



SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, MAY 19, 1927.

Published by Authority.

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

CHARLES FERGUSSON, Governor-General.

IN pursuance and exercise of the powers and authority conferred on me by the Defence Act, 1909, and its amendments, I, General Sir Charles Fergusson, Baronet, Governor-General of the Dominion of New Zealand, do hereby revoke the regulations made on the twenty-second day of December, one thousand nine hundred and thirteen, and published in the *New Zealand Gazette* of the twenty-seventh day of January, one thousand nine hundred and fourteen, together with all amendments thereto, and in lieu thereof do hereby make the regulations set forth in the Schedule hereto; and I hereby declare that such revocation shall take effect and such new regulations shall come into force as from the date of publication thereof in the *Gazette*.

As witness the hand of His Excellency the Governor-General, this 20th day of May, 1927.

F. J. ROLLESTON, Minister of Defence.

SCHEDULE.

DEFINITIONS.

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

- “Active service”: The term “on active service,” as applied to a person subject to military law, means whenever he is attached to or forms part of a Force which is engaged in operations against the enemy, or is engaged in military operations in a country or place wholly or partly occupied by an enemy, or is in military occupation of any foreign country, and as further defined in the Army Act:
- “Area” means a geographical subdivision of a regimental district:
- “Army Act” means the Imperial Army Act called “The Army Act,” and includes any Act continuing or amending the same:
- “Cadet” means Senior Cadet as defined in the Defence Act:
- “Camp” means any special assembly of any portion of the Defence Forces for instruction or training and exercise at a particular place authorized or ordered by the General Officer Commanding, or other competent authority, to be a camp.
- “Company,” &c., means a squadron, battery, or company; or, in the case of N.Z. Engineers, N.Z. Army Service Corps, N.Z. Medical Corps, and N.Z. Army Ordnance Corps, a depot:
- “Command” means a military district as constituted under the Defence Act:
- “Commandant” or “General Officer Commanding” means the officer appointed by the Governor-General to command the N.Z. Military Forces and to have charge of the land and air defences of New Zealand:
- “Defence Act” means the New Zealand Defence Act, 1909, and includes any Act amending the same:
- “Gazette” means the *New Zealand Gazette*:
- “General Training Section,” which for the purposes of these regulations is included in the Non-effective List, includes all persons liable for training in a Territorial unit but who are not posted to a Territorial unit on account of living beyond the prescribed distance from a training-centre, or of being surplus to the authorized establishment:
- “King’s Regulations” means the “King’s Regulations” and “Orders for the Army and the Army Reserve,” as issued by the Army Council:
- “Military Forces” means all officers, non-commissioned officers, and men in the Permanent Forces, the Territorial Force and Senior Cadets, General Training Section, and Reserve, and includes any volunteer body enrolled in the Forces under the authority of the Governor-General for special service within or beyond New Zealand:
- “Military Orders” or “General Orders” means orders issued by the General Officer Commanding, or any officer acting under authority of the General Officer Commanding:
- “Non-commissioned officer” includes any acting non-commissioned officer:
- “Non-effective List” embraces all males liable for military training under the Defence Act who are not called upon to train on account of living beyond the prescribed training radius, or who are undergoing their training in the N.Z. Division of the Royal Navy or the N.Z. Royal Naval Reserve, or who are surplus to the authorized establishment:
- “Oath”: The expression “oath” and “swear,” and other expressions relating thereto, include “affirmation” or “declaration,” “affirm” or “declare,” and expressions relating thereto, in cases where an affirmation or declaration is by law allowed instead of an oath:
- “Officer” means any commissioned officer appointed under the Defence Act to the Military Forces or to any branch thereof, or any officer of the Military or Air Forces of the British Empire duly attached or appointed for duty with the N.Z. Forces:
- “Peace establishments”: The peace establishment of a unit is the number of officers and other ranks, and animals, guns, and vehicles, authorized to be maintained in peace:
- “Regiment”: The term “regiment” means the regiment of Royal N.Z. Artillery, a regiment of Mounted Rifles, the regiment of N.Z. Artillery, and a regiment of Infantry:
- “Rules of Procedure” means “The Rules of Procedure” issued under the authority of the Army Act:
- “Soldier” means any warrant officer, non-commissioned officer, or man enlisted or enrolled in any portion of the Military Forces, other than a Cadet unit or a Rifle Club:
- “Superior officer”: This expression means not only a superior in rank, but also a senior in the same rank or grade where that seniority gives power of command according to the usage of the service, and also includes a non-commissioned officer or acting non-commissioned officer:
- “Trainee”: One who is liable under the Defence Act to undergo training in the Defence Forces:
- “Unit” means an Air Force depot or squadron; a regiment of Mounted Rifles; a battery or depot of Artillery; a field squadron, field troop, field company, or depot of Engineers; a squadron, company, troop, section, or depot of the Signal Corps; a battalion of Infantry; a company or depot of the Army Service Corps; a mounted field ambulance, a field ambulance, a casualty clearing-station, hospital, or depot of the Medical Corps; a section or depot of the Veterinary Corps; a company, section, or depot of the Ordnance Corps; a battalion of Cadets.
- “War establishments”: The war establishment of a unit is the number of officers and other ranks, and animals, guns, and vehicles, authorized for war.

ABBREVIATIONS.

A.A.	..	Army Act.
A.B.	..	Army Book.
A.D.C.	..	Aide-de-Camp.
A.D.M.S.	..	Assistant Director of Medical Services.
A.D.V.S.	..	Assistant Director of Veterinary Services.
A.F.	..	Army Form.
A.G.	..	Adjutant-General.
A.S.C.	..	Army Service Corps.
C.G.S.	..	Chief of the General Staff.
C.O.	..	Commanding Officer.
C.O.O.	..	Chief Ordnance Officer.
D.C.M.	..	District Court-martial.
D.D.S.	..	Director of Dental Services.
D.F.S.	..	Director of Financial Services.
D.M.S.	..	Director of Medical Services.
D.M.T. & I.	..	Director of Military Training and Intelligence.
D. of A.	..	Director of Artillery.
D. of A.S.	..	Director of Air Services.
D.O.S.	..	Director of Ordnance Services.
D.V.S.	..	Director of Veterinary Services and Remounts.
F.G.C.M.	..	Field General Court-martial.
G.C.M.	..	General Court-martial.
G.H.Q.	..	General Headquarters.
G.S.O. (1)	..	General Staff Officer, 1st Grade.
G.T.S.	..	General Training Section.
i/c	..	In charge.
I.O.O.	..	Inspecting Ordnance Officer.
K.R.	..	King's Regulations.
M.M.L.	..	Manual of Military Law.
N.C.O.	..	Non-commissioned officer.
N.Z.A.F.	..	New Zealand Air Force.
N.Z.A.M.C.	..	New Zealand Army Medical Corps.
N.Z.A.O.C.	..	New Zealand Army Ordnance Corps.
N.Z.A.P.C.	..	New Zealand Army Pay Corps.
N.Z.A.S.C.	..	New Zealand Army Service Corps.
N.Z.D.C.	..	New Zealand Dental Corps.
N.Z.M.C.	..	New Zealand Medical Corps.
N.Z.P.A.F.	..	New Zealand Permanent Air Force.
N.Z.P.A.S.C.	..	New Zealand Permanent Army Service Corps.
N.Z.P.F.	..	New Zealand Permanent Forces.
N.Z.P.S.	..	New Zealand Permanent Staff.
N.Z.S.C.	..	New Zealand Staff Corps.
N.Z.V.C.	..	New Zealand Veterinary Corps.
O.C.	..	Officer Commanding.
O.C.C.	..	Officer Commanding Command.
O.M.E.	..	Ordnance Mechanical Engineer.
Para.	..	Paragraph.
Q.M.G.	..	Quartermaster-General.
R.D.	..	Regimental district.
R.N.Z.A.	..	Royal New Zealand Artillery.
R.P.	..	Rules of Procedure.
R.T.O.	..	Railway Transport Officer.
S.A.A.	..	Small-arms ammunition.
S.O.R.D.	..	Staff Officer i/c Regimental District.
T.F.	..	Territorial Force.
W.O.	..	Warrant officer.

*Regulations for the New Zealand Military Forces.***SECTION I.—ORGANIZATION.****COMPOSITION AND GOVERNMENT OF THE N.Z. MILITARY FORCES.****General Principles.**

1. THE N.Z. Military Forces comprise (1) the Permanent Forces, (2) the Territorial Force, (3) the Reserve, (4) the Cadets, (5) the Nursing Service, (6) all the Military Forces raised on mobilization.

2. The Permanent Forces consist of those officers and other ranks who are commissioned or attested for service in the N.Z. Staff Corps and N.Z. Permanent Staff, the Royal N.Z. Artillery, the N.Z. Permanent Air Force, the N.Z. Permanent Army Service Corps, the N.Z. Army Medical Corps, the N.Z. Army Ordnance Corps, the N.Z. Army Pay Corps, the General Duty Section, and other military departmental services.

3. The N.Z. Territorial Force consists of those officers and other ranks who are commissioned, attested, or enrolled for service in the Territorial Force units.

4. The Reserve consists of the Reserve of Officers, the Permanent Force Reserve, Territorial Force Reserve, and the General Reserve.

5. The Reserve of Officers consists of all officers of the Permanent Forces, Territorial Force, and of all the obligatory Forces raised on mobilization who are posted thereto.

6. The Permanent Force Reserve consists of all members of the Permanent Forces posted thereto.

7. The Territorial Force Reserve consists of all other ranks posted thereto from the date of posting thereto until June of the year in which they attain thirty years of age.

8. The General Reserve consists of all male inhabitants of New Zealand who are liable for military service, and who are not serving in the Permanent Forces or in the Territorial Force or in other sections of the Reserve.

9. For the purpose of mobilization the General Reserve will be subdivided into classes as shown in Mobilization Regulations.

10. The Cadets consist of all youths who are British born or naturalized British subjects, and are between the ages of fourteen and eighteen years, and include such youths over eighteen years of age who are permitted to extend their service in the Cadets while attending a secondary school; but do not include—

- (a.) Those exempted for any reason;
- (b.) Those attending a primary school;
- (c.) Those on the strength of the Non-effective List.

11. The liability of all male inhabitants of the Dominion for military training and for military service in the Military Forces is laid down in the Defence Act (Appendix VI).

12. Officers and other ranks of the N.Z. Permanent Forces are at all times liable for foreign service; the remainder of the Military Forces are not liable for service outside the Dominion unless they volunteer for such service.

13. For the purpose of the efficient training and administration of the Forces the Dominion is divided into three military commands, viz. :—

- Northern Command :
- Central Command :
- Southern Command :

Each command is further subdivided into four regimental districts, and those again into areas.

The boundaries of the commands and regimental districts are laid down in the N.Z. Army List.

14. The establishment of the N.Z. Military Forces is laid down in "Establishments for the N.Z. Military Forces."

15. The organization and distribution of the N.Z. Military Forces are shown in the N.Z. Army List.

16. The government of the Forces is vested in the Crown. The Minister of Defence, being charged essentially with the administration of the N.Z. Military Forces, decides questions of policy, and issues his instructions accordingly; but the actual command and the issuing of orders for carrying out these instructions are the function of the General Officer Commanding. An officer is appointed in each of the three military commands of the Dominion to command and administer such units as are located in his command.

17. The channel of communication throughout the Military Forces is as shown in Appendix IV.

18. The chain of command throughout the Military Forces is shown in Appendix V.

19. Owing to the personnel of the undermentioned corps being distributed throughout the various commands, the administration of such personnel will be carried out by General Headquarters through the command concerned :—

- N.Z. Staff Corps.
- N.Z. Permanent Staff.
- Royal N.Z. Artillery.
- N.Z. Permanent Air Force.
- N.Z. Permanent Army Service Corps.
- N.Z. Army Medical Corps.
- N.Z. Army Ordnance Corps.
- N.Z. Army Pay Corps.

General Duty Section of the Permanent Forces.
N.Z. Air Force.
N.Z. Veterinary Corps.
N.Z. Dental Corps.
N.Z. Army Nursing Service.

20. (a.) The Staff of the N.Z. Military Forces consists of—
- (i.) The Staff at Headquarters :
 - (ii.) The Staff in commands :
 - (iii.) The Staff of formations (divisions, brigades, &c.).
- (b.) The Staff in divided into—
- (i.) The General Staff :
 - (ii.) The Adjutant-General's Staff :
 - (iii.) The Quartermaster-General's Staff :
 - (iv.) The Director of Artillery's Staff :
 - (v.) The Director of Air Services' Staff :
 - (vi.) The Director of Financial Services' Staff.
- (c.) The distribution of the Staff is shown in the N.Z. Army List.

21. *Staff List.*—Appointments to the higher posts on the Staff will be made from a selected list of officers of the Permanent Forces considered qualified for such employment, termed the "Staff List."

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

22. *Officers of the Territorial Force.*—Officers of the Territorial Force may be seconded for service on the Staff.

23. *Duration of Appointment.*—No officer will hold a Staff appointment for longer than four years without being reappointed.

SECTION II.—DUTIES OF OFFICERS, WARRANT OFFICERS, AND NON-COMMISSIONED OFFICERS OF THE PERMANENT FORCES, AND OFFICERS OF THE TERRITORIAL FORCE.**A. OFFICERS OF THE PERMANENT FORCES.****I. AT GENERAL HEADQUARTERS.****General Officer Commanding.**

24. THE General Officer Commanding N.Z. Military Forces is responsible to the Government for the recruiting, organization, maintenance, efficiency, training, and readiness for war of the Forces under his command, and for advice on all questions of military policy affecting the security of the Dominion and as to the conduct of military operations. He is responsible for fixing the establishments, and for the preparation of schemes for mobilization and defence of the Dominion.

Chief of the General Staff.

25. (a.) The Chief of the General Staff, assisted by the Director of Military Training and Intelligence, is responsible to the General Officer Commanding for—

- (i.) Advice as to conduct of military operations and orders in regard thereto :
- (ii.) War organization, fighting efficiency, and training of the Military Forces :
- (iii.) Collection of intelligence :
- (iv.) Censorship and measures of military secrecy and publicity :
- (v.) Selection of officers, (a) for first appointment to the Permanent Forces, (b) for Staff appointments, (c) for command of units and higher formations of the Forces raised on mobilization :
- (vi.) Preparation of reports and replies to questions in Parliament :
- (vii.) Manœuvres.

(b.) THE DIRECTOR OF MILITARY TRAINING AND INTELLIGENCE, assisted by the following staff :—

- General Staff Officer (Training),
- General Staff Officer (Intelligence),
- Director of Signals,—

is responsible to the Chief of the General Staff for—

- (i.) Fighting efficiency and training of the Military Forces :
- (ii.) Education of officers :
- (iii.) Examinations :
- (iv.) Training-manuals :
- (v.) Libraries :
- (vi.) Preparation of war-book :
- (vii.) War diaries :
- (viii.) Policy in respect to allocation of armament (guns, machine-guns, rifles).

Adjutant-General.

26. (a.) The Adjutant-General, assisted by the Assistant Adjutant-General, is responsible to the General Officer Commanding for—

- (i.) Peace organization of the Military Forces :
 - (ii.) The recruiting and maintenance of personnel in peace and war of the Military Forces and statistics connected therewith :
 - (iii.) Discipline; martial, military, and international law and legal opinions :
 - (iv.) Duties in aid of Civil Power :
 - (v.) Matters concerning registration, enlistments, enrolment, posting, appointments, promotions, transfers, moves, honours and awards, pay and allowances, leave, discharges, pensions, compensation, casualties, and funerals :
 - (vi.) The administration (including enlistment, appointment, promotion, and discharge), of the N.Z. Permanent Staff, Royal N.Z. Artillery, N.Z. Permanent Army Service Corps, N.Z. Army Medical Corps, and General Duty Section (the administration will be carried out in consultation with the Director of Artillery in the case of the R.N.Z.A., and with the Quartermaster-General in the case of the N.Z.P.A.S.C.) :
 - (vii.) The engagement and discharge of casual labourers :
 - (viii.) Matters concerning Medical, Dental, and Sanitary Services, Chaplains, and Military Police :
 - (ix.) The editing, publication, and distribution of Peace and War Establishments, of General and Mobilization Regulations, General Orders, Army List, and the control of all printing and stationery :
 - (x.) The ordering and distribution of all books and publications :
 - (xi.) Organization and control of the central registry at General Headquarters :
 - (xii.) Personal records of Permanent Forces :
 - (xiii.) Ceremonial :
 - (xiv.) Prisoners of war, detention barracks, and military prisons.
- (b.) THE DIRECTOR OF MEDICAL SERVICES, assisted by the Staff Officer and Quartermaster, Medical Services, is responsible to the Adjutant-General for—
- (i.) Organization, administration, co-ordination, and supervision of all Medical and Dental Services :
 - (ii.) Technical training of Medical and Dental units :
 - (iii.) All matters in connection with the health of the Military Forces :
 - (iv.) Hospital accommodation and treatment of the sick and wounded, including their evacuation from abroad :
 - (v.) Sanitation of camps and barracks :
 - (vi.) Provision and inspection of medical, surgical, and dental equipment and stores (in conjunction with the Quartermaster-General) :
 - (vii.) Organization and administration of the Nursing Service.
 - (viii.) Medical statistics.
- (c.) THE DIRECTOR OF DENTAL SERVICES is responsible to the Director of Medical Services for the provision, organization, maintenance, and efficient working of the N.Z. Dental Corps.
- (d.) THE OFFICER IN CHARGE PERMANENT FORCE RECORDS is responsible to the Adjutant-General for—
- (i.) The recording of all appointments, postings, examinations, promotions, transfers, services, medals, and personal matters (other than confidential reports on officers) of all ranks of the Permanent Forces :
 - (ii.) Preparation of statistics in connection with the Permanent Forces.
- (e.) THE OFFICER IN CHARGE CENTRAL REGISTRY is responsible to the Adjutant-General for—
- (i.) The receipt, registration, distribution, custody, and despatch of all official correspondence received at or despatched from Headquarters, N.Z. Military Forces.
 - (ii.) Interior economy of the central registry.
 - (iii.) Co-ordination of registries in commands.

Quartermaster-General.

27. (a.) The Quartermaster-General, assisted by the Assistant Quartermaster-General and the Deputy Assistant Quartermaster-General, is responsible to the General Officer Commanding for—

- (i.) The administration of transport, remount, veterinary, ordnance, supply, barrack, transportation, and railway services :
- (ii.) The organization, training, and administration of personnel employed in the above services :
- (iii.) The provision, custody, maintenance, and issue of all military stores and small-arms ammunition, including mobilization equipment, and inspection of stores other than armament and ammunition :
- (iv.) Deciding as to the reserves of food, clothing, equipment, small-arms ammunition, general stores, and material to be held, and scale of such articles to be issued in peace and war :
- (v.) Dress Regulations :

- (vi.) Boards and Courts of Inquiry on losses and deficiencies of all ordnance stores, including clothing and necessaries :
 - (vii.) The hire and loan of stores :
 - (viii.) Surplus stores :
 - (ix.) Movements of troops and stores by land and sea :
 - (x.) The provision and allotment of quarters and accommodation for troops :
 - (xi.) The issue of travelling-warrants :
 - (xii.) The provision, administration, and maintenance of rifle ranges :
 - (xiii.) Administration of all lands owned, leased, or hired by the Defence Department :
 - (xiv.) The provision, maintenance, repair, and administration of all buildings :
 - (xv.) The provision, inspection, maintenance, and repair of Defence vessels :
 - (xvi.) The administration of and all questions concerning canteens :
 - (xvii.) Postal services in war :
 - (xviii.) The preparation and periodic revision of all regulations connected with the control of and accounting for stores (in conjunction with the Director of Medical Services in regard to medical stores, &c.) :
 - (xix.) The interior economy of General Headquarters (allocation of rooms, provision of furniture, repairs, &c.)
- (b.) THE DIRECTOR OF ORDNANCE SERVICES, assisted by the Chief Ordnance Officer, the Inspecting Ordnance Officer, and the Ordnance Mechanical Engineer, is responsible to the Quartermaster-General for—
- (i.) The provision, receipt, storage, distribution, repair, examination, and maintenance of small-arms, machine guns, vehicles, clothing and necessaries, equipment and general stores (including medical and veterinary), and camp and barrack equipment :
 - (ii.) The inspection and repair of armament and warlike stores, and the inspection of gun-ammunition :
 - (iii.) The provision, receipt, storage, and distribution of small-arms ammunition :
 - (iv.) The receipt, storage, issue, and repair of fixed armament, field armament, and artillery vehicles :
 - (v.) The organization and control of ordnance workshops :
 - (vi.) The preparation and periodic revision of Equipment Regulations and barrack and hospital schedules :
 - (vii.) The organization, administration, and training of the N.Z. Army Ordnance Corps :
 - (viii.) The maintenance of statistics of the Ordnance Department.

He is Commanding Officer of the N.Z. Army Ordnance Corps, and responsible for the interior economy, including enlistment, training, pay, promotion, postings, transfers, clothing, equipment, and discharges within the unit.

He will issue Regimental Orders dealing with training, administration, and personnel.

(c.) THE OFFICER IN CHARGE ARMY SERVICE CORPS is responsible to the Quartermaster-General for—

- (i.) The training of the N.Z. Permanent Army Service Corps and N.Z. Army Service Corps, and the organization and administration of the N.Z. Army Service Corps :
 - (ii.) The conveyance of stores by sea, rail, and road :
 - (iii.) Specifications and the preparation of demands for supplies :
 - (iv.) Scales of rations :
 - (v.) Supply accounting :
 - (vi.) Supplies of food, forage, fuel, straw, light, petrol, medical comforts, disinfectants, and water.
- (d.) THE DIRECTOR OF VETERINARY SERVICES AND REMOUNTS is responsible to the Quartermaster-General for—
- (i.) All questions regarding purchase, provision, casting, and general welfare of horses :
 - (ii.) Organization and administration of remount depots :
 - (iii.) Remount matters generally :
 - (iv.) The organization and administration of the Veterinary Corps :
 - (v.) All questions connected with veterinary hygiene, including the prevention of disease and injury in barracks and camps :
 - (vi.) The maintenance of veterinary statistics.

Director of Artillery.

28. The Director of Artillery, assisted by the Staff Captain, Artillery, is responsible to the General Officer Commanding for—

- (a.) The provision and allocation of armament, gun-ammunition, and artillery vehicles :
- (b.) The receipt, storage, and issue of gun ammunition and explosives other than small-arms ammunition :
- (c.) Deciding as to the scale of reserve of artillery of all kinds and of gun-ammunition :
- (d.) Investigation of patents and inventions :
- (e.) The siting and design of coast-defence works :
- (f.) The administration of the s.s. "Janie Seddon" :
- (g.) The inspection of Royal N.Z. Artillery and Territorial Artillery in the Dominion, and the co-ordination of their training :
- (h.) The training of recruits for the Royal N.Z. Artillery.

Director of Air Services.

29. The Director of Air Services is responsible to the General Officer Commanding for—

- (a.) Technical advice on all Air Force matters :
- (b.) The organization, administration, and training of the N.Z. Air Forces.

He will command the N.Z. Permanent Air Force.

Director of Financial Services.

30. The Director of Financial Services is responsible to the General Officer Commanding for—

- (a.) The compilation of parliamentary estimates :
- (b.) Reviewing proposals for new expenditure or for redistribution of the sums allotted to the different subheads of the vote :
- (c.) Financial adjustments and relations with other Departments and Governments :
- (d.) Accounts and audit :
- (e.) Cost accounting :
- (f.) The issue of pay to Permanent Forces and Territorial Force, and organization of pay-offices :
- (g.) The administration of the N.Z. Army Pay Corps :
- (h.) The control of civilian staff :
- (i.) Financial statistics.

He is Commanding Officer of the N.Z. Army Pay Corps.

Judge Advocate-General.

31. The Judge Advocate-General will be responsible to the Minister of Defence for—

- (a.) Superintending the administration of military law in the Dominion :
- (b.) Giving advice on matters leading up to the convening of Courts-martial :
- (c.) Reviewing the proceedings with a view to seeing that they have been regular and legal :
- (d.) In the event of it being necessary to quash the proceedings, making recommendations to the Minister of Defence with this object :
- (e.) The custody of confirmed proceedings of all Courts-martial :
- (f.) Assisting the Minister of Defence in the formulation of any advice it may be necessary to give the Governor-General regarding the proceedings of General Courts-martial or other such matters.

Deputy Judge Advocate-General.

31A. The Deputy Judge Advocate-General will be attached to General Headquarters, and will be responsible to the Judge Advocate-General for—

- (a.) Assisting the Judge Advocate-General, and in his absence, or when the office is vacant, performing the duties of Judge Advocate-General :
- (b.) Proceedings of Courts-martial, all of which will in the first instance be referred to him, and except in cases of doubt or difficulty may be finally dealt with by him, subject nevertheless to the right of appeal against his decision to the Judge Advocate-General.

Committees.

32. The composition of committees will be as under :—

- (1.) Mobilization Committee—
Chief of the General Staff (Chairman) :
Director of Military Training and Intelligence :
Adjutant-General :
Director of Artillery.

A second representative of each of the above-mentioned branches of the Staff shall also attend meetings of the committee.

- (2.) Establishments Committee—
Chief of the General Staff (Chairman) :
Director of Military Training and Intelligence :
Adjutant-General :
Quartermaster-General :
Director of Artillery.

- (3.) Small-arms Ammunition Committee—
Director of Artillery (Chairman) :
Director of Military Training and Intelligence :
Quartermaster-General :
Director of Ordnance Services :
Director of Financial Services.

II. IN COMMANDS.**Colonel-Commandant.**

33. Subject to the regulations and instructions issued from time to time from General Headquarters, the Colonel Commandant of a military command will exercise command over all troops within his command. Within that area he is the representative of the General Officer Commanding the Forces, and is responsible to him for—

- (a.) The training and efficiency, interior economy, and discipline of the troops under his command :

- (b.) The registration, enrolment, posting, transfer, and discharge of all those within his command who are or become from time to time liable for military service under the Defence Act :
- (c.) The annual inspection of all units of the Permanent Forces, Territorial Force, and Cadets under his command, and reporting thereon :
- (d.) The administration and discipline of all troops under his command :
- (e.) The arrangements for mobilization, and the maintenance of mobilization equipment :
- (f.) The maintenance and administration of armament, works, lands, and Defence property generally :
- (g.) The economical control of expenditure, whether money, supplies, or stores :
- (h.) The proper conduct of all departmental services :
- (i.) The compilation of the necessary estimates for all services.

34. An Officer Commanding a Command will furnish annually to General Headquarters, on the 1st May, a report bringing to notice any difficulties or defects due to local conditions, containing suggestions for rectifying them, and generally for increasing the efficiency of the Military Forces. The report should be of a general nature, and should deal with such subjects as the following :—

- (a.) How far local conditions have affected registration, enrolment, and training within his command during the year under report ; whether the regulations and orders which have been issued have been difficult of application, with any suggestions for amending the same ; suggestions for facilitating the training of the troops within his command by the acquisition of training-areas, rifle ranges, buildings, &c. :
- (b.) Other matters affecting his command which may be considered of sufficient interest or importance to be brought to notice.

(NOTE.—Reports and tables of statistics made to an O.C. Command by Staff Officers or heads of services or departments are not to accompany the annual report.)

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

36. He is responsible for obtaining all information concerning the military resources of his command.

37. He will not under any circumstances quit the area of his command without permission, and in applying for leave of absence he will specify the officer on whom the command will devolve.

38. He will revise annually the scheme for mobilization and for defence of all fortresses or defended ports in his command, and will render to General Headquarters, on the 1st February, copies of such revised scheme.

39. He will furnish a confidential report on the prescribed form, on the 3rd February in each year, on every officer of the Permanent Forces under his command.

General Staff Officer, 1st Grade.

40. The General Staff Officer, 1st Grade, in a command will assist the O.C. Command and be responsible to him for the following :—

- (a.) The co-ordination of Staff duties in the command :
- (b.) The training of all units in the command :
- (c.) Such inspectional duties as the Colonel Commandant may direct :
- (d.) The issue of Command Headquarters orders, instructions, and circulars :
- (e.) Defence schemes, and their annual revision :
- (f.) Co-ordination, preparation, and revision of plans of mobilization :
- (g.) Censorship and intelligence :
- (h.) The custody of secret documents :
- (i.) Preparation of yearly command estimates.

In the absence of the O.C. Command, the G.S.O. (1) will act for him.

Staff Officers at Command Headquarters.

41. The duties of Staff Officers at Command Headquarters will be allocated by the O.C. Command, and will, as far as possible, follow the lines laid down for Staff Officers holding similar appointments at General Headquarters.

Assistant Director of Medical Services.

42. The Assistant Director of Medical Services will be the technical adviser to the O.C. Command on medical and sanitary matters, and will carry out the following duties :—

- (a.) Detail Medical Officers for duty as required within the command :
- (b.) Arrange for medical examination and treatment of members of the N.Z. Military Forces in the command, as authorized :
- (c.) He will seek the co-operation of the officers of the Public Health Department in matters affecting the camps and quarters in the command.

Assistant Director of Veterinary Services.

43. An Assistant Director of Veterinary Services in each command will be responsible to the O.C. Command for—

- (a.) Supervision of veterinary instruction in units :
- (b.) Maintenance and supply of veterinary stores :
- (c.) Veterinary charge of all horses on permanent veterinary establishments within the command, and the examination of all horses submitted for purchase or hire :
- (d.) Advising the O.C. Command and all other Commanding Officers on all points connected with his department :
- (e.) Attendance on the O.C. Command at his inspection of horses proposed for casting (he is to have free access at all times to all military stables, but he will acquaint the O.C. unit or camp of his intended visit) :
- (f.) Questions of veterinary hygiene.

Legal Staff Officers.

44. Legal Staff Officers (of the N.Z. Army Legal Department) will be attached to headquarters of commands and lower formations as necessary. Their duties will be as follows :—

- (a.) To advise upon and frame such charges as are submitted to them :
- (b.) To act as Judge Advocate, President, member, or prosecutor at such Courts-martial as the convening authority considers expedient :
- (c.) To act as President or member of Courts of Inquiry when the convening authority considers that the nature of the Court renders the appointment of a legal Staff officer advisable :
- (d.) To examine and advise upon the proceedings of such trials by Courts-martial as may be referred to them :
- (e.) To advise upon questions of military law referred to them :
- (f.) To instruct in military law as required the officers of the formation to which they are attached.

Staff Officer in Charge of a Regimental District.

45. The Staff Officer in Charge of a Regimental District will represent the headquarters of the command in his district, and will—

- (a.) Be responsible for the co-ordination of duties of all officers warrant officers, non-commissioned officers, and men of the Permanent Forces in his district, except where special provision exists to the contrary :
- (b.) Be responsible for the training and efficiency of all those in his district who are liable for training under the provisions of the Defence Act :
- (c.) Keep a record of the strength of all units in his district, and the names of all trainees :
- (d.) Keep the personal records of all non-effectives and reservists in his district :
- (e.) Be responsible for the training and efficiency of all the officers, warrant officers, and non-commissioned officers of the Permanent Forces in his district, and for their instruction and preparation for promotion examination :
- (f.) Be responsible for the co-ordination of the training of all Territorial officers in his district :
- (g.) Be President of the annual Posting Committee, and will be responsible that trainees are posted to units in accordance with Regulations and General Orders :
- (h.) Be the Inspector of Administration in his district :
- (i.) Be responsible for the audit of all stores accounts, except where special provision is made to the contrary, and for the co-ordination and supervision of annual stock-taking in his district :
- (j.) Be responsible for the administration of the regimental funds grant of Cadet units (except of secondary schools), and for the periodical inspection of the accounts of all units in his regimental district :
- (k.) Be responsible that all concerned in his regimental district have a thorough knowledge of Mobilization Orders and Instructions, and that these orders and instructions are kept up to date and are available at all times :
- (l.) Be responsible that the Civil Police authorities are notified of all defaulting trainees in his district, and that a clear case exists before proceedings are taken :
- (m.) Be responsible for the inspection of and reporting on all Defence property in his district annually, or as otherwise directed :
- (n.) Be responsible for the allotment of drill-halls and rifle ranges to units in his district, for use as stores, offices, or for training or such other purposes as may be necessary.

Area Officer.

46. The Area Officer will carry out the following duties :—
- (a.) He will be responsible to the Staff Officer in Charge of the Regimental District for the administration, training, and efficiency of all Cadets in his area :
 - (b.) He will act as Adjutant and Chief Instructor to Cadet units, and will conduct classes of instruction for officers and non-commissioned officers :

- (c.) He will be responsible for the registration and enrolment of all persons liable for military service in his area, and for keeping the records of all Cadets, he will be a member of the Posting Committee in his regimental district :
- (d.) He will be the Stores Accounting Officer for his area :
- (e.) He will be responsible for the carrying-out of all regulations and instructions regarding the accounting for stores, so far as they apply to him :
- (f.) He will be the officer in charge of drill-halls and rifle ranges in his area, and will be responsible that they are kept in a state of repair :
- (g.) He will co-operate with Area Officers of other areas in his regimental district in order that the staff available for training is used economically :
- (h.) He will be responsible for the administration of Rifle Clubs in his area :

Adjutant.

47. The Adjutant of a regiment of Mounted Rifles, brigade of Field Artillery, or battalion of Infantry will carry out the following duties :—

- (a.) He will be responsible to his Commanding Officer for all matters relating to the training and administration of his unit :
- (b.) He will be a member of the Posting Committee in his regimental district :
- (c.) He will act as the Chief Instructor to his unit, and will hold classes of instruction for officers and non-commissioned officers :
- (d.) He will be responsible for all unit records, and that all books of reference are kept up to date in connection with changes notified in General or other Orders :
- (e.) He will be the Stores Accounting Officer for his unit, and will be responsible for the proper carrying-out of all regulations regarding the accounting for stores, in so far as they apply to him :
- (f.) He will control all permanent personnel who are posted to his unit for duty :
- (g.) He will co-operate with the area officer or area officers from whose areas his unit is drawn in order that the staff available for training is used economically :
- (h.) He will be responsible for the issue of pay to his unit.

Officer Commanding, Royal N.Z. Artillery in a Command.

48. The senior officer of the Royal N.Z. Artillery employed in artillery duties in each command will be known as the Officer Commanding Royal N.Z. Artillery in the Command, and will be responsible to the O.C. Command for the following duties :—

- (a.) He will command the Royal N.Z. Artillery in the command :
- (b.) He will be Artillery Staff Officer to the O.C. Command :
- (c.) He will supervise and co-ordinate the technical and tactical training and work of the Royal N.Z. Artillery and Territorial Artillery in the command :
- (d.) He will prepare the Artillery portion of the command defence scheme :
- (e.) He will arrange courses for officers and non-commissioned officers of Artillery, and in general deal with all matters affecting Artillery in the command :
- (f.) He will be the inspecting officer for Artillery equipment and ammunition in the command, and be responsible that it is properly stored and cared for :
- (g.) He will supervise the examination of Royal N.Z. Artillery for proficiency pay and promotion :
- (h.) He will allot animals and equipment as required for training.

Sub-Area Sergeant-Major.

49. The Sub-Area Sergeant-Major will be under the orders of the Area Officer, and will carry out the following duties, but may be allotted additional duties under an Adjutant of a Territorial unit by the direction of the Staff Officer i/c Regimental District :—

- (a.) He will obtain a thorough knowledge of his sub-area, especially with regard to the distribution of the population, condition of employment, trades, and all matters of military interest, and apply this knowledge in order to hold parades at times convenient both to the trainee and to his employer :
- (b.) He will be responsible for the training and efficiency of all trainees allotted to him :
- (c.) He will be responsible for the registration and enrolment of all persons in his sub-area who become liable for military training :
- (d.) He will keep in touch with headmasters of all schools in his sub-area, and obtain from them, at a convenient time each year, a list of boys leaving the school :
- (e.) He will keep the records of such units as may be allotted to him by the Area Officer, and carry out all transfers in those units :

- (f.) He will be a sub-accountant, and be responsible for the proper carrying-out of all regulations and instructions regarding the accounting for stores, in so far as they apply to him :
- (g.) He will assist in the care of all drill-halls, rifle-ranges, and Defence buildings in his sub-area, and carry out such other duties as may be allotted to him by the Area Officer.

Quartermaster-sergeants of Units and Areas.

50. The quartermaster-sergeant of an area will be under the orders of the Area Officer, and the quartermaster-sergeant of a unit under the orders of the Adjutant. They will carry out the following duties :—

- (a.) They will be responsible for the proper carrying-out of all regulations and instructions regarding the accounting for stores in so far as they apply to them :
- (b.) They will assist with training when ordered to do so :
- (c.) They will keep the unit state ledger, and prepare all forms connected with transfers :
- (d.) They will be responsible that the cards and filing systems are correctly kept :
- (e.) They will carry out such other duties as may be allotted to them.

