

# THE GUIDE:

## A Manual

FOR

# THE CANADIAN MILITIA

(INFANTRY)

EMBRACING

THE INTERIOR ECONOMY, DUTIES, DISCIPLINE, DRILLS  
AND PARADES, DRESS, BOOKS AND CORRESPONDENCE  
OF A BATTALION

WITH

REGULATIONS FOR MARCHES, TRANSPORT AND ENCAMP-  
MENT, ALSO FORMS AND BUGLE CALLS

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NINTH EDITION—REVISED 1914

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COMPILED BY

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## PREFACE TO FIRST EDITION.

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In submitting "The Guide" to the kind consideration of the Canadian Militia, I am led to hope that it may, to a certain extent, fill the place of that excellent Manual of Interior Economy, by Major F. E. Dixon, now out of print.

I have endeavoured to put in a concise and handy form such information as will, I think, be generally useful in the administration of a Battalion, not only in Barracks or Camp, but also during the ordinary drills at local Headquarters. For the latter purpose it may be said that very little knowledge or method is needed, but I hold the contrary opinion, and consider that the same discipline, regularity and order are required at home as on service; and moreover, that the best time to acquire and practice soldierly habits is when quietly parading for weekly drills. I do not, of course, suppose that opportunities will offer on these occasions for the practice of every detail here provided for, but a vast deal can be done towards increasing the efficiency of the Militia by a rigid adherence to the system and principles herein set forth.

"The Guide" has been compiled from the following authorities, viz., King's Regulations, Army Act, Militia Regulations and Orders, Lord Wolseley's Soldiers' Pocket Book, Colonel Anderson's Manual of Military Usages, the Standing Orders of Her Majesty's 16th, 17th, 60th, 97th Regiments of Foot and the Rifle Brigade, to which I have added my own experience in the Active Militia of Canada, as a Company Officer, an Adjutant and a Commanding Officer.

*Toronto*, September, 1880.

W. D. O.

EXTRACT FROM MILITIA GENERAL ORDERS.

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HEAD-QUARTERS,

OTTAWA, 8th April, 1881.

*General Orders (7)*

MILITARY BOOK.

The Major-General commanding recommends to the notice of Officers Commanding Battalions and Corps, a book recently published by Lieut.-Col. Otter, Queen's Own Rifles, Toronto, entitled "The Guide," a Manual of Interior Economy, etc.

By Command,

(Signed) WALKER POWELL, Colonel,  
*Adjutant-General.*



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PART I.

# INTERIOR ECONOMY.

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## BATTALION ORGANIZATION.

A Battalion is the recognized unit for Infantry and may consist of four, six or eight companies, each of a strength fixed, from time to time, by authority as necessity requires.

In the English army eight was until recently the rule, but is now four, produced by a reduction in the number, but with an increase of strength thus maintaining the original complement of men. In the Canadian Service this change has not yet been adopted and the number for a complete Battalion remains at eight.

A Regiment is composed of two or more Battalions, and though only two such exist in the Infantry of Canada, all units of that branch are designated by the higher title with the idea of ultimate expansion.

The command of a Battalion in our Active Militia is usually exercised by a Lieutenant Colonel, and associated with him are two Majors.

Under these officers is a Battalion Staff consisting of an Adjutant, Quarter-Master, Paymaster, Medical Officer and Chaplain, with a Subordinate Staff of a Sergeant-Major, Band Master, Quarter-Master Sergeant, Paymaster Sergeant, Orderly-Room Sergeant, Pioneer, Stretcher-Bearer and Provost Sergeants, also a Sergeant Bugler or Drummer and Sergeant Cook.

In addition the following are detailed for special duties, a Musketry Instructor, a Machine Gun Officer, and a

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Signalling Officer with Sergeants for the two latter, the Band, Signallers, Machine Gun Section, Stretcher Bearers and Servants.

The organization of each Company consists of a Captain, two Lieutenants, a Colour-Sergeant, three Sergeants, four Corporals, a Bugler, a Pioneer, and an authorized number of Privates, the whole being divided into two Half Companies, each of these into two Sections, and further into Squads if necessary.

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## SECTION I.

### PRIVATE SOLDIERS.

The Active Militia, being her first line of defence, Canada has to depend upon it for the suppression of all internal disorders, and, in case of sudden invasion or war, must look, for a time at least, to that force alone for protection.

Under these circumstances the citizen, whether, his motive for enrolling be founded on patriotism, military ardour, a passion for display, or a desire for recreation, should bear in mind that from the moment he is attested he becomes a soldier and a servant of the state, and as such, parts for a time with the privileges of citizenship, having no will of his own, no liberty of action, no unrestrained freedom of speech. This is, no doubt, a severe trial to begin with, but it must be endured, for obedience and self-control are indispensable to his duties, and these can only be assured by the prompt resignation of all the license he may have enjoyed before entering the force.

He should understand that subordination, in the most exact signification of the term, is his first and greatest obligation, as without it he is more dangerous and vexatious to his friends than to his enemies ; he degenerates

into a brigand, and controverts the fundamental principles that gave him professional existence—the peace and safety of the commonwealth. By subordination, as by a universal intelligence, parts, apparently the most diverse and discordant, are operated on and combined in the strictest unison, with ease and advantage. The submission of the individual will produce uniformity and energy in the whole, and enable the directing power to work for the public benefit. By and under this beneficial influence immense bodies of undisciplined soldiers have been overthrown and destroyed by comparatively insignificant numbers of better instructed men, and surely none but the most infatuated can feel repugnance to obedience when calculated to ensure at once safety and conquest.

In a lecture recently given by that well-known and skilful Officer, Field Marshal Sir John French, he says :—

“We hear a good deal about the contempt of death evinced by the Japanese soldier, and his supposed fanaticism is made to account for his success. I think the reason is rather to be found in the splendid military spirit with which years of the highest order of peace training has imbued the Japanese Army as a whole. Each officer and soldier has learned to sink entirely his own individuality in his desire for the welfare and success of the general cause. It is the spirit which we must all try to emulate. As the strength of a chain is measured by its weakest link, so the efficiency of an army to-day must be dependent upon the extent and quality of military knowledge and intelligence which permeates the lower rank.”

Obedience is the first duty of a soldier, and should be rendered unhesitatingly ; orders should not be questioned, nor the advisability of instant compliance with them be made a subject for discussion. The action of obedience should be mechanical in the quickness with which it follows the order received, while in the execution, the soldier can prove that he is something more than a mere machine by the intelligence he displays in executing it.

Soldiers should be obedient and respectful to all Officers and Non-commissioned Officers, attentive to their duties,

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silent when in the ranks, clean in their persons and careful of the condition of their arms and accoutrements.

No soldier should speak slightly or disrespectfully in any way of an Officer or Non-commissioned Officer, nor reply when in ranks if checked for neglect or irregularity. His thinking himself aggrieved will by no means excuse disobedience or disrespect, but his complaint, if made afterwards in a regular and respectful manner, entitles him to a fair hearing and immediate remedy (see *Complaints*).

Cursing or swearing, and the use of blasphemous or indecent language should never be indulged in. None but the most depraved minds can find pleasure in the use of expressions, coming under this category.

Drunkenness is a most serious crime and renders a soldier unfit to be trusted. Those bearing such a character should be debarred from all indulgences, and got rid of as soon as possible.

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## SECTION II.

### NON-COMMISSIONED OFFICERS.

The accurate execution of the greater part of the duties of a Battalion is in a great measure dependent upon the alertness and skill of the Non-commissioned Officers.

The requisites for a good Non-commissioned Officer are sobriety, activity and zeal in the performance of duty, strict attention to the execution of, and obedience to, every order which may be given, vigilance and undeviating exactness in requiring from his juniors and the men, full and perfect performance of all duties required of them. He should be particular in his dress and a constant observer of passing occurrences, that he may obtain a

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knowledge of the customs and rules of the service, and be thereby enabled to act with certainty and decision when placed in situations of charge and responsibility. He requires to be a good drill, able to write orders distinctly, and make out all returns and states correctly.

Non-commissioned Officers should consider themselves upon duty at all times, and maintain a constant supervision over the men, particularly of their own companies and sections; they should assist the recruits, tell them the best men to associate with, and, prompt, by their influence and example, the steady men and old soldiers to treat the recruits kindly, set forth to them the consequences of misbehaviour, teach them military habits, punctuality at all parades and duties, also the necessity of obedience to orders, and impress on their minds the maxim that, right or wrong, soldiers should first obey, and if aggrieved complain afterwards.

A Non-commissioned Officer should never, under any circumstances, speak to, or argue with a soldier under the influence of liquor, but at once take steps to have him placed in arrest.

A Non-commissioned Officer should never permit, even in joke, indecent or blasphemous language to be used in his presence by any soldier, much less offend in this respect himself; he should endeavour to preserve good order and correct behaviour among the men at all times.

Non-commissioned Officers should not connive at or conceal irregularities.

Non-commissioned Officers should not refuse to take a soldier before an Officer when asked, unless the Non-commissioned Officer is on duty, or the soldier is guilty of some offence for which he should be placed in arrest.



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Promotion should depend entirely upon merit, and although length of service may give claim for consideration, it should give no claim whatever for advancement to positions for which the individuals are not otherwise qualified. Such men, therefore, as render themselves most conspicuous by their zeal and ability should always be promoted in preference to those who, although of older standing, do not display an equal degree of merit ; seniority should only be considered where other qualifications are apparent.

The moment Non-commissioned Officers become careless and negligent in the discharge of their duty, however irreproachable their characters may be in other respects, they become unworthy of their rank and an injury to their corps.

Non-commissioned Officers should never be employed personally on any duty of fatigue, nor be seen holding or leading a horse, carrying a bundle, basket, etc., nor appear in any position beneath the dignity of their rank.

Frequent catechetical examinations of the Non-commissioned Officers should be made by the Adjutant, and a nominal list kept in the orderly room, on which should be marked the result of each examination, so that those Non-commissioned Officers who are best qualified may be selected for promotion.

The following positions held by Non-commissioned Officers and men of our Militia are *ranks* :

- Sergeant-Major.
- Quarter-Master Sergeant.
- Colour Sergeant.
- Sergeant.
- Corporal.
- Private.



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All other positions, such as Paymaster Sergeant, Orderly Room Sergeant, Band Sergeant, Sergeant Drummer, Sergeant Piper, Sergeant Bugler, etc., are *appointments*.

A Non-commissioned Officer or Private, on receiving an appointment, will thereupon be vested with the rank attached to that appointment, and such rank will be his permanent grade. The rank attached to any appointment is indicated in the title of such appointment ; in the case of Paymaster Sergeant, Sergeant Bugler, etc., it is that of Sergeant, but the rule does not apply to Lance appointments.

A soldier may be removed from his appointment by order of his Commanding Officer, and will, in that case, revert to his permanent grade, remaining as a supernumerary in that rank until absorbed into the first vacancy, always providing that if his grade is higher than a Corporal he is qualified to perform the duties of the rank, if not, he should be reduced to lower rank.

When additional Non-commissioned Officers are required to assist in the discharge of company duty, Corporals may be *appointed* to act as Sergeants, taking precedence of all Corporals, and private soldiers as Corporals, taking precedence of all privates ; these are termed Lance Sergeants and Lance Corporals respectively.

An acting Non-commissioned Officer of whatever rank can be ordered by his Commanding Officer to revert to his permanent grade. The permanent grade of a Lance Sergeant is Corporal, that of a Lance Corporal is Private.

A Non-commissioned Officer reduced to a lower grade will take rank and precedence in the lower grade from the date of the signing of the original sentence of the Court Martial, or in case of removal, by order of his Commanding Officer from the date of such order.

Non-commissioned Officers may, with the consent of their Commanding Officer, resign their rank and revert to the rank and position they formerly held, but they are not allowed to do so in order to escape trial by Court Martial, without the special sanction of higher authority.

PRECEDENCE OF NON-COMMISSIONED OFFICERS.

Non-commissioned Officers take seniority with one another as under, those bracketed together according to date of promotion or appointment: but those to whose titles an asterisk is prefixed are not entitled to assume any command on parade or duty except over such Non-commissioned Officers or men as may be specially placed under their orders. In matters of discipline, however, they will at all times exercise the full authority attached to their ranks.

RANK.	APPOINTMENTS.
1. Sergeant-Major	{ Regimental or Battalion Sergeant-Major if not a Warrant Officer.
2. Quarter-Master Sergeant....	{ Garrison Quarter-Master Sergeant. Quarter-Master Sergeant Instructor (confined to Permanent Corps). *Orderly Room Sergeant when ranking as Quarter-Master Sergeant.
3. *Colour Sergeant	{ *Orderly Room Sergeant when ranking as Colour Sergeant. Colour Sergeant Instructors (confined to Permanent Corps).
4. Sergeant ....	{ *Orderly Room Sergeant. *Paymaster Sergeant. Pioneer Sergeant. Sergeant of Band. Sergeant Bugler. Sergeant Drummer. Sergeant Piper. *Sergeant Cook. *Sergeant Orderly Room Clerk. Stretcher Bearer Sergeant. Signalling Sergeant. Machine Gun Sergeant.

RANK.	APPOINTMENTS.
5. Corporal . . . . .	{ Lance Sergeant. *Corporal Orderly Room Clerk. Signalling Corporal.
6. Private . . . . .	{ Lance Corporal. Bugler. Drummer. Piper. Fifer.

## SERGEANT-MAJOR.

For characteristics and responsibilities see Warrant Officers.

## QUARTER-MASTER SERGEANT.

The Quarter-Master Sergeant is the immediate assistant of the Quarter-Master in all his various duties and should be a model of good conduct and respectability, likewise possess business knowledge.

He should be present at the issue of all regimental stores, rations, fuel and ammunition, and should superintend the removal of the same when necessary; also attend to the cleaning of Barracks or Camp ground.

He should daily visit the cook-houses, or trenches, latrines, ash and refuse pits, and workshops, reporting any irregularity to the Quarter-Master; as well as attend Barrack or Camp Inspections, to see that no improper charges are made against his Battalion.

Under the supervision of the Quarter-Master, he should have charge of the camp equipage, the regimental baggage

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\*With the recent increase of the strength of companies in the Imperial Army, the rank of Colour Sergeant has been abolished and those of Company Sergeant-Major and Company Quarter-Master Sergeant substituted, but as no such change has yet been made in the Canadian service, former conditions remain.

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of his corps, and the regimental reserve ammunition, together with the superintendence of the loading and conveyance of such when on the line of march.

The Pioneers are under his orders.

#### COLOUR SERGEANTS.

Colour Sergeants, who stand in the position of Company Sergeant-Major and Quarter-Master Sergeant and generally Pay Sergeants as well, should be irreproachable in their conduct, zealous and attentive in the performance of their duties, taking a pride in the cleanliness, soldierlike bearing and dress of the men of their companies, likewise to the good order of their barrack rooms or tents.

Colour Sergeants report direct to their Company Commanders upon all subjects connected with the administration and discipline of their companies.

They should be held responsible, that the charge reports of offenders are made out for the Company Commander's signature, also that the Duty Rosters of their companies are kept with the greatest exactness, and for the charge of all spare arms and accoutrements.

They should keep the accounts between the men and the Company Commander, and attend at the taking or giving over of barracks to be occupied or vacated by their companies, the drawing or exchanging of bedding or barrack utensils, also at all barrack and kit inspections. On these occasions they should note all damages or deficiencies in the different rooms or kits. When a man is absent without leave, an inventory of his clothing and necessaries should be taken at once by the Company Orderly Sergeant, and arrangements made with the Colour Sergeant for the safe custody of the articles.

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The following accounts and rolls should be kept by Colour Sergeants to assist them in the discharge of their duties :—

1. The monthly Pay and Allowance list.
2. A daily account of rations drawn for the company, kept in tabular form in a book. All changes or casualties should be carefully noted down in the column for remarks. In the same book should be kept a roll of men admitted to and discharged from Hospital or in detention, with the dates of admission and discharge ; also the total number of days in Hospital.
3. An alphabetical roll of the company, showing date of each man's enlistment, age at original enlistment, country, religion, trade, and present height.
4. A company clothing roll, showing what articles have been issued to each man.
5. A roll showing the number of arms, accoutrements, etc., in each man's possession. In the column of remarks should be entered all damages to the arms, etc., which have been noted at any inspection, and to whom these are chargeable.
6. A miscellaneous book in which should be entered an account of the distribution of the company's bedding, showing the number of articles in each man's possession.
7. A distribution of the washing for the men.
8. An account of necessaries drawn from regimental store, giving the date of drawing, and the price of each article.
9. A casualty state of the company, carefully noting in the column of remarks all changes that may take place in its strength.
10. A list of men sleeping out of barracks.

11. A roll of Non-commissioned Officers, with the dates of their promotions.

12. An alphabetical roll of the company (including attached men) for muster parade, with the cause of absence from parade marked in ink opposite the man's name.

#### NON-COMMISSIONED OFFICERS IN CHARGE OF SECTIONS.

The Non-commissioned Officer in charge of a section or squad should be responsible for the good order of his men's appointments, and know the condition of every man's kit, what part of a man's necessaries are old and what new; also, what articles require repair, and that such things as may be marked for repair, at any inspection, are repaired accordingly. If a man's appointments are out of order or not properly cleaned he should set him to work at them after parade, and not permit him to leave the barrack room, except on duty, until they are in a proper state.

All damages and losses in barracks, rooms, or tents should be traced to the individuals and reported to the Colour Sergeant; general charges for barrack damages are to be avoided as much as possible.

He should report every occurrence to the Colour Sergeant and the Officer in charge of the half company. When the inventory of an absentee's kit is made he should be present.

The Non-commissioned Officer in charge of a room or tent should keep the Roster for the Orderly men of his section or squad, and be held responsible that the room or tent is thoroughly cleaned, swept and ventilated, the beds properly folded, and everything in order within half-an-hour after *Reveille* sounding. He should inspect each man's berth on these occasions, and see that the accoutrements and clothing are all arranged according to orders.

He should see that a correct roll of the men of his room is suspended at all times behind the barrack-room door, and that the men sit down to their meals properly dressed. He should see every man in bed, the water-can filled with water, and every precaution taken against fire by the time *Lights Out* is sounded.

The Non-commissioned Officer in charge of a section or squad not quartered in barracks or camp, should keep a book containing the names (residence and business address), age, height, date of enlistment, etc., of the men in his section or squad, and be responsible that they are warned for parades and other duties, as well as having a general supervision over them as already described.

#### ORDERLY ROOM SERGEANT.

The Orderly Room Sergeant is placed under the special charge and control of the Adjutant; he has a general superintendence of the assistant clerks, and everything connected with the orderly room.

He should never speak of any business which may be transacted in the orderly room to any one, except the Adjutant, nor allow any of the clerks under him to do so.

#### PAYMASTER SERGEANT.

The Paymaster Sergeant is under the orders of the Paymaster, whom he assists as a clerk.

#### SERGEANT COOK.

The Sergeant Cook has the charge and supervision of the cook-houses and company cooks, reporting to the Quarter-Master.

The appointment is a very important one as much of the comfort of the soldier depends upon his food, to say nothing of the question of economy both to the soldier and the public. He should be held strictly responsible



that no part of the provisions are made away with, and that no person whatever enters the cook-house, except those on duty, that the building, boilers, and cooking utensils are thoroughly cleaned, and locked up.

#### SERGEANT DRUMMER, BUGLER, ETC.

The Sergeant Drummer, Fifer, Piper or Bugler are under the immediate orders of the Adjutant; and responsible that the drummers, fifers, pipers or buglers are instructed in every part of their duty, that their instruments are kept in good order, that they practice daily under his superintendence, so that each is capable of performing his part as a drummer, fifer, etc. He is also answerable for their conduct and general appearance, and keeps the roster of their duties.

He should not permit drums to be beaten, or bugles, fifes or pipes to be sounded other than duty calls, except under orders from the Commanding Officer, Adjutant or Sergeant-Major.

On parade he should take charge of the Bands so far as relates to their movements during manœuvres, marches, or inspections, and in case of danger from restive horses, stop the music.

#### SIGNALLING SERGEANT.

The Signalling Sergeant should assist the Signalling Officer in his special work, paying particular attention to the attendance of the signallers at practice and the care of their arms, equipment and clothing.

#### MACHINE GUN SERGEANT.

Assists the Officer detailed to command the Machine Gun Section, and must be qualified.



## PIONEER SERGEANT.

The Pioneer Sergeant is in charge of the pioneers, and should be, if possible, a carpenter by trade. He should have a thorough knowledge of his own, as well as a good idea of other trades.

## PROVOST SERGEANT.

A Non-commissioned Officer placed in charge of the Regimental Detention Room, also of the Regimental Police.

For duties see "Provost Regulations."

## BAND SERGEANT.

See Bandmaster, whose duties he assumes should there not be one, or assists if there is.

## SECTION III.

## WARRANT OFFICERS.

The position of Warrant Officers is inferior to that of all Commissioned Officers, but superior to that of all Non-commissioned Officers. They are appointed by warrant signed by the Honorable The Minister of Militia, and hold rank during pleasure. In the Active Militia they must serve a probationary term of three years before promotion to warrant rank, unless such as have held warrant rank in the regular army.

In the matter of discipline Warrant Officers come under the same regulations as Officers.

## PRECEDENCE OF WARRANT OFFICERS.

RANK.

APPOINTMENTS.

Warrant Officer. . .	{	Sergeant-Major. Band Master.
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## SERGEANT-MAJOR.

The Sergeant-Major takes precedence of all other Warrant or Non-commissioned Officers. His position being one of the greatest responsibility and importance he should be treated with every possible respect, and must be addressed by those under them in the same manner as officers, but will not be saluted. When Non-commissioned Officers or privates are speaking to him, however, they should stand at attention.

As the well-being of a Battalion depends so much upon his conduct, he should be a man of sound sense and judgment, of a good temper, and kind, but firm in the execution of his duty ; he should possess a knowledge of the characters and capabilities of all the Non-commissioned Officers and men.

He should conduct himself so as to merit the respect of every individual in his Battalion, and be an example of activity and soldier-like conduct.

He keeps the rosters of all Battalion duties for the Non-commissioned Officers ; he gives out to the Orderly Sergeants of companies the orders and details of duties for the following day ; he parades all guards, escorts and picquets for the inspection of the Adjutant, and at *Tattoo* he parades the Orderly Sergeants of companies and collects their reports, reporting to the Orderly Officer on duty ; he also attends at the Orderly room with prisoners.

He should keep accurate lists of defaulters, and see that they do not escape the punishment awarded, and that they are properly drilled and dismissed at the hour appointed. He should see that a list of all men confined to barracks is kept in the Guard Room, the Canteen, and at the Gate. He should see that the written orders for the Guard are perfectly legible.

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He is the Assistant to the Adjutant, under whose immediate orders he acts. Avoiding interference with the interior discipline of the companies, he can be of immense service by a general watchfulness, bringing to the notice of the Adjutant any departure from regimental orders in the conduct of fatigues, of guards and sentries, of escorts, of drills, of men walking out of barracks, etc., etc.

The Sergeant-Major is entitled to a batman (see Ser-vants).

An Assistant or second Sergeant-Major may be appointed when the duties are very heavy, to assist the Sergeant-Major. In such cases the senior Colour Sergeant is usually selected.

#### BANDMASTER.

The Bandmaster should be the sole instructor of the band, subject only to the directions of the Commanding Officer and Band Committee President ; no other should interfere either in the practice or public playing of the band.

The Bandmaster should make such suggestions to the President of the Band Committee as he may consider beneficial to the band, with a view to their being forwarded to the Commanding Officer.

He should have charge of the clothing, appointments, music and instruments, being responsible to the Committee for their safe keeping. He should inspect the instruments at regular periods, reporting to the President whenever an instrument is broken or out of order, and be particular in the care of the music, not permitting any copies of it to be taken without the special sanction of the Commanding Officer. He should have a Sergeant to assist him.

The discipline of the band, like that of the drummers, buglers, etc., is in the hands of the Adjutant.

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## SECTION IV.

### OFFICERS.

Lord Wolseley, says, "An inefficient officer is a swindle upon the public."

It is necessary that an Officer should be well informed on the subject of his duties and appreciate his responsibilities.

The first step a young officer should take towards qualifying himself for command is to learn to obey, and to yield readily to the knowledge and experience of his superiors.

Example is a duty of high importance in every degree of life; and in none of more utility and consequence than in a military organization. This consideration is earnestly recommended to all officers. It is their example that regulates and determines the behaviour of the Non-commissioned Officers and men.

The most scrupulous punctuality, as to time and place, is required from every one concerned in any military duty.

Officers should at all times patiently hear any complaint which may be made in a respectful and proper manner by any of their men, and, if possible, apply a remedy, or, in more serious cases, report to the Company Commander who, if necessary, will report to the Commanding Officer. A soldier should be always made to feel that his complaint, when well founded, will not be made in vain. Officers, however, are not to permit groundless and malicious reports to pass uncensured; where malice is apparent, particularly when the complaint is against a Non-commissioned Officer, the person making it, together with his aiders and abettors, should invariably be punished. Officers to whom any complaints are made should sift the matter thoroughly.

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Officers should endeavour to procure for themselves the confidence of the soldier in every respect. This is only attainable by attention to his real wants, by studying his character and treating him accordingly, by preserving a regular and steady discipline, by the dispensation of reward and punishments with certainty and impartiality, and by showing a decisiveness and fixed rule of action in every matter. Inconsistency and indecision can never command the respect and confidence of the men.

An Officer should never discourage a well-behaved man from at any time seeking his friendly counsel and advice. Such terms between a superior and a subordinate, who from his conduct is entitled to respect, are unlikely to lead to abuse, but rather to a feeling of confidence and the general efficiency of the service.

Officers should at all times be anxious to preserve and uphold, by every means in their power, the authority and responsibility of the Non-commissioned Officers; no good can ever result in lessening them in their own or the men's estimation; rather than subject them to severe and public reprimands they should be reduced to the ranks, for a Non-commissioned Officer who will not be attentive to the admonition or advice of his superior is unworthy of his position, and the sooner he is removed from it the better for all concerned.

Officers should at all times endeavour to make each individual do his own duty. No sergeant is ever to be required to perform any duty which ought to be done by a corporal; neither is an Officer to allow a corporal to put his duty upon a private; each must do his own. The chain of responsibility should never be broken.

Officers should consider it a material point of duty to pay strict attention to the appearance and conduct of the Non-commissioned Officers and men, both on and off duty.

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Officers are at all times to take notice of any slovenliness they may observe in guards, picquets, reliefs, fatigue parties or sentries. They should never permit any man to appear improperly dressed, or dirty in his person, or awkward or slovenly in the street, whether of their own or another Battalion, without noticing it, nor should they ever permit a soldier to pass without saluting, or allow a Non-commissioned Officer or private, when talking to them, to stand in a lounging or unsoldier-like manner.

Officers should be very careful not to reprimand or even speak to a man in liquor more than is necessary in placing him in arrest, because it can have no good effect. A man in that condition is often led to a reply, and insolence of behaviour, which it becomes impossible to overlook.

Officers should never suffer an answer to be made to an observation upon parade or when under arms. The soldier who behaves in so unmilitary a manner should be immediately checked.

They are specially enjoined to avoid making remarks on any military order or regimental topic within the hearing of Non-commissioned Officers, soldiers or servants, a practice which is at all times injurious to good order and military discipline.

Officers should always encourage and promote as much as possible healthful amusements amongst the men, and they cannot take too much pains to instil into their companies a degree of emulation and pride peculiar to each respectively, encouraging their men to take immediate cognizance themselves of irregularities reflecting on all. By encouraging such a spirit much will be done towards increasing the efficiency of the force.

The senior combatant Officer present on parade, at mess, or on any other occasion, is held responsible that no

irregularity or impropriety passes unnoticed by him ; if such occur, he should immediately take proper steps to check or correct.

It is the duty of every Officer to see the garrison and regimental orders daily, and to send for the order book, if not brought to him at the usual hour ; no plea is, allowed for ignorance of orders.

Officers should at all times appear dressed in accordance with the rules of the station or garrison in which they may be serving ; an Officer cannot be too particular in this respect.

If the character or conduct of an Officer should be publicly impugned, he is bound within a reasonable time to submit the case to the Commanding Officer, or to other competent military authority, for investigation.

For Officers the *ranks* recognized in a Battalion of Infantry are :

Lieut.-Colonel.

Major.

Captain.

Lieutenant.

These ranks are called "substantive."

"Brevet" rank is that conferred for special or long service and is higher than that for which pay is received.

"Honorary" rank is that given to officers whose duties are entirely of an administrative character and do not necessitate presence in the fighting line.

The term Field Officer applies only to those having the rank of Lieut.-Colonel or Major.

The *appointments* in a Battalion of Infantry are Adjutant, Paymaster, Quarter-Master, Medical Officer, Musketry Instructor, etc.



## COMMANDING OFFICER.

A Commanding Officer (see powers of a Commanding Officer) is held responsible to his Sovereign for the maintenance of discipline, efficiency, and a proper system of economy, in the unit under his command; he is to exact from Officers and men the most implicit obedience to regulations, and he is not only to enforce by command, but to encourage by example, the energetic discharge of duty, and the steady endurance of the difficulties and privations which are inseparable from military service.

His authority within his unit is paramount under all circumstances and in every situation of service; he should give his best attention to promote a good understanding amongst the Officers, by advice to the young and inexperienced, by timely interference to prevent disputes, and by taking immediate notice of any conduct likely to interrupt the harmony of the unit; he should explain to the Officers in the most forcible manner the consequences of allowing themselves to be misled by erroneous notions and false principles of honour, and he should endeavour in the event of any dispute or difference arising, to become the arbiter, and induce all concerned to accept his decision as final.

The Commanding Officer should discountenance any disposition in his Officers to gamble, and also check any approach to practical joking.

Courtesy among military men is indispensable to discipline. Commanding Officers should not only bear this in mind, but they should inculcate the principle in those under their command. Whenever it becomes necessary, in order to check carelessness or neglect of duty, admonition or reproof (unless the occasion demands public example) should be conveyed privately, and whenever it



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is desirable to reward the zealous and the worthy, the fitting acknowledgment or praise should be bestowed in public.

The Commanding Officer shall take frequent opportunities of personally examining the Officers—more particularly the Subalterns—upon every point connected with their duties in the Field, the Regulations and Orders, the Manuals for Training and the Interior Economy and Discipline of a Company.

He should see that Officers are practically instructed in the duties of picquets and outposts, in the mode of conducting patrols, scouting, topography and in the construction of field-works. He should direct the Majors and Captains to take command of the parade, and in his presence exercise the Battalion. The instruction and improvement of his men also form a most essential part of the supervision of a Commanding Officer.

Whenever armed parties are called out for the performance of any unusual duties, Commanding Officers should 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.

Commanding Officers are responsible and accountable for all public stores of whatever description belonging or appertaining to the units under their command; the duties with which Commanders of Companies, etc., or Quarter-Masters are charged being performed under the Commanding Officer's control and supervision.

Commanding Officers should cause every order and circular issued for general information and guidance either to be republished in Battalion Orders or otherwise circulated throughout the corps, and thus afford all Officers under their command every facility for becoming

acquainted with the current changes in the regulations and orders. Ignorance of published orders should never be admitted as an excuse for their non-observance.

An Officer in temporary command should not promulgate any standing orders, or alter those already in existence without a reference to the Officer under whose immediate command the corps may be placed; on the other hand, the Commanding Officer, when absent from his corps, is not justified in issuing Battalion orders.

#### MAJORS.

Nothing more essentially tends to the maintenance of regularity and good order than that system or chain of responsibility which should extend from the highest to the lowest grade. With this view a Battalion is formed into half Battalions, and the companies composing them respectively placed under the immediate superintendence of a Major, who should report to the Commanding Officer as to their state and condition. The senior of these is generally termed "second in command."

It is of importance that the Majors should at all times make themselves thoroughly acquainted with the professional abilities of the Officers placed under their immediate charge, so as to assist the Commanding Officer in the appreciation of the merits of those in his command.

They should also be responsible for the instruction of all young Officers who may belong to their respective half Battalions, and extend to them such advice and encouragement as they may seem to require.

The special duties of the Majors are as follows :

1. To maintain a general superintendence of their Half Battalions.
2. To check immediately any deviation from or neglect of orders.

3. To superintend all drills and enforce a rigid attention on the part of every one thereto.
4. To observe whether Officers adhere to regulation in their dress and appointments.
5. To visit the barracks or lines constantly, seeing whether the rules as to the order and cleanliness of the rooms or tents, passages, barrack-yard, camp lines, etc., are being observed.
6. To exercise supervision over the regimental institute and sergeants' mess.

## ADJUTANT.

The Adjutant should generally assist the Commanding Officer in his duties. He is to be considered as the "mouthpiece" of the Commanding Officer, and orders given by him to any Officer of whatever regimental rank, or seniority, under the Commanding Officer's authority, are to be obeyed with the same alertness as though delivered by that Officer in person.

He should be answerable for all the orderly room work, books, returns and orders, and has under his especial direction the Sergeant Major, the Orderly Room Sergeant, Sergeant Drummer, Bugler, etc., and Provost Sergeant. He should regulate all duty rosters; that of the Officers being under his especial care.

He should be responsible for the discipline of the band, buglers, etc., and take charge of all the Battalion drills, but at which only Officers who are his juniors in the Battalion need fall in. Should it be necessary for an Officer senior to the Adjutant to fall in at his drills for instruction, another Officer senior to all should be present.

The drill of all recruits and young Officers should be under his special direction.

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The Adjutant should pay particular attention to the instruction of the Non-commissioned Officers ; he should also inspect them, together with the band and bugler's, before every Commanding Officer's parade.

He should enter into the characters and dispositions of the Non-Commissioned Officers and men of the Battalion, so as to be able to assist them with advice and information, when he perceives defects ; and that he may be qualified to recommend the most deserving for advancement when occasion offers.

He should be the first to set an example to Officers and men in dress, obedience to orders, punctual attendance at parades, alacrity, alertness, and unceasing attention to all the duties of a soldier.

The Adjutant should be constantly vigilant and careful that the orders are attended to and obeyed with the most scrupulous exactness. He should be active and persevering, never taking for granted that anything is right, but constantly seeing that it is so ; informing the Commanding Officer, when he finds neglect or irregularities which it is not in his power to correct.

The dress, appearance, and carriage of the men, both on and off duty, should be particularly attended to by him.

He should parade and inspect guards, and armed parties proceeding on duty, which will then be handed over to the charge of the proper officer.

He usually acts as prosecutor at Courts Martial, when he should be prepared, if necessary, to answer to the character of the accused, or any other particulars which may be required, taking care that the accused and evidence have been previously warned, and that everything is in order so as to prevent unnecessary delay. He need not, however, be present at Courts of Inquiry and investigations of that nature unless required.

Although the Adjutant should not interfere in the interior arrangement of companies, he should take notice of all deviations from the orders, and any other irregularities he may observe on the part of the Officers, Non-commissioned Officers or men.

There is no circumstance in which the discipline of the Battalion can in any way be concerned which the Adjutant should think foreign to his observation, and its general efficiency will best evince his zeal and ability.

When the Adjutant is on leave another Officer should be named to take his duty, unless such absence is temporary, when it may be performed by the Orderly Officer.

#### ASSISTANT ADJUTANT.

It is not unusual to appoint an Assistant Adjutant who generally assists the Adjutant and Musketry Instructor when necessary.

#### MUSKETRY INSTRUCTOR.

This Officer should take charge of the arrangements for Musketry in so far as the targets, markers, and records are concerned, but not interfere with the Company Officers in the actual training of their men save under special circumstances or definite instructions from superior authority. Extra pay is given for the duty but special qualifications are required.

#### SIGNALLING OFFICER.

The Signalling Officer should take charge of the regimental signallers, and be responsible for their instruction and the care and condition of the signalling equipment. He also requires special qualifications.

#### MACHINE GUN OFFICER.

This Officer should be responsible for the instruction of the Machine Gun Section and care of these weapons; and to carry out such duties properly he must be well qualified.

## PAYMASTER.

Paymasters, where appointed, are strictly prohibited from applying public money to any purpose not authorized by the regulations of the service. They are not on any pretext, or in any shape whatever, to advance, lend or exchange any sum for which they are accountable, nor are they directly or indirectly to derive any benefit from their position, beyond their regular pay and allowance.

It is a Paymaster's duty to bring to the notice of his Commanding Officer any improper or unnecessary issue of pay or allowance.

He should see to the preparation of nominal rolls, the calling of such at muster parades, and checking and certifying to the correctness of the Pay lists as made up by the Officers commanding companies, before they are forwarded to the Commanding Officer.

Paymasters on appointment are given the honorary rank of lieutenant; if qualified that of honorary Captain, and after 10 years' service that of honorary Major.

## QUARTER-MASTER.

The appointment of Quarter-Master is one of at least as great importance to the comfort and health of the soldier as that of the Medical Officer. The services of the latter are only required in exceptional cases, to repair health which has been injured. The labours of the former concern every man in his Battalion, and his duties require a clear head and untiring assiduity. Commanding Officers should therefore be most careful in the selection they make for the post.

The Quarter-Master should receive and take charge of all stores of every description belonging to or for the corps and issue them on indent, as may be authorized or required.

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He should superintend the issue of all provisions, forage, etc. He should give timely intimation to the Commanding Officer when a supply of clothing or necessaries is required, in order that the regimental committee (a Field Officer and the Officers commanding companies) may be assembled to estimate the probable quantity and description required.

He should not deal with the *quality* of supplies, but solely with the gross quantity to be received, and subsequent regimental distribution, after they have been duly passed.

He should be present at the fitting of clothing, and is responsible that it is according to regulation.

The workshops, wash-house and fire department are under his charge; the latter to be exercised regularly.

He should be responsible for the cleanliness of the Camp or Barracks, also for all repairs and deficiencies, to ascertain which full inquiry must be made, and, when necessary, the damages assessed.

He has the superintendence of the conveyance of the baggage of his corps, when on the march, and attends to the loading of it. One or more fatigue men per company with non-commissioned officers in proportion, should, if necessary, be placed under his orders to enable him to execute this charge. Upon the receipt of a route for the moving of the Battalion, or a detachment, he should immediately give notice to the proper authorities and procure wagons, or other conveyance for the baggage; the regulating of which, both previous to, and during the transfer, demands his particular attention.

He should keep, in a guard book, copies of all circulars, etc., connected with his department, which may be received from time to time, a letter book containing an



impression of all letters written by him, also a stores book showing an account of clothing, arms, accoutrements and equipment, and the manner in which they are distributed. The latter account book should be divided into three parts, viz., an account with the Militia Department, another with the Battalion in general, and the third with the several Companies. All articles issued should be by indent, signed by responsible officers, and countersigned by the Commanding Officer, while for stores returned a receipt should be given or taken, as the case may be.

Quarter-Masters on appointment are given the honorary rank of lieutenant, if qualified that of honorary Captain, and after ten years' service that of honorary Major.

#### MEDICAL OFFICER.

The general health of the Officers and men of a Battalion as well as sanitation are under the direction of the Medical Officer, who is the regimental surgeon; but while charged with the duties now enumerated, he is not responsible for the sick in Hospital, who are under the immediate care of an officer of the Army Medical Corps. He is, however, allowed access to men of his battalion at suitable hours, and, if an officer of the Army Medical Corps is not available, may be detailed for their care.

The Medical Officer should make a periodical inspection of the whole of the Non-commissioned Officers and men of the Battalion at such times as may be appointed, for the purpose of ascertaining whether any disease exists; if so, he should report to the Commanding Officer. On these occasions the parade should be in bare feet, trousers turned up to the knee, chest and arms bared.

He should visit the messes of the men and married men's quarters frequently, the soldiers in the barrack detention rooms daily, and see those reporting sick, with



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a view to pronouncing upon their fitness for Hospital or otherwise ; communicating with the Commanding Officer on all points connected with such.

He should report as soon as possible to the Commanding Officer any accident or circumstance which may occur connected with his department, and whatever appears to him as being either detrimental to the general health of the men, or likely to be beneficial to it. He should examine the guard and barrack detention rooms, to see that they are kept in a sanitary condition.

All soldiers in arrest or detention for trial by court-martial should be medically inspected by him.

Whenever a soldier is reported too ill to be taken or sent to Hospital, he should also be visited.

He should examine all recruits on their joining the corps, and report his opinion of them.

The instruction of the Battalion Stretcher Bearers is under his supervision.

He should attend all parades for target practice, and field-days with blank cartridge.

