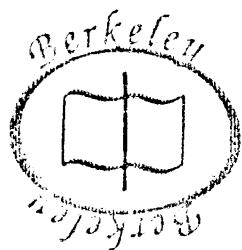
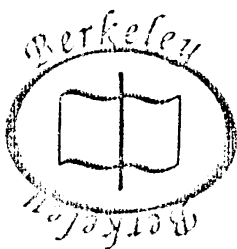
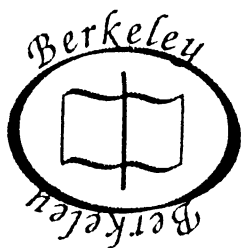
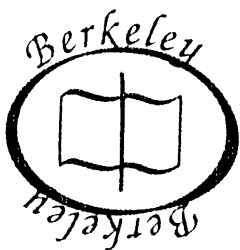
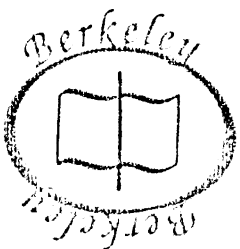
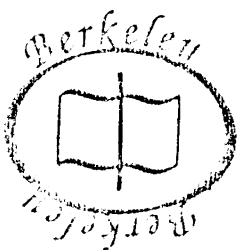
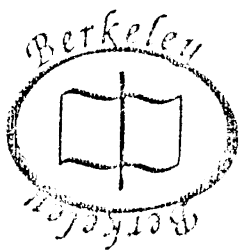

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THE
QUEEN'S
REGULATIONS AND ORDERS
FOR
THE ARMY.
PART I.

WAR OFFICE, 1889.



LONDON:
PRINTED FOR HER MAJESTY'S STATIONERY OFFICE,
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PRICE ONE SHILLING AND SIXPENCE.

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HER MAJESTY has been pleased to give Her Royal approbation to the following revision of "The Queen's Regulations and Orders for the Army," and to command that it be circulated and strictly observed on all occasions.

General Officers Commanding Districts and Stations and Commanding Officers will be held responsible that the instructions which may be issued by them from time to time for the general maintenance of discipline, and for the regulation of the details of interior economy of Corps, are in strict accordance with these revised regulations and orders.

All previous orders on the subjects to which reference is herein made are hereby cancelled.

By Command of HIS ROYAL HIGHNESS the
Commander-in-Chief. 44942

Holseley
aj.

WAR OFFICE,
1st October, 1889.

EXPLANATORY MEMORANDA.

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i. The Regulations and Orders contained in Part I. are equally applicable to peace and war.

ii. Part II. contains those Regulations and Orders which it is considered unnecessary for officers generally to carry with them when proceeding on Active Service. This part will, however, on such service, form a portion of the office equipment of certain Staff Officers, for reference in case of necessity.

iii. The subject-matter dealt with in each Section, and the numbering of the Sections, are the same as in the Edition of 1885, but in several instances the Sections are divided, so that a portion of the same Section appears in each Part. It is, however, in contemplation, that in any future revision, Sections should be re-numbered so that each Part should contain an unbroken sequence commencing with No. 1.

iv. Paragraphs have been re-numbered to form in every case a series commencing with No. 1, but in consequence of the numerous cross-references contained in the Manual of Military Law and other works, to Section VI., the whole of which appears in Part I., no change has been made in the numbering of its paragraphs.

v. The following subjects have been removed from the Queen's Regulations to other authorised books of regulation:—

“Military Training” from Section VII. to “Infantry Drill.”

Duties in the Field” from Section VIII. to “Infantry Drill.”

“Details for the Management of Canteens, Grocery Shops and Coffee Bars” from Section XV. to “Rules for Canteens, &c.”

“Recruiting” and “Enlistment of Boys and Pensioners” from Section XIX. to “Recruiting Regulations.”

vi. Many of the instructions relating to Proceedings in Connection with the Discharge of Soldiers have been transferred from Section XIX. to the Army Forms directed to be used on the occasions in question.

TABLE OF CONTENTS.

	PAGE
—————	
<i>(Section I.—Precedence and Distinctions of Corps. See Part II.)</i>	
SECTION II.—COMMAND AND RANK.	
<i>(Will become Section I. in future Editions.)</i>	
I. General Rules	1
II. Staff and Departmental Rank.. .. .	3
 SECTION III.—HONOURS AND SALUTES.	
<i>(Will become Section II. in future Editions.)</i>	
I. General Rules	4
II. Military Funerals	9
 <i>(Section IV.—Commissions and Promotion of Officers. See Part II.)</i>	
 <i>(Section V.—General Officers and Staff. See Part II.)</i>	
 SECTION VI.—DISCIPLINE.	
<i>(Will become Section III. in future Editions.)</i>	
I. General Instructions	11
II. Administration of Discipline	14
III. Courts of Inquiry, Committees, and Boards.. .. .	44
IV. Desertion and Offences against Enlistment	45
V. Disposal of Prisoners	58
VI. Military Prisons and Provost Estab- lishments	71
 SECTION VII.—INTERIOR ECONOMY.	
<i>(Will become Section IV. in future Editions.)</i>	
I. Warrant Officers	77
II. Non-commissioned Officers	78
III. Soldiers' Accounts, Messing and Cooking	82
IV. Soldier-Servants, Orderlies, &c.	87
V. Soldiers' Letters	90

SECTION VIII.—DUTIES. PAGE

(Will become Section V. in future Editions.)

I. Roster of Duties	93
II. Duties in Garrison.	95
General Rules.. .. .	95
Working and Fatigue Parties.. .. .	99
Fortresses	102

(Section IX.—Military Education. See Part II.)

(Section X.—Gymnastic Training. See Part II.)

SECTION XI.—HORSES.

(Will become Section VI. in future Editions.)

I. Remounts	104
II. Casting Horses	106
III. Horses and Stable Management	107
IV. Veterinary Surgeons	114
V. Farriers	116
VI. Returns	119

(Section XII.—Dress and Equipment. See Part II.)

(Section XIII.—Leave of Absence. See Part II.)

SECTION XIV.—HOSPITALS.

(Will become Section VII. in future Editions.)

I. General Regulations	120
II. Hospitals in the Field	122
III. Hospital Ships	123
IV. Medical Officers doing Duty with Troops	123

(Section XV.—Barracks. See Part II.)

SECTION XVI.—MOVEMENT OF TROOPS BY LAND.

(Will become Section VIII. in future Editions.)

I. Marches	126
II. Movements by Railway	127

SECTION XVII.—MOVEMENT OF TROOPS BY SEA. PAGE*(Will become Section IX. in future Editions.)*

I. General Rules for Embarkation ..	136
II. Superintendence and Reports..	138
III. Duties on Board Ship	142
1. General	142
2. Duties on Board Her Majesty's ships	145
3. Duties on Board Hired Ships ..	150
4. Embarkation and Duties of Mounted Troops and Horses ..	169
IV. Disembarkation	174
V. Scale of Rations, &c.	187

*(Section XVIII.—Depots. See Part II.)**(Section XIX.—Recruiting, Transfers, Discharge and Service.
See Part II.)**(Section XX.—Medals. See Part II.)***SECTION XXI.—CORRESPONDENCE, RETURNS, AND ENQUIRIES
AFTER SOLDIERS.***(Will become Section X. in future Editions.)*

I. Correspondence	192
II. Returns	198
III. Enquiries after Soldiers	212

SECTION XXII.—BOOKS AND REGIMENTAL RECORDS.*(Will become Section XI. in future Editions.)*

I. Troop, Battery, and Company Books..	213
II. Regimental Defaulter Book	214

APPENDIX I.—Instructions for the Preparation of Staff Diaries and Intelligence Re- ports. System of Orthography to be used therein	218
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[A black line is placed in the margin of these Regulations against such additions and amendments as have been made by General Orders or Army Orders since the publication of the Regulations in 1885, as well as against some further amendments recently made. As some typographical errors may have occurred in publication, it is requested that, should any be discovered, they may at once be pointed out in writing to the Under Secretary of State for War.]

THE QUEEN'S
REGULATIONS AND ORDERS
FOR
THE ARMY.
1889.

PART I.

Section II.—COMMAND AND RANK.

(Will become Section I. in future Editions.)

- I.—General Rules, paras. 1 to 7.
II.—Rank of Officers of the Regular, Marine, and
Auxiliary Forces, paras. 8 and 9.

(The remainder of this Section is included in Part II.)

I.—GENERAL RULES.

1. The function of command is to be exercised by the senior combatant officer, except in cases where an officer has been specially appointed to the command of a body of forces, or appointed to the command of a corps, irrespectively of the branch of the service to which he belongs, and including the Royal Marine forces and Her Majesty's Indian forces. Seniority will be determined by the terms of the Royal Warrant regulating rank and precedence. When

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Command and Rank.

GENERAL RULES—continued.

regiments or detachments of different corps are employed together on any duty, each regiment and detachment will, subject to the orders of the Officer Commanding the whole body, act under the immediate authority of its own commander in matters of a purely regimental character. The conditions under which Departmental Officers and certain officers of the Army Service Corps are restricted from the exercise of military commands outside their own corps are laid down in the Royal Warrant relative to such officers.

Departmental and Army Service Corps officers.

General Staff and Half-pay officers.

2. An officer holding an appointment on the General, but not personal Staff of the army, is qualified to assume the ordinary functions of command on becoming the senior combatant officer present; but half-pay officers, holding appointments in the civil branches of the army or in the civil administration of the Government, are not so qualified.

Local and temporary rank.

3. Local and temporary rank carries with it, within the command or country in which it has effect, the same advantages of precedence and command as permanent rank, except in regard to purely regimental duties.

Temporary rank.

4. Colonels appointed to act temporarily as major-generals, will take rank among themselves, while so acting, according to the dates of their commissions as colonels. They will rank as junior to all permanent major-generals, but as senior to all brigadier-generals, who will in like manner take rank and precedence among themselves according to the dates of their commissions as colonels.

Malta Artillery.

5. Officers of the Royal Malta Artillery will take rank and precedence below other officers of the Regular Forces of the same grade.

Brigade-majors.

6. Officers employed as brigade-majors, if of the rank of captain, are to take rank and precedence next after field officers in the brigade or garrison in which they are serving.

Officers resigning.

7. Officers relinquishing their commissions are not to be considered as retaining any rank in the service, either on account of such commissions or of any brevet commission they may have held, except in cases which may be exempted from this regulation by the Sovereign's special authority.

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Command and Rank.

GENERAL RULES—continued.
II.—RANK OF OFFICERS OF THE REGULAR FORCES (INCLUDING ROYAL MARINES), AND AUXILIARY FORCES.

8. Officers of the regular and marine forces command the officers of equal rank belonging to other branches of the military service. Marines, Militia, Yeomanry, and Volunteers.

Officers of militia regiments rank together according to the dates of their respective commissions.

Officers of auxiliary forces, having also rank in the regular service, are not permitted, while serving in any of those forces, to avail themselves of any other rank than that which they hold by virtue of their militia, yeomanry, or volunteer commission. This rule does not apply to adjutants of auxiliary forces, whose rank is governed by special rules contained in the regulations for those forces.

All officers of the Honourable Artillery Company, and of yeomanry cavalry and volunteer corps, when serving with officers of the regular, marine, and militia forces, rank as juniors of their respective ranks.

9. Nothing contained in these regulations is to give a claim to any officer of the navy to assume command of Her Majesty's land forces on shore, nor to any officer of the army to assume command of any of Her Majesty's squadrons or ships, or any of the officers or men thereunto belonging; unless under special authority from the Government in England for any particular service. Corresponding rank gives no claim to command.

Section III.—HONOURS AND SALUTES.

(Will become Section II. in future Editions.)

I.—General Rules, paras. 1 to 30.

II.—Military Funerals, paras. 31 to 38.

(The remainder of the Section is included in Part II.)

- I.—GENERAL RULES.

The Sovereign and members of the Royal Family.

1. Her Majesty's forces are on all occasions to receive the Sovereign and all members of the Royal Family with the highest honours: viz., with a "Royal Salute;" standards and colours lowered; officers saluting; men presenting arms; and bands playing the National Anthem.

National Anthem.

2. When troops pay the prescribed honours to the Sovereign, the National Anthem is to be played through; when to other members of the Royal Family, the first part only (six bars) will be played. The first part may also be played at the salute of a Viceroy and at state ceremonies, such as the opening and closing of the session of a Colonial Legislature, where a special Royal Commissioner or the Governor or Lieutenant-Governor of a Colony is acting on behalf of the Sovereign. The National Anthem will not be played in connexion with salutes on any other occasion, and is only due to those personages who are entitled, under these regulations, to a Royal Salute.

Viceroy.

Foreign Sovereigns and Princes.

3. Foreign Crowned Heads and members of foreign Royal Families are to be received with the honours due to the Sovereign and members of the Royal Family respectively, but their own National Hymn is, when practicable, to be played.

Field-Marshal.

4. A Field-Marshal is to be received with the lowered regimental colours of all the forces, except when any member of the Royal Family is present; and with the "general salute" prescribed in paragraph 5.

General and inspecting officers.

5. General Officers are to be received on parade by the troops under their command with a "general salute" in the following manner:—

a. By the mounted branches of the service;—with swords drawn, officers saluting, and bands playing the first part of a slow march.

b. By dismounted corps;—officers saluting, men presenting arms, and bands playing the first part of a slow march.

c. In corps not having bands the trumpets or bugles will sound the appropriate "salute" as provided in the "trumpet and bugle sounds," or the drums will beat a ruffle.

Honours and Salutes.

GENERAL RULES—continued.

d. General Officers are only entitled, according to their rank, to a salute of guns from artillery on shore on first landing as Commander-in-Chief at a station abroad, and on finally quitting the same.

Officers below the rank of General Officer, when authorized to inspect a corps or body of troops, will be received on parade with a "general salute."

6. Commanding Officers of garrisons, camps, or stations under the rank of a General Officer will be received by the troops under their command with the complimentary honours, not however extending to a salute of guns, due to the rank one degree higher than that which they actually hold.

Officers under the rank of General.

7. Governors of Colonies, who are also General Officers, are entitled in every respect to the honours due to their military rank as well as to their civil office.

Governors of a colony.

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

Acting appointments.

9. The compliments directed in these regulations are to be paid by the troops to officers in the service of any Power in alliance with Her Majesty, according to their respective ranks.

Foreign officers.

10. When two corps or armed parties meet on the march, they are to be called to attention and pass each other with shouldered arms, swords drawn, bayonets fixed, and bands playing.

Two regiments meeting on the march.

11. All officers will invariably salute their seniors before addressing them on duty or on parade; when in uniform they will not take off the head-dress, but will salute with the right hand, or with the sword when drawn. Officers, except when their swords are drawn, are to return the salutes of non-commissioned officers and soldiers. A salute made to two or more officers should be returned by the senior only.

Officers.

12. Cadets will salute all officers in uniform, and the officers of their own college, whether in uniform or not.

Cadets.

13. Warrant Officers, Non-Commissioned Officers, and men, will salute all commissioned officers whom they know to be such, whether dressed in uniform or not, including officers of the Royal Navy, Royal Marines, Militia, Yeomanry, and Volunteers, and such Warrant Officers of the Royal Navy as have rank corresponding to that of commissioned officers in the army. When a soldier appears before an officer in a room, he is to salute without removing his cap. A soldier without his cap, or who is carrying any-

Non-commissioned officers and men.

Honours and Salutes.

GENERAL RULES—continued.

thing that prevents him from saluting properly will, if standing still, come to "attention" as the officer passes; if walking, he will turn his head slightly towards the officer in passing him. When individual soldiers meet a column of troops on the march they are to salute the Commanding Officer, and the colours in passing. Non-Commissioned Officers in command of parties, whether armed or unarmed, are on all occasions to pay the proper compliments when passing officers in uniform.

Head dresses
in civil
courts.

14. In a civil court an officer or soldier will remove his head-dress while the judge or magistrate is present, except when the officer or soldier is on duty under arms with a party or escort inside the court.

Members of
Royal
Family
passing a
camp.

15. Whenever any member of the Royal Family passes along the front of a camp to inspect it, the troops are to turn out, but not under arms, and fall-in in front of the tents.

Visits of
ceremony
between
naval and
military
officers at
military
stations.

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

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

(b) The General or other Officer Commanding Her Majesty's troops is to call first on any naval officer (English or foreign) senior to him as soon as practicable after arrival, or await his visit if he be junior. The visit to be returned within twenty-four hours.

(c) The visit of a naval officer below the rank of captain to be returned by the aide-de-camp or some other staff officer on behalf of the General or other Officer Commanding.

(d) Where there is no General or other Officer Commanding appointed to command, the senior regimental officer in command will pursue a similar course of procedure to that laid down in the preceding paragraphs.

(e) In the event of the General officer commanding being also a Governor, or the Lieutenant-Governor of one of the Channel Islands, he will, as the Queen's representative, be entitled to receive the first call.

Guards and Sentries.

Guards
saluting.

17. Guards mounted over the person of the Sovereign and members of the Royal Family will pay no compliments except to members of the Royal Family, and guards mounted over Viceroys and Governors within their respective governments will pay no compliments to officers

Honours and Salutes.

GENERAL RULES—continued.

or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with shouldered arms.

A. O. 280,
1888.

18. Guards of honour will be detailed to attend on Royal personages and at state ceremonials, and on such occasions will consist, as a general rule, of 100 rank and file with a captain in command, two subaltern officers (one carrying the first colour), a proportion of serjeants, and the regimental band. Guards of honour will also be detailed to attend on Governors and Lieutenant Governors administering the governments of Her Majesty's possessions, on such occasions as are customary within their governments. Guards of honour will not be detailed when the Governors and Lieutenant-Governors are returning after leave of absence, the duration of which has not exceeded three months; nor when they are merely arriving at, or departing to or from, one or other of the ports within their government; nor on merely changing their residence.

Guards of
honour of
100 rank
and file.

A.O. 280,
1888.

19. When an admiral belonging to the navy of a foreign Power lands at any military station within Her Majesty's dominions, with the object of visiting the governor or the military officer then in command, he will be received by a guard of honour of 50 rank and file, with two officers and regimental colour. A similar guard will be detailed when it is deemed expedient to direct the attendance of guards of honour either to receive distinguished personages other than those mentioned in paragraph 17 or on occasions not specified in paragraph 2. A guard of honour will also be detailed when, at stations abroad, a General Officer Commanding the troops first takes up and finally quits his command; and when a naval officer of flag rank commanding in chief lands for the first time at any port within his command.

Guards of
honour of
50 rank and
file.

To Officers
Command-
ing in chief.

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20. The standard of cavalry, or the Queen's colour of regiments of infantry, is not to be carried by any guard or trooped, except in the case of a guard mounted over the Sovereign or any member of the Royal Family, or over a Viceroy; and is only to be used at guard mounting or other ceremonials when a member of the Royal Family or a Viceroy is present, and on occasions when the National Anthem is appointed to be played, as laid down in paragraph 2; at all other times it is to remain with the regiment. The Queen's colour will be lowered to the Sovereign, Members of the Royal Family, and Viceroys only.

Standards
and Queen's
colours.

21. Standards, guidons, or colours are at all times, if uncased, to be saluted with the highest honours, viz., arms

Colours
passing a
guard.

Honours and Salutes.

GENERAL RULES—continued.

After parade. presented, the trumpets or bugles sounding a flourish, and the drums beating a ruffle. When, after a parade, the colours are being removed to the officers' mess-room or other place of deposit, they should be invariably escorted by a company of the corps, which will pay them the customary honours.

General officers and Governors. 22. Guards are at all times to turn out and pay the compliments specified in paragraph 5 to General Officers in uniform and to civil Governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to General Officers in uniform.

Officers not entitled. 23. No officer under the rank of a General Officer is entitled to the compliment of the bugle sounding a flourish, or the drum beating a ruffle, when guards "present arms" to him. No officer who is not dressed in uniform is entitled to the compliment of a guard turning out, except members of the Royal Family, the Lord-Lieutenant of Ireland, and Governors or Lieutenant-Governors within the precincts of their governments.

Commanding officers. 24. To regimental Commanding Officers—irrespective of their army rank—their regimental guards are to turn out, and present arms, once a day.

Officers passing in rear or during relief of a guard. 25. When General Officers in uniform, or persons entitled to a salute, pass in rear of a guard, the officer in command is to cause his men to fall in and stand with shouldered arms, turned to their proper front; but no drum is to beat or bugle to sound. When such officers pass guards while in the act of relieving, both guards are to salute as they stand, receiving the word of command from the senior officer present.

Approach of armed or unarmed parties. 26. Guards are to get under arms at all times when armed parties of any branch of the service, whether regular or auxiliary, approach their posts; to armed corps they will present arms, and to other armed parties stand with shouldered arms. They will not pay compliments between the sounding of the "Retreat" and the "Reveille," and will not turn out to unarmed parties. A mounted party, armed, will draw and carry swords to all guards turning out to it.

Definition of "Armed Corps." 27. By the expression "armed corps" is meant a regiment of cavalry, a battery of artillery with its guns, a battalion of infantry, with or without colours, garrison artillery of not less than four batteries, and engineers of not less than four companies.

Sentries. 28. Sentries will present arms to general and field officers, and to all armed parties, and "shoulder" to

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Honours and Salutes.

MILITARY FUNERALS.

officers of inferior rank. Sentries mounted over a Royal Palace, or furnished from a Royal Guard, will "present arms" only to members of the Royal Family or to an armed corps; on officers of whatever rank in uniform passing their posts, they will stand with shouldered arms. In the same manner sentries furnished from guards over the residences of Viceroys and Governors will not present arms to persons of inferior rank.

29. Sentries mounted over the quarters of a General Officer are to be instructed to pay the compliment of "presenting arms" to General Officers only; to officers below that rank, sentries are to stand with shouldered arms. Sentries over General officers' quarters.

30. All guards and sentries are to pay the same compliments to the commissioned officers of the Royal Navy, Royal Marines and Auxillary forces—when in uniform—as are directed to be paid to officers of the Regular Army. Sentries only are required to pay compliments to commissioned officers of the departments of the army according to their corresponding ranks. Compliments to officers of other services.

II.—MILITARY FUNERALS.

31. Military funerals are to be salutèd and attended in accordance with the following table:

Rank, or Corresponding Rank.	Salute of Guns.	Rounds of Small Arms.	Troops to attend with due propor- tion of Officers.
Field-Marshal	17	—	6 Battalions and 8 squadrons.
General	15	—	4 " " 6 "
Lieut.-General	13	—	3 " " 4 "
Major-General	11	—	2 " " 3 "
Brigadier-General	9*	—	1 " " 2 "
Colonel Commanding...	—	—	His own Regiment or detachments equivalent.
Lieut.-Colonel	—	} 3 rounds in each case.	300 Rank and File.
Major	—		200.
Captain	—		His own Company or 100 men.
Lieutenant, or 2nd Lieutenant	—		40 Rank and File under a Lieutenant or 2nd Lieutenant.
Warrant Officer	—		25 Rank and File, under a Serjeant.
Gen. No. Serjeant	—	19 " " " "	
1608 All other grades	—	13 " " " "	

* Only when commissioned as Brigadier-General.

Honours and Salutes.

MILITARY FUNERALS—continued.

Minute-guns at funerals of General and Flag officers.	32.	At the funerals of General and Flag Officers, or of Commodores and Brigadier-Generals dying upon service, minute guns are to be fired while the body is proceeding to the place of interment, but these minute guns are not to exceed the number to which the officer's rank entitled him when living. When any such officers who have died when afloat are to be buried on shore, minute guns are to be fired from the ship, if a ship of war, while the body is being conveyed to the shore; and where the means exist, minute guns will be fired from the shore while the procession is moving from the landing place to the place of interment. The total minute guns so fired must not exceed twice the number of guns to which the deceased was entitled when living.				
After burial.	33.	The salute of guns prescribed by paragraph 31, or, in the case of Flag Officers and Commodores, a salute of the number of guns to which the deceased was entitled when living, will be fired after the body is deposited in the grave.				
Staff and departmental officers.	34.	The honours to be paid at the military funerals of staff officers and of the commissioned officers of the departments of the army are to be regulated according to their corresponding ranks.				
Officers when entitled to.	35.	Officers are not to be interred with military honours unless they are, at the time of their decease, on full pay, or employed on the Staff, or in the exercise of some military command or office.				
The pall.	36.	The pall is to be supported by officers of the same rank as that held by the deceased; if the attendance of a sufficient number of that rank cannot be obtained, officers next in seniority are to supply their places.				
Attendance at Funerals.	37.	In addition to the firing parties, the funeral of an officer will be attended by the officers, that of a Warrant Officer by the Warrant Officers, that of a serjeant by the serjeants, and that of a corporal by the corporals, of the corps to which the deceased belonged or was attached. The funeral of a Non-Commissioned Officer or private will be attended by the troop, battery, or company (officers included) to which he belonged, or was attached. Military funerals will not be ordered without special authority unless troops are stationed within reasonable distance of the burial ground.	<table border="1" style="margin-left: auto; margin-right: 0;"> <tbody> <tr><td style="text-align: right;">30</td></tr> <tr><td style="text-align: right;">41</td></tr> <tr><td style="text-align: right;">134</td></tr> </tbody> </table>	30	41	134
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Supply of gun carriages.	38.	Gun carriages and other appliances for military funerals will be supplied only when available at the station, and only when the burial ground is distant upwards of one mile from the place from which the procession starts.	<table border="1" style="margin-left: auto; margin-right: 0;"> <tbody> <tr><td style="text-align: right;">114</td></tr> <tr><td style="text-align: right;">94</td></tr> <tr><td style="text-align: right;">238</td></tr> </tbody> </table>	114	94	238
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238						

Section VI.—DISCIPLINE.*(Will become Section III. in future Editions.)*

- I.—General Instructions, paras. 1 to 15.**
II.—Administration of Discipline, paras. 16 to 117.
III.—Courts of Inquiry, Committees, Boards, paras. 118 to 125.
IV.—Desertion and Offences against Enlistment, paras. 126 to 153 H.
V.—Disposal of Prisoners, paras. 154 to 205.
VI.—Military Prisons and Provost Establishments, paras. 206 to 231.

NOTE.—In consequence of the numerous references to this Section contained in the Manual of Military Law and other Military works, the paragraphs bear the same numbers as in the Edition of 1885. There are no paragraphs numbered 69, 134, or 201.

I.—GENERAL INSTRUCTIONS.

1. Commanding Officers are enjoined to use every effort to prevent crime, and will firmly suppress any tendency to screen its existence. For first offences, not of an aggravated character, admonition is the most suitable treatment, and punishment should only be resorted to when it is manifest that this has failed to have effect. Prevention of crime.
2. Officers of all ranks will invariably practise towards their subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster those feelings of self-respect and personal honour so essential to a high standard of military efficiency. Treatment of soldiers.
3. Warrant Officers and Non-Commissioned Officers of all grades will be guided by the foregoing principles in their dealings with each other and with private soldiers. They will carefully avoid the use of intemperate language or an offensive manner, whether in delivering orders, imparting instruction, or on any other occasion. Observance of the rule by non-commissioned officers.
4. Officers are to avoid reproving Non-Commissioned Officers in the presence or hearing of the privates—unless it shall be necessary for the benefit of example that the reproof be public—lest their authority should be weakened and their self-respect lessened. Reproof of N.C.O.'s
- 4A. No Non-Commissioned Officer above the rank of corporal is to be tried by any court-martial inferior in degree to that of a district court-martial, except when a district court-martial cannot, having due regard for the Courts-martial on N.C.O.'s.

Discipline.

GENERAL INSTRUCTIONS—continued.

public service, be assembled. Of these circumstances the sole judge will be the General or other Officer Commanding the district, station, Division, or Brigade in which the accused is serving.

Responsibility of officers in general.

5. Officers are at all times accountable for the maintenance of good order and the rules and discipline of the service, and they are to afford in these respects the utmost aid and support to the Commanding Officer. It is their duty to take notice of, repress, and instantly report, any negligence or impropriety of conduct in Non-Commissioned Officers and private soldiers, whether on duty or off duty, although the offenders may not belong to their particular regiment, troop, battery, or company.

Civility and courtesy to all ranks of society.

6. A Commanding Officer should impress upon all under his command, by every means in his power, the propriety of civility and courtesy in their intercourse with all ranks and classes of society, and should particularly caution them to pay proper deference and respect to magistrates and all civil authorities.

Praise or censure of superiors forbidden.

7. Deliberations or discussions among any class of military men, having the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in Her Majesty's service, are strictly prohibited, as being subversive of discipline, and an assumption of power which belongs to the Sovereign alone, or to those officers to whom the command and discipline of the troops may be entrusted by Royal authority. Every officer will therefore be held responsible should he allow himself to be complimented by officers, non-commissioned officers, or soldiers, who are serving, or who have served, under his command, by means of presents of plate, swords, &c., or by any collective expression of their opinion. Commanding Officers should also prohibit the practice of raising subscriptions for the purpose of presenting testimonials in any shape to superiors on quitting the service or on being removed from their corps.

Presents and testimonials.

Recommendations.

8. Officers of all branches of the army are forbidden to forward testimonials relating to their services or character, with any application they may make for the Commander-in-Chief's consideration. In the event of an officer wishing that the opinions of any officers under whom he has served may be brought to notice he will submit their names, and official reference will then be made to them if considered necessary.

Political meetings.

9. Officers, Non-Commissioned Officers, and private soldiers are forbidden to institute, or take part in, any

Discipline.

GENERAL INSTRUCTIONS—continued.

meetings, demonstrations, or processions for party or political purposes, in barracks, quarters, or camps, or their vicinity; and under no circumstances whatever will they do so in uniform.

10. Officers in the colonies are prohibited from receiving grants of money not initiated or authorized by the Governor of the colony. Colonial grants.

G.O. 42.
1886.

11. Officers and soldiers are prohibited from publishing or communicating to the Press, without special authority, either directly or indirectly, information relative to the numbers, movements, or operations of the troops, or details regarding fortifications, armaments, or experiments made in connection with military matters. They are not to attempt to prejudice questions under investigation by the publication, anonymously or otherwise, of their opinions. Publishing military information.

11A. General Instructions relating to legal proceedings under the ordinary law, including cases where officers and soldiers may be made defendants in civil or criminal proceedings, will be found in Clause 31, Army Circulars 1886. Proceedings under the ordinary law.

12. The definition of "Commanding Officer" in the Rules of Procedure, applies to the expression in Sections 45, 46, and 47, of the Army Act, 1881; in those Sections which relate to the execution of sentences (as Sections 59, 64, 65, and 66); and in Sections 138, 181 (6), 182, 183, and 184. In the portions of the Army Act not above mentioned the expression "Commanding Officer" is not limited to the Commanding Officer, as defined by the Rules of Procedure. The commanding officer.

13. The Commanding Officer of a detachment is vested with the full power of awarding summary punishment accorded to a Commanding Officer of a corps, but the Commanding Officer of the regiment or battalion, if the detachment is serving in the same command, or the Officer Commanding the garrison or station where the detachment may be, or other superior authority, may, having due regard to the rank and experience of the Officer Commanding the detachment, if below the rank of substantive major, restrict him from the exercise of any or all of the powers of a Commanding Officer, including the power The Commanding Officer of a detachment.

* B. P. 128. The expression "Commanding Officer" as used in the Sections of the Army Act, 1881, relating to "Courts-martial," to the "Execution of sentence," and to the "Power of Commanding Officer," and in the provisions consequent thereon, and in these rules, means in relation to any person the officer whose duty it is under the provisions of Her Majesty's Regulations, or in the absence of any such provisions, under the custom of the service, to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority or refer it to a superior authority.

Discipline.

GENERAL INSTRUCTIONS—continued.

Restriction as to summary powers and courts-martial. to convene regimental courts-martial. Nevertheless, an Officer Commanding a detachment may, if necessity should arise, act to the full extent of the powers of a commanding officer for the maintenance of discipline notwithstanding any restrictive order, but in such case he will make an immediate report of his action for the information of the superior authority by whom such restrictive order has been made.

Detachments may be associated under one command. 14. The General or other Officer Commanding a district or station may, on the embarkation of troops and on other special occasions, associate together two or more detachments for the purposes of discipline, and place them under the command of one officer, and in such cases the powers of the Officers Commanding the several detachments to award summary punishments and convene regimental courts-martial will, for the time being, remain in abeyance.

Gambling forbidden. 15. All gambling in garrisons, camps, or cantonments is forbidden.

II.—ADMINISTRATION OF DISCIPLINE.

Arrest.

Duties of commander of guard and provost-marshal as to delivery of "crime." 16. Attention is particularly directed to Section 45 (4) of the Army Act, 1881. If the account in writing therein mentioned, commonly termed the "crime," is not delivered at the time, a verbal report to the same effect is to be made. If the "crime" is not received within twenty-four hours, the commander of the guard will either take proper steps for procuring it, or report the circumstance to the officer to whom his guard report is furnished, who, if the "crime," or other evidence sufficient to justify the detention, is not forthcoming, will, at the expiration of forty-eight hours from the time of committal, order the release of the prisoner. In order to comply with the provisions of Section 21 of the Army Act, 1881, the name and offence of every prisoner, including such as may have been received over in custody, and the rank and name of the officer or other person by whom he is charged, are to be entered by the commander of the guard in his guard report, and the original "crime," or a copy thereof, is to be forwarded to the Commanding Officer of the prisoner.

Detention in confinement to be reported. 17. Attention is also directed to Section 45 (1) of the Army Act, 1881, and Rule of Procedure, No. 1. The report therein prescribed is to be made whether the prisoner is a patient in hospital or for whatever cause the case is not proceeded with. On the receipt of every such report the General or other officer in command is to satisfy himself as

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

to the necessity for the continued detention of the prisoner in military custody.

18. Military custody in the case of an officer or non-commissioned officer (not under sentence) usually means arrest, but an officer or non-commissioned officer may, if the circumstances require it, be placed for the purpose of military custody under the charge of a guard, piquet, patrol, or sentry, or of a provost-marshal. When attending a court-martial for trial, an officer or non-commissioned officer should be placed under the custody of another officer or non-commissioned officer.

Military custody of officer or non-commissioned officer.

19. Arrest is of two kinds, close arrest and open arrest. When arrest is not described as open arrest, it means close arrest. An officer under close arrest is not allowed to leave his quarters or tent, except for the purpose of taking such exercise under supervision as the medical officer may consider necessary for the preservation of health. When under open arrest he may take exercise at stated periods within defined limits, which will usually be the precincts of the regimental barracks or camp. If the climate or the state of the prisoner's health or other circumstances require it, these limits may be enlarged at the discretion of the Commanding Officer or other superior officer on the spot, and an officer under open arrest may, if necessary, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave his station for a particular purpose.

Arrest of officer.

20. An officer under open arrest is on no account to appear in his own or any other mess premises, or in any place of amusement or public resort, and he is not on any pretext whatsoever to appear within the precincts of the station or garrison dressed otherwise than in uniform. An officer, when under arrest, will not wear sash, sword, or belts with his uniform.

Restrictions.

21. As a rule, it is not desirable, excepting where it appears that the arrest has been made through error, that an officer shall be released from arrest by the officer who ordered the arrest without the sanction of the highest authority to whom the case may have been referred.

Release.

22. An officer may be placed under arrest by a competent authority, without previous investigation, when on the commission of an offence circumstances so require, 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

When to be ordered.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

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 under arrest, whether afterwards released or not, the commanding officer will invariably report the case without unnecessary delay to the General or other Officer Commanding the district or station.

Officers under arrest cannot demand a court-martial.

23. An officer who has been placed under 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 under arrest, or otherwise aggrieved, can obtain redress under the provisions of the Army Act, 1881, Section 42, and can prefer a complaint through the proper channel of communication.

Arrest of non-commissioned officer.

24. The rules in paragraphs 19 and 20 of this Section which govern the close and open arrest of officers, will apply to Non-Commissioned Officers. A Non-Commissioned Officer charged with the commission of a serious offence will be placed under arrest forthwith, but, if the offence alleged appears not to be of a serious nature, it may be investigated and disposed of without previous arrest. In cases where doubts exist whether the offence alleged has been committed, arrest may be delayed, without prejudice to any subsequent proceedings that may become necessary.

Military custody of private soldier.

25. Military custody in the case of a private soldier (not under sentence) means confinement under charge of a guard, piquet, patrol, or sentry, or of a provost-marshal. The accommodation usually available in permanent barracks for the detention of soldiers confined under charge of a guard is :—

1. *The Prisoners' Room.*—The room attached to a guard-room for the temporary detention of prisoners.

2. *The Guard-Room Cells.*—Those cells which are attached to a guard-room for the temporary detention of prisoners who are required to be kept apart.

The keys of prisoners' room and guard-room cells are to be in the charge of the commander of the guard.

A private soldier charged with a serious offence will be confined at the time of the commission or discovery of the offence, but in the case of minor offences, such as absence from tattoo and other roll calls, overstaying a pass, or slight irregularities in quarters, he will not be lodged under charge of the guard, and the investigation of the

Discipline.

ADMINISTRATION OF DISCIPLINE.—continued.

charge may be held without previous confinement in military custody. A private soldier against whom a charge for a minor offence is pending will not be considered as a prisoner, but will not quit barracks until his case has been disposed of. He will attend all parades, but will not be detailed for duty. This regulation is specially applicable in the case of young soldiers and boys.

G.O. 117
1835.

A soldier in military custody (not under sentence) may be committed, by an order signed by his Commanding Officer, on Form L. (see paragraph. 204), for temporary detention, to any prison, police station, lock-up, or other place of confinement in which prisoners may legally be confined, for any period not exceeding seven days. The necessity for such a course will seldom arise except when in billets or on the line of march.

Temporary
detention in
lock-up,
police sta-
tion, &c.

26. If a private soldier disobeys an order distinctly given, or resists the authority of a Non-Commissioned Officer, he is to be confined without altercation, and immediately reported to the Officer Commanding his troop, battery, or company, or to the adjutant. When a Non-Commissioned Officer has occasion to confine a soldier for any offence, he should invariably obtain the assistance of one or more privates to conduct the offender to the guard-room, and, except under unavoidable circumstances, should himself avoid in any way coming in contact with him.

Soldiers con-
fined by
N.C.
Officers.

G.O. 43.
1887.

Except in cases of personal violence, or when on escort, or other detached duties, lance-corporals and acting bombardiers with less than four years' service will not confine private soldiers, but will report the offence to the orderly-serjeant, who will act as the circumstances of the case may require.

27. A private soldier in a state of drunkenness is, if possible, to be confined alone, until sober, in the prisoners' room or a guard-room cell, and not in the guard-room itself, where he may often be provoked to an act of violence and insubordination. Soldiers on being confined will be searched, with the object of removing knives or other weapons with which they might injure themselves. Soldiers confined for drunkenness may, when necessary, be deprived of their boots, except when the weather is cold, and they are likely to suffer in consequence; and they are to 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

For drunk-
enness.

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Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

officer is forthwith to be sent for. Soldiers suspected of being drunk are not to be put through any drill exercise or otherwise tested for the purpose of ascertaining their condition. When a soldier is charged with drunkenness, care is to be taken that he is perfectly sober before he is brought before an officer for investigation. For this purpose twenty-four hours should usually be allowed to elapse before the investigation.

Confession of desertion, or offence against enlistment.

28. When a soldier makes a confession of desertion, or of having committed some offence in relation to enlistment, and the investigation cannot immediately be completed, he need not be made a prisoner pending inquiry. But if at the time of the confession, or subsequently, he is charged with any offence, he may be confined, and the investigation and trial may proceed for that offence independently of the confession.

Bedding and exercise of prisoners.

29. Prisoners in confinement for trial by court-martial will be allowed the use of bedding up to the time of the promulgation of their sentence or of acquittal. Prisoners in confinement pending inquiry will be allowed the use of bedding if their detention exceeds two days. In severe weather prisoners may be allowed such bedding as may be necessary. Care is to be taken that prisoners detained under charge of a guard are required to take such exercise under supervision of the guard as may be deemed requisite for the preservation of their health.

Prisoners to be deprived of their caps.

30. Soldiers are to be deprived of any articles they can make use of as missiles, including their caps, during the investigation of offences alleged against them, and during their trial before any Court.

Offenders not to bear arms or do duty.

31. An offender while in arrest or confinement is not to be required to perform any military duty, other than such duties as may be necessary to relieve him from the charge of any cash, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in case of emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for his offence. An offender when in arrest or confinement is not permitted to bear arms, except by order of his Commanding Officer in case of emergency or on the line of march.

Investigation of Charges.

Rules for investigation.

32. The investigation of charges will be carried into effect in the manner prescribed in the Rules of Procedure, 1881.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

Every officer before whom a charge is investigated, and who does not dispose of it summarily, will be careful to avoid any expression of opinion as to the guilt or innocence of the person charged.

33. The charges for offences of Non-Commissioned Officers and private soldiers committed to military custody will be entered in the guard report. The charges for minor offences in respect of which soldiers have not been taken into military custody will be entered in the minor offence report (Army Form B 281). All entries against Non-Commissioned Officers in the guard report and minor offence report will be made in the orderly room, except in the case of a Non-Commissioned Officer placed under charge of a guard, when the entry in the guard report will be made by the commander of the guard. All charges against soldiers will be investigated without delay, in the presence of the prisoner. Prisoners should be disposed of daily (Sundays, Good Friday, and Christmas-day excepted), and, when practicable, in the morning before the hour of Commanding Officer's parade. Charges against private soldiers for minor offences should usually be investigated and disposed of by officers commanding troops and companies. All charges not so disposed of will be investigated by the commanding officer. The officer commanding the troop or company will attend with the company defaulter book.

Entry and investigation of charges.

34. The award of the Commanding Officer, or his decision in each case, will be entered in the guard report or minor offence report, as the case may be, and be signed by him. The award of punishment by officers commanding troops and companies will be reported to the Commanding Officer before the hour for the disposal of prisoners, and, together with any remissions or remarks which the Commanding Officer may find it necessary to make, will be entered in the minor offence report for the day, below the cases disposed of by the Commanding Officer. This report, after being signed by the Commanding Officer, will be attached to the guard report of the day. If a prisoner in the guard-room is remanded for further inquiry, his case will be brought under review daily until disposed of, and the order for remand will be entered daily in the guard report by the Commanding Officer.

Entry of award.

35. A Commanding Officer may, without reference to superior authority, dispose summarily of, or try by regimental court-martial, a charge against a soldier for an offence under the following Sections of the Army Act,

Disposal of offenders by commanding officer.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

1881 :—6, except on active service ; 8 (2) (threatening or insubordinate language only), except on active service ; 9 (2) except on active service ; 10 (except Sub-Sec. 1), 11, 14, 15, 18 (1) (3), 19, 20, 21, 22, 24, 27 (4), 33 (except cases of enlisting from Army Reserve), 34, and 40. He may also, if he sees fit, refer a charge for any such offence to superior authority with an application for a superior court. A charge for any other offence which the Commanding Officer desires to proceed with will be referred to superior authority by a letter briefly stating the circumstances of the case, and accompanied by the prisoner's company defaulter sheet ; unless the Commanding Officer is of opinion that delay is inexpedient, in which case he will dispose of it himself, immediately reporting his action and his reasons for it to the officer to whom he would otherwise have referred the case.

G.O. 42.
1887.

Dismissal of charge.

36. It should be borne in mind that, except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful if the evidence will lead to a conviction. In such a case the charge should ordinarily be dismissed, under the provisions of the Army Act, 1881, Section 46.

Liability of prisoner in respect of lapse of time.

37. Before proceeding with a case it is the duty of the Commanding Officer to ascertain that the soldier is liable to be proceeded against, having regard to the limitations of time prescribed by the Act ; and in referring to superior authority a case of desertion not on active service, or of fraudulent enlistment, he must determine and note whether the soldier is liable to trial. For the purposes of exemption from trial under Section 161, Army Act, 1881, a soldier is to be considered as having served in an exemplary manner if, at any time during his service since his fraudulent enlistment, he has had no entry in his Regimental Defaulter Sheet for a continuous period of three years.

Liability when evidence may be forthcoming in the future.

38. If, on the investigation of a charge for an offence, sufficient evidence is not forthcoming as to whether the accused has or has not committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest or confinement, and ordered to do duty without prejudice to his re-arrest at a future time when further evidence is forthcoming, and the matter can be further inquired into. If, however, the offence charged is not serious, and there is no probability

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

of sufficient evidence being obtainable within a reasonable time, the prisoner should be released and the case dismissed.

39. If when a soldier is charged with an offence, another offence, the investigation of which cannot be immediately completed or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, and the charge for the other offence will be dealt with as prescribed in paragraph 38. Disclosure of a further charge during investigation.

39A. Before proceeding with the trial by court-martial of a schoolmaster at home stations, the facts and circumstances of the case are to be reported to the Adjutant-General. At stations abroad the trial will be proceeded with, and the sentence carried into effect, under the orders of the General Officer Commanding. A report of the result of every trial of a schoolmaster, whether at home or abroad, will be made without delay to the Adjutant-General by the officer confirming the proceedings. All instances of drunkenness on the part of schoolmasters serving at home will also be reported to the Adjutant-General before the case is disposed of, and all offences of this or any other character will be entered on the back of the monthly school report in reply to query 1. Court-Martial on Schoolmasters.

40. When a soldier already under sentence of court-martial commits an offence for which it is considered necessary to arraign him before a court-martial, it is desirable that the trial should take place at once instead of being deferred until the expiration of the existing sentence. Offence committed by soldier under sentence.

41. Every commissioned officer of Her Majesty's service whose character or conduct as an officer and gentleman has been publicly impugned, must submit the case within a reasonable time to his commanding officer, or other competent military authority, for investigation. Officer's character impugned.

Summary Punishment.

110

Gen. No.

1420

42. A Commanding Officer, in dealing summarily with a case, may award a private soldier the following punishments, subject to the soldier's right of trial by court-martial instead of submitting to the award :— Summary punishments affecting pay.

(a.) Imprisonment, with or without hard labour, not exceeding seven days.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

In the case of absence without leave exceeding seven days, the imprisonment may be extended to the same number of days as the days of absence, not exceeding twenty-one days in the whole.

(b.) In the case of drunkenness, a fine not exceeding ten shillings, according to scale. The award, when prescribed by the scale, is compulsory.

(c.) In the case of absence without leave not exceeding five days, deprivation of pay for every day of absence. If the absence exceeds five days, the Commanding Officer will make no award, as in such case all ordinary pay for every day of absence is, under the provisions of the Royal Warrant for Pay, &c., forfeited without award.

(d.) Any deduction from ordinary pay allowed to be made by a Commanding Officer by Section 138, subsection 4 or 6, of the Army Act, 1881.

Minor
punish-
ment.

A Commanding Officer may also award the following minor punishments, the soldier having no right to claim trial by court-martial instead of submitting to such awards :—

112
Gen. No.
1420

(e) *Confinement in barracks* for any period not exceeding twenty-eight days, during which defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on fatigue duties to the fullest practicable extent, with a view to relieving well-conducted soldiers therefrom. Defaulters will also attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the Commanding Officer may, at his discretion, order defaulters to attend punishment drill, provided that they shall not be liable to punishment drill after the expiration of 14 days from the date of the award of confinement to barracks.

G.O. 185.
1887.

Confinement in barracks in the case of the Medical Staff Corps will not carry with it punishment drill if awarded to men actually at the time doing duty in hospital; but while men are not so employed such confinement will carry with it punishment drill.

(f) *Extra guards or piquets*; these are however never to be ordered as a punishment except for minor offences or irregularities when on, or parading for, these duties.

(g.) Privates of the Medical Staff Corps classified as 1st and 2nd class orderlies may be summarily reduced for misconduct or inefficiency from a higher to a lower class

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

by the Medical Officer in command of the detachment in which they are serving, subject to confirmation of such award by the Principal Medical Officer of the District or Command. This reduction, as well as the deprivation of Departmental Pay which may be incurred by Non-Commissioned Officers or by orderlies of any class for the day on which they are found guilty of misconduct, will not involve an entry in the defaulter books.

Any of the above punishments (*a* to *g*) may be awarded severally or conjointly, subject to the following provisions :— Provisions
to be
observed.

(1.) When imprisonment exceeding seven days is awarded for absence without leave, a minor punishment must not be given in addition to the imprisonment in respect of the offence of absence.

(2.) Any award of imprisonment, up to seven days inclusive, will be in hours ; if exceeding seven days, in days. The imprisonment will commence as prescribed by the Rules of Procedure, 1881.

(3.) When an award includes imprisonment and a minor punishment, the latter will take effect at the termination of the imprisonment awarded.

(4.) A single award of punishment, including imprisonment and confinement to barracks, will not exceed twenty-eight days.

(5.) A soldier undergoing imprisonment or confinement to barracks may, for a fresh offence, be awarded further imprisonment or a minor punishment, or both, to commence as above specified, provided that no soldier shall be imprisoned by summary award for more than seven consecutive days (except for absence without leave), and that the whole extent of consecutive punishment, including imprisonment and confinement to barracks, shall not exceed fifty-six days in the aggregate.

(6.) Defaulters are not required to undergo any portion of their punishment drill or confinement to barracks which may have lapsed by reason of their being in hospital or employed on duty.

43. Punishment drill is not to exceed one hour at a time, and is to consist of marching in quick time only and not of instruction drill. In very cold weather the double time may be used for short periods. Punishment
drill.

43A. In the cavalry and mounted corps it will be carried out in marching order (the men carrying their packed

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

valises, cloaks, and capes), and will consist of two hours drill per diem, one between 2 and 4 p.m., and one after evening stables.

43B. In the infantry and dismounted corps, it will be carried out in marching order, and will under no circumstances exceed four hours altogether in the same day.

43C. Punishment drill will not be carried out on Sundays.

43D. Punishment drill is to be carried on in the barrack yard or drill ground, and when regiments or detachments are in billets and have not such accommodation, their defaulters are not to be exposed to ridicule by being exercised in the streets, but they are to be marched out on one of the public roads for the prescribed period under charge of a non-commissioned officer.

43E. Except as provided in the case of mounted corps, punishment drill is not to be carried on after retreat unless the General Officer in command of the district or station is of opinion that, owing to climate, or the duties of particular corps, or other causes, it is expedient to do so; in which case he may sanction the drill being carried on between certain named hours.

Reprimand,
admonition,
and reversion
from acting
appoint-
ments.

44. Non-Commissioned Officers, including acting Non-Commissioned Officers, are not to be subjected to summary or minor punishments, nor to be punished by being placed at the bottom of the list of their rank, nor in any lower position therein than that they occupy, but they may be reprimanded, or severely reprimanded, by the Commanding Officer. When an offence committed by a Non-Commissioned Officer is of such a nature as to require admonition only, it should not be entered against him in the defaulter book, except in cases involving forfeiture of Pay under Royal Warrant (see Section XXII, paragraph 4d). Acting and lance Non-Commissioned Officers may be ordered by a Commanding Officer to revert to their permanent grade, but are not liable to a summary or minor punishment in addition. A private soldier may be admonished, but is not to be reprimanded.

Recording
characters
of soldiers.

45. It is important that uniformity of system should exist in the mode of estimating and recording the characters of soldiers. With this view one of the terms given in Paragraph 99, Section XIX, Part II, will invariably be employed.

Minor
offences.

46. Officers are not to introduce or adopt any system of punishment for minor offences which may be in any

G.O. 62.
1886.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

G.O. 42.
1887.

respect at variance with these regulations. The Commanding Officer will delegate to officers commanding troops, batteries, or companies, the power of awarding soldiers, for minor offences, minor punishments not exceeding seven days' confinement to barracks; but in the case of officers of less than three years' service, he may, at his option, limit their power of award to three days' confinement in barracks. In the event of any officer being so wanting in tact as to render him incapable of fairly and justly using this power, a report should be made to the Adjutant-General through the General Officer Commanding. Any award under the delegated authority of the commanding officer will be subject to any remission the commanding officer may order.

47. In dealing summarily with cases of absence without leave, a Commanding Officer will have regard to the place of the soldier's surrender or apprehension, the circumstances attending his absence, and the period subsequently passed in detention. The absence without leave will be reckoned to terminate when the soldier is taken into custody, and in awarding punishment the commanding officer should make allowance for any unusual delay in the disposal of the case.

Absence
without
leave.

48. A soldier who has committed an offence under the Army Act forfeits the whole of his pay without residue while in hospital on account of any illness certified by the proper medical officer attending on him to have been caused by such offence. An officer who has disposed of any offence on account of which the soldier is admitted into hospital will therefore at once communicate with the medical officer concerned, with a view to the latter furnishing the required certificate on Army Form O. 1795. In a similar manner, if a soldier admitted into hospital is believed to have been so admitted on account of an offence under the Army Act, the Commanding Officer will at once hold a preliminary enquiry sufficient to enable the medical officer to furnish or refuse the necessary certificate, and will then remand the case for disposal on the man's discharge from hospital.

Detention in
hospital
caused by
offences.

30
Artillery
2879

48A. Every Commanding Officer throughout the Service will issue a regimental order directing that soldiers who are, or shall at any time become, affected with venereal disease, shall report themselves sick without delay. This order will be transcribed into Part II of the Regimental Order Book; it will be read to the corps on parade on first being issued, and afterwards at intervals not exceed-

Concealment
of venereal
disease.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

ing three months, care being taken that it is specially brought to the notice of all recruits on joining the corps. The offence of concealment of venereal disease will be dealt with under Section 11, Army Act, 1881, and not under Sections 18 (3) or 40.

Report on conviction of N.C.O. by civil power.

49. When a Non-Commissioned Officer is convicted of any offence by the civil power, the case is to be reported to the General Officer Commanding, with a view to its being considered whether the offender should be reduced to the ranks by special authority of the Commander-in-Chief, if the General Officer should think it desirable in the interest of discipline to recommend such a course.

Illegal or excessive punishment.

50. A Commanding Officer is not empowered to alter the record in the defaulter book of a punishment awarded after it has been completed, but if it shall appear to the General Officer commanding that any summary or minor punishment awarded by a Commanding Officer was illegal or excessive, he may, at his discretion, within one year of the award, direct either that the award be cancelled, and the entry in the defaulter books expunged, or that the punishment be reduced.

7438
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After the expiration of one year from the date of the award, any case which the General Officer may consider deserving of consideration must be referred for the decision of the Commander-in-Chief, or, in India, of the Commander-in-Chief in India.

Drunkenness.

Drunkenness.

51. The offence of drunkenness by private soldiers will be dealt with by Commanding Officers under the 46th Section of the Army Act, 1881. In disposing of cases of drunkenness the general rules here laid down will be observed.

When trial may be ordered.

52. A private soldier is not to be tried by court-martial for an act of simple drunkenness—that is to say, an act of drunkenness committed when the soldier was not on duty, and had not been warned for duty, or which is not an aggravated offence of drunkenness within the meaning of Section 44 of the Army Act, 1881—unless four instances of drunkenness have been recorded against him in the defaulter book within the twelve months preceding the date of the offence under disposal. But if a soldier is awarded any punishment that gives him a right to be tried instead of submitting to the award, and to require to be tried, he may (subject to the right to claim a *district* court given him by Section 46 (7) of that

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

Act) be tried by any court-martial for an act of drunkenness committed under any circumstances. If the number of previous instances of drunkenness recorded against a soldier within twelve months is between four and eight, it is optional with Commanding Officers to try the case by court-martial or to dispose of it summarily; and if the number of previous instances amount to eight, the offender should, as a rule, be tried, but exception may be made to this rule at the discretion of the Commanding Officer, if within the twelve months the soldier has been guilty of an act of simple drunkenness (unaccompanied by any other offence) for which he has been tried and convicted by court-martial. The twelve months will be reckoned without any deduction on account of forfeiture of service or absence from duty. All entries of drunkenness in the defaulter book will be reckoned as instances of drunkenness, whether the offence has been disposed of summarily, or tried before a court-martial.

Reckoning previous instances.

53. With a view to prevent soldiers evading the consequences of drunkenness by absenting themselves until they can return sober, Commanding Officers, in dealing with cases of absence, will decide, from their knowledge of the individual soldier's character, and the attendant circumstances of each case, whether the absence is, or is not, to be considered as having arisen with this design. If they decide that it has so arisen their decision is to be recorded at the time in the guard report, and entered in the soldier's defaulter sheets with the letter D in the column headed "cases of drunkenness"; such entries shall be reckoned as instances of drunkenness for computing the amount of fine under paragraph 56, but not for determining liability to trial by court-martial. Convictions by courts-martial for absence without leave, or for desertion, are not to be counted as equivalent to acts of drunkenness.

When absence may be reckoned as drunkenness.

54. Drunkenness on duty includes drunkenness on parade and on the line of march, and drunkenness on the line of march includes drunkenness during the whole period of time between the date of departure and the date of arrival at destination.

Drunkenness on duty.

55. When a private soldier commits the offence of simple drunkenness in connection with a more serious offence for which he is sent to trial by court-martial, he should not be charged with the drunkenness before the court-martial, unless he is liable to trial and the Commanding Officer considers it a case which should be tried; but,

Simple drunkenness, when connected with more serious offence.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

in order to preserve a record of the drunkenness, the Commanding Officer will, when a charge of drunkenness is not preferred in such cases before the court-martial, make an entry of the offence when proved to his satisfaction, either imposing a fine, if the soldier is liable thereto, or making the following note in the punishment column :— “no punishment; awaiting trial on another charge.” If an entry of the court-martial is subsequently made, the above entry will be bracketed with it, and will not be considered as a separate entry.

Scale of
fines for
drunkenness.

56. In computing the amount of fines for drunkenness the following rules will be observed :—

I. For the first and second instances of drunkenness during a soldier's service, no fine.

II. For the third and every subsequent instance :—

(a.) If within three months of the previous instance, 7s. 6d. ;

(b.) If over three months, and within six months, 5s. ;

(c.) If over six months, and within nine months, 2s. 6d.

(d.) If over nine months, no fine.

III. Where a soldier is liable to a fine, and four preceding instances of drunkenness have been recorded against him within the previous twelve months, 2s. 6d. will be added to the fine laid down in Rule II.

IV. An act of absence without leave, marked with the letter D (as described in paragraph 53) will be reckoned as an instance of drunkenness for the purpose of computing the amount of fine for a subsequent instance of drunkenness, but a fine cannot be awarded for an instance of absence without leave.

V. The period during which a soldier is absent from his duty by reason of his imprisonment or absence without leave is not to be reckoned in the period since the last instance in computing the amount of fine.

VI. On the mobilization of the Army Reserve, or when men are permitted to be re-transferred to the Colours from the Reserve, cases of drunkenness which have been recorded against soldiers before their transfer to the Reserve will not be taken into account in computing the amount of fines for further instances of that offence after they rejoin the colours.

VII. In colonial corps the fines to be levied will be one-half the amounts above specified.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

57. In dealing with a case of simple drunkenness unconnected with another offence, confinement to barracks should only be added to a fine when the circumstances are such as to increase its gravity; and imprisonment should never be awarded for an instance of drunkenness not triable by court-martial, except where the amount of unpaid fines for drunkenness recorded against a soldier is 20s. and upwards, in which case a Commanding Officer should abstain from awarding an additional fine, and should substitute imprisonment or some other punishment which it is in his power to award.

Punishment for simple drunkenness.

58. Fines which cannot be recovered from a soldier's pay are not to be recovered from any other source while he remains in Army service. Subject to this regulation, the daily deduction on account of a fine or fines recorded against a soldier will be limited only by the provisions of the Army Act and Financial Regulations as to the residue that should be paid to him.

Recovery of fines.

59. The scale of fines is to be placed in a conspicuous position in every barrack-room (Army Form B 138). The award of a fine of less than 3s. 9d. in Colonial Corps, and of less than 7s. 6d. in all other Corps, does not entail an entry in the regimental defaulter book.

Entry in R.D.B. not entailed by fine.

105

Artillery

836.

Courts-Martial.

60. The Rules of Procedure, 1881, contain full instructions respecting the framing of charges, the duties of officers preliminary to trial, the convening of courts-martial, the forms of proceedings, the procedure during trial, and the confirmation and revision of findings and sentences; and it is by the strict observance of these rules, and the temperate and judicious exercise of the powers conferred by the Act, that the discipline and character of the Army will be maintained.

Rules of Procedure.

61. Under the Army Act, 1881, the jurisdiction of courts-martial in respect of the trial of different descriptions of offences is unrestricted, and it will be observed that, except where a particular course is prescribed by Her Majesty's Regulations, it is not imperative to try any offence by court-martial. In cases not specially provided for in these regulations, the discretion of officers competent to deal with any charge is left unfettered.

Description of court to be convened.

62. The offences for the trial of which it rests within the discretion of a Commanding Officer to convene a regimental

Power of commanding officer.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

court-martial are specified in paragraph 35, charges for other offences being, except in cases of emergency, reserved for the orders of superior authority.

