territorial Force).

The headquarters of an infantry brigade.

The headquarters of cavalry divisional artillery.

The headquarters of divisional artillery.

The headquarters of divisional engineers.

The headquarters of cavalry divisional Army Service Corps

The headquarters of Inspector-General of Communications.

The headquarters of Administrative Services and Departments.

The headquarters of L. of C. Defences.

The headquarters of a Base.

The headquarters of an Advanced Base.

The headquarters of a Large Rest Camp.

The headquarters of an Infantry Base Dépôt.

The headquarters of a General Base Dépôt.

CAVALRY UNITS.

A cavalry regiment.

The headquarters of a cavalry regiment allotted as divisional cavalry.

A cavalry squadron allotted as divisional cavalry.

The headquarters of a regiment of Irish Horse.

A squadron of Irish Horse.

The headquarters of King Edward's Horse.

A squadron of King Edward's Horse.

The headquarters of a yeomanry regiment.

A yeomanry squadron

Explanation of Terms used.

ARTILLERY UNITS.

- A horse artillery brigade.
- A horse artillery battery *and ammunition column*.
- A field artillery brigade.
- A field artillery (howitzer) brigade.
- A heavy artillery battery *and ammunition column*.
- A garrison artillery company allotted to coast defences.
- A divisional ammunition column.*
- The headquarters of a medium siege artillery brigade.*
- A battery of a medium siege artillery brigade.
- An ammunition column of a medium siege artillery brigade.*
- The headquarters of a siege artillery brigade (heavy).*
- A battery of a siege artillery brigade (heavy).
- A horse artillery battery (Territorial Force).
- A mounted brigade ammunition column (Territorial Force).
- The headquarters of a field artillery brigade (Territorial Force).
- A field artillery battery (Territorial Force).
- A field artillery brigade ammunition column (Territorial Force).
- The headquarters of a field artillery (howitzer) brigade (Territorial Force).
- A field artillery (howitzer) battery (Territorial Force).
- A field artillery (howitzer) brigade ammunition column (Territorial Force).
- A heavy artillery battery (Territorial Force).
- A heavy artillery ammunition column (Territorial Force).
- The headquarters of a mountain artillery brigade (Territorial Force).
- A mountain artillery battery (Territorial Force).
- A mountain artillery brigade ammunition column (Territorial Force).
- A group of coast defence companies of garrison artillery (Territorial Force).

ENGINEER UNITS.

- A field squadron.
- A field troop.
- A field company.
- A signal squadron.
- A signal troop with a cavalry brigade.
- A signal troop (Territorial Force).
- A divisional signal company.
- The headquarters of a general headquarters signal company.*
- The headquarters of an army headquarters signal company.*
- An air-line section.*
- A cable section.*
- A wireless section.*
- A bridging train.
- A railway company (construction).

- A fortress company (for duty on L. of C.).
- * A fortress company.
- A works company (L. of C.).
- A signal company (L. of C.).
- A railway transport establishment.
- A printing company.
- A field company (Territorial Force).
- A signal company with division (Territorial Force).
- A signal company, air-line (Territorial Force).
- A signal company, cable (Territorial Force).
- A signal company, wireless (Territorial Force).
- * A works company (Territorial Force).
- * An electric lights company (Territorial Force).
- A survey section.

FLYING CORPS UNITS.

- Headquarters and kite squadron of the Royal Flying Corps (M.W.).
- An aeroplane squadron.
- An aircraft park.

INFANTRY UNITS.

- An infantry battalion.
- A cyclist company allotted as divisional mounted troops.
- The headquarters of a cyclist battalion (Territorial Force).
- A company of a cyclist battalion (Territorial Force).

ARMY SERVICE CORPS UNITS.

- The headquarters of a divisional train.
- A company of a divisional train.
- An army troops train.
- The headquarters of a divisional transport and supply column (Territorial Force).
- A company of a divisional transport and supply column (Territorial Force).
- A mounted brigade transport and supply column (Territorial Force).
- A cavalry ammunition park (M.T.).
- An ammunition park (M.T.) for a cavalry brigade (with attached troops) not allotted to a cavalry division.
- A divisional ammunition park (M.T.).
- A cavalry supply column (M.T.).
- A supply column (M.T.) for a cavalry brigade (with attached troops) not allotted to a cavalry division.
- A divisional supply column (M.T.).
- An Army Troops supply column (M.T.).
- A base mechanical transport depôt.
- An advanced mechanical transport depôt.
- A base horse transport depôt.
- An advanced horse transport depôt.

* When allotted to garrison duties.

Explanation of Terms used

- A reserve park.*
- A field butchery.*
- A field bakery.*
- A railway supply detachment.*
- A depôt unit of supply.*
- A central requisition office.*
- A branch requisition office.*
- A bakery section.*
- An advanced remount depôt.*
- A base remount depôt.*

MEDICAL UNITS.

- A cavalry field ambulance.*
- A mounted brigade field ambulance (Territorial Force).*
- A field ambulance.*
- A field ambulance (Territorial Force).*
- A clearing hospital.*
- A stationary hospital.*
- A general hospital.*
- A clearing hospital (Territorial Force).*
- A general hospital (Territorial Force).*
- A convalescent depôt.*
- An ambulance train.*
- A hospital ship.*
- An advanced depôt of medical stores.*
- A base depôt of medical stores.*
- A sanitary section.*
- A sanitary squad.*
- A sanitary company (Territorial Force).*

VETERINARY UNITS.

- A mobile veterinary section.*
- A veterinary section.*
- An advanced depôt of veterinary stores.*
- A veterinary hospital (Territorial Force).*
- A base depôt of veterinary stores.*

ORDNANCE UNITS.

- An ordnance company.*

PAY UNITS.

- A base A.P.D. unit.*

POSTAL UNITS.

- A base post office.*
- An advanced base post office.*
- A stationary post office.*

MILITARY PRISON UNITS.

A military prison in the field.

EMBARKATION UNITS.

The headquarters for embarkation duties.

An embarkation rest camp (Establishment A).

An embarkation rest camp (Establishment B).

A rest camp supply depôt.

An embarkation supply depôt.

An embarkation remount depôt.

(iii.) A "company, &c.," means a squadron, troop, battery, or company; or, in the case of A.V.C. and A.O.C., a section or company.

(iv.) PLACE OF MOBILIZATION.—The place where a unit is made ready to proceed on active service.

(v.) FIRST DAY OF MOBILIZATION.—The first day of mobilization is, unless otherwise ordered, the day following that on which the order to mobilize is issued from the War Office.

(vi.) PLACE OF JOINING.—The place at which regular reservists (see Appendix B), special reservists or Territorial Force soldiers join on mobilization.

(vii.) WAR STATION.—The place to which a unit is primarily allotted for service.

(viii.) PLACE OF ASSEMBLY.—The place at which a Territorial Force formation concentrates before moving to its permanent war station.

(ix.) FIELD ARMY.—Includes that portion of the forces in the field not allotted to fortresses, coast defences, or garrisons.

(x.) THE EXPEDITIONARY FORCE consists of the troops, administrative services and departments, regular or other (including those required for L. of C.) destined for service abroad (see War Establishments, Part I.).

(xi.) FIELD UNITS.—Mobile units of the field army allotted to cavalry division, divisions, brigades, army troops or L. of C. defence troops.

(xii.) L. of C. UNITS.—Units on the L. of C. and under the command of I.G.C.

(xiii.) UNITS ALLOTTED TO GARRISON DUTIES include units in the United Kingdom allotted on mobilization to the defence of fortresses, defended ports, and vulnerable points for which garrisons or guards have been specially detailed. Details of units allotted to garrison duties are issued confidentially to officers concerned.

(xiv.) UNALLOTTED UNITS are those not included in the Expeditionary Force or not permanently allotted for home defence.

(xv.) THE PEACE ESTABLISHMENT of a unit is the number of officers, W.Os., N.C.Os., men, animals, guns and vehicles provided for it annually in Army Estimates, and is given in "Peace Establishments" published annually.

Explanation of Terms used.

(xvi.) THE WAR ESTABLISHMENT of a unit is the number of officers, W.Os., N.C.Os., men, animals, guns and vehicles required for war, and is given in "War Establishments."

(xvii.) BASE DETACHMENT.—This detachment includes the storemen, the first reinforcements as defined in Field Service Regulations, Part II., and certain other personnel left by a regular unit at the oversea base. The composition of this detachment for each field unit is given in War Establishments, Part I.

(xviii.) DETAILS.—This term means the details composed of immatures, unfit, and any other personnel left by a unit at its peace station when the unit leaves that station.

(xix.) THE WAR OUTFIT of a unit is the matériel of all kinds which it requires for war, and consists of—

War Equipment.

Clothing and Necessaries.

Supplies.

Medical and Veterinary Equipment.

War equipment is the whole of the equipment with which a unit takes the field; it consists of (a) that portion of its peace equipment which a unit retains on mobilization, and (b) mobilization equipment, *i.e.*, the additional equipment required to enable a unit to proceed on active service. Details of war equipment are found in Mobilization Store Tables, Army Form G. 1098 series for the Regular Army, and in Army Form G. 1099 series for the Territorial Force.

War equipment is subdivided into (i.) personal equipment, and (ii.) regimental equipment.

(i.) Personal equipment comprises the equipment (arms, ammunition and accoutrements) which is issued for the personal use of a soldier, and which he would take with him when transferred or attached to another unit.^o

(ii.) Regimental equipment consists of such arms, ammunition and accoutrements as are not personal equipment, and of the guns, ammunition, vehicles, harness, saddlery, stationery and other stores held by, or for, a unit either as peace equipment or mobilization equipment. It is, in short, the whole of its equipment which is not personal equipment.

If specially ordered, the normal war equipment may be supplemented by special equipment, such as blankets, and the additional transport required to carry it.

* Such articles as the rifles held by certain artillery field units, wire cutters, pioneer equipment for cavalry units, &c., are not personal but regimental equipment. These articles, though issued to individual men for use while in the unit, do not accompany them if transferred to another unit.

Clothing and necessaries comprise the personal kit of a soldier, other than his arms, ammunition and accoutrements. Details of clothing and necessaries are shown in the Clothing Regulations and in the Regulations for the Territorial Force.

Supplies comprise one day's supply of preserved meat, biscuit, bacon, tea, sugar, jam, salt, pepper, cheese, mustard, dried vegetables and oats to be carried by a unit as a reserve, from the place of mobilization, for use in the field.^o The quantities are laid down in the Allowance Regulations.

Medical and veterinary equipment is that required by units and by medical and veterinary officers on mobilization. The details of this equipment are contained in the Regulations for the Army Medical Service and for the Army Veterinary Service for the Regular Forces, and in Equipment Regulations, Part 3, for the Territorial Force.

(xx.) SERVICE AMMUNITION is the small-arm ammunition required on mobilization to fill men's pouches, waistbelts or bandoliers, and machine-gun belts.

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1909.

(xxi.) REGIMENTAL RESERVE AMMUNITION is the further quantity of ammunition required by a unit on mobilization as laid down in the Mobilization Store Table of the unit.

(xxii.) The service ammunition for individual men is personal equipment; that for the machine guns as well as the regimental reserve ammunition is regimental equipment.

* In cases where any of the above-mentioned articles are not held in reserve in peace or are not obtainable by local purchase, suitable substitutes should, if possible, be provided. Cavalry units will hand over supplies to the supply officer at the port of disembarkation.

PART I.

ARRANGEMENTS DURING PEACE.

(Paragraphs printed in *italics* refer to Partial mobilization only.)

SECTION I.—GENERAL INSTRUCTIONS.

1. The circumstances which necessitate mobilization regulate the number and organization of the troops to be mobilized and the time available for their mobilization.

2. Mobilization may be either general or *partial*.

3. A general mobilization entails the mobilization of the whole of the military forces in the United Kingdom, including the Channel Islands. G.Os.C.-in-C. are responsible that preparations are made in peace time, in accordance with these regulations, for carrying out such a mobilization. In order to prepare for it they are kept informed, confidentially, of the day by which units must complete mobilization and of the day by which regular and special reservists will join.

4. *For a partial mobilization special instructions will be issued from the War Office detailing the forces to be mobilized and any special procedure to be followed.*

5. Unless orders to the contrary are issued, units which exist as such in peace mobilize at their peace stations or peace headquarters; those which are formed on mobilization, at the place at which they draw their mobilization equipment.

6. Under the authority of the Postmaster-General, post offices, other than town sub-offices, from which telegrams are delivered, will be kept open continuously from the time the order for a general mobilization is issued until further orders. The local military authority will give written notice to the postmaster concerned when it is no longer necessary to keep any particular office open continuously.

7. Except in the case of A.S.C., R.A.M.C., and A.O.C., for which corps special instructions are issued by the War Office, units are allotted to the Expeditionary Force by stations; on change of station the incoming unit takes the allotment of the unit which it replaces. In no other case will a change be made in the allotment of a unit without reference to the War Office. The allotment of units for home defence is communicated confidentially to all concerned.

SECTION II.—LOCAL COMMITTEES, SCHEMES,
POSTERS AND NOTICES.

(i.) COMMITTEES AND SCHEMES.

8. A mobilization committee will be formed in each command, under the presidency of the General Officer i/c Administration, and in each coast defence command, under the presidency of the Commander of the Coast Defences. The General Staff and the services and departments will be represented on the committee.

9. Local mobilization schemes, in accordance with these regulations, will be drawn up in peace time by commanders of stations, units, depôts and establishments respectively. These schemes will be revised as circumstances require, and in any case once a year, under the orders of the G.O.C.-in-C. When a unit leaves its station its mobilization scheme will be handed over to the incoming unit. Mobilization schemes will not be embodied in defence schemes; but each defence scheme should contain references to the local mobilization scheme affecting it, and copies of the latter should be attached to the defence scheme as appendices.

10. Local mobilization schemes should contain the arrangements for the accommodation of the different units mobilizing at the station, and, if necessary, the arrangements for the hire of temporary transport and the time-table for drawing stores, &c. These schemes will also show the day and hour at which the unit is required to entrain, and also the arrangements for any moves by road during the mobilization period. (See para. 129.)

11. The mobilization scheme of a unit, depôt, &c., should include—

- (i.) All orders received during peace time as to its duties on mobilization.
- (ii.) The orders to be issued on mobilization by the O.C.
- (iii.) Arrangements for accommodation.
- (iv.) Arrangements for provision of supplies and system of feeding during mobilization.
- (v.) Details of and arrangements for drawing mobilization equipment, including regimental reserve ammunition, &c.
- (vi.) Arrangements for obtaining horses and transport.
- (vii.) Arrangements for concentration at the place of mobilization and at the war station.
- (viii.) Arrangements for medical and veterinary examinations.
- (ix.) Arrangements for civilian assistance (if required), see para. 12.
- (x.) Detail of parties to be received from or sent to other units.

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79	(xi.) Arrangements for the disposal of the clothing and necessaries not required by the unit on mobilization, of regimental and personal baggage and mess plate left behind, and for handing over barracks, &c.
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(xii.) In the case of a unit formed on mobilization, a detailed statement of the sources from which the personnel will be obtained.

It will also contain a certificate from the O.C. the station in which the unit mobilizes that the arrangements are compatible with the station mobilization arrangements. This certificate will be renewed annually.

14	12. In cases where the urgency of mobilization is such that the necessary work connected therewith cannot be carried out by the available medical and veterinary officers, clerks, artificers, tailors, shoemakers, farriers and shoeing smiths, &c., without delaying the mobilization of the unit, civilian assistance as required will be employed. Subject to the condition that no peace expenditure is incurred without the authority of the G.O.C.-in-C., and with due regard to economy, officers should make what arrangements seem to them necessary for obtaining any temporary civilian assistance required during the mobilization period. These arrangements will be embodied in the mobilization scheme.
Engineers	
9440	

13. Each officer i/c records is responsible for the preparation in peace of a scheme by which the whole of the personnel under his control is allotted to the best advantage, with due regard to the efficiency, not only of the regular units and depôts affiliated to his record office, but also of the reserve units, including any to be formed on mobilization. A statement, on the printed forms issued, showing the distribution of the various categories of personnel, will be forwarded to the War Office with the half-yearly mobilization returns. (See Appendix C.)

14. When granting permission to a reservist to visit a foreign country the officer i/c records will instruct the reservist that, in the event of a general mobilization, he is to at once report himself in writing to the nearest British Consul.

15. The commandant of a school or institution which is closed on mobilization (see para. 105) is responsible for informing, in peace, the officer i/c records concerned what personnel it will be necessary to retain on mobilization to close the school or institution.

79	16. In each command one railway company is selected to prepare time-tables for the rail moves mentioned in para. 129. The G.O.C.-in-C., in consultation with this company, will prepare time-tables showing details of all special trains required for these moves; also details of all moves by ordinary trains which involve the use of horse boxes, cattle wagons and vehicle trucks, or the provision of accommodation for more than 50 men in any one train.
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17. A G.O.C.-in-C. will make such arrangements in peace time as will ensure that the subordinate military authority immediately responsible for carrying out the moves mentioned in para. 129 shall, on receipt of the order to mobilize, carry out those moves without reference to superior authority.

(ii.) POSTERS AND NOTICES.

18. An O.C. a district will, under the supervision of the G.O.C.-in-C., cause mobilization posters (A.Fs. D 427 and E 634) to be distributed to Os.C. depôts and such other officers in his district as he considers should be in possession of them. He will arrange in peace with these officers to have the two posters displayed on the gates of barracks and on other military buildings when a general mobilization is ordered. Os.C. districts will indent direct on the War Office for any copies of these posters which they may require.

19. Arrangements are made by the War Office with the Home Office, the Scottish Office, the Police authorities in Ireland, and the General Post Office, respectively, for the distribution and custody of mobilization posters in peace, and for the prompt display of these posters on mobilization.

20. *In the event of a partial mobilization, when a portion only of the regular or special reserve is to be called up, combined posters and schedules detailing the part of the Reserve to be called up will be issued direct from the War Office to Os.C. districts, Chief Constables, &c.*

21. The notices to regular and special reservists to join (A.Fs. D 463, D 643A and D 463B) together with the addressed envelopes (A.F. D 419) to contain them, will be prepared and held ready for issue by officers i/c records, Os.C. reserve brigades R.F.A., and by Os.C. Special Reserve or Territorial Force units. These officers will keep themselves acquainted with the addresses of all regular and special reservists administered by them, and are responsible that the addresses on the envelopes (A.F. D 419) are kept up to date.

22. The notices to join on embodiment (A.F. E 635) for officers and soldiers of the Territorial Force, including reservists of that force, the notices to join (A.F. E 635A) for members of Class II. of the National Reserve who have been allotted to his unit, and the addressed envelopes (A.F. D 419) to contain these notices, will be completed and held ready for issue by each O.C. a Territorial Force unit. An O.C. unit will keep himself acquainted with the addresses of all officers and soldiers under his command.