51. Officers, warrant officers, and non-commissioned officers of the Permanent Forces will at all times keep in touch with the Civil authorities, and enlist their sympathy in the moral, social, and physical welfare of the Military Forces under their charge. They will organize games and competitions, and generally endeavour to make the training as interesting and instructive as possible. They will keep a diary showing the itinerary and the duties performed during the month.

B. OFFICERS OF THE TERRITORIAL FORCE.

Brigade Commander.

52. An Officer Commanding a Brigade of the Territorial Force will be responsible to the O.C. Command for the discipline, training, and administration of his brigade and units attached thereto.

Commanding Officer of a Unit.

53. A Commanding Officer will be responsible to the Brigade Commander, or to the O.C. Command when there is no Brigade Commander, for the following duties :—

- (a.) He will be responsible for the maintenance of discipline, efficiency, and administration of the unit under his command. He should possess a thorough practical knowledge of military law, and of all rules and military regulations, and should exact from officers and men implicit obedience to regulations. He is not only to enforce by command, but to encourage, by example, the energetic discharge of duty.
- (b.) He will pay particular attention to the preservation of the health of the troops. The responsibility for efficient supervision and for the remedy of sanitary defects rests upon Commanding Officers, and through them, upon the subordinate Commanders. Medical Officers are charged with advising all Commanding Officers on the subject, and the latter will incur grave responsibility if such advice is neglected without adequate reason.
- (c.) He will be responsible that the unit is properly clothed and equipped in accordance with authorized scales, that the equipment and other stores on issue to his unit are in a serviceable condition, and that all transactions in stores ordered by him are in accordance with regulations or instructions on the subject.
- (d.) He will, whenever armed parties are called out for the performance of any unusual duties, personally ascertain that the officers in charge are fully acquainted with all orders and directions that bear on the service they may be called upon to perform :
- (e.) He will cause every order and circular issued for general information and guidance either to be republished in Regimental Orders or otherwise circulated throughout his unit. He will afford all officers under his command every facility for becoming acquainted with changes in the regulations and orders. He will make it known that ignorance of published orders cannot be admitted as an excuse for their non-observance. He will ensure that orders relating to soldiers' pay and accounts, or to any matter requiring special explanation, are read and explained to them immediately such orders are received, and that those of a more important nature are read to them on three successive parades. He will ensure that every circumstance which in any way affects a man's pay or service is to be published in Regimental Orders, Part II, immediately after its occurrence.
- (f.) He will be responsible for the proper application of and accounting for all regimental funds, and will supervise and control the committees formed for their management.

- (g.) He will be responsible that officers are thoroughly instructed in their duties, and prepared for examination and promotion.
- (h.) He will from time to time direct Field Officers and Captains to take command on parade, and to exercise the unit. He will encourage subaltern officers to qualify for the duty of Adjutant, and will afford them every facility for so doing.
- (i.) He will bring specially to the notice of an inspecting officer any officers who may be distinguished for proficiency in their duties ; he will also bring to notice those who, from incapacity or apathy, are deficient in the knowledge of their duties, or do not afford him that support which he has a right to expect, or who conduct themselves in a manner injurious to the efficiency or credit of the unit.

Officer in Temporary Command.

54. An officer in temporary command of a unit will not issue standing orders, nor alter those which are at the time in force, without reference to the Commanding Officer, nor authorize the application of regimental funds to any purpose other than the ordinary current expenditure. On the other hand, no orders will be issued by an officer while absent from and not in the exercise of command.

REGIMENTAL OFFICERS OTHER THAN COMMANDING OFFICERS.

Field Officers and Captains.

55. Field Officers and Captains will carry out the following duties :—

- (a.) They will make themselves thoroughly acquainted with the ability and attainments of all officers placed under their supervision.
- (b.) They will assist and support their Commanding Officers to the utmost in all matters relating to the efficiency and interior economy of their unit. In the absence of the Commanding Officer the senior regimental officer will act for him.
- (c.) They will keep nominal rolls, posted up to date, of their companies, &c., in which will be recorded all drills performed and all necessary information concerning the officers and other ranks under their command.
- (d.) They will, if commanding companies, &c., whether temporarily or otherwise,—
- (i.) Be charged with the care of equipment, ammunition, clothing, and public stores on issue thereto :
 - (ii.) Be responsible for proper provision of the men's messing and necessaries :
 - (iii.) Ensure the cleanliness of their men, and of their clothing, arms, accoutrements, barracks, and quarters :
 - (iv.) Be responsible for money received on account of their companies, &c., and ensure that such money is expended in conformity with regulations and with due regard to the interest of their men (NOTE : A non-commissioned officer is not to be subjected to the risk of loss by having public money placed in his charge) :
 - (v.) Hold kit-inspection when necessary :
 - (vi.) Before going into camp, instruct their men to provide themselves with a change of underclothing and socks, also with towel, comb, soap, shaving-gear, boot-laces, boot- and button-cleaning gear, &c., and suitable boots :
 - (vii.) On their own authority, assemble their men, as required, to attend a funeral of any officer or man belonging to the unit, or for drill or target practice, providing that no expense to the public is thereby incurred.

56. Subaltern officers will be under the orders of their Company, &c., Commander, and will carry out the following duties :—

- (a.) They will command and be responsible for the efficiency and care of the men under them, and that all orders affecting their men are read and explained to them :
- (b.) They will provide themselves with nominal rolls of their men, and make themselves thoroughly acquainted with all particulars regarding them :
- (c.) They will be periodically trained and instructed in the routine of the orderly-room and quartermaster's office.

Medical Officers.

57. The Medical Officer of a unit is responsible to the Commanding Officer for everything relating to the medical and sanitary service of the unit.

Quartermasters.

58. Quartermasters will be under the orders of the Commanding Officer, and will carry out the following duties :—

- (a.) They will be responsible for the cleanliness of the camp quarters, or barracks :

- (b.) They will attend to the billeting of the men and the laying-out of camp :
- (c.) They will superintend the loading and conveyance of the baggage of their unit when on the march :
- (d.) They will receive all rations, forage, and stores of every description, and issue and account for them according to regulations :
- (e.) They will be responsible for the proper keeping of the quartermaster's books.

59. The appointment of a quartermaster is one of great importance to the comfort and health of the soldier : Commanding Officers should therefore be most careful in their selection.

MISCELLANEOUS DUTIES.

INSPECTIONS.

60. With a view to testing not only the efficiency and capacity for command of the Commanding Officer, but also the readiness of the unit for war, including mobilization arrangements, each unit will be inspected and reported upon annually by the O.C. Command. The inspection will be divided into two parts :—

- (a.) In the field (to be held during the annual training in camp if possible)—for the purpose of ascertaining whether the unit is efficient in training and discipline.
- (b.) Administrative inspection (to be held at any convenient time during the year)—in order to ascertain that the whole of the ordnance, arms, ammunition, explosives, saddlery, vehicles, harness, pack-saddlery, equipment, and clothing authorized to be held on peace charge of units are in possession and maintained in a serviceable condition, and that the books and records are properly kept.

61. The inspection of a company, &c., in the field will be directed towards testing the capacity of individual officers, section-leaders, and non-commissioned officers to act as instructors and leaders, as well as the efficiency attained by the rank and file.

62. The annual inspection reports of an O.C. Command will be divided into two parts : (a) concerning the unit, (b) concerning officers and other ranks. Part (b) of this report will be confidential. The reports will be rendered so as to reach General Headquarters by the 1st June.

63. If an officer or soldier desires to bring any grievance to the notice of an inspecting officer he is to be afforded an opportunity of doing so.

64. Whenever an officer inspecting troops under his own command has occasion to mention in his report any defects or irregularities he will also state the orders given with a view to their rectification, and, if the occasion so requires, he will direct such orders to be embodied in the order-book of the unit. He will also state in his report in what manner and with what effect any orders issued at the previous inspection have been obeyed. In cases where it may be necessary to report or call attention to any orders previously given, full particulars relating thereto will form part of his report.

65. An inspecting officer, not being O.C. Command, or Staff Officer acting on his behalf, is not to interfere either with orders or regulations laid down in the command, or with the immediate control and supervision of the O.C. Command.

66. Inspections will also be carried out by officers from General Headquarters as may be ordered.

DUTIES OF INSPECTING OFFICERS.

67. An Inspecting Officer from General Headquarters will report direct to the General Officer Commanding, at the same time forwarding a copy of his report to the O.C. Command concerned. He will see that the methods of training make for uniformity. He will satisfy himself that the instructions in the training-manuals are adhered to, and will point out any deficiencies, errors, or omissions in these works.

68. The inspection will be divided into three parts—

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

69. The inspection in (a) and (c) of para. 68 will include the following subjects, as far as applicable to the branch of the service to which the unit belongs : Drills ; fire discipline ; physical training ; sword exercises ; revolver practice ; machine-gun drill ; signalling ; range-finding ; musketry efficiency ; field firing ; judging distance, or other musketry practice ; field manoeuvres ; and the subjects prescribed in the annual course of training.

70. An inspecting officer will record his opinion on the technical efficiency of the officers, warrant officers, and non-commissioned officers of a unit, and on the capacity of the officers, section leaders,

and non-commissioned officers generally to act as instructors and leaders of their men. This part of the report will be confidential. He will also record his opinion upon the handling of recruits, the class of recruits, the standard and system of training, &c.

71. An inspecting officer will also report on the horses of a unit and quality of remounts ; on the condition of the armament and arms ; the suitability, condition, and completeness of equipment, especially the technical equipment ; the condition and suitability of clothing ; the regimental books and system of book-keeping ; the mobilization arrangements ; and generally all that affects the readiness of the unit for war.

72. He will report upon any matter into which the General Officer Commanding instructs him to inquire. He will take note of and encourage suggestions for the improvement of training and for the promotion of efficiency, bringing to the notice of the General Officer Commanding any matters he may consider worthy of attention.

73. The inspecting officer of mounted regiments will forward a further report on the riding of officers and men, the condition and suitability of saddlery and harness, the horsemastership and system of stable-management, and such matters of interior economy as are peculiar to the mounted services.

74. The officer who inspects Light and Medium Artillery will also report upon ammunition columns and Artillery practice camps, and particularly upon the conduct and result of the annual gun practice. He will report whether the harness, saddlery equipment, and ammunition are complete ; whether important changes in material have been carried out ; whether artificers are properly trained and efficient ; and whether the equipment is uniform throughout. He will report upon the riding of officers and men, their horsemastership, the system of stable-management, and those matters of interior economy in which the Artillery as a mounted corps differs from the Infantry. His report on units will embrace the standard of efficiency attained in gunnery and fire discipline, range-finding, driving, and signalling (including telegraphy).

He will report upon the officers' knowledge of Artillery tactics and of the principles of co-operation with aircraft, and, in the case of Medium Artillery, the general principles as to counter-battery work and co-operation with observation groups and sound-ranging stations.

In the case of units equipped with mechanical transport, he will report on its condition and the efficiency of the mechanical-transport drivers.

75. The officer who inspects Coast Artillery will inspect all Coast Artillery units in their special duties. He will test their efficiency in Artillery tactics, gunnery, signalling, range-finding, electricity, use of the telephone, mechanism, &c. He will test officers, non-commissioned officers, and men as to their acquaintance with the part assigned to them in the local defence scheme, and, in the case of officers and non-commissioned officers, their ability to instruct their subordinates.

He will direct special attention to the accurate and rapid handling of guns and ammunition. He will, as far as possible, personally witness all Coast Artillery gun practice, and will add his remarks on the practice reports even in cases where he has not witnessed the practice. He will report generally on the results of the practice of each Coast Artillery battery.

He will report on the supply of armament and the efficient working of guns, mountings, and material, including movable armament, position-finding and other instruments, also the proper distribution and delegation of Artillery control.

He will inquire into the arrangements at each defended port for liaison with the Navy, and the procedure for regulating the maritime traffic at defended ports in time of war, and will see the regulations practised by day and night at his inspection. In conjunction with the Inspector of Engineers he will satisfy himself as to the efficient working of Defence electric lights.

76. The inspecting officer of Engineers will inspect all Engineer units in regard to their technical efficiency. In conjunction with the Inspector of Coast Artillery he will satisfy himself as to the efficiency of coast-defence works and electric lighting.

He will test the knowledge of officers, warrant officers, and non-commissioned officers of the Electric Light Section of Coast Artillery as to the part assigned to them in the local defence scheme, and their ability to instruct their subordinates, and will report whether the training of young officers is satisfactory.

He will report as to the condition and suitability of all Engineer warlike material. He will report as to the class of men in the ranks of Engineer units, especially as regards physique, education, and trade qualifications ; also whether the proper proportion of the various trades is being maintained ; and whether the tests for trade qualifications are uniform and sufficient.

77. The officer detailed to carry out the inspection of the N.Z. Corps of Signals will inspect the several units of the corps, and report upon the technical efficiency of the officers, warrant officers, non-commissioned officers, and men in their special duties ; the condition and completeness of all signal stores and technical equipment ; the system and uniformity of training throughout the several units ; and generally upon the standard of efficiency attained and readiness for war of the Signal Service.

78. The inspecting officer of the Army Service Corps will inspect the several units of the corps as to their technical efficiency, and to ensuring uniformity in their training, organization, equipment, and transport arrangements. He will inspect the various supply, transport, and other establishments existing at stations. Where supply-depots are established he will report upon the quality of the supplies held, and the efficiency with which the duties in connection therewith are performed.

When inspecting transport he will ascertain whether full value is obtained for existing establishments, animal and mechanical, and that unnecessary hiring is avoided. As regards barrack services, he will ascertain whether these are efficiently and economically conducted. He will report upon any courses of instruction held by the Permanent Army Service Corps.

79. The inspection of the Medical Services will usually be carried out by the Director of Medical Services or his representative, who will report on—

- (a.) The physical and sanitary efficiency of the Forces, and on any precautionary or remedial measures relating to barracks, encampments, garrisons, stations, hospitals, diets, drill, duties, &c., which may, in his opinion, conduce to the health and comfort of the troops and the prevention or mitigation of disease :
- (b.) The medical examination of men on enlistment, physical training of recruits, and whether the gymnastic courses, drill, or duties subject the men to undue strain :
- (c.) The methods of medical administration in military commands, with a view to establishing a uniform system throughout the Dominion :
- (d.) The adequacy of sanitary instruction afforded to the Territorial Force, and also on courses of instruction conducted by the Permanent Staff of the Medical Corps.

He will also inspect and report on all units of the N.Z. Medical Corps, and all hospitals administered by the Defence Department.

80. The inspecting officer of Ordnance Services will inspect all depots, workshops, &c., of the N.Z. Army Ordnance Corps. He will inquire into and report upon the methods by which the various duties of the corps are carried out; the knowledge of the officers as regards details of their work, and the condition of all ordnance buildings and of the stores therein. He will inspect all ordnance stores and mobilization equipment in charge of the Ordnance Corps, and will report, when necessary, on the equipment of units.

CONFIDENTIAL REPORTS.

81. A confidential report will be furnished annually on every officer, warrant officer, non-commissioned officer of and above the rank of sergeant of the Permanent Forces as follows :—

- (a.) In the case of officers, the report will be made out in the first instance by the immediate superior of the officer reported on, and will be forwarded by him for the remarks of the senior authorities. The reports will be furnished on Form N.Z. 124, to reach General Headquarters by the 3rd February.
- (b.) In the case of all warrant officers and non-commissioned officers of and above the rank of sergeant, by the head of the branch or directorate concerned at General Headquarters in the case of personnel controlled by them; and by the Area Officer, Adjutant, O.C. Cadre, Depot, &c., in other cases. The reports will be furnished on Form N.Z. 125, and forwarded through the Staff Officer i/c Regimental District to reach O.C. Command by the 15th January. O.C. Commands will forward these reports with their remarks to reach General Headquarters by the 1st February. Reports on members of the Air Services will be forwarded direct by O.C. Aerodromes to General Headquarters.

82. Confidential reports on all officers of the Royal N.Z. Artillery, Ordnance Corps, and Pay Corps, serving in commands will record the opinion of the Director of the service concerned, at General Headquarters.

83. Should the confidential reports of two successive years recommend delay in promotion, a special report will be rendered by the O.C. Command, or other officer concerned, stating whether he thinks it desirable that the officer, warrant officer, or non-commissioned officer should remain in the service.

84. In recommending an officer, warrant officer, or non-commissioned officer for accelerated promotion the officer submitting the report will record clearly and concisely the special qualifications which make the officer, warrant officer, or non-commissioned officer more efficient than his fellows. Recommendations of this nature should be sparingly made, and should apply only to cases where the officer, warrant officer, or non-commissioned officer is exceptionally qualified, or where he has displayed special ability in the performance of his duties, and, in the case of an officer below the rank of Lieut.-Colonel, a warrant officer, or non-commissioned officer, when he has passed his examination for promotion. These recommendations will carry greater weight if he has obtained a special certificate, although this is not an essential condition.

85. Officers of the Permanent Forces on the Reserve List will be reported on once every three years immediately after fulfilling the prescribed training, and recommended by commands either for retention or removal from the Reserve.

86. The officer who initiates a confidential report, whether favourable or adverse, will communicate it to the officer, warrant officer, or non-commissioned officer, reported upon in order to give him an opportunity, in the event of the report being adverse, of making any observations he desires before it is forwarded to higher authority. When the initial report is favourable, and any report by higher authority contains adverse matter, the first report that contains adverse matter will be communicated to the officer, warrant officer, or non-commissioned officer reported upon before it is forwarded to higher authority. In every case, whether the reports are favourable, adverse, or both, the whole report, with the remarks of all the reporting officers, will be shown to and initialled by the officer, warrant officer, or non-commissioned officer concerned before it is forwarded to General Headquarters.

SECTION III.—OFFICERS : COMMAND, RANK, AND PRECEDENCE—APPOINTMENTS, PROMOTIONS, TRANSFERS, RESIGNATIONS, AND RETIREMENTS, ETC.

GENERAL.

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

88. Where vacancies exist in any rank owing to no officers in the next junior rank being qualified for promotion, extra officers may be appointed in such junior rank provided the authorized number of officers on the establishment is not exceeded except as provided in para. 108.

COMMAND, RANK, PRECEDENCE, ETC.

89. Command is to be exercised by the senior combatant officer, irrespective of the branch of the service to which he belongs. Exception may be made when an officer is specially placed in command, but to enable him to exercise command over an officer superior in rank to himself he must be granted rank at least equal to that of any such officer.

90. Appointments to the command of units will be made in terms of four years. An officer appointed to the command of a unit or corps shall exercise command over all other officers serving therein, irrespective of the date of his rank. All other officers of the Territorial Force doing duty with their unit or corps shall take rank according to the dates of their appointment in that rank.

91. Officers of the British Army or of the Permanent Forces of other Dominions serving in this Dominion shall take rank with officers of the Permanent Forces according to the dates of their respective ranks.

92. Officers of the N.Z. Permanent Forces, and officers of the British Army or of the Permanent Forces of other Dominions, will take precedence of all Territorial officers of equal rank.

93. Local and temporary rank will be granted only in very exceptional cases. Officers having permanent or local rank will take precedence of all those serving with them having temporary rank of the same grade. Local rank carries with it, in the Force or country in which it has effect, the same advantages of precedence and command as permanent rank, and will have effect so long as the officer is holding the appointment for which it is given. Officers holding temporary rank of the same grade will take precedence among themselves according to their permanent rank.

94. Officers of the Territorial Force transferred from one unit or corps to another will retain their rank and seniority.

95. An officer transferred from the Reserve to the Active List, or reappointed to the Active List, will be posted with such rank as may be agreed upon between the O.C. Command, the officer commanding unit, and the officer concerned, provided always that such rank is not higher than the highest substantive rank held by him when he was on the Active List of the Territorial Force, or the highest substantive or temporary rank held by him on active service for six months during actual hostilities.

96. Should two officers of the same rank have been gazetted to such rank with the same date, their precedence shall, except in the case of an officer appointed to command a unit or corps, be determined by the date of their previous rank, or, in the case of first commissions, by the order in which their names appear in the *Gazette*. (See also section 8 (3), Defence Act, 1909.)

97. Officers of departmental corps—namely, the N.Z. Army Ordnance Corps, and the N.Z. Army Pay Corps, &c.—shall be entitled to precedence according to their rank. Such rank will not, however, entitle the holder of it to the presidency of Courts-martial, or to military command of any kind outside his corps, except over such officers and soldiers as may be specially placed under his command.

98. Officers of the N.Z. Medical Corps will not be entitled to the presidency of courts-martial. They will not exercise military command outside their service, except over such officers and soldiers as may be—

- (a.) Attached thereto for duty;
- (b.) Detailed for duty under their orders;
- (c.) Specially placed under their command;
- (d.) Patients in military hospitals;
- (e.) On the sick-list and under their professional care in quarters or elsewhere;

99. Officers of the N.Z. Veterinary Corps and the N.Z. Dental Corps will not be entitled to the presidency of Courts-martial. They will not exercise military command outside their services, except over such officers or soldiers as may be attached thereto for duty.

APPOINTMENTS.

Appointments to First Commissions in the N.Z. Permanent Forces.

100. Appointments to commissions in the Permanent Forces, excepting the N.Z. Army Pay Corps, will normally be made from New Zealand graduates of one of the Royal Military Colleges, and will be in the rank of 2nd Lieutenant.

All appointments to commissions in the Permanent Forces will be subject to the candidates passing the medical examination set out in Appendix I (I).

101. A limited number of appointments to commissions in the Permanent Forces may be made from specially selected candidates holding warrant or non-commissioned rank in the N.Z. Permanent Forces who have passed the prescribed qualifying examination.

102. Appointments to commissions in the N.Z. Army Pay Corps will be granted in the rank of 2nd Lieutenant (on probation) on the recommendation of the General Officer Commanding. Candidates must hold the certificate of the N.Z. University for commercial accountants, or its equivalent.

Appointments will be confirmed on the completion of twelve months' service, provided the probationary officers have been satisfactorily reported upon by the O.C. Command under whom they have been serving and by the Director of Financial Services, and provided further that they have passed the prescribed examination in military subjects.

Appointments to First Commissions in Territorial Force.

103. Except as hereinafter provided, first appointments to commissions in the Territorial Force will normally be made in the rank of 2nd Lieutenant from candidates who have passed the prescribed examination and course of instruction.

104. Candidates who have held commissions in the Military Forces of any part of the Empire, and whose record of service is satisfactory, may be recommended for appointment in any rank not above that which they held in such Force, without examination, and may be given such seniority as the General Officer Commanding considers equitable.

105. A candidate for commission in any of the combatant branches must, except in cases specially authorized by the General Officer Commanding, be between the ages of eighteen and twenty-five, be in possession of a Sixth Standard public-school proficiency or an equivalent certificate, must have served for not less than one year as a sergeant in the Cadets or corporal in the Territorial Force, and be recommended by his commanding officer as in every way fitted to hold His Majesty's commission. He must also attend a course of instruction of six continuous days prior to sitting for the examination, and secure a satisfactory report thereat.

106. Qualification at an approved voluntary course of the same duration will count for the purposes of para. 105.

107. Recommendation for the appointment of officers will be made by officers commanding units, through the Staff Officers i/c Regimental Districts, and Brigade Commander to the O.C. Command, as required.

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

109. Candidates who have passed the examination for first appointment will be allotted to units by the O.C. Command as required, and will be tested in such units as officers for a period of three months. On the completion of this period the officer commanding unit will render a confidential report on the candidates attached to his unit, together with the form of application for appointment to a commission (N.Z. 128) through the Staff Officer i/c Regimental District and Brigade Commander to the O.C. Command. The O.C. Command will then make his recommendations to the General Officer Commanding.

110. Candidates who pass the examination but are not appointed to commissions within one year of the date of passing will be required to requalify before again being eligible for such appointment.

111. Masters of secondary schools who are candidates for commissions in the Cadet unit of their school may be appointed to a commission on probation without examination. Such appointments will be confirmed on the officer passing the prescribed

examination (Examination A) and gaining a satisfactory report at a course of instruction (*vide* para. 105), but otherwise will lapse at the expiration of twelve months, unless extended by the General Officer Commanding.

112. In special cases the General Officer Commanding may approve of first appointment in a higher rank than 2nd Lieutenant, irrespective of the passing of the prescribed examination.

113. A commission as Quartermaster may be given without examination to an officer, warrant officer, or non-commissioned officer who possesses the necessary qualifications. Rank on first appointment will be in the rank of Lieutenant.

If an officer already holding higher rank is appointed to a commission as Quartermaster he will retain such higher rank.

114. Appointments to commissions in the N.Z. Medical Corps, the N.Z. Dental Corps, and the N.Z. Veterinary Corps will normally be made in the rank of Lieutenant, by selection, and without examination, from registered practitioners who are below the age of forty years.

115. Subject to the provisions of para. 105, appointments to commissions in the N.Z. Air Force will normally be made in the rank of 2nd Lieutenant on probation, without examination, on the recommendation of a Selection Board appointed by the General Officer Commanding from gentlemen holding special qualifications as mentioned in para. 116. Probationary appointments will be confirmed on the completion of twelve months if the officers concerned have attended a course at an aerodrome and have obtained a satisfactory report.

In exceptional cases the General Officer Commanding may take into consideration the high qualifications of a candidate and recommend him for higher rank.

116. Officers of the N.Z. Air Force will be classified as follows:—

Class A: Officers for flying duties.

Class B: Officers for technical duties which necessitate an up-to-date knowledge of aircraft.

Class C: Officers for technical and other duties not included in Class B, and not requiring up-to-date technical knowledge of aircraft.

Officers may be appointed or transferred to any class, at the discretion of the General Officer Commanding, according to their physical fitness and professional qualifications.

Class A.—Officers in Class A will be drawn from the following sources:—

(a.) From members of the Territorial Force who undergo the course of training laid down, and who have been awarded a certificate showing that they have qualified for flying duties.

(b.) From officers of the N.Z. Permanent Air Force who have been permitted to resign or relinquish their commissions.

(c.) From ex-officers of the Royal Air Force or of the Air Force of other Dominions who are qualified in flying duties.

(d.) From other candidates qualified as civilian pilots who satisfy a Selection Board appointed by the General Officer Commanding as to their general fitness to hold a commission. They must be prepared to fulfil such tests of flying capability as may be prescribed from time to time, and, if not in possession of a current "B" license as a Civil pilot, must pass the prescribed medical test.

Class B.—Officers in Class B are required for technical duties in connection with the following:—

- (a.) Engines and rigging;
- (b.) Wireless telegraphy and signals;
- (c.) Photography;
- (d.) Armament;
- (e.) Stores;
- (f.) Miscellaneous duties;

and will be drawn from the following sources:—

(a.) By transfer from Class A:

(b.) From ex-officers of the Royal Air Force, or of the Air Forces of other Dominions, who have had service in one of the above technical branches:

(c.) From other candidates who have the necessary technical qualifications for one of the specialist branches of the N.Z. Air Force. Candidates must satisfy a Selection Board that their technical qualifications are of the standard required, and must be passed by a Medical Board as fit for general service.

Class C.—Officers in Class C will be drawn from the following sources:—

(a.) From approved officers in Class A or B.

(b.) From ex-officers of the Royal Air Force or of the Air Forces of other Dominions.

(c.) From other candidates who have the necessary technical qualifications for one of the specialist branches of the N.Z. Air Force. Candidates must satisfy a Selection Board that their technical qualifications are of the standard required, and must be passed by a Medical Board as fit for general service.

117. An officer on first appointment to Class A, B, or C will not be granted higher rank than the substantive rank held by him at the end of his period of service on the Active List of an Air Force.

Honorary Aides-de-Camp to the Governor-General.

118. Officers, not exceeding six in number (two from the Permanent Forces and four from the Territorial Force), may be appointed Honorary Aides-de-Camp to the Governor-General in recognition of gallantry or distinguished service in the field, or meritorious service in the interests of the Dominion. Officers eligible for the above distinction must, during their term of office, be on the Active List or Reserve of Officers, and their rank must not be below that of Lieut.-Colonel. The appointments will be for the term of the appointment of the Governor-General to whom they are attached, and will automatically terminate when the Governor-General vacates office.

Honorary Physician and Honorary Surgeon to the Governor-General.

119. Officers of the N.Z. Medical Corps, not exceeding two in number, may be appointed Honorary Physician and Honorary Surgeon respectively to the Governor-General in recognition of distinguished conduct in the field, or meritorious service in the interests of the Dominion.

The conditions as regards eligibility and term of appointment will be the same as for Honorary Aides-de-Camp.

Colonels of Regiments.

120. The appointment of Colonel of a regiment will be filled by selection from past and present Governors-General, from General Officers or Brigade Commanders on the Active or Retired Lists, from past Commanding Officers of the regiment concerned, and from distinguished officers other than those of the N.Z. Forces.

121. Colonels of regiments so appointed shall vacate such appointments on attaining the age of seventy years.

122. These appointments are purely honorary, and confer no right of command, and are reserved for officers and others who have rendered valuable, distinguished, or gallant service to New Zealand, and will be made by the Governor-General on the recommendation of the General Officer Commanding.

PROMOTION.**General.**

123. Promotion will, except in special cases, be governed by establishment, but no officer, except as provided in paras. 125 and 128, will be eligible for promotion until he has passed the prescribed examination.

124. Promotion to complete establishment will, unless otherwise specified, be by selection. In all cases where a promotion will entail the supersession of one or more officers the recommendation will specify the reasons for the supersession, and must be accompanied by a certificate that any officer who would be superseded has been notified.

125. Officers who hold a Staff College certificate will be exempt from all examinations for promotion up to the rank of Major.

126. No promotion shall be granted to any officer on retiring, except as provided in para. 182, or on transfer to the Reserve.

127. The General Officer Commanding may recommend that temporary or acting rank be granted to officers who are called upon to perform the duties of a rank or appointment higher than their substantive rank. Unless otherwise specially provided for, such temporary or acting rank shall be relinquished automatically from the date on which the officer ceases to perform the duties of the higher rank or appointment.

128. An officer whose turn for promotion occurs whilst he is on active service, or whilst medically unfit by reason of wounds or disease contracted on active service, may be provisionally promoted, subject to passing the promotion examination at the first available opportunity; or may be promoted without examination if he is holding at the time his turn comes for promotion, and has held for a period of six months, the higher rank in the field.

Promotion of Officers of the New Zealand Permanent Forces.

129. The promotion of officers in the Permanent Forces will be governed by establishment, and will be made by selection, subject to the following conditions:—

- (i.) Lieutenants will be promoted to the rank of Captain after seven years' commissioned service.
- (ii.) In making selections for promotion to the rank of Major and upwards the chief considerations will be professional qualifications, efficiency, and character; and only when these are approximately equal in the cases of two or more candidates will consideration be given to length of service.
- (iii.) No officer will be considered eligible for promotion until he has passed the necessary qualifying examination for the higher rank as laid down for officers of the British Regular Forces.
- (iv.) Except as provided in subpara. (vii) hereof, in addition to the requirements mentioned in subpara. (iii) hereof a Captain, before being eligible for promotion, will require to have served for five years in the rank of Captain.

(v.) Officers will require to be reported upon as in all respects efficient and qualified for promotion, and to be passed as medically fit for service in the field.

(vi.) Officers suffering from disabilities as a result of active service in the field may be promoted notwithstanding such disabilities, providing they are in other respects eligible.

(vii.) Officers specially recommended for accelerated promotion may at any time be promoted to the next higher rank to complete establishment.

130. The promotion of officers in the N.Z. Army Pay Corps and N.Z. Army Ordnance Corps will be governed by the same conditions as those governing promotion in other branches of the N.Z. Permanent Forces, except that the necessary qualifying examination will be one set specially for the N.Z. Army Pay Corps and N.Z. Army Ordnance Corps.

131. Officers who are commissioned from a military college shall be credited with seniority in the rank of 2nd Lieutenant equivalent to the period (if any) by which their course at such military college exceeded the length of the corresponding course at the Royal Military College, Sandhurst, provided such extension was not due to failure to graduate in the normal time.

Promotion of Officers of the Territorial Force.

132. Promotion of officers of the Territorial Force will be governed by establishment. In the case of Infantry regiments which have Cadet battalions attached, such establishment will be the regimental establishment plus the establishment laid down for Cadet battalions.

133. No officer below the rank of Lieut.-Colonel will, except under special authority from the General Officer Commanding, be promoted until he has served for periods as set out below, has passed the qualifying examination, and, except in the cases of officers of the N.Z. Medical Corps, N.Z. Dental Corps, N.Z. Veterinary Corps, and N.Z. Army Legal Department, has attended a course of instruction of six successive days and gained a satisfactory report thereat:—

Lieutenant—after two years' efficient service as 2nd Lieutenant.

Captain—after three years' efficient service as Lieutenant.

Major—after five years' efficient service as Captain.

134. Qualification at an approved voluntary course of the same duration will count for the purpose of para. 133.

135. Promotion to the rank of Lieut.-Colonel and Colonel will be by selection as required, irrespective of the length of service in the next lower rank.

136. An officer of a Territorial Force unit seconded for active service overseas with any other unit may be promoted in his turn in the unit from which he has been seconded, subject to the conditions of para. 133.

137. Quartermasters may be promoted without examination, subject to a favourable recommendation by the commanding officer, on completing length of service as follows:—

To Captain—after six years' commissioned service.

To Major—after twelve years' commissioned service.

TRANSFER OF OFFICERS.**Officers of the N.Z. Permanent Forces.**

138. Officers of the Permanent Forces may be transferred from one regiment, corps, or department of the Permanent Forces to another.

Officers of the Territorial Force.

139. An officer desiring to transfer from one unit or corps of the Territorial Force to another will make application to his commanding officer, who will forward the application as directed in Appendix XIII.

140. In the event of an officer moving from one regimental district to another, the O.C. Command to which the officer has moved is empowered to post the officer in question to a suitable unit, and such officer may be borne supernumerary until such time as he becomes absorbed into the establishment. (For seniority on transfer see paras. 94 and 95).

141. An officer who desires to be transferred from one arm to another in the Territorial Force will, unless he has passed the prescribed examination for the new arm, be attached for a period not exceeding twelve months to a unit of the new arm pending transfer thereto, and will be required before transfer to qualify for his rank in the new arm in the subjects in which he has not already qualified.

142. An officer of the N.Z. Air Force on reaching the age-limit of his rank in any class (*vide* para. 168), if considered suitable, may be permitted to transfer, at the discretion of the General Officer Commanding from Class A to Class B or C, or from Class B to Class C.

SECONDING.

143. Officers may be seconded—

- (a.) When undergoing courses of instruction or attachment to the Regular Army in England or in India, for periods of more than one year:

- (b.) When their services are lent to any other Department of State for more than one year:
- (c.) For any special services approved by the General Officer Commanding;
- (d.) Officers of the Territorial Force may be seconded for service with the Permanent Forces, or for service with the Cadets.

144. Except in special cases, an officer will not be seconded until he has passed for promotion to the next higher rank, and in the event of a seconded officer being promoted he will at once rejoin his unit unless the seconding is continued in the higher rank.

145. Officers of the Territorial Force who are granted leave of absence for a period of more than one year may be seconded from their units.

146. Cadet units will normally be officered by officers seconded from the Territorial unit to which the Cadet unit is affiliated.

RESERVE OF OFFICERS.

147. Officers of the N.Z. Military Forces may, if eligible under para. 148, be transferred to the Reserve of Officers, where they will remain liable to be called out in case of national emergency.

148. The undermentioned officers are eligible to serve on the Reserve of Officers:—

- (a.) Officers of the N.Z. Permanent Forces who have resigned or who have been retired from the service before reaching the retiring-age.
- (b.) Officers who have served in the N.Z. Forces on active service and who have agreed to continue to serve on the Reserve of Officers.
- (c.) Officers of the Territorial Force who have completed four years' commissioned service and whose ages do not exceed those as laid down for their respective ranks in para. 164.

149. No officer will be transferred to the Reserve of Officers unless he is efficient, and medically fit to carry out the duties appertaining to his rank.

150. The Reserve of Officers is divided into two classes, as follows:—

- (a.) A General List, showing the names of officers holding rank above that of Lieut.-Colonel:
- (b.) A Regimental List for each unit, showing the names of officers holding the rank of Lieut.-Colonel and under.

Both the General List and the Regimental List are subdivided as follows:—

Class I: Officers who are medically fit for active service and whose ages do not exceed those mentioned in para. 164. Officers in Class I on attaining these ages will be transferred to Class II.

Class II: All other officers whose ages do not exceed those mentioned in para. 164 and who are medically fit for home service or service at a base.

151. Before being transferred to the Active List, officers of the Reserve of Officers must be medically examined and passed as fit for active service. The necessary medical examination will be carried out under arrangements to be made by the Assistant Director of Medical Services in the command.

