

## **Standing orders for the Royal Army Medical Corps (revised edition)**

### **Publication/Creation**

1899

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# STANDING ORDERS

FOR THE

## ROYAL ARMY MEDICAL CORPS.



WAR OFFICE, FEBRUARY, 1899.

LONDON:  
PRINTED FOR HIS MAJESTY'S STATIONERY OFFICE,  
BY HARRISON AND SONS, ST. MARTIN'S LANE,  
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WAR OFFICE, FEBRUARY, 1899.

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or E. PONSONBY, 116, GRAFTON STREET, DUBLIN.

1899.

*Price One Shilling.*



L I L R S  
Q278  
THIS revised edition of the "Standing Orders for the Royal Army Medical Corps" is published by authority, and will be strictly observed by all concerned. Each officer will provide himself with a copy.

By command,

J. JAMESON,

D.G.

L I L y  
WAR OFFICE,

1st February, 1899.

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*A black line is placed in the margin of these Standing Orders against such amendments as have been made since the 1896 edition.*

*As some typographical errors may have occurred in publication, it is requested that, should any be discovered, they may be at once pointed out in writing to the Under Secretary of State for War.*

## STANDING ORDERS

FOR THE

# ROYAL ARMY MEDICAL CORPS.

1899.

### SECTION I.—COMMAND AND DUTIES OF OFFICERS.

1. The administration and command of the Royal Army Medical Corps is vested in the Director-General Army Medical Service. Command of the Corps.

2. The regimental records of soldiers of the Corps, whether serving with the colours or belonging to the Army Reserve, are kept at the War Office in charge of the Staff Officer of the Corps. Regimental records, where kept.

3. All companies and detachments of the Corps in a district or command are under the general command of the Principal or Senior Medical Officer of the district or command, and under the immediate command of the senior executive officer present with the headquarters of the company or detachment, except where they are commanded by an officer specially appointed by the Director-General (see paragraph 155). For administrative purposes in corps matters the former officer is designated "Officer Commanding Royal Army Medical Corps in a district or command." and the latter is designated "Officer Commanding the Company or Detachment," as the case may be. Command of companies at home and detachments abroad.

4. The headquarters of companies are :—

- |      |       |             |                                  |
|------|-------|-------------|----------------------------------|
| No.  | 1     | Company.—   | Cambridge Hospital, Aldershot.   |
| "    | 2     | "           | Connaught Hospital, Aldershot.   |
| "    | 3     | "           | 3rd Station Hospital, Aldershot. |
| Nos. | 4 & 5 | Companies.— | Royal Victoria Hospital, Netley. |

Head-  
quarters of  
companies.



No.	6	Company.—	Station Hospital, Portsmouth.
"	7	"	Station Hospital, Devonport.
"	8	"	Station Hospital, York.
"	9	"	Station Hospital, Colchester.
"	10	"	Station Hospital, Fort Pitt, Chatham.
"	11	"	Station Hospital, Western Heights, Dover.
"	12	"	Herbert Hospital, Woolwich.
"	13	"	Station Hospital, Edinburgh.
"	14	"	Royal Infirmary, Dublin.
"	15	"	Station Hospital, Belfast.
"	16	"	Station Hospital, Cork.
"	17	"	Station Hospital, Curragh.
"	18	"	Station Hospital, Rochester Row, London, S.W.
"	19	"	Station Hospital, Chester.
A and B Companies.—			Royal Army Medical Corps Depôt, Alder- shot.

## SECTION 2.—DUTIES OF OFFICER COMMANDING ROYAL ARMY MEDICAL CORPS IN A DISTRICT OR COMMAND.

### I.—GENERAL DUTIES.

Responsible  
for routine  
corps  
questions.

5. The officer commanding Royal Army Medical Corps in a district or command is responsible for all routine corps questions connected with officers, warrant officers, non-commissioned officers, and men serving under him. He will be in direct communication with the Director-General and with officers commanding the companies or detachments in the district or command.

Responsible  
for efficiency  
of all under  
his com-  
mand.

6. He is responsible that those under his command are in every respect thoroughly efficient; that duties are carried on with zeal and energy; that all orders and regulations are adhered to in every detail, and that all returns are rendered punctually and correctly.

Report of  
embarkation  
or disem-  
barkation of  
details of  
corps.

7. When individuals, or parties, of the Corps embark or disembark at any port in the district or command, he will report to the War Office their corps numbers, ranks, names, date of embarkation or disembarkation, name of vessel, and, in cases of embarkation abroad, the cause of removal. The date on which they are first or last rationed on board ship should also be given.

Appoint-  
ment of  
commanding  
officer.

8. He will appoint, as officer commanding the company or detachment, the senior executive officer present with the headquarters (see paragraphs 3 and 4). He will at once notify to the War Office any change in the command.

Appoint-  
ment of a  
company  
officer.

9. He will select an officer—who, if possible, will be a captain of eight years' service, but if not then a major—from those serving under him, for the appointment of company officer (see paragraphs 124-135). At home stations the officer's name will be submitted



to the Director-General for approval. The company officer will not, except in case of emergency, be moved from the station while so employed. At Malta, an officer will be appointed for the detachment at Valetta, and another for the detachment at Cottonera. In Egypt, one will be appointed for the detachment at Cairo, and another for the detachment at Alexandria. In South Africa, one will be appointed for Natal and one for Cape Colony. In small commands, the officer commanding the company or detachment will himself perform the pay duties.

10. He is responsible that junior officers have opportunities afforded them of acquiring a practical knowledge of the various duties in connection with the charge and management of hospitals, and the command, interior economy, and training of the Corps. For this purpose they should, as far as possible, be posted to the head-quarter station hospital, or to some other large hospital in the district.

Instruction  
of junior  
officers.

11. He is responsible that at such stations as may be practicable, both officers and soldiers of the Corps are exercised in company and corps drill, and that classes of instruction are held. He will examine the return of drills furnished monthly by detachments, and file them for reference.

Drills and  
classes of  
instruction.

12. He is responsible for the distribution, employment, discipline, and professional supervision of all serving under his command. Transfers from the depôt will not, however, be made without the previous sanction of the War Office.

Responsible  
for distri-  
bution.

## II.—INSPECTION.

13. The Officer Commanding the Corps in a district or command will make yearly a minute inspection of each company or detachment of the Corps. His report will be made on Army Form C 336, and forwarded to the War Office.

Inspection.

14. At his inspection he will satisfy himself that the warrant officers and non-commissioned officers are competent and trustworthy, efficient both in hospital duties and in company and corps drill, and that the privates are thoroughly trained in all their duties and exercises. At such stations as may be practicable he will see the officers and soldiers drilled.

Efficiency  
of men.

15. At headquarter stations, in addition to his inspection, he will frequently visit the companies, detachment, or depôt, and see that the duties and drills are being properly carried out and the theoretical and practical instruction efficiently given (see Appendix No. 2).

At head-  
quarter  
stations to  
frequently  
visit com-  
panies.

16. He will see that the arms, accoutrements, clothing, and necessaries are complete, properly marked, and in good order; and that the clothing has been fitted, and no deviation allowed from the sealed pattern.

Arms and  
accoutre-  
ments, &c.

17. He will ascertain that each officer has in his possession, and in good order, the following books and instruments, and that the books are the latest editions, and have been amended and corrected to date of inspection :—

Books and  
instruments  
to be in  
possession  
of officers.

- (a) Queen's Regulations and Orders for the Army.
- (b) Regulations and Instructions for Encampments and Cantonments.
- (c) Manual of Military Law.



- (d) Regulations for Army Medical Services.  
Manual for the Royal Army Medical Corps.  
Standing Orders for the Royal Army Medical Corps.
- (e) Infantry Drill.
- (f) Field Service Manual (Medical Services).
- (g) Nomenclature of Diseases.
- (h) Regulation pocket case of surgeon's instruments. (See Regulations for Army Medical Services.)

The last two, (g) and (h), are not required in the case of quarter-masters.

Books to be in possession of various ranks of the Corps. 18. He will see that the other ranks of the Corps are in possession of books as follows :—

- All ranks :—The Manual for the Royal Army Medical Corps.
- All ranks above corporal :—Infantry Drill.
- Warrant officers :—Regulations for Army Medical Services.
- Standing Orders for the Royal Army Medical Corps.
- Field Service Manual (Medical Services).

Books. 19. He will examine the books, records, and personal documents of the company or detachment, and satisfy himself that they are correctly and regularly kept up, and that the mode of registering, indexing, and recording correspondence, detailed in Appendix No. 9, is in practice.

Order Book. 20. He will examine the company or detachment Order Book, and see that the orders issued are in conformity with regulations.

Examination of junior officers. 21. He will personally examine the junior officers in their knowledge of the regulations bearing on their duties, and ascertain that weekly examinations in this subject are efficiently conducted. He will inspect the instruction record for officers, and the instruction chart for the privates, and satisfy himself that the courses are conducted in accordance with Appendices 1 and 2.

Serjeants' mess, and messing of men, &c. 22. He will see that the serjeants' mess, the canteen, the recreation room, the messing of the men, and the payment of the company or detachment, are conducted in accordance with regulations.

Rendering of accounts. 23. He will report on any shortcoming, either on the part of the company officer or of officers commanding men detached from headquarters, in connection with payment, accounts, or transmission of vouchers or pay lists, that may come under his notice.

### III.—DUTIES IN CONNECTION WITH FINANCE.

Advance-ment of privates to a higher class. Authority for the first issue of corps pay at a higher rate. 24. All advancements of privates to a higher class of orderly are made at headquarters. The names of privates selected by the Director-General for such advancement will be published in Corps Orders, and the first issue of a higher rate of corps pay will be supported by a certified extract from the order. This will be the only voucher required. No authority will be required for the issue of any lower rate to which soldiers may be relegated on account of reversion to an inferior grade (see paragraphs 30 and 100).

Privates rejoining from reserve, rate of corps pay. 25. Privates rejoining the Corps from the Reserve will be entitled, without War Office authority, to resume the rate of corps pay of which they were in receipt on leaving the colours.



26. He will carefully examine applications for extra-duty pay and see that the claims are in accordance with the provisions of the Pay Warrant and the Regulations for Army Medical Services. If the service for which extra-duty pay is claimed is one of those included in the Schedule (Appendix 13) and he approves of it, he will issue the necessary authority to the officer under whom the soldier is serving, in order that the claim may be adjusted.

Authority  
for extra-  
duty pay.

27. Should the service be one not provided for in Appendix 13, he will submit the application for extra-duty pay to the War Office, and when the authority has been received he will pass it to the soldier's commanding officer for adjustment.

Authority,  
how disposed  
of

28. Extra-duty pay must not be issued in anticipation of authority being received, and officers charged with the payment of companies will be held responsible for disallowances on account of money issued in the absence of such authority.

Extra duty  
pay not to  
be issued  
without  
authority.

#### IV.—DISCIPLINE.

29. The Officer Commanding the Corps in a district or command, if he concur in the necessity for trial by court-martial of a case referred to him under paragraph 58, will submit the application to the General Officer Commanding. If he do not concur, he will direct the officer commanding how to deal with the case.

Application  
for court-  
martial.

30. He will see that all reversions of privates from a higher to a lower class of orderly, approved of by him (see paragraph 100) appear in the monthly return, Army Form B 62, and that the date and reason of each reversion is shown. He will publish all reversions in his orders.

Reversion of  
orderlies.

#### V.—RECOMMENDATIONS FOR PROMOTION AND ADVANCEMENT.

31. The Officer Commanding the Corps in a district or command will forward all recommendations received from officers commanding companies or detachments for the promotion of non-commissioned officers and men, with the monthly return (Army Form B 62), stating on each recommendation his own opinion. He will be careful to exclude all recommendations of men who are not eligible under paragraphs 368-377 of these orders, and will only recommend such as he is satisfied, from their sobriety, ability, power of maintaining discipline and general good conduct, will be likely to prove efficient and trustworthy non-commissioned officers; and he will state whether at his inspections or on other occasions he has seen the men.

Recommen-  
dations for  
promotion.

32. When recommendations are received from officers commanding companies or detachments for the advancement of privates to a higher class of orderly, he will satisfy himself that the men are in all respects eligible under the rules laid down in paragraphs 102 and 103, and that they have completed the service required by the Pay Warrant. If he concur in the recommendations, he will forward Army Form B 219 to the War Office with the monthly return.

Recommen-  
dations for  
advance-  
ment in  
grade of  
orderly.

33. At stations abroad, any promotion, appointment, or advancement in class of orderly notified in corps orders is subject to the soldier being considered locally fit for the same at the date

When  
promotion  
abroad may  
be withheld.



of receipt of the corps order. Should the Officer Commanding the Corps in the command then wish to withhold such promotion or advancement, he will do so, and forward an explanation to the War Office.

Appoint-  
ments of  
lance n.c.  
officers.

34. Lance ranks in the corps are regulated at headquarters, and officers will not appoint a corporal or private to be lance-serjeant or lance-corporal without authority having been first obtained from the War Office.

#### VI.—EXAMINATIONS.

Applications  
for the  
examina-  
tions of  
privates and  
corporals.

35. The Officer Commanding the Corps in the district or command will consider all applications forwarded to him under paragraph 106 for authority to examine privates for the rank of corporal, or corporals for the rank of serjeant, and will only sanction the examination of those whom he considers in every way suitable, and who fulfil the requirements laid down in paragraphs 268-374 of these orders.

Of serjeants  
and staff  
serjeants.

36. He will similarly consider applications for the examination of serjeants and staff-serjeants, and will not sanction their examination in the subjects laid down in paragraphs 375-377 unless he is satisfied that the candidates are in every way deserving of, and suitable for, promotion, and are in possession of the necessary certificate of education.

Examina-  
tions, how  
to be con-  
ducted.

37. He will instruct the Board to conduct the examinations\* referred to in the two preceding paragraphs as follows :—

To submit at least three written questions under each head of paragraph 371 (e) ; four under 374 (b) ; five under 375 (b) ; and eight under 376 (b) and 377 respectively.

To allot a numerical value to each written question and practical test, and to credit each answer with marks according to its nature.

The report will contain a summary of the examination in a similar form to that laid down in the Queen's Regulations.

A non-commissioned officer or private will not be reported as qualified unless he has gained at least half the total number of marks allotted to the questions and to the practical tests, under each head.

A candidate who fails in the subjects under one heading, may be required at a future examination to pass in those subjects only.

The Board will note (but not necessarily fully correct) in red ink any replies which are erroneous ; and will then forward the whole of the proceedings (Army Form A 2 and the candidate's papers) to the officer commanding the corps in the district, under a sealed cover marked "Confidential," for his perusal and transmission, if he considers the examination satisfactory, to the War Office for final approval.

In cases where it is impracticable to form a Board, the examination will be conducted on the same principles by one officer, except in the case of candidates for the rank of 1st class staff serjeant or warrant officer, whose examination must be conducted by a Board ;

\* In conducting these examinations due regard to economy in the use of paper will be observed.



in which cases, if circumstances permit, the President will be a field officer, and one of the members a quartermaster.

38. When non-commissioned officers or men are reported by the officer in charge of the hospital where they are serving, or where they have undergone training, to be eligible candidates for the appointment of compounder of medicines, he will arrange for their examination by a board of medical officers. Examination for compounder of medicines.

39. He will instruct the Board to conduct the examination referred to in the preceding paragraph as follows :— Examination, how to be conducted.

To submit at least four separate, distinct and comprehensive questions to the candidate under each head, *seriatim*, as laid down in paragraph 360; the questions will be in the handwriting of a member of the Board, and the answers in the handwriting of the candidate, who will sign his name at the bottom of each page.

To frame the questions so as to thoroughly test the candidate's knowledge of the uses and doses of medicines, the composition and modes of preparation of the principal formulæ of the British Pharmacopœia, and of the elements of chemistry within the limits laid down.

To practically test his acquaintance with the various drugs by his ability to recognise them, and by statements as to their peculiarities and the best modes of preserving them.

To be particularly careful as to his thorough knowledge of the appearance and doses of poisons, their actions and antidotes.

To satisfy themselves of his aptitude in pharmacy and compounding, by making him read prescriptions and actually dispense them in their presence.

To test practically his knowledge of the names, uses, and means of preservation of surgical instruments and appliances, his knowledge of the contents of field medical panniers and medical companion, and also his capabilities in framing all returns and requisitions connected with medical and surgical stores.

To carefully examine the answers given by the candidate, and to note on the margin of the examination papers, in red ink, all errors made by him.

The proceedings will contain a summary of the marks, as prescribed in paragraph 37.

The Board will certify in its proceedings (Army Form A 2) that the examination has been fully conducted according to the foregoing instructions, and will state an opinion of the candidate's fitness for the duties of a compounder of medicines. The proceedings will then be forwarded to the officer commanding the corps in the district, who, if he consider the knowledge displayed by the candidate satisfactory, will transmit them for the approval of the War Office.

40. Candidates who fail in any particular branch of the examination may be remanded for further study and re-examination in that branch only; but candidates who fail generally will not be eligible for re-examination for three months. Re-examination of candidates who fail.

41. The orders contained in paragraphs 38-40 will also apply to non-commissioned officers and privates of other corps and departments, specially permitted to qualify as compounders of medicine. Regulations, to whom applicable.



Candidates  
for cooks.

42. At Aldershot, Netley, Devonport, Woolwich, Dublin and the Curragh, where classes of instruction in hospital cooking are conducted in accordance with the instructions in Appendix No. 3, a report will be sent to the Director-General of the result of the examinations held on candidates for registration as—(a) Superintending Cooks in Military Hospitals; (b) Cooks in Military Hospitals. Men will not be detailed by Officer Commanding the Corps in the command to undergo training as cooks unless they have at least three years' unexpired colour service, and he is satisfied they are likely, from their habits and conduct, to prove thoroughly efficient cooks.

43. He will be responsible, however, that arrangements are made for a sufficient number of men being under instruction locally to maintain the supply of cooks required.

Lunatic  
attendants.

44. A soldier to be eligible to undergo a special course of training as a lunatic attendant, must be of a thoroughly reliable character, of good physique, not less than 5 feet 6 inches in height, and with not less than three years and a half unexpired colour service.

## VII.—TRANSFERS, DISCHARGES, EXTENSIONS, AND RE-ENGAGEMENTS.

On transfer  
to reserve to  
be brought  
first to head-  
quarters.

45. When considered convenient, non-commissioned officers and men serving at home will be brought into the headquarter station of the company, before transfer to the Reserve or discharge, to be finally settled with and to give in their clothing and equipment.

Discharges.

46. The Officer Commanding the Corps in the district or command will deal with, and, if necessary, submit to General Officers Commanding, all applications for the discharge of soldiers of the Corps.

Transfers to  
the Reserve.

47. When non-commissioned officers and men are transferred to the Reserve, he will confirm the "Proceedings on Transfer" (Army Form B 2056) for the last day of the soldier's service with the colours.

Applications  
for extension  
of service or  
transfers to  
other corps.

48. He will submit, in the first instance, for the sanction of the Director-General, all applications for non-commissioned officers, whether at home or abroad, to continue in the service beyond 21 years, or for non-commissioned officers or men to be transferred to other corps, except in the case of the transfer of men under three months' service, which will be dealt with as directed in the Queen's Regulations, without previous reference to the War Office.

Report of  
extensions  
and re-  
engage-  
ments to  
head-  
quarters.

49. He will see that every case in which extension of service, re-engagement, or continuation in the service beyond 21 years has been approved, is reported to headquarters monthly, on Army Form B 62. Army Form B 221, or B 136, as the case may be, will, when completed, be placed with the duplicate attestation. The certificate on the last page of Army Form B 62 will be considered sufficient evidence that the necessary entries have been made in the duplicate attestations of the soldiers concerned.

List of men  
to return  
from a road.

50. In a command abroad on the 1st July in each year he will transmit the names of warrant officers, non-commissioned officers and men whose tour of service, or whose colour service, will expire



within the next twelve months. From South Africa and Mauritius this return will be rendered on 1st March.

### VIII.—PERMANENT STAFF OF MILITIA AND VOLUNTEERS.

51. Before being considered eligible for service on the permanent staff of the militia or volunteer companies of the Corps, non-commissioned officers will be required to satisfactorily pass a course of instruction at the Depot and Training School. (See Queen's Regulations.)

Course of instruction at depot for militia or volunteers.

52. A 1st class staff-serjeant will be required to revert to 2nd class staff-serjeant should he be desirous of serving on the Permanent Staff of the Volunteers, and, in some cases, of the Militia.

Rank on appointment.

### IX.—MISCELLANEOUS.

53. The Officer Commanding the Corps in the district or command will forward, for registration at headquarters, nominal rolls of non-commissioned officers and men of the Militia Reserve trained in medical corps duties in his district, who have completed their training and been found suited for the duties of hospital attendants.

Militia reserve. nominal rolls of, to be submitted.

54. When non-commissioned officers and men of the Militia Infantry Reserve are trained in medical corps duties in districts other than those to which they belong, Principal Medical Officers of the districts in which they are instructed will, in addition to the nominal rolls sent to headquarters, forward copies to the Principal Medical Officers of the districts concerned (for filing as a record) and report to headquarters that this has been done. The officers receiving these rolls will report that they have corrected their lists of the Militia Infantry Reserve trained in medical corps duties.

Nominal rolls of those trained out of their district.

55. On the 1st of January in each year, the Officer Commanding the Corps in the district or command will submit to the War Office, on Army Form C 378, a confidential report on warrant officers who have served under him in the preceding year. In the event of a warrant officer leaving a command, this report will be furnished by his late commanding officer as soon as the warrant officer has left.

Confidential report on warrant officers.

56. He will keep the following books:—

Books to be kept.

Permanent Order Book, Army Book 127.

Register of Deserters, Army Book 87.

Casualty Book, Army Book 156.

Register of Letters Received, Army Book 121.

Postage Book, Army Book 97.

Register of Births, Army Book 112

Register of Marriages, Army Book 113

Register of Deaths, Army Book 114

} Abroad  
only.



### SECTION 3.—DUTIES OF OFFICER IN COMMAND OF A COMPANY AT HOME OR DETACHMENT ABROAD.

#### I.—GENERAL DUTIES.

Extent of command.

57. The command of a company or detachment of the corps will for all purposes of discipline include both the men employed in hospitals and those doing duty on the district staff of the corps, as well as other soldiers, pensioners, or civilians attached for duty.

Regulations for general duties.

58. The duties and responsibilities of the officer in command of a company or detachment of the corps are analogous to those laid down for Commanding Officers in the Queen's Regulations; but should any matters of discipline seem to require the decision of a court-martial, the officer in command will prepare an application on Army Form B 116, and refer the case to the Officer Commanding the Corps in the district or command (see paragraph 29).

To be assisted by company officer, &c.

59. He will be assisted in the performance of routine duties by the company officer, who will act in the capacity of adjutant (see paragraphs 9 and 124). He will detail the non-commissioned officer referred to in paragraph 357 to assist in the orderly room duties. He will also nominate another non-commissioned officer as pay clerk, to assist the company officer in the compilation of the Pay List, &c. This latter non-commissioned officer may also, where convenient, assist the quartermaster in the clerical duties connected with the clothing, &c.

Orderly officer.

60. He will appoint an orderly officer who will render his report as shown in Appendix No. 4.

Command by medical officers on Retired List.

61. Medical officers on the Retired List, employed under the Pay Warrant, are considered "officers belonging to the Regular Forces," and will command warrant officers, non-commissioned officers, and men of the corps serving under them.

Command not exercised by civilian practitioners.

62. When militia medical officers, other than officers of the Militia Medical Staff Corps, or civil practitioners are employed in charge of hospitals, the soldiers of the detachment doing duty in the hospital will be attached for discipline to a corps in the garrison, and their documents will be kept by the officer commanding the corps to which the men are attached.

Disposal of men's personal documents.

63. The commanding officer will be responsible that the defaulter sheets, duplicate attestations, and all other personal documents (which are not kept at the headquarters of the corps) connected with the warrant officers, non-commissioned officers, and men of the company or detachment, are accurately kept up in accordance with the Queen's Regulations, and are kept under lock and key in the portfolios provided for the purpose: the key will invariably be in the custody of an officer. When men are transferred from the company, their documents, arranged in accordance with the instructions given on the last page of Army Form B 278 ("List of documents"), will be forwarded direct to the commanding officer of the company to which they are transferred. He will examine the documents as to their correctness when received from out-stations



(see paragraph 136), and complete them with the transfer clothing statement (Army Form H 1157), equipment voucher (Army Form G 1033), and transfer savings bank statement (Army Form O 1754), if necessary.

64. When details are sent from one station to another, the officer from whose command they are transferred will send an early notification of the probable hour of their arrival to their new commanding officer, on Army Form B 185. The notification will (except in the case of untrained men proceeding from the dépôt and details proceeding to the dépôt, or elsewhere, to prepare for foreign service), contain information as to corps numbers, ranks, names, qualifications (compounder, cook, &c.), whether they are on the married establishment, and the number in family.

On transfer notification to new commanding officer.

65. If in charge of a hospital, he will be responsible for the systematic training in hospital duties of officers, warrant officers, non-commissioned officers, and men of the Corps (see Appendices 1, 2, 3, and 5). From him will emanate all instructions, orders, arrangements, and details for carrying on all duties connected with the hospital. In addition to the practical training of the non-commissioned officers and men in hospital duties, which is to be carried out in accordance with instructions laid down in Appendix 2, he will hold, or depute officers serving under him to hold, classes for instruction (by demonstration or otherwise), of not less duration than three-quarters of an hour once in each week, in the subjects treated of in the Manual, and Standing Orders for the Corps, so far as they concern the several ranks.

Training hospital establishment.

66. Every facility will be given for the systematic training of eligible and suitable non-commissioned officers and men in the duty of compounding medicines, and full particulars regarding the progress made by those under instruction will be inserted in the monthly return (Army Form B 62 or B 2057). When a non-commissioned officer or man is considered efficient, application will be made to the Officer Commanding the Corps in the district for his examination by a board of officers (see paragraph 38). When a soldier who is under instruction is transferred to another district, notification will be sent to his new commanding officer giving the place and date of the commencement of the original course; this date will be the one shown in the monthly returns.

Training in the compounding of medicines.

67. The commanding officer will give the officers serving under him every opportunity of acquiring a knowledge of all matters connected with hospital administration, and with the interior economy and discipline of the Corps, detailing each junior officer in turn for duty in the different offices to learn how to keep the documents, &c., appertaining to the Corps (see Appendix No. 1). The junior officers will, as a rule, be present when prisoners are dealt with, and will be examined weekly either by himself or by an officer (not under the rank of major) deputed by him, as to their knowledge of the various Regulations relating to their duties (see Queen's Regulations). He will report on their efficiency to the Officer Commanding the Corps in the district or command on his inspection.

Instruction of officers in administration and discipline.