23. The special envelope (A.F. D 419) is only to be used for the purposes mentioned in paras. 143, 236 and 252.

24. The officer carrying out the transfer of a regular soldier to the Army Reserve is responsible for explaining personally to

the man the "Instructions to Join" contained in the identity certificate, the use of the cash order and railway warrant attached thereto, and the penalty for improper use of the cash order and railway warrant as laid down in Pay Warrant.

SECTION III.—ARRANGEMENTS FOR COMPLETING PERSONNEL.

1. REGULAR ARMY AND SPECIAL RESERVE.

(i.) *Officers.*

25. The officers required for headquarters units formed on mobilization and for completing existing headquarters units to war establishment are detailed by, or under instructions from, the War Office. An officer on the active list will receive his instructions through the G.O.C.-in-C. or other commander under whom he is serving; other officers will receive instructions direct from the War Office, except when the responsibility for detailing such officers has been delegated to the G.O.C.-in-C. in which case the latter officer will issue the necessary orders and instructions.

26. Other units (except battalions of Foot Guards) will be completed to war establishment as regards officers in accordance with instructions issued, either in peace or on mobilization, from the War Office.

27. The O.C. a regiment of Foot Guards is responsible for detailing, in peace, the officers required to complete battalions of his regiment, including reserve battalions, to war establishment on mobilization. He will be kept informed, from the War Office, of the names of serving, reserve and special reserve officers who will not be available for regimental duty on mobilization. Each O.C. a regiment of Foot Guards will render to the War Office, through the G.O.C., London District, on the 1st February and 1st July in each year a nominal roll of the officers detailed by him to battalions of his regiment.

28. An O.C. a district will nominate one captain of the regular establishment of the reserve battalion as officer to command the details which, on mobilization, will be left at the peace station by the regular battalion. The O.C. a district will keep the O.C. the regular battalion and the O.C. the reserve battalion informed of the name of the officer detailed.

29. Instructions will be issued in peace to each officer of the Special Reserve of Officers as to the place at which he will be required to report in the event of a general mobilization.

(ii.) *Queen Alexandra's Imperial Military Nursing Service.*

30. Matrons, sisters and nurses of Q.A.I.M.N.S. and its reserve will receive from the War Office in peace detailed instructions as to the units they are to join on mobilization, and the time and place at which they must report.

(iii.) *Other ranks.*

31. The responsibility for completing a unit, except a headquarters unit, in personnel (other ranks) rests with the officer i/c records concerned.

32. Instructions for the provision on mobilization of personnel (other ranks) for headquarters units will be issued to all concerned in peace time.

33. For the completion of its personnel (other ranks) to war establishment a unit depends upon—

- (i.) Its peace strength, less men medically unfit, under age or insufficiently trained.
- (ii.) Regular reservists and special reservists.
- (iii.) Personnel withdrawn from institutions closed on mobilization (*see* para. 105).
- (iv.) Transfers and attachments from other units.

34. An officer i/c records is responsible for keeping up to date all arrangements for recalling to the Colours reservists administered by him. *In the case of a partial mobilization, when the number of reservists is in excess of initial requirements, the reservists most recently transferred to the Army Reserve will be utilized first.*

35. Officers i/c records will keep Os.C. depôts (companies, &c., of R.E., and companies, R.A.M.C.) informed as to the reservists (specifying the section of the Army Reserve to which they belong) who will join at their depôts or companies on mobilization. Information as to the size of clothing, as entered on A.F. B 2056 or as modified by A.F. D 430, required for each reservist will also be given.

36. A certain proportion of R.G.A. reservists are allotted to each fortress or defended port, and the commander of coast defences concerned will notify to the officer i/c R.G.A. records the actual station at which these reservists should be directed to join on mobilization. The order to join at a certain station will be issued to the selected reservists in peace by the officer i/c R.G.A. records. Personal equipment, clothing and necessaries for these reservists will be held at the station at which they are to join.

37. An O.C. a Special Reserve or Territorial Force unit is responsible for keeping up to date all arrangements for calling out on mobilization the special reservists serving in his unit. These special reservists will join at the peace headquarters of the Special Reserve or Territorial Force unit to which they belong.

38. An officer i/c records will keep the O.C. a Special Reserve or Territorial Force unit informed, in peace time, of the number of special reservists belonging to his unit who will be required to join regular units on mobilization. He will further inform the O.C. concerned of the place of mobilization of the regular unit or units, and of the numbers of special reservists to be sent to each. An officer i/c records will also keep the O.C. a regular unit informed of the number of special reservists who are to join his

unit on mobilization, and of the Special Reserve or Territorial Force units from which they will be drawn. Special reservists, category (b), belonging to a Territorial Force unit, who are not immediately required for a regular unit, will remain with their Territorial Force unit.

39. An officer i/c records is responsible for calling out special reservists (other than R.F.A. special reservists) who do not belong to a Special Reserve or Territorial Force unit. Such special reservists will be allotted by the officer i/c records to regular units as required, and will be ordered to join as follows:—

R.E.	The service unit.
R.F.C.	The headquarters, R.F.C. (M.W.)
A.S.C.	...	}	The depôt companies and mobilization depôts at Avonmouth, Liverpool and Dublin.
R.A.M.C.	...		Special reservists, category (a), and transferred infantry reservists, at their peace headquarters; special reservists, category (b), at the headquarters of their Territorial Force unit.
A.V.C.	The A.V.C. depôt, Woolwich.

40. An O.C. a reserve brigade, R.F.A., is responsible for calling up on mobilization the special reservists affiliated to his brigade.

(iv.) *Conducting parties for regular reservists.*

41. The O.C. a unit will make arrangements, when necessary, to send to the depôt on mobilization such additional personnel as may be required by the O.C. the depôt to assist in conducting reservists from the depôt to the place of mobilization of the unit. This party will, as a rule, be limited to one officer and two or three senior N.C.Os.

(v.) *Reserve units formed on mobilization.*

42. Reserve cavalry regiments, reserve brigades of R.H.A., additional reserve brigades of R.F.A., and reserve aeroplane squadrons will be formed on mobilization. Details concerning the formation of these reserve units are given in Appendices D, E, F and G.

2. TERRITORIAL FORCE.

43. The personnel required for headquarters units formed on mobilization and for completing existing headquarters units to war establishment will be provided as follows:—

- (i.) Except as provided in (ii.), officers for headquarters units are detailed by the War Office. Each officer so detailed and the G.O.C.-in-C. concerned receives, in peace, a notification from the War Office.

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- (ii.) Medical and veterinary officers for headquarters units which exist in peace will be nominated by divisional commanders, subject to War Office approval. Those required for headquarters units formed on mobilization will be nominated by the War Office.
- (iii.) Clerks to D.A.Ds.O.S. of divisions will be detailed by A.Ds.O.S. of commands in accordance with instructions issued by the officer *i/c* A.O.C. records.
- (iv.) The remaining personnel will be detailed from selected units to which (except in the case of yeomanry, where they are included in the establishment of the unit) they are supernumerary in peace.

44. An O.C. a unit is responsible for keeping up to date all arrangements for calling out on mobilization the officers and soldiers of the Territorial Force under his command, including men of the Territorial Force Reserve and Class II., National Reserve, allotted to his unit. He will make it clear, in peace time, to officers and men under his command that they should join at their peace headquarters, or as otherwise directed, as soon as the poster (A.F. E 634) embodying the Territorial Force is displayed, and not to await the receipt of the formal notice to join (A.F. E 635 or E 635A).

3. REGISTRATION OF OFFICERS, EX-SOLDIERS AND CIVILIANS, FOR EMPLOYMENT ON MOBILIZATION.

45. Officers on the active list of the Regular Army, or belonging to the General or Special Reserve of Officers, or the Territorial Force or its Reserve, or who have retired on retired pay, will not be noted for special employment on mobilization without reference to the War Office.

46. Each G.O.C.-in-C. will prepare a list of officers employed on recruiting duties in his command whom it will be necessary to relieve from those duties on mobilization; he will also prepare a list of retired officers whom it is proposed to employ on those duties. These lists will be revised annually, and forwarded to the War Office on the 1st January.

47. Officers *i/c* cavalry, artillery and infantry records will keep nominal rolls of regular reservists administered by them who are employed in civil life as (1) motor-car drivers or (2) motor-lorry drivers; the necessary information will be obtained from the life certificates sent in each quarter by the reservists. In the case of cavalry and infantry a separate roll will be kept for each regiment. The officers *i/c* records concerned will render to the War Office half-yearly, on 1st April and 1st September, a return showing the number of reservists employed in each of the above categories.

48. Subject to the provisions of para. 45, the names of ex-officers (not belonging to the reserve of officers), pensioners and civilians residing within the Command who would be willing, on

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mobilization, to be employed in garrison duties with the A.S.C., R.A.M.C. and A.V.C., will be registered by the heads of services and departments in each Command, and will be allotted by them to the appointments they are to fill on mobilization. The officers i/c records of these three corps will, at the end of every quarter, inform the officers concerned in each Command at home of the names and addresses of W.Os. N.C.Os. and men who have been discharged the service during the quarter and intend living in the Command.

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A separate return for each of the above services or departments will be rendered annually by Commands, giving the names, ages and qualifications of all ex-officers and others registered who are surplus to the requirements of the Command. When sufficient to meet the requirements of the Command are not available, the return will show the number deficient and the appointments to be filled. When no surplus or deficiency exists, a statement to that effect will be sent in.

49. Returns of ex-officers and others willing to be registered for employment in the A.O.D., A.P.D. and A.P.C., showing the age and qualifications of each, will also be rendered annually; but the allotment will be made by the War Office. In the case of the A.O.D., only ex-officers will be included in the return, but a list of civilian subordinates, other than ex-armourers and ex-armament artificers, available for employment with the A.O.D. on mobilization will be kept in Commands.

The above returns should reach the War Office not later than 15th January of each year.

In the case of the A.O.C., lists of ex-armourers and ex-armament artificers willing to be registered for employment on mobilization will be kept by the officer i/c A.O.C. records by whom the allotment of these men will be made if necessary.

50. Men of the National Reserve who fall within the categories mentioned below are not to be registered for employment under paras. 48 and 49—

- (a) Are registered in Class I.
- (b) Are registered in Class II. and have been selected by County Associations for duty with Territorial Force units on mobilization.
- (c) Are in Government or other employment and whose withdrawal from such employment would be detrimental to their department in war time, *e.g.*, dockyard men, telegraphists in the General Post Office, railway servants, &c.

51. On a general mobilization paid recruiters, except where special instructions have been issued from the War Office, will be replaced by pensioners under arrangements made in peace by Os.C. districts.

52. Arrangements are made between the War Office and the Order of St. John of Jerusalem (for England, Wales and Ireland)

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and the St. Andrew's Ambulance Association (for Scotland) to replace from the Home Hospitals Reserve, as far as their resources permit, R.A.M.C. personnel withdrawn from military hospitals at home on mobilization. Such personnel as cannot be provided from the Home Hospitals Reserve will be obtained locally, in accordance with instructions issued from the War Office.

SECTION IV.—ANIMALS.

GENERAL INSTRUCTIONS.

53. Detailed instructions regarding horse mobilization and the provision of "turn outs" are contained in the Remount Regulations.

SECTION V.—WAR OUTFIT.

(i.) GENERAL INSTRUCTIONS.

54. Detailed instructions for the storage, inspection and turnover of mobilization equipment are contained in the Regulations for Army Ordnance Services and the Equipment Regulations.

55. An O.C. a unit who has war equipment on his charge is responsible that it is complete and fit for service. Except as provided for in the Equipment Regulations, Part 1, no portion of mobilization equipment is to be taken into use in peace time unless authority has previously been obtained from the War Office.

56. Service ammunition should be in the possession of units which exist as such in peace. Regimental reserve ammunition of units allotted to the Expeditionary Force and of certain unallotted units of the Regular Army is held with their mobilization equipment; for other units it is held on A.O.D. charge in the Command in which the peace headquarters of the unit is situated, or, in the case of units which do not exist in peace, in the Command in which the place of mobilization is situated. The place of storage in peace will be detailed in station and unit mobilisation schemes.

57. Stationery boxes containing the stationery, books, forms, &c., required on mobilization by units of the Expeditionary Force and of the Territorial Force are included in the war equipment of the unit. Details of the contents of these boxes are given in the "Tables of Regulations, Army Books and Forms and Stationery" issued from time to time with Army Orders. The contents of these boxes are not to be used in peace, but all books must be amended up to date. For Special Reserve units stationery boxes are held as laid down in the Equipment Regulations, Part 2.

(ii.) MEDICAL AND VETERINARY EQUIPMENT.

58. A G.O.C.-in-C. is responsible that the medical and veterinary equipment in his Command is complete and ready for issue on mobilization. A turnover of medical and veterinary stores will, as far as possible, be arranged for.

As medical and veterinary equipment may have to be obtained on mobilization by local purchase (*see* para. 59), medical and veterinary officers will make themselves acquainted with the local sources of supply and will draw up a scheme for obtaining such equipment.

59. No scale of medical equipment is laid down for coast defences. Medical and veterinary officers in coast defence areas will arrange during peace time for purchases which may have to be made on mobilization, and are, therefore, to make themselves acquainted with local sources of supply. In exceptional circumstances, where local or command resources in medical equipment are insufficient to meet requirements, recommendations may be made to the War Office.

60. In the case of the Territorial Force the war scale* of medical and surgical equipment for headquarters and regimental units, mounted brigade field ambulances and field ambulances will be provided under arrangements made by the War Office. Medical and surgical equipment for the clearing and general hospitals of the Territorial Force will be supplied under arrangements made by County Associations.

(ii.) BAGGAGE.

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61. Arrangements will be made for the storage of the regimental and other baggage and mess plate left behind by a unit when it leaves its peace station. Detailed instructions for the disposal of this baggage, &c., will be included in the mobilization scheme of the unit.

A G.O.C.-in-C. is authorized to arrange for the storage of baggage and mess plate locally, either in Government buildings (if available), in hired buildings, or by arrangement with local depositories and banks; but no expenditure in connection with these arrangements is to be incurred in peace. A unit can arrange to send its baggage, &c., to its depôt, provided the authority of the G.O.-in-C. is obtained and the necessary arrangements are made, in peace, with the O.C. the depôt.

(iv.) REGULAR ARMY AND REGULAR RESERVISTS.

Regimental Equipment.

62. Mobilization equipment, except the personal equipment of reservists who join at depôts and the equipment of certain small L. of C. units, is kept stored at, or will be conveyed on mobilization to the place of mobilization of the unit. The mobilization equipments of L. of C. units which are not specially stored in peace will be obtained as necessary from the A.O.D. at the base of operations.

* Equipment Regulations, Part 3.

Personal Equipment.

63. The personal equipment of men serving is held by their unit ; that of reservists is stored and issued at their place of joining (Appendix B), except that for R.G.A. reservists allotted to heavy artillery units (*see* para. 116), and service S.A.A. for reservists joining infantry battalions of the Expeditionary Force, which latter is stored with the mobilization equipment of the infantry battalion concerned.

64. A reservist who has been permitted to reside in a British Dominion, Colony or Protectorate where there is an Imperial garrison will be provided with equipment there. Personal equipment for reservists who reside in a British Dominion, Colony, or Protectorate where there is no Imperial garrison is held with that of other reservists of the same corps or regiment.

Clothing and Necessaries.

65. Clothing and necessaries, other than the special articles referred to in paras. 67 and 68, for reservists are stored at the place of joining.

66. Clothing and necessaries of reservists who have been permitted to reside in a British Dominion, Colony or Protectorate are held in the same way as their personal equipment. (*See* para. 64.)

67. The special articles (Clothing Regulations, Part III.) for active service required by each soldier, and articles required to complete regimental transport personnel of an infantry battalion to the mounted scale are stored with the mobilization equipment of the unit. In the case of small units for which mobilization equipment is not stored separately these special articles will be issued by the A.O.D. at the base of operations.

68. Articles required to complete drivers of heavy batteries and siege companies, &c., to the mounted scale, and service dress for those not in possession of it, will be issued on mobilization to the several units as laid down in Clothing Regulations, Part III.

69. Identity discs are held for serving soldiers as laid down in Clothing Regulations, Part I. (*see also* para. 87 (i.)), and for regular reservists as laid down in Clothing Regulations, Part III.

Supplies.

70. Each G.O.C.-in-C. will arrange that the stock of preserved meat and biscuit in his Command is sufficient to provide the supplies of the regular field and L. of C. units which mobilize in the Command, *see* Part II., Section IX. (iv).

(V.) SPECIAL RESERVISTS.

Personal Equipment.

71. Personal equipment for special reservists belonging to a Special Reserve or Territorial Force unit, except men of the R.E. (S.R.) Signal and Postal Sections, and R.A.M.C., category (b), (*see* para. 74), is held on charge by their unit at its peace head-

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quarters. The personal equipment of special reservists who do not belong to a Special Reserve or Territorial Force unit is held at the place of joining.

Clothing and Necessaries.

72. Clothing and necessaries, on the peace scale, for special reservists belonging to a Special Reserve unit (except the Irish Horse) are held at the peace headquarters of their unit. Clothing and necessaries for the Irish Horse to complete them to the scale laid down in Clothing Regulations, Part III., are held at the Clothing Depot, Dublin.

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73. Clothing, on the peace scale, for special reservists, except R.E. (S.R.) Signal and Postal Sections, and R.A.M.C., category (b), belonging to units of the Territorial Force is held as laid down for other soldiers of the Territorial Force.

74. In the case of the R.E. (S.R.) Signal and Postal Sections, and R.A.M.C., category (b), special arrangements are made for personal equipment, clothing, necessaries, &c., in accordance with instructions issued in peace to the officers concerned.

75. Clothing and necessaries for special reservists who do not belong to a Special Reserve or Territorial Force unit are held at the reservists' place of joining.

76. Any clothing or necessaries required on mobilization in addition to that held in peace will be issued in accordance with the Clothing Regulations, Part III.

77. Identity discs for special reservists (other than those belonging to Territorial Force units), are held as laid down in the Clothing Regulations, Part II.

Supplies.

78. Supplies (see "Explanation of terms used," para. xix., page 15) are not issued to Special Reserve units on mobilization.

(VI.) TERRITORIAL FORCE.

Regimental Equipment.

79. Mobilization equipment (in accordance with Mobilization Store Tables, A.F. G 1099 series) will be provided at the place of mobilization for all field units and (with the exception of 2nd line transport) for all mounted and cyclist units permanently allotted to garrison duties. A portion of this equipment will be provided by the A.O.D., the remainder from civil sources under arrangements made by the county association concerned. Mobilization Store Tables (A.F. G 1099 series) show the articles to be provided from each source.

80. Dismounted units of the Territorial Force permanently allotted to garrison duties will not be provided with mobilization equipment. (See para. 267.)