152. No promotion will be granted to officers while serving on the Reserve of Officers.

153. The General List of both classes of the Reserve of Officers will be maintained and administered by the Adjutant-General.

154. The Regimental Lists of both classes of the Reserve of Officers will be maintained and administered by the units concerned. The Regimental Lists for units of the Permanent Forces and of the N.Z. Medical Corps will be maintained and administered by the Adjutant-General.

155. Officers of the Reserve of Officers may be attached for reserve training to a unit or depot outside their regimental district, provided that no extra expense is thereby incurred.

156. Officers on the Reserve of Officers must report themselves in writing between the 1st and 31st January in each year—those of the General List and of the Regimental Lists of Permanent Force units and N.Z. Medical Corps, to General Headquarters, N.Z. Military Forces, Wellington, and those on the Regimental Lists, Territorial Force, to the Adjutant of their regiment—stating their postal address. They will similarly report any permanent change of address occurring during the year, within fourteen days of such change. The names of all officers who fail to report as herein prescribed will be placed on a Suspense List, which will be published in General Orders. Officers who fail to report for two years in succession will be retired.

157. Officers on the Reserve of Officers will be called up to perform such training as may from time to time be prescribed. Units will arrange for the officers concerned to carry out the training required of them, and will report to Command Headquarters all cases of those who neglect to carry out such training, when the question of removing their names from the Reserve of Officers will be considered.

158. While undergoing training, officers of the Reserve of Officers will be commanded and administered by the officer commanding the unit to which they are attached.

159. Officers on the Reserve of Officers who leave the Dominion temporarily may be granted leave of absence up to a maximum of two years without change of status.

RETIREMENTS.

160. Subject to the provisions of paras. 162 and 163, officers of the N.Z. Permanent Forces may resign their commissions at any time.

161. An officer of the Territorial Force may resign his commission at any time, but if within the military-training age, and not transferred to the Reserve of Officers under para. 147, will be required to complete the unexpired period of his obligatory military service in the ranks of the Territorial Force.

162. Candidates for commissions in the N.Z. Permanent Forces, before being sent to a Royal Military College, will be required to sign an agreement giving an undertaking that they will serve for a period of twelve years from the date of such admission, unless their services are dispensed with before that time, or unless they are released from their agreement by the Minister of Defence.

163. Officers of the N.Z. Permanent Forces sent out of the Dominion for training at the expense of the Government will sign an agreement giving an undertaking that they will not resign their commissions for a period of five years after their return to New Zealand.

164. Except as provided in paras. 165–168, an officer of the N.Z. Military Forces will be retired on attaining the ages set out below:—

Rank or Appointment.	Age for Retirement.			
	Active List and Class I, Reserve of Officers.		Class II, Reserve of Officers.	
	Permanent Forces.	Territorial Force.	Permanent Forces.	Territorial Force.
General Officers	55	60	60	60
Colonels	55	60	60	60
Lieut.-Colonels	55	55	55	55
Majors	55	50	55	55
Captains	55	45	55	55
Subalterns	55	40	55	55
Medical, Dental, or Veterinary Officers	55	60	60	60
Quartermasters or Bandmasters holding commissions	55	60	60	60

165. In special cases the General Officer Commanding may, subject to the physical fitness and efficiency of the officers concerned, grant an extension—

- (a.) Not exceeding two years; or
- (b.) Up to sixty years of age, or such earlier age when they will, if retired, have become entitled to a retiring-allowance under the provisions of the Public Service Classification and Superannuation Act.

166. Those officers who during the year 1917 were transferred from the Civil Service to the N.Z. Army Ordnance Department or the N.Z. Army Pay Department may, subject to the approval of the General Officer Commanding, be allowed to continue to serve until they reach the age of sixty-five years, or until such earlier age when they will have completed forty years' service towards a retiring-allowance from the Public Service Superannuation Fund.

167. The General Officer Commanding will not be retired for age during his tour of four years as General Officer Commanding, but, unless specially granted an extension of command, will be retired on completion of such tour.

168. In the N.Z. Air Force, officers on the Active List or Reserve employed on flying duties (viz., officers of Class A) will be retired on reaching the following ages: Majors at forty-five, and officers below that rank at forty. Officers of Class B and C will be retired at the ages set out in para. 164.

For retiring-ages for Chaplains see para. 200.

169. An officer who fails twice in either the practical or the oral examination prescribed for promotion to the ranks of Lieutenant and Captain will not, as a rule, be permitted to remain in the service.

170. An officer who has completed the service required for promotion to the rank of Lieutenant or Captain respectively (vide paras. 129 and 133), but who has not at that time passed the examination prescribed for promotion, unless he does so qualify within the period mentioned hereunder, will normally be required to resign his commission, or will be retired:—

- (a.) An officer of the Permanent Forces, within eighteen months of completing the requisite service for promotion.
- (b.) An officer of the Territorial Force, within two years of completing the requisite service for promotion.

Should he have been prevented from passing the prescribed examination by having been called to or engaged on active service in the field, he may be granted such extension of time, not exceeding

that of which he may have been deprived by the exigencies of active service, as would afford him an opportunity of passing.

171. No exception to paras. 169 and 170 will be allowed except with the approval of the General Officer Commanding.

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

- (a.) Absent without leave for more than three months;
- (b.) Adversely reported on in two successive years;
- (c.) Inefficient in any one year;
- (d.) Found to be medically unfit.

173. Any officer required to resign his commission on the ground of being unsatisfactorily reported on or inefficient may, within one month of being so required, appeal, and such appeal will be forwarded for consideration by a Board of officers nominated for that purpose by the General Officer Commanding. If after three months of being so required to resign, or, in the case of appeal, after three months from the promulgation of the decision of the Board of officers, any officer so required to resign who neglects or refuses to do so shall be retired.

174. An officer who resigns or is retired under paras 169–173, except on the grounds of medical unfitness, will be required to complete in the ranks the training to which he may be liable.

175. The Minister of Defence may at any time submit to the Governor-General the name of any officer of the N.Z. Permanent Forces or Territorial Force whom the General Officer Commanding reports as being incompetent, or neglectful of his duty, or otherwise unsuitable to continue to exercise the duties of his rank or appointment, and the Governor-General may cancel the commission of such officer.

176. An officer of the N.Z. Military Forces shall be liable to be summarily dismissed from the Defence Force, at any time, for misconduct.

RETIRED LIST.

177. The Retired List shall consist of the names of officers to whom, on retirement, the Governor-General has granted the privilege of retaining their rank and the right to wear uniform on appropriate occasions. Except in the case of officers who have held commissions in the Permanent Forces, or of officers who have served as officers on active service, or of officers specified in the following paragraph, these privileges are limited to official and ceremonial occasions within the Dominion.

178. His Majesty the King has been pleased to approve that, in the case of officers who held commissions on the Active List or Reserve of Officers between the 5th August, 1914, and the 31st August, 1921, these privileges may be extended throughout the British Empire.

179. Officers of the N.Z. Permanent Forces may be posted to the Retired List if they have been on active service as officers, or have completed four years' commissioned service on the Active List of the N.Z. Permanent Forces.

180. Officers of the Territorial Force may be posted to the Retired List if they have been on active service as officers, or have completed fifteen years' commissioned service, towards which period efficient service on the Reserve of Officers will count as half-time.

181. Officers on the Retired List have no further connection with the Military Forces, but their names will be recorded in the N.Z. Army List. When using their rank, or appearing in uniform, they will be required to conform to the regulations.

182. Officers posted to the Retired List will be posted with the highest rank held by them during any period of their service.

183. Officers on the Retired List must report in writing between the 1st and 31st January each year to General Headquarters, N.Z. Military Forces, Wellington, stating their address. The names of those who neglect so to report will be deleted from the list.

N.Z. ARMY LEGAL DEPARTMENT.

184. The N.Z. Army Legal Department will consist of such officers as are appointed or transferred to that department.

185. Commissions in the N.Z. Army Legal Department will be granted only to gentlemen who are barristers or solicitors of the Supreme Court of New Zealand.

186. On first appointment officers will be commissioned in the rank of Captain, or, in the case of officers transferred from other units, in the rank of Captain or the rank they held previously, whichever is the higher: Provided, however, that no officer in the N.Z. Army Legal Department other than the Judge Advocate-General shall hold rank higher than that of Lieutenant-Colonel.

187. Officers will not be required to attend parades, but may be required to deliver lectures, hold classes, and conduct examinations in military law, and for any such purposes to visit training-camps of units in the formation to which attached, or, where necessary, camps of other units or formations.

188. For purposes of discipline and administration, officers attached to the staff of a formation or unit will be under the command of the Officer Commanding; officers not so attached will be under the command of the Adjutant-General.

189. All matters relating to appointment, promotion, and transfer will be under control of the Adjutant-General. A report by the Judge Advocate-General, or, in his absence, or if the office be

vacant, the Deputy Judge Advocate-General, on the professional fitness of the person concerned, will be obtained when an appointment or promotion is contemplated.

190. Legal Staff Officers will communicate, on questions of military law, directly with the senior legal Staff Officer on the command Staff, whose ruling, direction, or opinion shall be binding, subject, however, to the right to require that the question shall be submitted to the Deputy Judge Advocate-General, whose decision, if it supports that of the senior Legal Staff Officer, shall be final; if not, a final appeal shall lie to the Judge Advocate-General.

191. All officers of the N.Z. Army Legal Department shall be bound by the rulings, directions, and opinions on questions of military law given by the Judge Advocate-General, or during his absence or a vacancy in the office of the Judge Advocate-General, by the Deputy Judge Advocate-General.

192. An officer of the Army Legal Department shall be classified as efficient for each year in which he satisfactorily performs the duties allotted to him.

193. Officers of the Army Legal Department shall not exercise any military command except over such officers and soldiers as may be detailed for duty under their orders, or in performance of any duties allotted to them under these regulations.

N.Z. CHAPLAINS DEPARTMENT.

194. The N.Z. Chaplains Department will consist of—

- (a.) The Active List, comprising Chaplains who will be required for duty with units of the Territorial Force in peace and on mobilization; and
- (b.) The Reserve, comprising the remaining Chaplains, who will be available for duty as required to fill vacancies occurring on or after mobilization. Chaplains will not be eligible for service on the Reserve until they have completed four years' service on the Active List. Chaplains at present on the Reserve who do not fulfil this requirement may, however, remain on the Reserve.

195. The normal establishment of Chaplains on the Active List in each regimental district will be as follows: Church of England, 5; Roman Catholic, 2; Presbyterian, 3; Methodist, 2; Other denominations (each), 1; Salvation Army, 1. The G.O.C. may, however, vary this establishment, on the recommendation of an O.C. Command, in order to meet special circumstances.

196. A Chaplain on the Active List who moves from one regimental district to another, in which he becomes surplus to establishment, may be appointed to Class I of the Reserve until a vacancy occurs in his regimental district, when he may be reappointed to the Active List to fill such vacancy.

197. All appointments of Chaplains to the Active List will be made, on the recommendation of the Chaplains Advisory Committee, in the 4th Class, and only on condition that they are medically fit for active service and are below the age of forty years.

198. Chaplains may be permitted to serve on the Active List until they attain the following ages: Chaplain, 4th Class, forty-five years; Chaplain, 3rd Class, fifty years; Chaplain, 2nd Class, fifty-five years; Chaplain, 1st Class, sixty years.

199. The Reserve will be divided into two classes:—

- (a.) The Reserve Class I, consisting of Chaplains who are medically fit for active service and within the age-limit for the Active List; and
- (b.) The Reserve Class II, consisting of Chaplains who are medically fit for service in New Zealand but not for active service, or who are not eligible for Class I on account of age.

200. All Chaplains, whether on the Active List or Reserve, on attaining the age of sixty years will be retired. If eligible under para. 180 they will be posted to the Retired List.

201. Chaplains, whether on the Active List or Reserve, will have the same liability for service in a national emergency as other officers of the Territorial Force. Chaplains on the Reserve will be called up to fill vacancies occurring on or after mobilization, Class I being called up before Class II. When called up for duty they will receive the pay and allowances of Territorial officers of equivalent rank.

202. A Chaplain, by virtue of his appointment, will be an officer of the N.Z. Military Forces, and will be commissioned as such, but will not hold rank other than as Chaplain, and will not exercise any command. He will for precedence rank with other officers as follows: Chaplain, 1st Class, with Colonel; Chaplain, 2nd Class, with Lieut.-Colonel; Chaplain, 3rd Class, with Major; Chaplain, 4th Class, with Captain.

Chaplains will take precedence amongst themselves in accordance with their class and seniority therein.

Chaplains will take precedence with officers of corresponding rank, and with Chaplains of the same class, according to seniority.

203. A Chaplain may, if recommended by the Chaplains Advisory Committee and by the O.C. Command, be promoted as follows:—

- (a.) After ten years' service, to be Chaplain, 3rd Class.
- (b.) Promotion to the 2nd Class will be by selection from Chaplains, 3rd Class, having not less than eighteen years' service.

(c.) Original appointments or accelerated promotion to a class higher than 4th Class, or the antedating of seniority, may be granted to the permanent head of any denomination in a command. If the appointment as head of a denomination is temporary, corresponding temporary appointment to a higher class may be granted. Should the head of any denomination not desire such appointment or promotion, the denomination may recommend in his place some other Chaplain of approved standing and service for temporary appointment to a higher class.

(d.) In normal times no promotion to the 1st Class will be made, but, when necessary, such promotion will be made by selection.

204. The wearing of uniform by Chaplains in peace-time will be optional, but on mobilization, and when uniform is worn in peace-time, dress will be as laid down in Section XIV.

205. Orders, decorations, and medals will be worn by Chaplains when on duty at parade services.

206. A Chaplains Advisory Committee will be formed in each command, and will consist of such members as may from time to time be decided by the O.C. Command in consultation with the representatives of the various denominations. The Committee shall hold office for three years, at the expiry of which a new Committee shall be appointed. Retiring members may be re-nominated. The Committee will elect annually a chairman and secretary.

The duties of the Advisory Committee will be—

(a.) To advise the O.C. Command in all matters concerning the Chaplains Department in the command;

(b.) To act as the channel of correspondence between the Chaplains of the various denominations and the O.C. Command;

(c.) To keep Chaplains in touch with one another, and with the units of the Military Forces;

(d.) To detail the Chaplains considered necessary to attend all camps, and generally to ensure that Chaplains are interesting themselves in the general welfare of the Territorial and Cadet Forces in their regimental districts; and

(e.) To submit all recommendations for appointments, promotions, transfers, and retirements to the O.C. Command.

Chaplains Advisory Committees should, as far as possible, consist of Chaplains who hold senior positions in their denominations.

N.Z. ARMY NURSING SERVICE.

207. Regulations for the N.Z. Army Nursing Service are given in Appendix XIV.

SECTION IV.—NEW ZEALAND PERMANENT FORCES: ENLISTMENT, PROMOTION, TRANSFER, AND DISCHARGE.

GENERAL.

208. Enlistments in all units of the Permanent Forces will be for a term of five years, of which the first twelve months will be on probation, during which probationary period candidates will be liable to be discharged if found unsuitable. On completion of twelve months' service they will, if satisfactory, be confirmed in their appointments. Clerks, ledger-keepers, and artificers will be required to pass an examination (trade test in the case of artificers) before being confirmed in their appointments.

All enlistments into the Permanent Forces will be subject to the candidates passing the medical examination set out in Appendix I (II).

209. On completion of the original period of enlistment warrant officers, non-commissioned officers, and men may, if recommended by their officer commanding unit or corps, be permitted to re-engage for permanent service up to the age of fifty-five years; provided that no private soldier will be permitted to re-engage unless he has qualified for promotion.

210. Enlistments into the Permanent Forces shall be carried out as follows:—

(a.) Every person before enlistment shall be advised of the general requirements of attestation and the conditions of engagement.

(b.) On assenting to enlistment the recruit will be cautioned by the attesting officer that if he wilfully makes any false answer to the questions read to him he will be liable to summary dismissal. The attesting officer shall read, or cause to be read, to the recruit the questions set forth in the attestation-paper. The attesting officer shall satisfy himself that the recruit understands each question, and, after ensuring that the answer to each question has been duly recorded on the attestation-paper, shall require the recruit to produce a certificate of birth and to sign the declaration as to the truth of the answers. The oath of allegiance shall then be administered.

(c.) When the requirements of (a) and (b) have been complied with the recruit shall be deemed to have been enlisted as a soldier of the Permanent Forces.

(d.) The officer carrying out the attestation shall attest by signing the said paper in the manner thereon directed.

(e.) If there is considered to be an error in any attestation-paper the matter will be referred to General Headquarters.

211. All candidates over the age of twenty-five years who are accepted for service in the Permanent Forces will be required to sign a statement certifying that they are fully conversant with the terms of the Public Service Superannuation Act as it applies to their conditions of service.

212. Appointments and promotion to all ranks below that of warrant officer, Class II, in the Permanent Forces will be made by officers commanding regiments or corps. Recommendations for promotion to warrant rank will be referred to General Headquarters for approval by the General Officer Commanding.

213. Candidates for appointment as armament artificers or as armourers must be qualified mechanics, and candidates for appointment as tradesmen and specialists will be selected principally for trade efficiency and for special knowledge and ability.

214. All promotions will be subject to the passing of the prescribed examination or test and to being recommended. Where promotion is by selection, the chief considerations will be professional qualification, efficiency, and character, and only when these conditions are approximately equal will consideration be given to length of service.

215. Before promotion to warrant rank, Class I, a warrant officer, Class II, will be required in addition to having passed the examination for promotion, to have undergone a general course of instruction, and obtained a satisfactory report.

216. In exceptional cases of outstanding ability, accelerated promotion to fill appointments within the establishment may be granted on the authority of the General Officer Commanding.

217. Warrant officers and non-commissioned officers of the N.Z. Permanent Forces may be seconded for duty with any other Department of the State for a period not exceeding four years; while so seconded they will receive the pay and allowances for their rank as laid down in Financial Instructions and Allowance Regulations, but they will be required to comply with the regulations re qualifying by examination for promotion.

218. Warrant officers with the consent of the General Officer Commanding, and non-commissioned officers, with the consent of their Commanding Officer, may resign their rank and revert to the rank and seniority they previously held, but will not be permitted to do so in order to escape trial by Court-martial, except with the approval of the General Officer Commanding. In all such cases the written application of the warrant officer or non-commissioned officer, a certificate from the Commanding Officer setting out the reasons for the resignation, and the written authority of the General Officer Commanding or Commanding Officer, as the case may be, will be attached to the soldier's personal file.

219. A warrant officer or non-commissioned officer reduced to a lower rank will take rank and precedence in the lower rank from the date of the signing of the original sentence of the Court-martial, or, in the case of reduction by order of the General Officer Commanding, from the date stated in such order. If a sentence of reduction passed by a Court-martial is wholly remitted, the warrant officer or non-commissioned officer will, if no service is forfeited, retain his seniority.

OFFICERS AND EX-OFFICERS.

220. Officers holding commissions in the Territorial Force or Reserve of Officers who enlist into the N.Z. Permanent Forces will be required to resign their commissions. Ex-officers who have already resigned, relinquished their commissions, or retired cannot be allowed, while serving in the ranks, to retain any rank they may have been granted on the termination of their commissions. The grant of such rank will be cancelled in the *New Zealand Gazette*. On discharge from his engagement, however, any ex-officer who is eligible for the grant or retention of commissioned rank will be granted such rank, provided that his services have been satisfactory.

N.Z. PERMANENT STAFF.

221. Applicants for appointment to the N.Z. Permanent Staff must be between the ages of twenty-two and forty, must be physically fit for active service in any part of the world, and must have passed the Sixth Standard of education or its equivalent.

222. Appointments to the N.Z. Permanent Staff will be made in the rank of staff sergeant. Non-commissioned officers so appointed will be eligible for promotion as under:—

(a.) After three years as staff sergeant, to the rank of staff sergeant instructor;

(b.) After three years as staff sergeant instructor, to the rank of warrant officer, Class II;

(c.) After three years as warrant officer, Class II, to the rank of warrant officer, Class I;

Provided that in all cases a warrant or non-commissioned officer has passed the examination for the next higher rank and has been recommended for such promotion by the O.C. Command in which he is serving.

ROYAL N.Z. ARTILLERY.

223. Applicants for enlistment into the Royal N.Z. Artillery must fulfil the following conditions:—

- (i.) Be between the ages of eighteen and twenty-five years:
- (ii.) Be unmarried:
- (iii.) Have passed the Sixth Standard of education or its equivalent:

(iv.) Be physically fit for active service in any part of the world.

In special cases, with the approval of the General Officer Commanding, these conditions may be modified.

224. The Royal New Zealand Artillery in each command will form one unit, personnel being detailed for duty as required.

225. (a.) Subject to the conditions mentioned in subpara. (b) below, promotion in the Royal N.Z. Artillery will be governed by length of service, as follows:—

To lance-bombardier after three years' service:

To bombardier after three years' service as lance-bombardier:

To sergeant after three years' service as bombardier.

To staff sergeant after three years' service as sergeant:

To warrant officer, Class II, after three years' service as staff sergeant:

To warrant officer, Class I, after three years' service as warrant officer, Class II.

(b.) To be eligible for promotion, warrant officers, non-commissioned officers, and men will be required to have qualified by examination, and to have been reported upon as in every way suitable for promotion.

(c.) Examination syllabuses and conditions of eligibility to take examinations will be published in General Orders from time to time.

Details of the examinations for promotion and proficiency pay and conditions of eligibility will be published in General Orders from time to time.

N.Z. ARMY ORDNANCE CORPS.

226. Applicants for enlistment must fulfil the following conditions:—

- (i.) Be between the ages of eighteen and twenty-five years:
- (ii.) Be unmarried:
- (iii.) Have passed the Sixth Standard of education or its equivalent:
- (iv.) Be physically fit for active service in any part of the world.

In special cases, with the approval of the General Officer Commanding, these conditions may be modified.

227. For the purpose of administration and promotion the corps will be organized into six sections, viz:—

A Section	Clerks and ledger-keepers.
B Section	Armament artificers.
C Section	Armourers.
D Section	Tradesmen and specialists.
E Section	Storeholders and storemen.
F Section	Ammunition details.

Personnel in Sections A, E, and F will require to qualify for promotion by examination, whilst personnel in Sections B, C, and D will require to pass both trade test and examination in order to qualify for promotion.

228. Promotion to non-commissioned and warrant ranks in the various sections will, subject to the soldier being recommended by his immediate commanding officer as being in all respects fit for promotion and to passing the prescribed examination and trade test, be as set out in paras. 229 to 236 below.

Section A.—Clerks and Ledger-keepers.

229. Cadets on reaching the age of eighteen years will, if qualified and recommended by the O.C. Corps, be appointed privates. Subsequent promotion will be as under:—

To lance-corporal after one year's service as private:

To corporal after three years' service as lance-corporal:

To sergeant after five years' service as corporal.

Promotion above the rank of sergeant within the establishment will be by selection.

Section B.—Armament Artificers.

(1.) *Fitters, Turners, and Machinists.*

230. On completion of his term of probation (twelve months) a fitter, turner, or machinist will, if qualified and recommended, be promoted lance-corporal. Subsequent promotion will be as under:—

To corporal after three years' service as lance-corporal

To sergeant after five years' service as corporal:

To staff sergeant after four years' service as sergeant:

To quartermaster sergeant after three years' service as staff sergeant.

Subsequent promotion will be governed by establishment and by selection.

Promotion to armament sergeant-major will be made by the selection of the most highly qualified mechanic possessing the necessary experience and ability to control the Armament Section.

231. Boys will be apprenticed for a period of five years, on the conclusion of which they will receive their indenture-papers, and will be appointed fitters, turners, or machinists on probation (twelve months). Conditions for future promotion and service will then be in accordance with para. 230.

(2.) Other Trades.

232. When suitable candidates are available vacancies in other trades of this section will be filled by the transfer of serving soldiers from the Royal N.Z. Artillery or from other sections of the N.Z. Army Ordnance Corps. A tradesman of this section will be appointed lance-corporal on probation provided he has already had one year's service in the Permanent Forces, or has come direct from his trade. On completion of his term of probation (twelve months) a tradesman will, if qualified and recommended, be confirmed in the appointment. Subsequent promotion will be as under:—

To corporal after four years as lance-corporal:

To sergeant after six years as corporal.

On the recommendation of the O.C. Corps, a tradesman showing exceptional ability and zeal may be promoted to the rank of staff sergeant, and a blacksmith, if he is also efficiently carrying out the work of a moulder and welder, may be placed on the same footing for pay and promotion as fitters, turners, and machinists.

Section C.—Armourers.

233. On completion of his term of probation a mechanic will, if qualified and recommended, be appointed armourer lance-corporal. Subsequent promotion will be as under:—

To armourer corporal after three years' service as armourer lance-corporal.

To armourer sergeant after five years as armourer corporal.

To armourer staff sergeant after four years as armourer sergeant.

To armourer staff quarter-master sergeant after three years as armourer staff sergeant.

Subsequent promotion will be governed by establishment and by selection.

Promotion to armourer sergeant-major will be made by the selection of the most highly qualified mechanic possessing the necessary experience and ability to control the Armourer Section.

Sections D and F.—Tradesmen and Specialists and Ammunition Details.

234. When suitable candidates are available, vacancies in the establishment will be filled by the transfer of serving soldiers from the Royal N.Z. Artillery. If qualified personnel are not obtainable from the Royal N.Z. Artillery or other units of the N.Z. Permanent Forces, special enlistments may be made.

235. A tradesman will be appointed as lance-corporal on probation, provided he has already had one year's service in the Permanent Forces or has come direct from his trade. On completion of his term of probation (twelve months) a tradesman will, if qualified and recommended, be confirmed in the appointment. Subject to passing the necessary trade tests, subsequent promotion will be as under:—

(a.) Carpenter: To corporal after four years as lance-corporal; to sergeant after six years as corporal. On the recommendation of the O.C. Corps a carpenter showing exceptional ability and zeal may be promoted to the rank of staff sergeant.

(b.) Saddlers: To corporal after four years as lance-corporal; to sergeant after six years as corporal.

(c.) Tent-repairers, clothing-examiners, painters, and other tradesmen not specified: To corporal after six years as lance-corporal. Promotion to sergeant may be made under special circumstances—e.g., when tradesmen are controlling a staff or acting as storeholders in addition to working at their trades.

(d.) Ammunition details: Non-commissioned officers in charge Ammunition Section, to staff sergeant after five years' service as sergeant, and to staff quartermaster-sergeant after seven years' service as staff sergeant.

Section E.—Storeholders and Storemen.

236. Promotion will be governed by establishment, and will be subject to passing the necessary qualifying examination.

N.Z. PERMANENT ARMY SERVICE CORPS.

237. Applicants for enlistment into the N.Z. Permanent Army Service Corps must be between the ages of twenty-two and forty years, must be physically fit for active service in any part of the world, and must have passed the Sixth Standard of education or its equivalent.

Appointments to the N.Z. Permanent Army Service Corps will normally be made in the rank of staff sergeant. Non-commissioned officers so appointed will be eligible for promotion as under:—

(a.) After three years as staff sergeant, to the rank of staff sergeant instructor:

- (b.) After three years as staff sergeant instructor, to the rank of warrant officer, Class II:
- (c.) After three years as warrant officer, Class II, to the rank of warrant officer, Class I:

Provided that in all cases the warrant or non-commissioned officer has passed the examination for the next higher rank and has been recommended for such promotion by the O.C. Command in which he is serving.

N.Z. PERMANENT AIR FORCE.

238. Applicants for enlistment into the N.Z. Permanent Air Force must fulfil the following conditions:—

- (i.) Be between the ages of eighteen and twenty-five years:
- (ii.) Be unmarried:
- (iii.) Have passed the Sixth Standard of education or its equivalent:
- (iv.) Be physically fit for active service in any part of the world.

239. For the purpose of administration and promotion the other ranks of the Force will be organized into five sections, viz.:—

A Section	Clerks and ledger-keepers.
B Section	Armourers.
C Section	Tradesmen and specialists.
D Section	Storeholders and storemen.
E Section	Non-technical personnel.

Personnel in Sections B and C will be required to pass trade tests on first appointment and before each subsequent promotion to higher rank. Personnel in Sections A, D, and E will be required to qualify for promotion by examination.

240. Promotion to non-commissioned ranks in the various sections will be as under, subject to passing the necessary examinations and being recommended:—

- (a.) Section A, clerks and ledger-keepers: As for Section A of N.Z. Army Ordnance Corps.
- (b.) Section B, armourers: As for Section C of N.Z. Army Ordnance Corps.
- (c.) Section C, tradesmen and specialists: As for Section B of N.Z. Army Ordnance Corps.
- (d.) Section D, storeholders and storemen: As for Section E of N.Z. Army Ordnance Corps.
- (e.) Section E, non-technical personnel: As for other ranks of Royal N.Z. Artillery.

Boys may be attested as Cadets. On reaching the age of eighteen years they may, if efficient, be mustered privates.

Conditions for future promotion will then conform to (1) of Section B under the heading N.Z. Army Ordnance Corps.

N.Z. ARMY PAY CORPS.

241. Applicants for enlistment into the N.Z. Army Pay Corps must be between the ages of twenty-two and forty years, must be physically fit for active service in any part of the world, and must have passed the Matriculation Examination or its equivalent.

242. Appointments to the N.Z. Army Pay Corps will normally be made in the rank of sergeant. Non-commissioned officers so appointed will be eligible for promotion as under:—

- (a.) After three years as sergeant, to the rank of staff sergeant:
- (b.) After three years as staff sergeant, to the rank of warrant officer, Class II:
- (c.) After three years as warrant officer, Class II, to the rank of warrant officer, Class I:

Provided that in all cases the warrant or non-commissioned officer has passed the examination for the next higher rank and has been recommended for such promotion by the O.C. Command in which he is serving and by the Director of Financial Services.

GENERAL DUTY SECTION OF THE N.Z. PERMANENT FORCES.

243. The General Duty Section of the N.Z. Permanent Forces is composed of non-commissioned officers and men holding such appointments as caretakers, range-wardens, firemasters, and night-watchmen, personnel employed on Defence vessels, &c.

244. Appointments to this section may be made by transfer from other units of the Permanent Forces, or may be made by original enlistment.

245. Applicants for enlistment must be under the age of fifty years, and if not fit for active service will be required to give an indemnity to the effect that no claim will be made for sick-leave on pay or other benefits in connection with any recurrence or aggravation of their original disability.

246. All enlistments will be made in the rank of private, but, subject to establishment, rank higher than private may be granted on enlistment at the discretion of the Adjutant-General.

247. Further promotion will be made without examination, to fill vacancies in the establishment, subject to favourable recommendation and to qualifying service as follows: Private before promotion to lance-corporal, three years; lance-corporal before promotion to corporal, three years; corporal before promotion to sergeant, five years.

DISCHARGE.

251. With the exception of the Royal N.Z. Artillery, which is dealt with in para. 251A, warrant officers, non-commissioned officers, and men may be permitted to take their discharge during their original term of engagement, on the recommendation of their officer commanding regiment or corps, provided the exigencies of the service permit. After the completion of their original term of engagement, and subject to giving one month's notice, they may claim their discharge at any time unless a state of great emergency or national danger exists.

Warrant officers, non-commissioned officers, and men shall unless re-engaged under para. 209, be discharged on completion of their original term of engagement.

251A. Every member of the Royal N.Z. Artillery may obtain his discharge at his own request at any time during the first three years of his service on payment of the sum of £10, and at any time during the next succeeding two years on payment of the sum of £5, and after five years of service without payment: Provided that the right conferred by this paragraph shall not be exercisable during any period in which the N.Z. Permanent Forces are on active service.

252. Warrant officers, non-commissioned officers, and men of the Permanent Forces shall be discharged on attaining the age of fifty-five years, subject to the following provisions:—

- (i.) In special cases the General Officer Commanding may, subject to the physical fitness and efficiency of the soldiers concerned, grant an extension (a) not exceeding two years, or (b) up to sixty years of age, or such earlier age when they will, if retired, have become entitled to a retiring-allowance under the provisions of the Public Service Classification and Superannuation Act.

- (ii.) Those warrant officers, non-commissioned officers and men who during the year 1917 were transferred from the Civil Service to the N.Z. Army Ordnance Corps or the N.Z. Army Pay Corps may, subject to the approval of the General Officer Commanding, be allowed to continue to serve until they reach the age of sixty-five years, or until such earlier age when they will have completed forty years' service towards a retiring-allowance from the Public Service Superannuation Fund.

253. A soldier of the Permanent Forces who may be found at any time during his service to be permanently medically unfit will be discharged, unless under special circumstances his retention is approved by the General Officer Commanding.

254. The General Officer Commanding is empowered to dismiss or discharge any warrant officer, non-commissioned officer, or man, or to order the reversion to a lower grade or to the ranks of any warrant officer or non-commissioned officer, who is adversely reported upon in the matter of zeal or efficiency, or who has been found guilty of misconduct.

255. On a soldier's discharge being approved his commanding officer will, on the termination of the soldier's service, forward all documents in connection with the case to the Officer i/c Permanent Force Records, General Headquarters, who will make out the discharge, which will be confirmed by the Adjutant-General, or his deputy, at General Headquarters, on the date on which a soldier terminates his service. All documents in connection with soldiers discharged from the N.Z. Permanent Forces will be held by the Officer i/c Permanent Force Records, General Headquarters.

256. With a view to assisting a soldier on discharge to obtain employment in civil life, the Commanding Officer under whom he has immediately served will provide him with a testimonial as to his experience and suitability for employment in a civil vocation, and a copy thereof will be attached to his documents.

SECTION V.—TERRITORIAL FORCE AND CADETS: REGISTRATION, ENROLMENT, POSTING, PROMOTION, TRANSFER, AND DISCHARGE.

REGISTRATION, ENROLMENT, AND POSTING.

257. Subject to the provisions of the Defence Act, all male inhabitants of New Zealand who have resided therein for six months and are British subjects are liable to be trained:—

- (a.) In the Cadets, from the 1st June in the year in which they attain the age of fourteen years (or the date of their leaving a primary school, if later) until the 31st May in the year in which they attain the age of eighteen years (or such later date on which they cease to attend a secondary school);
- (b.) In the General Training Section or Territorial Force, from the 1st June of the year in which they attain the age of eighteen years (or such later date immediately following that on which they cease to attend a secondary school) until the 1st June of the year in which they attain the age of twenty-five years, or such earlier date on which they may have been posted to the Reserve; and

(c.) In the Reserve, from the date of posting thereto until the 1st June of the year in which they attain the age of thirty years.

258. All persons, other than boys attending secondary schools which furnish a Cadet unit, on becoming liable for military training, must within seven days thereof register themselves on the prescribed form in the area in which they reside.

259. Boys attending a secondary school which furnishes a Cadet unit will be registered by the school unit.

260. Persons liable for military training who have been temporarily absent from New Zealand must register, or, if previously registered, must report in writing to the nearest Defence Office, within thirty days of their return to New Zealand.

261. Immigrants who are liable for military training must register within six months of their arrival in New Zealand.

262. The registration form, which is obtainable at any Defence Office, post-office, or police-station, must be filled in and posted or delivered to the nearest Defence Office.

263. Persons registering who are obviously unfit to undergo military training owing to permanent physical or mental defects should attach to their registration form a certificate to that effect, signed by a Justice of the Peace or an officer of the Defence Forces. Such cases will be referred to the Staff Officer i/c Regimental District, who will, if he is satisfied, issue a certificate of exemption from training. If in doubt, he will refer the case to the Assistant Director of Medical Services of the command for advice.

264. There will be no medical examination of those registered for service in the Cadets.

Any person liable to undergo training who claims exemption on the ground of medical unfitness will be required to produce at his own expense a certificate signed by a registered medical practitioner (an officer of the New Zealand Medical Corps where possible). This certificate must specify the nature and probable duration of the disability from which the Cadet or Territorial is suffering, and contain an expression of the opinion of the medical practitioner as to the fitness or otherwise of the trainee to undergo military training in the Cadets or Territorial Force, as the case may be. The certificate will be forwarded by the Area Officer or Adjutant, through the Staff Officer i/c Regimental District, to the Assistant Director of Medical Services of the command, who, if the case is a clear one, will make his recommendation thereon. The Staff Officer i/c Regimental District will then issue the certificate of exemption, if so recommended by the Assistant Director of Medical Services. If there is a doubt as to whether the case is one for exemption, the Assistant Director of Medical Services will refer it to the Director of Medical Services, who will, if he considers it necessary, arrange for the applicant to be examined by a Medical Board.

In all cases where partial or total exemption is granted under this regulation the cost of the medical certificate furnished by the applicant, but not exceeding 10s. 6d., will be refunded by the Department.