Upon the receipt of a route for the march of a Battalion, he should immediately send to the orderly room the names of such men as it will be necessary to leave behind on account of illness.

At manœuvres or on the line of march he is responsible for the discipline of the men taken into the ambulance wagons under his charge.

The Medical Officer is exempted from serving on Courts of Inquiry or Boards (except Medical), from sitting as president or vice-president of the regimental mess, and from drill parades.

## COMPANY COMMANDERS.

Every Officer commanding a company is charged with the arms, accoutrements, ammunition, clothing, and other public stores, belonging or appertaining to the unit under his command, and for which he is accountable in case of their being lost, spoilt, or damaged, not by unavoidable accident, or actual service.

He is in like manner responsible for the drill, training, and payment of his company, also that the men's messes, clothing and necessaries are satisfactory and maintained in good order.

He should receive all moneys on account of the pay and clothing of his company, taking special care that such are expended in strict conformity to regulations, and with due regard to the interests of the soldier, also that the books and records are correct.

Every Company Commander should pay his own company.

The payment of the men should be so regulated that they will neither run unnecessarily into debt, nor be deprived of a fair portion of weekly pay.

The utmost attention is required from Officers commanding companies to the cleanliness of the men, the condition of their clothing, arms and accoutrements, and also to the state of their barracks or quarters. Strict adherence to these essential points will tend to the health of the soldier, and promote the credit of the service.

They should daily visit their companies' quarters or depute a Subaltern to do so, and particularly attend to their messing, as they cannot too often make themselves acquainted with the situation of their men or their possible comfort. Visits to men in Hospital should be looked upon as imperative.

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Company Commanders should personally inspect the men's kits at such times as they, or the Commanding Officer, may think necessary, and superintend the fitting of all clothing.

They should attend rifle practice with their companies, and make themselves equally acquainted with the principles of musketry as with drill and manœuvre.

Company Commanders are enjoined to instruct young Officers appointed to their companies in all the details for the interior management of the company; they are expected to be acquainted with the name, character, and all particulars respecting every man of the company.

Recommendations for promotion and indulgence of every kind should come through Company Commanders to the Commanding Officer.

Company Commanders should never award a soldier punishment merely on the bare statement of a Non-commissioned Officer. They should personally enquire into the case, and dispose of it in the presence of the man.

When an Officer takes over the command of a company he should satisfy himself that the arms, stores, etc., are correct, and a certificate is to be sent in to the Orderly room stating that the company has been correctly delivered over.

The books to be in the possession of every Company Commander are specified in Part VI, sec. 2 and 3. They should be produced in the Orderly room at inspections, tied together, with the Officer's name attached to them.

All books and records provided him at Government expense should be handed over on retirement, exchange or promotion.

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Conduct books should always be in the actual possession of Company Commanders.

All returns or states required from companies should be signed by the Officer commanding the company, who is responsible for the accuracy of them.

#### SUBALTERNS.

In order to establish that chain of responsibility so much enjoined in the King's Regulations, and to assign to each Officer an object to which his attention is more particularly to be directed, each company should be divided into four sections, forming two half companies, under the Subaltern Officers, the senior having charge of the right, the junior of the left; or if there only be one Subaltern with a company he must take charge of the whole company, under the direction of the Company Commander.

The Officers to whom half companies are entrusted are responsible for the cleanliness of the men as regards their persons, clothing, arms, accoutrements, and quarters.

Subalterns in charge of half companies should be in possession of a roll containing the names of their men, the number of each man's arms, accoutrements, great-coat, etc., and when not on permanent service of their respective employments and addresses.

A Subaltern appointed to the command of a company becomes charged immediately with the whole of the responsibility which devolved upon the Company Commander.

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### SECTION V.

#### GENERAL ADMINISTRATION.

The primary division of a Battalion is into Half Battalions, each under the charge of a Major, who superintend

the Companies of their respective Half Battalions, reporting to the Commanding Officer.

The Staff and Special Officers, viz., Adjutant, Quarter-Master, Paymaster, Medical, Musketry, Machine Gun and Signalling Officers, report to the Commanding Officer.

Of the Subordinate Staff the Sergeant Major, Band Master (for discipline only), Sergeant Drummer, Sergeant Bugler, etc., Orderly Room Sergeant and Provost Sergeant are under the immediate orders of the Adjutant.

The Quarter-Master Sergeant, Sergeant Cook, and the Pioneer Sergeant come under the orders of the Quarter-Master; the Stretcher Bearer Sergeant, of the Medical Officer, and the Machine Gun and Signalling Sergeant those of the Officers detached for those special services.

Each company as has been noted, should be divided into two half companies, under the charge of Subalterns, who are responsible to the Company Commander for the condition of their respective half companies, each half company is again divided into two sections, which in very strong companies may again be divided into squads.

A Sergeant or Corporal should be told off to each section, who is again responsible for its condition to the Subaltern; and Corporals allotted in proportion to assist the Sergeants in the execution of their duties, or told off to the charge of squads.

Under all circumstances and conditions the Section Commanders should be answerable (together with the Colour Sergeant) for the discipline, arrangement, cleanliness, and regularity of the tents or barrack rooms, regular and punctual attendance at drill, the condition of the arms, accoutrements, the general state of the clothing, and appointments, and their proper adjustment.

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Non-commissioned Officers in charge of sections and squads are to be in possession of a roll of such, containing the names of the men, and when not on permanent service, their respective employments, residences, etc., also the number of each man's arms, great-coat, etc. In the absence of a section leader his place should be taken by the one next in seniority.

Nothing, however, in this system, it should be understood, is to prevent a senior Officer or Non-commissioned Officer interfering with or giving orders to any person not belonging to his half company or section, it being an established axiom of military service that the senior present is at all times in general charge.

Subalterns should, if possible, be equally divided among the companies, and if it be necessary for a Subaltern to do duty temporarily with another company, he should always be returned to his own at the earliest opportunity.

Colour Sergeants should report to the Officer commanding their companies. Sergeants, to the Colour Sergeants of their companies as well as to the Subalterns, and Corporals to the Sergeants of their several sections. Thus the chain of responsibility is preserved.

Officers commanding companies should first report to the Major commanding their Half Battalions upon any subject of importance connected with their companies.

Every Officer, upon taking charge of a company, should send to the Commanding Officer a report that he has had the arms, accoutrements, company's stores, men's accounts, etc., given over to him in a regular and satisfactory manner. The Officer who gives over the company should report, in writing, his having done so, and in the event of any deficiency or irregularity mention the circumstance and explain the cause.

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The foregoing system of transfer is only applicable however, to permanent and city corps ; in rural corps the Company Commanders are responsible to the Officer commanding the Division or District for arms, equipment and clothing.

The schedule of arms, accoutrements, and all public property should be sent to the Quarter-Master for comparison with his books, and signed by him as to their correctness or otherwise. All arms on transfer should be minutely inspected by an Armourer Sergeant.

All applications or reports from companies should be made through the Company Commander ; no Non-commissioned Officer or soldier is ever to be sent to make his application in person to the Commanding Officer.

The several companies of a Battalion should (for the purposes of interior economy) be known and designated by *letters*. During drill in Battalion they should be called by their *numbers*, as told off.

The companies should form on parade alphabetically from front to rear in column or quarter column and from right to left if in line, but for the purpose of drill and exercise their position may be varied at the discretion of the Commanding Officer.

#### ENLISTMENT.

By the Militia Act, those under the age of eighteen are not eligible for enlistment, except as buglers.

The period of service in time of peace is three years.

The recruit, on enlistment, should be required to sign a service roll and take the oath of allegiance. •

Where the several companies are all at regimental Head-Quarters, the following will be found a good system of enlistment :



The appointment of a Board consisting of a Field Officer, the Medical Officer and the Adjutant, before which all recruits should be brought for examination as to their qualification. On being accepted by the Board, the recruit is brought before the Commanding Officer, who will attest and witness his signature to the service roll of the Battalion, at the head of which should be set out plainly the conditions of service. In order to obtain full particulars of the recruit an attestation paper (Form 1) will be found convenient; this should be filled up and sent to the orderly room.

The recruit should then be put in orders as having been taken on the strength of the Battalion from the date of his attestation, and posted to a company. He is then sent to the recruits' class, and not dismissed therefrom, until the Adjutant reports him fit for duty, when he can be served with uniform.

In rural corps, it may not be possible to carry out this system, but it can be modified to suit circumstances.

In city corps, the oath should be administered by the Commanding Officer of the Battalion; in rural corps, by the Officer commanding the company in which a man desires to serve.

On re-engagement for a further term, the service roll should again be signed, and the oath again administered, but a limit is fixed by regulations, as to age and the period of such re-engagements.

The enlistment of men belonging to another corps is strictly forbidden.

#### DISCHARGE OR TRANSFER.

On completing his term of service in time of peace, a Non-commissioned Officer or man is entitled to a discharge

(Form 2) but if the expiration occurs in time of emergency, he is liable to serve for a further period of not more than twelve months ; there is, however, no provision in the Militia Act whereby a man can claim it as a right until he has fulfilled the terms of his service. Nor can a Non-commissioned Officer or man be dismissed from a corps for irregular conduct until after due investigation and approval by superior authority.

In the case of a transfer to another corps, a certificate of service, showing dates of same, should be given, and whenever a man becomes non-effective, either through death, disability, discharge or transfer, his name should be put in orders as being struck off the strength of his corps.

## PAY.

The daily pay for the several ranks and appointments in the ACTIVE MILITIA (Infantry) are as under.\*

Lieutenant-Colonel .....	\$5 00
Major .....	4 00
Paymaster .....	3 00
Adjutant (in addition to pay of rank).....	0 50
Musketry Instructor (in addition to pay of rank).....	0 50
Quarter-Master.....	3 00
Chaplains, (rank of Major).....	4 00
“ (rank of Captain) .....	3 00
Captain. ....	3 00
Lieutenant. ....	2 00
“ (provisional).....	1 50
Sergeant-Major (if a Warrant Officer). ...	1 75
“ (not a Warrant Officer)...	1 50
Band Master (if a Warrant Officer).....	1 75
“ (if acting).....	1 50

\*The rates of pay for the Permanent Force are somewhat different.

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Quarter-Master Sergeant.....	\$1 25
Paymaster “ .....	1 15
Orderly Room Sergeant.....	1 15
Colour Sergeant.....	1 10
Sergeant.....	1 00
“ Drummer, etc. . . . .	1 00
Sergeant Pioneer.....	1 00
Signalling Sergeant.....	1 00
Machine Gun “ .....	1 00
Stretcher Bearer Sergeant.....	1 00
Corporal.....	0 85
Private or Bugler.....	0 75

In addition to the above, \$0.10 per day is issued to such as have attended the previous years training, and *efficiency pay* of \$0.15 per day to Warrant Officers, Non-commissioned Officers and Men under the conditions named below :—

(a) To be duly enrolled in a corps of the Active Militia and have performed training as prescribed for the corps to which he belongs for not less than ten days in the year for which pay is claimed.

(b) To have satisfactorily performed the drills and duties prescribed for his position in his arm of the service, and be certified to as having become reasonably proficient therein.

(c) To have carried out the musketry practice prescribed for his Corps, unless specially excepted, and obtained a named percentage of marks.

The specially excepted referred to in the preceding paragraph are the Quarter-Master Sergeant, Orderly Room, Pay and Pioneer Sergeants, the Band Master, and Sergeant Cook. Cooks, 2 per company, 2 per Officers' Mess. Servants, 1 for each Field officer, 1 for every three Officers below Field rank.

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The pay of Non-commissioned Officers and men should be personally issued by Officers commanding Companies.

For the ordinary annual drill of the Active Militia, a simple Pay list, showing the number of days drill and amount to which each Officer and man is entitled, with signature receipt for same is all that is required.

On continuous or permanent service payments are made weekly in arrear, the money necessary being drawn from the Divisional or District Paymaster by requisition.

In this contingency the procedure is to pay an even sum, say from \$3 up, according to rank, at each weekly payment, and on the last day of the month the balance in full, after deducting forfeitures, fines and stoppages.

The last of the month is called "settlement day," and each Non-commissioned Officer and man as he is tendered the balance due him is shown the state of his account in the Pay list (Form 3) and if satisfied as to its correctness must then, on receiving his money, sign the same; if he is not satisfied with the charges against him, he can object to sign the document and ask to be brought before the Commanding Officer. The Company Commander signs the "certificate" when all accounts are settled.

The Colour Sergeant should be present at all payments, with his accounts fully prepared, and ready to give explanation if required.

In addition to the Pay list, the Company Commander should keep a Cash Book and Ledger (Form 4), in which is recorded all receipts and payments in connection with his company. An acknowledgment of these receipts and payments must be recorded in this book against the various items.

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Officers on continuous or permanent service should be paid monthly in arrear, or by cheque from the Divisional Paymaster, their receipts for same being recorded upon a regimental pay list.

A soldier *forfeits* his pay :—

For every day of absence without leave, the forfeiture applying equally to Warrant Officers, Non-commissioned Officers and men.

For every day of detention or imprisonment for an award by a Civil Court or Court Martial or by his Commanding Officer.

For every day of arrest on a charge for an offence of which he is afterwards convicted by a Court Martial or a Civil Court, except when it has been ruled by competent authority that no entry of such conviction by the Civil Court shall be made in the regimental Conduct book.

On a charge of absence without leave, for which he is afterwards awarded detention by his Commanding Officer.

In consequence of his having confessed to being guilty of desertion or fraudulent enlistment, if the forfeiture during the period of such arrest has been ordered by the competent military authority.

For every day on which he is in the hospital on account of sickness certified by the proper Medical Officer attending him at the hospital, to have been caused by an offence committed by him.

Forfeited pay is returned to the Government through the pay-sheet.

A soldier is *fined* for drunkenness only.

Fines which cannot be recovered from a soldier's pay are not to be recovered from any other source while he

remains in the service, and no deduction should be made from a soldier's pay on account of a fine while other legitimate charges remain unsatisfied.

Fines are not refunded to the Government, but are credited to the Reading Room and Library Fund.

A soldier is placed under *stoppages* :

For extra messing, washing, barrack damages, necessaries, hospital diet (except for wounds received in action, or from illness contracted in service with an army in the field), and for replacing articles of uniform or equipment lost, spoiled or damaged by carelessness.

Stoppages credited to the different accounts above enumerated, also in the case of necessaries, replacing articles of uniform or equipment, are accounted for to the Government through the Pay list.

#### RATIONS, FUEL AND LIGHT.

All ranks of a Battalion on continuous or permanent service are entitled to a free issue of rations, fuel and light, or the equivalent.

The daily scale of rations for each individual is as named below, those of fuel and light are not given here, but are sufficient for the proper cooking of food, the warmth and lighting of the quarters that may be provided :

Bread.....	1 lb.
Meat.....	1 lb.
Potatoes .....	1 lb.
Bacon.....	2 ozs.
Beans.....	2 ozs.
Jam .....	2 ozs.
Butter .....	2 ozs.
Cheese.....	1 oz.

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Split Peas.....	$\frac{1}{2}$ oz.
Sugar .....	2 ozs.
Salt.....	$\frac{1}{2}$ oz.
Tea .....	$\frac{1}{4}$ oz.
Coffee.....	$\frac{1}{3}$ oz.
Pepper .....	$\frac{1}{36}$ oz.
Vegetables (fresh) in season..	6 ozs.

In case an issue of rations is not made, a daily allowance of 25 cents may be drawn.

#### BARRACK AND CAMP REGULATIONS.

Commanding Officers should prohibit the indiscriminate admission of strangers into barracks or camp, and take measures to prevent any but persons of respectable character from gaining access thereto.

Gambling in barracks or camp should not be permitted.

During the first week of each month in barracks, and each week in camp, the Quarter-Master should make an inspection of each room or tent to see that the articles in charge are accounted for, such as cots, bedding, brooms, stoves, etc., etc. The Company Commanders should be present at this inspection.

In quartering the Non-commissioned Officers and men in a barrack room or tent, great care should be taken that the arrangement is by sections. If necessary to break up any portion of the sections, as many sections as possible must be kept complete, instead of detaching a portion from each. Comrades or relatives should be separated as little as possible in quarters.

On the men rising, the cots should be turned up, the rooms swept and made thoroughly clean within half-an-hour, and no cot should be made down before the tea hour. Each man should be answerable for the cleanliness of his own berth; the orderly men responsible for



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the cleanliness of the tables, plates, dishes and the room generally ; also the berths of such men as may be on duty. The windows should be kept frequently open. In camp, the curtains of tents should be rolled up if the weather be fine, and in any case the leeward side raised, the blankets shaken, and if fine neatly piled outside each tent for a couple of hours daily.

The men should not use the barrack sheets, blankets, or utensils, for any other purpose than for which they are intended.

No washing of persons or clothes in the barrack rooms or tents should be permitted.

No clothing, arms, etc., should be allowed to lie about, but tidiness prevail throughout.

Every barrack room or tent should have posted in a conspicuous place a small and neat label (Form 5), and on the inside a nominal roll of the men occupying it.

When a passage or flight of stairs leads to more rooms than one, the men of each room should take their turns weekly to keep it clean.

No water, dirt or filth should be thrown opposite the barrack or tent doors, in the passage or stairs, or out of the windows, but be carried to the proper sinks for water, and the receptacles for dirt.

Any man found after *Tattoo* in the barrack room or tent, to which he does not belong, should be sent to his own room by the Non-commissioned Officer in charge.

All lights should be put out immediately on the bugle sounding for that purpose after *Tattoo*.

The men should sit down regularly to meals, cleanly dressed, with tunics or serges buttoned up. No man should be allowed to take his dinner away from the table. The

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Corporals dining at the tables should be responsible for the proper behaviour of every man of their several messes.

Wine, spirits or beer should not be allowed in the barrack rooms or tents, unless with special permission.

Saturday should be appropriated to a thorough cleaning of rooms, windows, passages, etc., by all hands available, the tables, forms and utensils of every description being scrubbed as clean as possible. The bedding should be placed outside to air at *Reveille* on Saturday, and taken in again at twelve noon. While this thorough cleaning is going on no man should leave the barracks or lines.

On every intermediate day the rooms should be dry scrubbed only.

The following rules respecting the men's rooms should be strictly attended to, in order to ensure uniformity throughout a Battalion.

Basins and plates (when not in use) laid in rows on open shelves at one end of the room, each basin bottom up on a plate. Tin water pail (filled with clean drinking water) at one end of the table, the washing pail on the floor at same end of the table, brooms, brushes, etc., in brackets under the shelves for plates.

The cots should be turned up (if folding), every morning immediately after *Reveille* sounding, and removed one foot from the wall.

The palliasse should then be folded in three, with nothing but the pillow inside, the outer fold to the front, bound round with a broad leather strap, and placed on the bedstead two inches from the head. If attention has been paid to fill all the beds with the same quantity of straw, placed crossways in the palliasses, the requisite uniformity will be obtained. The rug and two blankets

are then folded in three, the sheets folded in like manner placed in the centre of the blankets, the ends of the blankets being turned over the sheets with the rug outside. This roll is then placed on top of the palliasse, the joining in the centre and downwards, with the forage cap on top. The remaining blanket (folded in four) is placed on the extreme end of the cot, so as to admit of its use as a seat during the day, or folded round the blankets of such beds as may not be occupied. Articles of clothing, necessaries, etc., are on no account to be placed in the folds of the bed or bedding.

The kit-bag or valise should be placed on the shelf, bottom side to the front, over the centre of each man's cot, great-coat hanging to the right, belt and bayonet to the left. In tents, the kit-bags or valises should be arranged in a circle, six inches from the curtain pegs, with the great-coat and blanket folded on top, the head dress over all.

Every man (when there are racks for arms) should keep his rifle in one specified place, either to the right or left of his cot ; the arms should never be taken from the rack, except when the men are using or cleaning them ; when there are no racks, the rifles are to be slung on a peg at each man's berth, or in camp round the tent pole, confined at the muzzle in a hoop or rack made for the purpose.

The clothing should be placed as follows : The trousers folded in three, and placed on the top of the kit-bag or valise, the tunic and serge jacket, neatly folded, will be laid on the top of the trousers, collars, skirts and sleeves turned in, helmet or busby over all, the mess tin on the right.

The towel should be placed over the back of cot ready for use.

The boots, toes to the front, and leggings, well polished or dubbed, should be arranged under the forepart of the bed-cot.

The shoe brushes, closed together, should be placed between the boots, with the blacking on the top.

The men's necessaries should always be kept in their kit-bags or valises. By necessaries is meant shirts, drawers, socks, etc., etc.

Each man's name and company should be written on a card and hung from the shelf over his cot.—(Form 6.)

For the Company Commander's barrack kit inspection, the several articles should be arranged as follows :

The cot will be unfolded to its full length, the valise or kit-bag laid on it flat, the upper edge touching the paliasse, with the cap, trousers, tunic and forage cap, neatly folded, placed in the order named ; on either side a legging, adjoining the valise is laid the great-coat folded with the holdall complete and open lying on it, next is laid the towel folded in four with the socks on either side, then the shirt folded lengthways, then the mess tin, a low boot on either side and at the bottom end of the cot, the cloth and blacking brushes, sponge and oil bottle, blacking tin with lid half off, and soap. Each man stands by the side of his cot in clean fatigue dress during the inspection.

The arrangement of kits, etc., in tents must of necessity be different from that just described for barracks, but cleanliness and tidiness must prevail, otherwise confusion and discomfort will result, if not indiscipline.

A field kit inspection is held in the open air on parade and is described in Field Kit Inspection Parade.\*

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\* It should be understood that the details above given relate to the "Oliver" equipment, the use of which still predominates in our Militia.

## OFFICERS' QUARTERS.

It being an acknowledged principle of the military service that seniority of rank gives priority in selection of quarters, an Officer put into possession of quarters by proper authority should not be dispossessed by an Officer of corresponding rank, viz. :

A Commanding Officer by a Commanding Officer.

A Major by a Major.

A Captain by a Captain, or

A Lieutenant by a Lieutenant.

But in all cases a Captain may claim a priority of choice over a Lieutenant, notwithstanding such Lieutenant shall have been in previous possession of the better quarters.

Officers should be quartered as near as possible to the men, and in as large a proportion as circumstances admit.

No Officer should under any circumstance be permitted to establish a right to a military quarter he does not occupy, nor should he at any time transfer his quarters, or any part thereof, to any other Officer, except with the special permission of the Commanding Officer.

When Officers are detached on duty, or when they receive leave of absence for a period not exceeding two months, they may retain their rooms in barracks; but for any period extending beyond that time, the quarters should be given over to the Officer in charge of Barracks.

The Kitchens attached to unmarried Officers' quarters should not be used as sleeping apartments by soldier servants, nor should servants be permitted to keep their arms and accoutrements in these rooms.

## COMPANY MESSES.

The regularity of the men's Messes is an object of primary importance, and it should be the duty of the Commanding Officer to ensure that the soldiers' meals are properly cooked and served.

The rations for each room or tent squad should be drawn separately by the Orderly men, and, after being marked with the number of the squad, given in charge of the Company Cook, who then becomes responsible for their proper care.

As milk, many green vegetables, etc., are not issued as a part of the ration, these necessary articles must, if desired by those in the mess, be purchased by the soldiers, and for that purpose a deduction of from two to five cents a day is usually made from each man's pay to form a Messing Fund, and placed under the control of the Non-commissioned Officer in charge of the room or tent, who buys from the Institute, or persons outside, the quantities required; all accounts should be settled at least monthly.

The room or tent Orderlies attend the cook-house fifteen minutes before the meal hours, and then receive the regular rations for their respective squads, which are taken to the rooms and a fair division made, those for men on Guard, and soldiers in the guard detention room being first attended to.

The rations of men going to Hospital are supplied from their rooms on the day of entry. Men in detention are supplied by the Provost Sergeant.

Men discharged from Hospital receive their meals from that institution on the day of discharge.

When a sufficiently large room or tent is available it will be found more comfortable and economical to establish a general Mess for the company, half battalion or battalion ; in such a case the control of the messing should be placed in the hands of a Committee appointed from the men by the senior responsible Officer.

## SERGEANTS' MESS.

Whenever possible, a Sergeants' Mess should be formed under the regulations below-named, and the immediate supervision of one of the Majors.

All Warrant and Non-commissioned Officers, not below the rank of Sergeant, whether married or single, should be members of the Mess, and all single members should be dining members. Lance Sergeants also have the privilege of becoming members, though if not in receipt of lance pay it is optional.

The senior Warrant or Non-commissioned Officer present should be held responsible for the maintenance of good order, and observance of the rules of the Mess.

A committee, consisting of one Colour Sergeant and two Sergeants, should be appointed quarterly, becoming responsible for all funds and the general management of the Mess, producing, for the inspection of the Commanding Officer each month, the Mess accounts closed up to end of previous month.

Sergeant Majors, Bandmasters, or regimental Quartermaster Sergeants, should not act as President of this committee, or Treasurer of a Sergeants' Mess.

A Colour Sergeant or Sergeant should be appointed by roster to act as Treasurer for the quarter.

A caterer, who should be a Sergeant (but not one of the Committee), is selected by the Commanding Officer, and placed in charge of all stores of eatables and liquors.



The entrance fees and monthly subscriptions should be fixed from time to time by the Commanding Officer ; a limit, however, is named in the King's Regulations, viz., three days' pay for the former, and fifty cents for unmarried and twenty-five cents for married or detached members per month for the latter. On promotion, a further fee of the difference of three days' pay should be charged.

Mess meetings should be held monthly, the senior Warrant or Non-commissioned officer present to preside. A statement of accounts, signed by the President, should be submitted to this meeting for audit and approval ; minutes of the proceedings to be recorded and submitted for the approval of the Commanding Officer.

All stores, liquors, etc., purchased for the Mess, should be approved by the Committee and paid for on purchase ; the Treasurer should receive all subscriptions and messing bills and, with his monthly accounts, produce vouchers for all payments ; he should pay over to the caterer the messing money required for the ensuing week.

The liquor bills may, at the discretion of the Commanding Officer, be paid weekly or on the spot, but in either case the cash is to be handed over to the Treasurer on the same day as it is received ; any neglect of this order should be at once reported to the supervising Major for the Commanding Officer's information.

The daily rate of messing should not exceed twenty-five cents.

Messing bills, which are stopped through the accounts, are paid monthly.

The Sergeant's Mess should be closed one hour after *Tattoo*.

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The Sergeants should be most particular as to what civilians they introduce to their Mess, and no entertainment should be given unless with the concurrence of two-thirds of a general meeting and the sanction of the Commanding Officer.

#### OFFICERS' MESS.

The establishment of an Officers' Mess upon a well regulated system is an object of the utmost importance and requires the unremitting attention of the Commanding Officer, who is responsible that all the accounts are properly kept and checked, and that each member pays his mess and other bills regularly.

Every Officer must be a member of the Mess, and every unmarried Officer a dining member.

To direct the Mess establishment a committee should be selected, consisting of three Officers, the President being a Field Officer or Captain.

The Committee should arrange such a system of economical messing as will enable every Officer to belong to the Mess without inconvenience, extravagant or unnecessary entertainments being at all times discouraged by the Commanding Officer.

A Mess meeting should be held every three months to receive a duly audited statement of the funds, and for the purpose of discussing any proposition that may be brought forward concerning the general management and comfort of the Mess.

Although Officers meet at Mess on a footing of social equality, it nevertheless ought to be distinctly understood that Mess is a parade, and that Officers attending thereat are under the same military discipline and as much under the orders of their seniors, as though they were actually under arms.

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The senior combatant Officer present is always in charge, being responsible for all that takes place at table and in the ante-room, both before and after dinner ; and should any individual persist in disobeying orders after proper warning, he renders himself liable to arrest.

Two Officers should be detailed weekly to act as President and Vice-President. Medical Officers are not, owing to the calls which may be made on them, available for this duty.

The President, who sits at one end, should be responsible for the correct carrying out of every detail connected with service of the table, and has authority to require any Officer, irrespective of rank, to desist from irregular behaviour. If such be persisted in report must then be made to the senior Officer present.

The Vice-President should in every way assist the President in the execution of his duty, and during dinner sits at that end of the table which is nearest the point of entrance for the servants.

All servants attending Mess should be under the immediate orders of the President and Vice-President.

No Officer (unless on the Mess Committee) should on any account enter the messroom before dinner is announced.

No smoking should be permitted in the ante-room for a space of one hour before dinner.

On the first bugle sounding (half-an-hour before dinner) such Officers as may happen to be in the ante-room in plain clothes should at once leave.

After the sounding of the first bugle, or after dinner, no Officer in plain clothes should on any pretext whatsoever enter the ante-room without special leave from the senior Officer present.

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No Officer entering the ante-room before dinner (*i.e.*, after the sounding of the first bugle) nor after dinner, should wear his head dress.

Both on entering and on leaving the ante-room all Officers bow to the senior Officer.

On dinner being announced, the Officers enter the mess-room without regard to precedence, except that the senior combatant Officer enters first.

The senior Officer present should sit at the centre of the table, right hand side. On a guest night, the senior guest usually sits at the right hand of the senior Officer, this place being considered the seat of honour.

Except as above specified, no places are reserved for any Officers at the table, neither do they sit according to rank, though it is customary for the next senior Officer to sit opposite the senior on guest night.

No letters should be opened or notes written at table without the leave of the senior Officer present, the President or the Vice-President.

The practice of Officers taking wine with one another, during dinner, has become obsolete at Mess.

When, at the conclusion of the dinner, the table shall have been cleared and the wine placed before the President and Vice-President (also before the senior Officer and the Officer sitting opposite to him, if the table be long), on a signal from the President the wine should be passed from right to left until each set of decanters reach the point from which the other set started.

As soon as the wine, as above detailed, shall have made the tour of the table, the President should call, "Mr. Vice, 'The King!'" the Vice-President saying, "Gentlemen, 'The King!'" when, and not before, Officers should rise and take their wine, saying aloud, "The King."

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As His Majesty's health is proposed, the Mess butler should give a signal for the band (when present) to play the first six bars of "God Save the King."

The wine will be passed round the table as often as the President sees fit; time for passing the decanters to be taken by the senior Officer, the Officer opposite to him, and the Vice-President from him.

No Officer should be at liberty to leave the table before the wine has been passed round twice, without asking leave from the President.

After dinner, smoking at table may be permitted with the consent of the senior Officer present, but this should never occur until the health of the Sovereign has been drunk.

When a General or a senior Officer dines at a Mess, all Officers should rise when he leaves the table after dinner, but it is not necessary for them to follow him therefrom. The Vice-President should not leave his place before the President.

The band should play once a week at Mess (generally guest night) a programme of five or six pieces, with three "extra" pieces, from which latter the senior Officer may, if he pleases, select one or two to be played after the regular programme. The band should begin as the Officers enter the mess-room, playing the "Roast Beef of Old England," or may begin as the joints are served; in the latter case the air above-named is not played.

One Non-commissioned Officer, with such assistants as required, may be allowed to be taken off the duty strength for the purpose of attending the Officers' Mess, and every other facility should be given by the Commanding Officer to support the respectability of an establishment in which the general comfort of the Officers is so materially concerned. Officers' servants wait in turn as required.

## REGIMENTAL INSTITUTE.

The Regimental Institute is established in a unit for the exclusive benefit and convenience of the troops, and with the following objects :—To supply them with good articles at reasonable prices without in any way interfering with their right to resort to any other available shops or markets, and to organize and maintain the means available for their recreation and amusement.

The profits of the Regimental Institute may be appropriated, under the authority of the Commanding Officer, towards providing newspapers, etc., for the reading-room, apparatus for games, prizes for athletic sports, extra messing, etc.

The Regimental Institute should be divided into the following branches :—Canteen or liquor bar, Grocery shop, Coffee-room, Recreation room, Reading-room and library.

Regimental Institutes should be managed by a Standing Committee of three Officers, of whom the President should if practicable be a Major, but in no case under the rank of Captain, who should be selected by and be under the direction and control of the Commanding Officer. Officers of the Regimental Staff should not be appointed members of the Committee. The President, should, if possible, be exempted from serving on Courts Martial, Courts of Inquiry and Boards, and not more than one member of the committee be changed at one time.

A Commanding Officer may appoint himself President of this Committee.

The duties of this Committee are to superintend the whole business of the Institute, to take charge of and disburse its funds ; it must take stock and examine the books monthly, inspect the quality of articles sold, authorize all purchases, and regulate the prices at which articles shall be sold.

A Sub-committee of three or more Non-commissioned Officers and men, selected by their comrades, should be appointed to act under the superintendence of the first-named Committee for the more immediate internal management of the Institute; this Committee has no power to make any changes or issue any instructions, but may submit its views to the Officer's Committee for consideration.

The Canteen, Grocery shop, etc., are to be visited frequently by a member of the Committee, the Commanding Officer, occasionally by the Medical Officer, and daily by one of the Orderly Officers.

The Canteen should be maintained on the footing of a well-conducted tavern, for the sale of wines, malt liquors, aerated waters, bread, biscuits, cheese, tobacco, etc. No intoxicating or malt liquors of any description should be sold before 12 o'clock noon, nor after "*First Post*," nor during the hours of Divine Service on Sundays; nor should such liquors be sold at any time to any person appearing to be intoxicated, or on the verge of intoxication. The Canteen should be closed on the sounding of the "*First Post*."

The establishment, however, of this branch, is strictly forbidden at Camps of Training:

Should it be necessary that licenses be taken out for the Canteen, the cost of such should be charged against the Institute.

The Grocery shop should not be connected or associated in any way with the Canteen (except as relating to its management, by the Regimental Committee), and, whenever practicable, should be in an entirely separate building. No intoxicating liquors of any description should be sold therein. The Grocery shop should be opened at such hour as the Commanding Officer may determine, and closed at *Tattoo*.



The Coffee-room should, if possible, form an adjunct to the soldier's recreation-room, and be maintained for the supply of refreshments of the following nature :—tea, coffee, cocoa, non-alcoholic drinks, soup, fish, eggs, bacon, cooked and preserved meats, etc. It should be opened at such an hour as will enable men to have refreshments before the morning parade, and closed at *Tattoo*.

The Recreation-room, Reading-room and Library should form part of the Regimental Institute of the unit to which they are appropriated. Their object is to afford to the Non-commissioned Officers and men the means, within the barracks, of employing their leisure hours in rational amusement and the acquisition of useful knowledge, and thus to encourage habits of morality and sobriety.

The Recreation-room should be separate and distinct.

The appointment of Non-commissioned Officers or men to supervise this department of the Regimental Institute will be found necessary.

A small grant is annually made by the Government to units on permanent service towards the maintenance of Reading-rooms and Libraries, but as such is not adequate for the full provision of literature, a small voluntary fee from individuals is necessary.

The management and superintendence of Recreation rooms, and the regulation of the expenditure of their funds form part of the duties of the Committee of the Regimental Institute to which they belong. The sub-committee already referred to should recommend to the Committee the books to be purchased for the Library, and the periodicals, newspapers and games for the Recreation rooms ; in these and all other recommendations they will endeavour to carry out the wishes of the subscribers.

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The Recreation rooms should be opened to all Non-commissioned Officers and men of the corps who are subscribers.

The selection of a Non-commissioned Officer, preferably, not now in the service, for the charge of the Canteen and Coffee-room, called Canteen Sergeant, rests with the Commanding Officer. He should be under the orders of the Committee of Officers. His position should be that of steward or salesman, not of contractor, and he should not be permitted to have any interest whatever in the profits of the department.

In the event of any complaint being preferred against the Canteen Sergeant, which upon investigation should prove to be well founded, he is liable to removal from the appointment.

The Canteen Sergeant should be responsible that only such articles as are approved by the Committee and Commanding Officer, are sold, also of the quality and at the prices fixed by the Committee.

The Canteen Sergeant should at all times prevent, as far as lies in his power, rioting or disorderly behaviour in the Canteen, and not suffer any gambling, cards, or gambling tables to be introduced ; and, further, he should not give credit or trust to, or receive any pledges or pawns from, any Non-commissioned Officer or man, or member of his family.

A Non-commissioned Officer should be selected to act as Accountant to the Canteen, under the supervision of the Committee. Both he and the Canteen Sergeant should receive pay for their services from the funds of the Institute.

Schedules of the articles sold and of their prices should be affixed in conspicuous places in and about the Canteen,

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Grocery store and Coffee-room ; these schedules should be revised from time to time by one of the Committee, and visits should also be made periodically to see the schedules are such as have been approved, and that the articles sold are of good quality.

The proceeds for the sale of articles should be handed over daily by the Canteen Sergeant to the Committee of Officers, which amount should be lodged in a bank or other place of security as the Committee, with the concurrence of the Commanding Officer, may arrange.

Defaulters may be permitted to enter the Canteen during fixed hours, say from 7 to 8 p.m.

No civilians or others should be permitted to frequent or in any way make use of the Canteen without the knowledge, permission or sanction of the Commanding Officer, and under no circumstances should they be permitted to do so during the hours prohibited by the local License Act in force for the time being.

Non-commissioned Officers and soldiers may, at the discretion of the Commanding Officer, be permitted to introduce their male friends into the Coffee-room on condition that they leave the barracks on the sounding of the first post of *Tattoo*. The individual who thus introduces a friend should be held responsible for his good behavior. The Commanding Officer is empowered to exclude any individual at any time.

All articles purchased at the establishments of the Institute shall be paid for at once in ready money except that pass-book accounts, to be paid weekly, may be allowed for Officers' and Sergeants' Messes, and for the families of Officers and such others entitled to deal thereat as may be specially sanctioned by the Commanding Officer.

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THE HOSPITAL AND SICK REGULATIONS.

Medical attendance is free to all ranks of the Militia when under pay and doing duty.

Whereas formerly the hospital was under the supervision and control of the Battalion Medical Officer, it has now passed into the hands of the Army Medical Corps.

The Hospital is conducted under the immediate direction of an officer of the Army Medical Corps, with a special staff of Non-commissioned Officers and men. In it patients are provided with such food as is necessary from the time of entrance until discharge, and are liable to deductions of pay to cover the cost of extra messing, etc. These deductions vary with the conditions under which the disease or injury is acquired, and under certain circumstances may be partly or wholly remitted.

When a man reports himself sick, the Orderly Sergeant of the company should acquaint the Colour Sergeant, who inspects the man's kit, and furnishes the Orderly Corporal with a list of the necessaries, etc., in the man's possession, which, in the event of his being admitted into Hospital, are handed over to the Wardmaster.

A man admitted to Hospital should take with him, in addition to the clothes he is wearing, his devotional books, hair brush, comb, razor, shaving brush, tooth brush, blacking brushes, tin of blacking, and great coat. The remainder of his kit, together with his arms and accoutrements, should be taken into the Company store, and medals, trinkets, etc., retained by the Company Commander.

The Battalion Orderly Corporal or a Non-commissioned Officer detailed for the duty should receive a Company Sick Report in duplicate from the Orderly Sergeants of companies (Form 7), which he delivers to the battalion

Medical Officer, before whom those going sick are first brought. If in the column headed "Surgeon's remarks," the Medical Officer inserts the words "medicine and duty," it will be understood that the man is immediately available for any duty that may be required of him. The remainder will be marched to the Station or Field Hospital for the inspection of the Medical Officer in charge, who will enter in the column of remarks "Detained," "Hospital," or "Attending Hospital." Should "detained" be inserted, the man is not available for duty on that day, but remains in Hospital until *Retreat*, is confined to barracks for the day of his return, and not allowed to enter the Canteen. Should "hospital" be entered against a man's name he remains in that institution until discharged. If he is marked "attending hospital" he is sent back to his quarters to be employed on light duties or exempt from all duties according to medical recommendations, and must report at the hospital or inspection room daily until otherwise ordered. In this case also the man will be confined to barracks and not be permitted to enter the Canteen without the special permission of the Medical Officer. The company Sick Report is returned to the Orderly Sergeant with the remarks of the Medical Officer.

Men discharged from Hospital as convalescent are handed over to the Non-commissioned Officer detailed for the sick at *Retreat*, and by him returned to the respective Orderly Sergeants of companies.

The utmost neatness should be observed throughout the Hospital; all Non-commissioned Officers, when in Hospital, and not prevented by extreme illness, are held responsible for the maintenance of discipline in their respective wards, under the superintendence of the Wardmaster.

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The Wardmaster, under the direction of the Medical Officer, should be responsible for the property of such men as are in Hospital; the moment a man is admitted an account and possession of his money, necessaries, clothing, etc., is taken, the articles being returned on discharge.

The Wardmaster should cause all men under medical treatment to be made aware of the regulations to which they become subject when in Hospital, and visit the wards frequently during the day to see that these regulations are in no respect infringed.