Clothing and Necessaries.

81. The clothing and necessaries required by each man on mobilization are laid down in the Regulations for the Territorial Force. Field dressings, brassards for the R.A.M.C. and armlets for stretcher bearers will be stored as may be arranged by County Associations.

82. An identity disc for every N.C.O. and man on or supernumerary to the establishment, including the permanent staff, will be held by each O.C. a unit.

Supplies.

83. Supplies will not be held in peace, but a G.O.C.-in-C. is responsible for making arrangements, in peace, to provide, on mobilization, the supplies required for field units. In cases where preserved meat and biscuits are unobtainable locally, arrangements should, if possible, be made to provide suitable substitutes.

SECTION VI.—RETURNS AND DOCUMENTS.

(i.) MOBILIZATION RETURNS.

84. Returns showing the position, as regards mobilization, of the personnel (other than officers) of the Regular Army at home and of the Regular and Special Reserve will be rendered to the War Office half-yearly in accordance with the instructions contained in para. 13 and Appendix C.

(ii.) GENERAL INSTRUCTIONS REGARDING DOCUMENTS.

85. Officers who hold documents which are required on mobilization will keep them prepared, as far as possible, for use.

86. A soldier's pay book (A.B. 64), an active service casualty form (A.F. B 103), and a field conduct sheet (A.F. B 122) will be held, as laid down in para. 89, for each soldier of the Regular Army and its Reserve, of the Special Reserve, and of the Imperial Service Section of the Territorial Force.

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87 (i.) A.B. 64 of regular serving soldiers, with the identity disc attached, will be kept in bundles as may be most convenient for rapid issue on mobilization. Except as shown in (v.) below, the entries on page 2 of this book will be completed, as far as possible, by the O.C. unit.

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(ii.) A.F. B 103, except the item "Numerical position on Roll of N.C.Os.", will be completed in ink. When a casualty necessitates an alteration, the existing form will be destroyed and a new one prepared.

Part I.—Arrangements during Peace.

(iii.) In the case of A.F.B 122, the regimental number, name corps and date of enlistment only will be entered.

(iv.) When a man is transferred to the Reserve the following procedure will be carried out:—

- (a.) Page 2 of A.B. 64 (except the reference to squadron, battery or company) and page 3 (except reference to allotment and net daily rate of pay) will be completed in ink and signed by the soldier and the O.C. company, &c. The rate of compulsory stoppage, if any, will be entered in red ink. In the case of a soldier holding paid lance rank the rate of pay of his permanent grade, and not that of his lance rank, will be entered.
- (b.) The numerical position of non-commissioned officers on the Roll of N.C.Os. will be entered in ink on A.F. B 103.
- (c.) The remaining entries at the top of A.F. B 122 will be completed. The O.C. the unit will at the same time, in the case of N.C.Os. or soldiers holding lance rank, enter in red ink the date of promotion to present rank and date of appointment to lance rank.
- (d.) A.B. 64, together with A.Fs. B 103, B 122 and the identity disc, will be forwarded to the officer i/c records, who, after checking the entries, will forward them to the O.C. the depôt or unit concerned (*see* para. 89).

Should subsequent amendments in any of these documents be required, the officer i/c records will notify the O.C. the depôt or unit concerned, and the latter officer will make the necessary amendments.

When, by reason of becoming non-effective, or being allowed to reside abroad, or for any other reason, the reservist is no longer detailed to join the depôt or unit on mobilization, the documents referred to in this paragraph will be returned to the officer i/c records and placed with the reservist's other documents. If the reservist again becomes effective A.B. 64, A.Fs. B 103 and B 122 and the identity disc will be re-issued to the officer concerned. These documents will be destroyed six months after the discharge of the reservist provided he has not re-enlisted into Section D.

(v.) A.B. 64 will not be prepared in peace for men of Coast Defence units of Regular garrison artillery and engineers, or for men of the Territorial Force. Os.C. such units will hold a supply sufficient to meet the requirements of men transferred to Expeditionary Force units.

88. In the case of N.C.Os. and men of the Special Reserve, A.B. 64 and A.Fs. B 103 and B 122 will be prepared (so far as is laid down for serving soldiers in para. 87) in peace time only for those men who are detailed to join Regular units on mobilization.

Part I.—Arrangements during Peace.

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(iii.) ARMY FORMS AND BOOKS.

89. The following Army Forms and Books will be held for regulars, special reservists, and men of the Territorial Force:—

Description.	Officers holding.	Number to be kept in stock.
<p>A. B. 64. Soldier's Pay Book. A. F. B 103. Active Service Casualty Form. *A. F. B 122. Field Conduct Sheet.</p>	<p>Os.C. units for— Serving soldiers with the unit. Regular and special reservists who join units direct on mobilization. Imperial Service Section, Territorial Force. Os.C. depôts for— Serving soldiers with the depôt. Regular and Special reservists detailed to join depôt on mobilization. Officer i/c Records ...</p>	<p>1 for each man, plus 20 per cent. spare. 1 for each man, plus 20 per cent. spare. 120 per cent. 1 for each man. 1 for each man. 5 per cent. of the number of duplicate attestations held.</p>
<p>A.F. D 418. Statement for separation allowance, or certifying a soldier to be unmarried.</p>	<p>O.C. unit or depôt at which the special reservist or Territorial Force soldier joins.</p>	<p>120 per cent. of the number of special reservists expected to join. 120 per cent. of the establishment of the Territorial Force (including reservists of that force).</p>
<p>A.F. D 419. Envelope for despatch of notice to join.</p>	<p>Os.C. reserve brigades, R.F.A.; Officers i/c Records; Os.C. Special Reserve or Territorial Force units.</p>	<p>120 per cent. of regular and special reservists, or, in case of Territorial Force, 120 per cent. of establishment (including reservists of that force).</p>
<p>A.F. D 442. Return of reservists who join on mobilization.</p>	<p>Os.C. depôts; O.s.C. Regular, Special Reserve or Territorial Force units which reservists join direct.</p>	<p>20 per cent. of reservists expected to join.</p>
<p>A.F. D 455. Identity certificate for wife or child of soldier.</p>	<p>For regular and special reservists by the regimental paymaster at the fixed centre; for soldiers of the Territorial Force, by the War Office.</p>	<p>75 per cent. of regular or special reservists paid; in case of Territorial Force 25 per cent. of establishment.</p>

* A.F. B 122 is held by the O.C. company, &c.

Part I.—Arrangements during Peace.

90. Army Forms to be held for Regulars and Special Reservists only.

Description.	Officers holding.	Number to be kept in stock.
A.F. D 463. Notice to join, travelling warrant and cash order. For partial mobilization only.	Officer i/c R.H. and R.F.A. Records. Os.C. reserve brigades, R.F.A. Officers i/c Records (except R.H. and R.F.A.). Os.C. Special Reserve and Territorial Force units.	120 per cent. of regular reservists. 120 per cent. of special reservists. } 120 per cent. of regular or special reservists.
A.F. D 427. Poster calling out the whole of the Army Reserve.	Military officers, as arranged by district commanders.	As arranged by district commanders.
A.F. D 485. Nominal roll of reservists ordered to join. For use in special cases, see paras. 147 and 148.	Officers i/c Records ...	20 per cent. of regular reservists, or of special reservists who do not belong to a Special Reserve or Territorial Force unit.

91. Army Forms to be held for serving Regulars and Territorial Force only.

A.F. O 1796. Allotments of pay to families of soldiers.	Os.C. regular and Territorial Force units.	20 per cent. of regulars serving, and 20 per cent. of the number of Imperial Service Section, Territorial Force.
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92. Army Forms to be held for Regulars only.

A.F. D 463A. Notice to join (general mobilization).	Officers i/c Records ...	120 per cent. of regular reservists.
A.F. G 1091. Reservist's equipment and kit card.	Os.C. depôts, and Os.C. units in cases where reservists join direct.	120 per cent. of regular reservists.

93. Army Forms to be held for Special Reservists only.

Description.	Officers holding.	Number to be kept in stock.
A.F. D 463B. Notice to join, travelling warrant and cash order (for use on a general mobilization).	Os.C. reserve brigades, R.F.A., Officers i/c Records (except R.H. and R.F.A.), and Os.C. Special Reserve or Territorial Force units.	120 per cent. of special reservists.
A.F. O 1812. Transfer statement of accounts.	Regimental paymaster at the fixed centre.	20 per cent. of reservists paid.

94. Army Forms to be held for the Territorial Force and National Reservists only.

A.F. E 634. Poster calling out the whole of Territorial Force.	Military officers, as arranged by district commanders.	As arranged by district commanders.
A.F. E 635. Notice to join on embodiment (Territorial Force).	Os.C. Territorial Force units.	120 per cent. of establishment (including Territorial Force Reserve which is to be calculated at 33 per cent. of establishment of unit).
A.F. E 635A. Notice to join (National Reservists Class II.) on mobilization.	Os.C. Territorial Force units.	120 per cent. of the number of National Reservists, Class II., selected to join the unit.

PART II.

MOBILIZATION.

(Paragraphs printed in *italics* refer to Partial mobilization only.)

SECTION VII.—ACTION TAKEN BY THE WAR OFFICE.

95. The order to mobilize will be telegraphed from the War Office to G.Os.C.-in-C., officers i/c records, commanders of coast defences, and County Associations. The receipt of this telegram will be acknowledged.

96. All officers selected for employment in Commands, or for staff or special appointments on mobilization, to whom instructions have not already been issued in peace, and any other officers to whom it may be necessary to issue instructions on mobilization, will receive their orders direct from the War Office.

SECTION VIII.—OFFICERS ON LEAVE FROM ABROAD.

97. Officers on the Indian and Colonial establishments who, when mobilization is ordered, are on leave in the United Kingdom, will report themselves at once in writing to the War Office for instructions.

SECTION IX.—PROCEDURE IN COMMANDS.

(i.) GENERAL INSTRUCTIONS.

98. War establishments will be brought into force, without further authority, on the first day of mobilization.

99. Officers on the strength of a unit who are on leave and soldiers who are on furlough when a general mobilization is ordered, will rejoin their appointment or unit at once without waiting for orders.

100. An infantry officer who, at the time a general mobilization is ordered, is not on the strength of a unit, but is—

- (a.) Attached to a unit at home pending absorption ;
- (b.) On leave, whether such leave was granted by the War Office or other authority ; or
- (c.) Serving in any capacity at a school or establishment to complete the war establishment of which he is not required,

will, without further orders, unless other instructions have been received as to his disposal, join the home battalion of his regiment and be regarded as having been posted to that battalion.

In cases under (b) and (c) above, when an officer belongs to a regiment of which there is more than one battalion at home the necessary instructions will be issued by the War Office.

101. A cavalry officer in the circumstances detailed in para. 100 will similarly join his regiment, or, if his own regiment is serving abroad, the affiliated regiment.

102. Orders as to the disposal of officers, other than cavalry and infantry officers, not on the strength of a unit, will be issued by the War Office.

103. A unit will be considered to be mobilised when its personnel and animals have been completed to war establishment, when it is in possession of the whole of its "war outfit," has had its horses shod and its harness and saddlery fitted, and is otherwise ready to take the field or move to its war station.

104. On leaving its place of mobilization, a mobilized unit will come under the command of the officer under whom it is to serve.

105. (i.) The following institutions will be closed on mobilization :—

*Staff College.

†Cavalry School.

‡All schools of instruction, R.G.A.

School of Gunnery (Horse and Field), Shoeburyness.

§School of Musketry.

School of Electric Lighting, Portsmouth.

School of Electric Lighting, Plymouth.

Central Gymnasium, Aldershot.

Army Signal School, Aldershot.

Army Signal School, Bulford.

School of Cookery.

School of Army Sanitation.

Army Veterinary School.

London District School of Instruction for Territorial Force Officers, Chelsea Barracks.

Any personnel required to close these institutions will be retained by the Commandant. (See also para. 15.)

(ii.) Classes of instruction will be suspended at—

Royal Artillery Riding Establishment.

||Ordnance College.

* The librarian and serjeant-major at the Staff College will remain on mobilization.

† 1 Quartermaster-serjeant, 1 corporal and 5 privates will remain in charge of the buildings and stores.

‡ The personnel shown in War Establishments, Part VI., will be retained at Shoeburyness to act as practice camp staff for any Territorial Force units practising there after mobilization.

§ The personnel shown in War Establishments, Part VI., will be retained.

|| The Ordnance College will remain open for the purpose of (i.) repairing range-finding instruments, and (ii.) training armament artificers and boys.

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Part II.—Mobilization.

All military gymnasia (except at the R.M.C., Sandhurst, and the R.M.A., Woolwich).
 A.S.C. Training Establishment.
 Royal Army Medical College.
 Royal Military School of Music (so far as students and pupils capable of bearing arms are concerned).
 London School of Economics.
 All R.A.M.C. (Territorial Force) Schools of Instruction.

(iii.) Unless instructions to the contrary have been issued, personnel serving with the institutions mentioned in (i.) and (ii.) will be disposed of as follows :—

Officers and soldiers on the strength of a unit will be despatched to their unit.

Those not on the strength of a unit will receive their orders from the—

War Office in the case of officers.

Officers i/c records in the case of other ranks.

106. Personnel for headquarters units will be provided in accordance with instructions issued in peace to all concerned.

107. When existing barrack accommodation is insufficient to meet requirements during the mobilization period it will be supplemented by using public buildings, billets and camps, in accordance with arrangements made in peace. (*See Appendix I.*)

108. The families of married soldiers may remain in married quarters if they so desire; and families on the lodging list may remain on that list or be accommodated in quarters if these become available. Families desiring to proceed to their homes may be given a railway warrant for one journey to any destination within the United Kingdom.

In the event of married quarters occupied by soldiers' families being required for defence purposes, such families may be placed on the lodging list.

109. Regular and special reservists will make their own arrangements for the disposal of their plain clothes. A reservist who desires to send his plain clothes home will be provided with brown paper and string at the depôt; and, after wrapping the clothes up and addressing them, may leave them at the depôt to be despatched, at his own expense, under arrangements made by the O.C. the depôt. The cost of despatching such parcels will be charged by the O.C. the depôt in his imprest account; such charges will be supported by a "Certificate of posting" obtained from the post office, which, with a nominal roll showing the amount to be recovered from each man, will be forwarded to the paymaster with the imprest account. Reservists who leave clothing, &c., at the depôt for subsequent despatch should be informed that they do so at their own risk.

(ii.) UNITS ALLOTTED TO GARRISON DUTIES.

110. Units allotted to garrison duties, whether permanently or temporarily, will, normally, be required to take up those duties immediately after the order to mobilize is received. A G.O.C.-in-C. may, if this procedure will save time and obviate unnecessary moves, authorize individual companies of a Territorial Force battalion so allotted to proceed direct to their war stations when the order to mobilize is received, instead of proceeding first to the headquarters station of the unit.

111. The mobilization of a field unit temporarily allotted to garrison duties will be carried on concurrently with the absence of the unit at the defended port; such personnel as, in the opinion of the G.O.C.-in-C., is necessary to carry out mobilization must, therefore, be left at the place of mobilization of the unit.

112. All units allotted to defence garrisons, permanently or temporarily, will take their machine guns and harness for same, and will be equipped with the horses and transport required for this garrison duty, at the garrison station.* Such units, however, may bring with them any chargers maintained in peace time.

Units forming garrisons in the United Kingdom or Channel Islands will only be equipped with 1st line transport. All other transport will be station transport issued usually only when required. It may, however, be attached to units, where such is the more convenient course.

The war establishment in horses and transport of a field unit temporarily allotted to a garrison will be completed at its place of mobilization.

(iii.) EQUIPMENT, CLOTHING, AMMUNITION AND BAGGAGE.

113. A unit permanently or temporarily allotted to a defended port will take its peace equipment (except instructional stores) and service small-arm ammunition. Regimental reserve ammunition, if not in possession of the unit, will be drawn from the A.O.D. (see para. 56), and will be taken with the unit. Any additional equipment that may be required locally will be provided in accordance with the defence scheme.

114. If there is not sufficient time to check mobilization equipment on issue the counting of the A.O.D. will be accepted as correct.

115. A man sent from a depôt to join a unit, or from a unit to a depôt or to another unit, will proceed fully clothed and with his personal equipment except as laid down in para. 116. In the case of A.S.C. personnel the ground sheet will also be taken.

116. A reservist of the R.G.A. allotted to a heavy artillery unit will be sent from his place of joining to the place of mobilization of the heavy artillery unit fully clothed and provided with

* In special cases the G.O.C.-in-C. may make other arrangements if, in his opinion, local conditions require it.

necessaries, but unequipped with the exception of one haversack and one water bottle (with carrier and shoulder strap) per man. The remaining articles of equipment will be issued at the place of mobilization of the heavy artillery unit.

117. If mobilization is for service abroad small-arm ammunition will not be distributed to individuals until the port of disembarkation is reached, unless orders to the contrary are issued.

118. The amount of baggage which a unit permanently allotted to garrison duties takes from its place of mobilization to its war station is not to exceed—

100 lbs. per officer.

1 ton per 90 men.

3 tons of regimental stores per battalion (to be taken with the headquarters of the battalion).

The despatch of a unit to its war station is not to be delayed on account of this baggage which, if necessary, should be sent after it.

A unit at home, other than one allotted permanently to garrison duties, will be allowed baggage on the same scale as for a corresponding unit in the Expeditionary Force.

(iv.) SUPPLIES.

119. On a general mobilization field rations and forage will be issued to all ranks from and including the first day of mobilization.

In the event of a partial mobilization field rations will not be issued unless special instructions are promulgated with the order to mobilize.

120. A unit proceeding to its war station will take with it rations and oats up to and for the day of its arrival there. In the case of a field or L. of C. unit these rations and forage will be additional to the supplies which form part of the war outfit of the unit. Any transport required for these rations, &c., will be obtained locally.

121. The 1 day's groceries per man and 1 day's oats per animal which form part of the supplies of a field or L. of C. unit, if not available in stock when mobilization is ordered, will be obtained by the O.C. by local purchase.

122. In the case of a unit of the Expeditionary Force each man will carry on the person, on leaving the place of mobilization of his unit for the port of embarkation, in addition to the unexpended portion of the ration for the day of entrainment, 2 days' preserved rations (troops in Ireland 3 days' preserved rations) for use in case of delay in the embarkation and during the voyage. Similarly, 10 lbs. of oats will be carried in the nosebag of each horse. Cavalry units will carry in addition to the above, the supplies forming part of the war outfit.

Part II.—Mobilization.

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The following rations will, in addition, be taken from the place of mobilization and loaded on board ship:—

Troops from Great Britain	...	24 lbs. corn per horse.		
"	"	...	12 lbs. hay	"
Troops from Ireland	...	36 lbs. corn	"	
"	"	...	24 lbs. hay	"

The above supplies, if not otherwise available when mobilization is ordered, will be bought locally by the officer i/c supplies.