265. A member of the Military Forces desirous of obtaining exemption from personal service on the grounds of religious belief (section 65, Defence Amendment Act, 1912), or on the grounds that undue hardship is caused by the requirements of such service (section 33 (n), Defence Amendment Act, 1912), will first give fourteen days' notice to the officer commanding his unit, and at the expiration of that period the applicant will make written application to the nearest Magistrate's Court.

The officer commanding the unit will inquire into the merits of each case, and within the fourteen days will notify the Clerk of the Magistrate's Court whether he recommends or intends to oppose the application, and the application shall be heard and determined by a Magistrate.

266. Scoutmasters and Assistant Scoutmasters of the Boy Scouts' Association may be exempted from military training, provided a certificate is furnished to the Staff Officer i/c Regimental District concerned by the Chief Commissioner to the effect that such trainee is rendering efficient service as a Scoutmaster or Assistant Scoutmaster. Total exemption will be granted only on the condition that trainees serve for three years as Scoutmasters or Assistant Scoutmasters. Should they not complete three years' efficient service as such they may be required to carry out the whole of their military training in such a manner as may be ordered. Staff Officers i/c Regimental Districts will issue certificates of exemption to trainees who are by this regulation exempt from training.

267. All persons registering for training in the Territorial Force, and all Cadets on becoming liable for transfer to the Territorial Force, will, unless residing beyond the prescribed distance from a drill centre, be medically examined.

268. The medical examinations will be conducted in accordance with instructions contained in Appendix I (III).

269. The sub-area sergeant-major, after obtaining the result of the medical examination and noting on the registration form the unit to which it is recommended the trainee should be posted, will forward the registration form and medical-history sheet to the Area Officer concerned.

270. To each individual registered the Area Officer will allot a registration number, which the trainee will retain throughout his

service in the Cadets and Territorial Force, thus—7A/1456, "7A" being the number of the area, and "1456" the serial number allotted to the trainee.

271. Trainees fit for service whose registration is effected before the 1st April will be provisionally posted to units. Those who register after this date will not be posted until the annual posting in June.

Boys at secondary schools will be posted as soon as they are registered. Those permanently or temporarily unfit will be issued by the Staff Officer i/c Regimental District with a certificate of exemption from training, and those temporarily unfit will be noted by the Area Officer for medical re-examination when it becomes due.

272. The Area Officer will keep a roll of all persons registered in his area, showing (a) registration number, (b) date registered, (c) name in full, (d) unit to which posted, (e) address, and (f) remarks.

273. When a newly registered trainee is posted or provisionally posted to a unit, the unit commander becomes responsible that the trainee takes the oath of allegiance as soon as possible. The oath will be administered by an officer of the N.Z. Military Forces or a Justice of the Peace in such a manner as will impress its solemnity on the trainee. Form N.Z. 24 will be used, and when it is completed will be sent to unit headquarters for attachment to the trainee's personal file.

274. The posting of trainees to Cadet units will be carried out by the Staff Officer i/c of the Regimental District, assisted by the Area Officer concerned.

275. The posting of trainees to Territorial Force units will be carried out during the month of June in each year. A Posting Committee will be set up in each regimental district, and will consist of the Staff Officer i/c Regimental District (who will be president), all Area Officers and Adjutants, and, when possible, an officer from each Territorial Force unit, in the district.

276. In order that the data at the disposal of the Posting Committee may be complete, every Area Officer will, on the 1st day of May in each year, render to the Staff Officer i/c Regimental District an alphabetical roll of all men provisionally posted, and of the Cadets in his area who are eligible for transfer to the Territorial Force. Such roll will show (a) registration number, (b) full name, (c) date of birth, (d) address, (e) medical classification, (f) arm of service preferred, and (g) space for unit to which posted.

277. Officers commanding Cadets at secondary schools will prepare and forward to the nearest Area Officer at the end of each quarter a roll of pupils who have left school during the quarter, showing the registration number, full names of each boy, his date of birth, and intended place of residence.

278. Before the annual posting takes place, the training performed by each trainee during the past year, and his classification, will be entered on his personal file. Personal files of all trainees eligible for posting to the Territorial Force will be sent to the Staff Officer i/c Regimental District for the use of the Posting Committee.

279. In posting men to the Territorial Force due consideration will be given to their place of residence, physique, trade or calling, and the general suitability of individuals for any particular branch of the service. In order to obviate inconvenience to employers by several of their employees being called up for training at the same time, trainees employed in the same business concern should, as far as possible, be distributed amongst the different units. So far as is compatible with these conditions and with the vacancies available in the establishment, men will be posted to the branch of the service in which they prefer to serve.

280. Non-commissioned officers of Cadets who have qualified for their rank by examination, when posted to the Territorial Force, will be posted in the rank of private, &c., but may be promoted at any time without further examination, at the discretion of the officer commanding unit, to any such rank below that of sergeant.

281. A man desirous of serving in a Mounted Rifles regiment will normally be required to provide himself with a suitable horse and the required saddlery and horse equipment for training.

282. Men liable to train in the Territorial Force or Cadets whose place of residence is beyond the radius of an established training-centre prescribed by General Orders will be posted to the Non-effective List.

283. Volunteers having special qualifications, such as bandsmen or chemists, may be enrolled as required, irrespective of age.

284. When the posting is complete the Staff Officer i/c Regimental District will supply unit commanders with a nominal roll and the personal files of all trainees posted to their respective units. Such roll will show (a) registration number, (b) name in full, (c) date of birth, (d) address, and (e) rank held in the Cadets.

The annual Posting Return referred to in Appendix XII will be prepared by Staff Officers i/c Regimental Districts and despatched to command headquarters.

285. On receipt of the roll referred to in para. 284 unit commanders will notify the trainees on Form N.Z. 8 that they have been posted to the unit, and will issue orders as to training, and arrange, as necessary, for the issue of arms, equipment, and clothing. A record of such notification of posting is to be kept as evidence that the trainee has been legally notified of his "posting."

286. In cases where the oath has not previously been taken on enrolment in the Cadets, unit commanders will see that it is administered.

287. On being called up, Reservists will report to the Staff Officer i/c Regimental District, who will post them to units. Until called up and posted to units, Reservists will be under the command of the Staff Officer i/c Regimental District.

PROMOTION, ETC.

Warrant Officers and Non-commissioned Officers.

288. Warrant officers of the Territorial Force within the authorized establishments will be appointed by warrant from the Minister of Defence from suitable candidates not below the rank of sergeant recommended by Os.C. Commands, subject to the individuals concerned having qualified by examination for such higher rank.

No such qualifying examination will be required in the cases of bandmasters, but they will, however, require to have served for not less than three years in the rank of sergeant before being considered eligible for promotion to the rank of warrant officer, Class II, and a further three years before promotion to the rank of warrant officer, Class I.

289. The appointment and promotion of non-commissioned officers and men of the Territorial Force and Cadets will be in the hands of the officers commanding units concerned, as hereinafter provided.

290. Os.C. Commands may, in cases of necessity, sanction the appointment of lance-sergeants, lance-corporals, and lance-bombardiers up to 25 per cent. in excess of the establishment of a unit.

291. An O.C. Command or officer commanding unit may also confer unpaid lance rank upon a non-commissioned officer or man employed on extra regimental duty if he considers it necessary in the interests of discipline to do so.

292. A soldier will not be promoted unless he has qualified at a course of instruction of six continuous days, has passed the prescribed examination, and is recommended for promotion by his company, &c., commander.

In case of necessity, acting or lance rank may be granted irrespective of the above conditions.

293. Qualification at an approved voluntary course will count for the purpose of para. 292.

294. A non-commissioned officer given acting rank for the purpose of filling an appointment temporarily will be required to qualify for such rank within six months or revert to his permanent rank.

295. Warrant officers and non-commissioned officers, with the consent of their Commanding Officer, may resign their rank and revert to the rank or position they previously held. Without the sanction of the General Officer Commanding they are not allowed to do so in order to escape trial by Court-martial, and in all such cases the written application of the warrant officer or non-commissioned officer, a certificate from the Commanding Officer setting out the reason for the resignation, and the written authority of the General Officer Commanding will be attached to the soldier's personal file.

296. A warrant officer or non-commissioned officer reduced to a lower rank through no fault of his own will revert to the rank and seniority previously held.

297. An O.C. Command is empowered to order the reversion to a lower grade, or to the ranks, of any non-commissioned officer of the Territorial Force who is adversely reported on for inefficiency or misconduct.

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

299. A warrant or non-commissioned officer reduced to a lower rank will take rank and precedence in that lower rank from the date of the signing of the original sentence of the Court-martial, or, in the case of reduction by order of the General Officer Commanding or O.C. Command, from the date specified in such order.

300. If a sentence of reduction passed by a Court-martial is wholly remitted, the warrant officer or non-commissioned officer will, if no service is forfeited, retain his seniority; but if service is forfeited he will take rank and precedence in his existing rank from the date of the signing of the original sentence by the Court.

TRANSFER.

301. A trainee may, subject to the approval of the Commanding Officers, and with the authority of the Staff Officer i/c Regimental District concerned, be transferred at his own request from the unit in which he is serving to another unit of the Territorial Force or Cadets.

302. Trainees who change their place of residence from one locality to another, or those whom the Staff Officer i/c Regimental District considers should be transferred in the interests of the service, are liable to be transferred to another unit, and will, if possible, be transferred to the same arm of the service.

303. When any person liable for military training changes his place of residence he shall notify in writing his change of place of residence as follows:—

(a.) If serving in a Territorial or Cadet unit, by informing his Commanding Officer within fourteen days of such change of place of residence, and by reporting his new place of residence to the nearest Defence Office within fourteen days of arrival at his destination.

(b.) If posted to the Non-effective List, by notifying the nearest Defence office within fourteen days, if by reason of such change his place of residence is within five miles of an established training-centre.

304. Every person who fails to notify his change of place of residence as herein required is liable, on summary conviction by a Magistrate, to a fine not exceeding £10. (NOTE: For the protection of the trainee it is advised that such notification be sent by registered post.)

305. Trainees who change their place of residence temporarily for any period not exceeding six months will not be transferred from their units, but such trainees are required to comply with the preceding paragraph as regards reporting, and arrangements will be made by the Commanding Officer concerned for them to carry out their training with another unit.

Trainees who transfer from one unit or drill centre to another will, before leaving their old address, hand into store any arms, accoutrements, and equipment on issue to them, but will retain and take with them all articles of uniform clothing.

306. Trainees holding warrant or non-commissioned rank will retain their rank on transfer to another unit, provided (a) that they are in possession of a certificate showing that they have passed the prescribed examination for such rank, and (b) that an entry is made on the transfer form by the original Commanding Officer to the effect that the trainee held such rank prior to transfer. Such warrant officers and non-commissioned officers will, when necessary, be borne as supernumerary to establishment until such time as they can be absorbed. This paragraph does not apply to Cadet non-commissioned officers on being posted to the Territorial Force (*vide* para. 280).

307. Trainees on enlistment in the N.Z. Division of the Royal Navy, or enrolling in the N.Z. Royal Naval Reserve, will be transferred to the "Serving in Navy List" and exempted from military training whilst serving in a naval unit. On enlistment as above their personal files will be transferred to No. 1 Regimental District.

308. On ceasing to be a member of the N.Z. Division of the Royal Navy or of the N.Z. Royal Naval Reserve, persons still liable for military training will be transferred by the Staff Officer i/c No. 1 Regimental District to the regimental district in which such persons reside on leaving the Naval Forces. In order that the provisions of this paragraph may be carried out, arrangements have been made with the Naval authorities to supply periodically to the Staff Officer i/c No. 1 Regimental District lists of all such persons discharged from the Royal Navy or Royal Naval Reserve. Such lists will show the full name, date of birth, date of and reason for discharge, and intended address of each such person.

309. Except as provided in paras. 310 and 311, trainees will be transferred to the Reserve on reaching the age of twenty-five, and will remain in the Reserve until they attain the age of thirty.

310. In accordance with instructions issued from time to time in General Orders, and subject to upkeep of establishment, trainees may be transferred to the Reserve before reaching the age of twenty-five.

311. Warrant officers, non-commissioned officers, and men who are likely to make good non-commissioned officers may, provided the establishment of non-commissioned officers is not exceeded, be allowed to extend their service for one year on the Active List. Such extensions may be renewed by the commanding officer, with the soldier's consent, year by year up to the following ages: Sergeants, forty years; staff sergeants, forty-five years; warrant officers, fifty years.

312. On transfer to the Reserve, trainees will return their arms, accoutrements, and uniform clothing.

313. Before the annual posting, officers commanding units will complete discharge certificates (Form N.Z. 25, in duplicate) for each trainee whom it is proposed to transfer to the Reserve. These forms, together with the personal files of the trainees concerned, will be forwarded to the Staff Officer i/c Regimental District. The Staff Officer i/c Regimental District, if he approves of such transfers, will retain the personal files and duplicate forms N.Z. 25, confirm the transfers to the Reserve, and return the original forms N.Z. 25 to the officer commanding unit, for transmission, after the annual posting, to the Reservists.

314. Trainees of the Territorial Force convicted of criminal offences are liable to be dismissed from the Forces. A certificate from the Supreme Court should accompany all applications to General Headquarters for the dismissal of such trainees as are so convicted. To ensure that trainees of undesirable character are not allowed to continue serving in the Forces, Area Officers and Adjutants will keep in constant touch with the police, with a view to obtaining the names of all trainees convicted by the Civil power, and will forward such names to command headquarters.

SECTION VI.—TRAINING AND EDUCATION.

MILITARY TRAINING.

315. General instructions as to the principles and system of training are contained in the training-manuals of each arm. These manuals, periodically issued and revised by the Army Council for use throughout the Empire, embody the results of the latest experience and developments of military science, and the principles and procedure therein laid down will be strictly adhered to by all concerned.

316. The aim of all military training is to improve and develop the physical and moral fitness of the individual, encourage and direct initiative, instil a high sense of duty, discipline, and honour, based on knowledge, mutual respect, and confidence, and to provide systematic and progressive instruction in the use and application of military weapons.

317. The training of the Cadets will be specially devoted to ensuring good physical development, inculcating the habits of obedience and discipline, with a preparatory groundwork of elementary drill and field exercise to fit them for posting to the Territorial Force on completion of their Cadet service.

318. The system of training laid down in these regulations does not permit of the rank and file being fully trained in peacetime, but where officers and non-commissioned officers have in peacetime been trained to a high standard of efficiency the rapid mobilization of complete units and expansion for war will be assured. For this reason every effort is to be made to perfect the training of officers and non-commissioned officers in order that they may be at all times efficient and capable of filling their places in their unit in a national emergency.

319. Home training—i.e., drills, whole-day or half-day parades—should be carried out continuously throughout the year, the groundwork of individual and sectional training being laid during these periodical drills and parades in preparation for the unit and collective training at the annual camp.

The essential features of efficient training are that it should be systematic and progressive, which can be ensured only by the adoption of the unit system as laid down in the various training-manuals, under which regimental officers and non-commissioned officers carry out and are responsible to their Commanding Officer for the training and instruction of their own men.

320. The success of the training will depend on the standard of military knowledge of the officers and non-commissioned officers and on their ability to instruct their men intelligently. It is therefore one of the most important of a Commanding Officer's duties to ensure that all his officers and non-commissioned officers are thoroughly trained both as commanders and as instructors. He must ensure that his officers and non-commissioned officers are afforded opportunities for obtaining the necessary instruction, and that they avail themselves of these facilities.

321. Where a permanent Adjutant is available it will be his special duty, under the orders of the Commanding Officer, to give this instruction. Assisted by the Permanent Staff, he will undertake the thorough instruction of junior officers on joining the unit, and will assist all officers in preparing themselves for examination and in acquiring a further knowledge of their military duties.

322. The duties of the Permanent Staff attached to a unit, in so far as the training of the unit is concerned, are mainly those of instruction, under the orders of the Commanding Officer, of the officers and non-commissioned officers of the unit, and of supervising the instruction given by the officers and non-commissioned officers to the men.

In certain cases it may also be necessary for the Permanent Staff to undertake the elementary training of recruits before they join their company, but the system to be aimed at, as far as possible, is that the officers should be the instructors of their own non-commissioned officers, and that both officers and non-commissioned officers (and not the Permanent Staff) should instruct their own men. By this means only can officers and non-commissioned officers acquire the habit of command and powers of instruction, and become, as they should be, the leaders and instructors of their men.

323. The training-year for all units of the Territorial Force, Reserve, and Cadets, with the exception of secondary-school Cadets, will commence on the 1st June and terminate on the 31st May.

The training-year for secondary-school Cadets will commence on the 1st January and terminate on the 31st December.

324. Training programmes showing dates, times, and places of parades in the Territorial Force and Cadets will be issued in advance by unit commanders. These training programmes will be arranged as far as possible to suit the convenience of trainees, their employers, and local conditions.

325. Attendance at parades and drills so ordered, and at any other parades or drills ordered by the proper authority, is obligatory on the part of the person notified to attend.

326. Those who fail to carry out the training so ordered will be prosecuted under section 51 of the Defence Act.

327. Leave of absence may be granted by and at the discretion of Commanding Officers subject to the training being made up at some later date.

All applications for leave must be made in writing, and must state the reasons for which leave is required. (See also paras. 642 and 643.)

328. In addition to obligatory parades and drills, voluntary parades may be arranged, but attendance thereat will not be compulsory, and will not count towards the minimum amount of training required under paras. 324, 325, and 333.

329. At every parade or drill of the Territorial Force or Cadets the attendance will be recorded against the name of each officer and trainee in the section or platoon, &c., parade roll-books, and from these parade roll-books the unit attendance roll-book will be compiled.

The attendance roll-book will be examined from time to time by the Inspecting Officer and compared with the section or platoon, &c., parade roll-books.

330. From the attendance roll-book, unit attendance returns, as may be required, will be compiled. At the end of each training-year individual attendance will be summarized, and all ranks will be classified as "efficient" or "non-efficient" according to whether the individual has performed in a diligent manner the obligatory training required of him. A summary of training performed, and the classification, will be entered in the trainee's personal records.

331. An officer or soldier may, in exceptional cases, be permitted to carry out any portion of his drills, musketry, or training in camp with another unit, if possible of the same arm of the service, provided the written consent of the two Commanding Officers is obtained and no extra expense is entailed. A certificate, signed by the officer under whom the training was performed, will be forwarded to the officer's or soldier's Commanding Officer, in order that such training may be properly recorded.

332. An officer or soldier residing temporarily in the United Kingdom or a British Dominion, colony, &c., may, with the approval of the General Officer Commanding, apply to be attached to any unit in that country for the purpose of carrying out the training required of him by paras. 324, 325, and 333. Such attachment will not, however, exceed two years, and will not entitle the officer or soldier to any pay or emoluments at the expense of the N.Z. Government.

Obligatory Training.

333. The obligatory training to be carried out annually by members of the Territorial Force, Reserve, Cadets, and General Training Section will be prescribed annually in General Orders before the 1st June.

DEFINITION OF DRILLS : WHOLE- OR HALF-DAY PARADES.

Drills.

334. A "drill" will consist of one and a half hours' actual instruction, except that in the Cadets a drill may, at the discretion of the officer commanding company, be reduced to one hour's instruction, provided that the number of hours for instruction at drills is not thereby reduced below the total prescribed.

335. Drills are particularly suitable for individual instruction, and therefore the training performed at drills should be of an elementary character, and in the Infantry should consist of individual, section, or platoon training, with corresponding training in the other arms.

336. Attendance at such parades as may be ordered by the General Officer Commanding or O.C. Command for State or ceremonial occasions will be compulsory. Such parades will be additional to those prescribed for training.

337. Attendance at church parades, funerals, guards of honour, or on street duty will not count as part of the obligatory training required under para. 333.

Half-day Parades.

338. A half-day parade will consist of not less than three hours' continuous instruction, and will, when weather permits, be carried out in the open. These parades, which may be held in the evening, will, in addition to drill, include instruction in route marching, outposts, entrenching, signalling, driving, and such other subjects as cannot conveniently be carried out indoors. A half-day parade may be counted as the equivalent of two drills.

Whole-day Parades.

339. A whole-day parade, both in the Territorial Force and Cadets, will consist of not less than six hours' continuous instruction in the open. A whole-day parade will be allowed to count as two half-day parades.

ANNUAL TRAINING IN CAMPS.

340. Camps may be held at any convenient season of the year. Commanding Officers will submit the proposed date and place of annual camps to the O.C. Command for approval.

341. In the case of the N.Z. Medical Corps, attendance at a hospital or other selected institution, or special duty in Defence-works or at manoeuvres, may be counted in lieu of an equal period of annual training in camp.

342. At least six hours' training per day will be carried out whilst at annual training in camp.

343. Trainees who on arrival at the annual camp are found to be temporarily unfit, but likely to become available for part of the training, will be admitted into a military hospital when one is available, or will be treated in quarters. If, however, any trainee is found on joining to be suffering from an infectious disease he will be temporarily detained and isolated, and the Medical Officer of Health for the district will at once be informed, with a view to the trainee's transfer to the local hospital for infectious diseases.

344. On arrival at the place of assembly, or on arrival in camp, all hired horses, harness, and vehicles, including mechanically propelled vehicles, will be inspected by a Board of officers as to their value, fitness, and suitability for military duty. The Board should, when possible, include an officer of the branch of the service for which the horses, vehicles, &c., are required, and will be assisted by a Veterinary Officer in the examination of the horses. On the last day of training, the horses, harness, and vehicles will again be similarly inspected, and a certificate of condition filed.

345. The Commanding Officer will be responsible for the issue of notices to attend the annual training in camp. Such notices will be sent by post so as to reach the residence of each officer and man at least fourteen days before the date of assembly for camp training. Public notices (see Appendix XV) will at the same time be sent to the post-offices and police-stations in the regimental district or districts from which the unit is furnished, with a request to affix a copy as soon as possible to the notice-boards on which Government notices are usually posted.

These public notices will be deemed sufficient intimation, notwithstanding any failure in the transmission or receipt of the notices sent by post, and any trainees not appearing at the time and place appointed in such public notice will be dealt with as absentees.

346. When a unit or detachment of the Territorial Force enters or quits a military camp or place at which troops are assembled, marching-in and marching-out states (Form N.Z. 103) will be furnished by the Commanding Officer to command headquarters and to officer commanding the troops at such camp or place.

347. The training in camp should be of a progressive nature, and more advanced than that carried out during the periodical drills and parades throughout the year. As much time as possible will be devoted to squadron, battery, and company training, culminating, when practicable, in combined training of the different arms.

348. At least one Medical Officer will be detailed for duty at every annual camp. The Assistant Director of Medical Services will be responsible, under the O.C. Command, that the necessary number of Medical Officers is always present (*vide* para. 42).

349. When during the annual training of Coast Artillery units practice is carried out in detachments at different batteries at the same time, the attendance of a Medical Officer with each detachment may, if necessary, be sanctioned.

WEAPON TRAINING.

350. Weapon training will be carried out in accordance with the principles laid down in "Small-arms Training" and other official manuals. See also "Ammunition and Range Practice," Section VIII.

351. Except in the N.Z. Medical Corps, N.Z. Dental Corps, N.Z. Veterinary Corps, and N.Z. Army Legal Department, all officers of and below the rank of Captain, and all other ranks (except bandmasters) of the Territorial Force and Cadets, will be exercised each year in the courses prescribed in the N.Z. Weapon Training Instructions for the arm of the service to which they belong, and their classification entered in their personal records.

352. Officers commanding units will be held entirely responsible for the weapon-training returns of their units.

353. Company, &c., commanders are responsible for the weapon training of their men.

354. On all weapon-training parades, wherever practicable, instruction and practice in judging distance will be given.

355. Judging-distance parades will be held during the annual training in camp with a view to awarding the regulation badges.

SPECIALIST TRAINING.

356. The number of personnel provided for in the establishments and the training-manuals of the various arms, as specialists, such as machine gunners, Hotchkiss and Lewis gunners, Medical and Sanitary personnel, &c., will be maintained and trained. In order that these specialists may carry out their specialist duties in their units during the annual training in camp, as much of this specialist training as possible will be carried out during the periodical drills and parades held during the year.

TRAINING ABROAD.

Staff Colleges.

357. Vacancies at the Staff Colleges at Camberley and Quetta are allotted by the Army Council and Government of India respectively for officers of the N.Z. Permanent Forces as under:—

- (a.) One every year at the Staff College, Camberley.
- (b.) One every alternate year at the Staff College, Quetta.

The selected list referred to in King's Regulations, para. 768, will be kept at General Headquarters.

Os.C. Commands will forward to General Headquarters annually on or before the 1st January, the names of officers under their command whom they recommend to be placed on the selected list.

358. In making their recommendations Os.C. Commands will satisfy themselves that the officers recommended are in all respects suitable and eligible for entrance to the Staff College, and have the special qualifications laid down in King's Regulations, para. 768.

359. The recommendations under para. 357 will be considered by the General Officer Commanding, whose decision will be communicated to the O.C. Command.

360. Should an O.C. Command consider that an officer on the selected list serving under him has fallen below the standard required for the Staff College, he will forward his recommendation to General Headquarters for the removal of the officer's name from the selected list.

361. Vacancies at the Staff Colleges at Camberley and Quetta will be filled by successful candidates at the Entrance Examination. This examination will be held under the conditions laid down in the "Regulations for Admission to the Staff College," and only those officers whose names appear on the selected list mentioned in para. 357 will be permitted to compete.

362. The results of the Entrance Examination and the names of the officers who will proceed to the Staff College will be promulgated in General Orders.

Interchange, Attachment, &c.

363. Members of the N.Z. Permanent Forces may be sent abroad on interchange for courses of instruction or for attachment to units of Regular Forces.

364. The pay and allowances of officers and other ranks so absent will be as laid down in the Financial Instructions and Allowance Regulations for the N.Z. Military Forces.

365. A member of the N.Z. Permanent Forces sent out of the Dominion under paras. 362 and 363 will be required to enter into an agreement containing such conditions relating to his training abroad, return to the Dominion, and service after return, as the Minister may decide.

STAFF TOURS.

366. Os. C. Commands will arrange for at least one staff tour to take place in their commands annually for officers of field rank of the Permanent and Territorial Forces.

367. The general and special ideas, together with a map and programme of work, will be submitted to General Headquarters for approval at least one month before the proposed date of the tour.

368. Officers who wish to take part in a staff tour will apply through the usual channel to command headquarters.

REGIMENTAL TACTICAL EXERCISES.

369. Os.C. units will, when possible, arrange to carry out tactical exercises in the field for the instruction of officers of their unit. Officers of other arms should be invited to attend.

370. The tactical scheme, programme of work, and map of the area of operations will be submitted to command headquarters at least one month before the proposed date of the exercise.

371. No expenditure in connection with a tactical exercise will be incurred without the prior sanction of the O.C. Command.

OBLIGATORY COURSES OF INSTRUCTION.

372. Obligatory courses of instruction will be held under command arrangements as under:—

- (i.) Six-day courses for officers for the purpose of preparing them for promotion examinations.
- (ii.) Six-day courses for candidates for commissions.
- (iii.) Six-day courses for non-commissioned officers for the purpose of preparing them for promotion.

373. All the courses of instruction referred to in paras. 372 and 376 will be held under command arrangements.

374. Pay and allowances of officers, non-commissioned officers, and men attending the obligatory courses of instruction referred to in para. 372 will be as laid down in the Financial Instructions and Allowance Regulations.

375. The pay and allowances authorized in the Financial Instructions and Allowance Regulations will be admissible only when the course of instruction is continuous, and will only apply to the separate hours of instruction.

VOLUNTARY COURSES OF INSTRUCTION.

376. Special voluntary courses of instruction for officers, non-commissioned officers, and men of the Territorial Force and Cadets will be held at such times and places as may be directed by Os.C. Commands.

377. The dates and hours of attendance will be arranged as far as possible to fit in with the civil avocation of officers and others attending.

378. Os.C. units will, when recommending officers and non-commissioned officers for a course of instruction, certify that those recommended have such a knowledge of their duties as will enable them to benefit by attendance at the course.

379. The syllabus to be followed at these courses of instruction will be laid down by the O.C. Command.

380. The pay and allowances of officers and other ranks attending authorized voluntary courses of instruction will be as prescribed in the Financial Instructions and Allowance Regulations.

N.Z. Territorial Force and Cadets.

381. Commanding Officers of Territorial units and Cadet battalions will be responsible for arranging the necessary courses and classes of instruction for training prospective non-commissioned officers and for the conduct of examinations at regular intervals.

EXAMINATION OF OFFICERS FOR PROMOTION, ETC.

N.Z. Permanent Forces.

First Appointments to Commission.

382. Candidates for cadetships at the military colleges will be required to pass such entrance examination as is laid down from time to time in General Orders.

383. The professional tests, comprising examinations or courses of instruction, required of other candidates for commissions in the N.Z. Permanent Forces (except N.Z. Army Pay Corps) will be prescribed from time to time in General Orders.

384. With the exception of any variations introduced to suit local conditions, the qualifications required of officers of the N.Z. Permanent Forces before promotion will be as laid down in the King's Regulations for officers of the British Regular Army. Variations referred to in this para. will be published from time to time in General Orders.

385. Applications from officers desirous of presenting themselves for examination must be forwarded through the usual channel so as to reach General Headquarters not later than the 1st May and 1st November annually.

N.Z. Territorial Force.

First Appointment to a Commission.

386. Particulars of the examination for first appointment to commissions in the Territorial Force will be found in Appendix III.

Promotion.

387. The details of the examinations for promotion to each rank, for officers of all arms, will be laid down in General Orders.

General Instructions.

388. In all written examinations the marks gained by a candidate in any paper are liable to a deduction not exceeding 10 per cent. for bad spelling, handwriting not easily legible, marked irrelevancy, or want of power of clear and concise expression.

389. The Field Service Pocket-book will be allowed for use at all written and practical examinations, but not for answering oral questions.

390. Candidates desirous of presenting themselves for an examination for promotion or first appointment to commissions will apply to their Commanding Officer. If he approves of such applications the Commanding Officer will forward them, together with the certificates mentioned in paras. 398 and 401, through the usual channel to the O.C. Command.

391. Os.C. Commands will forward to General Headquarters—

By the 1st July annually—

- (a.) A return, on N.Z. 213, of candidates for the examination for First Appointment to Commissions;
- (b.) A return, on N.Z. 56, of officers who are desirous of presenting themselves for examinations B, D, E, or Tactical Fitness for Command, Part II; and

By the 1st January annually—A return, on N.Z. 56, of officers who secured a partial pass at the September examinations, and who are desirous of presenting themselves in the remaining subhead or subheads.

392. No candidate will be permitted to present himself for examination outside the command in which he is serving unless the authority of General Headquarters has first been obtained.

393. Examinations A, C, and Tactical Fitness, Part I, will be carried out periodically under arrangements made by Os.C. Commands.

394. Examinations for First Appointment to Commissions, B, D, E, and Tactical Fitness, Part II, will be held in commands during the week containing the second Wednesday in September, at such places as are decided upon by Os.C. Commands.

395. In addition to the examination in subjects B, D, and E held in September, a special examination will be held during the week containing the second Wednesday in April following, to allow

those candidates who secure a partial pass to sit for the remaining subhead or subheads. This special examination will commence at 10 a.m. on the second Wednesday in April, and will be conducted in accordance with a time-table arranged by General Headquarters to suit requirements.

396. Candidates for all written examinations will report themselves half an hour before the time fixed for the first subject of their examination.

The time-table for these examinations will be found in Appendix III.

397. An officer will be permitted to present himself for examination for promotion only to the rank next above that which he holds, and no officer will be eligible so to present himself unless he has completed one year in his existing substantive rank and has completed the obligatory training for the preceding year.

398. No officer of the N.Z. Territorial Force, or candidate for a commission in that Force, will be permitted to present himself for examination until he has attended a course of instruction as laid down in para. 372, and obtained a satisfactory report. Captains of Coast Artillery, Engineers, Signals, and Infantry units will be required to produce a certified copy of a certificate of proficiency in riding. A riding-certificate may be granted at any time by any Commanding Officer, after examination by himself or by a field officer deputed by him.

399. A 2nd Lieutenant appointed on probation who passes examination A for confirmation of his appointment will not be required to qualify by examination again for promotion to the rank of Lieutenant.

400. No candidate may attend a written examination D or Tactical Fitness for Command, Part II, until he has passed examination C (if applicable to his arm) or Tactical Fitness, Part I, respectively.

401. A candidate for the examination for First Appointment to Commission, or examination A or C, must be certified by his Commanding Officer as fit to present himself for examination, and as fit for promotion as regards his character, bearing, and energy, and competency to educate, instruct, train, and lead his officers and men.

402. The certificates of all candidates will be forwarded with Forms N.Z. 56, 57, or 213 to command headquarters. No certificates will be required in the case of candidates for examinations B, D, E, or Tactical Fitness.

403. Examinations B, D (except for N.Z. Corps of Signals and N.Z. Army Service Corps candidates), and E must be taken up as a whole, but an officer who fails in one subject only of examinations B and D will be required to undergo re-examination in that subject only.

404. Officers of the N.Z. Corps of Signals and N.Z. Army Service Corps may take up examination D either as a whole or in two parts. If the examination is taken as a whole, failure in more than two papers will necessitate re-examination in all subjects. If the whole examination is not taken at one time, the candidates must take at least three papers at the first sitting, and must pass in two or more papers in order to secure a partial pass.

A candidate who passes in three papers will be required to pass in the remaining two papers at the one time. A candidate who passes in two papers only in the first instance must then pass in not less than two of the remaining subjects. A candidate who has passed in four papers will be permitted to complete the examination by taking the remaining paper.

405. An officer gaining a partial pass who fails to present himself for examination in the remaining subject or subjects within one year will forfeit the partial pass and be required to take the whole examination again.

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

BOARDS OF EXAMINATION.

407. Os.C. Commands will be responsible for the selection and appointment of officers to conduct examinations held in their commands.

408. The number of officers to constitute a Board will be not less than two. Except in the case of the examination of officers of the Permanent Forces, when all the members will be permanent officers, at least half the Board will be officers of the Permanent Forces, and the remainder may be officers of the Territorial Force.

The senior, who, as a rule, will be an officer of the Permanent Forces, will be president. Boards conducting practical examinations will include at least one officer of the arm or branch of the service of every candidate being examined.

409. For the conduct of practical examinations the composition of Boards will be as follows:—

- (i.) Tactical Fitness for Command, Part I: President not below the rank of Colonel, and member not below the rank of Major.
- (ii.) Examination C: President not below the rank of Lieut.-Colonel, and members not below the rank of Captain.
- (iii.) Examination A and First Appointment to Commissions Examination: President not below the rank of Captain, and members not below the rank of Lieutenant.

410. The composition of Boards to supervise written examinations will be as follows:—

- (i.) Tactical Fitness for Command, Part II, and examination C and D: President not below the rank of Major, and members not below the rank of Captain.
- (ii.) Examinations B and First Appointment to Commissions: President not below the rank of Captain, and members not below the rank of Lieutenant.

411. Officers conducting or supervising examinations will adhere strictly to every detail of the instruction for the conduct of examinations as published in General Orders.

Proceedings of Boards, Results, &c.

412. The proceedings of the Boards will be dealt with as follows:—

- (a.) In the case of examinations A, C, and Tactical Fitness, Part I, the President of the Board will forward the proceedings and results (on N.Z. 57 or N.Z. 157) to the O.C. Command, who, if satisfied that the examination has been conducted in accordance with the regulations, will append a certificate to this effect on N.Z. 57 or N.Z. 157. If any irregularity has occurred the O.C. Command will decide whether the examination is to be annulled.
- (b.) The O.C. Command will report the results of examinations A, C, and Tactical Fitness, Part I, to General Headquarters without delay, on N.Z. 57 or N.Z. 157.

413. The proceedings of Boards conducting examinations for Tactical Fitness to Command, Part I, will be forwarded to General Headquarters. The results only of all other practical examinations will be forwarded to General Headquarters, the proceedings being retained at command headquarters.

414. Detailed results in duplicate of all written examinations will be forwarded to Os.C. Commands. One copy will be retained at command headquarters on the officer's personal file for reference, and one forwarded to the candidate concerned.

415. No officer will be recorded as having qualified in any examination or portion thereof until his name is published in General Orders as having so qualified. All officers concerned will be furnished by the Commanding Officers with a copy of the General Order containing the notification.

416. In the case of all practical and oral examinations the result recorded will be the collective opinion of the Board. Should a minority be of opinion that a candidate has not attained the required standard, they will record their reasons on the form, and the opinion of the remainder of the Board will be considered the collective opinion of the Board. But if a majority of the Board is of the opinion that a candidate has not attained the required standard the President will inform the candidate that he has failed.

LIBRARIES.