Power of superior officer.

63. A superior officer to whom a case is referred may deal with it as follows :—

- (a.) He may refer the case to a superior officer ; or
- (b.) He may direct the disposal of the case summarily, or by regimental court-martial ; or
- (c.) If he has power to convene a district court-martial, he may convene a district court-martial to try it ; or
- (d.) If he has power to convene a general court-martial, he may convene either a general or district court-martial to try it.

Power to deal with grave offences.

64. An offence punishable with death or penal servitude should not be disposed of summarily, or by a regimental or district court-martial, except under the orders of an officer who has power to convene a general court-martial.

Power in case of emergency.

65. When an officer to whom a charge is submitted is of opinion that delay is inexpedient, he may dispose of the case without any reference to higher authority. In such case he must immediately report his action, and his reasons for it, to the officer to whom he would otherwise have referred the case.

Validity of unauthorized proceedings.

66. It is to be observed that if a soldier has been tried by an inferior court without the authority herein prescribed, the validity of the proceeding is not affected thereby, and the conviction, if otherwise sustainable, will hold good.

Definition of superior officer.

67. The officer referred to above as " a superior officer " is not more clearly defined, as his position and rank will depend upon the varying conditions of service at home and abroad. It rests with General Officers Commanding districts and stations to determine at their discretion to whom charges should be referred which cannot be disposed of regimentally without reference to higher authority ; and they may, if they think fit, reserve such cases, either wholly or in part, for their own consideration.

When recourse should be had to superior courts.

68. In deciding as to the description of court before which a charge for an offence shall be tried, General and other officers in superior command will bear in mind that there are few crimes which cannot effectually be dealt with by district courts-martial, the powers given to which are usually ample for the maintenance of discipline among the Non-Commissioned Officers and privates. The higher

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

tribunal of a general court-martial should therefore not be resorted to except in cases of aggravated offences for which the more severe punishment of penal servitude or death can be awarded. When an offence is so punishable, and in consequence of the state of discipline in a district, garrison, or corps, a serious example is expedient, or the offender bears a bad character, and severe punishment is required, a general court-martial may properly be held. On the other hand, if the offender bears a good character, or is a young soldier, and has acted presumably in ignorance of the serious obligations of discipline, or if the offence has been committed for the first time, or without premeditation, or under provocation, the lower tribunal of a regimental court-martial may be sufficient to check crime, and bring the offender to a due sense of his fault.

70. As the acts detailed in Section 32 of the Army Act, 1881, have been created offences, partly by the Army Discipline and Regulation Act, 1879, and partly by the Army Act, 1881, care must be taken that any offence charged under this Section was an offence at the time of the man's enlistment, that is to say, that the act of enlistment took place after the Act creating the offence had come into force, otherwise the offence should be charged simply as a false answer as described in Section 33, Army Act, 1881.

Offences
against
enlistment.

71. When soldiers are tried for offences in relation to enlistment, the particulars of their character and of former convictions when serving under previous attestations should be obtained, both for the information of the convening officer and for the purpose of being given in evidence before the court-martial. Civil convictions for offences while in a state of absence or desertion should be given in evidence. When inquiry has been made on Army Form B 123, this document should, if not handed in by the prosecutor in ordinary course of trial, invariably be attached to the summary of evidence for record with the proceedings. Trial should not be unduly delayed if difficulty occurs in procuring documents in relation to any previous service which can be dispensed with. As the previous characters, and convictions or offences, if any, of a man who is tried for illegally enlisting will thus be considered by the court which tries him, they will not be further recorded against him if he be held to serve on his last attestation.

Previous
character of
soldiers to be
produced at
trial.

72. In the case of offences against superiors, the principle should be acted upon that an offence having relation to the office held by the superior is of greater

Offences
against
superiors.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

gravity than an offence against the individual apart from the duties of his office ; also that in ordinary circumstances, and especially in the more trivial classes of this offence, the lower the rank of the superior officer against whom the offence is committed, and consequently the less the distance by which he is separated from the position or rank of the offender, the less will be the gravity of the offence.

Crime of theft.

73. The crime of theft from a comrade should, as a general rule, unless there are peculiarly complicated circumstances in connection with the case, be dealt with by court-martial in preference to being tried by the civil power. If the act of the prisoner discloses a felonious or fraudulent intention, he should, when the case is dealt with by court-martial, be tried under Section 18 (Sub-section 4) of the Army Act of 1881 ; if the prisoner's act does not disclose a felonious or fraudulent intention, the charge should be laid under Section 40.

Charges against pay serjeants.

73A. When a pay serjeant is unable to account satisfactorily for money entrusted to him for the public service, and it is proposed to try him by Court-Martial for an offence involving fraud, under Section 17 or Section 18 of the Army Act, if there is any reasonable ground for believing that the deficiency may have been the result of negligence only, an alternative charge under Section 40 of the Army Act, should be added to the charge sheet, the particulars of which should contain the allegation that he so negligently performed his duties as to cause a loss to the public of the sum unaccounted for.

District court-martial.

74. When an officer of the rank of captain is not available as president of a district court-martial, the power of convening the court should not be exercised except when such a course is absolutely necessary, and when the case cannot conveniently be referred to an officer holding a superior command.

Regimental court-martial.

75. The proper authority to convene a regimental court-martial is the Commanding Officer of the person charged, and although an officer who is authorized to convene a general or a district court-martial, or an officer in command of a mixed force, has this power, he should, when he orders a case to be disposed of by regimental court-martial, direct the Commanding Officer to convene the court instead of convening it himself, unless the Commanding Officer is unable to form an adequate court from the officers under his command.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

76. A charge against a Non-Commissioned Officer absenting himself from his post without authority when on gate-duty, or other similar duty, should be made under Section 6 (b) of the Army Act, 1881. Offence of N.C.O. quitting his post.

77. In framing charges for offences of soldiers employed in taking care of horses and stables, it will be borne in mind that the Sections of the Act referring to sentries are not to be applied to "stablemen," which expression applies only when the orders regarding the posting and relief of sentries are not strictly carried out; but when a soldier of a stable guard or piquet is posted over horses or otherwise as a sentry, and is regularly relieved as such, he is to be regarded while on his post in every respect as a sentry, notwithstanding that he may have been posted without arms. Offences of stableman and stable sentry.

78. When a soldier is to be tried by court-martial for an offence under Section 13 or 32 of the Army Act, and the evidence appears to disclose that by committing such offence he has obtained a free kit to which he was not entitled, the words "thereby obtaining a free kit, value . . ." should be added to the particulars of the charge, the value so stated being assessed according to paragraph 308 of the "Clothing Regulations," 1887. If the soldier is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, should invariably award a sentence of stoppages for the value thereof as stated in the charge. Court-martial stoppages.

79. The application of Section 24 of the Army Act is strictly limited to offences relating to articles of the several kinds therein specified; charges for offences relating to other articles, such as rations, barrack bedding, and utensils, &c., must therefore be framed either under Section 18, Section 40, or some other section applicable to the particular case. In framing charges under Section 24 the following rule will be observed:— Framing charges under Section 24.

In the absence of evidence of some positive act of pawning or selling arms, equipment, clothing, &c., a charge of making away with cannot be sustained, and should not be preferred. When, therefore, articles of this description are found to be deficient through the culpability of a soldier under the above conditions, it will be sufficient to prefer a charge under Sub-Section (2).

80. The value of any article in respect of which it is desired that the court shall sentence the offender to stoppages should be stated in the "particulars" of the Value to be stated on charge.

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108

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363

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

charge. This, in the case of kit, applies only to articles of Government property the value of which has to be made good to the public. Except as provided in paragraph 78, it will be unnecessary to give the values of regimental necessaries that are the property of the soldier, the specification of which is required only to acquaint the soldier with the particular articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiency of necessaries which may exist at any time has to be made good by the soldier as a matter of account between him and his captain (subject to his right of complaint under Section 43 of the Army Act, 1881), and no sentence of a court-martial is required to effect this.

To be the actual values.

81. The values of articles of Government property stated in the particulars of a charge are to be the actual values whenever such actual values can be accurately determined according to regulation. When this computation cannot be effected, and values in excess of the sum subsequently found to be required to make good the expenses, loss, damage, or destruction are necessarily stated in the charge, and corresponding deductions have been included in the sentence of the court, regard must be had to proviso (b) of Section 138 of the Army Act, 1881, in making the deductions from the soldier's pay.

Necessaries.

82. It follows that, in respect of regimental necessaries the values of which are not stated in a charge, a court-martial will not award stoppages in their sentence; and, generally, that when values are not attached to any articles in a charge, all reference to such articles will be omitted in the sentence.

83. Rule (24) of the First Appendix to the Rules of Procedure, 1881 (Forms of Charges) must be read in connection with this order, which is based on the principle that the deficiency of regimental necessaries which are a soldier's property causes no loss to any one but the soldier, and that although he is properly chargeable before a court-martial with making away with them, or losing them by neglect (as the case may be), and is liable to punishment for a breach of discipline, no stoppages are in in such case required.

Examination of charges.

84. All charges preferred against an officer or soldier, and the circumstances on which they are founded, are to be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficiently conclusive to justify

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

the arraignment of the accused before a court-martial. The officer ordering trial should be careful to avoid any expression of opinion as to the guilt or innocence of the prisoner.

85. When a soldier is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in paragraph 55. As a rule a charge should not be brought to trial as an addition to a serious charge if it would not otherwise have been tried by court-martial.

In trials by court-martial minor offences may be dropped.

86. General and other Officers Commanding at stations abroad are not to send home officers or soldiers with charges for offences pending against them except in cases of the most urgent and unavoidable necessity, as it is essential for the due administration of justice that when charges are preferred they should be thoroughly investigated and determined on the spot without unnecessary delay.

Charges to be determined on the spot.

87. If, in the opinion of a General Officer Commanding a district or station, a court-martial would more conveniently be held at a place other than that where the prisoner is serving, he may cause the court to be convened at any such place within his command. If a change is desired to any other place, application will be made to headquarters, with an explanation of the reasons for desiring the change. A saving of expense owing to transit of witnesses or members of the court would be a sufficient reason, but no change of place is to be made where it would appear that the prisoner is likely to be prejudiced in his defence by the change. When the case is tried in another command, the court will be convened under the orders and on the responsibility of the General Officer to whose command the prisoner is removed.

Removal of prisoners for trial.

88. When an officer or soldier is required as a witness before a court-martial, and is not serving in the district in which the court is to be held, application is to be made to the General Officer Commanding the district in which the witness is serving for the attendance of such soldier, and the probable day of the assembly of the court should be stated in such application. In the case of a witness being required in the United Kingdom from the Royal Navy or Royal Marines, application should be made to the Adjutant-General, who will communicate with the Admiralty on the subject.

Military witnesses from distant stations.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

Duties devolving on members.

89. The duties devolving upon members of courts-martial are of the most grave and important nature, and in order to discharge them with justice and propriety, it is incumbent upon all officers to apply themselves diligently to the acquirement of a competent knowledge of military law, and the practice of courts-martial.

Officers on joining to attend trials.

90. With this object in view, officers will be required on their entrance into the army to attend for instruction the proceedings of all regimental courts-martial, and such general and district courts-martial as the Officer Commanding at the station may direct, for at least six months from the date of their joining; and they are not to be nominated members of courts-martial, even if legally qualified to sit, until their Commanding Officer shall deem them perfectly competent to perform so important a duty.

Appointment of prosecutor.

91. No officer should be appointed as prosecutor to a court-martial who is not fully competent to conduct the proceedings, and in difficult cases the convening officer will select an officer specially qualified to perform this duty. If no such officer is available in his command, he should apply as soon as possible to superior authority for the services of one.

Duties of prosecutor.

92. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the prisoner is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the prisoner. Drunkenness is no excuse for the commission of a crime, but if the charges against a soldier do not allege drunkenness, and he was drunk at the time he committed an offence with which he is charged, the prosecutor should bring out this fact in evidence.

Number of members to be detailed.

93. In the case of a general court-martial, when a trial is likely to be prolonged it will usually be found expedient to form the court of a larger number than the legal minimum, and two or four additional members should be detailed according to circumstances. Waiting members should also be detailed to meet the case of reduction by challenge. For district and regimental courts-martial the legal minimum will ordinarily be sufficient; but if necessary a larger number may be detailed, and waiting members provided.

Prescribed form of order used.

94. Where the composition of a court-martial differs from the normal rule, in respect either of the description or of the rank of the officers ordered to form the court, or

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

on account of the suspension of the operation of a rule, care must be taken to adhere strictly to the prescribed form of the order convening the court, as the legality of the trial may greatly depend on the correct wording of the order.

95. In addition to the restrictions in the rank of officers appointed to serve on courts-martial which are prescribed by the Army Act, 1881, and the Rules of Procedure, the following rules will be observed :—

Rank of members.

- (a.) Whenever a General Officer or a colonel is available to sit as president of a general court-martial, an officer of inferior rank is not to be appointed.
- (b.) When the Commanding Officer of a corps is to be tried, as many members as possible are to be officers who have held or are holding commands equivalent to that held by the prisoner.

96. The hours during which courts-martial are ordinarily to sit at the various stations beyond the seas will be regulated by General officers commanding. In the United Kingdom a court may be assembled at any convenient hour between the legal limits, but courts will usually be held between 10 A.M. and 4 P.M., or 11 A.M. and 5 P.M. A court-martial should not ordinarily be required to sit for more than six, or at the most eight, hours during one day.

Hours of sitting to be regulated.

97. Prisoners ordered for trial are to be examined by a medical officer on the morning of each day the court is ordered to sit, and Commanding Officers will be held responsible that no prisoner is brought before a court-martial if in the opinion of the medical officer he is unfit to undergo his trial. Prisoners brought before a court-martial will be attended by an officer or non-commissioned officer having them in custody, or by an escort. The officer or non-commissioned officer in charge will be responsible for their safe conduct, but will obey the directions of the court while the prisoner is in court. Prisoners will not be handcuffed, unless this is absolutely necessary for the purpose of preventing their escape or rescue, or of restraining their violent conduct.

Prisoners.

98. When an original document is furnished to the prosecutor to be produced in evidence before a court-martial, it will rarely be indispensable to annex the original to the proceedings. When the original is required for record, a certified copy should be made and produced to the court, together with the original, and the latter, when done with, will be returned to the proper custodian of it.

Certified copies of original documents to be annexed to proceedings.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

Recovery of documents. 98A. When an attestation or other document has not been returned within a reasonable time, the proper custodian of that document will be held responsible for its recovery.

Sentences of courts-martial. 99. A court-martial in passing sentence will have regard primarily to the nature and degree of the offence and the previous character of the prisoner as proved in evidence, and all convictions for offences committed by a soldier, whether by courts-martial or civil courts, since his first enlistment, including any time passed in a state of desertion, may be given in evidence against him. The court will further consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment they will keep in view the locality and climate in which the prisoner has to suffer. In ordinary circumstances and for a first offence a sentence should be light, and it should be remembered that, except with hardened offenders, short sentences are likely to be as effective as long ones. Sentences must vary according to the requirements of discipline, and no precise rule can be laid down; but in the absence of a previous conviction, or of aggravating circumstances, or of antecedents appearing to require a severe lesson, or of an unusual prevalence in the regiment or garrison of the species of crime forming the subject of the charge, the limit of the imprisonment awarded should not, for the following offences, exceed from 28 to 56 days, according to circumstances:—

- (a) Leaving guard or post.
 Offence of sentries.
 Insubordinate or threatening language.
 Disobedience not of a grave nature.
 Resisting escort, not involving an attempt at serious injury.
 Breaking out of barracks.
 Neglect of orders.
 Absence.
 Failing to appear at parade.
 Being out of bounds.
 Drunkenness.
 Release of prisoner or allowing prisoner to escape (not wilfully).
 Escaping from custody.
 Loss of kit, &c.
 Irregularity or omission in regard to returns (not fraudulent).

G.O. 42.
1887.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

Minor contempt of Court-Martial.

False answer on attestation.

Conduct to prejudice, &c.

An addition of from 7 to 28 days may appropriately be made in the case of each previous conviction or of any circumstances that aggravate the gravity of the offence.

A punishment not exceeding from three to six months ought, as a rule, to suffice for the above offences—even when more than once repeated or when committed under circumstances that aggravate the gravity of the offence—or for the offences of—

(b) Striking a superior officer.

Disobeying a lawful command (graver cases).

Desertion.

Fraudulent enlistment.

False evidence.

False accusations.

Ordinary theft.

Frauds.

A sentence of imprisonment exceeding six months should be reserved for an officer under Section 32 of the Army Act, or for the offences enumerated under (b), when attended with circumstances which add to their gravity, or with several previous convictions. A sentence that amounts to or exceeds one year's imprisonment should be imposed only in cases of disgraceful conduct of an unnatural kind, gross violence to superiors, repeated desertion, or fraudulent enlistment, or in cases of persistent offenders whom ordinary punishment has not had the effect of restraining from serious crime. In this last class of cases an additional sentence of discharge with ignominy is, as a rule, advisable.

When a prisoner is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.

100. When a court-martial passes sentence on a soldier already under sentence of imprisonment, or on a soldier tried at the expiration of a term of imprisonment for an offence committed or discovered during its continuance, regard must be had to the provisions of Section 68 of the Army Act, and special care should be taken that the limit of two consecutive years of imprisonment, including the term already undergone, shall under no circumstances be exceeded. If the prisoner's offence is of so serious a nature as to require a longer punishment than can be inflicted

Cumulative sentences.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

under this rule, penal servitude, when applicable, should be awarded in lieu of imprisonment.

Rules in awarding imprisonment.

101. Courts-martial in framing sentences will observe the following rules:—

I. Terms of imprisonment not amounting to six calendar months will be awarded in days.

II. Terms of imprisonment of one year and two years will be awarded in years.

III. Other terms of imprisonment will be awarded in calendar months, or, if required, in calendar months and days.

Order as to stolen money.

102. When a soldier has been convicted by court-martial of theft, embezzlement, or receiving with guilty knowledge, the Army Act, 1881, Section 75, provides for the restitution of the stolen property in certain cases. If the prisoner has been sentenced to be placed under stoppages in respect of the property stolen, or unlawfully obtained, and any sum of money which may have been found upon him has been appropriated to the above use, the prisoner should be placed under stoppages for the balance only of the stoppage awarded by the court. In cases where the theft has been coupled with desertion a reference is to be made for the decision of the Secretary of State for War.

Special provisions respecting sentences of imprisonment abroad.

103. Whenever for special reasons it is considered improper that a person under trial should be sent to the United Kingdom for punishment, the attention of the court should, if necessary, be drawn before sentence is passed to Section 131 (2) of the Army Act, 1881. Confirming officers will also observe their powers in this respect. Particular attention must be paid by General Officers to the declaration of the Secretary of State, published in Clause 256, Army Circulars, 1881.* When a sentence of imprisonment exceeding twelve months is passed on a person not included in the declaration of the Secretary of State, care is to be taken that before such sentence is inflicted out of the United Kingdom the necessary order has been made either by the court which tried the prisoner, or by the confirming officer or other authority mentioned in the Act.

Confirming officer to regulate punishment.

104. It is the province of a confirming officer, by a proper exercise of his powers of commutation or mitigation, where necessary, to regulate the amount of punishment awarded by courts-martial in his command, and to take care that no sentence is heavier than the interests of

* See note to Section 131 (2) of the Army Act, 1881, in the "Manual of Military Law."

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

discipline and the merits of the particular case require, and that the findings and sentences are legal.

105. A confirming officer, when the proceedings require confirmation, will record such remarks as may seem to him fit on any matter connected with the trial, and may direct his observations to be promulgated, either with the proceedings, or as he may think most desirable. When, however, he finds it necessary to comment on the inadequacy of a sentence, his remarks are not to form part of the minute of confirmation, or to be attached to the proceedings, but will either be communicated in a separate minute to the members of the court, or, in exceptional cases, where in the interests of discipline a more public instruction is required, will be made known by publication in the orders of the command.

Remarks and promulgation.

106. If an officer who would have confirmed the finding and sentence of a court had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the prisoner has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of superior authority. In the case of a regimental court-martial the report will be made to the General Officer Commanding the district or station, who will give such orders as may be necessary; in the case of a general or district court-martial, the matter will be referred to the Adjutant-General for the consideration of the Commander-in-Chief, or in India to the Commander-in-Chief in India or of a presidency.

Remarks in cases of acquittal.

107. If it appears to a confirming officer that the proceedings of a court-martial are illegal, and he has not confirmed the finding and sentence, he will withhold his confirmation; if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt on the subject, he may refer the case for the opinion of superior authority. If the proceedings can be legally sustained, but an irregularity has occurred, the conviction may be allowed to take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the prisoner. The same rule will apply when the proceedings of a court-martial, after confirmation has been given, come under the review of any other authority competent to deal with the case. Except as above provided, when a soldier has been tried and sentenced by court-martial, and the proceedings have been confirmed, but the sentence

To withhold confirmation from illegal proceedings.

Cases of irregularity only.

Defects discovered after confirmation.

Effect of remission of

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

entire sentence.

has been wholly remitted, the remission does not include any penalty or forfeiture consequent on the *conviction*.

Transmission of proceedings of general courts-martial for confirmation.

108. The proceedings of a general court-martial are to be transmitted by the Judge Advocate, if the trial was held in the United Kingdom, to the Judge Advocate-General: if held elsewhere, to the General or other officer having power to confirm the findings and sentences of general courts-martial, who if from any cause he has no power to confirm the finding and sentence of that particular court-martial, will forward the same to the Judge Advocate-General in London for confirmation by Her Majesty.

Promulgation of courts-martial.

109. The proceedings of courts-martial, including the charge, finding, sentence, and confirmation, will be promulgated whenever practicable by being read out on parade, or in such other manner as may be directed for the particular occasion; in all cases, however, the promulgation must include the communication of the foregoing particulars to the prisoner. The date of promulgation will, when practicable, be recorded upon the proceedings, and, in cases where confirmation is given by Her Majesty, the date will be reported to the Adjutant-General.

Covering letters.

110. All proceedings of courts-martial, whether transmitted before or after promulgation, are to be accompanied by a covering letter specifying the nature of the contents.

Disposal of proceedings after promulgation.

111. The proceedings of a district court-martial will, when promulgated, be returned to the Assistant Adjutant-General of the district (or staff officer of the station), who will make any necessary communication respecting them to the President and Judge Advocate (if any) for their information. The General Officer Commanding will then transmit them to the Judge Advocate-General without delay. The proceedings of general courts-martial confirmed abroad will likewise be transmitted to the Judge Advocate-General as soon as possible after promulgation. The proceedings of a regimental court-martial, after the requisite entry has been made in the regimental books, and after they have been laid before the Inspecting General officer at the next annual inspection, are to be forwarded to the regimental depôt, there to be preserved for the time required by law.

Delay in transmission to be reported.

112. When the proceedings of a general or district court-martial are not forwarded to the Judge Advocate-General within three days after promulgation at home, or by the next mail abroad, they should be accompanied by an explanation of the cause of the delay.

7700
Stores.
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Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

If, when the court-martial returns are forwarded to headquarters, the proceedings of any district court-martial included in them have not been forwarded to the Judge Advocate-General, a report of the cause of delay is to be annexed, and a note of the non-transmission recorded in the margin of the return. If the proceedings have not been forwarded when the court-martial returns of the following month are transmitted, a special report of the cause of delay is to be made for the information of the Commander-in-Chief.

113. The liability to general service to which a soldier may be subjected under Section 83 (7) of the Army Act, 1881, will be ordered only by one of the authorities named in Section 73 of the Act. An order passed under Section 83 (7) on any soldier will be entered in the soldier's record of service, the authority being quoted in the entry. It will rarely be necessary to exercise this power out of the United Kingdom, the object of the enactment being to remove from the temptations of home service men who may prove to be good and useful soldiers abroad.

Liability to general service.

114. Returns of soldiers in the United Kingdom (not including those ordered to be discharged) who come under the terms of this provision, and are still undergoing sentences of imprisonment, will be furnished monthly to the Adjutant-General, through General Officers Commanding districts, from the 1st August to the 1st March, inclusive, on Army Form B 283. When a man's name is entered for the first time in this return, a copy of his troop or company defaulter sheet will be annexed; in subsequent returns the date of the transmission of the copy of the defaulter sheet will be noted against the name.

Returns of prisoners liable to general service.

G.O. 120,
1887.

115. The rules for holding summary courts-martial on active service are contained in the Rules of Procedure, 1881. They are also issued in the form of a handbook. Supplies of this book, together with forms for the assembly and proceedings of a summary court-martial (Army Form A 41), are issued to troops on active service.

Summary courts-martial.

116. Provost-marshals will be appointed to the forces abroad when occasion requires, in accordance with such regulations as may be issued to meet the circumstances of the case. A provost-marshal will be a commissioned officer, and the principal provost-marshal of a force on active service in the field should, if possible, be a field officer. The assistant provost-marshals will be selected officers or non-commissioned officers.

Provost-marshal.

117. Provost-marshals may be employed in the execu- Duties.

Discipline.

ADMINISTRATION OF DISCIPLINE—continued.

tion of sentences of courts-martial in general, and when on active service they have important duties to perform in connection with the maintenance of good order in the force. Instructions relating to any special duties they may be required to perform will be issued by the General Officer in command of the force.

III.—COURTS OF INQUIRY, COMMITTEES, AND BOARDS.

Power of commanding officers to assemble.

118. A Court of Inquiry may be assembled by any officer in command to assist him in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed; and it may be required to give an opinion on any point not involving the conduct of any officer or soldier. A Court of Inquiry may consist of any number of members, its composition being determined by the convening officer according to the circumstances under which they are assembled. Three members, the senior acting as president, will in ordinary cases be found sufficient. The regulations for Courts of Inquiry are contained in the Rules of Procedure, 1881.

Composition.

President.

119. Officers who are not empowered to exercise military command outside the special branch or department of the army in which they are serving, are not entitled, by virtue of any rank they may hold, to the presidency of Courts of Inquiry, Committees, or Boards, except such as are composed exclusively of officers over whom they exercise military command.

Departmental officer at.

120. When the assistance of a departmental officer is required for a Court of Inquiry, Committee, or Board, and the rank of such officer corresponds to a rank superior to that of the officer who has been appointed president of the same, the departmental officer should not be detailed as a member, but should be directed to attend at the inquiry to furnish a report in writing, or to give evidence in person as a witness if required to do so by the president.

Court of Inquiry to determine illegal absence.

121. A Court of Inquiry under Section 72 of the Army Act, 1881, for the purpose of determining the illegal absence of a soldier, will be held in all cases at the expiration of twenty-one days from the date of absence, or as soon thereafter as practicable, unless the soldier, although still illegally absent, has been taken into custody. Before declaring the deficiency of any arms, &c., the court will satisfy itself by evidence that the absentee was, within a reasonable period of the date of absenting himself, in possession of the articles it declares to be

Discipline.

COURTS OF INQUIRY, COMMITTEES, AND BOARDS—contd.

deficient. The court will record the values of the unexpired wear of all articles of government property found to be deficient in the kit of the absent soldier. A Court of Inquiry is not to be held on a man of the Army Reserve, unless he was subject to military law, as described in Section 176 (5) of the Act, at the time of the commission of his offence.

122. In every case of a soldier, whether on or off duty, becoming maimed, mutilated, or injured, except by wounds received in action, a Court of Inquiry will be assembled to investigate the circumstances. The court will not give any opinion, but the soldier's Commanding Officer will formally record his opinion on the evidence. The proceedings will then be sent to the General Officer Commanding for confirmation, and afterwards passed to the Medical Officer, to note in the column of remarks in the man's medical history sheet (Army Form B 178), the fact that the Court has been held, and the opinion as to the effect of the injury on the man's service. Finally, the proceedings will be attached to the man's original attestation, a copy being attached to the duplicate.

Court of Inquiry to investigate causes of injuries

123. A Court of Inquiry is to be held on every returned prisoner of war, to investigate the circumstances under which he was taken prisoner (see also Part II, Section IV, paragraph 18).

Court of Inquiry on prisoners of war.

124. Committees and Boards differ only from Courts of Inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for Courts of Inquiry, but are in no way bound by them.

Committees and Boards.

125. All proceedings of Courts of Inquiry, Committees, and Boards, for which special printed forms are not provided, are to be written on Army Form A 2.

Form of proceedings.

IV.—DESSERTION AND OFFENCES AGAINST ENLISTMENT.

126. With a view to the detection and apprehension of deserters and absentees without leave, Commanding Officers at home and abroad are to transmit to the Editor of the "Police Gazette," Great Scotland Yard, London, S.W., a descriptive report of every deserter or absentee without leave, on Army Form B 124, giving particulars of the man's height, age, &c., at the time of his absenting himself, and the fullest information possible, in order that the same may be inserted in the "Police Gazette," which paper is sent to the headquarters of every regiment and

Descriptive reports of deserters.

Discipline.

DESERTION, &c.—continued.

depôt at home, free of expense. When there is good ground for supposing an absentee to have deserted, the report should be rendered within 24 hours after his absence has been discovered; but in no case should it be delayed beyond five days. Up to 21 days the man should not be returned as a deserter, unless there is ground for supposing that he has deserted. After 21 days, all absentees without leave should, pending investigation, be considered as deserters. In the case of recruits who absent themselves *en route* to join, a note should be made of this fact on the report. The reports transmitted to the Editor of the "Police Gazette" should be franked by the Commanding or other Officer, in the left-hand corner of the address, in order that they may be delivered free.

Duplicate reports.

127. A duplicate of the report is also to be transmitted to the police of the locality in which the offence has taken place, and to the churchwardens of the parish to which the deserter or absentee without leave belongs; and in order further to facilitate the apprehension of deserters and absentees without leave, similar reports should be sent to the police of the place to which it is supposed the man may have proceeded, and elsewhere, as commanding officers may consider it desirable.

Disposal of persons not serving as soldiers apprehended or surrendering as deserters.

128. When a person not serving as a soldier is apprehended on suspicion of being a deserter from the Army—in pursuance either of information laid against him, or of his own confession—he is to be proceeded against in accordance with the provisions of the 154th Section of the Army Act, 1881. If, however, a deserter surrenders himself to any portion of his own corps, and evidence as to identification is immediately available, he may be at once taken into military custody, and the commanding officer is forthwith to report such surrender to the Adjutant-General, or at stations abroad to the General Officer Commanding, and to proceed against the man according to the degree of his offence. If a man in the uniform of a soldier of the regular forces surrenders himself at a military station as a deserter or absentee without leave from his corps, and there is ground for supposing that his confession is true, he may, if the officer in command thinks proper, be detained in military custody pending inquiry as to the truth or falsehood of his confessions, a written confession being obtained from the man. If the confession is true, he will be removed under an escort to be despatched by his corps, or, if an absentee without leave, he may, on the authority of the Commanding

Discipline.

DESERTION, &c.—continued.

Officer of his corps, be provided with a warrant and despatched to his corps without escort. If the confession is false, he may be proceeded against before the civil power under Section 152 of the Army Act, 1881. If there is not ground for supposing that a person so surrendering himself is a deserter or absentee without leave, he will be at once handed over to the civil power. In no other cases than those mentioned in this paragraph, is a person not serving as a soldier to be taken into military custody—except for the purpose of being brought forthwith before a court of summary jurisdiction—until he has been duly committed by a magistrate and delivered into military custody.

129. In reporting upon the case of a person committed by the civil power as a deserter from a regiment, the Commanding Officer will furnish replies to the following questions :—Does the man appear to be illegally absent? Do you consider a reward due for his apprehension? Has he rejoined? On what date did the escort proceed? This information will be called for from regiments in the United Kingdom by a memorandum from the Adjutant-General to whom the reply is to be sent *direct*. At stations abroad General Officers Commanding will, on receipt of the form of commitment from the magistrate, call for such information as they may require for the disposal of the case; but to avoid delay, Commanding Officers, when notice of the commitment is received by them direct, may at once report to the General Officer Commanding. The procedure to be observed by a Commanding Officer in the case of a suspected deserter from his corps being remanded or committed by the civil power, is detailed in paragraphs 144 to 148.

Regimental reports on committed deserters, and procedure.

130. When a committed deserter is not claimed for service as a soldier, a protecting certificate (Army Form B 129) will be issued by the Adjutant-General, or at stations abroad by the General Officer Commanding, subject to the discretion allowed by paragraph 131.

Use of protecting certificate.

131. At stations abroad when there is no doubt as to the identity of the prisoner, the soldier should be removed as soon as possible to his corps, if serving at the station, and there dealt with for his offence; but if, where a convicted deserter has been committed on his own confession, the confession is false, and evidence to prove the falsity is available, he should not be removed from prison, but be proceeded against under Section 152 of the Army Act, 1881. Where the confession appears to be true, but no

Special instructions for disposal of deserters at stations abroad.

Discipline.

DESERTION, &c.—continued.

sufficient evidence is immediately available, the General Officer Commanding may, at his discretion, (1) order the man to serve as a soldier with some corps at the station, until evidence can be obtained; or (2) send him to his corps as a prisoner; or (3) if the person is unfit for service as a soldier, or for any other cause it is undesirable to retain him as a soldier, furnish him with a protecting certificate (Army Form B 129), and discharge him from custody. But in this case the decision must be arrived at either before the person committed is taken over into military custody, or at the latest before he performs military duty as a soldier. A medical examination should therefore, when possible, be made before receiving over the prisoner, in order that the officer in command may be fully informed of the case.

Committed
deserters not
taken over.

132. If a soldier committed as a deserter at a station abroad cannot conveniently be taken over into military custody by reason of the distance of the place of committal from a military station, or when the committal has been ordered on the soldier's confession by reason of the delay that must necessarily take place in procuring evidence of the truth or falsehood of the confession, the General Officer Commanding may take steps to cause him to be discharged from custody without a protecting certificate, and consequently without prejudice to his subsequent apprehension.

Soldiers
discovered
whilst serving
to be
deserters
or to have
improperly
re-entered
the army.

133. When a soldier, while serving, is discovered, either by his own confession or otherwise, to have entered the Army while belonging to or after having been discharged from Her Majesty's service, under the circumstances hereinafter described, the Officer Commanding the corps in which the soldier is serving will, after recording, in Army Form B 123, the prescribed particulars of his present service, forward such Form (with a view to the details of his former service and names of witnesses as to identification being obtained) in the following manner:—

Cavalry and
Infantry.

If the former service was—

(a.) In the Cavalry or Infantry, to the officer commanding the corps or dépôt.

B.A., R.E.,
M.S.C., and
Army Service
Corps.

(b.) In the Royal Artillery, Royal Engineers, or Medical Staff Corps, to the Adjutant-General; in the Army Service Corps, to the Assistant Adjutant-General, Army Service Corps, Woolwich.

Discipline.

DESERTION, &c.—continued.

- (c.) In any other portion of Her Majesty's Regular Forces, including the Royal Marines (Her Majesty's Indian Forces excepted); in the Royal Navy; or in the Royal Naval Reserve, to the Adjutant-General of the Forces, who will obtain the necessary information and issue such instructions as may be required. Other Regular Forces.
- (d.) In Her Majesty's Indian Forces, to the proper authority in India. Indian Forces.
- (e.) If the soldier had passed into the Army Reserve, to the officer who was charged with his payment; or, if that is unknown, as in (a), (b), or (c). Army Reserve.

An officer receiving Army Form B 123, after filling in the required particulars and adding any observations he may desire to make, will sign the form and return it to the officer from whom he received it. Completion of return.

135. The Officer Commanding the soldier's present corps, on completion of the necessary evidence, will deal with the case as follows :— Submission for decision if formerly belonging to the Regular Forces.

- (1.) If at the time of his enlistment the soldier belonged to the Regular Forces (except Royal Marines)—

At home stations, the General Officer Commanding will dispose of the case, deciding in which corps the man shall serve, unless it is evident that he has fraudulently enlisted into another branch of the service with the intention of evading service abroad, or a particular duty, in which case he will be relegated to his former corps.

At stations abroad, when both corps, or portions of both corps, are serving in the same command, the General Officer will use his discretion as to the corps in which the soldier is to serve. If no portion of the former corps is serving at the station, the soldier will be retained in his present corps.

The considerations to which regard should be given by General Officers Commanding, in deciding each case, are—
Character and length of service in former and in present corps.

The requirements as regards recruits in the different arms.

The special requirements as regards training in the different arms, departments, and corps.

Whether desertion from a particular corps requires to be checked by relegating men who illegally absent themselves from that corps.

- (2.) If the soldier belonged to the Royal Navy, Royal Marines, or Royal Naval Reserve, he will, in all cases, Navy and Marines.

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Discipline.

DESERTION, &c.—continued.

be retained for service in his present corps, unless orders to the contrary have been received from the Adjutant-General.

- Army Reserve.** (3.) If the soldier belonged to the Army Reserve—
At home stations the General Officer Commanding will dispose of the case on its merits. If a Court-Martial is ordered, the case will be dealt with under Section 33, not under Section 13, of the Army Act. Should it appear that the soldier has obtained reserve pay since his re-enlistment, he should be charged with the offence under Section 18 (5) of the Army Act, at the same time that he is dealt with for false answer on attestation. Whether punished or not, the man will be relegated to the Army Reserve, unless the General Officer recommends his being held to Army service on his last attestation, when reference will be made to head-quarters for the decision of the Commander-in-Chief. G.O. 42.
1887.
- If still receiving Reserve pay. G.O. 114.
1886.
- At stations abroad, after disposing of the case on its merits, the General Officer Commanding will, in all cases, direct the man to be retained for service in his present corps on his last attestation. G.O. 42.
1887.
- Report to officer paying Reserve.** In all cases, both at home and abroad, a report of the disposal of the case, giving full particulars of the class and section to which the man belonged, the regiment in which he served before transfer to the Reserve, the date of re-entry into the service, and the date of his being relegated to the Reserve, or held to Army service, will be made by the Commanding Officer of the corps in which the man has been serving, to the officer who was charged with his payment when in the Reserve. G.O. 42.
1887.
- To the prison.** When a man of the Army Reserve is sentenced to imprisonment, and at the expiration of the sentence is to be relegated to the Reserve, the Commanding Officer will inform the governor of the prison to which he is committed of the regiment in which he served previous to transfer to the Reserve, and the pension district from which he deserted.
- Relegation to the Reserve.** Relegation to the Reserve will take effect from the date of committal, if the man is tried and imprisoned, and if otherwise, from the date of the General Officer's order disposing of the case. G.O. 42.
1887.
- Militia.** (4.) If the soldier belonged to the Militia, and the Officer Commanding the Militia regiment has furnished the prescribed certificate (see paragraph 142 of this Section), the Officer Commanding the man's present corps will dispose

Discipline.

DESERTION, &c.—continued.

of the case by an order under paragraph 141. If the soldier was a member of the permanent staff he will be dealt with as if he formerly belonged to the Regular Forces.

- (5.) If the soldier has improperly re-entered the army under any conditions other than those mentioned in Section XIX., the case will be disposed of on its merits, and, if trial be ordered, will be dealt with under Sections 32, 33, or 99 of the Army Act, 1881. When the soldier's discharge is to be effected in consequence of his offence, the case should, as a general rule, be dealt with by the civil power instead of by court-martial, if such a course can conveniently be adopted without expense to the public.

If re-entered under other conditions.

G.O. 42
1887.

136. When exemption from trial on a charge of desertion or fraudulent enlistment has been earned by exemplary service in any corps, the Commanding Officer of that corps will be held responsible for notifying the fact.

Exemption earned by exemplary service.

G.O. 42
1887.

137. When it is decided to try a soldier for making a false answer on attestation (other than in relation to any former service or discharge) he should be dealt with by court-martial if he is to be retained in the service; but if ordered to be discharged, the rule prescribed in paragraph 135 (5) will be followed.

Proceedings for false answer not provided for in para. 135 (5).

138. When a soldier is held to serve in his present corps, he will serve on his last attestation. If he is relegated to his former corps he will, as a general rule, serve on his former attestation; but if it is thought desirable that he should be held to the conditions of his last attestation, the case should be referred to headquarters, with a view to his being transferred from his present corps to his former corps.

Attestation on which to serve.

139. As a general rule, a soldier who has fraudulently enlisted will be tried in his present corps, and arraigned as belonging thereto, and the necessary evidence will be obtained from his former corps. If he has fraudulently enlisted in the Militia or Reserve Forces he will be sent back to, and be dealt with as a soldier of, his former corps.

In which corps to be tried.

140. When it is decided that such soldier shall be relegated to his former corps after punishment, the Officer Commanding the corps in which he is serving will forward his transfer documents, as detailed in Section XIX, and communicate the result of the trial, and all necessary particulars as to place of confinement and expiration of imprisonment, to the Officer Commanding the former corps (or, as regards men of the Royal Artillery and

Transfer to former corps.

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Discipline.

DESERTION, &c.—continued.

Royal Engineers, to the Deputy Adjutant-General Royal Artillery or Royal Engineers, as the case may be), who will arrange for the due removal of the man from prison. The transfer to the former corps will take effect from the date of committal.

Soldiers discovered while serving to belong to the Militia.

141. When a militiaman is found to be serving in the Regular Forces without having previously obtained a release from his militia engagement, and is retained for service in the Army, he is to be required to make good, as compensation for the loss occasioned by his offence, the amounts laid down in the Royal Warrant relating to Pay, &c.

Certificate as to release.

142. The Officer Commanding the militia regiment will furnish the Officer Commanding the corps in which the man is serving with a duplicate of his militia attestation, and the following certificate :—

*I hereby certify that Regimental No. _____
a Militia [Reserve] man, has not been released from his
engagement to serve in the _____ Militia. He is
liable to repay the sum of * as compensation for the loss
occasioned by his enlistment into the Regular Forces.
I have no objection to his being retained to serve in Her
Majesty's Army. He was [not] subject to military law at the
time of his enlistment into the Regular Forces.*

Commanding
Militia.

Trial may be dispensed with.

143. In all cases in which there is no objection to the retention of the man in the army, the Commanding Officer is empowered to dispose of the case without punishment, and the required stoppages will be imposed as directed in clause (4) of paragraph 135 of this Section. The soldier will thereafter be treated in respect of his service under his army attestation as if at the time of his enlistment into the Regular Forces he had been duly released from his Militia engagement.

Escorts for deserters.

144. The regulations laid down in paragraphs 145 to 147 will be observed at home stations in respect of escorts despatched for deserters, who will invariably take with them the route issued for the journey. A similar procedure will be followed, as nearly as circumstances admit, at stations abroad.

Procedure on receiving notification from civil power.

145. When a notification is received that a person apprehended on suspicion of being a deserter has been committed to prison to await an escort, Commanding Officers will, in cases where the man named is traced as

* Here insert £1 or £2, as the case may be.

Discipline.

DESERTION, &c.—continued.

person committed to his charge, and liable to punishment for suffering the necessaries of the deserter to be misused or made away with on the road.

Necessaries
to be
supplied.

145c. Such articles of necessaries as the deserter may absolutely require, and which are not available from articles left behind by him, not exceeding, however, one shirt, one pair of boots or shoes, and one pair of socks, will be provided by the corps furnishing the escort, under the immediate direction of the Commanding Officer, and the charge for the same will be defrayed by the captain of the company to which the man belongs, and will be subsequently included in the deserter's accounts. These will not be supplied more than once on any march.

Para. 582,
Art. Reg.
1887.

Identifica-
tion.

146. In cases where identification is necessary, but it appears to Commanding Officers doubtful if the deserter should be conveyed to the regimental headquarters, they will make an immediate report to the Adjutant-General to the Forces with a view to such special instructions being given as may appear necessary.

Persons not
identified.

147. An escort which includes a witness capable of identifying a deserter will not take over into custody a person who is not identified as the deserter in question. If the person has not yet been committed, and it appears to the witness that the person has made a false confession, the fact should be stated to the magistrate with a view to the conviction and punishment of the person under Section 152 of the Army Act, 1881. If the person has already been committed, the commander of the escort will report the circumstance to the governor of the gaol and to the nearest military authority with a view to the necessary action being taken for the prosecution of the offender by the police.

Dispensation
from trial
for desertion
or fraudulent
enlistment.

148. When a soldier has been committed as a deserter under the Army Act, 1881, Section 154, and has signed the confession contained in the form of committal to the effect that he is a deserter, or when a soldier while serving has signed a confession that he has been guilty of fraudulent enlistment (Section 13 of the Act), and it is not considered desirable that the soldier should be tried for his offence, application will be made to one of the competent military authorities named in Section 73 of the Act, who may, at his discretion, dispense with the soldier's trial by court-martial for his offence of desertion or fraudulent enlistment, and make an order as to forfeitures.

149. A copy of the commitment or the confession should accompany the application, and whenever possible, evidence

Discipline.

DESERTION, &c.—continued.

as to the truth or falsehood of the confession should have been previously obtained. Where a soldier has not signed a confession before a magistrate, the following forms may be used :—

Form of Confession of Desertion.

I [Here insert name] do
 hereby confess that I am No. of the Forms of
corps, and that I deserted from that corps on confession of
[any other particulars to be added]. Signed desertion
 this day of and fraudu-
lent enlist-

(Signature of soldier.)

(Signature of Commanding Officer.)

NOTE.—Where the soldier confesses to more than one offence of desertion the form may be varied to suit the case.

Form of Confession of Fraudulent Enlistment.

I , now being No.
 of the corps, do hereby confess that I was
 No. in the corps, that I absented
 myself from that corps on , and that I frau-
 dulently enlisted in the Regular Forces on the
 day of at
 Signed this day of

(Signature of soldier.)

(Signature of Commanding Officer.)

NOTE.—Where the soldier confesses to more than one offence of fraudulent enlistment the form may be varied to suit the case. If the confession includes both desertion and fraudulent enlistment both the above forms may be combined in one form of confession.

150. If the application for dispensing with trial in case of desertion or fraudulent enlistment is approved, the following form of order (Army Form A 46) should be used :—

As it appears from [the annexed confession or the annexed descriptive return] that private A.B., No. of has signed a confession of having been guilty of desertion [*or fraudulent enlistment]

* Where the confession includes both offences the form may be varied to suit the case.

Discipline.

DESERTION, &c.—continued.

*hereby dispenses with the trial of the said soldier with effect from [this date or the day of], and orders that instead of being tried by a court-martial he shall suffer the same forfeitures and the same deductions from pay (if any) as if he had been convicted by a district court-martial of the said offence (with the exception that [*Here insert any forfeitures or deductions which he is not to suffer*]).

(2.) And also hereby further orders that he shall suffer deductions from his pay—

(a.) Until he has made good the value of the deficiency in his arms, ammunition, equipments, instruments, regimental necessaries, and clothing at the time at which his absence from his corps began ;

(b.) Also until he has made good the value of the free kit obtained by him on his re-enlistment ;

(3.) The actual period of absence and the actual sum sufficient to make good the above compensation will be ascertained by his present Commanding Officer ; and no greater deduction will be made from the pay of the above-named soldier than is sufficient to make good the sum so ascertained.

Signed this day of

By order,
A.B.

Penalties
incurred.

151. The forfeitures and deductions from pay which the soldier will suffer under the order that he shall suffer the same forfeitures and deductions as if he had been convicted by court-martial will be—

(1.) Forfeiture of all his service towards discharge prior to date of order (Sec. 79 of the Army Act, 1881), subject, in the case of old soldiers, to the exceptions detailed in Sec. 192 of the Act.

(2.) Forfeiture of any service towards pension, good conduct badge, and pay or deferred pay, which under Royal Warrant he forfeits *ipso facto* on conviction by court-martial of desertion or fraudulent enlistment ;

(3.) His ordinary pay for every day of absence, and also for every day while he is in confinement awaiting the order dispensing with the trial.

Any further deductions from pay which are not prescribed by Royal Warrant to be consequent on a con-

* The Commander-in-chief, the Adjutant-General, or, in the case of India, the Commander-in-chief of the Forces in India, or of any Presidency in India, in a colony, or elsewhere, the General officer commanding the forces.

Discipline.

DESERPTION, &c.—continued.

viction, will depend upon any award made by the order dispensing with the trial, as in paragraph (2) of the above form.

152. The soldier's confession and the order dispensing with trial, or copies thereof, will be preserved with the record of service, and an entry of the order dispensing with trial will be made in the court-martial and defaulter's books as if the soldier had been convicted by court-martial of his offence.

Confession to be preserved with record of service.

153. The distinction between dispensation from trial under Section 73 of the Army Act, 1881, and the ordinary dispensing with trial must be carefully observed. Any officer having power to dispose of a case may, except where reference to higher authority is specially enjoined, dispense with a trial by court-martial, either by dismissing the charge, or by ordering it to be disposed of summarily, or, if he is the prisoner's Commanding Officer, by so disposing of it himself; but if the offence is desertion or fraudulent enlistment, and it is desired that the offender shall suffer any penalties to which he might have been subjected if tried, the trial can alone be dispensed with, and the penalties may be ordered by one of the competent military authorities named in Section 73 of the Act. Dispensation under that Section can only be ordered if the soldier has signed a confession of his offence.

Special character of dispensation from trial.

153A. The following course will be pursued when it may become necessary to take action in Scotland before a civil tribunal in cases of desertion and fraudulent or unlawful enlistment under the following Acts:—The Army Act, 1881 (44 and 45 Vic., c. 58), the Reserve Forces Act, 1882 (45 and 46 Vic., c. 48), and the Militia Act, 1882 (45 and 46 Vic., c. 49). In all ordinary cases the prosecution will be undertaken in the Sheriff's Court, or before the Magistrates of the Burgh, within whose jurisdiction the case occurs, under the orders of the prisoner's commanding officer, the complaint being made to the Sheriff or Magistrates, as the case may be, on Army Form A 40. Prosecutions of this kind will not be brought in the Justice of the Peace Court. In cases of a grave or difficult nature, or where the offender is a civilian, the case will be reported through the General Officer Commanding to the Lord Advocate, in order that the prosecution may be undertaken by the Sheriff Court Fiscal of the district under his instructions.

Procedure in Scotland.

Discipline.

DESERTION, &c.—continued.

Ireland. **153AA.** In undertaking prosecutions for military offences before Courts of Petty Sessions in Ireland, the military authorities will apply in each case to the Serjeant in charge of the Royal Irish Constabulary Barrack nearest the Court in which the prosecution is to take place for the necessary stamps, which will be supplied without cost, giving the name and description of the defendant, and a statement of his alleged offence.

V.—DISPOSAL OF PRISONERS.

Forms. **154.** The forms for the commitment, removal, and discharge of soldiers sentenced by court-martial to penal servitude or imprisonment or awarded imprisonment by order of a Commanding Officer, are annexed to the Rules of Procedure, 1881, and will be referred to in these regulations by the letters they bear in those rules. They are also issued as Army Forms, the numbers of which will be found in the list of forms detailed in paragraphs 204 and 205 of this Section.

Powers of authorities. **155.** The powers and functions of the several authorities named in respect of the committal, removal, and discharge of military convicts and military prisoners are defined in the Army Act, 1881, Sections 59 to 67. In giving effect to the provisions of the Act, the following regulations will be observed.

Channel Islands and Isle of Man deemed to be colonies. **156.** For the purposes of the execution of sentences of penal servitude and imprisonment passed under the Army Act, 1881, and of prisons, the Channel Islands and the Isle of Man are deemed to be colonies.

Military Convicts.

Commitment to prison in the United Kingdom. **157.** A soldier sentenced to penal servitude (termed in the Army Act, 1881, a military convict) will undergo his sentence in the United Kingdom. A military convict sentenced in the United Kingdom will be committed to some public civil prison named by the General Officer Commanding the district, and the order of commitment (Form A) will be signed by the Commanding Officer of

Discipline.

DISPOSAL OF PRISONERS—continued.

the convict unless he receives a committal signed by some superior authority. After the military convict is received into the public civil prison he will be dealt with under the orders of the Secretary of State for the Home Department.

158. A military convict sentenced in India or a colony or a country abroad to penal servitude will be committed to undergo his sentence in a prison in the United Kingdom. The order of commitment (Form B*) will be signed in India by a Commander-in-Chief or an Adjutant-General, and in a colony or country abroad by the Officer Commanding the forces.

Commitment at stations abroad to prison in the United Kingdom.

159. General Officers will, in communication with the local governments when necessary, make such arrangements and give such orders as may be required for the proper confinement and custody of military convicts until they can be removed to the United Kingdom and during removal. Forms of the various orders which may be legally given from time to time are contained in Form B.*

Intermediate custody.

160. On the arrival of a military convict from abroad, the General Officer Commanding the district in which the port of disembarkation is situate, will cause him to be removed to a public civil prison in pursuance of the commitment under which the convict has been sent home. The convict will thereafter be dealt with under the orders of the Home Secretary.

Transfer to public civil prison in the United Kingdom.

161. A military convict sentenced in a country abroad will usually be dealt with as if he had been sentenced in that part of Her Majesty's dominions into which he is first brought.

Military convict sentenced in a country abroad.

Military Prisoners.

Commitments to Prison.

162. A soldier sentenced to imprisonment (termed in the Army Act, 1881, a military prisoner) will be classified and dealt with as follows:—

Disposal of military prisoners.

- (a.) A prisoner will be committed to a public prison when convicted of offences under the Army Act, Sections 17 and 18 (4) (5), or of any offences of

* See paragraph 204.

Discipline.

DISPOSAL OF PRISONERS—continued.

a similar character under Section 41, or when sentenced to be discharged with ignominy. | A. O. 229
1899.

- b. A prisoner convicted of an offence constituting a breach of discipline only, and not sentenced to be discharged with ignominy, will be committed to a military prison; but if the term of imprisonment to be undergone does not exceed the limit from time to time prescribed for sentences to be passed in cells attached to barracks, or in garrison provost prisons, the imprisonment may, if the General Officer thinks expedient, be inflicted in those places of confinement.

A military prisoner whose sentence exceeds the afore-said limit may be committed to a provost prison as a temporary measure pending commitment to either a military or public prison.

When the district has no prison accommodation.

163. In those districts that are without public or military prisons, or where the military prisons are full, or not available on account of a prisoner's religious denomination, or other cause, application will be made to the Adjutant-General for instructions as to the disposal of prisoners on Army Form A 25, "Application for Route," on which should be stated the classification and religious denomination of the prisoner, and the sentence awarded.

Form of committal.

164. The order of commitment to a public prison (Form C) will be signed by the prisoner's Commanding Officer, unless he receives a committal signed by some superior authority. The order of commitment to a provost prison (Form E*) will be signed by the prisoner's Commanding Officer, and when a prisoner who is temporarily confined in a provost prison is transferred to a public prison a fresh committal (Form C*) must be sent with him for his admission into a public prison.

When a soldier is committed to a military prison Army Form C 355 will accompany the committal (Form C*).

Prisoners at stations abroad.

165. At stations abroad where there is a military prison, military prisoners will not be committed to, or if committed, retained in the civil prison, if there is room in the military prison, unless authority for the purpose is given by a Secretary of State.

* See paragraph 204.

Discipline.

DISPOSAL OF PRISONERS—continued.

166. Military prisoners in India or a colony will not be committed to civil prisons not authorized by a Secretary of State, unless temporarily in case of emergency. Information respecting the authorization of prisons will be conveyed to the civil and military authorities at stations abroad. Civil prisons abroad must be authorized.

167. If a sentence passed in India or a colony exceeds twelve months, and the offender is not, for special reasons, to undergo his sentence in India or a colony, he must, whether committed to a prison abroad or not, be transferred as soon as practicable to a prison in the United Kingdom. The order for the transfer (Form D*) will be signed by a Commander-in-Chief or the Adjutant-General in India, or by the Officer Commanding the forces in the colony, but before ordering the transfer the General Officer in command will consider whether it is desirable to reduce the sentence to twelve months by remission in order to avoid the transfer. When military prisoners are sent to the United Kingdom to undergo imprisonment, General Officers will make the necessary arrangements for the custody of the prisoners during transit, as in the case of the intermediate custody of military convicts. Forms of orders which may be legally made are contained in Form D*. Prisoners in certain cases to be sent to the United Kingdom.

When a soldier is sent to the United Kingdom under circumstances which will entail his committal to a military prison on arrival, Army Form C 355 will accompany the order for transfer (Form D* or Form J*, as the case may be).

168. On the arrival of a military prisoner at a port in the United Kingdom, the General Officer Commanding the district in which that port is situate, will provide for the immediate removal of the prisoner to some prison to which he might have been committed if he had been sentenced in the United Kingdom. When the removal has taken place under Form D*, he will complete the order of commitment therein contained, and when under Form J*, he will make a fresh order of commitment on Form C*. Committal of prisoner on arrival in the United Kingdom.

169. A military prisoner sentenced in a country abroad will usually be dealt with as if he had been sentenced in that part of Her Majesty's dominions into which he is first brought. Sentence passed in country abroad.

* See paragraph 204.

Discipline.

DISPOSAL OF PRISONERS—continued.

Disposal of
prisoners
from abroad
after release
at home.

169A. Prisoners awarded terms of imprisonment abroad who are sent home to undergo their sentences, but are not to be discharged from the service, will, on release from confinement, join the home battalion, and not the dépôt, unless both battalions are serving abroad. Officers Commanding regimental districts will therefore in such cases arrange as soon as possible, but not less than one month before the expiration of sentence, for the transfer of the prisoner from the dépôt to the home battalion, and will forward his documents to the Officer Commanding the latter, with all necessary information as to the place of confinement, date of release, &c. A Non-Commissioned Officer will be sent from the home battalion, in the usual way, to receive the prisoner and conduct him to headquarters. When a portion of the imprisonment is remitted, the authority granting the remission will inform the Officer Commanding the regimental district, who will then immediately proceed as above.

Medical
certificate to
accompany
every
commitment.

170. Every commitment to a civil, or military, or provost prison, is to be accompanied by a medical certificate of the state of health of the prisoner. When the medical officer considers the offender unfit for the ordinary hard labour of the prison, he is to state the grounds on which his opinion is based.

Medical
history sheet
to be sent to
military
prison.

171. When a prisoner is committed to a military prison his medical history sheet will be sent with him. The Commanding Officer of the prisoner will, for this purpose, obtain the document from the medical officer in whose custody it is, furnishing a receipt for the same. On the soldier's release from prison the medical history sheet will be returned to the Commanding Officer, who will send it back to the medical officer.

Temporary
detention of
military
prisoner in
lock-up,
policestation,
&c.

172. A military prisoner may, by an order signed by his Commanding Officer, on Form L*, be committed for temporary detention not exceeding seven days, to any prison, police station, lock-up, or other place of confinement in which prisoners may legally be confined. This order may be made at any time in case of necessity, but will be required chiefly when in billets, or on the line of march.

* See paragraph 204.

Discipline.

DISPOSAL OF PRISONERS—continued.

Removal of Military Prisoners.

173. When corps are moved from one place to another in the United Kingdom, prisoners undergoing sentence in public prisons, civil or military, will, as a rule, remain there until the termination of their sentence, and the same rule will apply in the case of corps moved from the United Kingdom abroad, unless permission is received for the prisoners to accompany their corps under paragraphs 177 and 178 of this Section.

On change of station of corps.

174. A military prisoner undergoing his sentence in a public prison in the United Kingdom, may be removed from prison by the military authorities in the following cases:—(1) for the purpose of bringing him before a court, military or civil, either for trial, or as a witness or otherwise; and (2) for embarkation for service abroad.

When prisoners may be removed from a public prison.

A.O. 291,
1883.

174A. When a military prisoner or a soldier in military custody is bound over under recognisances to appear as a witness before a civil court, and it is necessary to send him there under escort, the Non-Commissioned Officer in charge will be furnished with the necessary funds by his Commanding Officer, and will be instructed to apply to the court for the expenses of the escort, as well as those of the prisoner. Failing the grant of the expenses, the Commanding Officer will report the circumstances to the Adjutant-General.

Expenses of escorts at civil courts.

175. An order for the removal of a prisoner from a public prison in or out of the United Kingdom, for the purpose of being brought before a court-martial or civil court, will be made (in Form I*) by the General or other Officer Commanding the district, or station, in which the prison is situate. The escort which removes him will obtain from the governor of the gaol the original order of commitment, and will return it to the governor of the gaol to which the prisoner is returned. If he is returned to a different prison, the Officer Commanding the district or station where the prisoner is at the time of his return, will make an order for his return to that prison (in Form I*), which will be delivered to the governor with the original order of commitment. In the United Kingdom authority should be obtained from headquarters before an order is made for the removal of a prisoner from a civil prison.

Removal of prisoner to be brought before a court.

* See paragraph 204.

Discipline.

DISPOSAL OF PRISONERS—continued.

Prisoners in the United Kingdom removed for embarkation.