123. In the case of an outlying unit or detachment, and in other special cases, in which the A.S.C. is not able to issue supplies in kind on mobilization, the G.O.C.-in-C. will arrange for the issue, on mobilization, of such special daily money allowance in lieu of provisions, forage, fuel and light as, in his opinion, is necessary.

(v.) MEDICAL AND VETERINARY EQUIPMENT.

124. Medical equipment, according to scale, for headquarters units, regimental units, field medical units, and medical units on the L. of C. held in peace elsewhere than at the place of mobilization of the unit, will be sent on mobilization to the place of mobilization of the unit concerned; indents are unnecessary.

Normally, veterinary equipment will be held as under:—

- (i.) For Regular units which exist in peace—with the mobilization equipment of the unit.
- (ii.) For other regular units—at the nearest veterinary hospital or Army Veterinary Store.
- (iii.) For Special Reserve and Territorial Force units—under arrangements made by the War Office.

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In all cases where veterinary equipment is not stored with the mobilization equipment it will be issued forthwith, under Command arrangements, when a general mobilization is ordered. Indents are unnecessary.

Should any contingency arise on mobilization to prevent medical or veterinary equipment being promptly obtained by units from the usual source of supply the deficiency will be made good by local purchase.

125. Medical comfort panniers for a field unit held elsewhere than at the place of mobilization will be sent on mobilization to the place of mobilization of the unit; indents are unnecessary.

(vi.) BLANKETS.

126. Blankets should be issued on mobilization at the rate of one per man for troops in barracks, billets and camps, and retained so long as those troops remain stationary.

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SECTION X.—DUTIES OF A G.O.C.-IN-C.

127. On receipt of the order to mobilize the G.O.C.-in-C. will inform all concerned.

128. A unit which does not mobilize at its peace station will be ordered by the G.O.C.-in-C. to proceed to its place of mobilization.

129. The telegram "Mobilize" is full authority for a G.O.C.-in-C. to give effect to the arrangements made in peace for the under-mentioned moves which are to be carried out with the least possible delay (*see also* para. 17).

- (a.) Moves of individuals, conducting parties, horse collecting parties, parties of reservists and detachments proceeding to depôts, to join the headquarters of their unit or to their places of mobilization, and boarded-out, registered, and impressed horses.
- (b.) Units allotted to coast defences, whether temporarily or permanently.
- (c.) Mobilized units of local forces proceeding to their war stations.
- (d.) Mobilized units of Central Force formations proceeding to their places of assembly.

For all other movements instructions will be issued from the War Office.

In the case of movement by rail the usual forms of railway warrant will be used, but the routes prescribed in the King's Regulations for moves in time of peace will not be required.

The subordinate military authority responsible for carrying out moves (a) to (d) above, will, on receipt of the order to mobilize, immediately carry out the move without reference to superior authority (*see also* para. 17).

130. On receipt of a telegram from the War Office notifying that the order authorizing the issue of requisitions of emergency and the order authorizing the issue of billeting requisitions have been signed by the Secretary of State, giving the name of the Secretary of State and the date of signature, the G.O.C.-in-C. will take the necessary action. Instructions regarding billeting are contained in Appendix I. Requisitions of emergency will be issued for the provision of animals and vehicles, as laid down in the Remount Regulations.

131. A G.O.C.-in-C. will telegraph to the War Office (Dirmobize, London) as soon as a unit reports its mobilization complete. In the event of anything occurring to delay the mobilization of a unit beyond the date laid down for it to complete mobilization the G.O.C.-in-C. will at once notify the War Office (Dirmobize, London) by telegraph.

SECTION XI.—DUTIES OF A COMMANDER OF
COAST DEFENCES.

132. On receipt of the order to mobilize a Commander of Coast Defences will inform the officers under his command without awaiting orders from the G.O.C.-in-C.

133. An officer serving in a coast defence command who is detailed in the local defence scheme for special employment on mobilization will be ordered by the Commander of Coast Defences concerned to take up his duties immediately on receipt of the order to mobilize.

134. R.G.A. reservists allotted to a fortress or defended port will join as laid down in para. 36. A.F. D 442 for these men will be rendered to the officer i/c R.G.A. records under instructions from the Commander of Coast Defences.

135. R.G.A. reservists allotted to a fortress or defended port will receive their personal equipment, clothing and necessaries on arrival at their war station, and will then be distributed to companies under the orders of the Commander of Coast Defences.

SECTION XII.—DUTIES OF A COUNTY ASSOCIATION.

136. On receipt of the order to mobilize a County Association will take action under these regulations and in accordance with local mobilization orders without waiting for orders from the G.O.C.-in-C.

SECTION XIII.—DUTIES OF AN OFFICER i/c
REGULAR RECORDS.

(i.) GENERAL INSTRUCTIONS.

137. On receipt of the order to mobilize an officer i/c records will take action under these regulations and in accordance with local mobilization orders without waiting for orders from the G.O.C.-in-C.

138. An officer i/c records who is also an O.C. a district will direct Os.C. depôts and other military officers concerned to display, without delay, the mobilization posters, A.F's. D 427 and E. 634. *In the case of a partial mobilization the special combined posters mentioned in para. 20 will be issued from the War Office direct to Os.C. districts.*

139. In the case of W.Os., N.C.Os. and men on furlough from stations abroad, the officer i/c records concerned will send to each soldier orders to join at his depôt, together with a railway warrant for the journey. Such W.Os., N.C.Os. and men will be disposed of as directed by the officer i/c records.

140. In the case of the R.E., R.F.C. (M.W.), A.S.C., R.A.M.C., A.O.C., A.V.C., and Corps of Military Police, the officer i/c records will carry out the necessary promotions and appointments taking into consideration the numbers and claims of all ranks joining from the reserve.

141. The officer i/c records will record the absence without leave of reservists who fail to report themselves. Such men will be struck off the strength of the reserve and advertised as deserters when the necessary certificate on A.F. D 458 has been received.

142. He will arrange for the periodical medical re-examination of reservists who have been temporarily relegated to the reserve (see paras. 168 and 211).

(ii.) ISSUE OF NOTICES TO JOIN.

143. On receipt of the order to mobilize the officer i/c records will issue notices to join (A.F. D 463, D 463A or D 463B^o) in the special envelopes (A.F. D 419) as follows :—

On a general mobilization To all reservists administered by him.

On a partial mobilization To the reservists required.

144. These notices will be stamped, where indicated thereon, with the office date stamp of the officer i/c records. They must not be posted in the usual manner but handed to a postal official at the post office.

The places at which regular reservists are to join are shown in Appendix B.

145. *In the case of a partial mobilization the number of reservists ordered to join should be 10 per cent. in excess of the actual requirements in order to cover casualties.*

146. An officer i/c records will render a certificate to the War Office, for transmission to the Postmaster-General, showing the number of notices to join actually despatched through the post.

147. *In the event of a partial mobilization, the officer i/c records will render to the regimental paymaster paying reservists a nominal roll (A.F. D 485) of the reservists he has ordered to join.*

(iii.) REGULAR RESERVISTS JOINING.

148. In cases where it is necessary to detail reservists of certain ranks or with special qualifications, e.g., N.C.Os., signallers, artificers, &c., for units, the officer i/c records will forward to the O.C. depôt (or company R.E. and R.A.M.C.) a nominal roll of such men, on A.F. D 485, and a detail showing the number of each category to be sent to each particular unit.

149. *On a partial mobilization, the officer i/c records will forward to the O.C. the depôt (or company R.E. and R.A.M.C.) a nominal roll of the reservists ordered to join the depôt or company, and a detail of the reservists to be sent to each unit mobilizing.*

(iv.) DOCUMENTS.

150. When the documents of N.C.Os. and men who have proceeded abroad with a regular unit are received from the O.C. the unit or the O.C. the details, the officer i/c records will have them checked and will place them with the original attestations.

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* Special reservists who do not belong to a unit. (See para. 93.)

151. The officer i/c records will send to the O.C. the unit concerned the following documents for each reservist who does not proceed with a unit of the Expeditionary Force :—

Regimental Conduct Sheet (A.F. B 120).

Company Conduct Sheet (A.F. B 121).

Medical History Sheet (A.F. B 178).

Duplicate Attestation.

Compulsory Stoppages (A.F. B 282), if required.

152. The officer i/c records will, as soon as possible, pass the nominal rolls (A.F. D 442) of reservists who have joined to the regimental paymaster at the fixed centre, in order that advances of pay and allotments of pay may be despatched to the men's families without delay.

(v.) SPECIAL RESERVISTS.

153. Officers i/c records will instruct Os.C. Territorial Force units concerned as to the disposal of special reservists belonging to such units who are not immediately required for regular units.

SECTION XIV.—DUTIES OF AN O.C. A UNIT.— (REGULAR ARMY.)

(i.) GENERAL INSTRUCTIONS.

154. On receipt of the order to mobilize, an O.C. a unit will telegraph to the War Office (in the case of the Foot Guards to the O.C. the regiment) the names of any officers on the strength of the unit who may be unfit for service. Similar action will be taken in the event of officers who join subsequently being found unfit. He will send direct to the War Office by the first post a nominal roll of officers showing :—

(i.) Those who will take the field with the unit.

(ii.) Those who will not take the field with the unit, stating the reason in each case.

155. He will inform the officer i/c records, by telegram, of the number, by ranks, of reservists required, and of the numbers and ranks of any artificers or specialists required for the unit, stating separately those required to complete parties for other units.

156. In the case of cavalry, artillery and infantry units he will carry out the promotions and appointments of N.C.Os. and men required to bring his unit up to war establishment in ranks other than officers. In doing so he will take into consideration the numbers and claims of all ranks joining from the reserve and from other sources.

157. He will arrange for the safe custody of the standard, guidon or colours.

158. He will forward to the officer i/c records, for safe custody, the medals of serving soldiers ; and will transmit therewith a nominal roll of the men to whom the medals belong, giving in each case particulars of the medal, or medals, and clasps.

This nominal roll will also include the names of any men who should be in possession of medals but are unable to produce them; an explanation will be given in each case of why the medal is not forthcoming.

Any medals in possession of reservists when they join the unit will be dealt with similarly.

159. If mobilization is for service abroad "Base Detachments" will, unless orders to the contrary are issued, mobilize with their unit, but will not accompany it when it leaves its place of mobilization. Special instructions are issued from the War Office for the movement of these "Base Detachments."

160. He will report (by telegraph if necessary) direct to the G.O.C.-in-C. as soon as the mobilization of his unit is complete, at the same time notifying intermediate authorities in the regular channel of communication. In the event of anything occurring which is likely to delay the mobilization of his unit beyond the date laid down, the O.C. will at once report the fact (by telegraph if necessary) direct to the G.O.C.-in-C., at the same time notifying intermediate authorities in the regular channel of communication.

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(ii.) DUTIES RELATING TO SERVING PERSONNEL.

161. On a general mobilization being ordered, officers on leave and soldiers on furlough must, without waiting for orders, return to duty immediately.

162. *In the event of a partial mobilization the O.C. the unit will, on receipt of the order to mobilize, recall officers on leave and soldiers on furlough.*

163. He will arrange for the medical examination of officers and serving soldiers.

Personnel, other than officers, will be considered fit for service on mobilization if they fulfil the following conditions:—

For service at home—

- (a.) Are, in the opinion of their C.O., capable of bearing arms and sufficiently trained.
- (b.) Have completed a recruit's course of musketry, in the cases of men to whom this is applicable.
- (c.) Are medically fit for service at home.

In the R.E., in addition to the above qualifications, sappers and pioneers must have received training in military engineering or equivalent engineer duties, or possess other special qualifications. In departmental corps (a.) and (c.) only apply.

For service abroad, in addition to the above qualifications:—

- (d.) Have reached the age of 19 years.*
- (e.) Are medically fit for service abroad.

The age qualification may be waived in the case of trumpeters, buglers and drummers at the discretion of the O.C. the unit and of the medical officer concerned.

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* Except cavalry, in which case the age qualification is 20 years.

164. He will render to the regimental paymaster at the fixed centre A.F. O 1796 (allotments of pay) for soldiers, other than reservists, who embark with the unit.

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(iii) DUTIES RELATING TO REGULAR RESERVISTS.

165. If required to do so by the O.C. the depôt the O.C. the unit will detail a small party to proceed to the depôt to assist in conducting reservists to the place of mobilization of the unit.

166. He will arrange for the rations and accommodation of reservists and others joining.

167. He will at once inform the officer i/c records of any casualties among reservists and deal with them as laid down in para. 211.

168. When reservists join the unit direct the C.O. will—

- (i.) Have each reservist medically examined, and dispose of any found unfit in the manner laid down in para. 211.
- (ii.) Obtain from each reservist his life, identity and reserve certificates, and his insurance card if in the man's possession. The insurance card will be pinned to the life certificate, and all the above-mentioned documents forwarded to the regimental paymaster at the fixed centre.
- (iii.) Instruct reservists to make arrangements for the disposal of their plain clothes, and inform those men who leave their plain clothes at the place of joining that they do so at their own risk, but that every endeavour will be made to safeguard them.
- (iv.) Obtain the personal equipment, clothing and necessaries not held in peace from the A.O.D. and R.A.C.D., respectively.
- (v.) Issue personal equipment, clothing and necessaries to each reservist passed fit for service. Personal clothing may be struck off charge in bulk, after issue.
- (vi.) Enter on page 3 of A.B. 64 the allotment and net daily rate of pay.
- (vii.) Send to the officer i/c records each evening nominal rolls, on A.F. D 442, duly completed, of the reservists who have joined during the day.

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(iv.) DUTIES RELATING TO SPECIAL RESERVISTS.

169. Except as provided for in para. 191, a special reservist who joins a regular unit will be treated in all respects in the same manner as a regular reservist.

170. The names of special reservists who join a regular unit will be notified by the O.C. the regular unit to the officer i/c records in Part. II. Orders (A.F. O 1810).

(v.) DETACHMENTS FOR OTHER UNITS.

171. The O.C. the unit will despatch to their destinations any individuals or parties which the unit has to provide for other units, as soon as the men have been medically examined. He will notify to

the officer i/c records the numbers and ranks of the W.Os., N.C.Os. and men sent. A.F. B 103 (Active Service Casualty Form), A.F. B 122 (Field Conduct Sheet) and A.B. 64 (Soldiers' Pay Book) and an identity disc for each N.C.O. or man sent to join another unit, will be sent with the N.C.O. or man. A nominal roll of the party will be sent by the conducting officer or N.C.O., or by post if there is no conducting officer or N.C.O., to the O.C. the unit receiving the party. In the case of individuals being sent from one unit to another on mobilization, each man will be given an A.F. B 287 completed, to hand to the mobilizing officer of the unit which he is detailed to join. When men are sent in parties under an officer or N.C.O., these forms are not required.

(vi.) DETAILS.

172. The O.C. the unit will inform the War Office direct, by letter, in the case of R.G.A., R.E., R.F.C.(M.W.), A.S.C., R.A.M.C., A.V.C., A.O.C., the O.C. reserve regiment in the case of cavalry, the O.C. the reserve brigade in the case of R.H.A. and R.F.A., and the O.C. the 3rd (5th or 6th) reserve battalion in the case of infantry of the line, of the approximate number of the details to be left behind, specifying the rank and name of any officers who are medically unfit for active service but fit for service at home and available for duty with the details.

173. Any personnel surplus to the war establishment of a unit will remain at the peace station until orders are received for them to join the reserve unit, depôt, &c. Details of cavalry of the line, R.H.A., R.F.A., and infantry, will be absorbed into the Reserve units; for this purpose, in the case of an infantry regiment with four line battalions the senior line battalion at home will be affiliated to the 5th battalion and the junior to the 6th battalion. In the case of other arms or services details will be disposed of under regimental or corps arrangements in accordance with instruction issued by the officers i/c of records concerned.

(vii.) DUTIES WITH REGARD TO ANIMALS, VEHICLES,
HARNESS, &c.

174. The steps to be taken by the O.C. the unit with regard to horses and harness are contained in the Remount Regulations.

175. Conducting parties to take over remounts must be held ready, in accordance with instructions issued locally. Remounts will be provided with sufficient leading gear to enable them to be taken to the collecting stations; the collecting party will take with them, from mobilization equipment, such additional gear as may be necessary under local conditions to enable the animals to be transferred from the collecting station to the unit.

176. The O.C. will hand over to the drivers supplied by the A.S.C., the vehicles, harness, horses, &c., of the train.

(viii.) EQUIPMENT, CLOTHING, SUPPLIES.

177. The O.C. the unit will issue to men who are found fit for service the special articles (Clothing Regulations, Part III.), which are stored with the mobilization equipment, (*see* para. 67). He will also dispose of clothing and necessaries not required, in accordance with the arrangements made in peace.

178. He will arrange for the exchange of unserviceable garments, necessaries and boots, as laid down in the Clothing Regulations, Part III., forwarding indents and size rolls for such articles as are not available in regimental store, to the R.A.C.D. or the clothing depôts. If necessary, the serviceable public clothing in the possession of men not fit to take the field may be utilized for this purpose.

179. If time permits, he will have the personal equipment, clothing, and necessaries which are issued on mobilization, marked in accordance with the Regulations for Army Ordnance Services and the Clothing Regulations, Part III.

180. Should any mobilization equipment, &c., for his unit be held on A.O.D. charge he will draw it in accordance with the time table referred to in para. 10.

181. When mobilization equipment is stored elsewhere than at the place of mobilization of the unit, he will send a party to draw the equipment and bring it to the place of mobilization. The officer on whose charge the equipment is held will render all the assistance he can, but the O.C. the unit is responsible for providing the personnel necessary to handle the equipment.

182. He will draw or purchase (paras. 70 and 83) the supplies.

183. He will see that the medical and veterinary equipment required to complete the war outfit of the unit, if not already in his possession, is obtained.

184. He will carry out the instructions regarding regimental equipment and clothing accounts laid down in the Equipment Regulations, Part I., and in the Clothing Regulations, Part III., respectively.

185. In the case of cavalry the O.C. the unit will have the swords sharpened, if time permits. Lances and bayonets will not be sharpened.

(ix.) DOCUMENTS, PAY, &c.

186. The O.C. a unit proceeding abroad will see that a pay book (A.B. 64), properly completed, and an identity disc is issued to every soldier who accompanies the unit on active service. The entries on page 3 of the pay book will be signed by the soldier and by the O.C. the company, &c., or, in the case of a unit formed on mobilization, by the O.C. that unit or an officer deputed by him.