417. A reference library will be maintained at General Headquarters and at the headquarters of each command. Os.C. Commands will during each year submit demands to General Headquarters for books up to the value of the amount granted annually for this purpose.

418. An officer will be in general charge of each reference library. All confidential publications will be kept under lock and key, and will not be taken outside the library building without the authority of the Chief of the General Staff at General Headquarters, or the General Staff Officer, 1st Grade, in a command. All other books will be available on loan to officers requiring them. A catalogue will be maintained in each library, and an up-to-date copy of the command library catalogue will be maintained in each Regimental District Office.

419. Os.C. Commands will include in their annual report a report as to the general state of the command library.

STUDY OF FOREIGN LANGUAGES.

420. An examination for qualification as interpreters will be held for approved candidates in June each year. The conditions of the examination, the syllabus and standard of qualification will be as laid down in "Regulations relating to the Study of Foreign Languages," issued by the War Office.

421. Applications to attend examinations, stating the languages in which candidates wish to be examined, will be forwarded through the usual channel so as to reach General Headquarters at least twelve months before the date of the examination.

422. Applicants who are accepted as candidates for these examinations may obtain on loan from the reference libraries books recommended for the study of the languages chosen.

423. The cost of travelling-warrants and out-of-pocket expenses incurred in attending these examinations will be defrayed at public expense.

424. The names of officers who qualify or requalify as interpreters will be published in General Orders, and noted in the Army List of the N.Z. Military Forces.

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

MILITARY LAW.

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

NOTE.—The N.Z. Expeditionary Force raised for service in the war of 1914-19 was made subject to military law as contained in the Army Act, both when in New Zealand (Military Service Act, 1916, section 12) and when out of New Zealand (Expeditionary Forces Act, 1915, section 17). Similar action is probable in the event of another Expeditionary Force being raised.

426. Military law as concerns the Military Forces of New Zealand serving in the Dominion is contained in the Defence Act, regulations made under the authority of that Act, and in Orders in Council and General Orders issued from time to time, and (save in so far as inconsistent therewith) in the Army Act, and all rules and regulations made thereunder with respect to military offences and the punishment thereof, and the composition, powers, and procedure of Courts-martial in the trial of such offences, so far as applicable, and with all necessary modifications.

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

DISCIPLINE.

General Instructions.

428. The following general instructions as to discipline are adapted from King's Regulations for the guidance of all ranks of the N.Z. Military Forces to whom they will strictly apply.

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

430. Warrant officers and non-commissioned officers will be guided by the foregoing principles in dealing with each other and with private soldiers. They will avoid intemperate language or an offensive manner.

431. An officer is not to reprove a non-commissioned officer in the presence or hearing of privates, unless it is necessary for the benefit of example that the reproof be public.

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

433. In cases of officers not serving under a Brigade Commander the complaint will be sent direct to the O.C. Command, who will then either give his directions thereon or submit the matter to the General Officer Commanding.

434. If any soldier thinks himself wronged in any matter by any officer other than his company, &c., commander, or by any soldier, he may complain thereof to his company, &c., commander; and if he thinks himself wronged by his company, &c., commander, either in respect of his complaint not being redressed or in respect of any other matter, he may complain thereof to his Commanding Officer; and if he thinks himself wronged by his Commanding Officer, either in respect of his complaint not being redressed or in respect of any other matter, he may complain thereof to his Brigade Commander. And every officer to whom a complaint is made in pursuance of this paragraph shall cause such complaint to be inquired into, and shall, if on inquiry he is satisfied as to the justice of the complaint so made, take such steps as may be necessary for giving full redress to the complainant in respect of the matter complained of. If the soldier still thinks himself wronged, either in respect of his complaint not being redressed or in respect of any other matter, he may complain thereof, through the proper channel, to the General Officer Commanding. A soldier may, if he so desires, submit his complaint in writing.

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

436. An officer, warrant officer, or non-commissioned officer is at all times responsible for the maintenance of good order and discipline, and for upholding the credit of the Military Forces of the Dominion; he is to afford the utmost aid and support to his Commanding Officer. It is his duty to repress and instantly report any negligence or impropriety of conduct by soldiers when in uniform, whether the offenders do or do not belong to his particular unit or corps.

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

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

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

440. Officers and soldiers in their capacity as such must guard against being placed in such a position that they may be influenced in the discharge of their duty by other than purely public considerations.

441. Officers and other ranks of the N.Z. Permanent Forces may attend political meetings for the purpose of hearing the views of candidates for parliamentary and municipal honours, but they are forbidden to attend such meetings in uniform, or to take part in any discussion thereat, or to participate in any demonstration or procession for sectarian, party, or political purposes, other than to cast their votes.

442. Officers and other ranks of the N.Z. Territorial Force are forbidden to wear uniform at political meetings, or when participating as private citizens in any demonstration or procession for sectarian, party, or political purposes.

443. Any information of a professional nature which an officer or soldier may acquire while travelling or employed on duty is to be regarded as the property of the Defence Department, and is not to be published in any form without the permission of the General Officer Commanding.

444. An officer or soldier is not to prejudice questions which are under the consideration of superior military authority, by the publication, anonymously or otherwise, of his opinions; and he is not to take part in public in a discussion relating to orders, regulations, or instructions issued by his superiors.

445. Except in the strict course of official duty, no military information shall be given, directly or indirectly, or otherwise used by any officer or soldier of the Defence Forces, without the express direction or permission of the Minister of Defence. (NOTE: A similar provision covering civilian employees is contained in the General Regulations made by the Public Service Commissioner.)

446. Any officer or soldier of the Defence Forces proved to have written or have instigated any communication to a newspaper on matters connected with the Defence Forces or any portion thereof, or calling in question or reflecting upon any action of the Defence authorities or any act of any superior officer, is guilty of insubordination, and liable to be dealt with accordingly. Communications to the Press on matters affecting the Defence Forces or Defence policy shall be made only by an officer authorized to do so.

447. No officer or soldier or other official is permitted to make or possess copies of or extracts from official files and communications for his own private use or for the information of persons not authorized to receive them.

Conduct-sheets.

448. In the Permanent Forces conduct-sheets will be prepared and maintained as laid down in King's Regulations.

449. In the Territorial Force and Cadets one conduct-sheet (N.Z. 178) will be maintained for every soldier, on which will be entered every conviction by the Civil or military powers. Each entry will be initialled and dated by the Commanding Officer or Adjutant in the column for remarks. The signature in full will be appended to Civil Court or Court-martial entries.

Discipline in the N.Z. Permanent Forces.

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

451. Officers, warrant officers, non-commissioned officers, and men of the N.Z. Permanent Forces are subject to military law at all times.

452. A Colonel Commandant of a Command will have the powers of a Colonel Commandant as laid down in the Army Act.

453. An O.C. Regiment or Corps will have the full powers of a Commanding Officer as laid down in the Army Act and King's Regulations.

454. The O.C. Royal N.Z. Artillery in a command, or the senior officer of a corps on a station, is vested with the power of awarding summary punishments to the extent mentioned below:—

(a.) If of field rank, the full powers of a commanding officer of a unit (*vide* King's Regulations), except that—

(i.) The maximum period of detention that he may award is hereby limited to fourteen days.

(ii.) The maximum deduction from ordinary pay is hereby restricted to fourteen days:

(iii.) He may not award field punishment.

(b.) If not of field rank, the powers of a commanding officer of a unit as restricted by King's Regulations.

(c.) If below the rank of Captain, the powers of a company, &c., commander as defined in King's Regulations.

455. In addition to the summary punishments that may be awarded under the Army Act and King's Regulations, the officers mentioned in paras. 452, 453, and 454 may also inflict fines on private soldiers as follows:—

(i.) Officers of field rank may inflict fines not exceeding £5:

(ii.) Officers not of field rank may inflict fines not exceeding £2: Provided that a fine exceeding £1 will not be inflicted without the soldier first being given the right to claim trial by Court-martial.

456. As regards fines for simple drunkenness, in the case of private soldiers the following scale will be adhered to, subject to the soldier's right to elect, before award, to be tried by Court-martial: First offence of simple drunkenness, fine of £1: second offence, if within six months of previous offence, fine of £2; if over six months, £1: third offence, dismissal from the Forces.

457. Members of the Permanent Staff will, as regards discipline, be under the officers of the N.Z. Permanent Forces under whom they are serving. Offences requiring reference to superior authority will be submitted to the O.C. Command, who will report the action taken, or refer the case to General Headquarters.

458. A soldier of the Permanent Forces who for inefficiency or misconduct is adversely reported upon by the officer under whom he is serving, and by the O.C. Command or the O.C. Regiment or Corps concerned, will be liable to be dismissed, discharged, or, in the case of a warrant officer or non-commissioned officer, reduced to a lower grade or to the ranks (*vide* para. 254), but any such discharge or reduction will be subject to the approval of the General Officer Commanding, and will not be given effect to until the soldier has been given an opportunity of further stating his case (*vide* para. 434).

Discipline in the Territorial Force.

459. Officers are at all times subject to military law. All other ranks are subject to military law when on parade or in camp, or when proceeding to or returning from parade or camp, or when performing any military duty required of them by the Defence Act, or regulations made thereunder.

460. In dealing with offences committed by members of the Territorial Force who are subject to military law at certain times only, the offences which will be dealt with under military law are purely military offences committed when in uniform and actually on parade or in camp, or proceeding to or from parade or camp, or at manoeuvres. All other offences against the Defence Act will be dealt with by the Civil power.

461. Officers at all times, and soldiers of the Territorial Force when performing military duty or going to or from the place of parade, exercise, or military duty, who commit any of the offences specified in Part I of the Army Act, shall be liable to be arrested, tried, and punished in the manner laid down in the Army Act, Rules of Procedure, King's Regulations, the Defence Act, and these regulations, with the following provisos:—

(a.) That no sentence shall be imposed by any Court-martial for a longer term of imprisonment or detention than three months, for any offence committed in time of peace (*vide* Defence Amendment Act, 1912, section 18):

(b.) That when the offence for which the officer or soldier is tried is one of those specified in the Defence Act the punishment awarded shall not exceed that therein laid down for that offence:

(c.) That the summary punishments detailed in King's Regulations, other than "reprimand," "severe reprimand," and "admonition," shall not be awarded except during annual training in camp or when mobilized. If detention or confinement to barracks is awarded during annual training it shall in no case exceed the period for which the soldier concerned was called into camp.

Arrest and Military Custody.

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

463. In cases of violence the offender may be arrested and temporarily placed in military custody, or be handed over to the Civil power for temporary custody, on the authority of the senior officer, warrant officer, or non-commissioned officer available on the spot. On the conclusion of the parade the offender may be released from confinement without prejudice to future proceedings being taken against him. The officer, warrant officer, or non-commissioned officer ordering the arrest will secure the names of witnesses, and will report the case at once verbally or by telegram

to the offender's company, &c., commander, and to the headquarters of the unit or corps to which the offender belongs.

464. A Commanding Officer may, without reference to superior authority, dispose summarily of a charge for an offence committed by a trainee under any of the following sections of the Army Act: Sections 6 (except on active service), 8 (2) (threatening or insubordinate language only) (except on active service), 9 (2) (except on active service), 10 (except subsection 1), 11, 15, 18 (1), (3), 19, 20 (except when the act is wilful), 21, 22, 24, 27 (4), 33, and 40.

Fines.

465. A Commanding Officer may impose a fine up to £1 on a private soldier for any offence mentioned in para. 464, the soldier having no right to claim trial by Court-martial.

If in the interest of discipline, however, the Commanding Officer considers a fine up to £1 unsuitable to the case, and provided the offence is one which cannot be dealt with in a Magistrate's Court, he will remand the offender, and refer the case to superior military authority.

466. A company, &c., commander may impose a fine up to 10s. on a private soldier for offences such as the following, the soldier having no right to claim trial by Court-martial: Appearing on parade improperly dressed, or with clothing, arms, and accoutrements incomplete or dirty; inattention and minor irregularities on parade; minor cases of non-compliance with orders or neglect of duty; drunkenness.

467. If in the interest of discipline a company, &c., commander considers a fine up to 10s. unsuitable to the case, he will refer the case to the Commanding Officer.

468. Fines will be paid to the officer imposing the fine or as directed by him, and will be paid into the Public Account.

469. In default of payment of a fine within fourteen days the offender will be proceeded against in a Magistrate's Court under section 73 (1) and (2), Defence Amendment Act, 1912.

Discipline in the Reserve.

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

Retired List.

471. Officers of the Retired List, whenever appearing in uniform or in their capacity as officers, must conform to these regulations and the customs of the service. Failure to do so will render them liable to forfeit the privileges in regard to their retention of rank and wearing of uniform.

Discipline in the Cadets.

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

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

474. Any Cadet who creates a disturbance, refuses to drill or to obey orders, or who in any way obstructs a parade is liable to be dealt with under section 51, Defence Act, 1909.

Imprisonment and Detention.

475. Every person sentenced in New Zealand by a Court-martial or by a Commanding Officer to any period of detention in accordance with the Army Act shall be detained in pursuance of that sentence either in military custody or in a detention barrack, as may be determined from time to time by a committing authority under these regulations.

476. "Detention barrack" means any building or place in the possession of the Crown (not being a prison or police-gaol under the Prisons Act, 1908) declared by the Minister of Defence, by warrant gazetted, to be a detention barrack for the purpose of the Army Act.

477. The control and administration of detention barracks shall be in accordance with military orders, and in default of such orders, or so far as they do not extend, then in accordance with the discretion of the officer in command of the barracks.

478. Every person sentenced to imprisonment by a Court-martial in New Zealand shall be detained either in a prison or police-gaol under the Prisons Act, 1908, or in some other place appointed for that purpose under the authority of section 19 of the Defence Amendment Act, 1912, as may be determined from time to time by a committing authority under these regulations.

479. (1.) "Committing authority" in respect of every person sentenced to imprisonment or detention by a Court-martial means and includes any of the following persons:—

(a.) The officer by whom the sentence of the Court-martial has been confirmed.

(b.) An O.C. Command.

(c.) The Commanding Officer of the person so sentenced.

(2.) "Committing authority" in respect of every person sentenced by a Commanding Officer means and includes the following persons:—

(a.) The Commanding Officer of the person so sentenced.

(b.) An O.C. Command.

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480. A committing authority may from time to time order the removal of any person so sentenced to imprisonment or detention from one lawful place of confinement to another, or may transfer to a detention barrack any person sentenced to detention and committed to military custody, or may transfer to military custody any person committed to a detention barrack.

481. The military custody of persons pending their trial for offences under the Army Act or Defence Act, or pending their reception in a prison, detention barrack, or other lawful place of confinement in execution of any sentence of imprisonment or detention, and the military custody of persons committed to such custody in execution of any sentence of detention, shall be in accordance with military orders, and in default of such orders, or so far as they do not extend, shall be in accordance with the discretion of Commanding Officers.

COURTS-MARTIAL—COURTS OF INQUIRY—COMMITTEES AND BOARDS.

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

483. Courts-martial, Courts of Inquiry, Committees, and Boards will be conducted in accordance with the Rules of Procedure and the King's Regulations. Special Courts of Inquiry assembled under sections 67 to 71 of the Defence Act, 1909, will be assembled and conducted in accordance with the provisions contained in those sections.

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

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

SECTION VIII.—GENERAL DUTIES AND MISCELLANEOUS.

ATTESTING OFFICERS.

486. All officers of the Permanent Forces shall be attesting officers, and may attest members of any branch or portion of the Military Forces.

487. All officers of the Territorial Force shall be attesting officers for the purpose of administering the oath of allegiance to members of the Territorial Force, Cadets, General Training Section, or the Territorial Force Reserve.

RESPONSIBILITY FOR PUBLIC MONEY AND STORES.

488. An officer entrusted with public money will keep a record of his cash transactions as may be required by the Financial Instructions, and the book in which this is kept will be retained under lock and key in the officer's own custody. Every officer charged with making payments will either make them himself or see that they are made in his presence. He is personally responsible for any sum of money he may entrust to subordinates.

489. Any officer or person in charge of public stores of any kind is strictly forbidden to lend any article in his charge for any purpose not sanctioned by his Commanding Officer. The Commanding Officer, before sanctioning the issue on loan of any government property, will comply with the instructions contained in "Instructions relating to Accounting for Stores."

SECURITY OF STORES AND CASH.

490. For each area or Territorial unit store there shall be two keys, one of which shall be known as the duplicate key, which shall be retained in the possession of the Area Officer or unit commander, and shall be used by him only in cases of emergency. The other key shall be retained in the possession of the area sub-accountant or unit accountant, who is the person responsible to the Area Officer or unit commander for the issue and receipt of clothing, arms, equipment, office furniture, and training and range equipment on issue to areas and units respectively.

491. A company, &c., commander is responsible that all cash payments made to a soldier, and all moneys due from time to time, are duly recorded. Cash payments will be made in the presence of an officer and two witnesses (other than the pay-sergeant), who will certify that amounts charged have been actually paid and receipts taken on the prescribed form.

492.

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

494.

495. Detailed instructions regarding responsibility and accounting for public stores are contained in "Financial Instructions" and "Instructions relating to Accounting for Stores."

ROSTER OF DUTIES.

496. For all duties, with or without arms, whether performed by units or by individuals, the roster will commence from the senior downwards; in the case of private soldiers the roster will be alphabetical.

497. Duties are classified as—

- (1.) Guards to the Governor-General.
- (2.) Duties under arms—(a) divisional, (b) brigade or camp, (c) regimental.
- (3.) Courts-martial—(a) general, (b) district.
- (4.) Boards or Courts of Inquiry—(a) divisional, (b) brigade, (c) regimental.
- (5.) Working-parties.
- (6.) Fatigues.

498. When it becomes an officer's turn for more than one duty at the same time he will be detailed for that duty which takes precedence as above. An officer detailed for one duty will, in addition, be detailed for such other duties as he can perform consistently with the proper discharge of the first-mentioned duty, and whether it is his turn by roster for the additional duties or not. When an officer is on duty he will be freed from all other duties which may come to his turn. Being detailed as "in waiting" does not count as a tour of duty. An officer on duty will attend parades, and perform such other incidental duties as do not interfere with the special duties for which he has been detailed.

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

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

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

502. An officer of Artillery, Engineers, or Signals will share in the general duty of the garrison or camp, with the exception of guards and picquets, which he will take only with his own corps.

503. A Commanding Officer of Artillery, Engineers, or Signals will be included in the roster, but whenever his camp duty would interfere with his special employment and responsibilities the officer commanding the camp may exempt him from such duty.

504. A Colonel will not be included in the field officers' roster, but will have special duties assigned to him.

505. A Lieut.-Colonel commanding a regiment of Mounted Rifles or battalion of Infantry, or exercising a Lieut.-Colonel's command of Artillery, Engineers, or Signals, will, as a rule, be exempted from serving as field officer of the day, and on other ordinary military duties, except when the officer commanding at the station or camp considers that, owing to the small number of field officers available, it is not advisable to exempt him.

506. Every Major on the camp-duty roster will do camp duty as a field officer.

DAILY DUTIES IN CAMPS.

507. The hours for "reveille," "retreat," and "tattoo" will be—

"Reveille," varying from 5 a.m. in summer to 6.30 a.m. in winter:

"Retreat," at sunset:

"Tattoo" ("last post"), at 10 p.m., unless otherwise specially ordered.

Under special circumstances these hours may be varied by the Commanding Officer to suit local conditions.

508. Between "tattoo" and "reveille" no call will be sounded except for "lights out," which will be sounded a quarter of an hour after "last post," and the "alarm," "fire-alarm," or other signal for troops to turn out. On the alarm being sounded all troops will turn out under arms.

509. In camps of more than one unit the field officer of the day will be present at guard-mounting, and will inspect all such guards by day and by night. He will take command of the picquet in case of fire, riot, or alarm. In the morning, when the guard dismounts, the reports of their commanders will be forwarded by the field officer to the O.C. Camp, together with his own report.

510. In a small camp the Captain will do the duty of field officer of the day in the same manner and in all respects as a field officer, except that his being mounted may be dispensed with. When the guards are numerous or widely distributed the Captain as well as the field officer of the day may be detailed, and the former may be directed to perform a portion of the field officer's duties.

511. A Captain of the day and a subaltern of the day will be detailed in each unit to superintend regimental duties.

512. An Adjutant of the day and any personnel, including bands and drummers, required for camp or garrison duties, will be furnished according to roster from the units in camp or garrison.

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

GUARDS AND PICQUETS.

514. An O.C. Camp or Station will be responsible that the number of camp and regimental guards and picquets is as low as possible. They will be replaced whenever possible by police. Guards and picquets will mount at the hour the O.C. Camp may deem best to the climate and the season.

515. All guards and armed parties before going on duty will be inspected by the Adjutant or an officer of their unit.

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

517. An officer or soldier will not take off any articles of clothing or equipment whilst on guard. The wearing of the great-coat or cloak in the guard-room or tent will be optional.

518. The commander will visit the sentries at least twice by day and twice by night to ascertain that they are alert and on their posts and acquainted with their orders, and in addition, he will detail a non-commissioned officer with a file of men to perform the same duty at frequent and uncertain intervals.

519. The commander will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time he will be absent. He will not allow any non-commissioned officer or soldier to quit the guard without leave, which will be granted only for special purposes.

520. Every guard will turn out at the commencement of "reveille," "retreat," and "tattoo" sounding; the commander will then carefully inspect it.

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

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

523. A sentry furnished by a stable guard will mount with or without arms, at the discretion of the Commanding Officer.

524. A commander will render his guard report on the prescribed form; he will also send an immediate report to the field officer or Captain of the day of any unusual occurrence on or near his guard.

525. A patrol or picquet detailed to assist Civil authorities or to quell a disturbance in which soldiers are concerned will be armed and equipped as laid down in King's Regulations. A regimental picquet or patrol employed in the apprehension of soldiers may be sent out with side-arms only.

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

527. A young officer will be placed on guard with a senior officer, as supernumerary, for instruction.

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

AMMUNITION AND RANGE PRACTICE.

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

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

531. Before blank or dummy ammunition is delivered to the men an officer will ascertain that no ball ammunition remains in the pouches, pockets, bandoliers, or magazines. The men will be reminded that they are not allowed to have any ball ammunition in their possession.

532. Arms, pouches, or bandoliers must on all occasions be examined before the issue of ammunition, whether ball or blank; and at the termination of any parade, drill, or exercise for which

ammunition has been issued, arms and pouches, or bandoliers, will be examined and any unused ammunition collected. Officers commanding companies, &c., will report personally to the senior officer present that this has been done.

533. Whenever ammunition is issued from or returned to store by the troops at the issuing station, an officer, warrant officer, or non-commissioned officer of the Permanent Forces will attend.

534. The issue of ammunition from the regimental magazine or ammunition-store will, whenever possible, be made by an officer (who will keep the key of the magazine or store in his possession); or, in his absence, by a warrant officer or non-commissioned officer of the Permanent Forces.

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

536. On all occasions of field practices, classification or instructional firing, or competitions, an officer of the Permanent or Territorial Forces, or a warrant or non-commissioned officer of the Permanent Forces, will be present. The senior officer, warrant officer, or non-commissioned officer present will be responsible that the practice is conducted correctly with a view not only to guard against accidents, but also to ensure that a maximum of shooting knowledge and range discipline is imparted. He will also be responsible for comparing with the registers the number of rounds unexpended at the conclusion of the firing, and for returning unexpended ammunition and empty cartridge cases to the magazine or store.

537. All ammunition in regimental charge is to be inspected at least once a month by the Commanding Officer, or an officer deputed by him, who will see that it is deposited in a dry and safe place.

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

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

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

WORKING AND FATIGUE PARTIES.

541. Soldiers, other than those belonging to departmental branches, will be detailed as working-parties as seldom as possible, and, except in special circumstances, will not be so employed on days allotted to their training. Men warned for or coming off guards or other duties will not be excused from attending parades.

542. Officers commanding units are not to furnish working-parties except upon an indent approved by the O.C. Command of Camp, or Staff Officer i/c Regimental District.

543. Working-pay will be allowed only for work specified in the Financial Instructions. On active service soldiers may be employed at all times on any kind of labour without extra remuneration.

544. The number of non-commissioned officers employed to superintend working-parties shall not normally exceed the proportion of one non-commissioned officer to twenty men. The superintending non-commissioned officer will not be employed at manual labour, except that when possible a working-party of less than twenty men should be under the charge of a non-commissioned officer who can be employed in working at his craft.

545. Soldiers will be employed on fatigue—that is, routine work connected with the administration of the troops—whenever the public service requires it, and at such hours as will not interfere with their training.

546. When electric-light operations, electric-light or other highly technical instruction or work is in progress, a qualified officer or non-commissioned officer of the Permanent Forces will have charge of the work. Officers or non-commissioned officers of other corps taking part in the above operations will be informed by this officer or non-commissioned officer (notwithstanding that they may be senior to him) as to the work to be done, and will give the necessary orders to their men.

547. A staff sergeant who is not a regimental artificer, employed on working-parties, will be exempt from manual labour, except such as is necessary for his duty as a superintendent. All other non-commissioned officers and men are liable to be required for work at their crafts. A sergeant, corporal, or lance-corporal of

Engineers for whom there is suitable employment at his craft or in superintending working-parties will not, except in cases of emergency, be required to work as a labourer. A sergeant or corporal of Infantry required to complete the number of superintending non-commissioned officers will not ordinarily be employed at manual labour.

548. The meals of working-parties will be so arranged as to prevent loss of time.

MEDICAL AND HOSPITAL DUTIES IN CAMP.

General Instructions.

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

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

551. The name of every soldier reporting himself sick will be entered in the "sick-report," which will be prepared in duplicate.

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

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

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

SANITATION AND POLICE.

555. Officers commanding units will be responsible that a sufficient number of men are specially trained in police and sanitary duties to ensure good order and cleanliness when the unit is in camp.

DUTIES IN AID OF THE CIVIL POWER.

556. The law in regard to military aid for the Civil power will be found in section 17, Defence Act, 1909, and amendments, and in sections 66 to 71 and sections 101 to 110 of the Crimes Act, 1908.

557. When any part of the Permanent Forces is called upon in aid of the Civil power, the officer commanding the troops will conform to the instructions contained in King's Regulations and such other special instructions as may be issued to him by the O.C. Command.

Exemption from Serving on Juries.

557A. All members of the N.Z. Military Forces, with the exception of members of Defence Rifle Clubs, or of the Reserve, shall be exempt from serving on any jury.

VETERINARY DUTIES, TRANSPORT, AND HORSES.

Veterinary Duties.

558. The duties of the Director of Veterinary Services and Remounts at General Headquarters, and of Assistant Directors in commands, are set out in paras. 26 (d) and 43 respectively.

559. Other officers of the N.Z. Veterinary Corps will be responsible for—

- (1.) Veterinary duties in the units to which they are attached;
- (2.) The veterinary stores on issue to the units to which they are attached;
- (3.) Veterinary instruction of units;
- (4.) Such other duties as may be required of them by the Assistant Director of Veterinary Services from time to time.

560. Veterinary arrangements for units which have no Veterinary Officer attached will be made by the Assistant Director of Veterinary Services.

561. Farrier-sergeants and shoeing-smiths of units will carry out their veterinary duties under the Veterinary Officers attached to units.

562. When a unit is in camp the Veterinary Officer will make a daily report to the Commanding Officer of such horses as are unfit for service through sickness, lameness, or other causes.

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

564. In case of sickness, when no Veterinary Officer is available and the life of a horse is in danger a civilian veterinary surgeon may be employed until such time as other arrangements are made by the Assistant Director of Veterinary Services.

Remounts.

565. All purchases of horses will be made in accordance with detailed instructions issued by the Director of Veterinary Services and Remounts.

566. Veterinary Officers who examine horses offered for purchase for the service and form a favourable opinion of them will certify that "These horses from a military point of view are practically sound and fit for the service." Unless this certificate can be given the horses are not to be purchased.

567. Officers employed in the purchase of horses will, as soon as practicable, forward to General Headquarters, through the usual channels, a description of each horse passed into the service.

568. A report will be at once forwarded to General Headquarters if any horse purchased shows signs of any particular vice which renders its return to the vendor desirable.

569. In the event of a horse becoming unfit for service within one month after purchase a special report will be at once forwarded, through the usual channels, to General Headquarters, stating the nature and probable cause of the condition, and the prospect of recovery or otherwise.

Records.—Branding.

570. A "horse-book" will be kept by all units having animals on permanent charge. This book will contain a full description of each horse, and will record the number assigned to it.

571. In recording the ages of horses in the horse-book the age is to be reckoned from the 1st November in the year in which the horse was foaled.

572. All animals accepted for permanent service will be fire-branded on the off fore foot with "N.Z." and the broad arrow. The regimental or corps numbers assigned will be fire-branded on the near fore foot. No other marks or brands will be placed on any animals, except in the case of the Royal N.Z. Artillery, which will, in addition, use the fire-brand of "R.N.Z.A." on the off hind foot.

573. A Veterinary history-sheet, prepared from the horse-book, and signed by the Commanding Officer and a Veterinary Officer, will in all circumstances accompany each horse on transfer, whether permanent or temporary.

Losses and Destruction.

574. When an animal is suspected of being affected by a contagious or infectious disease it will be immediately segregated, and a full report sent to command headquarters.

575. Animals certified by a Veterinary Officer to be incurably injured may be destroyed forthwith. In other cases (*i.e.*, on account of contagious disease) where destruction is considered necessary the sanction of the O.C. Command will be obtained.

576. The giving of authority for the destruction of an animal, whether on the Veterinary Officer's certificate or otherwise, does not dispense with the necessity for inquiry into the circumstances of its loss (see para. 577), except where the Veterinary Officer is able to certify that death from natural causes would have otherwise ensued.

577. When an animal is lost, or dies either from injury or from illness which the Veterinary Officer is unable to certify as natural, or has been destroyed or ordered to be destroyed either on account of contagious disease or incurable injury, a Board of Inquiry, of which the Assistant Director of Veterinary Services or other Veterinary Officer will be a member, will be assembled to view the horse and take evidence of the whole of the circumstances of the case. If the horse has not already been destroyed the Board will express an opinion as to the necessity for its destruction.

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

Casting.

579. Commanding Officers will render a return to command headquarters half-yearly on the 1st January and the 1st July, and at other times if necessary, showing full details of any horses recommended to be cast.

Horses will be cast under three main headings: (a) As "veterinary cases," (b) as "worn out," (c) as "remount cases."

"Veterinary cases" include horses unfit through age and hard work, and all other conditions resulting in permanent disability or physical unfitness.

A "worn-out" horse is one over fifteen years of age, not considered fit for one month's field service with the arm to which it belongs. Subject to this there is no age-limit.

A "remount case" is a horse unfit through being prematurely (*viz.*, under fifteen years of age) "worn-out," a "wind-sucker" or a "crib-biter," or one which stumbles, is incurably vicious, &c.; also any horse which fails to develop suitably or is dangerous to ride.

580. A Casting Board, of which the Assistant Director of Veterinary Services or other Veterinary Officer will be a member, will be set up when required by the O.C. Command. The Board will inspect and cast the horse if considered necessary, the proceedings of the Board being forwarded to General Headquarters.

Privately-owned Horses.

581. All units will render a return to command headquarters immediately after arrival in camp, &c., of all privately-owned horses (hired or the property of trainees) brought in for military training. The return will show the owner's name, class, colour, age, sex, brands, marks, and owner's valuation, as well as the valuation of the Veterinary Officer detailed for the duty (*vide*

para. 559). Any defect or blemish not sufficient to cause rejection at the time, but a possible source of later unfitness, should be noted on this return.

582. Details *re* compensation for loss of or injury to privately-owned horses are given in Financial Instructions and Allowance Regulations. In all cases involving a claim for compensation a Board of Inquiry will be assembled to investigate and report on the circumstances of the case and to make a recommendation as to the amount of compensation (if any) to be paid.

Regimental Transport.

583. The scales of vehicles, harness, and saddlery authorized to be maintained by Territorial Force units are laid down in Peace Equipment Tables and Peace Establishments.

584. The establishment of horses for Territorial Force training-camps, &c., and rates to be paid for hire will be laid down from time to time in General Orders. Commanding Officers will make their own arrangements for hiring in accordance with such scales.

585. The establishment of horses for the Royal N.Z. Artillery will be laid down from time to time.

586. The Commanding Officer of a unit is responsible for the condition of his horses, their health, general fitness for work or service, and for the fitting of harness and saddlery. He will, accompanied by the Veterinary Officer of the unit, inspect all horses once a week.

BARRACKS AND DRILL-HALLS.

General.

587. Every Defence building and area of land will be placed under the charge of an officer or non-commissioned officer of the Permanent Forces, who will be responsible for its care and preservation.

588. The officer or non-commissioned officer referred to in the preceding paragraph will inspect all buildings and land in his charge once a quarter, and will report thereon, through the usual channels, to General Headquarters.

589. The amount of damages or losses assessed against troops at any inspection of barracks will be charged as far as possible against individuals. All accounts not traceable to individuals will be a general charge and shared among the troops. The amounts assessed against each company, &c., will be published in Regimental Orders.

590. A non-commissioned officer in charge of a room or hut will bring to notice at once any losses or damages, so that responsibility may be fixed on the individual liable.

591. During the first week of every month the officer commanding the troops occupying a barrack or camp, or an officer deputed by him, will make an inspection of the buildings, stores, and bedding in possession of the troops. He will note any deficiencies, or repairs to be made, and stores to be replaced.

592. After these monthly inspections the Commanding Officer will forward an indent for articles to be replaced or exchanged.

Miscellaneous Barrack Duties.

593. In barracks, permanent camps, and all Defence buildings the commanding officer will exercise a careful supervision over the consumption of gas, electric current, and water.

594. A Commanding Officer will restrict the admission of strangers into barracks, camps, and Defence buildings.

Drill-halls.

595. When drill-halls are used by more than one unit the Staff Officer i/c Regimental District will decide as to the allocation of rooms and armouries, and the days and hours during which the several units may use them for military purposes.

596. All applications for use of drill-halls for other than military purposes must be forwarded to command headquarters. Officers Commanding Commands may grant such applications on the following conditions:

(a.) For entertainment purposes:—

(i.) Competition must not be made with other local halls, and drill-halls must not be let to the general public for entertainment purposes if other suitable halls are available.

(ii.) An adequate rental will be charged, based on hire charges of other local halls, cost of lighting and cleaning, risk of fire, and other damages to be also considered.

(iii.) If the building and contents are not already insured by the Department they will be insured by the lessee, in the name of the Minister of Defence, with the State Fire Insurance Office, for the full insurable value.

(b.) Use by Territorial units for social purposes: Use of drill-halls may be granted free to Territorial units for social purposes, provided that the proceeds (if any) are to be devoted to the assistance of regimental organizations or for the welfare of units. Only lighting and cleaning charges will be made in such cases.

(c.) Use by other Government Departments: Provided that military training is not interfered with, the use of drill-halls may be granted to other Government Departments without charge other than for lighting and cleaning.

(d.) Compliance with the Amusement-tax Regulations (Finance Act, 1917, Part III): In all cases where a drill-hall is let for entertainment purposes at which a charge for admission is made it is necessary for the promoter of the entertainment to produce a "certificate of registration" from the Commissioner of Stamps. Non-compliance with this requirement of the Amusement-tax Regulations, 1918 (Finance Act, 1917), renders the Department liable to a penalty of £50. If registration has not been effected, the person seeking to engage the hall should be advised to apply to the Commissioner of Stamps at the Stamp Office in the district in which the entertainment is to be held.

In accordance with clause 8 (Part II) of the regulations for registration, notification in writing on the 31st December in each calendar year must be made to the Commissioner of Stamps of the number, date, description, and proprietor of all entertainments held in all drill-halls where such are let for entertainment purposes at which a charge for admission is made. Such notification shall be forwarded to General Headquarters by Os.C. Commands so as to reach General Headquarters not later than the 20th December in each year, and same will then be passed to the Commissioner of Stamps as required.

(e.) Compliance with Public Health Acts: If the letting of any drill-hall for social or entertainment purposes necessitates the licensing of the hall as a place of public entertainment, or otherwise necessitates compliance with any Public Health Acts which would involve the Department in additional liability or expense, approval is not to be given for such use.

(f.) General responsibility in regard to precautions to be taken against fire and loss: The officer charged with making hire or loan arrangements will be held responsible that proper precautions are taken to prevent fire and other forms of loss of Government property, and in the event of such occurring without proper precautions having been taken he will be held responsible for such loss.

597. Caretakers and other persons employed are under the direct control of the officer or non-commissioned officer in charge of the building, (*vide* para. 587).

598. In the event of misconduct or neglect of duty on the part of the caretaker or other such employee, the officer or non-commissioned officer concerned will at once suspend him from duty and report the circumstances to command headquarters.