176. Whenever a regiment or draft is placed under orders for embarkation for service abroad, a return of all its military prisoners who are in public prisons, civil or military, with full particulars relating to each prisoner's case, will be furnished on Army Form B 277 to the Adjutant-General through General Officers Commanding in sufficient time to allow of arrangements being made for removing for embarkation such of them as may be selected.

Treatment of prisoners so removed.

177. Military prisoners removed under paragraph 176 will be treated as prisoners until the sailing of the vessel, unless their imprisonment should expire earlier, or unless they are to be treated, under the provisions of paragraph 179, as prisoners on board ship so long as their sentences continue.

Instructions relating to prisoners whose removal is approved will be sent by the Adjutant-General, or the Commander of the Forces in Ireland, to General Officers Commanding the districts concerned.

Detention in custody on board ship.

177A. The Army Act authorises the commander of a ship to receive and detain, as in military custody, any military prisoner or military convict, or person subject to military law, charged with an offence, whose conveyance by sea has been sanctioned by a military authority. When, therefore, a prisoner is sent by sea either without or with an insufficient escort under this provision, a special order authorising the prisoner to be conveyed by sea should be issued, either at the place of departure or at the port of embarkation, and produced to the commander of the ship. The embarkation of the prisoner should be duly notified to the Officer Commanding at the port of disembarkation, in order that proper arrangements may be made there to receive him over from the commander of the ship.

Removal for other special reason.

178. If the removal of a military prisoner from any public prison to any other public prison in the United Kingdom is desired for any special reason not provided for by regulation, application for permission to make the order should be made to the Adjutant-General, or to the Commander of the Forces in Ireland. The order will be made in Form K*.

Prisoners sentenced

179. Military prisoners not included in the return prescribed by paragraph 176, who have been sentenced shortly

* See paragraph 204.

Discipline.

DISPOSAL OF PRISONERS—continued.

before embarkation to imprisonment for any period not exceeding 21 days, will be embarked and treated on board ship as prisoners so long as their sentences continue. General Officers Commanding will decide as to the disposal of any prisoners whose sentences under similar conditions may exceed 21 days, having regard to all the circumstances of the case.

shortly
before em-
barkation.

Nominal lists of all prisoners not to be released on the sailing of the vessel will be sent to the officer in command at the port of embarkation, by General Officers Commanding districts, or, in cases of emergency, by Commanding Officers direct. In the event of the number of prisoners so embarked being greater than can be accommodated, the Officer Commanding at the port of embarkation will use his discretion in directing the release of a sufficient number of them, the cases for remission being selected by him. The Officer Commanding the troops on board will, as a general rule, release all court-martial prisoners on disembarkation at any station abroad. If necessary, they may be disembarked as prisoners and kept in the guard-room, but they must not, under any circumstances, be re-committed to a public prison under their former sentence.

Release
before dis-
embarka-
tion.

179A. When prisoners are included in an unarmed draft, a suitable number of men of the draft will be supplied with arms, &c., and employed as an escort. The arms, &c., will, on the arrival of the draft at the port of embarkation, be handed over by the officer in command to the embarking officer, who will arrange with the local ordnance store officer for their being returned to the regiment, battalion, corps, or Regimental District which furnishes the draft.

Prisoners;
with un-
armed draft.

180. When a corps is moved from abroad to the United Kingdom, the prisoners will accompany their corps. When a corps is moved from one station abroad to another, the prisoners will, as a rule, accompany their corps; but if the Rules of Procedure do not admit of the prisoners being re-committed to a public prison on arrival of the corps at its destination, the General Officer in command will decide, in the case of each prisoner, whether he is to accompany his corps, or to complete his sentence and follow his regiment.

Removal of
prisoners on
a corps
returning
home from
a station
abroad.

181. Prisoners ordered to be discharged from the service will not, as a rule, accompany their corps on change of station abroad.

Prisoners for
discharge.

Discipline.

DISPOSAL OF PRISONERS—continued.

Order for removal abroad.

182. The order for the removal of prisoners under paragraph 180, will be made on Form J* or Form K*, as the case may be, and whenever practicable, notification of the intended removal will be made to the Governor of the prison before the arrival there of the escort.

Removal from one public prison to another abroad.

183. A prisoner may be removed from any public prison out of the United Kingdom to any other public prison as often as occasion may arise, provided the removal is sanctioned by the Rules of Procedure. Form K* will be used.

Removal of prisoners in provost prisons on change of station.

184. When regiments move from one station to another, either at home or abroad, the prisoners confined in provost prisons are to be taken with them (in cases of mounted corps, with the dismounted detachments), and re-committed to the provost prison at the new station. The removal from the provost prison will be effected by an order signed by the Commanding Officer (on Form H*), under the conditions laid down in paragraphs 188 and 189 of this Section.

Remission of Imprisonment.

Remission of imprisonment to be carried out by District G.O.C.

185. When any portion of the sentence of imprisonment which a military prisoner is undergoing is remitted by a competent authority under Section 57 of the Army Act, 1881, notice of the remission will be sent, when necessary, to the General or other Officer Commanding the district or station in which the prison is situate, who will make the order for his discharge on Form G*, and give such orders as may be necessary for carrying out the same. In remitting sentences of imprisonment care must be taken that the order is so worded as to admit of the discharge of the prisoner from confinement taking place on the expiration of the reduced term of imprisonment.

Wording of order of remission.

Discharge from Prison.

Discharge from prison.

186. An order for the discharge of a military prisoner confined in a public prison will not be required unless the release of a prisoner from prison is desired before the termination of the sentence which he has to undergo. It is to be observed that a soldier discharged from a public

* See paragraph 204.

Discipline.

DISPOSAL OF PRISONERS—continued.

prison cannot be received over into military custody under the sentence which he has been undergoing.

187. The General or other Officer Commanding a district in the United Kingdom or at a military station abroad may, by an order signed by him (Form G*), cause a military prisoner to be discharged from a public prison, but the order should not be made except in case of necessity, where the immediate liberation of the prisoner is required. The order should state the necessity of the case, and care is to be taken that it is transmitted or delivered in such a manner as to enable the Governor of the prison to determine the authenticity of the order.

Of prisoner in public prison.

188. When a military prisoner is undergoing imprisonment under award of his Commanding Officer in a provost prison, the Commanding Officer of that prisoner may, by an order signed by him (on Form H*), cause the prisoner to be discharged from prison before the expiration of the award, but he must not make the order if the prisoner is confined in a public prison, civil or military.

Of prisoner in provost prison under award of commanding officer.

189. A prisoner discharged from a provost prison under this order may be released from further confinement, or may be kept in confinement in the guard-room until the expiration of the term of imprisonment awarded, as may be ordered by the Commanding Officer. If released, the discharge will be held to include remission of the unexpired portion of the imprisonment. If the discharge is made for the purpose of removal with his corps, or for embarkation, the prisoner will be received into custody of an escort.

Procedure after discharge.

190. Soldiers released from provost or other prisons at any hour will be confined to barracks, and be exempted from duty for the remainder of the day. Whenever an exceptional case occurs of a man being placed on duty on the day of his release, a special report of the same is to be made to superior authority. With ordinary care such a case should never occur.

Soldiers not to do duty on day of release.

Escorts.

191. Prisoners will, as a rule, be conducted to their place of imprisonment under charge of escort-warders. In no case will fewer than two escort-warders be employed to conduct military prisoners to prison, nor will a greater number than eight prisoners be conducted by

Escort-warders.

* See paragraph 204.

Discipline.

DISPOSAL OF PRISONERS—continued.

them at one time. Applications for military escorts should only be made when escort-warders are not available.

Prisoners' clothing.

192. Prisoners conducted to prison by escort-warders will be clothed before leaving quarters in the prison dress which is kept in charge of the warders, and their uniforms (except in cases where discharge from the service forms part of the sentence) will be conveyed with them, and deposited in charge of the prison authorities. Prisoners under charge of military escorts will wear military uniform. The uniform will be kept at the prisons, except in the case of prisoners who are to be discharged from the army, whose uniform will invariably be brought back by the escort, as directed in the Clothing Regulations.

193. Officers Commanding corps will take steps to recover from the Governor of the prison the clothing of prisoners whose discharges are ordered while they are undergoing imprisonment.

194. The provisions as to clothing referred to in paragraph 192 and 193 will apply in the case of soldiers sent to military as well as to civil prisons. By this arrangement it will not be necessary for escorts removing men from prison to take clothing with them, as on removal they will wear the uniforms deposited on their arrival.

Conveyance to prison.

195. Covered conveyance for prisoners proceeding to prison under charge of escort-warders must in all cases be provided. Ambulance wagons belonging to the Army Service Corps should be employed when available for this service, otherwise the required conveyance may be hired. The money required for conveying prisoners to prison will be advanced by district paymasters, and the amount entered on the "route."

Time of arrival of prisoners.

196. When soldiers are committed to civil gaols they are to be sent so as to arrive at the prison before 10 o'clock p.m. Prisoners sent under escort to military prisons are not to arrive later than 6 o'clock p.m.

Strength of escorts.

197. The escort of a prisoner is, as a general rule, to consist of one corporal and one private. When parties of two or more prisoners 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 of prisoners. Escorts, on arrival in London, should report themselves to the Garrison Serjeant-Major at St. George's Barracks, Trafalgar Square.

Arrival in London.

Escorts passing through London.

198. When the route of an escort lies through the metropolis, the escort will, when practicable, proceed on to its final destination. In order to expedite the transit

Discipline.

DISPOSAL OF PRISONERS—continued.

between stations, the Metropolitan Railway may be used. When, however, halting for the night in London is unavoidable, the prisoners are to be lodged in the House of Detention in Clerkenwell. The escort, after delivering over the prisoner, is to proceed to St. George's Barracks; and the Non-Commissioned Officer in charge will then report himself to the Garrison Serjeant-Major.

G.O. 137.
1886. 199. Escorts are answerable for the safety of prisoners entrusted to their charge. All prisoners are to be handcuffed, and for this purpose the escort is to be provided with handcuffs from the regimental stores. When in military custody, soldiers in uniform should never be marched through the streets handcuffed unless such a course is absolutely unavoidable, but covered conveyance should be provided as directed in paragraph 195. Safe custody of prisoners

200. A Non-Commissioned Officer, furnished, unless otherwise ordered, by the corps the prisoner is to join, and, when necessary, provided with a district route for the journey, will be sent to receive over every prisoner on the termination of his imprisonment. N.C.O. to receive prisoners on termination of sentence.

202. Non-Commissioned Officers sent to receive soldiers from military custody in another corps should be provided with money to refund the cost of their subsistence while in barracks or in a guard-room. N.C.Os. receiving soldiers from another corps.

203. The rule for calculating the date on which sentences expire, will be apparent from the following examples:— Calculating expiration of sentence.

I. A sentence of eight calendar months' imprisonment awarded on the 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.

II. A sentence of nine calendar months' imprisonment awarded on the 29th, 30th, or 31st May, expires on the last day of the following February.

Forms of Orders.

204. The following are the forms of orders relating to prisons prescribed by Rule of Procedure 132 and Appendix III., with the corresponding Army Form applicable to each case:— Forms of commitment, &c.

Form A (Army Form C 383).—Form of order for commitment to prison of military convict sentenced in the United Kingdom to penal servitude.

Discipline.**DISPOSAL OF PRISONERS—continued.**

- Form B** (Army Form C 384).—Form of order for commitment to prison of military convict sentenced in India, or a colony, or a country abroad, to penal servitude.
- Form C** (Army Form C 385).—Form of order for commitment to prison, military or civil, of military prisoners sentenced either in or out of the United Kingdom to imprisonment.
- Form D** (Army Form C 386).—Form of order respecting imprisonment under sentence passed out of the United Kingdom and to be undergone in the United Kingdom.
- Form E** (Army Form C 387).—Form of commitment to provost prison on conviction by court-martial.
- Form F** (Army Form C 388).—Form of commitment to provost prison on award of imprisonment by Commanding Officer.
- Form G** (Army Form C 389).—Order for discharge of prisoner.
- Form H** (Army Form C 390).—Form of discharging order in case of imprisonment in provost prison under the award of Commanding Officer.
- Form I** (Army Form C 391).—Order for removal of prisoner to be brought before a court.
- Form J** (Army Form C 392).—Order for removal of prisoner for embarkation.
- Form K** (Army Form C 393).—Order for removal of prisoner from one public prison to another.
- Form L** (Army Form C 396).—Form of order for temporary detention in prison or lock-up.
- 205.** The undermentioned forms, referred to in paragraphs 208 and 209, are in addition to those prescribed by the Rules of Procedure, 1881 :—
- Form M** (Army Form B 72). Form of commitment to provost prison for safe custody while awaiting trial by, or sentence of court-martial.
- Form N** (Army Form B 94). Form of discharging order in the case of detention in provost prison for safe custody while awaiting trial by, or sentence of court-martial.
- Form O** (printed on Army Form O 1797, District Route, Deserters).—Form of Order for the removal in military custody of a deserter, or absentee without leave, awaiting escort.

Discipline.

VI.—MILITARY PRISONS AND PROVOST ESTABLISHMENTS.

Military Prisons.

206. All military prisons established at home and in the colonies, under the provisions of the Army Act, 1881, are under the immediate control of the "Inspector-General of Military Prisons," with whom General and other Officers Commanding will correspond direct on all subjects connected therewith. The orders for their interior management, as well as the duties of officers and others employed in them, are laid down in the "Rules for Military Prisons," issued with Clause 184, Army Circulars, 1880, as amended by Clause 159, Army Circulars, 1887. Military prisons are appointed for the punishment of soldiers sentenced to imprisonment exceeding 42 days, and exceeding also such limit as may from time to time be assigned for sentences to be passed in provost prisons. Soldiers under shorter sentences may, however, be confined in them if it is so directed. Military prisons.

Provost Prisons—General Regulations.

207. Provost prisons include garrison and regimental provost prisons, and are intended for the confinement of soldiers summarily awarded imprisonment by the Commanding Officer, and for carrying into effect the sentences of imprisonment by courts-martial for periods not exceeding 42 days, or such longer period as may be specially authorized for any such prison. Soldiers sentenced to terms of imprisonment exceeding the periods authorized to be carried out in the available provost prison, may nevertheless be committed to such prison, pending removal to a public prison, civil or military, if their commitment to a public prison cannot be immediately carried into effect. Provost prisons are under the control and supervision of General Officers Commanding, and will be managed according to the code of rules drawn up for the purpose, entitled "Rules for the Management of Provost Prisons" (promulgated by G.O. 111, of 1883, as amended by General Orders 54 and 194, of 1887). Soldiers confined in provost prisons are in military custody. Provost prisons.
Military custody.

208. Provost prisons should also be used for the detention for safe custody of soldiers remanded for trial Commitment for safe custody.

Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—
 continued.

by court-martial, or who have been tried and are awaiting the promulgation of the finding and sentence of a court-martial, whenever there is available accommodation and arrangements can be made for their being supplied with the ordinary rations and messing of soldiers during such detention. The committal will be made on Form M*. The prisoners will not wear prison clothing. They should be allowed to exercise in association during a reasonable portion of each day, and be kept apart from prisoners undergoing sentence. They will not be obliged to labour 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 will not receive the ordinary prison diet, they will be shown separately in the prison provision accounts.

Discharge
from such
commitment.

209. Before committal to prison under sentence of court-martial, a prisoner committed for safe custody as above will invariably be discharged from the provost prison, and Form N* will be used for this purpose. When the prison is not inconveniently distant, the prisoner will be removed to his corps for the purpose of promulgation of the finding and sentence of the court.

Inspection
of cells in the
United
Kingdom.

210. No cell is to be occupied until it shall have been certified by the Inspector-General of Military Prisons to be of such a size, and to be ventilated, warmed, and fitted up in such a manner, as may be necessary for the health of the prisoners. The necessary sanction for the occupation of the cells to the extent certified will be communicated to the local authorities by the War Office, and Commanding Officers of corps are to be informed, on the arrival of troops at a station, as to the cells which are in a fit state for occupation. Officers Commanding stations will be careful to ascertain, before permitting prisoners to be committed to provost prisons that the foregoing regulations have been complied with.

Inspection
at stations
abroad.

211. At stations abroad, the duty of ascertaining the state of the cells will devolve on a military staff officer appointed by the General in command, assisted by an officer of the Royal Engineers. The fitness of the cells for occupation will, before they are occupied by prisoners, be certified by the former officer to the Officer Commanding at the station.

* See paragraph 205.

Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS— continued.

212. In order to ensure the maintenance of a stringent and uniform discipline in provost prisons, an effectual system of local inspection is necessary, and is to be carried out in the following manner:—

District inspections of provost prisons.

a. General Officers Commanding will appoint one or more staff or field officers to inspect from time to time the provost prisons in each district or garrison.

b. This inspection should be made at uncertain times, and, as a rule, at least once a month at head-quarter stations. At out-stations the inspection may be made quarterly or even half-yearly, but in all such cases reports from Commanding Officers, stating how the prison discipline is kept up, should be required once a month.

c. The inspecting officer, when visiting a prison, should see the prisoners at their usual duties and employments, and observe the manner in which the ordinary routine is conducted; prisoners will, therefore, not on these occasions be formed up for inspection, except for some special reason.

d. The inspecting officer should satisfy himself that the yard set apart for the punishment or exercise of prisoners is kept exclusively for that purpose, and that the prisoners are not brought into contact with the family of the provost-serjeant or with soldiers not under punishment.

e. An inspection book will be kept at each prison, in which the inspecting officer will note his visits and any observations he wishes to make; and he will report specially to the General Officer Commanding on any point which it may be necessary to bring to his notice.

213. Prisoners are invariably to be committed to or released from the provost prison after the regular dinner hour, and before dark in the evening. The arms and ammunition of all prisoners, as also any money or superfluous article in possession of the soldier, will be taken from him before he is sent to prison, and restored to him upon his return to duty.

Rules for committal.

214. Except in London, the tunic, one pair of trousers, and undress cap of each prisoner committed to garrison cells or provost prisons are to be left in charge of the provost-serjeant for use on Sundays when the prisoners are marched to church.

Prisoners' uniform.

215. Before admission to provost prisons prisoners are to be specially examined by a medical officer, who will furnish a certificate as to their state of health, and report any disability likely to prevent or interfere with the execution of the punishment awarded, or any part thereof.

Medical examination.

Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—
 continued.

Prisoners to be sent for on expiration of sentence. **216.** Commanding Officers are to send to the cells for their prisoners at the expiration of the terms of their imprisonment. Should they fail to do so, the provost-serjeant is to send the men, under the charge of one of his assistants, to their corps, or to the corps to which they have been attached, so that no one shall, by any possibility, be detained in confinement beyond the period of his sentence.

Garrison Provost Prisons.

Garrison provost prisons. **217.** The garrison provost prison will be under the immediate control and supervision of the Officer Commanding the station, and will be placed under the charge of a provost-serjeant, specially appointed by the authority of the Secretary of State for War; if no such person has been appointed, a serjeant selected from the corps in garrison with a view to his fitness for the office will be appointed provost-serjeant.

Visiting of the cells. **218.** The garrison provost prisons are to be inspected, and each prisoner visited daily, by an orderly officer of the garrison, and by a medical officer who is to be named periodically in orders for that special duty. Daily reports of such inspections are to be made by the orderly-officer and by the medical officer to the Officer Commanding the garrison.

Prison duties of provost-serjeant. **219.** The garrison provost-serjeant is responsible for the prison regulations being strictly observed, for the prisoners being properly subsisted and kept in safe custody, for all complaints being brought to the notice of the inspecting officer, and for the prisoners being duly released at the expiration of their sentences.

Obligations to receive and release prisoners. **220.** Before receiving a prisoner into his custody the garrison provost-serjeant will ascertain that he has been duly committed by proper authority, and will, without reference to other authority, receive all such prisoners to the extent of the accommodation available. He will also discharge prisoners before the expiration of their sentences when required to do so by competent authority, but he will be careful to observe that the discharge order bears the signature of the proper officer.

Available accommodation to be reported and ascertained. **221.** He will make a daily report to the staff officer of the garrison of the number of vacant cells, and Commanding Officers before committing prisoners to the

Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS— continued.

garrison provost prison will ascertain at the staff office whether they can be received into that prison.

222. He is to be allowed, as assistants, such a number Assistants. of serjeants or corporals as may be deemed necessary, and a private soldier as cook.

223. He will perform such duties in the garrison as may Duties in
garrison. be directed by the Officer Commanding. He will, subject to any garrison orders, visit canteens, repress all irregularities, and clear the barracks and other military premises of loose and disorderly characters. He will be careful at all times to avoid coming into personal collision with soldiers.

224. He will be assisted in his duties by a garrison Garrison
police. police composed of such number of soldiers as may be deemed necessary by the officer commanding.

225. The garrison provost-serjeant and the garrison Command. police will, for purposes of discipline, be placed under the immediate command of a staff officer serving at the station.

Regimental Provost Prisons.

226. Regimental provost prisons will be governed by Regimental
provost
prisons. the same rules as the garrison provost prisons, but will be under the immediate control and supervision of the Officer Commanding the corps to which the prison is appropriated. The prison will be placed under the charge of the regimental provost-serjeant, who will be allowed such assistance as may be deemed necessary, and a private soldier as cook.

227. When the strength of a detachment is under two Provost-
serjeant,
when not
allowed. troops or companies, the prison will be placed under the charge of the Non-Commissioned Officer commanding the barrack-guard, who will perform the duties of the prison without remuneration. Care must be taken to keep the prisoners entirely apart from soldiers in detention in the prisoners' room and guard-room cells.

228. The regimental provost prisons are to be in- Visiting of
the cells. spected, and each prisoner visited daily by an orderly officer of the corps and by a medical officer, who will make their reports to the Officer Commanding the corps.

229. When it is necessary to imprison in a regimental Prisoners of
other corps. provost prison soldiers of other corps, such soldiers are to be attached to and subsisted by the corps to which the

Discipline.

**MILITARY PRISONS AND PROVOST ESTABLISHMENTS—
continued.**

prison is appropriated until, after their release, they can be forwarded to their own corps.

Regimental
police.

230. The regimental provost-serjeant will be assisted in his duty of maintaining order and regularity in barracks or camp by the regimental police, who will be placed under his superintendence: These men will be selected for their general steadiness. Their number will vary according to circumstances, but is never to exceed six; in ordinary cases three men ought to suffice for an enclosed barrack containing 400 to 500 men.

Duties
provost-
serjeant and
regimental
police.

231. The duties of the regimental provost-serjeant and regimental police are similar to those of the garrison provost-serjeant and the garrison police, but will be confined generally to maintaining order and regularity in their own barracks and corps. They will, however, have authority to quell all disturbances in the garrison, and may, if occasion arises, apprehend offenders of any corps.

Section VII.—INTERIOR ECONOMY.*(Will become Section IV. in future Editions.)*

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- I.—Warrant Officers, paras. 1 to 5.
 II.—Non-commissioned Officers, paras. 6 to 24.
 III.—Soldiers' Accounts, Messing, and Cooking, paras. 25 to 45.
 IV.—Soldier-servants, Orderlies, &c., paras. 46 to 54.
 V.—Soldiers' Letters, paras. 55 to 63.

*(The remainder of the Section is included in Part II.)***I.—WARRANT OFFICERS.**A.O. 293
1888.

1. The qualifications necessary for warrant rank are laid down in the Royal Warrant relating to Pay, &c., and in addition, the possession of a first class certificate of education is essential, except as provisionally regulated by Army Order 21 of 1889.

Warrant officers.

A Commanding Officer desirous of promoting a Non-Commissioned Officer to a position carrying warrant rank, will apply through the General or other Officer Commanding, for the necessary warrant bearing the signature of the Secretary of State for War, on receipt of which the promotion will be proceeded with.

2. These applications will in each case be accompanied by the Descriptive Return on Army Form B 299, and the documents named thereon, and will be addressed to the Adjutant-General, except in the case of the Army Service Corps, when they will be addressed to the Assistant Adjutant-General, Army Service Corps, Woolwich. Applications regarding men of the Ordnance Store Corps will be submitted through the Commissary-General of Ordnance, Woolwich.

Documents to accompany application.

A.O. 57
1888

3. Non-Commissioned Officers and men will address Warrant Officers in the same manner as they do officers, but will not salute them.

Mode of addressing.

Interior Economy.

WARRANT OFFICERS—continued.

Conductors
of A.S.C.
and O.S.C.

4. Conductors of the Army Service Corps and Ordnance Store Corps will supply the place of subaltern officers when required, but they will not sit as members of courts of inquiry or on regimental boards. When their numbers are not sufficient to enable them to form a separate mess for themselves, they will be at liberty to become honorary members of serjeants' messes. On all parades they will take post as officers but will not salute.

Warrant
Officers
wearing
plain clothes.

5. Conductors of the Army Service Corps and Ordnance Store Corps, and master gunners of the 1st and 2nd classes, are permitted to wear plain clothes, under the same conditions as those laid down for officers in Section XII; and all Warrant Officers when on pass or furlough, and leaving the place where they are stationed, may dress in plain clothes.

G.O. 3.
1886.

II.—NON-COMMISSIONED OFFICERS.

Resignation
of N.C.Os.

6. Non-Commissioned Officers may, with their commanding officer's consent, resign their rank and revert to the rank or position they may have previously held, but they are not to be allowed to do so in order to escape trial by court-martial, without the special sanction of General Officers Commanding. A certificate from the Commanding Officer, stating the cause of the resignation (together with the written authority of the General Officer, if the case has been referred to him as above), is to be appended to the man's record of service.

Ranks.

7. The following positions held by Non-Commissioned Officers and men of the army are ranks :--

Master-gunner, 3rd class.

Quartermaster corporal-major.

Quartermaster-serjeant.

Staff armourer-serjeant.

1st class staff-serjeant, Medical Staff Corps.

Troop, battery, or company serjeant-major.

Troop, battery, or company quartermaster-serjeant

Colour-serjeant.

Staff-serjeant, Army Service Corps and Ordnance Store Corps.

1st class armourer-serjeant.

2nd class staff-serjeant, Medical Staff Corps.

Corporal of horse.

49	Armourers
1492	

40002	40002
106	106

Interior Economy.

NON-COMMISSIONED OFFICERS—continued.

Serjeant.
 2nd class armourer-serjeant.
 Corporal.
 Bombardier.
 Second corporal.
 Gunner.
 Driver.
 Sapper.
 Private.

All other positions are appointments.

8. A Non-Commissioned Officer or private, on receiving an appointment, will thereupon be vested with the rank attached to that appointment, and this rank will be his permanent grade. The rank attached to any appointment is that indicated in the title of that appointment, unless some superior rank is expressly attached to it by Royal Warrant; for example—the permanent grade of an orderly-room-serjeant is serjeant; that of a bombardier-wheeler is bombardier.

Permanent grade.

9. 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. In cases where the soldier's permanent grade is higher than that of corporal, and he is not in every respect qualified to perform the duties of the rank to which he would revert, the Commanding Officer will not exercise his power in this respect, but, when necessary, will make application to head-quarters for the soldier's removal, with a view to his reduction to a lower grade being at the same time considered. Bandsmen who have re-engaged will not be ordered by their Commanding Officer to revert to the rank of private, except for misconduct or inefficiency.

Removal from appointment.

10. A military foreman of works, a military mechanist, or an engineer clerk will not be removed from his appointment by order of the Commanding Officer, but is liable, by orders from head-quarters, on the recommendation of the General Officer Commanding the district, to be returned to military duty in the rank held by him immediately prior to appointment, if not considered by the Inspector-General of Fortifications to be in every respect qualified to perform the duties.

Engineer Works, &c.

11. Any acting Non-Commissioned Officer can be ordered by his Commanding Officer to revert to his permanent grade. The permanent grade of a lance-serjeant is corporal, that of a lance-corporal is private.

Reversion to permanent grade.

Interior Economy.

NON-COMMISSIONED OFFICERS—continued.

Reduction
of non-com-
missioned
officers.

12. A Non-Commissioned Officer reduced to a lower grade under Section 183, Army Act, 1881, 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 the case of reduction by order of a Commander-in-Chief, from the date of such order.

Troop ser-
jeant-majors
and colour-
serjeants.

13. Troop serjeant-majors and colour-serjeants will be selected by Commanding Officers from the serjeants; they should be men whose devotion to duty, integrity, and general soldierlike qualities are conspicuous. They should have a good knowledge of accounts, and will invariably be the pay-serjeants of their troops or companies, from which they are not to be detached; and they are not to be employed on the recruiting service. In addition to their other responsible duties, they have the honourable distinction of attending the standards and colours in the field.

Pay-ser-
jeants.

14. No regimental or other staff-serjeant is to be employed as pay-serjeant of a troop or company. Pay-serjeants are not to be subjected to the risk of loss by having large sums of public money placed in their hands. Officers Commanding troops, batteries, or companies are bound to take charge of all public money received from paymasters, or others, on account of their troops, batteries, or companies, and are responsible for the same in accordance with the terms of paragraph 24, Section VII., Part II.

Books for
serjeants.

15. Every serjeant is required to have in his possession a copy of the Regulations for the field-exercise and movements of that branch of the service to which he belongs. These books are at first supplied at the expense of the public, and are to be produced at all regimental inspections. When a serjeant is discharged, or otherwise removed, he is to deliver the book to the Officer Commanding his troop, battery, or company.

N.C.Os. on
detached
duties.

16. Non-Commissioned Officers when on detached duties have great opportunities of showing their abilities; on these occasions they should take pride in the military appearance and good conduct of their parties. They will never (even after a march) suffer their men to go about the streets in a slovenly manner. They will attend to the condition and good order of the horses, appointments, arms, quarters, &c., keep accurate accounts of the subsistence of the party, settle all innkeepers' lawful demands for billets, and obtain the necessary receipts for the same.

Acting
N.C.Os.

17. When additional Non-Commissioned Officers are re-

Interior Economy.

NON-COMMISSIONED OFFICERS—continued.

quired, corporals may be appointed to act as serjeants (to be styled lance-serjeants), and private soldiers as corporals (to be styled lance-corporals). The number of these acting Non-Commissioned Officers is not to exceed one lance-serjeant and three lance-corporals to each troop or company, unless the effective strength of the troop or company exceeds 75 privates, in which case one additional lance-corporal is allowed. But General Officers Commanding are authorized, in cases of well-ascertained necessity, to sanction a small temporary increase. A proportion of these are allowed extra pay as laid down in Army Orders.

G. O. 132.
1886.

18. The grant of extra pay to a soldier holding lance rank will be made at the place where the vacancy exists, without reference to the general roll kept for purposes of promotion in the home battalion and depôt, as paid lance rank confers no seniority, and the pay will not be retained when the recipient ceases to be borne on the strength of the corps or depôt in which it was granted. The fixed establishment of paid lance ranks will in no case be exceeded.

Numbers of.

Extra pay to
lance ranks.

19. The proportion of acting bombardiers in the Royal Artillery, and of lance-corporals in the Royal Engineers, will be regulated according to circumstances by the respective Deputy-Adjutants-General of these corps.

Royal Artillery and
Royal Engineers.

20. No promotions will be made in battalions stationed at home so long as there are supernumerary Non-Commissioned Officers (including lance-corporals and lance-serjeants), drummers, or buglers at the depôt, who, being liable for service in either battalion of the regiment, are available to be transferred to fill vacancies which may occur. In the event of the recall to army service of men of the Army Reserve causing any excess in the establishment of Non-Commissioned Officers in the corps to which they may be posted, no promotions will be made in such corps until such excess shall have been absorbed.

Promotions.

A. O. 293
1888.

21. A first class certificate of education will be required for promotion to the following ranks or appointments, except as provisionally regulated by Army Order 21 of 1889 :—

Educational
certificate
required.

Master Gunner, 3rd Class.
Garrison Quarter-Master-Serjeant.
Quarter-Master-Serjeant Staff Clerk.
Quarter-Master Corporal-Major (Household Cavalry)
Quarter-Master-Serjeant.
Staff-Quarter-Master-Serjeant.

Interior Economy.

NON-COMMISSIONED OFFICERS—continued.

Paymaster - Corporal (Household Cavalry).	} Before attaining the rank of Quarter-Master Serjeant.
Paymaster-Serjeant.	
Orderly-Room Corporal (Household Cavalry).	
Orderly-Room Serjeant.	
1st class Staff-Serjeant (Medical Staff Corps).	

A. O. 174
1888.

22. As a general rule, the following certificates of education will be required for promotion to the ranks or appointments specified:—

For promotion to—

} Serjeant	{ Collarmaker	} A second class certificate.
	{ Cook	
	{ Saddler	
	{ Tailor	
	{ Trumpeter	
} Serjeant-Farrier Shoeing Smith	} A third class certificate.	

A. O. 127
1888.

Under special circumstances, however, a Commanding Officer may, with the sanction of the General Officer Commanding, promote an otherwise valuable man who may not be educationally qualified. In the selection of farriers and shoeing-smiths for the appointment of farrier-major and farrier-serjeant, preference should be given to men holding a Veterinary School Certificate, provided they are otherwise eligible; and in the event of a soldier being appointed who is not in possession of a certificate, advantage should be taken of the first convenient opportunity to send him, if his regiment is quartered in the United Kingdom, to the Army Veterinary School.

School of
Gunnery.

23. The promotion of Non-Commissioned Officers at the School of Gunnery will be made from one class to another as vacancies occur, and will depend upon maintained efficiency and good conduct.

Serjeant
instructors of
musketry.

24. Serjeant instructors of musketry, when not actually required for the performance of the duties appertaining to their appointment, may be employed in any manner suitable to their rank as staff-serjeants, at the discretion of their Commanding Officers.

III.—SOLDIERS' ACCOUNTS, MESSING, AND COOKING.

Soldiers' Accounts.

Issue of
soldiers'
pay.

25. The issue of pay to Non-Commissioned Officers and men is to be made in accordance with the provisions of

Interior Economy.

SOLDIERS' ACCOUNTS, MESSING, AND COOKING—continued.
the Royal Warrant relating to Pay, &c., and in the presence of an officer.

26. Officers Commanding corps of all arms on home service are to certify, on the regimental monthly return which they transmit to the Adjutant-General, that the settlement of the accounts of the men has been duly made by the captains of troops, batteries, or companies; and that the balances in favour of the men, if any, have been carried to their credit. A certificate (Army Form N 1522) to the foregoing effect by the captain or officer commanding every troop, battery, or company is to be rendered monthly to the Officer Commanding the corps (or brigade of artillery), in accordance with the instructions contained on the printed form.

Monthly settlement of the accounts of the men.

27. When a soldier serving in any corps is given up to another corps as a deserter therefrom, his kit is to be sent with him, and his account will be settled between the captains as in cases of transfer. In cases where the deserter is handed over from one branch of the service to another, such articles of his kit as cannot be made use of in the corps which he is to join are to be sold, and the proceeds remitted to the captain of his future troop, battery, or company, to be credited to the man's account.

Kits and debts of deserters.

28. When a soldier is sentenced to penal servitude or imprisonment on the expiration of which he will not rejoin his regiment, he will be informed that the military authorities do not hold themselves responsible for the custody any articles of private property of which he may be in possession. He will, at the same time, have the option of making such private arrangements as he may think fit for the custody or disposal of his property, including any articles of regimental necessaries not required to accompany him to the prison, or any articles to which he may attach a special value; and, so far as may be possible, every facility will be given to him for the purpose. Should he, however, decline or fail to make any private arrangement prior to quitting his corps, any articles then remaining in military custody will be sold by public auction, in the same manner as the effects of deserters.

Private property of soldiers sentenced to penal servitude or imprisonment.

29. Paragraph 28 will not apply to deserters and soldiers convicted of felony, whose property will continue to be dealt with in accordance with the Regimental Debts Act of 1863, and the Warrant and Regulations relating thereto.

Men convicted of felony.

30. Every Non-Commissioned Officer and soldier is to be

Soldiers'

Interior Economy.

SOLDIERS' ACCOUNTS, MESSING, AND COOKING—continued.

account-
books or
pocket-
ledgers.

provided with a pocket-ledger or small account-book (Army Forms B 50 and B 51) to show the monthly settlement of his accounts, the articles of clothing issued to him, his school-certificate, or authority for relief from attendance at school, certificates of any courses of instructions through which he may have passed, and other personal details hereinafter mentioned; and Commanding Officers are to see that these books are kept with the utmost regularity. Any soldier who shall deface his book, or lose it through want of care, is liable to punishment, and to replace it at his own expense. It is the soldier's own interest to take care that his book is at all times correctly and completely kept. When a soldier is discharged, he is to take his book away with him; in case of desertion, the book, if left behind, will remain in charge of the corps. In the event of a soldier dying in the service, his book will be transmitted to the War Office to be forwarded to his relations or representatives; and if it contain a record of wounds received in action, or of distinguished acts of bravery, it will remain an honourable memorial of his character and conduct.

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Signing of
accounts in
pocket-
ledger.

31. The name, number, and regiment of the soldier are to be printed, or written in a fair and legible hand, on the cover of his book, which is always to be kept by the soldier and produced at all kit-inspections. Captains are responsible that each man's account is completed and signed at every monthly settlement, the captain to sign to a credit, the soldier to a debt or when there is no balance. The accounts of soldiers who cannot write are to be verified by the signature of a witness (other than the pay-serjeant) to the soldier's mark.

Entries of
service,
medals, &c.,
in pocket-
ledger.

32. All entries in the soldier's pocket-ledger relating to "service abroad," "receipt of clothing," "marriages," "children," "becoming non-effective," and "next of kin," are to be signed by the Officer Commanding the troop, battery, or company; the entries regarding "good conduct badges," "promotion," "wounds," and "distinguished conduct," are to be in the handwriting of that officer, as well as signed by him. All awards of medals, and all distinctions, granted to soldiers in respect of war services, whether by the British or any foreign Government, are to be entered on the page headed "Campaigns and Actions." Medals with gratuities or annuities for long or meritorious service, and good-conduct badges, are on no account to be recorded under that head, but will be entered in the page headed "good conduct pay." The religious denomi-

Interior Economy.

SOLDIERS' ACCOUNTS, MESSING, AND COOKING—continued.
 nation to which a soldier belongs is to be recorded in his pocket-ledger, and the entry attested by his signature or mark.

33. A register of the several rates of Engineer pay at which soldiers of the Royal Engineers are rated will be kept in their pocket ledgers, and the officers in charge of companies and detachments will be held personally responsible that every change in the rating for Engineer pay, with the date thereof, is correctly entered. Changes of Engineer pay due to temporary employments or instructional rates will not be noted in the pocket ledgers.

Register of
Engineer
pay.

34. Soldiers are to be classified under one of the following heads:—

Religious
denomina-
tions.

- Church of England;
- Presbyterians;
- Wesleyans;
- Other Protestants, not included in the foregoing;
- Roman Catholics;
- Jews.

35. Officers Commanding will require all recruits on joining to state the names with the full addresses of all the members of their immediate family, specifying whether they are older or younger than themselves, and these particulars are to be entered in the soldier's pocket-ledger. These entries are to be verified and corrected soon after the 1st January in each year, and a report to that effect is to be made in the regimental monthly return of the 1st February following.

Entry of
next-of-kin
in pocket-
ledger.

36. Every soldier should be informed by the Officer Commanding his troop, battery, or company, that the entries of next-of-kin in his pocket-ledger have no legal effect whatever as regards the distribution of his property in the event of his death, and that unless he executes a formal will his estate would be dealt with according to law as if he died intestate. It should be pointed out to him that his pocket-ledger contains forms of wills, drawn up in strict conformity to the law on that head, with rules annexed for guidance in executing the same; and that the will when prepared should be carefully kept, either folded in his pocket-ledger or in any other manner calculated to preserve it from injury (see Section XIV, paragraph 36, Part II).

Soldiers'
wills.

Forms in
pocket
ledger.

37. Savings banks have been established under the authority of an Act of Parliament, and in accordance with a Royal Warrant (Cl. 41, Army Circulars, 1883), with a view to encourage habits of economy among the troops.

Savings
banks

Interior Economy.

SOLDIERS' ACCOUNTS, MESSING, AND COOKING—continued.

They afford the soldier the means of profitably depositing his savings, under Government security.

Crying down
credit.

38. The Commanding Officer of every corps will, upon the first arrival of the corps at any place where it is to remain in quarters, cause public proclamation to be made that if the landlords or other inhabitants suffer the soldiers to contract debts, such debts will not be discharged. If, after such public proclamation, the inhabitants shall, notwithstanding, suffer the soldiers to contract debts with them, it will be at their own peril, the officers not being obliged to discharge such debts.

Army Act.

39. Sections 4 to 44 (inclusive) of the Army Act, 1881, are to be read and published once in every three months at the head of every corps, and also the following notice:—

Treason and
mutiny.

“Under the existing law, any person who shall maliciously and advisedly endeavour to seduce any person or persons serving in Her Majesty's forces by sea or land from his or their duty and allegiance to Her Majesty, or to incite or stir up any such person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person.”

Messing and Cooking.

Messing.

40. It is the duty of the Commanding Officer to see that the soldiers' meals are properly and sufficiently provided, without exceeding the rates laid down in the Allowance Regulations, and an evening meal is invariably to be furnished to them in addition to their breakfast and dinner.

Inspection
of kitchen
and meals.

41. The officers on} regimental duty are to visit and inspect the kitchens and cooking apparatus daily; and are also to visit the men's barrack-rooms during the breakfast, dinner, and evening meal hours, in order to see that these meals are properly prepared, and that there is no cause for complaints.

Regulations
regarding
cooking.
Serjeant
cooks.

42. With a view to establish an efficient system of military cooking throughout the army, and thereby to ensure to the soldier the full benefit of the means afforded for varying his diet, one serjeant-cook, who is classed as a serjeant, is appointed to every regiment of cavalry, brigade of artillery, battalion of infantry, or command of other corps, equivalent to a battalion.

Interior Economy.

SOLDIERS' ACCOUNTS, MESSING, AND COOKING—continued.

43. Arrangements are to be made by the Commanding Officer for the disposal of all refuse from the cooking of the meat, &c., the sum accruing being divided monthly among the troops, batteries, or companies, according to their strength, and carried to the credit of the messing. A canvas fatigue-dress for the cooks of each company, together with the cost of washing the same, and vegetable-nets, will be provided out of this fund. An account of the fund and its appropriation is to be published monthly in regimental orders. Disposal of refuse fund.

44. When it is considered desirable to deprive a serjeant-cook of his appointment for misconduct or inefficiency, an immediate report of the circumstance is to be made through General Officers Commanding to the Adjutant-General. In cases of inefficiency the certificate of competency must be surrendered and forwarded with the report, in which it should also be stated whether the second cook is efficient and is recommended to succeed to the appointment. Deprivations of appointment.

45. With the view of improving the quality and reducing the cost of the soldier's messing to the utmost possible extent, Commanding Officers will arrange for the supply of groceries, vegetables, milk, &c., to the troops under their command, either by contract or from the regimental canteen, as may be considered most advantageous. If contracts are adopted the detailed arrangements laid down in the Messing Book (Army Book 48) will be adhered to. Contracts for soldiers' messing supplies.

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IV.—SOLDIER-SERVANTS, ORDERLIES, &c.

46. The practice of employing soldiers as servants is sanctioned as an indulgence under the following regulations, which are to be strictly adhered to:— Restrictions as to employment.

a. General or other Officers employed on the STAFF OF THE ARMY are allowed to employ soldiers as servants in the following proportion:—Lieutenant-Generals, *three* each; Major-Generals, *two* each; and all other Staff-Officers, the same as allowed to mounted officers of infantry. These soldiers are to be taken from the troops in the district or station where the Staff Officer is serving or, by special authority, from the regiment to which the Staff Officer belongs. They are in all cases to join their regiments when the latter are ordered, if abroad, to quit the command in which the General or Staff Officer may be serving, or, if at home, to move out of the United Kingdom. General and Staff officers.

Interior Economy.

SOLDIER-SERVANTS, ORDERLIES, &c.—continued.

Cavalry and Artillery. *b.* In the CAVALRY and ARTILLERY, each officer, when present in quarters or absent on duty, is allowed one soldier-servant and a bătman of his own corps to groom his horses employed for regimental purposes.

Royal Engineers and Departments. *c.* Officers of the ROYAL ENGINEERS, and DEPARTMENTAL officers not attached to regiments, are permitted to employ soldiers as their servants, under the same regulations as apply to officers employed on the Staff of the Army.

Infantry. *d.* In the INFANTRY, every officer is allowed to have one soldier of his own corps to attend him, and mounted officers, keeping horses for regimental purposes, are allowed to employ a second soldier as bătman.

Militia Adjutant, and Quartermaster. *e.* An Adjutant of Militia is allowed one soldier belonging to the regimental depôt with which he is connected to act as his servant. A quartermaster of a militia battalion, when the headquarters of his battalion are at the same station as the regimental depôt, is also allowed to employ as a servant one of the soldiers of the depôt (see Section VII, paragraph 188, Part II).

Medical officers. *f.* Medical officers attached for duty to Cavalry, Artillery, or Infantry, during service in the field, are allowed to employ, as their servants, soldiers from the ranks of the corps to which they are attached. Under all circumstances other than service in the field, the employment of soldiers as servants to medical officers will be governed by the Allowance Regulations.

Officers who employ soldier servants under the regulations contained in subsections (*a*) and (*c*), are allowed to retain them for a reasonable period without reference to the station of the regiment to which the men belong, so long as it remains in the United Kingdom. This rule is, however, liable to exception in times of emergency.

Selection of servants. 47. Soldier-servants are to be selected exclusively from those who have done duty in the ranks of infantry of the line for one year, and of mounted corps for eighteen months, and who are perfectly acquainted with their military duty, and of established good character. They are to be completely clothed, armed, and equipped; they are to compose a part of, and perform their share of duty on, any guard, or other service, on which the officer to whom they are attached is employed; and they are to fall in with their respective troops or companies at all reviews, inspections, and field days, when not required to take charge of spare horses. They are to go through the annual course of musketry instruction, and are liable

Interior Economy.

SOLDIER-SERVANTS, ORDERLIES, &c.—continued.

to such drills as the Commanding Officer may judge necessary, to ensure their being on all occasions prepared to act in the ranks, and to do their duty as soldiers. In the cavalry, when the duty men are getting less than four nights in bed, one soldier-servant only for each officer may be exempted from guard duty and mounted parades.

48. When an officer is removed from one corps to another, the transfer of a soldier who has been acting as his servant to the corps to which the officer has been removed, for the purpose of continuing his servant, is forbidden. Officers belonging to corps stationed at home, when ordered to proceed either to or from the Regimental Depôt for duty, may be accompanied by their soldier-servants.

Servants not to be transferred with officers.

49. Officers are not to be permitted to employ European soldiers at stations where an allowance is drawn in lieu of servants.

Allowance in lieu.

50. Regimental officers employed as superintendents of gymnastics, in acting staff appointments, on staff duty in the field, under garrison instruction, under instruction at the gymnasium, Aldershot, or on any temporary military duty away from their regiments, are to retain their soldier-servants.

Officers employed temporarily on Staff or detached from corps.

51. In the case of an officer returning home from a station abroad on account of severe illness, the General Officer Commanding is at liberty to permit a soldier to accompany him as a servant; the arrival of such soldier in the United Kingdom is to be reported to the Adjutant-General.

Officers returning as invalids.

52. The payment by officers to soldiers employed as their servants is two shillings and sixpence per week in the cavalry and artillery, and one shilling and sixpence per week in the infantry. Troop serjeant-majors, serjeants, and farriers of the mounted services are to pay to soldiers employed in looking after their horses and appointments one shilling and sixpence per week. Trumpeters and rank and file who, under particular circumstances, require to have their horses and appointments looked after, are to pay one shilling per week. Staff serjeants who do not attend mounted parades will not be charged for grooming except when circumstances require them to ride.

Payment to servants.

53. Mounted troops are to be employed as sparingly as possible in the conveyance of letters, and it is only in special and urgent cases that letters or reports are to be so forwarded.

Employment of mounted orderlies for despatches.

The precise time at which the despatch is sent off, and

Conveyance.

Interior Economy.

SOLDIER-SERVANTS, ORDERLIES, &c.—continued.

the rate at which it is to be conveyed, are to be written very clearly on the covers of all letters transmitted by mounted orderlies. A receipt is always to be given to a mounted orderly delivering a despatch; and the hour at which it is received should be specified thereon. The rate is not, except in urgent cases, to exceed six miles an hour; and the orderly, on all occasions when there is no letter to take back, is to return leisurely to his quarters. These instructions, and the rate at which he is to travel, are to be clearly explained to the orderly at the time he receives the despatch.

Specd.

Dismounted men in cavalry. 54. Any dismounted men who may form part of the establishment of a regiment of cavalry are to be clothed, armed, and equipped in every respect like the rest of the regiment, with the exception of horse-appointments. All such men are to be frequently drilled in the field, and regularly practised in every part of their duty as cavalry soldiers.

V.—SOLDIERS' LETTERS.

At home. 55. As regards the postage on letters within the United Kingdom and the Channel Islands, the Acts of Parliament ("The Post Office (Duties) Acts, 1840 to 1871"), by which the affairs of the Post Office are regulated place the troops on the same footing as all other classes of the community, except that their letters are not liable, provided they do not exceed half-an-ounce in weight, to any additional postage when re-directed. Reference should be made to the "Post Office Guide" (published quarterly by order of the Postmaster-General), for detailed information relating to the postage of soldiers' letters.

Abroad. 56. Non-Commissioned Officers (but not Warrant Officers) and soldiers may send or receive letters, not exceeding half-an-ounce in weight, on their own private concerns, to or from any of Her Majesty's colonies or possessions abroad, by a British mail packet for a postage of one penny each, if prepaid, or by private ship for a postage of 2*d.* each, if prepaid. The postage must be prepaid upon such letters as are posted in the United Kingdom, otherwise they cannot be forwarded, but any received in the United Kingdom from abroad unpaid are charged 2*d.* each on delivery when conveyed by a British mail packet, and 3*d.* each when conveyed by a private ship. When a soldier's letter is sent through a

Interior Economy.

SOLDIERS' LETTERS—continued.

foreign country, it is subject, in addition, to the foreign postage, whatever that may be.*

57. Upon all letters sent by soldiers to or from the colonies as above, the regimental number and name of the soldier, his rank, and the corps to which he belongs, are to be superscribed: and all such letters are to be endorsed by the officer in the actual command of the corps or detachment to which he belongs, who is to specify his rank, and the corps or detachment commanded by him, in his own handwriting, thus:—

Address of
letters sent
by soldiers.

From 195, A.B., Corporal in.....Regiment.

.....

To.....

.....

C.D.,.....

Commanding

.....*Regiment, Detachment, &c.*

In the case of a Non-Commissioned Officer or soldier employed on military duties otherwise than with his corps, his rank, and the fact of his employment on military duties, must be specified in the address of letters sent to him; and in regard to letters sent by him, these must be superscribed by the officer under whom he may for the time be serving. In the case of staff-clerks and other soldiers attached to military staff offices, their letters should be endorsed by the officer in charge of the department. Commanding Officers will be careful not thus to frank letters over half an ounce in weight, nor any letters of Warrant Officers.

58. Letters addressed to soldiers, or sent by them, if endorsed or franked as above, whether at home or abroad, are not liable to additional postage when re-directed. The addresses on all letters sent to soldiers should specify their regimental number, rank, and the particular corps or detachment to which they belong.

Letters sent
to soldiers.

59. The privileges above mentioned are applicable

Privileges

* As an exception to this rule, letters to Mauritius by private ship are liable only to a postage of *1d.*, which must also be prepaid: and unpaid letters from Mauritius are subject to a charge of *2d.* only when conveyed by the same means.

Interior Economy.

SOLDIERS' LETTERS—continued.

not to be
abused.

exclusively to letters intended for and addressed to, or written and sent by the soldiers themselves, and serious notice will be taken of any act or connivance whereby their true spirit and intention are perverted, or the privilege is abused either directly or indirectly. No privilege is allowed to a soldier if his letter be addressed to the care of another person who is not allowed to send and receive his letters at the reduced rate of postage.

Delivery of
soldiers'
letters.

60. No charge is to be made, by any person whatever, against Non-Commissioned Officers or soldiers for the delivery of their letters, which are to be subject to no expense beyond the rate of postage fixed by Act of Parliament. At military stations where the barracks are within the limits of the free delivery of any town, the Postmaster-General will cause all regimental letters to be delivered at such barracks by the post-office servants, free of all expense, provided the Officer Commanding the troops shall prefer that mode of delivery to their being called for at the post-office.

Post-office
letter-car-
riers not to
be detained.

61. The post-office letter-carriers are not to be unnecessarily detained at the barracks upon these occasions, or required to distribute the regimental letters; but the Commanding Officer is to appoint some trustworthy Non-Commissioned Officer to receive and distribute them, paying any charges for postage.

Regimental
post-office
orderly.

62. At stations at which the barracks are beyond the limits of the free delivery of any town, the regimental letters are to be called for at the post-office by an orderly Non-Commissioned Officer on the understanding that this is a duty for the discharge of which he is to receive no remuneration. Commanding Officers are to make arrangements whereby this orderly shall be provided with money to pay the postage, the daily amount of which can be but small under these regulations.

Officers'
letters
re-directed.

63. Letters addressed to commissioned officers, whether serving at home or abroad, will be re-directed and delivered without extra charge when such officers have removed on duty to another military station.

Section VIII.—DUTIES.*(Will become Section V. in future Editions).***I.—Roster of Duties, paras. 1 to 9.****II.—Duties in Garrison.****General Rules, paras. 10 to 33.****Working and Fatigue Parties, paras. 34 to 51.****Fortresses, paras. 52 to 56.***(The remainder of the Section is included in Part II.)***I. ROSTER OF DUTIES.**

1. In all duties, whether with or without arms, and whether performed by corps or by individual officers, the roster is to commence from the senior downwards. To commence from senior.

2. Duties are thus classified:—

I. Guards, 1st, of the Sovereign; 2nd, of Members of the Royal Family; 3rd, of Viceroys; 4th, of the Captain-General or Governor of a Colony; 5th, of the Commander-in-Chief at home or abroad. Classification of duties.

II. Divisional duties under arms.

III. Brigade or garrison duties under arms.

IV. Regimental duties under arms.

V. Courts-martial. 1st, general; 2nd, district; 3rd, regimental.

VI. Boards or courts of inquiry. 1st, divisional; 2nd, brigade; 3rd, regimental.

VII. Working parties.

VIII. Duties of fatigue.

3. When an officer's tour for more than one duty comes round, he is to be detailed for that duty which has the precedence in the classification in paragraph 2. An officer detailed for one duty will, in addition, be detailed for such other duties as in the opinion of the Commanding Officer he can perform consistently with the proper discharge of the first-mentioned duty, whether it shall be his turn by roster for the additional duties or not. When an officer is on duty he will receive an "overslaugh" for all other duties which may come to his turn, excepting only such additional duties as he may be required to perform, as above prescribed. An officer detailed as "in waiting" is not entitled to count a tour of duty. Officers on duty of all descriptions will attend all parades, and perform all other incidental duties, so far as these do not interfere with the special duties for which they have been detailed. Duties, how detailed.

4. Attendance at a court-martial the members of which shall have been assembled and sworn is to be reckoned a duty, though the court may be dissolved without trying Courts-martial.

Duties.

ROSTER OF DUTIES—continued.

any person. On any day on which a court-martial is not actually sitting, its members are, without further orders, to be considered available for parades or other duties; they are not, however, to quit the station without the authority of the General Officer Commanding, until the court shall have been dissolved. This rule is also applicable to courts of inquiry and boards.

Marching off parade to count a tour. 5. A corps, detachment, guard, piquet, or fatigue party is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it may have been ordered to parade.

Exchange of duties. 6. An officer detailed in orders is not to exchange his duty with another without the permission of the authority by whom he was detailed.

Garrison duties of Artillery and Engineers. 7. Officers of Artillery and Engineers are not to be exempted from a participation in the general duties of the garrison or camp in which they may be serving (guards and piquets excepted, which they take with their own corps only). The Commanding Officers of artillery and engineers are at all times to be included in the general or garrison roster, but whenever the performance of any garrison duty would, in the opinion of the General Officer Commanding, be detrimental to the special professional employments and responsibilities of these officers, he may, at his discretion, exempt them from the performance of such garrison duty, either continuously or on any particular occasion.

Coast Brigade B.A. Coast Battalion, R.E. 8. The duties of officers of the Coast Brigade of Artillery and of the Coast Battalion of Royal Engineers being considered sufficient to occupy their entire time and attention, these officers are relieved from all garrison and regimental duties except (a) in the case of the Artillery, such as relate solely to the divisions under their command, unless employed on duties outside the brigade, (b) in the case of the Engineers, such as relate solely to the personnel connected with the submarine defence of the port, except when employed outside the ordinary duties of the Coast Battalion. The Coast Brigade should only be paraded with other troops in cases of urgent necessity.

Yeomanry Adjutants. 9. Adjutants of Yeomanry Cavalry are liable to be employed on Courts-Martial, Boards, Courts of Inquiry, Registration and Purchase of Horses, and such other duties as, in the opinion of the General Officer Commanding, they can conveniently perform, having regard to the special duties of their appointments and the expense entailed.

Duties of Colonels. 10. Colonels will not be included in the field officer's roster, but will have special duties assigned to them, such as the

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Duties.

ROSTER OF DUTIES—continued.

presidency of general Courts-Martial, or of Boards or Courts of Inquiry requiring the services of an officer of rank.

Lieutenant-colonels commanding regiments of cavalry, divisions of horse, field, and garrison artillery, sub-districts and battalions of Royal Engineers, and battalions of infantry, will, as a rule, be exempted from serving as field officer of the day, and on garrison boards and other ordinary garrison duties, except when the General Officer Commanding considers that, owing to the small number of field officers in the garrison or station, it is not advisable to so exempt them.

All majors will do duty in garrison as field officers. Majors.

Captains having the brevet rank of field officers are to do duty as field officers in camp and garrison; but they are also to perform all regimental duties according to their regimental rank. Brevet Field-Officers.

Brevet field officers, when performing garrison duties as field officers, will at all times be mounted.

II.—DUTIES IN GARRISON. WORKING AND FATIGUE PARTIES. FORTRESSES.

11. At all home stations the hours for the “*Reveille*,” “*Retreat*,” and “*Tattoo*” throughout the year will be regulated as follows:—

Reveille.	Retreat.	Tattoo (last Post).
Varying from 5 A.M. in Summer to 7 A.M. in Winter.	At sunset.	At 10 P.M., except where otherwise specially au- thorized.

Hours for reveille, retreat, and tattoo sounding.

A.O. 173
1889.

The time for beating or 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. At stations abroad these hours are to be adhered to as far as practicable, but may be varied at the discretion of General Officers Commanding, to suit the degree of latitude in which their respective commands are situated. These rules do not apply to troops on active service in the field, when the “*Reveille*” is to be sounded at daybreak, and “*Tattoo*” at such an hour as may be ordered by the Commander of the forces.

12. The reveille sounding is to be the signal for the troops to rise, and to clean and arrange their barrack rooms under the superintendence of the Non-Commissioned Officers. Troops to rise at reveille.

13. Between tattoo and reveille no trumpet or bugle is to be sounded, or drum beaten, with the exception of the No bugle sounds, &c., after tattoo.

Duties.

DUTIES IN GARRISON—continued.

call "lights out," to be sounded a quarter of an hour after "the last post" of tattoo, and the "fire-alarm," or other signal in case of a turn-out of the troops.

Duties of the field officer of the day.

14. The ordinary duties of the field officer of the day are to be present at general guard mounting and to visit all guards by day and night; these duties will invariably be performed mounted, unless otherwise specially ordered. He will also turn out and take command of the piquets in case of fire, riot, or other alarm. In the morning, on the dismounting of the guards, the reports of their commanders are to be forwarded by the field officer to the officer commanding at the station, together with his own report, in which he is to note any irregularity or occurrence of an unusual nature that may have come under his observation in the course of his duty.

Captain to act as field officer.

15. In small garrisons, a captain is to do the duty of the field officer of the day in the same manner in all respects, except that his being mounted may be dispensed with. In large garrisons, when the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed, and the former, at the discretion of the Commandant, may be directed to perform a portion of the field officer's duties.

Captain and Subaltern of the day.

In either case, a captain of the day or week, and a subaltern of the day, will be detailed in each battalion, regiment, or corps to superintend its own regimental duties and internal economy.

Adjutant of the day and drummers.

16. An adjutant of the day, and any regimental staff that may be required for garrison duties, including the band and drummers, are to be furnished from the regiments in garrison according to roster.

Town major or brigade major.

17. No officer, unless he commands the parade or station, or is a staff officer of the station of higher rank, has any right to interfere with, or to give any orders on the parade to, the town major or brigade-major.

Hour for guard mounting.

18. The daily guards and piquets will mount at such hours as the General or other Officer Commanding may deem best suited to the climate, the season of the year, and the duty to be performed. When no special orders on this subject are issued they will, as a rule, mount at 10 a.m.