68. He will arrange for the daily inspection of the non-commissioned officers and privates at such hour in the morning as

Daily inspections.

(R.A.M.C.)

B



may be convenient, at 8.30 o'clock a.m. (in fatigue dress), at 2 o'clock p.m., and at tattoo, for the purpose of ascertaining that all are present, properly dressed, clean, and sober. No other parades or inspections will be held without his knowledge and sanction.

Commanding officer's parade.

69. At such stations as may be practicable, he will hold at least one parade a week for company and Corps drill, at which every available soldier will be present, with a due proportion of officers, who will attend in turn. In addition he will hold such other inspections, parades, and drills as may be necessary.

Correctness of company accounts.

70. He will see that the company accounts are correctly kept and balanced monthly, and that an account is kept of the contingent, miscellaneous, and library allowances. On the relief of a company officer, he will see that the pay books and accounts are properly transferred, by the officer relinquishing the pay duties, to the officer assuming these duties.

Messing book.

71. He will be responsible that the messing book (Army Book 48) kept up daily by the company officer; that the tradesmen's bills connected therewith are verified as correct, and that all messing bills are settled (see paragraph 126).

Subalterns to attend settlement of accounts.

72. He is responsible that the subalterns attend the monthly settlement of soldiers' accounts, and are instructed in the system of keeping them.

Corps returns to be rendered by companies.

73. He will render returns for the whole of his company or detachment to the Officer Commanding the Corps in the district or command (see paragraph 142 and Appendix No. 10).

Army Book 56.

74. In order that the various tables of the age and service of non-commissioned officers and men may be accurately rendered in the Monthly State (Army Form B 62) and the annual return (Corps Form 17), a nominal roll of those serving in the company or detachment will be kept in Army Book 56, in which will be entered the age and service of each non-commissioned officer and man under the several heads, *i.e.*, re-engaged, extended service, &c., the information in the first instance being extracted from the duplicate attestation.

In this way the particulars furnished on Army Forms B 62 and B 2057 received from the several out-stations, can be checked and corrected when necessary.

To sign casualty report.

75. He will sign the Casualty Report, Army Form O 1601, and pass it to the company officer, with any extracts from the company orders which may be necessary to support the pay list.

Visiting married quarters.

76. He will frequently visit the quarters of the married men of the company or detachment, and inspect occasionally the quarters of those living out of barracks.

Messing of the men.

77. He will arrange, in keeping with the regulations, that the messing of the men by rooms is carried out as far as possible according to their wishes. He will also arrange for the disposal of surplus dripping, and all refuse from the cooking (see Queen's Regulations).

Books of regulations to be corrected.

78. He is responsible that the officers and warrant officers have every facility given them to correct their books from the official copy of the Army Orders issued to each hospital, and will examine their books from time to time to see that they are amended, and that the books issued to non-commissioned officers and men are corrected as occasion requires.



79. On handing or taking over command of a company or detachment, he will forward a certificate to the Officer Commanding the Corps in the district or command, that the company or detachment books, as well as the personal documents of the men, have been duly given over or received as the case may be; also that the kits, arms, and accoutrements have been inspected and are complete or otherwise, that the books in possession of the non-commissioned officers and men are amended to date, and that the clothing, equipment, pay, and messing accounts are correct.

Certificate on relinquishing or taking over command.

## II.—CLOTHING AND EQUIPMENT.

80. The commanding officer at the headquarters of a company at home or detachment abroad is the accounting officer for the clothing and equipment of the company or detachment. The officer commanding the dépôt is the accounting officer for the two dépôt companies. Other accounting officers, when necessary, will correspond direct with that officer on routine matters connected with clothing or equipment of transfers to or from the Dépôt, or as regards the numbering of swords or sword bayonets (see paragraph 146). All returns and accounts of clothing, necessities, and equipment will be rendered to the War Office. At stations abroad the equipment account will be rendered through the Chief Army Ordnance Officer at the station.

Accounting officers for clothing and equipment.

81. When an accounting officer assumes command at a date other than the commencement of the financial year, the special account required by the Clothing Regulations will not be insisted on except in the case of the Dépôt, provided he certifies to the Clothing Department that he will hold himself responsible for the remains in store and in wear (detail included), as shown in the account to 31st March preceding the date on which he took over command, or to any later date to which an account has been rendered, and also for all transactions from that date.

Special account.

82. He is responsible that a stock of clothing and necessities to meet all probable requirements, including those for reservists detailed to join his station on mobilization, is kept up, and that the articles are properly stored and cared for, and he will be held answerable for any deficiencies.

Stock of clothing to be kept.

83. Inspection of arms and accoutrements, clothing, and necessities will be made monthly, or oftener if necessary, by officers in command, who are responsible that such are in good order, of the regulation pattern, properly marked, and kept complete by supplies procured from the Company Stores. Such necessities as are required by the Corps at stations abroad will be obtained on demand from regiments at the stations where they may be serving, in accordance with the Clothing Regulations. The Commanding Officer is responsible for the proper fitting of the clothing supplied to non-commissioned officers and men serving under him, but he is strictly forbidden to introduce or sanction any deviation from the sealed patterns (see Queen's Regulations).

Kit inspection and supply of necessities, &c.

84. After being fitted in accordance with the regulations, no non-commissioned officer or man will be allowed to have any article of his clothing altered without previously obtaining the sanction of the commanding officer. This order is to be read

Alterations not allowed without sanction of Commanding Officer.



- periodically on parade, and specially brought to the notice of recruits.
- Equipment vouchers.** 85. When men are transferred from one company or detachment to another, one voucher for the whole equipment in possession of the party will suffice.
- Kits to be inspected on transfer.** 86. On the day of transfer, or the day previous, the non-commissioned officers' and men's kits will be inspected, to see if they are correct, and also on the soldiers arrival at their new station.
- Part-worn clothing to be clean when given in.** 87. He is responsible that all articles of part-worn public clothing received from casualties are cleaned and repaired (due regard being had to fair wear and tear), at the expense of soldiers giving them up, so that the articles may be in all respects fit for issue for the unexpired period of wear to any soldier of the Corps.
- Clothing and equipment to be inspected on soldiers leaving.** 88. He will cause all equipment and public clothing taken from soldiers leaving the Corps to be inspected in their presence, and will assess any charges for depreciation, or damages requiring repair necessary to make the articles fit for re-issue, before the men leave the station.
- Sizes of frocks, &c., to be notified to dépôt.** 89. When warrant officers, non-commissioned officers, and men are placed under orders to join the dépôt or other unit to prepare for service abroad or trooping duty, officers commanding companies concerned will notify immediately to the officer commanding the dépôt or other unit concerned the sizes of helmets, frocks, and trousers required (see paragraph 150). Should garments of special dimensions be needed, a size roll (Army Form H 1119) will be forwarded.
90. He will render annually to the War Office for examination a manuscript return accounting for all ordnance equipment and stores issued to him for the instruction of the company.

### III.—DISCIPLINE.

- Disposal crime report.** 91. When prisoners of the Corps have been disposed of by summary award, the officer in command will file as a record the Crime Report (Army Form B 252), duly completed.
- Court-martial.** 92. He will at once forward to the Officer Commanding the Corps in the district or command, for transmission to headquarters, certified extracts,\* on Army Form A 10, of the proceedings of every general, district, and field general court-martial held on soldiers under his command, and the original proceedings (Army Form B 297) of regimental courts-martial, and original copies of convictions by the civil power. In the space for remarks on Army Form A 10, the date on which the soldier was arrested for the offence, the date of signature by the President, and the minutes and dates of confirmation and promulgation of the proceedings of the court-martial, together with any remarks by the confirming officer, will be inserted. He will also insert the description of court-martial. In forwarding copies of civil convictions it should be stated for what period, if any, the soldier was in custody. Cases in which soldiers have been tried and acquitted by the civil power will also be reported to headquarters.

\* The charges will invariably be given in full.



93. Officers commanding will not recommend the discharge of men as "unfitted for the duties of the Corps," who, in consequence of their misconduct, are considered unfit to remain in the Corps. In such cases they should be dealt with under "paragraph 1805 (xi), Queen's Regulations"; discharge as "unfitted for the duties of the Corps" being reserved for men who, for causes other than misconduct, are found to be unfit for the special duties of the Corps, and whom it is not found possible to transfer with their own consent to other branches of the service.

When to be discharged as "unfitted for the Corps."

94. When a man is discharged for misconduct of any kind, the officer will, in accordance with the Queen's Regulations, forward to the editor of the "Police Gazette" a descriptive return, on Army Form B 285.

Descriptive return of men discharged for misconduct.

95. In the case of men of the Corps illegally absent for 21 days, the declaration of the court of inquiry (Army Form B 115), assembled in conformity with the Queen's Regulations, will be forwarded as soon as possible to the Officer Commanding the Corps in the district or command, for transmission to headquarters along with the man's non-effective documents in order that he may be struck off the strength of the Corps; the officer will also furnish the descriptive return (Army Form B 124) for the "Police Gazette."

Illegal absence, and return for "Police Gazette."

96. He will report at once (on Army Form B 154) all cases of detected fraudulent enlistment, in accordance with the Secretary of State's instructions in Pay Warrant.

Detected fraudulent enlistment to be reported.

97. Pensioners employed (under the provisions of the Pay Warrant) as hospital subordinates are subject to Martial Law, under Section 176 (4) of the Army Act; but they cannot exercise any command over non-commissioned officers and men serving on army engagements.

Status of pensioners employed in hospitals.

98. In the event of a non-commissioned officer being reduced to the ranks, he is to be graded as a 2nd Class orderly, from the date of such reduction; but if, in addition, he is awarded imprisonment by court-martial, he will be graded as a 3rd Class orderly, unless the imprisonment is wholly remitted. A lance-corporal, ordered by his commanding officer to revert to his permanent rank, will be graded as a 2nd Class orderly. A private will be graded as a 3rd Class orderly from the date of award of imprisonment by court-martial, or civil court (if exceeding seven days), if the sentence, or part of the sentence, be inflicted. These casualties will be shown in the monthly return, Army Form B 62, which will be compared with the duplicate attestations in order to guard against omissions.

Grading of orderly after reduction to the ranks.

99. When a lance-serjeant or lance-corporal, whether paid as much or not, is summarily reverted to his permanent rank or is allowed to revert at his own request, immediate notification will be made of the date of his reversion through the Officer Commanding the Corps in the district to the War Office.

Reversion from lance to permanent rank.

100. When, in accordance with the Pay Warrant, the commanding officer summarily reverts a private, classified as 1st or 2nd Class orderly, to a lower grade, he will at once report the reason and date of the award, and apply for its confirmation to the Officer Commanding the Corps in the district or command (see paragraph 30).

Report of reversion of 1st or 2nd class orderly.



A. F. B 62  
to be com-  
pared with  
defaulters'  
sheets.

101. Before submitting Army Form B 62 to the Officer Commanding the Corps in the district or command, he will compare the list of offences with the entries regarding them in the duplicate attestations, defaulter sheets, and crime or guard reports.

#### IV.—EXAMINATION, ADVANCEMENT, CHANGE OF RELIGION, &c.

Recommen-  
dations for  
advancement  
of privates  
to 1st and  
2nd class  
orderlies.

102. He will forward, on Army Form B 219, all recommendations for the advancement of privates to the 1st and 2nd Class to the Officer Commanding the Corps in the district or command (see paragraph 32). Before privates are recommended for advancement either to 1st or 2nd Class orderly, they will be thoroughly tested as to their knowledge of the subjects treated of in Section I, Manual for the Corps, and in the practical application thereof: no man will be brought forward for advancement who fails to exhibit a thorough knowledge of these subjects. In testing a candidate's practical knowledge of nursing duties, the examining officer will cause each candidate to compile brief nursing notes, including records on a clinical chart (Army Form B 181), of at least twelve consecutive observations of some suitable case in hospital. The examining officer will satisfy himself of the accuracy of the candidate's method of using the clinical thermometer, and of making observations generally of the sick. The nursing notes and clinical chart made out by the candidate will be forwarded with Army Form B 219 to the Officer Commanding the Corps in the district, who will differentiate the standard of knowledge and ability which should be required from candidates for 1st and 2nd Class orderlies respectively.

103. Recommendations for advancement to 1st Class orderly will be reserved for those men who are strictly temperate, of a thoroughly reliable character, and who display special zeal, intelligence, and aptitude for the work of the Corps. Ability as ward orderly, or cook, which cannot be assessed higher than "good" will not be considered sufficient for advancement to this class.

104. Except in cases of emergency, 1st Class orderlies will not be employed in other than nursing or cooking duties without the authority of the War Office.

Recommen-  
dations for  
promotion.

105. He will submit all recommendations for the promotion of privates to the rank of non-commissioned officer, or of non-commissioned officers to a higher grade, to the Officer Commanding the Corps in the district. The recommendation will be in the officer's own handwriting, and he will give fully his reasons for considering a non-commissioned officer or man fit for and deserving of promotion, and will state how long he has been under his immediate observation. Special reference will also be made to his nursing capabilities and his ability to impart instruction, and it should be stated whether he is of strictly temperate habits. He will be careful to avoid recommending non-commissioned officers or privates for promotion who are not eligible under paragraphs 368 to 377. In the event of his having reason to modify his opinion subsequently to the recommendation for promotion, he will at once report the circumstances.

Application  
for examin-  
ation.

106. He will not forward applications for privates to be examined for the rank of corporal unless they are in possession of 2nd class



certificates of education and have at least one year's service (six months of which must have been in the ranks of the Corps or on probation), and unless he has good grounds for the belief that the men are likely to make good non-commissioned officers (see paragraph 31). Applications for the examination of non-commissioned officers will be submitted to the Officer Commanding the Corps in the district or command (see paragraphs 35 and 36).

107. At the termination of three months from the date of the receipt of the order appointing a private a lance-corporal, a report will be submitted to the Officer Commanding the Corps in the district or command for transmission to headquarters, stating whether the man has proved himself thoroughly efficient as a non-commissioned officer, and whether his promotion to substantive rank is recommended, or otherwise. Report on lance-corporals.

108. When a soldier who has enlisted under an assumed name requires his true name to be added as an *alias* to the Corps records, and makes the declaration specified in the Queen's Regulations, the declaration is to be attached to his duplicate attestation, and the *alias* entered wherever his assumed name appears in his personal documents and small book. A copy of the declaration will then be forwarded through the Officer Commanding the Corps in the district or command to headquarters. Alteration of name in personal document.

109. When a soldier changes his religious denomination, the record of his religious classification, in accordance with the Queen's Regulations, will be altered in his duplicate attestation and small book, and a report that this has been done will be made to headquarters. Change of religion.

110. All appointments to the Clerk Section of the Corps will be entered on the third page of the attestations. Such entries will show the date of appointment and the rate of pay for which authority has been issued. Reversion to ordinary duty, whether on promotion, for misconduct, or for inefficiency, continuance in the Clerk Section on promotion, and any advancement in the rate of pay, will also be entered (*vide* specimen in Appendix 7). Record of appointments, reversion, &c., in attestation.

Any variation in the class of orderly will also be entered in the attestations (see Queen's Regulations).

The small books will contain records of all these variations in a soldier's status, in appointments to the Clerk Section, under the heading of "Promotions, &c."; and in variation of class of orderly, under "Good Conduct Pay." No entry will be made regarding a clerk's probation, but in the event of his being appointed to the Clerk Section his appointment will be antedated.

The monthly return (Army Form B 62) will show all the entries which have been made in the third page of the duplicate attestations during the month to which the return refers (see paragraphs 30, 49, and 98).

#### V.—TRANSFERS AND DISCHARGES.

111. When the transfer to the Corps of a probationer or other soldier is confirmed, the officer commanding will, on receipt of his documents, transmit the following through the Officer Commanding the Corps in the district to the War Office:— Disposal of documents of men transferred to the Corp



Declaration of Court of Inquiry (Army Form B 115), if any.  
 Proceedings of regimental court-martial (Army Form B 297), if any.

Certified copies of convictions by the civil power, if any.

He will also send a certified copy of a man's company defaulter sheet for insertion in the general defaulter book at headquarters, and his duplicate attestation for comparison.

Special class for transfers.

112. At stations abroad arrangements will be made for transfers from other corps being put through a special class of instruction in corps duties: when this has been completed, an entry to that effect will be recorded on the fourth page of the duplicate attestation, and in the small book, and a notification sent to headquarters. This special class will not excuse a soldier from passing through the Training School on arrival in England.

Disposal of attestation on discharge or transfer to Reserve, &c.

113. Before a soldier serving at home is discharged (cases mentioned below excepted) or transferred to the 1st class Army Reserve or to another corps, his commanding officer will forward to headquarters through the officer commanding the corps in the district the duplicate attestation,\* which, after being compared with the original, will be returned, in order that the discharge or transfer documents may be prepared and forwarded to the Officer Commanding the Corps in the district for confirmation (see paragraph 47).

In the case of discharge as medically unfit or on the termination of the first period of engagement, the commanding officer will apply through the Officer Commanding the Corps in the district or command for the original attestation to be sent, in order that he may compare it with the duplicate, after which it will be returned to headquarters. The discharge documents will then be prepared and forwarded to the Officer Commanding the Corps in the district for confirmation.

Defaulter sheets, when to be certified on transfer.

114. On a man being discharged, transferred to another corps or to the Army Reserve, the defaulter sheets will be certified by the signature of an officer, but not on being transferred from one company to another, or to the Depot.

Disposal of Manuals, and Infantry drill of non-effectives.

115. On a warrant officer, staff-serjeant, or serjeant becoming non-effective, or being reduced to a rank lower than that of serjeant, the "Infantry Drill-book," and in the case of the first named the "Regulations for Medical Services," "Standing Orders," and "Field Service Manual," also in his possession, will be transmitted through the Officer Commanding the Corps in the district or command to the War Office for re-issue. On a warrant officer, non-commissioned officer or man becoming non-effective, the "Manual for the Corps" in his possession will be sent direct to the Officer Commanding the Depot for re-issue by him.

To Army Reserve before completion of service.

116. Non-commissioned officers and men desirous of being transferred to the Army Reserve before the expiration of their colour service, must produce satisfactory proof that employment awaits them on leaving the colours before their names can be registered for transfer.

\* This proceeding is unnecessary in the case of men with not more than three years' service, of which none has been forfeited.



117. On a man being transferred to the Reserve he will be made acquainted with the rules as to forfeiture of pay, and also with the particulars and regulations shown on the parchment reserve certificate, Army Form D 426. He will be directed to report himself to the Chief Paymaster, Home District (Pension and Reserve Branch), and be given Army Form D 424. A certificate in accordance with Appendix No. 8 will be forwarded with the transfer documents.

On transfer to the Reserve to make acquainted with rules as to forfeiture of pay.

118. On the discharge or transfer to the Reserve of non-commissioned officers of the rank of serjeant who, being eligible for the appointment of ordinary recruiter, are desirous of such employment, the officer commanding will furnish them with instructions directing them to apply to the Officer Commanding the Regimental District in which they intend to reside.

Non-commissioned officers desirous of employment as ordinary recruiter.

119. The cause and date of death of a soldier will be at once reported to headquarters: the duplicate attestation of the deceased will be forwarded as soon as the necessary information concerning his service, required to support the non-effective account, has been extracted.

Report of death and disposal of attestation.

#### VI.—CERTIFICATES OF EDUCATION.

120. When certificates of education have been issued by him under the Army School Regulations to soldiers of the Corps serving in his company or detachment, he will at once forward to headquarters through the Officer Commanding the Corps in the district or command the returns on Army Form C 323, stating on the blank part of the form that "the proper classes of educational certificates have been duly issued and the necessary entries made in the duplicate attestations and small books, as well as in Army Book 13, and that the schoolmaster has been informed of the award." The date of the certificate will be that given on the head of Army Form C 323.

Returns on Army Form C 323 to be forwarded.

121. He will obtain a certified extract from the list on the special form forwarded by the War Office to General Officers Commanding, of the names of non-commissioned officers and men who have been awarded 1st class certificates of education, and transmit the same at once to headquarters for record with the statement required in paragraph 120. Particulars will also be furnished in the case of those who pass in either of the groups into which the examination is divided.

Extract to be forwarded of 1st class certificates.

122. Should an examination of any University or other authorities be allowed by the War Office to exempt a soldier from obtaining a 1st class certificate, the circumstance will be entered in his duplicate attestation and small book, and in Army Book 13, and a report will be forwarded to headquarters.

Exemptions.

#### VII.—COMPANY BOOKS, &c.

123. The following books and forms will be kept at the headquarters of the companies at home and detachments abroad:—

Register of Certificates of Education (Army Book 13).

\*Savings Bank Ledger (Army Book 80).

Permanent Order Book (Army Book 127).

Books and forms kept at headquarters of companies at home and detachments abroad.

\* To be kept by the company officer.



- Register of Deserters (Army Book 87).
- Record of Services, Ages, &c (Army Book 56).
- \*Record of Boards of Survey on Clothing (Army Book 106).
- Casualty Book (Army Book 156).
- Register of Letters Received (Army Book 193).
- \*Equipment Ledger (Army Book 239).
- \*Personal Clothing Disposal Book (Army Book 339).
- \*Ledger for Clothing and Necessaries (Army Book 341).
- \*Account of Clothing and Necessaries (Army Book 284 or 285).
- Portfolio for Attestations (Army Book 234).
- Guard Books (Army Book 22 and 23).
- Postage Book (Army Book 97).
- †Pay and Mess Book (Army Form N 1504).
- †Pay List and Ledger (Army Form N 1505).
- †Company Messing Book (Army Form 48).
- †Cash Book and Ledger (Army Book 69).
- \*Account of Rations (Army Book 109).
- ‡Daily Register of Cooking (Army Book 152).

#### SECTION 4.—DUTIES OF COMPANY OFFICER APPOINTED FOR PAY DUTIES, &c., AT HEADQUARTERS OF A COMPANY AT HOME OR DETACHMENT ABROAD.

To be  
guided by  
Queen's and  
Financial  
Regulations.

124. The company officer (see paragraphs 9 and 59), in addition to the pay duties, will assist, in the capacity of an adjutant, the commanding officer of the company or detachment in all routine corps duties except those connected with clothing and equipment, but he is not to take any parade or inspection which, in the absence of the commanding officer, should devolve upon the next senior officer. He will be guided in the performance of his pay duties by the instructions contained in the Queen's Regulations, the Pay Warrant, the Financial Instructions and Instructions relating to Pay Duties, and he will render his accounts to the station paymaster.

Prescribed  
system of  
accounts to  
be attended  
to.

125. He will strictly adhere to the prescribed system of accounts, and the following points are to be carefully attended to :—

- (a) Every transaction is to be entered and dated at once.
- (b) All monies received or paid on account of company funds, or for any purpose whatever on account of the company, are to be shown in the Cash Book.
- (c) All payments are to be made by the company officer, or by the pay-serjeant in his presence.
- (d) The cash payments entered in the Pay and Mess Books are to correspond with the entries made in the Pay Lists.
- (e) The Company Pay List will be that of the headquarter detachment, with the accounts of the several detachments doing duty away from headquarters embodied in it. (This rule will not apply to the detachments abroad, referred to in paragraph 9.)

\* To be kept by the quartermaster.

† To be kept by the company officer.

‡ Where found convenient.



126. The Messing Book (A.B. 48) will be signed by the company officer and countersigned by the officer commanding the company daily. All bills connected with the messing of the men will be settled by the company officer weekly, and all other claims of tradesmen on the company monthly.

Messing Book.

Bills, when to be settled.

127. Immediately on their commencing a duty entitling them to the same (see Appendix 13), he will prepare for the signature of the officer commanding the company applications on Army Form I 1228 for the issue of extra-duty pay to non-commissioned officers and men of the Corps for the approval of the Officer Commanding the Corps in the district.\*

Application for issue of extra-duty pay.

128. The first charge in the accounts for pay as a clerk on appointment, or for increased pay as such, or on promotion, will be supported by the original authority of the War Office. Applications for increased rates of pay will be accompanied by a recommendation from the officer under whom the clerk is serving.

Clerks' pay.

129. In the case of a non-commissioned officer or man temporarily forfeiting his extra-duty pay, a fresh authority is not required to enable him to resume the same, unless extra-duty pay has in the meantime been authorized to another non-commissioned officer or man performing the duty for which extra-duty pay is allowed, or that such pay has been drawn by him at another station on a subsequent authority.

Extra-duty pay, authority not required.

130. He will be careful that the monthly settlement of accounts, and the savings bank accounts in the small books (Army Forms B 50 and B 51) are signed regularly, and that the rules laid down in the Queen's Regulations for keeping the records in these books are strictly complied with.

Signing of small books.

131. He will render savings bank accounts, for the company or detachment paid by him, annually to the Officer Commanding the Corps in the district or command for transmission to the War Office.

Savings bank accounts.

132. He will render all accounts and returns immediately they become due. Monthly pay-lists are due on the seventh of the month succeeding that to which the account refers; but if it be found impracticable to prepare them so early, they will be rendered as soon as possible after the date indicated, with an explanation of the cause of delay.

Punctual rendering of accounts and returns.

133. He will report to the Chief Paymaster, Home District, without delay, when warrants are issued by him to enable the wives and families of soldiers of the Corps on service abroad to proceed to a port of embarkation for the purpose of joining their husbands, or when soldiers on foreign service, who have families at home, embark for England, in order that steps may be taken to stop the issue of separation allowance or allotments of pay.

Report of issue of warrants to families to join troops.

134. He will report to the Regimental District Paymaster when a militiaman, who has been found to be serving in the Corps without having previously obtained a release from his militia engagement, is retained for service, and placed under stoppages.

Militiamen serving without release.

\* This authority is not required for extra-duty pay drawn under Article 849, Pay Warrant.



Payment  
of detach-  
ments.

135. He will be responsible that the money required for the weekly payment of warrant officers, non-commissioned officers, and men doing duty away from headquarters of the company at home, or detachment abroad, is transmitted in good time to the officer in command of the men (see paragraph 137).

### SECTION 5.—DUTIES OF OFFICER COMMANDING A PARTY DOING DUTY AWAY FROM THE HEADQUARTERS OF COMPANIES AT HOME OR DETACHMENTS ABROAD.

Duties to be  
performed.

136. He will perform the duties laid down in paragraphs 57, 58, 63 (except that on transfer of men the documents, including Statement of Accounts, Army Form O 1811, will be sent to the officer commanding the company), 64 to 69, 71, 72, 76 to 79, 83, 84, 86 to 88, 91 to 100, 102 to 110, 113 to 119, for the guidance of officers commanding companies, and in paras. 127 to 130; where no quarter-master is present, he will perform the duties laid down in paras. 159 to 162 as far as they are applicable.

Weekly  
payment of  
men.

137. He will cause a weekly estimate\* to be prepared, showing the amount of pay required for the detachment, and will forward it to the company officer in sufficient time to enable him to remit the money required.

Payment in  
presence of  
an officer.