The patients who are not confined to their beds should be attentive to the cleanliness of their persons; those reported for irregularity in this respect should be punished.

No man is to take any liquor or tobacco into the Hospital, or to give anything of the kind to a patient without the permission of the Medical Officer.

No soldier or soldier's wife should be permitted to have any communication with a man in Hospital, except by the special permission of the Medical Officer, and in presence of the Wardmaster.

Gambling of every description should be strictly prohibited.

Any patient who is guilty of disorderly conduct, swearing, insolence to the attendants, or any other impropriety, should be most severely punished.

When a soldier in arrest or detention is admitted into or discharged from Hospital, the word "in arrest or detention" should be inserted opposite his name.

Should the patients have any complaints to make of their treatment, accommodation, etc., they should state them to the Medical Officer in charge.



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As a further method of assurance that a patient's complaints shall be attended to, it is customary, in a well-regulated garrison, that the Field Officer of the day should visit the Hospital periodically for such a purpose, and in any case it is the duty of the Company Commander to visit such of his men who may be in the institution.

Convalescents, on coming out of the Hospital, should not be put on duty the same day, or permitted to leave barracks ; they should attend all parades and roll calls, however, falling in on the reverse flank of their companies in fatigue dress. On a march, when circumstances will permit, the kits of such convalescents as have not yet received certificates of being fit for duty should be carried for them.

The Medical Officer should send a return (Form 8) of the sick to the Orderly room every morning for the Commanding Officer's information, and a nominal list (Form 9) of sick is likewise to be transmitted to the orderly room every Saturday morning. He should also keep a record of each individual admitted and discharged from the Hospital.

Officers when ill should immediately send an intimation to the Adjutant and Medical Officer, who will report to the Commanding Officer. During the continuance of illness an officer should confine himself strictly to the precincts of barracks or quarters, unless permitted to go out for exercise by the Medical Officer.

Officers on the sick list cannot resume duty without the permission of the Medical Officer.

#### DIVINE SERVICE.

The strictest attention should be given by all ranks to the attendance at Divine Service on Sundays, and the greatest respect paid during the performances of this important duty.



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Commanding Officers should afford every facility for the wives and families of the men to attend public worship.

All Officers should attend Church parade, those only excepted who are on duty or have the special leave of the Commanding Officer.

On entering any Church or Chapel, all should be reverential and orderly in their behavior, the Officers commanding companies being responsible that their men proceed at once to the places allotted them with regularity and without noise. Each company should be seated as nearly together as possible, with their Non-commissioned Officers amongst them, to check any irregularity.

After Divine Service no one should move out of his place or make the slightest noise until the Commanding Officer rises, nor attempt to put on his head-dress until outside of the first door of the Church.

Soldiers of the different denominations should be regularly marched to and from their own places of public worship, under the command of an Officer, if their number exceed twenty, and in charge of a Sergeant if not exceeding that number; the Officer or Sergeant remaining with them during the service.

If there are not Officers of the different denominations to march parties requiring an Officer, one should be detailed for the purpose.

In case there is no clergyman available, the senior Officer should read prayers to the men.

Church parade should invariably be considered a "general parade"; and all employed men such as servants, etc., should be present.

## ORDERS.

Orders, when issued by the Commanding Officer of a Battalion, should be promulgated on the afternoon of the day before that to which they refer. The Adjutant prepares the orders under the direction of the Commanding Officer, and signs them before their issue. These should be headed "Battalion Orders by Lt.-Col. ———, Commanding ——— Battalion."

Extracts from the orders of superior authority, in so far as they affect the Battalion, should also be included.

The orders should be divided into two parts as follows :

PART I. will deal with detail of duties called for by superior authority, training, manœuvres, parades, officers for regimental duties and matters that do not affect a soldier's pay, service or documents.

PART II. will deal with matters which affect a soldier's pay or service, that is, N.C.O. and men "taken on" or "struck off" the strength, sentences of courts-martial, forfeitures of pay, fines, stoppages for barrack damages, appointments, promotions, transfers, etc. Each separate subject of regimental orders should be denoted either by a running consecutive number for the year or for the day of issue.

At the hour named for issue the Sergeant-Major should cause "Orders" to be sounded, when the Battalion and Company Orderly Sergeants attend with companies' order books, in which they write the orders from the Sergeant-Major's dictation.

All orders should be read and explained at evening roll call by the Company Orderly Sergeant, and those of an important nature by an Officer of each company on three successive parades after they are issued, the Orderly

Sergeant being responsible that every man upon duty or otherwise absent is made acquainted with them as soon as circumstances admit.

Another system prescribed is by posting the daily orders in a suitable place in the quarters of each company.

Any orders concerning officers only, such as it might be inexpedient to publish to Non-commissioned Officers and men, should be sent round by the Adjutant to the different Officers to be returned initialed as evidence that they have been received.

#### BAND AND BUGLERS.

Bandsmen should be regularly enlisted, and thus placed under the regulations of the Militia and the control of the officers of that force.

The band, etc., should be taught squad drill ; they are under the immediate orders of the Adjutant with respect to their drill and discipline, and the direction of the Band Committee and Bandmaster as musicians.

Bands should be dressed in clothing of the same colour as that worn by their Battalions, with the additions noted under "Dress," see Part V.

Whenever the band is directed to play at the Mess or any public assembly, it should be properly dressed.

No bandsmen should engage himself to play in uniform without the consent of the President of the Band Committee, and the band should not play anywhere in public without the sanction of the Commanding Officer.

Bandsmen in uniform should not take part in meetings, demonstrations or processions for party or political purposes.

A bandsman habitually misbehaving should be sent to his duty in the ranks, as the Band must necessarily be composed of well conducted men.

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Each man should be held responsible for the instrument entrusted to him, which is never to be taken from the band or practice room, unless required for duty, or with special permission.

It is essential that the Band, bugles, drums and fifes, when playing or beating for military purposes, particularly marches, should adhere strictly to the time, which will allow, within the minute, the exact number of paces prescribed in the "Infantry Training." For this purpose the music of the different cadences should be practised under the direction of the Bandmaster, with the plummet, until the prescribed cadence has been acquired. The Band and the drums should be frequently practised together, in order that, when relieving each other in the quick march, the cadence may be preserved uniformly and uninterruptedly.

The following books of instruction, published by authority, for the Imperial Service will be found very useful in Bugle or Fife and Drum Bands:—"Trumpet and Bugle Sounds," the "The Drum and Flute Duty."

#### PIONEERS.

The Pioneers are a small section of regimental artificers, competent to repair barracks, furniture, utensils, etc., or do minor mechanical work in barracks or camp, and if need be, instruct others in the same. They should be selected mainly on account of proficiency in their trades, and good character; they may also be employed in the Quarter-Master's store or other duty pertaining to that department.

Each Company should have one pioneer, and the distribution of trades in a Battalion of eight companies be as follows: two Carpenters; two Bricklayers (one able to

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plaster, the other to slate); one Smith (able to shoe horses); one Stonemason; one Painter and Glazier; one Plumber and Gas Fitter.

A proper outfit of tools, such as picks, spades, shovels, axes, augers, a saw, chisel, crowbar, etc., should be in their possession.

A Sergeant (a carpenter if possible) should have immediate charge, the whole section being under the direction of the Quarter-Master.

#### PASSES.

Passes are granted under the following regulations, due regard being paid to the age, length of service, conduct and military efficiency of the soldier, but no soldier below the rank of Sergeant should be out of his quarters between *Tattoo* and *Reveille* without a pass.

- (1) A *permanent* pass to enable worthy soldiers to remain out of quarters up to a specified hour between *Tattoo* and *Reveille*.
- (2) A pass giving leave of absence from any roll call or duty.
- (3) A pass to enable a recruit, boy, or other individual soldier who is not allowed a permanent pass under sub paragraph (1) to have leave on special occasions.
- (4) A pass for leave outside the station.

Passes should not be granted for periods of absence exceeding six days. For longer periods a furlough is necessary.\*

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\*The distinction between the terms "pass" and "furlough" merely imply the duration of absence—both are forms of indulgence.

Non-commissioned Officers, not below the rank of Sergeant, may remain out of barracks up to midnight without special permission. Any further leave within the station may be granted by the Commanding Officer without a pass.

Permanent passes (Form 10) should be signed by the Commanding Officer. All other passes should be granted and signed by Officers commanding companies. Every pass should be stamped with the regimental office stamp.

The passes of men employed should be recommended by their respective superiors. Bandsmen and Buglers by the Adjutant; Servants' passes by their masters; and those of Mess servants by the President of the Mess.

Should the Commanding Officer or Company Commander refuse a pass, it is to be destroyed and not given to the soldier.

Non-commissioned Officers should not apply for passes until they have ascertained from the Sergeant-Major if they are for duty.

All ordinary passes (Form 11) should be on printed forms, which are usually procurable in the Canteen.

Non-commissioned Officers and men on leave, pass or furlough, are entitled to an allowance in lieu of rations for such periods as they are actually absent from their units, exceeding two days.

On returning to quarters, the ordinary passes should be left with the Sergeant of the Guard, who enters on the face of them the precise time at which they return, and initials the same, and these passes are sent to the orderly room with the guard reports daily. Permanent passes should always be carried by the holder, and shown when required.

Men absent on pass for less than seven days should make up their duties.

In case of a man being prevented from rejoining his Battalion before the expiration of his pass, through unavoidable delay of trains or steamboats, he should bring with him a written statement from the station-master or captain of the boat of the cause of the delay, or, in case of illness, a medical certificate, otherwise a charge for absence without leave should be preferred.

Unless an hour is specified a pass expires at *Tattoo* of the last day named in it.

#### LEAVE OF ABSENCE.

The Adjutant being responsible for the correct keeping of the duty roster and all orderly-room returns, it is imperative that he should be acquainted with an Officer's obtaining leave, even from parade.

Subalterns applying for leave of absence should do so (in writing) to their respective Company Commanders, for submission through the Adjutant, for the Commanding Officer's approval.

Officers above the rank of Lieutenant and Regimental Staff, wishing for leave of absence, should apply in writing to the Commanding Officer (through the Adjutant). In cases of emergency, only, personal application may be made to the Commanding Officer.

Application for a prolongation of leave should be made in a similar manner.

In all applications for leave, Officers should state the reasons for which solicited, their address while absent, and the name of the Officer taking their duties.

Officers going on leave of absence should settle every regimental account previous to their departure.

So long as Officers remain in barracks they should attend all parades and perform all duties, notwithstanding the term of their leave of absence may have begun.



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Officers who receive leave of absence should be present with the Battalion on the day on which their leave terminates. They should report themselves personally on their arrival to the Commanding Officer before appearing in public, and give notice in person or in writing to the Adjutant.

They should also make themselves acquainted with all orders issued during their absence.

Officers on temporary leave should make good all duties missed during their absence. It is only when on general leave they are exempt from this.

Leave from parade, or leave for a day, should come through the same channel, but verbally or by application made in a Leave book, which in most corps is kept in the Orderly room for that purpose.

#### SERVANTS AND BATMEN.

The employment of soldiers as servants is an indulgence. Each Regimental Officer is allowed to have one soldier to attend him, and mounted Officers permitted to have two each, that is, one for himself and one for the care of his horse.

All servants (those of mounted Officers excepted) should be men of the same Company as the Officer whom they attend. They should be of established good character, perfect in drill, and have acquired a complete knowledge of the duties of a soldier.

No man should be taken as a servant without the sanction of the Commanding Officer, application in the first instance having been made to the Officer commanding the Company to which he belongs. Soldiers who are likely to make eligible Non-commissioned Officers should not be taken.

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Whenever an Officer dismisses his servant he should inform the Adjutant in writing his reason for so doing for the Commanding Officer's information.

A Register should be kept in the orderly room of all men who have been dismissed for misconduct to prevent their being employed as servants afterwards.

When a servant is once turned away by his master on account of misconduct he should not be employed again unless he has conducted himself, for a period of not less than six months after his return to duty, to the entire satisfaction of the Officer in command of the Company to which he belongs.

No servant should ever be permitted to work in any part of his regimental clothing, neither should he ever appear partly dressed in uniform and partly in livery.

Officers' servants should answer their names at *Tattoo*. Officers having occasion to send their servants out of barracks after *Tattoo* should always furnish them with a pass. Unmarried servants should sleep in the barrack rooms and mess with their Companies, and all servants should return to their duty when their masters are on leave of absence for more than three days.

All servants, with the exception of those of mounted Officers, should attend all general parades; they should mount guard with the Officer they serve and perform their share of that duty; there should be special drill for them at least one day in the week.

If an Officer is ill his servant should be excused from all parades as long as the illness continues.

Officers' servants should keep their arms, appointments, and clothing in good order, and be ready to turn out, like other soldiers, at any moment.

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In connection with soldier servants the term "batman" is frequently used. Formerly these men were hired in time of war to take charge of "Bat" or baggage horses, but latterly the word has in the service been applied to soldiers who performed odd chores for Sergeants in their own time, without being relieved from regular duties, as is customary with Officers' servants.

CRYING DOWN CREDIT.

Notice should be given by newspaper advertisement once in every three years by the senior officer at a station, calling attention to the fact that under the Army Act a soldier cannot be put under stoppages of pay for a private debt, and consequently citizens give credit at their own risk.

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PART II.  
DUTIES.

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SECTION I.

ROSTER OF DUTIES.

Duties, or the proper performance of them, are among the most important parts of a soldier's training, be he Officer, Non-commissioned Officer, or Private.

In all duties, whether with or without arms, and whether performed by corps or by individuals, the roster for Officers and Non-commissioned Officers should begin with the senior. In the case of private soldiers the roster is alphabetical.

Duties are thus classified :

1. Guards (*a*) of the Sovereign ; (*b*), of Members of the Royal Family ; (*c*), of Viceroys ; (*d*), of the Captain General, or Governor of a colony.
2. Duties under arms : (*a*), Divisional ; (*b*) Brigade or Garrison ; (*c*), Regimental.
3. Courts Martial : (*a*), General ; (*b*), District ; (*c*), Regimental.
4. Boards or Courts of Inquiry, (*a*), Divisional ; (*b*), Brigade ; (*c*), Regimental.
5. Working parties.
6. Fatigue duties.

These are divided Regimentally into duties for Officers, for Non-commissioned Officers and for men.

## OFFICERS.

- a. 1st, Guards ; 2nd, Escorts ; 3rd, Picquets.
- b. Courts Martial, 1st, General ; 2nd, District ; 3rd, Regimental.
- c. Boards and Courts of Inquiry, 1st, Divisonal or Garrison ; 2nd, Brigade ; 3rd, Regimental.
- d. Working parties.
- e. Orderly duties.
- f. Fatigue duties.

The Officer's duty roster (Form 12) is kept by the Adjutant, who should have one for Garrison and another for Regimental duties, the former taking precedence of the latter.

Officers on duty of all descriptions should attend all parades and perform all other incidental duties, so far as they do not interfere with the special duties for which they have been detailed.

When an Officer's tour for more than one duty comes on the same date he should be detailed for that duty only which has the precedence in the classification already given. When an Officer is actually in the performance of one duty, and his tour for another duty occurs, he should not make good the latter duty, but his tour is to pass him, *i.e.*, he will receive what is termed an "overslaugh." An Officer detailed as in "waiting" is not entitled to count a tour of duty.

No "overslaugh" should be allowed for one of two duties which come round on the same date when such occur through an Officer having exchanged duties or when he is making up duties at the end of the roster.

An Officer detailed for one duty can also be detailed for such other duties as his Commanding Officer may think he

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can consistently perform with the proper discharge of the first mentioned duty.

Attendance at a Court Martial, the members of which shall have been assembled and sworn should be reckoned a duty, though the Court should be dissolved without trying any person. On any day on which a Court Martial is not actually sitting its members should, without further orders, be considered available for parades or other duties; they should not, however, leave the station without the authority of the Convening Officer until the Court shall have been dissolved. This is also applicable to Courts of Inquiry and Boards.

A unit, detachment, guard, escort, picquet or fatigue party is only entitled to count a tour of duty when it has marched off the ground where it may have been ordered to parade.

An Officer holding "brevet" rank should perform all Battalion duties according to his substantive rank—Garrison duties according to his brevet or Militia rank.

Guards of honour should be detailed from the Battalion as a whole and not by Companies.

When an Officer returns from short leave of absence and has to make up duties, he should make up one at the end of each roster, but only as many duties of each kind as any individual Officer has similarly done during the period of his leave.

The Officers for duty, and those "in waiting" as next for duty, should always be mentioned in the orders of the day.

Officers should not be allowed to exchange duties without the permission or the authority from whence they emanate; the application to be made in writing to the Adjutant,

signed by both Officers, and before the name of either party has appeared in orders.

An Officer commanding a Battalion should as a rule be exempted from serving as Field Officer of the day, except when higher authority considers that owing to the exigencies of the service such is not advisable.

No armed party, consisting of twenty or more men, should be allowed to proceed on any duty unaccompanied by an officer.

NON-COMMISSIONED OFFICERS AND MEN.

- a.* Guards.
- b.* Escorts.
- c.* Picquets.
- d.* Working parties.
- e.* Orderly.
- f.* Fatigues detailed from orderly room.
- g.* Company fatigues, orderly men of rooms, stairs and passage orderlies, ration carriers, etc.

The Sergeant-Major should keep the duty roster of the Non-commissioned Officers and men (Forms 13 and 14), detailing the former by name, and the latter by the number required from each company for the duty. The proportion that each company is able to find for duty, he learns from the duty state (Form 15) which is furnished to the Orderly room weekly.

The Orderly Sergeants keep their companies rosters, under the supervision of the Colour Sergeants (Form 16), and should have their Orderly Corporals present as witnesses, when they warn the men individually for their several duties, which should be done at the afternoon



parade, or at the tea hour, or they may be warned as necessity dictates.

In detailing fatigue parties, the Sergeant-Major should name those first which are liable to be first wanted.

When more than one description of duty is detailed from the Orderly room, the men should be taken from the company roster in the same order as called for, *i.e.*, the first men for duty will be for that first named by the Sergeant-Major.

If, after the issue of the usual detail for the day following, a fatigue party should be unexpectedly called for, the men first on the roster for a garrison or battalion fatigue should be taken, even though they should have been previously warned for a less important one.

Except in cases of necessity, men should not be taken for duty within a shorter interval than two hours after guard, or one hour after meals.

As a general rule Non-commissioned Officers and men on escort, or giving evidence before a Court Martial, need not make good any guards, picquets, or fatigues, when it has passed their turn on the roster. Cooks, and employed men should be exempt from general duties, likewise servants unless for guard with their masters.

Non-commissioned Officers and men "in waiting" should not be permitted to leave their quarters.

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## SECTION II.

## DAILY ROUTINE OF DUTIES.

In all garrisons and camps the hours for the "*Reveille*," "*Retreat*," and "*Tattoo*," throughout the year are regulated as follows:—

REVEILLE.	RETREAT.	TATTOO.
Varying from 5 A.M. in Summer to 6.30 A.M. in Winter.	At Sunset.	First Post 9.30 P.M. Last Post 10 P.M. except when otherwise specially ordered.

The time for sounding these calls is to be taken from the main or other guard—to be named in garrison orders—or from the firing of the station gun, where there is one.

Daily duties commence at *Reveille*; weekly duties at same time on Mondays.

On *Reveille* being sounded, the Non-commissioned Officers and men rise and dress, and the roll is called by the Orderly Sergeants of Companies, who note men absent or reported sick. An hour after *Reveille* sounding every man should have his bed made up; the rooms or tents be swept and cleaned, windows opened, or tent curtains rolled, unless in rainy weather, and the urine tubs emptied and placed at the appointed spot with clean water in them. The Subaltern of the day, with the Battalion Orderly Sergeant, should visit the rooms to see that these regulations have been carried out.

At 6.45 in summer all men off duty should parade and drill for one hour; men attending instruction drill and recruits should also parade for drill at this hour. Orderly Sergeants should attend at the falling in of these.

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At 7 the rations of bread and meat should be issued, the Battalion Orderly Sergeant seeing that the Orderly Corporals and Orderly men of Companies are paraded, properly dressed in fatigue clothing, reporting to the Orderly Officers of the day who attend, together with the Quarter-Master, and remain until the issue is completed ; any complaints respecting the rations should be made at this issue through the Orderly Corporals of Companies to the Orderly Officers (see Ration parade). Vegetables and groceries may be drawn at the same time, or, if more convenient, at a later hour.

The Non-commissioned Officer drawing meat for the Company should be held responsible that it is at once taken to the cook-house from the meat store, and not to barrack rooms.

At 7.45 the warning or quarter bugle sounds for breakfast when the Orderly Officers, Orderly Corporals with Orderly men, attend at the cook-houses to receive the messes, which are taken to the rooms and there divided, the breakfast for the men on guard, etc., being first sent off.

At 8 the breakfast bugle should sound when the men sit down to breakfast. During breakfast they should be visited by the Orderly Officers, who inquire from each Mess if there are "any complaints," noting the same. These officers should be accompanied by the Battalion Orderly Sergeant and Corporal respectively, who precede them a few paces and command "attention."

Immediately after breakfast the rooms or tents should be made tidy, the dishes removed, washed and put in their places by the Orderly men.

At 9 Guard Mounting, when the several guards and the picquets should be inspected and marched off by the Adjutant or one of the Orderly Officers (see Guard parade).

The Defaulters should also parade at 9 o'clock, be inspected by the Battalion Orderly Sergeant and noted for identification by the Non-commissioned Officers on Gate and Canteen duty, then sent to drill or fatigue for an hour.

All daily and weekly states, reports and returns should be sent into the Orderly room by 9 a.m.

At 9.15 o'clock, the Company Orderly Corporals, with the men who have reported themselves sick, should parade with their kits and be taken before the Medical Officer and then, if necessary, to the Hospital by the Battalion Orderly Corporal, or Non-commissioned Officer detailed for that duty, who should take with him the sick reports, marching back those who have not been admitted.

Fatigue men or soldiers in detention should parade at this hour, and thoroughly clean the barrack yard or camp, drains, urinals, latrines, etc.

At 9.30 the Commanding Officer should attend the Orderly room for the disposal of soldiers in arrest and other business (see Orderly room parade).

At 9.40 the "dress" for parade should sound, and at 9.50 the staff parade formed and inspected by the Adjutant, to be immediately followed by the Battalion parade at 10 (see Staff and Battalion parades).

At 11.45 the recruits, defaulters and men attending instruction drill, should parade and drill for an hour.

At 12.45 the warning bugle for dinner should sound, the Orderly Officers, Orderly Corporals and men attending at the cook-house, as at breakfast.

The hour for dinner should be 1 o'clock, the Orderly Officers again visiting the messes as at breakfast, accompanied by the Battalion Orderly Sergeant and Corporal.

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At 1.30 the Defaulters again parade for drill or fatigue.

At 2 the rooms should be visited by the Battalion Orderly Sergeant, to see that everything is again in order, mess utensils washed, and set in their proper places, rooms swept, etc.

At 2.30 afternoon parade; first-class men may be exempted from this parade.

At 4 the Defaulters should again parade and drill or work for an hour.

The tea bugle should sound at 5.30, after which the Battalion Orderly Sergeant inspects the cook-houses to see that they have been properly cleaned, and the fires extinguished; then locking them, he should hand over the keys and those of the wash-houses or ablution rooms to the Sergeant of the Guard.

The hours heretofore given it must be understood are approximate.

The Guard, guard-room, guard detention room, canteen, shops, wash-houses, cook-houses, should be visited daily at uncertain hours by the Orderly Officers.

*Retreat* should be sounded at sundown, the Picquet being then paraded and inspected by the Subaltern of the day, or Officer in charge of it.

*First Post* should be sounded at 9.30 p.m. *Last Post* at 10 p.m., when the Subaltern of the day attends to the collection of the *Tattoo* reports from the Orderly Sergeants, and again inspects the Picquet; the Battalion Orderly Sergeant and Corporal, and Non-commissioned Officers on Gate and Canteen duty attend this parade (see *Tattoo* parade). The Subaltern should remain and see lights out, attended by the Battalion Orderly Sergeant, fifteen minutes after *Last Post* sounding.

Between *Tattoo* and *Reveille* no bugle should be sounded, or drum beaten, with the exception of the call, "lights out," the "alarm," the "fire alarm," or other signal involving a turn-out of the troops.

In case of any serious disturbance taking place at any time in the vicinity of their quarters by day or night, and the "alarm" sounding, a Battalion should fall in with arms and accoutrements.

In the event of fire, the "fire alarm" should be sounded (see Bugle calls). On this call, Officers and men turn out as quickly as possible, in fatigue dress and proceed as follows.

The Guard should turn out and remain under arms; the Picquet fall in and proceed under the Subaltern of the day to the fire, to keep a clear space, and preserve order and silence. The Fire picquet to the engine or hose-house for the fire apparatus, the employed Non-commissioned Officers and men to their offices or shops, and Servants to their masters' quarters. The remainder of the Battalion falls in on the parade ground and waits instructions.

When fire apparatus is in barracks the Quarter-Master has charge of it. It should be exercised by the Fire picquet every Saturday at noon, under the Subaltern of the day.

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### SECTION III.

#### GUARDS, SENTRIES, ESCORTS AND PICQUETS.

There is no situation in which soldiers are so conspicuously placed, as when upon guard; they are then exposed to constant observation, and the honor and character of the corps become, in consequence, more than ever in the keeping of the individual, be his rank ever so humble. Everyone is aware of the impression made upon his mind

when he sees reliefs marching irregularly, sentries lounging lazily upon their posts, the men lying about upon the benches, their tunics half-buttoned, accoutrements disarranged, and their caps carelessly put on; he never expects to find that such slovens belong to a Battalion in a good state of discipline. The method of mounting and relieving guard is laid down in "Ceremonial," 1912.

Guards should turn out at *Reveille*, *Retreat* and (First Post) *Tattoo*, and be inspected by the Officers or Non-commissioned Officers commanding them.

Officers, Non-commissioned Officers or soldiers should not on any account take off their clothes or accoutrements while on guard, but the wearing of the great coat or cloak in the guard room is optional.

No man of the guard should ever be seen smoking outside the guard-room, or appear with a forage cap on, unless mounted in that order of dress or permitted to change to it.

No soldier should be employed in holding a horse, or in any other way unconnected with the orders of his guard.

Should a man be taken ill on guard, a report is immediately to be sent to the Orderly Officer, who at once sees that one of the waiting men is sent to relieve him.

In case of fire or other alarm, it should be reported at once to the Orderly Officer, the guard turning out and remaining under arms.

When an Officer visits sentries, he should be accompanied by a Non-commissioned Officer of the guard, and when a Non-commissioned Officer visits his sentries, he likewise takes a man or file of men.

The meals of all on guard should be brought to them, or, if at too great a distance, taken and cooked in the guard-room.



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Guards, on being relieved, should march to their Battalion parades and be dismissed, the Commander, reporting his guard to the Adjutant or Orderly Officer.

A Bugler should always mount and remain with the quarter or main guard.

#### DUTIES OF THE COMMANDER OF A GUARD.

Commanders of guards should make themselves acquainted with the orders of the guard as also with those of each post. They should inspect all reliefs, both on going out to their posts and returning from them, and should particularly ascertain that the Sergeants or Corporals themselves are well informed with respect to the orders they are to deliver to the several sentries, the latter they should frequently visit, to be assured that they know their duty and have received the proper instructions. They should maintain a proper authority, and be responsible that no drinking, swearing or gambling is allowed in the guard-room, taking care that all are exact in the performance of their duty, and that no species of irregularity is permitted among the men.

The Sergeant or Corporal should assist the Commander in the performance of his duties, and check all irregularities that may come under his notice; he should post the sentries properly, see that all is correct about and near their posts, and read and explain the orders to those who cannot read.

Commanders of guards should remain constantly with their guards, except while visiting their sentries or patrolling the barracks or camp, and they should not enter any public house or place of entertainment; when obliged to leave the guard, they should inform the second in command of the reason of their absence and the probable time of return. In the absence of Non-commissioned Officers

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—as for instance on a Corporal's guard or party—if anything should happen to the Corporal, the senior soldier becomes answerable for the guard or party until a Non-commissioned Officer joins it. The roll should be called at uncertain hours to see that no man is absent without permission.

Commanders of guards should patrol round the quarters at uncertain hours during the night, taking a man if possible with them, to see that all is correct, and that no lights but those authorized are burning.

They should receive all ordinary passes from men coming into quarters after hours, and enter on the same the time that each individual came in and initial them; these passes are sent with the guard report to the Orderly room. Permanent passes should also be examined, and if correct, returned to the bearers.

They should report all Non-commissioned Officers below the rank of Sergeant, and men coming into quarters after *Tattoo* who are not on duty or pass. If drunk they should be placed in close arrest.

Commanders of guards receive such soldiers in arrest as are made over to them by an Officer or Non-commissioned Officer, and should on no account release a man committed to their charge, without proper authority. A written report should in all cases be required with each; but the Commander of a guard should not refuse to receive a man accused on the ground that a written report is not given him with the man. It is sufficient for him to know that the accused is amenable to military law, and that the person confining him is known and responsible.

If no report is received against an accused man by the Commander of a guard within the tour of his duty, he should take proper steps for procuring it, or report the

circumstances to the officer to whom his guard report is furnished, who, if the charge report or other evidence sufficiently to justify the arrest is not forthcoming, will at the expiration of forty-eight hours order the release of the accused. See "Military Custody."

Commanders of guards should minutely inspect men under accusation before they are placed in confinement, and take from them any implements with which they can injure themselves or others, or that can be used in any way to facilitate their escape, also all money, jewelry, etc. If drunk, their boots should be removed, except in very cold weather. A Non-commissioned Officer should visit soldiers in arrest who are drunk, at least every two hours.

They should be responsible that no one but the guard and the soldiers in arrest are permitted to remain in the guard-room or tent, and should give orders to the sentry on the door not to admit any one except the Officer of the day, or those with rations or clothing, which latter should be examined previous to its being handed to the men.

The Commander of a guard should see that the accused under his charge, before being brought before the Commanding Officer, are clean and properly dressed, or, if they report sick, are seen by the Medical Officer.

The Commander of the new guard, before receiving over soldiers in arrest should call over their names from the duplicate guard report.

If a soldier in arrest (not for drunkenness) or a soldier of the guard is found to be in liquor, the Commander of the guard should be held accountable for it, as no such occurrence can take place if he does his duty.

The Commander of a guard should direct the Orderly Bugler to sound *Reveille*, *Retreat*, etc., at the proper hours ;

also for defaulters at uncertain times at least once an hour, between *Retreat* and *Tattoo*. The first call for defaulters should not be earlier than half-an-hour after *Reveille*, and the last at *First Post*; but they should not be called at a time when they are supposed to be in their quarters at meals, etc. He should have a list of defaulters and men on pass furnished him by the Battalion Orderly Sergeant.

Commanders of guards should make out a report (Form 17), stating the hours at which they visited their sentries, the hours they were visited by the Orderly Officers, the name of every soldier confined during their period on duty, with mention made of authority on which any soldier may have been released, also a list of articles in the guard-room or tent received from the last guard; also each man's name, the number of the post on which he does sentry, and the hours during which he is posted, should be entered in the report (men should not be changed on the several posts, except for special reasons). Anything unusual occurring during the tour of duty should instantly be reported to the Officer of the day, and noted in the report.

A Commander of a guard should be held responsible for the furniture, etc., that he takes over, and should be particular to inspect the several articles when accepting them, and to notify damages in his report.

Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the night for each man of the guard.

#### GUARDS PAYING COMPLIMENTS.

Guards should be under arms at all times when armed parties approach their posts, and stand with sloped arms, (in rifle corps with ordered arms) and if armed corps (by "armed corps" is meant a Regiment of cavalry, a Battery

of Artillery with its guns, a Brigade of Horse or Field Artillery without its guns, a Battalion of Infantry with or without colours, two Companies of Garrison Artillery, or four Companies of Engineers), they present arms and the Bugler sounds a flourish, Officers saluting; but they should not pay compliments between the sounding of the *Retreat* and the *Reveille*. Guards need not turn out to unarmed parties. The manner in which guards turn out and pay compliments at night is laid down in "Ceremonial," 1912.

To the Governor-General and Lieutenant-Governors in their own provinces, all guards should turn out, present arms and sound a "flourish." Guards mounted over the person of the Sovereign, members of the Royal Family, Viceroy, or the Governor General, do not present arms to those of inferior rank.

Guards should turn out and pay the compliment with the "flourish" to General Officers in uniform. General Officers meeting guards on the march are also entitled to the usual salute in passing.

No Officer under the rank of a General Officer is entitled to the compliment of the bugler sounding a flourish.

The colours of a Battalion passing a guard should be saluted with the utmost respect, the bugler sounding a "flourish."

To Commanding Officers the guards of their own Battalions should turn out and "present arms" once a day.

When the command of a Battalion devolves on a Major or Captain, the regimental guards should pay him the same compliment as ordered for the Commanding Officer.

When Officers or persons entitled to a salute pass in rear of a guard, the Commander is to cause his men to fall in and stand with sloped arms (in rifle corps with ordered

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arms) turned to the proper front, but no drum is to be beat or bugle sound, nor will the guard present arms.

When such Officers pass guards while in the act of relieving, both guards should salute, receiving the word of command from the senior Officer or Non-commissioned Officer present with him.

When garrison or other guards, proceeding to or from their posts, meet the Field Officer of the day, they should salute him in passing.

No Officer who is not dressed in uniform is entitled to the compliment of the guard turning out. The several members of the Royal Family, the Governor-General and Lieutenant-Governors are excepted from this rule.

Whenever the turning out of a guard is dispensed with by the person entitled to the compliment, the Commander of the guard should remain outside until he has passed.

#### RELIEFS.

The manner of marching reliefs and posting sentries is laid down in "Ceremonial," 1912.

#### SENTRIES.

For instructions in paying compliments and challenging, see "Ceremonial," 1912.

A sentry is a soldier placed in such a position as to be able to watch the approach of the enemy or unauthorized persons, to prevent surprises, to protect property. Sentries should be placed before the arms of all guards, at the quarters of General and Commanding officers, or over any person or property to be guarded. They should be vigilant at their posts, and at all times be provided, if possible, with written or printed orders, detailing the special duty they are to discharge.



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A sentry should walk his beat in a smart and soldier-like manner, he may stand at ease, opposite the sentry box, ten minutes in each hour, or in very bad weather enter the sentry box, but not sit down there ; he must not on any account give up his arms or allow them to be taken from him, neither is he to whistle, sing, or smoke.

A sentry should never stand to speak to any one while on his post ; but, if spoken to, will answer civilly and walk on. If a person is doing anything contrary to the orders of his post, he should tell them to desist in a quiet and respectful tone, and if it has no effect then call for the Commander of the guard.

Sentries are generally posted for the first and last reliefs in the order of the dress in which they mount.

Sentries should be relieved every two hours ; in very severe weather they may be relieved every hour ; but *a sentry must not on any account leave his post until regularly relieved.* In case of illness he should pass the word to the Commander of the guard, whose duty it will be to have him relieved.

If a fire breaks out, or other alarm occurs, he should immediately pass the intelligence to the Commander of the guard.

Sentries posted near barrack detention rooms should not be permitted to communicate with those in detention, or have anything to do with their discipline. They should call the attention of the Commander of the guard to any irregularity, and apprise him if a soldier in detention desires to see him.

Hospital sentries should not admit any person except the Medical Officer, Chaplain, Officers of the corps, persons employed in the Hospital, and visitors at the fixed visiting



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hours ; the latter should be provided with passes from the Medical Officer. They should prevent liquor or any other article being carried into the Hospital without the Medical Officer's permission, and not allow any patient to go beyond the prescribed boundaries without a leave ticket. They should also stop persons carrying bundles from the Hospital without a pass.

Sentries mounted over the quarters of members of the Royal family, the Governor-General, a Lieutenant-Governor in his own Province, or a General Officer should be instructed to pay the compliment of "presenting arms" to these only ; to Officers below that rank sentries should stand with sloped arms (in rifle corps with ordered arms) ; in all cases, however, they should pay the prescribed compliment to armed parties passing their posts.

The sentry at the guard-room door should take charge of the soldiers confined in the Guard Detention room and the arms of the guard. He should turn out the guard on the approach of those entitled to the distinction, as enumerated in preceding paragraphs.

All orders to sentries should be given through an Officer or Non-commissioned Officer of the guard, and a sentry should never give over his orders to any one, unless in the presence of an Officer or Non-commissioned Officer of the guard.

#### ESCORTS.

Escorts are parties detailed for the proper transit of individuals or stores.

Officers, or Non-commissioned Officers, commanding Escorts, should be held strictly responsible for their conduct and appearance, the safe custody of individuals, and the security of the stores entrusted to their charge, invariably demanding a receipt from the person to whom they deliver the same.

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The Escort of a soldier should, as a general rule, consist of one corporal and one private, and parade in serges and undress caps, with side arms only. Great coats or cloaks may be worn when necessary, and if the escort does not return the same day, the valise or kit bag should be carried. When parties of two or more soldiers are to be removed from one station to another by railway or other conveyance, the number of privates to form the escort need not in ordinary cases exceed half the number to be escorted.

When it is necessary to handcuff a soldier he should not be marched through the streets, unless absolutely unavoidable, and no covered conveyance can be had.

The subsistence of men proceeding on detached duties should be given to the Officer, or Non-commissioned Officer, commanding the party, by whom it should be issued daily to the men, care being taken that no claim of landlords or other inhabitants is left unsettled.

Escorts under charge of Non-commissioned Officers should, immediately upon arrival at a military station, be marched to the parade ground for the purpose of being inspected by the Orderly Officer at the station.

On the return of an escort, or detachment, to its Battalion, the Commander should report in person if an Officer, to the Commanding Officer, and if a Non-commissioned Officer, to the Adjutant, before dismissing his party, in order that the same may be inspected without delay.

The Commanders of escorts should march immediately in rear of their party, which will enable them to have a full view of each individual.

A "conducting" escort used for conducting men from a detention barrack or prison, whose sentence has expired, to their corps, consists of a Non-commissioned Officer only.

## PICQUETS.

A picquet is a small body of men detailed for the purpose of quelling any disturbance that may occur among soldiers, either within or without the barracks or lines, for the apprehension of absentees or disorderly soldiers, and maintaining order generally; the tour of duty is twenty-four hours. The men of a picquet are usually allowed to sleep in their own rooms or tents, but if advisable they may be kept together, available at a moment's notice. It is summoned for duty by the "Picquet" call.

The Picquet should parade daily at guard mounting, remaining in quarters during its tour, ready to turn out when required. It again parades at *Retreat*, and *Tattoo* (Last Post), for inspection.

As in Camps of Instruction, guard mounting usually takes place at *Retreat*; the regular parades of the Picquet will only occur twice in the day.

When Picquets parade for patrolling, they should wear side arms only.

Patrols may consist of only a Non-commissioned Officer and one private, and it is their duty to apprehend all soldiers found drunk or disorderly in the streets or public houses, or men out of barracks or camp after hours without a pass.

A Picquet or Patrol may enter a public house, but must not examine any part of the house other than the bar room, except accompanied by a constable, or with the consent of the proprietor.

It should not on any account interfere with civilians, nor take other than soldiers into custody.

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A Picquet should render every assistance to the civil police in the execution of their duty, where soldiers are concerned.

No man of the picquet should be allowed to enter the Canteen from the time he mounts until he is relieved.

When the "alarm" or "fire alarm" sounds, the Picquet assembles immediately, the Orderly Officers joining it.

The Fire picquet is detailed to take charge of the fire apparatus, or if such does not exist, then its duty is to render an organized assistance in case of fire. It will parade in fatigue dress. The Non-commissioned Officers and men detailed for this picquet should be changed every three months, in order to practice as many as possible in the duties.

#### POLICE.

With a view to maintain order and regularity within the lines of a Battalion, every corps should detail a few steady soldiers to act as regimental Police, under the charge of the Provost Sergeant, and the immediate orders of the Adjutant. The number of men for this special service should vary according to circumstances, but in ordinary cases three men ought to suffice. The number should never exceed six.

They should patrol the barracks or lines, especially the stables and isolated places, as well as outside the boundaries at uncertain hours after dark, observing all irregularities and reporting everything of importance, which comes under their observation.

They should be vigilant to prevent unauthorized persons loitering about, and report the names of all soldiers seen with disreputable characters.

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## SECTION IV.