Inspection of guards, &c., by an officer.

19. All guards and parties with arms are, before going on duty, to be carefully inspected and sized by the adjutant, or some other officer of their corps, and marched by him from their regimental to the general parade.

Duties of commanders of guards.

20. Commanders of guards are to make themselves thoroughly acquainted with all the orders for their guards,

Duties.

DUTIES IN GARRISON—continued.

as well as with those on each sentry's post. The standing orders of the guard are to be distinctly read and fully explained to the men as soon as the guard has mounted. Every relief is to be regularly inspected before going to, and also on returning from, its post.

21. Commanders and Non-Commissioned Officers of guards will exercise the greatest vigilance to ensure the efficient performance of all duties and to check all irregularities on the part of their guards. The Commander will visit his sentries at least twice by day and twice by night to ascertain that they are alert on their posts and acquainted with their orders, and, in addition, at frequent and uncertain intervals, will send a Non-Commissioned Officer with a file of men to perform the same duty.

Going
rounds.

22. Commanders are never to quit their guards except for the purpose of visiting their sentries, and will then inform the next in command of their intention and the probable time of their absence. They are also to prevent any Non-Commissioned Officer or soldier from quitting the guard without leave, which is to be granted only for special purposes.

Officers and
men not to
quit their
guards.

23. Neither officers nor soldiers are to take off any article of their clothing or accoutrements while on guard, but the wearing of the Infantry greatcoat or Cavalry cloak in the guard room will be optional. Officers and soldiers are to be at all times alert and vigilant in the performance of their night duties.

Guards not
to take off
clothing.

Vigilance.

24. All guards are to turn out at the commencement of the *Reveille*, *Retreat*, and *Tattoo* sounding, when the Commanders will carefully inspect them, and ascertain that all the men are present and regular in every respect.

Guards to
turn out to
reveille, re-
treat, and
tattoo.

25. Sentries will be relieved every two hours; and in cold or inclement weather they may, at the discretion of the Officer Commanding the garrison or camp, be relieved every hour during the night. Regimental arrangements should be made for a cup of hot coffee to be provided at some period of the night (for instance at 1 a.m.) for each man of the guard. The expense is to be defrayed from the funds of the canteen or grocery-shop as the Commanding Officer may determine.

Relief of
sentries.

26. Sentries furnished by stable guards will mount with or without arms, at the discretion of Commanding Officers.

Stable
guards.

27. When a fire breaks out or any alarm is raised, all guards are to be immediately under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided, unless otherwise specially ordered.

Fire or other
alarm.

Duties.

DUTIES IN GARRISON—continued.
Guard reports.

28. In their guard reports, which are to be made on Army Form B 160, Commanders are to mention the particular hours at which they went their rounds personally, and caused the sentries to be visited by a Non-Commissioned Officer, as well as the hours at which their guards were visited by officers on duty, and by "rounds" of any description. They are also to send an immediate report to the field officer or captain of the day of any unusual occurrence that may happen on or near their guards.

Forms.

29. The printed form of guard-report is applicable more particularly to regimental main or quarter-guards where prisoners are confined, but General and other Officers Commanding may use their discretion in ordering manuscript forms of report, based on the prescribed form, to be rendered by other guards. All main and quarter-guard reports, showing the disposal of prisoners by Commanding Officers, are to be preserved in original, and laid before General Officers at their inspections.

Patrols detached to assist the civil authorities.

30. Patrols specially detached from a guard or piquet to assist the civil authorities, or for the purpose of quelling any disturbance in which soldiers are concerned, are invariably to be fully armed and provided with ammunition, and when employed in the actual suppression of disturbances are to be under the command of an officer. This is not applicable to ordinary regimental piquets or patrols when employed in the apprehension of absentees and disorderly soldiers, in which cases the men may be sent out with side arms only.

Inspection of guards on being dismounted.

31. All guards on dismounting are to be marched with the utmost regularity to their regimental parades, where they are to be inspected and their arms examined. In the case of an officer's guard, the men, on being found clean and regular, are to be dismissed by the Commander, after he has reported to any officer of superior rank on the parade. If the guard be in charge of a Non-Commissioned Officer, and no officer is present on the parade, a report is to be made to the adjutant or orderly officer previous to dismissal.

Young officers to be supernumeraries on guard.

32. For the purpose of instruction, young officers are to be placed on guard as supernumeraries with senior officers, and no officer is to be placed in command of a guard until he is sufficiently acquainted with the duties of that position.

Commander responsible for stores, &c.

33. All stores and furniture (including the sentry-box watch coats) in charge of a guard are to be handed over from one Commander of a guard to another. The Com-

Duties.

DUTIES IN GARRISON—continued.

mander of the relieving guard will be responsible for their correctness, and will in his report certify with reference to the condition of each article when taken over.

Working and Fatigue Parties.

34. Soldiers are liable to be employed as working or fatigue parties whenever the public service may require. On service in the field, where a field ration is allowed to the troops, the liability of soldiers to be employed without working pay on every kind of labour, as forming part of their ordinary duties, must necessarily be enforced. The regulations provide for working pay in certain cases, but it is not granted for military work of an instructional nature, or for fatigues.

Soldiers employed as working parties. On field service.

35. The precise nature of the duties to be classed as fatigues will be defined from time to time at each station by an order to be issued, with the approval of the Secretary of State for War, by the General or other Officer Commanding.

Duties classed as fatigues.

Among them will be the following :—

Serving with the fire-piquet; cleaning yards, garrison guard rooms and hospitals; filling carts with coal; carrying coal for staff or departmental officers, or for guard; sweeping barrack squares; rolling roads; weeding; moving furniture from barracks being dismantled, or from storehouses to barracks required to be furnished; changing furniture in guard-rooms; loading or unloading carts with stores used by, or intended for issue to the garrison; the construction of field works by infantry soldiers while under instruction; the demolition of field works thrown up for instructional purposes; the levelling of ground, the opening up and making communications in and about camps or quarters; the maintenance of drill grounds, military roads and fences for cavalry, and of ranges and butts for rifle practice.

36. Artillery soldiers are liable to be employed upon all the ordinary duties of artillerymen, without being entitled to working pay.

Work to be done by men of R.A. without working pay.

Among work of this description, is the following :—

(a.) Mounting, dismounting, or shifting guns, or any other work of that nature relating to guns or stores appertaining to artillery armaments.

(b.) Removing guns or warlike stores appertaining to artillery armaments, except under the following conditions :—

Duties.

WORKING AND FATIGUE PARTIES—continued.

Removing guns of 12 tons and upwards, their carriages and platforms, for a distance exceeding 300 yards to or from the emplacement, in any other manner than by water, or by horses along a line of road.

Removing heavy warlike stores or guns of under 12 tons, for a distance exceeding one statute mile, in any other manner than by water, or by horses along a line of road.

Removing guns or heavy warlike stores by horses along a line of road, provided the distance, including the march from stables, going and returning, is not less than 10 miles.

(c.) Examining and keeping in order the guns and stores constituting the armaments of forts and batteries, including assisting artificers in re-venting guns.

(d.) Making up ammunition for artillery armaments, or for salutes.

(e.) Gauging or piling shot, shell, or ammunition appertaining to artillery armament.

Working parties
Horse
Artillery
and Cavalry.

37. The Horse Artillery, Royal Artillery Riding Establishment, and the Cavalry, are not called upon to furnish working parties unless the exigencies of the service require it.

Authority
for.

38. Officers Commanding corps are not to furnish working parties except upon the written requisition of the head of the Department concerned, subject to the approval of the General Officer Commanding.

How to be
detailed.

39. It is of the utmost importance that at sieges and on field service, working parties should be detailed by companies, battalions, brigades, and divisions, as required, and not be formed of detachments from different companies and corps. The officers should be with their respective companies or corps. The officers and non-commissioned officers of the working parties will be held responsible for the amount of work done, the duty of the engineers being to see that the labour is properly applied.

Large works
executed by
military
labour.

40. In carrying out large works by military labour, the execution of a separate portion of the work should be confided to each corps.

Permanent
working
parties.

41. Whenever permanent working parties are employed, a statement showing their average strength is to accompany the general monthly return from the station.

Superintending
officer.

42. It is the duty of the superintending officer to see that the work is properly performed by the working party in his charge, in accordance with the instructions of the head of the department concerned.

Duties.

WORKING AND FATIGUE PARTIES—continued.

43. When the work to be performed is the moving of heavy guns or the material appertaining to them, the head of the department, before applying for a working party, will confer with the Officer Commanding the Royal Artillery as to the number of officers who will be required to superintend. Moving heavy guns.

44. When field works, submarine mining operations, submarine mining practice, or other instruction, are carried on under the superintendence of the Commanding Royal Engineer, the officer of the Royal Engineers deputed by him to superintend will have charge of the work. Officers of other corps taking part in the above operations, instruction, or work will be informed by the officer thus deputed (notwithstanding that they may be of senior rank to him) as to the work to be done and will give the necessary orders to their men. Officer of R. E. to have charge of instruction in field works, &c.

45. Staff serjeants who are not regimental artificers, when employed on working parties, are to be considered exempt from manual labour, except such as is necessary in conjunction with their duties as superintendents. All other Non-Commissioned Officers and men are liable to be required to work at their crafts. Serjeants, corporals, and second-corporals of Royal Engineers, for whom there is suitable employment at their crafts or in the superintendence of working parties, will not, except in cases of emergency, be required to work as labourers. With parties of Infantry, serjeants and such corporals as are required to complete the number of superintending Non-Commissioned Officers will not be ordinarily employed at manual labour. Liability of non-commissioned officers.

46. It is the duty of the superintending Non-Commissioned Officer to see that the work is properly performed by the working party in his charge, in accordance with the instructions of the head of the department concerned, and, if the party be employed on piecework, to keep an accurate account of the work done by each man, with a view to the apportionment of the amount earned among the working party. Superintending N.C.O.

47. The arrangement for the meals of the working parties should be such as to prevent unnecessary loss of time in marching, and when the distance of the works from the quarters of the party exceeds one mile, arrangements should, as a rule, be made for sending the meals to the works. Meals.

48. As the 2nd and 3rd rates of engineer pay laid down in the Royal Warrant relating to Pay, &c., are intended as Engineer Pay, 2nd and 3rd rates.

Duties.

WORKING AND FATIGUE PARTIES—continued.

a remuneration for skilled labour or qualifications of a superior order, the greatest care will be taken that no man is placed on these rates without a strict investigation into his qualifications.

Board upon, qualifications for.

49. When men are proposed for the 2nd and 3rd rates of engineer pay, their qualifications will be investigated by a board appointed for the purpose by the Commanding Royal Engineer. The board will, as a general rule, cause mechanics or artificers proposed for these rates to execute superior work in the presence of one or more of the members, and this work should be described in the "proceedings." Full evidence of the capabilities and industry of each individual should be taken and recorded in the proceedings of the board, upon which the decision of the Commanding Royal Engineer will be noted. In the case of surveyors, photographers, printers, lithographers, and draughtsmen, certified specimens of the work performed should accompany the proceedings for the information of the Commanding Royal Engineer.

30	
Engineer	
Pay.	
678	

Restoration of men disrated.

50. The Commanding Royal Engineer is authorized to restore to the 2nd and 3rd rates, without the assembly of a second board, any man who has been temporarily disrated, but he will report the fact for the information of the Adjutant-General, giving reasons for the restoration.

30	
Engineer	
Pay.	
078	

Reduction to lower rates.

51. Non-Commissioned Officers and men who are rated as artificers, but who may be reduced to rates of engineer pay lower than the 5th, will continue to be mustered as artificers, but the Commanding Royal Engineer may direct that they be not employed at their crafts until they are deemed worthy of being restored to the 5th rate of engineer pay.

Fortresses.

Division into districts.

52. It is the duty of the Commandant of every fortified place to see that the fortress is divided into a convenient number of districts. The number and boundaries of these districts will be fixed after consultation with the commanding officers of artillery and engineers. To each section an officer of artillery and engineers will be appointed, and the names of these officers will be notified in garrison orders.

Distribution of troops.

53. The troops of the garrison considered as a defensive force will be apportioned to each section, and the allotment will be notified in garrison orders; an alarm post will be assigned to the troops allotted to each section. One or more places within the fortress will be selected for the rendezvous of the reserves.

Duties.

FORTRESSES—continued.

54. At such times as the Commandant may deem it desirable he will inspect the fortifications, or such part of them as he may consider requisite. On these occasions he will be accompanied by the Commanding Officers of artillery and engineers. Inspection by commandant.

55. As each section is examined, the troops will get under arms and take up the positions assigned to them; the flank guns and parapets will be manned; draw-bridges raised; sally-ports closed; and the expense magazines and side-arm sheds opened. Manning batteries and assembling troops.

56. The Commandant in the course of his inspection will see that the officers, non-commissioned officers, and men of the infantry are acquainted with the communications of that portion of the fortress assigned to them, and with the general nature of their duties. The district officers of engineers acting under the orders of the Commanding Royal Engineer will explain to the infantry the uses of each work or portion of the work. Instruction of infantry.

57. The Commanding Royal Engineer will prepare a detailed account of the fortress on a form selected for that purpose. This document will be considered strictly confidential, and the Commanding Royal Engineer will be held responsible for its safe keeping. The Commanding Officer of Artillery and the Commandant will have free access to this document, but no portion of it must be copied. Detailed account of fortress.

58. Proper range-tables for each battery must be prepared, printed, and retained in the battery with its stores; the distance from the battery of the most conspicuous objects within range of the guns will be shown on the charts and maps allowed to sea and land forts respectively. Range-tables.

Section XI.—HORSES.

(Will become Section VI. in future Editions.)

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- I.—Remounts, paras. 1 to 11.
 II.—Casting Horses, paras. 12 to 17.
 III.—Horses and Stable Management, paras. 18 to 62.
 IV.—Veterinary Surgeons, paras. 63 to 72.
 V.—Farriers, paras. 73 to 81.
 VI.—Returns, para. 82.

(The remainder of this Section is included in Part II.)

I.—REMOUNTS.

- | | |
|----------------------------|---|
| Description and numbering. | 1. Officers employed in the purchase of horses will, as soon as practicable, transmit to the Adjutant-General, on Army Form B. 88, a description of each horse passed into the Service ; an army number will then be allotted to the animal by the Inspector-General of Remounts. A description of all horses and mules will be kept up in the Army Horse Record at the War Office, and a number will be assigned to each animal. |
| Branding. | 2. The numbers thus assigned will be branded on the hind feet : the units, tens, and hundreds on the off hind foot, and the number of thousands on the near hind foot ; thus, 1001 would be represented by the figure 1 on the near hind foot, and also the figure 1 on the off hind foot, whilst 3666 would be represented by the figure 3 on the near hind foot, and the figures 666 on the off hind foot. |
| Certificate of branding. | On receipt of the army numbers, the veterinary surgeon doing duty with the corps, or, in his absence, the officer in charge of the horses, will furnish a certificate, through the Commanding Officer, that the several animals have been branded accordingly. |

Horses.

REMOUNTS—continued

3. These army numbers will also be recorded in the regimental horse book (Army Book 92). In all correspondence with Army Head-quarters relative to horses or mules, their army general number will be specified. Horse book and correspondence.
4. Veterinary surgeons who examine horses or mules offered for the public service, and form a favourable opinion thereon, will certify at the foot of Army Form B. 88 that "these animals are sound and fit for the Service." Animals not so certified will not be purchased. Animals for purchase to be certified.
5. Men sent from stations to fetch remounts from the Army Remount Depôts will take with them head collars and bridoons, stripped saddles without crupper, and horse brushes and cleaning things, but will not take their arms or accoutrements. Equipment of men fetching horses.
6. In the event of a remount animal being taken ill within one month from the date of joining a corps, a special report will be at once forwarded to the Adjutant-General, stating the nature and probable cause of the illness, and the prospect of recovery or otherwise. Report on animals taken ill on joining.
7. Commanding Officers of mounted corps in Great Britain and Ireland will report the arrival of remounts to the Adjutant-General within 24 hours of the occurrence, and will mention any casualty that may have taken place in connection therewith. Report of arrival.
8. When remounts are received by corps, the Commanding Officer will cause a veterinary history sheet, which will be signed by himself and the veterinary surgeon in charge, to be prepared for each animal. Veterinary history sheet.
9. In recording the age of horses on the veterinary history sheet, care will be taken that the age is reckoned from the 1st of May in the year in which the horse was foaled. Age.
10. Army Book 92, "Description of Horses," is the only book containing a record of horses required to be kept in regiments of Cavalry and all mounted corps, including such battalions of Infantry as have transport animals attached to them. Care will be taken that all returns furnished agree with the entries in the book. Book to be kept.
11. When a regiment of Cavalry or other mounted corps is proceeding on service abroad and leaving its horses at home, Army Book 92 will be delivered to the officer deputed to take over the horses, and a report that Transfer of horses left behind on embarkation of corps.

Horses.

REMOUNTS—continued.

this has been done will be sent to the Adjutant-General before the corps embarks. This book will be handed over to the Officer Commanding the corps to which the horses are allotted, who will, within a week of their reception, report to the Adjutant-General that the transfer has been completed.

II.—CASTING HORSES.

Application
for authority
for casting.

12. When Commanding Officers consider horses to be unfit for further service, they will fully report each case to the General Officer Commanding ; and, on home service, if that officer concurs in the opinions expressed, an application on Army Form B 164, specifying in each case the cause of unfitness in the minutest detail, will be made to the Adjutant-General for instructions thereon. All such reports and applications, whatever may be the cause of unfitness, will invariably be accompanied by the veterinary history sheets.

Aged and
worn-out
horses.

13. Commanding Officers are to bring forward, at each annual inspection, worn-out horses of fifteen years of age or upwards which are either then inefficient from old age or likely to be so during the following twelve months. Should, however, horses become inefficient and useless in the interval between the inspections, on account of accidents or medical causes which the veterinary surgeon pronounces to be absolutely incurable, such cases, if in the Cavalry, are to be reported to the Inspector-General of Cavalry for Great Britain or Ireland (as the case may be), accompanied by the veterinary history sheet. The Inspector-General will then be able to decide without visiting the station whether the horse should be cast at once, or kept on for further treatment until the next inspection. It will, at the same time, be within his knowledge whether the prescribed percentage of cast horses, which will be intimated annually, has been reached in the particular regiment. Horses suffering from infectious or contagious diseases should be dealt with as prescribed in paragraphs 31 and 67.

Horses con-
sidered unfit
by Inspector-
Generals.

14. The Inspector-Generals of Cavalry, at their annual inspections, will also send to the Adjutant-General a report of any horses they may consider unfit for the Service, which will be dealt with as laid down in paragraph 12.

Horses.

CASTING HORSES—continued.

15. To obviate charges for the shoeing of cast horses after they have left headquarters for the place where they are to be sold, a shoeing-smith is to be detailed as one of the party in charge, whenever the number of horses exceeds six, and the distance to be travelled is over twelve miles. Shoeing of cast horses.

16. At the annual inspection, the Inspecting General is to be furnished with the following returns.— Returns for Inspecting Generals.

“A.” A return of casualties, and of the horses which have been cast prior to the inspection.

“B.” A return of horses proposed to be cast. This return should not contain a greater number of horses than would, with those alluded to in “A,” complete the authorized percentage.

“C.” A return of all horses which it may be deemed advisable to cast in excess of the percentage.

17. In case any animals are detached, their veterinary history sheet is to be invariably sent with them, and not retained at the regimental headquarters. History sheet to accompany horses detached. Entries to be signed.

Each entry of treatment on the veterinary history sheet should be signed by the veterinary surgeon in charge.

III.—HORSES AND STABLE MANAGEMENT.

18. The exercise and treatment of remount horses is to be regulated by their age, strength, and condition at the time of their joining. They should, however, if possible, be taken into quiet work immediately on joining. The duration of their daily exercise is to be gradually increased as their feed of corn is augmented, and at no time is their work to be such as to reduce their condition, or induce fatigue. They should be given plenty of air, and, where practicable, there should be a spare stall between each horse in stables. Exercise of remounts.

19. With a view to prevent accidents occurring to young horses from their kicking each other, and to the soldiers employed in breaking and grooming them, Commanding Officers of mounted corps may use their discretion in leaving the hind feet of their remounts unshod until the animals have been trained, Shoeing remounts.

Horses.

HORSES AND STABLE MANAGEMENT—continued.

Horses, how numbered. 20. Troop-horses in the Cavalry are to be numbered on the fore feet by troops, and in the Royal Artillery by batteries.

Singeing or clipping horses. 21. Commanding Officers of the mounted services are permitted to exercise their discretion in causing horses in their corps to be singed or clipped under the belly, inside the forearm, and thigh, down to the knee and hock, but horses are not to be singed or clipped to such an extent as to render blankets necessary as a protection from the weather.

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1886.

Horses' tails. 22. The tails of troop horses are to be cut to such a length as to reach, when not raised, from six to eight inches above the hock, a margin of two inches being allowed to suit horses of different size and breeding. The length of the tails of officers' chargers is also to be strictly in conformity with this regulation. General Officers, when making their inspection of mounted corps, will ascertain whether these instructions are strictly followed, and will specially report any instance that may come under their notice in which they are disregarded. Horses with very short docks are not to be purchased as remounts.

Transfer of horses. 23. Horses are not to be transferred from one corps to another without the previous authority of the Commander-in-Chief, if the corps from which the transfer is to be made is in Great Britain or Ireland. If the corps is abroad, the authority of the General Officer Commanding is to be obtained. When transferred a No. 1 report, Army Form O 1812, a descriptive return, Army Form B 88, and a veterinary history sheet, Army Form B 270, are to accompany them; a duplicate of Army Form B 88 being sent to the Adjutant-General.

Transfers to be well shod. 24. Before horses are sent from the corps from which they are transferred, they are to be well shod. The veterinary surgeon in charge will make a minute inspection, and furnish a certificate, to be transmitted to the corps receiving the horses, stating that they proceed complete in respect to their shoeing, and specifying the date at which each horse was last shod.

Transport of sick horses by rail. 25. When it is considered necessary to remove sick or lame horses from one station to another by railway, the application for a route for such service is to be accompanied by a certificate from the veterinary surgeon specifying the reason of such horses not being in a fit state to proceed by march route. Conveyance by railway will only be resorted to when a horse cannot be left at a military station in charge of a military veterinary surgeon, with a view to

Horses.

HORSES AND STABLE MANAGEMENT—continued.

avoid employing a civil practitioner ; or for the purpose of avoiding serious injury to a horse.

26. When horses have been conveyed by railway, a report, in duplicate, according to Army Form F 717, will be transmitted to the principal veterinary surgeon for each horse, or for each batch of horses, sent from and to the same place by the same authority. The principal veterinary surgeon will check and countersign the documents, and return one as a voucher for the payment of the charge. Report to be furnished.

27. With a view to ensure minute inspection as to the fitting of the saddles and the soundness of the horses, all horses (including such of the sick as are able to leave their stables) are to be inspected, under the orders of the Commanding Officer, at a general horse-parade, with stripped saddles, once a week during the winter months, and at any convenient time during the drill-season, when their army numbers should be periodically verified. Weekly horse parade.

28. Commanding Officers of mounted corps are held responsible that proper discretion is exercised in adjusting, according to the state of the weather, the means of ventilation provided for the stables, so as to avoid both injudicious exposure to cold, and a condition of imperfect ventilation, which are equally injurious to the horses. Care will be taken to prevent the action of the ventilation being tampered with, or its effect neutralized. Ventilation of stables.

29. Frequent inspections of the stables and their environs will be made by regimental and other officers concerned in the care of horses to ensure that attention is paid to their cleanliness and sanitary condition. Inspection of stables.

30. To prevent accidents which are frequently caused by horses slipping on the pavement of stables, Officers Commanding mounted corps are to adopt simple precautionary measures, such as sprinkling the stalls with sand or a little straw, when the horses are not littered down ; whenever an accident is alleged to have arisen from slipping in the stall, inquiry should be made as to whether such measures of precaution had been adopted. Horses slipping in stables.

31. In cases of emergency the General Officer Commanding, or, when reference to him cannot readily be made, the senior officer present at the station may order the destruction of any troop-horse, either on account of contagious disease or incurable injuries, on the certificate of a military veterinary surgeon—in case of disease, to the effect that its nature absolutely necessitates the destruction of the animal, and, in case of injury, that it is incurable, and that the horse is suffering great and needless pain. In every Destruction of horses in cases of emergency.

Horses.

HORSES AND STABLE MANAGEMENT—continued.

instance, either before or after the horse is destroyed, according to the degree of urgency, a garrison board, or when that is not obtainable, a regimental board, will be assembled to view the body of the horse, and take evidence of the whole of the circumstances of the case; if the horse has not already been destroyed, the board will express their opinion of the necessity for its destruction. The proceedings will be forwarded through the General Officer Commanding to the Adjutant-General.

Deaths to be reported.

32. Commanding Officers will, in every instance, immediately report the death of any horse to the Adjutant-General on Army Form B 88, specifying the class of the animal and the numbers required to complete establishment.

Interment of horses.

33. The carcasses of dead horses are not to be interred within a distance of 200 yards from inhabited buildings, or wells, or other source of water supply; and when buried they should be covered with quicklime.

General Rules for Stable Management.

34. The following rules are intended as a general guide, subject to such alterations as circumstances may require, at the discretion of the Commanding Officer.

Trimming heels of horses.

35. The heels of the coarse-bred horses used for draught purposes should not be clipped close; the long hairs only need be removed. The practice of washing legs and heels is forbidden.

Prevention of throat and chest diseases.

36. Leaving horses to stand unattended to, when hot and sweating, especially if in a draught, and when the harness or saddles are removed, gives sore backs and heels, also chest and throat diseases, such as pneumonia, pleurisy, coughs, catarrhs.

Stable hours in summer and winter, and issue of food.

37. *Stable Hours and the Division of Forage.*

Stables.		Hours.	Hay.	Oats.	Water.
			lbs.	lbs.	
Morning	{ Summer ...	6 to 7	...	3	At the commencement of each stable hour, at least four times a day before feeding.
Midday	{ Winter ...	6.30 to 7.30	...	3	
	{ ...	on return from exercise or work	6	3	
Evening	{ ...	5 to 6	6	4	
	Total	12	10	

A bran mash in lieu of oats should, as a rule, be given on Saturday nights, and if 1 lb. of the morning hay, with 1 lb. of the straw ration, be cut up into chaff, and a proportion given with each feed, it will be most beneficial.

Horses.

HORSES AND STABLE MANAGEMENT—continued.

38. When horses are picketed out in the open, they may not require to be watered so often as four times a day, but the rules for the division of forage should be adhered to under all ordinary circumstances. Watering when picketed.
Division of forage.
39. Horses are to be taken off the rack-chain when they have finished their midday feed of oats, and also after the evening feed. Release of horses from rack-chain.

Management of Bedding.

40. The daily ration of straw for each horse, as fixed by the allowance regulations, is 8 lb. When any choice exists, wheaten straw should be preferred : barley straw is apt to cause skin diseases, and oaten straw is readily eaten by horses. Allowance of straw.
41. The old bedding, when removed from the stalls at morning stables, should be well shaken up, and only the dung and very short refuse taken to the dung-heap. It should then be placed in wind-rows in the open, in ordinary fine weather. In wet weather it should be placed under the litter sheds ; failing these, in the centre of the stable, or in an empty stall. Management of litter.
42. In very hot weather, or during the prevalence of dry-winds, the bedding, if too much exposed, becomes very dry and brittle, and waste ensues. To remedy this, it should be placed, when thoroughly dry, in heaps. In dry weather.
43. During the morning, or at midday stables, the whole of the daily ration of new straw should be thoroughly mixed up with the old. By this means the old bedding is better opened out and dried, and the horses will not eat so much of the new straw. Mixing of litter with new straw.
44. By careful management, the ration of straw will admit of there being bedding sufficient to "half bed down" at least twice a week. Where wheaten straw is issued, and there are from 12 to 16 horses in a stable, the bedding should admit of "bedding down" every afternoon. Bedding down.

Routine of Stable Duties on Return of Horses from Work.

45. The warning for "stables" should sound immediately on the return of the troops from exercise or from the field, except when they return at the dinner hour. The horses should usually be exercised between 8.30 and 11 o'clock a.m. "Stables" should sound fifteen minutes after the return, and "Officers' call" at the same time as "stables." "Calls."

Horses.

HORSES AND STABLE MANAGEMENT—continued.

Bits and stirrups. 46. Bits, stirrups, and bright buckles may be rubbed over with an oil rag to prevent rust. This should not occupy more than five minutes.

Horses groomed and cleaned. 47. The horses should be groomed and thoroughly cleaned before any man is allowed to clean his saddlery, except as above.

Inspections and watering. 48. Each horse, as soon as reported clean by the man in charge, should be inspected by the troop officer, and, if cool, should be offered water to drink: this watering should always be done before feeding, and if possible at least four times each day. If passed, the man should be allowed to get on with his kit at once. When all, or nearly all, the horses in the troop are passed (for it is not desirable to detain officers in stables for a few idle men), the troop should be reported, with the few exceptions, as clean by the troop officer to the orderly officer.

Bedding down. 49. The horses, except those that are not clean, should then be bedded down.

The "feed." 50. The "feed" should sound as soon as the Commanding Officer is satisfied with the stable arrangements. All the horses should be fed at the same time. The men who are late should be withdrawn from their horses whilst feeding. When the horses are watered and fed, the officers should be permitted to leave stables.

Saddlery. 51. The saddlery should then be cleaned under the superintendence of the Non-Commissioned Officers. One officer of every troop should go round the saddlery to see that it has been properly cleaned, about three-quarters of an hour after "feed," or, if preferred, this duty may be performed at evening stables. Each man should be permitted to leave stables as soon as his kit is cleaned and passed by the Non-Commissioned Officer. As soon as all, or nearly all, the kits are clean, the Non-Commissioned Officers should be permitted to leave stables, except one to look after men whose kits are not ready. It is not desirable that all the Non-Commissioned Officers should be detained for a few idle men.

Time occupied. 52. A good groom, who really works hard, ought to be able to clean the hottest horse in summer, or the dirtiest horse in winter, in an hour, and the saddlery in three-quarters of an hour more. Every endeavour should be made to stimulate the individual energy of each man, by allowing him the advantage of leaving stables as soon as his work is done. No horse is well cleaned unless he is quickly cleaned.

Return at dinner hour 53. When the troops return at or near the dinner hour,

Horses.

HORSES AND STABLE MANAGEMENT—continued.

the horses should be watered and fed. The saddles or numnahs should be kept on. A numnah is quite sufficient to prevent the risk of chill to the back or loins. All doors and windows should be closed on one side of the stables, to prevent through draught whilst the men are at dinner.

54. Three-quarters of an hour should be allowed for Dinner. dinner. The warning for "Stables" should then sound, and "stable call" ten minutes afterwards. In other respects, the duties and arrangements are the same as detailed above.

55. With regard to horses coming in from the riding- Return from riding-school. school at irregular hours, especially when there are rides before breakfast, the same system should be adopted. The men should be sent down to stables as soon as possible, and be placed under charge of the orderly serjeant of the troop (who should be left in for this purpose). Each recruit should be allowed to leave as soon as his horse and kit are clean.

56. The troop officers, when they come to stables, will inspect the horses and kits that have been cleaned at irregular hours, and ascertain that the orderly serjeant has not allowed the men to scamp or neglect their work.

57. When one or more troops return from the field, or duty, at a different time from the rest of the regiment, the same principles should be carried out under the senior officer of the troop or troops so employed.

58. The young horses may be placed in stables by them- Young horses. selves, and put in charge of a steady Non-Commissioned Officer, under supervision of a well-selected subaltern. This arrangement is advisable when the number is not large. But if their number is great, the better plan is to leave them with their troops, but in a separate stable adjoining the rest of the troop. It is not advisable to put young horses in the same stables as the old horses—(1) because they are often brought in at hours different to the rest of the troop, and thereby the regularity of the stable arrangements would be disturbed; and (2) because they require more ventilation and to be kept cooler than old horses, being subject to strangles, catarrh and epidemics.

59. One good man should be told off to every two young horses, and should remain with those horses until they join their troops. He should be exempted from all duties, except when the troops are ordered to turn out as strong as possible, and except Commanding Officers' foot parades.

Horses.

HORSES AND STABLE MANAGEMENT—continued.

60. If there are many young horses, one-half should attend riding drill in the forenoon, and the other half in the afternoon, and the horses of each squad should be groomed and cleaned immediately on their return.

Sweeping of stables.

61. The stables should be swept out thoroughly clean, either before the horses are taken out to exercise, or immediately afterwards, when the stablemen do not go out with the horses.

Opening of windows.

62. As soon as the horses have been taken out, every door and window should be opened, and kept so until the troops return; except when there are horses left in stables, as may occur when there are rides before breakfast, in which case, in cold or windy weather, the doors and windows on one side only should be opened.

IV.—VETERINARY SURGEONS.

Inspecting veterinary surgeon.

63. The Inspecting Veterinary Surgeon has the general veterinary supervision of the district or army corps to which he may be attached, and is available for reference by General and Commanding Officers on all points connected with his department. He will attend the Inspecting General Officer at his inspection of horses proposed for casting. The Inspecting Veterinary Surgeon is to have free access to all Government stables and horses, infirmaries, stables, sick horse depôts, or sick horse lines, with the exception of the Remount Depôts, at all times, but he will acquaint the Commanding Officer before his intended visit.

Inspection of remounts.

64. All remounts—whether officer's or troop horses, on joining any of the mounted branches of the service, are to be inspected by the Veterinary Surgeon, with a view to prevent glanders or other contagious disease being introduced into the corps.

Duties of veterinary surgeon.

65. The Veterinary Surgeon is to have free access to all the stables, and Commanding Officers are to give him every assistance and support, it being necessary that on all occasions his suggestions for the care and treatment of the horses, and the ventilation of the stables, should be adopted, and enforced by superior authority. He is to make a daily report to the Commanding Officer of the sick and lame horses. These reports are to be laid before General Officers at their annual inspection.

Inspection of horses.

66. All detachments will be placed under the Veterinary charge of the nearest military Veterinary Surgeon, who will visit and inspect all the horses within ten miles of the quarters at which he is stationed at least once in each week,

Horses.

VETERINARY SURGEONS—continued.

and all detachments within easy reach by rail once a month, or oftener if required, and also inspect the shoeing. In these inspections he is to be attended by the serjeant-major and serjeant-farriers of the respective troops, and he is specially to report to the Commanding Officer and Principal Veterinary Surgeon whether there is any appearance of glanders, farcy, or other contagious disorders among them, in order that the necessary means may be adopted to prevent infection.

67. In all cases where an infectious or contagious state may be suspected without disease being confirmed, the horse is immediately to be separated from others. When any case of farcy, glanders, or contagious disease occurs among the horses of any corps, a detailed report is to be sent by first post to the General Officer Commanding. A duplicate of this report will also be sent direct to the Adjutant-General. Prevention of disease.

68. Officers Commanding corps and detachments are to see that the following instructions are carried into effect whenever glanders, or farcy, or other infectious diseases make their appearance:— Measures to prevent infection.

(a.) The rack and manger, and every part of the wood and iron-work of the stall as well as the floor and paving whence a horse infected with glanders or farcy has been removed, are to be thoroughly scoured with soft soap and hot water; when they are made clean they are to be covered with a quicklime-wash immediately after it is mixed; this is to be carefully scoured off, and the covering with quicklime-wash to be repeated. A day or two should intervene between each of these operations. The pails of the infected stable are also to be cleaned in like manner. Cleaning of stalls.

(b.) The horse appointments to be destroyed will depend on the nature of each particular case. Glanders and farcy are often preceded by other diseases, and as the horse is in consequence isolated before the disease becomes infectious, it will, in such cases, be necessary to destroy only such articles of horse-grooming implements and stable utensils as are likely to have been in contact with the poison. Horse-rubbers, numnahs, blankets, and all litter used with glandered horses, are always to be destroyed. (For further directions see Section II of the Veterinary Regulations). Destruction of infected horse appointments.

69. The clothing and necessaries of soldiers employed with glandered horses are in no case to be destroyed without the special sanction in writing of General Officers Commanding, who will satisfy themselves that such articles Infected clothing of soldiers.

Horses.

VETERINARY SURGEONS—continued.

could not be disinfected by cleansing before authorising their destruction.

Veterinary certificates.

70. A certificate to the following effect is to be inserted by the Veterinary Surgeons of regiments in the descriptive returns of horses on each occasion of transfer, whether permanent or temporary, to other corps or to the riding establishment; and when a detachment quits the riding establishment, a similar certificate is to be sent by the veterinary surgeon of the establishment.

“ I certify, that I have inspected the horses about to proceed to _____;—that they are properly shod and free from disease;—that they have not stood in any stable with suspicious or infected horses, within the period of two months preceding this date,—and that they are sound, especially as to their hocks.”

(Signed) _____

Civil veterinary surgeons.

71. In cases of sickness at stations at which there is no military Veterinary Surgeon, application should be made through the General Officer Commanding for a military Veterinary Surgeon from the nearest station. If none is available, or the life of the horse is in danger, a civil veterinary surgeon may be employed; but the circumstance is to be immediately reported to the principal veterinary surgeon of the army by the Commanding Officer. For further directions on the employment of civilian Veterinary Surgeons, see Section IX of the Veterinary Regulations.

Horse-infirmiry orderlies.

72. The staff of horse-infirmiry orderlies will be placed entirely under the Veterinary Surgeon; it will consist, in a regiment of cavalry, of one corporal and four orderlies, who should be able to attend on twelve horses. When this number of horses is exceeded, additional orderlies will be employed in the proportion of one to every increase of three (or less) horses. This staff is to be selected for skill and tact in managing and attending upon horses. It should be appointed either permanently during good behaviour, or for a term of at least two years; and it should be exempted from other duties, except Commanding Officers' parades.

[For further details as to Veterinary Surgeons' duties see “Veterinary Regulations.”]

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V.—FARRIERS.

Training of men as shoeing-smiths.

73. Serjeant-farriers at home (including corporal-farriers of the Household Cavalry) are required to train men to

Horses.

FARRIERS—continued.

become efficient as shoeing-smiths; and they will be allowed a gratuity for this service under the provisions of the Royal Warrant relating to Pay, &c.

74. One man per troop in cavalry regiments of the Line, one man per squadron in the Household Cavalry, two men per battery in the Royal Artillery, two men per troop and one man per field company in the Royal Engineers, and with the exception of the Depôt Company, two men per company in the Army Service Corps, will be placed under instruction in the forge. Young men, quick of eye, handy, and of sufficient education and good character, should be selected for instruction, with the view of their qualifying for the appointments of shoeing-smith and serjeant-farrier. During their training these men will be placed under the veterinary surgeon, and will be exempted from all duties except attendance at parades. Any man who does not make good progress should, on the recommendation of the veterinary surgeon, be at once sent back to the ranks. Two years are considered to afford sufficient time for instruction, and at the end of this period assistant shoeing-smiths should be returned to the ranks, and other men placed under instruction.

Men to be selected.

75. On or about the 31st December of each year a board of officers will be convened by the Commanding Officer for the purpose of examining and testing the efficiency of the men who have been under instruction as shoeing-smiths. The board will consist of a field officer or senior captain, as president, and one captain, one lieutenant, and the veterinary surgeon as members. If all these officers cannot be spared, a less number may be selected, but the veterinary surgeon will, if possible, be always a member. The board will ascertain whether the men are thoroughly competent to shoe horses and are able to make shoes and nails and whether they have acquired such a knowledge of a farrier's duties as to render it likely that, if called upon, they would perform the duties of serjeant-farrier or shoeing smith with efficiency. The fact of a man having qualified will be noted in his pocket ledger, and the number of men trained in each battery, troop, or company in the course of the year is to be shown in the annual return. Qualified men will, as far as circumstances permit, be afforded opportunities of keeping up their knowledge.

Examination by board of officers.

76. Vacancies in the rank of shoeing-smith should be filled by selection from the men so trained.

Vacancies for shoeing-smiths.

77. The serjeant-farrier is carefully to examine each foot of every horse every day, when broken nails are to be

Responsibility for con-

Horses.

FARRIERS—continued.

dition of horses' feet. replaced, loose shoes fastened, and projecting clenches hammered down. He must at all times avoid rasping the surface of the crust or cutting away the sole or bars; he is immediately to report to the veterinary surgeon any appearance of thrush, or other change from a healthy condition of the feet, and take steps to bring the same to the notice of the Officer Commanding the troop, who, with the Non-Commissioned Officer, the serjeant-farrier, and the soldier, are all in their several gradations responsible that the horse is so shod as to be at all times fit for any kind of work.

Nail-making. 78. Every serjeant-farrier and shoeing-smith is to be instructed in the art of nail-making, and to be so kept in practice as to ensure their being able to make nails with facility when required.

Spare sets of shoes to be kept up. 79. A spare set of shoes with a proper complement of nails ready fitted for immediate use will be provided for every troop horse. The spare shoes are to be used and replaced by new ones every quarter. The proportion of the shoes to be maintained regimentally with troops ordered on active service, will be increased by 15 per cent.; the shoes and nails being demanded from the Ordnance Store Department under the provisions laid down.

Farrier quarter-master-serjeant. 80. The services of the farrier quarter-master-serjeant are to be placed entirely at the disposal of the veterinary surgeon, under the orders of the Commanding Officer.

Serjeant-farriers and shoeing-smiths. 81. The serjeant-farrier, in working dress, assisted by the shoeing-smith of the troop, is to examine at the commencement of the morning stables every horse in the troop stables, especially as regards shoeing. Having performed this duty and reported to the senior officer or non-commissioned officer of the troop, they will go to work. A similar examination and report will be made at mid-day stables as soon as the horses return from exercise. One serjeant-farrier and one shoeing-smith per squadron will attend at all mounted parades with a case of tools, unless otherwise specially ordered by the Commanding Officer. Serjeant-farriers and shoeing-smiths are to attend all Commanding Officers' dismounted parades. On occasion of brigade or divisional field days and inspections, serjeant-farriers and shoeing-smiths will be mounted.

Attendance at parade.

[For further detailed instructions on shoeing, see "Veterinary Regulations."]

Horses.

VI. RETURNS.

82. The following returns will be sent in to the Adjutant-General from all corps, &c., having horses, mules, or other transport animals in charge (except such as may be in India).

Army Form B. 87 (annual return of horses) annually,
on 1st May.

Army Form B. 2087 (monthly state of horses) monthly,
on the 1st of each month.

Section XIV.—HOSPITALS.

(Will become Section VII. in future Editions.)

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- I.—General Regulations, paras. 1 to 14.
 II.—Hospitals in the Field, paras. 15 to 23.
 III.—Hospital Ships, para. 24.
 IV.—Medical Officers doing duty with Troops,
 paras. 25 to 31.

(The remainder of the Section is included in Part II.)

I.—GENERAL REGULATIONS.

Medical Regulations. 1. All medical duties connected with the army are governed by the rules laid down in the Medical Regulations.

Organization of hospitals. 2. Military hospitals are classified, organized, and administered as—

- (a) General hospitals.
 (b) Station hospitals.
 (c) Hospitals for soldiers' wives and children.
 (d) Hospitals in the field.
 (e) Hospital ships.

Administration. 3. The internal administration of all hospitals is under the medical officer in charge, subject to the authority of the General or other Officer Commanding the district or station.

Duties of officers commanding stations. 4. General and other Officers Commanding stations will frequently visit the hospitals under their command, to satisfy themselves that they are conducted conformably to the regulations. They are likewise responsible that divine service is performed in hospitals and duly attended, where practicable, by the patients; and that the sick are regularly visited by the chaplain or officiating clergyman, at such hours as shall not, under ordinary circumstances, interfere with the morning and evening visits of the medical officers.

Hospitals visited by Officers on duty. 5. Such officers on garrison duty as may be directed by General Officers Commanding to do so are to visit the station hospitals daily; but not during the morning and evening visiting hours of the medical officers. They will report for the information of the General Officer Commanding any irregularities they may observe. All officers visiting a hospital on duty will enter their names, rank, and date of visit in the book (Army Book 84) kept for that purpose.

G.O. 52
1896.

Hospitals.

GENERAL REGULATIONS—continued.

6. General and other Officers Commanding will arrange with the senior medical officers of stations, or with the medical officer in charge of a hospital, so that regimental officers may, at suitable and fixed times, have every facility of communicating with their men who are patients in hospital; but officers are not to make presents of food, drink, or luxuries to patients, without the permission of the medical officer in charge. In no case will soldiers while patients in hospital receive pay, or have in their possession any money or other valuables.

Regimental officers to have access to their men.

7. When considered necessary, a guard will be furnished to the hospital, and the principal or senior medical officer is to signify to the Commanding Officer of the station any particular orders he wishes to be given to the guard.

Guards to be furnished.

8. Hospital accommodation for officers is provided at the following places:—Netley, Woolwich, Gibraltar, and Malta.

Hospital accommodation for officers.

Officers will be admitted into hospital at these places under the conditions laid down in the Medical Regulations.

9. The assembly of regimental boards or courts of inquiry in hospital at suitable hours will be arranged between Officers Commanding corps and the medical officer in charge.

Regimental boards in hospitals.

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Med. Regs.
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para. 543
para. 542

10. All applications for documents will be made in the first instance direct by Officers Commanding corps to medical officers in charge of hospitals, but any further reference or correspondence regarding them will be addressed through the proper channel to the General or other Officer Commanding the brigade or station.

Applications for men's documents.

para. 1173

11. Commanding Officers will send a statement of the daily strength of their corps for the preceding week to the medical officer in charge of the hospital in which their sick are treated, not later than 3 P.M. every Friday.

Statement of daily strength to be sent to medical officers.

12. The statement (Army Form A 20) referred to in paragraph 11, will include the strength of all detachments whose sick are sent to the same hospital for treatment.

para. 520

13. Transfers of men to different batteries or companies in the Royal Artillery and Royal Engineers being frequent, returns, showing any transfers of men in hospital which may have taken place during the period of the return, will be rendered, on the last day of each month, by Officers Commanding such batteries or companies to the medical officer in charge of the hospital in which their sick are treated.

Transfers of men while in hospital.

para. 854

14. Patients will not be placed on diet on the day of

Diet of

Hospitals.

GENERAL REGULATIONS—continued.

patients of admission. admission to hospital, but will be subsisted on the rations supplied by their corps. Whenever possible these rations will be sent to the hospitals uncooked, in order that they may be prepared in the manner considered by the medical officer to be most suitable. Para 854.

II.—HOSPITALS IN THE FIELD.

Lines of medical assistants in the field 15. The lines of medical assistance in the field traced from front to rear of an army, are—
 (a) Medical officers attached to regiments of corps.
 (b) Bearer companies.
 (c) Field hospitals.
 (d) Hospitals on the lines of communication.
 (e) General hospitals at the base.

Position of medical officer attached to a corps. 16. A medical officer attached to a corps for duty in the field will be under the orders of the Officer Commanding, but will be at the disposal of the principal medical officer of the division in which he is serving. His baggage will be carried in the regimental transport, and he will be supplied with a batman from the ranks of the corps to which he is attached.

Medical equipment and duties. 17. He will be furnished with a medical equipment, and with orderlies from the ranks of the corps as laid down in the Medical Regulations. All sick of the corps will be seen by him before they pass to the field hospitals; and previous to an action, the regimental stretcher bearers, with the stretchers, will be placed at his disposal.

Bearer companies, organization and duties. 18. Bearer Companies are organized under the command of a medical officer, as laid down in the Medical Regulations. They succour and collect the wounded on the field, and carry them to the dressing stations and field hospitals. The kits, arms, accoutrements, and ammunition of the wounded are picked up and carried with them to the field hospitals by the bearer companies.

Field hospitals. 19. Field Hospitals are organized and conducted as laid down in the Medical Regulations. They have a light equipment to enable them to be moved with the troops; and all sick and wounded at the front are passed through them to the Hospitals on the lines of communication and the General Hospitals at the base of operations.

Diet in field hospitals. 20. Field Hospitals are non-dieted, the field ration being used and supplemented when necessary by extras. The rations and messing for the day of admission of any man admitted into a field hospital are to be sent thereto by

Hospitals.

HOSPITALS IN THE FIELD—continued.

the man's corps without delay. Should a man be sent without his ration, the medical officer in charge will, if he considers it necessary, draw a second ration for him for the day of admission.

21. When sick or wounded are sent to a field hospital, their kits, arms, accoutrements, and ammunition will accompany them, and on admission will be at once entered in the pack store lists of the hospital, a receipt being given to the conducting party. Should the men proceed towards the base, their kits, etc., together with the lists, will be passed with them from hospital to hospital, in accordance with the instructions in the Medical Regulations and the Regulations for the Supply of Stores to an Army in the Field.

Kits, arms, &c., in field hospitals.

22. Hospitals on the lines of communication are organized and conducted as laid down in the Medical Regulations. They have a heavier equipment than the field hospitals, and will have separate accommodation for officers and men, and be dieted as far as possible according to the hospital scales. They receive the sick from the field hospitals, and for this purpose will be established in such places and in such numbers on the lines of communication as may be necessary.

Hospitals on the lines of communication.

23. General Hospitals at the base of operations will be fully equipped and dieted, and have separate accommodation for officers and men; a military depôt will be attached to such hospitals.

General hospitals at base.

III.—HOSPITAL SHIPS.

24. Hospital Ships are fully dieted hospitals, specially fitted, as laid down in the Medical Regulations, for the treatment of sick and wounded officers and men at the sea board base of operations in war; they may be employed either in lieu of or to supplement general and other hospitals on shore.

Hospital ships.

IV.—MEDICAL OFFICERS DOING DUTY WITH TROOPS.

25. The duties of medical officers doing duty with troops in quarters and in the field are laid down in the Medical Regulations. Medical officers will be guided by these regulations, and by such instructions as they may receive from Principal Medical Officers relating to all medical and sanitary duties; but at the same time a Medical Officer attached to a garrison, or station, or to a particular corps, is subject to the orders of the Officer Commanding the station, garrison, or corps to which he is attached.

Orders in connection with duties.

Hospitals.

MEDICAL OFFICERS, ETC.—continued.

Medical inspection rooms in barracks.

26. At certain stations an inspection room is provided in barracks in which the medical officer will examine all men reported sick, and all prisoners. The Officer Commanding will furnish a permanent orderly for the inspection room, who will be under the orders of the medical officer for all medical duties ; and the necessary furniture of the inspection room will be in charge of and accounted for by the corps occupying the barracks.

Examination of sick and removal to hospital.

27. The examination of the sick will be made at such hours as may enable them to reach the station hospital before the hour of morning visit. The medical officer will examine all non-commissioned officers and soldiers who report themselves sick, and cause to be removed to hospital such as are found to be in an unfit state of health to attend parades or to perform the ordinary duties of a soldier. No soldiers are to be allowed to remain in their quarters as convalescents except such men as, immediately after vaccination, may be recommended by the medical officer to be exempted from drills and musketry practice, and to have lighter duties assigned to them. A list of the men recommended for such exemption will be furnished daily to Commanding Officers.

Company sick report.

28. The name of every non-commissioned officer or soldier brought before a medical officer on account of sickness will be entered in the "Company Sick Report" (Army Form B 256) which will, if printed forms are not available, be made out according to the form subjoined, on a slip of paper the size of one-third of a sheet of foolscap, and be invariably sent in duplicate with the man. Particular care should be taken to ensure accuracy in filling in all the particulars required by the prescribed form.

- * Regiment.
- * Battalion.
- * Company.
- * Troop or battery.
- Station and date, _____ 18 .

Regtl. No.	Rank and Name (Christian name in full), "M" under name if married.	Completed years of		Religion.	If for Duty.	Whether a Defaulter.	Disease.	Medical Officer's Remarks, and initials.
		Age.	Service.					

Orderly N. C. O.

Hospitals.

MEDICAL OFFICERS, ETC.—continued.

29. Medical officers doing duty with troops will not be required to attend parades, except when the corps to which they are attached is inspected by the General or other Officer Commanding the district or station; or under special circumstances when professional assistance is wanted, and when no medical officer has been specially detailed to attend parades by the senior medical officer at the station. Attendance on parades.

30. The attendance of medical officers at target-practice is under ordinary circumstances unnecessary, and their presence at rifle-ranges will be dispensed with at home and abroad, except where an increase of medical officers is sanctioned for this duty; but the name and address of a medical officer available to attend in case of accident should always be communicated to the officers in charge of parties proceeding to target-practice, and such medical officer is not to be absent from his quarters or hospital during the period the rifle-practice is being carried on. Where the hospital or quarters of the medical officers specially appointed to attend musketry practice are within a mile from the ranges, the medical officer on duty, after reporting himself to the officer in charge of the firing-party, may return to the hospital or quarters, where he will remain while practice is going on, and be in readiness for any emergency. Attendance at target-practice.

31. Should exceptional circumstances arise at any station which appear to render expedient the presence of a medical officer on a rifle-range, the General or other Officer Commanding may, after consulting with the Principal Medical Officer, direct the attendance of a medical officer when necessary. The Principal Medical Officer is to report all cases of this nature for the information of the Adjutant-General, in order that timely provision may be made for the performance of the duties of the medical officer so employed. Special attendance at ranges.

PART I,

**Section XVI.—MOVEMENT OF TROOPS
BY LAND.**

(Will become Section VIII. in future Editions.)

I.—Marches, paras. 1 to 8.

II.—Movements by Railway, paras. 9 to 56.

(The remainder of the Section is included in Part II.)

I.—MARCHES.

Discipline
on the
march.

1. Officers of all ranks are required to maintain a strict discipline on the line of march; their primary duty is to preserve order and regularity and to ensure the intelligent observance of the instruction contained in the book of Infantry Drill, whereby the compact order of the column is preserved, and irregular intervals, straggling and unauthorized falling out, are avoided. Halts of five or ten minutes duration should, as a rule, take place every hour, at places judiciously selected for the purpose.

Discretion
allowed to
officer in
command.

2. A wide discretion is left to the officer in immediate command in carrying out the details of marches, especially on active service or under other circumstances of emergency. When there is no enemy to be considered, the health and comfort of the troops are the principal objects to be held in view; when, however, an enemy is near, military requirements must prevail. When an officer departs from general instructions, he must be prepared to show that he has either been compelled to do so by force of circumstances, or has done so for some obvious advantage to the service.

Selecting
hour for
marching.

3. The hour of marching will mainly depend on the object to be fulfilled, but due consideration must also be given to the climate, the season of the year, and the distance to be traversed. As a general rule the men will breakfast before marching, and the march should commence about an hour after daybreak. Mounted services should not start earlier, save under actual necessity, on account of the feeding of the horses and the difficulty of properly adjusting saddlery and harness in the dark. When, however, the heat is great, it may be necessary to

Movement of Troops by Land.

MARCHES—continued.

march much earlier, or even, in extreme cases, during the night. When the duration of the march is likely to exceed six hours, it is generally advisable to halt on the way for a meal, but as a rule the men should have dinner after arrival.

4. Advance and rear guards will invariably be formed according to the principles laid down in the book of Infantry Drill, where will also be found the Regulations concerning stragglers and men falling-out during the march. The rear-guard will bring with them all men found on the way who have become separated from their corps through falling out or any other accidental cause.

5. On active service, movements or dispositions of march are not always to be put in orders, but may be delivered to such persons only as they concern.

6. The first duty of soldiers after the day's march is to attend to their arms, clothing, equipment, and horses, and until these are in complete order they will not be permitted to leave their camp or quarters. An evening parade should take place whenever practicable, and the men's billets should invariably be visited by an officer.

7. An alarm post or place of assembly for the several units of the force will invariably be selected and made known to the troops, irrespectively of the duration of the halt.

8. No armed party consisting of more than twenty men is to be allowed to proceed on any duty unaccompanied by an officer. Whenever armed parties are called out for the performance of any unusual duties, Commanding Officers are personally to 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. All detachments of cavalry of 50 men or upwards are to be attended by a farrier or qualified shoeing-smith.

II.—MOVEMENTS BY RAILWAY.

9. An officer accompanied by a non-commissioned officer from each squadron, battery, or company, and (when applicable) one for the detail attached to the head-quarters of the corps, one for the sick, and one for the guard and prisoners, will precede the troops, arriving at the station 40 minutes before the time fixed for the departure of the train, and, in concert with the stationmaster, will label or mark off, with a piece of chalk, on the footboard of passenger carriages, and in a conspicuous place on the side

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—continued.

of the cattle trucks and horse boxes, the troop, battery, company, or party to which they are allotted, and the number of men or horses each will hold. Each of these non-commissioned officers will previously ascertain the exact strength which the party he represents will muster at the railway station, bearing in mind that the guard, prisoners, and sick will occupy compartments separate from their squadrons, batteries, or companies. The officer will then post the non-commissioned officers at such places in the station as will best enable them to point out to their respective parties, on arrival, the accommodation assigned to them. (For dismounted troops see paragraph 53.)

Inspection of
cattle
trucks.

10. The bottoms of cattle trucks should be carefully inspected before being used for the conveyance of horses, as accidents are likely to arise from the planks being unsound; when practicable, this will be done the previous day.

Arrange-
ment of
trains.

11. The arrangement of the various carriages and trucks in all trains required for the conveyance of troops will be left, as a general rule, to the railway authorities, acting in concert with staff and commanding officers.

Number of
men in
carriage.

12. As a rule the compartments of railway carriages intended for ten ordinary passengers are to be allotted to eight soldiers with their arms and accoutrements, and those for eight passengers to six soldiers. Saloon carriages will hold 32 or 40 soldiers, according to their size. Each troop, battery, or company will be told off in sections corresponding with the capacity of the compartments provided, each section to include a non-commissioned officer, or "old soldier."

Entering
carriages.

13. When the troops enter the carriages, the seats will be filled from the furthest side in succession, the men facing each other as they take their places; each man will then stow away under his seat his cloak, great-coat, or valise, &c. He will retain possession of his carbine or rifle, unless the Commanding Officer should think fit to allow the arms to be placed upon the cloak or great-coat or valise under the seats when this can be done; the arms are never to be laid on the floor of the carriage.

Refresh-
ment.

14. On long journeys, when it is necessary that the troops should be fed *en route*, previous preparations, either at a halting-station or for carrying cooked rations and forage, will, as a rule, be made and instructions given to the troops accordingly; when, however, this has not been done, an officer, with one or more non-commissioned officers, will, when practicable, be sent forward to the halting-station to

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—continued.

make regimental arrangements under the instructions of the Commanding Officer, to include the provision of water and buckets for watering the horses.

15. A report of the departure of the train should in all cases be made, by telegraph, to the place where the troops are to halt for refreshment, and also to the place of destination. Report by telegraph.

16. When the train is ready to proceed, "*Attention*" will be sounded. Silence must be maintained until the train moves off, no shouting is to be allowed, and no man is to put his head out of a window or leave a carriage without permission, or get out on the reverse side of the train, except when ordered by his officers, or requested by the railway officials to do so. Starting.

17. On arrival at the place appointed for the train to halt, the officers will get out and go to the carriages occupied by their respective troops, batteries, or companies. Sentries from the quarter-guard will be posted to prevent the men from straggling, or getting out at the wrong side of the train. When these arrangements are completed the "*Halt*" will be sounded, and those who require to do so will get out of the train, leaving their arms in the carriages. Halting on the journey.

18. In case of accident to the train, the officers will proceed at once to their companies' carriages, and see that the men retain their seats until ordered to descend. Perfect order will be strictly maintained, and the directions given by the Commanding Officer or railway officials promptly executed. Accidents.

19. When it is time to proceed, the "*Close*" will sound, on which the men will all return to their carriages; the officers will see that they are all present, and having so reported to the Commanding Officer, the sentries will be withdrawn and return to their guard. Lastly, the officers will get in, and the Commanding Officer will give directions that the train may proceed. Re-entering carriages.

20. When it is intended to water and feed the horses of mounted corps during a halt, the "*Feed*" will be sounded, when the men will get out of their carriages and proceed at once to the trucks containing their horses, water in buckets having been provided by previous arrangement; one man will then get into the truck and water each horse in succession, the buckets being passed to him from the outside. The horses may then be fed with corn from the nose-bag in the usual manner. Feeding horses on journey.

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—continued.

Cavalry.