138. He will be responsible that the men are paid in the presence of an officer, and will appoint the senior or other duly qualified non-commissioned officer of the detachment to act as pay-clerk, and prepare the Pay List (Army Form N 1505 or for small detachments N 1502), the Pay and Mess Book, Army Form N 1504, and other documents.

Transmission  
of vouchers.

139. He will be responsible for the transmission to the officer charged with the payment of the company, of all vouchers in support of debits or credits, including good conduct pay, which should appear in the sub-account of the company or detachment of the Corps, and will forward monthly, on Army Form O 1601, a list of casualties affecting corps, and extra-duty pay.

Returns.

140. He will render the returns laid down in Appendix 10, C.

Books and  
forms to  
be kept.

141. He will keep the following books and forms:—

- Portfolio for Attestations (Army Book 234).
- Register of Letters Received (Army Book 193).
- Guard Books (Army Book 22A and 23A).
- Postage Book (Army Book 97).
- Order Book (Army Book 127).
- Pay and Mess Book (Army Form N 1504).
- Pay List and Ledger (Army Form N 1505) or special for small parties (N 1502).
- Company Messing Book (Army Book 48).
- Cash Book and Ledger (Army Book 69).

\* Army Form N 1487 may be used for this purpose.



142. He will correspond direct with the officer commanding the company or detachment on matters of clothing and equipment, and with the company officer charged with the payment of the company on matters of pay. All routine corps returns (see Appendix No. 10) and correspondence will be sent to the headquarters of the company or detachment, so that the officer commanding the company or detachment may render returns for the whole, and also be able to keep the casualty book. Before submitting Army Form B 62, or B 2057, to the officer commanding the company, he will see that all casualties are entered, and that the various documents are compared as directed in paragraph 101.

Correspondence, how conducted.

## SECTION 6.—DEPÔT AND TRAINING SCHOOL.

### I.—OFFICER IN COMMAND.

143. The duties of the officer commanding the depôt embrace the command of the Depôt and Training School, and of such officers and men as may be attached thereto, as well as the superintendence of the training of officers, recruits and probationers for the Corps, and such of the militia and volunteer forces as may be attached thereto for instruction.

Duties in general.

144. He will perform the duties in connection with the Corps laid down for the guidance of Officers Commanding the Corps in districts, in paragraphs 6, 24-28, 30-32, 35-37, 47-49, 180, as far as these apply, and for officers commanding companies in paragraphs 58, 63, 64, 66, 67, 70-72, 74-88, 91-99, 101-123, as far as these are applicable.

Corps duties.

145. Except when otherwise ordered he will forward all correspondence intended for any division of the War Office (other than the Royal Army Clothing Department), through the Officer Commanding the Corps at Aldershot, but in carrying out the instructions contained in paragraphs 63, 92, 95, 98-116, 119-122, 171, 174, 175, he will be in direct communication with the War Office.

Mode of forwarding correspondence.

146. He is the accounting officer for the clothing and equipment of the depôt companies, and in accordance with paragraph 80, will correspond when necessary direct with those officers at home and abroad who are accounting officers, and with the Director of Clothing, on all routine matters connected with clothing and necessities. As the swords and sword-bayonets are marked consecutively throughout the Corps, the number in each case will emanate from him. He is also the accounting officer for all stores and equipment held for instructional and other purposes connected with the depôt under his command. These stores will be accounted for in Equipment Ledger, Army Book 248, which will be rendered for examination to the War Office.

Accounting officer for clothing and equipment.

147. He will see that every recruit or probationer joining the depôt is supplied free with a copy of the Manual for the Corps.

Distribution of Manual for the Corps.



Records of  
recruits  
passed  
Class of  
Instruction.

148. When a class of instruction is dismissed, the officer commanding will be responsible that the following entry is made under the heading, "Pass Class of Instruction," in the small book and duplicate attestation of each man who has passed a satisfactory examination:—"Training School, Royal Army Medical Corps, Aldershot," adding the date. He will certify to the War Office that this has been done, when forwarding a nominal roll of those who have passed. The names of the men who have thus been found qualified in corps duties, and the fact of their having been appointed 3rd class orderlies with corps pay at fourpence a day from the date of their qualifying, will be published in Depôt Orders. An extract from these orders will be sufficient to support the first charge in the Pay List for the 4th rate of corps pay.

Weekly  
return to  
head-  
quarters.

149. The officer commanding will forward weekly to the War Office a "Roll of men who have become non-effective with the depôt" (in substitution of the Roll included in Army Form B 62), as well as a "Nominal roll of trained non-commissioned officers and men present with, and supernumerary to, the fixed establishment of the depôt," which will include all warrant officers, non-commissioned officers, and men sent home from detachments abroad as invalids, time expired, or for other causes, who are posted to the depôt from the date of their embarkation, and accounted for by it until finally disposed of (see Queen's Regulations). A note of the fact will be made opposite the names of those who are available for distribution.

Responsi-  
bility  
for men  
proceeding  
abroad.

150. When warrant officers, non-commissioned officers, and men required for service abroad, are assembled under orders from headquarters at the depôt, the officer commanding will be responsible that their documents are correctly forwarded, and that the party is clothed, equipped, and settled with according to regulation. He will see that all parties leaving the depôt, either for service abroad or on troopship service, are supplied with sea kits; and in the case of a party proceeding from the depôt to embark on trooping duty from any port, except Portsmouth, that one Khakee drill frock, one pair of trousers and a white helmet with puggaree and fittings, are issued to each man in accordance with the Clothing Regulations. Parties proceeding to Portsmouth to embark on trooping duty, will be supplied with these articles of clothing at that port.

## II.—INSTRUCTORS AND OFFICERS COMMANDING COMPANIES.

Duties of  
instructor.

151. The officers appointed instructor and assistant-instructor will be guided in their training of the men by the regulations laid down in the Manual for the Corps, and, under the officer commanding, will be responsible for the duties in connection with the Training School.

Duties of  
officer com-  
manding  
companies.

152. The depôt is organized as two companies, and the officers in command of them will be guided in the performance of their duties by the instructions contained in the Queen's Regulations, the Financial Instructions, Instructions relating to Pay Duties, and paragraphs 125-135, Standing Orders, so far as they apply.

Accounts.

They will render their accounts to the station paymaster.



## III.—ADJUTANT.

153. The adjutant, in addition to his other duties, acts as adjutant to the militia companies attached to the depôt. Duties of adjutant.

## IV.—QUARTERMASTER.

154. The quartermaster, in addition to his other duties, performs duties in connection with the clothing and equipment of the militia companies attached to the depôt. Duties of quartermaster.

## SECTION 7.—GENERAL HOSPITALS AT HOME.

155. An officer will be appointed by the Director-General to command the company or companies attached to the hospital, and will perform the duties laid down in paragraphs 57-123, for the officer in command of a company. An officer to be appointed to command the Corps.

## SECTION 8.—DUTIES OF OFFICERS IN THE FIELD.

156. The officer commanding a bearer company or a field or stationary hospital, is the accounting officer for the clothing and equipment of the whole of its personnel, and is likewise charged with the pay duties, rendering a pay list direct to the paymaster. Accounting officer for clothing and equipment, bearer company, and field hospital.

157. An officer will be appointed by the principal medical officer of a general hospital to command the detachment doing duty in it. He will be the accounting officer for the clothing and equipment of the men. An officer will also be appointed company officer (see paragraph 9). General hospital.

## SECTION 9.—QUARTERMASTER.

## I.—QUARTERMASTER EMPLOYED UNDER THE OFFICER COMMANDING AT THE HEADQUARTERS OF A COMPANY AT HOME OR A DETACHMENT ABROAD.

158. Where convenient he will assist the company officer in the preparation of the Pay List (Army Form N 1505), and also of the Pay and Mess Book, and will assist in checking the Pay List of parties doing duty away from headquarters. Assist company officers.

159. He will see that the arms and accoutrements of non-commissioned officers and men admitted to hospital are secured and placed in safe custody. He will take charge of the kits and other Arms and accoutrements, &c.



- articles belonging to deserters and to men in prison, and of such articles as men are not permitted to take on furlough.
- Charge of bedding.** 160. He will take over charge of the quarters set apart for the company or detachment, and keep an exact account of the distribution of barrack bedding and furniture. He will keep Army Book 54.
- Inspection of barracks.** 161. He will inspect the barracks, kitchens, outhouses, etc., of the company or detachment daily, and will carefully endeavour to trace to individuals all damages and losses, so as to guard against general charges being made. He will keep the barrack damage account book.
- To keep ration return.** 162. He will keep the ration return, will attend at the delivery of supplies of every description, and will be responsible that the authorized quantity is drawn, and that the men's meals are properly cooked.
- Dripping book, and fuel and light account.** 163. He will keep a dripping book, and the fuel and light account, Army Form F 727. He will be responsible that all returns relating to rations, fuel, and light, are correctly made up and forwarded at the proper date.
- Responsible for clothing duties.** 164. He will be responsible under the officer commanding the company at home or detachment abroad, for all duties in connection with the clothing and equipment of the company or detachment, and that all his books are properly kept and indexed.
- Clothing and equipment accounts.** 165. He will be responsible for the correct preparation of the necessary accounts and returns to be rendered by the officer commanding for the clothing and equipment, and for the punctua rendering of the same. He will prepare for the signature of the officer commanding, and initial as being correct, all correspondence on these subjects.
- Demands for and returns of equipment, clothing, and necessaries.** 166. He will prepare for the signature of the officer commanding the company the necessary demands for supplies of regimental clothing and equipment. He will be guided, generally, in the performance of these duties by the rules laid down in the Clothing and Equipment Regulations.
- Warrant officers acting as quarter-masters.** 167. At certain stations warrant officers will perform the duties in relation to clothing and equipment laid down in the foregoing paragraphs.

## II.—QUARTERMASTER DOING DUTY WITH A PARTY AWAY FROM HEADQUARTERS.

- Duties.** 168. He will carry out the regulations laid down in paragraphs 158-166 as far as they are applicable.

# SECTION 10.—MISCELLANEOUS INSTRUCTIONS.

## I.—MARRIED ESTABLISHMENT.

- General regulations.** 169. The general regulations relating to soldiers' marriages are contained in the Queen's Regulations, and will be strictly adhered to.



170. The married establishment of the Corps being regulated at headquarters, all authorities for the marriage of non-commissioned officers and men will emanate from thence.

Regulated at headquarters.

171. Applications from non-commissioned officers and men for leave to marry will be made to the War Office, through the Officer Commanding the Corps in the district or command, and through the officer commanding the company at home, or the detachment abroad. These applications will be accompanied by a testimonial as to the respectability of the woman whom the soldier wishes to marry, and a certificate that he fulfils the requirements laid down in the Queen's Regulations. Certified copies of the marriage certificates\* of all soldiers married, either with or without leave, will be sent without delay to headquarters for entry in the register of the Corps, as also the birth or baptismal certificates (on which the date and place of birth should always be shown) of all children of soldiers belonging to the Corps.

Leave to marry, and marriage and baptismal certificates.

172. As the married establishment for serjeants and rank and file is limited to a certain percentage on the total establishment of the Corps, it is contrary to regulations to grant permission to marry in anticipation of a vacancy, separate rolls for serjeants and rank and file will be kept at headquarters of non-commissioned officers and men requesting permission to marry, for whom there is no vacancy at the time, so that on a vacancy occurring permission may be given.

No permission to be granted in anticipation of a vacancy.

173. Recommendations to strike a soldier off the married roll on account of the misconduct of his wife will be forwarded to headquarters through the Officer Commanding the Corps in districts for the authority of the War Office.

To be struck off for misconduct.

174. The death of the wife or other member of the family of a warrant officer, non-commissioned officer, or man of the Corps (whether on the married establishment or not) will be reported to headquarters as soon as possible after its occurrence. The date of a soldier ceasing to be borne on the married roll, consequent on the death of his wife, &c. (see Allowance Regulations), will also be reported at once to headquarters.

Report of death in family.

175. The date on which the families of soldiers on the married roll serving abroad vacate public quarters will be reported to the War Office, in order that the rate of separation allowance may be adjusted.

Vacating quarters.

## II.—RECRUITING AND ENLISTMENT.

176. Special attention must be paid by officers when acting as recruiting officers for the Corps to the regulations for recruiting, which contain full instructions for the mode of procedure.

Recruiting regulations.

177. The stations which may be open to Corps recruiting will be intimated, as occasion requires, from headquarters to Officers Commanding the Corps in districts, and a smart and intelligent non-commissioned officer will be appointed, in addition to his customary duties, to be an ordinary recruiter. The Officer Commanding the Corps in the district will provide him with authority to enlist (Army Form B 208).

Stations, when open to corps recruiting.

\* The nationality of the wife must be stated either on the certificate or in the covering letter.



Special  
enlistments.

178. Applications on Army Form B 203 for authority for the special enlistment of men who do not conform to the regulated standard of age, height, chest measurement, &c., or for those who desire to enlist into the Corps, at stations not open for such enlistment, will be forwarded to the War Office. Every recruit will be required to sign a certificate as to corps pay, on Army Form B 151, on enlistment.

Despatch of  
recruits to  
depôt.

179. Recruits will be despatched to the dépôt as soon as possible after final approval; a report on Army Form B 206 being furnished the day previous to the Officer Commanding the Dépôt showing by what train the recruit will travel, and where and when he is to be met.

## III.—SERVANTS.

Employ-  
ment, how  
sanctioned.

180. The employment of men of the Corps as servants under the Allowance Regulations, will only be sanctioned under the authority of the Officer Commanding the Corps in the district.

## IV.—SERJEANTS' MESSES.

Detailed  
instructions.

181. Detailed instructions as to serjeants' messes are given in the Queen's Regulations, and will be strictly complied with.

## V.—SCHOOLS.

Regulations.

182. The regulations governing attendance at army schools are published by authority from time to time, and will be adhered to.

All soldiers  
to attend  
school.

183. All soldiers should be urged to take advantage of attending the school until they obtain the necessary educational qualifications for promotion.

## VI.—CORRESPONDENCE.

How to be  
addressed  
to head-  
quarters.

184. All letters and documents intended for headquarters relating to the Corps will be addressed to the Under Secretary of State, War Office, London, S.W., the envelopes being marked on the lower left-hand corner, Royal Army Medical Corps.

How con-  
ducted.

185. All official correspondence will be conducted as directed in Queen's Regulations, and in forwarding correspondence to headquarters, commanding officers will, as ordered by the Queen's Regulations, record their opinion in any case submitted by them for decision. They will avoid unnecessary correspondence, and will suppress any tendency of a like nature on the part of officers serving under their orders.

Indexing  
and record-  
ing corre-  
spondence.

186. Rules to be observed in the mode of registering, indexing, and recording correspondence are given on Appendix No. 9.

Orders to be  
published.

187. All corps orders issued from headquarters for general information will be at once re-published in local corps orders, and promulgated, as far as possible, simultaneously throughout the district or command.

## VII.—CORPS' REGISTER FOR CIVIL EMPLOYMENT.\*

Register to  
be kept.

188. The Officer Commanding the Corps in each district at home will keep a register of the names of well-conducted non-commis-

\* See "Instructions as to the Civil Employment of Army Reserve Men, &c.," issued with Army Orders, 1st January, 1899.



sioned officers and men who, on discharge, or transfer to the Reserve take up their residence in the district and are desirous of seeking employment through him in the capacity of sick or lunatic attendants, or to fill any office for which their training in the Corps has specially made them suitable. It should be explained to every man registering his name that no guarantee is thereby afforded that civil employment will be obtained for him. The names, addresses, characters assessed, date of discharge, and employment desired by eligible soldiers whose documents, upon their becoming non-effective, are *not* sent to the headquarters of the Corps will be furnished to the War Office.

189. In this register will be entered the names of only those men who have received at least a "good" character, and who, whilst with the colours, gave proof of honesty and sobriety; the entry may be made at any time within one year before or immediately succeeding discharge or transfer. Names to be entered.

190. The register will contain the names and full details as to services, conduct, and character, while with the colours, &c., in accordance with the particulars given in Army Form B 2088. Details of service.

191. Should a soldier who is discharged or transferred to the Reserve in a district other than that in which he takes up his residence wish to be registered for employment, full particulars as to the applicant will be sent by his commanding officer to the Officer Commanding the Corps in the district in which he intends to reside. Particulars in some cases to be sent.

192. As soon as any names have been registered, the fact that such a register is kept should be made as public as possible, and officers concerned are requested to put themselves in communication with hospitals, nursing institutions, and with medical practitioners, &c., informing them that they have men on their books desirous of employment, and would be glad to send names, &c. To make known the register.

193. Officers in charge of registers should, if possible, see the man before recommending him, and will be most careful in selecting men for employment. The success or otherwise of this scheme will, in a great measure, depend upon the manner in which the character of men on their discharge is estimated and recorded. Care to be exercised in selecting men for employment.

## SECTION 11.—WARRANT OFFICER OR NON-COMMISSIONED OFFICER EMPLOYED AS WARDMASTER.

### I.—GENERAL DUTIES.

194. The wardmaster, who will invariably be the senior warrant officer or non-commissioned officer employed in the hospital, will supervise the duties of the whole hospital establishment under him. He will be responsible to the officer in charge for the careful tending of the sick as well as for the good order of the wards and the discipline of both patients and attendants, and he will see that patients on admission are made acquainted with the orders for their guidance (Appendix 12). Responsibility of wardmaster.

(R.A.M.C.)



Relation to  
superinten-  
dent and  
nursing  
sisters.

195. In hospitals where a superintendent and nursing sisters are employed, he will in no way be relieved of full responsibility for discipline, but will be careful not to interfere with the duties assigned to the superintendent, or with the orders she may give to the nursing sisters.

To attend  
medical  
officer's  
visits to  
wards.

196. He will attend the officer in his visits to the wards, and carefully note his instructions and orders.

Admission  
and  
discharge  
book and  
heading of  
diet sheets.

197. When a patient is admitted into hospital he will enter his name and all particulars regarding him from the company sick report, in the Admission and Discharge Book (Army Book 27), and fill in the heading of the Diet Sheet (Army Form I 1202) (see paragraphs 230 and 357).

To send for  
officer in  
case of  
emergency.

198. When any case of illness or accident is brought to hospital, or in the event of any accident, emergent illness, or attempted suicide resulting in personal injury, occurring in the hospital, he will cause a medical officer to be at once informed, and, pending his arrival, will take such steps within the limits of his training as may appear to him to be necessary to meet the requirements of the case.

Distribution  
of wine,  
spirits, and  
malt liquor.

199. He will daily receive from the steward the wines, spirits, or malt liquor ordered for the patients, and be responsible for their correct distribution in accordance with the orders of the officers. When nursing sisters are doing duty in the hospital, he will hand over to them such of these extras as are ordered for patients in their wards.

Care of  
serious  
cases.

200. If any case of a serious nature is in hospital, and not under the charge of a nursing sister, he will be careful to visit such patient at intervals, to see that he is being properly cared for, and that nourishment and medicine are administered according to the instructions of the officer.

To visit  
wards at  
meal times.

201. He will go round the wards at breakfast, dinner and tea, and see that the diets are properly distributed and served, and that the patients conduct themselves in an orderly manner.

Non-com-  
missioned  
officers when  
patients  
to wear  
chevrons.

202. He will see that non-commissioned officers, while patients in hospital, wear chevrons denoting their rank on their blue serge waistcoats or gowns. When confined to bed the chevrons will be placed over the bed-head board of the patient.

Bed time  
and lights  
out.

203. He will see that every patient is in bed by 9 o'clock p.m. in winter and 10 o'clock p.m. in summer, and that no conversation is permitted after these hours. He will see that lights are put out, or gas lowered at the proper time; and will make his report (according to instructions received) to the orderly or other officer.

To report a  
death and  
have the  
body taken  
to the  
mortuary.

204. When a death takes place he will report it to the orderly officer at once, or where there is no orderly officer, to the officer in charge as soon as possible. He will take the necessary steps for the removal of the body to the mortuary, and be responsible for its being placed there with the utmost decorum and propriety.

Inspection  
of patients  
discharged.

205. When men are discharged from hospital he will parade them at the proper hour for inspection by the orderly officer, before handing them over to the non-commissioned officer whose duty it is to march them to barracks (see paragraph 231).



206. He will accompany through the wards the officer on garrison duty authorised to visit the hospital.

To accompany officer on garrison duty.

207. He will not leave the hospital without formally placing the next senior present in charge of his duties, after receiving permission to do so from the officer in charge or orderly officer.

To delegate his duty when leaving hospital.

208. When the daily diets and extras have been entered on the diet sheets by the officers, he will cause the orderly in charge of each ward to complete and sign the Diet and Extra Sheet Summary (Army Form F 734). He will then check and countersign these forms, and transmit them to the steward, who will—in hospitals where there is no quartermaster—return them to him, attached to the Steward's Diet Record (Army Form I 1218), in duplicate, together with the Hospital Diet Account (Army Form F 735). He will check pages 2 and 3 of the latter by the former, the duplicate of which he will then pass to the cook, returning the original to the steward, and retaining Army Form F 735 for the signature, on the following day, of the officer in charge (see paragraphs 274 and 338).

Diet sheets and accounts.

A.O. 129, 1895.

209. He will take over from the steward the equipment shown on the ward inventories (which will not include bedding or patient's personal equipment), and he will be responsible for the same to the quartermaster, or the officer in charge if there is no quartermaster.

Charge of ward equipment.

210. He will take over from the steward the regulated quantity of bedding for each ward, and will keep a Bedding Book (Army Book 54), in which all bedding drawn from or returned to the steward will be accounted for (see paragraph 283). All transactions must be entered and signed in this book as they occur, and he will be responsible for the balance of bedding shown therein.

Charge of bedding.

211. He will obtain, in a book to be kept by him for that purpose, the signature of ward orderlies to the correctness of the equipment and bedding on their assuming charge of wards (see paragraph 298). He will frequently inspect the equipment and bedding to ascertain whether any damage has been done thereto, and will check them with the inventories every week and on every occasion of an orderly being relieved or becoming non-effective.

To hand over ward equipment and bedding to ward orderlies, and to check them weekly.

212. He will draw from the steward the personal equipment required for each patient on admission, and will be responsible that it is returned into store on the patient's discharge or death. A list of these articles is given in Appendix No. 14.

Issue and return into store of patient's personal equipment.

213. When patients are able, he will obtain their signature on the counterfoil in Army Book 42, as an acknowledgment of having received these articles, but when patients are so ill as to be unable to look after their equipment he will cause the ward orderly to endorse the book (see paragraph 299).

Patient or ward orderly to sign for personal equipment.

214. He will immediately report to the officer in charge, or to the quartermaster in a hospital in which one is doing duty, all damages or deficiencies chargeable against patients and others, as well as breakages of crockery or table glass, which when shown to be caused by accident are, in accordance with Regulations for Army Service Corps Duties, chargeable to the public (see paragraph 234).

To report damages.

215. He will have charge of books issued to patients from hospital or garrison libraries, and will prevent any improper use of

Library books.



them. He will at once notify any damage to them to the quartermaster, or to the officer in charge of a hospital in which no quartermaster is doing duty, in order that the amount may be assessed and recovered by means of the Personal Charge Book, as laid down in Regulations for Army Medical Services.

Patients' writing paper and letters.

216. He will submit all applications from patients for writing materials, tobacco, &c., to the officer in charge of the ward for approval, and will take such requisitions and letters to be stamped, to the officer in charge of the hospital for transmission to the patient's commanding officer. Requisitions for these articles will be made on Army Book 30. He will deliver all letters to patients in hospital.

Unauthorized articles in wards

217. He will see that no money, articles of diet or extras, books, tracts, pictures, or unauthorized articles of equipment are introduced into the wards without the previous sanction of the officer in charge.

Warming, lighting, and ventilation of wards.

218. He will be responsible that the wards are properly ventilated, lighted, and warmed according to the orders of the officers.

## II.—DUTIES AS COMPOUNDERS OF MEDICINES.

Responsibility for medical stores.

219. If qualified as a compounder of medicines, he will be responsible for the care of the surgery and its contents, and for all medical stores, surgical instruments, and other appliances entrusted to his custody (see paragraph 228).

Arrangement and issue of medicines.

220. He will be responsible for the methodical arrangement of all drugs and for their economical use, and the regularity and punctuality of all details in the issue of medicines.

Poisons to be locked up.

221. He will keep the following poisonous drugs in a separate cupboard under lock and key, as well as such other drugs as the officer in charge may order to be so kept:—

4800

5

1089

Arsenic and its preparations.

Aconite and its preparations.

Alkaloids, all poisonous vegetable.

Amyl nitrite.

Atropine and its preparations.

Belladonna and its preparations.

Cantharides and its liquid preparations.

Chloroform.

Chloral hydrate and its preparations.

Corrosive sublimate and its preparations.

Creosote.

Croton oil.

Cyanides.

Elaterium.

Emetic tartar.

Ergot of rye and its preparations.

Morphia, preparations of.

Nux vomica and its preparations.

Opium and its preparations.

Oxalic acid and its salts.

Prussic (Hydrocyanic) acid and its preparations.

Strychnine and its preparations.

To dispense prescriptions.

222. He will himself dispense all prescriptions, and under no pretence will he delegate this important duty. Medicines dispensed



at the surgery will be carefully labelled with the name of the patient for whose use the medicine is intended, the directions for use, and the date of prescription.

223. Medicines intended for external use will be so labelled, will be dispensed in fluted bottles, and when necessary will have the additional label "Poison." Poisons and medicines for external use.

224. If at any time the compounder is in doubt as to the nature of a prescription or the dose of its ingredients, he will before dispensing it refer for instructions to the nearest medical officer. Cases of doubt.

225. He will copy in Army Book 39 all prescriptions received from out patients, and will keep the originals filed ready for inspection. He will not repeat medicines or make up private prescriptions without the authority of a medical officer. He will tick off and initial every prescription which he dispenses. Copying and repeating prescriptions.

226. He will keep and prepare all returns and forms required for the receipt, expenditure, and supply of medical stores, surgical instruments, appliances, and medicines (see Regulations for Army Medical Services). Returns.

### III.—DELEGATION OF CERTAIN DUTIES.

227. In hospitals where the employment of an assistant-wardmaster is specially authorized, he will act under the wardmaster, and will perform such of the foregoing duties as may be delegated to him by the officer in charge. Assistant-wardmaster.

228. In hospitals where the employment of a compounder is authorized, he will act under the wardmaster, and perform the duties laid down in paragraphs 219 to 226, together with such other duties as the officer in charge may allot to him. Where the employment of two compounders is authorized, the senior in rank is placed in charge of the surgery; and serjeants, corporals, and privates at the hospital, who are qualified compounders, will be employed under him from time to time in turn as assistant compounders. Compounder.