### ORDERLY DUTIES.

In each Battalion there should be detailed for daily duty a Captain, Subaltern, Sergeant, and Corporal, besides Non-commissioned Officers for Canteen, and Gate duty, and a N. C. O. to march the sick, and weekly a Non-commissioned Officer to drill defaulters. In each Company, Orderly men of rooms and passages daily, and an Orderly Sergeant, Orderly Corporal and Assistant Cook weekly.

#### CAPTAIN OF THE DAY.

The duties of the Captain of the day commence at *Reveille*, and last for twenty-four hours, or until he is relieved.

He should be held strictly responsible for the cleanliness and regularity of the barracks or camp, and answerable for the manner in which all parts of the daily duties are executed by every individual; he must ascertain that these are being actually performed, and this he can only do properly by attending in person, and seeing that those concerned are really engaged in the execution of the duty required of them. He should be assisted in the performance of his duties by the Subaltern of the day, who will be under his orders.

He should be present at the issue of the rations to the Battalion, and see that the bread, meat and groceries are of the proper weight and quality, and in all respects according to contract. If the rations are found inferior, immediate report should be made to the Commanding Officer, in order that a Board may be convened if necessary. He visits such portions of the quarters as he may think fit (directing the Subaltern of the day to take the remainder) at the meal hours, and ascertains that the men

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are all present, the quarters are clean, and if there are any complaints respecting the food.

He should visit and turn out the Guard by day, see those in arrest or detention, enquire if they have any complaints to make, ascertain that the guard-room is clean and everything regular, also that the sentries are acquainted with their orders.

He should make a report (Form 18) to the Commanding Officer the following morning, stating that he has performed his several duties, with any remarks he may think necessary, and enclose the report of the Subaltern of the day with it.

Should anything extraordinary have occurred during the period of the Captain's duty, he should personally report the same to the Commanding Officer at the time, besides making allusion to it in his written report. He should remain in uniform and not leave barracks or camp during his tour of duty.

Should there not be sufficient officers present with a corps to furnish both a Captain and a Subaltern of the day, one Officer may be detailed for both duties ; in which case he will be called the Orderly Officer.

#### SUBALTERN OF THE DAY.

The Subaltern of the day comes on duty at *Reveille*, for twenty-four hours, and assists the Captain of the day in his various duties, reporting in person to receive orders.

Within an hour after *Reveille* he should visit the men's rooms or tents to see that the quarters are clean, and the beds neatly folded ; that the clothing, necessaries, arms, and accoutrements are arranged according to order ; that plenty of fresh air is admitted, the men properly dressed, and all reported present, or otherwise.



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He should be present at the issue of the rations to the Battalion ascertaining that they are in all respects equal to the requirements of the contract, and that they are of proper quality and weight. He should then attend at the issue of the rations to the messes by the Quarter-Master, to see that each mess receives its proper quantity, and that fairness is shown in the distribution (see Ration parade).

He should visit the barracks or such portions of them as may be directed by the Captain of the day, at meal hours, ascertain that the men are all present, that the messes are regular, and that the men have no complaints to make concerning them; if any complaint is made he will, after making every enquiry himself, report the matter to the Captain of the day, with as little delay as possible.

If any men should be absent, a written report containing the names of the absentees will be given him by the company Orderly Sergeant, and he will enter their names in his own report.

He should be present at Guard-mounting, and in the absence of the Adjutant inspect the duties, unless some other Officer has been appointed to do so. He should visit the Guard, once by day and once by night, at such hours as may be directed by the Captain of the day. He should inspect the men under arms, ascertaining that all are present, sober, and alert; visit the Guard-room and those in arrest or detention, and see that everything is correct and regular; enquire if they have any complaints, and see that the sentries are acquainted with, and understand the orders of their posts. If a sentry should be unacquainted with, or misunderstand his orders, he should see that he is properly instructed at once, and find out whether the ignorance of the sentry was the result of



neglect of duty on the part of the individual who posted him. While visiting the sentries he should be accompanied by the Sergeant or Corporal of the guard. He should see that the meals for the men on guard are carried to the Guard-room by their comrades or the orderly men of rooms, who should be paraded with the mess-tins containing the meals, by the Battalion Orderly Sergeant, for the inspection of the Orderly Officer, five minutes before the regular meal hours. He should inspect the old Guard after it is relieved.

He should visit the Barrack Detention rooms, Cook-houses and Canteen, Coffee-room, Grocery, Library, Schoolroom, Tailors' and Shoemakers' shops, to see that everywhere there is cleanliness, order, regularity and strict observance of the regulations and orders ; also ascertain if those in arrest or detention have any complaint to make. At the Canteen he should see the Non-commissioned Officer on duty, and receive his report as to the good order of all in his charge. At the Cook-houses he should inspect the coppers or kettles while the meals are being cooked, and afterwards see that they are thoroughly cleaned when the meals have been removed.

At *Retreat* he should inspect the Picquet and see that the men are all present and sober ; at *Tattoo* he receives the reports and again inspects the Picquet.

He should attend the *Tattoo* parade on *Last Post* sounding and receive the reports from the Sergeant-Major (see *Tattoo* parade).

At *Lights out* he should ascertain that the lights in every room occupied by the Non-commissioned Officers, and privates, have been extinguished. The lights in the Sergeant's mess, Warrant Officers and married Sergeants' quarters may be burnt one hour later.

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He should send to the Captain of the day before 9 a. m. the following day, a written report (Form 19) of the performance of all ordinary duties. If it be necessary to report anything extraordinary, the report should be made verbally and at once, also embodied in writing.

If any portion of the duties be omitted, it should be distinctly so stated in the body of the report. When the omission has been unavoidable, no more need be said. If otherwise, the report should be accompanied by a written explanation, to be laid before the Commanding Officer by the Captain of the day.

If the Subaltern of the day should be relieved before the expiration of his tour of duty on account of illness or any other cause, he should hand over his duties regularly to the Officer who relieves him ; and it is the duty of the relieving Officer to report the fact.

He should not leave barracks or camp during his tour of duty except to attend parades and drills of his company, unless specially ordered otherwise.

#### BATTALION ORDERLY SERGEANT.

The Battalion Orderly Sergeant is appointed daily, for the purpose of assisting in the superintendence of the good order of the barracks or camp, and his term of duty lasts from *Reveille* to *Reveille*.

He should accompany the Subaltern of the day half-an-hour after *Reveille* to see that the rooms or tents are in proper order, that the men are all present, that nothing extraordinary has occurred, or smoking been allowed during the night, learn what men are going sick ; also see that the urine tubs are emptied, filled with water, and left at the place appointed.

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Parade the Company Orderly Corporals and men for rations and march them to place of issue.

Parade the defaulters at the hour specified, collecting the reports from the Company Orderly Corporals, handing the defaulters over to the Non-commissioned Officer detailed to drill them, with a report of the same (Form 20).

Parade the Non-commissioned Officers for Gate and Canteen duty; see that the necessaries of those in arrest are sent to the guard-room, and get a list of men reported absent.

Parade the Orderly men with the meals for the men on guard and in arrest or detention, five minutes before the second bugle for meals, for the inspection of the Subaltern of the day.

Accompany and assist the Captain of the day in his visits to the barrack rooms, or where required.

Parade the sick and see them marched off.

Parade the company Orderly Sergeants and evidences, so as to be ready in time for the examination of men in arrest by the Commanding Officer.

Make out a list of defaulters (Form 21) for the Non-commissioned Officers on gate and canteen duty.

Visit the cook-houses a quarter of an hour before meal hours, to see that the meals are being prepared, and parade the company Orderly Corporals and men, and march them to the cook-houses to receive the meals; visit the cook-houses after tea, and see that they are all clean and the fires extinguished, then lock them up and hand the keys over to the Sergeant of the Guard.

He should visit the canteen frequently, and report any irregularity; also the Non-commissioned Officers on gate

duty, and see that the names of defaulters are on the gate and canteen boards.

Make out a list of passes for the Sergeant of the Guard, and deliver the passes to the company Orderly Sergeants.

Attend when the orders are issued and show them to the field and staff officers when the first mess bugle sounds.

Parade the Picquet at *Retreat* for the inspection of the Subaltern of the day, and see that the urine tubs are taken to the barrack-rooms.

Parades the Orderly Non-commissioned Officers on the *Last Post* sounding, and hands them over to the Sergeant-Major. (See Tattoo parade.)

Accompany and assist the Orderly Officer to see the lights out at the proper time.

Act as Orderly to Courts Martial, Boards and Courts of Inquiry, when no Orderly is detailed.

He should not on any account leave the barracks during his tour of duty, and must send a written report (Form 22) to the Sergeant-Major, enumerating the several duties that he has performed.

#### BATTALION ORDERLY CORPORAL.

The Battalion Orderly Corporal's tour of duty lasts from *Reveille* to *Reveille*. He accompanies the Captain or Subaltern of the day, during their tour of duty, and assists the Battalion Orderly Sergeant. When no Non-commissioned Officer is detailed to march the sick to hospital, he should do so.

He should receive from the Battalion Orderly Sergeant three copies of the Charge reports, one of which he delivers to the Sergeant-Major, the other two to the Orderly room for the Commanding Officer and Adjutant, one hour before the time named for the disposal of offenders.

## NON-COMMISSIONED OFFICERS ON CANTEEN DUTY.

Two Non-commissioned Officers should be detailed daily for Canteen duty, relieving one another every two hours, the duty to commence on the opening of the canteen in the morning, and continue until *Tattoo*. They should be responsible that the canteen is only open at the proper hours, that none are allowed in but those entitled to the privilege, that no man having the appearance of being in liquor is allowed to remain there, and attend to such other local orders as may be given them. Should any riot or disturbance take place in the canteen, the Non-commissioned Officer in charge should send to the Guard and have the offenders confined. The last on duty should parade at *Tattoo*, reporting to the Sergeant-Major (Form 23).

## NON-COMMISSIONED OFFICERS ON GATE DUTY.

Two Non-commissioned Officers should be detailed daily for barrack Gate duty, who should be responsible that no Non-commissioned Officer or soldier passes out of the barrack-gate, unless dressed strictly according to regimental order, and that no one enters the barracks except those duly authorized. Men coming into barracks drunk, whether by day or night, should at once be confined. Men proceeding out of barracks on fatigue should be passed out, or marched by a Non-commissioned Officer. No bundles should be taken out of barracks, except passed by a Non-commissioned Officer. The Non-commissioned Officers at the gate should attend to such local orders as may be given them, keep the gate clear of loiterers, and not converse with persons outside unless as a matter of duty. They should relieve each other every two hours, the last on duty reporting to the Sergeant-Major at *Tattoo*.

## NON-COMMISSIONED OFFICER DETAILED FOR THE SICK.

The Non-commissioned Officer detailed for the sick should also be warned daily, and take his duty from *Reveille* to *Reveille*. He should attend the Regimental Orderly Sergeant, and receive over from him all men reported sick, with their Sick reports and Medical History sheets, march them before the Medical Officer, to whom he gives the sick reports, etc., awaiting to learn how the men are disposed of. He should then march those for Hospital to that institution, and return to the Orderly Sergeants of companies, to which the sick men belong, the sick reports, etc., respecting them; these reports should then be given to the Colour Sergeant. He should also receive from the Medical Officer the general sick report, which he takes to the Orderly room. He should again visit the Hospital at *Retreat* and march all men discharged from hospital into barracks, delivering them over to the Orderly Sergeants of Companies.

He should not leave the barracks, or camp, except in the performance of his duty.

## ORDERLIES.

When a General Officer visits a station, a Sergeant should be detailed as his orderly.

A private should be detailed as Orderly to the Commanding Officer, and another, if necessary for the Orderly room. These should be selected daily from the cleanest men parading for guard, in which case an extra number must be warned for the guard, or they may be standing orderlies, changed at intervals.

An Orderly should on no account stop on the way, nor carry any but the message or messages entrusted to him; he must report at once on his return.



## ORDERLY BUGLER.

An Orderly bugler should mount daily, with the main or quarter-guard, whose duty it will be to sound the various calls; he should receive instructions from the Sergeant Bugler or Drummer, regarding the hours, and be held responsible for the punctual and correct execution of such.

## COMPANY ORDERLY SERGEANT.

The Company Orderly Sergeant's term of duty should last for one week, beginning on Mondays. The duty being taken by the Sergeants in rotation, except the Colour Sergeant. Sergeants holding appointments are also exempt from this duty.

The Company Orderly Sergeant should call the roll at *Reveille*, at *Tattoo (First Post)*, and at all parades. If any man be absent, he makes a report (Form 24), and gives it to the Orderly Officer when he visits the barrack rooms. Whenever a man is absent without leave an inventory of his kit should be immediately made by him, and a list of deficiencies written out. This list and the remaining articles for which the absentee is responsible are taken charge of by the Colour Sergeant.

On calling the roll of his company at *Reveille* in the different rooms, he should take down the names of men who require passes, also of all reporting themselves sick, and make out a report of the latter (Form 7). He is responsible that men going to the Hospital take their cleaning kits with them, together with the sick reports and medical history sheets. He should see the arms and accoutrements of all men admitted to hospital handed over to the Colour Sergeant. Nothing should prevent a man, in case of sudden illness, being taken to the Hospital, either by day or night. In such cases the sick report and the man's cleaning kit can be attended to after his admission.



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He should answer to the Battalion Orderly Sergeant half-an-hour after *Reveille*, that the men are all present or otherwise.

Parades the defaulters of his company, and attends when the Sergeant of the guard calls the roll for the first time in the morning, accounting for any who may be absent, and does the same the first time the defaulters' roll is called after guard mounting.

Makes out the parade state (Form 25), which he should have signed by the company Commander. As many of the returns sent from the Orderly room depend upon the accuracy of the parade states, it is of the utmost importance that they are most carefully made out.

Reports all men confined, to the Colour Sergeant, who makes out the charge reports (Form 26) and takes them to the company Commander for signature. In the event of any other person than himself confining a man of his company, he should receive from that individual, either verbally or in writing, a statement of the offence, with the names of the evidences. On accused soldiers of his company being brought before the company Commander or Commanding Officer, he should attend, whether he is evidence or not, and is responsible that all evidences against the accused are warned that they are such, and are present.

Parades the Company and all parties for duty.

Parades and inspects the men for guard and picquet and hands them over to the Sergeant-Major.

Sees that the meals for men on guard, etc., are ready to be sent off at the proper time, which should always be before the second bugle sounds. A private may be sent with these meals unaccompanied by a Non-commissioned

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Officer, unless he happens to be a defaulter, but the man should invariably report his return to the Company Orderly Sergeant.

Attends the Orderly room at the hour appointed for issuing battalion orders, and the detail of his company for the following day, after which he should lose no time in personally warning individually all men for duty. When warning men for duty he should be accompanied by his Orderly Corporal, and the warning should never be done in a familiar manner, nor should any freedom either in conversation or behaviour be allowed. The warning should be given before the tea hour if possible, and those not then available at *Tattoo*, or if on pass, at *Reveille* next morning. If he has any men for guard he should also be careful to warn a waiting man, who parades with, and remains in readiness to replace any casualty on the guard.

Reads to the company all orders of a public nature received from the Orderly room, and is responsible that the servants, and other casualties of his company, are made acquainted with such orders as concern them, and attend the parades required of them. The company order book should be taken by him to the morning parade, so that very important orders may be read again.

Calls upon the Colour Sergeant at an appointed hour, for all documents requiring the Company Commander's signature. On his visit for this purpose, he should report to him anything concerning the Company which may have occurred during the day. He should submit to the Colour Sergeant the names of all men either admitted to or discharged from hospital or confinement, also every circumstance affecting the pay or rations of the men of the Company, as well as assist him when exchanging or drawing barrack bedding or utensils from the stores.

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Attends the *Tattoo* parade, and reports the men absent from *Tattoo* roll call (Form 24), and any man of his Company in arrest.

Sees that lights are out and stove dampers closed at the proper hour.

He should be responsible under the Colour Sergeant for the correct keeping of the Company duty roster, and consequently no other should be allowed to make entries in it. At the close of each day he should take the duty roster to the Colour Sergeant, by whom it will be checked. It should also be frequently inspected by the Company Commander. There is no necessity for an Orderly Sergeant to have a clear roster when he commences his duties, but, at the same time, it is desirable to prevent disputes, and, therefore, he cannot be too particular in carefully and legibly recording every detail in connection with the duties which fall to the share of his men, so that it can be seen at a glance if they are being properly distributed.

On all occasions of the bugle sounding for Company Orderly Sergeants, he should repair to the Orderly room, and the orders he may receive there should be immediately communicated to all concerned.

He should be provided with a small detail book, in which such notes are taken as will assist in the proper performance of his several duties.

He should attend all parades of his Company, but not otherwise leave the barracks or lines during his tour of duty, unless by permission of his Company Commander. In such case he should make the Sergeant-Major and Colour Sergeant acquainted with the name of the Non-commissioned Officer, who will answer for him in his absence.

## COMPANY ORDERLY CORPORAL.

The Company Orderly Corporal should assist the Company Orderly Sergeant, and is to be present as a witness when the duties are warned or rolls called. His term of duty lasts one week, beginning on Monday.

Parades the Cook and Orderly men for issue of rations.

Attends upon the Colour Sergeant for the ration return (Form 27) at the hour appointed for the issuing of the rations, and makes himself acquainted with the quantity and quality of the issue of bread and meat. Should he be dissatisfied with either, notice is respectfully brought to the attention of the Orderly Officer, but this must be done before removal from the place of issue.

When no regular delivery of rations has been arranged for, he should receive daily from the Colour Sergeant the Mess money and take a market party, consisting of the orderly men of rooms with the cook, for the purchase of groceries, vegetables, etc., for his company. The Mess book should be signed daily by the Orderly Corporal and shown to the Company Commander.

Parades the defaulters and orderly men with the meals of the guard and men in confinement answering to the Battalion Orderly Sergeant, whether they are present or not, also sees that the cleaning necessaries of men in arrest are sent them.

Parades the sick in the morning with their cleaning kits, sick reports, etc., and hands them over to the Battalion Orderly Sergeant.

Receives over from the Quarter-Master the company's allowance of wood on issuing days, and divides the same to the different rooms. He should also attend at the Quarter-Master's store on the day appointed, and draw the weekly allowance of oil or light for his company.

Shows the orders to the Officers of his company.

Attends all parades of his company, and does not leave the barracks except in the performance of his duty, being at all times properly dressed.

Corporals holding appointments are exempt from this duty.

#### NON-COMMISSIONED OFFICERS DETAILED FOR DEFAULTERS.

The Non-commissioned Officer detailed for drilling defaulters should parade and drill them at the hours fixed for such drill, or employ them on fatigue if so ordered, taking his instructions from the Battalion Orderly Sergeant. He should inspect the kits five minutes before the dismissal of each drill, reporting any deficiencies to the Battalion Orderly Sergeant.

He should be furnished by the Battalion Orderly Sergeant with a list of the defaulters placed in his charge, showing the dates on which each man's punishment commences, and on which it will terminate (see Defaulters).

His tour of duty should be for one week.

#### COMPANY COOKS.

There should be a Cook and assistant Cook for each company. The former should be changed only at long intervals, or for misconduct; the latter weekly, or oftener, if necessary.

The Cook should be held responsible that the meals are ready to be removed from the cook-house by the first bugle sounding. Care should be taken by him not to have them ready too soon; this is as grave a fault as the meals being too late. He should be particular in having the kettles cleaned thoroughly, both before and after the cooking of each meal. He should pay the utmost attention to the cleanliness of the cook-house, and to the economical and proper cooking of the rations.

He should accompany the Company Orderly Corporal at the issue or purchase of groceries for the company's messing, and is responsible, as well as the Corporal, for the proper expending of the mess money, and the articles furnished being of good quality.

The barrack utensils, as enumerated on the board of inventory in the cook-house, should be under his special charge, and on the completion of his tour of duty, should there be any deficiencies or damage, a memorandum of the same should be given by the Company Orderly Sergeant to the Colour Sergeant, so that at the barrack inspection the charges may be made against the proper individuals.

The assistant Cook should assist the Cook to wash the potatoes, clean and cut up vegetables, carry in water, empty slops, and assist in cutting wood for cooking purposes. He should be in charge of the cook-house when the Cook may be at any time temporarily absent.

The refuse of meat, etc., should be sold under contract made by the Commanding Officer, the proceeds being divided among the companies, and carried to the credit of messing, or used for the purchase of white clothing for the cooks.

#### ORDERLY MEN OF ROOMS OR TENTS.

There should be one or two (according to the number of men) Orderly men to each room or tent, their duties continuing from *Reveille* to *Reveille*.

Except for parade purposes, they should not leave the barracks or camp the day they are on duty. They should be held responsible for the general cleanliness of that part of the barrack room common to all, or of their tent, also the cleanliness and completeness of the furniture and utensils, reporting all deficiencies and damage to the Non-commissioned Officer in charge as soon as they are

discovered or happen. They should carry out all slops, remove sweepings, and keep the quarters at all times well supplied with fresh water, light the fires, and remove the urine tubs to the place appointed for them, and partly fill with water within half-an-hour after *Reveille* sounding. They should prepare the tables for the different meals, attend the cook-house at the warning bugle, and receive from the Company's cook the rations for the men of their rooms; divide the meals into single messes, and have everything ready for their comrades to take their seats by the time the second bugle sounds. Also be responsible that the meals of the men on guard in arrest or detention, are ready to be handed over to those appointed to carry them before the second bugle sounding. After meals they should wash the dishes or mess tins and put them away in proper order. They should attend at the place appointed for the issue of rations and consider it their duty, if they think them not of proper quality, to bring the same respectfully to the notice of the Orderly Officer, through the Company Orderly Corporal. They should take back the urine tubs to the barrack rooms by *Retreat* sounding, and be held responsible that the dampers of the stoves (in winter time) are shut at *lights out*, and at all times during the day keep a watchful eye upon the stoves to prevent accidents by fire. They should attend upon the Company Orderly Corporal for the allowance of light for the room and also assist in dividing the Company's allowance of wood by rooms. Orderly men of rooms should be available for all general parades and drills.

#### PASSAGE OR STAIR ORDERLIES.

In barracks it is also necessary to have passage or stair orderlies warned daily, whose duty it should be to keep those parts of the barracks clean; in camp the same supervision is required for the spaces between Company lines.



## SECTION V.

## AID OF THE CIVIL POWER.

No more disagreeable or onerous duty can be entailed upon soldiers than aid to the Civil Power, nor in which more patience, intelligence and firmness are required from both Officers and men. Fortunately, it is a duty that seldom occurs, but, as the necessity does occasionally arise, and there are particular regulations laid down for the calling out of troops, pay and subsistence, and for their conduct during the service, it is thought advisable to embody them here.

The Militia Act and the Regulations and Orders for the Militia prescribe as under :—

The Active Militia, or any corps thereof, shall be liable to be called out for active service with their arms and ammunition, in aid of the Civil Power in any case in which a riot, or disturbance of the peace, requiring such service occurs, or is, in the opinion of the civil authorities hereinafter designated in that behalf, anticipated as likely to occur, and, in either case, to be beyond the powers of the civil authorities to suppress or to prevent or deal with—whether such riot, disturbance or other emergency occurs or is so anticipated within or without the municipality in which such corps is raised or organized.

The senior Officer of the Active Militia present at any locality shall call out the same or such portion thereof as he considers necessary for the purpose of preventing or suppressing any such actual or anticipated riot or disturbance, or for the purpose of meeting and dealing with any such emergency as aforesaid, when thereunto required in writing by the mayor or warden, or other head or acting head of the municipality with two justices of the peace,

or in the event of these, or any one of them being unable to act, then the County or District Court Judge, or one of the Superior Court judges who has jurisdiction in the locality, provided always that as far as the permanent force is available, a sufficient number of that force is to be employed on the duty, before recourse is had to other militia corps, and he shall obey such instructions as are lawfully given to him by any justice of the peace in regard to the suppression of any such actual riot, or disturbance, or in regard to the anticipation of such riot, disturbance or other emergency.

Every such requisition in writing, as aforesaid, shall express on the face thereof the actual occurrence of a riot, disturbance or emergency, or the anticipation thereof, requiring such service of the Active Militia in aid of the Civil Power for the suppression thereof.

Every Officer and man of such Active Militia, or any portion thereof, shall, on every such occasion, obey the orders of his commanding Officer, and the Officers and men when so called out, shall, without any further or other appointment, and without taking any oath of office, be special constables, and shall be considered to act as such as long as they remain so called out; but they shall act only as a military body, and shall be individually liable to obey the orders of their military Commanding Officer only.

When the Active Militia, or any corps thereof, is so called out in aid of the Civil Power, the municipality in which their services are required shall pay them, when so employed, the rates authorized to be paid for actual service to such Officers, one dollar per diem for each man and one dollar and fifty cents per diem for each horse actually and necessarily used by them, together with an allowance of one dollar to each Officer, fifty cents to each man

per diem in lieu of subsistence ; and fifty cents per diem in lieu of forage for each horse, and, in addition shall provide them with proper lodging and with stabling for their horses ; and the said pay and allowances for subsistence and forage, as also the value of lodging and stabling, unless furnished in kind by the municipality, may be recovered from it by His Majesty in any Court of competent jurisdiction.

Such pay and allowances of the force called out, together with reasonable cost of transport, may, pending payment by the municipality, be advanced in the first instance out of the Consolidated Revenue Fund of Canada, by authority of the Governor-in-Council ; but such advance shall not interfere with the liability of the municipality, and such pay, allowances, and cost of transport may be at once recovered as a debt to the Crown by the municipality.

In cases where aid is applied for, in the manner provided by law, the senior Officer of the Active Militia to whom the requisition is addressed will immediately report the circumstance *by telegram* through the usual channel to Militia Head-Quarters.

As soon as possible, after a corps has been called out in aid of the Civil Power, a written report containing a copy of the requisition for aid, and full particulars relating to the nature and cause of the required service and the action taken thereon, is to be sent to Militia Head-Quarters, in addition to the telegram specified in the previous paragraph.

During the period that any portion of the Militia is on service in aid of the Civil power the Commanding Officer must forward daily, a statement showing the numbers of the different ranks actually employed on the duty.

Officers of the Active Militia have no discretionary power as to the necessity for aid, they would, therefore,

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incur a grave responsibility if they failed to afford aid when required to do so. On the other hand, the Officer to whom the requisition is addressed has complete discretion as to the number of troops he shall employ.

Troops may be called out to aid, but not to replace the Civil Power. An Officer commanding troops thus called out will be careful therefore that his command and each detached portion thereof is accompanied on all occasions when on duty, by a magistrate to represent and give orders in the name of the Civil Power.

All orders from magistrates to troops acting in aid of the Civil Power should be obtained in writing, or if this be not possible an Officer commanding will take care that he is accompanied by a reliable witness when taking verbal orders, and that there is a clear understanding among all concerned as to the meaning of such orders.

When troops are called out in aid of the Civil Power the responsibility for the reading of the "Riot Act" or of making proclamations required by the Criminal Code rests entirely with the Civil Power, and in no way with the troops. The latter acting solely upon the orders of the accompanying magistrate, conveyed invariably through the Officer commanding the troops present.

The Officer Commanding is to move to the place to which he shall be directed by any one of the magistrates who signed the requisition; he is to take care that the men under his command march in regular military order, with the usual precautions, and that they are not scattered, detached, or posted in a situation in which they may not be able to act in their own defence. The Magistrate is to accompany the force, and the Officer in command is to remain near him.

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When the number of the detachment is under twenty files, it is to be told off into four sections. If there should be more than twenty files, the detachment is to be told off into more sections than four.

In order to guard against all misunderstanding, Officers commanding corps or detachments, are on every occasion on which they are employed in the suppression of riots, or in the enforcement of the law, to take the most effectual means, in conjunction with the magistrates under whose orders they may be placed, for notifying beforehand and explaining to the people opposed to them that in the event of the men being ordered to fire, their fire will be effective.

All commands to the men are to be given by an Officer, and they are not, on any account, to fire except by word of command of such Officer, who is to exercise a humane discretion in deciding both as to the number of rounds and the object to be aimed at, and is not to give the word of command to fire *unless distinctly required to do so by the magistrate.*

If the Commanding Officer should be of opinion that a slight effort would be sufficient to attain the object, he is to give the word of command to one or two specified files to fire. If a greater effort should be required, he is to give the word of command to one of the sections, told off as above ordered, the fire of the other sections being kept in reserve till necessary; and when required, the fire of each of them being given by the regular word of command of the Commanding Officer.

If there should be more officers than one with the detachment, and it should be necessary that more sections than one should fire at a time, the Commanding Officer is to fix upon, and clearly indicate to the men, what Officer is to order any number of the sections to fire; such Officer

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is to receive his directions from the Commanding Officer, after the latter shall have received the requisition of the magistrate to fire. No other individual, excepting the one indicated by the Commanding Officer, is to give orders to any file or section to fire.

The firing is to cease the instant it is no longer necessary, whether the magistrate may order the cessation or not. Care is to be taken not to fire upon persons separated from the crowd. It is to be observed, that to fire over the heads of a crowd engaged in an illegal pursuit, would have the effect of favouring the most daring and the guilty, and might have the effect of sacrificing the less daring and even the innocent.

If firing should unfortunately be necessary, and should be ordered by the magistrate, officers and men must feel that they have a very serious duty to perform; and they must perform it with coolness and steadiness, and in such manner as to be able to discontinue their fire at the instant at which it shall be found there is no longer occasion for it.

When the services of any force called out in aid of the Civil Power are no longer required for the purposes for which it was called out, the magistrate or magistrates who signed the requisition for aid, or a majority of them if signed by three, of whom the warden, mayor, or other head of the municipality or county shall be one, shall notify the Officer Commanding the troops then present to that effect, who shall thereupon withdraw the force from such duty.

On completion of the duty for which the force was called out, an immediate report thereof, in writing, is to be made by the Commanding Officer to the Officer Commanding the Division or District for transmission to Headquarters. The Commanding Officer must also prepare a

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pay list specifying the several sums authorized by law in respect to the service, and claim the amount thereof from the municipality, and in default of immediate payment, shall forward such through the proper channel to Militia Head-Quarters with a further report.

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### PART III.

## DISCIPLINE.

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Discipline essentially means obedience to orders, which is the first principle and duty of all soldiers. The aim and object of discipline, however, is not only to insure obedience to authority, but also to produce order and establish that cohesion between the individuals composing a military force, which is essential to obtain complete success in whatever duty or operation it may be engaged in.

Such cohesion is the foundation of a mutual trust and reliance extending through all ranks from the highest to the lowest, besides securing a compliance by individuals with the orders they may receive, and gives rise to an intelligent desire to carry out the instructions of superior authority, not only in the letter but also in the spirit, and, furthermore, imparts a reliable courage which would otherwise be wanting to large bodies of men.

To troops whose discipline is imperfect either victory or defeat will be equally dangerous, as in either case they will get out of hand, and the unity of the military machine disappear; to those whose discipline is thoroughly good, difficulties become light and the apparently impossible easy of execution.

In peace time laxity of discipline will cause inconvenience, annoyance and increased trouble to every one concerned; in war it means ruin and disaster.

Respectful obedience is the only true basis upon which sound discipline can rest. It should not have its origin in

fear or dread of punishment, but be rendered from the conviction that the orders emanate from a superior not only in rank but in knowledge.

Officers and men of the Militia, when called out for active service, annual training, for any parade or drill, or whenever in uniform, are subject to the "Army Act," and all other laws applicable to His Majesty's troops in Canada, as are not inconsistent with the Militia Act.

Too much attention cannot be paid to the prevention of crime, but it should be borne in mind that the positive absence of crime, and not its screened existence, is the criterion of a well-established discipline. In all first offences, not of an aggravated character, mild reproof and admonition should be tried, and punishment not resorted to, until a repetition of the offence shall have shown that the milder treatment has not had the desired effect.

The methods of command and treatment should be such as to ensure discipline, and, at the same time, foster self-respect. The use of intemperate language or an offensive manner are to be carefully avoided, and an even, patient and just demeanor cultivated.

Reproof for irregularities, neglect of duty or awkwardness should not be given to Officers or Non-commissioned Officers in the presence or hearing of their juniors, lest their authority be weakened, or self-respect lessened—unless it be necessary for the benefit of example that the reproof be public.

The utmost vigilance should be exercised to prevent Officers, Non-commissioned Officers or men, publishing information relative to the numbers, movements, or operations of troops, or any military details; nor should any letters of complaint be published, or memorials or

requisitions be made without the consent of those in authority.

Deliberations or discussions by Officers or soldiers with the object of conveying approbation, praise or censure, of their seniors is strictly prohibited.

Officers are forbidden to forward testimonials relating to their service or character with any application they may make. If desirous to bring the opinions formed of them by others they should submit the names of such so that they may be consulted if thought necessary.

No assemblage of Officers, Non-commissioned Officers or men, should ever take place for the purpose of deliberating on any military matter without the consent of proper authority.

Neither Officers nor men as such are permitted to take part in any political, religious, or party demonstration.

Officers are forbidden to attend in uniform the manœuvres or public parades of a foreign army without special permission.

#### MILITARY LAW.

In order to maintain proper discipline it has been found necessary to confer special powers upon the military authorities to enable them to deal with offences which it would be either impossible or inadvisable to leave to the Civil Power.

Military Law, which governs the soldier in peace and war, at all times and in all places, is regular in its procedure, is administered according to an authorized code, and deals only with soldiers, and persons (such as camp followers, etc.), who are from circumstances subjected to it.

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It is embodied in the Army Act (which is part of the statute law in England and is recognized by all Civil Courts), and the Militia Act of Canada. The Army Act applies to the Canadian Militia in all cases where it is not inconsistent with the Militia Act. The administration of the code is simplified by means of Rules of Procedure, Regulations, and Orders which lay down the manner in which the law is to be carried out by the military courts.

#### MARTIAL LAW.

Under certain conditions Martial Law is resorted to.

The following definitions of Martial Law have at different times been given:—"The law of the soldier applied to the civilian;" "The union of legislative, judicial and executive power in one person;" "The will of the General of the Army," but the most comprehensive is "Sway exercised by a military commander over all persons, whether civil or military, within the precincts of his command in places where there is either no civil law, or where the civil law has ceased to exist." Martial Law has no written code, but the General who proclaims it is bound to lay down rules and limits as to its application.

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### SECTION I.

#### COMPLAINTS.

One of the fundamental and most necessary rules of military discipline is to forbid anything bearing the appearance of combination to obtain redress of grievances among individuals composing a military force. Appeals for redress by "round robins," or by means of any document bearing the signature of more than one complainant, are strictly forbidden.

If Officers, Non-commissioned Officers, or men, have any complaint or accusation to bring against a superior or other Officer, such complaint should be laid before the complainant's Commanding Officer, who, if necessary, should transmit the same, with his remarks, through the proper channel for consideration by the next highest authority. They should not be permitted to bring accusations against superior Officers or comrades before the tribunal of public opinion, either by speeches, or letters inserted in the newspapers; such a proceeding is a glaring violation of the rules of military discipline and contempt of authority. If a Commanding Officer neglects or refuses to attend to a complaint, it may be brought to the notice of the Officer commanding the district or higher authority, notice being given at the same time to the complainant's Commanding Officer that such has been done.

A Non-commissioned Officer or soldier having a complaint should make it to the Officer in charge of his company. The proper course is for the soldier to apply to the Colour Sergeant, who may either accompany the man himself to his Officer or direct the Orderly Sergeant to do so. The same rule should be observed when there is a favour to ask. This course should not prevent a soldier from asking the privilege of speaking privately with the Officer when brought before him.

Complaints, etc., of Non-commissioned Officers or men should not, except in cases of unavoidable necessity, be allowed to be put in writing. Non-commissioned Officers and men should make their statements verbally to the Officer commanding their company, who, should he be unable to deal with the matter, lay it before the Commanding Officer; or should an Officer decline to decide in the matter of complaint brought before him, or a

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soldier declare himself dissatisfied with that Officer's decision, he may then request his case to be brought before the Commanding Officer. If still dissatisfied, he then has recourse as above stated ; but his appeal should invariably be forwarded through the Officer commanding his company to the Commanding Officer for transmission to higher authority.

It is the duty of all Officers, when receiving complaints for transmission to superior authority, to point out to the parties concerned any irregularity in the means they employ in seeking redress, and to refuse to forward any representations that may be subversive of, or contrary to, the general rules by which all military bodies are governed.

In hearing complaints or statements, etc., of Non-commissioned Officers or men, Officers should invariably have another Officer present as a witness to all that passes.

A soldier having the slightest appearance of being under the influence of liquor, or seeming excited or out of temper, should never be taken before an Officer for any purpose whatever.

A soldier who considers himself improperly warned for duty may respectfully remark so to the Non-commissioned Officer ; but if the latter still adheres to his warning, there can be no further altercation ; the duty should be done, and afterwards reported by the aggrieved party in the proper way.

Non-commissioned Officers should invariably take the soldiers they may have to complain of, before the Company Commander, and never on any account make a report of a man behind his back ; nor should an Officer ever award a punishment however trifling, without having inquired into the complaint ; and while every exertion

should be used to enforce the greatest respect and obedience to the Non-commissioned Officers, these should not be encouraged in making frivolous complaints against the men, from private pique or dislike.

No application or complaint should ever be made to the Civil Power in any regimental matter, except through the Commanding Officer, or with his sanction.

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## SECTION II.

### MILITARY CUSTODY.

Military custody in the case of an Officer, Warrant Officer, Non-commissioned Officer or private soldier (not under sentence) means arrest, and if circumstances require it, any of these may be placed for custody under the charge of a Guard, Picquet, Patrol or Sentry, or of a Provost Marshal.

Arrest is either close arrest or open arrest. When arrest is not described as open arrest, it means close arrest.

With the private soldier (not under sentence) if in close arrest he will be placed in confinement under charge of a guard, picquet, patrol, sentry or provost marshal, and will be searched and deprived of knives or other weapons. He should not, however, be placed in close arrest for offences unaccompanied by drunkenness, violence or insubordination, unless confinement is necessary to ensure safe custody or the maintenance of discipline. In open arrest, he will not leave barracks or camp lines until his case is disposed of. He will attend parades, but will not be detailed for any duty except so far as may be necessary to relieve him from the charge of any cash, stores, etc., for which he is responsible. Nor should he be allowed to bear arms except in an emergency, or on the line of march. This also applies to Non-commissioned Officers in arrest.



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The accommodation usually available in barracks for the temporary confinement of soldiers in close arrest is the Guard Detention room attached to the Guard room, and similar smaller rooms for the confinement of those who are to be kept apart. The keys of these rooms are to be in charge of the Commander of the Guard.

Notice of the arrest of a soldier should at once be reported to the Orderly Sergeant of his company, either verbally or in writing, stating the nature of the charge, and the names of the evidences in support of it. The Orderly Sergeant then notifies the Colour Sergeant, who makes out a Charge report (Form 26), which is immediately sent to the Commander of the Guard as his authority for detaining the accused; the absence of this charge report, however, does not justify commanders of guards refusing to receive men in arrest nor to release them without competent authority.

Should the nature of the offence be such as to allow the Company Commander to deal with it, he will write the punishment awarded on the Minor Offence report (Form 30), which should be sent to the Orderly room, in order that it may be brought under the notice of the Commanding Officer.

When an offender is brought before the Commanding Officer, the Officer commanding his company should attend with the Conduct book, being ready to speak as to character; the Colour Sergeant and the Sergeant in charge of his section should also be present whether they are evidence or not, to answer for his kit, etc.

In the cases of Non-commissioned or Warrant Officers, the rules laid down for Officers also apply. If charged with a serious offence they should be placed in arrest forthwith, but if the alleged offence appears not to be

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serious it may be investigated and disposed of without previous arrest. Should there be doubt, arrest may be delayed without prejudice to any subsequent proceedings.

An Officer, Warrant or Non-commissioned Officer should not be allowed to escape trial by Court Martial by resigning, unless with the special sanction of the highest authority.

When a Non-commissioned Officer is brought before his Commanding Officer in arrest, those of inferior rank to him should withdraw.

An Officer under close arrest is not to leave his quarters or tent except to take such exercise under supervision as the Medical Officer considers necessary. If he be in open arrest, he may take exercise at stated periods within defined limits, usually the precincts of the barracks or camp of his unit ; he should not be allowed to use his own or other mess premises, appear at any place of amusement or public entertainment, or at public assemblies, nor appear outside his quarters or tent dressed otherwise than in uniform.

An Officer when under arrest is not permitted to wear sash, sword, belt or spurs.