187. He will extract A.F. B 103 from the documents of each serving soldier who is to proceed with the unit.

188. He will prepare a nominal roll of all officers, W.Os., N.C.Os. and men who are proceeding abroad with the unit, including the

“Base Detachment” if the latter accompanies the unit. This roll, together with an A.F. B 103 for each W.O., N.C.O. and man shown on the roll, will be transmitted to the Adjutant-General's office at the base. These documents will, when possible, be taken by the N.C.O. who proceeds from the unit to join the Adjutant-General's office at the base ; in other cases they will be forwarded by post addressed to—

The Assistant Adjutant-General i/c Records,
General Headquarters, 3rd Echelon
(A.G.'s Office at the Base),
c/o Embarkation Commandant, Southampton,

and the cover will be marked in the left-hand bottom corner with the name of the unit. Should the “Base Detachment” proceed abroad independently of the unit to which they belong, the names of officers, W.Os., N.C.Os. and men in this detachment will not be included in the nominal roll of the unit, but a separate nominal roll of the detachment, together with A.F. B 103 for each soldier included in that roll, will be transmitted to the Adjutant-General's office at the base by the O.C. the details. In each case a copy of the roll will be sent to the officer i/c records.

189. The O.C. the unit or the O.C. the details will forward to the officer i/c records the following documents for each man, including the “Base Detachment,” who proceeds on service with the unit:—

- Duplicate attestation.
- Regimental conduct sheet (A.F. B 120).
- Company conduct sheet (A.F. B 121).
- Medical history sheet (A.F. B 178).
- Any other document (except A.F.s B 103 and B 122) which is normally kept with the duplicate attestation.

In the case of units permanently allotted to home defence, all documents held by the unit in peace for serving soldiers will be retained on mobilization.

The documents of other men who are not proceeding on active service will be handed over to the O.C. the details for transmission to the O.C. the reserve or other unit which the men eventually join.

190. Any books and documents, other than those referred to in para. 189, which are not required by the unit on service will be handed over to the O.C. the details for disposal as laid down in para. 202.

191. He will render, as soon as possible, A.F. D 418 for each special reservist who joins the unit direct, to the regimental paymaster at the fixed centre.

192. He will forward to the officer i/c records the wills (other than those made in A.B. 64) of soldiers who may desire to place them in safe custody.

193. The insurance cards of serving soldiers will be dealt with as follows :—

- (a.) The cards of men proceeding abroad will be forwarded to the regimental paymaster at the fixed centre.
- (b.) The cards of men remaining at home will be sent to or retained by—

The O.C. the reserve unit in the case of cavalry, R.H.A., R.F.A., R.F.C. (M.W.) and infantry.

The O.C. the unit or depôt to which the man is sent in the case of other arms and branches of the Service.

194. Any payments made to soldiers during the period of mobilization will be accounted for in the ordinary manner in the current Pay and Mess Book (A.F. N 1504). Before embarkation the O.C. unit will forward the Pay and Mess Book (closed, if possible), together with all receipted bills, vouchers, &c., to the regimental paymaster. Any bills which cannot be paid by the unit before embarkation should be forwarded to the paymaster with a request to pay them on behalf of the unit.

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(x.) SPECIAL INSTRUCTIONS FOR AN O.C. A UNIT FORMED ON MOBILIZATION.

195. When mobilization is ordered, the O.C. a unit formed on mobilization, or, in the case of a headquarters unit, the officer specially detailed by the War Office as mobilizing officer, will—

- (i.) Proceed at once to the place of mobilization, take command of the personnel who report there for duty with the unit and superintend generally its mobilization.
- (ii.) Take over the equipment of the unit.
- (iii.) Obtain from the mobilization store or from other sources, as laid down in the mobilization scheme of the unit, any clothing, necessaries and equipment required to complete the war outfit.
- (iv.) Report in accordance with para. 160.

196. A Pay and Mess Book (A.F. N 1504) will not be opened for a unit formed on mobilization. In the case of such a unit any payments made to men during the period of mobilization will be accounted for on A.F. N 1510 (Detachment Pay Sheet). This form, together with A.F. N 1531 (Imprest Account) will be forwarded before embarkation to the command paymaster of the Command in which the unit is mobilized. Care will be taken to show the corps to which the men receiving payment belong.

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SECTION XV.—DUTIES OF AN O.C. THE DETAILS OF A REGULAR UNIT OR UNITS.

(i.) GENERAL INSTRUCTIONS.

A.O. 102
1913

197. The O.C. the details will carry out such of the duties of the O.C. the unit as have not been completed when the unit leaves its place of mobilization.

198. On the departure of the unit he will take charge of the barracks and the stores, equipment, baggage, &c., left therein.

199. He will return to the A.O.D. and to the officer i/c barracks such stores as are not required.

200. He will, if necessary, carry out the instructions referred to in para. 184.

(ii.) BAGGAGE.

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201. The O.C. the details will dispose of the personal and regimental baggage and mess plate left behind by the unit in accordance with the mobilization scheme of the unit.

(iii.) DOCUMENTS, BOOKS, &c.

A.O. 102
1913

202. The O.C. the details will forward to the officer i/c records A.B. 83, Record of officers' services ; A.B. 127, Digest of services of regiment ; and A.B. 193, Register of letters received ; and to the O.C. depôt the box of sealed patterns of officers' lace, &c.

The other books and documents enumerated in paras. 1878, 1879, 1880 and 1883, King's Regulations, 1912, and any other books or documents which are not required by the unit or details, will be packed with the regimental baggage left behind by the unit.

(iv.) MOVES.

203. The O.C. the details will receive from the G.O.C.-in-C. of the Command instructions as to the move of the details and the despatch, if necessary, of baggage and stores by rail.

SECTION XVI.—DUTIES OF AN O.C. A REGULAR DEPÔT^d (OR COMPANY, R.A.M.C.)

(i.) GENERAL INSTRUCTIONS.

204. On a general mobilization being ordered, officers on leave and soldiers on furlough must, without waiting for orders, return to duty immediately.

205. *In the event of a partial mobilization the O.C. a regimental depôt will on receipt of the order to mobilize recall officers on leave and soldiers on furlough.*

* In the case of the R.F.A. and infantry the O.C. Depôt here referred to is the O.C. the reserve brigade or the senior officer of the special reserve battalion respectively.

206. He will order a medical examination of all officers and serving soldiers available for service abroad.

207. He will despatch special reserve officers to regular units in accordance with instructions received from the War Office. In the case of infantry he will send to the regular battalion the officer of the regular establishment selected to command the details.

(ii.) RESERVISTS JOINING.

208. The O.C. a depôt will arrange for the rations and accommodation of reservists and others joining.

209. He will obtain from each reservist, as soon as he joins, his life, identity and reserve certificates, and his insurance card if in the man's possession. The insurance card will be pinned to the life certificate, and all the above-mentioned documents forwarded to the regimental paymaster at the fixed centre.

210. He will cause all reservists to be medically examined as to their fitness for service.

211. Reservists found medically unfit will be dealt with as follows:—

- (i.) Those found medically unfit for further service, either at home or abroad, will be discharged.
- (ii.) Those found temporarily unfit for service, both at home and abroad, will be temporarily relegated to the reserve.
- (iii.) Those found permanently or temporarily unfit for service abroad but fit for service at home will, in the case of a general mobilization, be sent to the reserve unit, or if there is no reserve unit, to the depôt. *In the case of a partial mobilization, special instructions will be issued with regard to the disposal of men found unfit.*

Men temporarily relegated to the reserve under (ii.) will be re-examined after one month under instructions from the officer i/c records, and subsequently at such dates as the Deputy Director of Medical Services concerned may direct. Reservists who when re-examined are found fit for service either at home or abroad will be sent through the depôt to the reserve or other unit.

212. He will issue personal equipment (except S.A.A. for infantry reservists), clothing and necessaries in accordance with A.F. G 1091 to each reservist who passes the medical inspection. Personal clothing and necessaries may be struck off charge in bulk after issue. A label (A.F. G 1064) showing the owner's number and name should, before leaving the depôt, be affixed to the rifle of each reservist.

213. Reservists should make their own arrangements for the disposal of their plain clothes. Wrapping paper and string will be issued to those who wish to send their clothing, &c., home (*see para. 109*). Men who leave their plain clothes at the place of joining must be informed that they do so at their own risk, but that every endeavour will be made to safeguard them.

(iii.) DESPATCH OF RESERVISTS TO UNITS.

214. The O.C. the depôt will despatch reservists to units in accordance with instructions received in peace time from the officer i/c records and the G.O.C.-in-C. Reservists will, as a rule, be sent by special trains in accordance with Command railway time table (para. 16); or, when the numbers are insufficient to justify a special train, by ordinary trains in parties of 50 to 100 strong. The reservists will be conducted by such officers and N.C.Os. as may be necessary; in the case of cavalry and infantry, the special reserve officers referred to in para. 207 may be utilised for this purpose. The last party of reservists for a unit must join, at latest, by 11 a.m. on the day on which the unit is required to complete mobilization.

215. When the number of regular reservists available for a unit of the Expeditionary Force is in excess of mobilization requirements the O.C. the depôt should endeavour to complete the unit with the reservists who have been most recently transferred to the reserve. Men of Section D, Army Reserve, should not be sent to a unit unless, in the opinion of the O.C. the depôt, the unit cannot be completed to war establishment by the time required from reservists of Sections A. and B.

216. The O.C. the depôt will furnish the officer or N.C.O. conducting reservists to a unit with a nominal roll of the party. This roll will record the fact that each man has received a complete set of personal equipment, clothing and necessaries as shown on A.F. G 1091. In the case of individuals being sent from a depôt to join a unit on mobilization, each man will be given an A.F. B 287 completed, to hand to the mobilizing officer of the unit he is detailed to join. When men are sent in parties under an officer or N.C.O., these form are not required.

217. Before despatching reservists to a unit, the O.C. the depôt will enter the allotment and net daily rate of pay on page 3 of A.B. 64, and will issue the book, together with an identity disc, to each reservist. A.Fs. B 103 and B 122 for each reservist proceeding to join a unit will be taken to that unit by the officer or N.C.O. in charge of the party.

218. As each party leaves the depôt the O.C. will telegraph to the O.C. the unit to which it is proceeding the numbers of the party, the probable hour of its arrival, and the day to which the men have been rationed.

219. He will despatch each evening to the officer i/c records separate nominal rolls, on A.F. D 442, of the reservists sent that day to each unit; on these the following particulars will be stated:—

- (i.) Date of joining depôt.
- (ii.) Amount of advance of pay, if any, required for family under para. 288.
- (iii.) Daily rate of allotment.
- (iv.) Name and address of persons to whom advance of pay and allotment of pay are to be sent.

220. Reservists belonging to an infantry regiment which has all its regular battalions abroad will, in the absence of orders to the contrary, be sent to the reserve battalion of the regiment in accordance with instructions issued by the officer i/c records.

(iv.) RESERVISTS FOUND UNFIT OR DETAINED AT THE DEPÔT.

221. The O.C. the depôt will include in A.F. D 442 the names of the reservists who are found unfit, with remarks as to their disposal.

222. An A.F. D 418 will be rendered to the regimental paymaster at the fixed centre for each special reservist who is unavoidably detained and taken into pay at the depôt.

SECTION XVII.—MISCELLANEOUS INSTRUCTIONS
REGARDING REGULAR RESERVISTS
REJOINING THE COLOURS.

(i.) RESERVISTS JOINING.

223. On a general mobilization every regular reservist will at once proceed to his place of joining as shown on his identity certificate without waiting for any notice or orders to join.

On a partial mobilization only those reservists who receive a notice to join will report themselves.

(ii.) PROMOTION AND APPOINTMENT.

224. A reservist will, on rejoining the Colours, take the rank which he held on transfer to the reserve unless he has been reduced while in the reserve. If this causes supernumeraries to be added to the establishment, no promotions will be made in a unit to which such men are posted until they have been absorbed.

225. Should a N.C.O. join the unit in which he previously served, or, in the case of infantry, another battalion of the same regiment, he will be placed in his previous numerical position on the roll, provided he does not thus supersede N.C.Os. of similar rank who were his seniors on transfer to the reserve, and who have since served continuously in the same rank. Should he be ordered to join another unit, he will be placed according to the date of his rank, unless transferred on his own application, in which case he will be placed at the bottom of his rank.

226. A N.C.O. who, on transfer to the reserve, held a lance appointment, will be re-appointed on joining the Colours irrespective of establishment. He will, however, join at the bottom of the roll of such appointments; and, subject to the conditions laid down in the Pay Warrant, will not draw the pay of his appointment until he is absorbed into a vacancy.

Part II.—Mobilization.

227. A soldier who, on transfer to the reserve, held an appointment not referred to in para. 226, will have no claim, on mobilization, to resume that appointment.

(iii.) RESERVISTS RESIDING ABROAD.

228. A reservist who has been permitted to reside in a British Dominion, Colony or Protectorate where there is an Imperial garrison will receive his orders from the O.C. the troops.

229. A reservist who resides in a British Dominion, Colony or Protectorate where there is no Imperial garrison will not be re-called to the Colours unless special instructions to that effect are issued from the War Office. If, however, his services are required he will receive instructions through the local government.

(iv.) SURPLUS RESERVISTS.

230. Reservists surplus to the initial requirements of the Expeditionary Force units will be sent—

- (i.) Cavalry, to the reserve regiment.
- (ii.) R.H. and R.F.A., to the reserve brigade.
- (iii.) R.E., as ordered by the officer i/c records.
- (iv.) R.F.C. (M.W.), as ordered by the officer i/c records.
- (v.) Infantry, to the reserve battalion. (See also para. 173.)
- (vi.) A.O.C., as ordered by the officer i/c records.
- (vii.) Other arms or branches, to the depôt.

(v.) MARKING OF CLOTHING AND EQUIPMENT.

231. The marking of the personal equipment, clothing and necessaries issued to a reservist required to complete a unit to war establishment will be carried out at the place of mobilization of the unit to which he is sent. That which is issued at a regimental depôt to a reservist surplus to the initial requirements of an Expeditionary Force unit will be marked under instructions of the O.C. the reserve or other unit to which the reservist is sent. That which is issued to a reservist detailed to join a unit abroad will be marked under the instructions of the officer preparing the draft with which the reservist is to proceed.

If necessary, application will be made to the A.O.D. for the assistance of an armourer or other qualified man to mark the arms.

This marking will not be carried out if mobilization is thereby delayed. (See also para. 179.)

SECTION XVIII.—MOBILIZATION OF THE SPECIAL RESERVE.

(i.) OFFICERS.

232. When a general mobilization is ordered special reserve officers will, without awaiting further orders, join for duty in accordance with the instructions that have been issued to them in

zation of a unit beyond the date fixed, the O.C. will at once report by telegram, through the usual channel, to the G.O.C.-in-C. When the mobilization of his unit is complete the O.C. will at once report the fact through the usual channel to the G.O.C.-in-C.

265. In order to save time and to obviate unnecessary moves a G.O.C.-in-C. may authorise individual companies of a Territorial Force battalion allotted to garrison duties to proceed direct to their war stations when the order to mobilize is received instead of proceeding first to the headquarters of the unit.

(iv.) UNITS ALLOTTED TO GARRISON DUTIES.

266. Mounted and cyclist units permanently or temporarily allotted to garrison duties will take with them the whole of their war equipment, which does not include 2nd line transport.

267. Dismounted units similarly allotted will take with them their peace equipment, including consumable stores, as laid down in the Equipment Regulations, Part 3.

268. Any additional transport or equipment required for garrison duties will be provided under arrangements made by the Commander of Coast Defences concerned.

269. It is of the utmost importance that the arrival of a unit at its war station should not be delayed beyond the date fixed. Therefore, in the case of a unit not having completed mobilization by the time it is required to move, the move will not be delayed but a party will be left at the peace station to collect any transport or equipment deficient. This party will rejoin headquarters as early as possible.

270. A field unit, when leaving the war station to which it is temporarily allotted, will take with it only such transport and equipment as it brought, and will obtain the balance of its mobilization equipment at or from its place of mobilization.

(v.) DETACHMENTS FOR OTHER UNITS.

271. An O.C. a unit will, as soon as possible after the receipt of the order to mobilize, despatch to their destinations any individuals or parties which have to be provided for other units, *e.g.*, personnel for headquarters units, water duties, &c. (See also para. 171.)

272. Personnel detached from transport and supply units to join other units on mobilization will be sent to join the unit to which they are to be attached, at its place of mobilization, as soon as they have passed the medical examination (para. 257). They will take with them all their personal equipment and, in addition, the ground sheets which will be issued to them from the transport and supply unit.

(vi.) EQUIPMENT, CLOTHING, ARMS AND AMMUNITION.

273. Mobilization equipment which is supplied by the A.O.D. will be drawn as directed in local mobilization orders; that for which the County Association is responsible will be drawn in accordance with the instructions issued by the Association.

Part II.—Mobilization

274. Identity discs, as laid down in the Regulations for the Territorial Force, will be held marked ready for issue.

275. Service ammunition will be issued to each man.

276. In mounted units swords will be sharpened, if time permits, under arrangements made by O.S.C. units, in accordance with the instructions detailed in the Equipment Regulations, Part 3. Bayonets will not be sharpened.

(vii.) ANIMALS AND TRANSPORT.

277. Detailed instructions with regard to the provision of horses and turnouts on mobilization are contained in the Remount Regulations.

278. The O.C. a unit will arrange for the fitting of harness and saddlery as soon as the animals for his unit have been received, and will cause the animals to be shod up and branded.

(viii.) PREPARATION OF DOCUMENTS.

279. An O.C. a unit will render to the War Office direct a complete list of all regimental officers (including attached officers) in his unit with the names and addresses of their next of kin. A divisional or brigade commander and a commander of Coast Defences will render a similar list for any officers of the Territorial Force on his staff.

280. An O.C. a unit will be responsible that the following documents are prepared for each Territorial Force soldier who is sent to join an Expeditionary Force unit:—

A.B. 64 (Soldier's Pay Book), with identity disc.

A.F. B 103, Active Service Casualty Form.

A.F. B 122, Field Conduct Sheet.

The amount of allotment or compulsory stoppage, and the net daily rate of pay to which the man is entitled, and other particulars are to be correctly entered in A.B. 64.

281. An O.C. a unit will prepare A.F. D 418 (certificate showing number of soldier's family, or certifying him to be unmarried) for each soldier (including men of the Special Service Sections who are called up as such prior to the embodiment of the Territorial Force), and will forward the form to the County Association which administers the unit.

282. A.F. O 1796 (Allotment of Pay) for men proceeding abroad will be prepared by the O.C. the unit with which they embark, and will be sent to the paymaster by whom the men are paid in peace; and, in the case of men for whom compulsory stoppages are being paid, the O.C. unit will notify the paymaster of the date up to which the stoppage has been paid.

283. Before a unit leaves its place of mobilization the O.C. the unit will render the nominal rolls, returns, &c., as laid down in paragraphs 18-21 "Instructions for the Formation of Territorial Force Record Offices and Depôts," contained in the Territorial Force Regulations.