229. In hospitals where an orderly wardmaster is detailed, the officer in charge will delegate to him such of the duties mentioned in paragraphs 194 to 218 as he may deem advisable, such orders being invariably given in writing for the guidance of non-commissioned officers so employed. Non-commissioned officers employed in rotation as assistant compounder.

230. In hospitals where the employment of a clerk is authorized, the officer in charge will delegate to him, under the wardmaster's supervision, such clerical and other duties as he may deem advisable (see paragraphs 355-358). Clerks; officer in charge.

### IV.—ADDITIONAL DUTIES IN A HOSPITAL IN WHICH THERE IS NO QUARTERMASTER.

231. Where no quartermaster is doing duty in the hospital, the wardmaster will keep the cheques for the patients' kits (see paragraph 287). When a patient is discharged from hospital, he will return the cheque, and will see that his kit is correctly re-issued to him (see paragraph 293). In the event of a patient's death he will not authorize the removal of the kit from the pack store without instructions from the officer in charge. Responsibility for patients' kits.



Charge of  
valuables  
handed over  
by patients.

232. He will receive and be responsible for the safe custody of all medals, money, or trinkets handed over by a patient or found in a patient's kit. He will at once give the patient a receipt (Army Book 191) for such articles and give a duplicate receipt to the officer in charge for transmission, in accordance with Regulations for Army Medical Services, to the patient's commanding officer. On the patient's discharge from hospital he will return the valuables to the patient, who will hand back his receipt for the same. In the event of a patient's death he will not hand over these valuables to anyone without instructions from the officer in charge.

Monthly  
account of  
hospital  
stoppages.

233. He will prepare the monthly Account of Hospital Stoppages (Army Form O 1643) for each corps by squadrons, batteries, or companies, according to instructions laid down in Regulations for Army Medical Services.

Personal  
charges  
against  
patients or  
attendants.

234. He will be responsible for the correct keeping of the Personal Charge Book (Army Book 51), and will prepare for the signature of the officer in charge all charges against patients or others for damages and deficiencies immediately they are discovered, in order that the amounts chargeable may be recovered (see paragraphs 214 and 277).

#### V.—DUTIES IN A LUNATIC HOSPITAL.

General  
duties.

235. The wardmaster will be guided by the orders contained in paragraphs 194 to 234.

Authority  
to seclude  
violent  
patients.

236. In the absence of an officer he is the only person authorized to seclude, when necessary, a violent or unruly patient, recording every such occurrence in the book kept for that purpose. When it is necessary to restrain by force a violent patient, sufficient assistance should first be obtained so that he may be at once overpowered, and irritation and perhaps injury thus prevented both to the patient and attendants.

To cultivate  
a con-  
ciliatory  
manner.

237. In his general intercourse with the patients, his manner should be kind and conciliatory; he should be ready to soothe and encourage the timid, desponding, or melancholy, and to repress the audacious and refractory; but the harmless irregularities of patients should never be interfered with, nor any open resistance made to their errors or inclinations.

The force of  
example.

238. He should in his demeanour exhibit strict propriety of conduct and perfect self-control, remembering that insane patients are more likely to imitate example than follow instructions.

To acquire a  
knowledge of  
the patients.

239. He should endeavour to make himself thoroughly acquainted with the habits, dispositions, and conduct of all the patients, marking particularly the changes that may from time to time occur in their condition, faithfully reporting the same to his officer. He should cultivate an interest in those placed under his charge, and make every endeavour to promote their comfort.

Journal.

240. He will keep a journal of daily occurrences for the information of the officer in charge.

Detail and  
inspection of  
attendants.

241. Under instructions from the officer in charge, he will arrange the detail of duties, visit the hospital at uncertain hours, and assure himself that the attendants are at their respective posts, that the patients are properly cared for, and that the routine of the establishment is being carried out.



242. He will visit every part of the hospital after the patients retire to bed, satisfy himself that the instructions contained in paragraph 324 are carefully complied with, ascertain that everything is correct, and give his final instructions to the night watch. The following morning he will make a report to his officer. Night visit.

243. At his visits during meals (see paragraph 201), he will particularly observe whether any patient refuses his food, and should this occur he will at once report the circumstance. To observe if a patient refuses food.

244. He will frequently visit the patients, whether in the hospital, airing grounds, or outbuildings. To frequently visit patients.

245. He will be responsible that every patient, unless exempted by order of an officer, has a warm bath immediately after admission, and once a week afterwards. To see patients have baths.

246. He will superintend the bathing of all patients, will particularly notice any bruises, wounds, sores, or evidence of disease of any kind complained of by them, or noticed by the attendants, and will at once report the same to an officer. Should he or the attendants have the slightest doubt as to the advisability of bathing any patient, owing to sickness, feebleness, or excitement, reference will be made to an officer. He will regularly report the name of every patient not having the customary bath to the officer in charge of the case. To personally superintend bathing of patients.

247. He will see that in preparing a bath, the instructions contained in Section I of the Corps Manual are strictly adhered to. In case of the thermometer in use being out of order, all bathing operations will be stopped pending reference to his officer for instructions. Preparation of baths.

248. He will see that not more than one patient is bathed in the same water; and under no circumstances are two patients to occupy a bath at the same time. During the time the bath is being used the room will never be left without an attendant; at all other times the door is to remain locked, and the key will be kept in the attendant's room. Under no pretence is the patient's head to be put under water. In the bath the body of each patient is to be well cleansed with soap: after coming out of the bath especial care must be taken to dry those patients who are feeble and helpless, and to clothe them as rapidly as possible. Precautions to be taken during bathing.

249. He will be careful that the keys are never left on the bath taps, and that they are not used by patients. When not in use they are to be locked up. Care of keys of bath taps.

250. He will bear in mind that, except when specially ordered, baths are to be used solely for purposes of cleanliness and not as remedial agents. Neither the cold nor the shower bath is ever to be used, unless expressly ordered. Baths for cleanliness not remedial.

## VI.—DELEGATION OF CERTAIN DUTIES IN A LUNATIC HOSPITAL.

251. In lunatic hospitals where the employment of an assistant-wardmaster is authorized, he will act under the chief wardmaster, and perform such of the foregoing duties as may be delegated to him by the officer in charge, but he will not be allowed to seclude an unruly patient on his own authority. Assistant-wardmaster.



VII.—GENERAL DUTIES OF A SERJEANT-MAJOR OR  
SENIOR NON-COMMISSIONED OFFICER OF A  
COMPANY OR DETACHMENT.

- General instructions.** 252. He is under the immediate orders of the officer commanding the company or detachment, but he will assist the adjutant or company officer in all matters appertaining to discipline and parade work. He should be thoroughly acquainted with everything relating to the drills and exercises of the Corps. He should be an example of activity and soldier-like conduct. He must exact prompt and strict obedience to his orders, and instantly correct any want of energy or zeal which he may observe. He should acquaint himself with the character, temperament, and abilities of every non-commissioned officer and man serving under him. He will at once bring to the notice of the commanding officer or adjutant any irregularity he may observe.
- Passes.** 253. He will initial all passes for non-commissioned officers and men before they are brought to the commanding officer, and he will keep a book in which the names of those proceeding on pass are entered, together with the period over which the pass extends. This book will be handed daily to the orderly serjeant, who will enter the actual hour of return off pass of each individual, and return the book on the following morning to be checked.
- Roster of duties, &c.** 254. He will keep the roster, and cause all details to be warned for the several duties necessary. He will parade all guards, piquets, escorts, and other parties, satisfy himself that they are acquainted with their orders or instructions, and report to the adjutant or orderly officer before dismissing or marching them off.
- Parades.** 255. He will attend all parades, and in the absence of an officer will see that the men are present, sober, and properly dressed (see paragraph 68).
- Order book.** 256. He will keep up the Company or Detachment Order Book daily, in which all corps, garrison and other orders affecting the unit will appear; also the names of officers, non-commissioned officers, and men for duty, &c.
- These orders will be read out daily on parade.
- Prisoners, &c.** 257. He will attend at the orderly room daily when prisoners are disposed of; will keep an accurate list of the defaulters, and see that they do not escape the punishments awarded.
- List of defaulters.** 258. He will see that a list of all men confined to barracks is kept in the guard room, and another with the non-commissioned officer on canteen duty, in order that the defaulters may not leave barracks or enter the canteen during prohibited hours.
- Escorts, &c.** 259. He is responsible for the committal and release of all prisoners to and from the guard room, cells, and military prison at the proper hours. He will parade all prisoners ordered for trial, their escort, the witnesses, and court orderly; see that they are properly dressed, and marched off in time to reach the court at the appointed hour.
- Inventories.** 260. He will be present when inventories of kits of absentees are taken by the non-commissioned officer in charge of the room, and be in a position to give corroborative evidence as to the result.
- Duties** 261. He will perform any other duties that the commanding officer may consider necessary.



## SECTION 12.—NON-COMMISSIONED OFFICER EMPLOYED AS STEWARD.

### I.—GENERAL DUTIES.

262. Where a quartermaster is doing duty in a hospital, the steward will, under him, perform such of the following duties as may be delegated to him by the officer in charge, but in a hospital in which there is no quartermaster they will all be performed by the steward.

Division of duties between quartermaster and steward.

263. He will be responsible for the custody and care of the hospital buildings, out offices, and enclosures, and will at once bring to the notice of the officer in charge any defect or damage he may at any time discover.

Responsibility for buildings.

264. He will be responsible for the furniture, equipment, bedding, and stores of all kinds received over from the officer in charge of barracks (as laid down in Regulations for Army Medical Services), except the personal equipment of patients, and the bedding and equipment of wards which he has handed over to the wardmaster in accordance with paragraphs 209, 210, and 212. He may, if he so wish, make out a third copy of the Inventory on Army Book 126D for his own use.

Equipment and stores.

265. He will have charge of the provision, wine, and malt liquor stores of the hospital; will be responsible that they are kept well supplied with everything required for the sick, but that no undue accumulation takes place; that the supplies first received are all expended before any subsequent supplies are issued; that no loss takes place from neglect or carelessness on the part of the issuers employed in the store, and that the store and its appurtenances are kept clean and in good order; also that all weights and measures are correct.

Provision, wine, and malt liquor stores.

Correctness of weights and measures.

266. He will not allow smoking in any of the stores under his charge.

Smoking prohibited.

267. He will prepare and sign requisitions for current hospital supplies on the officer in charge of supplies or on contractors, and submit them for the counter-signature of the officer in charge. The steward's signature, with rank and appointment, will invariably be attached to requisitions, receipts, and counterfoils, the details on which must strictly agree with those on the requisitions.

Requisitions, receipts, and counterfoils for current supplies.

268. He will draw perishable articles of diet and extras daily. Articles not perishable will be drawn in quantities calculated to last a week or longer, according to circumstances.

Regulation for drawing diets and extras.

269. When supplies of any kind are delivered, he will sign on the back of the requisition, at the time of their receipt, in acknowledgment thereof. Without such acknowledgment the requisition will not be accepted as a voucher in support of the contractor's account.

Receipts on delivery of stores.

270. He will examine all articles of diet and extras on their receipt into store, and should he find anything deficient or not equal to contract sample, will at once report to the officer in charge. He will similarly report any inferior quality of provisions which may be brought to his notice by the cook (see paragraph 342).

Examination of supplies and report on inferior quality.



Requisitions  
and return  
of fuel and  
light.

271. He will draw articles of fuel and light, according to the regulated scale, from the officer in charge of barracks on requisition (Army Book 30) for wards, offices, quarters, kitchens, and all purposes connected with the hospital. He will be responsible for their custody and issue, and will account for the same monthly on Army Form F 727.

Diet account  
and daily  
record of  
diets.

272. He will keep the Hospital Diet Account on Army Form F 735, in which the number and description of all diets and extras, and all supplies received and issued, will be carefully entered from day to day, to enable the state of the provision account to be inspected, and its correctness ascertained at any moment. This account will be retained and filed in the hospital as an office record.

Returns sent  
to officer in  
charge of  
supplies.

273. On the last day of each month, or more frequently if required, he will prepare the War Office copy of the Hospital Diet Account on Army Form F 736, and the return of hospital stoppages (Army Form P 1941) for signature and transmission by the officer in charge of the hospital to the officer in charge of supplies.

Provision  
ticket.

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1895.

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274. He will prepare the Steward's Diet Record (Army Form I 1218) in duplicate from the Diet and Extra Sheet Summary (Army Form F 734) sent to him by the wardmaster, attach the latter to the original of the former, and then pass them all to the chief wardmaster—where there is no quartermaster—together with Army Form F 735 (see paragraphs 208 and 338).

Issues to  
cook and  
wardmaster.

275. He will issue daily to the cook all articles of diet and extras, except wines, spirits, and malt liquors, which he will issue to the wardmaster on receipt of the diet sheets (see paragraphs 199, 208, and 338).

Cleaning  
articles.

276. He will draw soap, soda, and other articles required for cleaning purposes from the officer in charge of barracks, according to the regulated scale, on requisition (Army Book 49), and will keep an account of all issues.

Inspection  
of bedding,  
clothing,  
and personal  
equipment.

277. He will carefully inspect all articles of bedding, linen, clothing, and patients' personal equipment brought for exchange. If any article be found injured or stained, apparently in consequence of neglect, he will at once draw the attention of the wardmaster and the person delivering the same to the fact, and will thereupon mark and lay it aside for the inspection of the officer in charge, with a view to the investigation of the case and assessment of the amount of damage (see paragraph 234).

Periodical  
exchanges,  
and washing  
of bedding,  
linen, &c.

Ditto.

278. He will prepare for signature by the officer in charge of the hospital the lists on Army Forms F 702 and F 762 for the necessary periodical exchanges of hospital bedding, linen, and clothing.

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279. In the event of the barrack accountant not being able to give an equal number of clean articles in exchange for the soiled ones, a temporary receipt will be taken for any articles not replaced; the numbers (in words) and description of such articles will be noted and initialed on the back of the requisition, and the following added to the certificate on the form: "except those articles noted on the back hereof, for which a temporary receipt has been taken in accordance with the regulations." If this matter is not satisfactorily adjusted without delay, by the officer in charge of barracks, a



report will be made by the officer in charge of the hospital to the principal medical officer, for the information of the General Officer Commanding (see Regulations for Army Service Corps Duties).

280. The steward will see that the articles received back from the barrack accountant have been properly washed and are correct as to numbers. He will report at once any complaint on these matters to the quartermaster, where one is doing duty, or to the officer in charge of the hospital. To examine receipts.

281. It is calculated that the average number of articles to be washed for each patient per month (or for every thirty diets issued) is from sixty to sixty-five; and to be repaired from eight to ten for the same period. In the event of this estimate being materially exceeded, a certificate as to the necessity will be furnished by the officer in charge of the hospital, to the officer in charge of barracks. Estimate of number of articles to be washed.

282. He will be careful that personal and bed linen is properly aired before it is issued to patients. Linen to be aired.

283. He will keep a Bedding Book (Army Book 54), in which all bedding issued to, or received from, the wardmaster will be accounted for. All transactions must be entered in this book, and signed, as they occur (see paragraph 210). Account of bedding issued to wardmaster.

284. He will be present at all inspections of buildings and equipment by the Royal Engineers and officer in charge of barracks. Attendance at inspection of buildings and equipment.

## II.—INSTRUCTIONS AS TO DIETS AND EXTRAS.

285. The following extract from the Allowance Regulations is reprinted for the information and guidance of the steward in issuing articles of diet and extras:— Extracts from Allowance Regulations.

"54. Except at stations abroad where special scales are in force, which are detailed in the local regulations of the station, issues will be made to the patients specified in paragraph 65 in accordance with the following scales, according to the diet upon which each patient may be placed:— Diets on ordinary service.

Diets.							Diets.
ARTICLE.	CLASS OF DIET.						
	Varied.	Roast.	Con- vales- cent.	Chicken.	Beef Tea.	Milk.	
Meat (Beef or Mutton) without bone .... ozs.	12	8 (steak)	8	half a fowl	8 (beef)	3	
with bone .... "	15	10 (chop or joint)	10		10 (beef)		
Bread .... "	18	18	16	16	14	12	
Salt .... "	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$		
Tea .... "	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$		



## Diets—continued.

ARTICLE.	CLASS OF DIET.						
	Varied.	Roast.	Con- vales- cent.	Chicken.	Beef Tea.	Milk.	Plain Milk.
Sugar .... ozs.	1½	1½	1¾	1½	1½	1	
Milk .... "	6	6	6	6	6	3 pints	3 pints
Butter .... "	1	1	1	1	1		
Potatoes .... "	16	8	8	8			
Vegetables .... "	4	4	4				
Flour .... "	....	....	¼				
Barley .... "	....	....	1½				
Rice .... "	....	....	....	....	....	2	
Pepper (every 100 diets) .... "	2	2	2	2	2		
Mustard (every 20 beef diets) .... "	1	1	1				

## Extras.

55. Extras to be ordered when considered necessary for the treatment of the case.

Extras.				Class of diet upon which admissible.
Butter	Bread ...	....	....	} All diets except varied.
Eggs	Arrowroot	....	....	
Milk	Sago	....	....	
Tea	Oatmeal	....	....	
Sugar	Rice	} pudding	....	
Beef-tea	Sago		....	
Egg-flip	Custard		....	
Soda-water	....	....	....	
Lemonade, bottled	....	....	....	
Calves foot jelly	....	....	....	
And the customary fruits in season				} Upon beef-tea diet when it is found necessary to keep a patient on this diet for any lengthened period, or when there is a tendency to scorbutic taint.
4800	White fish, 12 ozs. gross weight	....	....	
3	Butter, 2 ozs.	....	....	
142				} Upon varied, steak and chicken diets when ordered by the medical officer to be stewed.
	Potatoes, 8 ozs., or	....	....	
	Vegetables, 4 ozs.	....	....	
	Flour, ½ oz.	....	....	



Extras—cont.	Class of diet upon which admissible.	
Wines* (Sherry, Port, Tarra- gona, Claret).... Spirits* (brandy, whisky, gin) ... Malt liquors (stout, ale).... Diet drinks { Barley-water Rice-water Gruel Lemonade....	Upon all diets, including varied.  For officers' diets, or in excep- tional cases, as considered necessary by the senior medical officer.	33407 Medical 162
Other articles, in addition to above....		

56. When any of the extras specified in paragraph 55 are ordered, they will be made and charged according to the following proportions :—

Ingredients.

Barley-water—barley, 2oz. ; sugar, 2 oz. } For every 5 pints of  
 Rice-water—rice, 2 oz. ; sugar, 2 oz. } each.  
 Lemonade—two large lemons and  $1\frac{1}{2}$  oz. of sugar } to every 2  
 Gruel—oatmeal, 2 oz., and  $1\frac{1}{2}$  oz. of sugar } pints.  
 Rice-pudding—rice, 2 oz. ; milk,  $\frac{3}{4}$  pint ; sugar,  $\frac{1}{2}$  oz. ; egg, 1.  
 Sago-pudding—sago,  $1\frac{1}{2}$  oz. ; milk,  $\frac{3}{4}$  pint ; sugar,  $\frac{1}{2}$  oz. ; egg, 1.  
 Custard pudding—milk, 1 pint ; sugar, 1 oz. ; eggs, 2.  
 Cinnamon,  $\frac{1}{2}$  oz., may be issued for 15 puddings, or one lemon to  
 12 puddings.  
 Oatmeal, 4 oz. ; with milk, 8 oz.  
 Arrowroot, 2 oz. ; with sugar, 1 oz.  
 Sago, 2 oz. ; with sugar, 1 oz.  
 Egg flip ; 2 eggs with  $\frac{1}{2}$  oz. sugar.  
 Tea, per pint ;  $\frac{1}{8}$  oz. tea ;  $\frac{3}{4}$  oz. sugar ; 3 oz. milk.  
 Beef tea, per pint {  $10\frac{3}{4}$  oz. meat without bone.  
                           {  $13\frac{1}{4}$  oz. meat with bone.  
                           {  $\frac{1}{2}$  oz. extractum carnis.  
                           { 4 oz. essence of beef.  
                               With pepper and salt as required.

57. The following rates will be allowed for substitutes :—

Substitutes.

2 oz. lime juice = 1 lemon.  
 3 oz. rice, or  
 3 oz. flour, or } = 16 oz. potatoes.  
 8 oz. bread  
 1 oz. preserved potatoes = 5 oz. fresh potatoes.  
 1 oz. preserved vegetables = 10 oz. fresh vegetables.  
 $\frac{1}{2}$  oz. coffee =  $\frac{1}{6}$  oz. tea.  
 1 tin condensed milk =  $2\frac{1}{4}$  pints.

\* Milk, wines, and spirits are to be calculated at 20oz. the imperial pint. The Measure of reputed quart bottle should contain  $5\frac{1}{2}$  gills, or  $26\frac{3}{4}$  oz. Liquids.



## III.—DUTIES IN CONNECTION WITH THE PACK STORE.

Kits of  
patients on  
admission to  
be put in  
pack store.

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Clothing

25

286. When patients are admitted, the steward will receive over the whole of their kits, with the exception of forage cap, one pair of boots, small book, devotional books, comb, razor, shaving brush, set of blacking brushes and tin of blacking, and enter a list of the articles in both the cheque and counterfoil of the Pack Store Cheque Book (Army Book 182). He will enter correctly each patient's name, regimental number, and corps, and will indicate the condition of the patient's uniform, clothing, and necessities on the inventory by initial letters, thus :—

N, for new.

G, for good.

B, „ bad.

W, „ worn.

Great care will be observed in registering the articles correctly, so that no dispute may arise on the discharge of a patient from hospital.

Cheque for  
kit to be  
handed to  
quarter-  
master or  
wardmaster.

287. After completing the inventory of a kit, he will tear out the cheque, and hand the same—duly signed by himself, and endorsed by the patient (if able), or (if unable) by the ward orderly and countersigned by the wardmaster—to the quartermaster, if one is attached to the hospital, otherwise to the wardmaster (see paragraph 231).

Disposal of  
valuables  
belonging to  
patients.

288. He will at once give over to the quartermaster, if one is doing duty in the hospital, otherwise to the wardmaster, medals, money, or other valuables handed over by a patient, or which he may find in his kit or clothing, noting in the Pack Store Cheque Book the property thus transferred (see paragraph 232).

Separation  
and washing  
of soiled  
linen.

289. He will at once send to be washed the underclothing worn by a patient on admission, as also any soiled article which he may find in his kit. He will enter in a book kept for the purpose, a list of these articles, the corps number, and name of the patient to whom they belong, and the number of the pack in the Pack Store Cheque Book. The soiled articles belonging to each patient will be tied in separate bundles, to each of which a list of contents will be attached. The person to whom they are handed over for the purpose of being washed will initial the book, as an acknowledgment of having received the articles. On the bundles being sent back the clean clothes will be replaced in their respective packs.

Arrange-  
ment of kits.

290. He will brush and clean the clothing belonging to the kits, which will then be carefully put up and arranged not too closely, on the shelves of the pack store, each pack having attached to it the number of the page in the Pack Store Cheque Book in which the inventory is recorded. It is a convenient plan to fasten the strap of the haversack round each pack.

Pack store  
to be aired.

291. He will be responsible that the pack store is at all times dry and well aired, and that the clothing and necessities are also frequently aired and kept free from moth and damp. Any damage arising from neglect of these precautions will be made good by him.

Access to  
packs not  
allowed.  
Issue of on  
discharge or  
death of  
patient.

292. He will not allow access to the packs, nor deliver any articles to patients except under proper sanction.

293. On the discharge of a patient, the steward will issue the kit from the pack store, on the production of the cheque (mentioned in paragraphs 231 and 287). The patient will endorse the counterfoil



on taking over his kit. On the death of a patient, the kit will not be issued from the pack store except under orders which he will receive through the quartermaster, if one is doing duty in the hospital, otherwise, through the wardmaster (see paragraph 231).

#### IV.—DELEGATION OF CERTAIN DUTIES.

294. In hospitals where the employment of a non-commissioned officer as pack store keeper, or linen store keeper, is specially authorized, he will perform, under the steward, the duties laid down in paragraphs 286 to 293, or 277 to 282 respectively, together with such other duties as the officer in charge may allot to him. Under no circumstances will these duties be delegated to a private.

Duties of pack or linen store keeper when specially authorized.

### SECTION 13.—PRIVATES EMPLOYED AS WARD ORDERLIES.

#### I.—GENERAL DUTIES.

295. Ward orderlies will act upon the immediate orders of the wardmaster, to whom they will at once refer in any case of doubt or difficulty; they will be responsible under him for the care, cleanliness, and nursing of the sick, and attention to their wants.

Responsibility in regard to patients.

296. They will, in hospitals where nursing sisters are employed, give ready and efficient assistance to them in all matters connected with the nursing of the sick.

To assist nursing sisters.

297. They will carry out their duties in a quiet manner. They will observe the greatest personal cleanliness, and when performing nursing duties will be particularly careful that their hands and nails are kept perfectly clean by frequent washing and the use of the nail-brush (see paragraph 106, Section I, Manual for the Corps). They will preserve good order in their wards, be punctual and exact in obeying the orders they receive; and in dealing with the sick, exercise patience, gentleness, and at the same time firmness.

Demeanour, personal cleanliness, and discipline.

298. They will be responsible to the wardmaster for all ward equipment and bedding in the wards under their charge, the correctness of which they will attest by their signatures on assuming charge (see paragraph 211).

Responsibility for ward equipment and bedding.

299. When patients are too ill to look after their personal equipment, the ward orderly will be responsible for the same, and endorse the counterfoil in Army Book 42 (see paragraphs 213 and 287).

Personal equipment of patients seriously ill.

300. They will (guided by the instructions contained in Section I, paragraphs 190 to 208 of the Corps Manual) keep the wards, passages, ablution and bath-rooms, water-closets, &c., placed under their charge, clean and in good order, sweeping and dry-rubbing the passages and wards, and thoroughly cleaning the furniture and utensils every day, but they will not wash the floors of occupied wards except under orders from the officer in charge of the ward.

Cleanliness of wards, &c.



Damage to drains. They will be held responsible for any damage to drains which may occur owing to poultices, dressings, &c., being improperly thrown into slop-closets and water-closets.

To remove soiled linen and empty medicine bottles. 301. They will at once remove from their wards, and exchange all soiled linen, bedding, and clothing, and will return to the surgery all empty medicine bottles and all medicines ordered to be discontinued.

Duties in the morning. 302. They will rise at reveillé, clean and air the wards, and see that all urinals are emptied and cleaned; that every species of dirt is removed from the wards; and that the bedding is freely exposed to the air for at least one hour before the bed is re-made (see paragraphs 190 to 204, Section I, of the Corps Manual).

Patients to obey rules. 303. They will make themselves thoroughly acquainted with the Orders for Patients (Appendix 12), and will see that these orders, a copy of which (Army Form C 345) is hung up in a conspicuous position in every ward, are understood and obeyed by the patients.