Any Officer may, when necessity arises, be placed under arrest by a competent authority on the commission of any offence without previous investigation ; but a Commanding Officer, on receiving a complaint, or coming to the knowledge of circumstances tending to incriminate an Officer, will not ordinarily place him under arrest, until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. If he prefers charges against an Officer, he will invariably place him under arrest. When an Officer is placed in arrest, whether subsequently released or not, the Commanding Officer should report the case without unnecessary delay to the Officer commanding the division

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or station. Unless an arrest has been made in error, an Officer should not be released without the sanction of the highest authority to whom the case has been referred.

An Officer who has been placed in arrest has no right to demand a Court Martial upon himself, or after he shall have been released by proper authority, to persist in considering himself under the restraint of such arrest, or to refuse to return to the performance of his duty. An Officer who conceives himself to have been wrongfully put in arrest, or otherwise aggrieved, is not without remedy; provision is made for that purpose in the Army Act, and he can prefer a complaint in a proper manner through the proper channel (see "Complaints").

An arrest can only be ordered by the senior Officer or Non-commissioned Officer present when the offence is committed, except in the case of a quarrel, fray or disorder, when a junior may order the arrest of a senior who is engaged in the disturbance.

The greatest regularity and respectful demeanor should be observed by Officers and others, whilst the Commanding Officer is administering justice in the Orderly room.

The Adjutant should attend the investigation of all offences or complaints by the Commanding Officer.

All charges, whether against Officers, Non-commissioned Officers or men must be investigated without delay and in presence of the accused. In the cases of Non-commissioned Officers and men, this should be done in the first instance by the Company Commander.

When a Non-commissioned Officer has occasion to place a soldier in close arrest, he should invariably obtain the assistance of one or more privates to conduct the offender to the guard detention room, and be careful of in any

way coming in contact with him, except under unavoidable circumstances.

The practice of sending a file of the Guard to take a soldier from his quarters to the guard detention room should not be resorted to, unless none others are available for the purpose.

Except in cases of personal violence, or when on escort or other detached duties, Lance Corporals should not place men in close arrest, but report the offence to the Company Orderly Sergeant.

There is no case in which Officers or Non-commissioned Officers should be more particular in their treatment of men than when under the influence of liquor. Men observed in a state of drunkenness should be immediately placed in close arrest, and, if possible, alone in the guard detention room until sober—not in the guard-room, where they may be often provoked to acts of violence and insubordination; they should be visited at least every two hours by a Non-commissioned Officer of the guard and an escort, in order that their condition may be ascertained. Should any symptoms of serious illness be observed, a Medical Officer is forthwith to be sent for. Soldiers suspected of being drunk should not be put through any drill exercise or otherwise tested, for the purpose of ascertaining their condition.

Twenty-four hours should elapse before a soldier charged with drunkenness is brought before his Commanding Officer, in order that he may be perfectly sober.

When a soldier, either before the investigation of an offence or whilst undergoing punishment, has been deprived of his arms, they should not be restored to him without an order from the Commander of his company or other superior Officer.

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Soldiers in detention who report themselves as sick should be taken before the Medical Officer. This report should be made by the Non-commissioned Officer in charge of the guard to the Company Orderly Sergeant, and entered upon the company sick report.

Soldiers should not be kept in detention for a longer period than forty-eight hours without having their cases disposed of, unless it be preparatory to bringing them before a Court Martial.

Soldiers detained under charge of a guard should have such exercise daily as may be necessary for the preservation of health.

Colour Sergeants should, on the return of a deserter or man absent without leave, immediately proceed to the guard-room and minutely inspect the clothing he has in wear, and ascertain if any portion is regimental; also when a man is in detention for being drunk, his kit should be inspected by the Company Orderly Sergeant previous to the charge being made out, and in the event of any article being deficient, the same should form part of the charge against him.

Great coats for the men in detention should be sent to the guard-room at *Retreat* by the Non-commissioned Officer of the section to which the man belongs, and removed after *Reveille* the following morning. Shaving and cleaning materials should also be allowed men in detention, the Battalion Orderly Sergeant being responsible that such are sent to the Non-commissioned Officer of the guard, who should see that the articles are allowed to them at only such times as are necessary to cleanliness.

Men in detention should not be allowed to have their new clothing, but only their oldest fatigue dress, and but

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one suit at a time ; nor should they be allowed to have money or tobacco. Every care should be taken that no one holds communication with them, except on duty ; the men of the guard and the sentries should particularly be enjoined not to enter into conversation with them, nor should anything be given to them, not even meals, except in the presence of a Non-commissioned Officer of the guard.

Soldiers in close arrest for trial by Court Martial should be allowed the use of bedding, up to the time of the promulgation of their sentence or acquittal. Soldiers in close arrest pending inquiry, should be allowed the use of bedding if their detention exceeds two days. In severe weather, soldiers in close arrest should be allowed such bedding as may be necessary.

The Guard Detention rooms should be cleaned by the occupants every morning.

Whenever a soldier appears in a civil court either as a prosecutor or prisoner, an Officer of his company should invariably attend during the proceedings.

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### SECTION III.

#### POWERS OF A COMMANDING OFFICER.

A Commanding Officer, in the ordinary sense of the word, means an Officer whose duty, it is in accordance with the usual custom of the service, to deal with offences and either dispose of them on his own authority, or refer the cases to superior authority.

It also means, for the summary award of fines for drunkenness, the Officer Commanding a Company.

In some portions of the Army Act the term Commanding Officer has a wider meaning and refers to an Officer of superior rank who holds a position of high command.

The Commanding Officer of a *detachment* has the same powers of punishment as the Commanding officer of a Battalion, but such power may be restricted, if he be under the rank of a substantive Major.

A Commanding Officer may either deal summarily with the following offences or convene a Regimental Court Martial for the purpose :

1. Leaving his guard, or picquet, forcing a safeguard, striking a sentry, sleeping, or being drunk upon, or leaving his post (except on active service).

2. Using threatening or insubordinate language to a superior officer (except on active service).

3. Disobeying a lawful command of a superior officer (except on active service).

4. Resisting lawful custody or breaking out of barracks.

5. Neglecting to obey any general, garrison or other order.

6. Assisting or conniving at desertion.

7. Absence without leave, or from parade, or being found out of bounds.

8. Malingering or misconduct in hospital.

9. Drunkenness.

10. Permitting to escape, a soldier in arrest placed in his charge.

11. Irregularity in detaining and reporting a soldier in arrest.

12. Escaping from lawful custody.

13. Losing by neglect or making away with arms, ammunition, clothing, equipment or necessaries, or making away with military decorations.



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14. Wilfully injuring the property of an officer, soldier, regimental institution or of the public, or ill-treating a government horse.

15. Making a false statement in order to prolong a furlough.

16. Making a false statement on attestation.

17. Infringement of the enlistment regulations.

18. Conduct to the prejudice of good order and military discipline.

First and less serious offences under the above headings should, as a rule, be dealt with summarily.

A Commanding Officer, in dealing with an offence committed by a soldier, may award the following summary and minor punishments. The decision in each case is invariably to be written down by the Commanding Officer himself on the guard report before the offender leaves the room. When he awards punishment for an offence, he cannot afterwards increase it, but he may remit.

*Summary.*

If a Commanding Officer intends to award a summary punishment, he must ask the offender if he will be tried summarily by him, or be dealt with by a District Court Martial. Unless there are reasons against the adoption of such a course, a soldier should, on the following day, be given an opportunity of re-considering his decision to be tried by court-martial.

In the case of a *private* soldier—

(a) Detention or field punishment up to twenty-eight (28) days. If the offence be absence without leave the number of days' awarded, if it exceed seven, must not be more than the number of days of absence.

Detention exceeding seven days (*except* in cases of absence without leave) cannot be awarded by an officer under the rank of field officer.

When detention exceeding seven days is awarded, a minor punishment (C. B., etc.) must not be given in addition.

Awards of detention up to seven days inclusive, will be, in hours, exceeding that in days. The term, when awarded in days, is reckoned from the first minute of the day of award ; when in hours, from the hour at which the offender is received into the detention barracks.

Detention has been introduced into the scale of punishment in order that soldiers convicted of offences which do not warrant discharge shall not as a rule be subject to the stigma attached to imprisonment. (See Provost regulations).

(b) Deductions from pay. The amount required to make good compensation for loss, or damage or destruction to any arms, ammunition, equipment, clothing, instruments, regimental necessaries or military decorations, or to any buildings or property.

In the case of absence without leave, no award is made of the forfeiture of pay, which follows as a matter of course ; but the soldier is informed of the number of days he forfeits, and in all cases involving such forfeiture the soldier is entitled, under the Army Act, to elect to be tried by Court Martial. This forfeiture also applies to a Warrant Officer or Non-commissioned Officer of any rank.

Absence over six hours, either wholly in one day or partly in another, counts as a day, unless such absence throws a duty upon another, when one minute's absence serves to warrant the forfeiture.

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(c) Fines for drunkenness not exceeding \$6.00, according to the following scale, in addition to or without other punishment, but the latter should not be added unless under circumstances which increase the gravity of the offence.

First offence, no fine.

For the second offence, the fine shall be \$2.00.

For the third and every subsequent instance :

If within three months of previous instance, \$6.00.

If within six months, \$5.00.

If over six months, \$3.00.

Detention may be added to fines, but only in case the offence is triable by Court Martial, or unless the total of unpaid fines amounts to \$10.00 or more, and then only in lieu of a fine.

*Minor.*

In the award of *minor* punishments, a soldier has no right to claim trial by Court Martial.

(d) Confinement to barracks for a period not exceeding fourteen (14) days, which carries with it punishment drill for ten (10) days. Confinement to barracks may be combined with detention not exceeding 168 hours, total not to exceed twenty-one (21) days for a single award. For a fresh offence further punishment either of detention or confinement to barracks may be awarded, the whole not to exceed forty-two (42) days.

(e) Extra guards or picquets, but only for minor offences or irregularities connected with these duties.

In the case of a *Non-commissioned Officer*, he cannot award reduction, summary or minor punishment, but can admonish, reprimand, or severely reprimand, or can order an acting *Non-commissioned Officer* or one holding an appointment to revert to his permanent grade, but no other punishment in addition.

Company Commanders may award a private soldier for such offences as absence from *Tattoo* and other roll-calls, overstaying a pass, or slight irregularities in quarters, not exceeding seven days confinement to barracks or camp, extra guards and picquets, and the regulated fines for drunkenness, and he may deal with cases of absence without leave where pay is automatically forfeited, adding any punishment within his ordinary powers for such absence. Any such awards will be subject to such revision as the Commanding Officer may think it desirable to order, but he cannot increase the award so given.

In the case of a Company Commander of less than three years service the Commanding Officer may limit this power of award to three days confinement to barracks.

Non-commissioned Officers below the rank of Sergeant (or the appointment of Lance-Sergeant) may be admonished or reprimanded, but not severely reprimanded by a Company Commander.

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#### SECTION IV.

#### COURTS MARTIAL, COURTS OF INQUIRY, AND BOARDS.

The regulations for the composition of Militia Courts Martial, Courts of Inquiry, and Boards, with the modes of procedure and powers thereof, are the same as the regulations which may at the time be in force for His Majesty's regular army, and which are not inconsistent with the Militia Act.

#### COURTS MARTIAL.

When an offence is of a character too serious to be disposed of by a Commanding Officer, the accused should be tried by Court Martial.

Courts Martial can punish any military offence and any civil offence mentioned in the Army Act, such as sedition, assault, etc.

They have also the power to punish *any civil offence* punishable by civil law except treason, treason-felony, murder, manslaughter, rape, which cannot be tried by Court Martial except at a place more than 100 miles from a competent civil court. These restrictions do not, however, apply to Field General Courts Martial which have powers under certain circumstances to try any offence.

The following are debarred from being members of any Court Martial in Canada for the trial of a militiaman: An Officer of His Majesty's army upon full pay, the convening Officer, the prosecutor or witness for the prosecution, the offender's Commanding Officer, or the Officer who investigated the charges on which an offender is arraigned, or was a member of a Court of Inquiry respecting the charges against him, or has a personal interest in the case, save in the case of Field General Court Martial, when only the prosecutor, Provost Marshal, witness for prosecution, or one who has a personal interest in the case are ineligible.

All members of a Court Martial must be subject to military law. The rules of procedure are similar in all classes of Courts Martial, except in that of a Field General Court Martial, for which special rules are prescribed.

Any person required to give evidence before a Court Martial, may be summoned or ordered to attend, and if such person not being enrolled in the Active Militia shall, after payment or tender of reasonable expenses, make default in attending; or if in attendance as a witness, refuses to take the oath or affirmation legally required by a Court Martial; or refuses to answer any question, or produce any document legally required; or is guilty of

any contempt towards the Court Martial; may, on the certificate of the President of the Court Martial to a Judge of any court of law in the locality, be punished if found guilty, in the same manner as if the offence had been committed in a civil court.

No Officer or man of the Militia can be sentenced to death by any Court Martial, except for mutiny, desertion to the enemy, or traitorously giving up to the enemy any garrison, fortress, post, or guard, or traitorous correspondence with the enemy; and no sentence of any General Court Martial can be carried into effect until approved by the Governor-General-in-Council.

An Officer or man charged with any offence committed, while serving in the Militia, is liable to be tried and convicted by Court Martial within six months after his resignation or discharge from the same; or for the crime of desertion at any time, without reference to the period which may have elapsed since his desertion, unless he shall have served in an exemplary manner for not less than three years in another corps.

By the Army Act the degrees of Courts Martial are classified thus:

- |                   |   |              |
|-------------------|---|--------------|
| 1. Regimental,    | } | Ordinary.    |
| 2. District,      |   |              |
| 3. General,       |   |              |
| 4. Field General. |   | Exceptional. |

1. *Regimental.*

A Regimental Court Martial may be convened by any Officer authorized to convene General or District Courts Martial, or any Commanding Officer not below the rank of Captain; also any officer of a rank not below that of

captain when in command of two or more corps or portions of two or more corps ; or on board a ship, a Commanding Officer of any rank. It should consist of not less than three Officers, each of whom must have held a commission for not less than one year, the President not being under the rank of Captain if possible. It cannot try an Officer or a Non-commissioned Officer (in ordinary cases) above the rank of Corporal, nor award death, penal servitude, nor discharge with ignominy, its limits being forty-two-days' detention, reduction, fine for drunkenness up to \$10, or stoppages to make good damage or losses, etc.

Owing to the extensive powers of a Commanding Officer the assembly of a Regimental Court Martial should be rarely necessary. For cases not dealt with summarily a District Court Martial should as a rule be convened.

## 2. *District.*

A District Court Martial can only be convened by an Officer authorized to convene General Courts Martial, or by an Officer deriving authority to do so from him. It should not in Canada consist of less than three Officers, each of whom must have held a commission for two years. It has not power to try an Officer, nor award the punishment of death or penal servitude, its limits being imprisonment with or without hard labour or detention for a period not exceeding two years, forfeiture of good conduct, or deferred pay, discharge with ignominy, or reduction, except in the case of a Warrant Officer, when the only punishments this court can inflict are, forfeiture, fines, stoppages, dismissal, reduction to the bottom or any other place in his rank, or reduction to a lower grade, or if originally enlisted as a soldier to the ranks.



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### 3. *General.*

A General Court Martial can only be convened by His Majesty, or by an Officer holding a warrant from His Majesty, or by an Officer to whom power has been delegated by warrant from the Officer originally given authority by His Majesty. It should not in Canada consist of less than five Officers. Each of the members must have held a commission during the three years preceding the day of assembly of the Court Martial, and none of the members should be below the rank of Captain, and all of equal, if not superior, rank to the accused, unless Officers of such rank are not available. It has power to sentence to death, penal servitude (not less than three years), dismissal, imprisonment (not exceeding two years), forfeiture of rank and medals, reprimand or severe reprimand, stoppages. In case of sentence of death, the concurrence of at least two-thirds of the members must be obtained.

A General Court Martial should not be resorted to unless in very aggravated cases, or when the state of discipline in a district, garrison or corps, renders a serious example expedient or when the offender bears a bad character, and for the trial of an Officer.

Of the foregoing Courts, District and General should be composed of Officers of different corps, and not exclusively of officers of the same corps, unless the Convening Officer states in the order convening the Court that in his opinion other Officers (having due regard to the public service) are not available.

### 4. *Field General.*

A Field General Court Martial is for the trial of offences against the property or person of inhabitants or residents of a country beyond the seas, or on active service, which

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cannot practically be tried by an ordinary General Court Martial, and may be convened by the Officer in command of the detachment or portion of troops to which the offender belongs, although he may not be authorized to convene any other kind of Court Martial. It should consist of not less than three members unless three are not available in which case the court may consist of two and the convening Officer may preside if he cannot obtain another, but he should not, if practicable, be under the rank of Captain. Its powers are those of a General Court Martial, except that a sentence of death requires the concurrence of all the members if three form the Court, but if such consists of only two, its powers are restricted to imprisonment or lesser punishment.

#### COURTS OF INQUIRY AND BOARDS.

A Court of Inquiry should not be considered in any light as a judicial body. It may be employed, at the discretion of the convening Officer, to collect and record information only, or it may be required to give an opinion also on any proposed question, or as to the origin or cause of certain existing facts or circumstances. Specific instructions on these points are, however, always to be given to the Court. The proceedings are to be recorded in writing, as far as practicable in the form prescribed for Courts Martial, signed by each member, and forwarded to the convening authority by the President.

A Court of Inquiry may be assembled by any Officer in command, to collect evidence or assist him in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed. With this object in view, such Court may be directed to investigate and report upon any matters that may be brought before it, or give an opinion on any point, but when an

inquiry affects the character of an officer or soldier, full opportunity should be given such officer or soldier of being present throughout the inquiry, and of making any statement he may wish to make, and of cross-examining any witness whose evidence, in his opinion, affects his character, and producing any witnesses in defence of his character.

The rank of the Officers comprising the Court should be equal or superior to that of the officer whose conduct or character may be implicated in the investigation.

It has the power if so directed by the convener to take evidence on oath, in which case the oath administered shall be the same as that of a Court Martial.

A Court of Inquiry, for the purpose of determining the illegal absence of a soldier (except absconded recruits), will be held at the expiration of twenty-one days from the date of absence, unless he has been taken into custody.

Courts of Inquiry, as a general rule, sit with closed doors, but they may be either opened or closed according to the nature of the investigation, or as may be directed by the convening Officer.

A Court of Inquiry or Board of Officers may consist of any number of members, but the composition of such Courts or Boards should be regulated, at the discretion of the convening Officer, by the circumstances under which they are assembled. Three members, the senior acting as President, will in ordinary cases be found sufficient.

Medical Officers are exempted from serving as members of Courts of Inquiry or Boards, except medical boards. Should a medical opinion be required by a military board, reference is to be made to the Medical Officer detailed to attend it, who will furnish his report in writing or give evidence in person if considered necessary.

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Relative rank does not entitle an Officer to the presidency of a Court of Inquiry or Board, but he is legally qualified if appointed.

If the members cannot agree on an opinion collectively, any member dissenting should state in writing the nature and extent of the difference, or give his opinion in writing to the President for transmission with the proceedings.

The regulations for the government of Courts of Inquiry are contained in the Rules of Procedure (Army Act).

Boards differ only from Courts of Inquiry in as far that the objects for which they are assembled should not involve any point of discipline. They will follow so far as may be convenient the Rules for Courts of Inquiry, but are in no way bound by them.

A Commanding Officer may assemble a Regimental Board to assist him with its opinion upon the condition of *stores*, but such a Board cannot condemn them, a District or Garrison Board is the only one that can do so. In the case of a Regimental Board, however, ordered upon *rations* reported by the Orderly Officer as unfit for issue, they may be condemned by such Board, and an equal quantity purchased elsewhere and charged to the contractor.

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## SECTION V.

### DEFAULTERS.

A Non-commissioned Officer should, if he can be spared, be detailed weekly to take charge of and drill the Defaulters; otherwise the Battalion Orderly Sergeant or Corporal should do it. He should be held strictly responsible that all the defaulters attend such drills or fatigues as are ordered, that they turn out clean and regular in every respect, and that the drill is correctly

and punctually conducted. He should also inspect the kits of the defaulters at every drill previous to dismissal, reporting all irregularities to the Sergeant-Major.

Punishment drill, which consists of marching only, and not of instruction, should not exceed one hour at a time, exclusive of the inspection of kit, nor more than four hours in the same day. It should be carried on in the barrack yard or drill ground, and when battalions or detachments are in billets, and have not such accommodation, their defaulters should not be exposed to ridicule by being exercised in the streets ; but be marched out to some quiet place for the prescribed period. Punishment drill should not be carried on after *Retreat*, unless in hot weather or the Officer commanding considers it expedient to do so.

In very cold weather the double march may be used for short periods.

When not on fatigue or parade, defaulters should parade for punishment drill in "marching order." At the regular parades they should be dressed the same as the rest of the men. Men with disfigured faces or black eyes should be confined to quarters till they have perfectly recovered.

Between *Retreat* and *Tattoo* defaulters should be called by bugle sound to report to the Commander of the Guard, but intervals of an hour should elapse between each call, and they should not be called during the tea hour, or when on parade or fatigue.

On all occasions of defaulters answering their names they should be clean and properly dressed in fatigue dress.

Defaulters should not be required to undergo any portion of their punishment which may have lapsed by reason of their being in Hospital or employed on duty.

Defaulters may be permitted to enter the Canteen for one hour in the day only ; as a rule this should be in the evening.

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## SECTION VI.

### PROVOST REGULATIONS.

Detention barracks, and Barrack Detention rooms, whether garrison or regimental, are intended for the confinement of soldiers summarily awarded detention by authority of the Commanding Officer, and for carrying into effect the sentences of detention by Courts Martial. Soldiers under sentence to imprisonment by Courts Martial may also be committed to a detention barracks or barrack detention room pending removal to a public prison, civil or military, if their commitment to a public prison cannot be immediately carried into effect.

Detention barracks and barrack detention rooms, may also be used for the safe custody of soldiers remanded for trial by Court Martial, or who have been tried and are awaiting the promulgation of the finding and sentence of a Court Martial, provided there is available accommodation, and arrangements can be made for their being supplied the ordinary rations and messing of soldiers during such detention. Such men do not wear clothing supplied by detention barracks. They should be allowed to exercise during a reasonable portion of each day, and be kept apart from soldiers undergoing sentence. They should not be obliged to work otherwise than by being employed in drill, fatigue, and other duties similar in kind and amount to those they might be called on to perform if not under detention. As these men do not receive the ordinary diet of the detention barracks they must be shown separately in the detention barracks provision accounts.

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The immediate control and supervision of detention barracks or barrack detention rooms should be under the Officer commanding the station or corps to which the detention barracks is appropriated, and in charge of a Sergeant specially selected with a view to his fitness for the office, who should be responsible for the custody and proper subsistence of those in detention.

Detention barracks and barrack detention rooms, should be inspected, and each occupant visited daily by an Orderly Officer and a Medical Officer, reports of which are to be made to the Commanding Officer.

Men in detention should be committed to, and released after the regular dinner hour and before dark, and especially examined by a Medical Officer before commitment, who will furnish a certificate as to their state of health, reporting any disability likely to prevent or interfere with the execution of the punishment awarded, or any part thereof.

Every offender on admission to a detention barracks should be strictly searched and required to give up everything in his possession, the hair of all those awarded more than seven days should be closely cut.

The work of soldiers in detention should consist of sawing wood, cleaning yards, latrines, etc., repairing roads and such other modes of employment as the Commanding Officer may approve; when deemed expedient, drill in "Marching Order" may be substituted.

The following should be the distribution of time :

*Summer.*—5.30 to 6 a.m., rise, dress, air and clean rooms; 6 to 8 labour; 8 to 9 breakfast and make up beds; 9 to 12.30 labour; 12.30 to 2 dinner; 2 to 5 labour; 5 to 6.30 tea; 6.30 to 8 labour.



*Winter.*—Rise at 6.30 a.m., and lights out at 9 p.m., afternoon work ceasing at dark, otherwise the same routine as in summer.

On Sundays the men in detention should attend Divine Service and the cleaning of detention rooms be restricted to what is actually necessary. Christmas day and Good Friday should be observed as Sundays.

Irregularities or minor breaches of discipline, while under detention should be reported to the Commanding Officer, who may by written direction to the Provost Sergeant order a man in detention to be put on "punishment diet" for any period not exceeding 72 hours.

In case of violence or urgent and absolute necessity, the Commanding Officer may, by an order in writing, direct a man in detention to be placed in handcuffs, the order will specify the cause that gave rise to it, and the duration of the restraint.

All such offences and nature of punishment awarded are to be recorded in the Detention Barracks Conduct Book, and also in the Regimental Conduct Book, if specially ordered by the Commanding Officer.

Men committed for periods not exceeding seven days, should be provided with great coats, together with single blanket or rug, those for longer periods should after the first week be allowed their bedding, being deprived of it however every third night.

The articles in the holdall of each man in detention should be removed from his detention room every night, and the use of tobacco in any form or of spirituous liquor, denied him.

Men in detention should be allowed a Bible and prayer book of the denomination to which they belong, together with such other books as may be recommended by a Chaplain and sanctioned by the Commanding Officer.

In the event of clothing not being supplied at the detention barracks, the men in detention should wear their uniform, fatigue dress being worn on week-days and tunics on Sunday; whenever possible, part worn great coats should be issued to men in detention.

The underclothing of the men in detention should be washed with that of their comrades—or as arranged for locally by the Commanding Officer.

Every man in detention should be made to wash himself at least once a day, shave daily, bathe thoroughly and change his underclothes at least once a week.

The rations of soldiers in detention, as well as pay should cease from the day of his being committed, until the day of his release, his subsistence will, during that time, be obtained from the canteen or contractor by the Provost Sergeant, the cost of same being recovered from the Government each month. A mess book for these supplies should be kept by the Provost Sergeant to be balanced and certified to weekly by the Adjutant.

The scale of diet for men in detention should be as under:

ARTICLE	1	2
	For Men 7 days or under	For Men over 7 days
Bread.....	1 lb.	1 lb.
Beef or Mutton.....	—————	$\frac{1}{2}$ lb.
Salt.....	$\frac{1}{2}$ oz.	$\frac{1}{2}$ oz.
Vegetables.....	4 ozs.	4 ozs.
Coffee.....	$\frac{1}{3}$ oz.	$\frac{1}{3}$ oz.
Tea.....	$\frac{1}{4}$ oz.	$\frac{1}{4}$ oz.
Jam.....	$1\frac{1}{2}$ ozs.	3 ozs.
Potatoes.....	1 lb.	1 lb.
Sugar.....	2 oz.	2 ozs.
Pepper.....	$\frac{1}{36}$ oz.	$\frac{1}{36}$ oz.
Bacon.....	—————	3 ozs.

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For ill-conducted and idle men in detention :

Daily 1 lb. bread with water and 1 pint oatmeal gruel.

This diet should not be given for more than three days at a time, nor with a less interval than three days for a fresh offence, the ordinary diet being allowed in the interim, nor should labour be enforced during the duration of the short diet.

#### PROVOST SERGEANT.

The Provost Sergeant should exercise his authority with firmness, temper, and humanity ; must abstain from all irritating language, and on no account strike, or otherwise ill-treat a soldier in detention.

He should see the men in detention frequently and at uncertain times during the day ; but is not to hold, or to permit his assistants to hold any unnecessary communication with them. He should not permit any person to visit the men in detention, except by the special authority of the Commanding Officer.

He should superintend the exercise and work of the men in detention, and not permit the latter to hold any conversation with each other, or with any other person. In case of a man persisting in disobeying this or any other order, when employed outside his detention room he should at once be sent back to it and the case reported for the information of the Commanding Officer.

He should take care that the means by which a man in detention may communicate with him or his assistant are kept in proper repair, and pay due attention to the heating and ventilation of the detention rooms, also that the men in detention are supplied with their regular meals according to the prescribed dietary.

He should report to the Medical Officer at his regular visits, the case of any man in detention who may appear to be out of health, and to report immediately any case of sudden or serious illness.

It should be also a part of the duty of the Provost Sergeant to perform the police duties of the Barracks, or camp, or of that part of the garrison in or near which the Detention Barracks may be situated. He should frequently visit the canteen, and interfere to prevent drunkenness or riot; using his authority to repress all irregularities; and to clear the quarters of any loose or disorderly characters. In the course of these duties he should, at all times, be extremely careful to avoid personal collision with soldiers. He should be allowed such assistance in making his rounds as may be deemed necessary by the Commanding Officer.

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## SECTION VII.

### OFFENCES PUNISHABLE BY CIVIL LAW.

By the Militia Act the offences enumerated below are made punishable by *Civil Law* upon the complaint of the Commanding Officer or Adjutant of a Battalion, or, in the case of rural companies, the Captain, or the Commanding Officer of the corps may authorize any Officer to make the complaint in his name. Prosecutions cannot, however, be made later than six months after the commission of the offence, unless it be for unlawful buying, selling, or having in possession arms, accoutrements or other articles issued to the Militia.

#### CLAIMING OR RETAINING PAY OR SIGNING FALSE CLAIMS.

Any Officer or man who knowingly claims pay for himself or another for drills not performed, or in more

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than one corps, or retains in his possession unlawfully the pay of another, or signs a false pay list, roll or parade state, is guilty of an indictable offence.

#### REFUSING INFORMATION.

Persons refusing to give information to an Officer or Non-commissioned Officer in the execution of his duty, a penalty not exceeding \$20.00

#### ENROLMENT AND RETURNS.

Any Officer or Non-commissioned Officer refusing or neglecting to make an enrolment or ballot, or refusing to make or transmit any roll or return required by regulation, a penalty, if an Officer, not exceeding \$50, if a Non-commissioned Officer, not exceeding \$25.

Any Officer or Non-commissioned Officer refusing or neglecting to assist his Commanding Officer in making any roll or return, or refusing or neglecting to obtain the information necessary to make or correct any roll or return, a penalty, if an Officer, not exceeding \$50, if a Non-commissioned Officer, \$25 for each offence.

#### REFUSING TO TAKE OATH.

A man drafted or liable to be drafted for service, refusing to take the oath or declaration prescribed, imprisonment not exceeding six months, and for every subsequent neglect or refusal to a further imprisonment not exceeding 12 months.

#### PERSONATION.

Any Officer or man of the Militia, or any other person who shall falsely personate another at parade or other occasion, a fine not exceeding \$100.

## NEGLECTING TO ATTEND PARADE.

Any Officer, Non-commissioned Officer or man, who, without lawful excuse, neglects or refuses to attend any parade or drill or training at the place and hour appointed, or who refuses or neglects to obey any lawful order at or concerning such parade or training, a penalty, if an Officer, of \$10, if a Non-commissioned Officer or man, \$5 for each offence, absence for each day being a separate offence.

## INTERRUPTING DRILL.

Any person who interrupts or hinders the Militia at drill or trespasses upon the bounds set out by the Officer in command of such drill, is subject to arrest and detention during the drill and a penalty of \$5.

## DISOBEDIENCE OR INSOLENCY.

Any Officer, Non-commissioned Officer or man disobeying any lawful order of his superior Officer, or guilty of insolent or disorderly behaviour towards such Officer, a penalty, if an Officer, of \$25, if a Non-commissioned Officer, or man \$10 for each offence.

## FAILING TO KEEP ARMS, ETC., IN ORDER.

Any Non-commissioned Officer or man who fails to keep in proper order the arms, accoutrements or clothing entrusted to him, or appears at drill or parade with them out of proper order, deficient, or unserviceable, a penalty of \$4 for each offence.

## DISPOSING OF ARMS, ETC.

Any person who unlawfully disposes of, or receives arms, accoutrements or clothing, belonging to the Crown or a corps, or refuses to give up the same when required, or has them in his possession for unlawful use, a penalty of \$20 for each offence.

## REFUSAL TO AID CIVIL POWER.

Any Officer, Non-commissioned Officer or man who, when his corps is lawfully called upon to act in aid of the civil power refuses or neglects to go out with such corps, or to obey the lawful order of his superior Officer, a penalty, if an Officer, not exceeding \$100, if a Non-commissioned Officer or man not exceeding \$20 for each offence.

## RESISTING DRAFT OR AIDING DESERTION.

Any person who resists any draft of men enrolled, or counsels or aids any one to resist such draft, or persuades any enlisted man to desert, or aids or assists him to do so, or assists in his concealment or rescue, a penalty not exceeding \$100.

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## PART IV.

# DRILLS AND PARADES.

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The training of troops in peace is governed by what is required of them in war. The basis of military efficiency is the careful individual instruction of the soldier and a gradual progression from simple to more difficult exercises.

Theoretical instruction should precede and accompany all practical training, both being conducted by the officers.

Commanding Officers are responsible for the efficiency and readiness for service of their units, and Company Commanders responsible to their Commanding Officers for efficiency of the men under their charge (except recruits) and for the maintenance of a proper system of instruction.

Drill is the discipline of the body, but tends also materially to discipline the mind, and, as discipline of the mind is a hundred-fold more important to the efficiency of the soldier, the constant practice of drill, in which all ranks have to render spontaneous and silent obedience to the commands of their superiors, is absolutely necessary.

The efficiency of a Battalion is estimated in a great degree from the manner in which it drills; if there is talking in the ranks it is a sure sign that its discipline is of a low order. Complete silence when on parade or at drill is a matter to be particularly attended to; no matter what, in the soldier's opinion, may be going wrong he should keep the opinion to himself; if he expresses it some one is likely to answer, talking becomes general, and disorder is thus created, which, under fire, would certainly lead to disaster.

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In all moments of confusion remember that the first step towards the re-establishment of order is the hushing of all voices.

In order to prevent the thoroughly drilled soldier being unnecessarily harassed, a company should be divided into three classes, viz., "first," "second," and "recruits." Advancement, from one class to another, should be made by the Company Commander.

The greatest exactness should be required from first-class men; any carelessness or awkwardness in the ranks, on sentry, or walking in the street, should subject them to removal to a lower class.

When a soldier is awkward at any exercise or parade he should be ordered to "Instruction drill," which is to be extra to the usual routine, but he should not, however, on that account be exempt from guards or other duties.

All men returning to their duty from detention, hospital, or leave, should attend instruction drill until they have picked up the lost practice.

Servants, tailors, shoemakers, etc., should attend one drill, by themselves, once a week.

When circumstances permit, the Non-commissioned Officers should be practised by the Adjutant in Outpost and Protection duties, etc.

When the weather does not allow of the Non-commissioned Officers being exercised outside, they should be assembled at the Orderly room, for the purpose of being questioned by the Adjutant on different subjects connected with administration, drill, guard, picquet, etc.

Officers and Non-commissioned Officers should take care that the same exactness which is insisted on in the drill

squad as to position, smartness, silence, and steadiness, is maintained upon parades of all kinds. They should bear in mind that, if the soldier is permitted to indulge under their eyes, in idle and slovenly habits in the ranks, the best exertions of the Drill Sergeants will never accomplish the end required; and the instruction of the men will never have any termination.

#### FORMING STAFF AND BATTALION PARADES.

A simple mode of forming parade is as follows: Ten minutes to the hour named for the parade, the "Non-commissioned Officers' call" should be sounded for the Staff parade, which all Sergeants, Corporals, Band, Buglers and Drummers attend, also on certain occasions those holding appointments.

The parade should be drawn up in column of companies the Band and Buglers being in front, and after the rolls are called, should be "formed" into line by the Sergeant-Major, the ranks opened and inspected by the Adjutant, then dismissed.

The Buglers, immediately after the Staff parade fall in at twenty paces from the centre of the directing flank of the parade ground facing inwards, and sound for "Orderly Sergeants."

The Orderly Sergeants should fall in on the directing flank at the "Slope," (or "Order" in rifle corps) under the charge of the Sergeant-Major, who, after dressing them, gives the command, "Number," then "Column from No. 1," "Outwards Turn." "Quick March." The Sergeants turn outward and move off to their respective distances, and take up their covering from the front. When covered, the Sergeant-Major gives the word, "Steady," when they "Order." Buglers then sound the

“Fall in,” when the men, who should be on the ground at least five minutes before the time appointed for parade, move smartly and quietly with arms at the “Slope” (in rifle corps the “Shoulder,”) and fall in on the right of their Orderly Sergeants, with intervals of two paces between sections, order arms and stand-at-ease. Officers now proceed to their companies.

The Sergeant-Major should then give the command, “Call your rolls,” when the Section Commanders move to the front of their sections, call their rolls, inspect and “prove” them as prescribed in the “Infantry Training,” 1914 (Sec. 59, 61, 78) reporting to their respective half Company Commanders, who in turn report to the Company Commander. Officers should test the correctness of this inspection by making it themselves at odd times.

Companies should not be sized or equalized, except for purposes of “Ceremonial.”

The Band should fall in ten paces from the reverse flank of the leading company of the rear half Battalion, in line with it, and play during the inspection of companies.

While the companies are being inspected and proved, the Adjutant calls for the left markers of companies, who mark with arms at the “Slope” (or “Order” in rifle corps) where the left of their respective companies will rest “in column or quarter-column by the left”; the marker of the leading company placing himself wherever he is directed; the remainder covering on him at the required distance.

The Adjutant then gives the word “Steady,” the markers come to the “Order,” and are allowed to stand at ease until the companies are ready to march upon them.

The “Advance” should now be sounded, on which the Officers fall in with their companies (drawing swords, if

on ceremonial parades), marching them with arms at the "Slope" ("Trail" in rifle corps) to their respective markers, who come to attention, and when their companies have dressed by the left, fall to the rear, each Company Commander instructing his company to "order arms" and "stand-at-ease."

The Adjutant now reports the parade as ready to the Commanding Officer, who takes command, calls the Battalion to attention, and directs the reports to be collected. This is done by the Adjutant passing along the directing flank of the column, and learning verbally from each Company Commander whether his company is present or otherwise. The Adjutant then makes his report to Commanding Officer, and takes post.

The collection of parade states (Form 25) should be made by the Sergeant-Major from the Company Orderly Sergeants, during the inspection of companies, and by him sent at once to the Orderly room.

The parade state should be signed by the senior Officer of the company present on parade, who should never affix his signature to it without having previously made himself acquainted with the correctness of the statements, and thereby enabling him to answer any question the Commanding Officer may put to him respecting the distribution of his men. On Sundays a Church parade state is required (Form 28).

At formal inspections a Field state (Form 29) should be handed to the Inspecting Officer by the Commanding Officer immediately after the salute has been given.

Another mode of forming parade is for companies to be proved and inspected on their private parades, and proceed to their places in battalion on the "Advance" sounding, after which the Adjutant reports the parade, etc.

Officers should consider exactness of time at all parades and posts of assembly as an essential principle of military duty. They should understand that the warning bugle is for them as much as for the men.

Officers should not collect in groups or leave their companies on parade. It should be the particular duty of the Majors to see that these orders are attended to.

For the parade of a Battalion on occasions of urgency, the regimental call followed by the "Alarm," or for fire the "Fire Alarm" should be sounded. These imply the necessity for the utmost haste, and Officers and men should fall in by companies as rapidly as possible; in camp or barracks, ten minutes is sufficient at any hour, day or night, from the first sounding of the call for a Battalion to be formed.

#### GUARD AND PICQUET PARADES.

Guards and Picquets should fall in on the regimental parade ground, for the inspection of the Adjutant previous to marching to their respective posts. Guards parade in "Marching order," without mess tins, which are left with their messes for the meals to be sent to them in, unless their food is taken and cooked on guard.

Picquets parade in "Drill order" unless required to join the Battalion, in which case they appear in the order of dress named for such.

The men should fall in by companies in column by the left, on their Orderly Sergeants, who inspect them and ascertain that all warned are present; at the same time the Non-commissioned Officers for duty fall in in line on the directing flank of the column, and are inspected by the Sergeant-Major, who, when finished, gives the command "Number," "Slope arms," "No. 1 stand fast,

remainder left turn,"—"Quick march," the seniors of each "duty" taking up their interval in line according to the seniority of the "duties" they represent; the Sergeant-Major calls the details to attention and gives the command, "Report your details," "A Co.—B. Co., etc.," on which each Orderly-Sergeant in turn replies, "Details present and correct, sir;" then the Sergeant-Major gives the command to the men, "Slope arms," "Left turn," "Form duties, Quick march," and they fall in on the left of the Non-commissioned Officers, according to the "duties" they have been warned for, Picquet on left of Guards, and waiting men on left of the respective duties for which they have been detailed.