- Arrival at the station.** **21.** On arrival at the railway station the men will dismount, each man taking nothing from the saddle but his carbine, except when the cloak is required for wear. Having deposited their arms and accoutrements on the spot selected, in the same order in which they stood in the ranks, they will be told off into sections of seven or eight horses according to the capacity of the trucks.
- Entraining horses.** **22.** The sections will be numbered off from the right of the squadron, and they will afterwards file from the most convenient flank, each halting opposite the truck marked with the number of the section. A quiet horse should be selected to go in first, followed by No. 1 of the front rank of each section, and then his rear rank man. Should a horse be very restive, backing him in will generally succeed.
- How secured.** **23.** As a rule the first horse is to be led in and secured to the opposite side of the carriage, by the bridoon reins and the head collar chains, either to a ring placed for the purpose, or to the bars of the truck. The other horses will follow in order, each man taking off the bridle bit, hanging it round the horse's neck, and leaving the truck the moment he has secured his horse. The horses' heads, when it is possible, should be placed facing away from the second line of rails, as the horses are easily frightened by trains and engines passing. The moment the last horse is in the door must be at once shut, and the fastenings of the trucks afterwards carefully examined by a railway official.
- Fastenings to be examined.** **24.** A non-commissioned officer and a couple of intelligent men from each troop, previously told off for the purpose, will go round and examine the fastenings of all the troop horses, and make such alterations as may be necessary, under the personal superintendence of the troop officers.
- Entraining the men.** **25.** When all the horses of a section have been entrained, the men belonging thereto will be directed to note the number and relative position of their horse-truck, in front of which they will be required to fall in whenever an order to that effect may be given. They will then resume their arms, cloaks, &c., and fall in and be told off and entrained as directed in paragraphs 12, 13.
- Disposal of lances.** **26.** In a Lancer regiment, certain men, previously told off, will collect the lances and deposit them, the leading troop in the front luggage van, and the other troop in the rear van.

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—continued.

27. On arrival at the destination the "*Halt*" is to be sounded, when the men will get out and fall in opposite the carriages, and will be marched to some convenient spot, selected by the commanding officer, to deposit their arms and cloaks. The men of each horse-section will then fall in opposite their proper horse truck. Should, however, the cloaks have been left on the saddle, the men can get the horses out with their swords on, and carbines under their arms.

Detraining
the men.

28. The door of each truck is then let down and a mat or loose straw, if it can be procured, spread upon it, the horse opposite the entrance is to be immediately bridled and led or backed out by the man to whom it belongs; the horses to the right and left following it in turn. The troop will then be formed up in the most convenient place, and the horses again held until the arms, &c., are resumed and placed upon the saddle.

Detraining
the horses.

29. In a Lancer regiment, the men who collected the lances are to be marched over to the baggage vans, take them out, and bring them to the front of each troop, when a non-commissioned officer will superintend their re-distribution.

Re-distribution
of
lances.

30. The entraining and detraining of the officers' chargers should go on simultaneously with that of the troop horses, but, if possible, at a different part of the station.

Officers'
chargers.

31. When the arrangements before detailed are properly carried out, the train can be ready to start in half-an-hour from the time of beginning to entrain, and even less time will be sufficient for detraining.

Time
required.

32. When it is necessary for the cavalry to unsaddle, one large covered goods truck for each troop will be required to pack the saddles in; the wagon for the first troop being placed in front, and that for the second troop in rear, of the horse trucks.

Cavalry
unsaddled.

33. In such cases, after the men have deposited their arms, &c., as already detailed, they will be ordered to unsaddle, and hold their horses; they will then remove their saddles, bridles, and appointments, and pack them in the corn sacks, laying them on the ground in a regular manner opposite to the goods truck which has been told off to their respective troops.

Packing
equipment
in corn
sacks.

34. A non-commissioned officer and two men, previously selected for each troop, will then arrange the corn sacks with their contents in the goods trucks in a convenient manner, so as to take up the least possible space. The same men will be employed to take out and distribute them on arrival at the destination.

Arranging
corn sacks
in trains.

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—continued.

Artillery.

- Arrival of the troops at the station.** 35. On the arrival of a battery at the railway station it should be drawn up in the nearest convenient spot. The men will dismount, be formed up two deep, and deposit their packs, arms, &c., on the spot selected, in the order in which they stood in the ranks.
- Entraining horses. Gunners to assist drivers.** 36. The horses will then be unhooked, the traces being hooked up in the usual manner, and will be told off in sections and entrained as directed for cavalry (paragraphs 22 to 24). The gunners (or such gunners as can be spared when horses and guns, &c., are simultaneously entrained) will assist the drivers in this duty; and on its completion the whole will be available for entraining the guns, &c., if required.
- Entraining guns, wagons, &c., by end-loading.** 37. In entraining the guns, wagons, and carriages, trucks loading from a dock are, if possible, to be used. When, as is the case on some railways, the ends of these trucks let down and meet, the carriages of the battery may be run on from one to the other in a few minutes. These trucks, however, are not so convenient when there are no docks or other facilities for endloading and unloading, and should in such cases be avoided.
- Side-loading and low-sided trucks.** 38. Trucks having sides letting down are next in point of convenience; and, lastly, low-sided trucks, which are to be found on most railways; but the loading on these requires more manual labour than on other trucks, as it is necessary to lift the carriage over the side by main force.
- Method of securing.** 39. Carriages must, when loaded from a dock, be run on to the truck unlimbered. The wheels must be well secured with ropes or scotch wedges, the latter being generally procurable at railway stations. Should there be hay on the wagons, it is not to be suffered to remain during the journey, but must be placed in a luggage van.
- Method of loading.** 40. Most of the trucks above mentioned will take conveniently a gun or wagon with its limber; these are to be placed on the truck with the trail, perch, or shafts, the shafts pointing inwards and resting on the floor.
- Exceptionally large trucks.** 41. There are some trucks on which more than a gun and limber may be placed, reference being always had to the weight which they are calculated to bear. In loading, the gun should first be placed on the truck close to one end, the trail on the floor; then its limber is to be backed upon it as close as possible, the shafts resting on the floor; the wagon limber is then to be placed on the truck the reverse way to the first limber, and its shafts elevated.

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—continued.

Finally, the wagon body is to be placed on, the perch pointing inwards and resting on the floor.

42. This mode of conveyance requires much lashing, and such large trucks are not recommended when others can be obtained. When used they should, if possible, be loaded at the end, as the operation when performed from the platform is most laborious. Lashing.

43. Guns, shafts, or spare wheels are not to project beyond the buffers. Projections.

44. The horses and carriages being loaded and secured, the whole of the men of the battery will resume their packs, arms, &c., fall in, and be told off and entrained as directed in paragraphs 12 and 13. Entraining the men.

45. On the arrival of the train at its destination the men will be detrained as prescribed for cavalry (paragraph 27). Detraining men.

46. When it is not practicable to detrain the horses and *matériel* simultaneously, the horses will first be detrained; the instructions relating to cavalry (paragraph 28) being followed so far as applicable. Detraining horses.

47. The guns, wagons, and other carriages will be taken off the trucks by the gunners, the horses hooked in as soon as practicable, and each piece removed to the appointed place of parade, so as to clear the vicinity of the platforms or docks. Detraining guns.

48. When, in consequence of the horses and *matériel* being detrained simultaneously, the gunners are unable to assist in detraining the horses, the non-commissioned officer of drivers should take the first horse of each pair out of the truck, and the driver, following with the other, should then take charge of both horses. Detraining horses and matériel simultaneously.

49. As it may become necessary to unload without the aid of a platform of any sort, some strong skids, not less than 15 feet long, and some planks to form a ramp, should always be carried. In case of urgent necessity two lengths of rail may be used for the same purpose; but it is believed that in ordinary cases a small temporary platform may be made by the employés of the railway in a sufficiently short time. Without aid of platform.

Engineers.

50. The instructions given for batteries of Field Artillery apply generally to troops and field companies of Royal Engineers. Troops and field companies.

51. One truck is required for each ordinary wagon, which as a general rule can be run on to a truck the sides of which let down, and be locked round into position. Ordinary wagons.

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—continued.

Pontoon and trestle wagon. The load on a pontoon wagon will project several feet beyond one end of the truck it rests on, and it is therefore necessary to place an intermediate truck between each pair of trucks carrying pontoon wagons, which should be loaded back to back, so that their loads may project over the intermediate trucks. Pontoon and trestle wagons being of exceptional length must, in the first place, be partly unloaded, then lifted sideways by hand on to their trucks, and subsequently reloaded, the operation occupying considerable time, and being very laborious. (See also paragraphs 37 to 42.)

Projections. 52. No spare wheels or stores should be allowed to project above the tops of the wagons or beyond either side of the trucks. All shafts should be taken off and stowed beneath the wagons.

Infantry and all Dismounted Troops.

Markers opposite compartments. 53. The non-commissioned officers referred to in paragraph 9, will be posted on the platform as markers, to await the arrival of the troops, each opposite that compartment assigned to his company or party which is nearest to the direction from which it will approach the carriages.

Time to be at the station. Telling off and warning the men. 54. The troops will arrive at the railway station 20 minutes before the time named for the departure of the train, and will be halted on ground pointed out by the staff officer superintending the departure; each company will then be told off into sections, as directed in paragraph 12, and the men will be warned as to the time or station at which they are to put on their valises, &c., in readiness to detrain at the destination. The whole will then move on to the platform in fours; when the rear of each company arrives at its marker, it will be ordered to halt, and turn towards the train, remaining in fours. Each captain will move along the front of his company, and point out to each section the compartment it is to occupy, and will give the order "*Quick march*," when the men will move at once into their respective compartments, and then take off their valises.

Regimental transport. 55. When a battalion moves with regimental transport, the latter should be at the railway station 30 minutes before the time named for the departure of the train, and it should be entrained in the same manner as artillery.

Detraining. 56. When the train arrives at its destination, the officers will first get out and go to their companies' carriages, and before the men are allowed to get out, orders will be

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—continued.

Given them as to the spot upon which they are to form up. On the "*Halt*" being sounded the men will get out of the train with their rifles in their hands, and properly equipped.

57. Instructions relative to forming up and marching off will, as a rule, be given by a staff officer at the detraining station. In the absence of any instructions, the Commanding Officer will use his discretion after consulting with the railway officials. Forming up and marching off.

Other branches of the Service.

58. Men, horses, and *matériel*, belonging to branches of the service for which no special instructions are given, will be entrained and detrained in conformity with methods prescribed for the several arms in the foregoing paragraphs 9 to 57, in so far as they are applicable to each particular case. Rules applicable to.

Section XVII.—MOVEMENT OF TROOPS BY SEA.

(Will become Section IX. in future Editions.)

I.—General Rules for Embarkation, paras. 1 to 7.

II.—Superintendence and Reports, paras. 8 to 17.

III.—Duties on board Ship, paras. 18 to 104.

1. General, paras. 18 to 27.

2. Duties on board Her Majesty's Ships, paras. 28 to 30.

3. Duties on board hired Ships, paras. 31 to 78.

4. Embarkation and Duties of Mounted Troops and Horses, paras. 78 to 104.

IV.—Disembarkation, paras. 105 to 128.

V.—Scale of Rations, &c., paras. 129 to 135.

(The remainder of this Section is included in Part II.)

I.—GENERAL RULES FOR EMBARKATION.

Books and games placed on board.

1. On board H.M.'s troop-ships, pea-jackets and caps, and a library and games, are kept for the use of troops, and are to be received and accounted for as directed in the regulations for those vessels. On board hired ships these articles are to be received and accounted for as directed in paragraph 114. In hired transports games will be under charge of the master of the ship, who will issue them to the troops, and on disembarkation they will be returned to him; any deficiencies being accounted for as in the case of other naval stores. (See paragraphs 111 to 113.) When libraries are provided, soldiers are not to be appointed to act as librarians in any ship where a librarian is appointed by the Lords Commissioners of the Admiralty or by the Government of India. The books in hired transports will be supplied and accounted for in the manner laid down in paragraph 114.

Victualling on board.

2. The scale of victualling for troops on board ship (not proceeding coastwise at home) will be found in paragraphs 129 to 135. Small numbers of troops in ships of war will be victualled as seamen at full allowance.

Officers in uniform.

3. All officers ordered to embark on duty with troops, except such as form part of a corps embarking, are to report themselves in undress uniform to the officer superintending the embarkation, and afterwards to the Officer Commanding the troops on board the ship. Every officer proceeding in one of H.M.'s ships of war or commissioned troop-ships is to report himself in uniform whether detailed for duty on board or not; and is to wear uniform at all times, except when in his cabin.

Allotment of cabins.

4. The following rules are to be observed in regard to the appropriation of cabin accommodation on board ship:—

Movement of Troops by Sea.

EMBARKATIONS—continued.

a. The cabins to be allotted will be selected by the naval authorities. The appropriation of particular cabins is to be determined by the superintending military staff officer. In the case of one of H.M.'s ships this is to be done in concert with the naval paymaster, or such other officer as the captain of the ship may appoint, and no subsequent alteration is to take place without the sanction of the captain of the ship, which must be applied for through the military Commanding Officer. At an intermediate port the appropriation in any ship may be altered, if necessary, so as to give proper accommodation, with reference to army rank, to officers embarking there; but officers already on board should be put to as little inconvenience as possible.

b. General Officers (unless returning home on promotion to that rank), and officers of corresponding rank; Brigadier-Generals when proceeding to or returning from the command of a brigade; and the Officer Commanding the troops, are alone entitled to separate cabin accommodation.

c. Field officers, and those of corresponding rank, are not entitled to separate accommodation in any ship, although priority will be given to them in allotting the cabin accommodation; but when they embark in Her Majesty's ships, and the number for whom conveyance is required will admit of it, separate cabins may be assigned to them in those vessels.

d. The Commanding Officer of the troops is to occupy the Commanding Officer's cabin, and is not to exchange it for any other.

e. The appropriation of all other cabins is to be made according to seniority of army rank or of rank corresponding thereto.

f. Racks for fire-arms will be provided in all ships carrying troops. They will be fitted by the naval authorities in that part of the vessel which is likely to afford the greatest freedom from rust, and which at the same time will admit of the arms being easily accessible when required for purposes of inspection or drill, or for use on an emergency. As a general rule, the arms should be placed in the racks vertically, in order that they may be constantly examined, and for the prevention of the injury to which they are liable if racked horizontally. A label, showing the owner's name and number, should be pasted on the side of the butt of each rifle, and another, showing the letter or number of his company, troop, or battery, on the heel of the butt. The slings must be taken off

*Arms, how
stowed.*

Movement of Troops by Sea.

EMBARKATIONS—continued.

the rifles before the troops embark. Immediately after the embarkation two men from each company should be appointed to take care of the arms in the racks on the troop decks.

Arms and
ammuni-
tion.

6. When troops embark for service abroad elsewhere than in India, a supply of arms, ammunition, and accoutrements, according to the nature of the service, will be placed on board ship, under arrangements laid down in the Equipment Regulations, to which the attention of General Officers Commanding is directed. The same arrangement will apply to troops proceeding to India in hired vessels. Before the ship sails, Commanding Officers are to ascertain that the ammunition to accompany the troops has been put on board and properly secured in the magazine. On board H.M. Indian troop-ships, when employed on Indian service, a supply of arms and ammunition is kept throughout the season.

Custody of
ammunition
on board.

7. All ammunition, whether public or private, brought on board by troops or officers, is to be delivered into the charge of an officer of the ship on the deck where it is first placed, who is ordered to receive the same for safe custody; none being allowed in the cabins or amongst the baggage. This includes any ammunition there may be in the men's pouches, which in that case are to be collected before the men go below. Where there is not a magazine, as in coasting vessels, the ammunition must be placed under proper charge in some part of the ship affording freedom from risk.

II.—SUPERINTENDENCE AND REPORTS.

Duties of
officers com-
manding at
ports of em-
barkation.

8. All embarkations are to take place under the immediate superintendence of the General or other Officer Commanding at the station. In the case of hired ships he is to see that due preparation is made for the comfort of the troops, and that discipline is established on board. He is to ascertain that every officer has a copy of the latest edition of "The Queen's Regulations and Orders for the Army," and that the Officer Commanding in each vessel has in his possession a copy of the Army Act, and is fully aware of the extent of authority with which he is invested for the due maintenance of discipline on board. The troops if embarked in a hired ship will remain under his orders after they are on board, until the ship clears the port and gets to sea; and it is incumbent on him, in the event of their being detained at the port, either personally to visit them, or to order the ship to be visited by a Staff Officer daily, with a view to ascertain the state of the vessel and of the men.

Movement of Troops by Sea.

SUPERINTENDENCE AND REPORTS—continued.

9. At all embarkations of troops and horses, visitors are to be rigidly excluded from the jetties and ships, and no one will be allowed on board (persons on duty excepted) until the superintending Staff Officer has reported that the embarkation is complete, and visitors are then only to be admitted with the sanction of the executive officer of the ship. Embarkations are in every case to be conducted with all practicable speed, and the Staff Officer superintending will make every effort to have the necessary returns and documents completed as quickly as possible after the last of the troops are on board, and will inform the captain of the ship (or, if a hired ship, the officer representing the naval department), as soon as his duties in connection with the embarkation are finished, in order that there may be no undue delay in the ship's leaving harbour. Under ordinary circumstances the ship when proceeding to or from any station beyond the United Kingdom should not leave until the day following the date of embarkation.

General directions.

10. Immediately on the embarkation of troops in Her Majesty's commissioned troop-ships, the military Commanding Officer is to furnish the nominal and numerical lists of officers and troops required by the regulations for those vessels (copies of which are furnished to Commanding officers for guidance), in order that each person may be entered on the ship's books, and that no delay may take place in the issue of their provisions. The forms on which these returns are to be prepared are Admiralty forms, and will be supplied to the Officers Commanding on board the ship after embarkation. When troops embark in a hired ship, the military Commanding Officer is to furnish the master with embarkation returns in duplicate on Admiralty forms (which will be handed to him by the master) provided for the purpose; together with a detailed list of the children, showing their ages, and a list of temperance men and women, noting those who wish to receive tea and sugar in lieu of porter. Without these particulars the proper rations cannot be issued.

Returns to be furnished to commander of ship.

11. In all cases an embarkation return, in duplicate, is to be sent with the utmost despatch to the Adjutant-General, War Office, through the General Officer Commanding the district, who will himself be supplied with a third copy. A copy is also to be given to the Officer Commanding the troops on board the ship. In the case of the embarkation of a regiment or complete corps, the return, in triplicate, on Army Form B 141, is to be prepared beforehand

Embarkation returns at time of embarkation.

Movement of Troops by Sea.

SUPERINTENDENCE AND REPORTS—continued.

by the officer commanding, and handed to the Staff Officer superintending on board ship. In the case of drafts the return (Army Form B 126) will be compiled by the superintending officer from the returns on Army Form B 143, which he will receive from the officer in charge, and which he will duly verify (see paragraph 8, Section XVII, Part II). The embarkation return is to include all officers and their families, or other persons not entitled to passage, but embarked by authority from headquarters, or under paragraph 58, Section XVII, Part II, and they are to be distinguished as such. When a ship conveys detachments for more than one destination, the whole are to be included in one embarkation return, showing separately those for each station, and in the case of Royal Artillery or Royal Engineers the return is to specify the number of men of each brigade of the former, or company of the latter. On coastwise voyages at home, embarkation returns are not required when through warrants are issued.

Nominal
rolls of
drafts for
India.

12. Officers in charge of drafts embarking for India are to be furnished from their depôts with nominal rolls, in duplicate, on Army Form B 167, showing the date of enlistment and present age of all non-commissioned officers and men composing their respective detachments. These rolls are to be handed, in the manner directed in paragraph 8, Section XVII, Part II, to the superintending Staff Officer, who will be held responsible that all changes that may have occurred since the drafts quitted the depôt are duly inserted therein, and that they are then forwarded to the Adjutant-General, War Office. These nominal rolls, which must exactly correspond with the numbers shown in the embarkation returns, are to be in addition to and independent of all other reports and returns prescribed by regulations.

Of soldiers
embarking
individually.

13. When soldiers (such as schoolmasters, armourers, men from the Military School of Music, tailors, prisoners, or others) embark for India individually, and not as part of detachments, these nominal rolls will invariably be forwarded to the General Officer Commanding at the port of embarkation, by the Officer Commanding the depôt of the regiment to which such men belong or are attached. Should bandsmen proceed direct from the Royal Military School of Music, the nominal roll will be forwarded by the Commandant.

Detailed re-
turn of de-
tachments
coming
home.

14. When detachments of various corps are to return home from a station abroad, a detailed return (on Army Form B 142)—in duplicate—of the troops to be embarked is to be forwarded direct to the Adjutant-General,

Movement of Troops by Sea.

SUPERINTENDENCE AND REPORTS—continued.

War Office, by the Officer Commanding at the port of embarkation, in order that no delay may take place in the arrangements for their disposal on arrival. This document is to be rendered in addition to the usual embarkation return, and is required both for individual soldiers and for any single member of their families, if proceeding alone ; but not for individual officers embarked without troops. It should arrive in advance of the troops, and when the troops are to be conveyed by mail steamers, it is necessary that the return should be forwarded to England by the previous mail at the latest. When it is found impracticable to forward the return in time to arrive in advance of the party, a copy of it is to be given to the officer or non-commissioned officer in charge of the details, or to the individual, to be handed by him to the Staff Officer superintending the disembarkation at the port of arrival ; but this is not to supersede any of the returns on the same form sent to the Adjutant-General, which, in the cases mentioned, should bear a note to the effect that a copy has been sent home in the ship, as herein directed. When details are to disembark at the Victoria or Royal Albert Docks in the river Thames, another copy of the return is to be addressed direct to the General commanding the troops at Woolwich, and when they are to disembark at the West India or other docks higher up the river than the Victoria and Royal Albert Docks, a copy is to be sent to "The Constable, Tower of London," in time, in each case, to be received before the men arrive.

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15. The following books of Admiralty regulations are issued through the War Office to General and other Commanding Officers at home and abroad, and are also placed by the Admiralty on board the ships to which they are applicable:—

- a. "*Regulations for Her Majesty's Transport Service*," containing details regarding the messing and cabin accommodation of officers, and the berthing and victualling of troops on board *hired* ships only. The Officer Commanding the troops is authorized to apply to the master of the ship for a perusal of these regulations, and of the form of charter-party whenever it may be necessary.
- b. "*Regulations for Her Majesty's Troop-Ships*," applicable also to Indian troop-ships.

Books of
Admiralty
regulations.

On board H.M.'s ships and troop-ships, a copy of the Queen's Regulations (naval) and Admiralty Instructions will also be accessible to the Officer Commanding the troops.

Movement of Troops by Sea.

SUPERINTENDENCE AND REPORTS—continued.

Commanding Officers are to sign all documents and furnish all certificates and returns required by the regulations above mentioned.

Forms for
use on
voyage.

16. Before leaving the port of embarkation, Officers Commanding troops are to be furnished by the superintending Staff Officer with all the forms which they are required to fill up during the voyage. A memorandum of the equipment of every hired ship will be furnished by the naval transport department. The Naval Paymaster of each of Her Majesty's Indian Troop-ships is supplied with four copies of the India Transport Regulations, Part II. (Inland Conveyance of Troops in India). The Officers Commanding the troops should apply to him for the use of these books on the outward voyage, and return them to the paymaster of the ship on arrival at Bombay.

Messing-cer-
tificates of
officers.

17. In vessels other than Her Majesty's troop-ships the messing-certificates of officers will be signed by each officer, according to the form contained in the Appendix of the "Regulations for Her Majesty's Transport Service," or upon the requisition for his passage, Army Form B 2083. This certificate will be retained by the master of the vessel to support his claim on the Admiralty for freight, and is in addition to that on Army Form O 1669, for the use of the officer himself as stated in paragraph 17, Section XVII, Part II. On board Her Majesty's troop-ships, a statement in lieu of a messing-certificate will be furnished that the officers named therein were messed for the periods mentioned. This statement will be supplied by the paymaster of the ship, and will be signed by the Commanding Officer only, instead of by each officer. Any complaints which individual officers may desire to make in regard to their messing will not be inserted in the certificate, but should be forwarded through the Commanding Officer, in the same manner as complaints upon other matters (see paragraph 108). Officers are forbidden to give testimonials of character to stewards or other persons employed on board Her Majesty's troop-ships.

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III.—DUTIES ON BOARD SHIP.

1. General.

Command of
troops on
board ship.

18. The command of the troops on board ship is vested in the senior combatant officer doing duty with the troops, to whatever arm of the service he may belong. He is equally bound to exercise that command, and equally responsible for any breach of discipline which may occur, whether the officers and men embarked with him belong to the same regiment with himself, or not.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP—continued.

19. From the moment the troops are on board no officer is, under any pretence whatever, to quit his ship without special leave of the General or other officer under whose direction the embarkation takes place. Officers not to quit ship after embarkation.

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20. The Officer Commanding the troops will, as soon as possible after the embarkation has taken place, decide (if in a troop-ship, after consultation with the captain of the troopship), how many officers will be required to carry out the ship's duties during the voyage. In large troopships, in addition to the Adjutant, and, where the troops on board consist of a mixed force of not less than eight hundred of all ranks, the Quartermaster—the number of officers required for daily duty are usually :— Officers required for duty.

- one Captain of the day,
- one Subaltern of the day,
- three officers of the watch.

In smaller ships a smaller number would suffice.

If the number of officers attached to the troops embarked do not permit of the ship's duties being performed so that officers may, as a minimum, have one day off to one day on duty, with a spare duty officer to meet casualties, the Officer Commanding will select the necessary additional number from those officers who are entitled to passage at the public expense. Should it be necessary, owing to any special circumstances, to detail for duty an officer who is not entitled to a passage at the public expense, the Officer Commanding will furnish the captain of the troop-ship, or master of the transport, with a copy of his order placing the officer on duty with troops, and will hand to the General Officer Commanding at the port of disembarkation, for transmission to headquarters, a report showing the exceptional circumstances under which the officer's services were required. In the case of a transport, a copy of the order should be attached to the officer's messing certificate on Army Form O 1669, which is referred to in the Allowance Regulations. In the case of freight ships or contract packets, no officers in addition to those attached to the troops on embarkation will be placed on duty, except under unavoidable circumstances, a full report of which will be made to the Adjutant-General in any case in which the employment of additional officers has become a matter of necessity. Officers on furlough under Indian rules will not, unless it is absolutely necessary, be detailed for any military duty on board troop-ships.

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Acting non-commissioned officers may be appointed for the voyage, as laid down in the Royal Warrant for Acting non-commissioned.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP—continued.

sioned officers.	Pay, etc., but care must be taken, when men are disembarked during the voyage, that these acting appointments are reduced in proportion; the numbers allowed by the Royal Warrant being strictly adhered to.	
Employment of soldiers on board.	21. Soldiers are to assist in the general duties of the ship on deck, but are never to be employed in any position such as employment at the wheel in heavy weather, in which, from their lack of nautical skill, they may endanger either life or limb, and they are never to be compelled to go aloft. When employed in coaling, or as stokers or coal trimmers, they receive extra pay under Admiralty regulations, but are not to be so employed unless they volunteer, and the medical officer in charge certifies that their health will not be injured thereby.	
Concealment of disease.	22. As soon as practicable after the troops are embarked, except in the case of a voyage coastwise on home service, the Commanding Officer will issue an order to the effect described in paragraph 48A, Section VI.	38407 Medical 99
Custody of money and valuables during passage.	23. A money chest will be supplied by the Admiralty to each of Her Majesty's troop-ships, in which may be deposited, for safe custody during the passage, money and valuables belonging to military officers and troops on board. On troops embarking, the chest with keys will be given by the paymaster of the ship to the Commanding Officer of the troops, and it will be entirely under his control and in his charge, or in that of such military officer as he may appoint, while the troops are on board. No money, jewels, or valuables of any kind will be taken care of by the paymaster, or any other naval officer. When the troops disembark, the chest and keys are to be returned to the paymaster of the ship.	
When admitted to hospital on passage.	24. On the admission of a man into hospital when on passage, the military Commanding Officer will take care that all articles in the man's possession, whether his own or government property, including money and valuables, are placed in security. The non-commissioned officer of the medical staff corps acting as pack store keeper will enter in the pack store book (Army Book 182), the particulars of all articles sent with the man to hospital. On the death of a man at sea, the military Commanding Officer will at once take steps to have an inventory made of the man's kit, and of all the articles he possessed, and will see they are placed in proper custody until disposed of.	38407 Q.E. 684
Complaints.	25. Whenever any cause of complaint of messing, provisions, accommodation, or any other matter may arise, or when it may seem desirable to make any suggestion the	

Movement of Troops by Sea.

DUTIES ON BOARD SHIP—continued.

Commanding Officer of the troops should at once, and without waiting until the end of the voyage, address himself in writing to the captain in the case of one of Her Majesty's ships, or to the master in the case of a hired ship. Should he afterwards consider it expedient to make any representations to headquarters, he will hand his report immediately on landing to the military Staff Officer superintending, for transmission through the General Officer Commanding to the Adjutant-General, and, in the case of one of Her Majesty's ships, will give a copy of the report to the captain before leaving the vessel.

26. Any adverse remarks the medical officer may consider it necessary to make upon the sanitary arrangements, the supplies, or matters connected with his professional duties, are to be addressed, immediately upon the occasion arising, to the Officer Commanding the troops, who will deal with the report in the same manner as directed in paragraph 25. The medical officer will submit a copy to the principal medical officer at the port of disembarkation.

27. The reports or any complaints in the case of a hired ship will be contained in the voyage-report (paragraph 125, A 2).

2. Duties on Board Her Majesty's Ships.

28. Instructions for the duties on board Her Majesty's commissioned troop-ships generally are contained in the "Regulations for Her Majesty's Troop-Ships," copies of which are in possession of General Officers and all regiments and corps. Duties on board H.M.'s troop-ships.

29. On board H.M.'s ships the military Officer Commanding the troops will in all matters relating to the exercise of his command be guided by Her Majesty's Order in Council, dated the 6th February, 1882, which in pursuance of Section 88 of the Naval Discipline Act, 1866, prescribes the following regulations respecting the extent to which the land forces, when embarked on board any of Her Majesty's ships, shall be subject to the naval discipline, and is as follows:— Command and discipline of troops in H.M.'s ship

"1. Whenever any of Your Majesty's land forces shall be embarked as passengers in any of Your Majesty's ships, the officers and soldiers shall, from the time of embarkation, strictly observe the laws and regulations established for the government and discipline of Your Majesty's Navy, and shall, for these purposes, be under the command of the commanding officer of the ship as well as of the senior naval officer present; and all military officers or other persons under the equivalent rank of captain of Your

Movement of Troops by Sea.

DUTIES ON BOARD SHIP—continued.

Majesty's Navy taking passages, and all military officers in actual command for the time being of any of the troops embarked, through whom orders to the troops (given by the officer of the watch) are required to pass, shall be under the command of the officer of the watch.

"2. Any act against the good order and discipline of the ship shall be deemed an act to the prejudice of good order and military discipline, under the 40th Section of the Army Act, 1881, unless the breach of discipline constitutes some other military offence for which provision is otherwise made in the said Act.

"3. Whenever an officer or soldier commits any act against the good order and discipline of the ship, the commanding officer of the ship may, by his own authority, and without reference to any other person, cause him to be put under arrest or confined as a close prisoner; and may, if he thinks the case requires it, order the prisoner to be disembarked at the first convenient opportunity, transmitting a report in writing, through the senior naval officer present, to the senior military Officer Commanding the land forces, in order that the offender may be brought before a military court-martial.

"4. The commanding officer of the ship shall have full power on his own authority to order an offender, whether officer or soldier, to be placed in either naval or military custody, as he shall consider most desirable, observing that in all cases where an offender is to be disembarked for trial by military authority, he must be placed in military custody on board the ship.

"5. If any officer or soldier commits any act which, in the opinion of the Commanding Officer of the troops, can only be adequately dealt with by a general or district court-martial, the offender shall, with the concurrence of the commanding officer of the ship, be disembarked on the first opportunity for the purpose of being proceeded against according to military law.

"6. If any private soldier shall commit any act against the good order and discipline of the ship, which in the opinion of the commanding officer of the ship requires the infliction of any summary punishment, for which a warrant is required by the Summary Punishment Table attached hereto, and which he is hereby authorized to award, the commanding officer of the ship shall confer with the Commanding Officer of the troops as to the nature and amount of such punishment, if any, to be inflicted, and on their concurrence the commanding officer of the ship shall,

Movement of Troops by Sea.

DUTIES ON BOARD SHIP—continued.

by warrant under his hand, which should also bear the signature of the Officer Commanding the troops as concurring, sentence the offender to suffer such punishment accordingly. In the event of the Commanding Officer of the troops not concurring with the commanding officer of the ship, the commanding officer of the ship is to cause the offender to be placed under arrest or confined as a close prisoner until the case can be referred to superior military authority.

“7. If any non-commissioned officer shall commit an offence which, in the opinion of the commanding officer of the ship and the Officer Commanding the troops, does not require trial by general or district court-martial, the commanding officer of the ship may, by an order in writing, authorize the Officer Commanding the troops to convene a regimental court-martial for the trial of such non-commissioned officer, and thereupon the trial may proceed, and the finding and sentence may be confirmed in all respects as if the court had been convened and the sentence had been passed in the United Kingdom.

“Provided that no sentence of any such regimental court-martial shall be carried into execution on board any of Your Majesty's ships until the commanding officer of the ship has, by an order in writing, expressed his concurrence in the said sentence, and directed that it may be carried into effect.

“If the commanding officer of the ship shall see fit to withhold the last-named order in writing, the confirming officer shall suspend the execution of the sentence until the disembarkation of the prisoner.

“Whenever such regimental court-martial is held on board, the captain of the ship is to report immediately by special letter on each case to the Admiralty, a copy of which letter shall accompany the quarterly returns of punishment.

“8. The Commanding Officer of the troops, on his taking command of the troops embarked, will receive from the captain of the ship authority under his hand, and in the established form, to award such summary punishments as are specified in the Summary Punishment Table for the military, but such authority will not deprive the captain of his right to withdraw the original authority given; in the latter case, however, he should report to the Admiralty the circumstances which induced him to deviate from the general rule.

“9. All orders to the troops are, so far as may be practicable, to be given through their own officers and non-com-

Movement of Troops by Sea.

DUTIES ON BOARD SHIP—continued.

missioned officers ; and the commanding officer of the ship is to bear in mind that although the discipline of all on board is under his entire control, he is nevertheless to leave the troops to the management of their own officers so far as may be consistent with the order and discipline of the ship.

“10. In special and exceptional cases where the commanding officer of the ship may deem it necessary, for the good order or discipline of the ship, to give such orders as may interfere with existing regulations, or may affect the internal economy and discipline of the troops embarked, he is to make a special report of the circumstances to the Admiralty.

“11. When any soldiers of Your Majesty’s land forces are embarked as passengers in any of Your Majesty’s ships, and there is no commissioned officer of the land forces on board, the commanding officer of the ship shall possess and may exercise in regard to any such soldiers all the powers conferred upon him by Article 6, in the case of private soldiers, without conferring with or obtaining the concurrence or signature of any officer of Your Majesty’s land forces.

“12. All summary punishments for soldiers embarked on board Your Majesty’s ships shall be in strict accordance with the Summary Punishment Table appended to this Order in Council.

“13. Military convicts and military prisoners, when embarked on board Your Majesty’s ships for passage, shall be kept in military custody.

“Your Majesty’s Secretary of State for War and His Royal Highness the Field-Marshal Commanding-in-Chief have signified to us their concurrence in these proposals.”

Movement of Troops by Sea.

DUTIES ON BOARD SHIP—continued.

Number of Troop Punishments.	Authorized Summary Punishments for Private Soldiers.	By whom to be awarded.	If Warrant required.	Military Equivalent.	Remarks.
1.	Imprisonment with or without hard labour (not to exceed 42 days)	Captain ...	Yes ...	Imprisonment with or without hard Labour. Day for Day ...	The offender loses a Badge for any imprisonment.
2.	Confinement in a Cell (not to exceed 14 days)	Captain ...	Yes ...	Conviction by Court-Martial.	
3.	Stoppages in conformity with the Army Act, 1881, Sec. 138 (3) and (4)	Captain ...	Yes ...	Conviction by Court-Martial.	Loss of a Badge.
4.	*Stoppage of liquor ration and smoking. Eating meals under sentry's charge. Half-an-hour to Dinner. Not exceeding three hours' Pack Drill, if weather permits; if not, to parade without Packs. To stand for two hours on deck, from 6 to 8 p.m. Answer Roll Call every Bell between Morning Parade and 6 p.m.	Officer Commanding the Troops.	No ...	Confinement to Barracks Day for Day....	If confined for more than 7 days he loses a Badge.
5.	*Stoppage of liquor ration and smoking. Answer Roll Call every Bell from Morning Parade till 6 p.m.	Ditto. Ditto.	No ...	Company Entry.	—
6.	*Stoppage of liquor ration not to exceed 28 days... ..	Ditto. Ditto.	No ...	Regimental Entry, if exceeding 7 days; otherwise Company Entry.	If exceeding 7 days entails loss of Badge.
7.	Fines for Drunkenness, as provided for in "Queen's Regulations and Orders for the Army"	Ditto. Ditto.	No ...	Company Entry ...	—
8.	Extra Guards for Slackness, Inattention on Guard, as in "Queen's Regulations and Orders for the Army"	Ditto. Ditto.	No ...	Company Entry ...	—

Note.—A private soldier may be admonished, and a non-commissioned officer reprimanded by the Officer Commanding the troops.
* The stoppage of the liquor ration involves the loss of its equivalent in kind or of the sum equivalent to such ration, whether previously drawn by the soldier or not.

30. SUMMARY PUNISHMENT TABLE.
DESCRIPTION of Summary Punishments to be awarded to Private Soldiers when embarked in Her Majesty's Ships.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP—continued.

DESCRIPTION of Punishment to be awarded to Non-Commissioned Officers when embarked in Her Majesty's Ships.

Authorized punishments for Non-Commissioned Officers.	By whom to be awarded.	Authority required.	Military Effect.	Remarks.
Reduction } Fines and Stoppages }	Regimental Court-Martial.	Captain's concurrence by order in writing.	Regimental Court-Martial conviction.	Whenever a Regimental Court-Martial is authorized to be held, the Court will sit on some convenient place on the Main Deck, screened off for the purpose, or other convenient place.

3. Duties on Board Hired Ships.

Command on board hired ships.

31. The military Commanding Officer, while taking care that discipline is observed by the troops, is to remember that the master of the ship has lawful authority to maintain good order amongst all on board, and in all matters necessary to ensure the safety of his ship and passengers, for which he is entirely responsible. He is bound to do all in his power for the comfort of those entrusted to his care. It is most important that the master, the military Commanding Officer, and the medical officer in charge should carry out their respective duties in harmony, in order that what is necessary for the maintenance of discipline and the comfort of those on board may be arranged without undue interference with the duties of the ship. The military Commanding Officer is to pay attention to every requisition consistent with the good of the service made to him by the master. In case of fire or other emergency, the Commanding Officer must specially remember the responsibility of the master, and render him every assistance, without attempting to take the command out of his hands.

Transport officer.

32. When a transport officer is appointed to the ship, he will be the medium of communication between the Commanding Officer and the master.

Messing and berthing of the troops.

33. When troops arrive at the ship they will fall in by companies alongside, married men by themselves. The officer in command of each company will report the exact

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

number of men present, and also the number on duty, sick, or otherwise absent. They will then be told off to their messes by the military Commanding Officer, under the direction of the embarking staff officer, in concert with the superintending transport officer. The men of the same company will be kept together as much as possible. The troops will be marched off by messes, each accompanied by a seaman, who will take them to their mess, and show them where to stow their rifles, valises, and sea-kits. As soon as this is done they are to sit down in their messes and keep silence. The mess utensils will be placed on the tables previous to embarkation, and the biscuit or bread for the day will be issued as soon as a non-commissioned officer is told off to act for the quartermaster.

34. Upon embarkation it is the duty of the officers to see that the men are allotted to berths, divided into messes and watches, and instructed in the proper method of rolling up their bedding and slinging their hammocks; that their valises, arms, ammunition (if any), and accoutrements are properly disposed of in the places allotted for them; that their necessaries, hammocks and bedding, when served out, are regularly marked; and, that all other duties are regularly performed. (See paragraph 47.)

Officers to see after men's berths, &c.

35. When there are more than two captains on board besides the Commanding Officer, a captain of the day is to be appointed, to whom the officer of the day, and the subaltern officer of the watch, whose duties are defined in paragraphs 67 and 68 respectively, are to report all unusual occurrences for the Commanding Officer's information.

Officers on daily duty.

36. When, as is usual, a separate cooking galley is provided for the troops, the cooking must be done by them, and after embarkation the most competent man is to be selected to cook for the whole of the troops on board. He may be assisted by one or two men according to the numbers embarked. When a separate galley is not provided, the cooking will be done by the ship's cooks, with assistance from the troops. A baker is provided by the ship to make and bake bread, but one or more soldiers, according to the numbers, are to assist him.

Cooking for troops on board.

37. Provisions are to be drawn daily by the quartermaster of the troops placed in the issuing room provided for that purpose, and issued to the messes by the quartermaster. A victualling scale is hung up in the issuing room and on each deck. Bread, when baked and cooled, is to be placed in the bread room under charge of the quartermaster ready

Issue of rations.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

for issue the next day. Troops are supplied with bread four days in the week ; women and children every day.

Issue of porter or spirits.

38. The ration of porter or spirits is always to be issued in the presence of the "officer of the day," and on the main or upper deck. When porter is not procurable, and rum, or any other spirit, is supplied with the ration, it is to be mixed with at least three parts of water to one of spirit. On no account is any portion of the allowance of spirit in its raw state to be issued to the troops in the morning or before dinner.

"Officer of the day" to attend meals.

39. At meal times the officer of the day is to attend to see that the men are regular at the messes, and no meals are to be taken anywhere but in messes except by special permission. Should any complaints be made to him, or should he observe any neglect in victualling the troops, he will report to the military Commanding Officer, who, if necessary, will call the master's attention to the matter in order that any substantiated complaint may be remedied.

Boards of investigation.

40. As a rule, when any matter in connection with the accommodation or messing of officers, troops, or their families, requires investigation, boards should be held. The proceedings are to be recorded in proper form and handed at the end of the voyage to the Staff Officer superintending the disembarkation. (See paragraph 125, A 2.)

Fresh water.

41. Arrangements are made for the supply of water amply sufficient to provide for the daily allowance of a gallon a head as fixed by the scale, and for a reasonable quantity in addition for washing and other purposes, but the Commanding Officer must use every precaution to prevent waste.

Washing places.

Separate washing places are provided for men and women for washing themselves and their clothes.

Latrines.

Latrines are provided for the exclusive use of the troops. The non-commissioned officer in charge is to report any defects to the officer of the day. They should be frequently inspected.

Slop shoot.

The shoot will always be open. Great care must be taken not to empty into the shoot anything likely to choke it. All slops are to be thrown away at once. Nothing is to be thrown out of the ports, and bones, hard substances, and rags are not to be thrown down the water-closets.

Wet clothes, &c.

Wet clothes must never be hung about the troop decks washhouses, water-closets, or quarters, but are to be taken on deck and hung upon lines that will be provided for that purpose.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

Cord for clothes-stops is to be drawn by the quartermaster from the master. Clothes stops.

The hospitals are to be kept quite clear of boxes and baggage. Hospitals.

42. In the case of a regiment or battalion embarked, the following arrangement may be adopted in carrying out the guard duties :— Arrangements for carrying out guard duties

- a. A strong company is to be selected by the Commanding Officer, and to be specially detailed for guard duty, either for the whole period of the voyage or for a week at a time, at the discretion of the Commanding Officer.
- b. The company selected is to be relieved from all other duties on board, and, if practicable, berthed separately in a convenient part of the ship.
- c. The company is to be told off into as many reliefs as possible for each post, and the sentries are to be relieved every two hours.
- d. When the weekly turn of guard is adopted, the relief of the whole guard should take place at 8 o'clock a.m. on Saturday morning.

When other troops or mixed detachments are embarked, the Commanding Officer must exercise his discretion in apportioning the troops to the various duties on the principle herein detailed and according to the numbers required.

43. Immediately after embarkation, sentries will be posted, and orderlies, special duty men, and police appointed. The numbers to be detailed will vary with the number of men embarked, and must be settled by the Commanding Officer in consultation with the master and the embarking staff officer, in concert with the superintending transport officer. When a large number of troops are embarked, the following sentries and parties will ordinarily be requisite, subject to modification as circumstances may dictate :— Sentries, orderlies, &c., to be detailed.

- | | |
|---|--|
| One sentry on each side of the fore-castle. | |
| One " on the quarter-deck. | |
| One " over each latrine and washhouse. | |
| One " on each entry port or gangway. | |
| One " on the women's quarters. | |
| One " over the baggage room. | |

Sentries
posts.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

Special duty men.	Orderlies	} In such numbers as circumstances render necessary and practicable.
	Cooks and baker	
	Serjeants in charge of troop deck	
	Lamp trimmers	
	Hammock stowers	
	Swabbers to clean	{ Women's quarters, latrines, washhouses Staff-serjeants, families do. Troop latrines Officers' w.c.'s Troop decks....	} Married men	

Police.

A trustworthy serjeant and a sufficient number of men, according to the numbers embarked, must be told off as "police." Their principal duties are to see that there is no smoking except on the upper deck, and that "lights" are put out at the proper time. They are also to see generally that the routine is carried out, and that there are no irregularities.

Arming of sentries.

At sea, sentries should be armed with bayonets only. In harbour, those upon deck are to mount with their arms.

Military prisoners.

44. When it is found necessary to permit military prisoners to remain at large while on passage, they may be employed on watch, and on duties of fatigue and other similar duties, but they should not, except in cases of necessity, be placed on guard or sentry, or in any position involving responsibility or trust. It is to be clearly understood that allowing a prisoner to be temporarily at large does not in any way affect his sentence or his subsequent treatment under it.

Watches on board.

45. As soon as the guard and special duty men are told off, the remainder of the troops are to be divided into three watches, each watch being on duty for 12 hours. The hours of relief are 8 a.m. and 8 p.m.

One watch is to be constantly on deck under the command of an officer. The watch is to be divided into four sub-divisions for work when the numbers admit of that division; one to be stationed on the fore-castle, two on the quarter-deck, and one near the mizenmast. The mustering stations for the watch are the port gangway by day and the quarter-deck by night. When not employed, they are to remain on the gangways, but in cold or wet weather care should be taken, more particularly in cases of men prostrated by sea sickness, that the troops are not unduly exposed by being compelled to remain on deck.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

In bugle sounds the watches will be distinguished by one, two, or three G's.

46. When the troops have been told off, the "Precautions against Fire" are to be read to them, and the men stationed for fire. This must be done on the day of embarkation.

Reading of
"Precau-
tions
against
Fire."

47. Soon after the troops have been embarked, the quartermaster will draw from the master one or two blankets and one hammock for each man on board. The second blanket will be issued and taken in according to climate at any period of the voyage at the request of the Officer Commanding the troops. Each blanket and hammock will bear a distinguishing letter and number, and the Non-Commissioned Officers in charge of messes are to keep for the information of the Officers Commanding the companies or drafts, a nominal roll of the members of the mess with the distinguishing numbers of the blankets and hammocks issued to them against each name. Troops should be mustered with their bedding as soon as possible after it is issued, to see that it is complete and that each man has his own bedding. This should also be done frequently during the first fortnight, and afterwards occasionally at irregular periods, including the day before arrival at each port and day after departure, with a view to ascertain whether there are any deficiencies, and by what individuals articles have been lost. Mess utensils should also be occasionally inspected with the like object: any deficiencies should be notified to the master of the ship (see paragraphs 111 to 113).

Hammocks
and bedding.

Mess
Utensils.

48. Beds are to be rolled up and carried on deck as directed in paragraph 62. They are to be stowed under the superintendence of the "officer of the day" and one or more non-commissioned officers, in such place as may be ordered, whence they are never to be removed before the appointed hour without permission having been obtained through the military officer of the watch. When bedding is being taken down, the "officer of the day" is to attend to see that strict silence is observed and that there is no confusion. In hot weather the bedding of the troops is to be aired as frequently as possible. This is to be done by troops, companies, and batteries in rotation from day to day, except Thursday; the places where it is to be exposed being defined by the master. When troop bedding is unduly soiled, especially that used in hospital, it is to be soaked, wrung out, and dried preparatory to its being returned into store on board, although it will be ultimately landed for cleansing.

Airing and
Stowage of
bedding.

120

India

258

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

Decks allotted to troops. 49. Decks are specially appropriated for the use of the troops, who are never to go into the part of the ship allotted to the crew; nor are the crew allowed to go on the troop decks except in the performance of their duties.

Cleaning of troop decks. 50. The troop decks are to be cleared from 7.45 a.m. to 11 a.m., of all persons except those detailed for the purpose of cleaning them, who will remain until they go on deck to parade at 10 o'clock, leaving below only the serjeants in charge of the decks and the mess orderlies. The non-commissioned officer in charge of the women's quarters is also to remain to answer for their condition.

When the decks are cleared sentries will be placed over the hatchways to prevent any persons but orderly men, officers' servants, the pay-serjeants of companies, or persons who may be required to attend school, orderly-room, or musketry instruction, from going below, in order that the decks may have sufficient time to get thoroughly dry.

The troop decks are not to be washed down in the ordinary way more frequently than may be absolutely necessary to ensure cleanliness and health, and care is to be taken that the decks when so washed are well dried before the troops are allowed to go upon them. Airing stoves will be used when necessary.

In very wet weather which will not admit of the men being sent on deck, the troop decks will only be sanded with hot dry sand and well swept, no water being used; and in cold and damp weather they will either be cleaned in the same manner, or with hot water and brushes, as may appear most suitable. Everything requisite for cleaning the decks will be issued by the ship.

Ventilation. 51. The cowls and other arrangements used for the thorough ventilation of the ship are to be carefully attended to. Windsails, especially in hot climates, are to be kept hoisted and trimmed, and care should be taken that their ends below deck are not tied up by the men. In ships fitted with Edmonds' system of ventilation, strict attention is to be paid to the "Directions," and while the troops are on board, the steam is to be turned on for a quarter of an hour during every hour in the first and middle watches, and at such other times as may seem desirable, according to circumstances.

Duties of serjeants of troop decks. 52. The serjeants of troop decks are responsible for the general good order and cleanliness of the portions of the deck and the messes under their charge. It is their

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

special duty to see that the following rules are strictly observed :—

That nothing is either thrown out of or hung up in the ports.

That no packs nor bundles are left lying about the decks, but that all such articles are neatly stowed overhead.

That any man who attempts to smoke between decks is immediately reported.

That the hammocks are properly hung up, and cleared off the decks at the proper hour in the morning.

That the mess utensils are kept clean and are in their places at the morning inspection, at which hour they will report any breakages or deficiencies therein.

That at evening rounds the men on the troop-decks are in, or on, their hammocks, and keep perfect silence.

They are to report to the officer of the day, at 10 a.m., both at sea and in harbour, and again at 8.30 p.m. when at sea, and at 9 p.m. when in harbour, that their decks are ready for inspection; and they are to accompany the officers going the rounds.

53. It is advisable to keep the cabins locked when in port. Money or valuables should not be left about. Rules relating to cabins.

No candle is to be left alight unless there is some one in the cabin, nor are the lights ever to be removed from the lamps. Inflammable substances are never to be put near the lamps. Damp or wet clothes are not to be hung up in the cabins, as lines for that purpose will be provided on deck. Lights
Wet clothes.

Bed linen will be provided for military officers and their families, and will be changed every week. Bed linen, &c.

Towels for washing and table napkins are not provided.

Nothing is to be thrown overboard through the cabin ports or scuttles, but all slops are to be taken to the ash-shoot. Slops.

Officers occupying a cabin will be held responsible that it is left in the same state as when they took possession of it. They will be required to pay on board for damages. Damages.

54. Exercise being indispensably necessary for the preservation of health, every encouragement is to be given to the men to use such as may be found practicable, as dancing, gymnastics, wrestling. Any diversion calculated to promote bodily exercise is to be permitted as frequently as possible. Bodily exercise and recreation.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

- Bathing in harbour.** **55.** When in harbour, if no danger is to be apprehended from sharks, such men as are known to be proficient in swimming may be permitted to bathe, provided a boat, manned, be at hand for the purpose of attending to the bathers, who are to be restricted to the side of the ship where the boat is, and only ten of whom are to be allowed to be in the water at the same time. Without these precautions no man is to be allowed to bathe from on board.
- Fruits and vegetables.** **56.** On the arrival of vessels with troops at ports in tropical or semi-tropical climates, the troops are to be allowed to purchase, or to be supplied with, such fruits and vegetables only as the medical officer in charge may recommend.
- Sale of liquor.** **57.** On all occasions of troop-ships being in harbour, every precaution is to be taken to prevent intoxicating liquor of any kind being brought on board for sale among the men.

Routine for Troops, Bugle-Calls, &c., on board Hired Ships.

- Parade once a week.** **58.** The troops are to be paraded in marching order once in each week, when the officers are to see that their necessaries are complete, and that the whole of their arms and appointments are in serviceable order.
- Drill of recruits.** Recruits or awkward men are to be drilled, when practicable, for an hour in the forenoon and an hour in the afternoon.
- Morning parade.** **59.** The regular morning parade is at 10 a.m., when every man is to appear as clean as his employment will allow; in warm climates with feet bare. The cooks are to appear clean on parade once a day.
- Sundays.** On Sundays the troops are to be ready for Divine Service by 10.15 a.m.
- Divine Service.** **60.** Divine Service is to be performed on every Sunday when the weather will permit. If there be no clergyman on board, and the master does not undertake the duty, the Commanding Officer will arrange for its performance.
- Smoking on board.** **61.** Smoking is allowed on the upper deck only, and is strictly prohibited between decks. Spittoons will be provided, and spitting on the deck or over the side is for-

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

bidden. All tobacco pipes are to have wire covers to guard against risk of fire through loose particles of burning tobacco flying about. Safety lanterns for lighting pipes are provided.

In bad weather, and when practicable, awnings will be sloped to shelter officers and men while smoking.

62. Table of Bugle-Calls :—

Bugle calls.

Bells.	Time.	Bugle-Calls.	Meaning.
4	A.M. 6.0	Reveille	Turn out and stow hammocks; bedding for airing taken on deck.
5	6.30	Ration	Cooks draw breakfast.
6	7.0	Breakfast	Sit down to breakfast.
7	7.30	Rise	The day watch will go on deck clean. The watches below will clean their messes and troop decks, and then themselves, after which all but the mess orderlies and troop deck swabbers go on deck and remain there till after the inspection.
8	8.0	Fall in, followed by one, two, or three G's	Day watch of troops fall in. This watch will be on duty till 8 P.M.
4	10.0	Assembly	Parade. All the troops, except the cooks and mess orderlies, fall in on the upper deck for inspection. The military officers of the day inspect troop decks and messes to see they are clean and in order.
5	10.30	—	Aired bedding to be rolled up and stowed.
7	11.30	Ration	Cooks draw dinner. Up porter.
8	NOON.	Dinner	Sit down to dinner.
	P.M.		
1	12.30	Grog	Issue of porter under superintendence of officer of day.
2	1.0	Four G's	Sweep out messes, and take all dirt to ash-shoot in waist. Sweepers fall in and sweep all decks.
3	1.20	Rise, and then fall in, followed by one, two, or three G's	Troop decks to be cleared for sweeping. Watch to fall in. When troop decks are cleared up, bugle will sound, and all but the watch on deck can go below.
8	4.0	Ration	Cooks draw tea.
1	4.30	Supper	Sit down to supper.
2	6.0	Rise	Clear troop decks of all but swabbers and mess orderlies, who will sweep out the messes and decks.
3	3.30	Quick	Take down hammocks.
8	8.0	Close	Clear up decks for the night.
8	8.0	Fall in, followed by one, two, or three G's	Night watch of troops fall in. This watch will be on duty till 8 a.m.
	8.15	Lie down	Lights out. Every man to be in or on his hammock.
1	8.30	—	Rounds by the officer of the day and police.
2	9.0	Retire	Every one below but the watch of troops and sentries.
*6	11.0	—	Lights out in saloon.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

GENERAL CALLS.

Halt	Silence—Every one to remain still.
Advance	Carry on—that is continue your business.
Retire	Every one off upper deck but the watch of troops.
4 G's	Sweepers.
4 G's and double	Swabbers.
Alert, followed by halt	Man overboard.
Cease firing	Leave off smoking.
Commence firing	Permission to smoke.

FIRE CALLS.

Alarm (prepare for Cavalry)	Fire.
Commence firing	Heave round the pumps.
Cease firing	Avast heaving the pumps.

Routine for women.

63. Routine for women :—

Bells.	Time.	
5	A.M. 6.30	All bedding to be rolled up.
6	7.0	Breakfast.
7	7.30	Women's quarters to be cleared of women and children until 11 A.M. Swabbers scrub the place out if weather permits.
8	NOON	Dinner.
3	P.M. 1.30	Women's quarters to be cleared of women and children until 3 P.M. Swabbers clear up and sweep the place out.
1	4.30	Supper.
8	SUNSET 8.0	All women and children to go below.
1	8.30	All women and children to be in bed. Swabbers clear up for the rounds. Rounds.

Airing bedding of women.

Women's quarters.

On Thursdays all bedding and boxes are to be taken on deck to be aired (if weather will permit) and the bunks and quarters thoroughly scrubbed with hot water and soap.

64. No man is to be permitted to go into the women's quarters between the hours of 8 p.m. and 8 a.m. (with the exception stated in the "Orders for Sentry on Women's Quarters"), nor is any man to go into them during the

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

day except those who keep them clean, or who, when married, are passed by the non-commissioned officer on duty on that deck. These quarters are to be cleared of their occupants by 7.45 every morning, and kept clear until 11 a.m., in order that sufficient time may be allowed for them to be cleaned and to get thoroughly dry. No wet linen, wet clothes, or damp towels are ever to be hung up in them, but always taken on deck to dry. The non-commissioned officer in charge must be careful that slops are not allowed to remain unemptied, or to be emptied in the closets; they are to be taken to the ash-shoot. He is to report any women or children of dirty habits.

65. At the cry of "Man overboard," the bugler on duty will, without further orders, at once sound the "Alert," followed by the "Halt." This order should be thoroughly explained to all buglers and troops as early as possible. Every soldier, woman, and child will stand fast and remain quiet; people below will remain below.

66. Military officers are strictly enjoined not to hold any conversation with the officers of the watch, the quartermasters, or the men at the wheel, and not to go on the bridges at any time without permission.

67. The "officer of the day" is to command the guard, and will be held responsible that the sentries are posted and instructed in their duties as soon as practicable. He will be held generally responsible that the routine appointed for the troops is carried out, and will be referred to when necessary in all matters not requiring the intervention of the Commanding Officer of the troops, giving every assistance in his power to the officers of the ship.

He is to attend when bedding is being taken down, to see that it is done in an orderly manner without noise or confusion.

He is to see that all hammocks and bedding are stowed in the proper places at 6 a.m.

He will ascertain from the master if bedding can be aired each morning, and see it properly secured to the ridge ropes round the forecastle and ship's side before the funnel.

He will see that the troop-decks are swept clean after the hammocks are up, and before and after each meal; also that the troop-decks and women's quarters are cleaned at the regulated time, being cleared at 7.45 a.m. of all persons except the mess orderlies, their assistants, and the deck-swabbers; he is to report them cleaned to the Commanding Officer, and to accompany that officer when he inspects the decks.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

After the troop-decks are cleaned, he is to cause sentries to be posted at the ladderways, with orders not to permit any troops, women, or children to go below : such sentries to be taken off at 11 a.m., at which hour the troops can go below again.

He is to inform the master when prisoners or lunatics are on deck for airing ; also when they have been replaced in the guard-room and cells.

He is to see that the lights are put out on the troop-decks (except those required to burn all night) at 8 p.m. at sea, and at 9 p.m. in harbour, and report them out to the commanding officer.

He is to superintend, every evening, the preparations against fire prescribed in paragraph 77.

When there is a captain of the day (see paragraph 35), he will report through, and act under the orders of, that officer.

Duties of
"military
officer of the
watch."

68. The "military officer of the watch" is to remain on deck unless on duty elsewhere. He is to see his watch correctly mustered at five minutes after it is called during the day, and ten minutes after it is called during the night. Whenever his men are called for work he is to attend with them, and see that the wishes of the officer of the watch are properly carried out.

He is to visit the sentries hourly during the day and night, to see that they are on the alert, that there is no smoking, and that there are no lights except those allowed.

He is to cause a non-commissioned officer to visit the sentries every half-hour during the night watches.

The watch is to be mustered on that part of the deck assigned to it, the port gangway by day, and the quarter-deck by night.

On mustering the watch at night it should be explained to the men that, with the exception of those told off for special duties, they will not be again mustered unless wanted, but that they must remain on deck ; and if their "watch call" is sounded they must rouse up smartly, and repair to their mustering station, for orders.

He is to prevent anyone from sleeping on deck unless under an awning.