Change of patients' linen and of towels. 304. They will see that every patient is supplied with a clean towel, shirt, and pair of socks twice a week, and with clean sheets once a week, or more frequently if necessary. The round towels, which are intended to be used only for drying table utensils, will be changed twice a week, or more frequently if necessary.

Distribution of diets and cleaning of table utensils. 305. They will bring the diets from the kitchen at the proper hours, and distribute them to the patients according to the orders on the Diet Sheets, and will see that no patient gives any portion of his diet or extras to other patients. After every meal, all utensils which have been used will be washed and put in their proper places, and the diet trays emptied and cleaned.

To report sudden illness. 306. In the event of a patient being seized with sudden illness, or his symptoms becoming alarming, the ward orderly will immediately report the same to the wardmaster.

To report irregularities and damage. 307. They will report immediately to the wardmaster any irregularity which may occur in the wards under their charge, and also all loss or damage to articles of hospital or personal equipment.

Smoking prohibited. 308. They will not permit smoking in any of the wards, passages, or rooms without the authority of their officer.

Performance of minor dressings and administration of medicines. 309. They will perform such minor dressings as the officers may delegate to them, and when no nursing sisters are doing duty in the ward they will administer at the proper intervals the medicines ordered (see paragraph 112, Section I, Corps Manual). They will also take the temperature of the patients, when required to do so by the officer of the ward.

Responsibility of special orderlies and night guard. 310. They are, when posted in charge of a patient or patients and regularly relieved, "soldiers acting as sentinels," and are liable to punishment under Section 6 of the Army Act for sleeping or being drunk on their post, or leaving it before being relieved.

## II.—DUTIES IN A LUNATIC HOSPITAL.

General duties. 311. Ward orderlies employed as lunatic attendants will be guided by the orders in paragraphs 295 to 310.

Lunatics not to ramble about. 312. They will not permit patients to enter their rooms for any purpose; the doors of these rooms will be invariably kept shut, and the observation windows properly fastened; no patient will



be allowed in the kitchen, scullery, or store rooms, except on express authority.

313. They will allow no patient to go beyond the hospital precincts, except parties specially detailed, for which the attendants in charge will be responsible.

Care of lunatics outside hospital.

314. They will abstain from handling the patients roughly or using harsh language to them, and studiously avoid doing anything likely to create excitement amongst them. Every consideration should be shown for harmless irregularities. A violent or noisy patient should not be interfered with except to prevent harm to himself or others, or damage to property. When interference is necessary, assistance should be obtained, unless the attendant is perfectly satisfied that he is able to deal with the case himself.

Demeanour towards lunatics.

315. They will see that the patients are properly clothed, and will encourage habits of cleanliness and tidiness amongst them. All articles of clothing are to be frequently examined by the attendants and changed when requisite.

Attention to clothing and cleanliness of lunatics.

316. The attendants have no authority to seclude a patient, but when he appears in such a state of excitement as to require seclusion, they are to report the matter to the chief wardmaster.

No authority to seclude a patient.

317. They will repress all quarrels among the patients and report to the chief wardmaster all accidents, quarrels, attempt at escape, or bodily or mental change in individuals that may have occurred during their period of duty.

To repress quarrels.

318. They will take every precaution to prevent the patients becoming possessed of knives, or other weapons, pieces of cord, lucifer-matches, or any article likely to prove dangerous to themselves or others; and with this view razors or knives belonging to the attendants are not to be kept in their packs, but will be locked up in the cupboards of their respective rooms. They will also take care that brooms, utensils, &c., used in the cleaning are put out of reach after the work is done.

Articles with which they may do hurt to be kept from lunatics.

319. They will, as directed, cut the hair and nails of patients, being careful to permit only one patient to be present at a time, and not to allow the scissors or knives out of their own possession.

Cutting hair and nails.

320. They will daily examine the fastenings of windows and doors to see that they are secure, and have not been tampered with.

To examine fastenings of doors and windows.

321. They will, in passing to and from the hospital, be careful to properly close and secure all doors behind them to prevent the escape of the patients.

To shut doors.

322. They will hold no communication with any persons outside respecting any of the patients, or convey any letters or messages to or from them; all correspondence received is to be taken to the chief wardmaster for transmission.

To hold no communication with persons outside as to any patient.

323. They will frequently visit the bath-rooms, water-closets, latrines, &c., which are often resorted to by suicidal patients and those addicted to vicious practices.

To frequently visit bath-rooms and water-closets.

324. They will be present in their respective wards at bed-time, see that the patients are all present, that their clothing is neatly folded up and placed outside the wards; that they have no matches, pieces of iron, cord, or other article with which they

Duties at patients' bed-time.



might do mischief or inflict injury on themselves or others in their possession, or secreted in their bedding.

To examine  
for bruises.

325. They will frequently examine the patients to ascertain if they suffer from bruises or injuries of any kind, and any such discovered will be at once reported.

Precautions  
against fire.

326. They will exercise extreme vigilance against fire. In the event of a gas bracket being pulled down, or any escape of gas occurring, the hole should, if possible, be at once plugged, and the gas turned off from the entire landing if necessary, but this should be done quietly to prevent alarm amongst the patients.

Extract from  
Lunacy Act,  
1890 (53  
Vict., c. 57).  
Ill-treat-  
ment.

327. The following extracts from the Lunacy Act, 1890 (53 Vict., c. 57), are published for the guidance of all persons employed in attendance on lunatics :—

“Section 322.—If any manager, officer, nurse, attendant, servant, or other person employed in an institution for lunatics or any person having charge of a lunatic, whether by reason of any contract, or of any tie of relationship, or marriage, or otherwise, ill-treats or wilfully neglects a patient, he shall be guilty of a misdemeanour, and, on conviction on indictment, shall be liable to fine or imprisonment, or to both fine and imprisonment at the discretion of the court, or be liable on summary conviction for every offence to a penalty not exceeding 20*l.* nor less than 2*l.*”

Penalties for  
permitting  
escape and  
for rescue.

“Section 323.—If any manager, officer, or servant of an institution for lunatics wilfully permits, or assists, or connives at the escape or attempted escape of a patient, or secretes a patient, he shall for every offence be liable to a penalty not exceeding 20*l.* nor less than 2*l.*”

Duties of  
night-guard.

328. The attendants detailed for night-guard will take over charge from the time of the patients retiring to bed until they are relieved in the morning by the ordinary attendants, and during that time they will be responsible for the care of the patients, and especially bear in mind that as soon as they have been posted they are sentries (see paragraph 310).

Ditto.

329. The night-guard will visit every ward at least each hour during the night, or oftener when necessary ; paying particular attention to the sick, and to those special cases which may require extra watching, and to which their attention may have been directed by the chief wardmaster. These visits should be quietly made, to avoid, as far as possible, disturbing the patients.

Ditto.

330. Should anything of a special nature occur during the night, the matter will be at once reported to the chief wardmaster.

Ditto.

331. The names of patients noisy, talking much to themselves, frequently out of bed, &c., will be noted, and the circumstances reported to the chief wardmaster for the information of the officer in charge ; and whether anything of a special nature has occurred during the night or not, the attendants will make a report to the chief wardmaster the following morning.



## SECTION 14.—NON-COMMISSIONED OFFICER OR PRIVATE EMPLOYED AS COOK.

### I.—GENERAL DUTIES.

332. The cook will be responsible that the kitchen is always clean and tidy, that everything is in its right place, that the tables are scrubbed with soap and water daily, the floor washed frequently, and the chopping block scraped, the ranges kept clean and in good order, and, if required, a sufficient supply of hot water is kept ready for bath and other purposes.

Cleanliness and tidiness of kitchen.

333. Before leaving the kitchen for the day he will be careful that every pot, saucepan, or other cooking vessel in his charge is emptied, thoroughly cleaned, and carefully wiped, as damp will soon rust tin vessels; and vegetables, if kept in a metal saucepan, will turn sour and corrode the metal.

Cooking vessels to be kept clean and carefully wiped.

334. He will not allow saucepans, stewpans, or other cooking vessels to remain on the fire without a sufficient quantity of water or other liquid in them to prevent burning. When a pan is injured in this way it becomes quite unfit for cooking purposes. A *bain-marie*, or hot-water pan, is to be placed on the hot plate or hob of the stove, or over gas, filled with water, into which will be placed the block-tin saucepans: these saucepans must never be placed by themselves directly on the fire or gas; the hot-water pan, after the work of the day is over, must be emptied and dried.

Care to be taken to prevent burning of saucepans.

335. He will at once report when the copper boilers require retinning, as they are then very hurtful and even poisonous for cooking purposes.

Copper boilers to be retinned.

336. He will not leave anything acid, or liable to turn sour, such as vegetables, in vessels of glazed ironware, as the glazing, being of a metallic nature, may mix with and injure such food.

Protection of glazed ironware from acid.

337. He will use a different strainer for beef-tea and all greasy liquids from that used for lemonade, barley-water, and similar drinks. For the former, wire strainers may be used, but not for the latter.

Strainers.

338. He will attend at the provision store to receive from the steward the articles required for the preparation of the diets and extras prescribed as shown by the Steward's Diet Record (Army Form I 1218, the duplicate copy of which he will file for any future reference. These articles will be weighed in his presence, so that he may satisfy himself that the proper quantities are issued (see paragraphs 208 and 275).

Cook to satisfy himself he gets full weight.

339. In preparing diets or drinks, he will be guided as to the quantities of the ingredients by the Diet Table (Army Form I 1203), a copy of which, in accordance with Regulations for Army Medical Services, is hung up in every ward and kitchen; as well as by the instructions to the steward in paragraph 285. In apportioning the quantities he will invariably use weights and measures.

Diet tables to be the guide as to quantities.

340. He will be particularly careful that the meals are sent to the wards hot; for however well in other respects the cook may succeed in his task, if the diets are received by patients in a cold

Meals to be served hot.



or lukewarm condition, much of the benefit of good cookery will be lost. He will be responsible that the bottoms of the diet-trays are filled with hot water before the diet-tins are placed in them.

Management of fuel and ranges, and general instructions.

341. He will exercise great care in the management of the stove or fireplace, so as not to exceed the allowance of coals. Except when specially ordered, the fires will be extinguished every evening at 9 P.M. A description of the principal grates in use will be found in the "Manual for Military Cooking"; and the instructions given in that manual will be followed as far as they are applicable to hospitals.

## II.—INSTRUCTIONS.

Instructions for cook.

342. The cook will be further guided by the following instructions:—

To report inferior quality of provisions to the steward.

(1) As very great difference exists in the quality of beef, mutton, fowl, and fish, it is essential that he should be able to form a correct opinion as to the quality of these articles, and at once, when the quality is inferior, report the same to the steward (see paragraph 270).

Quality of mutton.

(2) The mutton for broth should be, if possible, four years old; 30 per cent. more of two-year-old mutton is required to make the same quantity and quality of broth as four-year-old. Ram mutton, if lean, can be used. As mutton differs in quality and flavour in almost every county of the United Kingdom, it is impossible to describe that which distinguishes the best in each variety, but fine white fat, flesh close-grained and of a bright red colour, the inside of the leg well formed and plump, indicates good mutton.

Carving a leg of mutton.

(3) In carving a leg of mutton, hold the knuckle or shank-bone in the left hand, the inside of the leg turned upwards. The first slice should be cut slantways, close to the knuckle; and continue cutting in slices down to the thigh bone, passing the knife round it. The fat from the broad end should be cut away in the first instance, and distributed as required.

Carving a shoulder of mutton.

(4) In a shoulder of mutton, the meat, before being cut up into diet portions, should be removed from the bone in the following way:—Cut the meat off in one piece from the under part of the bladebone by running the knife close to the bone; then turn it over, and cut down on each side of the ridge bone; then run the knife up under the meat close to the blade bone, there will only remain a few pieces round the shank bone, which should be cut up and distributed among the diet portions. The meat should be cut in slices across the grain.

Neck of mutton.

(5) If a neck of mutton is roasted, it should be trimmed, and a great part of the fat removed. The *scrag end* should be boned, rolled, and tied round, the bones being put into the soup. For broth, the neck of mutton should be divided into chops; for convalescent diet, they should be skewered and tied up, and boiled in the broth.

Quality of beef.

(6) Four-year-old beef is the best for hospital use. Ox beef will make the highest flavoured beef-tea. Younger meat may be more tender, and make apparently stronger soup, but, like veal broth, it is merely more gelatinous. The lean of ox beef is of a



bright red colour, cow beef of a pale red; a very dark beef indicates bull beef, which requires longer cooking. The colour of the fat, if yellow, indicates that the animal has been fed upon oil-cake, the meat of which is not so good for hospital use as that of cattle fed on roots or pasture.

(7) In small hospitals the parts sent for roasting are generally the middle and chuck ribs (the middle has four, and the chuck three, ribs), or part of them. In this description of joint, the bones should be cut out, broken, and placed in the soup, and the meat then rolled, skewered, and tied with a strong string. If baked, the meat should have a piece of greased paper placed over it. In carving for distribution the meat should be cut in slices; if, however, the joint is roasted with the bone, the meat should be removed in one piece from the bone, by inserting the knife under it, close to the bone; the bones should be used for soup. Roast and baked beef.

(8) When the buttock and mouse buttock are supplied for roasting, the meat should be cut when raw from the bone and then cut across in pieces two inches thick. The French make a hole in the meat half an inch square, with a skewer, and fill it with fat. The pieces should then be cooked very slowly, and carved for distribution in slices of half an inch thick across the grain. The same plan should be adopted when the meat is stewed or boiled in soup. Buttock and mouse buttock.

(9) When chops or steaks cannot be broiled in frying-pans they should be cooked in a very hot oven. With frying-pans the following mode should be adopted: Place the frying-pan on the fire, clean it well, rub some salt on it to make it quite dry and clean; then put the chop or steak in the pan, inclining one side of it downwards, so that none of the melted fat touches the meat; turn it often to retain the gravy in it. Chops should always be trimmed before they are cooked. Chops and steaks.

(10) A fowl to produce 1 lb. of meat (or two diets) should weigh not less than  $1\frac{1}{4}$  lb.; it should be roasted whole, and afterwards divided. But if one portion of a fowl is required, it should be cut from the raw fowl, covered with paper, and either baked or roasted. In baking fowls, the oven must be made much hotter than for meat. If a fowl has been once cooked, to make it hot again it should be placed on a plate in a basin, with very little water under the plate; it should then be covered over with another plate, placed in the oven, and kept there for 20 minutes. Roast and baked fowl.

(11) In cooking old fowls for chicken soup or broth, place bones and all, with very little water, in a wide-mouthed bottle, and then put in a stewpan of boiling water. After boiling for two hours, strain off, and serve; the broth being diluted if deemed too strong; chickens only should, if possible, be used for chicken broth. Chicken soup or broth.

(12) Fish should, if possible, be filleted from the bone; a plain sauce may be made of the skins, bones, and cuttings, boiled in a little water, with a sprig of parsley and salt, and strained. A sole is filleted by removing both skins, cutting off the head, making a cut down on each side of the backbone, and inserting the knife under the flesh close to the bone. Each sole will make four fillets, which should be placed in a baking dish, slightly greased with Filleted fish.



piece of paper over it, and kept in the oven from 10 to 15 minutes. Small haddocks and large whiting are best filleted and done as soles.

Boiled fish. (13) When cod, haddock, ling, &c., are to be boiled, they should be cut in slices when raw, and each slice rolled and tied round with string, to be removed when the fish is dished up.

Fried fish. (14) Fish to be broiled should, in the first place, be thoroughly dried; the frying-pan should then be made ready with the bottom well covered with fat, not too hot, which may be ascertained by throwing in a few bread-crumbs or a drop of water; immerse the fish in it and cook gently; when taken out it should be placed on a clean napkin.

Difference in qualities of flour and rice. (15) The cook should be fully acquainted with the different qualities of flour, arrowroot, rice, &c. For instance: some samples of flour will never thicken soup; and to ascertain whether it is suitable for that purpose, a teaspoonful should be tried to see whether it can be made into tough paste. Rice also varies much: it is not always the finest and whitest that is the most nourishing, or makes the best puddings; the common Bengal cargo rice in these respects is generally superior even to the best Carolina.

Potatoes. (16) Potatoes in damp weather, or those grown in a damp locality, are better steamed or baked in their skins; they are liable to fall to pieces if boiled.

Milk and rice milk. (17) Milk, rice-milk, &c., are best boiled in one saucepan within another, as in the *bain-marie*; milk, &c., should also always be kept hot in this way.

Soup on convalescent diet. (18) The meat on Convalescent Diet is to be boiled with the vegetables, barley, and flour, so as to allow to each patient the quantity of soup specified in the diet table.

Vegetables in diets with no soup. (19) In the diets, where no soup is given, the vegetables are to be cooked in bulk, and served up to each patient in the proportion specified.

Cooking preserved provisions. (20) In cooking preserved provisions, such as essence of beef, mutton broth, boiled chicken, mutton, and beef, they are as a rule too much done. In most cases it is necessary only to remove the lid of the tin, and to place it in a stew-pan of boiling water; the pan should be kept on the fire, or in the oven, until the contents are warmed through; the fat on the top then removed, and the food served. The contents may also be emptied out of the tin into a stew-pan, with a little water, and warmed; then seasoned or flavoured according to taste or direction; and the broth strained from the meat and served; the meat will make an excellent panada. Essence of beef added to this broth makes it stronger. Preserved vegetables, as carrots, parsnips, onions, potatoes, &c., as well as dried parsley and other herbs, can all be introduced into these broths or soups, at discretion.

Stews made of tinned beef or mutton. (21) For stews, the tins of beef and mutton (fresh or corned) may be used in any form; an Irish stew may be made either with fresh or preserved onions and potatoes; if fresh, the onions should be sliced thin, placed in a stew-pan with a little fat, and allowed to get warm through, not browned; then add the potatoes with a very little water; when the potatoes are nearly done, add the seasoning, and empty the contents of the tin carefully



on the top ; when the potatoes are done, the meat will be sufficiently warmed through, and may then be served.

(22) Soup and bouilli in tins will always admit of more water being added, and if raw vegetables are added they should be first boiled and mixed with the contents of the tin, five minutes before serving. Tinned soup.

(23) Salt beef or pork should be soaked for at least thirty-six hours in water, changing the water three or four times. When being cooked, the water should also be changed the moment it begins to boil, and cold water added ; in this way, salted meat may be used almost like fresh ; but in making soup from salted meat a large amount of vegetables should be added. Salt beef will also make an excellent panada, adding herbs and spice, and weight for weight of bread and eggs ; then formed into balls and baked ; it may also be served plain, or with any kind of sauce ; or it may be put into pudding paste and made into dumplings. In stewing salt meat a little sugar should always be added, and in frying, a little vinegar, or lime juice, or sour wine. Salt beef or pork.

(24) Frozen meat or vegetables should be placed in cold water in a warm room until thawed. Bread should be treated in the same way, and then dried or rebaked, which makes it taste like new bread. Frozen provisions.

(25) When porridge of Indian meal or maize flour is ordered, the meal or flour should first be soaked in cold water in a cold place for twelve hours, and whatever floats on the top removed ; it should then be boiled slowly for five or six hours. Maize porridge.

## SECTION 15.

### I.—RULES REGARDING THE CLERK SECTION.

#### 1. The Appointment of Clerks.

343. Warrant officers and non-commissioned officers will be selected for employment in the offices and hospitals where the employment of Royal Army Medical Corps clerks may be sanctioned by the Director-General. They will be appointed by the Director-General, from a list of qualified candidates kept at the headquarters of the Corps, and they will be required to qualify for promotion under the same conditions as are applicable to other non-commissioned officers. Their advancement to the different ranks will continue, as heretofore, to run throughout the Corps, and will be governed by selection. Appointment.

344. Advancement to a higher rate of pay, to fill a vacancy as clerk, will depend upon the conduct, general ability, and knowledge displayed by the non-commissioned officers in matters of regulation, in the method of conducting the correspondence of an office, and in the accurate rendering of returns, &c. Advancement.

345. In the event of there being no vacancy for a clerk in the rank to which a non-commissioned officer may at any time be Reversion to general duty.



promoted, he will revert to general duty by order of the Director-General.

Removal  
from ap-  
pointment.

346. A clerk will be liable to be removed from his appointment, on the recommendation of the officer under whom he is immediately employed, for misconduct, negligence, or inefficiency. An application will, in such cases, be made to the Director-General for his authority for this step, and for a successor to the clerk removed.

Qualifica-  
tions.

347. Before a non-commissioned officer's name can be registered at headquarters for employment as clerk, a report will be required to the effect that he is of good address, of regular habits, and strictly temperate, that he has a competent knowledge of the system laid down for indexing and registering correspondence, &c., and that he is qualified to compile the routine returns of sick (including the annual return) and Army Form B 62 and to write ordinary memoranda and letters. A specimen of the candidate's handwriting and composition will accompany the report.

Training.

348. As a general rule, before this report is rendered, a candidate will be required to complete four months' training as clerk in the office of a station hospital and two months' in that of the Principal Medical Officer. Before commencing this course, a candidate's name will be submitted to the Director-General.

Probation.

349. When a vacancy exists for a clerk, a non-commissioned officer will be selected and appointed by the Director-General to an office on probation for three months. During this period the non-commissioned officer will not receive clerk's pay, but continue to draw the ordinary pay of his rank with corps pay. If he gives satisfaction, he will be examined by the officer under whom he is employed in all the duties appertaining to the office, and, if recommended, will be appointed clerk with pay at the lowest rate of his rank from the date of joining on probation.

Roster.

350. A separate roster for service abroad will be kept at headquarters for clerks.

Secrecy.

351. Clerks will observe the greatest secrecy with regard to everything that takes place in an office. Any breach of this rule will be followed by a recommendation for their removal from their appointments.

Dress.

352. Clerks will appear correctly dressed in uniform at all times.

## 2. Principal Medical Officers' Clerks.

353. Non-commissioned officers and men doing duty in the offices of principal medical officers will be prescribed their duties (apart from the general duties laid down below) by the officers under whom they are immediately employed.

### *General Duties.*

Senior clerk.

354. The senior clerk will, as a rule, not be under the rank of serjeant, and he will be responsible for the correct and punctual despatch of all business connected with the office which may be allotted to himself, or to those whom it may be found necessary to employ under him. He will further be responsible—

(a) That no book, or document, is taken out of the office without



the permission of the Principal Medical Officer, or officer in charge of the office.

- (b) That books laid down for the office in the Queen's Regulations and Standing Orders, are correctly kept, and all regulations posted and amended up to date. Books to be corrected.
- (c) For the examination of all requisitions for medicines and surgical instruments, appliances, and stationery received from out stations, and for the clerical accuracy of the documents before the same are submitted for approval. Requisitions.
- (d) For carefully checking all statistical and sanitary returns, and also corps returns received from out stations. Returns.
- (e) For the correct compilation of the necessary returns and documents required to be rendered either to headquarters, or to local authorities.
- (f) For the safe custody of all Army forms, books and stationery entrusted to his care, and for exercising the utmost economy in its expenditure, of which he will keep an accurate account. Custody of books, &c.

He will also make himself thoroughly conversant with the official Nomenclature of Diseases, and with the regulations governing the preparation of statistical returns.

### 3. Clerk to an Officer in Charge of a Station Hospital.

#### *Statistical Clerk.*

355. The non-commissioned officer employed as clerk to an officer in charge of a station hospital will be the statistical clerk, and will, as a rule, not be under the rank of serjeant or corporal. Statistical clerk.

356. Should the amount of work to be done render it necessary, he will be assisted by a private, in possession of, at least, a 2nd class certificate of education.

357. He will perform such clerical work, under the chief ward-master, in connection with patients and the administration of the hospital, as may be delegated to him by the officer in charge.

The following general rules are laid down for his guidance:— Duties.

- (a) He will prepare the diet sheets (Army Form I 1202) of the men admitted, and from the duplicate sick reports (Army Form B 256) he will make the necessary entries in the Admission and Discharge Books (Army Book 27), and also enter the fact of the admission in the patient's medical history sheets (Army Form B 178). The duplicate sick reports will then be filed and retained in the office for reference.
- (b) On the discharge of a patient he will, in like manner, record the fact in the Admission and Discharge Book, and medical history sheet, carefully completing all details in conformity with the instructions printed on the headings of the books and sheets; the admission and discharge of invalids, or transfers to, or from, other hospitals, will be dealt with in a similar way, except that all information concerning them will be obtained from medical transfer certificates, Army Book 172, or detailed medical histories (Army Form B 179). Records.
- (c) He will make himself thoroughly conversant with the official Nomenclature of Diseases and with the Regulations for Army Returns.



Medical Services governing the preparation of statistical returns, and he will prepare all statistical returns (whether daily, weekly, monthly, quarterly, or annual), endeavouring to combine the utmost accuracy and neatness with strict punctuality. These returns will be passed to the chief wardmaster for checking before being submitted by the latter to the officer in charge for signature.

- Discharges. | (d) He will furnish the quartermaster daily with a list of men admitted and discharged, to enable that officer to issue the pack store counterfoils to the pack store-keeper; he will collect the diet sheets of men discharged, and of those remaining in hospital at the end of each month, and will, after ascertaining that they are complete in every particular, pass them to the quartermaster for disposal.
- Register of letters. | (e) He will keep a register of all official letters received and despatched, in accordance with the instructions laid down in Appendix 9. This will be the only register of letters kept, and all official documents relating to the hospital, from whatever source received or to whom directed, will be passed to the statistical clerk for registry and despatch. He will also keep the Postage Book (Army Book 97); this book will be submitted daily, by the chief wardmaster, to the officer in charge for the latter's initials.
- Postage Book.
- Stationery. | (f) He will exercise strict supervision over the expenditure of stationery, Army forms, books, &c., and will be held responsible for the safe custody of the same.

#### *Orderly Room Clerk.*

- Orderly-room clerk. | **358** (a) The non-commissioned officer appointed clerk to the officer in charge of the headquarter hospital of the district, or command, will also be orderly-room clerk under paragraph 59, and in addition to his duties as statistical clerk he will perform all routine clerical duties in connection with the returns for the company or detachment, except those relating to pay, clothing, and equipment.
- Casualty Book. | (b) He will keep the Casualty Book (Army Book 156), Register of Certificates of Education (Army Book 13), and duplicate attestations for the headquarters of the company, and be responsible to the officer commanding that all entries therein required by the regulations of the service are promptly and correctly made, and the necessary documents in connection therewith properly prepared and rendered. He will likewise keep Army Book 56, in which every particular concerning each soldier of the company will be recorded, including a copy of his statement of services and military history (see paragraph 74). These particulars will be obtained on the occasion of a soldier joining the district, or command, for duty, and the orderly-room clerk will be held responsible that they are properly kept up, in order that the returns rendered from our stations may be thoroughly checked, and the general returns for transmission to the headquarters of the Corps, through the officer commanding the district, accurately prepared.
- Particulars of soldiers.
- Other duties. | (c) If absolutely necessary, he will be required to perform such other duties as the officer in charge may direct.