The Sergeant-Major now tests the correctness of the detail of duties by giving the command "Tell off the duties," followed by the queries, "Main Guard," "Barrack Guard," "Picquet," etc., and the senior Non-commissioned Officer of each "duty," who of course knows its composition, replies in succession, thus: "Main Guard," "Barrack Guard," etc.; "One Sergeant, two Corporals, one Bugler, and fifteen men, present sir," and so on until all have answered.

Following this test the Sergeant-Major gives the command "Fix bayonets," and reports the parade as complete to the Adjutant, who inspects such and delivers the countersign (if there is one) to the Commander of each Guard.

The Guards, if commanded by Non-commissioned Officers, should now be handed over by the Adjutant to the Orderly Officer—who gives the command, *Guards, Slope arms, Form fours, Right, To your Guards, Quick march;* or in the case of a less front than four files, *By the right (or left) to your Guards, Quick march.* The Picquet, Orderly



Sergeants and "waiting" men should then be dismissed by the Sergeant-Major under instructions from the Orderly Officer.

If Officers have been detailed for any of these duties, such as are junior to the Adjutant, fall in for his inspection, but those senior stand aloof, the Adjutant acknowledging their presence. (See Dismissing parades.)

The hours for Guards to mount are usually from 9 to 10 a.m., or from 6 to 8 p.m.

The number of privates to be furnished for each post is three; thus, for a guard with five posts, fifteen privates would be required.

#### TATTOO PARADE.

On *Last Post* sounding, the Battalion Orderly Sergeant should parade the various Orderly Non-commissioned Officers in "line" as follows:

Beginning with the Orderly Sergeants in company alphabetical order on the right, the Non-commissioned Officers on Gate and Canteen duties, the Non-commissioned Officer in charge of Picquet, and the Picquet itself on the extreme left.

The Battalion Orderly Sergeant after dressing the parade falls in on the right, reporting to the Sergeant-Major, "All present, Sir."

The Sergeant-Major should then call *A Company?* On which the Orderly Sergeant of the named company will hand in his Tattoo report, saying, "— Absent," "— In arrest," or "All present, Sir," and so on with each Orderly Sergeant to the left. Then, *Gate?* "Closed and correct, Sir." *Canteen?* "Closed and correct, Sir." *Picquet?* "Present and correct, Sir."

The Sergeant-Major then reports to the Orderly Officer “—absent,” “None in arrest,” “Duties correct,” or “All present, duties correct,” or otherwise, at the same time handing him the absentee reports.

The Orderly Officer should then inspect the Picquet, and give its commander such instructions as he may deem necessary as to its immediate duties in the way of patrols, finally instructing the Sergeant-Major to dismiss the parade.

In the case of an Officer being in command of a Picquet the parade and inspection of it will be separate and under his supervision.

Any change or error in the detail of duties for the following day should be reported to the Sergeant-Major on this parade, and rectified.

#### RATION PARADE.

On the “Ration” bugle sounding, the Battalion Orderly Sergeant should parade the Company Orderly Corporals, Orderly men and Cooks of companies, “in column by the left,” collect the reports, “present or otherwise,” and march them to the place of issue, reporting to the Orderly Officer present or otherwise.

At the place of issue the Quarter-Master Sergeant should call the companies in turn (varying them each day), each Orderly Corporal bringing up his room squads in succession to be served; if any objection is taken to either weight or quality of the ration, it must be made before removal. As each company is served it should be marched by its Orderly Corporal to the cook-house, and the rations handed over to the cook.

The Orderly men of each squad should know the exact quantity they are entitled to. (Form 27).

## SICK PARADE.

At the hour named the Company Orderly Corporals should fall in on the regimental parade in "column by the left" with the sick of their respective companies, reporting to the Battalion Orderly Sergeant, who collects the company sick reports and medical history sheets, and then turns the parade over, with the reports to the Battalion Orderly Corporal or Non-commissioned Officer detailed for the duty, to be marched for the examination of the regimental Medical Officer and then to the Hospital if necessary.

On receiving from the Medical Officer and Hospital the report upon each man, the Battalion Orderly Corporal returns to barracks and gives the reports to the Orderly Sergeants concerned, together with any men that may not have been found sufficiently ill to be admitted to Hospital.

The Battalion Orderly Corporal should also attend the Hospital at *Retreat*, and receive all men who may have been discharged or "detained" for the day only, handing them over to their respective Orderly Sergeants.

If any men in arrest or detention are on the sick report they should (if necessary) be taken under escort to the Hospital.

## ORDERLY ROOM PARADE.

Soldiers in arrest should be marched under escort to the Orderly room, remaining outside until each case is called—the evidences should also be there, and so arranged as to be ready when required.

The Sergeant-Major, who stands at the door of the Orderly room, marches in each accused with escort and evidence as they are wanted, taking off the accused's

head-dress as he enters ; the whole party standing in line opposite the Commanding Officer, the accused next to, or between his escort.

The Adjutant should read the charge report and the Commanding Officer then calls the first evidence by rank and name, who says, "Sir, I was Company Orderly Sergeant of — Co'y on the — inst., I called the roll at Tattoo and found the accused absent," or "as Non-commissioned Officer on gate duty on the — inst., the accused returned to barracks at 9 p.m. drunk, I confined him." The other evidences are examined in a similar manner, and then the Commanding Officer asks the accused if he "has anything to say"; if the accused desires to call evidence in his behalf he should be allowed to do so, each evidence being examined in the same way. The Commanding Officer should then make his award, writing it at the same time in the guard report, the Adjutant writing it in red ink on the charge report, which he hands to the Commander of the man's company for entry, if necessary, in the company conduct book.

The Sergeant-Major, on the award being given, marches the accused and escort, etc., out of the Orderly room.

The Company Commander of the accused should always be present with his conduct book as reference to a man's previous character. The Colour and Company Orderly Sergeants should also attend, but remain outside, and are informed by the Sergeant-Major of the award as the accused is marched out.

#### MUSTER PARADE.

At a muster parade, all officers and men, except such as are on guard or sick, should attend and answer to their names.

This parade is usually in fatigue dress, and the roll should be called by Companies from a nominal roll or pay list, in the presence of the Paymaster or Officer specially detailed.

As each Officer or man's name is called, he should move out from his company, answering: "Here, Sir," salute and pass before the Mustering Officer, the companies being re-formed on another part of the parade ground.

Should an officer or man not be entitled to the full number of days' pay claimed for drill, the amount that is actually due him should be called out after his name.

This parade is only required by units of the Active Militia undergoing the annual training.

#### EXAMINATION OF ARMS.

Previous to and on the termination of a field day or target practice, the arms should be immediately examined. Each Company Commander undertakes the duty for his own company, reporting if in Battalion to the Major of his half Battalion, that all the arms of his company are unloaded, the Majors then reporting to the Commanding Officer.

#### DISMISSING PARADES.

Before being dismissed, a parade should be formed in "column by the left" on the same ground upon which it epl in, previous to the drill.

On the Commanding Officer calling, "Fall out, the Officers," at the end of a parade, the Officers should all proceed towards him in quick time, salute and await his orders. The parade, if a Commanding Officer's, should be handed to the Adjutant, or, if the Adjutant's, to the Sergeant-Major, who should dismiss it as a whole, the men leaving the parade quietly, with arms at the "Slope,"

(rifle corps the "Shoulder,") or companies may be ordered to their "private parades," when Company Commanders march them off and dismiss by companies in a similar manner.

Officers, when called out by the Commanding Officer during a parade, should salute, both on approaching and leaving him.

No Battalion, company party or parade should be either dismissed or marched off a ground without permission being first obtained from the senior Officer present, irrespective of the branch of the service to which he may belong.

#### DRAWING SWORDS ON PARADE.

Swords should not be drawn in a slovenly manner, but according to the instructions laid down in the "Ceremonial" 1912 (Sword Exercises).

The senior Officer in the command of a parade does not draw his sword, neither do Medical Officers, Quarter-Masters, Warrant or Non-commissioned Officers, except the Sergeant-Major, and he only when the Colour is trooped.

When men parade without arms, or with side-arms only, Officers do not draw swords.

Officers on falling out, when the sword is not drawn, salute with the right hand.

#### FIELD KIT INSPECTION PARADE.

Companies should be formed in "column by the left," the rear and supernumerary ranks ordered to step back two paces, and then the files opened to full interval (arms length) from the left. Both ranks should then ground arms, kit-bags or valises be taken off, and kits laid out in front of each man as he stands, in the following order:

First, kit-bag or valise with great coat and mess tin attached on the ground, trousers on the great coat, holdall open laid on the trousers, pair of socks (one on each side), shirt, towel, soap, sponge, pipeclay, spare laces, blacking and brushes in front of kit-bag.

This distribution of a kit may be varied.

Accoutrements should remain on the men, and all Non-commissioned Officers below the rank of Sergeant show kit.

#### FUNERAL PARADE.

In the formation of a parade for a military funeral everything is reversed, as for instance the arms of the Escort or firing party, the position of the Sergeant Drummer or Bugler, while the different ranks follow the chief mourners in inverse order—that is, juniors preceding.

Previous to the reception of the body by the Escort, the troops that are to follow should be drawn up in two ranks at eight paces apart, facing inwards, the Privates being placed nearest the Escort; then Corporals, Sergeants, Lieutenants, Captains, Majors, Lieut.-Colonels, etc., in the direction which the procession is to take. This order of formation should not be affected by the presence of more than one corps; it applies equally to regimental and garrison funerals, the different *ranks* being together, and not corps.

The Escort, Band, Body and Chief Mourners having passed the inner flank, the several ranks in succession, beginning with the privates, turn inwards singly or doubly, according to the strength of the parade, thus forming files or fours.

With a half Battalion or larger force, the Adjutant and Sergeant-Major should take general direction on the line



of march, and move in such positions as to best regulate and control the procession.

In returning from the place of burial the usual formation should be resumed, the Escort leading.

For the strength of Escorts and other particulars, attention is called to the King's Regulations and Orders for the Militia, Paras. 1440-1448, and in the matter of formation and movement reference is called to the "Ceremonial" 1912 (chapter 10).

#### BANDS ON PARADE.

Each Battalion should have its own "airs" for marching past, viz:—

- (1) For column.
- (2) For quarter-column.

No Battalion, except when ordered to the contrary, should march past to any other march than its own.

When a battalion is parading in the open air, the band should play during the inspection of companies.

When on the march the Sergeant Drummer should be careful to keep the band at the proper distance from the head of the Battalion (twenty paces), and to accommodate the length of pace to that of the Sergeant-Major, who, marching at the head of the corps, regulates the length of pace for all.

When there is no Advanced Guard, the Sergeant Drummer or Pioneer Sergeant should be informed of the route to be followed.

No band, when marching by itself and unaccompanied by troops, should play.

When a Brigade marches past, the bands should be brigaded under the senior band-master, and the particular

air belonging to each Battalion be played as it passes the saluting point, or if specially ordered the same air for all. In the former case, during the intervals between successive Battalions, the drums only beat, dividing as it were the tunes, except during the interval before and after Rifle Battalions, when the buglers sound a "Flourish."

#### MANNER OF ADDRESSING OFFICERS.

On any parade or duty, whether under arms or not, all Officers addressing their seniors, whether of like or superior rank, should apply to them the title of "Sir."

Officers, both on and off duty, when speaking to a General (or Officer acting as such) or to the Officer commanding their Battalion, should address him as "Sir."

A Lieutenant-colonel should be addressed by Officers of equal or senior rank, or by those with whom he is familiar as "Colonel," the word "Lieutenant," when speaking to, or of such an Officer, being omitted.

Majors should be answered "Sir" by the Officers of their own Battalion junior to them. In conversation they may, when spoken to or of, be called by their rank only. Thus: "Do you think so, Major?" "Take this to the Major."

When addressing a Captain (if his rank is mentioned) he should invariably be called both by rank and name. Thus: "Good morning, Captain Nash," not "Good morning, Captain." In like manner, when speaking of these officers to inferiors, their name and rank should be mentioned: "Tell Captain Foster," etc.

Lieutenants should never be addressed or spoken of by their rank, either on parade, duty or otherwise, except under grave circumstances, as when an officer is arraigned for trial, or is being rebuked by his Commanding Officer.

They are to be addressed or spoken of as "Mr." "Fall in, Mr. Close." "Give this to Mr. Hodgins."

Non-commissioned Officers and men should, in like manner, always apply the title of "Mr." to Lieutenants.

Officers holding brevet commissions, when addressed or spoken of, should be called by their senior rank, the word "Brevet" being omitted. Thus: "March off your company, Major Miller," etc., not "Brevet-Major Miller."

#### MODE OF ADDRESSING WARRANT AND NON-COMMISSIONED OFFICERS.

The Sergeant-Major if a Warrant Officer should be addressed on parade as Sergeant-Major; off parade it is customary to address him as "Mr.," and always replied to as "Sir" by juniors.

The Band-master should always be addressed as "Mr.," and replied to as "Sr" by juniors.

The Sergeant-Major, if a Non-commissioned Officer, should always be addressed as Sergeant-Major and replied to by his juniors as "Sir."

The Quarter-Master Sergeant with his full title and not as Sergeant alone.

A Colour Sergeant should likewise be given his full rank and not Sergeant alone.

A Lance-Sergeant is addressed as Sergeant and a Lance-Corporal as Corporal.

#### SALUTES, COMPLIMENTS, ETC.

Owing to the peculiar organization of the Militia Force, it frequently occurs that Officers have relatives and personal friends serving as Non-commissioned Officers, privates, etc. Whatever may be the relations existing between Officers, Non-commissioned Officers and men in private life, it should

be distinctly understood and appreciated by all concerned, that WHEN IN UNIFORM the relative military positions of the parties must, in the interests of discipline and example, be strictly maintained, and the customary observances of the service from subordinate towards superior in all respects carried out.

On the other hand Officers should be most careful to return the salute of every soldier, not by merely a jerk of the finger or stick, but by carrying the hand to the head-dress in the same manner as he would salute.

A soldier desirous of speaking to an Officer should be accompanied by a Non-commissioned Officer.

Warrant Officers, Non-commissioned Officers and men should salute all Officers, so long as they can fairly distinguish them, whether of their own corps or any other.

If standing still when an Officer passes, they should turn towards him, come to attention, and salute at three paces distance ; when walking, they salute as they pass, beginning at three paces distance and finishing three paces past. When approaching to speak to an Officer, they salute and halt at two paces. When a private, accompanied by a Non-commissioned Officer, comes up to speak to an Officer, the Non-commissioned Officer should halt him by word of command, the Non-commissioned Officer only saluting. When appearing before an Officer in a room, a salute should be given, but the head-dress should not be removed (except in the case of a soldier in arrest when no salute is required). A man without his head-dress, or who is carrying anything which prevents his saluting properly, should if standing still come to "attention" as an Officer passes ; if walking, he will turn his head slightly towards the Officer in passing.

When two or more men are walking together, the time is taken from the man nearest the Officer.

If a number of men are sitting or standing about, the Non-commissioned Officer or oldest soldier will call the whole to "attention," and salute (if the head-dress is on) taking care, if smoking, to remove the pipe from his mouth. It is not usual for working parties or men engaged on fatigue duty to cease their work in order to salute an Officer who happens to pass, unless addressed by such, but in any case, the Non-commissioned Officer in charge should salute. If an Officer enters a room or a tent, the Non-commissioned Officer, or the man who first sees him should call out "attention," the whole assuming that position till the Officer leaves. The senior of two or more Officers only should return a salute, but an Officer with his sword drawn, does not do so.

Men with rifles passing or addressing an Officer will do so at the "Slope," turning the head towards him, and carry the right hand smartly to the small of the butt; if belonging to a rifle regiment, they "Shoulder" arms, turn the head, and bring the left hand smartly to the sling. If halted and an Officer passes, men in all cases will turn towards him and stand at the "Order."

When a General or Royal salute at reviews is given, all Officers on the ground in uniform as spectators should turn toward the saluting point and salute with the right hand.

Officers attending reviews in uniform as spectators, during the march past, should place themselves in rear of the saluting point.

Individual Officers or men meeting or passing troops with the Colours uncased should be careful to halt, turn towards and salute the latter, also the Commanding Officer, if senior to them.

The head-dress is always removed by all ranks in places of worship and civil courts, except in the latter case when on duty with a party under arms.

At all inspections or reviews a "General Salute" should only be given to such Officers as are by regulations entitled to the compliment; other Officers will be received at the "Slope," (or "Order" in rifle corps). Commanding Officers of garrisons, camps or stations under the rank of a General Officer should be received by the troops under their command with the honours due to the rank one degree higher than that which they actually hold.

When a corps is inspected in line the Commanding Officer only accompanies the inspecting Officer down the ranks.

Officers should salute with the hand, unless the sword is drawn, all members of the Royal Family, the Governor General, all General Officers, and Commandants of stations, their own Commanding Officers, the body at all military funerals and the Colours of corps. When any Officer makes a report or delivers an official message to another he salutes.

Officers in uniform meeting one another should salute as they pass, the juniors saluting first.

All Officers raise their hats, if in plain clothes, to all General Officers and their Commanding Officer.

Officers in uniform, when acknowledging an acquaintance, should never raise their head-dress, but salute with the hand if such is available.

Mounted Officers in the field or otherwise when passing Royalty, the Governor General, a General (or any Officer acting as such), at a trot or gallop, should rein up to a walk and salute; after passing, the original pace may be resumed. This is not, however, applicable to Staff

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officers when actually engaged in carrying an order ; at such times the salute should be given without checking the pace.

When a General Officer visits the men at their meals, on "attention" being called, they should stand up until directed to the contrary. When visited by any other Officer, they sit at "attention." At other times no soldier is to continue sitting when met or visited in his quarters by an Officer ; nor should he continue talking or cleaning his arms or accoutrements while an Officer is present until directed otherwise.

A Non-commissioned Officer in charge of a party should, on meeting an Officer, pay him the prescribed compliment.

Armed parties in paying compliments on the march will be called to attention, slope arms for Infantry, trail for Rifles, and receive the command "eyes right" or left.

Compliments are not paid by parties or bodies of troops engaged in manœuvres.

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PART V.  
DRESS.

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The dress and demeanour of soldiers should on all occasions and in all situations be such as to create a respect for the military service. Soldiers should not be allowed beyond the precincts of their barracks or lines unless properly dressed, nor to smoke in the streets when on duty; at other times the luxury may be indulged in, though the habit when "walking out" tends to sloveliness. In uniform, men cannot be too particular about their dress and appearance, as it makes them so conspicuous, that any defect is much more noticeable than in ordinary attire. There is no foppery in being correctly dressed; on the contrary, neatness and smartness command approbation, just as untidiness receives contempt. Above all other things in the matter of dress, any admixture of uniform and mufti should be avoided. Such a combination is ridiculous, unsightly, and inexcusable, and when seen is sure to bring the wearer and his corps into disrepute.

An attitude of soldierly smartness should always be assumed, whether in or out of uniform. When walking, the body and head should be erect, and an easy, natural habit acquired; if without arms, a small cane or "swagger stick" about the length of the arm should be carried, as such relieves the restraint of close-fitting garments.

A soldier's carriage should denote that he is proud of his corps and the service. He should always "stand up" for his unit, and never allow himself to speak slightly or disrespectfully of his superiors or comrades, but

endeavour by word and example to prove to others that ardour and determination to excel are the main features of his corps and the organization of which it forms a part.

The following directions are laid down in the "King's Regulations" in regard to the growth of hair:—"The hair of the head is to be neatly cut, and kept short. Moustaches are to be worn, and the chin and under-lip shaved. Whiskers, when worn, are to be of moderate length."

It is simply impossible to look smart and soldierly with long hair. Appearance, however, is not the only consideration, for, besides cleanliness, short hair conduces to comfort under all conditions.

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## SECTION I.

### DRESS OF OFFICERS.

Uniform is worn by all ranks while on duty, but on permanent service it is left to the discretion of the O. C. Division or District to permit plain clothes to be worn by those not below the rank of Colour Sergeant, when not on duty, and by lower ranks for purposes of recreation.

Officers are required by the Militia regulations to provide their own uniforms, arms and accoutrements, but in the case of mounted Officers, suitable saddlery for their horses is issued on loan.

Commanding Officers of corps are strictly forbidden to introduce or sanction any unauthorized embroidery or ornament, or other deviation from the approved patterns.

The rank of Officers in the Militia is indicated by the badges and lace on their shoulder straps, cuffs, etc., as laid down in the "Dress Regulations:"

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All Regimental badges and devices, and other peculiar distinctions, which may have been granted under special authority to different corps, should be strictly preserved and jealously guarded.

Officers in uniform, when in mourning or attending funerals, should wear a piece of black crape  $3\frac{1}{4}$  inches wide round the left arm above the elbow, and no other sign of mourning should be worn at any time, unless otherwise specially ordered. The mourning badge should not, however, be worn at levees or drawing rooms under ordinary circumstances.

Officers assuming prominent positions at Military Reviews, and upon all occasions of State or Ceremony, should appear in the full dress of their rank. They are not to appear mounted unless entitled to do so by reason of their rank or position.

Officers attending local evening entertainments, such as concerts, theatricals, etc., if required to go in uniform, should do so in Mess order.

The wearing of uniform by Officers should be governed by the rules prescribed above ; save that when they have not full dress they should not wear uniform at all on occasions when that dress is specified, except at reviews and inspections, when they may appear in the undress of their corps, but are to avoid making themselves conspicuous, or assume prominent positions ; nor should they wear undress when mess is specified, but wear plain clothes if not in possession of the mess or the full dress ; the latter may, however, be worn in place of mess dress.

A few hints are here embodied as to the pattern and cut of uniform, which may prove useful :—

*Head-dress.*—Helmets and busbies should be worn well down over the brows, and forage-cap peaks come down close over the eyes, chin straps over point of chin.

*Tunics.*—Fair upright collar, meeting close and square, sleeves rather narrow; the skirts not longer than the sleeve, when the latter is held straight at the side; plenty of room in the chest, though not wrinkling.

*Patrol or Serge Jackets.*—Should fit well into the back and waist, but not so close as a tunic, and rather shorter; they should have slits at the side of the hips, that on the left side being a little longer in order to give room for the sword when hooked up.

*Trousers (Overalls).*—Should be made quite straight, neither too loose nor too tight, coming well down over the boots, and with cross, not side pockets. Whenever spurs are worn, straps should always be used, and the trousers made two inches longer than usual.

*Pantaloons,* should be made like hunting breeches, with plenty of length at the knee and loose about the thigh and seat.

*Boots.*—With trousers, Wellington boots should be worn (that is, half-high boots); with leggings or puttees, lace-up boots, brown or black to accord with the leggings or puttees. In Mess uniform, patent leather Wellington boots are the proper thing, though side-spring boots with the uppers made all in one piece, are often worn.

High boots for riding should be perfectly stiff in the leg, with a rest to keep the spur in place.

*Great coats.*—For mounted Officers should partake of the character of the Cavalry cloak and reach nearly to the ankles, with the skirt behind well split up for riding. The cape should reach the hands and be fastened by a button

in the middle of the back to prevent it blowing over the head.

*Swords and Belts.*—The latest pattern of sword is straight, and should not be too heavy. Sword knots should be wound tightly round the guard, so as not to dangle about, and, in the case of white ones, kept clean with pipeclay. Sword-belts should always be kept supple; if allowed to get hard, the leather easily cracks. With the “slung” sword belt, the top sling should be of such length that when the scabbard is placed alongside the leg, it rests easily on the ground. A sword trailing from long slings looks awkward and slovenly. The top sling of a mounted Officer’s sword-belt should be such that when passing the sword-arm over the bridle-hand to draw swords, the hilt should come easily into the hand. The web sword-belt is worn under the tunic or patrol jacket, and over the frock-coat. The “Sam Browne” belt is only worn in “Marching” or “Drill” order.

*Sash or Shoulder Belt.*—The sash should be worn round the waist, except in Highland regiments, when it is worn over the left shoulder; in both cases the ends of the tassels should reach four inches below the bottom of the skirt of the tunic. In Rifle corps a shoulder belt with pouch is worn in place of the sash.

The following general rules are prescribed by the King’s Regulations as to the manner and times of wearing certain articles of uniform, viz. :—

(a) Swords should be carried on parades and duties, except when otherwise ordered.

(b) In “Review order” the swords of Officers who wear the waist-belt *over the tunic*, should be hooked up; but will be carried in the left hand by all others, also by mounted Officers on dismounted duties.

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Officers carrying the colours wear the web sword belt over the tunic, and under the sash.

(c) Watch-chains and trinkets are not to be worn outside the uniform.

(d) Whistles will always be carried by Officers in marching and drill order.

(e) Brown dogskin or brown buckskin gloves will be worn by Officers (except of Rifle corps) only when in undress.

(f) Great coats, capes, and leggings or puttees will be worn by Officers when parading with their men so dressed.

On guard duties, Officers will carry great coats, haversacks and water bottles.

(g) Jack spurs will be worn by Mounted Officers on all mounted duties, and box spurs by the same Officers when wearing trousers, or, as these latter articles are often called, "overalls," in distinction to "pantaloons." Spurs will not be worn on board ship, or in magazines.

(h) Pantaloons, puttees, or puttee leggings and ankle boots, should be worn on all Mounted duties by mounted Officers. The high-boot is still worn, but only in "Review order."

(i) The undress sword-knot for infantry Officers will be always worn, except in review order, or when the sash is worn.

Brevet Field Officers doing duty as Company Commanders should wear the uniform of their militia rank.

On dismounted duties generally, mounted Officers will wear trousers, or pantaloons with puttees, or puttee leggings.

Officers of infantry wear the serge patrol jackets at drill or manœuvres, when the men wear scarlet or green frocks.

The frock-coat may be worn on all regimental and garrison duties, but not with troops.

A white cover is permitted to be worn in hot weather with the forage cap.

When great coats are carried folded, they will be worn *en banderole* by dismounted Officers.

Field and Staff Officers, when attending reviews, inspections, church parades, etc., on foot in summer uniform, should wear trousers, not pantaloons.

With winter dress, high boots, puttees or puttee leggings, should be worn.

The following orders of dress for parade should be observed by Officers:—

*Review Order.*—Full dress head-dress, and tunic. To be worn when the Sovereign or his representative is present, for Guards of Honour, at all State ceremonies, Church parades, General Courts Martial and Funerals. Horse-furniture complete. Great coat when ordered, on saddle.

*Marching Order.*—Service dress, forage cap or helmet, frock, trousers and leggings, or pantaloons and puttees, field-glass, great coat or water-proof sheet, haversack, water-bottle, pocket-book and compass. To be worn on the line of march, at training, manœuvres and inspections. Horse-furniture as for “Review order.”

*Drill Order.*—Service dress or same as “Marching order,” but without field-glass, great coat or haversack, unless ordered. Forage cap usually worn unless in hot weather, then the helmet. To be worn at ordinary drills and Regimental Courts Martial. Horse-furniture same as “Marching order” but without great coat, unless ordered.

*Mess Order.*—To be worn at mess on all ordinary occasions when not on duty (such as Guard)—Mess-jacket,



waist-coat, and trousers, white collar and black necktie, all mounted Officers to wear spurs.

*Undress Order.*—Frock-coat or patrol jacket, forage-cap, trousers, sword and sash, wellington boots and white gloves (black for rifles). To be worn at District Courts Martial, Boards and Courts of Inquiry, or may be worn without the sword at afternoon parties.

Officers' horse-furniture should include the head rope in all orders of dress. On active service and manœuvres, picketing gear should be carried.

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## SECTION II.

### WARRANT OFFICERS.

The uniform of Warrant Officers is practically the same as that worn by Officers, except that the rank badges are placed upon the right arm above the wrist, instead of the shoulders, and neither the frock-coat or "Sam Browne" belt are included in their outfit.

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## SECTION III.

### NON-COMMISSIONED OFFICERS AND MEN.

The uniform of Non-commissioned Officers and men is provided them, free of cost, at stated intervals; but in the case of lack of care on their part, they may be required to renew such at their own expense.

The *helmets or busbies* should not be worn on one side, but be placed evenly on the men's heads, and brought well down on the forehead, with the chin strap at the point of the chin; it may be hooked up when the helmet or busby is worn otherwise than on duty or parade.

The *forage-cap* should also be placed evenly on the head.

The *water bottle* should hang over the left shoulder, resting on the right hip.

The *haversack* should be worn slung across the right shoulder, both slings being under the waist-belt, the top below the lower edge of the belt (in line with the top of the bayonet scabbard, if side arms are worn). It is not to be worn rolled up.

The *bayonet* should hang on the left hip, not too far to the front.

The small *pouch* is worn in front over the belt buckle, in "Marching order." When in "Review" or "Drill order" it is worn in the centre of the back, if not required for immediate use.

*Leggings* should be worn in wet weather on parade or duty only, but not in "Walking out."

*Puttees* should be worn for drill or duty, but not for "Walking out" unless in winter.

Sergeants' *sashes* should be doubled longitudinally, and passed over the right shoulder under the shoulder strap; the runner to be level with the belt; the ends of the tassels level, and not to hang below the tunic. The sash is only worn in "Review order" or "Walking out," but not over the great coat.

Sergeants' *cross belts* (rifle) should be worn over the left shoulder, but not with the great coat.

The *waist-belt* should be worn as tight as it is possible to bear it, as it then not only acts as a support to a man, and keeps the pouch and bayonet in their places, but adds greatly to his appearance.

*Great coats and capes* may be worn separately or both together, according to the state of the weather. When

great coats are carried by Non-commissioned Officers wearing the slung sword, they should be *en banderole*

The chevrons and distinctive badges worn by the several ranks and appointments are as follows:—

*Regimental Police*, when on duty, should wear a white band on the right arm just above the wrist, with the letters R. P. worked thereon.

*Pioneers* should be distinguished by crossed axes worn on the upper right arm, the Non-commissioned Officer in charge wearing them above his chevrons.

*Signallers*.—Crossed flags on upper right arm.

*Stretcher Bearers*.—Maltese cross on upper right arm.

*Bandsmen* should wear wings, or shells, on the shoulders, with bars; in the Infantry the bars should be of half-inch white braid on a blue ground, in the Rifles half-inch black braid on a ground the colour of the facings, also a piping down the back seams of the tunic, white in Infantry, and the colour of the facing in Rifles, together with a badge (the lyre) on the right arm, three inches above the elbow.

*The Buglers and Drummers* should also wear wings, or shells, similar to those of the Band, except that the bars upon them are of twisted piping, being of red and white or red and blue for Infantry; green, or red and green for Rifles. A special badge should also be worn on the right arm three inches above the elbow, consisting of a drum for drummers or crossed bugles for buglers to accord with the bars in colours.

*Lance Corporals*.—One bar.

*Corporals*.—Two bars.

*Sergeants*.—Three bars.

*Orderly Room Sergeant,* }  
*Paymaster Sergeant,* } Three bars.

*Sergeant Pioneer.*—Three bars with crossed axes above.

*Sergeant of the Band.*—Three bars with lyre above.

*Sergeant Drummer.*—Three bars with drum above.

*Sergeant Bugler.*—Three bars with crossed bugles above.

*Sergeant Signaller.*—Three bars with crossed flags above.

*Sergeant Stretcher Bearers.*—Three bars with Maltese cross above.

*Colour Sergeants of Infantry.*—Three bars, surmounted with a crown.

*Colour Sergeants of Rifles.*—Three bars, surmounted with a crown.

*Quarter-Master Sergeant.*—Four bars surmounted with a six-pointed star.

*Bandmaster.*—A lyre with crown above, if a Warrant Officer.

*Sergeant-Major.*—Four bars surmounted with a crown, but if a Warrant Officer, a crown only.

The chevrons of Non-commissioned Officers should be worn on the right arm only, unless when special authority has been given to wear them on both.

On tunics or jackets all four-bar chevrons should be worn below the elbow, with the points up; those of less than four bars above the elbow, points downward.

On great coats chevrons should be worn below the elbow, four-bar with their points upward; others with their points downward.

Good conduct chevrons should be worn on the left arm just above the wrist, with the points upward.

The chevrons of Infantry, below the rank of full Sergeant, on tunics or jackets should be of white braid, on a ground same colour as facings, each bar being half-an-inch in width; for Sergeants, gold lace half-inch wide; Rifles, of black braid half-inch wide, on a ground same colour as facings.

On great coats, white for all ranks in Infantry, same as for tunics in Rifles.

The following are the orders of dress for Non-commissioned Officers and men, as laid down by the King's Regulations and amended to suit the equipment of the Canadian Militia, viz:—

*Review Order.*—Tunic, helmet or busby, and trousers, ammunition pouch, also the great coat, haversack and water bottle, if specially ordered.

*Marching Order.*—Service dress or frock, helmet, or forage cap, ammunition pouch, trousers and puttees or leggings, kit-bag or valise (containing field kit) and mess tin, with great coat folded, water-bottle, haversack.

*Drill Order.*—Service dress or frock, trousers with puttees or leggings, forage cap, ammunition pouch.

*Divine Service Order.*—Same as “Review order,” without pouches.

*Funeral Order.*—For the Escort “Review order,” and for remainder “Divine service order.”

The mourning badge may be worn by Warrant Officers, but not worn by Non-commissioned Officers or men.

*Guard Mounting Order.*—Same as “Marching order,” but without mess tins, which are left in the rooms or tents for the meals to be sent in, unless the rations are cooked on guard. Helmets if worn may, with permission of

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the Commanding Officer, be changed for forage-caps at *Retreat*, being resumed again at *Reveille*.

No Non-commissioned Officer or man should alter any part of his clothing or accoutrements without permission, nor put any private mark upon the same, his arms, or equipment. By doing so, he renders himself liable to punishment, and to make good the article so injured.

No alteration of clothing or accoutrements should be permitted, except by a competent mechanic, and the same rule applies to the placing of chevrons, badges, &c., on articles of uniform.

The ordinary dress worn out of quarters, or what is called "Walking-out order," should be tunics on Sundays, but in hot weather serge frock may be worn at discretion of O. C., Division or District, serge frock on week days, cloth or serge trousers, according to season, forage-cap and waist-belt.

Sergeants entitled to slung swords do not carry them when walking out, but wear the sword-belt, which with the serge frock is worn outside, and with the great coat underneath.

Sergeants only should be permitted to wear side-arms off duty.

Non-commissioned Officers and men on duty should wear side-arms, except men on fatigue.

At meals, Non-commissioned Officers and men should sit down with tunics or serges buttoned, unless by special permission.

The carrying of bundles or baskets in the streets should not be allowed otherwise than in fatigue dress, in which case the waist belt is not worn.

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## SECTION IV.

## MEDALS AND DECORATIONS.

The regulations respecting the wearing of medals and decorations are here briefly described:—

No medals or decorations should be worn by Officers, Non-commissioned Officers or men of the Militia when in uniform without due authority.

Military decorations and medals should be worn on the left breast of the full dress, and suspended in a horizontal line from a single bar (of which the buckle is not to be seen) by Officers, or stitched to the garment by other ranks, and in each case between the first and second buttons from the bottom of the collar. The riband is not to exceed 1 inch in length, unless the number of clasps requires it to be longer. The buckles attached to the riband of the third class of the Orders of the Bath and of St. Michael and St. George, and the bars of the Distinguished Service Order and Colonial Auxiliary Officers' decoration should be seen. When the decorations and medals cannot, on account of the number, be suspended from the bar so as to be fully seen, they are to overlap. The width of a military riband is  $1\frac{1}{4}$  inches. Military medals should be worn in the order of the dates of the campaign for which they have been conferred; the first medal obtained being placed farthest away from the left shoulder.

Medals awarded for bravery in saving life and those granted for skill at rifle matches, should be worn on the right breast, the latter only while in attendance in uniform at Rifle matches or meetings of Rifle associations.

Riband only of medals and decorations should be worn on the undress and service dress, but not great coats.



These ribands should be half-inch in length, and be sewn on to the cloth of the coat or jacket, or with khaki, worn on a bar without intervals. They should not overlap, for when there is not sufficient room to wear the ribands in one row, they should be worn in two or more rows, the lower being arranged directly under the upper.

Miniature medals and decorations should be worn with Mess dress, but not otherwise in uniform, and only then by Officers.

These regulations extend to retired officers, provided that, under the regulations, they are allowed to wear uniform.

Foreign orders and medals can only be worn with the permission of His Majesty the King.

Stars of orders and miniature decorations and medals should be worn in evening dress (plain clothes), in the presence of members of the Royal Family, the Governor-General, Lieutenant-Governors, and on public and official occasions.

Under no circumstances should medals or badges presented by private societies be worn in uniform.

Decorations and war medals, and the ribands appertaining thereto, should be worn in the following order, from the centre of the chest towards the left shoulder :—

Victoria Cross.

Order of the Bath.

Order of St. Michael and St. George.

The Royal Victorian Order (1st, 2nd, 3rd and 4th classes).

Distinguished Service Order.

Imperial Service Order.

- 
- Royal Victorian Order (5th class).  
Order of St. John of Jerusalem.  
Queen Victoria's Jubilee Medals, 1887-1897.  
King Edward's Coronation Medal.  
King George's Coronation Medal.  
Medal for distinguished conduct in the field.  
British War Medals, in order of date of campaign.  
Long Service and Good Conduct Medal.  
Medal for Meritorious Service.  
Colonial Auxiliary Forces' Decoration.  
Colonial Auxiliary Forces' Long Service Medal.  
Royal Victorian Medal (Gold and Silver).  
Imperial Service Medal.  
Medal of the Order of St. John of Jerusalem.  
Royal Victorian Medal (Bronze).  
Foreign Decorations in order of date.  
Foreign War Medals in order of date.

In the case of the loss of a medal or decoration such can only be renewed upon the recommendation of a Board, and for misconduct an Officer or man can be deprived of them as prescribed in the King's Regulations and Orders for Canada.

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PART VI.

BOOKS AND  
CORRESPONDENCE.

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SECTION I.

REGIMENTAL BOOKS.

The books necessary for keeping the records of a Regiment or Battalion are as below enumerated. The entries made in them should be carefully examined periodically by the Commanding Officer, and the books produced at every annual inspection and at such other times as higher authority may think proper to call for them.

GENERAL ORDERS.

These should be kept in every Battalion in a guard book until a year is complete and then bound.

MILITIA ORDERS.

These also should be kept in a file or guard book for a year and then bound for future reference.

GUARD BOOK.

All official letters, circulars and memo's received should be posted at once into a guard book, and retained for a year at least.

## REGIMENTAL ORDER BOOK.

This is really the most important book of a Battalion, and consists of two parts, viz. (see Orders, page 55):—

In Part I all orders dealing with parades, training, or such matters as do not affect a soldier's pay or service, should be recorded.

In Part II, everything affecting a soldier's pay or service will be published immediately after its occurrence, framed in the identical words in which the entry is to be made in the original documents.

## RECORD OF OFFICERS' SERVICE.

This should contain the names of the Officers of each rank in the Regiment, showing the date of their appointments, their age, country, calling, date of their commissions, their certificates of qualification, date of retirement, with particulars of their services (Form 31).

## HISTORY OF THE REGIMENT.

An historical account should be kept in every corps of its services, etc., stating the period and circumstances of the original formation, the means by which it has from time to time been recruited, the stations at which it has been employed, and the period of its arrival at and departure from such stations. It should specify the military operations in which the corps has been engaged, and record any achievement it may have performed, and contain the names of any Officer, Non-commissioned Officer, or private, who may have specially distinguished himself in action, or may have been killed or wounded by the enemy. The badges and devices which the Regiment may have been authorized to bear, and the causes on account of which such badges and devices, or any other

marks of distinction, were granted, should be stated, together with the dates of such permission. Any particular alteration in the clothing, arms, accoutrements, colours, horse-furniture, etc., should be recorded, and the authority for such quoted. The various alterations which may be made in the establishment, by augmentation or reduction, should also be stated in this book. The entries should be made under the immediate supervision of the Commanding Officer.

#### LETTER BOOK.

The Letter Book should contain the copies of all official letters written by the Commanding Officer, or under his direction, and contain an alphabetical index.

It need not be preserved beyond three years after it is completed, care being taken to retain copies of such letters as may likely to be required for reference.

#### RETURN BOOK.

Is for the copy of all monthly and other returns transmitted to Departments or individuals. They are to be kept together in a guard book, and may be destroyed after the expiration of three years, with the exception of such as the Commanding Officer may deem it desirable to keep longer.

#### REGISTER OF CORRESPONDENCE.

A register of all correspondence received according to the following form, giving information as to date of letter, date of receipt, from whom, purport, and how disposed of, with a running number for filing. This should be of foolscap size, its full width when open being used.