SECTION XX.—PAYMENT, &c.

(i.) GENERAL INSTRUCTIONS.

284. On and after mobilization a unit will, unless otherwise specially ordered, remain in the payment of the fixed centre paymaster by whom it is paid in peace.

285. The peace pay accounts of men proceeding abroad on active service will be closed on the day preceding that of embarkation (*see* paras. 194 and 196). The method of payment after embarkation is laid down in Field Service Regulations, Part II.

(ii.) PAY OF REGULAR RESERVISTS.

286. On a general mobilization a reservist will be paid at Army rates from the day on which he joins, provided such date is not earlier than that on which the order to mobilize is issued from the War Office. *On a partial mobilization, only reservists ordered to join will be so paid.*

287. Reservists who join at a depôt will not, unless unavoidably detained, receive advances of pay or be taken into payment there. Those who are unavoidably detained will be taken into payment.

288. Advances of pay up to the amount of 1*l.* (in sums of 10*s.*, 15*s.*, or 20*s.* only) may be made to reservists who, on joining, desire early remittances to be sent to their wives or families. This should be explained to reservists when they join. Such advances will not be paid in cash to the reservist, but will be remitted as soon as possible to his family by the paymaster in whose payment the man was prior to mobilization. To enable this to be done the amount of each remittance, with the names and addresses of the remittees, will be entered on A.F. D 442 sent from the depôt (or unit when the reservist joins direct) to the record office. The amount of each remittance will be attested on A.F. D 442 by the signature of the reservist concerned.

289. When a reservist who has joined a unit requires pay, the company, &c., commander will regulate the cash issue he makes to such a man as if pay accrued to him from the date of his joining his unit.

(iii.) ALLOWANCES TO REGULAR RESERVISTS.

290. A reservist who resides in the United Kingdom will, on joining, be entitled to travelling allowance for the journey at the same rates and under the same conditions as those laid down for a serving soldier.

291. Separation allowance, at the rates laid down in the Allowance Regulations, will be issued to the family of a reservist from the date on which the reservist becomes entitled to Army pay.

Part II.—Mobilization.

(iv.) SPECIAL INSTRUCTIONS FOR REGULAR RESERVISTS
RESIDING ABROAD.

292. If a reservist residing in a foreign country, or in a British Dominion, Colony, or Protectorate where there are no Imperial troops, is recalled to the colours on mobilization, he will be allowed the actual and necessary expenses for his conveyance on joining. Warrants will be issued, when practicable, for railway and steamship journeys, and the actual and necessary cost of conveyance by mail cart, or other mode of travelling, to the nearest railway or steamboat station will be paid.

293. In the case of South Africa, allowances will be admitted at the following rates:—

- (a.) For reservists who do not reside near a railway, 6*d.* per mile travelled across country to the nearest railway station.
- (b.) In addition to the above, a daily subsistence allowance of 5*s.*, whether travelling by road or rail.

In calculating subsistence allowance by road 40 miles will be considered as a day's journey. If the last day's journey by rail is completed before 12 o'clock noon only one-half the subsistence allowance will be granted for that day.

(v.) PAYMENT, &c., OF SPECIAL RESERVISTS.

294. On a general mobilization a special reservist will be paid at Army rates from the day on which he joins, provided such date is not earlier than that on which the order to mobilize is issued from the War Office. *On a partial mobilization, only those ordered to join will be so paid.*

295. Advances of pay up to the amount of 1*l.* may be made to special reservists under the conditions laid down in para. 288. These advances and any other charges on joining will be adjusted by the paymaster on A.F. D 442, and the balances thereon notified to the company, &c., commander on A.F. O 1812.

296. On mobilization, special reservists will be entitled to travelling allowance, and their families to separation allowance, under the same conditions as mentioned in paras. 290 and 291 for regular reservists.

297. Special reservists, category (b), on mobilization will be paid by the paymaster at the regular unit they join: other special reservists will remain in the payment of the paymaster at the fixed centre.

(vi.) PAYMENT OF THE TERRITORIAL FORCE.

298. A Territorial Force unit will remain in the payment of the regimental paymaster of the district in which its peace headquarters is situated. Pay will be issued and accounts rendered in the manner laid down in the pamphlet "Instructions in pay duties for the guidance of Adjutants, and Os.C. squadrons, batteries, and companies of the Territorial Force on embodiment."

APPENDIX A.

LIST OF OFFICERS I/C REGULAR RECORDS.*

Title.	Address.	Units affiliated to Record Office.
Officer i/c Cavalry Records	Canterbury	Dragoon and Lancer regiments, and King Edward's Horse.
"	York ...	Hussar regiments and Irish Horse.
" R.H. and R.F.A. Records.	Woolwich	R.H. and R.F.A. units.
" R.G.A. Records	Dover ...	R.G.A. units.
" R.E. Records ...	Chatham ...	R.E. units.
" Royal Flying Corps (Military Wing) Records.	South Farnborough.	Units of the Royal Flying Corps (Military Wing).
" Infantry Records	Perth ...	R. Highrs., Sea. Highrs., Gord. Highrs., Cam'n Highrs., Arg. and Suth'd Highrs.
" " "	Hamilton...	R. Scots, R. Sc. Fus., K.O. Sc. Bord., Sc. Rif., High. L.I.
" " "	Preston ...	R. Lanc. R., L'pool R., Lan. Fus., E. Lan. R., Border R., N. Lan. R., Manch. R.
" " "	Shrewsbury	Ches. R., R. W. Fus., S. Wales Bord., S. Lan. R., Welsh R., Shrops. L.I.
" " "	York ...	North'd Fus., W. York R., E. York R., York R., W. Rid. R., Yorks. L.I., York and Lanc. R., Durh. L.I.
" " "	Lichfield ...	Linc. R., Leic. R., S. Staff. R., Notts. and Derby R., N. Staff. R.
" " "	Warwick ...	R. War. R., Glouc. R., Worc. R., Oxf. and Bucks. L.I., R. Berks. R.
" " "	Exeter ...	Devon. R., Som. L.I., D. of Corn. L.I., Hamps. R., Dorset. R., Wilts. R.
" " "	Warley ...	Norf. R., Suff. R., Bedf. R., Essex R., North'n R.
" " "	Hounslow...	R. W. Surr. R., E. Kent R., R. Fus., E. Surr. R., R. Suss. R., R. W. Kent R., Midd'x R.

* The following officers are, for the purposes of these Regulations, Officers i/c Records:—

Household Cavalry—The O.C. regiment.

Foot Guards—The O.C. regiment.

Military Police—The Commandant, Corps of Military Police, Aldershot.

A.P.C.—The Chief Paymaster, War Office.

Appendix A.

Title.	Address.	Units affiliated to Record Office.
Officer i/c Infantry Records	Dublin ...	R. Innis. Fus., R. Ir. Rif., R. Ir. Fus., R. Dub. Fus.
" " "	Cork ...	R. Ir. R., Conn. Rang., Leins. R., R. Muns. Fus.
" A.S.C. Records...	Winchester Woolwich Dockyard.	K. R. Rif. C., Rif. Brig. A.S.C. units.
" R.A.M.C. Records	Aldershot...	R.A.M.C. units.
" A.O.C. Records...	Woolwich...	A.O.C. units.
" A.V.C. Records...	Woolwich...	A.V.C. units.

APPENDIX B.

PLACES OF JOINING FOR REGULAR RESERVISTS.

Branch.	Place of joining.
Cavalry*	Cavalry depôts.
R.H.A.†	R.H.A. depôt.
R.F.A.†	R.F.A. depôts, as ordered by the officer i/c R.H. and R.F.A. records.
R.G.A.†—	
Reservists allotted to coast defences	As ordered by the officer i/c R.G.A. records.
Reservists not allotted to coast defences.	R.G.A. depôts, as ordered by the officer i/c R.G.A. records.‡
Mountain Artillery Reservists ...	R.F.A. depôt, Woolwich.
School of Gunnery	} No. 1 depôt, R.G.A., Newhaven.‡
Artillery Clerks Section	
R.E.—	
All except unallotted reservists ...	Place of mobilization of unit.§
Mounted reservists unallotted to units.	Training depôt for field units, R.E., Aldershot.
Dismounted reservists unallotted to units.	R.E. depôt, Chatham.
Royal Flying Corps (Military Wing)	Headquarters, R.F.C. (M.W.), South Farnborough.

* Reservists detailed for duty as military mounted police will join as laid down for those of the military police. Reservists detailed to mobile veterinary sections and veterinary sections will join at the place of mobilization of the mobile veterinary section or veterinary section to which they are allotted.

† Reservist caretakers of ammunition columns will remain with those units as their personal equipment, clothing and necessaries are held at the place of mobilization.

‡ Pending the provision of storage accommodation at Newhaven, R.G.A. reservists who join No. 1 depôt on mobilization will be ordered to join at Dover.

§ Reservists of 1st and 2nd Bridging Trains will join at the R.E. depôt at Aldershot or Chatham as the case may be.

Branch.	Place of joining.
Infantry—	
Foot Guards—	
Grenadier Guards	Wellington Barracks, London.
Coldstream Guards	Chelsea Barracks, London.
Scots Guards	Tower of London.
Irish Guards	Chelsea Barracks, London.
Regiments of the line	Depôts.
A.S.C.—	
Transport—	
Horse	Transport depôt companies as ordered by the officer i/c A.S.C. records.
Mechanical	Liverpool and Avonmouth, as directed by the officer i/c A.S.C. records.
Supply	Supply depôt company, Aldershot.
R.A.M.C.	Depôt, and headquarters of companies.
A.V.C.	A.V.C. depôt, Woolwich.*
A.O.C.	Headquarters, A.O.C., Woolwich.
A.P.C.	Army Pay Office, Woolwich.
Military Police	Headquarters of Military Police, Aldershot.

* Personnel allotted to mobile veterinary sections and veterinary sections will join at the place of mobilization of the mobile veterinary section or veterinary section to which they are allotted.

APPENDIX C.

INSTRUCTIONS FOR THE PREPARATION OF HALF-YEARLY MOBILIZATION RETURNS.

(Referred to in para. 13, page 18.)

GENERAL.

1. Half-yearly mobilization returns, based on the position of units on 1st February and 1st July in each year, will be forwarded to the War Office for†—

- (a.) Units which are allotted to the Expeditionary Force as laid down in Expeditionary Force Tables, on A.F. B 89 (or A.F. B 89A for R.A.M.C. units, and A.F. B 90 for A.S.C. units).
- (b.) Unallotted cavalry or infantry units on A.F. B 89.
- (c.) Units (other than cavalry or infantry units) not allotted to the Expeditionary Force, and depôts, on "Return of Personnel," Mobilization Form C.

NOTE.—A.F. B 89 is not required for R.G.A. or R.E. units allotted to coast defences. The personnel of these units will be accounted for in bulk on "Return of Personnel," Mobilization Form B.

† A unit which arrives from abroad will render a half-yearly mobilization return (A.F. B 89) as soon as possible after arrival, unless the normal date for the next half-yearly return falls within two months in which case the return will be delayed until it is normally due.

Appendix C.

2. Officers i/c records will forward with the half-yearly mobilization returns a summary of requirements on the form given on page 75, and summaries of personnel on mobilization forms A. to E.

Mobilization returns for units (other than Headquarters units) which exist in peace.

3. Half-yearly mobilization returns for units which exist in peace (except headquarters units) will be prepared in triplicate and will be distributed by officers i/c records as follows:—

One copy to the War Office direct, so as to arrive as early as possible after the 1st March and 1st August in each year, but in any case not later than 15th March and 15th August respectively.

One copy to the O.C. unit concerned for submission to superior authority as required, and for subsequent filing with the mobilization scheme of the unit.

One copy to be filed at the record office.

4. The following points are to be carefully borne in mind by all responsible for the compilation of half-yearly mobilization returns:—

- (a.) The information required in the heading of the returns is to be filled in by the O.C. unit.
- (b.) The strength of the unit will be filled in by the officer i/c records, and should agree with A.F. B 104 (General Monthly Return) of the date for which the mobilization return is compiled.
- (c.) "*Deductions (i.) to (vi.)*" :—

“(i.) *Not qualified by age.*”

To be completed by the officer i/c records (except for a R.E. unit and those A.S.C. units specified in paras. 7 and 8 of this Appendix, in which case the information will be supplied by the O.C. unit). All men on the strength of a unit who do not fulfil the age qualification for service abroad will be accounted for against this item.

“(ii.) *Qualified by age but not sufficiently trained.*”

To be filled in by the O.C. unit. Men who are qualified by age for service abroad, but who, in the opinion of their C.O. are not sufficiently trained to take their place in the ranks on active service, will be accounted for against this item.

“(iii.) *Qualified by age and training but in hospital or under medical treatment, &c.*”

To be filled in by the O.C. unit. Men actually in hospital or under medical treatment and not fit to take their place in the ranks but who are otherwise qualified for service abroad, will be accounted for against this item.

“(iv.) *Absentees.*”

To be filled in by the O.C. unit. Personnel borne on the strength of the unit but absent without leave will be accounted for against this item.

“(v.) *On command who cannot be recalled.*”

To be filled in by the O.C. unit. Personnel borne on the strength of the unit who are employed away from their unit and who cannot be recalled on mobilization will be accounted for against this item.

"(vi.) Required for peace but not for war."

To be filled in by the O.C. unit. Personnel who hold appointments which are allowed in peace establishments but which are not included in the war establishment, e.g., bandmasters, squadron-serjeant-major rough-riders, serjeant-instructor in musketry, &c., will be accounted for against this item.

- (d.) *"Total of deductions (i.) to (vi.)"*—To be filled in by the officer i/c records.
- (e.) *"(A.) Remaining"*—To be filled in by the officer i/c records. The figures to be entered on this line are those which represent the difference between the "Strength of unit" and the total of the "Deductions" made under (e) above.
- (f.) *"Additions (i.) to (iii.)"*—

"(i.) Personnel detailed to the unit from depôt."

To be filled in by the officer i/c records. All the N.C.Os. and other ranks serving at the depôt qualified for service abroad who are not detailed by the officer i/c records for duty with the reserve regiment or at the depôt on mobilization, will be included in the numbers shown against this item.

"(ii.) Personnel detailed to the unit from extra regimental employment."

To be filled in by the officer i/c records. The number of personnel extra regimentally employed in peace qualified for service abroad who can be withdrawn from such employment, or whose duties lapse, on mobilization (e.g., Army gymnastic instructors and any others employed at the institutions mentioned in para. 105, Regulations for Mobilization), will be shown against this item. The source from which such men will be drawn is to be named in the column for explanatory remarks.

"(iii.) From other sources."

To be filled in by the officer i/c records. Any serving personnel qualified for service abroad other than those already accounted for above, who can be made available for the unit on mobilization, will be shown against this item. The source from which such personnel will be drawn is to be named in each case.

NOTE.—Personnel attached to the unit from other branches of the service, such as R.A.M.C. personnel for water duties, &c. (see (g) below), will not be included in the numbers shown on this line.

- (g.) *"(B.) Total additions (i.), (ii.) and (iii.)"*—This line will be completed by the officer i/c records.
- (h.) *"Total serving personnel, i.e., (A) plus (B)"*—This line will be completed by the officer i/c records, and will show the total number of serving soldiers qualified for service abroad before deducting any to be sent to other units on mobilization, or for medical rejections.
- (j.) *"Deduct 5 per cent. to cover medical rejections."*—This line will be completed by the officer i/c records.
- (k.) *"Net number of serving soldiers available for service abroad."*—To be filled in by the officer i/c records. The numbers shown on this line represent the actual number of serving soldiers available for Expeditionary Force requirements.

Appendix C.

(l.) "Deduct serving personnel detailed to other units on mobilization."—

- "(i.) To headquarters units."
 "(ii.) To mounted infantry." (Not now required.)
 "(iii.) For other purposes."

Total personnel detailed to other units (i.) and (iii.). To be filled in by the O.C. unit.

The information required to enable the O.C. unit to complete this portion of A.F. B 89 will be sent to him by the officer i/c records.

The officer i/c records is responsible that the figures entered on the return by the O.C. are correct, and that the name of the unit to which each detachment is to be sent on mobilization is correctly entered in the column for explanatory remarks.

- (m.) "I.—Serving personnel with unit when mobilization is complete."—To be completed by the officer i/c records. The figures on this line show the number of serving soldiers who would accompany the unit when it leaves its place of mobilization.
- (n.) "Army reservists.—Regular reservists"—

"(i.) Strength."

To be filled in by the officer i/c records. The strength shown should agree with the strength of the Regular Reserve given in the General Monthly Return on the date for which the A.F. B 89 is prepared. (For infantry regiments having more than two Regular battalions, see (D) (o) below.)

"(ii.) Deduct those permitted to reside abroad or to follow a seafaring life."

To be filled in by the officer i/c records. All reservists who have been granted leave to reside abroad or to follow a seafaring life will be accounted for on this line.

"(iii.) Remaining."

To be filled in by the officer i/c records. This line, when completed, shows the number of reservists expected to join on mobilization. All arrangements for dealing with reservists on mobilization will be based upon this number.

"(iv.) Deduct 10 per cent. of (iii.) to cover casualties."

To be completed by the officer i/c records. This deduction is made in order to arrive at the probable number of reservists who will be immediately available for duty with the Expeditionary Force and for reserve duties and depôts, after allowing for medical rejections and for reservists who absent themselves on mobilization.

"(C.) Regular reservists available on mobilization."—To be completed by the officer i/c records, except as laid down in sub-paragraph (o) below. This line shows the total number of reservists available for service abroad on mobilization, from which the following deductions will be made by the officer i/c records:—

"(i.) For headquarters units."

Any reservists detailed to headquarters units will be shown on this line.

"(ii.) For mounted infantry."
 (Not now required.)

"(iii.) For Regular cadre of Reserve units."

Any reservists detailed to the permanent cadre of the Reserve unit (as distinct from those "attached," see War Establishments, Part V.), will be shown on this line.

NOTE.—Reservists surplus to the initial requirements of the service unit will *not* be included in the number shown in this line, but will be included in the figures on the line "II.—Regular reservists available for unit."

"(iv.) For depôts on mobilization."

Any reservists detailed by the officer i/c records for duty at the depôt in accordance with the establishment laid down in War Establishments, Part V., will be accounted for against this item.

"(v.) For other purposes."

Any reservists detailed to units (other than headquarters units) of the Expeditionary Force, or detailed for duties on mobilization other than those specified in items (i.) to (iv.), will be accounted for against this item. The particular duties and the names of the units, &c., for which such reservists are required, will be named in the column for remarks.

(D.) Total Regular reservists detailed to other units.—This item will be completed by the officer i/c records.

(o.) "II.—Regular reservists available for unit."—To be completed by the officer i/c records.