## II.—RULES REGARDING THE TRAINING OF COM- POUNDERS OF MEDICINES; THE GRADING OF ORDERLIES AND COOKS; AND THE APPOINTMENT OF COOK AND INSTRUCTOR.

### 1. Compounders of Medicines.

359. No non-commissioned officer or private is eligible for training or examination as a compounder of medicines unless he has qualified in accordance with paragraph 371. Training and exami-  
nation of  
com-  
pounders.

360. Soldiers who are desirous of qualifying as compounders will undergo a careful course of training and instruction under the personal supervision of an officer, and of a duly qualified compounder, in the surgery for at least six months (two months at least of which must be in a recognised garrison dispensary, or in a hospital of not less than 50 beds) in the following subjects:—

- (a) Latin names, words, and simple directions in general use in pharmacy; the several symbols, their meaning, use, and the relative proportion the measures they represent bear to one another, either by weight or capacity.
- (b) The various drugs of the British Pharmacopœia, an accurate account, in technical terms, of their appearance, taste, and odour; their dose and incompatibility.
- (c) The official preparations of these drugs:—their composition, appearance, dose, and the proportional quantities of the ingredients of the more important ones.
- (d) Poisons:—their names, characters, dangerous doses, and the antidotes of other remedial measures to be adopted in cases of poisoning.
- (e) Prescriptions.—Reading, measuring, weighing, compounding, labelling in a neat and distinct hand, and the mode of administering the remedies ordered.
- (f) Surgical instruments, field medical equipment, and other technical appliances used in military hospital;—their care, &c., &c.
- (g) Returns.—The preparations of all returns, requisitions, and other documents required for the receipt, expenditure and supply of surgical instruments, medical stores, medicines, &c. (see Regulations for Army Medical Services).
- (h) Elementary chemistry (within the limits of "Chemistry for All," by Harrison and Bailey. Published by Blackie & Son, Limited).

For rules regarding the examination, see paragraphs 39 and 40.

361. Soldiers holding the certificate of the Minor Examination of the Pharmaceutical Society of Great Britain will be eligible for registration as compounders as soon as they have qualified under paragraph 371, and in (f) and (g) of paragraph 360. Certificate  
recognised.

362. In the event of a soldier's name being removed from the register of qualified compounders, the soldier will not be eligible for re-examination until he has been through a further three months' course of study, under strict supervision in a surgery, and provided that at least eight months have elapsed since the date of his name being removed from the register. Re-exami-  
nation.



**2. Grading of Privates as 1st, 2nd, and 3rd Class Orderlies.**

Advance-  
ment and  
reduction.

363. Privates of the Corps are graded as 1st, 2nd, and 3rd class orderlies, according to length of service, conduct, ability, and efficiency. According to qualifications displayed, they will be advanced from one class to another by the Director-General, on the recommendation of the Officer Commanding the Corps in the district or command, and the officer under whom they are immediately serving; and will for misconduct, negligence, or inefficiency, be liable to summary reversion from a higher to a lower class by their commanding officer, subject to confirmation by the Officer Commanding the Corps in the district (see paragraphs 102 and 103).

Grounds of  
advance-  
ment.

364. As the chief duty of privates is the direct personal attendance on and care of the sick, their advancement will mainly depend upon their efficiency as nursing attendants, their ability in preparing and administering food and extras in serious cases, and their general attention to ward duties; together with which qualifications their general good conduct and length of service will be duly considered (see paragraph 366).

**3. Grading of Non-Commissioned Officers and Men as Cooks.**

Instruction  
in cooking  
and grading  
as cooks.

365. Classes for instruction in cooking are established in certain hospitals at home, and a non-commissioned officer or man who has attended a class will, according to the knowledge and ability he displays on examination, be registered at headquarters as

(a) Superintending cook in a military hospital,

(b) Cook in a military hospital.

366. A superintending cook is one who is able to impart instruction to others, and when two or more cooks of equal rank are employed in a kitchen, the superintending cook will invariably be placed in charge. A private who has qualified either as a superintending cook in a military hospital, or as a cook in a military hospital, and who is of good character, will, if actually employed as a cook and found to have very good ability, be recommended for the grade of 1st class orderly.

**4. The Appointment of Cook and Instructor.**

Instructor.

367. At certain hospitals a non-commissioned officer who has qualified as superintending cook will be appointed cook and instructor, or cook, with extra-duty pay in accordance with the Pay Warrant (see Appendix 13).

Qualifica-  
tions.

The non-commissioned officer will be selected on account of his ability as a cook, and his power and method of imparting instruction in this art. He must be thoroughly reliable, strictly temperate, clean in his appearance and habits, and be in possession of at least a 2nd class certificate of education.

**III.—RULES REGARDING PROMOTION.****1. General Rules.**

Seniority  
alone gives  
no claim.

368. Promotion is given by selection from those who are eligible, and seniority alone gives a non-commissioned officer or man no claim to promotion. Should a soldier be found inefficient



or negligent in the discharge of his duty, he can never expect advancement.

369. The following are the rules governing promotion to the various ranks, but in very exceptional circumstances the rules regarding the examination tests may be wholly or partially departed from in the case of non-commissioned officers or men who specially distinguish themselves, or who display exceptional proficiency as cooks, clerks, or drill instructors, provided no promotion is given above the rank of serjeant. Special promotion.

## 2. Appointment as Lance-Corporal and Promotion to the Rank of Corporal.

370. The position of a private as a 1st class orderly, of itself, gives him no claim to promotion to the rank of a non-commissioned officer, as there are many excellent nurses and cooks who are quite unsuited for such rank. The circumstance of a man being a 1st class orderly will, however, be a very considerable additional reason for his selection, if otherwise eligible. All 1st class orderlies not suitable for non-commissioned rank.

371. A private is not eligible for appointment as lance-corporal or promotion to corporal's rank unless— Qualifications required for appointment as lance-corporal or promotion to corporal.

- (a) He has been at least twelve months clear of an entry in the Regimental, and six months clear of an entry in the Company Defaulter Book, and at least two years have elapsed from date of conviction, or expiration of sentence awarded by court-martial.
- (b) He is in possession of a 2nd class certificate of education.
- (c) He has satisfactorily passed through a class of instruction in the training school of the Corps.
- (d) He is certified by an officer to have been practically tested and found qualified to give instruction in stretcher drill and infantry squad drill.
- (e) He has passed a satisfactory written and oral examination in the following subjects:—
  - (1) Discipline.\*
  - (2) Duties in barracks, on guard and piquet.\*
  - (3) Duties in camp, and on the line of march.\*
  - (4) The duties of ward orderlies; and of wardmasters as given in paragraphs 194 to 218.
  - (5) The mode of carrying wounded men off the field, especially with reference to the nature and position of their injuries.
  - (6) The nursing of helpless patients as laid down in Section 1, paragraphs 209 to 218, Corps Manual.
  - (7) The immediate treatment of cases of emergency as laid down in Section 1, paragraphs 160 to 189, Corps Manual.
  - (8) The method of regulating the ventilation of wards, and the object of such ventilation.
  - (9) The observation of the sick as laid down in Section 1, paragraphs 219 to 232, Corps Manual, with a view of testing his ability to give an intelligible account of a patient's condition between the officer's visits.

\* As laid down for lance-corporals in Queen's Regulations.



- 10) The preparation of the various diet drinks used in military hospitals.

(*Practical only.*)

- (11) The preparation and application of fomentations, poultices, and the mode of applying plasters, blisters, leeches, injections, liniments, &c.  
 (12) The practical use of the clinical, bath and ward thermometers.  
 (13) The names and appearance of the surgical instruments and appliances in general use: the contents of the medical companion and surgical haversack.

Special promotion.

372. Private soldiers who fulfil the above conditions and who moreover are qualified compounders of medicines, and are in possession of a 1st class certificate of education, will be specially considered for selection as lance-corporals.

### 3. Promotion above the Rank of Corporal.

Eligibility for promotion.

373. A non-commissioned officer of any rank to be eligible for further advancement must have been at least two years clear of an entry in the court-martial and six months clear of an entry in the Company Defaulter Book.

### 4. Promotion to the Rank of Serjeant.

Qualifications required for appointment as lance-serjeant and promotion to serjeant.

374. A corporal is not eligible for further promotion unless—

- (a) He is a compounder of medicines.  
 (b) He has passed a satisfactory examination on the following subjects :—  
 (1) Squad drill and the rudiments of company drill.  
 (2) Stretcher, ambulance wagon, and hand seat drill.  
 (3) Discipline.\*  
 (4) Duties in barracks, on guard and piquet.\*  
 (5) Duties in camp and on the line of march.\*  
 (6) Duties of wardmasters and stewards as laid down in paragraphs 194 to 294.

The examination in subjects (1) and (2) will be written and practical, that in (3) to (6) will be written and oral.

### 5. Promotion to the Rank of 2nd Class Staff-Serjeant.

Qualifications for promotion to 2nd class staff-serjeant.

375. Promotion from the rank of serjeant to that of 2nd class staff-serjeant is given by selection, on account of ability and merit.

A serjeant promoted to that rank after 1st January, 1894, is not eligible for selection unless—

- (a) He is certified by his commanding officer to have a competent practical knowledge of pay duties.  
 (b) He has passed a satisfactory examination in—  
 (1) The mode of recording soldiers' services, and in the preparation of transfer and discharge documents, as laid down in paragraphs 1743 to 1845, and 2125 to 2163 Queen's Regulations.

\* As laid down for corporals of infantry in the Queen's Regulations.



- (2) The Regulations contained in the Pay Warrant, and Instructions relating to Pay Duties, bearing on the payment of the Corps.

The examination will be written and oral.

#### 5. Promotion to the Rank of 1st Class Staff-Serjeant.

376. Promotion from the rank of 2nd class staff serjeant to that of 1st class staff serjeant is given by selection on account of ability and merit. A 2nd class staff-serjeant promoted to that rank after 1st January, 1889, is not eligible for selection unless—

Qualifications for promotion to 1st class staff-serjeant.

- (a) He is in possession of a 1st class certificate of education.  
 \*(b) He has passed a satisfactory examination in the following subjects :—

- (1) Company and corps drill and exercises.
- (2) The duties of warrant officers and non-commissioned officers in general, station and field hospitals, and in bearer companies.
- (3) Regulations bearing on the clothing and equipment of the Corps, and the equipment of its mobilized units.
- (4) Duties in connection with general medical stores, and the charge of medicines and instruments.

The examination in subject (1) will be written and practical ; that in the remaining subjects will be written and oral.

A 2nd class staff-serjeant promoted to that rank without having qualified as directed in paragraph 375 will be required to do so in addition to the above, subject to the footnote below.

#### 6. Promotion to the Rank of Warrant Officer.

377. Promotion from the rank of 1st class staff-serjeant to that of serjeant-major is given by selection on account of ability and merit. 1st class staff-serjeants who were promoted to that rank without having passed the examinations laid down in paragraphs 375 and 376 will be required to pass a satisfactory examination in the following subjects :—

Qualifications for promotion to rank of serjeant-major.

- (1) The duties of warrant officers and non-commissioned officers in general, station and field hospitals, and in bearer companies.
- (2) Company drill (written and practical).
- (3) Corps drill (written and practical).
- (4) Clothing and equipment of the Corps.
- (5) Payment of the Corps.
- (6) Duties in connection with general medical stores and the charge of medicines and instruments.

#### 7. Promotion to the Rank of Quartermaster Royal Army Medical Corps.

378. In accordance with Article 355 of the Royal Warrant for pay and promotion, all promotions to the rank of quartermaster are made by selection from the warrant officers of the Corps.

Selection from warrant officers.

\* This examination will not be compulsory in the case of 2nd class staff-serjeant promoted to that rank previous to 21st April, 1893.



## APPENDICES.

~~appendices~~

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## Appendix 1.

### TRAINING OF JUNIOR OFFICERS.

1. Each officer in turn may be placed in charge of a section of the company, and he will be responsible for the section to the company officer, in the same manner as the latter is for the whole of the company at headquarters to the commanding officer (see Queen's Regulations).

He should be instructed with regard to the manner of fitting and packing the valise equipment, making kit inspections, &c., and everything appertaining to duties in the barrack room. In summer, at stations where it is convenient, tents should be obtained on loan from the Army Ordnance Department for instructional purposes, as to pitching, &c. (see Equipment Regulations).

2. Each officer should also be attached in turn—

- (a) To the company officer's office to learn the pay duties and preparation of accounts.
- (b) To the company quartermaster's office for instruction in matters appertaining to clothing and equipment.
- (c) To the orderly room for ordinary corps returns, &c.
- (d) To the hospital quartermaster's office, for the purpose of being instructed in the method of taking over the equipment of a hospital, and carrying on the quartermaster's and steward's duties.
- (e) To the surgery to prepare, under instruction, copies of the half-yearly returns and requisitions, &c., for medicine.
- (f) To the statistical branch, to learn how to make up the weekly and annual sick returns, sanitary returns, recruiting returns, &c.

The officer should remain in each of the sub-divisions for instruction until he has gained a knowledge of the duties, and has passed an examination to the satisfaction of the commanding officer.

The officer in charge of each office will carefully give instruction on the regulations, army forms, and books, appertaining to his branch, and cause the officer to make out copies of ordinary returns in use.

A record will be kept of the different sub-divisions in which each officer has been trained, to be produced at each inspection of the Officer Commanding the Corps in the district or command.

3. As opportunity occurs, each officer should be attached to the office of the Officer Commanding the Corps in a district or command for the purpose of learning the routine of the work there.



## Appendix 2.

## PRACTICAL TRAINING OF THE JUNIOR NON-COMMISSIONED OFFICERS AND MEN OF THE ROYAL ARMY MEDICAL CORPS.

*No. 1.—Junior Non-commissioned Officers.*

1. Junior corporals, in addition to their ordinary duties, will be attached in turn to the different departments in a hospital, and to the different offices of the company, so that they may be practically instructed in the office work which will devolve upon them when promoted, or when in subordinate charge at an out-station.

The quartermaster should be detailed to see that each junior non-commissioned officer is fully acquainted with the checking of hospital equipment, &c., and the duties of steward, and he will cause the non-commissioned officer to make out for his own use, in manuscript, a copy of Appendix No. 5.

*No. 2.—Recruits.*

When recruits arrive in districts on transfer from the dépôt they will be detailed for duty in wards for the purpose of undergoing practical training in hospital duties. The instruction must be given in the wards by the staff of the hospital, and the following system should be carried out:—

(1) The recruit should be attached to a ward as supernumerary, and will assist the trained orderly in his duties.

(2) The non-commissioned officer in charge of the ward, or wards, will teach the recruit or recruits the practical management of wards, nursing of helpless patients, administration of medicines, application of external remedies, and the preparation of the various diet drinks, as laid down in the Manual of the Corps.

(3) At hospitals where nursing sisters are employed, these ladies will impart the instruction mentioned in paragraph 2, except as regards the management of wards, which will always be given by the non-commissioned officer.

(4) The instruction will be given daily by the non-commissioned officers and the nursing sisters in the wards; this instruction is in addition to the ordinary routine work of the ward, and the dressings of patients, &c., at which the recruit will also be present.

(5) The officer in charge of the ward, or wards, will satisfy himself that the instruction ordered under paragraphs 2, 3, and 4 has been given in a systematic manner, and he will daily devote a certain time, varying according to circumstances, in examining and teaching the recruit or recruits himself.

(6) The officer in charge of the hospital, or division in a general hospital, will, from time to time, see that the instruction is being carried out properly, and at the expiration of three months will examine the man as to his efficiency, and will record whether the recruit is qualified to do duty by himself, and by whom the professional education of the man has been conducted.



*No. 3.—Instruction of Privates other than Recruits.*

Each officer in charge of a ward, or wards, in addition to the ordinary routine instructions and teaching, which he gives on visiting his patients, will, as far as possible, devote a certain time to the education of the men in a particular subject, taking some case that may be in the ward, and explaining it; if surgical, giving the different dressings, methods of applying them, &c.; if medical, the symptoms, the mode of nursing, and administration of nourishment, &c.

*No. 4.—Instruction Chart.*

An Instruction Chart, as per form following, should be kept as a record of the instruction imparted by each member of the staff, showing the time given to it, and the subject discussed. This chart will be produced at the inspection of the Officer Commanding the Corps in a district or command, who will satisfy himself that regular instruction is maintained.

INSTRUCTION CHART.

Corps No.	Name.	Date.	By whom instructed.		Subject of instruction.	Duration of instruction.	
			Rank.	Name.		From.	To.
9990	Brown, T....	1.2.93	Captain ...	Ferguson ...			
			Serjeant ...	Smith ...			
		2.2.93	Nursing Sister...	Lee ...			
	&c.	&c.					

## Appendix 3.

## INSTRUCTIONS FOR THE TRAINING OF COOKS IN MILITARY HOSPITALS.

So far as possible, the following system will be pursued in those military hospitals where cooks are trained:—

- (a) The course of instruction will extend over three months.
- (b) A superintending cook, selected for the purpose, will lecture to the candidates for half an hour daily, except Saturdays and Sundays. His lectures will embrace demonstrations as to the modes of preparing hospital diets and extras, the different means of cooking food, and the advantages and



disadvantages of each method, the nutritive value of different foods, &c. He will from time to time question the class upon what he has lectured. During the course of instruction, candidates will at first assist to prepare, and afterwards themselves prepare, the diets and extras. Towards the end of the course, those who intend endeavouring to qualify as superintending cooks will demonstrate in turn to the rest of the class on the several subjects comprised in the course of instruction.

- (c) The officer who has charge of the kitchen and cooking class will, if practicable, be present at the lectures. In his absence a non-commissioned officer will attend if the lecturer himself is not a non-commissioned officer.
- (e) The number trained at one time will depend upon the size of the hospital, but should never exceed eight, and they will form part of the staff of the kitchen. While under training in the kitchen, the candidates will not be detailed for any other day duty, except in case of emergency.
- (f) If at the end of one month's instruction it is apparent that a candidate—either on account of his habits, lack of ability or conduct—will fail to make a satisfactory cook, he will be returned to general duty, and a note to this effect will be made opposite his name, in the roll of cooks under instruction, in Army Form B 62.
- (g) After the course of instruction, they will be examined by a board of officers. The examination to be written and practical, and the names of those non-commissioned officers and men found qualified as 1st class (superintending cooks in a military hospital) or 2nd class (cooks in a military hospital) being reported to the War Office. Only those who are very good practical cooks, and can convey their knowledge by lectures to others, should be placed in the 1st class.
- (h) If bread is baked on the hospital premises, arrangements should, if possible, be made with the Supply Department to instruct the candidates in the rudiments of making bread. This could be done by attaching two of them for fourteen days at a time to the bakery, at such hours as may be considered best.

The following text-books in cookery are recommended :—

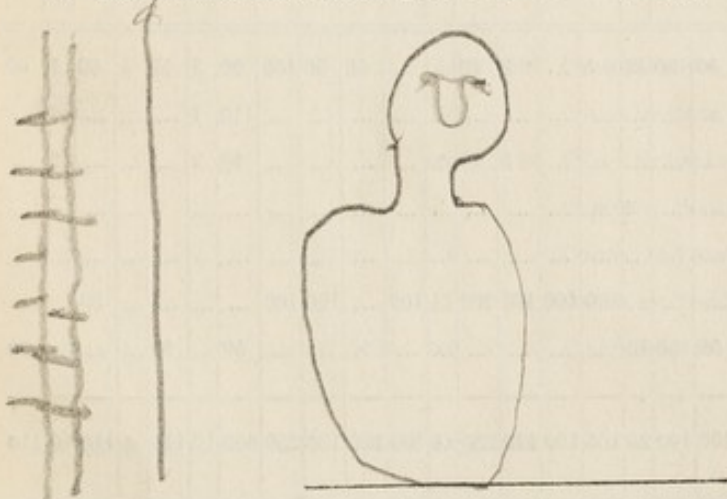
“Manual of Military Cooking”; “Popular Lessons on Cookery,” by a former staff teacher of the National School of Cookery, published by Griffith and Farran, price 1s. 2d., and “Handbook of Household Management and Cookery,” by W. B. Tegetmeier, published by Macmillan and Co., London, price 10d.



## Appendix 4.

**GENERAL NATURE OF DUTIES TO BE PERFORMED BY  
OFFICERS DETAILED FOR ORDERLY DUTY, SUBJECT  
TO ANY LOCAL REGULATION.**

1. Visit barrack rooms at breakfast and dinner, and inspect regimental institutions.
2. Attend the issue of rations, and be responsible for the quality.
3. Inspect the night duty parties at the time they parade.
4. Visit at night the non-commissioned officers and men who mount duty in the hospital.
5. Visit barrack guards by day and night and see prisoners.
6. Visit kitchen and inspect the cooking apparatus.





## Appendix

## FORM INTENDED AS A GUIDE IN CARRYING OUT

*(The Regulations of the Service governing*

Steward's Store Inventory, monthly check of detail.  100 bedded hospital. 50 sick in hospital.					Crocks, earthenware, bread.	Basin, earthenware, soup, quart.	Basin, earthenware, small, for sores.	Beds, hair, filled.	Cords, bedstead.	Sackings, bedstead, H.P.	Blankets.	Boards, inventory.	Bolster, hair, filled.	Brushes, hair.	Cases, slip, for bed, hair.	Cases, slip, for bolster, hair.	Cases, slip, for pillow, hair.	Cloths, table.	Combs, horn, hair.	Combs, ivory, small tooth.	Counterpanes.	Covers, check, easy chair.	Forks, dinner (black handled).
On inventory	...	...	...	...	100	100	25	105	100	110	250	11	100	100	150	250	300	10	110	5	110	10	110
In store	...	...	...	...	50	50	13	5	...	5	40	...	...	50	50	150	90	7	57	5	60	7	60
In foul linen store	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	110	1	...	...	...	1	...
With officer in charge of barracks (for exchange)	}				...	...	...	...	...	5	10	...	...	...	...	...	50	2	...	...	...	2	...
Personal charges					...	...	...	...	...	2	...	...	...	...	...	...	...	...	...	...	3	...	...
In wards	on loan to wardmaster				...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
	in charge of wardmaster				...	...	...	100	100	100	200	11	100	...	100	100	...	...	...	...	50	...	
	in charge of patients, or orderly for patients				50	50	10	...	...	...	...	...	...	50	...	...	50	...	50	...	...	...	50
Total	...	...	...	...	100	100	25	105	100	110	250	11	100	100	150	250	300	10	110	5	110	10	110

BARRACK ROOMS, WARDS, ACCESSORY BUILDINGS.—Check equipment laid out and engineer fixtures remaining in steward's provision store should be counted and checked with remains, which are received have been brought on charge (see requisition books, Army Book 188).

FUEL AND LIGHT.—Compare requisitions on Army Book 30, with issues as shown in manuscript

CLEANING ARTICLES.—Compare requisitions for, with issues and remainings in store.

PACK STORE.—Articles should be compared with Army Book 182. If any articles are at the wash, as receiving them.

SURGERY.—Lay out instruments and appliances, see that they correspond with numbers on charge, medicines should be checked by the requisitions and prescription books and half-yearly returns.

OFFICE.—Books and records should be laid out, checked by list, and it should be seen if they are

N.B.—In taking over charge of a hospital, Inventory Army Book 126 D should be checked with the up, pages 2 and 3 should be checked daily with the cook's provision ticket, and frequently with diet Book 188.

A Store Account in somewhat similar form to the above, in some hospitals, has been kept up daily,



## No. 5.

## INSPECTION OF HOSPITAL EQUIPMENT AND STORES.

*these matters must be strictly complied with.)*

														Remarks.
Knives dinner (black handled).	Mugs, earthenware, drinking.	Pars, earthenware, bed.	Pillows, hair.	Pillows, feather.	Plates, earthenware, dinner, G.S.	Pots, earthenware, butter, 3 oz.	Pots, earthenware chamber.	Screens, bedside, folding.	Urinals, earthenware.	Warmers, pewter, foot.	Sheets, H.P.	Gowns, blue serge.	Shirts, cotton, white.	
110	100	10	100	10	100	100	100	2	10	3	400	120	300	
60	45	5	50	5	50	50	50	...	5	2	144	70	200	Count in store.
60	45	5	50	5	50	50	50	...	5	2	144	70	200	Count in store.
...	...	...	...	...	...	...	...	...	...	...	100	...	50	Check by lists on Army Forms F 702 and F 762.
...	5	...	...	...	...	...	...	...	...	...	...	...	...	Check by Personal Charge Book, Army Book 51.
...	...	...	...	5	...	...	...	2	...	1	6	...	...	Count, and also check by manuscript receipts filed.
...	...	...	50	...	...	...	...	...	...	...	...	...	...	Check by Bedding Book, Army Book 54.
50	50	5	...	...	50	50	50	...	5	...	100	50	50	Check by Army Book 42.
110	160	10	100	10	100	100	100	2	10	3	400	120	300	

by room inventories.

shown on examining Monthly Hospital Account, Army Form F 735, taking care to see that all supplies book of daily issues, and remainings in store.

these should be checked with the book kept for this purpose, and which is initialed by the washerman and are in good condition. Receipts should be produced for issue to wards, &c. The stock of kept posted up to date, and alterations entered.

wards, store inventories, &c., to see if they correspond. To see that Army Form F 735 is properly kept sheets; and the pages showing the daily receipts should be checked with the requisition books, Army so that the store can be balanced at a moment's notice, and has been found very useful.



## Appendix 6.

(Specimen Form of Statement of Services.)

STATEMENT OF THE SERVICES OF No. 22064. Name—DAVID JONES.

Corps in which served.	Battalion or Depôt.	Promotions, Reductions, Casualties, &c.	Army Rank.	Dates.	Service not allowed to reckon for fixing the rate of Pension.		Service in Reserve not allowed to reckon towards Good Conduct Pay.		Signature of Officer certifying correctness of Entries.
					Years.	Days.	Years.	Days.	
Royal Army Medical Corps...	...	Attested ...	Private,	1 Aug., 1898	...	...	...	...	A. Johnson, Major.
" " "	...	Appointed ...	3rd class orderly	1 Dec., 1898	...	...	...	...	A. Johnson, Major.
" " "	...	Absent ...	...	26 Dec., 1898	...	6	...	...	A. Johnson, Major.
" " "	...	Returned to duty	3rd class orderly	1 Jan., 1899	...	...	...	...	
" " "	...	Absent ...	...	6 Feb., 1899	...	8	...	...	A. Johnson, Major.
" " "	...	In confinement ...	...	14 Feb., 1899	...	2	...	...	
" " "	...	Imprisoned by commanding officer.	...	16 Feb., 1899	...	8	...	...	
" " "	...	Returned to duty	3rd class orderly	24 Feb., 1899	...	...	...	...	J. Davis, Major.
" " "	...	In custody of civil power	...	5 July, 1899	...	2	...	...	
" " "	...	Convicted of drunkenness and fined £1.	...	7 July, 1899	...	1	...	...	
" " "	...	Returned to duty	3rd class orderly	8 July, 1899	...	...	...	...	J. Mitchell, Capt.
" " "	...	Appointed ...	2nd class orderly	1 Aug., 1900	...	...	...	...	
" " "	...	Deserted ...	...	1 Sep., 1900	...	1	...	...	J. Mitchell, Capt.