No.	DATE OF LETTER.	DATE OF RECEIPT.	FROM WHOM.	PURPORT.	How DISPOSED OF.

## REGIMENTAL CONDUCT SHEETS.

Such sheets are seldom required unless when embodied for continuous or permanent service.

Under these conditions a regimental conduct sheet (Form 32) should be made out for every Warrant Officer, N.C.O. and man. Those for Warrant Officers and N.C.O.'s of and above the rank of Colour Sergeant should be kept as confidential documents; those of other N.C.O.'s and men with their other records.

The following are the entries to be made :—

(a) Every conviction by court martial, whether the sentence is wholly remitted or not.

(b) Every case of desertion or fraudulent enlistment in which trial has been dispensed with.

(c) Every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction.

(d) Every severe reprimand of a N.C.O.

(e) Every reduction of a N.C.O. to a lower grade, or to the ranks, or deprivation of lance stripe, for an offence, but not for inefficiency.

(f) Every award of detention by the C.O.

(g) Confinement to barracks exceeding seven days.

(h) Every instance of drunkenness.

(i) Punishment on board ship, which is equivalent to any of the above punishments or to a regimental entry. Stoppage of smoking on board ship exceeding seven days.

(j) Every offence entailing forfeiture of pay under the Pay and Allowance Regulations, except :

(i) Where the offence is absence without leave not exceeding two days.

(ii) Where the forfeiture is in consequence of a civil conviction for which a fine has been awarded and the O.C. Division or District has ordered that a regimental entry shall not be made ; or

(iii) When the offence was committed before enlistment.

(k) Any punishment awarded by :—

(i) Visitors to soldiers under sentence in a military detention barrack or prison ;

(ii) The Visitor in a branch detention barrack when so ordered by the officer awarding the punishment ;

(iii) The Visiting committee in a civil prison.

(l) Every case of admission to hospital on account of alcoholism, duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink, unless the soldier has been tried on a charge based upon the same facts and acquitted.

(m) Any special act of gallantry or distinguished conduct by the soldier, which has been brought to notice in brigade or superior orders, or in despatches. These entries are to be made in red ink, right across the sheet.



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Each entry will be initialled by the Commanding Officer or Adjutant in the column for remarks. The signature in full will be appended to court martial entries.

Vague entries such as "improper conduct" are to be avoided.

In the case of an officer convicted by court martial, the same form will be used.

#### DIARY OF PARADES.

A record of each parade, in book form, with details of the drill practised, and numbers present. It is practically a copy of the parade state, with a column for remarks, and will be found of great use as a reference.

#### SERVICE ROLL BOOK.

The Service Rolls kept in book-form either regimentally or by companies are an indispensable record in a well regulated corps.

In a permanent unit this book is called the Portfolio of Attestations, a separate sheet for each man being used.

#### CASUALTY BOOK.

This record should contain all changes in the soldier's service, such as length of service, promotion, reduction, and detention. In the Active Militia the particulars noted on his attestation form (No. 1), date of enrolment, discharge, or transfer, together with the changes above noted, should be included. If the book be made in the shape of an alphabetical roll, and regularly posted up, it will be found a most useful and interesting reference, particularly in connection with the award of the Long Service Medal, where the absence of such a record has resulted in the failure of so many worthy men to obtain this distinction.

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**EQUIPMENT LEDGER.**

The Equipment Ledger prescribed by regulation will be found under (Form 33), and is intended for use by Battalions, Companies, Band, etc., but only as it affects each as a whole, that for individuals will be found under (Form 35).

All "issues" from the Quarter-Masters's store, as in the case of city corps, should be on requisitions from Officers commanding Companies (Form 34), countersigned by the Commanding Officer; and for all "Returns" a receipt should be given by the Quarter-Master.

In barracks or camp an account for rations, fuel, etc., should also be kept.

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**SECTION II.**  
**COMPANY BOOKS.****ORDER BOOK.**

This book should contain a copy of all Regimental or Battalion and other orders particularly affecting the Company.

**COMPANY ROLL BOOK.**

Contains the names of the Non-commissioned Officers and men of the Company by sections, with columns ruled, in which their attendance at parades and dates thereof should be carefully recorded in ink.

**SECTION ROLL BOOKS.**

One of these should be kept by each Section Commander, and in them is recorded the attendance at drill, addresses (residential and business) of the several N.C.O.'s and men of the section—its use is not necessary in a permanent unit.

## CASH BOOK AND LEDGER.

The system of keeping the company accounts on continuous or permanent service has already been described under "Pay," and the form of the above books required are noted in Form 4.

For the ordinary annual drill, however, this method is not necessary, and in place of it a book containing a list of those receiving drill or other pay, with the date, amount, and particulars of the service, should answer all the purposes.

## SERVICE ROLL.

The Service Roll of a Company is its most important record. In rural corps the document is necessarily restricted to each individual company, consequently the Company Commander is held responsible for its accurate condition and ready production whenever required.

## COMPANY CONDUCT SHEETS.

These sheets, as in the case of the Regimental Conduct Sheets, are only necessary when units are embodied for continuous or permanent service.

A Company Conduct Sheet should be allotted to every Non-commissioned Officer and man under the rank of Colour Sergeant, and all offences, of whatever description committed by Non-commissioned Officers and soldiers, for which punishment has been awarded, except offences other than drunkenness and forfeiture of pay, for which confinement to barracks for one day, or one extra guard or picquet have been the sentence. Neither will admonition, except in cases of drunkenness or for forfeiture of pay, be entered. The entries should be regularly recorded in the handwriting of the Officer commanding the company, and initialled by him; acts of drunkenness are

to be entered in black ink and numbered in red ink. In the column for remarks must be written the station where the offence was committed. The Company Conduct Sheets are taken to the Orderly room monthly, and compare with the awards recorded in the Guard and Minor punishment reports, also with the entries in the Regimental Conduct Sheets.

When soldiers are transferred or become non-effective, the sheets of this book are to be dealt with as directed for the Regimental Conduct Sheets.

The same remarks as noted in connection with the Regimental Conduct Book apply to this record.

The sheets are kept on the "loose leaf" system, and invariably in possession of the Officer commanding the company.

#### EQUIPMENT LEDGER.

Each company should have an Equipment Ledger containing two accounts, the one with the Ordnance Department or regimental Quarter-Master (Form 33), the other with individuals of the company, band, etc. (Form 35). When rifles, swords, equipment, haversacks, great coats, etc., are issued, the regimental number of each should be marked in their respective columns.

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### SECTION III.

#### INDIVIDUAL BOOKS.

Every Officer, Warrant and Non-commissioned Officer should have in his possession the latest editions of the following books:—

Infantry Training.

Field Service Regulations.

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Musketry Regulations.

Rifle Exercise for the Ross Rifle.

Manual of Field Engineering.

Notes on Map Reading.

Field Service Pocket Book.

King's Regulations and Orders for the Militia.

Also a pocket memorandum book, in which should be recorded the names (residences and business addresses), age, height, date of enlistment, list of arms, clothing, equipment, etc., in possession of each Non-commissioned Officer and man of the company, half company or section under his charge.

The Section roll book already referred to may be arranged to include all these particulars.

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## SECTION IV.

### CORRESPONDENCE.

#### OFFICIAL.

All communications on matters in any way connected with duty should be official, but the reference to superior authority of matters which an officer has the power to himself decide is to be avoided.

Those from Officers should be made to the Commanding Officer, who, if necessary, forwards the same to higher authority, with his remarks, either in the original or the substance. Applications, complaints, etc., from Non-commissioned Officers and men, are to be made personally through the Officer commanding their company, and not by letter.

Official letters should contain full information of all particulars upon the subject to which they relate, which should be briefly indicated in the upper left hand corner, for example "Leave" — "Equipment" — "Discipline," etc. Each letter should refer to one subject only, and be written on foolscap paper, with a quarter margin, the margin to be left on the inner side of each page. The paragraphs should be numbered, and the enclosures (if any) described in the margin or on a separate schedule. As a general rule, short communications should be written upon a half sheet; but when the latter extends beyond one page or is accompanied by enclosures it should be written on a whole sheet. The transmission of unnecessary enclosures should be avoided, and in case additional papers are forwarded, all blank fly leaves should be removed from them.

Mere covering letters should not be used, as they add to the bulk of documents, without conveying any additional information.

Officers, in affixing their names to official documents should do so in their own handwriting, and specify their rank after their signatures and below, the corps to which they belong. They should be careful to maintain the proper channel of communication in correspondence with the Officer in command of their Brigade or Division, or with Head-Quarters, whether in the actual performance of duty or not, except under special circumstances, where a direct reference may be necessary. Any Officer who, on his own responsibility, transmits documents otherwise than through the proper channel, should fully explain the reasons which induce him to do so, and at the same time forward copies for the information of the authority through whom they should have passed in regular course.

The Christian names of Officers, Non-commissioned Officers or men alluded to in a letter should be inserted in full as well as the surname and rank ; and in the case of Non-commissioned Officers and men of the permanent corps their regimental numbers.

Unless otherwise directed or indicated, all replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow on the page where the original ends, and the person who affixes it will mark the original letter or subject-matter No. 1, and his own minute thereon No. 2 (in red ink when possible). Each succeeding minute is to follow immediately that which by date precedes it, and will in like manner be numbered in sequence. A fresh half sheet is to be added, when required. Attached documents and enclosures will be added at the end of the file in the order in which reference is made to them, and each should be distinguished by the number of the minute with the addition of A B C, etc., to denote the first, second, third, etc., enclosure.

The following is a sample letter :—

*From Captain Allan, \* \* 1/2nd\* Regiment.*  
*Leave. To the Officer Commanding \* 1/2nd Regiment.*  
*Toronto, \* \* \* 19*

*Sir,*

(1)

*I have the honour to apply for leave of absence for three weeks, on private affairs.*

*My address will be \* \* \* \* \**

*I have the honour to be,*

*Sir,*

*Your obedient Servant,*

*D. H. ALLAN, Captain.*

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\*1/2nd Regiment signifies 1st Battalion of 2nd Regiment.



(2)

*O. C. ——— Brigade.**Recommended.**J. M. DELAMERE, Lieut.-Col.*

18/4/12.

*Commanding 1/2nd Regiment.*

(3)

*O. C. ——— Division.**Recommended.**W. S. DURIE, Colonel,*

20/4/12.

*Commanding ——— Brigade.*

(4)

*O. C. ——— Brigade.**Approved.**——— Major General,*

23/4/12.

*Commanding ——— Division.*

(5)

*O. C. 1/2nd Regiment.**Noted and Approved.**——— Colonel,*

25/4/12.

*Commanding ——— Brigade.*

Official correspondence should never be addressed to an Officer by name, but to the designation of the function he fulfils; therefore, all official letters, returns and reports made to the Officer Commanding a Brigade by Commanding Officers of Corps or other Officers within their respective districts, should be addressed as follows:—

*Discipline.*

*From Lieut.-Col. Arthurs, Commanding  
2/2nd Regiment.*

*To the Officer Commanding ——— Brigade.*

*Toronto, \* \* \* 19*

*Sir,*

*I have the honour to report that \*  
\* \* \* \* \**

*I have the honour to be,*

*Sir,*

*Your obedient Servant,*

*WILLIAM ARTHURS, Lieut.-Col.*

*Commanding 2/2nd Regiment.*

Officers are responsible for the correctness of what is set forth in documents submitted by them. In transmitting correspondence to higher authority, they should invariably state their concurrence or otherwise, adding such additional observations, based on local knowledge, as may be necessary to enable a final decision to be arrived at without further reference and correspondence.

In direct correspondence between Commanding Officers and heads of departments, letters should be signed by the superior Officers, and not by their staff or subordinate Officers. When an Officer employs his staff to conduct any correspondence with another Officer of equal rank or position, the staff of that Officer should be addressed. The general rule being that official correspondence should be conducted between equals in rank.

Correspondence should not be conducted direct between Officers commanding companies, of different units on matters connected with the men of their companies, when it can be more conveniently done either through the Paymaster on pay questions, or through the Orderly room on other questions.

Semi-official letters are applicable only to certain cases of correspondence between superior military authorities ; they are not considered confidential unless so marked.

Officers holding brevet commissions should sign official documents as under :—

*SALTER M. JARVIS, Major and Bt. Lt.-Col.*

*1/2nd Regiment.*

In all communications such Officers should be described both by their substantive and brevet rank thus :—Major and Bt. Lieut.-Col. Jarvis.

The word Brevet is usually abbreviated thus :—“ Bt.”

Officers holding honorary rank, in signing letters, returns, etc., should be particular to define the fact thus :—

*ALEX. G. LEE, Hon'y Captain.*

and in official communications they should be addressed in the same way.

PRIVATE.

Private letters, etc., if addressed to Officers in their military capacities, should be addressed as under :—

To Lieut.-Colonels Brevet Lieut.-Colonels, and Hon- orary Lieut.-Colonels.....	} As Lieut.-Col. Gillmor, 2nd Regiment.
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To Majors, Brevet Majors, and Honorary Majors....	} As Major Sankey, 2nd Regiment.
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To Captains and Honorary Captains.....	} As Captain Pellatt, 2nd Regiment.
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Lieutenants.....	} As Hy. Kersteman, Esq., 2nd Regiment.
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PART VII.

MARCHES, TRANSPORT  
AND  
ENCAMPMENT.

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SECTION I.

MARCHES.

The chief work of the infantry soldier is on foot, and in preparing for a series of marches, care should be taken that only fit men form the column. The exclusion of all cases of disability is necessary, as such are certain to become encumbrances to the moving force.

On the line of march the discipline of a battalion is most conspicuous and the attention and vigilance of every Officer needed in maintaining order and regularity.

Officers of all ranks should be impressed with the importance of preserving the compact order of a marching column by not allowing irregular intervals, straggling, or falling out, except during periodical halts, as all tend to upset calculations as to time.

It is most important that all marches begin as early in the morning as practicable. As a rule, troops move at day-break, and in sultry weather even before that time or during the night. The march need not then be hurried, the proper halts may be observed, and the heat of the day avoided. The men should be given breakfast before starting, or if not possible then hot tea or coffee and a biscuit.

The length of the march must be governed by the size of the force, for while fifteen miles a day is enough for a division under normal circumstances, smaller bodies can easily do more.

The severity of a march, however, is not always to be measured by its length in miles, as the weather, the condition of the roads, the pace and the weight carried become important factors.

A Battalion will cover fifteen miles in five hours, a Brigade the same distance in six, but a Division will require from seven to eight.

Troops should begin with short marches, say six miles and then work up to fifteen miles per day, which it is not advisable to exceed unless a forced march be required; two and a half to three miles an hour can be accomplished by troops without distress under favorable conditions.

Short halts at frequent intervals are much better than occasional long halts.

There should be a halt half-an-hour after the march begins, and afterwards for five minutes every hour; if the men are to have a meal or hot tea is to be made, a longer halt is necessary. When men are in good condition, however, they prefer getting the march over as soon as possible.

Advanced and rear guards should always be formed; the latter is to bring on any men who may have become separated from their corps through falling out or any other cause. The commander of the rear guard should make a report of all occurrences to the commander of the column at the end of each day's march.

Individual men should not be allowed to leave the ranks for water; when want of water is general the corps should be halted, and the issue made.

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Men should be trained to economize the contents of their water bottles. Thirst is best allayed by moistening the lips, by rinsing the throat, or by carrying a pebble in the mouth, as well as by breathing through the nose rather than the mouth. Tobacco smoking has a deleterious effect upon the heart and creates thirst under a physical effort such as marching, while tobacco chewing increases thirst to a greater degree.

Discourage men from drinking water largely on the march, though the idea that danger may result therefrom is obsolete, still the more they drink when hot, the more thirst will be felt.

It is the duty of Officers to exercise a supervision over the cleanliness of the men's water bottles; the use of stones, gravel or sand for the purpose is not safe, and should be discouraged, as such substances are usually dirty. Hot water if procurable is best, next hot tea or cold water.

Men falling out for nature's calls should leave their arms and kilt-bags to be carried by the section to which they belong.

A battalion should move with as broad a front as the ground will admit, as men suffer in warm weather from dust and want of air when in close formations, and when marching in fours, a column of tired men is indefinitely lengthened.

Space should be left on one flank of a battalion both when marching and halted for the passage of Officers and Orderlies, and if dusty the battalion can with advantage be opened out on both flanks, leaving the centre clear.

On reaching a brook or a bad piece of road, the men should be prevented from defiling individually; the front

rather being increased for crossing. Defiles, or narrow passes, should be crossed at the double, to prevent the rear being retarded.

Music and singing greatly assist the march, but the regularity of step need not be insisted upon, as that often has a tendency to hamper and tire the weak or short legged.

Want of food and exhaustion predisposes to sunstroke ; in such a case, open the serge at the throat, and keep a stream of water on the patient's head till he is conscious.

Next in importance to the feeding of the men is the condition of their feet for marching. Good boots and woollen socks are indispensable. The boots should be broad in the sole, low-heeled, sufficiently thick soles to obviate the feet feeling the inequalities of ground and very roomy, as the foot increases nearly one-eighth of its size in marching ; they should be greased, both to render them soft and water-proof ; the grease should be rubbed in while hot, and if boots have been wet, when half dry. Boots should not be dried at a fire. Socks should be soaped for the first few days' march.

On the line of march an opportunity of washing or cleaning the feet should never be lost ; if the feet are sore, bathe in tepid water with alum at night, if not possible, then cleanse and dry with a towel ; if blistered do not tear the blisters, but run needles through them with worsted thread, and leave the thread in, cutting off the ends, and next day, before marching, apply grease or soft soap. Subaltern Officers should personally see that the men wash or clean their feet constantly, as well as satisfy themselves by personal inspection that the nails are properly cut. Loose the boot laces at night when boots cannot be taken off.



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When socks are ill-fitting or a spare pair not available, a good substitute is an ordinary newspaper wrapped over the bare feet—it will protect the foot for a day at least.

A puttee will serve the same purpose.

Take men if possible into camp cool ; if warm do not allow them to take off their serges for half-an-hour, unless to bathe at once.

Every facility consistent with safety should be given to men to wash all over with cold water, and if water cannot be had, take off the clothing and shake it ; this alone will refresh them greatly.

A dry flannel belt should always be worn at night, and even during the day ; it keeps off chills.

The first duty of a soldier after a march is to attend to his arms, clothing and equipment ; until such are in good order no indulgence should be given him.

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## SECTION II.

### TRANSPORT.

#### TRANSPORT OFFICER.

In all movements a Subaltern should be placed in charge of the regimental baggage, baggage guard, and transport equipment, and upon him falls the duty of seeing that the waggons are correctly loaded under the superintendence of the Quarter-Master, that the horses are harnessed and hooked in, and ready for marching at the proper time, that the order of march is strictly carried out, that no unauthorized loads are placed on the waggons, that stragglers do not mount them, and that the drivers and horses are not ill-used. He is also responsible that a

list of stores is in each waggon ; reporting both before and at the end of the march to the Commauding Officer that everything is regular or otherwise.

Great care and judgment should be used in the selection of this Officer, as the duties are very difficult, requiring activity, perseverance, good temper and ingenuity.

#### BY WAGGON.

The road transport of a Battalion war strength is divided into two parts, viz., 1st and 2nd Lines, the 1st being composed of waggons or pack animals for ammunition, tools, medical stores and the machine guns ; the 2nd, of waggons for rations, water, baggage, and camp equipment (if used). The 1st Line should always be with the unit, the 2nd Line is generally a mile or more in rear, according to circumstances.

Each Battalion should furnish a Guard for its own 2nd Line, and be responsible for the safety of such. It acts under the orders of the Officer in charge of Battalion transport, and is distributed along the column of waggons, as he may consider most advisable, and made accountable that nothing is taken off. The men of the guard march beside the waggons with bayonets fixed, one Non-commissioned Officer being with the leading waggon and one with the rear waggon, the Transport officer moving along the line constantly to direct.

At night the waggons should be "parked" so as to occupy as little space as possible, and placed under the charge of sentries.

For the loading and unloading of waggons, a fatigue of two men per company should be told off.

In Canada, the ordinary farmer's waggon would be most generally used for baggage ; a suitable load for a two-horse

waggon is from 1,000 to 1,500 lbs., for a four-horse 2,500 lbs., and for six horses 3,500 lbs., a two-horse waggon occupies 12 yards of road, including the interval between waggons, a four-horse 16 yards, and a six-horse 20 yards.

In case pack animals have to be used, the ordinary load for a horse or mule would be 175 pounds in addition to weight of saddle, the load for a pony 120 pounds.

A Battalion of 1,000 strong would require the following waggons :—For ammunition 5, tools 2, medical stores 1, water 2, rations 8, total 18 waggons and 36 horses, and if more than one day's ration per man is required, one additional waggon will be required for each day's rations.

If tents and the men's kit-bags (or valises) are to be carried, additional waggons will be required.

In addition 16 pack animals are necessary, viz., one for each company for tools and one each company for ammunition.

In connection with waggon transport a few waggon poles, trace chains, strong leather straps, carriage bolts, with nuts and a supply of small rope should be carried, for use in case vehicles or harness break; there should also be provided a few broad "Dutch" collars or breast straps, to replace badly fitting collars.

The pace for all transport is a walk, even with empty waggons. If a waggon falls behind, it should regain its proper position at a walk during the next halt.

If a load falls off or a waggon breaks down, the whole of the baggage should draw up on the side of the road, and the guard then repack the load or distribute it amongst the others.

The articles which compose the baggage should be so arranged that the weight of any one package in no case

exceeds 150 pounds, that being the weight which two men can load and unload without risk of sustaining personal injury. The size of packages should not exceed 3 feet 6 inches in length, 2 feet in width, and 2 feet 3 inches in depth.

Every chest, trunk, bale, or other article of public baggage belonging to the Regimental Store, Orderly Room, Band, Officers' Mess, or the Medical, should be distinctly numbered and marked with paint; and every article of baggage belonging to individuals should have the rank, name, and corps of the owner legibly painted upon it.

The impressment of waggons, etc., can only be resorted to—1st. In cases of emergency, when delay would be caused by hiring. 2nd. When transport cannot be hired. 3rd. When the charges made for hired transport are excessive.

#### TOLLS.

All troops on duty or on the march, with their horses and baggage, all recruits marching by route, all prisoners under military escort, and all carriages and horses belonging to His Majesty or employed in his service, when conveying any such persons as aforesaid, or their baggage, or returning from conveying the same, are exempted from payment of any tolls in passing along or over any turnpike or other road or bridge, authorized by Parliament.

#### BY RAILWAY.

Railways form the quickest and cheapest mode of transport for small bodies of troops, be the distance great or small.

Any ordinary passenger car will accommodate about 45 men in "Marching order," but for a long journey this is overcrowding. "The Colonist car" is admirably suited

for the conveyance of troops and on long journeys gives room for 25 to 30 men.

For the conveyance of horses, ordinary box cars must be used, there being very few fitted with stalls to be found, unless those in use for the conveyance of valuable animals, and known as "Palace horse cars." A 33-ft box horse car will carry twelve horses saddled or sixteen unsaddled, if they be placed across the car, alternate heads and tails; if placed longitudinally, the car will only carry eight horses, but then food can be taken for them in the same car, as well as the men in charge, and they can be fed and watered without being taken out; whereas with the larger number they must be detrained each time it is necessary to give them food and water.

Special platforms are necessary for the entraining and detraining of horses; if there are none, or not enough, temporary ones should be extemporized, or ramps be made of planks having cleats nailed across them.

The Baggage, under the charge of the Quarter-Master or Transport Officer should be placed on the train, previous to the arrival of the Battalion, with a guard over it.

A Battalion to move by railway should, on arriving at station, be halted, and the companies told off according to the number each car will contain, a portion of Non-commissioned Officers being allotted to each party. Bayonets, haversacks, etc., should be shifted to the front of the body, and the companies then be marched into their respective cars, at once taking their seats, and holding their rifles between their knees, the Officers remaining with their men, the majors looking after their respective half battalions, and the Adjutant the band, buglers and pioneers.

If each car is previously marked with chalk, shewing the Company and number of Non-commissioned Officers and men that is to occupy it, a deal of time will be saved, as on the arrival of the Battalion the several companies are enabled to march into the train at once.

The Officers' car should be placed in the centre of the train.

No shouting, cheering, or music should be permitted while the train is leaving or arriving at stations.

When away from the station, the men can be allowed to take off their accoutrements, etc., and make themselves comfortable. The Officers should not be permitted to go to their own car until this is done.

Rifles should not be placed on the floor, but securely fastened in an upright position.

The Orderly Officers should pass periodically through the train to see that the orders are carried out. At stations they should remain on the platform during the stoppage.

Bayonet sentries should be placed at each door, with orders not to allow men to stand on the platform nor leave the train unless permitted to do so. During stoppages two or more sentries should be placed outside each car to prevent liquor being passed into the train.

If a long journey the men should, if possible, be occasionally allowed out of the train to stretch their limbs; on returning to the train, rolls must be called and the companies reported as present or otherwise.

When nearing the destination, the Officers join their companies. On arrival, the markers are thrown out, but until the "Fall in" is sounded no others should be permitted to leave the train.

When a corps leaves its own headquarters the Commanding Officer should send a "Marching out" state to the Officer commanding the station it is leaving, and at the end of its journey a "Marching in state" (Form 36) to the Officer commanding the station at which it arrives. This form can be altered to suit both cases.

#### BY WATER.

The following remarks apply only to journeys of a few hours, for longer periods in which arrangements for meals and sleeping accommodation are entailed, it is not thought necessary to deal with here.

In selecting vessels to carry troops, care must be taken that they are suitable. The space required between deck and beam should be at least 6 feet 6 inches for men, and 7 feet 6 inches for horses.

In moving by water, a Battalion should, if possible, move on the steamer without halting (the band ceasing to play on reaching the wharf), and the companies at once directed to their several stations, where they should remain standing at ease until the steamer leaves the dock.

The Majors specially superintend the embarkation of their half battalions, the Adjutant looking after the band, etc.

On the steamer getting well away from the dock, arms and accoutrements should be put carefully away, each Company's being separate and distinct, and the men then allowed to move about.

Regimental and Company alarm posts should be named, and all duties carried out as regularly as if on shore.

The men should not be allowed to get off the steamer at intermediate landing places, except by special permission, sentries being placed at the gangways to prevent this.



The occasional presence of the Officers among the men during the journey, to see that everything is regular, is necessary.

On nearing its destination the Battalion should be accoutred and fall in by companies, and on arrival, after the markers are thrown out, each company marched off the steamer on its marker.

The Baggage, under a guard, is sent down before the Battalion, being put on the steamer in advance of it, but not taken off until after it has disembarked. This duty is supervised by the Quarter-Master or Transport officer.

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### SECTION III.

#### ENCAMPMENT.

##### BIVOUCAC.

Troops encumbered with tents and baggage cannot always move with the rapidity required, and are therefore often obliged to dispense with everything save ammunition, food, and what can be carried by the individual; under such circumstances, the bivouac must be resorted to for the purpose of rest.

In selecting a site for bivouac, two conditions should be carefully entertained, viz., the *military* and the *sanitary*. If within striking distance of the enemy, the latter should of necessity give way to the former, and a site selected by taking into consideration cover, clear field of fire and the natural formation of the ground with regard to aggressive and passive defence of the position chosen. On the other hand, if in time of peace or at a safe distance from the enemy, the sanitary should take first place, and a site

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selected with due regard to water, drainage, suitable soil and subsoil to camp on. Short grass with gravel subsoil is very good; long grass lands, beaver meadows and marshy lands should be avoided.

The site of a bivouac or camp recently occupied should be avoided, as the soil and water may have been polluted.

On arriving on the ground, a battalion should be shown the position it is to occupy, and informed of the duties required from it.

Column is then formed, arms piled, duties furnished, and meals and shelter prepared; the greater the regularity and division of labour, the sooner the hour of rest arrives.

Latrines should be made, as they are absolutely necessary for the cleanliness of a bivouac, even if halted for an hour only.

Fires are more necessary in a bivouac than in a camp, and when allowed should generally occupy the position of tents when camping. A few logs of wood, sods of grass or turf, or stones piled up to windward, afford a fair shelter; or if there be time and material, make a shelter by driving forked sticks four or six feet long into the ground; rest a pole between them; lay branches to windward, at the angle of  $45^{\circ}$ , end of branches upwards.

When lying on the ground, unless in soft sand, always scrape out a hole for the hip-bone to rest in, and it will be found a good plan to club blankets, so that there may be one above and one below; if possible to obtain, dry brushes, fern, grass, etc., should be cut to lie upon. Always contrive something for a pillow; even a stone is better than nothing.

Men should sleep in sections in rear<sup>d</sup> of their arms, or if in danger of sudden attack troops will be accoutred and sleep with their arms beside them.

On waking in the chill dawn, take a sharp run.

Hot tea or coffee and a biscuit at daylight should, if possible, be served without waiting for breakfast.

#### TENTS.

The same rules apply in the selection of a Camp as laid down for a "Bivouac," as to its position and conditions; it should also be accessible from a main road, with a good supply of water and fuel in its vicinity, and within easy reach of all necessary supplies.

In camps as in bivouacs great care should be taken to prevent fouling of the grounds by excreta, therefore the establishment of latrines and urinals is of the first consequence on arrival.

The tents, bivouacs or huts should be disposed with a view to the greatest amount of order, cleanliness, ventilation and salubrity, and the means of passing freely through the camp with a large front maintained.

The tents of a battalion should not be arranged in a double line, short single lines are the best. The tents in a line should be separated from each other by a space at the very least equal to a diameter and a half of tent, and the further the lines can be conveniently placed from one another the better.

Whenever troops remain in camp more than three days, tents should be struck every third day. All arms, clothing, and blankets should be removed from the ground covered by the tents, the ground swept clean with a broom or

branches of trees, and left exposed to the sun and wind for some hours. Blankets, clothes, etc., should be spread out to air, and the tents roughly pitched in the intervals of the camp with slack ropes, and the fly loose to allow it to be well blown about.

Every morning, except during rain, the sides of the tents should be rolled up, and previous to retiring for the night all the tent ropes slackened off a little, as the rain or dew will tighten them enough to draw the pegs and strain, if not tear the canvas.

As a rule, the doors of the tents face the head of the column, but this rule need not prevent their being turned away from the prevailing wind.

Trenches should be dug around the tents, just outside the walls, and a drain made to connect them where possible so that the water may not lodge, but run freely off. These trenches should be at least four inches deep, and a spade's breadth. The first wet day after the camp is formed, it is the duty of Officers commanding companies to personally examine the ground on which their companies are encamped, and see that the proper drains are constructed; half-an-hour's work on a wet day, when the natural run of the water can be seen, will do more to keep the camp healthy than a day's labour in dry weather. Shelters should be constructed in all standing camps to protect the sentries from the elements.

Rifles during the day, in fine weather, should be piled outside each tent; in bad weather and at night they should stand around the pole, confined at the muzzles by a barrel hoop (wood) suspended from the pole. Bayonets and accoutrements should hang from crossed pegs on the pole above the rifles.

No traffic of any kind should be allowed along the front of a camp or through the tents. All carts, waggons, and horses should pass through the intervals between corps and along the rear. A place for a market should be selected and all persons coming to the camp to sell articles of any kind confined to this place and not allowed to wander about the lines. The camp Police should arrest all persons so found, and a picquet remain in the market until it is cleared. The Commanding Officer should arrange a tariff of prices at which various articles may be sold, and no departure from this should be allowed, all articles being paid for at the time by the purchaser.

The camp Police should make rounds at uncertain intervals through the camp, and summarily arrest all who may contravene the orders. Women of loose character being carefully excluded.

The main street through the Officers' lines should only be used by men on duty, Non-commissioned Officers, or persons having business with Officers, and the same rule applies to the Officers' tents, all other persons being directed to pass by the flanks.

On leaving a camp a party should be sent over the ground after the tents are struck, to see that nothing is left behind, that the latrines and kitchens are filled in, and all bones, offal and rubbish are buried or burned.

The following necessaries are sufficient for a short camp :—Two flannel shirts, two pairs of woollen socks, a towel, a woollen cap, a piece of soap, a knife and lanyard, fork and spoon, a pair of easy shoes.

A woollen cap is very good to sleep in ; it keeps in heat. Above all things, keep the hair closely cut.

---

As washing clothing is not generally practicable, it is sufficient for a few days' work, to expose flannel articles to the air and beat them.

#### PITCHING TENTS.

A Battalion on the march should have all the men warned for their several duties before reaching the ground fixed upon.

Providing the nature of the ground will admit, the following mode should be observed in the formation of a Battalion camp; the front to be the same as that of a Battalion when in line.

On the allotted ground being reached, the Quarter Guard immediately takes possession of the spot where the guard tent is to be erected, and where a small camp colours should have been already placed by the Quarter-Master; the necessary number of sentries to cover the camp are then posted. The Battalion should be formed in column by the left, so that each company stands on the parade with the ground previously marked off for its tents on the reverse bank. The arms are then "Piled," accoutrements taken off and placed in rows on the ground or hung on the arms.

Until the tents are pitched the Officers do not leave their companies, nor employ men for their own convenience.

The following parties are then paraded and despatched to their several duties:—

Cooking party—Two men per company, under the Sergeant Cook, to prepare the cooking trenches.

Latrine party—A proportion of the Pioneers and two men per company to at once dig the Latrines.

Water party—One Non-commissioned Officer and two men per company, under a Sergeant to procure water for the kitchens.

Ration party—A Non-commissioned Officer and two men per company, or more if the company is strong, under the Quarter-Master Sergeant, to attend the depôt for rations.

Wood party—Two men, or more if requisite, and a Non-commissioned Officer per company to draw fuel, or seek it if not issued.

The remainder of each company is then told off in squads for pitching the tents; the usual number per tent being six men and a Non-commissioned Officer. The squad is subdivided as follows:—Nos. 1 and 2, pole-men; Nos. 3 and 4, peg-men; Nos. 5 and 6, packers and unpackers.

Each Company Commander gives the word, "Out, No. 1 pole-men." The men told off as "No. 1 polemen" to each tent "fall in" in single rank, so that the left-hand man rests on an alignment denoted by two camp colours previously placed to mark the extent of the camp front.

The command is then given, "From the left—paces extend," when the pole-men extend to—paces from each other; each man, except the left-hand man on completing the extension, turning towards the directing flank of the company.

A Major then dresses the left-hand pole-men from the left-hand man of the pole-men of the leading company, so that they stand exactly on the alignment of the camp colours, and on the word "Steady," on which each Company Commander dresses his own row of pole-men from the left-hand man (who has already been covered by the Major); and when correctly dressed gives the word "Steady" the men turning towards the head of the column and their covering corrected from front to rear.

The packers and peg-men now bring up tents, pin bags and poles, and a peg is driven between the heels of each poleman, these pegs marking where the pole of each tent is to rest.



No. 2 having in the meantime joined the two pieces of the pole together hands it to No 1, who turns towards the rear of the column.

Nos. 3 and 4 distribute the tent-pegs at the same time, where they will be at hand when required.

Nos. 5 and 6 have in the meantime unpacked the tent and stretched it out flat on the ground, with door uppermost and hooked, when it will form a triangle, the base of which should be one pace away from the feet of No. 1, the apex pointing towards the rear of the column.

No. 1 will then insert the pole so that one end is fitted into the cap.

No. 2 drives the cap on to the pole, the other end being placed between the heels of No. 1.

Nos. 3 and 4 at the same time get hold of the two front angle ropes.

Nos. 5 and 6, the two rear angle ropes (which are marked red to distinguish them from the others).

On the bugle sounding one "G," or on the command "Raise tents," the poles are at once elevated by Nos. 1 and 2, the former getting inside the tent and keeping the pole upright by putting the end of it between his feet; the four angle ropes to be at once pegged down, No. 2 taking care that the door is square to the front, that is facing the same way that the men did when they stood in column, and that is well closed; the peg-men will then peg down the other ropes, beginning with those on the windward side and working gradually round, under the superintendence of the Non-commissioned Officer, who will take charge of the tent bag and mallets, see that the pole is placed in the spot marked off for it, that it is upright, that the door is properly placed, that the cords are stretched in a line with the seams of the tent, that the slides are made fast at equal distances between the tent and the pegs, and enforce silence during the work.



The space marked for the arms to be piled before pitching is the regimental parade ground and alarm post.

To the front, and in line with the centre of the camp, the quarter-guard tent should be pitched, and a latrine constructed on either side half-way between it and the flanks of the regimental parade ground, or the latrines may be placed in the rear corners of the ground.

Camp colours should be placed at the four corners of the ground ; these are each 18 × 18 inches of blue for Infantry and red for Rifles, with the number of the Battalion and Regiment in red and green figures respectively on each ; the Commanding Officer should have a little larger colour erected in front of his tent, distinguished by a transverse cross of blue or red.

The *Colours* of a corps when not in use should be with the quarter-guard (in their cases) under the charge of the No. 1 sentry of that guard.

In the rear tent of each row should be the Colour Sergeant of the company, and with each a Sergeant of the regimental staff, and in rear again the Warrant Officers.

Officers' tents should be in rear, that is, on the reverse flank of their respective companies ; Field and Staff Officers' tents in rear of the Company Officers' ; stores, chargers, horses, waggons and Officers' latrines, on the most suitable ground in rear of the Staff Officers' tents ; Rear Guard tent at the limit of camp lines.

The regulation allowance of tents for Officers and men is as under :—

Officer commanding units, 1.

Majors (2), 1.

Medical Officer, 1.

- Staff Officers (for each 2), 1.  
 Company Officers (3), 1.  
 Warrant Officers, 1.  
 Colour Sergeant, etc., 1.  
 Sergeants for each Co., 1.  
 Corporals and men (for every 8), 1.

## STRIKING TENTS.


On the command "Prepare to strike tents," No. 1 will get inside the tent, No. 2 closes the door and keeps it closed until the tent is struck.

Nos. 3, 4, 5 and 6 will then take off and roll up the guy ropes, pull out and place in the bag all the pegs, except the four angle ones, which they will afterwards draw and hold on to their guy ropes, Nos. 3 and 4 the front ones, Nos. 5 and 6 the rear ones.

On the bugle sounding the one "G," or on the command "Strike tents," No. 1 will lower the tent towards the rear and come from under it.

No. 2 will separate the pole into two pieces, and tie them together.

Nos. 3, 4, 5 and 6 will spread out the tent neatly in

this form :—  the remaining guy ropes being rolled up the sides and all placed on the canvas so that they do not appear when the tent is folded up.

The sides will then be folded to the centre, until the breadth required for the depth of the tent bag is arrived at.

The head will then be folded down to the bottom about half-way, after which Nos. 5 and 6 will both proceed to roll from head to bottom, placing their knees on the tent as they roll it.

When rolled up tightly, No. 6 will hold the bag, No. 5 will lift one end of the roll until it is got into the mouth of the bag, when it will be got into a perpendicular position, and both men holding the mouth of the bag will shake the tent into it.

The peg bag, etc., will be put inside, and the whole secured at the top and afterwards carried to the waggons.

A bell tent, when pitched, has an interior diameter of 13 feet; diameter to side ropes, 21 feet; diameter to weather guys, 33 feet; the latter are seldom provided. Its weight dry is about 70 lbs.; wet, about 90 lbs.

A canvas valise forms a cover, and besides the pole (in two pieces), a bag containing 42 pins with two mallets, completes its equipment.

#### KITCHENS.

Kitchens should be made so as to not incommode the occupants of the tents by smoke, and yet be within a reasonable distance of those to be served.

Arrangements for the burning or burial of refuse daily, is imperative in connection with each kitchen.

Each company should have its own kitchen in rear of, and in line with its own row of tents. The simplest kitchen consists of a trench dug in the direction that the wind is blowing, of such width that the kettle, when placed on it, rests a couple of inches on each side; its depth should be 12 inches at the end from which the wind is blowing, and continue that depth for two feet, decreasing then gradually to six inches at the opposite end, where a space must be left equal to the breadth of the trench to serve as a chimney; this latter can be made of sods or earth and stones. The kettles are placed touching one another along this trench; dry sods should be used to

stop up the chinks made by the roundness of the kettles, so that the space under them may form a flue.

If a Battalion halts for more than one day, these kitchens are susceptible of great improvement ; the chimney can be made of mud or wattle and daub, and the draught may be increased by using short pieces of hoop-iron as bars stretched across the trench to support a filling in of clay round each kettle, or in other words, to make a regular place for each kettle, into which it will fit exactly, so that its position may be frequently changed to prevent the contents of one being cooked before the other. As the wind changes similar trenches can be dug in different directions, the same chimney being used. The opening from these trenches into the chimney should be closed with a sod, except the one to be used when the fire is lit. In some places, where bricks or stones suitable to the purpose are to be had, it is better to construct kitchens on the ground, instead of below the surface.