599. If necessary, the officer or non-commissioned officer concerned will arrange locally for the temporary employment of a competent person to do the work of any employee suspended from duty, and at once report the matter to command headquarters.

RIFLE RANGES.

600. No person is permitted to use any Defence rifle range for the purpose of shooting or for any other purpose without first obtaining authority from the officer, warrant officer, or non-commissioned officer in charge of the range, or, in his absence, from the permanent range-warden where one is appointed. Application for the use of the range and the number of targets required will be made in writing to the officer in charge at least forty-eight hours before the range is required.

601. The senior officer, warrant officer, or non-commissioned officer (in the case of Defence Rifle Clubs, the senior member) present will be held responsible for the following:—

(a.) That no firing takes place so long as any person or beast is in danger from such firing, nor until a large red danger-flag is hoisted on the signal-staff at or near the butts, and lookout men are posted as required to ensure safety:

(b.) That a red flag is available for hoisting at the butts as a warning to cease fire when required, and that the person in charge at the butts is instructed—

(i.) That this flag must remain exposed during the entire period of cessation of fire;

(ii.) That it must not be withdrawn until the whole of the butt party is under cover;

(iii.) That no one may leave the butts until cessation of fire has been notified from the firing-point:

(c.) That a red flag is kept raised at the firing-point when no firing is taking place, and is lowered only on his order, which will not be given until the flag at the butts has been withdrawn:

(d.) That when cessation of fire is required the order is given by the senior officer at the firing-point, and that when all fire has ceased the red flag is raised as in (c) above and the butt party informed:

(e.) That during preliminary and instructional practices no persons are allowed at the firing-point except the officers, the instructors, and the men actually firing:

(f.) That all regulations as to target practice and all local orders are obeyed:

(g.) That all regulations and orders affecting markers are explained to them:

(h.) That arms and pouches are examined before men leave the firing-point, and that all unexpended ammunition is collected:

(i.) That in the event of a fire on the ranges all firing is stopped and adequate assistance is given to deal with the fire:

(j.) That due care is taken to safeguard all Defence property and all private property of tenants on the ranges.

BANDS.

602. One band may be formed in each Mounted Rifles regiment and Infantry battalion, and one Artillery band in each command. The Artillery band will be shown on the strength of such battery as the O.C. Command may direct, and shall be carried supernumerary to the establishment of such battery.

603. Each band shall contain not more than twenty-five bandsmen of military age, exclusive of the bandmaster. In addition, supernumeraries to the number of ten, of any age, will be permitted.

604. Non-commissioned officers and men of the band will be attested soldiers liable to serve in the ranks, and will wear the uniform of their unit.

605. Regimental bands will not perform as such in public, or appear in uniform for any purpose outside the ordinary training, without the consent of the Commanding Officer.

606. Gentlemen with the necessary musical education and experience may be nominated by Os.C. Command for appointment to honorary commissions as bandmasters.

607. Bandmasters are responsible for the discipline as well as the instruction of their bands. They will attend all parades with their bands and will accompany and be responsible for them when they play in public places. Bandmasters are not permitted to wear plain clothes on duty, and when in uniform must be dressed in conformity with the regulations of the service.

608. In order to ensure uniformity throughout the bands of the Military Forces the instruments will be of the pitch known as the "Kneller Hall pitch," as used in the bands throughout the British Army.

609. The authorized arrangement of the National Anthem will invariably be used.

610. In camps of instruction bands will, when brigaded or massed, practise together under the direction of the brigade bandmaster, who will be named by the O.C. the Camp, Brigade, or Force, and will be drilled in their various movements by an instructor detailed for the purpose.

611. The instructions in the following books, published by authority, are to be adhered to without addition or alteration either as regards the soundings or their application: In the Mounted services and Coast Artillery—"The Trumpet and Bugle Sounds"; in the Infantry—"The Trumpet and Bugle Sounds" and "The Drum and Flute Duty."

612. All units which have bands will provide themselves with copies of the National Anthems of all nations.

MESSES.

613. Rules for the conduct of officers' and sergeants' messes will be promulgated in Regimental Standing Orders. Entertainments of an expensive character are prohibited.

614. The Regimental Standing Orders above mentioned will be submitted for approval to the O.C. Command.

615. The establishment of a regimental mess upon a well-regulated system is an object of the utmost importance, and requires the unremitting attention and supervision of the Commanding Officer, who is responsible that all the accounts are properly kept and checked, and that each member pays his mess-bill regularly.

616. Whenever a unit or corps in camp for training has formed an officers' mess, all officers present must become members; no exception can be allowed, except on the authority of the officer commanding the camp.

617. Commanding Officers are held responsible that the daily expense of messing is kept within the means of the junior officers.

618. The senior combatant officer present at mess is responsible for the maintenance of good order and discipline.

619. Balls and other expensive entertainments can be given only on the responsibility of officers commanding units, who must in every case obtain the sanction of the officers concerned.

Commanding Officers are to give their special countenance and protection to any officers who decline to share in the proposed expense.

620. The rules laid down for officers' messes shall be applied as far as possible to sergeants' messes.

Soldiers' Messing and Cooking.

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

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

PERMISSION TO MARRY.—N.Z. PERMANENT FORCES.

623. Permission to marry which involves married rates of pay (*vide* Financial Instructions and Allowance Regulations) will be granted only by the officer commanding the applicant's unit, but will not normally be granted to men with less than two years' service.

LEAVE.—N.Z. PERMANENT FORCES.

624. Officers and other ranks of the N.Z. Permanent Forces may be granted leave of absence for recreation as follows:—

Officers—Twenty-eight days per annum, exclusive of Sundays and public holidays.

Warrant Officers and non-commissioned officers—Twenty-one days per annum, exclusive of Sundays and public holidays.

Men—Eighteen days per annum, exclusive of Sundays and public holidays.

625. The leave period will be 1st January to 31st December, and all leave due for such period must be taken before the 31st January following, unless under special circumstances the General Officer Commanding has approved of it being taken at a later date.

626. A member of the Permanent Forces failing to avail himself of the annual leave provided for will not be entitled to a more lengthy leave in any subsequent year unless under special circumstances approved by the General Officer Commanding: Provided that if an officer, warrant officer, non-commissioned officer, or man desires to accumulate leave he may be allowed to do so for two years only, subject to his giving notice to his Commanding Officer before the 30th April in the year on account of which he desires to accumulate his leave.

627. Commanding Officers will be responsible that the interests of their subordinates regarding recreational leave are preserved, and that any leave missed through the exigencies of the service is made up without unnecessary delay.

628. Special leave up to six working-days may be granted in exceptional circumstances by the O.S.C. Commands, and for longer periods on the approval of the General Officer Commanding.

629. Members of the N.Z. Permanent Forces shall not quit the Dominion without permission from Headquarters. Applications for such permission will be forwarded through the usual channels.

630. If leave for a public holiday cannot be given, equivalent time within one month will be granted.

631. The recreational leave of members of the Civil staff employed in the Department of Defence will be given in accordance with the General Regulations made by the Public Service Commissioner.

632. An officer or soldier who obtains leave or furlough will notify his Commanding Officer of his intended address while on leave, and will notify changes of address while on leave.

Furlough.

633. The Minister of Defence may grant to an officer or soldier of at least ten years' continuous service up to twelve months' leave of absence, and to any officer or soldier of less than ten years' continuous service any time not exceeding six months' leave of absence, in each case on half-pay. Any period of such furlough will not count as service towards increments of pay.

Public Holidays.

634. The following days shall be observed as public holidays: Christmas Day, Boxing Day, New Year's Day, Good Friday, the Saturday following Good Friday, Easter Monday, Anzac Day, King's Birthday, Labour Day, Anniversary Day of the province.

Special Leave on Retirement.

635. With the approval of the Minister of Defence, special leave of absence as follows may be granted on retirement from the service, provided that the sick-leave in the twelve months preceding retirement has not exceeded three months:—

(a.) Officers and other ranks retiring on superannuation, three months.

(b.) Officers and other ranks of under ten years' service retiring for their own purposes, other than medical unfitness, no leave.

(c.) Officers and other ranks of ten years' service and under twenty years' service retiring for their own purposes, other than medical unfitness, one month.

(d.) Officers and other ranks of at least twenty years' service retiring for their own purposes, other than medical unfitness, six weeks.

(e.) Officers and other ranks retiring on medical certificate, three months.

(f.) Officers and other ranks whose services are dispensed with through no fault of their own before reaching the retiring age—If under five years' continuous service, one month; if five years and under ten years, two months; if ten years or over, three months.

636. Where a member of the Permanent Forces is retiring on superannuation after completing forty years' service he may, at the discretion of the Minister of Defence, be granted six months' leave on full pay, or an equivalent payment in lieu thereof by way of allowance, provided that the sick-leave taken by him during his service has not exceeded six months, or that he has not at any time been granted furlough (extended leave of absence) on full or half pay.

637. The Minister of Defence may, in his discretion, grant an equivalent payment by way of allowance in lieu of the special leave of absence which may be granted under subpara. (a) of para. 635.

Sick-leave.

638. The regulations concerning sick-leave are contained in Financial Instructions and Allowance Regulations.

LEAVE OF ABSENCE.—TERRITORIAL FORCE.

639. Leave of absence from the annual camp will be granted only to officers of the Territorial Force in very exceptional circumstances. Such leave will not be given without the sanction of the O.C. Command.

640. No officer of the Territorial Force may quit the Dominion without permission from General Headquarters.

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

642. The officer commanding a unit may excuse an officer or soldier from any portion of the annual training on account of sickness duly certified; the sickness will be recorded on the soldier's file.

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

644. In cases where leave for one night is granted, the leave will not include more than one hour's drill or exercise.

645. Any warrant officer, non-commissioned officer, or man of the Territorial Force, or a Cadet, before leaving the Dominion, will obtain permission from his Commanding Officer; if such absence entails loss of training, the question whether training is or is not to be made up on his return is to be referred to command headquarters.

Extended leave of absence up to one year (extendable to two years) may be granted, on the approval of General Headquarters, to officers of the Territorial Force, Active List, or Reserve, who become resident beyond a training-area, or who have permission to leave the Dominion. Such leave will not count as service towards medals unless it is shown to the satisfaction of General Headquarters that officers concerned performed training during the period equivalent to that prescribed for the units to which they belong.

DIVINE SERVICE.—GENERAL INSTRUCTIONS.

646. When the N.Z. Military Forces are mobilized or embodied for annual training, a parade for Divine service will be held each Sunday. Parades for Divine service may also be held on occasions other than when units are mobilized or embodied for training. Units attending such services will wear side-arms, but will not carry rifles. In no case will swords or bayonets be drawn on such occasions. Care must be taken that troops are not brought together in greater numbers than the voice will reach.

647. Every soldier when not prevented by military duty will attend Divine service, but a soldier will not be obliged to attend the service of any religious body other than his own.

648. Troops will be marched to and from their places of worship, and the officer or non-commissioned officer in charge will remain with them throughout the service.

649. Facilities will be provided to enable Chaplains to conduct Divine service in camp, and in other ways to minister to the spiritual requirements of the troops belonging to their respective denominations.

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

PROCEDURE IN CASES OF INJURY AND SICKNESS.

651. (a.) An officer or soldier who reports sick whilst in camp will be attended by the Medical Officer, who will furnish to the Commanding Officer a certificate stating the nature of the disability,

and whether in his opinion it is due to military duty. This procedure will facilitate inquiries as to whether any subsequent treatment should be at public expense.

(b.) An officer or soldier who at any time, except while in camp, considers that he has contracted an illness or sustained an injury as the direct result of his military duty will report to a Medical Officer, where one is available, under para. 659, or otherwise to his usual medical practitioner. Within three days of so reporting he will obtain from the Medical Officer (or medical practitioner, as the case may be), and submit to his Commanding Officer, Area Officer, or Adjutant, a certificate stating the nature of the disability, and whether in the opinion of the Medical Officer such disability is due to military duties. Only in cases where it is subsequently ruled that the disability arose out of duty will the cost of this medical examination and certificate be borne by the public.

652. If in the opinion of the Medical Officer the disability is due to military duty the matter will at once be referred to General Headquarters, through the proper channel, for decision as to whether liability for treatment as a public charge will be accepted. If so accepted, the command concerned will make arrangements with its Assistant-Director of Medical Services for the necessary treatment to be carried out.

653. (a.) In all cases of accidental injury the Medical Officer will complete the certificate on Form N.Z. 207.

(b.) If the injury is described by the Medical Officer as trivial, form N.Z. 207 will be completed by the Territorial Commanding Officer or Permanent officer concerned, and forwarded (together with the medical certificate mentioned in para. 651 (a) or 651 (b), and the evidence of any witnesses) in support of any claims arising out of the injury. It will then rest with the O.C. Command to decide whether a Board of Inquiry is necessary.

(c.) If the injury is described by the Medical Officer as serious and likely to interfere with his future efficiency, a Board of Inquiry will be assembled as soon as possible by the Staff Officer i/c Regimental District (or, if in camp, by the O.C. Troops) concerned. This Board will inquire into the circumstances surrounding the injury, and give an opinion as to whether the injury arose out of duty. If the Medical Officer is not available as a witness, his written statement will be attached to the proceedings. In the event of the Board finding that the injury is due to the gross negligence of the injured person, the cost of medical treatment will not be accepted as a public charge.

(d.) In the following cases also a Board of Inquiry will be held:—

- (i.) If the injury is fatal.
- (ii.) If in the opinion of the Commanding Officer or permanent officer concerned doubt exists as to the cause of the injury.
- (iii.) If in the opinion of the Commanding Officer or permanent officer concerned doubt exists as to whether the injury occurred as the result of duty.
- (iv.) If for any reason it is desirable to thoroughly investigate the cause of the injury.

The proceedings of the Board of Inquiry will be forwarded to General Headquarters in duplicate. The duplicate copy will be returned when a decision on the case has been given.

654. Injuries sustained by members of the N.Z. Military Forces whilst taking part in games and sports will be considered as injuries received on duty only when such games or sports are provided for in the authorized physical and recreational training manuals and are carried out in connection with training, or when training in authorized gymnasia is being carried out in accordance with the above manuals as part of the obligatory training and under the direction of a qualified Instructor of the Permanent Forces.

655. Officers concerned will be held personally responsible for any claims for injuries arising out of an accident brought about by any negligence, or by any orders which they may issue in contravention of the procedure laid down in the authorized physical and recreational training-manuals.

656. All vouchers for charges against the public for medical treatment of members of the N.Z. Military Forces will, before being forwarded to General Headquarters, be submitted to the Assistant Director of Medical Services concerned, who, if the charges are in order, will certify to their correctness in the body of the voucher.

657. With reference to paras. 652 and 653, in all cases where treatment at public hospitals is available these institutions must be made use of after the initial visit to or by a medical practitioner or Medical Officer. No claim against the public will be admitted unless this procedure is followed, or unless it is shown that the procedure adopted incurred less cost, or was specially authorized.

658. Medical Boards on members of the N.Z. Military Forces, or civilians doing duty with the Forces, will not be held except on the authority of the Director of Medical Services.

This paragraph does not apply to the examination of candidates for enlistment into the Permanent Forces, Boards for which may be assembled by the Assistant Director of Medical Services in a command.

659. A list of the centres for which Medical Officers are detailed, and the names of such officers, will be published in General Orders.

Special Provision with Regard to Permanent Forces.

660. All members of the Permanent Forces, including military and civilian personnel temporarily attached to or doing duty with the Permanent Forces, will be given medical treatment in accordance with the foregoing paragraphs, and at public expense, for all injuries or illnesses which are directly attributable to official duty.

661. In all cases where military personnel are detached for duty, the officer who gives orders for such detachment will be responsible that the authority temporarily controlling them is advised of the procedure to be followed in the event of medical treatment at public expense being required.

662. Officers and soldiers of the Permanent Forces are liable to stoppages of pay on account of medical attention, as laid down in Financial Instructions and Allowance Regulations.

663. Area Officers, Adjutants, or permanent officers concerned will notify Command Paymasters immediately an individual is placed on sick-leave, whether in hospital or otherwise.

664. In cases of sick-leave, reduction in pay will be made in accordance with Financial Instructions and Allowance Regulations.

Compensation and Pensions.

665. Compensation for officers and other ranks of the Territorial Force and Cadets, on account of disabilities which are found to be attributable to military duty, is granted in accordance with special instructions which are issued from time to time from General Headquarters.

Pensions in respect of the death or disablement of an officer or soldier of the N.Z. Military Forces, by reason of misadventure suffered in the performance of his duties, is governed by section 34, Finance Act, 1926 (*vide* Appendix VI).

SECTION IX.—MOVEMENTS AND TRAVELLING.

A.—GENERAL INSTRUCTIONS.

Movements of Troops, &c.

666. No movement of troops or individual officers or soldiers from one command to another shall take place without sanction having been previously obtained from General Headquarters.

Orders for Move.

667. Definite and detailed instructions pertaining to the control, discipline, liabilities, and safety, &c., of troops will be included in the orders issued for any movement of troops by rail, mechanical transport, or sea.

668. Definite instructions forbidding the consumption or possession of alcoholic liquor on any train, vehicle, conveyance, or ship used for the transport of troops will also be included.

Command.

669. An officer, or, where no officer is available, a non-commissioned officer, will be detailed to command in all cases. All independent parties of fifty or upwards will be placed under the command of an officer. When necessary, or where no previous instructions have been received from superior authority, non-commissioned officers or men in the party travelling will be detailed by the officer or non-commissioned officer in charge to assist or take charge of sections.

670. The detailing of non-commissioned officers not actually belonging to the party travelling must be kept at a minimum. This does not prohibit the services of non-commissioned officers travelling at the same time on other duty being utilized.

671. The officer commanding troops travelling by train, mechanical transport, or steamer is responsible that all regulations or orders are complied with, but he will not interfere with the prescribed running of trains or the general working of the railway service.

672. If in any instance no officer has been officially appointed to the command of troops on a train, mechanical transport, or steamer, the senior officer present with the party will take command, and, whether travelling on duty or otherwise, will be responsible for the discipline and control of the troops concerned.

673. In the event of troops from different districts, commands, or camps, &c., joining the same train, mechanical transport, or steamer, the officers or non-commissioned officers in charge of such detachments will immediately report to and place themselves under the orders of the officer detailed to command the troops on board, or of the senior officer, when no officer has been detailed to command.

674. Where it is known that troops from different districts, camps, &c., will proceed by the same train, mechanical transport, or steamer, the authorities directing the movement of respective detachments will nominate the officer or officers who will be in charge throughout the journey.

675. Full use will be made of all Government transport. Hired transport is not to be employed when troops can be carried by Government transport.

Damage or Loss.

676. If damage to or loss of either Government or private property is caused on trains, mechanical transport, or steamers, full inquiry will be made, if circumstances permit, before the troops detrain, debus, disembark, or disperse. The amount of damage or loss will be assessed, charged against, and collected from or debited against the persons responsible; otherwise the officer or non-commissioned officer in command of the detachment concerned may be held responsible for the amount involved.

677. In every case of damage or loss a full report is to be submitted through the proper channel by the officer commanding troops. In no case must the cost of any such damage or loss be debited or permitted to fall as a charge against the public. In regard to damage or loss of railway property, the railway regulations in respect to such must be complied with, and the Railway authorities concerned notified as to the responsibility for such damage or loss. In cases where members of the Forces are in any way implicated, even if the damage has not been actually caused by them, the circumstances must be reported to the guard immediately.

Requisitions for Transport.

678. Requisitions for any special railway requirements—i.e., additional accommodation in ordinary trains, special trains, &c.—should be submitted as soon as possible to the headquarters responsible for provision. In cases of emergency not less than twenty-four hours' notice should be given, to enable the Railway authorities to provide the requisite facilities.

679. Shipping companies should be notified as early as possible of requirements in respect to the despatch of parties of troops by ordinary steamer services. Special steamers or charters will not be arranged except with the authority of General Headquarters.

Journey Report.

680. On completion of the journey, officers commanding will render to the authority by whom the order to travel was issued a full report covering the journey, and in relation to the discipline, &c., of the troops under their charge during such journey.

B.—MOVEMENTS BY RAIL.**Orders.**

681. The following will be included in the orders for the despatch of troops by rail:—

- (a.) Date, place of entraining, destination, and railway route to be followed;
- (b.) Time of departure of the train, hour at which the troops are to reach the entraining-place, and, if necessary, the road they are to use;
- (c.) Arrangements for feeding troops and watering animals *en route*; and
- (d.) Places of assembly near entraining and detraining stations.

Duties of Officers Commanding Troops.

682. When orders have been received for the movement of troops by rail, the officer detailed to command the troops on the train will make himself fully acquainted with all matters affecting the movement of the troops placed under his command—viz., the time the train is to depart, the arrangements to be made for the baggage, baggage-guard, &c., whether the troops are to be supplied with rations, the arrangements for meals on the journey, and any special instructions affecting the journey or requirements in respect thereto.

683. The officer or non-commissioned officer in charge of the troops on the train will, prior to the train starting, make an inspection with the guard of the train of the carriages occupied by the troops, ascertain on arrival at destination if any damage has been done to the train, and, if so, who was responsible, and forward a "train report" to command headquarters giving full particulars and names of the offenders.

Entraining and Detraining.

684. Before entrainment the compartments provided should be numbered and lettered with chalk to facilitate the entrainment of squadrons, companies, or sections, and the men should be told off into sections corresponding to the capacity of the compartments.

685. The operations of entraining and detraining must be carried out systematically, each separate step being conducted under the orders of the commander. Quietness and rapidity are essential.

686. Formed bodies of troops are not to remain at an entraining or a detraining station, or on the approach to it, a moment longer than necessary. On detraining, troops will at once march clear of the station.

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

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

Horses.

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

Halts.

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

Feeding en Route.

691. When it is necessary *en route* that the troops be fed or the horses watered, previous preparations should be made regimentally, an officer with one or more non-commissioned officers being, if necessary, sent forward to make arrangements.

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

693. When it is time to proceed, the "Fall-in" will be sounded. The men will return to their carriages; the officers will see that all are present, and will report to the Commanding Officer. Any sentries that have been posted will then be withdrawn. Lastly, the officers will get in, and the Commanding Officer will then give directions that the train may proceed.

Train Guard.

694. When necessary, a guard should be detailed for a troop-train, to take charge of prisoners, &c., and to find sentries, as required, at entraining and detraining stations, and at stations *en route*.

Discipline.

695. Troops are not to occupy railway buildings or use the water-supply without authority from a Railway Transport Officer. They are on no account to appropriate to their own use or interfere with railway property.

696. No man is to leave his carriage except on the order of or by the permission of his officers.

697. On no account must intoxicating liquors be allowed on troop-trains.

Accidents.

698. In case of accident to the train, the officers will proceed at once to the carriages of which they are in charge, and the men will retain their places until ordered to descend. Directions given by Railway Officials must be promptly obeyed.

C.—MOVEMENTS BY COASTAL STEAMER.**Orders.**

699. The orders for a move will include detailed instructions regarding embarkation:—

- (a.) Date, port of embarkation, destination;
- (b.) Hour of sailing, hour at which embarkation is to commence;
- (c.) Place of assembly at port of embarkation.

Duties of Officers Commanding Troops.

700. Where there is no embarkation staff officer, the officer commanding troops embarking will make his own arrangements to avoid disorder and confusion.

701. The officer commanding troops will also—

- (a.) Take such steps as he considers advisable to prevent troops obtaining liquor prior to embarkation, and, if necessary (in conjunction with the master), prohibit the sale or supply of liquor to troops on board;
- (b.) Issue any necessary special orders for routine, &c., during the passage;
- (c.) Detail any officers, non-commissioned officers, or men for special duty, as may be necessary;
- (d.) In the case of troops not travelling under the control of their own officers he will organize them in suitable numbers under available officers, non-commissioned officers, or senior men;
- (e.) Ensure that any requirements by the master, or responsible ship's officers acting on his behalf, in respect to the order, comfort, &c., of the troops, are duly carried out, and that all military officers render full assistance, on the request of the ship's officers, in maintaining order, &c.

Discipline.

702. Troops shall not be permitted to encroach on accommodation which has not been allotted for their use in accordance with passage arrangements, nor shall they be permitted to enter the crew's quarters.

703. While maintaining order among the troops the Commanding Officer and the officers commanding units or details will remember that the master of the ship has lawful authority to maintain order among all on board and to ensure the safety of his ship and passengers, for which he is entirely responsible.

Fire or Emergency.

704. In case of fire or emergency the officer commanding troops will render every assistance. Troops will be promptly paraded under their officers or non-commissioned officers, who will remain with the men until the fire is extinguished or the troops are dismissed. The officer commanding troops, with one or more selected officers or non-commissioned officers, will report to and carry out the directions of the master.

Messing.

705. Every assistance must be given to the responsible ship's officers in controlling the troops during meal-hours, and in respect to facilitating messing arrangements and preventing damage to ship's fittings or pilfering of ship's property (cutlery, messing-utensils, linen, &c.). An officer or non-commissioned officer should be placed in charge of each table or mess.

D.—MOVEMENTS BY MECHANICAL TRANSPORT.

706. The general principles of movement by mechanical transport are similar to those for movements by rail.

Orders.

707. The following will be included in the orders for despatch of troops by mechanical transport:—

- (a.) Date, place of embussing, destination:
- (b.) Time of departure of mechanical transport, hour at which units are to reach the embussing point, and, if necessary, the road they are to use:
- (c.) Places of assembly near but clear of embussing and debussing points:
- (d.) Composition of column and allotment of motor-vehicles:
- (e.) Arrangements for feeding troops *en route*:
- (f.) Detail unit group commanders.

Rules for Troops joining and leaving Mechanical Transport.

708. (1.) The points at which troops join or leave the mechanical transport are known as embussing and debussing points respectively. These should be on straight lengths of broad road, with open ground on the "rule of the road," side, and, in the case of a debussing-point, with a suitable assembly-ground to which the troops can move without crossing the road. Villages, bridges, and defiles should be avoided.

(2.) Mechanical transport should never have to turn round on embussing or debussing points; in cases when, owing to the position of the bus-park, this is necessary, suitable road circuits must exist in the vicinity of the embussing or debussing points.

709. Special attention will be given to the selection and previous reconnaissance of embussing and, when possible, of debussing points.

710. (1.) Troops to be embussed will be told off into unit groups of vehicles. The leading vehicle of each unit group should be marked by a flag, as also will be the point at which it is to draw up at the embussing-point.

(2.) Unit groups will be told off into parties of 25 to a bus, 20 to a 3 ton lorry, 13 to a 30 cwt. lorry, and 8 to a 15 cwt. van, or, in the case of other types of vehicle, of a number sufficient for the capacity of the vehicle; each party will be given a number corresponding to the number of the vehicle on which they are to embus. Parties will form up on the "rule of the road" side on the embussing-point at the place at which their vehicle will halt. (Six vehicles occupy 60 yards of road-space.)

(3.) No troops will be on the embussing-point or the approach to it while the vehicles are arriving.

(4.) Prior to embussing troops will remove their equipment.

Duties of Officers Commanding Bus Columns.

711. (1.) An officer known as the officer commanding bus column will be appointed to command every body of troops moving by mechanical transport.

(2.) He will arrange with the officer commanding mechanical-transport unit for his numbering throughout from front to rear of the vehicles on the "rule of the road" side, and for the flagging of the leading vehicle of each unit group. If the transport consists of various types of vehicles he must ascertain the number of each kind.

(3.) Buses and lorries of unit groups will be grouped separately, buses preceding lorries. Spare vehicles will not be numbered, and will be marked "Not to be loaded."

(4.) He will give the order for the column to move when the embussing is completed; this will be notified to him by the unit group commanders by signal.

(5.) He will give the signal for halts, if any; the place, approximate time, and duration being notified in the orders for the move.

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(6.) At the debussing-point he will give the order to debuss, and, unless time is the object, he will ensure that the mechanical transport clears the point before the troops use the road.

Duties of Unit Group Commanders.

712. (1.) The unit group commanders will superintend the embussing and debussing of their group.

(2.) They will ensure that officers are evenly distributed throughout the vehicles in their group.

(3.) They will arrange for signalling communication between groups and with the officer commanding bus column.

(4.) They will travel on the driver's seat of the leading vehicle of their group.

Rules for Mechanical Transport.

713. (1.) The pace of mechanical-transport vehicles will be carefully regulated with regard to the type of vehicle employed, the nature of the surface, the width of the road, the nature of the traffic likely to be encountered, and the local traffic regulations such as apply.

(2.) Under normal conditions motor-lorries will not be driven at a faster pace than ten miles an hour. Motor-vehicles when passing dismounted troops will do so at as slow a pace as possible, to avoid covering the troops with dust or mud.

(3.) A regular distance, sufficient to allow of sudden halts without a collision, must be maintained between lorries moving as a column. The column should be divided into blocks consisting of ten vehicles. On good and level roads a distance of 15 yards between lorries, and 30 yards between blocks, may be taken as a fair guide, provided the drivers are skilled and well trained in march discipline.

(4.) Columns of lorries going up steep gradients should usually be allowed to open out, and each lorry "given its head." As soon as the head of the column has reached the top of the hill it will slow down to allow the vehicles in rear to close up to the regular distance.

(5.) A man riding on the last vehicle of a block should be detailed to keep a lookout in the rear to warn the driver if overtaking traffic desires to pass.

(6.) Loaded vehicles are to be given the right of way, and empty convoys will halt, when necessary, to allow them to pass.

(7.) Columns of lorries should not be halted at or in the immediate vicinity of a corner, unless sentries are placed to allow them to pass. If it is absolutely necessary for a column to halt astride of a road-junction, a distance of 15 yards should be left between the nearest halted vehicle and the corner on both sides of the road-junction.

(8.) Whenever a column is halted, sufficient intervals will be left between each batch of ten vehicles or less to allow of side-tracking any passing vehicles when necessary. On no account are any transport vehicles to "double bank" or to draw up on a road opposite to one another. When halted, turning, or reversing, care must be taken not to block other traffic.

(9.) All motor-transport vehicles when travelling after dusk will carry lighted side and tail lights.

E. TRAVELLING—WARRANTS.

Authority to sign and issue Travelling-warrants.

714. The General Officer Commanding, on the recommendation of Os.C. Commands, may delegate to officers the power of signing and issuing travelling-warrants.

715. The appointments of officers to whom authority to sign and issue travelling-warrants is delegated will be published in General Orders from time to time, and the names of such officers will be recorded at General Headquarters.

716. When an officer relinquishes his appointment his authority to sign and issue travelling-warrants will cease. The warrant-books on issue to him will be withdrawn by the issuing authority, and any outstanding warrants will be cancelled.

Purposes for which Travelling-warrants may be issued.

717. Travelling-warrants, the cost of which is chargeable to departmental accounts, shall be issued only for the use of persons travelling on duty on the Public Service. Officers issuing travelling-warrants, not authorized by general or special authority, will be liable to be surcharged with the cost of the same.

718. (1.) The purposes for which travelling-warrants may be issued are—

- (a.) Training and administration:
- (b.) Attendance at parades, drills, annual musketry course, annual training-camps:
- (c.) Courts of Inquiry, Courts-martial, Boards, classes and schools of instruction, escorts, and any other authorized military duty:
- (d.) To families of permanently employed officers, non-commissioned officers, or men who are permanently transferred, except where the transfer is at their own request:
- (e.) For miscellaneous movements in the ordinary course of service as are clearly necessary and contemplated by regulations, orders, or instructions:

(f.) A limited number of free railway warrants to attend the command rifle meeting may be issued on the authority of the O.C. Command to the most efficient shots in each unit of the Territorial Force and Senior Cadets in the command.

(2.) Free railway warrants, second class return (first class in the case of presidents and deputy presidents), may be issued to members of Rifle Clubs (other than honorary members), and to members of the Non-effective List of the Territorial Force attached, for the following purposes:—

- (a.) To attend the nearest rifle range to carry out practice or drill:
- (b.) To attend the annual meeting of the National Rifle Association, and the Army rifle meeting:
- (c.) To attend approved rifle meetings up to a distance of 100 miles.

Warrants for the purpose of attending rifle meetings or the ranges of other clubs for competition other than as above will not be issued without special authority of General Headquarters.

719. Railway warrants issued to members of Rifle Clubs will normally be completed in all respects prior to issue. The president or secretary of a Rifle Club, when applying for the issue of a warrant, will forward to the Area Officer a list of the names of the members for whom the warrant is required, and will state the purpose for which required.

When through any cause it is impossible to forward with the application the names of the men for whom the warrant is required the Area Officer will issue the warrant to a member of the club to be named by the president or secretary, who will be responsible that the warrant is completed by the insertion of the number travelling and the names of the men concerned, and that these particulars are forwarded to the Area Officer within three days of the date of issue of warrants.

Travelling-warrant Forms.

720. Only the following travelling-warrant forms, consecutively numbered (duplicates and triplicates being numbered accordingly), shall be used, and the use of forms not bearing printed consecutive numbers is strictly prohibited:—

- (a.) Railway warrants: Form N.Z. 143.
- (b.) Steamer and coach warrants: Form N.Z. 144.

Inspection of Books.

721. When requisition is made for new books, warrant-books should be returned to command headquarters or other issuing authority for inspection. They may be recalled periodically for similar purposes. If required for local reference purposes, completed books, on endorsement, may be returned to issuing officers. Command headquarters or other staff inspecting officers should periodically examine current and closed warrant-books on issue to subordinate officers.

Custody of Warrant-books and Trip Tickets.

722. Officers in possession of warrants and trip tickets will be held personally responsible for the same, and will be liable to be surcharged with the cost involved should any warrants from their books or trip tickets be illegally or improperly used.

723. Warrant-books and trip tickets are to be kept in a secure place under lock and key. Where it is necessary for authorized officers to delegate distribution to others (instructors, area non-commissioned officers, &c.), steps should be taken by the officer concerned to ensure their legitimate use only, by examining duplicates, &c., and trip tickets, and ensuring that service, &c., is correctly stated, and tickets used for authorized purposes only.

724. Cancelled warrants, on which the signature must be cancelled and "Cancelled" written across the forms, will be placed with counterfoils or duplicates.

Completion and Issue of Travelling-warrants.

725. Warrants must be properly completed in every particular required, and counterfoils filled in, or duplicates and triplicates completed by carbon process. Ink or indelible pencil must be used. Stamped or facsimile signatures are not permitted.

726. The designation of issuing officers must be shown, and warrants must be stamped showing office of origin.

727. Where travelling in mufti is authorized, railway warrants must be suitably endorsed. The omission of such endorsement will render the issuing officer liable to be surcharged with any additional cost incurred.

728. The rank, name, and unit of the person travelling must be stated. In the case of large parties, the name of the officer or non-commissioned officer in charge, and particulars of the party (units and numbers), or schedule of names, &c., if available, will be affixed to the warrant. The issue of individual warrants to members of squads, &c., making the same journey must not be made unless specially authorized.

729. Warrants must not be issued "open" as to routes or transport services. Alterations must be initialled by the officer who made them, and the correctness of warrants for squads or parties must be attested by the signature of the officer or non-commissioned officer in charge being endorsed on the warrant.

730. The particular duty or service on which the person or persons are travelling must be clearly and succinctly stated. The terms "duty," "military duty," "public service," &c., are insufficient, and are prohibited. In any exceptional case the special authority for the issue must be endorsed.

731. Where a married member of the Permanent Forces is transferred, and rail and steamer travelling is involved, the rail warrant for his family (if any) should be endorsed "Civilian." The ages of the children over three years and under twelve years should be clearly stated.

Issue of Block Return Rail Warrants.

732. Block rail warrants will be issued whenever possible, the issue of individual warrants being kept to a minimum. (NOTE: Where the number travelling on one warrant exceeds five and twenty-four respectively, the Railway Department allows the Defence Department the same concession as is obtainable by the use of twelve-trip and fifty-trip tickets. No concession over ordinary civilian rates is obtainable otherwise, except in the case of holiday excursion rail tickets: *vide* para. 741.)

733. Where trainees living within reach of certain railway-stations are required to assemble for the purpose of proceeding to camp, or course of instruction, &c., and no responsible member of the Permanent Staff is available to obtain the relative rail tickets, a block rail warrant completed in all respects will be forwarded to the Stationmaster concerned (or tablet porter where no Stationmaster exists) under cover of an explanatory memorandum, requesting the issue of the relative tickets on request to any or all of the details endorsed on the back of the warrant, the name of any failing to report to be deleted and the actual number travelling endorsed on the face of the warrant. The trainees concerned will be instructed to obtain tickets accordingly from the Stationmaster, or tablet porter, as the case may be. This procedure will preclude booking fees being demanded by the Railway Department through trainees boarding trains without tickets.