In the case of R.H.A., R.F.A., R.E., R.F.C. (M.W.), infantry regiments with more than two battalions, A.O.C. and A.V.C., the information required under sub-paragraph (n) above will not be filled in, and the actual number of reservists detailed by the officer i/c records to the unit for which the return is compiled will be entered on this line, but the whole of the regular reservists will be accounted for by the officer i/c records on "Return of Personnel," Mobilization Form D.

(p.) Special reservists detailed to the unit.—To be filled in by the officer i/c records.

Infantry special reservists are not to be detailed to units of the Expeditionary Force in order to complete such units to war establishment. If an officer i/c infantry records finds that a battalion has insufficient qualified serving soldiers and regular reservists to meet initial requirements he will report to that effect to the War Office and ask for instructions as to how the deficiency is to be made good.

If the number of special reservists (qualified for service abroad) available is insufficient to meet requirements, the officer i/c records will show the number available after deducting 10 per cent. to cover absentees and medical rejections on mobilization. The net number of special reservists thus arrived at will be shown on the line "Net number of special reservists required on mobilization for unit" and the word "required" will be altered to "available."

(q.) "Personnel attached to unit on mobilization from other branches of the Service."—To be completed by the O.C. unit.

The branches of the service from which the personnel is to be drawn will be entered in the blank spaces at the top of the columns headed "Personnel attached to unit from other branches of the service," and the number to be drawn from each branch of the service will be entered opposite IV. in the column so headed. The number of the company, A.S.C., R.A.M.C., &c., from which "attached" personnel will be drawn on mobilization is in all cases to be entered.

Appendix C.

- (r.) "Total personnel available."—To be completed by the officer i/c records.
- (s.) "War establishment."—To be filled in by the O.C. unit.
- (t.) "Surplus" or "deficiency."—To be filled in by the officer i/c records.

Mobilization returns for all headquarters units, and for units (except A.S.C. and R.A.M.C. units) which do not exist in peace.

5. The following will be the procedure for preparing mobilization returns (A.F. B 89) for all headquarters units, and for units (other than A.S.C. and R.A.M.C. units) allotted to the Expeditionary Force, which do not exist in peace:—

The copy of the return to be sent to the War Office will be despatched so as to arrive as early as possible after the 1st March and 1st August, but, in any case, not later than 15th March and 15th August, respectively.

(i.) HEADQUARTERS UNITS.

(a.) The returns for a headquarters unit will be prepared in duplicate under the direction of the G.O.C.-in-C. in whose command the place of mobilization of the unit is situated. One copy will be forwarded to the War Office, the other copy will be retained in the command for reference.

(b.) Detailed instructions regarding the provision of personnel for headquarters units are issued confidentially to all concerned.

(c.) In every case the peace unit or other source from which personnel for the unit to be formed on mobilization will be drawn is to be stated.

(ii.) DIVISIONAL AMMUNITION COLUMNS.

(a.) Separate returns for each section of a divisional ammunition column will be compiled in triplicate by the officer i/c records concerned.

(b.) One copy of each return will be forwarded direct to the War Office, one copy to the O.C. the unit with which the section mobilizes, for submission to the G.O.C.-in-C. in whose command the place of mobilization of the section is situated, and the remaining copy retained in the record office concerned.

(iii.) SIGNAL AND POSTAL UNITS, AND THE RAILWAY TRANSPORT ESTABLISHMENT.

(a.) Returns for these units will be compiled in triplicate by the Officer i/c R.E. records.

(b.) One copy of each return will be forwarded direct to the War Office, one copy will be sent to the G.O.C.-in-C. in whose command the place of mobilization of the unit is situated, the remaining copy will be retained in the record office.

(iv.) ORDNANCE UNITS.

The returns for ordnance units will be prepared in triplicate by the Officer i/c A.O.C. records. One copy of each return will be sent direct to the War Office, one copy will be sent to the G.O.C.-in-C. in whose command the place of mobilization of the unit is situated, the remaining copy will be retained by the officer i/c A.O.C. records.

(v.) MOBILE VETERINARY SECTIONS AND BASE DEPÔT OF VETERINARY STORES.

The returns for these units will be prepared in triplicate by the Officer i/c A.V.C. records. One copy of each return will be sent direct to the War Office, one copy to the G.O.C.-in-C. in whose command the place of mobilization of the unit is situated, and the remaining copy will be retained in the record office.

Army Service Corps units.

MOBILIZATION RETURNS FOR A.S.C. UNITS (A.F. B 90).

6. (i.) On 1st February and 1st July in each year Os.C., A.S.C. companies who, under paras. 7 and 8 below, render mobilization returns will send A.F. B 90, in triplicate, to the officer i/c A.S.C. records, after having completed the items marked (a) in the heading in accordance with the instructions given in sub-paras. (iv.), (xi.) and (xv.) below. The officer i/c A.S.C. records will complete the items marked (b), and distribute the returns as laid down in para. 3 above. Returns for A.S.C. units other than those enumerated in paras. 7 and 8 below will be completed by the officer i/c A.S.C. records.

(ii.) The actual numbers of the transport details borne on the strength of the A.S.C. company on the date for which the return is compiled will be inserted. Supply details will be allotted by the officer i/c A.S.C. records (see sub-paras. (vi.), (ix.) and (x.) below). The whole of the supply personnel will be accounted for by the officer i/c A.S.C. records in the "Return of Personnel," Mobilization Forms A to E.

(iii.) "Deductions (i.) to (v.)."—These items will be completed by the O.C. the A.S.C. company in the manner laid down in para. 4 (c) above.

(iv.) "Remaining serving with unit."—This item will be completed by the officer i/c A.S.C. records.

(v.) "Add, Serving personnel (Transport and Supply) detailed to the unit."—The officer i/c A.S.C. records will first complete Statement B, on the reverse of the form, and will then show against this item the total numbers of personnel (A.S.C.) detailed to join the unit on mobilization.

(vi.) "Total serving personnel."—The officer i/c A.S.C. records will complete this item.

(vii.) "Deduct 5 per cent. to cover medical rejections."—This deduction will be made by the officer i/c A.S.C. records.

(viii.) "Net serving personnel with unit available for service abroad."—To be filled in by the officer i/c A.S.C. records.

(ix.) "Add (i.) Regular reservists (Transport and Supply) detailed to the unit."—This item will be completed by the officer i/c A.S.C. records. In calculating the number of reservists available for a unit, the officer i/c records will make the following deductions from the number of reservists joining at the dépôt:—

(a.) Those at sea and abroad.

(b.) 10 per cent. to cover absentees and medical rejections.

The net number of reservists joining at depôts after making deductions (a.) and (b.) is the number available for allotment to units.

(x.) "(ii.) Special reservists (Transport and Supply) detailed to the unit."—This item will be completed by the officer i/c A.S.C. records.

Before allotting special reservists to units the following deductions will be made:—

(a.) Those not qualified by age.

(b.) Those not sufficiently trained.

(c.) Those at sea or permitted to reside abroad.

(d.) 10 per cent. from the number remaining after deducting those under (a.), (b.) and (c.).

(xi.) "(iii.) Personnel attached from other branches of the Service."—This information is to be entered by the officer who commences the compilation of the return. The branches of the Service from which the personnel is to be drawn will be entered in the blank spaces at the top of the columns headed "Personnel attached to the unit from other branches of the Service," and the numbers to be drawn from each branch of the Service will be entered in the column so headed against this item. The unit from which the personnel will be drawn is to be named in every case.

Appendix C.

(xii.) "*Grand total, personnel available for service abroad.*"—To be completed by the officer i/c A.S.C. records.

(xiii.) "*Personnel transferred or detached to other units.*"—The officer i/c A.S.C. records will give a detailed statement of personnel permanently detached to other units in the Statements A and C on the reverse of the form. The total of the personnel in Statements A and C will be entered against (i.) and (ii.) of this item by the officer i/c records, who will also fill in the line "Total transferred or detached." The O.C. A.S.C. company providing the personnel will complete the column "Unit to which detached" in Statement C.

(xiv.) "*Net personnel available for unit.*"—To be completed by the officer i/c A.S.C. records. The numbers shown on the line against this item are those of the personnel actually available for the A.S.C. unit after deducting personnel permanently detached to other units, &c.

(xv.) "*War establishment of unit.*"—To be filled in by the officer who commences the compilation of the return.

(xvi.) "*Surplus*" or "*deficiency.*"—To be filled in by the officer i/c A.S.C. records.

RETURNS FOR A COMPANY OF A DIVISIONAL TRAIN.

7. (i.) The O.C. the allotted A.S.C. company will comply with the instructions laid down in para. 6 (i) above.

(ii.) The officer i/c A.S.C. records will complete the returns and distribute them as laid down in para. 3 above.

(iii.) The first reinforcement and storemen shown under the heading "Base Detachment" in the war establishment of a divisional train will be included in the returns of their respective companies.

RETURNS FOR AN ARMY TROOPS TRAIN, AN AMMUNITION PARK, A SUPPLY COLUMN, A RESERVE PARK, AN ADVANCED HORSE TRANSPORT DEPÔT, A BASE HORSE TRANSPORT DEPÔT, AN ADVANCED MECHANICAL TRANSPORT DEPÔT OR A BASE MECHANICAL TRANSPORT DEPÔT.

8. (i.) The O.C. the A.S.C. company allotted to the war unit will comply with the instructions laid down in para. 6 (i.) above.

(ii.) The Officer i/c A.S.C. records will complete the returns and distribute them as laid down in para. 3 above.

RETURNS FOR A FIELD BAKERY, A FIELD BUTCHERY, CENTRAL REQUISITION OFFICE, BRANCH REQUISITION OFFICE, A DEPÔT UNIT OF SUPPLY, A BAKERY SECTION, AN ADVANCED REMOUNT DEPÔT, OR A BASE REMOUNT DEPÔT.

9. The Officer i/c A.S.C. records will compile these returns in triplicate and will distribute them as follows:—

One copy to the War Office.

One copy to the G.O.C.-in-C. in whose command the unit will mobilize.

One copy to be retained in the record office.

Mobilization returns for the R.A.M.C.

10. (i.) A.F. B 89A will be prepared in triplicate by the officer i/c R.A.M.C. records, for each medical unit of the Expeditionary Force. One copy of the return will be sent direct to the War Office; one to the Deputy Director of Medical Services through the G.O.C.-in-C. of the Command in which the unit mobilizes, and one retained by the officer i/c records. The D.D.M.S. will forward A.F. B 89A, when received, to the Os.C. companies from which the regular personnel for the unit is allotted. Os.C. companies will post the various ranks according to the allotment shown on A.F. B 89A. The copy will then be passed to the officer responsible for the mobilization

of the unit. When it has been necessary for the officer *i/c* records to allot personnel from companies serving in other Commands, or reservists joining stations outside the Command, the D.D.M.S. will forward to the D.D.M.S. of such Commands extracts from A.F.B. 89A with a notification of the time by which these men should join at the place of mobilization of the unit.

(ii.) The item "Personnel serving on 1st.....19....., qualified for service abroad, *detailed* to the unit" will show the personnel actually detailed to join the unit on mobilization. The number of the company (or *dépôt*) from which this serving personnel will be drawn is to be stated in every case.

(iii.) The item "Regular reservists *detailed* to the unit" will show the actual number of reservists who have been ordered to join the unit on mobilization. The deduction of 10 per cent. to cover absentees and medical rejections amongst the reservists ordered to join will be made on the line for that purpose in the return.

(iv.) The item "Special reservists *detailed* to the unit" will show the number of the various categories of "partially trained R.A.M.C. personnel" actually ordered to join the unit. The deduction of 10 per cent. to cover absentees and medical rejections among these special reservists, &c., will be made on the line inserted in the return for that purpose.

(v.) If any of the 479 R.G.A. reservists lent to the R.A.M.C. for duty as batmen are to be utilized to bring a unit up to war establishment the actual number of such reservists detailed will be shown against item 4 of the return.

(vi.) The information regarding the "Transport personnel attached" is to be obtained from the officer *i/c* A.S.C. records.

(vii.) The war establishment to be shown in the return is that laid down in the latest published "War Establishments, Part I., Expeditionary Force," including the personnel shown under the heading "Base Detachment" in those establishments.

(viii.) The officer *i/c* R.A.M.C. records is responsible that the whole of the information given in the returns is correct and will sign the certificate to that effect at the bottom of the return.

SUMMARIES—ALL ARMS, SERVICES AND DEPARTMENTS.

11. (i.) The summary of requirements referred to in para. 2 of this Appendix will be compiled according to the following instructions, which, however, are intended as a guide only and are not to be taken as a complete list of all the requirements in every case. The officer *i/c* records concerned is responsible that all requirements are included.

(ii.) Columns 2 and 3 should show the personnel required to be detailed for all purposes to the Expeditionary Force on mobilization, including 1st reinforcements. Special reservists of the infantry of the line will not be included as a requirement in column 3.

(iii.) Columns 4 and 5 should show units which mobilize and may be employed abroad but are not definitely allotted for service with the Expeditionary Force on mobilization, and any details which are required to be allotted for special purposes abroad on mobilization other than with the Expeditionary Force, *e.g.*, unallotted regular battalions and extra reserve battalions, &c.

(iv.) Column 6 should show the permanent cadres of reserve cavalry regiments and cavalry *dépôts*, the regular establishment of the Irish Horse and King Edward's Horse, the permanent cadres of reserve brigades R.H.A. and R.F.A., the permanent establishments of *dépôts* R.H.A., R.F.A., R.G.A.; the regular establishment of R.E. (S.R.) units, the permanent cadres of R.E. *dépôts* and training establishments, the permanent cadres of infantry *dépôts* and the regular establishment of the 74 reserve battalions, the permanent cadres of *dépôt* companies A.S.C., of the *dépôts* R.A.M.C., A.O.C., and

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A.V.C., in fact all the personnel which constitutes the reserve machinery of the Expeditionary Force. Until further orders are issued, the home requirements of the remainder of the Household Cavalry, the Irish Horse and King Edward's Horse will be reckoned at the peace establishments of the portions of regiments left behind.

(v.) Column 7 should show all the personnel required to be allotted for other purposes at home, such as schools of instruction which do not close on mobilization, coast defence units, unallotted units (at their peace establishment) which are not mobilized, permanent staff of the Territorial Force, special appointments at home not vacated on mobilization, &c., but not the special reserve establishment of reserve battalions, nor of R.E. seige and railway special reserve units, nor the *attached* establishment of cavalry and R.F.A. reserve units.

(vi.) Column 8 should show the numbers required to replace the estimated wastage of the Expeditionary Force during the first 6 months of a war, calculated at the rates per cent. shown in para. (viii.) below, less first reinforcements included in columns 2 and 3.

(vii.) Column 9 should show the whole of the requirements of the unit, regiment or corps, as the case may be, during the first 6 months of a war.

(viii.) The requirements to replace wastage in the Expeditionary Force during the first 6 months of a war will be calculated at:—

*15 per cent. for staff and special appointments.			
40	"	"	cavalry units.
36	"	"	R.A. units.
22	"	"	R.E. units (except Postal Service).
200	"	"	R.F.C. aeroplane pilots, other ranks.
20	"	"	" remaining other ranks.
44	"	"	infantry units.
18	"	"	field units ...
*10	"	"	L. of C. units
			{ A.S.C.
			{ R.A.M.C.
			{ A.V.C.
			{ A.O.C.
			{ A.P.C.
			{ Postal Service.

In calculating the actual number required to replace wastage in a unit, the percentage, as above, of the war establishment of the unit, excluding the Base Detachment, will be taken; from the number thus found the first reinforcement will be deducted. The remainder is the number required to replace 6 months' wastage.

* "First reinforcements" are not allotted for staff or L. of C. units.

Appointment.	How filled.
*Acting adjutant	One of the lieutenants of the Reserve of Officers.
Acting serjeant-major	Squadron serjeant-major instructor in fencing and gymnastics, squadron serjeant-major instructor in musketry, or any squadron serjeant-major or squadron quartermaster-serjeant left behind by the regiment as unfit for service abroad, if available for duty at home.
Acting quartermaster-serjeant	
Acting orderly-room serjeant or orderly-room clerk	Band serjeant or a suitable N.C.O. from those unfit for service abroad.

15. In addition to the N.C.Os. referred to in para. 7 above, three N.C.Os. from the Reserve who are either in possession of a cavalry school certificate or who have been trained regimentally as rough riders will, if available, be detailed by the officer i/c records concerned to join each reserve regiment affiliated to his record office. These N.C.Os. will remain at the depôt until sent to join the reserve regiment as laid down in para. 17 below.

16. The signallers for the 1st, 6th and 9th Reserve Regiments (1 serjeant, 2 corporals and 26 privates for each regiment) will be detailed by the officer i/c records concerned from reservists (already trained as signallers, if possible) belonging to the corps of Dragoons, Lancers or Hussars as the case may be. The numbers given above will include any N.C.Os. detailed under para. 6 above.

17. All personnel surplus to the initial requirements of the Expeditionary Force and not required for the depôt after mobilization will remain at the depôt until orders are received from the War Office for them to proceed to join the reserve regiment.

18. When both linked regiments are at home, the personnel and horses left by the regiment not at the station where the reserve regiment is to be formed will remain at that station until orders are received from the War Office for them to join the reserve regiment.

19. The horses required to complete the establishment of the reserve regiment will be sent to the regiment as they become available.

20. The allotment of reserve regiments to stations, &c., is shown in the following table:—

Regiment.	Service units to which affiliated.	†Station of Reserve Regiment.
1st Reserve Regiment ... {	1st Dragoon Guards	} Aldershot.
	5th " "	
2nd " " ... {	2nd " "	} Aldershot.
	6th Dragoons	
3rd " " ... {	3rd Dragoon Guards	} Canterbury.
	6th " "	

* The acting adjutant appointed by the O.C. service unit will continue in that appointment until the O.C. the reserve regiment has appointed a permanent adjutant from among the officers of the regiment.

† Liable to alteration (see para. 4 of this Appendix).

‡ These regiments will train signallers.

Regiment.	Service units to which affiliated.	*Station of Reserve Regiment.
4th Reserve Regiment	4th Dragoon Guards	Tidworth.
	7th " "	
5th "	1st Dragoons	York.
	2nd " "	
†6th "	5th Lancers	Dublin.
	12th " "	
7th "	9th " "	Tidworth.
	21st " "	
8th "	16th " "	Curragh.
	17th " "	
†9th "	3rd Hussars	Shorncliffe.
	7th " "	
10th "	4th " "	Curragh.
	8th " "	
11th "	10th " "	Tidworth.
	18th " "	
12th "	11th " "	Aldershot.
	13th " "	
13th "	14th " "	Colchester.
	20th " "	
14th "	15th " "	Longmoor.
	19th " "	

* Liable to alteration (see para. 4 of this Appendix).

† These regiments will train signallers.

APPENDIX E.