Two logs rolled together in the direction of the wind, the fire being kindled between them, make a good kitchen, the kettles being hung from a stick resting at each end on a forked upright.

Where stones are plentiful, a temporary fireplace can be quickly constructed ; small poles six or eight feet long, one end stuck in the ground, the other end projecting over the stones, can be used to hang the kettle on.

The kitchens already described are of the most primitive description, restricted in accommodation, and only necessary on active service. A field range is issued for use during the ordinary training which has all the facilities of a cooking stove, but it is too heavy for use by troops that are on the move.

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The travelling kitchen is a most desirable acquisition, particularly during a march.

## WATER.

Few things are of more importance to the well-being of troops when encamped than a plentiful supply of pure water; good water should be transparent and free from taste, smell, or deposit on standing, and should make a good lather with soap—bad water can be improved by boiling it, muddy water can be cleared by alum, six grains per gallon is sufficient. Tea leaves that have been used put into drinking water assist to remove organic matter.

From whatever source the water supply is derived, it is absolutely requisite that it should not be polluted. The Officer entrusted with the duty of forming the encampment should therefore post sentries over it, taking them from the first troops that arrive on the ground; these to be replaced by a guard when the camp is completely formed. If the supply is from a stream, great care should be taken that the watering-place for the men should be distinct from that for the animals. The latter should be lower down the stream than the former and it is advisable to send patrols up the stream to prevent men washing or bathing in it, as well as to distinctly mark the several divisions by flags or notices.

All washing in the neighborhood of wells or watering places used for drinking should be strictly forbidden, as the foul water percolates through the soil.

If the stream has a muddy bottom great care should be taken not to stir up the mud by dipping vessels into it. If the stream is shallow, dams should be made on it; these are easily constructed with a few pickets and sods. A small piece of tarpaulin may be used with great advantage for the purpose of making them watertight, a barrel sunk in the bed of the stream affords a convenient place into which to collect water.



Filters can easily be made by placing two barrels one within another, and ramming the place between with clean straw, coarse sand or charcoal if they can be procured, or branches of trees with the bark taken off. The water is allowed to flow into the outer barrel and rises through holes pierced in the bottom of the inner barrel. In a standing camp, if the water is not good, charcoal should be made, and the water regularly filtered. When no existing source of water supply is available, it may be found by sinking tube wells.

Each man requires for drinking 3 to 4 pints of water a day ; for drinking and cooking from  $\frac{3}{4}$  to 1 gallon ; for drinking, cooking, washing, etc., at least 4 gallons are desirable. Each horse from 6 to 9 gallons daily, taking from  $1\frac{1}{2}$  to 2 gallons at a time.

#### LATRINES AND URINALS.

Latrines should be made in the most convenient situation by fatigue parties, but as far away as possible from the kitchens or supply stores, as soon as troops arrive on the ground, the places having been previously marked out for them by the Quarter-Master. The trench should be narrow as possible, and about four feet deep, a rail or post supported upon a forked rest at each end, and about eighteen inches from the ground, laid along the edge, will serve for the men to sit on, and the whole should be screened with a piece of canvas, bushes, trees or lumber from public view. A fatigue party should throw a couple of inches of earth over the soil every day. This, if carefully done, will prevent all smell. When the trench is filled up, another one should be dug near it, the extent of the accommodation provided will vary with the number of men and the temporary or permanent character of the occupation of the area—in bivouacs three per cent., in ordinary camps five per cent. is the usual allowance.

As urine is apt to spread infection, urinals must also be prepared in the form of trenches.

The best type of these are so planned as to lead into a pit filled with large stones.

Too much care cannot be taken in selecting the sites of the latrines, and placing them so that no filtration can reach the water supply.

The camp police and sentries should have orders to prevent the committing of nuisances in the vicinity of the camp.

#### BILLETS.

When necessary to billet or house a Battalion, it should invariably be preceded by an experienced Officer accompanied by the Quarter-Master, and a steady Non-commissioned Officer, with one man per company, who will make arrangements for permanent shelter as well as the necessary supplies of food.

The billet arrangements should be completed before the arrival of the force, so that the men may not be kept waiting. The one man previously detached from each company should show the billets allotted for his company. In all cases the Officer charged with the billet arrangements should wait first on the Chief Magistrate of the place, and request his assistance and influence with the householders, which will much simplify the work. Where recourse is had to compulsory billeting, the Officer charged with the arrangement should make requisition according to a prescribed form on the Chief Magistrate or a Justice of the Peace, for billets for the required number. Every Company Commander should have a list of his company billets so that if suddenly moved no delay in payment occurs.

As a rule, the men should not be billeted upon the individual householders, unless there are no other premises available for securing shelter; this must be decided by the Commanding Officer.

Troops should not be billeted in a convent, nunnery or house inhabited solely by females.

Care should be taken that the billets are not too widely scattered, and that they are as nearly as possible grouped within a circle of which the alarm post is the centre, such as the Town Hall, or other prominent building.

The Alarm post should be fixed upon by the Commanding Officer, and every man made acquainted with it, in order that he may take special notice of the shortest and most convenient road by which he can repair to it, in case of alarm either by day or night.

Officers should endeavour to establish friendly relations between the men and the inhabitants.

A Non-commissioned Officer should be placed in charge of each house, and, of course, procure the best possible provision for his men.

All arms should be kept within the houses in charge of sentries.

Householders are entitled to a daily rate of ten cents for each soldier; if bedding is furnished, five cents daily in addition, and if required to cook and supply the daily ration of food, twenty cents for each of such rations, also twenty cents a day for stabling and feeding each horse.

The foregoing system of billeting is called "ordinary billets," that is when a number of men placed in a house or building is in accordance with its size, the allowance of space being roughly one man to 3 to 4 square yards; another system is "close billets" in which contingency it is necessary to concentrate as many men as possible, and the number of square yards per man is reduced half.

In the case of "close billets" the construction of additional latrines, watering and washing places will likely be necessary.

PART VIII.

FORMS.

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Owing to want of space, the accompanying Forms are necessarily very much contracted, but at the foot of each a note is attached specifying the size that it should be.

Printed forms are generally provided, but are not always available.

**FORM 1.**

ATTESTATION FORM, ——— COMPANY. ——— BATTALION. ———, 19——.

NAME (IN FULL).	AGE.	HEIGHT.		CHEST.	CALLING.	FORMER SERVICE.	REMARKS.
		Feet.	In.				

Passed. \_\_\_\_\_ Recommended. \_\_\_\_\_  
 \_\_\_\_\_ Major. \_\_\_\_\_ Captain.  
 \_\_\_\_\_ Captain. \_\_\_\_\_ Commanding ——— Company.  
 \_\_\_\_\_ Medical Officer. \_\_\_\_\_  
 (Footscap size.)

## FORM 2.

— BATTALION.

## CERTIFICATE OF DISCHARGE.

This certifies that ———, of the County of ———, Province of ———, Dominion of Canada, aged ——— years, served continuously in ——— Battalion from the ——— day of ———, 19——, to the ——— day of ———, 19——, and is now discharged therefrom.

———, Captain,

Commanding ——— Co.

———, Lieut.-Col.

Commanding ——— Battalion.

Dated at ———,

This ——— day of ———, 19——.

(Letter paper size.)—N.B.—The character of the man should be written in red ink across the form.

**FORM 3.—Part 1—(See page 46).**  
**PAY LIST, NON-COMMISSIONED OFFICERS AND MEN.**

No. of account on Pay List.	PERIOD.		RATION ACCOUNT.							PUBLIC STOPPAGES.				REGIMENTAL CHARGES.																																
	Form.	To.	NO. OF DAYS.							Mult Pay.	Reg. Necessaries	Hospital.	Total.	Barracks damages.	Messing.	Washing.	Library.	Hair Cutting.	Tailor's Bill.	Boot Bill.	Fines.	Marking Kits.																								
	1	2	Absent without leave.	3	Detention.	4	Hospital.	5	On Command.	6	Total Rations due.	7	Total.	8	Mult Pay.	9	Reg. Necessaries	10	Hospital.	11	Total.	12	Barracks damages.	13	Messing.	14	Washing.	15	Library.	16	Hair Cutting.	17	Tailor's Bill.	18	Boot Bill.	19	Fines.	20	Marking Kits.	21	22	23	24	25	26	Total.

N. B.—The above is the left-hand side of the Pay List. (See pages 247, 248 and 249 for remainder.)



Co'y. —, BATT. —. FORM 3.—Part 1—Continued.—(See page 46). FOR MONTH OF —.

REGI-MENTAL No.	RANK.	NAME.	CLOTHING ACCOUNT.			PAYMENTS DURING MONTH.				FINAL CASH SETTLEMENT		SIGNATURE	REMARKS	
			Credit Last Account.	Charges during Month.	Credit carried Forward.	1st Payment.	2nd Payment.	3rd Payment.	4th Payment.	Total.	Rate of Pay.	Credit Carried Forward.		
			27	28	29	30	31	32	33	34	35	36		

N.B.—The Pay List should be 30 x 18 in dimension and contain 6 pages, stitched together, which is sufficient for a Company of 100 men. The above is the right-hand side of a Pay List.

**FORM 3.—Part 2—(See page 46).**  
**PAY LIST FOR NON-COMMISSIONED OFFICERS AND MEN.**

Summary of Totals.

	COLUMN IN PAY LIST.	FOLIO 1	FOLIO 2	FOLIO 3	FOLIO 4	FOLIO 5	FOLIO 6	TOTALS.
<b>RATIONS.</b>								
Absent without leave.....	3							
Detention .....	4							
Hospital.....	5							
On Command.....	6							
Total due.....	7							
Total.....	8							
<b>CASH.</b>								
Mulet Pay.....	9							
Necessaries.....	10							
Hospital.....	11							
Total.....	12							
<b>CLOTHING.</b>								
Last balance.....	27							
Charges .....	28							
Credit forward .....	29							

**FORM 3.—Part 3—(See page 46).**

**PAY LIST OF NON-COMMISSIONED OFFICERS AND MEN.**

*Cr.*

Summary of Cash for Month.

*Dr.*

DATE.	To Balance cash last month.....	\$	Cts.	DATE.	By Total regimental charges col.....	\$	Cts.
	Cash received.....				“ Payments 1st week col.		
	“ “ .....				“ “ 2nd “		
	“ “ .....				“ “ 3rd “		
	“ “ .....				“ Final settlement.....		
	“ Cash from other sources (give details)				“ Balance Dr. cash carried forward.....		
	Total....	\$			Total....	\$	

I hereby certify that this Pay List is correct to the best of my knowledge and belief, etc.

\_\_\_\_\_, Comdg. \_\_\_\_\_, Lt.-Col. Comdg.  
 Approved, \_\_\_\_\_, Lt.-Col. Comdg.

PAYMASTER'S CERTIFICATE.

I certify that I have examined the Pay List and found it correct in every particular.  
 \_\_\_\_\_ Major, Division or District Paymaster.

**FORM 4—Part 1.**

CASH BOOK AND LEDGER.

FOR MONTH, 19\_\_\_\_. \_\_\_\_\_ COMPANY, \_\_\_\_\_ BATTALION. FOR MONTH, 19\_\_\_\_.

RECEIPTS.				PAYMENTS.					
DATE.	FROM WHOM.	ON WHAT ACCOUNT.	AMOUNT.	SIGNATURE.	DATE.	TO WHOM PAID.	ON WHAT ACCOUNT.	AMOUNT.	SIGNATURE.

N.B.—A stoutly bound book of 250 pages, 200 pages being devoted to the Cash Book and 50 pages to the Ledger (see Part 2) size 7x10 inches. This book is for the exclusive use of the Officer commanding the company.



**FORM 5.**  
DOOR CARD.

— Battalion.	
No. — Section.	
— Company.	
1 Sergeant. 2 Corporals. 16 Privates.	Sergeant ——— In Charge.

(Size,  $4\frac{1}{2}$  x 3 inches.)

**FORM 6.**  
BED CARD.

No. —	
PRIVATE — — —,	
—	
— Company.	
— Battalion.	

(Size, 3 x 2 inches.)

## FORM 7.—Part 1.

— BATTALION.

SICK REPORT, — COMPANY.

—, 19 —.

REG. NO.	RANK AND NAME.	AGE.	WHETHER FOR DUTY, IN ARREST, OR DETENTION.	SURGEON'S REMARKS.

(See over for continuation.)

(Size 8 x 4 inches.)

Orderly Sergeant.

N. B.—This form is sent with the Sick of each company to the Medical Officer.





**FORM 8.**

\_\_\_\_\_ Battalion.

MORNING SICK REPORT. Station \_\_\_\_\_ 19\_\_\_\_.

Reg. No.	Company.	Rank and Name.	Disease.	Remarks.

(Foolscap size.)

\_\_\_\_\_ Medical Officer.

N.B.—To be sent to the Orderly Room every morning.

**FORM 9.**

\_\_\_\_\_ BATTALION.

WEEKLY HOSPITAL STATE. Station \_\_\_\_\_ 19\_\_\_\_

Reg. No.	Co.	Rank and Name.	Disease.	Admitted.	Discharged.
Remaining in Hospital.					
S.					
C.					
B.					
P.					

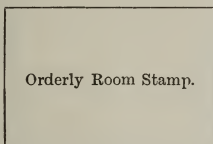
(Foolscap size.)

\_\_\_\_\_ Medical Officer.

N.B.—To be sent to the Orderly Room weekly.

## FORM 10.

## PERMANENT PASS.



## PERMANENT PASS.

The bearer, No....., Corporal or Private.....  
 .....  
 has permission to be absent from his quarters till 12  
 midnight, except when on duty.

.....

Lieut.-Col.

Com'g..... .Battalion.

.....19.....

*N.B.*—This form should be pasted upon stiff cotton or pasteboard, and folded once, so as to be carried easily in the pocket.

FORM 11.

.....Company, \_\_\_\_\_ Rattalion.

Station \_\_\_\_\_

Date \_\_\_\_\_

PASS.

No. — Pte. \_\_\_\_\_ has permission to be absent from his quarters from \_\_\_\_\_ o'clock, — M. the \_\_\_\_\_ until \_\_\_\_\_ o'clock — M., the \_\_\_\_\_ for the purpose of going to \_\_\_\_\_

.....Company.

No.....

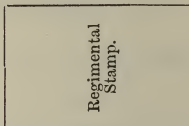
.....

From.....

To.....

Date of last entry or release from detention.

.....



Regimental Stamp.

\_\_\_\_\_ Captain, \_\_\_\_\_ Com'd'g \_\_\_\_\_ Company.









**FORM 15.**

\_\_\_\_\_ Battalion.

\_\_\_\_\_ Company.

DUTY STATE.

For week ending \_\_\_\_\_ 19\_\_.

Distribution.	Sergeants.	Corporals.	Buglers.	Privates.	Total.	
Present fit for duty.....						
Absentees and Employed.	{	Attending Recruit Drill.....				Number of nights in bed. N. C. O. _____ Privates _____
		Pioneers.....				
		Musicians.....				
		Sick in Hospital.....				
		Attending Hospital.....				
		"    Officers' Mess....				
		Regimental Employ.....				
		Servants.....				
		Company Cooks.....				
		Orderlies.....				
		Tailors.....				
		Shoemakers.....				
		Absent with Leave.....				
		Absent without Leave.....				
		In Detention.....				
In Arrest.....						
Effective Strength.....						

(Foolscap size.—See continuation.)

\_\_\_\_\_ Captain.

Com'd'g \_\_\_\_\_ Company.

N.B.—This state should be sent to the Orderly Room every Saturday morning.

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**FORM 15.—Continued.—(To be placed on the back.)**
**ABSENTEES AND EMPLOYED MEN.**


---



---

 At Recruit Drill .....
 

---

 Pioneers .....
 

---

 Musicians .....
 

---

 Sick .....
 

---

 Attending Hospital .....
 

---

 Attending Officers' Mess....
 

---

 Regimental Employ.....
 

---

 Servants .....
 

---

 Cooks .....
 

---

 Orderlies .....
 

---

 Tailors .....
 

---

 Shoemakers .....
 

---

 Absent with Leave.....
 

---

 Absent without Leave.....
 

---

 In Detention.....
 

---

 In Arrest.....
 

---



---

Colour Sergeant.



**FORM 17.—Part 1.**

REPORT OF THE GUARD MOUNTED at \_\_\_\_\_ on the \_\_\_\_\_ 19\_\_\_\_

Battalion. \_\_\_\_\_ Dismounted \_\_\_\_\_ 19\_\_\_\_

Counter-sign.	Detail.					Sentries.		Articles in Charge.
	Captain.	Subaltern.	Sergeants.	Corporals.	Buglers.	Privates.	By Day.	

Lost, Broken, or Damaged.	By Whom.	When.	Remarks.

Previous to the old guard marching off I inspected the several articles in its charge, and found them correspond (or otherwise) with the above list, the guard room clean and orders legible. I took over the men in detention, and found them washed and shaved. I personally inspected each relief going out and coming in. I visited the sentries frequently and found them properly posted, alert and correct in their orders. The guard was under arms at *Reveille*, *Retreat*, and *Tattoo*, when all were present and correct. I patrolled round the barracks at uncertain hours, but saw nothing irregular. The Guard was visited by the Field Officer of the day at \_\_\_\_\_ o'clock at day, and at \_\_\_\_\_ o'clock at night.  
do. do. Captain at \_\_\_\_\_ o'clock at night.  
do. do. Subaltern at \_\_\_\_\_ o'clock at night.

N. B.—The Guard Report should be two sheets of foolscap: on the first page are parts 1 and 2; across the second and third, part 3; on the fourth, parts 4 and 5, with the number of Battalion, and date of mounting and dismounting. A duplicate report should be handed to the relieving Officer or Non-commissioned Officer.

**FORM 17.—Part 2.**

**TIME AND POST ROLL.**

NUMBER.	REGIMENTAL NUMBER.	RANK AND NAME.	BATTALION.	COMPANY.	POST.	TIME.		REMARKS.
						From.	To.	
						From.	To.	
						From.	To.	
						From.	To.	
						From.	To.	

\_\_\_\_\_  
Commanding Guard.









## FORM 18.

## CAPTAIN OF THE DAY'S REPORT.

—————19—.

SIR,—I have the honour to report that, as Captain of the day (yesterday), I inspected the rations issued to the Battalion, and found them of good quality and proper weight.

I visited the Barracks (or Tents) of ——— companies at breakfast and dinner hours, and found the rooms (or tents), stairs and passages clean, the arms and accoutrements properly arranged, the men all present and the meals good, well cooked, and punctually served (or otherwise).

I visited the Barrack Detention rooms at — o'clock (or instructed the Subaltern of the day to do so), and found all regular; the occupants made no complaints.

I inspected the Guard at — o'clock by day, which I found present and correct. I also visited the sentries, and found them alert and properly informed of their duties.

I did not leave the camp or quarters during my tour of duty.

The report of the Subaltern of the day I enclose herewith; also the Tattoo report.

I have the honour to be,

Sir,

Your obedient servant,

———— ———, Captain,

———— Battalion.

To the Officer Commanding

———— Battalion.

(To be written on foolscap, one-fourth margin.)

## FORM 19.

## SUBALTERN OF THE DAY'S REPORT.

—————19—.

SIR,—I have the honour to report that, as Subaltern of the day (yesterday), I attended at the delivery of the bread, meat and groceries at ——— and found them of good quality and proper weight. I also attended at their issue at ——— and found them fairly distributed to the different messes.

At ——— I visited the rooms and passages (or tents) of ——— companies, which were properly cleaned, the beds turned up, the doors and windows opened, the bedding folded, and appointments, etc., arranged according to order.

I visited the ——— companies at meal hours, and found everything regular, the men all present properly dressed, and no complaints (or otherwise).

I saw the guards' meals marched off at the proper hours.

I visited the Cook-houses previous to the time of the meal at dinner hour, and found everything regular.

I visited the School, Tailor's and Shoemaker's shops, and found all regular.

I visited the Canteen, Coffee room, Recreation and Reading rooms, and found everything regular.

I visited the Guards and Sentries at — by day and at — o'clock by night; also the soldiers in the Guard and Barrack Detention rooms, and found all correct and regular (or otherwise).

I attended at the hour of *Retreat* and *Tattoo*, and inspected the Picquet, and found all present and regular.

I attended at the hour of *Tattoo* when all the Non-commissioned Officers and men were reported present (or otherwise), the report of which I now enclose you.

I saw the lights and fires extinguished at the proper hours.

I have the honour to be, etc.,

—————, Lieut.,

————— Battalion.

To the Captain of the day.

(Foolscap, one-fourth margin.)

N.B.—If only one Orderly Officer, then reports (18 and 19) should be embodied in one.

## FORM 20.

\_\_\_\_ Battalion.

DEFAULTERS' LIST.

\_\_\_\_ 19\_\_\_\_.

Coy.	Reg't'l No.	Name.	Offence.	Punishment.	Begins.	Ends.

\_\_\_\_ Sergeant,  
Battalion Orderly Sergeant.

(Foolscap size.)

**FORM 21.**

\_\_\_\_\_ Battalion.

\_\_\_\_\_ 19\_\_\_\_.

**GATE OR CANTEN LIST.**

Company.	Reg'tl No.	Rank and Names.	Remarks.

\_\_\_\_\_, Sergeant,

Battalion Orderly Sergeant.

(Foolscap size.)

## FORM 22.

## BATTALION ORDERLY SERGEANT'S REPORT.

\_\_\_\_\_ 19—.

As Battalion Orderly Sergeant, yesterday I performed the following duties:—

1. I paraded the Orderly Sergeants at — a.m., who reported their men all out of bed, and that no smoking had occurred during the night; and then visited the rooms, and saw they were being aired and ventilated; also that the urine tubs were removed to the proper places and partly filled with clean water.

2. I paraded the Orderly Corporals and men for rations at — a.m.

3. I saw the necessaries for the offenders sent to the Guard room at — a.m.

4. I went round the barrack rooms (or tents) with the Captain of the day at — a.m., and found everything regular (except No. — room of No. — Company).

5. I saw the sick paraded and marched to Hospital.

6. I paraded the Orderly Sergeants and evidences at — a.m.

7. I collected the gate and canteen reports and handed them to the Non-commissioned Officers on those duties.

8. I visited the Cook-houses at —, and —, and —, and found everything regular.

9. I paraded the Orderly Corporals and men at —, and —, and —, and marched them to the cook-house for the meals. I marched off the meals to the several Guards.

10. I paraded the Orderly Corporals and men for drawing groceries at —.

11. I visited the Canteen at —, and —, and —, and found everything regular.

12. I visited the Non-commissioned Officers on gate and canteen duty at —, and —, and I saw that the names of the defaulters were on the gate and canteen boards.

13. I left list of passes with the Sergeant of the Guard, and handed the passes to the Orderly Sergeants of companies.

14. I saw that the defaulters paraded, and found all present and sober.

15. I showed the Orders to the Field and Staff Officers.

16. I attended at *Tattoo* with the Subaltern of the day.

17. I went round the Barracks (or tents) with the Subaltern of the day half an hour after *Tattoo*, and saw that all fires and lights were out, and everything quiet and regular.

To the Sergeant-Major,

\_\_\_\_\_ Battalion.

\_\_\_\_\_ Sergeant,  
\_\_\_\_\_ Battalion.

(Sheet of foolscap, one-fifth margin.)

Duties missed must be noted and explained, also occurrences at variance with above form described.



**FORM 23.**

----- Battalion.

**REPORT OF NON-COMMISSIONED OFFICERS ON CANTEN DUTY.** -----19--.

SIR,—We, the undersigned Non-commissioned Officers, do hereby certify that we were on Canteen duty yesterday, at the hours specified opposite our respective names, and that the orders relating to that duty were strictly carried out.

We certify that from the opening till the closing of the Canteen one of us remained present, at or near the bar.

No.	Regt'l No.	Rank and Name.	Co.	Hours on Duty.				Remarks.
				From.	To.	From.	To.	

To the Sergeant-Major, ----- Sergeant.  
 ----- Battalion. ----- Corporal.  
 ----- Battalion.



**FORM 25.**

— BATTALION.

MORNING PARADE STATE OF — Co.

—, 19—.

DISTRIBUTION.		Captain.	Subalterns.	Sergeants.	Corporals.	Buglers.	Privates.	Total.	
On Parade	Under Arms .....								
	Recruits at Drill .....								
	Instructors at Drill .....								
	Pioneers .....								
	Musicians .....								
Total .....									
Casualties.	On Guard .....								
	Coming off Guard .....								
	Servants .....								
	Tailors .....								
	Shoemakers .....								
	Cooks .....								
	Orderlies .....								
	Fatigue .....								
	Servants .....								
	Sick	{ In Hospital .....							
		{ In Quarters .....							
	Attending	{ Hospital .....							
		{ Officers' Mess .....							
	Regimental Employ .....								
On Command .....									
Absent	{ With Leave .....								
	{ Without Leave .....								
In Detention .....									
In Arrest .....									
Total .....									
Wanting to Complete .....									
Establishment .....									
Attached .....									

— Captain

(Foolscap size.—See continuation.)

Commanding — Co.

## FORM 25.—(Continued.)

NAMES OF CASUALTIES. (To be placed on the back.)

On Guard.....	
Coming off Guard.....	
Servants.....	
Tailors .....	
Shoemakers .....	
Cooks .....	
Orderlies .....	
Fatigue.....	
Servants .....	
Sick in Hospital .....	
Sick in Quarters .....	
Attending Hospital .....	
Attending Officers' Mess.....	
Regimental Employ.....	
On Command.....	
Absent with Leave.....	
Absent without Leave .....	
In Detention .....	
In Arrest .....	

————— Sergeant.

Orderly Sergeant.

**FORM 25.—(Continued.)**

\_\_\_\_\_ Battalion.

EARLY MORNING OR AFTERNOON PARADE STATE OF \_\_\_\_\_ Co'y. \_\_\_\_\_ 19\_\_.

Description of Parade.	Distribution.	Captain.	Subalterns.	Sergeants.	Buglers.	Rank and File.
Morning..... { Under Arms..... Recruits at Drill..... Instructors at Drill..	Total.....					
Afternoon..... { Under Arms..... Recruits at Drill..... Instructors at Drill..	Total.....					

\_\_\_\_\_ Sergeant. \_\_\_\_\_ Captain,  
 \_\_\_\_\_ Orderly Sergeant. \_\_\_\_\_ Co'y.

N.B.—This form may be used at early morning or afternoon parades instead of the longer form, but is not a substitute, as the latter must be rendered daily in order to show the real condition of the Company. (Note paper size.)

## FORM 26.

## CHARGE REPORT.

\_\_\_\_\_ BATTALION.

\_\_\_\_\_ COMPANY.

Charge against No. \_\_\_\_\_ Private \_\_\_\_\_

PLACE.	DATE OF CHARGE.	CHARGE.	NAMES OF WITNESSES.	PUNISHMENT AWARDED.	BY WHOM AWARDED.

Length of Service \_\_\_\_\_ years.

Date of last entry in Conduct Book.

General Character.

Date of last entry for an act of, or an equivalent of an act of drunkenness.

Number of cases of drunkenness within the 12 months.

\_\_\_\_\_ Captain,  
\_\_\_\_\_ Commanding \_\_\_\_\_ Company.

(Size, 10x7 inches.)

**FORM 27.**

———— BATTALION.

———— COMPANY.

RATION RETURN.

————, 19—.

MESSES.			
No. 1 Mess .....			
“ 2 “ .....			
“ 3 “ .....			
“ 4 “ .....			
“ 5 “ .....			
“ 6 “ .....			
“ 7 “ .....			
“ 8 “ .....			
Sergeants' Mess .....			
Married N. C. Officers .....			
Married Men .....			
Hospital .....			
Officers' Mess .....			
Married Officers .....			
Total .....			
On Command.....		}	
	Officers.....		
	Men.....		
Absent	Officers.	}	With leave.....
			Without leave.....
	Men....	}	With leave.....
			Without leave.....
Total strength.....			

————  
Colour Sergeant.

(Size, 10 x 4½ inches.)



## FORM 28.

Battalion.

CHURCH PARADE STATE OF \_\_\_\_\_ COMPANY \_\_\_\_\_ 19\_\_.

DISTRIBUTION.	Captain.	Subalterns.	Sergeants.	Corporals.	Buglers.	Privates.	Total.
Episcopalians .....							
Presbyterians .....							
Wesleyans.....							
Roman Catholics.....							
On Guard .....							
Coming off Guard .....							
Sick { In Hospital.....							
{ In Quarters .....							
Cooks.....							
Officers' Mess.....							
Regimental Employ.....							
On Command.....							
Absent { With Leave.....							
{ Without Leave.....							
{ In Detention.....							
{ In Arrest .....							
<b>Total.. .....</b>							
Wanting to Complete.....							
Establishment.....							
Attached.....							

\_\_\_\_\_ Sergeant.

O. Sergeant.

\_\_\_\_\_ Captain.

Commanding \_\_\_\_\_ Co.

(Foolscap size.)

N.B.—The names of casualties should be placed on the back of this state, as in No. 25.



## FORM 30.

## MINOR OFFENCE REPORT.

Station \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Battalion.

Company.	Regt. No.	Rank.	Name.	Date of Charge.	Charge.	By whom Reported and Names of Witnesses.	Punishment Awarded.	By whom Ordered.	Remarks.

\_\_\_\_\_ Lt.-Col.

Comm'g \_\_\_\_\_ Battalion.

NOTE.—This report, after being completed by the entry in Orderly Room of all minor offences disposed of by Officers commanding companies, will be attached to the Guard report of the day.

(Size of two pages of Foolscap printed across.)

## FORM 31.

## RECORD OF OFFICERS' SERVICES.

Name (in full).	Country.	Calling.	३ २ १	Gazetted.				Certificate.	Retired.	Services.
				2nd Lieut.	Lieut.	Captain.	Major.			

N.B.—This book should be of foolscap size, and extend across both pages, the column for "Services" occupying the right hand page entirely; two names will be found sufficient for each sheet.

**FORM 32.**  
**CONDUCT SHEET.**  
 ——— Battalion.

Verified. \_\_\_\_\_

Regimental No. and Name.	Age.		Height.	Where born.		Com-plexion.	Hair.	Eyes.	Trade.	Reli-gion.	Promo-tion.	Good Con-duct Pay.	Former Serv-ice and Remarks.
	Yrs.	Mths.		Feet.	Inch.								
No.	Period of Enlistment.		Where Enlisted.		Marks:								
Joined .....	Yrs.		Place.	Date.									
Re-engaged .....													
Left .....													
Place.	Date of Offence.	Rank.	Cases of Drunkenness.	Offence.	By whom reported and Names of Witnesses.	Punishment Awarded.	Date of award or order dispensing with Trial.	By whom.	Date of Com-mence-ment.	Date of expira-tion.	Remarks.		

N.B.—Foolscap size, printed on one side only, but ruled upon both sides. These sheets are kept in a guard book, with a screw back, so that the sheets can be removed when necessary, and the same form is used for Regimental and Company sheets.

**FORM 33.—EQUIPMENT LEDGER (Battalion or Company).**

This Equipment Ledger is used in all cases except when the issues are made to individuals. It is made up in pamphlet form, and the articles are entered under the following headings:—(1) Clothing; (2) Arms; (3) Accoutrements; (4) Ammunition; (5) Saddlery; (6) Range Finding Stores; (7) Signalling Equipment.

ARTICLES.	Establishment.	Remain (State) .....	RECEIPTS received since close of last account.		ISSUES Returned to C.O. Corps or otherwise struck off.		Total struck off.	Net total to be now accounted for.	Remain at Inspection .....	Deficiencies chargeable.	REMARKS.
			*No. of Voucher.	*No. of Voucher.	*No. of Voucher.	*No. of Voucher.					
<b>ARTICLES.</b>											
<b>ACCOUTREMENTS.</b>											
Bags, kit.....			*	*	*	*					
Belts—			*	*	*	*					
Waist, W.O's and S. Sergts..			*	*	*	*					
Bottles, water, enamelled, Mark.			*	*	*	*					
Haversacks.....			*	*	*	*					
Knots, sword, S. Sgts.....			*	*	*	*					
Slings, rifle.....			*	*	*	*					
Straps—			*	*	*	*					
Mess tin.....			*	*	*	*					
Water bottle.....			*	*	*	*					
Great coat.....			*	*	*	*					
Etc., etc.....			*	*	*	*					

---

**FORM 34.**

No. —

———— Battalion.

INDENT FOR——. (Specify name of Class.)

---

To the Quarter-Master :

Required for use of ——— Company, the undernamed Stores.

———— Captain  
 Commanding — Co'y.

---

———— 19—.

Received the above stores this day in good order.

———— Captain.  
 Commanding — Co'y.

N.B.—Note paper size: the forms should be printed and bound in books of a hundred each, with a counterfoil to be retained by the Company as a memorandum for entry into the Equipment Ledger, and on being received by the Quarter-Master, should be numbered, entered, and then filed away by years for reference.

Separate requisitions should be used for each of the classes of stores.





## FORM 36.

MARCHING IN STATE OF THE \_\_\_\_\_ BATTALION.

## DETAIL.

No. of Companies.	Field Officers.	Captains.	Subalterns.	Sergeants.	Buglers.	Rank and File.	Remarks.
Date and Hour of departure, and arrival.	From.	To.	No. of Miles.	How conveyed.	Remarks explanatory of detentions.		

I certify that the "Regulations and Orders for the Militia," have been strictly adhered to during this service.

\_\_\_\_\_ Lieut.-Col.

Commanding \_\_\_\_\_ Battalion.

To the Officer Commanding \_\_\_\_\_ (Place).

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 19—.

## PART IX.

# BUGLE CALLS.

---

The Bugle calls given here comprise all required for duties and parades in barracks or camps.

Every Battalion should have an easily distinguished "Regimental call," which when quartered with other corps precedes every call except *Reveille*, *Retreat*, and *Tattoo*.

Duty calls should be sounded from the Battalion parade ground; calls applying to Officers only, in front of their quarters.

The "Dress" and other calls for Commanding Officers' parade should be sounded by all the Buglers; other duty calls by the Orderly Bugler with the Main or Quarter Guard.

Between *Lights out* and *Reveille* no bugle should be sounded nor drum beaten, except for the purpose of alarm.



FLOURISH—For marching past and the salute on guards being relieved.

$\text{♩} = 76$

The musical score consists of three staves of music, each in treble clef. The first staff begins with a treble clef and a tempo marking of quarter note = 76. The music is written in a key with one sharp (F#) and a 2/4 time signature. The first staff contains 16 measures of music, including a series of sixteenth-note runs and dotted rhythms. The second staff continues the melody for another 16 measures. The third staff concludes the flourish with a final cadence over 8 measures.



## PIONEERS—Sounds for parade or assembly of the Pioneers.

♩=76



7. QUARTER CALL.—1st call—Sounds one quarter of an hour before the time appointed for men to sit down to breakfast, dinner or tea; to warn the orderly men of messes to attend at the Cook-house for the purpose of receiving the meals, so that they may be divided before the “Men’s Mess” or second bugle sounds.

♩=76







RATIONS—This call is used for the orderly corporals and orderly men to assemble for the purpose of drawing rations.



ORDERLY ROOM—Sounded as notification that the commanding officer is in the Orderly Room.



ORDERLY SERGEANTS'—CORPORALS' CALL—Sounds when orderly sergeants or corporals are required to assemble for any particular purpose.

ORDERLY CORPORALS'.





FALL IN—Sounds for the Battalion parade. Also following the Guard, Picquet or Fatigue calls, when these duties are required to fall in.



SERGEANTS' MESS—Sounded for sergeants' meals.



ORDERS—Sounds to assemble the orderly-sergeants of companies for the daily orders and detail.



OFFICERS' MESS—1st Bugle—Sounded in front of the officers' quarters once or twice, according to their extent, half an hour before dinner only, to warn the officers to dress.



OFFICERS' MESS—2nd Bugle—Sounded in front of mess-room and the officers' quarters, at the hour appointed for officers to sit down to dinner.



PICQUET CALL—Sounds when the picquet is required other than the regular time for it to parade.



BUGLERS' OR DRUMMERS' CALL—Sounds to assemble the buglers or drummers.



RETREAT—Sounded at the hour named in orders.

The image displays five staves of musical notation for the bugle call 'Retreat'. The notation is written in a single melodic line on a five-line staff with a treble clef and a common time signature (C). The melody consists of a series of eighth and sixteenth notes, with some notes beamed together. The first staff begins with a C-clef and a common time signature. The second staff contains a measure with a fermata over a note. The third staff contains a measure with a fermata over a note and a small 'x' symbol below it. The fourth staff contains a measure with a fermata over a note. The fifth staff ends with a double bar line. The notes are: C4, D4, E4, F4, G4, A4, B4, C5, B4, A4, G4, F4, E4, D4, C4.

TATTOO (1st Post)—Sounded by all the buglers at the hour appointed, after which the drums and fifes, or bugles, should play three or four airs while marching up and down the parade ground, for half an hour, finishing with "God Save the King."

$\text{♩} = 76.$

The image displays four staves of musical notation for a bugle call. The first staff is in treble clef with a common time signature. The second staff is in treble clef with a common time signature and a 'x' symbol above the first measure. The third and fourth staves are in treble clef with common time signatures. The music consists of rhythmic patterns of eighth and sixteenth notes, typical of a bugle call.

TATTOO (1st Post)—*Continued.*

The image displays three staves of musical notation for the 'Tattoo (1st Post)' bugle call. Each staff begins with a treble clef. The first staff contains a sequence of notes: a quarter note on G4, a quarter note on A4, a quarter note on B4, a quarter note on C5, a quarter note on B4, a quarter note on A4, a quarter note on G4, a quarter note on F4, a quarter note on E4, a quarter note on D4, a quarter note on C4, a quarter note on B3, a quarter note on A3, a quarter note on G3, and a quarter note on F3. The second staff continues with a quarter note on E3, a quarter note on D3, a quarter note on C3, a quarter note on B2, a quarter note on A2, a quarter note on G2, a quarter note on F2, a quarter note on E2, a quarter note on D2, a quarter note on C2, a quarter note on B1, a quarter note on A1, a quarter note on G1, and a quarter note on F1. A repeat sign (two dots) is placed after the first measure of this staff. The third staff begins with a quarter note on E3, a quarter note on D3, a quarter note on C3, a quarter note on B2, a quarter note on A2, a quarter note on G2, a quarter note on F2, a quarter note on E2, a quarter note on D2, a quarter note on C2, a quarter note on B1, a quarter note on A1, a quarter note on G1, and a quarter note on F1. The staff concludes with a double bar line and a diamond-shaped symbol.





## TATTOO (Last Post)—Continued.

The musical notation for the 'Tattoo (Last Post)' bugle call is presented in three staves. The first staff begins with a treble clef and a common time signature (C). The melody consists of a series of eighth and sixteenth notes, starting with a quarter rest followed by a quarter note G4, then a series of eighth notes: A4, B4, C5, B4, A4, G4, F4, E4, D4, C4. The second staff continues the melody with a quarter rest followed by a quarter note G4, then a series of eighth notes: A4, B4, C5, B4, A4, G4, F4, E4, D4, C4. The third staff continues the melody with a quarter rest followed by a quarter note G4, then a series of eighth notes: A4, B4, C5, B4, A4, G4, F4, E4, D4, C4. The notation includes various note values, rests, and bar lines.

**LIGHTS OUT**—The bugler on guard should remain on parade until ordered by the officer to sound this call—twice sounding should be sufficient—when all fires and lights (except officers' and those of non-commissioned officers, who are allowed lights over hours) should be instantly extinguished.

The musical notation for the 'Lights Out' bugle call is presented in one staff. It begins with a treble clef and a common time signature (C). The melody consists of a series of notes: a quarter rest followed by a quarter note G4, then a series of eighth notes: A4, B4, C5, B4, A4, G4, F4, E4, D4, C4. The notation includes various note values, rests, and bar lines.

$\text{♩} = 76.$  SICK—Sounded for the sick to fall in to be marched to the hospital.



SALUTE FOR THE GUARD—Sounded by the bugler on guard when the guard turns out to a general officer.



ALARM—Sounded for troops to turn out under arms.



$\text{♩} = 108.$  FIRE ALARM—Sounded in case of fire.







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