When there is a captain of the day (see paragraph 35), he will report through, and act under the orders, of that officer.

Duties of
"medical
officer in
charge."

69. The medical officer in charge of the troops is to furnish the military Commanding Officer daily with a report of the sick officers, men, women, and children under his care, on Army Form A 27.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

The appearance of any contagious or infectious disease is to be immediately reported to the Commanding Officer, who will at once consult the master, and they will take such steps as they may deem requisite.

Full particulars of births and deaths must be made in writing to the master of the ship by the medical officer with as little delay as possible, for register and insertion in the log.

The medical officer is to demand daily before 10.30 a.m. the medical comforts, &c., required for the sick, and he is to give the master of the ship a receipt for the same when requested to do so.

He is to furnish a list to the Commanding Officer before 8 p.m. every evening of such invalids as may require lights in their cabins during the night, in order that directions may be given to allow it. Lights at night for invalids.

In transports he is to take sanitary and medical charge of the ship and crew, and should frequently inspect the quarters occupied by the crew, calling attention to any neglect of cleanliness, &c. He should take great care that the bilges are kept sweet, and that as good a sanitary condition as is possible is maintained. When in charge of ship's crew.

In troop freight ships, if there is no ship's surgeon on board, the same course is to be followed.

A special dispensary for the use of the troops is provided and fitted on board. Dispensary.

For the charge of hospitals and care of the sick, a certain number of the Medical Staff Corps will be detailed by the Army Medical Department, and embark with the troops. They will be berthed in hammocks, and have a mess table as near the military hospital as possible. Medical Staff Corps.

Sentries' Orders.

70. The sentry on the fore-castle is to prevent—

Any person from blocking up the ladders, spitting about the deck or over the side, and throwing dirt or slops over the side or on the deck ;

Any person from getting on the ventilators, or into the hammock boxes, or hanging clothes on or putting anything into the ventilators ;

Any of the troops from going aloft ;

Any soldier, woman or child, from going on the part of the deck appropriated to the ship's company ;

Any person from sitting on the ship's side rail, or about the rigging.

He is not to interfere needlessly with ship's officers and crew.

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Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

He is to report all persons acting contrary to his orders.

At the alarm of "man overboard," he will remain at the top of the ladder and prevent any troops from going up or down until the lifeboat is hoisted up again.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

Orders for sentry on wash-houses and latrines.

71. The sentry on wash-houses and latrines is to prevent—

Persons from lighting pipes at any place, except at the smoking lights provided for the purpose, and which are to be in his charge ;

Any noise or irregularity in the latrines or wash-houses ;

Any person from touching the police or other lights, except the men told off for that duty ;

Any child from going into the wash-house or latrines, or any child remaining near those places ;

Any troops from going on to the seamen's mess deck.

He is not to interfere needlessly with ship's officers and crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

Orders for sentry on the quarter-deck.

72. The sentry on the quarter-deck is to prevent—

Any soldier, woman, or child from coming abaft the marked off spaces, except for using the ladders ;

The ladder from being blocked up ;

Soldiers or children from climbing about the rails or rigging ;

Any persons from lounging about the upper deck gangway.

At the alarm of "man overboard" he will remain at the top of the ladder, and prevent any one, other than the ship's company, from going up or down, until the lifeboat is hoisted up again.

He is not to interfere needlessly with ship's officers and crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

73. The sentry at entry port or gangway is to allow no person to lounge about the entry port or gangway. Orders for sentry at entry port or gangway.
He is to prevent—

- Any noise or irregularity at the entry port ;
- Any person (officers excepted) from leaving the ship after dark without permission ;
- Any person from lounging about the ladders ;
- Anything from being thrown out of the entry ports ;
- Any arms, accoutrements or clothes from being left about his post ;
- Any women or children from remaining on his post except in the part marked off for them.

He is not to interfere needlessly with ship's officers or crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

74. The post of the sentry on "women's quarters" extends across the deck at the door of the women's quarters. Orders for sentry on women's quarters.

He is to prevent—

- Any man except the persons in charge of the place, or those passed in by a non-commissioned officer on duty from going into these quarters during daylight, and every person, except those on duty, after 8 p.m. ;
- The ladders from being blocked up or children climbing about on them ;
- Any person from touching the police or other lights except the men told off for that duty.

He is to see that the lights in the women's quarters are kept lighted, pointing out to the rounds should any have gone out.

He is not to allow any person to leave his hammock or bed after the rounds are gone, except for the purpose of going up to the latrines.

He is not to interfere needlessly with ship's officers or crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

Orders for
sentry on
baggage
room.

75. The sentry on the baggage room is to prevent—

The baggage room from being opened except in the presence of a ship's officer, and the officer of the day ;
Any slops or dirt from being thrown about the deck or out of the scuttles ;

Any smoking, noise, or irregularity ;

Any clothes or towels from being hung up or laid about ;

Any person from touching the police or other lights, except the men told off for that duty.

He is not to allow any person to leave his hammock or bed after the rounds are gone, except for the purpose of going up to the latrines.

He is not to allow any women or children on the lower troop deck.

He is not to interfere needlessly with ship's officers or crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

Precautions against Fire and Fire Stations.

Precautions
against fire.

76. No smoking is allowed except on the upper deck. No tobacco pipe is to be used without a wire cover.

No person is allowed to have in his possession any description of match or vesuvian.

No lights are allowed on the troop decks except the regulation police and safety lamps.

Lamps are never to be opened except by ship's officers or by the appointed lamp trimmers.

Discovery
of fire.

77. It must be impressed on the officers and men that on the occurrence of "Fire" the most important and essential thing is "Silence," and a quiet and thorough carrying out of orders. Any confusion is likely to sacrifice the lives of all on board.

Any one discovering fire is to make it quietly and immediately known to the officer of the watch, who will at once cause the bell to be rung quickly and the buglers to sound the alarm.

The means provided for extinguishing fire are as follows :—one or more steam hoses ; portable pumps with hoses ; fire buckets with lanyards long enough to reach the

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

water from the highest part of the upper deck or poop, starting hoses for the hatchways; fire tubs; wash-deck buckets, &c. The number of these appliances vary with the size of the vessel, but copies of these "Precautions" will be posted about the decks, and on them will be written the means provided in the vessel.

A non-commissioned officer and two privates are to be stationed to each portable fire engine, each steam hose, and each starting hose, also for charge of fire buckets, and for charge of tarpaulins for covering hatchways. The men stationed to engines and hoses must be instructed how to use them.

Pumping parties of six men are also to be stationed to each portable fire engine.

If the guard is not sufficiently large to give enough men for the duties assigned to it in the fire stations (paragraph 78), a sufficient number of trustworthy men must be selected to join the guard on an alarm of fire. The men should be frequently exercised at fire station until they know them well, and then once a week.

Every evening before the hammocks are taken down the portable fire engines are to be prepared for use. All hoses are to be screwed on, and starting hoses, fire tubs, fire buckets, and tarpaulins for covering hatchways, all placed ready for use.

This is all to be done by the men stationed to the fire engines, &c., under the superintendence of the "officer of the day," who is to report to the military Commanding Officer when all is ready.

Copies of these "Precautions against Fire" are hung about the troop decks, and are to be read to the troops the day they embark.

78. When the fire bell is rung, buglers are to sound the "alarm."

Duties of the troops in case of fire.

Strict silence is to be preserved. The Commanding Officer, with one or more selected officers, will go on deck and preserve discipline and carry out the orders of the master. Two or more intelligent men are to be told off as messengers to accompany the Commanding Officer.

The adjutant, with the serjeant-major, a bugler, and messengers, will at once proceed to the fire and assist the chief officer.

The medical officers will repair to the hospital and prepare to move the sick if required.

The quartermaster is to see that all the cabins are clear, and then remain with the ladies in the saloon.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

The other officers, according to their numbers, must be stationed on the different decks and see that orders are promptly carried out.

The guard will fall in on the poop, or after part of the quarter-deck, bringing the prisoners with them, and then load with ball cartridge. The "officer of the day" will post double sentries over porter and spirit rooms, and the remainder of the guard over the boats, with strict orders to allow no one to enter them until the master orders.

The non-commissioned officers and men specially stationed to fire engines, steam hoses, and starting hoses, will at once go to them and prepare them for use.

Pumping parties will fall in at their engines. Men in charge of fire buckets will get them down ready for use.

Men stationed to tarpaulins will get them ready for covering hatchways.

Hammock stowers will go to where the bedding is stowed, unlash it, and be ready to pass the blankets down for wetting.

Mess orderlies go to their messes, close ports, and wait orders.

The serjeant-major proceeds at once to the fire; all other non-commissioned officers not specially stationed will remain where they may happen to be and preserve order.

All men specially stationed go at once to their stations.

The watch fall in on port gangway. Get windsails down, carry out any orders for shortening sail, &c., and will then be divided to pass fire buckets along.

All men not belonging to the watch fall in on starboard gangway and wait for orders to wet and pass along blankets, &c.

Serjeants and corporals on the decks see that stations are taken up and duties performed without noise.

Ladies and children are to dress and go into the saloon, and remain there under the charge of the quartermaster of the troops.

All officers to whom no duties are assigned, also all civilians and second-class passengers, are to repair to a place which will be allotted for them on the quarterdeck, observing strict silence.

In ships carrying horses, as many men as can be spared should be sent to stand at the horses' heads to keep them quiet.

If the fire occurs during the day, the women and children are to remain on the starboard gangway: those who may

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (hired ships)—continued.

be in the women's quarters when the fire bell is rung are to remain there, under charge of the serjeant of the women's quarters, till they are ordered on deck.

The men of the Medical Staff Corps and the sick are to repair to the hospital and remain there for orders.

If the fire takes place at night, the same instructions with regard to falling in are to be observed.

The men in their hammocks will turn out of them and lower them on to the deck, and go to their stations.

The mess orderlies will close the ports and scuttles, and then place all the bedding close to the ship's side.

The serjeants of the troop decks are to especially attend to the mess orderlies carrying out those duties.

The women and children are to dress and remain in their quarters, under charge of the quartermaster-serjeant and serjeant of the quarters.

Copies of these "Fire Stations" are posted about the troop decks, and the troops are to be stationed as soon as possible after embarkation.

4. Embarkation and Duties of Mounted Troops and Horses.

79. Detailed instructions for the fittings of horse transports (to be found in the "Regulations for H.M.'s Transport Service") contain working-drawings, specifications, and other details necessary for the guidance of all employed in equipping such ships. Horse-hammocks are included in the equipment provided by the Admiralty; a set, without breeching, for every horse and six per cent. of veterinary slings complete in addition; also horse-boxes, when required.

Fitting of horse transports.

80. Previous to embarkation, all horses are to be carefully inspected by a veterinary officer, to see that they are in good health, and free from infectious or contagious diseases. Horses for service should be carefully selected; very old horses, or those possessing delicate constitutions, should not be embarked. The veterinary surgeon in charge at the time of selection must be prepared to furnish the medical history of every horse.

Horses for embarkation.

81. Troop-horses require great attention at the time of embarkation and while they are on board ship. Horses should not be in high condition when embarked. Officers should be careful not to embark chargers in hunting condition. Low diet and the administration of a dose of

Treatment of horses before embarkation.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (horse ships)—continued.

physic some days previously are excellent preventives of disease. Long, slow, steady work is to be given to horses, and they should be kept in a cool state before their embarkation. They are to be kept fasting and without water for some hours before being put on board, as slinging them is more likely to prove injurious when they are distended with food; and they will sooner become reconciled to their change of quarters and take to their feed on board, when these measures have been adopted. The shoes are not to be removed.

Duties of
"mounted
men."

82. On arrival abreast the ship "mounted men" will at once "unsaddle" and "unharness" their horses, and put on the ship's halters, which will be laid out ready for them. The saddlery and harness are to be fastened up in bundles ready for carrying it on board. "Dismounted men" will, on arrival, fall in, be told off to messes, march on board, stow away their arms and kits, and then return to the quay and relieve the "mounted men." When again relieved they will get the light baggage on board.

"Dis-
mounted
men."

Stowage of
saddlery and
harness.

83. As soon as relieved by the dismounted men, the mounted men will fall in, be told off to messes, march on board, stow away their arms and kits, go back for the saddlery and harness, carry it on board, and lay it down outside the saddle and harness room; they will then return at once to their horses and prepare to embark them. An officer and small party of men are at once to be told off to receive the saddlery and harness and stow it in the proper place.

Ammuni-
tion.

84. Gunners will take the ammunition on board and place it in the magazine, and then prepare the guns, carriages, wagons, &c., for embarkation. Whenever possible the guns, wagons, &c., will be hoisted in without being dismantled. The Army Service Corps will prepare their wagons for hoisting in. As a rule they need not be taken to pieces, and when practicable they will be hoisted in loaded. All the small gear is to be carefully collected, tied together, labelled, and stowed in the store-room provided for it.

Wagons, &c.

Small gear.

Placing of
horses on
board.

85. In all cases where it is practicable, horses should be walked on board from the pier or jetty, and down the hatchways to their stalls between decks. By dispensing entirely with slinging, a great saving of time is effected.

Embarka-
tion.

86. An officer and six resolute men (who should take their spurs off) from each troop, battery, or company

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (horse ships)—continued.

must be sent to the stable deck to receive the horses. Any large horses must be separated from the rest, as they should be placed in the "larger stalls" that are provided. Kickers should, when possible, be put in end stalls and the kicking boards provided put up. A quiet horse must be selected to lead the way, and the others will follow on quickly, leaving no intervals.

Large horses.

Kickers.

87. On reaching the stable deck, the horses will be at once led into the ranges of stalls and the far ends filled up first, care being taken to place the horses as they have been accustomed to stand in their stables. The hammocks will be passed loosely round them and their parting bars placed. Every twentieth stall is to be left vacant as a "spare stall." As soon as possible after embarkation the horses should have a light feed with hay.

How to be placed in stalls.

"Spare stalls."

88. The hammocks should always be kept round the horses, but just clear of them. The ropes will be securely fastened, so that if the horses lose their footing, they might be saved from falling down; but the weight of the horses should not be put on the hammocks with the intention of resting them except in very fine weather.

Horse hammocks.

89. For the first few days on board ship food is to be rather sparingly given, and bran is to form the larger portion of the horse's food; but after he becomes reconciled to his altered circumstances, and as his appetite increases, he is to be more liberally fed. Horses should receive at least eight gallons of water daily, and be watered three times a day.

Feeding on board.

90. The head-collar supplied by the ship is the only safe fastening on board, and there should be two shanks to each collar. The horse's head should be tied rather short than otherwise, and there should be several spare collars on board. When mules are embarked, chain collar shanks instead of rope should be used.

Head-collars.

91. In rough weather, if the vessel should labour very much, it will be found necessary to have all the men who can be spared to stand to their horses' heads, as the horses will be less disposed to be frightened when the men are near them. Fine cinders should also be sprinkled under each horse to give him firm hold.

Arrangements in rough weather.

92. Too much attention cannot be paid to the constant trimming of the wind-sails, which must be kept full to the wind. Sickness among the horses is invariably greatest where there is most motion, as in the fore and after part of the ship; for the same reasons horses suffer most in rough weather. A high temperature is not necessarily injurious

Wind-sails and ventilation of ships.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (horse ships)—continued.

provided the atmosphere is pure, and the horses are not exposed to direct draughts of cold air; but they suffer most when exposed to rapid changes of temperature. Care is to be taken to throw a stream of fresh air down the fore hatchway by means of the wind-sails, the lower ends of which are to be carried to within about a foot of the flooring. Nothing is to be permitted to be on the decks which is likely to interfere with the thorough passage of the air, or choke up the apertures to the ventilators. Air scoops are provided for each scuttle for use in hot weather.

- Cleanliness.** 93. It is impossible to pay too much attention to cleanliness. No dung or urine is to be allowed to remain in the stalls or decks. The dung should be at once carried in the baskets to the nearest appointed place for throwing it overboard. The urine, when it does not flow overboard, is led down into the bilge in the engine-room, and pumped out by steam. When not steaming, the donkey-engine will pump it out. When the urine is led into tanks, it is necessary to pump out the tanks every four hours. Great care must be taken to prevent the scuppers being choked; if this should happen, the master should be informed, and he will have them cleared by means with which he is provided.
- Dung.**
- Urine.**
- How led off and pumped out.**
- Supply of articles for cleaning, &c.** 94. There is on board an abundant supply of all necessary articles for cleaning and other purposes. (See Appendix X of Transport Regulations.)
- Horses shifted for cleaning.** 95. The horses should be shifted daily from stall to stall by means of the spare stalls, and the platforms lifted up, and the deck cleaned underneath them. The horses themselves should be well groomed and rubbed. Vinegar is provided for sponging their nostrils, &c.
- Horses brought on to the decks.** 96. In many cases it is possible to bring the horses out on the decks, coir mats, provided for that purpose, being first laid down. This is very beneficial to them.
- Dispensary.** 97. A dispensary, with medicines, supplied by the Veterinary Department, is provided, and there is an ample supply of disinfectants on board, including gypsum for absorbing the urine. A veterinary surgeon will, when available, accompany every horse transport.
- Veterinary surgeon.**
- Loose boxes.** 98. Loose boxes are provided for sick horses, and there are portable boxes on board fitted with slings, by means of which horses can be sent on deck for an airing, or shifted about as required for their health. On these occasions the boxes should be placed "athwart ship."
- Portable boxes.**
- Veterinary slings.** Veterinary slings are also provided for sick horses.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (horse ships)—continued.

99. Copies of the scale of forage and of instructions for stable duties and feeding (paragraph 104) are hung up about the decks. It is most important, however, that the full ration should not be issued unless the horses require it, as experience has shown that for the first few days they do better on a smaller allowance, particularly of oats. A supply of carrots is put on board to be used as thought best.

Issue of rations.

100. Watering the horses is carried out by means of pumps fitted on each stable deck. A large tub is provided for each pump; this tub is filled, the iron buckets dipped into it, and the water carried round to the horses. Tubs are also provided for bran-mashing. The pumps are to be kept locked, and only used for watering the horses.

Watering the horses.

101. A stable guard must be told off as soon as the men are embarked. The decks are to be well lit, and candles are provided for burning all night.

Stable guard.

Lights.

102. Space is provided for all the saddles and harness to be stowed in the "saddle and harness" room, but it is to be brought on deck to be cleaned and aired at least once a week.

Saddle and harness room.

103. Places are provided for everything, and much confusion is avoided if from the first the men are made to keep everything in its proper place.

Everything in its proper place.

104. Forage Scale and Stable Duties.

Forage scale and stable duties.

Forage Scale.

The daily allowance for each horse or mule is—

Water	8 gallons.
Oats	5 lbs.
Bran	5 "
Hay	10 "
Carrots (when advisable).				
Vinegar	$\frac{1}{2}$ gill.
Nitre	$\frac{1}{2}$ oz.
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McDougal's powder			5 oz.
Chloride of lime			1 "
Powdered gypsum			2 "

A sufficient amount to supply this quantity for each animal daily if necessary, is to be put on board, but it is to be used at discretion of commanding officer.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (horse ships)—continued.
Stable Duties.
**Morning
stables.**

Rake the stalls well out to the rear, sweep up the passage behind the horses, and sprinkle disinfectants, water the horses, sponge nostrils, eyes, &c. Feed with oats or bran, after watering, and then hay, as ordered.

**Mid-day
stables.**

Shift horses into spare stalls, and out on to the deck when practicable ; pick out and wash feet, and examine shoes : any loose shoes to be fastened at once, and slight injuries attended to ; thoroughly groom the body, brush and hand rub the legs, brush out the mane and tail, and sponge nostrils and face.

Each stall is to be thoroughly cleaned, and platform to be raised and cleaned. Deck underneath is to be dried, and disinfectants are to be freely used.

When the horses are clean, water and then feed with oats or bran as ordered.

After dinner the horses are to be fed with hay for an hour.

**Evening
stables.**

Rake the stalls well out, sweep up, sponge nostrils, &c. as in morning stables.

Water and then feed with oats or bran as ordered.

Stablemen are to feed horses with remaining portion of hay.

IV.—DISEMBARKATIONS.*
**Command-
ing officers
to report
arrival.**

105. Officers embarked in the command of troops, on touching at any port occupied by Her Majesty's forces, are immediately to communicate with the General or other Officer Commanding at the station, and if junior to such officer they will personally report to him the state of such troops. Medical officers proceeding on duty will, on landing, report themselves to the principal medical officer at such port. During their stay at any port, all officers are to appear on shore in their proper uniform, and to conform, in every particular, to the regulations and discipline of the garrison. When a ship with troops from abroad arrives at any port at home, a telegram is to be sent immediately to the Adjutant-General, War Office, by the Officer Commanding at the port if a garrison, and if not, by the Commanding Officer on board, stating name of ship, whence arrived, and what troops are on board.

**Arrival at
destination.**

106. On the arrival of troops in the port of destination, the General or other Officer Commanding is to order the

* See also Part II, Section XIII, para. 32.

Movement of Troops by Sea.

DISEMBARKATIONS—continued.

ship to be immediately visited by a Staff Officer for the purpose of making all necessary arrangements for their disembarkation.

107. Disembarkation returns, on the prescribed forms (Army Form B 135 for regiments, batteries, or any complete corps, and Army Form B 125 for detachments), will be prepared in triplicate by the Officer Commanding the troops on board, and handed over, together with any remarks which it may be necessary to make for the information of the Commander-in-Chief, to the disembarking officer for transmission in duplicate through the General Officer at the station, to the Adjutant-General, War Office; the third copy being retained by the General Officer at the station. This return is to include all persons not entitled to passage, but embarked by indulgence, who are to be distinguished as such. When detachments are from more than one station, the whole are to be included in one disembarkation return, showing separately those from each port. In the case of a hired ship, the voyage report, in accordance with the "Transport Regulations," is to accompany the disembarkation return; also the proceedings of any boards held during the voyage. On coastwise voyages at home disembarkation returns are not required when through warrants are issued.

Disembarkation returns.

Voyage report.

Coastwise voyages at home.

108. If a Medical officer embarked with troops on board a hired ship deem it necessary to make any statement animadverting upon the sanitary arrangements or the supplies on board, he will address such report to the Officer Commanding, submitting a duplicate to the principal medical officer at the port of disembarkation. Copies of any adverse remarks embodied in the usual report of sick must also be furnished to the officer commanding. Whenever scurvy or any infectious disease has made its appearance among the soldiers or their families during a voyage, the medical officer in charge, on landing, is required to make a special report of the circumstance to the military and medical authorities at the port of disembarkation.

Medical officer's reports.

109. Troops under orders to land in the morning or during the forenoon of the day will be provided with a breakfast meal on board prior to disembarkation, for which no ration stoppage will be made.

Breakfast on day of landing.

110. All naval stores issued for the use of troops embarked on board any of Her Majesty's ships of war or commissioned troop-ships, are to be received and accounted for on the same principle as such articles would be if furnished to troops in barracks. The following rules are

Naval stores in H.M.'s ships.

Movement of Troops by Sea.

DISEMBARKATIONS—continued.

to be observed in accounting for deficiencies of naval stores, bedding, mess traps, &c., on board H.M.'s troop-ships:—

Losses and damages.

a. Any loss or damage which cannot be satisfactorily accounted for, will be charged against, and recovered from, the troops at the time of disembarkation; and the paymaster of the ship is authorized to obtain from the Officer Commanding the troops immediate payment of the same. When the troops on board belong to more than one corps, the military Officer Commanding will make each corps or detachment responsible for the articles issued to it; but should the articles not be marked especially for the use of each corps or detachment, then a *pro rata* charge may be levied against the whole of the troops on board, should the Officer Commanding consider such a course desirable, unless the loss or damage can be fixed upon any particular corps or detachment. If necessary, a muster of the whole of the naval stores in charge of the troops may be held on the disembarkation of any portion of the troops on board. The regulations for Her Majesty's troop-ships contain instructions for the issue of bedding, and for its inspection at intervals during the voyage with the view of preventing losses. The military officer superintending the disembarkation should ascertain that all charges for loss of stores are paid at once, and, in the event of an appeal being made against the amount by the troops, or any portion of them, the matter should be investigated before the ship sails, when every person who can give information on the subject is present.

Losses by accident.

b. In the event of loss or damage arising from stress of weather, fire, or other accident, the statement of the circumstances under which it occurred must be supported by an extract from the ship's log or by other satisfactory certificate, before the troops can be relieved of the charge.

Board to assemble.

c. A board, composed of three commissioned officers, is to assemble in time to prevent the ship being delayed on arrival at its destination, in order to investigate and report on the loss or damage of any articles which are chargeable to the public.

Objection to report of board by captain.

d. If the captain of the ship should make any objection to the number of the articles it is proposed to charge against the public, the original report of the board is to be forwarded by the Officer Commanding the troops—through the General Officer Commanding at the station—to the War Office, with a view to reference upon the subject being made, if necessary, to the Lords Commis-

Movement of Troops by Sea.

DISEMBARKATIONS—continued.

sioners of the Admiralty. A copy of the report of the board is to be given to the paymaster or other officer of the ship.

111. On board hired ships the hammocks and blankets will be taken in shortly before disembarking. After dinner, or last meal on board, the troop decks are to be cleared up, and the "mess utensils" returned to the place pointed out by the master. Any loss or damage which cannot be satisfactorily accounted for will be charged against the troops, upon the principle described in paragraph 110 (see also paragraph 47).

Naval stores
in hired
ships.

Q. O. 36.
1886.

112. The master of a hired ship will prepare a list of any damages or losses in stores supplied by the Admiralty, and the value, inserting the prices from the authorized scale. He will prepare this in duplicate on Admiralty Form T 122, a supply of which will be in his possession. He will present two copies to the military Commanding Officer, who, if he find the claim correct, will sign the certificate on one copy, and return it to the master as an acknowledgment that the troops are liable, and that the amount chargeable will be recovered from them, retaining the other copy. Payment for these articles is not to be made to the master of the ship, but to the District Paymaster or his representative at the port of disembarkation. The Commanding Officer is to take immediate steps to charge the amount against the troops concerned before they leave the ship, and to account for the whole transaction to the military Staff Officer superintending the disembarkation. The voucher signed by him should show where the credit will be accounted for. No instance should ever occur of troops (whether regiments, detachments, or individuals) leaving a hired ship without all proper charges for losses, &c., having been adjusted either by the money being placed in the hands of the Commanding Officer or by entries in the accounts of the men liable. Lists, furnished by the Admiralty, of the prices to be charged for losses, damages, &c., on board transports and freight ships, will be in possession of the master, and usually of the Officer Commanding the troops. Losses or deficiencies of stores supplied by the owners of the ship should be paid for to the master before disembarkation.

Payment for
deficiencies.

1605
478

113. The regulated advance of pay which is issued to detachments, except those coming home from India, will enable the Commanding Officer to meet charges for losses, &c. The following is a copy of paragraphs 484 and 485 of the Financial Instructions, 1886:—

Charges for
losses.

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Movement of Troops by Sea.

DISEMBARKATIONS—continued.

* 484. When detachments belonging to different corps return from India to this country on board the same vessel no advance of pay will be made, and in the event of there not being sufficient funds belonging to the troops to meet claims for lost stores or damages during the voyage, the district paymaster at the port of disembarkation will, upon being furnished with the names, &c., of the men and the places of their destination, advance the amount necessary to meet the claims, recovering the same from the officers by whom they are next taken into payment.

" 485. The same course will be observed in the case of detachments arriving from any other foreign station, if the advance of pay should not leave a sufficient residue to settle the claims for lost stores or damages occurring during the voyage."

War Department Stores, how accounted for.

114. Whenever War Department Stores are placed on board hired ships for the use and in charge of the troops during the voyage, such as arms, ammunition, pea-jackets, sou'-wester caps, books, and games, the military Commanding Officer will be held responsible that all such articles are returned into the proper departmental store at the termination of the voyage—unless they are required for other troops about to embark in the same vessel, in which case they are not to be landed, but handed over by the Commanding Officer to an ordnance store officer, with detailed vouchers in triplicate, for transfer to the Officer Commanding the troops embarking. The Commanding Officer will give a receipt for the articles and be careful to obtain from the officer furnishing them a list in duplicate of the articles received, which he will retain for information during the voyage, handing over one of such lists to the ordnance store officer on arrival, and taking that officer's receipt upon the other list, which he is to transmit to the War Office. All deficiencies are to be duly accounted for, and the amount chargeable to the troops is to be recovered in the same manner as charges for other losses (see paragraphs 111-113), and paid by the Commanding Officer to the ordnance store officer, to whom the articles should have been delivered. The ordnance store officer will without delay pay the amount to the district paymaster.

Recovery of charges against troops.

Returns on disembarking from hired ships.

115. Before disembarking from a hired ship, the military Commanding Officer is to prepare and hand to the master the following returns and certificates upon Admiralty Forms, which will be supplied to him by the master for that purpose:—

Movement of Troops by Sea.

DISEMBARKATIONS—continued.

Dock or pier dues, &c. 118. All military officers and men embarking or disembarking on duty are exempt from dues, and the baggage of officers and soldiers travelling on duty is, under the provisions of the Army Act, exempt from dock tolls or duties. In cases, however, where a Dock Company's servants are called upon to perform any labour, either in warehousing or shipping, charges for such services may be made. The ordinary charge to cover the expense of examination of the baggage at the custom-house will be made.

Sea-kits on disembarkation. 119. General or other Officers Commanding at stations where troops disembark are at liberty to exercise their discretion, whenever circumstances may render it desirable, to direct that the sea-kits in possession of the men shall be retained for use until worn out.

Disposal of Detachments arriving from Abroad.

Disposal of detachments coming home. 120. All detachments of invalids, time-expired men, and other details arriving at home from stations abroad will be disposed of as follows:—

Transfers, Schools of Instruction, &c. *a.* Transfers, other than those to the reserve, non-commissioned officers, and men for Schools of Instruction, &c., will be sent to their respective destinations, except when the disembarkation takes place at Portsmouth, when they may be sent to the Discharge Depôt before being despatched to their destinations.

Invalids and insane men. *b.* Invalids and insane men of the regular army and their families will be sent to the Royal Victoria Hospital, Netley, except invalids (not being insane men) of the Ordnance Store Corps, who will be sent to Woolwich, and of the Royal Artillery, who will be sent to the stations named below. Such officers and medical officers as may be required are to proceed with them. The senior medical officer who has had charge of the invalids during the voyage is to accompany the Netley party. Invalids of the Royal Artillery will be sent as follows:—

Royal Horse Artillery	}	to Woolwich.
Field Artillery		
Mountain Artillery		to Plymouth.
Eastern Division, Garrison Artillery				to Dover.
Southern " " " "				to Netley.
Western " " "				to Plymouth.

114

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211

G.O. 26.
1886.

38407

Q.E.

839

Movement of Troops by Sea.

DISEMBARKATIONS—continued.

c. Time-expired men and men for transfer to the reserve, and their families, will be despatched, under proper charge, as follows:— Time-expired men.

Cavalry and Infantry	to the Discharge	Depôt.	
Royal Horse Artillery	}		to Woolwich.	
Field Artillery			
Mountain Artillery			
Eastern Division, Garrison			
Artillery	to Dover.	
Southern Division, Garrison	to Gosport.	
Artillery	to Plymouth.	
Royal Engineers	to Chatham.	
Ordnance Store Corps	to Woolwich.	
Army Service Corps	and			
Medical Staff Corps	to Aldershot.	

d. Soldiers' orphans are to be sent to Netley. Widows are to be sent direct to their homes on landing. Insane wives of soldiers or other insane women are not to be sent to Netley or to any military station. If they have no homes to be sent to, or friends to take charge of them, they are to be handed over to the parish authorities at the place of disembarkation. Orphans, widows, and insane women.

e. Officers sent in charge of invalids and time-expired men, or other men, are on no account to quit the parties committed to their care until they have delivered them over at their respective destinations and received permission to depart. Officers in charge.

f. Men sent home for discharge with ignominy or as bad characters, whose term of imprisonment has expired, are to be discharged by the General or other Officer Commanding at the port of disembarkation immediately on landing, their accounts being settled by the paymaster or other accountant ordered to perform this duty. Men for discharge as bad characters.

g. Prisoners for discharge, whose term of imprisonment has not expired, will be disposed of in accordance with the instructions contained in paragraphs 162, 163, and 168, Section VI. Prisoners.

h. Military convicts and prisoners arriving from abroad without papers in due form to admit of their being removed to a military or public prison are to be detained in a provost prison, or in other military custody, until Military convicts.

Movement of Troops by Sea.

DISEMBARKATIONS—continued.

the arrangements laid down in the Army Act have been made for their removal to prison. Military convicts, and prisoners other than the above, will be disposed of as directed in Section VI, paragraphs 160 and 168.

M.S.C. and detachments on relief.

2. Parties of the Medical Staff Corps disembarked from duty on board ship as being no longer required, as well as details arriving on relief from detachments at stations abroad, will be sent to the depôt of the corps at Aldershot.

G.O. 84.
1887.

Detaching officers with invalids, &c.

121. Officers are not to be detached unnecessarily from their corps for the express purpose of taking charge of invalids, or time-expired men, who in all practicable cases are to be placed under officers returning home in impaired health, but fit for ordinary duty with troops on board ship.

Documents to be sorted.

122. The discharge and other documents required by regulation for each man are to be carefully sorted, according to the several destinations of the men, in order to be ready for handing over on arrival, under the instructions of the disembarking officer, to the officers who may be detailed to conduct the several parties: all the documents of prisoners, men discharged with ignominy and the like (alluded to in paragraph 120), being placed in a separate packet, and delivered to the staff officer superintending the disembarkation. The documents of men of the Royal Artillery will be addressed as follows :—

Royal Horse Artillery	}	to the Officer Commanding Depôt, Royal Horse Artillery, Woolwich.
Field Artillery, 1st to 40th Batteries			to the Officer Commanding 1st Division, Depôt Field Artillery, Woolwich.
Field Artillery, 41st to 80th Batteries			to the Officer Commanding 2nd Division, Depôt Field Artillery, Woolwich.
Mountain Artillery		to the Officer Commanding Depôt, Western Division, Royal Artillery, Plymouth.
Garrison Artillery		to the Officer Commanding the Head-quarter Depôt of the Division to which the men belong.

38407
Q.E.
839

Movement of Troops by Sea.

DISEMBARKATIONS—continued.

The documents of men of the Ordnance Store Corps will be addressed to the officer commanding the Ordnance Store Corps, Woolwich. The documents of men of the Medical Staff Corps, alluded to in paragraph 120 (i), should be sent to the officer commanding the dépôt, Aldershot. The documents of men of the Army Service Corps will be sent to the officer commanding the Dépôt Companies, Aldershot, those for transport men to No. 1 Company, and those for supply men to the 18th Company.

123. In H.M.'s troop-ships, specimen filled-in forms of the disembarkation return of detachments, and ration return, will be placed under charge of the naval paymaster for the guidance of the Officer in command of the troops, who should apply to the paymaster for these specimens to assist him in preparing the returns during the voyage home, and be careful to return them when done with. Specimen copies of forms placed on board.

124. A drawer in the cabin of the military Commanding Officer will be set apart for the custody of returns and documents relating to the troops, and will be marked accordingly, and furnished with a lock and key. Custody of documents on board.

125. The following returns relating to detachments are required from Officers in command of troops arriving at home from stations abroad, and are to be prepared by the time the vessel reaches its destination. All the printed forms required for this purpose, as hereinafter specified, are to be handed over to Officers Commanding by Staff Officers embarking troops. Returns to be handed over on disembarkation.

A.—Returns Relating to Detachments.

For Staff Officer superintending Disembarkation.

1. *Nominal roll* (in duplicate) (Army Form B 127), by corps, of all the detachments on board, distinguishing invalids from others, and including women and children, specifying the ages of the latter. In addition, a nominal roll in duplicate of men and families of the Royal Artillery only, arranged by branches and divisions. One copy of the latter will be sent on by the staff officer to the Adjutant-General, War Office; the other copy, after having been verified, will be handed over by the Staff Officer to the officer proceeding in charge of the Royal Artillery details.

2. *Voyage-report*, in the case of a hired transport or freight ship, to be prepared, at the end of the voyage, on the form prescribed in the "Transport Regulations," together with the proceedings of any Boards that may be assembled. This voyage-report is to be filled up in quadruplicate, and signed by the military Commanding Officer

Movement of Troops by Sea.

DISEMBARKATIONS—continued.

who is to deliver one copy to the master before leaving the ship, and to hand over the other three copies to the disembarking officer, who is to transmit two of them to the Quartermaster-General. Should there be a transport officer on board the ship, the four reports are to be first handed to him for his remarks and counter-signature.

3. *Return* (in duplicate), when there has been a short issue of provisions, and none of the prescribed equivalent articles have been given in lieu thereof. This return is to show accurately the quantity of each kind of provision deficient on each day, and the number of men, women, and children under and above 10 years of age, receiving the short rations on such days. No account is to be taken of those short issues for which the troops may have received substitutes as an equivalent; and in cases where other articles may have been substituted in part for those deficient, the one should be deducted from the other, and the balance only returned as short issued or deficient. The proportion which the substitutes are to bear to the deficiencies, in regard to quantity, is to be arranged at the time of issue between the officer commanding the troops and the master of the ship.

4. *Disembarkation returns* (Army Form B 125), in triplicate. If the detachments are embarked at different places, these returns must show separately the troops arrived from each port, but in one return.

5. A *certificate* (Army Form O 1777) for every widow and orphan and for every soldier's wife unaccompanied by her husband, showing that the bearer is entitled to free passage. Such certificate is to be signed by the Commanding Officer and paymaster of the corps to which the women and children belong. The place of destination is limited by Section XI of the Allowance Regulations.

B.—Returns relating only to the men referred to in para. 120, as follows, grouped according to the respective destinations of the men :—

For the Assistant-Adjutant General, Royal Victoria Hospital, Netley.

1. *Nominal Roll* (Army Form B 127) of the invalids of all corps, including the Southern Division, Royal Artillery but excepting other invalids belonging to the Royal Artillery, their wives and families, or orphans, if any. This roll is to be kept out so as to be readily accessible on arrival at Netley.

Movement of Troops by Sea.

DISEMBARKATIONS—continued.

For the Principal Medical Officer at the Port of Disembarkation.

2. Applications for extra-duty pay for soldiers employed as temporary hospital servants on the voyage, on Army Form I 1229, accompanied by Army Form O 1645, duly completed and signed by the men who have been so employed.

Soldiers employed as guards over lunatics are not to be included as hospital servants, and no allowance will be sanctioned for men so employed.

For the Paymaster, Royal Victoria Hospital, Netley.

3. Acquittance-roll (Army Form N 1452), invalids, including those of the Southern Division, Royal Artillery, but excepting other invalids belonging to the Royal Artillery.

4. *Inventories* of kits of deceased men embarked as invalids in duplicate.

5. *Particulars* of sale of effects of deceased men embarked as invalids in duplicate.

6. *Return* of families of invalids, including orphans, and giving Christian names of women and ages of children.

7. Original "No. 1 reports" of invalids.

*For the Commandant of the Discharge Dépôt.**

8. *Nominal roll* (Army Form B 127) of the men of cavalry and infantry (time-expired or for transfer to the reserve), and their wives and families. This roll is to be kept out so as to be readily accessible on arrival at the discharge dépôt.

For the Paymaster at the Discharge Dépôt.

9. *Acquittance roll* (Army Form N 1452), time-expired and reserve men.

10. *Inventories* of kits of deceased men embarked as time-expired in duplicate.

13. *Particulars* of sale of effects of deceased men embarked as time-expired, in duplicate.

14. *Return* of families of time-expired and reserve men, giving Christian names of women and ages of children.

15. *Original No. 1 reports* of time-expired and reserve men.

* Claims for extra duty pay (except for hospital servants) will be made after arrival on a special form, to be obtained at the discharge dépôt, by the officer commanding the troops.

Movement of Troops by Sea.

DISSEMBARKATIONS—continued.

For the District Paymaster at the Port of Disembarkation.

16. *Ration returns* for all troops on board (Army Form O 1671). Separate returns are required for each regiment, battalion, battery, &c., for invalids, time-expired and reserve men, and one other return to include all prisoners; also a statement in manuscript of any valuables, money, or medals belonging to prisoners.

The district paymaster at the port of disembarkation is to send extracts from these ration returns to the respective destinations of the troops.

For the Assistant Adjutant-General, Woolwich.

<p>17. The nominal roll of Horse and Field Artillery described in Sub-head A 1, with the addition of any time-expired men of the Ordnance Store Corps. To be kept out so as to be readily accessible.</p>	<p>38407</p>
	<p>Q.R.</p>
	<p>839</p>

For the Paymaster, Royal Artillery, Woolwich.

<p>18. Returns, relating to Horse and Field Artillery only, corresponding with those described in Sub-head B 3, 4, 5, 6, 7, 9, 10, 13, 14, 15. Returns of invalids to be separate from those of time expired, reserve or other men.</p>	<p>G.O. 129.</p>
	<p>1885.</p>
	<p>38407</p>
	<p>Q.R.</p>
	<p>839</p>

19. Documents intended for Chatham, Aldershot, &c., will be treated in a similar manner to those of men intended to join depôts, &c.

Conveyance
of invalids
by cab.

126. When invalids landed from abroad require to be conveyed by railway or other means to their destination, the Officer Commanding the detachments is to obtain from the medical officer a certificate that those men for whom conveyance by cab is required are unable to march.

Precautions
against in-
toxication.

127. In order to guard against the possibility of the detachments landing in a state of intoxication, the Officers in charge are held strictly responsible for the state of their men. They are accordingly to adopt the most stringent measures to prevent liquor being obtained from the boats which surround vessels on their arrival at the port, or from the sailors on board the steamers which may convey them to land.

Sorting of
baggage
on disem-
barkation.

128. In order to guard against the loss of any baggage of detachments on disembarkation, great care should be taken in sorting it. The Staff Officer superintending the disembarkation will point out different spots for the collection of the baggage for each destination, and, if

Movement of Troops by Sea.

DISEMBARKATIONS—continued.

possible, an opportunity should be given to each man to find his own bag or box and to place it on the spot assigned for it. The Officer Commanding the detachments should warn the men that unless this is done they will risk the loss of their property. Steps should also be taken by the officers to ensure that the baggage of men who are unable, through sickness or duty, to search for it, is collected for them. A report is to be made, *on the spot*, of any missing articles.

V.—SCALE OF RATIONS, MEDICAL COMFORTS, WATER, AND FORAGE, FOR TROOPS AND HORSES ON BOARD SEA-GOING SHIPS.

TROOPS OR THIRD-CLASS PASSENGERS.

129. SCALE OF RATIONS per Man.

Days of the Week.	DAILY.											WEEKLY.								
	Salt Beef.	Flour.	Suet.	Raisins.	Salt Pork.	Split Peas.	Preserved Meat.	Compressed mixed Vegetables.	Biscuit.	Fresh Bread.*	Rice.	Porter.†	Preserved Potatoes (uncooked).	Sugar (unrefined).	Tea.	Vinegar.	Mustard.	Pickles (of various descriptions).	Pepper (ground).	Salt.
	oz.	oz.	oz.	oz.	oz.	pint	oz.	oz.	oz.	lb.	oz.	pint	oz.	oz.	pint	oz.	oz.	oz.	oz.	oz.
Sunday ...	12	6	1	2	—	—	—	—	—	—	—	1	2	4	—	—	—	—	—	—
Monday ...	—	—	—	—	—	—	12	—	—	—	4	1	—	—	—	—	—	—	—	—
Tuesday ...	—	—	—	—	12	—	—	1	12	—	—	1	—	—	—	—	—	—	—	—
Wednesday ...	12	6	1	2	—	—	—	—	—	—	—	1	2	4	—	—	—	—	—	—
Thursday ...	—	—	—	—	—	—	12	—	12	—	—	1	—	—	—	—	—	—	—	—
Friday ...	—	—	—	—	12	—	—	1	—	—	—	1	—	—	—	—	—	—	—	—
Saturday ...	—	—	—	—	—	—	12	—	—	—	—	1	—	—	—	—	—	—	—	—

SCALE OF RATIONS per Woman.

Sunday ...	8	6	1	2	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Monday ...	—	—	—	—	—	—	8	—	—	—	—	—	—	—	—	—	—	—	—	—
Tuesday ...	—	—	—	—	—	—	—	1	—	—	—	—	—	—	—	—	—	—	—	—
Wednesday ...	8	6	1	2	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Thursday ...	—	—	—	—	—	—	8	—	—	—	—	—	—	—	—	—	—	—	—	—
Friday ...	—	—	—	—	—	—	—	1	—	—	—	—	—	—	—	—	—	—	—	—
Saturday ...	—	—	—	—	—	—	8	—	—	—	—	—	—	—	—	—	—	—	—	—

* Bread is to be made of pure flour, yeast, a little salt and water and no other ingredients whatever.

4 lbs. of flour is required to make 5 lbs. of bread. Bread is to be made in 4 lb. loaves, in this provided for that purpose. The yeast is to be made according to the following receipt, and no other is to be used—

For one gallon of yeast, three pounds of malt and two ounces of hops are to be used.

Boil the hops one hour in one and a half gallons of water, with which liquor scald the malt. Add a teaspoonful of sugar, and let it stand till cool. Add half a pint of yeast of any kind to start it. Always reserve a little yeast for the next brewing.

Potatoes are not to be used in making yeast.

This quantity is sufficient for 250 lbs. of bread. Malt and hops are to be provided by whoever victuals the ship at the rate of 15 lbs. of malt and 10 oz. of hops per 100 adults, for 23 days, for the same numbers and for the same time the ship is victualled for.

The supply of porter to be put on board is to exceed by 10 per cent. the quantity required by this scale.

Movement of Troops by Sea.

RATIONS, &c.—continued.

180. SCALE OF RATIONS per Child of 5 Years and under 10 Years of Age.											SCALE OF RATIONS per Child under 5 Years of Age.								
Days of the Week.	DAILY.										WEEKLY.	DAILY.							
	Salt Pork, or Salt Beef.*	Flour.	Suet.	Raisins.	Soup and Bouilli.	Rice.	Preserved Meat.	Fresh Bread.	Preserved Potatoes (uncooked).	Sugar (unrefined).	Tea.	Fresh Milk.†	Salt.	Biscuit Powder, or Ruaks.	Sugar (unrefined).	Fresh Milk.‡	Soup and Bouilli, Essence of Beef, or Mutton Broth.†	Rice and Oatmeal to be issued in such proportions as may be required.	Fresh Bread.
	oz.	oz.	oz.	oz.	pt.	oz.	oz.	lb.	oz.	oz.	oz.	pt.	oz.	oz.	oz.	pt.	oz.	oz.	lb.
Sunday...	6	12	12	12	12	12	12	12	12	12	12	12	1	12	12	12	12	12	12
Monday	6	12	12	12	12	12	12	12	12	12	12	12	1	12	12	12	12	12	12
Tuesday	6	12	12	12	12	12	12	12	12	12	12	12	1	12	12	12	12	12	12
Wednesday	6	12	12	12	12	12	12	12	12	12	12	12	1	12	12	12	12	12	12
Thursday	6	12	12	12	12	12	12	12	12	12	12	12	1	12	12	12	12	12	12
Friday	6	12	12	12	12	12	12	12	12	12	12	12	1	12	12	12	12	12	12
Saturday	6	12	12	12	12	12	12	12	12	12	12	12	1	12	12	12	12	12	12

Notes.—Each infant under 1 year of age is to be provided with Milk, Corn-flour, Sago, or Arrowroot, and Sugar, entirely at the discretion of the Surgeon.

- * Either Salt Pork or Salt Beef is to be issued at the discretion of the Medical Officer in charge.
- † If Preserved Milk is used, sufficient to make $\frac{1}{2}$ pint.
- ‡ If Preserved Milk is used, sufficient to make $\frac{1}{2}$ pint.
- § These articles are to be provided in equal quantities, and are to be issued alternately. Soup and Bouilli $\frac{1}{2}$ oz., cooked with $\frac{1}{2}$ pint of water—Essence of Beef $\frac{1}{2}$ of a $\frac{1}{2}$ -pint canister, cooked with $\frac{1}{2}$ pint of water—and Mutton Broth, $\frac{1}{2}$ oz. with a sufficient quantity of boiling water—will make the $\frac{1}{2}$ pint required.

181. SCALE OF MEDICAL COMFORTS FOR TROOPS AND THIRD-CLASS PASSENGERS FOR 1,000 PERSONS FOR ONE DAY.

Provision is to be made in this provision for the regulated number of days' Victualling, in each case in addition to the ordinary Rations.

Brandy, Bottles.	Rum, Gluks.*	Port Wine, Bottles.	White Wine, Bottles.	Preserved Meat, lbs.	Prepared Soup, pints.	Essence of Beef, Tins ($\frac{1}{2}$ pints).	Sago, lbs.	Arrowroot, lbs.	Rice, lbs.	Preserved Milk, to make pints.	Lime Juice and Sugar (unrefined).†	Sugar (refined), lbs.	Tea (best black), lbs.	Vinegar, pints.	Soap, lbs.	Pearl Barley, lbs.	Preserved Potatoes (uncooked), lbs.	Compressed mixed Vegetables, lbs.	Pickles (of various descriptions), bottles.	Ale or Porter (bottled), pints.‡	Disinfectants.
1	8	8	4	8	12	50	2	4	8	20	‡ an oz. of each for each person for the number of days for which provisions are supplied.	15	2	2	2	8	12	8	1	25	‡

- * For occasional issue, at the discretion of the Medical Officer.
- † Lime Juice with Sugar, is to be issued at the discretion of the Medical Officer.
- ‡ This quantity is to be increased at the discretion of the authorities at the Port, in the event of draught Porter not being procurable in sufficient quantity as an article of ration.
- § Carbolic Acid (crystallized), in the proportion of 120 lbs. per 1,000 persons per annum. To be in stoppered bottles, packed securely in a cask, and to be placed in charge of the Master for issue to the Medical Officer as required. Chloride of Lime (in stone jars) in the proportion of 14 cwt. per 1,000 persons per annum. Condy's Patent Fluid (crimson), in the proportion of 20 pints for 1,000 persons per annum. To be in pint bottles, with printed directions for use affixed to each bottle. McDougall's Disinfecting Powder (in 50 lb. casks, with dregder and instructions) in the proportion of 200 lbs. for each 1,000 individuals. No ship to have less than one 50 lb. cask.
- Articles for Fumigation.—Sulphuric Acid in the proportion of 1 lb. (16 oz.) for Ships of 1,000 tons and under, and $\frac{1}{2}$ lb. for Ships over 1,000 tons. To be in $\frac{1}{2}$ lb. stoppered bottles, carefully packed in boxes, clearly marked. To be in special charge of Medical Officer. Peroxide of Manganese (in stone jars) in the proportion of 1 lb. for Ships of 1,000 tons and under, and $\frac{1}{2}$ lb. for Ships over 1,000 tons. Salt, common, in the proportion of 4 lbs. for Ships of 1,000 tons and under, and 16 lbs. for Ships over 1,000 tons.

Movement of Troops by Sea.

RATIONS, &c.—continued.

NOTES.

182. Boys of 10 years and under 14 years of age to receive the woman's ration, but without porter. Boys of 14 years of age or upwards to receive the man's ration, but without porter. Girls of 10 years of age, or upwards, to receive the woman's ration, but without porter.

Boys and girls of 17 years of age or upwards are to be considered in all respects as adults.

Temperance men not receiving porter (or spirit, as a substitute) are each to be allowed, daily, 1 oz. of sugar, and a $\frac{1}{4}$ oz. of tea, in addition to the quantities of those articles specified in the Scale of Rations. Those men who do not receive these additional quantities will be credited in Office with a penny a-day.

Temperance women not receiving porter, and other women to whom it may not be practicable to supply porter, are to be granted a similar additional allowance of sugar and tea.

Neither porter nor spirit is to be issued to prisoners or "punishment men," except under medical advice, and with the sanction of the Military Commanding Officer. Any extra issues that are represented by the Medical Officer in charge to be really necessary for the health of the prisoners may be supplied to them; Army Medical Officers will be guided as far as practicable by military prison diet scales in making their requests for such extra issues.

Preserved meat is to consist of beef and mutton, which are to be provided in equal quantities, and to be issued alternately.

Fresh meat and fresh vegetables are to be issued, *whenever practicable*, 1 lb. fresh meat being considered equal to 1 lb. salt meat; and 8 oz. of fresh vegetables are to be the ration for men, women, or children: but when fresh vegetables are not procurable, preserved potatoes (uncooked) 2 oz., or compressed mixed vegetables 1 oz., are to be issued in lieu.

Fresh vegetables are to be issued, whenever procurable, with salt, or preserved meat, in lieu of the flour, suet, raisins, peas, compressed vegetables, preserved potatoes or rice, specified in the Scales.

Fresh meat and vegetables are also to be obtained, for two days' consumption after leaving port, should the weather admit of their keeping.

In cases in which it may be impossible to provide fresh bread, biscuit is to be issued as the ration in the proportions shown in the respective scales for men, women, and children.

When fresh meat is issued, bread or biscuit, in addition to supplies according to the above Scale, is also to be issued at the rate of 4 oz. of bread or 3 oz. of biscuit for each man and woman.

Oatmeal may be used for thickening soup, when fresh meat is issued to such extent as may be considered necessary; and the extra issues are to be separately certified to.

Any articles in the foregoing Scales of Rations may be stopped or changed, but only in individual cases, upon the special requisition of the Medical Officer.

Movement of Troops by Sea.

RATIONS, &c.—continued.

The Scales of Rations are to be regarded as generally applicable to invalids as well as to persons in health. Invalids are, however, to be provided with Fresh Bread *every day*.

In ships conveying invalids there is also to be provided a liberal proportion of live stock (oxen, sheep, and poultry, *but not pigs*), with provender and water for their subsistence. In lieu also of the regulated supply of salt meats, an equivalent in preserved meat, as well as an extra quantity of prepared soup, is to be shipped for the invalids. The extent and nature of these supplies are to be, in each case, at the discretion of the naval or other Government Authorities at the port; and they are to be replenished, as far as may be practicable, at any ports at which the ship may touch. Issues are to be made at the discretion of the Surgeon.

The Medical comforts are issued on the requisition of the Medical Officer, who is to demand daily the quantities required for the sick from the Paymaster in the case of one of Her Majesty's ships, or from the master of a hired ship.

WATER.

183. When there is a distilling apparatus on board, water is to be issued on the most liberal scale possible; but the minimum daily allowance of water is to be for each individual embarked, including the crew of the ship, 6 pints when out of the Tropics, and 1 gallon when within the Tropics, which quantities are to suffice them for all purposes.

SCALE OF SUBSTITUTES.

134. The above Scales of Rations, being sufficiently varied for health, are to be adhered to, except as regards the substitution (whenever practicable) of fresh for salted or preserved provisions in the proportions shown below. In order, however, to meet cases in which it may be actually necessary to depart from the Scale, a list of equivalents is appended:—

Fresh Bread ...	1 lb.	} To be esteemed equal to ...	} ½ lb. Biscuit.
Flour ...	½ lb.		
Rice ...	½ lb.	} " " " " " "	} 1 lb. Salt Meat.
Fresh Meat ...	1 lb.		
Spirits ...	½ gill	} " " " " " "	} 1 pint Porter.
Coffee (roasted 'and ground')	1 oz.		
Chocolate ...	1 oz.	} " " " " " "	} ½ oz. Tea.
Fresh Vego- tables }	½ lb.		
		} To be esteemed equal to 2 oz. Preserved Potatoes (uncooked), or 1 oz. Com- pressed mixed Vegetables.	
Flour ...	½ lb.	} May be issued in lieu of each other.	} May be issued in lieu of ½ pint Split Peas.
Split Peas ...	½ pt.		
Calavances ...	½ pt.		
Dholl ...	½ pt.		
Rice ...	½ lb.		
Oatmeal ...	½ pt.		

Movement of Troops by Sea.

RATIONS, &c.—continued.

SCALE OF WATER, FORAGE, &c., FOR HORSES OR MULES.

8 gallons of water ... $\frac{1}{2}$ peck or 5 lbs. of oats $1\frac{1}{2}$ " 5 " bran 10 lbs. of hay... $\frac{1}{2}$ ounce of nitre ... $\frac{1}{2}$ gill of vinegar ...	} for each animal } daily	$\left\{ \begin{array}{l} \textit{Disinfectants.} \\ 5 \text{ oz. McDougall's Pow-} \\ \text{der.} \\ 1 \text{ oz. Chloride of Lime.} \\ 2 \text{ oz. Powdered Gypsum.} \end{array} \right.$
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Before each feeding time the bags provided for the purpose are to be filled with oats and bran, and a measure for each bag. After the horses are fed the bags with the measures in them are to be returned to the Issuing Room.

As large a supply of carrots as the Transport Officers may direct is to be provided in addition.

Oats and bran are to be stowed in *tight* casks.

Hay is to be either "common pressed," or "highly compressed," in such proportions of each as may be ordered.

The forage, &c., supplied by owners will be specially surveyed, as to quality, &c. Oats must not be less than 38 lbs. to the bushel; bran 14 lbs. to the bushel.

The full quantities of the Daily Ration should not be issued, if, in the opinion of the Military Commanding Officer, they are not actually required.

A copy of this Scale is to be hung up in a conspicuous situation between Decks, and outside the Issuing Room, in order that all Troops or Passengers embarked may be aware of the Rations to which they are entitled.

185. All articles are to be served out by full imperial weights or measures.

Section XXI.—CORRESPONDENCE, RETURNS, AND ENQUIRIES AFTER SOLDIERS.

(Will become Section X. in future Editions.)

- I.—Correspondence, paras. 1 to 21.
II.—Returns, paras. 22 to 42.
III.—Enquiries after Soldiers, para. 43.

I.—CORRESPONDENCE.

Despatches
in the Field.

1. Whenever troops are employed in active operations, General or other officers in command are to address their despatches to the Secretary of State for War.

A despatch containing a concise description of every action or other specific military operation, irrespectively of its magnitude, will invariably be written by the senior General, or other officer actually present on the occasion. To enable him to do so with accuracy, reports will be furnished to him by General Officers Commanding Divisions or Brigades, and by such other officers as he may specially call upon, giving particulars relating to the part taken therein by their respective commands; these reports will not accompany the despatch, the General commanding in the field being alone responsible for rendering to the Secretary of State for War an account of the operations. Despatches written by Officers in command of detached portions of the army will invariably be addressed to the General in chief command, unless, under special circumstances, he may otherwise direct.

In the event of the General in chief command in the field being present during any operations performed by a part of his force of which he has not, in person, assumed the direct command, he will use his discretion whether he will himself describe the operations, or will forward the report made to him by the Officer in actual command of the troops, with a covering despatch expressing his own opinion relative to the manner in which they have been carried out.

Names of places and persons will invariably be written in characters similar to italic type, the letters of the alphabet not being joined together, thus—*NORTH-UMBERLAND*.

Adjutant-
General.

2. Correspondence on matters connected with the *personnel*, duties, discipline, and general efficiency of Her Majesty's forces, intended for submission to the Commander in Chief, will be addressed to the Adjutant-General except in the cases specified in paras. 4 and 5.

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Correspondence, &c.

CORRESPONDENCE—continued.

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- When letters on these subjects refer exclusively to the Royal Artillery, Royal Engineers, recruiting service, Army Medical Department, or Army Service Corps, they are to have the words "Royal Artillery," "Royal Engineers," "Recruiting," "Medical Division," or "Army Service Corps," as the case may be, superscribed on the left-hand corner of the cover, as well as on the upper left-hand corner of the letter.
- A.O. 237.
1888.
- 3.** Correspondence on the following subjects will be dealt with by the Quartermaster-General, but will be addressed to the Adjutant-General, the subject of the contents being written outside the envelope or cover :—
- a.* The movement by land and sea, and quartering of troops ; army transport ;
- b.* Appropriation of barrack accommodation and questions as to barracks, hospital, canteen, and recreation buildings ; barrack furniture and equipment ; damages to barrack stores ; camp equipment ;
- c.* Supplies of food, forage, fuel, light, paille straw and water ;
- d.* Hire of land and buildings for military purposes ; questions as to gun and rifle ranges ;
- e.* Field and lodging allowances ;
- f.* Remounts, inter-regimental exchange and casting of horses ;
- g.* Questions concerning the dress of Officers and the clothing and equipment of soldiers, not decided by direct communication with the Army Clothing Department ; serjeant-master tailors ;
- h.* Appointment, promotion, and retirement of Officers of the Army Service Corps.
- 4.** Correspondence on the following subjects will be addressed to the Military Secretary :—
- a.* Applications to compete for admission to the Royal Military College, Sandhurst, and to the Royal Military Academy, Woolwich ;
- b.* The appointment, promotion, transfer, exchange, except from one battalion to another of the same regiment, and retirement of officers, whether on full-pay or half-pay ;
- c.* Transfer of Militia Officers to the Regular Army ;
- d.* Confidential reports on the qualifications of officers for promotion ;
- e.* Nomination of officers to the general and personal Staff of the army ;
- f.* Admission to the corps of Gentlemen-at-Arms and Yeomen of the Guard ;
- Q.R.
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Correspondence, &c.