INSTRUCTIONS FOR THE FORMATION OF RESERVE BRIGADES, ROYAL HORSE ARTILLERY, ON MOBILIZATION.

I.—GENERAL.

1. *Three brigades, R.H.A., which in peace are unallotted, will on mobilization become three reserve brigades, R.H.A.

2. The functions of a reserve brigade, R.H.A., on mobilization, will be—

(a.) The supply of drafts required to replace the wastage of war.

(b.) The reception and training of recruits, surplus reservists, and personnel unfit for service with the Expeditionary Force.

(c.) The training of horses to maintain a reserve of remounts for units in the field.

3. The war establishment of a reserve brigade, R.H.A., is laid down in War Establishments, Part V.

4. Reserve brigades will be formed in accordance with the arrangements given in the table in para. 14 of this Appendix. One reserve brigade will be quartered at each of the stations shown in column 6 of the table, being formed from the corresponding brigade shown in column 2. Horse Artillery brigades and batteries of the Expeditionary Force will be affiliated, according to their peace stations, to reserve brigades and batteries, as shown in columns 3 and 5.

* This number may be reduced.

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5. Reserve brigades will, on mobilization, be designated as shown in column 5 of the table in para. 14 of this Appendix. On demobilization they will revert to their present numbers. Batteries will, on mobilization, continue to be designated by the same letters as those by which they were known in peace.

6. The establishment of each reserve brigade will be completed as regards personnel from—

(a.) Special Reserve officers, officers of the Reserve of Officers, or officers on half-pay or retired.

(b.) The personnel of the unallotted brigade forming the reserve brigade.

(c.) Personnel left behind by the affiliated service unit.

(d.) Reservists surplus to the initial requirements of the Expeditionary Force.

(e.) Recruits and surplus personnel of the depôt.

7. Officers will be detailed to reserve brigades by the War Office, and other ranks by the officer i/c R.H. and R.F.A. records.

8. The establishment of horses will be completed under arrangements made by the War Office.

II.—METHOD OF FORMING RESERVE BRIGADES.

9. When a general mobilization is ordered officers as detailed below will be sent, under orders from the War Office, to the peace station of each of the Horse Artillery brigades and the battery allotted to the Expeditionary Force, to take over the details and horses to be left behind at their peace stations by those service units. The senior officer will perform the duties assigned to the officer i/c details (Mobilization Regulations, paras. 197-203):—

Rank.	Source from which drawn.	By whom detailed.	Each of the brigades at Newbridge and Aldershot.	Battery at Aldershot.
Major, captain or lieutenant.	Peace Establishment of unallotted brigades, Special Reserve of Officers, Reserve of Officers, officers on half-pay or retired.	War Office	2	1

10. Officers as below will be sent on mobilization, under orders from the War Office, to the R.H.A. Depôt, Woolwich, to take over the surplus reservists and recruits—

Rank.	Source from which drawn.	Detailed by.	Numbers.
Major or captain...	Peace establishment of unallotted brigades, Special Reserve of Officers, Reserve of Officers, officers on half-pay or retired.	War Office	1
Captains or lieutenants.			6

11. The following personnel and horses will remain at their respective peace stations until orders are received from the War Office for their movements :—

(a.) *Service units.*—All personnel and horses left behind by the service unit.

(b.) *Depôt.*—

(i.) The peace establishment of the depôt.

(ii.) All reservists surplus to the requirements of the service units.

(iii.) All recruits at the depôt.

(c.) *Unallotted brigades.*—All personnel and horses not allotted to service units, and not required for duty under paras. 9 and 10 above.

12. When orders are issued from the War Office, the following personnel, horses and equipment will be sent from their respective stations to join the reserve brigades to which they are allotted at the stations shown in column 6 of the table in para. 14 below :—

(a.) All personnel and horses at the depôt surplus to its war establishment.

(b.) All personnel, horses and equipment at Trowbridge, Christchurch, and Aldershot.

13. The horses required to complete the reserve brigades to war establishments will be provided at the stations shown in column 6 of the table in para. 14 below, under arrangements made by the War Office.

14. The allotment of reserve brigades, R.H.A., to stations, &c., is shown in the following table :—

DEPÔT AND RESERVE BRIGADES, ROYAL HORSE ARTILLERY.

Peace.		Peace stations of Royal Horse Artillery brigades and batteries allotted to the Expeditionary Force.	War.		
Depôt.	Unallotted brigade.		Depôt.	Reserve brigades.	
			No.	Station.	
1.	2.	3.	4.	5.	6.
Woolwich	Trowbridge and Christchurch.	Newbridge ... (brigade).	Woolwich	1st	Newbridge.
	Ipswich ...	Aldershot ... (brigade).		2nd	Ipswich.
	Woolwich ...	Aldershot ... (battery).		3rd	Woolwich.

APPENDIX F.

INSTRUCTIONS FOR THE FORMATION OF RESERVE
BRIGADES, ROYAL FIELD ARTILLERY,
ON MOBILIZATION.

I.—GENERAL.

1. Twelve reserve brigades, R.F.A., will be formed on mobilization from the six reserve brigades existing in peace.

2. The functions of a reserve brigade, R.F.A., on mobilization, will be—

- (a.) The supply of drafts required to replace the wastage of war.
- (b.) The reception and training of recruits, surplus reservists and personnel unfit for service with the Expeditionary Force.
- (c.) The training of horses to maintain a reserve of remounts for units in the field.

3. The war establishment of a reserve brigade, R.F.A., is laid down in War Establishments, Part V.

4. Reserve brigades will be formed in accordance with the arrangements given in the table in para. 15 below, one brigade being formed at each of the stations shown in column 9. The R.F.A. brigades of each division of the Expeditionary Force will be affiliated in pairs, according to their peace stations, to reserve brigades, as shown in columns 5 and 9. The two reserve brigades to which the artillery units of each division are to be affiliated on mobilization (*see* columns 5 and 9) will be formed by the expansion of the reserve brigade to which those units are affiliated in peace (*see* column 4).

5. Reserve brigades will, on mobilization, be designated as shown in column 8 of the table in para. 15 below. The "A" brigade in each case will be formed from the senior battery, and will be quartered at the peace station of the reserve brigade. Batteries will, on mobilization, be numbered throughout from 1 to 36.

6. The establishment of each pair of reserve brigades, R.F.A., will be completed as regards personnel from—

- (a.) Special Reserve officers, officers of the Reserve of Officers, of officers on half-pay or retired.
- (b.) The personnel of the reserve brigade from which they are formed.
- (c.) Unfits and immatures from service units and from unallotted Field Artillery brigades.
- (d.) Reservists surplus to the initial requirements of the Expeditionary Force.
- (e.) The recruits and surplus personnel of the affiliated depot.
- (f.) Surplus special reservists.

7. Officers will be detailed to reserve brigades by the War Office, and other ranks by the Officer i/c R.H. and R.F.A. Records. Personnel (other than officers) of howitzer brigades will be allotted to the "A" reserve brigades.

8. The sources from which horses are to be provided are laid down in the Remount Statement.

II.—METHOD OF FORMING RESERVE BRIGADES.

9. During mobilization the expansion of each reserve brigade into two reserve brigades will be carried out at its peace station. The officers required to complete reserve brigades to war establishment will join, under orders issued in peace by the War Office, on, or as soon as possible after, the first day of mobilization. The following personnel will also, during the same period, be passed by the O.C. each R.F.A. depôt to the reserve brigade forming at the station:—

- (a.) All reservists surplus to the requirements of Expeditionary Force units.
- (b.) All recruits.

10. As soon as possible after mobilization is ordered, the O.C. each reserve brigade will send officers from his brigade to the peace stations of the affiliated regular brigades to take over the details left behind by them. The number of officers to be sent to each regular brigade will be as follows:—

- (a.) Two officers to each brigade stationed at places marked (a) in column 5 of the table in para. 15 below.
- (b.) One officer to each battery stationed at places marked (b) in column 5 of the table in para. 15 below.

The senior of these officers at each station will perform the duties allotted to the officer i/c details (Regulations for Mobilization, paras. 197-203).

11. The personnel mentioned in para. 10 above, together with the personnel and horses left behind by the regular brigades, will remain at the peace stations of those brigades until orders are received from the War Office for their movement to join the reserve brigade to which they belong, as shown in para. 15 below. Orders will also be issued by the War Office for the moves of the "B" reserve brigades from the peace stations (*see* para. 9 above) to the stations given in column 9 of the table in para. 15 below.

12. The sources from which horses are to be provided are laid down in the Remount Statement.

13. The equipment, &c., held in peace by reserve brigades will, on mobilization, become the equipment of the "A" reserve brigades. The equipment, &c., for the "B" reserve brigades will be provided on mobilization under instructions from the War Office. The howitzers held on peace charge by reserve brigades will, on mobilization, be retained in the first instance by the "A" reserve brigades.

III.—DEPÔTS.

14. On mobilization, each R.F.A. depôt will be completed to war establishment under instructions from the War Office and officer i/c records, as regards officers and other ranks respectively. Any surplus personnel and recruits will be handed over by the O.C. the depôt to the reserve brigades as directed in para. 9 above.

IV.—ALLOTMENT OF RESERVE BRIGADES.

15. The allotment of reserve brigades, R.F.A., to stations, &c., is shown in the following table:—

Appendix F.

DEPÔTS AND RESERVE BRIGADES, ROYAL FIELD ARTILLERY.

(Small letters in brackets refer to paragraph 10 of this Appendix.)

Peace.				War.				
Depôt.		Reserve brigade.		Peace stations of Field Artillery brigades allotted to the affiliated divisions of the Expeditionary Force.				
No.	Station.	No.	Station.	No.	Station.	Depôt.	Reserve brigade.	
1.	2.	3.	4.	5.	6.	7.	8.	9.
1	Newcastle	1st	Newcastle	1st Division Brigades at— (a) Deepcut (a) Deepcut (H) (a) Marlborough Lines (a) Bordon	1	Newcastle.	1 A 1 B	Newcastle. Ipswich.
2	Preston ...	2nd	Preston ...	2nd Division Brigades at— (a) Wellington Lines (a) Brighton (H) (a) Ewshott (a) Bordon	2	Preston.	2 A 2 B	Preston. Brighton.

3	Hilsea ...	3rd Division ...	3rd Division at— (a) Bulford (a) Bulford (H) (a) Bulford (a) Bulford	Hilsea,	3 A 3 B	Hilsea, Exeter.
4	Woolwich...	4th Division ...	4th Division at— (a) Colchester (a) Woolwich (H) (a) Shorncliffe (a) Woolwich...	Woolwich,	4 A 4 B	Woolwich, Woolwich.
5	Athlone ...	5th Division ...	5th Division at— (a) Dundalk (a) Kildare (H) (a) Kildare (a) Newbridge	Athlone,	5 A 5 B	Athlone, Ballinacollig.
6	Glasgow ...	6th Division ...	6th Division at— (a) Cahir (b) *Clonmel (H) (b) *Fethard (H) (b) *Kilkenny (H) (a) Ballinacollig (a) Fermoy (b) *Waterford	Glasgow,	6 A 6 B	Glasgow, Edinburgh.

* Single battery station.

APPENDIX G.

INSTRUCTIONS FOR THE FORMATION OF RESERVE
AEROPLANE SQUADRONS, ROYAL FLYING CORPS
(MILITARY WING), ON MOBILIZATION.

1. Reserve aeroplane squadrons will be formed on mobilization.
 2. The surplus personnel left behind by squadrons will join the reserve aeroplane squadrons under instructions issued by the Officer i/c Royal Flying Corps (Military Wing) Records.
 3. The establishment of a reserve aeroplane squadron will be completed as regards personnel from—
 - (a.) Officers temporarily unfit to proceed abroad with their own squadrons.
 - (b.) Officers of the Special Reserve and of the Reserve, Royal Flying Corps (Military Wing).
 - (c.) Surplus personnel (*see* para. 2 above).
 - (d.) Recruits.
 - (e.) Special Reserve, Categories (a) and (c).
 4. The establishment of aeroplanes and transport will be completed under arrangements made by the War Office.
-

APPENDIX H.

STATEMENT SHOWING METHOD OF PROVIDING PERSONNEL, OTHER THAN OFFICERS AND REGULAR RESERVISTS, FOR A RESERVE BATTALION AND DEPÔT (EXCEPT FOOT GUARDS, K.R.R.C. AND RIFLE BRIGADE) ON MOBILIZATION.

Numbers to be provided.	Source from which drawn.					Total.	Remarks.
	Regular Establishment of reserve battalion.	Line battalions.	Special Reserve.	Regular Reserve.	Ex-soldiers.		
Serjeant-major ...	1	.. 1	1	
Bandmaster ...	1	1	
Quartermaster-serjeant ...	1	1	
Company-serjeant-major	8	8	48
Company-serjeant-major instructor in musketry	1	1	1	586
Orderly-room serjeant ...	1 1	..	1	
Orderly-room clerk ...	1	1	
Serjeant-drummer ...	1 1	1	
Pioneer-serjeant ...	1	1	
Serjeant-cook ...	1 17*	1	
Serjeants ...	25	8	25	
Drummers ...	8	8	.. 8*	8	
Corporals ...	24	16	.. 560*	24	
Privates ...	560	560	
Total ...	634	45	586	1	..	634	

* Deficiencies will, as far as possible, be made good on mobilization from details left behind by the regular battalion or surplus reservists, under instructions from the officer i/c records.

Numbers to be provided.	Source from which drawn.					Total.	Remarks.
	Regular Establishment of reserve battalion.	Line battalions.	Special Reserve.	Regular Reserve.	Ex-soldiers		
DEPOT.							
Quartermaster-serjeant...	...	1	1	1	Regulares 29
Orderly-room clerk	1	1	1	Ex-soldiers 2
Company-serjeant-major	...	1	...	1	...	1	...
Serjeants 4	...	4	...	2	...	4	...
Corporals 4	...	4	...	4	...	4	...
Privates 20	...	20	...	20	...	20	...
Total 31	2	27	2	31	Total regulars required for reserve battalion and depot:— 48 + 29 = 77.

NOTES.—1. Highland battalions have 1 serjeant-piper in addition.

2. In addition to the above personnel, the details left by regular battalions will join the reserve battalion.

APPENDIX I.

INSTRUCTIONS REGARDING THE BILLETING OF TROOPS
AT THEIR STATIONS IN THE UNITED KINGDOM ON
MOBILIZATION.

The power to billet troops in the United Kingdom conferred by Section 108A of the Army Act can only be exercised in a great national emergency, when the following conditions have been fulfilled:—

(1.) When the Army Reserve has been called out by proclamation and when directions have been issued for embodying the whole or a part of the Territorial Force.

(2.) When a Special Order has been issued by His Majesty distinctly stating that an emergency exists and authorizing the issue of billeting requisitions.

When the above conditions are fulfilled, the following instructions, which have been framed with regard to the possibility of troops being kept in billets for a considerable time, should be observed.

Buildings to be utilized.

In order that the application of the Act may cause as little inconvenience as possible to the public, it is desirable that during this period N.C.Os. and men should be quartered, as far as possible, in large buildings rather than in victuallers' premises, and in victuallers' premises rather than in private houses. The military necessity, however, of billeting the individuals composing a unit within an area of convenient size may in some cases render recourse necessary to all three forms of billets.

Although boarding schools, both public and private, present many advantages for billeting purposes, it is not considered advisable to count on utilizing them, except in case of necessity, as they could not normally be rendered available immediately on emergency. Day schools, however, whether public or private, can be looked upon as available for billeting. Unoccupied private houses will also be suitable for the purpose.

Superficial space allowed per man.

For the calculation of accommodation in large buildings 40 or 50 square feet floor space should be allowed per man.

Billets in dwelling houses.

Where there is a deficiency of large buildings, and resort has to be had to the billeting of W.Os., N.C.Os. and men in private houses, it is suggested that in the interests of the inhabitants the allotment on a scale of one W.O., N.C.O. or man to every two rooms in the house, exclusive of kitchens and offices, should be taken as the maximum scale of allotment on mobilization. This scale should, however, only be considered as tentative, and should not be applied indiscriminately.

For example, it is clearly desirable to avoid billeting troops in the poorer districts of large towns, where there is already overcrowding, and the dwellings of substantial householders should, as far as possible, be selected.

Officers' billets.

Billets for officers should be selected in premises conveniently situated with regard to their men, but not, as a rule, in the same building.

Appendix I.

Accommodation, food and bedding.

Troops billeted on licensed victuallers' premises or in private houses are entitled to the accommodation defined in para. 106 (1) and the 2nd Schedule, Part I. of the Army Act. It should, however, as a rule, be unnecessary, except in the case of small detached bodies when military requirements render such action advisable, to call upon the inhabitants to provide the troops with meals, and the provision of beds for the men will not ordinarily be demanded.

The owners of large buildings, institutions, or unoccupied private houses in which troops are accommodated will not be called upon to supply the troops billeted on them with food or bedding.

As a general rule the troops will be supplied at the public expense with either rations or ration allowances. They will be in possession of blankets, and an issue of straw will be made to them until such time as palliasses can be distributed.

Cooking arrangements; latrines.

In the case of troops quartered in large numbers on any premises where there is an insufficiency of kitchen and cooking appliances, the troops will supplement the same by the construction of field kitchens: and when insufficient latrine accommodation exists arrangements will have to be made to improvise means up to the scale of four seats per 100 men, claims being submitted to the War Office for any expenditure incurred.

Remuneration.

The prices to be paid to persons other than keepers of licensed victuallers' houses for such accommodation and the food and fodder supplied by them will, in accordance with Section 7 of the Army Annual Act, 1909, be such as may be fixed by regulations made by the Army Council with the consent of the Treasury.

Stabling.

With regard to the billeting of horses, stabling should be provided close to the quarters allotted to the W.Os., N.C.Os. and men of the same unit, and if possible on the same premises.

In most cases, however, stabling will have to be improvised, and any sheds suitable for the purpose will be allotted as stabling.

Transport and other vehicles.

Open spaces must be allotted for the parking of transport and other vehicles, if possible, within the billeting area allotted to the unit concerned.

Payment.

Payment for billets for troops and horses will be made to the occupier or licensed victualler at the rates laid down (see *Remuneration*, above) by the Army Council in the case of occupiers other than licensed victuallers and at the rates prescribed in the schedule to the Army Annual Act in the case of licensed victuallers. It will be made by the officer or soldier demanding the billets under the requisition (A.F. B 2084) before he leaves the place, and, if the billets are occupied more than 4 days, payment will be made at least once in every 4 days if so required by the person on whom the troops are billeted.

The necessary cash will be obtained by the company officer, with his monthly imprest, and will be accounted for in the pay and mess book, charges being supported by the landlord's receipt (A.B. 123) and by reference to the number and date of the requisition.

This regulation applies only to billets occupied under the powers conferred by the Army Act and not to buildings hired by the military authorities for the use of the troops.

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