734. In the event of members of squads or parties who are covered by block return rail tickets returning either before or after the squad or party, a certificate as per *pro forma* hereunder must be issued by the Adjutant or other officer responsible. This certificate, together with respective block return rail tickets, will be presented to the local Stationmaster (or, when there is no local Railway official, to the guard of the train before it departs), who will endorse the ticket and certificate to the requirements of his Department (*e.g.*, ticket will be endorsed reducing number for return thereon, and certificate will be signed to this effect for the information of the guard). The certificate is then available for use as a ticket by those members not travelling with the squad or party, the reduced numbers of which are covered by the endorsed block return rail ticket. *The issue of a warrant or warrants to individuals who are already provided for in a block return rail ticket is prohibited.*

(PRO-FORMA.)

CERTIFIED that [Rank and name of individual] is included in block rail ticket No. issued for [Number] second-class return journeys from to in lieu of Defence rail warrant No., and is returning home independently on [Date].

....., Adjutant, Camp.

Date

TO THE GUARD OF THE RELATIVE TRAIN.

Block rail ticket No. has been produced, and number for return thereon reduced accordingly.

....., Stationmaster, Station

Date [or Guard of Train].

First- and Second-class Warrants.

735. All officers, warrant officers, sergeants-major, staff sergeants, and presidents of Rifle Clubs travelling on duty in the Dominion shall be entitled to first-class warrants both by rail and steamer. All other ranks will travel second class by rail and steamer. (See also Financial Instructions and Allowance Regulations.)

Deck Berths and Sleeping-berths.

736. The use of deck berths on steamers and sleeping-berths on trains is defined by Financial Instructions and Allowance Regulations. Officers endorsing warrants for deck berths, or railway warrants for sleeping-berths, where not so authorized, thus necessitating action for recovery of amounts that are not proper charges against the Public Account, will be liable to be surcharged with the cost of the ticket as well.

Direct Route.

737. Officers authorized to sign and issue travelling-warrants must ensure that warrants are made out only for the most direct route. Issuing officers will be liable to be surcharged with any additional expenditure incurred by the contravention of this regulation.

738. Where travelling by an indirect route is necessary, warrants should be endorsed accordingly, giving full particulars as to the necessity for using other than the direct route, and certified to by the issuing officer.

Coach and Steamer Warrants.

739. Where Defence warrants or orders (Form N.Z. 144) for coach and steamer passages other than by vessels of the Union Steamship Company, Anchor Shipping Company, and Northern Steamship Company are issued at or from centres where there are Tourist offices, such warrants shall be drawn on and relative tickets obtained from the Tourist Agent, in lieu of being presented to individual coach or motor proprietors and shipping companies.

Warrants on motor companies and steamship companies (other than Union Steamship Company, Anchor Shipping Company, and Northern Steamship Company) will be enfaced with the words "Value to be collected through Government Tourist Department."

Transport companies concerned will then claim on the Tourist Department, which will render relative vouchers, thus ensuring that the State receives the commission arranged by that Department.

This procedure is not applicable to rail warrants.

Presentation of Warrants.

740. Warrants (rail) must be presented only at a booking or at an officered station (or to the guard of the train at a flag station), and tickets as authorized obtained in lieu thereof. Any additional expenditure incurred through failure to comply with this instruction will be surcharged to the offender or offenders. (See also para. 733.)

Holiday-excursion Rail Tickets.

741. Where rail warrants are issued for use during holiday excursion periods (i.e., at Christmas and Easter), and the return portions of relative tickets are to be used during period of availability of current holiday-excursion tickets, such warrants must be endorsed that return journeys authorized thereby will be completed prior to date of expiry of said period of holiday-excursion availability.

Annual Season Rail Tickets.

742. Annual season rail tickets are issuable at ordinary rates. Officers and other ranks of the Permanent Forces periodically travelling on duty over lines or sections should record their journeys, compute the cost of warrants at ordinary rates, and make applications through their headquarters for season tickets where such, for mileage regularly travelled annually, ensures a saving in cost of their rail transport. In forwarding applications for the issue of season tickets, commands will attach statements showing estimated saving in cost.

Should cost of warrants for estimated journeys required over any sections prove less than that of an annual season rail ticket, the more economical method of transportation—i.e., twelve- or fifty-trip tickets—will be adopted, where practicable, in lieu of individual warrants.

In event of twelve- or fifty-trip tickets being issued, the officer or non-commissioned officer concerned must keep a diary recording journeys undertaken thereon, showing dates and particulars of duty. On application for a further ticket, copy of diary for previous ticket must be forwarded to the Staff Officer i/c Regimental District, who will ensure that tickets are used only for authorized purposes.

Issue and Use of Twelve-trip and Fifty-trip Tickets.

743. The issue and use of twelve-trip and fifty-trip tickets as authorized by para. 8 of Railway Passenger and Fare Regulations is approved, and may be obtained on presentation of the ordinary railway warrant (form N.Z. 143). These trip tickets will be utilized where it is necessary to make frequent journeys between two places, provided annual season rail tickets are not more economical. They will normally be used only by members of the Permanent Forces.

The trip tickets being transferable, one ticket may be used by different individuals for separate journeys between the same two places, or by several individuals for the one journey.

The number of trip tickets in use must be restricted to actual requirements. They are not to be utilized when the method outlined in paras. 732-734 is applicable.

744. The bearer of a ticket must take every care to ensure that not more than one clip per person for the journey is taken by the guard.

To avoid the danger of overclipping by different guards, separate trip tickets will be obtained when a change of trains is normally necessary to cover the journey between two places.

In the event of a ticket being overclipped, a certificate will be obtained to this effect from the guard and forwarded through command headquarters to General Headquarters, so that credit may be obtained from the Railway Department. The number of the ticket, number of clips taken in excess, and journey involved will invariably be stated.

The following instructions in connection with trip tickets must be strictly observed:—

Officers authorized to issue travelling-warrants must keep a complete record in diary form (*pro forma* below) of warrants (form N.Z. 143) issued for trip tickets, showing particulars of use, and ultimate disposal of tickets.

Officers concerned will render to command headquarters monthly a copy of a diary certifying that issues were in accordance with due authority and tickets were used by individuals travelling on the public service. Incomplete tickets—i.e., tickets with clips remaining unused—will automatically be carried forward until finally shown in diary as disposed of.

Command headquarters will render to General Headquarters a monthly return of all warrants issued for trip tickets, such return to show warrant number, date issued, and number of relative tickets.

For purpose of identification in event of loss, trip tickets must be endorsed on the back, either by rubber stamp or in bold letters, "Please return to Defence Department."

PRO FORMA.

(Referred to in paras. 743, 744.)

DIARY OF TWELVE- AND FIFTY-TRIP BEARER RAIL TICKETS ISSUED.

Particulars of Issue and Disposal.

(To be rendered to command headquarters by each officer authorized to issue warrants, not later than the 7th of each month.)

Rail Warrant.	No.	Date.	Number of Tickets authorized.		Official Railway Number of Twelve- or Fifty-trip Tickets.		Class.		Journey.	Particulars of Unit.		Particular Duty.	Number of Clips used.		Number of Clips remaining unused.		Date Ticket finally disposed of.		
			Twelve-trip.	Fifty-trip.	Twelve-trip.	Fifty-trip.	First.	Second.		Unit.	To whom issued for Use.		Twelve-trip.	Fifty-trip.	Twelve-trip.	Fifty-trip.	Twelve-trip.	Fifty-trip.	

I hereby certify issues are in accordance with authority, and that rail tickets indicated were used by....., travelling on the public service for purpose of training, &c.

Place :
Date :

.....[Issuing officer.]

Unused Travelling-Warrants or Tickets.

745. Issuing officers are held responsible for the recovery and cancellation of warrants unused through any cause. Where warrants have been uttered and corresponding tickets drawn, tickets unused or only partially used owing to non-compliance with orders or interruption of journey must be recovered and forwarded through command headquarters to General Headquarters

so that a refund of the value may be obtained. All recoveries from the Railway Department will be arranged by General Headquarters. (For action to be taken in the event of overclipping of twelve- and fifty-trip tickets see para. 744.)

Illegal Issue or Use, or Loss of Travelling-warrants and Tickets.

746. Any case of illegal issue or loss of travelling-warrants and loss of trip tickets, or of their use for other than the purpose for which they are issued and authorized, shall be promptly reported to General Headquarters, with particulars showing the action taken in the matter. For the purpose of this and the preceding paragraph, officers commanding camps, courses, rifle meetings, &c., shall cause issuing officers concerned to be immediately notified of any apparent instance of non-use or illegal use of travelling-warrants or tickets.

Monthly Return of Travelling-warrants.

747. Officers in commands who are authorized to sign and issue travelling-warrants will forward to command headquarters, at the end of each month, duplicates of all travelling-warrants (rail, steamer, and coach) issued by them during the month. The duplicates of warrants will be carefully scrutinized by command headquarters, and will be filed for comparison with original warrants if and when necessary.

748. Os.C. Commands will forward to General Headquarters, not later than the 15th of each month, a return showing the distribution of travelling-warrant forms (N.Z. 143 and 144) since the preceding month to officers authorized to sign and issue warrants under Headquarters jurisdiction. Such return will show—(a) rank, name, and appointment of issuing officer; (b) command series number; (c) numbers of respective warrant-forms issued to each officer (e.g., form N.Z. 143, 701 to 900); and (d) remarks (if any).

F. TRANSPORT OF STORES, BAGGAGE, ETC.

Supply and Transport Officers.

749. Except for baggage moving with individuals and small services by parcel-post, Officers i/c Supply and Transport will carry out all executive duties in connection with the conveyance of Defence Department stores and baggage.

750. At places where Supply and Transport Officers do not exist the duties will be performed by the officers concerned.

Road Transport.

751. Full use will be made of all Government road transport. Hired transport is not to be employed when the service can be carried out by Government transport.

Mode of Conveyance.

752. Stores, &c., will be transported by rail transport in preference to sea transport wherever possible. In cases where the quantity of stores involved is exceptionally large, and the sea freight is considerably cheaper than by rail, the matter is to be reported to General Headquarters prior to the despatch of the consignment, to enable an application to be made to the Railway Department for a special rate.

Demands for Transport.

753. Applications for the conveyance of stores will be forwarded to the Officer i/c Supply and Transport, where one exists.

Charges for Transport.

754. The consignor (i.e., the person requisitioning transport) will certify on all railway consignment-notes and requisitions for sea freights that the consignments are chargeable to the Defence Department. Under no circumstances will transport by road, rail, or sea be demanded for the conveyance of stores where contractors or members of the N.Z. Military Forces are liable for the charges in connection therewith.

Transport of Horses.

755. When horses are to be transferred from one place to another, entailing both rail and sea journeys, every care will be taken by the Supply and Transport Officer at the consignor's station, or by the consignor where the former does not exist, to ensure that sea freight is arranged at the port of embarkation before the horses are despatched by rail, and thus avoid horses being detained at the port.

Goods by Passenger-train.

756. When it is necessary for goods to be sent by passenger-train the necessity for such will always be explained by the consignor when submitting his requisition and consignment-note. The conveyance of stores by passenger-train is to be resorted to only in exceptional cases.

Receipts to be obtained.

757. Consignors will obtain receipts for stores handed over to carriers direct, and the Army Service Corps or other Government transport representative will obtain receipts for stores handed over to the Railway Department or to shipping companies for conveyance. Should the representative of a carrier, the Railway Department, or shipping company decline to give a receipt, an endorsement to that effect will be made on the copy of the carriers' note or other document retained for office record.

Losses, Damages, Deficiencies.

758. The Railway Department's by-laws and regulations respecting the conveyance of stores, &c., as published in the New Zealand Government Railways Passenger Fares and Coaching and Goods Rate-book, as amended from time to time, should be carefully read and observed by all concerned. The responsibility of the Railway Department for loss or damage to stores delivered to them for conveyance is laid down in the above-mentioned regulations. No claims should, as a rule, be made when the total value of any damage or deficiency on any one consignment does not exceed 1s.

759. In all cases where consignments are received in a damaged condition from the Railway Department or shipping companies, or where deficiencies are apparent, an endorsement to that effect will be made when signing the receipt. When packages are received that cannot be opened at the time of delivery the carrier's note or book should be signed "Received—contents not examined." The packages should be opened in the presence of a witness at the earliest opportunity after receipt, and any deficiencies or breakages then discovered which are not due to faulty packing should be immediately reported to the railway or shipping company concerned, with a statement of their value and a claim for the amount due.

760. The value to be recovered for deficiencies or damages will be calculated on the full c.i.f. contract price of supplies.

761. If any goods are lost or damaged on rail the value of the cost of repairs or deficiencies should be recovered at the consignor's end by the Supply and Transport Officer. In the case of sea freight the Supply and Transport Officer at the consignee's end, or consignee, will make the necessary claim.

Measurement of Stores.

762. In connection with all stores for shipment, the consignor will state on his requisition for transport the correct measurement. Very careful measurements will be taken, and the tonnage inserted in the bill of lading. Light stores will be shipped by measurement, at 40 cubic feet per ton; heavy stores by weight, at 20 cwt. per ton. If shipment is made by special scale an explanatory note will be made on the bill of lading by the Supply and Transport Officer. Fractions of a ton "heavy" should be shown in feet. Light tonnage will be calculated according to the circumscribing rectangular measurement of each package.

Long and Bulky Stores.

763. Long and bulky articles should be specially brought to the notice of the Transport Officer when demanding transport.

Conveyance to Annual Camp.

764. Only such baggage and stores which are authorized, and the personal baggage of those proceeding on duty to attend annual camps and manoeuvres, according to the following scale, will be carried at the expense of the Defence Department, viz. :—

	Not
Officers of Headquarters, command, and brigade	exceeding
staffs, and Commanding Officers	150 lb.
Other mounted officers	100 lb.
Dismounted officers	70 lb.
Warrant officers	50 lb.
Other ranks	20 lb.

765. At manoeuvres, when personal baggage is to be carried by military or hired transport, the scale will be as authorized by the director of the manoeuvres, but not greater than that laid down in the Field Service Manuals.

SECTION X.—CEREMONIAL AND PRECEDENCE.

PRECEDENCE OF CORPS.

766. (a.) The following is the order of precedence of corps in the Military Forces of the Dominion :—

- (1.) The N.Z. Staff Corps and N.Z. Permanent Staff.
- (2.) The Royal N.Z. Artillery.
- (3.) The N.Z. Permanent Air Force.
- (4.) The N.Z. Permanent Army Service Corps.
- (5.) The N.Z. Army Medical Corps.
- (6.) The N.Z. Army Ordnance Corps.
- (7.) The N.Z. Army Pay Corps.
- (8.) The General Duty Section of the N.Z. Permanent Forces.

- (9.) The Regiments of Mounted Rifles.
 - (10.) The N.Z. Artillery.
 - (11.) The N.Z. Engineers.
 - (12.) The N.Z. Corps of Signals.
 - (13.) The Infantry Regiments.
 - (14.) The N.Z. Air Force.
 - (15.) The N.Z. Army Service Corps.
 - (16.) The N.Z. Medical Corps.
 - (17.) The N.Z. Dental Corps.
 - (18.) The N.Z. Veterinary Corps.
 - (19.) The Cadet Battalions.
 - (20.) The Rifle Clubs.
- (b.) When on parade with aircraft the New Zealand Air Force will be on the right of the Mounted Rifles.
- (c.) Mounted Rifles and Artillery will be on the right when mounted on parade, and dismounted troops of the Permanent Forces will come next and be on the right of the dismounted troops.
- (d.) Units of the same arm will take precedence among themselves according to the dates of their formation.
- (e.) When a unit has been formed by the amalgamation of two or more units the reorganized unit will take precedence according to the oldest of the units composing it.

PRECEDENCE OF RANKS.—WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS.

766A. The position of warrant officers is inferior to that of all commissioned officers, but superior to that of all non-commissioned officers.

766B. The order of precedence of warrant and non-commissioned officers will be as follows (those bracketed together rank with one another according to the dates of promotion or appointment):—

(A.) Warrant Officer, Class I.

- (1.) { Staff sergeant-major, N.Z. Permanent Staff.
Conductor, N.Z. Army Ordnance Corps.
Master gunner, 1st Class.
Master gunner, 2nd Class.
Regimental sergeant-major, Royal N.Z. Artillery.
Bandmaster (if Warrant Officer, Class I).
- (2.) { Armament sergeant-major.
Armourer sergeant-major.
Sergeant-major artificer.
Sergeant-major coxswain.
Other warrant officers, Class I.

(B.) Warrant Officer, Class II.

- (1.) { Sergeant-major, N.Z. Permanent Staff.
Master gunner, 3rd Class.
Regimental quartermaster-sergeant.
Staff quartermaster-sergeant.
- (2.) { Armament quartermaster-sergeant.
Armourer quartermaster-sergeant.
Quartermaster-sergeant artificer.
Quartermaster-sergeant coxswain.
Squadron sergeant-major.
- (3.) { Battery sergeant-major.
Company sergeant-major.
Other warrant officers, Class II.

(C.) Non-commissioned Officers.

- (1.) { Staff sergeant instructor, N.Z. Permanent Staff.
Squadron quartermaster-sergeant.
Battery quartermaster-sergeant.
Company quartermaster-sergeant.
Staff sergeant, N.Z. Permanent Staff.
Staff sergeant, N.Z. Army Ordnance Corps.
- (2.) { Staff sergeant coxswain.
Staff sergeant artificer.
Armament staff sergeant.
Armourer staff sergeant.
Staff sergeant fitter.
Other staff sergeants.
- (3.) { Sergeant.
Sergeant artificer, fitter, armourer, &c.
- (4.) { Lance-sergeant.
- (5.) { Bombardier.
Corporal.
- (6.) { Lance-bombardier.
Lance-corporal.

766c. Warrant officers and non-commissioned officers of the Permanent Forces will rank senior to warrant officers and non-commissioned officers of the same rank and grade in the Territorial Force.

HONOURS AND SALUTES.

767. The honours and salutes to be given by troops on parade, and by guards of honour, are as laid down in King's Regulations.

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

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

770. Officers or soldiers passing troops or naval landing-parties with uncased colours will salute the colours and also the Commanding Officer (if senior).

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

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

773. Each year on the morning of Armistice Day, 11th November, at 11 o'clock, all troops will stand at attention for two minutes, and all guards will turn out and present arms.

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

775. All officers will salute their seniors before addressing them on duty or on parade; when in uniform they will salute with the right hand in the manner prescribed for soldiers. Officers, except when their swords are drawn, are to return the salutes of junior officers and soldiers.

A salute made to two or more officers will be returned by the senior only. When not on duty or parade but in uniform, officers under the rank of field officer will salute all officers of field rank and upwards. General Officers and field officers will salute their superiors in rank.

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

777. When on parade or duty, warrant officers, non-commissioned officers, and men of the N.Z. Military Forces will salute all commissioned officers whom they know to be such, whether in uniform or not, including officers of the Royal Navy, Royal Marines, and such naval warrant officers as have rank corresponding to that of commissioned officers in the Army.

The salute will be given with the right hand irrespective of the side on which the officer saluted may be passing. When from physical incapacity a right-hand salute is impossible the salute will be given with the left hand.

778. Non-commissioned officers and men will address warrant officers as "sir," but will not salute them. Non-commissioned officers when addressed by their juniors or private soldiers will be called by their rank.

779. In a Civil Court an officer or soldier will remove his headdress while the Judge or Magistrate is present, except when the officer or soldier is on duty under arms with a party or escort inside the Court.

780. When the National Anthem is played for a Royal salute all ranks in military uniform not under the orders of the officer commanding the parade will stand at attention; officers, warrant officers, and non-commissioned officers saluting.

781. Officers in attendance on, or on the personal staff of, His Majesty or other Royal personage, or Governors-General or Governors (when such Governors-General or Governors represent the Sovereign on official occasions), will not salute when the National Anthem is played for the Royal salute.

782. For the purpose of para. 781 the following officers will be considered to be in attendance: (a) Officers whose duty it is to receive Royalty or the Governor-General on official occasions; and (b) officers whose duty it is to be at the saluting-base on the occasion of a military review. Such officers will be considered as in attendance from the arrival of the Royal personage or Governor-General until such time as the Royal salute has been given, after which only the General Officer Commanding and/or O.C. Commanding concerned will be regarded as in attendance.

783. All ranks in military uniform not on parade will stand to attention when the National Anthem is played during the feu-de-joie and for the Royal salute; but officers, warrant officers, and non-commissioned officers will salute only when the Royal salute is given.

784. When the National Anthem is played on occasions when there is no parade, or on occasions of a non-military nature, all ranks in military uniform will stand at attention; officers, warrant officers, and non-commissioned officers, if wearing headdress, saluting.

GUARDS OF HONOUR.

785. The King's Regulations will govern the provision and conduct of guards of honour.

786. A guard of honour carrying the regimental colour will attend upon His Excellency the Governor-General—

- (a.) On the occasion of his first landing in the Dominion;
- (b.) At the opening of Parliament;
- (c.) At other State ceremonies as may be specially ordered.

COMPLIMENTS BY GUARDS.

Guards and Sentries.

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

788. Subject to the above restrictions, guards will at all times between "reveille" and "retreat" turn out and present arms to the Governor-General and to General Officers in uniform.

789. Regimental guards will turn out and present arms once a day to their commanding officers of whatever army rank.

790. An officer under the rank of General Officer is not entitled to the compliment of the bugle sounding the "salute," or the drum beating a ruffle, when guards present arms to him. An officer not in uniform is not entitled to the compliment of a guard turning out, except members of the Royal Family and the Governor-General. Colonels-Commandant will not be entitled to the compliment of the guard turning out except in the case of those guards found by the troops under their command, and mounted under their immediate order or under the order of their unit commanders.

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

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

* By the expression "armed party" is meant a party armed with swords, guns, or rifles, and mounted in the case of mounted units.

† By the expression "armed corps" is meant an armed party of a certain strength—viz., a regiment of Mounted Rifles, a battery of Artillery with its guns, or two batteries of Coast Artillery (without guns), Engineers of not less than four companies, a battalion of Infantry with or without colours, Army Service Corps or Army Ordnance Corps if not less than four companies.

793. Honours will be paid by sentries as follows:—

Post of Sentry.	Present Arms.	Salute.*
Royal residence or furnished from a Royal guard	Members of the Royal Family	Officers of all ranks (in uniform).
Residences of Viceroys and Governors	Viceroys and Governors	Officers of all ranks (in uniform).
Residences of Generals ..	Armed corps .. Generals ..	Unarmed parties. Officers below the rank of General.
Other posts	Armed parties General and field officers Armed parties	Unarmed parties. Officers below field rank. Unarmed parties.

* As prescribed in Infantry Training.

794. All guards and sentries are to pay the same compliments to commissioned officers of the Royal Navy, Royal Marines, and Royal Air Force as are directed to be paid to officers of the Military Forces.

FLAG STATIONS AND FLAGS TO BE FLOWN.

795. Flags will be flown as follows:—

Flag Stations.	Union Jack.		N.Z. Ensign.	
	12 ft. by 6 ft.	6 ft. by 3 ft.	12 ft. by 6 ft.	6 ft. by 3 ft.
General Headquarters, Wellington	1*	1†
Command headquarters	1*	1†
Forts, barracks, regimental district, and area headquarters‡	1*
Saluting-batteries	1§	..

* Birthday of King, Queen, Prince of Wales; Accession and Coronation Days; New Year's Day; St. Patrick's, St. George's, and St. Andrew's Days; Easter Monday; Anzac Day; Empire Day; Dominion Day; Nelson Day; Labour Day; Boxing Day; Sundays; and whenever otherwise ordered.

† Daily except Sundays.

‡ When regimental district and area headquarters are in the same or adjacent buildings only one flag will be flown.

§ When firing a salute.

796. Flags will be flown at half-mast on the following occasions:—

- On the death of a member of the Royal Family—from the date of death to the date of interment, both inclusive.
- On the death of a foreign Sovereign or the President of a republic—on the day of death or immediately on receipt of the intelligence, and also on the day of the funeral.
- On the death of a General Officer of the N.Z. Forces—during the period of the funeral only.
- On the death of an O.C. Command, by all flag-stations within his command—during the period of the funeral only.
- On all occasions when a military funeral is actually passing the flag-station concerned.

Flags on Vessels and Boats.

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

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

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

ARTILLERY SALUTES.

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

Auckland—Saluting-battery, North Head.

Wellington—Saluting-battery, Point Jerningham, western slope.

801. Artillery salutes will be fired as laid down in King's Regulations.

802. A salute of nineteen guns will be fired at Wellington on the occasion of the opening of Parliament.

803. The artillery salute prescribed by King's Regulations for a flag officer of the Navy will usually be fired when the officer lands to call on His Excellency the Governor-General.

OFFICIAL VISITS.

804. On the arrival of one or more British or foreign war-vessels at Wellington, Auckland, or Lyttelton, official visits will be exchanged between the senior naval officer in command and the General Officer Commanding (at Wellington), or the O.C. Command at Auckland or Lyttelton.

The senior officer (naval or military) will receive the first call, which should be returned within twenty-four hours.

An officer will be sent on board immediately on arrival of the war-vessel to arrange the exchange of visits.

In the event of the General Officer Commanding, or the O.C. Command, being away from his headquarters, the official visit will be paid (or returned) by the next senior officer present at the headquarters concerned, and the fact will be explained to the naval officer in command.

FUNERALS.

Military Funerals.

805. A military funeral may be accorded to an officer or soldier who was serving on the Active List at the time of his decease, and will be carried out in accordance with King's Regulations where not otherwise provided for in the following paragraphs.

806. A gun-carriage will be supplied if available, and if authorized by command headquarters. Generally a motor-hearse will be used, and troops attending the funeral will be drawn up at the entrance to the cemetery, from which point, only, military ceremonial procedure will be followed.

807. Firing-parties will, when possible, be furnished from the unit to which the soldier belonged at the time of his death.

808. All instructions in connection with the employment of troops at military funerals will be issued by the officer commanding the unit concerned.

809. Attendance at military funerals shall not count as a parade toward fulfilment of the obligation for training as laid down in paras. 333 and 337.

810. No payments shall be made to troops for attendance at military funerals, and no expense shall be incurred in connection therewith without the special authority of the O.C. Command in which the funeral takes place.

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

Minute Guns at Civil Funerals.

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

Salute to Remains of Distinguished Foreigners, &c.

813. Should a vessel carrying the remains of any foreigner of high distinction, foreign General, or foreign flag officer arrive during the saluting-hours at any of the authorized saluting-stations, the same number of minute guns will be fired on its arrival as the deceased was entitled to as a salute under para. 801 when living.

SECTION XI.—OFFICE-WORK, CORRESPONDENCE, DOCUMENTS, RETURNS, BOOKS, RECORDS, AND STATIONERY.**OFFICE-WORK AND CORRESPONDENCE.****General Instructions.**

814. An officer will only in exceptional circumstances refer to higher authority matters which he has power to decide himself. Senior officers will impress on their subordinates the desirability of dealing promptly with correspondence, and will suppress any tendency to unnecessary correspondence.

815. An officer is responsible for the correctness of documents submitted by him. He will record his opinion or recommendation on any correspondence referred to higher authority, adding such observations, based on local knowledge, as may enable a final decision to be arrived at.

816. Correspondence will usually be dealt with as indicated below:—

- (a.) Important matters requiring the individual opinion of every officer in the chain of command should be passed through the hands of those officers to the O.C. Command, and, if necessary, to General Headquarters (*vide* Appendix IV).
- (b.) Other matters which do not require the individual opinion of each officer in the chain of command may be transmitted direct to the authority who has power to dispose of the case, copies or précis of correspondence being sent to any officer in the chain of command whom it is considered desirable to keep informed on the subject, but through whose office the correspondence has not actually passed.
- (c.) Routine matters on which it is not necessary for the intermediate officers to be informed, and regarding which direct communication is authorized, will be dealt with under (b).

As no rules can be laid down classifying correspondence under (a), (b), or (c), the responsibility in deciding the course to be adopted will rest with the officer originating the correspondence.

Where it happens that correspondence passes from one of the above categories to another, the officer in charge of the papers at the time will be responsible that they are passed through the proper channel.

817. Each subject must be treated in a separate letter, and is to be briefly indicated in a heading, thus: "Discipline," "Equipment," "Transport," "Routine," &c. Paragraphs are to be numbered, and enclosures described in the margin or in a separate schedule. Unnecessary enclosures are to be avoided, and blank leaves removed. The rank, unit, and appointment of officers are to be added after their signatures. Signatures are to be manuscript, and not stamped. When a communication has reference to previous correspondence the registered number and dates of such correspondence are to be quoted. Where it is not possible for a responsible officer to sign the correspondence himself he may depute a subordinate to sign for him, who shall sign his own name and rank, thus:—

*B. Smith, Lieut., for**
Lt.-Col. Commanding 1st Bn.,
Auckland Regt.

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

* The words "*B. Smith, Lieut., for*" to be in manuscript.

819. When documents (other than periodical returns or statements), plans, or other articles are forwarded to General Headquarters in a separate parcel they will be accompanied by a memorandum identifying them with the letter to which they refer.

820. Official communications intended for General Headquarters are to be transmitted through command headquarters, except as provided in para. 816.

821. All communications with the office of the Minister of Defence must pass through General Headquarters.

822. The General Officer Commanding will himself sign letters intended for the Minister of Defence or other Government Departments which initiate questions of principle or are important in their character. All other letters on administrative matters will be signed by the responsible staff officer of the branch or directorate concerned. In the absence of the General Officer Commanding urgent letters will be signed for him by the Chief of the General Staff.

823. An O.C. Command will himself sign all important letters for superior authority. Routine correspondence may be signed by the G.S.O. (1) of the command. The same principle will apply in correspondence from units and departmental services. When an O.C. Command is absent letters of an urgent and important character will be signed "for" him by the senior officer of the staff.

824. Letters for the O.C. Command and other staffs are to be addressed as follows: "Headquarters,.....Command, [Place]."

825. Direct correspondence between General Officers, Commanding Officers, and Heads of Departments will be signed by such officers themselves. The general rule to be observed is that official correspondence will be conducted between equals in rank, and that any officer of junior rank corresponding with an officer of the senior rank will do so through the staff officer of the latter.

826. Communications from Commanders to subordinates may be signed by a staff officer.

827. Applications from other ranks of the Permanent Forces will be submitted through the officers of the Permanent Forces under whom they are serving.

828. Applications from officers of the Permanent Forces will be submitted as follows:—

- (a.) Area officers and Adjutants, through the Staff Officer i/c Regimental District to command headquarters;
- (b.) Officers of detachments, cadres, and depots, through the detachment, &c., commander to command headquarters.
- (c.) Officers on command staffs, through the G.S.O. (1) of the command.
- (d.) Officers at General Headquarters or General Headquarters establishments, through the head of their branch or director to the Adjutant General.

829. An application from a regimental officer of the Territorial Force is to be submitted to the Commanding Officer through the Adjutant. An application from a non-commissioned officer or man is to be made to his company, &c., commander, who, if necessary, will lay it before the Commanding Officer of the unit.

830. Letters not on public service are not to be enclosed under official covers.

831. Where a decision cannot be conveyed within a reasonable time an acknowledgment shall be sent to the writer.

832. Telegraphic communications are not to be made use of when correspondence by letter will be equally satisfactory.

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

DOCUMENTS AND MAPS MARKED "SECRET," "CONFIDENTIAL," OR "FOR OFFICIAL USE ONLY."

834. A document or map marked "Secret" is intended only for the personal information of the individual to whom it is officially entrusted, and of those officers under him whose duties it affects. He is personally responsible for its safe custody, and that its contents are disclosed to those officers, and to them only. The existence of such a document or map is not to be disclosed by him or them to any other person without the sanction of superior military authority. Confidential documents issued by the Admiralty, marked "Not to be communicated to officers below the position of Commanding Officer of His Majesty's ship," are to be treated as secret if issued to officers of the Army, and must be so endorsed on receipt.

835. A document or map marked "Confidential" is of a privileged nature. The contents are to be disclosed only to authorized persons, or in the interests of the public service.

836. The information contained in a document or map marked "For official use only" is not to be communicated to the Press or to any person not holding an official position in His Majesty's Service.

837. Documents and maps classed as secret or confidential are not to be referred to in any catalogue or publication which is not itself a document marked "Secret" or "Confidential," as the case may be. The only legitimate use an officer or soldier may

make of documents or information which he becomes possessed of in his official capacity is for the furtherance of the public service in the performance of his duties. Publishing official documents or information, or using them for personal controversy or for any private purpose, without due authority will be treated as a breach of official trust under the Defence Act.

838. A letter of a secret or confidential nature is to be marked "Secret" or "Confidential," as the case may be. Such a letter should be enclosed in two envelopes, of which the inner one only shall be marked "Secret" or "Confidential," and the outer one inscribed with the address only. A confidential plan or other document is to be similarly treated. In the case of confidential reports on officers, or examination results of officers of the Permanent or Territorial Forces, the inner envelope should be marked so as to indicate its contents. In addition to these precautions, secret and confidential correspondence transmitted through the post will be registered if the sender considers such a course necessary, and in every case will be acknowledged at once. The formal acknowledgment of the receipt of a secret communication, the contents of which are not revealed in such acknowledgment, should not be marked "Secret." This will apply also to papers which are not in themselves secret though connected with secret papers.

839. An envelope marked "Secret" will be opened by the following officers:—

- (a.) If addressed to General Headquarters, by the Chief of the General Staff:
- (b.) If addressed to command headquarters, by the G.S.O. (1):
- (c.) If addressed to a particular appointment, by the officer holding that appointment:
- (d.) In the absence of any of the officers mentioned above, by the next senior officer of the Headquarters or branch concerned.

840. Personal and confidential books, documents, and maps issued by General Headquarters for the public service will be sent to O.C. Commands, who will be responsible for their safe custody and distribution to those concerned. The individual receipt will be retained by him for reference, and a list will be furnished to General Headquarters showing how the documents, &c., have been distributed. When a document becomes obsolete and has to be destroyed he will obtain a certificate of destruction, and will inform General Headquarters of the serial numbers of the copies destroyed. Should any such book, document, or map be lent by the officer responsible for its safe custody to an officer authorized by paras. 834 and 835 to be made acquainted with its contents, a receipt will be obtained from the officer to whom it is lent, which will be retained until the book, document, or map is returned. The O.C. Command will forward to General Headquarters twice annually on the 1st June and 1st December a list of the "secret" books, documents, and maps for which he is responsible, with the certificates thereon duly completed.

841. A list of all secret and confidential documents will be maintained by the officers responsible for their custody. When any such officer is relieved of his appointment, he will submit his list to command headquarters for verification, and will hand over such verified list and the documents referred to therein to his successor, and will obtain a receipt from him.

842. When any deficiency in secret or confidential documents is discovered, a report will *immediately* be made, through the usual channels, to General Headquarters. In such cases the O.C. Command will institute inquiries, and take such disciplinary steps as the case may demand.

843. Confidential documents, books, and maps will be preserved and dealt with as public property. Publications of this nature may be deposited in the reference libraries mentioned in para. 417.

844. Books, documents, and maps, including those marked "For official use only," issued from General Headquarters for the public service will be dealt with, as regards custody and handing-over, in a similar manner to that laid down in para. 843 for confidential books. Whenever any deficiency is discovered, a requisition for another copy—on payment—will be forwarded through the O.C. Command. Publications marked "For official use only" may be deposited in officers' libraries when issued for that purpose.

845. Copies of all correspondence despatched, and the original of all correspondence received, will be filed on the central registry system.

846. No document will be removed from a file except—

- (a.) For destruction as provided in para. 847.
- (b.) By the officer or clerk in charge of the filing system, for the purpose of transfer to some other file.

847. A Board will be assembled annually in every office for the purpose of recommending for destruction such documents or classes of documents as are considered of no further value. The Board, will, if possible, be composed of the senior and two other officers of the office concerned. The recommendations of this Board will be submitted to the O.C. Command, or at General Headquarters to the Adjutant-General, who will issue orders as to the disposal of the documents concerned, and will take such steps as he considers necessary to ensure that no document which is likely to be of further use or interest is destroyed.

848. The system of recording the services of officers and other ranks laid down in King's Regulations will be taken as a guide in

recording the services of officers and other ranks of the N.Z. Permanent Forces.

849. A personal file will be maintained for every officer and soldier in the Forces, in the unit with which he is serving. Personal files will be built up in the following sequence:—

Officers:—

- (i.) File-cover.
- (ii.) Attestation.
- (iii.) Correspondence, *Gazette* notices, &c., in order of date, the latest being on top.
- (iv.) Back sheet.

Other ranks of the Permanent Forces:—

- (i.) File-cover.
- (ii.) Attestation.
- (iii.) Regimental and company conduct-sheets.
- (iv.) Correspondence, &c., in order of date, the latest being on top.