CORRESPONDENCE—continued.

g. Military Orders and Decorations; Medals with annuity, and for distinguished conduct in the field; Honours and rewards for distinguished service.

Director-
General of
Military
Education.

5. Correspondence on—

- a.* The instruction of officers by garrison-instructors;
- b.* The examination of officers for promotion;
- c.* The Military Colleges;
- d.* Army and Training Schools;
- e.* Garrison Libraries;
- f.* Schoolmasters and Schoolmistresses;

will be dealt with by the Director-General of Military Education, but will be addressed to the Adjutant-General; those on subjects (*a*) (*b*) and (*c*) being marked "Military Education, Subdivision I" on the corner of the envelope, and those on (*d*) (*e*) and (*f*) being marked "Military Education, Subdivision II."

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All confidential or semi-official communications should be enclosed in an inner envelope, marked "Confidential," and addressed *by name* to the Director-General or Assistant-Director.

Director of
Artillery.

6. Correspondence on questions which are not otherwise provided for by regulations, and which cannot be settled locally, relating to—

- a.* Land armaments;
- b.* Warlike stores, other stores for land service, experiments and inventions;
- c.* Personnel of the Ordnance Store Department;
- d.* Ordnance artificers and armourer-serjeants;

will be dealt with by the Director of Artillery, but will be addressed to the Adjutant-General, the subject of the contents being written outside the envelope or cover.

A.O. 63.
1888.

38407

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Inspector-
General of
Fortifica-
tions.

7. Correspondence on questions which are not otherwise provided for by regulation, and which cannot be settled locally, relating to—

- a.* The construction, repair, alteration, or completion of fortifications, or departmental buildings;
- b.* The care or use of military lands;
- c.* Military railways, telegraphs and signal stations;
- d.* Submarine mining;

will be dealt with by the Inspector-General of Fortifications, but will be addressed to the Adjutant-General, the subject of the contents being written outside the envelope or cover. General officers commanding are invariably to obtain the professional opinion of the Commanding Royal Engineer before transmitting correspondence on these subjects to the War Office.

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Correspondence, &c.

CORRESPONDENCE—continued.

8. Correspondence on questions relating to the pay of officers and men, and military cash expenditure generally, not otherwise provided for by regulation, and which cannot be settled locally, will be addressed to the Accountant-General.

9. Correspondence relating to the recruiting service will be addressed as directed in the Regulations for conducting the recruiting service.

10. Official letters are to contain full information of all particulars upon the subject to which they relate, and are to be headed thus:—

[Here state subject.] From _____ [Here state rank, name, and corps.]
To _____ [Here state officer or head of department addressed.]

In all cases not otherwise specially regulated, each letter is to refer to one subject only, which will be briefly indicated, for example—Discipline—Equipment—Transport—Route, &c., &c., and is to be written on foolscap paper with quarter margin. The paragraphs are to be numbered, and the enclosures (if any) described in the margin or in a separate schedule. As a general rule, short communications may be written on a half-sheet; but when the letter extends beyond one page, or is accompanied by enclosures, it should be written on a whole sheet. The transmission of unnecessary enclosures is to be avoided, and when additional papers are forwarded, all blank fly-leaves are to be removed from them. The rank and corps of officers are in all cases to be added after their signatures. Signatures impressed by a stamp are forbidden to be attached to letters and official documents forwarded to the War Office. All officers whose duty it is to sign documents will do so in their own handwriting. When a communication has any reference to previous correspondence from headquarters, the registered number, date, and purport of the former papers are to be quoted. The names of all foreign peoples, countries, and places will invariably be written in the characters prescribed for names, &c., in paragraph 1.

11. 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 letter or memorandum 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

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Correspondence, &c.

CORRESPONDENCE—continued.

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, for the commencement or continuation of a minute, and on no account is such commencement or continuation to be made on vacant spaces under previous minutes, or in the margin.

District correspondence on Army Service Corps and ordnance store services.

12. All demands and requisitions connected with the supply of, and all correspondence relating to, food, forage, fuel, and light, lodging, furniture, field, colonial, separation, and office cleaning allowances, travelling expenses, and transport, or the issue of allowances in lieu; also correspondence relating to the custody, sanitary condition, and appropriation of buildings in which troops are quartered, and their equipment, or to the issue of travelling allowances, will be addressed to the officer in charge of supplies, transport, or barracks (as the case may be) at the station for settlement, or for submission for the orders of the General Officer Commanding. Demands, requisitions, and correspondence relating to munitions of war, equipment, and other military stores, the correspondence relating to which is not otherwise regulated, will similarly be addressed to the senior ordnance store officer. Representations respecting disallowances connected with the foregoing services will not be forwarded direct to the War Office by Officers Commanding regiments, or by paymasters, but will be forwarded to the General Officer Commanding the district, who, if the matter does not admit of local settlement, will proceed as laid down in paragraphs 3 and 6 of this Section.

Local adjustment of questions by G. O. C.

Transmission of Correspondence.

13. General and other Officers Commanding, and other intermediate authorities, are responsible for the correctness of what is set forth in documents submitted by them, but it is their duty to endeavour to adjust all matters that come within the scope of their authority. In transmitting applications or correspondence to headquarters, they are invariably to record their opinions or recommendations thereon, adding such additional observations, based on local knowledge, as may be necessary to enable the authorities to come to a final decision on the question without further reference and correspondence; and in like manner they will require all Commanding Officers under their orders to record their opinion on every case they may submit for their decision.

Applications from regiments.

14. Applications from regimental officers are, in the first instance, to be submitted to the Commanding Officers of their corps. Applications from non-commissioned officers, trumpeters, drummers, and private soldiers are to be made personally through the Commanding Officers of their troops, batteries, or companies to the Commanding Officer of the corps.

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Correspondence, &c.

CORRESPONDENCE—continued.

15. Officers Commanding corps and local heads of departments are to transmit official communications intended for headquarters through General Officers Commanding, except when otherwise specially regulated or allowed, or in cases of pressing and evident necessity. Any officer who, on his own responsibility, transmits documents otherwise than through the proper channel, will fully explain the causes which induce him to do so, and will, at the same time, forward copies for the information of the authority through whom they should have passed in regular course. Correspondence through G. O. C.
Correspondence specially sent.
16. Staff Officers of pensioners will forward all correspondence on matters not purely financial through the Officer Commanding the regimental district to the General Officer Commanding. Correspondence so sent will not be required in duplicate. In all papers referring to men of the Army Reserve the class and section must invariably be stated. Staff officers of pensioners.
17. In direct correspondence between one General Officer and another, between Commanding Officers and between heads of departments, letters are to 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 is to be addressed. As a staff officer carries on his duties under the authority of the General Officer to whose staff he is attached, he will, in communicating with those under the command of the General Officer, invariably sign "By Order." Correspondence between officers in command.
18. Correspondence will not be conducted direct between officers commanding companies of different corps 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 regimental orderly-room on other questions. Between officers commanding companies.
19. Whenever General or other Officers in command obtain temporary leave to be absent from their divisions, brigades, or stations, the officers next in command are to open any official letters that may arrive addressed to such Commanding Officers, and to carry out any orders that may be contained therein. Opening official letters.
20. Commanding Officers are to prevent any letters, which are not on the public service, and not intended for the military departments, from being, in any instance, enclosed under official covers. Non-official enclosures.
21. Access to official records is only permitted to those who are entrusted with the duties of the office or department to which they belong, and these records are not to Unauthorized publication of official records.

Correspondence, &c.

CORRESPONDENCE—continued.

be made public, or communicated to persons unconnected with such offices or departments, without the sanction of the authorities concerned. The only legitimate use an officer or soldier can make of documents or information of which he may become possessed in his official capacity is for the furtherance of the public service in the performance of his duty. If his official conduct be impugned, he is at liberty to seek redress by an appeal to superior authority, through the regular channel. On the other hand, his publishing official documents or availing himself of them for carrying on personal controversies, or for any private purpose, without due authority, will be viewed and treated as a positive breach of official trust.

105

Ceylon

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II.—RETURNS.

Periodical Returns.

29. The PERIODICAL REPORTS and RETURNS specified in the subjoined table are to be furnished by General Officers Commanding or Officers Commanding corps (to include regimental depôts where applicable). Single copies only are required, except where the words "in duplicate" are inserted in the second column of the table. The returns from officers commanding corps are to be transmitted direct to headquarters, unless otherwise indicated in the third column.

Description of Return.	Number of Army Form, &c.	To whom sent.	When to be sent.
Yearly. <i>By General Officers Commanding.</i>			
Confidential District Report, Home and Abroad (India excepted).	By letter with Army Form B. 113.	Adjutant-General	1st January.
Confidential Reports and Returns.	Cavalry	} Adjutant-General.	After annual inspection of corps.
	Artillery		
	Artillery Depôts. {		
	Engineers		
	Infantry		
	Infantry Depôts {		
	Army Service Corps and Ordnance Store Corps.		
Medical Staff Corps	B. 249		
Medical Officers ...	C. 337 and 338	Military Secretary	1st January.

Correspondence, &c.

RETURNS—continued.

Description of Return.	Number of Army Form, &c.	To whom sent.	When to be sent.
Confidential Report on District Paymaster required by Financial Instructions, Sec. I., para. 40.	C. 306 ...	Financial Secretary.	31st March.
Clergy. Gen. No. 2825.	C 302 ...	Military Secretary through G.O.C.	1st January.
Confidential Report on Chaplains.	C. 397 ...	Military Secretary	After annual inspection of mounted corps
Confidential Report on Officers of the Veterinary Department	B. 194 ...	Military Secretary	After annual inspection.
Confidential Report on the Qualification of Officers for Promotion.	B. 194 ...	Adjutant-General	1st January.
Confidential Report on Officers of the Army Service Corps.	O. 307 ...	Adjutant-General	Between 1st October and 31st December.
Report upon Supply, Transport and Barrack Services.	C. 306 ...	Adjutant-General	1st January.
Confidential Report on Officers of the Ordnance Store Department.	C. 350 ...	Adjutant-General	1st January.
6 Hong Kong 3126	C. 306 ...	Financial Secretary.	1st January.
Annual Report on the Ordnance Store Department.	By letter ...	Adjutant - General.	After promulgation.
Confidential Report on Officers of the Army Pay Department.	G. 1019 ...	Commandant Royal Military Asylum.	31st March.
Report of promulgation of Army Act at Stations Abroad only.	C. 2108 ...	Adjutant-General	1st January.
Return of Lecturing Apparatus on charge.	N. 1489 ...	Adjutant-General	After Quarterly Board at close of the year.
Forms C. 2108 1	M.S. ...	Adjutant-General	15th August.
Report on Army Schoolmasters.	C. 2105 ...	Adjutant-General	1st January.
Report of Board on Garrison Libraries.	M.S. ...	Adjutant-General	1st January.
Return of Candidates for competition for Assistant Schoolmaster and for Pupil Teachers at Royal Military Asylum and Royal Hibernian Military School.	C. 2105 ...	Adjutant-General	1st January.
Report on Staff Clerks	C. 2105 ...	Adjutant-General	1st January.

Correspondence, &c.

RETURNS—continued.

Description of Return.	Number of Army Form, &c.	To whom sent.	When to be sent.
Annual Construction and Occupation Return of Barracks (Home and Abroad).	K. 1252	Adjutant-General	1st April.
<i>By Officers Commanding Districts (Royal Artillery).</i>			
Return of Amendments to detail, on Army Form G 908.	G.	Adjutant-General, through G.O.C.	1st January.
Return of Machine Guns.	G. 909	Adjutant-General	} 1st April.
Return of Field and Garrison Mounted Ordnance.	G. 844	Adjutant-General	
Return of Dismounted Ordnance.	MS. in duplicate...	Adjutant-General	
Return of Field Ordnance Equipped.	G. 889 and G. 895	Adjutant-General	
Return of Ordnance and Stores in charge of Royal Artillery.	G. 886	Adjutant-General	
Seniority List of Artificers.	MS.	Adjutant-General	
<i>By Officer Commanding Royal Artillery and Officer Commanding Royal Engineers in Districts.</i>			
Amendment to Record of Joint Inspection.	Special	Adjutant-General	1st April.
Amendment to Joint Armament Return.	Special	Adjutant-General	1st October.
<i>By Officers Commanding Royal Artillery and Senior Ordnance Store Officers in District.</i>			
Return of Iron Ordnance.	{ S.B. G. 869 ... R.M.L. G. 872 ... E.L. & R.B.L. & Quick-Firing. G. 925. ...	} Adjutant-General	1st June (from Nova Scotia on 1st November).

Correspondence, &c.

RETURNS—continued.

Description of Return.	Number of Army Form, &c.	To whom sent.	When to be sent.
<i>By Senior Ordnance Store Officers in Districts.</i>			
Return of Ordnance and Stores in charge of Ordnance Store Department.	G. 887.	Adjutant-General through the Officer Commanding Royal Artillery.	1st April.
Return of Ordnance in charge of Ordnance Store Department.	G. 902	Adjutant-General	1st June.
<i>By Officers Commanding Batteries (Royal Artillery).</i>			
Return of Horses, Showing Description and Casualties.	B. 87	Adjutant-General	1st May.
<i>By Officers Commanding Corps.</i>			
General Annual Return of Effectives, Casualties, &c.	Home, B. 53 Abroad, B 52	{ Adjutant - General direct.	As specified on the return.
7355 6441 Return of Officers who have been employed on Active Service in the field during the preceding year, with particulars. Applicable both to Regular and Auxiliary Forces.	MS.	Adjutant-General direct.	1st January.
Return of Soldiers received from the Royal Military Asylum.	B. 222	Commandant Royal Military Asylum.	1st January.
Return of Soldiers received from the Royal Hibernian Military School.	B. 222	Commandant Royal Hibernian Military School.	1st January.
Report on Military Bandmasters.	By letter	Commandant Royal School of Music, Kneller Hall.	1st January.
Return of Certificates of Education in possession.	B. 139	Adjutant-General	1st January.
Annual requisition for Bibles Prayer-Books, &c.	L. 1367	Under Secretary of State for War.	1st January.

Correspondence, &c.

RETURNS—continued.

Description of Return.	Number of Army Form, &c.	To whom sent.	When to be sent.								
Return of Men desirous of transfer to Departmental Corps.	B. 242	Adjutant-General	See Sec. XIX., para.								
Return of Swordsman-ship (Cavalry only).	O. 1715, in duplicate	Inspector of Gymnasia, Aldershot.	On the termination of the annual competition for prizes.								
Nominal Return of Deaths and Invaliding.	B. 119	Adjutant-General	<table border="1"> <tr> <td>Home Stations</td> <td>38407</td> </tr> <tr> <td>31st January.</td> <td>Q.R.</td> </tr> <tr> <td>Stations abroad</td> <td>851</td> </tr> <tr> <td>31st March.</td> <td></td> </tr> </table>	Home Stations	38407	31st January.	Q.R.	Stations abroad	851	31st March.	
Home Stations	38407										
31st January.	Q.R.										
Stations abroad	851										
31st March.											
Annual Report on Clothing supplied.	H. 1113	Adjutant-General through G. O. C.	1st April.								
Annual Requisition for Clothing.	H. 1107									
	H. 1171									
	H. 1130									
Return of New Clothing in Store.	H. 1114									
Annual Musketry Return in duplicate.	B. 187	General Officer Commanding through District Inspector of Musketry.									
Annual Report of Recreation Rooms.	N. 1510	General Officer Commanding.	1st January.								
Confidential Report on Paymasters required by Financial Instructions, Sec. 1, para. 40.	C. 306	Financial Secretary through G.O.C.	31st March.								
Half-yearly.											
<i>By General Officers Commanding.</i>											
Index of General Orders issued in Ireland and at stations abroad.	A. 16	Adjutant-General	1st January and 1st July.								
Return of Officers recommended to join Garrison Classes. (At home only.)	B. 2054	Adjutant-General	1st February and 1st August.								
Lists of Candidates for Examination for 1st Class Certificates of Education.	C. 379	Adjutant-General	15th February and 15th September.								

Correspondence, &c.

RETURNS—continued.

	Description of Return.	Number of Army Form, &c.	To whom sent.	When to be sent.
A.O. 63. 1888.	Return of Officers desirous of being examined for promotion.	B. 2053	Adjutant-General	1st April and 1st October.
	Return of Officers of Auxiliary Forces desirous of being examined in Tactics.	E. 621 and E 623...	Adjutant-General	1st April and 1st October.
	Report of Boards on Garrison Canteens. (Tenant system.)	A. 2 with F. 707 ...	Adjutant-General	1st January and 1st July.
	<i>By Officers Commanding Corps.</i>			
38107 Q.R. 851	Report of progress made in Fencing (Cavalry only).	B. 157	Inspector of Gymnasia, Aldershot.	1st January and 1st July.
	Certificate. Fitting Saddles. (Cavalry only.) (Sect. XII., para. 61.)	MS.	Inspector-General of Cavalry.	1st April and 1st October.
G.O. 37. 1887.	Return of Men qualified for appointment of Pioneer-Serjeant and of Men under instruction. (Infantry only.)	B. 2062	Adjutant-General	1st January and 1st July.
A.O. 196. 1888.	Nominal Return of fraudulently and irregularly enlisted Men discovered during the preceding half-year.	B. 90	Adjutant-General	1st January and 1st July.
	<i>By Officers Commanding Districts (Royal Artillery).</i>			
	Return of Artillery Militia and Volunteers.	E. 545	Adjutant-General	1st April and 1st October.
	<i>By Senior Ordnance Store Officers in Districts.</i>			
	Return of } In charge. Gun- powder. } Expended.	G. 865	Adjutant-General through Commissary-General of Ordnance, Woolwich.	1st April.
		G. 862		1st October.

Correspondence, &c.

RETURNS—continued.

Description of return.	Number of Army Form, &c.	To whom sent.	When to be sent.	
Quarterly.				
<i>By General Officers Commanding.</i>				
Construction and Occupation Return of Barracks (Home and Abroad).	K. 1253	Adjutant-General	} 1st January. 1st April. 1st July. 1st October.	
Return of Prisoners confined in Provost-Prisons.				
Return of Expense of Military Laundries (at stations where they exist).	F. 730	Adjutant-General		
Return of Expenditure under Votes 9 and 10 in each Command (Home and Abroad).	N. 1451	Adjutant-General		
<i>By Officers Commanding Corps.</i>				
Return of Progress in Gymnastic Instruction	B. 251	Inspector of Gymnasia, Aldershot.	} 1st January. 1st April. 1st July. 1st October.	
Return of Men recommended for Good-conduct Medal.	B. 176	Adjutant-General		
Return of Men recommended for Restoration of Forfeited Service.	B. 219	Adjutant-General		
Report of Board on Regimental Cantonnements, with Abstract of Accounts.	} Special Form, } See Sec. XV. }	G.O.C. ...	} 1st January 1st April. 1st July. 1st October.	
Return of Children attending Civil Schools.				
<i>By Officers Commanding Army Schools, excepting India.</i>				
Return of School-fees (children attending Military Schools).	O. 1758	Adjutant-General	1st January. 1st April. 1st July. 1st October.	A.O. 195. 1888.

38407

Q.R.

851

Correspondence, &c.

RETURNS—continued.

Description of Return.	Number of Army Form, &c.	To whom sent.	When to be sent.
<i>By Officers Commanding Regimental Districts and Auxiliary Artillery Districts.</i>			
Report on Recruiting in the District.	} B. 137 ...	} Adjutant-General	} 1st January. 1st April. 1st July. 1st October.
<i>By Officers in Charge of Barracks (At Home and Abroad).</i>			
Return of Water consumed.	F. 760	} General or other Officer Commanding.	} 1st January. 1st April. 1st July. 1st October.
Return of Gas consumed.	F. 724		
Monthly.			
<i>By General Officers Commanding.</i>			
General Return of Troops (accompanied by copies of all General Orders issued in Ireland and Abroad during the month).	Home, A. 35 Abroad, A. 34	} Adjutant-General	1st of each month.
Statement of Extra Issues of Fuel and Light.	F. 723	Adjutant-General	1st of each month.
Nominal List of Discharges carried out by General or other Officers Commanding Abroad.	B. 99	Adjutant-General.	1st of each month.
<i>By Officers Commanding Districts (Royal Artillery).</i>			
Detail of Changes in Armaments.	G. 819	} Adjutant-General	} 1st of each month
Detail of Changes in Ordnance in possession of Auxiliary Artillery.	MS.		

Correspondence, &c.

RETURNS—continued.

Description of return.	Number of Army Form, &c.	To whom sent.	When to be sent.
District Return ...	B. 83	Adjutant-General	} 1st of each month.
Return of Artificers who have passed through courses.	B. 92		
Battery Returns of Military Offenders.	B. 191, with letter		
<i>By Officers Commanding Depôts, Horse and Field Artillery, Woolwich, and Garrison Artillery Divisions.</i>			
Return of Officers and Men.	B. 294	Adjutant-General	1st of each month
<i>By Officers Commanding Batteries (Royal Artillery).</i>			
Casualty Returns ...	B. 76	Adjutant-General	1st of each month.
<i>By Officers Commanding Corps.</i>			
Regimental Monthly Return of Effectives, increase and decrease, &c. (See paras. 32 to 34.)	Home, B. 104 Abroad, B. 105 Regimental Depôts, B. 171	Adjutant-General	} 1st of each month.
School Report	C. 321	} Adjutant-General	
School Report	C. 322		
Return of Barrack Occupation and Lodging Allowance.	B. 101	Officer in charge of barracks.	
Monthly Return of Courts-Martial.	B. 117	General Officer Commanding.	} 1st of each month.
Monthly State of Horses	B. 2087	Adjutant-General	

G.O. 7.
1882.

Correspondence, &c.

RETURNS—continued.

Description of Return.	Number of Army Form, &c.	To whom sent.	When to be sent.
G.O. 7. 1832.	B. 186	General Officer Commanding through District Inspector of Musketry	
Monthly Progress Return (Musketry). Return of Soldiers liable to General Service under Sec. 88 (7) Army Act. Home only. (See para. 114, Sec. VI.).	B. 283	Adjutant-General through G.O.C.	1st March to 1st September, inclusive.
<i>By Paymasters and Accountant Officers</i>			
Return of Expenditure.	N. 1457	General Officer Commanding District.	1st of each month.
Weekly.			
<i>By General Officers Commanding at Home.</i>			
Nominal List of Discharges carried out by General Officers.	B. 99	Adjutant-General.	On Monday.
<i>By Officers Commanding Districts (Royal Artillery).</i>			
Increase and Decrease State.	B. 84	Adjutant-General.	On Monday.
<i>By Officers Commanding Stations (Royal Artillery).</i>			
Return of Recruits finally approved ...	B. 211	Adjutant-General.	On Saturday.
<i>By Corps.</i>			
Return of Recruits finally approved.	B. 211	} Adjutant-General	} On Saturday.
Return of Effectives, and of Increase and Decrease.	B. 238		
<i>By Regimental Districts, and Auxiliary Artillery Districts.</i>			
Return of Recruits finally approved.	B. 211	Adjutant-General and General Officer Commanding District.	On Saturday.

Correspondence, &c.**RETURNS—continued.**

**Punctuality
in trans-
mission.**

23. It is of the utmost importance that punctuality should be observed in the transmission of the periodical returns, and that correct and full information should be given in every particular under each of the several headings of the printed forms, which sufficiently indicate the manner in which they are to be prepared.

**Return of
recruits ap-
proved.**

24. Officers Commanding infantry regimental districts and Officers Commanding auxiliary artillery districts will include in their weekly returns (Army Form B 211) all recruits finally approved by them, the number of gunners and drivers being shown separately. The weekly diary of recruiting will be furnished by each corps of militia artillery to the Officer Commanding the auxiliary artillery district as heretofore.

**Courts-Mar-
tial abroad
how inserted
in orders.**

25. At stations abroad where orders are not issued in printed form it is unnecessary to include in the copies of such orders to accompany the general monthly returns, the particulars of the charges, finding, and sentences of courts-martial on non-commissioned officers and men; it will be sufficient to insert a notice of the court-martial to the following effect:—

“Date_____. The proceedings of the_____ Court-martial on_____ of the_____ are promulgated.”

**Care in
filling up.**

26. Commanding Officers are strictly enjoined to take every care to ensure that the annual and monthly returns, and more especially the tables therein which refer to the age and services of soldiers and the age of horses, are filled up in the clearest and most accurate manner. They are to certify that all parts of the return have been carefully examined and found correct.

**Corps on
active ser-
vice.**

27. In the event of corps being on active service in the field, it is necessary that the monthly returns, on Army Form B 105 and Army Form B 2087, should continue to be rendered by the corps with the greatest possible punctuality.

Regimental Returns.

**Soldiers to be
measured
annually to
complete
returns.**

28. To ensure the correctness of the tables of height and chest measurement contained in the annual returns, every soldier present with a corps or depôt is to be measured, in the manner prescribed in the recruiting regulations, during the last quarter in each year, and the tables will be compiled from such measurement.

**G.O. 7.
1876.**

Correspondence, &c.

RETURNS—continued.

29. In cases where leave of absence is prolonged, the date from which the first leave commenced is to be shown in the column "From what time," and not the date from which the extension of leave took effect. Commanding Officers are to cause every inquiry to be made concerning officers whose absence from their corps has not been authorized, and are to insert the result of their inquiries in the column of "Remarks." The date on which an officer joins, after having been absent without leave, is to be inserted under the head of "Memoranda" in the succeeding monthly return.

Absent officers.

30. Officers of the Auxiliary Forces who may be attached for duty to corps or depôts of the Regular Forces will be shown in the monthly returns under the head of "Officers Attached," the dates of their joining and quitting being specified in the portion of the return set apart for the purpose.

Officers of A. F. attached.

31. As the monthly return rendered on the first of each month is intended to show the distribution of the corps on the preceding day, steps must be taken to ascertain that all officers and soldiers whose leave of absence or furlough expired on the last day of the month were actually present on that day.

Rejoining from leave or furlough.

32. Detachments sent from depôts at home to corps abroad, are to be included in the returns of the depôt until they have actually embarked. From the date of their being placed under orders until the date of their final embarkation they are to be accounted for in a distinct manner as "Under orders to join the service-companies." On their embarkation actually taking place, they are to be reported in the column of "Sent to service-companies."

Detachments sent abroad.

33. All soldiers belonging to regiments serving abroad who are sent to this country for any purpose whatever, whether they join the depôt or not, will be struck off the strength of the service-companies from the date of embarkation; and, in the event of a corps proceeding from one station abroad to another, all men left behind with a view to their being sent home will be struck off the strength of the corps from the date of its embarkation. They should be reported as "arrived or en route from the service-companies," in the depôt returns, which should also account for all deaths and other casualties during the passage home. In cases where men who have been sent or left at home are not accounted for within a reasonable period, the Officer Commanding the corps abroad will report the fact to the Adjutant-General, and transmit a

Accounting for men sent home or left at home.

Correspondence, &c.

RETURNS—continued.

nominal list of such men, with full particulars of each case; in order that proper inquiries may be made respecting them.

Deserters.

34. Deserters are not to be struck off the strength until the declaration of the court of inquiry prescribed by section 72 of the Army Act has been made and recorded. Until such time they are to be returned as "*absent without leave*," although they may have been reported as deserters.

Return of certificates of education and school report.

35. Commanding Officers are held responsible for the accuracy in every particular of returns furnished on Army Forms B 139 and C 321, and will sign a certificate to the effect that they have had these documents examined and found them correct.

Special Reports and Returns.**Casualties.**

36. In case of any extraordinary number of deaths or desertions, the Commanding Officer is to transmit, with the monthly return, a special report stating the causes to which such casualties are to be attributed, the measures which have been adopted for the apprehension of deserters and for checking the crime of desertion, and the remedial and precautionary measures which have been taken in the event of any particular malady having made its appearance in the corps.

Returns for March and September to be checked by Paymaster.

37. Copies of the first page of the monthly returns rendered to the Adjutant-General on the 1st April and 1st October in each year will be passed to the paymaster of the regimental depot or corps concerned, so that that officer may be enabled to reconcile the number shown in the return with the number of men for whom pay is charged in his public accounts, on the last day of March and September respectively. Should the paymaster be unable to effect an agreement between the numbers, he will notify the discrepancy to his Commanding Officer, who will, if upon investigation an error is proved to have occurred in the monthly return, immediately report it for the information of the Adjutant-General.

Death reports of officers.

38. The following directions are to be followed in reporting the deaths of officers:—

- a. Those of officers serving on the Staff of the Army are to be reported to the Military Secretary, by letter from the General or other Officer Commanding the station or district at which the officers may be serving at the time of their decease.

Correspondence, &c.**RETURNS—continued.**

- b.* Those of regimental officers are to be reported, in like manner, by their respective Commanding Officers. In the case of regimental officers on leave from stations abroad, similar reports are to be furnished by regimental agents.
- c.* Those of departmental officers are to be reported to the heads of their several departments, by whom, when necessary, the reports will be transmitted to the Military Secretary.
- d.* In making these reports (which are to be in addition to the proper entries in the prescribed forms of monthly and annual returns) special care is to be taken to note the actual date of decease and every particular relating thereto. All other reports are dispensed with.
- e.* In case of officers dying abroad, the reporting officer may report the death by telegraph, should he consider that the circumstances make it desirable to do so.

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17

General or other Commanding Officers, as the case may be, will also at once communicate the fullest possible particulars of the officer's death to his nearest relation, and they will follow the same course in the event of an officer being dangerously ill, or when there is apprehension of a fatal result.

Full particulars to be sent on death or dangerous illness.

39. Every casualty among officers and men appointed to the French Order of the Legion of Honour, is to be immediately reported to the Under Secretary of State for War.

Legion of Honour.

40. Immediately on the death of a soldier the Commanding Officer will cause a report of the circumstances of the case to be made (on Army Form B 118), to the man's next-of-kin, as shown in his pocket-ledger, which is invariably to be duly corrected on the 1st January in each year.

Deceased soldiers.

41. Casualties in action are to be reported on Army Form B 103 as regards men, and Army Form B 88 as regards horses.

Casualties in action.

42. General Officers Commanding are held responsible for the monthly returns of courts-martial received from corps being carefully examined, and for any irregularities being rectified, and when necessary brought to the notice of the Commander-in-Chief. As soon as all necessary action has been taken on the returns by the General Officer Commanding, they will (except in the case of India) be forwarded to the Adjutant-General, together with a memorandum of any observations which it may have been found

Return of courts-martial.

Correspondence, &c.

RETURNS—continued

necessary to make for the guidance of Commanding Officers, either generally, or on any particular trial (see also paragraph 112, Section VI). -

III. --ENQUIRIES AFTER SOLDIERS.

43. When enquiries are made for soldiers by their friends, Officers Commanding corps, depôts, and regimental districts, should use the utmost despatch in answering any applications, and the best available information should be given. Should a soldier enquired for belong to another corps, depôt, or district, the applications will be transferred to the officer in charge of the man's original attestation, and the applicant informed accordingly.

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831

Section XXII.—BOOKS AND REGIMENTAL RECORDS.

(Will become Section XI. in future Editions.)

- I.—Troop, Battery and Company Books, paras. 1 to 3.**
II.— Regimental Defaulter Book, paras. 4 to 6.

(The remainder of the Section is included in Part II.)

I.—TROOP, BATTERY, AND COMPANY BOOKS.

1. The following books will be kept by troops, batteries, ^{List.} and companies of every corps throughout the service :—

1. Order Book. Army Book, 137.
2. Defaulter-book, prepared with Army Form B 121.
3. Savings-bank ledger, Army Book, 80.
4. Messing-book, Army Book, 48.
5. Pay and mess-sheet, Army Form N 1504.
6. Pay List, Army Form N 1505.
7. Cash Balance-sheet, Army Book, 71.
8. Cash Book and Ledger (for the use of the Officer Commanding), Army Book, 69.
9. Cash Book (Pay-serjeant), 70.
10. Register of arms and accoutrements. Army Book, 184, for Garrison, and 185 for Horse and Field Batteries. } Royal Artillery only.
11. Pay and mess-book, Army Book, 272. }
12. Free Kit Issue-book, prepared with Army Form B 109. For all corps having horses or mules, Army Book, 92.

2. The troop, battery, or company books are to be kept by the officer in actual command of the troop, battery, or company at the time being. To be kept by the officer in command of the same.

3. The following rules for keeping up the troop, battery, or company defaulter book are to be observed. The book will be kept in the custody of the Officer Commanding the troop, battery, or company, or officer acting for him :— Defaulters book.

- a. A leaf will be allotted to every non-commissioned officer and man, as prescribed for the regimental

Books and Regimental Records.

TROOP, BATTERY, AND COMPANY BOOKS—continued.

defaulter book, and will be signed in the right hand top corner by the Officer Commanding the company; and all offences of whatever description committed by non-commissioned officers and soldiers, for which punishment has been awarded, or reprimand or admonition administered, except in the case of admonition of a non-commissioned officer as provided in Section VI., paragraph 44, are to be regularly and distinctly recorded therein by the captain or Officer Commanding, who will affix his initials to each entry in the last column. The date of the award will be entered in the column set apart for that purpose. Offences, other than drunkenness, for which admonition or confinement to barracks for one day has been awarded by officers commanding troops, batteries, or companies, will not be entered.

A. O. 508
1888.

G.O. 42
1887.

- b. Every act of drunkenness committed by a soldier since his enlistment is to be entered in black ink, and numbered in the column set apart for that purpose, consecutively, in red ink. Cases of absence, which may be considered equivalent to drunkenness, are not to be so numbered, but, in lieu thereof, the letter D is to be inserted in red ink, opposite every case which has been so marked by the commanding officer in awarding punishment.
- c. The battery defaulter sheets of the Royal Artillery and company sheets of the Army Service Corps will, on a court-martial entry being made therein, contain in the column for remarks the information required to complete columns 5, 6, and 7 of the court-martial sheets (Army Form A 12).
- d. All entries in the company defaulter books will be compared frequently by the Commanding Officer or an officer deputed by him with the awards recorded in the Guard Report and Minor Punishment Reports, and with the entries in the regimental court-martial book.

II.—REGIMENTAL DEFAULTER BOOK.

Regimental
Defaulter
book.

4. This book is to contain a sheet for every non-commissioned officer and soldier, with his number and name at the head of the sheet, and will be signed in the right hand top corner by the Commanding Officer or the Adjutant. The entries will be made therein as follows:—

A.O. 508
1888.

Books and Regimental Records:

REGIMENTAL BOOKS—continued.

- a. Every conviction by court-martial, every award of punishment by the commanding officer of one of Her Majesty's ships in pursuance of Her Majesty's Order in Council of the 6th February, 1882, and every case of desertion or fraudulent enlistment in which trial has been dispensed with by a competent military authority, and every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction. But when the offender has been convicted by either of the courts last named and no punishment has been awarded, and also when the sentence of a court of summary jurisdiction is a fine, and the offender has not undergone imprisonment in default of payment, the Commanding Officer may, if he thinks that a regimental entry of the conviction should not be made, represent the case to the General Officer Commanding the district, who may order that the regimental entry shall not be made. Convictions by the civil power for offences committed prior to enlistment are not to be entered.
- b. Every case of reduction of a non-commissioned officer to a lower grade or to the ranks by special order of the Commander-in-Chief for an offence—not for inefficiency.
- c. Every award of imprisonment by the Commanding Officer.
- d. Every offence entailing forfeiture of pay under Royal Warrant, except where such forfeiture is in consequence of a civil conviction, when a fine has been awarded, and the General Officer Commanding has ordered, under sub-head (a) that a regimental entry shall not be made, or when the offence was committed before enlistment. Every award of deprivation of ordinary pay; forfeiture of the liquor ration, or its substitute, or of a penny a day in lieu thereof, on board ship, for any period exceeding seven days.
- e. Confinement to barracks, exceeding seven days.
- f. Every award of punishment on board H.M. ships which is declared by the Regulations of H.M. Troopships to be equivalent to any of the above punishments, or to a regimental entry.
- g. Any punishment awarded by visitors to prisoners in a military prison; by Officers Commanding gar-

35

Art.

1337.

21

87

100

Books and Regimental Records.

REGIMENTAL BOOKS—continued.

risons, brigades, or corps (as the case may be), in a provost prison ; and by directors of convict prisons in a civil gaol.

h. Every conviction under Section 6, Reserve Forces Act, 1882, of a man enrolled in the Army Reserve.

i. Every award of a fine for drunkenness of 3s. 9d. and upwards in Colonial corps, and 7s. 6d. and upwards in all other corps.

5. Crimes of drunkenness are to be entered in black ink, and to bear the same number in the column set apart for that purpose, in red ink, as is prefixed to the corresponding act in the troop or company defaulter book.

6. In order to ensure uniformity and brevity in the entry of offences in defaulter books, the following rules are to be observed :—

a. In trials by courts-martial the general nature of the charges, not the charges themselves, are to be entered. When there are two or more charges, each charge is to be numbered. The date of original sentence of court-martial is to be inserted in the column "date of award."

b. In trials for disgraceful conduct, the generic heading is to be given in the "offence" column, with the specific charge added thus :—

"Disgraceful conduct—of a cruel kind," or

"Disgraceful conduct — embezzling public money," or

"Disgraceful conduct—malingering," as the case may be.

c. In trials for insubordination, the same course is to be pursued ; thus "Insubordination—disobedience of orders," or "Insubordination—striking his superior officer," as the case may be

d. Confinement to barracks is to be represented by *C.B.* imprisonment with hard labour, by *impr. H.L.* ; fine for drunkenness, by *Fined* ; penal servitude, by *P.S.* ; deprivation of pay, by *Depd. of days' pay.*

e. Imprisonment, when awarded by a Commanding Officer, is to be entered in hours, up to seven days inclusive. When the imprisonment exceeds seven days, the award will be in days.

f. No date is to be entered in the "offence" column, unless two dates are necessarily included in the offence ; in that case the column for "date" is to show the first, and that for "offence" the second.

G.O. 188.
1887.

105

Artillery
836

Entries of
drunken-
ness.

Mode of
recording
entries.

Books and Regimental Records.

REGIMENTAL BOOKS—continued.

- g.* In like manner no place is to be mentioned in the "offence" column unless the statement of the offence involves two places; then the "place" column is to give the first, and the "offence" column the second.
 - h.* "Forfeiture of good-conduct pay," involved by entry, is to be noted under the head of "remarks."
 - k.* The date of every summary award is to be entered in the column for date of award, &c.
 - l.* All offences of which men are convicted by court-martial are to be entered in the defaulter books, whether the sentences are wholly remitted or not; but the sentences as confirmed, together with any remission, mitigation, or commutation, are alone to be entered. A note will be made in the column of remarks of any remission, mitigation, or commutation, subsequent to confirmation, with the date of the order. When the record of a court-martial is ordered to be removed by proper authority, no entry is to be made of the conviction, and if made, it is to be erased.
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APPENDIX I.

G. O. 199.
1887.**INSTRUCTIONS FOR THE PREPARATION OF
STAFF DIARIES AND INTELLIGENCE REPORTS.**Periodical
Reports.

1. It is important that, in the periodical reports furnished to higher authority by officers holding command of troops in the field, occurrences connected with the movements, organization, and administration of our own forces should be kept distinct from information as to the enemy's plans and movements, and the topography of the theatre of war.

Two distinct reports will therefore be rendered by each officer concerned, viz. :—

- (1.) Staff Diary.
- (2.) Intelligence Report.

Staff
Diaries and
Intelligence
Reports
by whom
prepared.

2. The Staff Diaries and Intelligence Reports will be prepared by officers of the General Staff. Where an officer has been specially detailed for Intelligence duties, he will be responsible for furnishing the Intelligence Report.

In the event of there being no Staff officer with a detachment, or at a detached post, the duty of preparing the Staff Diary and Intelligence Report will devolve on the officer commanding the detachment or post.

The Staff
Diary.

3. The Staff Diary will contain a daily and accurate record of the more important events which may occur at the station or stations occupied by the troops, mentioning all important orders received and decisions taken, and relating all important movements, reconnaissances, and engagements.

It will show any material alteration in the effective strength and distribution of the troops.

It will contain medical, sanitary, and meteorological reports, and information as to the state of works, supplies, transport, stores, and horses.

It will be in the form of a concise diary with dates in the margin, and references to appendices, such as Staff Diaries and reports of subordinate commanders, departmental reports, and tabular statements.

Each instalment forwarded will be preceded by a brief summary, in which the officer rendering the diary will call attention to any salient points of interest.

A Staff Diary will be kept by the Staff of every brigade, division, army-corps, or detached force, and will be forwarded periodically, through the usual channels, to the

Staff Diaries, &c.

STAFF DIARIES, &c.—continued.

Chief of the Staff of the Army in the Field, who will himself keep a Staff Diary, which, with the others, will be transmitted by the Commander-in-Chief in the Field to the Adjutant-General of the Forces.

A Staff Diary will also be kept by the General officer commanding the Line of Communications, and by the officer commanding at each post on the Lines of Communication.

These diaries will be sent to the officer commanding at the base, who will also keep a Staff Diary, which, with the others, he will transmit to the Adjutant-General of the Forces.

4. The Intelligence Report will contain a record of the more important information received from spies, deserters, prisoners, and friendly natives, as well as that obtained by reconnaissances and by scouts; in fact, all information as to the enemy's plans and movements, and the ethnography, geography, and topography of the theatre of war, as well as any general information of interest that can be obtained.

The Intelligence Report.

It will consist of—

- (1.) A summary of news.
- (2.) Appendices.

The summary will draw attention to the principal events and more important information detailed in the appendices, and the writer should make a statement as to the conclusions to which the information in his opinion points.

The appendices should consist of statements of evidence of spies and others, reconnaissance reports, road reports, and sketches.

The date when the information was first obtained, and the date of its receipt by the officer rendering the report, should in every case be given, and the sources of information should be specified.

Intelligence Reports will be furnished, periodically, by the Staff at all posts and stations, and with every detached body of troops in the theatre of war.

They will be transmitted through the usual channels, with the least possible delay, to the officer in charge of the Intelligence Department at the head-quarters of the Army in the field.

This officer will, weekly, or at such times as may suit the postal arrangements, summarize all that he knows or has found out and heard of the enemy's doings, movements, and intentions, and will hand this summary, together with

Staff Diaries, &c.

STAFF DIARIES, &c.—continued.

all the reports which he has received, to the Chief of the Staff, to be sent home to the Adjutant-General of the Forces by the Commander-in-Chief in the Field, with any remarks of assent, dissent, or criticism he may wish to add.

Covering
letter.

5. The officer who is charged with the duty of forwarding any Intelligence Report for the information of superior authority should do so by means of a covering letter or minute.

If he differs from any of the conclusions contained in the summary, or sees any reason for doubting the accuracy of the information furnished therein, he will say so in this letter or minute.

General
rules.

6. The following rules are to be observed :—

Arrange-
ment for
printing.

a. For convenience of printing, one side of the paper only should be written upon; the handwriting must be distinct, and the names of persons and places should be given in printed characters.

Spelling of
names.

b. The spelling of names of places will be that on the latest Intelligence Department maps. Should no Intelligence Department map of the country be available, then the name of the map in use will be stated, and the spelling on it adhered to.

When the spelling on the maps is evidently wrong, the correct name should be given and attention called in a footnote to the error of the map, so that the necessary alterations may be made in future issues.

The spelling of names of places not on the maps, and of names of persons, should be in accordance with the rules adopted in the Intelligence Department, and quoted below in the appendix.

Appendices.

c. The appendices will be marked "Appendix A," "Appendix B," &c., and each will have a brief heading stating the subject and naming the author.

Road
reports, &c.

d. Road and reconnaissance reports and sketches will, as far as possible, be furnished in the form prescribed in the Official text book of topography.

Instalments.

e. The Staff Diary and Intelligence Report should generally be furnished not less than once a week, but the actual interval must depend upon local and postal arrangements; and, whatever that interval be, the instalments of each series will be numbered consecutively and marked "Confidential."

Telegraphic
reports.

7. Nothing in these instructions is to relieve officers in command from the duty of reporting immediately—by telegraph whenever possible—all and any important information they may at any time obtain.

Staff Diaries, &c.

STAFF DIARIES, &c.—continued.
System of Orthography to be used in Staff Diaries and Intelligence Reports.

The following system of Orthography adopted by the Council of the Royal Geographical Society, and used in the Intelligence Department of the War Office and on the Admiralty Charts, is to be adhered to in future in all official reports :—

1. No change will be made in the orthography of foreign names in countries which use Roman letters: thus Spanish, Portuguese, Dutch, &c., names will be spelt as by the respective nations.

2. Neither will any change be made in the spelling of such names in languages which are not written in Roman character as have become by long usage familiar to English readers: thus Calcutta, Cutch, Celebes, Mecca, &c., will be retained in their present form.

3. The true sound of the word, as locally pronounced, will be taken as the basis of the spelling.

4. An approximation, however, to the sound is alone aimed at. A system which would attempt to represent the more delicate inflections of sound and accent would be so complicated as only to defeat itself. Those who desire a more accurate pronunciation of the written name must learn it on the spot by a study of local accent and peculiarities.

5. The broad features of the system are that the vowels are pronounced as in Italian, and the consonants as in English.

6. One accent only is used, the acute, to denote the syllable on which the stress is laid. This is very important, as the sounds of many names are entirely altered by the misplacement of this "stress."

7. Every letter is pronounced. When two vowels come together, each one is sounded, though the result when spoken quickly, is sometimes scarcely to be distinguished from a single sound, as in *ai, au, ei*.

8. Doubling of a vowel is only necessary where there is a distinct repetition of the single sound; thus *Nuulá, Oosima*.

9. All vowels are shortened in sound by doubling the following consonant, as in *Yarra, Tanna, Mecca, Jidda*.

10. Indian names are accepted as spelt in Hunter's Gazetteer.

The amplification of the rules is given below.

Staff Diaries, &c.

Letters.	Pronunciation and Remarks.	Examples.
a	<i>ah</i> , <i>a</i> as in <i>father</i>	Java, Banána, Somáli, Bari, Suákin.
e	<i>eh</i> , <i>e</i> as in <i>benefit</i>	Tel-el-Kebir, Oléle, Yezo, Medina, Levúka, Peru.
i	English <i>e</i> ; <i>i</i> as in <i>ravine</i> ; the sound of <i>ee</i> in <i>beet</i> . Thus, not <i>Feejee</i> , but	Fiji, Hindi.
o	<i>o</i> as in <i>mote</i>	Tokio.
u	long <i>u</i> as in <i>fute</i> ; the sound of <i>oo</i> in <i>boot</i> . Thus, not <i>Zooloo</i> , but	Zulu, Sumatra.
ai	English <i>i</i> as in <i>ice</i>	Shanghai.
au	<i>ow</i> as in <i>how</i> . Thus, not <i>Foochow</i> , but	Fuchau.
ao	is slightly different from above ..	Macao.
ei	is the sound of the two Italian vowels, but is frequently slurred over, when it is scarcely to be distinguished from <i>ey</i> in the English <i>they</i> .	Beirút, Beilúl.
b	English <i>b</i> .	
c	is always soft, but is so nearly the sound of <i>s</i> that it should be seldom used. If <i>Celebes</i> were not already recog- nized it would be written <i>Selebes</i> .	Celebes.
ch	is always sounded as in <i>church</i> ..	Chingchin.
d	English <i>d</i> .	
f	English <i>f</i> . <i>Ph</i> should not be used for the sound of <i>f</i> . Thus, not <i>Haiphong</i> , but	Haifong, Nafa.
g	is always hard. (Soft <i>g</i> is given by <i>j</i>)	Galápagos.
h	is always pronounced when inserted.	

Staff Diaries, &c.

Letters.	Pronunciation and Remarks.	Examples.
j	English <i>j</i> . <i>Dj</i> should never be put for this sound.	Japan, Jinchuen.
k	English <i>k</i> . It should always be put for the hard <i>c</i> . Thus, not <i>Corea</i> , but	Korea.
kh	The Oriental guttural.	Khan.
gh	is another guttural, as in the Turkish	Dagh, Ghazi.
l	} As in English.	
m		
n		
ng		has two separate sounds, the one hard as in the English word <i>finger</i> , the other as in <i>singer</i> . As these two sounds are rarely employed in the same locality, no attempt is made to distinguish between them.
p	As in English.	
ph	As in <i>loophole</i> .	Mokpho.
th	As in <i>thing</i> .	Thanet.
q	should never be employed; <i>qw</i> is given as <i>kw</i> .	Kwangtung.
r	} As in English.	
s		
t		
v		
w		
x		
y	is always a consonant, as in <i>yard</i> , and, therefore, should never be used as a terminal, <i>i</i> or <i>e</i> being substituted. Thus, not <i>Mikindány</i> , but not <i>Kwaly</i> , but	Kikúyu. Mikindáni. Kwale.
z	English <i>z</i>	Zulu.
	Accents should not generally be used, but where there is a very decided emphatic syllable or stress, which affects the sound of the word, it should be marked by an <i>acute</i> accent.	Tongatábu, Galápagos, Paláwan, Saráwak.

7606

9526

INDEX.

SUBJECT.	Section.	Para- graph.
A.		
Absence, without leave, soldiers—		
C. O. to deal summarily with offence of	6	42, 47
courts of inquiry on, when assembled	6	121
defaulter book, entry in	22	3
desertion, when returned as	6 21	126 34
drunkenness, on account of	6	53
escort for absentees	6	145A
N.C.O., gate duty, &c.	6	76
officers, regimental returns	21	29
Accountant-General, correspondence for	21	8
Accounts—		
deserters	7	27
monthly settlement of	7	26
pocket ledger for	7	30-32
signature of	7	31
<i>(See also Pocket Ledgers).</i>		
Adjutant of the day, duties in garrison	8	16
Adjutant of Yeomanry, employment on general duties	8	9
Adjutant-General, correspondence to be addressed to	21	2, 3, 5-7
Advance and rear guards, duties of, on the march	16	4
Alarm posts—		
establishment of, during a march	16	7
in fortresses	8	53
Allowances, correspondence on..	21	12
Ammunition, on board ship, supply and disposal of..	17	6, 7, 84
Anthem, National, when to be played	3	2
Applications—		
from regimental officers and men, mode of making..	21	14
testimonials not to accompany	6	8
Armed corps, definition of term	3	27
Armed parties—		
command of by officers	16	8
salutes on the march	3	10
" by sentries	23
Q.R.		Q

Index.

SUBJECT.	Sec.	Para- graph.
Armed parties—continued—		
turning out of, and salutes by guards to	8	26
Arms, racks in troop-ships	17	5
Arms—		
cleaned after a march	16	6
made away with	6	79
prisoners	6	31, 213
ships, on board, stowage	17	5
Arms and accoutrements, inspection of, on board ship	17	58
Army Act—		
copy to be placed on board ship	17	8
actions of, to be read periodically	7	39
Army Reserve—		
called up, absorption of	7	20
court of inquiry, when subject to	6	121
fraudulent enlistment from, procedure	6	133, 135
transfers to, from abroad, disposal of	17	120
Arrest—		
applicable to officers and N.C. officers	6	18
“close arrest” defined	6	19
dress of officers in	6	20
duties, performance of	6	31
N.C.O. in	6	24
officers in, cannot demand court-martial or refuse to return to duty	6	23
on board ship by naval officer	17	29
“open arrest” defined	6	19
” ” restrictions on	6	20
orders for and report on	6	22
release of officers from	6	21
remedy open to officers aggrieved by	6	23
(See also Confinement and Prisoners).		
Artillery, Royal—		
duties of officers, Coast Brigade	8	8
” ” garrison	8	7
” ” working parties	8	36
embarkation of guns	17	84
fortresses, officers allotted to district	8	52
transport by railway. (See Railway Transport)	16	35-49
Attestation—		
custodian responsible for if lent and not returned	6	98A
false answer on	6	137
fraudulent enlistment, on which to serve	6	138
Auxiliary Forces—		
officers of attached, shown in regimental returns	21	30
” rank	2	8

Index.

SUBJECT.	Sec.	Para- graph.
B.		
Baggage of detachments arriving from abroad	17	128
Bands in garrison to be furnished by roster	8	16
Bandsmen , reversion of	7	9
Barracks—		
confinement to	6	42
" entries in defaulter book	22	4, 6
correspondence regarding	21	3, 12
Bathing in harbour	17	55
Battery books , list of	22	1
Battery defaulter book , mode of keeping	22	3
Bearer companies , organisation of	14	18
Bedding—		
horses	11	40-44
prisoners, when granted	6	29
ship, on board, airing and stowage of	17	48, 63
" " deficiencies on disembarkation	17	110, 111
" " issue of	17	47
Berthing troops on board ship	17	33, 34
Billets--		
innkeepers, for detachments, paid by N.C.O... ..	7	16
inspection of men on the line of march in	16	6
Board of examination—		
engineer pay, qualifications for	8	49
shoeing smiths, men trained as	11	75
Board of inquiry—		
departmental officers, attendance	6	120
difference to court of inquiry	6	124
form of proceedings	6	125
hospitals	14	9
roster of, for duty	8	2, 4
ship, on board, deficiencies of stores	17	110
" " messing or accommodation	17	40
Bombardiers , acting, R.A., proportion of	7	19
Books—		
horses, description of	11	3, 10
naval regulations on board ship	17	15
regimental defaulter	22	4-6
serjeants required to keep	7	15
troop, battery, or company	22	1, 2
" " " defaulter	22	3
Boys , confinement to barracks	6	25

Index.

SUBJECT.	Sec.	Para-graph.
Branding horses	11	2
Brevet field-officers , duty in garrison, &c. ..	8	10
Brigade-major —		
not to be interfered with on parade	8	17
rank and precedence	2	6
Brigadier-generals , how to rank with each other ..	2	4
Bugle-calls —		
hours for	8	11, 13
on board ship	17	62
C.		
Cabin accommodation of officers in H.M. troop ships ..	17	4
Cadets , to salute officers in uniform	8	12
Camp , troops in, to turn out if a member of the Royal		
Family passes	3	15
Canteen buildings , correspondence on	21	3
Caps or missiles taken from soldiers under restraint ..	6	30
saluting not taken off in	3	13
Captain —		
duty of as brevet field officer	8	10
monthly settlement of soldiers' accounts by	7	26
Captain of the day —		
duties in garrison	8	15
on board ship	17	35
Casualties —		
death of officers, reports on	21	38
in action, report on	21	41
soldiers on voyage home	21	33
special reports of extraordinary	21	36
Casting horses	11	12-17
Cavalry —		
dismounted men in regiments of	7	54
embarkation and management on board ship	17	79-104
farriers to accompany detachments of 50	16	8
horses, inspection annual	11	13-16
„ numbering of	11	3, 20
„ parade of, weekly, with stripped saddles ..	11	27
„ remounts, exercise of	11	18
salutes to guards by parties of	3	26
transport by railway	16	21-34
(See also Horses).		

Index.

SUBJECT.	Sec.	Para-graph.
Civil power—		
aid of, patrol to be armed	8	30
conviction of N.C.O. by	6	49
entry of convictions by, in regimental defaulters' book	22	4
Civil proceedings, officers, &c., defendants in	6	11A
Claims of men to be forwarded through captains	21	14
Classification of duties, for roster	8	2
Cleanliness—		
decks on board ship	17	50
stables	11	29
Clothing—		
plain, warrant officers	7	5
prisoners	6	192-4
provost prisons, for men on Sundays when in	6	214
soldiers employed with glandered horses, destruction of	11	69
Coast Battalion, R.E., duties exempt from	8	8
Coast Brigade, R.A., duties exempt from	8	8
Colonels, duties of, in garrison	8	10
Colonial grants, unauthorized, not to be received	6	10
Colours—		
guards, when carried by	8	20
saluted with highest honours at all times	8	21
Colour-serjeants, selection and duties of	7	13
Command—		
how exercised by officer	2	1, 2
of land and sea forces respectively	2	9
of other branches by regular and marine officers	2	8
on board ship	17	18, 29
Commandant of fortress, duties of	8	52, 54
Commander-in-chief—		
abroad, salutes to	3	5
correspondence for, how addressed	21	2
Commanding officer—		
awards of	6	34
civility and courtesy, to inculcate	6	6
correspondence of one with another	21	17
court of inquiry may be assembled by	6	118
court-martial on, rank of members	6	95
crime, prevention of	6	1
definition of term	6	12
detachments, powers of	6	13, 14
discretion of, as to hour of marching	16	2
money, public, responsible for	7	14
offences that can be disposed of, by	6	95
punishment by	6	42
„ „ delegation of powers	6	46

Index.

SUBJECT.	Sec.	Para- graph.
Commanding officer—continued—		
salutes by guards to	3	24
„ in garrison, camp or station	3	6, 8
Commissions, correspondence on	21	4
Commitment—		
of court-martial prisoners to prison, form of	6	164
„ to be accompanied by medical certifi- cate	6	170
Committee, distinction between court of inquiry and	6	124
Company books, list of	22	1
Company defaulter book, mode of keeping	22	3
Complaints—		
of officers, how preferred.. .. .	6	23
on board ship	17	25, 26
„ on sanitary matters	17	26
Compliments—		
by guards, mounted over the Sovereign.. .. .	3	17
„ to general officers and governors	3	22
„ to officers in uniform only	3	23
„ „ of other services	3	30
„ „ passing in rear or during relief	3	25
by regiments, &c., meeting on the march	3	10
by soldiers to officers	3	13
by troops to foreign officers	3	9
„ to Royal Family, in camp	3	15
(See also Salutes.		
Concealment of disease	6	48A
	17	22
Conductors, Army Service Corps and Ordnance Store Corps	7	4
eligible to take place of subaltern officers	7	4
honorary members of sergeants' mess	7	4
plain clothes, permitted to wear.. .. .	7	5
(See also Warrant Officers).		
Confidential reports, yearly, to whom sent	21	22
Confinement—		
accommodation for	6	25
barracks, a punishment	6	42
„ „ defaulter book, entered in	22	4, 6
bedding	6	29
confession of desertion, etc.	6	28
“Crime,” to be furnished	6	16
detention, report of	6	17
(See also Arrest.)		
drunkenness	6	27
duties, performance of during	6	31

Index.

SUBJECT.	Sec.	Para- graph.
Correspondence—continued—		
educational	21	5
engineer services	21	7
horses, numbers of, quoted	11	3
mode of conducting official	21	10
non-official enclosures forbidden.. .. .	21	29
opening, in absence of commanding officer	21	19
publication of official, prohibited	6	11
recruiting services.. .. .	21	2, 9
staff officers of pensioners, by	21	16
transmission	21	13-15
" G.O.C. records opinion	21	10A
Courts, civil, demeanor of soldiers in	3	14
Courts of inquiry—		
absence, illegal, on	6	121
assembly, composition, etc.	6	118
departmental officers, attendance	6	120
hospitals, in	14	9
injuries received, on	6	122
president of	6	119
" colonels	8	10
prisoner of war, returned, on	6	123
proceedings, form for	6	125
roster of duties, reckoning	8	2, 4
Courts-martial—		
charges, framing, mode of	6	60
" investigated before submission	6	84
commanding officers, trial by	6	95
convening of, at place other than where prisoner is serving	6	87
convening of, form prescribed for	6	94
defaulter book, entry of conviction in	22	4, 6
description of, for different offences	6	61, 68
detachments, C.O. power to convene	6	13, 14
dispensation from	6	148-153
district, convening of	6	74
" sufficient in ordinary cases	6	68
documents, copies used instead of originals	6	98
" recovery of	6	98A
drunkenness	6	52, 55
escort for, prisoners tried by	6	97
exemption for exemplary service	6	37
findings, confirmation and revision of	6	60
general, offences requiring	6	68
" rank of president	6	95

Index.

SUBJECT.	Sec.	Para-graph.
Courts-martial—continued—		
general, transmission of proceedings	6	108, 111
hours of sitting	6	96
inferiority of court does not invalidate proceedings ..	6	66
jurisdiction of, unrestricted	6	61
liability for, in respect of time	6	37
members of, duty, attendance-reckons as	8	4
" military law, to acquire knowledge of ..	6	89, 90
" numbers	6	93
" rank of	6	95
minor offences, omitted	6	85
missiles, prisoners deprived of	6	30
necessaries lost or made away with	6	80-83
N.C.O., absent from post without leave	6	76
" trial by	6	4A
offences, by soldiers under sentence of, to be tried at once	6	47
offences, necessity to try by	6	61
" punishable with death or penal servitude ..	6	64
officers in arrest cannot demand	6	23
" young, attendance for instruction	6	90
pay serjeant for deficiencies	6	73A
prisoners, medical examination for, and charge of ..	6	97
" removal from prison for	6	174, 175
proceedings, disposal after promulgation	6	111
" promulgation of	6	109
" transmission of	6	108, 110
" delay	6	112
procedure, rules of	6	60
property, government, lost or made away with	6	79-83
" stolen, restitution on conviction by	6	102
prosecutor, appointment	6	91
" duties	6	92
regimental, convening of	6	75
" offences dealt with by	6	35
returns, monthly, for G.O.C.	21	42
" " " abroad	21	25
schoolmasters, trial by	6	39A
sentences of	6	99
" abroad	6	103
" confirming officer, comments on	6	105, 106
" " regulates	6	104
" cumulative	6	100
" periods, reckoning of	6	101
" remission of	6	107
" under, further offence	6	40

Index.

SUBJECT.	Sec.	Para- graph.
Courts-martial—continued—		
ships, H.M., trials on	17	29
stable guards and stablemen	6	77
stoppages	6	78-83
summary, rules for	6	115
superior officer, definition of	6	67
" power of.. .. .	6	63
theft, crime of	6	73
" " stoppages for	6	102
witnesses at	6	88
yeomanry adjutants employed on	8	10
Credit, crying down of, by C.O.	7	38
Crime—		
defaulter-books, entries in	22	4
delivery of the "crime"	6	16
prevention of by commanding officers	6	1
theft, tried by court-martial	6	73
<i>See also Charges.</i>		
Custody, military—		
N.C.O. not under sentence	6	18, 24
officers	6	18-23
soldiers not under sentence	6	25-29
Customs duties at Bombay—		
returns of articles liable to, in H.M. Indian troop- ships	17	117
D.		
Death, offences punishable with, when dealt with sum- marily		
	6	64
Deaths—		
report, action in	21	41
" Legion of Honour, recipients of	21	39
" officers	21	38
" soldiers	21	40
" special	21	36
return, annual	21	22
" soldiers on voyage home	21	33
ship on board, disposal of property	17	24
Debts—		
of deserters	7	27
proclamation on arrival at a place	7	38

Index.

SUBJECT.	Sec.	Para-graph.
Decks—		
cleaning and washing of	17	50
serjeants of troop-decks responsible for cleanliness of	17	52
Defaulter-book, regimental—		
admonition of non-commissioned officers not entered ..	6	44
altering record in	6	50
dispensation of trial for desertion entered in ..	6	152
drunkenness entered in	22	5
fine not entailing entry in	6	59
mode of entering crimes in	22	6
offences to be recorded in	22	4
Defaulter-book—Troop, Battery and Company—		
mode of keeping	22	3
Departmental officers—		
command, how exercised	2	1
honours at funerals of	3	34
salute from sentries	3	30
Deserters—		
accounts of, when handed over to other corps. .	7	27
attestation, on which to serve	6	138
confession, copy of, preserved	6	152
" false	6	128, 147
" form of	6	149
" imprisonment after, pending enquiry ..	6	28
disposal of, abroad	6	131
" " when not taken over into custody ..	6	132
" persons not serving, apprehended or sur- rendering as	6	128
" soldiers confessing or discovered	6	133, 135
escorts for	6	144-147
" order for removal	6	{ 145A, 205
identification of	6	145-147
kits, disposal of, when handed over to other corps	7	27
necessaries to be provided for	6	145c
property, how dealt with.	7	29
protecting certificate to unclaimed	6	130, 131
reports, descriptive, duplicate to local authorities	6	127
" " to "Police Gazette"	6	126
" regimental, committal by civil power ..	6	129
" special	21	36
returns, how accounted for	21	34
trial, dispensation from, application	6	148, 149
" " " conditions	6	153
" " " defaulter-book, entries in	22	4
" " " order, form of	6	150

Index.

SUBJECT.	Sec.	Para-graph.
Deserters—continued—		
trial, dispensation from, penalties incurred	6	151
" " " record of	6	152
" exemption earned by exemplary service	6	136
" Ireland	6	153AA
" Scotland	6	153A
Despatches in the field	21	1
Detachments—		
abroad from, disembarkation, baggage of	17	128
" " " disposal of	17	120
" " " drunkenness	17	127
" " " invalids, conveyance	17	126
" " " returns	17	123, 125
" " documents of, sorting and custody	17	122, 124
" " embarkation returns	17	14
" " officers in charge of	17	121
" sent, returns, depôt, included in till embarkation	21	32
" " " embarkation	17	11
armed, on the march, command of, &c.	16	8
cavalry, attended by farrier	16	8
command, association of under one	6	14
commanding officer, powers of	6	13, 14
disembarkation from abroad	17	120-128
horses of, veterinary inspection	11	66
N.C.O. duties	7	16
Details—		
disposal of, on arrival from abroad	17	120
returns relating to, required on disembarkation of ..	17	125
Detention—		
confinement in, report on.	6	17
exceeding forty-eight hours, if evidence insufficient, forbidden	6	16
hospital, in, due to offences	6	48
temporary, in police station, &c.	6	25, 172
Diaries, Staff—preparation of in the field. [See Ap- pendix].		
Diet—		
field hospitals	14	20
patients on admission to hospital	14	14
Director of Artillery, correspondence for	21	6
Director-General of Military Education, corre- spondence for	21	5
Discharge—		
disposal of men sent home for	17	120
documents, disposal of, on landing	17	125
" sorting of, on board ship	17	122

Index.

SUBJECT.	Sec.	Para- graph.
Discipline—		
correspondence regarding.. .. .	21	2
garrison, in.. .. .	8	11-13
maintenance of, by officers	6	2, 44
" by N.C.O.	6	3
marching, while	16	1
ship, on board	17	8, 29
Discussions, conveying praise or censure of superiors		
forbidden	6	7
	6	48A
Disease, venereal, concealment of	17	22
Disembarkation—		
baggage, certificate	17	116
" sorting on	17	128
breakfast previous to, troops provided with complaints of C.O. and M.O. in H.M. or hired ships on.. .. .	17	109
detachments from abroad, disposal of	17	25
drunkenness, precautions against, on	17	120
medical officer's report	17	127
reports and procedure on arrival at port of returns	17	108
" detachments from abroad on	17	105, 106
" hired ships.. .. .	17	107
sea kits, disposal of, on	17	125
staff officer sent on board for	17	115
staff officer sent on board for	17	119
Dismounted men, drill and equipment	7	106
Dismounting guard, rules for	8	54
Divine Service—		
in hospital	14	8
on board ship	17	4
Dock dues, or services by dock servants	17	60
Documents—		
courts-martial, copies used for	6	118
" lent to, recovery of	6	98
detachments on board ship, custody of.. .. .	17	98A
" " disembarkation, disposal	17	124
" " sorting of	17	125
hospital, of men in	14	122
official, access to and publication of	21	10
Drafts. [See Detachments.]		
Drums, not to be beaten after tattoo	8	21
Drummers, furnished according to roster.. .. .	8	13
Drunkenness—		
absence, when to be considered equivalent to	6	16

Index.

SUBJECT.	Sec.	Para- graph.
Drunkenness—continued—		
C.O. how to deal with	6	51, 52
confinement of men in state of	6	27
court-martial on, when to be resorted to	6	52
defaulter-books, entry in	6	59
	22	3, 5
disembarkation of detachments from abroad, on ..	17	127
finer for	6	42,
		56-59
no excuse for crime, but should be mentioned by pro- secutor	6	92
on duty	6	54
previous instances, reckoning of	6	52
simple, mode of punishing	6	57
„ not included in more serious charges	6	55
testing men forbidden	6	27
Dues, dock, &c.	17	118
Duties—		
adjutant of the day in garrison	8	16
captain and subaltern of the day in garrison	8	15
classification of	8	2
correspondence regarding.. .. .	21	2
detailing, mode of.. .. .	8	3
exchange of	8	6
field officer of the day in garrison	8	14
„ regimental and brevet	8	10
garrison	8	11-33
„ of officers of Artillery and Engineers	8	7
„ of officers of Coast Brigade, R.A., and Coast Battalion, R.E.	8	8
prisoners not to perform	6	31
reckoning, method of	8	3-5
roster of	8	1-10
ship, on board	17	18-104
staff, regimental, furnished by roster	8	16
E.		
Education—		
certificates of	7	21, 22
„ return of	21	35
Embarkation—		
books to be in possession of officers on	17	8
cabins, allotment to officers on	17	4

Index.

SUBJECT.	Sec.	Para- graph.
Embarkation—continued—		
conduct of	17	8, 9
duties of officers on board after	17	34
duty officers, selection of	17	20
forms furnished to C.O. of troops on	17	16
G.O.C. at ports of, superintendence and duties	17	8
hired ships	17	33, 34
India, drafts for, nominal rolls	17	12
„ individual soldiers, nominal rolls	17	13
interval to elapse before sailing after	17	9
officers forbidden to quit ships after	17	22
„ report themselves in uniform on	17	3
prisoners	6	{ 176- 179A
returns, Admiralty, to commander of ships	17	10
„ army	17	11
„ „ abroad, detachment from	17	14
visitors excluded during	17	9
Embarkation of horses	17	85, 86
fittings of transports for	17	79
inspection before	17	80
saddlery and harness, stowage of	17	83
stalls, arrangement of	17	87
treatment of, previous to	17	81
(See also Horses on board ship.)		
Engineer pay—		
register of, in pocket ledger	7	33
working parties	8	48-51
Engineers, Royal, transport by railway	16	50-52
Engineer clerks, removal from appointment	7	10
Engineer officers—		
fortresses, allotted to districts in	8	52
„ instruct infantry of, in siege duties	8	56
garrison duties of	8	7
Enlistment—		
fraudulent, attestation, on which to serve	6	138
„ confession of, preservation of	6	152
„ „ form for	6	149
„ discovery of, procedure	6	133
„ disposal of various cases	6	135
„ militiamen	6	141-143
„ penalties on dispensation from trial	6	151
„ stoppages for free kit	6	78
„ transfer to former corps, after conviction	6	140
„ trial, corps in which to take place	6	139
„ „ dispensation from, application for	6	148, 149

Index.

SUBJECT.	Sec.	Para- graph.
Farricr-quartermaster-serjeant services of at disposal		
of veterinary surgeon	11	80
Farricr-serjeant. (<i>See Serjeant-farricr.</i>)	11	73-81
Fatigue duties—		
classification of, on roster	8	2
duties classed as	8	35
regulations as to (<i>See also Working Parties</i>)	8	34-51
Field Artillery. (<i>See Artillery.</i>)		
Field hospitals	14	19-21
Field-m Marshals, honours to be paid by the troops to	3	4
Field officer of the day—		
captain acting as	8	15
duties of, in garrison	8	14
lieutenant-colonels, exemption from	8	10
Field officers—		
brevet when to be mounted	8	10
how saluted by guards	3	28
roster of duties	8	10
Field service, beating of reveille and tatoo on	8	14
Field works, instruction in, charge of	8	44
Fines for drunkenness	6	56-59
Fire—		
alarm	8	12
guards to turn out on alarm of	8	27
on board ship, duties of troops in case of	17	78
.. .. . precautions against	17	76, 77
.. .. . read to troops, &c... .. .	17	46
Food, demands, &c., for, to whom made	21	3, 12
Forage—		
demands, &c., for, to whom made	21	3, 12
issue of, &c.	11	37, 38
scale on board ship	17	104, 134
Foreign Sovereigns and Royal families, honours to	3	8
Foreman of works, military, removal from appointment	7	10
Forfeitures, consequent on dispensation of trial for deser-		
tion or fraudulent enlistment	6	150, 151
Forms—		
periodical returns	21	22
prisons, orders	6	204, 205
ship, on board	17	10, 123
Fortresses—		
detailed account of, by C.R.E.	8	57
distribution of troops in	8	53
division into districts	8	52
inspection of, by commandant	8	54-56
range-tables for artillery of	8	58

Index.

SUBJECT.	Sec.	Para-graph.
Fuel, demands, &c., for, to whom made	21	3, 12-
Funerals—		
attendance at	3	31, 34, 37
gun-carriages, when supplied for.. .. .	3	38
minute guns	3	31-33
officers not entitled to	3	35
pall by whom to be borne at	3	38
staff and departmental officers	3	34
G.		
Gambling forbidden..	6	15
Games for troops on board ship	17	1
Garrison—		
cells, daily inspection by orderly officer.. .. .	6	218
duties in	8	11-33
" officers R. A. and R. E.	8	78
" officers generally	8	10
time, how regulated in	8	11
Garrisons, fortified, duties in	8	52-53
General officers—		
correspondence forwarded through	21	15
" local adjustment of	21	13
" record, their opinions on	21	13
" transmission by	21	13
" when in the field	21	1
salutes by guards and parties	3	22
" troops	3	5
General orders, copies of, abroad, to be furnished monthly	21	22
General salute by different arms of the service	3	5
Gentlemen-at-arms, application for admission to corps of	21	4
Glanders—		
destruction of clothing and appointments in cases of.. .. .	11	68, 69
horses suspected of	11	67
measures to prevent spread of	11	68
Governors of colonies—		
being general officers, honours to be paid to	3	7
saluted by guards	3	22
Grade—		
permanent, N.C.O.	7	8
" reversion to	7	9, 11
Gratuity, allowed to farriers for training shoeing smiths..	11	
G.R.		

Index.

SUBJECT.	Sec.	Para- graph.
Groceries, supply of, by contract	7	45
Guard reports	8	28, 29
entries of awards in	6	34
" prisoners' offences, name, &c., in	6	16, 33
Guard-room cells, definition of term	6	25
Guards—		
advance, on the march	8	4
classification for roster of duty	8	2
clothing and accoutrements not to be taken off	8	23
colours, salutes to	3	21
" when to carry	3	20
commanders of, duties	8	20-22
" " prisoners	6	16
" report	8	28, 29
" rounds by night and day	8	21
" stores and furniture, charge of	8	33
duty, mode of reckoning	8	5
field officer, visit and report	8	14
hospitals, for	14	7
inspection of before going on duty	8	19, 20
" on dismounting	8	31
mounting, hour for	8	18
officers, young, to be placed as supernumeraries on	8	32
quitting posts forbidden	8	22
rear, on the march	8	4
relief	8	25
" inspection before	8	20
salutes, armed corps	3	26, 27
" colours	3	21
" commanding officers	3	24
" general officers in uniform	3	22
" governors.. .. .	3	22
" officers not entitled	3	23
" " of other branches or services	3	30
" rear of, officers passing in	3	25
" relief during, officers passing	3	25
" "retreat" after, forbidden	3	26
" Royal Family, mounted over	3	17
ship, on board	17	42
standards, when to carry	3	20
turning out at reveille, retreat, and tattoo	8	24
" on alarm of fire, &c.	8	27
" on approach of armed parties	3	26
vigilance of	8	23
Guards, extra, when awarded	6	42
Guards of honour, composition of, and when detailed.,	3	18, 19

Index.

SUBJECT.	Sec.	Para-graph.
Guards stable—		
on board ship	17	101
sentries furnished by, mouting	8	26
Gun-carriages, when supplied for funerals	3	38
Gunnery, school of, promotion of N.C.O. at	7	23
Guns—		
embarkation of	17	84
detraining	16	47-49
entraining	16	37-43
heavy, moving, working party for	8	86, 48
Gymnastics to be practised on board ship.. .. .	17	54
H.		
Hammocks, on board ship—		
horses, for	17	88
issue of, and tally for	17	34, 47
troops to be instructed in method of slinging, &c.	17	34
Head-collars for horses on board ship	17	90
Headquarters, returns, &c., to be sent direct to	21	22
Hired ships. (See Ships Hired.)	17	31-78
Honours and salutes—		
acting appointments	3	8
camp, member of Royal Family passing	3	15
colonial governors	3	7
C.O. of garrisons and camps	3	6
field-m Marshals	3	4
foreign officers	3	9
foreign Sovereigns and Royal Families	3	3
funerals	3	31-37
General officers	3	5
to the Sovereign, Royal Family, and Viceroy.. .. .	3	1, 2
<i>(See also Salutes.)</i>		
Horse infirmary orderlies	11	72
Horse-parade to take place weekly	11	27
Horses —		
age of, recorded on veterinary history sheets	11	9
bedding	11	40-44
books of, regimental	11	3, 10, 11
carcasses, interment of	11	33
castrating	11	12-17
deaths, report of	11	32

Index.

SUBJECT.	Sec.	Para- graph.
Horses—continued—		
description of	11	1
destruction of diseased or injured	11	31
disease, prevention of	11	36, 67, 68
entraining and detraining, artillery	16	36, 46, 48
" " cavalry	16	{ 22-24, 28
feed, railway journeys	16	20
" stables	11	37, 50
forage, division of	11	37, 38
glandered, clothing of soldiers, employed with, destroyed	11	69
heels, trimming and washing of	11	35
inspection of, annual, by inspector-general of cavalry.. .. .	11	13-16
" " by inspecting veterinary surgeon	11	63
" " by veterinary surgeon	11	64-66
" " weekly	11	27
interments of	11	33
lame, transport by rail	11	25, 26
litter for	11	40-44
numbering of	11	3, 20
rack chains, release from	11	39
record of, book	11	2, 10, 11
report, daily, of sick and lame	11	65
return from work, stable duties	11	45-62
returns of	11	82
shoeing of cast horses	11	15
shoes	11	79
shoes and feet, responsibility for	11	77, 81
sick, transport by rail	11	25, 26
singeing and clipping	11	21
slipping in stables, prevention of	11	30
stable duties, routine on return from work	11	45-62
stable hours	11	37, 38, 45
tails, length of	11	22
transfer of	11	23, 24
" certificate	11	70
" left behind on embarkation	11	11
unfit	11	12-14
veterinary history sheet	11	8, 17
watering, picketed, when	11	38
" railway journeys	16	14, 20
" stables, in	11	37, 48
young, care and charge of	11	58-60
(See also Remounts.)		
Horses on board ship—		
cleaning materials	17	94

Index.

SUBJECT.	Sec.	Para- graph.
Horses on board ship—continued—		
deck, bringing on	17	96
dispensary	17	97
dung, &c., removal of	17	93
embarkation	17	85-87
" duties of men	17	82, 83
" inspection for	17	80
" treatment before	17	81
feeding	17	89, 104
fittings of horse transport	17	79
forage, scale of	17	99, 104
hammocks, how arranged.. .. .	17	88
head collars, use of	17	90
lights	17	101
loose or portable boxes	17	98
rough weather, treatment in	17	91
saddlery and harness, stowage of	17	83, 102
shifting, daily	17	95
stable duties	17	104
stable guard	17	101
stalls, how placed in	17	86, 87
ventilation, importance of	17	92
veterinary slings	17	98
" surgeon with	17	97
watering of	17	100
wind sails.. .. .	17	92
Hospitals—		
access to men in, by regimental officers.. .. .	14	6
administration of	14	3
boards or courts of inquiry in	14	9
classification of	14	2
detention in, through offences	6	48
diet on day of admission to	14	14
divine service in	14	4
documents of men in, application for	14	10
field	14	15, 19
" arms and equipment, disposal of	14	21
" rations for men in	14	20
general, at base of operations	14	23
guards to be furnished over	14	7
lines of communication	14	22
officers, accommodation for, in	14	18
pay, forfeiture of, by men in through an offence	6	43
" men not to receive, whilst in	14	6
reports, company sick	14	28
servants, soldiers employed as, extra duty pay.. .. .	17	125

Index.

SUBJECT.	Sec.	Para- graph.
Hospitals—continued—		
ship, on board, baggage, etc., kept clear of	17	41
” ” private property of men in	17	26
sick, men reported, to be sent to	14	27
strength, daily, statement to be sent by C.O. to medical officer	14	11, 12
transfer of men in	14	13
vaccinated men exempt from admission to	14	27
visiting	14	4, 5
Hospital ships	14	24
I.		
Ignominy—		
disposal of men sent home with	17	120
imprisonment of men to be discharged with	6	162
Imprisonment—		
Channel Isles and Isle of Man deemed colonies	6	156
defaulter-book, entry of award in	22	4, 6
exemption from duty on day of release from	6	190
expiration of, disposal of.. ..	6	216
” N.C.O. to receive	6	200
remission of, how carried out	6	185
sentences abroad	6	103
(See Prisoners and Prisons.)		
India—		
nominal roll of drafts proceeding to	17	12
” ” individual soldiers, proceeding to	17	13
Indian troop ships—		
arms and ammunition, supply for	17	6
India transport regulations kept on board	17	16
Information , military, publication of, in the press	6	11
Inquiry , courts of. (See also Courts of Inquiry.)	6	118-125
Inspection room , medical	14	26
Inspections—		
confidential, forms of	21	22
fortresses, by commandants	8	54-56
guards	8	19, 20, 31
horses, annual	11	13-16, 22
Inspector-general of cavalry , inspection of horses	11	13-16
Inspector-general of fortifications , correspondence for	21	7
Inspector-general of military prisons , to certify cells before occupation	6	210

Index.

SUBJECT.	Sec.	Para- graph.
Instruction in field works, etc., charge of.. ..	8	44
Invalids —		
abroad, from, conveyance of, on landing	17	126
" " disposal of on arrival home	17	120
" " officers detached for duty with	17	121
" " returns, disembarkation	17	125
Inventory of goods of men dying at sea	17	24
J.		
Jews , use of term	7	34
K.		
Kitchens , to be inspected by officers	7	41
Kits of deceased men on board ship, inventories	17	125
" deserters, court-martial stoppages	6	78
" " forfeiture of pay on dispensation from trial	6	150
" " mode of disposing of	7	27
L.		
Lances , railway journeys, disposal of, on	16	26, 29
Lance ranks —		
appointment and pay of	7	17-19
reduction from	7	11
	6	44
Lanterns for lighting pipes on board ship	17	61
Latrines —		
care of, on board ship	17	41
orders for sentry over, on board ship	17	71
Law, military , officers to study	6	89, 90
Law, ordinary , proceedings under.. .. .	6	11A
Ledgers, pocket. (<i>See Pocket Ledgers.</i>)	7	30

Index.

SUBJECT.	Sec.	Para-graph.
Legion of Honour, reports of casualties to holders ..	21	39
Letters, official—		
minutes on.. .. .	21	11
mode of writing	21	10
private, enclosing in official covers	21	20
transmission of	21	10A, 13
Letters of officers, re-direction of.. .. .	7	63
Letters of soldiers—		
address of	7	57
called for by N.C.O., when	7	62
delivered free at barracks	7	60
distribution of	7	61
franking of, by C.O.	7	57
postage of, abroad	7	56
" at home	7	55
privileges not to be abused	7	59
re-direction of	7	58
warrant officers not entitled to postal privileges	7	56, 57
weight of	7	57
Letter carriers not to be detained in barracks ..	7	61
Librarian, on board ship, appointment of ..	17	1
Libraries, garrison, correspondence regarding ..	21	5
Library on board ship	17	1
Light, correspondence on, to whom made	21	12
Lights—		
extinguishing of, bugle for	8	12
for pipes on board ship	17	61
on board ship	17	62, 67
" horses, for	17	101
Limitation of time for proceeding against soldiers ..	6	37
Liquor—		
issue of rations of, on board ship	17	38
ration, forfeiture entered in defaulter book	22	4
sale of, to be prevented at ports of landing	17	127
" in harbour	17	57
London, lodgment of military prisoners passing through ..	6	198
Lunatics—		
abroad, from, disposal of.. .. .	17	120
M.		
Malta artillery, officers, rank and precedence ..	2	5
Magistrates—		
head-dress of soldiers before	3	14
respect paid to	6	6

Index.

SUBJECT.	Sec.	Para- graph.
Marches—		
alarm posts to be selected on	16	7
detachments, command of, &c.	16	8
details, O.C. carries out	16	2
discipline and order on	16	1
duties of men after	16	6
guards, advance and rear, on	16	4
hour of	16	3
movements, delivery of orders	16	5
parades, evening	16	6
regiments meeting during, how to pass.. .. .	3	10
Marines, Royal—		
compliments to officers of.	3	30
officers of, how to rank with those of other forces	2	8
officers of, to be saluted by soldiers	3	13
Meals—		
inspection of	7	41
march, on the	16	3
provision of, responsibility for	7	40
ship, on board, of soldiers	17	39
working parties	8	47
Measurement, height and chest, tables of.. .. .	21	23
Mechanist, military, removal from appointment	7	10
Medals—		
correspondence on	21	4
record of, in pocket-ledgers	7	32
Medical certificate—		
commitment of prisoners to prison	6	170
detention in hospital through offences	6	4
Medical comforts on board ship, scale of	17	131
Medical duties governed by Medical Regulations	14	1
Medical examination—		
prisoners under trial by court-martial	6	97
provost prisons, before admission to	6	215
Medical officer—		
duties	14	25
examination of sick	14	26, 27
field duties	14	16, 17
parade, attendance by	14	9
rifle range, attendance at	14	30, 31
room for inspection of sick	14	26
servants, soldier for	7	46
ship, on board, arrival at port to report	17	105
” ” duties	17	69
” ” report	17	28, 29, 108

Index.

SUBJECT.	Sec.	Para- graph.
Medical officer—continued—		
sick report, company	14	28
subject to orders of O.C.	14	16, 25
target-practice, attendance at	14	30
Medical Staff Corps—		
detachments from abroad, disposal of	17	120
reduction of orderlies	6	42 (g)
Medicines, for horses on board ship	17	97
Meetings for political purposes forbidden	6	9
Messing—		
certificates of officers on board ship	17	17
complaints as to on board ship	17	25
of soldiers	7	40
" contracts for supplies for	7	45
"	6	7
Military discussions forbidden	21	5
Military education, D.G. of, correspondence for	3	35
Military honours, officers when to be buried with	6	89
Military law, officers to study	21	4
Military secretary, correspondence for		
Militia—		
adjutant and quartermaster, soldier-servant	7	46
men, fraudulently enlisting—		
" " " certificate of release	6	142
" " " procedure against	6	135
" " " stoppages	6	141
" " " trial dispensed with	6	143
officers, rank	2	8
" salutes to	3	30
Minor Offence Report	6	33, 34
Minute guns at funerals	3	32
Money chest for valuables on board ship	17	23
Money, public, responsibility of officers commanding	7	14
Mounting guard, hour for, in garrison	8	18
Movement of troops—		
by land. (<i>See March, Transport.</i>)	16	
by sea. (<i>See Ships, Embarkation.</i>)	17	
correspondence regarding.. .. .	21	3
Musketry, serjeant-instructors of employment as staff-serjeants	7	24
Mutiny, penalties prescribed by Army Act for	7	39
N.		
Names of foreign places, &c., to be in printed characters in official letters	21	10

Index.

SUBJECT.	Sec.	Para- graph.
National anthem , when to be played at salutes ..	3	2
Naval and military officers , visits of ceremony between	3	16
Naval Discipline Act , troops on board H.M. ships sub- ject to	17	29
Navy—		
fraudulent enlistment from	6	133, 135
officers of, not to command land forces on shore ..	2	9
" power of punishing soldiers embarked ..	17	29
salutes by guards and sentries	3	30
" soldiers	3	13
Necessaries—		
deserters, responsibility for	6	145 B
" supplied to	6	145c
made away with	6	79-83
soldiers with glandered horses, destruction of ..	11	69
Netley—		
detachments from abroad for	17	120
" " " " documents	17	125
Next-of-kin , entries of, in pocket-ledger	7	36
Non-commissioned officers—		
absence without leave from gate duty, &c. ..	6	76
acting, appointment and extra pay	7	17-19
" reversion of	6	44
" ships, on board	7	11
" ships, on board	17	20
admonition and reprimand of	6	44
appointment	7	8
" removal from	7	9, 10
arrest of	6	24
conduct towards each other, and privates ..	6	3
confinement of soldiers by	6	26
convicted by civil court, case to be reported ..	6	49
court-martial on	6	4A
detached duties, on	7	16
lance ranks, appointment and extra pay ..	7	17-19
" reversions to permanent grade	7	11
misconduct of, officers to report.. .. .	6	5
permanent grade	7	8
promotion of	7	20
" educational requirements	7	21, 22
" school of gunnery, at	7	23
punishments, summary or minor, not liable to	6	44
ranks of	7	7
reduction of	7	12
" " on conviction by civil power	6	49
reproach of, in public	6	4

Index.

SUBJECT.	Sec.	Para-graph.
Non-commissioned officers—continued—		
resignation of	7	6
salutes paid by	3	13
superiors not to be praised or censured by	6	7
Numbering—		
of horses	11	1-3, 20
„ verifying periodically	11	27
O.		
Offences—		
abroad, disposal of	6	86
commanding officer, disposal of, by	6	35
courts-martial, selection of	6	68
hospital, involving detention in	6	48
investigation, further offences discovered during	6	39
minor, award of punishment	6	34
„ investigation of charges and entries	6	33
„ omitted from charges in court-martial	6	85
„ punishment for, delegation of powers by C.O... .. .	6	46
N.C.O. report of conviction by civil power	6	49
punishable with death or penal servitude	6	64
sentence, committed while under	6	40
summary disposal of grave	6	64, 65
superior authority, referred to	6	62
superiors, against	6	72
Officers—		
absent, how accounted for in monthly returns	21	29
army and navy, limits of command	2	9
character impugned	6	41
commanding. (See Commanding officers .)		
compliments by guards to those in uniform only	3	23
confirming. (See Confirming officer .)	6	104-108
defendants in civil proceedings	6	11A
embarkation, quitting ships forbidden, after	17	19
„ uniform, in	17	3
general. (See General officers .)		
junior, placed as supernumeraries on guard	8	32
military law, to study	6	89
payment of the men, presence at	7	25
political meetings, not to attend	8	9
presents from subordinates forbidden	6	7
publication of information regarding troops forbidden	6	11
responsibility. (See also Responsibility)	6	5

Index.

SUBJECT.	Sec.	Para- graph.
Officers—continued—		
ship, on board, daily duty	17	35,67,68
" " detailed for duty	17	20
soldiers, not to treat harshly	6	2
superiors, praise or censure of forbidden	6	7
Official—		
information not to be given to the press	6	11
records, publication of, prohibited	21	21
Official letters—		
minutes on	21	11
opened by second in command in absence of the senior	21	19
preparation of, etc.	21	10
private letters not to be enclosed in	21	20
transmission of	21	13-15
Orderlies, mounted, rules for	7	53
post office	7	62
Orderlies, horse infirmary, regulations regarding	11	72
Orders and decorations, correspondence on, to be		
addressed to military secretary	21	4
Ordnance store, correspondence on	21	6, 12
Ordnance store officer, W. D. stores on board ship to		
be handed over to	17	114

P.

Parades—		
horse, general, weekly	11	27
march, evening, on the line of	16	6
medical officers' attendance	14	29
on board ship	17	58, 59
Patrols, detached to suppress disturbances	8	30
Pay—		
advances to detachments from abroad, charges for losses	17	113
engineer	8	48-51
" register in pocket ledger	7	33
extra to lance ranks	7	17, 18
forfeiture	6	42
" defaulter-book, entry in	22	4, 6
" deserters, etc.	6	150, 151
issue of	7	25
stoppage, while in hospital	6	48
working	8	34

Index.

SUBJECT.	Sec.	Para-graph.
Paymasters--		
at Netley, documents for, of mensent home for discharge	17	125
to examinemonthly returns of 1st April and 1st October	21	37
Payment of men, in presence of an officer	7	25
Pay-serjeants--		
appointment and duties	7	13, 14
charges against	6	73A
Penal servitude, when offences punishable by, may be		
summarily disposed of	6	64
Pensioners, staff officers of, correspondence	21	16
Piquets--		
detached from guards, how to be armed	8	30
duty, reckoning of	8	5
extra, when awarded	6	42
(See also Guards.)		
Pocket-ledgers--		
accounts, recorded and signed	7	31
custody of	7	30
engineer pay, rates entered	7	33
entries in	17	30, 32
next-of-kin entered in	7	35
wills, forms of	7	36
Police, deserter reports to be sent to superintendents of ..	6	127
garrison, composition and command	6	224, 225
regimental, selection, number, superintendence and		
duties, &c.	6	230, 231
Gazette, deserter reports to be sent to editor of ..	6	126
Station, temporary detention in	6	25, 172
Political meetings, processions or demonstrations for-		
bidden	6	9
Postage of letters. (See Letters.)	7	55-63
Pouches, collecting from, on board ship	17	7
Precedence of officers--		
brigade-majors	2	6
brigadier-generals	2	4
local and temporary rank.. .. .	2	3
Malta artillery	2	5
temporary rank	2	4
Presents not to be accepted by officers from their		
subordinates	6	7
Press, publishing information in the	6	11
Prisoners--		
abroad, commitment	6	165-167
„ custody intermediate	6	167
„ release on disembarkation	6	179
„ removal for change of station	6	180-182

Index.

SUBJECT.	Sec.	Para- graph.
Prisoners—continued—		
abroad, removal for embarkation for	6	176, 177
" transferred home	17	120
" transferred home	6	167-169
bedding allowed to	6	29
clothing	6	192-194
commitment	6	162
" abroad	6	165-167
" " transferred home	6	167, 168
" form of order for	6	164
" medical certificate accompanies	6	170
conveyance to prison	6	195
" crime," furnished on commitment to custody	6	16
custody, beyond eight days without trial, report of	6	17
" ship, on board	6	177A
detention, temporary, in police cells	6	172
discharged from provost prison	6	188, 189
" " public prison	6	186, 187
" " service, abroad	6	181
disposal of, abroad, sent home	6	167-169
" " " commitment	6	168
" " " " custody of	17	120
" " " " release	6	169A
" accommodation wanting	6	163
" daily, in guard room	6	33
" forms for	6	154
" guard reports	8	29
" powers of authorities	6	155
escorts. (<i>See also Escorts.</i>)	6	191-202
" ship, on board	6	179A
examination or trial, under, caps, &c., taken away	6	30
exercise of, for preservation of health	6	29
forms for commitment, discharge, &c.	6	204, 205
guard reports	8	29
handcuffing, court-martial, before	6	97
" marched through the streets	6	199
medical certificate accompanies commitment	6	170
" examination, before trial	6	97
" history sheets, sent with to military prison	6	171
private property of	7	28, 29
" " provost prisons, in	6	213
release abroad, on disembarkation	6	178
" after 48 hours if " crime " not delivered	6	16
" duty, not to do on day of.	6	190
" escort of N.C.O. on	6	200
" evidence insufficient	6	38
Q.R.		8

Index.

SUBJECT.	Sec.	Para-graph.
Prisoners—continued—		
release expiration of sentence, calculation of	6	203
" " " provost prisons	6	216
" transferred from abroad	6	169A
remanded	6	34
remission of imprisonment	6	185
removal from provost prison	6	184
" " public prison, abroad	6	180-183
" " " " change of station, abroad	6	180
" " " " " " at home	6	173
" " " " for embarkation	6	{ 174 176- 177A
" " " " for trial	6	174-175
" " " " to another prison, abroad	6	183
" " " " " " at home	6	173
return of, for removal for embarkation	6	176
" liable for general service	6	114
ship, on board, detention in custody	6	{ 167, 177, 177A, 179
" " employment on duty	17	44
" " escort, with unarmed draft	6	179A
" " release on disembarkation	6	179
" " removal for embarkation	6	174, 176
witness in civil court, removal for	6	174A
<i>(See also Arrest, Convicts.)</i>		
Prisoners of war, court of inquiry on	6	123
Prisoners' room, definition of term	6	25
Prisons—		
civil, abroad, authorization	6	166
" " commitment to	6	165, 166
" " removal from one to another	6	183
" " transfer home	6	167, 168
arrival at, time for	6	196
commitment, convicts	6	157-161
" prisoners	6	162, 164
discharge from	6	186, 187
medical certificate sent to	6	170
removal from one to another	6	178, 183
military, abroad, commitment to	6	165
" " removal from one to another	6	183
" " transfer home	6	167, 168
arrival at, time for	6	196
commitment	6	162, 164

Index.

SUBJECT.	Sec.	Para- graph.
Prisons—continued—		
discharge from	6	186, 187
medical certificate sent to	6	170
" history sent to.. .. .	6	171
prisoners sent to	6	162, 206
punishment in, entry of in defaulter-book	22	4
removal from one to another	6	178, 183
rules for	6	206
provost , cells, inspection of	6	210, 211
commitment to	6	162, 207
" form for	6	164
" medical certificate accompanies	6	170
" temporary custody, after sentence	6	162, 207
" " " before "	6	162, 208
" " " discharge from.. .. .	6	209
" time for	6	213
definition of	6	207
discharge from	6	188, 189
discharge from temporary custody	6	209
garrison, accommodation in to be ascertained	6	221
" control and supervision of	6	217
" inspection of cells	6	218
" provost-serjeant. (<i>See Provost-serjeant.</i>)	6	219-225
inspection, periodical	6	212
medical examination of prisoners	6	215
private property, arms, &c., taken from prisoners	6	213
punishment in, entry in defaulter-book	22	4
regimental, control and supervision of	6	226
" detachments, charge of	6	227
" inspections.. .. .	6	228
" prisoners of other corps	6	229
" provost-serjeant. (<i>See Provost-serjeant.</i>)	6	226, 231
release, time for	6	213
removal from one to another	6	184
rules for	6	207
sentence, expiration of, procedure	6	216
uniform for Sunday use	6	214
Processions , political, troops not to join in	6	9
Promotion—		
N.C.O.	7	20
" certificates necessary	7	21, 22
" School of Gunnery, at	7	23
Property—		
of men under sentence, and deserters	7	28, 29
of men dying at sea	17	24
Prosecutor , appointment of and duties of	6	91, 92
Q.R.		s 2

Index.

SUBJECT.	Sec.	Para- graph.
Protecting certificate	6	130
Provost-marshal, appointment and duties of	6	116, 117
Provost-prisons, garrison and regimental. (<i>See Prisons</i>)		
Provost-serjeant—		
disposal of prisoners by, if not sent for from corps ..	6	216
garrison, appointment	6	217
" assistants	6	222
" command of	6	225
" duties, garrison.. .. .	6	223
" " prison	6	219-221
" garrison police to assist	6	224-225
regimental, appointment.. .. .	6	226
" assistants	6	226
" duties	6	231
" regimental police to assist	6	230-231
Publication—		
of military information forbidden	6	11
of official records forbidden	21	21
Punishment—		
absence without leave	6	42, 47
commanding officer, by, summary	6	42
confirming officer regulates	6	104
defaulters-book, regimental, entry in	22	4, 6
disease, concealment of	6	48A
illegal or excessive, remission, &c., by G.O.C... .. .	6	50
minor by commanding officers	6	42
" " company officers	6	46
N.C.O. not liable to	6	44
officers commanding companies, &c., by	6	46
on board ship	17	29
" " tables of	17	30
sent home for	6	103
summary by C.O... .. .	6	42
" " offences liable to	6	35
Punishment-drill, rules for	6	43-43E
Q.		
Quartering troops, correspondence regarding	21	3
Quartermaster-general—		
correspondence dealt with by	21	3
periodical returns for	21	22
Queen, honours to be paid by the troops to	3	1, 2, 20

Index.

SUBJECT.	Sec.	Para- graph.
R.		
Railway transport—		
accidents during	16	18
allotment of carriages, &c., beforehand ..	16	9
arrangement of carriages left to railway authorities ..	16	11
artillery, arrangement at station on arrival ..	16	35
" detraining guns	16	47, 49
" " horses	16	46, 48
" " men	16	45
" entraining guns	16	37-43
" " horses	16	36
" " men	16	44
branches of the services not provided for ..	16	58
cattle trucks, inspection of	16	10
cavalry, arrival at station, arrangements ..	16	21
" detraining horses	16	28, 30
" " men	16	27
" entraining horses	16	{ 22-24
" " men	16	{ 30
" lances, disposal and redistribution ..	16	26, 29
" saddlery	16	32-34
" time required for arrangements	16	31
departure of train, procedure	16	16
" " report by telegraph	16	15
dismounted troops	16	53-57
engineers, instructions for artillery, apply ..	16	50
" wagons, mode of loading in trucks ..	16	51-52
entraining men	16	13
halt during journey	16	17-19
horses, feeding	16	20
" sick or lame	11	25, 26
" watering	16	14, 20
infantry, allotment of compartments of carriages ..	16	53
" detraining and marching off	16	56, 57
" entraining men	16	54
" " regimental transport	16	55
number of men in each carriage	16	12
prisoners	6	197
refreshments during	16	14
Range-tables to be prepared in fortresses ..	8	58
Rank—		
boards, courts of inquiry, &c., attendance at ..	6	120
" " " presidency	6	119

Index.

SUBJECT.	Sec.	Para-graph.
Rank—continued—		
brevet field officers, captains as	8	10
brigade-majors	2	6
brigadier-generals.. .. .	2	4
corresponding, regular, marine and auxiliary forces ..	2	8, 9
local and temporary rank	2	3, 4
Malta Artillery	2	5
non-commissioned officers	7	7
resignation, officers after.. .. .	2	7
Rations—		
on board ship	17	37, 38
liquor, deprivation of, entry in defaulter-book.. ..	22	4
returns, when deficient	17	125
scale of	17	129-135
Rear-guards, on the march, duties of	16	4
Recruits—		
returns relative to:	21	24
ship drill, of, on board	17	58
Recruiting service, correspondence regarding	21	2, 9
Reduction—		
acting N.C.O.	6	44
defaulter-book, entry of, in	22	4
Medical Staff Corps, orderlies of	6	42
N.C.O. on conviction by civil power	6	49
„ rank in lower grade	7	12
Refuse fund from cooking, disposal of	7	43
Regimental—		
defaulter-book. (<i>See also Defaulter-book</i>)	22	4-6
monthly returns to be furnished by O.C.	21	22
Reliefs —		
inspection of	8	20
periods for.. .. .	8	25
Religious denominations—		
entry in pocket ledger	7	32
list of	7	34
Remission of sentences of courts-martial	6	107
Remounts—		
age	11	9
arrival report	11	7
branding	11	2
care and exercise of	11	18
correspondence regarding	21	3
descriptions kept at headquarters	11	1
equipment of men fetching	11	5
hind-feet may be left unshod	11	19
horse book	11	3

Index.

SUBJECT.	Sec.	Para- graph.
Remounts—continued—		
ill on joining, report	11	6
inspection by veterinary surgeon	11	64
numbering.. .. .	11	1-3
" quoted in correspondence	11	3
purchase	11	1
" certifying animals for	11	4
tails, length of	11	22
veterinary history sheet	11	8, 9
Reports		
company, sick	14	27
deaths	21	22
deserters	6	126, 127
disembarkation	17	125
guard	8	28, 29
Reserve. [See Army Reserve].		
Resignation—		
periodical	21	22
non-commissioned officers of rank	7	6
officers, of commissions position after	2	7
Responsibility—		
of officers	6	5
" for correctness of documents transmitted	21	13
" on court-martial duty	6	89
of persons having access to official records	21	21
Retreat—		
beat at sunset	8	11
guards to turn out at	8	24
Returns—		
active service	21	27
casualties in action, how shown	21	41
court-martials abroad, notices of.. .. .	21	25
" monthly to G.O.C.	21	42
disembarkation	17	107, 115
" detachments from abroad	17	123, 125
embarkation	17	11
" abroad for home	17	14
" commander of ship, furnished to	17	10
general service, men liable to	6	114
horses to adjutant-general	11	82
" inspector-general of cavalry	11	16
paymaster, copies of monthly, checked by	21	37
periodical, to headquarters, list of	21	22
preparation of, with care.. .. .	21	26
punctuality in transmission of	21	23
recruits approved	21	24

Index.

SUBJECT.	Sec.	Para- graph.
Returns—continued—		
regimental, auxiliary force, officers of attached ..	21	30
regimental, deserters	21	34
„ detachments sent abroad	21	32
„ educational certificates and school report..	21	35
„ men sent home or left at home	21	33]
„ officers, absence	21	29
„ rejoining from leave or furlough	21	31
„ tables of height, and chest measurement ..	21	28
specimen copies of on board ship	17	123
Reveille—		
duties to be performed on sounding of.. .. .	8	12
guards to turn out at	8	24
hour for	8	11
Rife ranges, attendance of medical officers at ..	14	31
Roman Catholics, term	7	34
Roster of duties	8	1-10
classification of	8	2
colonels, not included in field officers	8	10
commences downwards	8	1
garrison, artillery and engineer officers.. .. .	8	7, 8
„ staff of the day, etc.	8	16
tours of duty how to count on	8	3-5
Rounds—		
commanders of guards to go day and night	8	21
Routes, for conveyance of sick horses	11	25
Royal Family—		
guards mounted over, salutes by	3	17
honours to be paid by the troops to	3	1
Ruffle, of drums, to be beaten as salute	3	5
Rules of procedure..	6	60
S.		
Saddlery—		
cleaning in stables]	11	51
on board ship, cleaning of	17	102
„ stowage of	17	83, 102
on railway journey, stowage of	16	32-34
Salute—		
acting appointments	3	8
cadets, by	3	13
colonial governors.	3	7
C.O., of garrisons, camps, or stations	3	6

Index.

SUBJECT.	Sec.	Para-graph.
Salute—continued—		
corps not having bands, by	3	5
field-marshal	3	4
foreign, crowned heads, etc.	3	3
" officers	3	9
funerals, of guns	3	31-35
general	3	5
guards. (<i>See also</i> Guards)	3	{ 17, 21-30
inspecting officers	3	5
N.C.O. and men, by	3	13
officers, by	3	11
regiments, meeting each other	3	10
"royal"	3	1, 2
sentries	3	28-30
viceroy	3	2
warrant officers, by	3	13
" " to	7	3
Savings banks established for soldiers	7	37
Scale—		
forage, on board ship	17	104, 134
rations, medical comforts, &c.	17	129-135
School of Gunnery , promotion of N.C.O. at	7	23
Schools and schoolmasters, &c., correspondence regarding	21	5
" report.. .. .	21	35
Schoolmasters , trial, &c., of	6	39A
Scurvy , special reports to be made on disembarkation	17	108
Sea kits , disposal of, on disembarkation	17	119
Secretary of State for War , G.O.C. on active service		
to address despatches to	21	1
Sentences of courts-martial	6	99
abroad, special provisions	6	103
Channel Islands and Isle of Man deemed colonies	6	156
confirming officer regulates	6	104
" " remarks on	6	105, 106
cumulative.. .. .	6	100
expiration of, calculation of date	6	203
periods of, mode of awarding	6	101
Sentries—		
coffee for, at night	8	25
relief of, on guard.. .. .	8	25
saluting	3	28-30
stable-guards, arms, orders to carry	8	26
" " offences	6	77
ship, on board, number and arming of	17	43
" " orders for	17	70-75
Q.R.		

Index.

SUBJECT.	Sec.	Para- graph.
Sentries—continued—		
visiting of	8	21
Sentry boxes, charge of watch-coats for	8	33
Serjeant-cooks—		
appointment of	7	42
liable to be deprived of appointments	7	44
Serjeant-farriers—		
horses to be daily examined by	11	77, 81
nail-making to be practised by	11	78
parades to be attended by	11	81
shoeing-smiths to be trained by	11	73
Serjeants, books required to be in possession of	7	15
Servants, soldier—		
depôt, when to accompany officer to	7	48
duties, military to be performed by	7	47
employment of	7	46
forbidden, when allowance in lieu is issued	7	49
payment to	7	52
retention of by officers detached from their corps	7	50
returning home in attendance on sick officer	7	51
selection of	7	47
transfer of, with master forbidden	7	48
Service, general—		
men liable to	6	113
" return of prisoners	6	114
Service companies, men sent home from, to be struck off strength	21	33
Ship, on board—		
ammunition, supply for and disposal of	17	6, 7, 89
arms, stowage and charge of	17	5
command of troops	17	18
disease, concealment of	17	22
documents, charge and disposal of	17	122-125
embarkation. (<i>See Embarkation.</i>)		
horses. (<i>See Horses on board ship.</i>)	17	79-104
liquor, sale on board in harbour forbidden	17	57
medical comforts, scale of	17	131
N.C.O. acting on	17	20
officers, daily duty, on	17	20, 35, 67
" quitting ship after embarkation forbidden	17	19
private property, when in hospital or dead	17	24
purchase of fruits and vegetables by troops	17	56
scale of victualling, etc.	17	2
	17	129-135

Index.

SUBJECT.	Sec.	Para- graph.
Ship, on board, soldiers employed in general duties ..	17	21
Ships, H.M. Troop, on board—		
cabins, of officers, allotment of	17	4
command and discipline	17	29, 30
commanding officer's duties	17	15
complaints	17	17, 25, 26
courts-martial, military	17	29
detention of, in port, after embarkation ..	17	9
disembarkation, baggage certificate	17	116
duties, instructions for	17	28
embarkation. (<i>See Embarkation.</i>)		
library and games	17	1
messing certificates of officers, statement in lieu	17	17
money chest provided by Admiralty	17	23
officers, uniform to embark in and wear ..	17	3
pea-jackets and caps	17	1
punishments, defaulter book, entered in ..	22	4
" tables of	17	30
regulations placed on board	17	15, 28
returns, disembarkation, specimen forms ..	17	123
" embarkation, to commanders of ..	17	10
stores, naval, deficiencies and losses	17	110
testimonials to stewards, &c., forbidden ..	17	17
Ships, hired, on board—		
arrangements on board	17	41
bathing in harbour	17	55
bedding, airing and stowage of	17	48, 63
" allotment and inspection	17	47
" taken in before disembarkation ..	17	111
berthing of troops, etc.	17	33, 34
boards on accommodation, messing, &c. ..	17	40
bugle calls, table of	17	62
cabins of officers, allotment of	17	4
" " rules relating to, damages, etc.	17	53
captain of the day	17	35
command	17	31
commanding officers' duties	17	15
complaints	17	25-27
cooking on board	17	36
decks allotted for use of crew and troops respectively..	17	49
" cleaning of troop-decks	17	50
disembarkation from, returns and certificates required	17	115, 116
divine service on board	17	59, 60
embarkation, procedure on	17	33, 34
embarkation, returns to commander of ship ..	17	10
equipment of, memorandum regarding	17	16

Index.

SUBJECT.	Sec.	Para- graph.
Ships, hired—continued—		
exercise of men	17	54
fire calls	17	62
„ precautions against, read out, etc.	17	46
„ „ and fire-stations	17	76-78
fruits and vegetables, purchase in tropical climate	17	56
guard duties, arrangements for	17	42
hammocks	17	{ 34,47, 111
latrines in, care of	17	41
library and games.. .. .	17	1
liquor, sale to be prevented in harbour.. .. .	17	57
“man overboard,” procedure	17	65
meals of men to be attended by officer of the day	17	39
medical officer, duties	17	69
„ „ report	17	{ 26,27, 108
„ staff corps	17	69
messes of troops, allotment of	17	33, 34
messing certificates of officers, and complaints..	17	17
mess utensils, disembarkation, collected	17	111
„ embarkation, prepared	17	33
„ inspection of	17	47
naval stores in	17	111
“officer of the day,” duties	17	39, 67
“ „ „ watch,” duties	17	68
officers, daily duty, on	17	20
officers not to converse with sailors on duty ..	17	66
parade	17	58, 59
pea jackets and caps	17	1
prisoners	17	44
police	17	43
rations, issue of	17	37
„ porter and spirits	17	38
recruits and awkward men, drill of	17	58
regulations for, placed on board.. .. .	17	15
routine of duties and bugle calls.. .. .	17	62-3
sentries, orders	17	70-75
sentries, posts and arming of	17	43
serjeants of troop decks, duties of	17	52
smoking	17	61
stores, losses and deficiencies, naval	17	111-113
„ „ war department.. .. .	17	114
transport officer a medium of communication ..	17	32
watches	17	45

Index.

SUBJECT.	Sec.	Para-graph.
Ships, hired—continued—		
water, supply of	17	41
ventilation arrangements	17	51
voyage report	17	29, 107
women, quarters, rules as to	17	64
" routine	17	63
Ships, Hospital	14	24
Shoeing of horses—		
cast	11	15
farriers to be attentive to	11	77
remounts	11	19
transfer, previous to	11	24
Shoeing smiths—		
detachments, armed, accompanied by	16	8
duties	11	77, 81
examination board and subjects	11	75
gratuity to farrier for training	11	73
horses' feet, responsibility for	11	77, 81
nail-making to be learned by	11	78
parades, attendance at	11	81
training, by serjeant-farrier	11	73
" selection for and conditions of	11	74
vacancies, how filled	11	76
Shoes, supply of, kept up	11	79
Sick soldiers—		
hospital, to be sent to	14	27
report, company	14	28
Signature—		
official documents	21	10
soldiers in monthly accounts	7	31
Singeing of troop-horses	11	21
Slipping in stables, prevention of	11	30
Smoking on board ship	17	61
Soldier-servants. (See Servants)	7	46-52
Sovereign—		
colours lowered to the	3	20
guards mounted over, salutes by	3	17
honours and salutes to the	3	1, 2
Spirits, issue of, on board ship	17	38
Stables—		
inspections and cleanliness of	11	29
prevention of slipping in	11	30
sentries over, offences of	6	77
sweeping clean	11	61
ventilation	11	28
windows, opening of	11	62

Index.

SUBJECT.	Sec.	Para-graph.
Stable duties—		
routine of	11	45-62
ship, on board	17	104
Stable guards	8	26
offences of	6	77
on board ship	17	101
Stable hours..	11	37
Stalls, spare, on board ship	17	87
Standards and guidons—		
guards, when carried by	3	20
saluted with highest honours	3	21
State ceremonials, honours paid at	3	2
Stoppages—		
court-martial for obtaining a free kit	6	78
" for public property lost or made away with	6	79-83
" for theft	6	102
Stokers, employment of soldiers as on board ship	17	21
Stores—		
correspondence about	21	6, 12
guards, charge of	8	33
ships, on board, military.. .. .	17	114
" " naval, H.M.	17	110
" " " hired	17	111
Straw, issue of	11	40
Subaltern of the day, garrison duties	8	15
Summary—		
courts martial, rules for holding.. .. .	6	115
punishment	6	42
" offences for which awarded	6	35
Superior officer—		
definition of	6	67
mode of dealing with offences	6	63, 64
offences against	6	72
offences referred to	6	62
Superiors, praise or censure of, forbidden..	6	7
Supplies, correspondence on	21	3, 12
T.		
Target-practice, attendance of medical officers at	14	30
Tattoo—		
bugle sounds not permitted after	8	13

Index.

SUBJECT.	Sec.	Para- graph.
Tattoo—continued—		
guards to turn out at	8	24
hour for	8	11
Telegram to A.G. on a ship touching at a home port ..	17	105
Temporary command, rank	2	3, 4
Testimonials—		
applications not to be forwarded with	6	8
stewards of H.M. ships, &c., forbidden	17	17
superiors, &c., forbidden	6	7
Theft, crime of, to be dealt with by court-martial ..	6	73
Time-expired men, disposal of, on arrival at home ..	17	120, 121
Tower of London, constable to be furnished with dis- embarkation returns	17	14
Town-major, not to be interfered with on parade ..	8	17
Transfer—		
of horses.. .. .	11	23, 24
„ on embarkation of corps	11	11
Transfers—		
abroad, from, disposal of	17	120
of men in hospital	14	13
to former corps on conviction of fraudulent enlistment	6	140
Transport, demands, &c., for, to whom made ..	21	3
Travelling allowance, demands, &c., for, to whom made	21	12
Treason, penalties under Army Act for	7	39
Troop-books, list of	22	1
Troop defaulter-book	22	3
Troop-serjeant-major, appointment of	7	13
Tropical climates, purchasing fruits, &c., on board ship in	17	56
Trumpet sounds prohibited between tattoo and reveille	8	13
V.		
Vaccination, light duties to men after	14	27
Valuables, custody of on board ship	17	23, 24
Vegetables and fruits, on board ship	17	56
Venereal disease, concealment of, and report of ..	6	48A
Ventilation—		
of hired ships	17	51
of horse transports	17	92
of stables	11	28
Veterinary history sheet of horses	11	8, 17

Index.

SUBJECT.	Sec.	Para-graph.
Veterinary surgeons—		
access to stables, &c.	11	63-65
civil, employment of	11	71
duties	11	65
horse transports	17	97
inspecting	11	63
inspection of detachments	11	66
" remounts	11	64
" transferred horses	11	70
orderlies, horse infirmary, placed under	11	72
report, daily, of sick and lame horses	11	65
shoeing smiths, training for, charge of	11	74
" " " examination	11	75
Viceroy's, royal salutes to	3	2
Visits of ceremony between naval and military C.O.'s	3	16
Volunteers—		
armed parties of, approaching guards	3	26
compliments by guards and sentries to officers of	3	30
officers of, how to rank with those of other forces	2	8
officers of, to be saluted by soldiers	3	13
Voyage report on hired ships	17	107, 125
W.		
Wagons, embarkation of	17	84
War, munitions of, correspondence relative to	21	6, 12
War Department, stores on board ship	17	114
Warrant officers—		
addressing, mode of, by N.C.O. and men	7	3
appointment, application for	7	1, 2
" qualifications	7	1
conductors, position of	7	4
plain clothes	7	5
Washing of decks on board hired ships	17	50
Watches, division of troops embarked into	17	45
Watch-coats for sentries, charge of	8	33
Water—		
for horses	11	37-38
on board ship	17	41
		133
Weekly returns, list of	21	22
Weights and measures, to be used for rations, &c.	17	135
Wills, forms of, in pocket-ledgers	7	36

Index.

SUBJECT.	Sec.	Para- graph.
Wind-sails—		
hired ships	17	51
horse-transport	17	92
Witnesses		
attendance of military prisoners as	6	174
attendance of, when not serving in same district or		
belonging to navy or marines	6	88
identification of deserters, for	6	145
Wives of soldiers, disposal of, on landing from abroad..	17	120
Working pay, not issued for ordinary military labour ..	8	34
Working parties	8	34-51
artillery duties, no working pay for	8	36
authority for	8	38
cavalry and horse artillery	8	37
detailing, mode of.. .. .	8	39, 40
engineer officer, charge of	8	44
" pay	8	48
" " qualifications, board for	8	49
" " reduction of artificers	8	51
" " restoration by C.R.E.	8	50
fatigues, duties classed as	8	35
field service, detailing mode of, for	8	39
" no working pay	8	34
guns, heavy, moving of	8	43
meals	8	47
N.C.O. liability for	8	45
statement of average strength of permanent	8	41
superintending officer, duties	8	42, 46
Wounds, entry of, in pocket-ledger.. .. .	7	32
 Y. 		
Yeomanry cavalry—		
adjutants, general duties of	8	9
officers, &c., how to rank with other forces	2	8
Yeomen of the Guard, correspondence on admission to	21	4



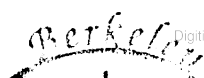
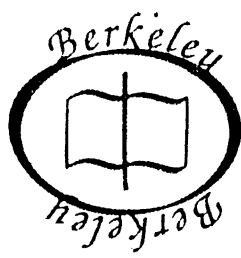
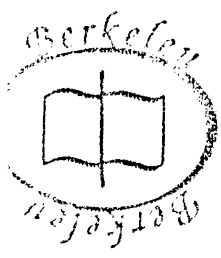
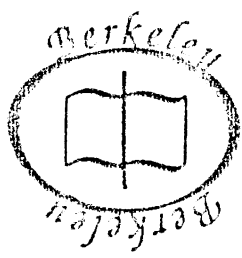
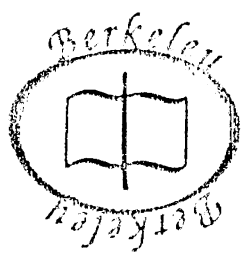
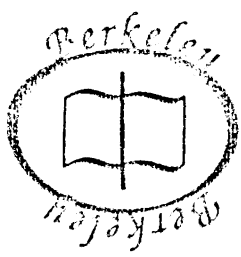
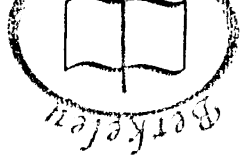
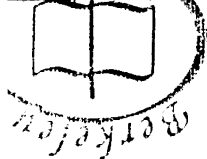
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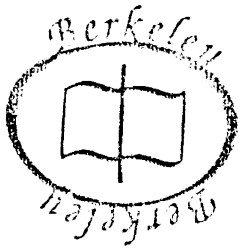
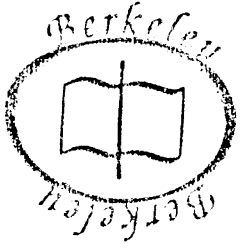
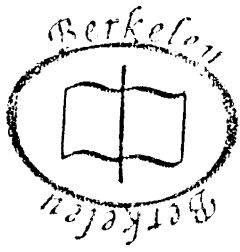


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