Other ranks of the Territorial Force, and Cadets—

- (i.) File-cover (N.Z. 16).
- (ii.) Correspondence, including transfer forms (N.Z. 20), in order of date, the latest being on top.
- (iii.) Conduct-sheet (*vide* para. 449).
- (iv.) Medical examination (N.Z. 23), for Territorial Force only.
- (v.) Enrolment form (N.Z. 24).
- (vi.) Application for registration (N.Z. 2).
- (vii.) Record of clothing, arms, and equipment on charge (N.Z. 26).
- (viii.) Back sheet, with receipt and issue dockets for clothing, arms, and accoutrements (N.Z. 148) attached.

850. Personal files of trainees transferred from one unit to another will be forwarded through the post in cardboard tubes, and not in envelopes.

851. When an officer of the Permanent Forces is transferred from one military command to another his personal file will be forwarded to General Headquarters for transmission to the headquarters of the military command to which he is transferred. The files of other officers will be posted direct to the command concerned.

852. Files of Territorials transferred to the Reserve will be forwarded to the Staff Officer i/c Regimental District. The Staff Officer i/c Regimental District will remove form N.Z. 16 and file the Reservists' files alphabetically and separately by years.

Forms N.Z. 16 will be similarly filed by years. Personal files will be retained by the Staff Officer i/c Regimental District for all Reservists until they attain the age of twenty-five years, and will then be destroyed, the forms N.Z. 16 being retained until the trainees reach the age of forty-five years, when the forms will be destroyed.

Files containing documents or correspondence of special value or interest, which it is considered should be retained for reference, should be clearly "tagged" by the unit when forwarding them to the Staff Officer i/c Regimental District.

Such files should not be filed with the other Reservists' files, but should be kept with the ordinary office records, the N.Z. 16 being endorsed "See File No....."

FORMS, BOOKS, AND STATIONERY.

853. The numbers and designations of the forms and books which are in ordinary use and of which a free issue is made are shown in the List of N.Z. Forms and Books, a copy of which is issued periodically to all concerned.

854. Units will be in possession of the latest editions of the undermentioned books. These books are supplied, on requisition, unless otherwise notified, at the public expense; new editions, when published, being issued in their place.

N.Z. Regulations.

N.Z. Army List.

*Financial Instructions and Allowance Regulations.

List of N.Z. Forms and Books.

*King's Regulations.

*Manual of Military Law.

Handbook of Military Law (N.Z.).

*Mobilization Instructions (N.Z.).

Regulations for the Administration and Equipment of Camps and Barracks (N.Z.).

Instructions for Supply and Transport Service (N.Z.).

Priced Vocabulary of Stores, Parts I and II, with N.Z. Addenda.

Instructions relating to Accounting for Stores (N.Z.).

Instructions for Cost Accounting (N.Z.).

Instructions re Movements and Travelling.

Peace Equipment Table (N.Z.) (for arm of service).

*War Equipment Table (for arm of service).

*Field Service Manual (for arm of service).

*Establishments, N.Z. Military Forces (Peace).

Establishments (War).

Training and Manœuvre Regulations.

* Issued on the scale of one per battery, squadron, or company, for the use of all officers and other ranks.

Field Service Regulations, Vol. I.
 Field Service Regulations, Vol. II.
 Manual of Map-reading and Field Sketching.
 Manual of Field-works (all arms).
 Field Service Pocket-book.
 Manual of Movement (War).
 Training-manual (for arm of service).

*Machine-gun Training.
 Handbook and Range Table (for equipment with which unit is armed).

*Animal management.

Manual of Military Cooking.

*Manual of Sanitation.

*Manual of Physical Training.

Small-arms Training, Vol. I.

Small-arms Training, Vol. II.

*Small-arms Training, Vol. III.

Weapon Training Booklet (N.Z.).

*Signal Training, Part I.

*Signal Training, Part II.

Signal Training, Part III (Signal units only).

Signal Training, Part IV (Signal units only).

Signal Training, Part V (Signal units only).

*Signal Training, Part VI.

*Signal Training, Part VII.

The Adjutant or other regular officer concerned will ensure that an office copy of each of the books required by the unit is kept amended up to date.

Officers, warrant officers, and sergeants will be in possession of the latest edition of the undermentioned books:—

Training and Manœuvre Regulations.

Field Service Regulations, Vols. I and II.

Field Service Pocket-book.

Training-manuals (for arm of service to which he belongs).

Handbook of Military Law (N.Z.).

Manual of Map-reading and Field Sketching (officers only).

Manual of Field-works (officers only).

Handbook and Range Table (for equipment with which unit is armed).

N.Z. Regulations.

Small-arms Training, Vols. I and II.

Weapon Training Booklet (N.Z.).

855. When an officer or non-commissioned officer is discharged or otherwise removed he is to deliver the books in his possession to the company or other commander.

856. The supply of stationery, forms, books, &c., will be in accordance with instructions issued from time to time by General Headquarters.

857. All printed forms and books in use by the N.Z. Military Forces will be revised from time to time by General Headquarters.

Amendments to and Custody of Books.

858. Officers holding appointments at General Headquarters and at command headquarters, also Staff Officers i/c Regimental Districts, Area Officers, and Adjutants, will be held responsible that there is an office copy of each of the undermentioned publications kept up to date in their offices in accordance with amendments issued. Such books will be the property of the office, and will be handed over on relief by the officer in charge to his successor:—

(i.) N.Z. Regulations.

(ii.) General Orders.

(iii.) Instructions relating to Accounting for Stores.

(iv.) Instructions for Cost Accounting.

(v.) Mobilization Instructions.

(vi.) King's Regulations.

(vii.) Manual of Military Law.

(viii.) Field Service Regulations, Vols. I and II.

(ix.) Field Service Pocket-book.

(x.) Training and Manœuvre Regulations.

(xi.) Manual of Movement (War).

(xii.) Manual of Field Works (all arms).

(xiii.) War Establishments.

(xiv.) Peace Establishments (N.Z.).

(xv.) Financial Instructions and Allowance Regulations.

(xvi.) List of N.Z. Army Forms and Books.

(xvii.) Index to General Orders and General Headquarters Instructions.

(xviii.) The training-manuals of the arm or arms of the service with which the officer is concerned in his particular appointment.

(xix.) Such other publications as particularly concern the work of the office.

859. When amendments to official publications are issued in the form of slips, one copy of each such slip will be issued for each book on issue, and it will be the duty of officers concerned to ensure that these amendment slips are issued to the holders of such books as are issued from their office.

When spare copies of books are held in any office it will be the duty of the officer concerned to ensure that each slip of amendments as it is issued is placed inside the cover of the book for which it is intended.

Casualties.

860. In all cases of death a letter written and signed by an officer will be sent to the next-of-kin giving all information as to duration of illness and any other matters likely to be of interest, including the disposal of the effects of the deceased. Similarly, a letter giving all particulars will be sent under the orders of the Commanding Officer to the next-of-kin whenever a report is received from the medical authorities that a patient under treatment is seriously ill.

Further action in this connection is detailed in paras. 651 *et seq.*

Reports and Returns.

861. The reports and returns as set out in the schedule contained in Appendix XII are to be furnished in time of peace by the officers concerned. Only single copies are required, unless otherwise directed. Copies of all returns rendered by command and lower formations may be destroyed after three years.

SECTION XII.—RIFLE CLUBS.

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

863. When it is desired to form a Rifle Club, application shall be made in the prescribed form to the Area Officer in charge of the area in which the Rifle Club will be situated.

864. Such application shall be signed by not less than twenty men eligible to become ordinary members of the club. The maximum strength of a Rifle Club will be 100 ordinary members.

865. Before the formation of a Rifle Club is sanctioned the members of the proposed club will be required to show to the satisfaction of the O.C. Command that the rifle range which the club intends to use is in every way suitable for the conduct of rifle practice.

866. Rifle Clubs shall consist of—(a) Ordinary members, (b) honorary members.

867. Ordinary members must be natural-born or naturalized British subjects between the ages of eighteen and fifty-five years and *bona fide* residents in the locality in which the Rifle Club is situated: Provided, however, that officers and soldiers on the Active List of the N.Z. Military Forces shall not be eligible for enrolment as ordinary members.

868. Honorary members will consist of such persons as may be elected by the members of a club in general meeting.

869. Any person desirous of becoming an ordinary member of a Rifle Club must apply to join the one situated nearest to his place of domicile. No person shall be eligible to join a Rifle Club as an ordinary member whilst he is on the roll of another Rifle Club.

870. Every person who is accepted as an ordinary member of a Rifle Club shall be attested on the prescribed form before an officer of the New Zealand Military Forces, or a Justice of the Peace, or the president of the club.

871. Should the strength of a Rifle Club at any time fall below twenty ordinary members, such club may be disbanded by the Governor-General.

872. The control and management of a Rifle Club will be vested in the following officials, viz.: (a) A president; (b) deputy presidents, not exceeding four; (c) a secretary; and (d) a treasurer and a committee.

These officials will be elected by the club in the ordinary way. Officers on the Reserve of the Military Forces are to be encouraged to become presidents and deputy presidents of Rifle Clubs.

The names of officials elected, and their addresses, are to be notified to the Area Officer.

The presidents will deal directly on all matters with the Area Officer of the area to which they belong.

873. All orders and directions of the General Officer Commanding with respect to the administration of Rifle Clubs will be issued in General Orders and communicated by Area Officers to the presidents of clubs.

874. Presidents shall maintain order and discipline amongst members of their Rifle Club at all rifle practices and other meetings of the club, whether general or committee, and shall be responsible for the proper carrying-out of all orders and regulations that may be issued from time to time.

875. The president, or, in his absence, a deputy appointed on his behalf, will be responsible for the maintenance of good order and discipline amongst the members of the club, and for the proper carrying-out of all safety precautions, orders, and regulations for rifle practice as are laid down for the N.Z. Military Forces.

* Issued on the scale of one per battery, squadron, or company, for the use of all officers and other ranks.

876. Rules drawn up for the government of rifle clubs will conform to these and any other regulations or orders issued from time to time.

877. Rifles and component parts, when available, will be sold by the Defence Department to members of Rifle Clubs at such reduced rates as may be authorized by the Minister of Defence and under the conditions governing the sale of rifles as laid down in the Arms Act, 1920.

878. Small-arms ammunition will be supplied to Rifle Clubs at such reduced rates as the Minister of Defence may authorize, the rates for each year being published in General Orders in January.

879. Certain free issues of small-arms ammunition will be made by the Defence Department to Rifle Clubs, and the conditions of such free issue will be published from time to time in General Orders.

880. Free railway warrants will be granted under conditions laid down in General Orders to ordinary members of Rifle Clubs for the purpose of proceeding to the nearest rifle range to fire the prescribed annual rifle course, and, when approved by the Minister of Defence, for the purpose of attending rifle meetings.

881. The free ammunition and free railway warrants provided for in paras. 879 and 880 respectively are for the use of the members for whom they are issued, and neither ammunition nor rail passes may be transferred or disposed of in any manner other than that authorized.

882. A nominal roll of the members of each Rifle Club, showing their ages and other particulars, will be rendered to the Area Officer on 31st March annually.

883. Rifle Clubs are not included as units in the organization of the Military Forces, and in a national emergency members of Rifle Clubs will be mobilized as individuals with the class of the reserve to which they belong.

SECTION XIII.—CADETS.

GENERAL.

884. The following matters concerning Cadets are dealt with in the following paragraphs :—

Discipline, paras. 472-474.

Training, paras. 257, 317-339, 893.

Officers, paras. 111, 143, 146.

Notifying change of address, paras. 303, 304.

Annual inspection, para. 33.

Rolls of boys leaving school, paras. 49, 277.

Appointment and promotion of non-commissioned officers, paras. 280, 289, 889-894.

Uniform, paras. 888, 893, 895, 928-931, App. XI, App. XIII.

Equipment, para. 895, App. XIII.

Organization.

885. The organization of Cadet battalions will be as follows :—

(a.) A battalion shall consist of a headquarters and from four to six companies.

(b.) The companies shall be designated A, B, C, D, E, and F respectively, and a local name may be added in brackets. The full designation of a company might thus be "A Company (Ponsonby), 2nd Cadet Battalion—The Auckland Regiment."

(c.) A company shall consist of from four to six platoons.

(d.) The platoons shall be numbered consecutively in each company, thus: A Company, Nos. 1 to 6; B Company, Nos. 7 to 12; C Company, Nos. 13 to 18; D Company, Nos. 19 to 24; E Company, Nos. 25 to 30; F Company, Nos. 31 to 36.

(e.) A platoon shall consist of from twenty-five to fifty of all ranks, organized in four sections.

Establishment.

Headquarters of Battalion :—

1 Major, commanding.

1 Captain or Lieutenant—Adjutant (the Area Officer).

1 Captain or Lieutenant—Assistant Adjutant.

Headquarters of company :—

1 Major, Captain, or Lieutenant, commanding.

1 Captain or Lieutenant, second in command.

1 company sergeant-major.

1 company quartermaster-sergeant.

4 drummers (optional).

7 signallers (includes 1 corporal), (optional).

886. Students at schools, or members of other recognized organizations, may be formed in distinct battalions, companies, or platoons, according to their number.

887. On a Cadet being transferred from one area to another during the course of his Cadet training, the transfer will be carried out as detailed in Appendix XIII.

888. Pupils of secondary schools who are under the age of liability for training, but are physically fit in all respects to undergo Cadet training, may, if their parents and the school authorities desire, serve in the Cadet unit of the school.

889. Cadets of the age of sixteen or over may be appointed Cadet non-commissioned officers and promoted by the officer commanding the company within the establishment laid down.

890. No Cadet whilst serving as such can rise above the rank of company sergeant-major, and no Cadet non-commissioned officer has any authority or powers of command except in the Cadets.

In companies forming part of a school the appointment of non-commissioned officers shall be subject to the approval of the headmaster.

891. On attaining the age for transfer to the Territorial Force a limited number of Cadet non-commissioned officers may be allowed to continue serving in the Cadets subject to the following conditions, and such service shall count as equivalent to service in the Territorial Force :—

(a.) In order that promotion in the Cadets may not be blocked the number of non-commissioned officers retained in any company shall not exceed 4 per cent. of the company strength. They will be specially selected and recommended by the officer commanding the Cadet company concerned. Their retention will also be subject to the approval of the Staff Officer i/c Regimental District and to the consent of the non-commissioned officers concerned.

(b.) Provided they are qualified to act as instructors and their duties are satisfactorily performed, and so long as they are not transferred from the headquarters of their company.

892. Non-commissioned officers so retained will be posted to a unit of the Territorial Force and seconded for duty with the Cadets. The period of seconding may be terminated at any time upon the recommendation of the officer commanding the company and the concurrence of the Staff Officer i/c Regimental District, and will be so terminated when the non-commissioned officer reaches the age of twenty-five years.

893. Retained non-commissioned officers will wear the uniform of the Territorial Force. In addition to their Cadet service, these non-commissioned officers will fire the annual musketry course, and attend the annual training-camp of the Territorial unit to which their battalion is affiliated, or such equivalent course as may be prescribed. They will at these times be entitled to the same pay, &c., as Territorial non-commissioned officers of corresponding rank.

894. A retained non-commissioned officer will be granted acting rank until such time as he has qualified by examination for promotion, when he will have the status of a non-commissioned officer in the Territorial Force.

SECTION XIV.—DRESS.

GENERAL INSTRUCTIONS.

895. Regulations governing the issue of clothing, arms, and equipment are laid down in "Instructions relating to Accounting for Stores."

896. Sealed patterns of garments, buttons, lace, embroidery, badges of rank, special badges, and devices are deposited at General and Command Headquarters for reference and guidance. Officers when providing themselves with, or contractors when manufacturing, uniform and equipment, in case of any doubt arising, should by personal inspection make sure that the articles are according to sealed pattern.

897. A full description of certain garments of dress is given in Appendix XI.

898. No deviation from authorized patterns of uniforms is permitted, and no new patterns of uniforms, badges, or horse-furniture are to be introduced without the approval of the General Officer Commanding. On the introduction of new patterns, officers will be permitted to retain in wear old-pattern articles affected, but replacements will be of the new patterns.

899. The only obligatory uniform for officers is khaki service dress.

900. Blue and scarlet full dress and the blue frock coat will not be worn, but the wearing of mess dress and blue-serge undress is optional.

ORDERS OF DRESS—OFFICERS.

(NOTE.—"Mounted officers" includes all officers of the N.Z. Staff Corps and Royal N.Z. Artillery, and mounted officers of the Territorial Force.)

(A.) Khaki Service Dress.

901. No. 1 Dress (Service Dress) :—

1. Jacket (with medal-ribands).

2. Pantaloon.

3. Brown ankle-boots and leggings (mounted officers);
Brown ankle-boots and puttees (dismounted officers); or
Brown field boots (field officers).
4. Service-dress cap (officers of Permanent Forces).
Felt hat, with pugaree (officers of Territorial Force).
(Service dress caps will be worn by Territorial Force officers when specially ordered).
5. Sam Browne belt.
6. Spurs (mounted officers). (See para. 960).
7. Sword. (See para. 961).
8. Khaki flannel shirt, with collar to match, and silk khaki tie.
9. Khaki twisted lanyard (worn on left shoulder attached to whistle in left top pocket).
10. Brown-leather gloves.

902. *No. 2 Dress (Full Dress)*: As per No. 1 dress, with the following modifications:—

1. Orders, decorations, and medals will be worn in place of medal ribands.
2. Aiguillettes for those entitled to wear them. (*Vide* paras. 916 and 920.)
3. Blue forage cap, with khaki cover (officers of the Permanent Forces).
4. Felt hat with pugaree (officers of the Territorial Force)—*i.e.*, service dress caps will not be worn.

903. *No. 3 Dress (Undress)*:—

1. Jacket (with medal-ribands).
2. Trousers.
3. Brown ankle-boots, or brown shoes with khaki socks.
4. Service-dress cap.
5. Sam Browne belt.
6. Khaki shirt (flannel or silk) with collar to match, and silk khaki tie.
7. Brown-leather gloves.

(B.) **Mess Dress.**

904. *No. 4A Dress (Mess Dress)*:—

1. Mess jacket.
2. Miniature orders, decorations, and medals.
3. Overalls with Wellington boots.
4. Starched white shirt.
5. Starched white collar with turned-down points.
6. Black-silk bow tie.
7. Forage-cap.
8. Box spurs (mounted officers).

Officers not in possession of the above will wear—

905. *No. 4B Dress (Blue)*:—

1. Blue-serge jacket.
2. Medal-ribands.
3. Overalls.
4. Soft white shirt, starched cuffs.
5. Double stand-and-fall starched white collar.
6. Black-silk knitted tie, tied in a sailor knot.
7. Forage-cap.
8. Spurs, as in order of dress No. 4A.

Officers not in possession of either 4A or 4B dress will wear—

906. *No. 4c Dress (Khaki)*:—

1. Jacket.
2. Medal-ribands.
3. Trousers.
4. Brown shoes (with khaki socks).
5. Khaki shirt (flannel or silk) with collar to match and silk khaki tie.
6. Service-dress cap.

(C.) **Undress.**

907. *No. 5A Dress (Blue)*.—As per No. 4B dress, with the addition of—

1. Sam Browne belt.
2. Aiguillettes for those entitled to wear them. (*Vide* paras. 916 and 920.)
3. Brown-leather gloves.

Officers not in possession of the above will wear—

908. *No. 5B Dress (Khaki)*.—As per No. 4c dress, with the addition of—

1. Sam Browne belt.
2. Aiguillettes for those entitled to wear them. (*Vide* paras. 916 and 920.)
3. Brown-leather gloves.

At least one brace will always be worn with the Sam Browne belt. The frog will be worn whether the sword is worn or not.

Drill Order.

909. "Drill order" is No. 1 dress (without swords). Field-glasses, haversack, water-bottle, and greatcoat will be carried when ordered.

Marching Order.

910. "Marching order" is No. 1 dress with full equipment—*i.e.*, field-glasses, haversack, water-bottle, compass, Field Service Pocket-book, A.B. 153, greatcoat.

* Officers authorized to wear staff distinctions as per para. 916 will wear the blue forage-cap (with khaki cover) as described in para. 12 of Appendix XI.

Review Order.

911. "Review order" is No. 2 dress.

Orders of Dress—Officers.

912. Unless special orders to the contrary are issued the occasions when the various orders of dress for officers will be worn are as follows:—

Order of Dress.	Occasion when worn.
No. 1 dress (service dress) ..	(a) All ordinary parades. (b) Regimental duties. (c) Courts-martial (except G.C.M.), Courts of Inquiry, and Boards. (d) Camps, manoeuvres, marches. (e) Inspections. (f) Schools. (g) Promotion examinations.
No. 2 dress (full dress) ..	(a) State occasions. (b) Royal escorts. (c) Guards of honour. (d) Church parades. (e) Funerals. (f) General Courts-martial. (g) Official or public occasions as may be ordered.
No. 3 dress (undress) ..	(a) Office use. (b) Conferences.
No. 4A dress, No. 4B dress, No. 4c dress (mess dress)	(a) Dining with His Excellency the Governor-General or with the General Officer Commanding, or with the Naval Officer Commanding, or at naval or military messes. (b) At evening balls, dances, and entertainments given by His Excellency the Governor-General, and at naval and military evening dances and entertainments. (c) At official evening dinners, dances, or entertainments (<i>Vide</i> para. 914.) (d) Dining on board Government transports.
No. 5A dress, No. 5B dress (undress)	(a) Afternoon receptions, garden parties, and social functions given by His Excellency the Governor-General. (b) Afternoon naval and military social functions. (c) Official visits to H.M. ships and foreign warships (swords will be worn on these occasions). (d) Official morning or afternoon social functions.

913. It will be considered a "State occasion" when the invitation for the function, having been issued by the command of the Sovereign or by the direction of His Excellency the Governor-General, indicates that the function is a State occasion.

The opening of Parliament, and any parade, ceremony, or official function at which the Sovereign or a member of the Royal Family or His Excellency the Governor-General is present, or which is held in celebration of the birthday of the Sovereign, will be considered a State occasion.

914. It will be considered an "official occasion" when invitations to a function have been issued by the Prime Minister, Minister of the Crown, or the Chief Justice.

915. It will be considered a "public occasion" when invitations for a function have been issued by—

- (a.) The General Officer Commanding the Forces.
- (b.) The Senior Naval Officer, New Zealand.
- (c.) The O.C. Command.
- (d.) The Mayor of a city or municipality.

Staff Distinction.

916. Staff uniform and staff distinctions will be worn only by the following:—

- (a.) Red gorget-patches, red cap-bands, lion-and-crown cap-badges, aiguillettes—
 - (i.) Officers at General Headquarters: General Officers: Chief of the General Staff, Director of Military Training and Intelligence, Adjutant-General, Quartermaster-General, Director of Artillery.
 - (ii.) Officers at command headquarters: O.C. Command, G.S.O. (1).

(b.) Blue gorget-patches, blue cap-bands, lion-and-crown cap-badges—

- (i.) Director of Ordnance Services.
- (ii.) Director of Financial Services.
- (iii.) Director of Medical Services.
- (iv.) Director of Dental Services.

917. Staff distinctions will not be worn by officers after they have relinquished their appointments as Staff Officers.

918. All officers holding staff appointments at General Headquarters or command headquarters will, when on duty with troops, wear armlets, 4 in. in depth, on the right arm above the elbow, as follows :—

- (i.) General Headquarters—red-and-blue armlet.
- (ii.) Command headquarters—red-and-white armlet.

919. Armlets will bear the following letters to distinguish the branch which the Staff Officer represents :—

- General staff—"G."
 Adjutant-General's staff—"A."
 Quartermaster-General's staff—"Q."
 Artillery staff—symbol representing a gun.
 Supply and Transport officers attached to staff—"S and T."

- Medical Officers attached to staff—"M."
 Ordnance Officers attached to staff—"O."

920. The aiguillette will be worn by—

- (a.) Aides-de-Camp to the King.
- (b.) Aides-de-Camp to the Governor-General.
- (c.) Certain Staff Officers (see para. 916).

It will be worn on the right shoulder by Aides-de-Camp, and on the left shoulder by all others entitled to wear it.

ORDERS OF DRESS—OTHER RANKS.

921. Khaki service dress only will be worn by warrant officers, non-commissioned officers, and men of the Permanent Forces, as under :—

Permanent Staff.

1. Jacket (with medal-ribands).
2. Pantaloon.
3. Service-dress cap, or felt hat with pugaree (as ordered).
4. Brown ankle-boots.
5. Puttees.
6. Spurs (to be worn only when instructing mounted units).
7. Sam Browne belt.
8. Greatcoat.

Royal N.Z. Artillery.

1. Jacket (with medal-ribands).
2. Pantaloon.
3. Service-dress cap, or felt hat with pugaree (as ordered).
4. Ankle-boots (brown for warrant officers and staff sergeants, black for other ranks).
5. Puttees.
6. Spurs (for those who perform mounted duties).
7. Sam Browne belt (warrant officers and staff sergeants). Bandoliers (other ranks).
8. Greatcoat.

N.Z. Permanent Air Force.

N.Z. Permanent Army Service Corps.

1. Jacket (with medal-ribands).
2. Pantaloon.
3. Service-dress cap or felt hat with pugaree (as ordered).
4. Brown ankle-boots.
5. Puttees.
6. Spurs.
7. Sam Browne belt (warrant officers and staff sergeants).
8. Greatcoat.

Ordnance Corps and Pay Corps.

1. Jacket (with medal-ribands).
2. Pantaloon (staff sergeants and above); trousers (other ranks).
3. Service-dress cap or felt hat with pugaree (as ordered).
4. Brown ankle-boots with puttees (staff sergeants and above); black ankle-boots (other ranks).

5. Sam Browne belt (staff sergeants and above); brown leather waist-belt (other ranks).

6. Greatcoat.

Full Dress.

Full dress will be as above, with the following modifications :—

(a.) Decorations and medals will be worn.
 (b.) Warrant officers and non-commissioned officers of the Permanent Staff when parading with regiments will wear felt hats with pugarees.

(c.) Royal N.Z. Artillery, N.Z. Permanent Army Service Corps, N.Z. Army Ordnance Corps, and N.Z. Army Pay Corps will wear felt hats with pugarees.

Working Dress.

922. Drill khaki jacket and trousers are authorized for "working dress" for Royal N.Z. Artillery, N.Z. Permanent Air Force, N.Z. Permanent Army Service Corps, and N.Z. Army Ordnance Corps.

Defence Vessels.

923. Coxswains and engineers of Defence vessels will wear blue-cloth reefer jacket, waistcoat, and trousers, white turned-down collar and black tie, and blue peaked cap.

Territorial Force.

924. Only service dress as issued from Ordnance stores and in accordance with sealed patterns will be worn by warrant officers, non-commissioned officers, and men of the Territorial Force.

925. The service dress for warrant officers, non-commissioned officers, and men of the Territorial Force is as follows :—

Mounted Units and Mounted Men of Dismounted Units.—Jacket with medal-ribands; pantaloons; greatcoat, M.S.; puttees; hat, felt, with pugaree; boots (black); spurs; bandoliers.

Dismounted Units.—Jacket with medal-ribands; trousers; greatcoat, D.S.; puttees; hat, felt, with pugaree; boots (black); belt, waist, web.

(NOTE.—Personnel (mounted and dismounted of 60-pr. batteries, 6 in. howitzer batteries, 3-7 in. howitzer batteries, Coast Artillery batteries, Corps of Engineers, and Corps of Signals will wear pantaloons. Pantaloons in lieu of trousers and belt, waist, web, walking-out pattern, may be worn by personnel of Infantry bands.)

926. No separate full dress will be provided. When "full dress" is ordered, service dress will be worn with medals and decorations.

927. Felt hats will be worn in the following manner :—

Mounted Rifle regiments: Brim horizontal, crown dented with the crease running from front to rear.

All units except Mounted Rifles: Brim horizontal, crown peaked.

Cadets.

928. The sealed pattern uniform, as issued from Ordnance stores, will be worn by non-commissioned officers and other ranks of the Cadets.

929. The sealed pattern uniform is as follows: Jacket, blouse pattern; shorts; hat, felt, with pugaree; belt, waist, web; hose (puttees).

930. Cadet companies may wear their company colours in the form of a small blaze on the pugaree.

Wearing of Uniform by Territorials and Cadets.

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

Corps and Regimental Badges.

932. Corps and regimental badges, as approved by the General Officer Commanding, will be worn by officers, warrant officers, non-commissioned officers, and men on caps, hats, service jackets, blue-serve jackets, and mess jackets. They will be affixed on jackets as described in Appendix XI.

933. Officers authorized to wear staff distinctions will not wear regimental badges except on mess jackets.

Shoulder-titles.

934. The shoulder-titles of the unit or corps, in brass letters, will be worn by officers, warrant officers, non-commissioned officers, and men on the shoulder-straps of jackets (service and blue) and greatcoats. They will not be worn on mess jackets.

935. The approved shoulder-titles for corps and regiments are as follows:—

Permanent Forces.

N.Z. Staff Corps	N.Z.S.C.
N.Z. Permanent Staff	N.Z.P.S.
Royal N.Z. Artillery	R.N.Z.A.
N.Z. Permanent Air Force	N.Z.P.A.F.
N.Z. Permanent Army Service Corps	N.Z.P.A.S.C.
N.Z. Army Medical Corps	N.Z.A.M.C.
N.Z. Army Ordnance Corps	N.Z.A.O.C.
N.Z. Army Pay Corps	N.Z.A.P.C.

Territorial Force.

N.Z. Mounted Rifles	N.Z.M.R. 1 to 9.
N.Z. Artillery	N.Z.A. 1 to 21.
N.Z. Engineers	N.Z.E.
N.Z. Corps of Signals	N.Z.C.S.
N.Z. Infantry	I Auckland &c.
N.Z. Army Service Corps	N.Z.A.S.C.
N.Z. Medical Corps	N.Z.M.C.
N.Z. Veterinary Corps	N.Z.V.C.

Badges of Rank.

936. Officers will wear their badges of rank on the shoulder-straps, with the brass titles of the unit or corps to which they belong immediately beneath.

937. Badges of rank will be worn as follows:—

Major-General	Crossed sword and baton with star above.
Colonel - Commandant and Colonel on the Staff	Crown and three stars below, the two bottom stars side by side.
Colonel	Crown and two stars below.
Lieutenant-Colonel	Crown and one star below.
Major	Crown.
Captain	Three stars.
Lieutenant	Two stars.
2nd Lieutenant	One star.

938. Officers holding brevet or honorary rank will wear the badges of that rank.

939. Badges of rank for warrant officers and non-commissioned officers are given in Appendix IX, and will be worn as therein prescribed.

940. Efficiency badges and badges for skill at arms will be worn as laid down in Appendix X, and will be worn as therein prescribed.

Wearing of Uniform.

941. Brigade Commanders will wear the uniform of the unit or corps in which they last served.

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

943. Officers retiring with permission to wear uniform will wear the uniform of the unit or corps in which they last served, with the letter "R" in brass below the collar-badge, and rank badges according to their rank on the Retired List.

944. The occasions on which retired officers are entitled to wear uniform are set out in Section III, paras. 177 and 178.

945. Staff distinctions will not be worn by officers after they have relinquished their appointments.

946. Officers of the Territorial Force seconded for service with the Cadets will wear the same orders of dress as laid down for Territorial officers of the unit from which they are seconded.

947. Officers and other ranks of the N.Z. Permanent Forces may, with the approval of their Commanding Officer, wear khaki drill uniform during the months of November to March, both inclusive.

948. Uniform will be worn by all ranks of the Permanent Forces while on duty, excepting in cases where plain clothes are specially authorized.

949. Officers travelling on duty may wear plain clothes.

950. Full dress will not be worn by officers parading with their men, unless the latter are wearing full dress.

Mourning.

951. When attending military funerals or memorial services connected therewith, officers and warrant officers will wear a mourning-band of black crepe, 3½ in. wide, round the left arm above the elbow. It will not be worn at levees or at Court, except when the Court is in mourning, nor will it be worn at ceremonies such as the unveiling of memorials and Armistice Day celebrations.

An officer or warrant officer in private mourning may, when in uniform, wear a mourning-band as described above. A non-

commissioned officer or man may similarly, whether in private mourning or at a military funeral, wear a mourning-band of black material should he wish to do so.

Chaplains.

952. Uniform is not obligatory for Chaplains except on active service.

953. If uniform be worn it will be service dress, as follows:—
Head-dress: Plain khaki service dress cap or felt hat, New Zealand pattern, with pugaree.

Jacket: Officer's pattern; shoulder-straps, plain.

Medal-ribands.

Trousers (with puttees), or pantaloons (with leggings).

Khaki collar and tie, or white collar and black clerical stock.

Greatcoat: Universal pattern, shoulder-straps, plain.

Boots, brown ankle.

Buttons will be of black metal.

Badges: The badge of the Chaplains Department will be worn on headdress and collar of jacket.

Badges of rank, in black metal, will be worn on shoulder-straps.

Sam Browne belt with brace.

Y.M.C.A.

954. Service dress will be worn by Y.M.C.A. field secretaries attached to the N.Z. Military Forces, as follows:—

Jacket (officers' pattern, but with leather buttons).

Medal-ribands.

Pantaloons.

Greatcoat.

Puttees or leggings.

Brown ankle-boots.

Service-dress cap, or felt hat with pugaree.

Brown-leather waist-belt.

A badge, "New Zealand" in brass, will be worn on the shoulder-straps of jacket, and the triangle badge of the Y.M.C.A. will be worn on cap and hat and on the right arm of jacket above the elbow.

Fancy-dress Balls.

955. Regulation uniform must not be worn at fancy-dress balls, but there is no objection to military uniform of obsolete pattern being worn on such occasions.

Badge of the St. John Ambulance.

956. The wearing in uniform of the badge of the St. John Ambulance Association is authorized.

Unauthorized Ornaments.

957. No unauthorized ornament or emblem is to be worn in uniform.

Watch-chains.

958. In uniform, watch-chains and trinkets are not to be worn in such a manner as to be seen.

Greatcoats.

959. Equipment will be worn over the greatcoat. Greatcoats will be worn by officers on duty when the men parade in them. When carried rolled—by dismounted officers of foot units—they will be attached to the web sling. They will be carried *en banderole* over the left shoulder by mounted units on dismounted parades and duties, and on guard.

Spurs.

960. Spurs will be worn in full dress and service dress by all General Officers, Staff Officers, officers of mounted services, field officers, and Adjutants of all services, and officers permanently in command of companies of infantry. Spur chains will not be worn. Spurs will also be worn with orders of dress 4A, 4B (mess dress), and 5A (undress) by all General Officers, Staff Officers, officers of mounted services, and field officers of all services. Spurs will not be worn on board ship when travelling, or by officers inspecting armaments or magazines.

Swords.

961. Swords will be carried on parades and duties unless otherwise directed. Swords will not be worn on board ship (except when paying official calls on warships), at mess, or at stables. Swords will be carried on the saddle (edge to the rear) by mounted officers in all mounted orders of dress.

Pistols.

962. Pistols will be carried on active service, or when specially ordered, by all ranks for which they are the regulation equipment. A special pattern is not laid down for officers, but all pistols must carry Government ammunition.

Horse Furniture.

963. Horse furniture will be of the universal pattern, with such special regimental ornaments as may be approved by the General Officer Commanding.

Arms and Accoutrements.

964. Arms and accoutrements as may be ordered will be carried on parade in all orders of dress.

Haversack.

965. The haversack will be worn over the right shoulder, except in the case of the Royal N.Z. Artillery and N.Z. Artillery, and mounted men of the N.Z. Engineers, N.Z. Corps of Signals, and N.Z. Army Service Corps, who will wear it over the left shoulder. The sling will be worn under the waist-belt, the haversack hanging outside the side-arm with the top below the lower edge of the belt (in line with the top of the bayonet-scabard, if side-arms are worn). The haversack will be worn by all ranks in marching order; on other occasions it will be carried only when ordered for use, and is not to be worn rolled up.

ORDERS, DECORATIONS, AND MEDALS.

966. Orders, decorations, and medals will be worn with the service dress in review order (full dress). They will also be worn in service-dress uniform on all ceremonial parades by officers and other ranks on regimental establishments when actually parading with their units or attending funerals, and also by other ranks when walking out. On other occasions ribands only will be worn.

967. No medals or decorations are allowed to be worn on the left breast except such as have been conferred by His Majesty for military or other service, or by a foreign Sovereign or State with His Majesty's consent, or by the Government of New Zealand for military service. Medals granted by humane societies for saving life may be worn on the right breast, but no other decorations are at any time to be worn whilst in uniform.

968. The order of wearing orders, decorations, and medals is given in Appendix VIII.

969. Regulations for the wearing of orders, decorations, and medals are contained in Appendix VIII.

By Authority: W. A. G. SKINNER, Government Printer, Wellington.