"	"	"	"	Rejoined and in confinement awaiting trial	2nd class orderly	2 Oct., 1900	...	7	...	...	J. White, Lieut.-Col.
"	"	"	"	Convicted of desertion and sentenced to 28 days' imprisonment, hard labour, 14 days remitted by G.O.C.	...	9 Oct., 1900	...	...	...	...	J. White, Lieut.-Col.
"	"	"	"	Reverted ...	3rd class orderly	9 Oct., 1900	...	...	...	...	J. White, Lieut.-Col.
"	"	"	"	<i>All prior service forfeited by conviction of desertion.</i>							J. White, Lieut.-Col.
Service towards engagement reckon s from 9 October, 1900.											
Royal Army Medical Corps	...	...	...	In prison ...	...	9 Oct., 1900	...	14	...	...	J. White, Lieut.-Col.
"	"	"	"	Returned to duty	3rd class orderly	23 Oct., 1900	...	...	...	...	J. White, Lieut.-Col.
"	"	"	"	Appointed	2nd class orderly	1 Oct., 1901	...	...	...	...	J. White, Lieut.-Col.
"	"	"	"	<i>Granted good conduct pay at 1d., 23 October, 1902.</i>	...	...	...	...	...	...	J. White, Lieut.-Col.
"	"	"	"	Extended Service to seven years with the Colours.	...	...	...	...	...	...	J. White, Lieut.-Col.
"	"	"	"	Authority, O. C. R.A.M. Corps, Aldershot District, 24 October, 1902.	...	...	...	...	...	...	J. White, Lieut.-Col.
"	"	"	"	<i>*Forfeited good conduct pay at 1d., 4 December, 1903.</i>	...	...	...	...	...	...	E. Wright, Major.
"	"	"	"	<i>*Restored good conduct pay at 1d., 9 June, 1904.</i>	...	...	...	...	...	...	E. Wright, Major.
"	"	"	"	Appointed	1st class orderly	4 Dec., 1904	...	...	...	...	E. Wright, Major.
"	"	"	"	Appointed	Lance-corporal	1 Jan., 1905	...	...	...	...	E. Wright, Major.

\* Imprisonment of 96 hours hard labour was awarded in this case, consequently the good conduct pay was not restored until 9 June, 1904, viz., 6 months from the date he was clear of imprisonment.



## APPENDIX 6—continued.

Name—DAVID JONES.—continued.

## STATEMENT OF THE SERVICES OF No. 22064.

Corps in which served.	Battalion or Depôt.	Promotions, Reductions, Casualties, &c.	Army Rank.	Dates.	Service not allowed to reckon for fixing the rate of Pension.		Service in Reserve not allowed to reckon towards Good Conduct Pay.		Signature of Officer certifying correctness of Entries.
					Years.	Days.	Years.	Days.	
Royal Army Medical Corps ...	...	Promoted	Corporal	5 May, 1906	...	...	...	...	E. Wright, Major.
" " "	...	Awaiting trial ...	"	8 Aug., 1906	...	...	...	...	J. Davis, Major.
" " "	...	Convicted of neglect of duty and sentenced to reduction to ranks: sentence remitted by G.O.C.	...	12 Aug., 1906	...	...	...	...	
" " "	...	Returned to duty ...	Corporal	13 Aug., 1906	...	...	...	...	
" " "	...	Appointed ...	Lance-serjeant	2 Aug., 1909	...	...	...	...	J. Davis, Major.
" " "	...	Re-engaged for the Royal Army Medical Corps at Aldershot on the 24 April, 1910, for such period as shall complete 21 years' service.	...	...	...	...	...	...	J. Davis, Major.
" " "	...	Promoted ...	Serjeant	1 Aug., 1910	...	...	...	...	
" " "	...	Awaiting trial ...	"	16 Oct., 1911	...	...	...	...	
" " "	...	Convicted of drunkenness on duty and sentenced to reduction to ranks.	...	23 Oct., 1911	...	...	...	...	J. Murray, Major.
" " "	...	Granted good conduct pay at 1d., 23 October, 1911.	...	...	...	...	...	...	



Royal Army Medical Corps ...	...	Returned to duty	...	Private 2nd class orderly	24 Oct., 1911	...	...	...	...	J. Bell, Lieut.-Col.
" " " "	...	Discharged	...	Private 2nd class orderly	15 Dec., 1912	...	...	...	...	
Free after 12 years' service, under Article 1142, Royal Warrant.										
Total amount of Service forfeited towards pension, and not allowed to reckon towards Good Conduct Pay, brought forward from the old Record					...	...	...	...	...	J. Bell, Lieut.-Col.
Total Service forfeited as above					...	...	14	...	...	
Total Service towards Engagement to 15th December, 1912 (date of discharge) 12 years, 68 days.										
" "	" "	" "	" "	" "	" "	" "	" "	" "	" "	" "



## Appendix 7.

(Specimen of Entries in the attestation of a R.A.M.C. Clerk.)

STATEMENT OF THE SERVICES OF No. 22005. Name—GEORGE THOMPSON.

Corps in which served.	Battalion or Depôt.	Promotions, Reductions, Casualties, &c.	Army Rank.	Dates.	Service not allowed to reckon for fixing the rate of Pension.		Service in Reserve not allowed to reckon towards Good Conduct Pay.		Signature of Officer certifying correctness of Entries.
					Years.	Days.	Years.	Days.	
Medical Staff Corps ...	...	Service towards limited engagement	reckons from 20 June, 1886.	...	...	...	...	...	W. Davis, Surg.-Major.
" " " "	...	Promoted	...	4 May, 1891	...	...	...	...	J. Grant, Surg.-Major.
" " " "	...	Appointed to clerk section with pay at 3s. a day	"	1 June, 1894	...	...	...	...	R. D. Baker, Surg.-Capt.
" " " "	...	Promoted	...	1 July, 1894	...	...	...	...	



"	"	"	"	"	Continued in clerk section with pay at 4s. a day	"	1 July, 1894	...	...	...	...	R. D. Baker, Surg.-Capt.
"	"	"	"	"	Granted pay at 4s. 3d. a day...	"	1 July, 1897	...	...	...	...	G. Evans, Surg.-Major.
Royal Army Medical Corps ...				"	Promoted ...	2nd class staff serjeant	1 March, 1899	...	...	...	...	F. Bell, Major.
"	"	"	"	"	Reverted to ordinary duty on promotion	"	1 March, 1899	...	...	...	...	
"	"	"	"	"	Appointed to clerk section with pay at 4s. 6d. a day	"	1 Dec., 1899	...	...	...	...	F. Bell, Major.
"	"	"	"	"	Promoted ...	1st class staff serjeant	1 Feb., 1902	...	...	...	...	J. Murray, Major.
"	"	"	"	"	Continued in clerk section with pay at 5s. a day	"	1 Feb., 1902	...	...	...	...	
Total amount of Service forfeited towards pension, and not allowed to reckon towards Good Conduct Pay brought forward from the old Record ...												...
Total Service forfeited as above ...												...
Total Service towards Engagement to												(date of discharge) — years, — days.
"	"	"	"	"	Pension	"	"	"	"	"	"	"



## Appendix 8.

### CERTIFICATE ON TRANSFER TO THE RESERVE.

I certify that No. \_\_\_\_\_ on transfer to the Reserve this day has been made fully acquainted with the instructions regarding forfeiture of pay contained in the Pay Warrant, and with the instructions and regulations shown on the parchment Reserve Certificate, Army Form D 426.

He has been directed to report himself without delay to the Chief Paymaster, Home District (Pension and Reserve Branch), 5, Craig's Court, Charing Cross, London, S.W., and Army Form D 424, with a  $\frac{1}{2}d.$  stamp affixed, has been supplied to him for that purpose.

## Appendix 9.

### RULES FOR REGISTERING, INDEXING, AND RECORDING CORRESPONDENCE.

1. In the Register Books (Army Books 121 and 193) will be entered consecutively all letters received by or emanating from, the office, ample space being left between each entry.

2. The series of numbers will be renewed yearly, the years being given as a sub-number, thus:  $\frac{1}{80}, \frac{1}{81}$ .

3. Letters emanating from the office on subjects not connected with correspondence already registered will be entered in the third column as "Original." Copies of all letters will be made and "put away" under their register numbers, instead of being entered in a letter book.

4. Should further correspondence be raised on subjects already dealt with and registered in the office, it will not receive a new number, but will be registered to the previous papers, the date of receipt or issue, the manner in which disposed of, being noted in the column of the register for that purpose. All letters, documents, and returns received into or issued from the office will invariably be marked with the office stamp. The column of references, if carefully attended to, will form a complete chain of reference.

5. When correspondence is referred from another branch of the service to be noted or replied to, the advisability of retaining copies will depend on its importance, or upon the necessity of its being frequently referred to or circulated.

6. All papers and correspondence that have already been registered and returned, should also be shown daily at the top of each day's registration, thus:  $\frac{482}{84}, \frac{461}{80}, \frac{708}{81}, \frac{776}{81}, \frac{1028}{81}$ , &c. This will show the actual numbers of papers received daily in the office, and as each is acted on, in addition to the note of disposal at



the page of the register, it should be ticked, thus:  $\left(\frac{482\checkmark}{84}\right)$   $\left(\frac{1028\checkmark}{81} \text{ p.a.}\right)$ , the single tick signifying that the letter has been answered, the tick and "p.a." showing that it has been finally disposed of. This not only enables it to be seen what papers are outstanding, but shows the papers dealt with daily without reference to former entries.

7. Correspondence, after being dealt with, will be "put away" by being placed next to the paper bearing the previous register number. Papers will not be folded in four or docketed, but laid open one over the other, and each set of a hundred tied up separately and "put away" for easy reference.

8. The index of the register will be kept up daily. To ensure correspondence being easily traced, it will be posted to at least two heads of subject, and in tracing correspondence the index alone will be consulted. Two columns will be ruled on the left-hand side of each page for "Year" and "Register Number."

## Appendix No. 10.

### LIST OF CORPS RETURNS.

A. RETURNS rendered to Headquarters by an Officer Commanding the Royal Army Medical Corps in a District or Command, and by the Officer Commanding the Depôt.

	Nature of Return.	Number of Army Form.	When rendered.	Remarks.
Weekly	Weekly Duty State...	B 58	Saturday night	From Home Stations only.
Monthly	Monthly return of Corps ...	B 62	3rd of the month	First mail in month from abroad.
	Return of men recommended for transfer to 1st Class Army Reserve	D 433	"	From Home Stations only. When necessary.
	Recommendations for promotion	MS.	"	When necessary.
	Recommendation for advancement in grade of orderly	B 219	"	
Quarterly	Return of men recommended for Good Conduct Medals	B 176	3rd Jan., April, July, and Oct.	When necessary only.
Annually	Corps Form No. 17 ...	...	{ Abroad 31st January At Home 14th January 14th "	Or as soon after as possible.
	Return of amendments in the entries of next-of-kin	MS.	14th "	See paragraph 55.
	Married Roll (with inside sheets) Confidential Report upon Warrant Officers	O 1802 C 378	3rd April 1st January	



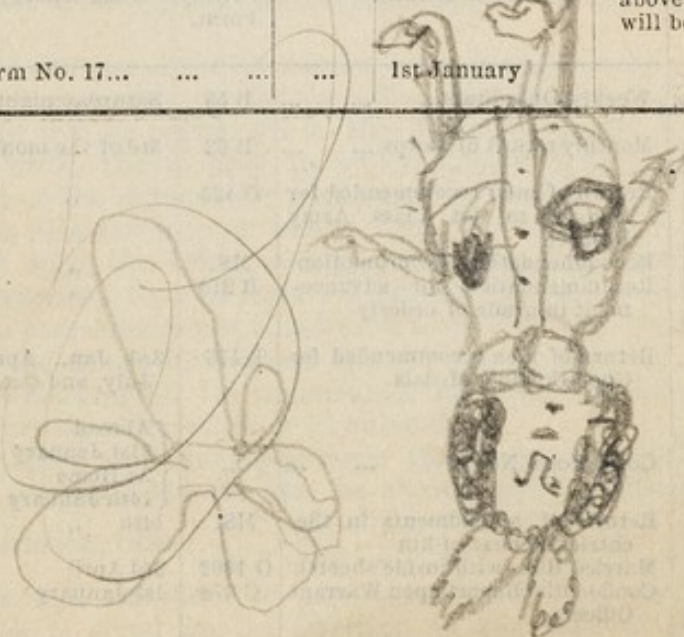
B. RETURNS rendered by an Officer Commanding a Company at Home or Detachment Abroad to the Officer Commanding the Corps in a District or Command.

	Nature of Return.	Number of Army Form.	When Rendered.	Remarks.
Weekly	Weekly Duty State... ..	B 58	Saturday morning	{ Or A.F. B 2057, if the strength is below 20.
	Monthly Return ... ..	B 62	2nd of month	
Monthly	Return of Drills and Instructions	C 335	"	When necessary.
	Return of men recommended for transfer to 1st Class Army Reserve.	D 433	"	
	Recommendations for promotion	MS.	"	When necessary.
	Recommendation for advancement in grade of orderly.	B 219	"	
Quarterly	Return of men recommended for Good Conduct Medals.	B 176	1st Jan., April, July, and Oct.	When necessary only.
Annually	Corps Form No. 17... ..	...	7th January.	
	Married Roll... ..	O 1802	1st April	
	Return of amendments in the entries of next-of-kin.	MS.	7th January	

C. RETURNS rendered by an Officer Commanding a party doing duty away from the Headquarters of a Company at Home or Detachment abroad to the Officer Commanding the Company or Detachment.

All the above Returns (except Army Form B 62) to be rendered on the day previous to that given in the table above.

Monthly	Monthly Return ... ..	B 2057	1st of the month	If the strength is above 20, A.F. B 62 will be rendered.
Annually	Corps Form No. 17... ..	...	1st January	





## APPENDIX 11.

## DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS.

Subject of Form.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
CLASS A.				
Board of Officers, proceedings of; or of Court of Inquiry.	A 2	For all proceedings of Courts of Inquiry, Committees and Boards, for which special printed forms are not provided.	Termination of Board ...	Queen's Regulations.
Court-Martial, proceedings of; extract from.	A 10	One copy kept at headquarters of corps; another sent to Company Officer as a voucher.	When promulgated ...	Paragraph 92, Standing Orders.
Court-Martial sheet (all arms)...	A 12	Attached to men's personal documents in possession of Officer Commanding (transfer document).		
Envelope ...	A 14	To enclose certificates of discharge and character.	On transfer to Reserve or discharge.	Queen's Regulations.
Route; application for ...	A 25	For local routes and deserters' routes. (Compare O 1736.)	When required ...	Ditto.
Route; receipt for ...	A 26	To acknowledge receipt of route	Ditto.	Ditto.
Births; extract from register of (abroad only).	A 42	For registration ...	1st January, 1st July ...	Ditto.
Marriages; extract from register of (abroad only).	A 43	Ditto	Ditto.	Ditto.
Deaths; extract from register of (abroad only).	A 44	Ditto	Ditto.	Ditto.



DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS—*continued*.

Subject of Form.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
CLASS B.				
Small book ; soldiers' pocket ...	B 50	Issued to each recruit gratis ...	On enlistment ...	Queen's Regulations.
Small book; soldiers' settlement sheet for	B 51	To supplement small book (A.F. B 50) when filled up.	When necessary ...	Ditto.
Royal Army Medical Corps; weekly state	B 58	To report state of corps in detachment or company up to midnight on Fridays.	(b) Weekly, to be posted on Saturday evenings for Headquarters.	Appendix 10, Standing Orders.
Royal Army Medical Corps; return of (with inside sheets when required).	B 62	To show state of corps on last of the month ...	To be dispatched on 3rd of each month from home; first mail in month from abroad.	Ditto.
Certificate of character (on enlistment).	B 64	For recruits on enlistment ...	Attached to duplicate attestation.	Queen's Regulations and Recruiting Regulation.
Report of Recruits enlisted for Regular Army or Militia.	B 97	Used to report names of recruits enlisted while belonging to Militia or Volunteers.	On enlistment ...	Recruiting Regulations.
Voucher for charges of Rewards, &c., for a recruit.	B 100	Forwarded by approving officer with attestation of a recruit joining the dépôt.	On recruit joining ...	Ditto.
Barrack occupation and lodging allowance return.	B 101	Shows number of N.C.O.'s and men occupying quarters in barracks.	1st of each month ...	Queen's Regulations.



Court of Inquiry; declaration...	...	B 115	Kept at headquarters as a record; a copy attached to clothing account.	With deserters' regimental documents.	Queen's Clothing Regulations.
Court Martial; application for	...	B 116	Report made by Officer Commanding to Officer Commanding the Corps in District, who, if necessary, refers the matter to the General Officer Commanding.	When necessary ...	Paragraph 58, Standing Orders.
Defaulter book, regimental; sheets for.		B 120	Blank forms, used as required in company or detachments.		Queen's Regulations.
Defaulter book, troop, battery, and company; sheets for.		B 121	Ditto.		Ditto.
Fraudulently enlisted man; descriptive return of.		B 123	Used to obtain evidence regarding a case of fraudulent enlistment.	When required ...	Ditto.
Deserter or absentee; descriptive report of for "Police Gazette."		B 124	Description of deserters with a view to their identification and apprehension.	Within five days of absence.	Ditto, and paragraph 95, Standing Orders.
Detachments; disembarkation return		B 125	Showing strength of party disembarking ...	On disembarkation ...	Queen's Regulations.
"       embarkation       ..."	...	B 126	Showing strength of party embarking ...	On embarkation...	Ditto.
Discharge; parchment certificate ...	...	B 128	Made out by Officer Commanding and confirmed, as laid down in Queen's Regulations (see B 2077).	On discharge ...	Ditto.
Discharge; return of men proposed for.		B 130	Return of men proposed for discharge for reasons other than at their own request.	When required ...	Ditto.
Discharge; return of men applying for.		B 132	Application for discharge by purchase, &c. ...	Ditto.	Ditto.
Roll of men about to complete six months' service.		B 133	...	Monthly ...	...



DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS--*continued.*

Subject of Form.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
Corps recruiting poster ... <sup>27</sup> ...	B 134	To be obtained by the Officer in charge of a station hospital, and hung in a conspicuous position under charge of the non-commissioned officer of the Corps, appointed an ordinary recruiter.		
Re-engagement paper ...	B 136	With duplicate attestation ...	On re-engagement ...	Para. 49, Standing Orders, and Queen's Regulations.
Drunkenness; scale of fines for ...	B 138	Hung up in barrack-rooms ...	...	Queen's Regulations.
Embarkation return (to stations abroad only).	B 143	Prepared in duplicate, showing numbers, &c.	On embarkation... ..	Ditto.
Embarkation return (to, from, or between stations abroad only).	B 144	Shows numbers, &c., embarking ...	Prior to embarkation ...	Ditto.
Certificate as to corps pay ...	B 151	Signed by recruit on enlistment ...	With duplicate attestation	Recruiting Regulations.
Enlistment, fraudulent or irregular; report of.	B 154	Used to report a case of fraudulent enlistment	On discovery of case ...	Pay Warrant, and para. 96, Standing Orders.
Families of soldiers ...	B 155	Medical certificate for embarkation and pass...	On embarkation... ..	Queen's Regulations.
Guard report ...	B 160	Used at Depot and large stations, or with bearer companies, &c., where a guard of the corps is mounted.	Daily on being relieved	Ditto.



B 176	Medals for long service and good conduct; soldiers recommended for.	Recommendations from districts and commands to headquarters	Quarterly, when necessary only.	Ditto.
B 177	Medals, new, to replace others lost; soldiers recommended for.	Ditto.	When necessary ...	Ditto.
B 179	Medical history of an invalid ...			
B 185	Notice of the removal of Troops ...	When parties move ...	Ditto.	Para. 64, Standing Orders.
B 193	Musketry transfer return ...	Record of a man having been through musketry training, and attached to personal documents.	At end of course ...	Queen's Regulations.
B 200	Record of service of non-commissioned officers and men.	To convey information connected with a man showing his service, &c., in different ranks.	When called for ...	Ditto.
B 202	Application to reckon former service for pension.	For re-enlisted soldiers who are eligible to reckon former service.	When required ...	Ditto.
B 203	Recruit; descriptive return of ...	Used where special authority is required for enlistment of man or boy.	Ditto.	Recruiting Regulation, and Para. 178, Standing Orders.
B 204	Recruit objected to; report on ...	Prepared by officer who objects to a recruit after final medical approval.	When objection raised ...	Queen's Regulations.
B 205	Notice to short service recruit (7 years with the Colours).	To be given at the time of his offering to join the Army.		
B 206	Recruit on the way to join regiment or sub-district; notification.	To notify dispatch and arrival of recruit ...	When recruits are sent to join.	Recruiting Regulations.
B 208	Authority for recruiting ...	...	...	Ditto.
B 210	Application to enlist through Post Office, and reply.			
B 216	Recruit; pass for ...	Given to recruit when passing from one station to another to join.	On proceeding to join ...	Ditto.
B 217	Attestation (short service, 3 years with the Colours).	Prepared in duplicate. Original sent to headquarters of corps, duplicate to O.C. the Depot.	On enlistment ...	Ditto.









Medals for long service and good conduct; soldiers recommended for.	B 176	Recommendations from districts and commands to headquarters	Quarterly, when necessary only.	Ditto.
Medals, new, to replace others lost; soldiers recommended for.	B 177	Ditto.	When necessary ...	Ditto.
Medical history of an invalid ...	B 179			Para. 64, Standing Orders.
Notice of the removal of Troops ...	B 185	When parties move ...	Ditto.	Queen's Regulations.
Musketry transfer return ...	B 193	Record of a man having been through musketry training, and attached to personal documents.	At end of course	Queen's Regulations.
Record of service of non-commissioned officers and men.	B 200	To convey information connected with a man showing his service, &c., in different ranks.	When called for ...	Ditto.
Application to reckon former service for pension.	B 202	For re-enlisted soldiers who are eligible to reckon former service.	When required ...	Ditto.
Recruit; descriptive return of ...	B 203	Used where special authority is required for enlistment of man or boy.	Ditto.	Recruiting Regulations, and Para. 178, Standing Orders.
Recruit objected to; report on ...	B 204	Prepared by officer who objects to a recruit after final medical approval.	When objection raised ...	Queen's Regulations.
Notice to short service recruit (7 years with the Colours).	B 205	To be given at the time of his offering to join the Army.		
Recruit on the way to join regiment or sub-district; notification.	B 206	To notify dispatch and arrival of recruit ...	When recruits are sent to join.	Recruiting Regulations.
Authority for recruiting ...	B 208		...	Ditto.
Application to enlist through Post Office, and reply.	B 210		...	Ditto.
Recruit; pass for ...	B 216	Given to recruit when passing from one station to another to join.	On proceeding to join ...	Ditto.
Attestation (short service, 3 years with the Colours).	B 217	Prepared in duplicate. Original sent to headquarters of corps, duplicate to O.C. the Depot.	On enlistment ...	Ditto.



DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS—*continued*.

Subject of Form.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
Nominal roll of men recommended for advancement to 1st or 2nd class orderlies.	B 219	For submitting names of men for advancement.	To accompany monthly return, when necessary.	Paras. 32, 102, and App. No. 10, Standing Orders.
Short service men recommended for extension to 7 or 12 years with the Colours, and notice to continue in the service beyond 21 years.	B 221	Extension of service, &c.	When necessary	Queen's Regulations and Para. 49, Standing Orders.
Notice on enlistment; for short service (3 years with the Colours).	B 223	Contains conditions of service to be answered by recruits.	On application of man to enlist	Recruiting Regulations.
Return of men about to complete colour service abroad.	B 223	For information of Adjutant-General	To reach War Office on 1st April and October.	
Transfer; descriptive return of a man desirous of.	B 241 } B 242 }	For men desirous of transfer to or from other corps.	As necessary	Queen's Regulations.
Will; Form No. 1	B 243 }	Soldiers' wills, medical officer to be present, if practicable, at execution of.	...	Ditto.
" " 2	B 244 }			
Women and children; ticket for admission into hospital.	B 247	For women and children on married roll coming to hospital.	On admission of case.	
Royal Army Medical Corps; inspection, return, and confidential report.	B 249-1	For the use of Officers Commanding	Yearly	Ditto.
Ditto	B 249-2	For the use of Inspecting Officers	Ditto.	Ditto.
Crime report	B 252	Used in committing soldiers as prisoners to military custody.	On committal or within 24 hours afterwards.	Ditto.
Inventory of kit	B 253	Used to take list of articles	When required,	



Morning sick report ... ..	B 256	Furnished in duplicate by corps sending sick men for examination.	Taken with the sick to hospital.	Ditto.
Church parade state ... ..	B 258	Attendance at Divine Service ... ..	When required ... ..	Ditto.
Return of births ... ..	B 259	To report births in company or detachment for information of Registrar of district.	Monthly ... ..	Ditto.
Return of deaths ... ..	B 260	To report deaths in company or detachment for information of Registrar of district.	Ditto.	Ditto.
Order for the reception of a dangerous lunatic soldier— England ... .. Ireland ... .. Scotland ... ..	B 261 } B 262 } B 263 }	To commit lunatic soldiers to asylum ... ..	As required ... ..	Ditto.
Discharge parchment certificate; for men discharged with ignominy, or as incorrigible, or worthless.	B 264	Made out by Officer Commanding detachment, confirmed by O.C.R.A.M.C. in District or O.C. Depot.	...	Ditto.
Attestation paper (short service) 7 years with the Colours).	B 265	Prepared in duplicate, see B 217 ... ..	On enlistment ... ..	Recruiting Regulations.
Attestation paper (long service) ... ..	B 267	For boys; prepared and disposed of as in B 217.	Ditto.	Ditto.
Discharge proceedings on ... ..	B 268	Accompanies other discharge documents ... ..	When required ... ..	Queen's Regulations.
Prisoners, removal for embarkation ... ..	B 277	When transferring prisoners ... ..	On embarkation ... ..	Ditto.
List of documents ... ..	B 278	To accompany men's personal documents ... ..	On transfer or discharge ... ..	Ditto.
Receipt for documents ... ..	B 279	Ditto.	Ditto.	Ditto.
Minor offence report ... ..	B 281	For offenders not taken into military custody; (compare B 252).	When required ... ..	Ditto.
Mandischarged for misconduct, report of.	B 285	With the view of preventing re-enlistment ... ..	On discharge of man ... ..	Queen's Regulations and Para. 94, Standing Orders.



DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS—*continued*.

Subject of Form.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
Absentee report ... ..	B 290	Used for Tattoo Report ... ..	Nightly.	
Soldier's pass ... ..	B 295	In granting leave of absence ... ..	When approved ... ..	Queen's Regulations.
Pass or furlough, with application for railway ticket attached.	B 295A	Proceeding on leave per railway ... ..	When necessary.	
Application for railway tickets, women and children.	B 295B	_____		
Cover for soldier's pass or furlough...	B 295C	_____		
Statement as to character and particulars of service of prisoner.	B 296	Required as evidence at courts-martial, and attached to proceedings thereof.	On trial ... ..	Ditto.
Proceedings of regimental court-martial.	B 297	Originals retained at headquarters of corps, for the time required by law.	After promulgation ... ..	Queen's Regulations, and Paras. 92 and 111, Standing Orders.
Warrant rank, descriptive return of N.C.O.'s recommended for.	B 299	... ..	When required.	
Nominal list of men discharged by Officers Commanding.	B 2055	To notify discharges during week ... ..	Every Wednesday evening.	Queen's Regulations.
Proceedings on transfer to Army Reserve.	B 2056	To carry out transfers to 1st Class Army Reserve.	As required ... ..	Ditto.
Monthly return of Detachment, serving at a station hospital.	B 2057	In lieu of Army Form B 62 in station hospitals, and on board ship, where the strength of the detachment does not exceed 20 of all ranks.	On first of each month.	Appendix No. 10.



Marching State ... ..	B 2061	When troops leave or arrive at a station.	...	...	Queen's Regulations.
Descriptive return of men under three months' service desirous of transfer.	B 2063	...	...	...	...
Identity Ticket ... ..	B 2067	To be sewn into the clothing of every man going into the field.	...	...	...
Crime and Offence report ... ..	B 2069	Record of Offences on Field Service.	...	...	...
Duty State ... ..	B 2070	Showing numbers for duty of various units on Field Service.	...	As ordered.	...
Memorandum to discharged soldiers registered for civil employment.	B 2071	Notifying vacant situations.	...	...	...
Parchment certificate of character on discharge or transfer to Army Reserve.	B 2077	To accompany Army Form B 128 or D 426	...	On discharge or transfer to Reserve.	Queen's Regulations.
Register for civil employment...	B 2088	Giving particulars of character and service of soldier.	...	When required ...	Para. 190, Standing Orders.
Letter recommending discharged soldier for employment.	B 2089	To civil employer ... ..	...	When necessary.	...
Death Report ... ..	B 2090	To be forwarded as soon as possible after the occurrence of a soldier's death.	...	...	Queen's Regulations.
Recruiting Leaflet ... ..	B 2099	For distribution, showing terms of service, &c. in the Army.	...	...	Recruiting Regulations.
Education certificate— Second class ... .. Third " ... ..	C 309 C 310	Issued to soldiers of the Corps obtaining School Certificates.	...	When necessary ...	Queen's Regulations. Paras. 120-122, Standing Orders.
Education, soldiers to be examined for school certificates, Return of.	C 318	Showing number of candidates for examination for 2nd and 3rd class certificates.	...	On receiving notice of an examination.	Army School Regulations.
Return of soldiers examined for school certificates.	C 323	As an authority for Officers Commanding companies or detachments abroad, or O.C. Depot, to prepare school certificates.	...	When necessary.	Para. 120, Standing Orders.



DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS—*continued*.

Subject of Form.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
Table of drills and instruction	C 335	Annually ...	After inspection...	Para. 13, Standing Orders.
Report of Principal Medical Officer ...	C 336	...	...	Queen's Regulations.
Form used on commitment to provost prison.	C 355	To accompany C 285 ...	...	Para. 55 and App. No. 10.
Confidential report upon warrant officers.	C 378	Giving particulars of a warrant officer's ability, &c.	Annually ...	Army School Regulations.
Candidates for 1st Class certificates of education.	C 379	To show candidates for examination ...	When required ...	Queen's Regulations.
Order for commitment to prison ...	C 385	See C 355 ...	...	Ditto.
Commitment to provost prison on conviction by Court-Martial.	C 387	To obtain admission to prison of soldier convicted by Court-Martial.	On soldier being sent to prison.	Ditto.
Commitment to provost prison: on award of imprisonment by Commanding Officer.	C 388	Used when soldier is awarded imprisonment; warrant for his being received into custody, signed by a medical officer.	Ditto.	Ditto.
Discharging order; provost prisons ...	C 390	To release a prisoner undergoing imprisonment by award of his Commanding Officer.	When required ...	Ditto.
CLASS D.				
Chelsea pensioner; descriptive return.	D 400	For men discharged to pension; accompanies Statement of Accounts	On confirmation of man's discharge.	Instructions in Pay War-rant.
Discharged soldier, memorandum for guidance of.	D 401	Given to soldier on discharge ...	On discharge.	Queen's Regulations.
Recommendation to the "National Association for the Employment of Reserve and Discharged Soldiers."	D 402	To assist men of good character to obtain employment.	Ditto.	Queen's Regulations.



D 422	Declaration on converting residue of first term of Army Service into service in 1st Class Army Reserve.	To record soldier's willingness to enter the reserve.	With transfer documents of soldier.	Ditto.
D 424	Report to Paymaster of transfer to Reserve.	To be handed to soldier on transfer ...	By reservist to Staff-Paymaster within 14 days after transfer.	Para. 117, Standing Orders.
D 426	Parchment certificate, Army Reserve.	For soldier on transfer ...	When transferred ...	Queen's Regulations.
D 433	Return of men recommended for transfer to Army Reserve.	To report to Director-General names of soldiers of the corps desirous of converting their Army Service into Reserve Service.	To accompany Army Form B 62 or when necessary.	Ditto. Para. 116, Standing Orders.
D 469	Declaration on joining Section A, Army Reserve.	To be completed on transfer to reserve.	When required.	Reserve Regulations.
E 577	CLASS E. Certificate of proficiency, Volunteer Quartermasters and Quartermaster-Serjeants.	Granted to Quartermasters and Quartermaster-Serjeants who pass the required examination.	At conclusion of examination.	Volunteer Regulations.
E 623	Return of N.C.O.'s desirous of transfer to Permanent Staff of Auxiliary Forces.	... ..	Monthly.	
E 640	Recruiting Poster, Militia Medical Staff Corps.	To be exhibited in a conspicuous position at all stations open for recruiting for Militia M.S.C.		
F 704	CLASS F. Certificate with regard to exchange of dirty articles of bedding.	As a voucher prepared by Quartermaster (or Steward).	Quarterly.	
F 707	List of articles sold at canteen ...	To be kept in canteen.		
F 727	Fuel, light and straw, &c.; account of	Used for detachments of the corps, and in hospitals.	Monthly.	
F 743	Certificate of issues of rations, monthly.	Showing number of rations issued during month.	Ditto.	
F 756	Transport of personal baggage and regimental stores; requisition for.	Used for transport of regimental stores and baggage.	When required.	



DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS.—*continued.*

Subject of Form.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
Rations; received ... ..	F 776	Showing number of rations drawn during the month for men of Corps.	End of each month.	
CLASS G.				
Camp equipment, requisition for ..	G 968	When drawing camp equipment ... ..	When necessary... ..	Equipment Regulations.
Camp equipment; account of stores in charge.	G 973	To account for camp equipment or stores issued at home "on loan."	When equipment received.	
Carrier's note ... ..	G 980	Used in forwarding stores ... ..	When necessary.	
Equipment, general requisition ...	G 997	Used when special forms not provided ...	Quarterly... ..	Ditto.
Furniture and utensils; rooms, kitchens, &c.; inventory of.	G 1005	Hung up in barrack rooms ... ..	On receiving over charge.	
Issue and Receipt voucher ... ..	G 1033	Used as a voucher for equipment in possession of a man proceeding from one district to another.	When necessary... ..	Paras. 63 and 85, Standing Orders.
CLASS H.				
Boots, shoes, &c.; requisition for ...	H 1100	Prepared by quartermaster for signature of accounting officer.	In accordance with Paras. 250 and 251, Clothing Regulations, 1898.	Clothing Regulations.
Cloaks, great-coats, &c.; requisition for and proceedings of Board of Survey.	H 1101	Prepared by quartermasters; requisition signed by accounting officer; Proceedings by members of Board.	When required ... ..	Ditto.
Clothing for time-expired men; requisition for.	H 1103	Requisition for plain clothes for time-expired men.	See Para. 255, Clothing Regulations, 1898.	Ditto.
Infantry, Royal Army Medical Corps, &c.; requisition for clothing.	H 1107	Prepared by quartermaster for signature of accounting officer.	See Paras. 248, 250, and 251, Clothing Regulations, 1898, or as required.	Ditto.



H 1108	Leather gloves, head-dresses, &c., requisition for.	Ditto.	Ditto.	Ditto.
H 1109	Leather, grindery, &c. (on repayment) requisition for.	Ditto.	See Para. 131, Clothing Regulations, 1898.	Ditto.
H 1110	Materials and garniture (on repayment); requisition for.	Ditto.	See Paras. 248, 250, and 251, Clothing Regulations, 1898, or as required.	Ditto.
H 1111	Necessaries; requisition for ...	Ditto.	Ditto.	Ditto.
H 1113	Report on clothing worn in corps ...	Ditto.	Annually ...	Ditto.
H 1115	Sea-kit and field kit necessities; requisition for.	...	See Para. 128, Clothing Regulations, 1898.	Ditto.
H 1116	Invoice and acquittance roll of clothing issued to detachments.	Prepared by quartermaster when sending out annual supply of clothing to stations in the district; signed by men; becomes a receipt.	As required ...	Ditto.
H 1119	Special Size Roll ...	To show size of clothing required ...	When necessary to accompany requisition.	Ditto.
H 1120	Annual Measurement Roll ...	Ditto.	Ditto.	Ditto.
H 1125	Size Roll for tunics, frocks, &c. ...	Prepared by quartermaster, signed by accounting officer.	Annually, or as required	Ditto.
H 1150	Abstract of public clothing of men transferred.	Certain entries in clothing ledger posted from this form.	On transfer, &c. ...	Ditto.
H 1152	Quartermaster's store of clothing; requisition on and delivery note.	Ditto ...	Ditto.	Ditto.
H 1156	Clothing, Board of Survey on; proceedings of.	Showing result of inspection of clothing received. (Compare Army Book 106.)	Immediately on termination of Board	Ditto.
H 1157	Transfer clothing statement ...	Prepared in duplicate, and forwarded with man's personal documents.	On transfer or other movement.	Ditto, and para. 63, Standing Orders.
H 1164	Board of Survey, proceedings of, on new and part worn clothing (dis-mounted services).	Prepared by quartermaster, signed by members of Board. (Compare Army Book 106.)	Annually ...	Clothing Regulations.



## DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS—continued.

Subject of Form.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
Proceedings of Board on necessities in store.	H 1165	Prepared by quartermaster, signed by members of Board (see Army Book 106.)	Quarterly ... ..	Clothing Regulations.
Worn out clothing for disposal (Home).	H 1172	Showing worn out clothing available for disposal to contractor.	Quarterly, or when necessary.	Ditto.
General requisition for clothing ...	H 1173	Used when the number of articles or items required is small.		
Company requisition for personal clothing. Free issues.	H 1179	Requisition for free issue of personal clothing and kits. Prepared in duplicate.	Monthly ... ..	Ditto. Para. 166, Standing Orders. Ditto.
Requisition for personal clothing and necessities on payment.	H 1181	Requisition for personal clothing, &c., on payment.	Ditto.	
CLASS I. Application for extra-duty pay for Royal Army Medical Corps.	I 1228	Used when N.C.O. and men of the corps are employed on duties entitling them to extra-duty pay.	When employment necessary.	Paras. 26, 27, 28, 127. Standing Orders.
Application for extra-duty pay for hospital subordinates not belonging to the Corps.	I 1229	Used when N.C.O. and men of other corps are employed in lieu of, or to supplement Royal Army Medical Corps (compare O 1645).	Ditto.	Regulations for Med. Services.
CLASS L. Requisition for Army Forms and Books.	L 1355			
Books or maps on payment, application for.	L 1372	By any officer or non-commissioned officer on depositing money for same with paymaster.		



CLASS N.		N 1487	In requisitioning for money ...	When necessary ...	Para. 137, Standing Orders.
Requisition for Cash	...				
Muster Roll	...	N 1498	To report numbers present on date fixed by G.O.C.	Half-yearly	Queen's Regulations.
Pay list	...	N 1502	For parties under 20	Monthly	Standing Orders, para. 138.
Pay and mess books	...	N 1504	Shows rations and pay drawn by each man.		
Pay list and ledger combined	...	N 1505	Accounting for pay of detachment or company.	Ditto.	Pay Duty Instructions.
Savings Bank ledger sheet	...	N 1516	Transcript from ledger showing balances	Annually to Finance Division, War Office.	Military Savings Bank Regulations.
Savings Bank ledger cover	...	N 1517	Cover for accounts...	Annual	Ditto.
Savings Bank, Troop or Company abstract.	...	N 1519	Shows deposits, withdrawals, and transfers of gratuities only.	Ditto.	Ditto.
CLASS O.					
List of casualties affecting corps and extra-duty pay.	...	O 1601	A voucher for pay list	At the end of each month.	Pay Warrant. Paras. 75, 139, Standing Orders.
Deferred pay and good conduct pay voucher; including copy of record of service.	...	O 1616	Prepared by officer commanding detachment, when man discharged, &c.	When necessary	Pay Warrant.
Descriptive Return of Deserter	...	O 1618	On being committed to confinement as a deserter.	When required	Queen's Regulations.
Certificate of debtor balance of deserter.	...	O 1624	Attached to Attestations	Ditto.	Financial Instructions.
Effects of a non-effective soldier; statement of.	...	O 1625	The non-effective account	Ditto.	Financial Instructions, non-effective estates. Para. 119, Standing Orders.



## DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS—continued.

Subject of Form.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
Deferred pay certificate...	O 1631	Showing amount of deferred pay	In cases where deferred pay is payable.	Instructions in Pay Warrant.
Discharge by purchase voucher	O 1633	Intimating discharge by purchase to Station Paymaster.	When required	Ditto.
Return of soldiers treated in hospital for sickness caused by an offence committed by them.	O 1644	Signed by medical officer and commanding officer.	Ditto.	Queen's Regulations.
Hospitals; extra-duty pay to N.C.O.'s and men employed.	O 1645	Claims for extra-duty pay to non-commissioned officer and men employed in hospital on board ship.	Monthly, or on the termination of a voyage.	Pay Warrant.
Route district	O 1735	For men moving within a district (compare A 25).	When required	Queen's Regulations
Savings Banks (Form No. 2) deposits and withdrawal.	O 1743	Statement showing deposits and withdrawals.	Monthly	Military Savings Bank Regulations.
Savings Banks (Form No. 13); certificates of balance for the paymaster at Netley.	O 1752	Shows balance due to a man in regimental ledger.	On transfer of a patient to Netley.	Ditto.
Savings Banks, interest on deposits; table of.	O 1753	Used for calculation		
Savings Banks; transfer statement, Form A (ordinary balance).	O 1754	Transfer document prepared by Sub-Accountant.	On transfer	Queen's Regulations, and Military Savings Bank Regulations.
Savings Banks; transfer statement, Form C (gratuity balance).	O 1755	Ditto.	Ditto.	



loops of the handles. The fuel, generally wood, is fed into the trench from the splay mouth.

(2) The wall kitchen :

On damp or marshy sites a wall kitchen will be found to answer best, constructed as follows:—Cut some sods of turf about 18 inches long by 9 inches wide, and lay them in two parallel lines 6 feet long with an interval between them of 2 feet 6 inches. Build these walls 2 feet high for large oval, and 18 inches high for small oval, kettles. Lay the wood all over the bottom between the two walls. Place sticks through the handles of the kettles, and hang them over the centre with the ends of the sticks resting on the walls. Light the fire. This trench will hold about 12 large oval, or 20 small oval, kettles.

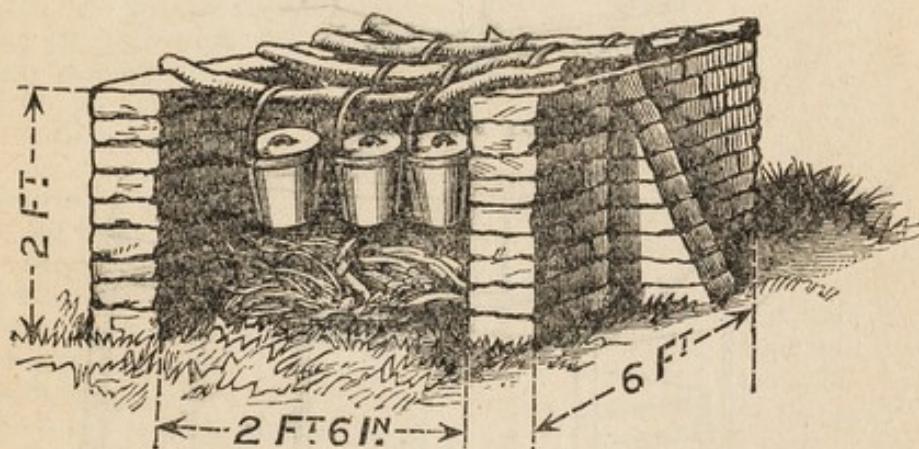


FIG. 93.—WALL KITCHEN WITH KETTLES, TO SHOW DIMENSIONS.

(3) If the ground be such that a trench or wall kitchen cannot be conveniently made, it is a good plan to place three bricks or stones to keep the kettle off the ground and build the fire underneath the kettle. Each kettle can be heated separately in this manner; or cooking may be performed by means of—

(4) Portable stove :

This stove is for use in field, stationary, and base hospitals. It consists of two ovens, two boilers with lids, four baking dishes, one grate and two shelves.

The ovens (one of which is smaller than the other) are made of steel plate. The grate is made of wrought iron, and the boilers and baking dishes of tin plate.

Each apparatus is considered capable of cooking for 50 patients.

Place the ovens back to back, leaving space between them to receive the grate, which is provided with four hooks to engage in slots in angle pieces fixed to the bottoms of the ovens. Before the grate is set in its place, connect the ovens together by means of the plates pivoting on the sides of the smaller oven, and furnished with hooks to fit into slots cut in the top of the larger oven. These plates, when in position, close in the fire space. The doors of the oven have their hinges at top, and open upwards. Each oven has a movable shelf of plate-iron to rest on a ledge,

(M.M.C.)



and intended to receive one baking dish, the second being placed on the bottom of the oven. The boilers rest on the top of the ovens over the fire.

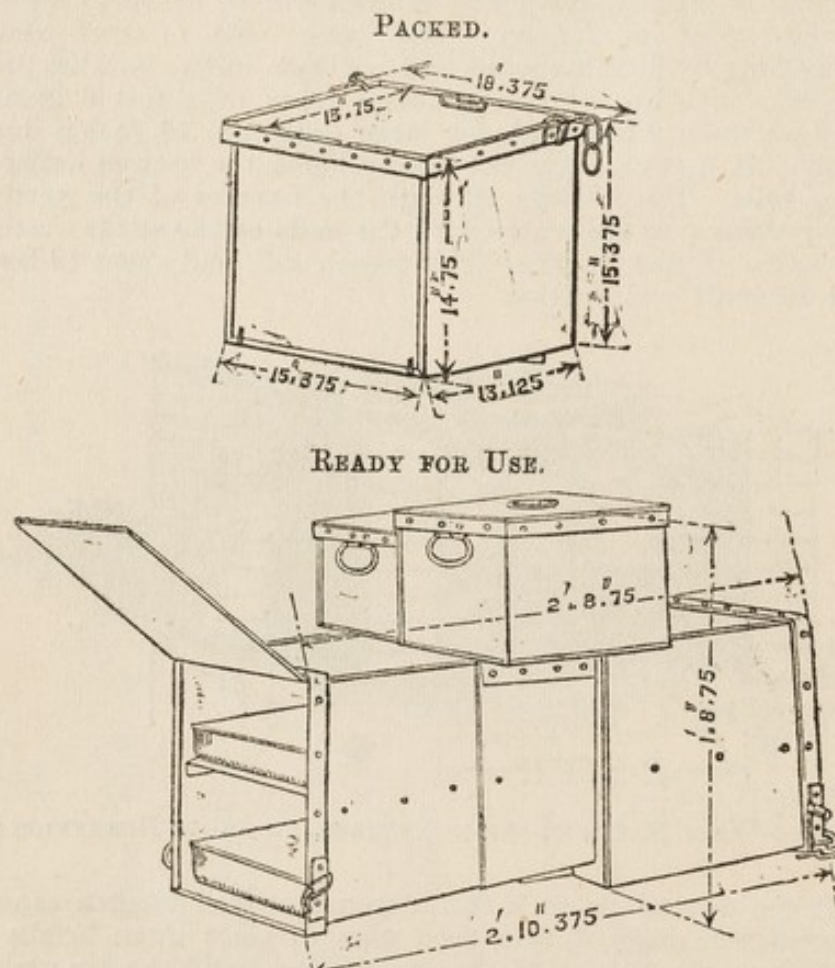


FIG. 94.—TO PUT THE STOVE TOGETHER FOR USE.

Troops should, under all circumstances, have their dinners ready one hour and a half after the rations are issued.

*To pack the stove for transport.*

Place the small oven inside the large one, with the large shelf on its top, and the small shelf at one side of it. Put the small boiler into the large one, and place the latter with the baking dishes inside the small oven. Place the grate in last, resting on the boiler. In packing the grate, place the bottom bars (not the hooks) next the boiler, or the latter will be injured.

The large oven is fitted with links for pack transport.

Total weight	....	....	....	....	....	lb.
						90½
Dimensions, packed for transport—						in.
Height	....	....	....	....	....	14
Length	....	....	....	....	....	18½
Depth	....	....	....	....	....	16½



## 39. TENT PITCHING EXERCISE.

In field hospitals two patterns of circular or bell tents are used. They are the single circular used for officers and men, and the double circular used for the sick.

Patterns of  
circular  
tents.

The following is the method of pitching a tent by two men:—  
No. 1 to be told off as pole-man, No. 2 to be told off as tent-man.  
No. 1 falls in with the pole in his left hand, and mallet with five pegs in his right; No. 2 to cover him with tent and pin-bag.  
When No. 1 is moved to the position his tent is to occupy, No. 2 will follow with the tent, and fall in five paces in rear of him.  
No. 1 having put the pole together, takes up his dressing. No. 2 drives a peg upright between the feet of No. 1 at the foot of the pole; he then shakes the tent out of its valise, and spreads it on the ground with the door uppermost. No. 1, when the peg is driven, lays his pole on the ground. He then takes  $3\frac{1}{2}$  paces from the centre peg to his front, the way the door is to face, and drives in the front peg. He then turns about, goes to the centre peg, takes  $3\frac{1}{2}$  paces to the rear from it, drives in another, the rear peg, returning to the centre and following a like course to the right and left. Both men will now proceed to the tent, one to the right and the other to the left of the door. Each will take the second rope counting from the door on each side, and draw the tent on to the ground it is to occupy. These ropes will both be attached to the front peg. The men will then count the ropes until they come to the fourth from the ropes already fastened to the front peg, and attach them to the right and left pegs. No. 2 will count five more ropes, and fasten the last to the rear peg at full length. No. 1 will, in the meantime, take up the pole and fit the smaller end of it in the cap of the tent, in the case of a double-circular tent, passing it through the hole in the inner lining, keeping the bottom of the pole to the front. No. 2 will assist in fitting the pole into the top of the tent. No. 1 will get inside the tent, No. 2 will hook the fly of the tent over the pole. No. 1 will raise the pole about 3 feet from the ground, keeping the bottom of it on the ground. On the command being given to raise the tent No. 1 works the bottom of the pole inwards until it comes against the centre peg, lifting the upper end of the pole at the same time. No. 2, when the tent is raised, tightens the five ropes which have been fixed to the four pegs. No. 1 continues to support the pole until this is done. When the tent is secure No. 1 comes out and assists No. 2 in driving pegs and fastening ropes in the following manner:—The runner of each rope is slid half way up. The loop thus formed is drawn out in a line with the seam of the tent. It is then brought down to the ground, and at the spot where it touches the ground a peg is driven. This is continued until all the ropes have been made fast. Those to windward should be first driven. The two second ropes, which were first fixed to the front peg, are now separated—a peg being driven for each. The curtain of the tent should now be pegged down. The door of the tent should be opened, the ropes attached to its lower corners being fastened to the second peg on the right and left of the doorway.

Pitching  
tent by two  
men.



The mallets, spare pegs, pin-bag, and valise are placed inside the right-hand side of the door of the tent.

When the tent is correctly pitched the pegs should form a perfect circle.

Trenching  
a tent.

If it is necessary to trench a tent it is done in the following manner:—Before the curtain of the tent is pegged down a cut is made with a spade all round where the edge of the curtain touches the ground. This cut is made with the spade held upright, about 6 inches deep. A second cut is made leading into it, about 6 inches from it all round. The turf, so cut out, is laid with the grass downwards, round the outer edge of the trench. The curtain is then pegged down into the inner side of the trench.

Striking a  
tent.

To strike a tent both men will take off and coil down all the ropes, but those attached to the two front, right, left, and rear pegs. The fly is unhooked; No. 1 goes inside and takes hold of the pole; No. 2, in the meantime, draws out all the pegs to which the ropes are not fixed. The pegs holding the curtain will have been drawn out already. On the command to strike being given, No. 1 runs out of the door of the tent with the pole. The five remaining ropes are now cast off and coiled down. No. 2 now takes hold of the point of the tent and draws it to the rear, door upwards. Keeping the door upwards in the centre, the tent is spread out flat on its side. No. 1 places his foot on the point of the tent, No. 2 taking the edges draws them so that they meet at the door. This is again done, and then the right half of the tent is folded over the left. No. 1 now takes the point and brings it half way down the tent. Nos. 1 and 2 then roll the tent as tightly as possible from the smaller to the larger end, and put it into its valise. Mallets are taken apart, and their heads put into the peg bag with the pegs. Their handles are put into the tent valise. The pin-bag and valise are laced up. No. 1 takes the pole to pieces and holds it in his left hand. No. 2 falls in in rear of him with the valise and pin-bag.

#### 40. HOSPITAL MARQUEE PITCHING EXERCISE.

Description  
of marquee.

▲ hospital marquee, weighing 512 lbs. complete, consists of—

1 inside linen roof ....	....	....	Packed in a canvas valise, laced up the centre, and marked on the outside "Hospital Marquee."
1 outside ditto ....	....	....	
8 walls (4 inside and 4 outside) ....	....	....	
82 bracing lines (40 inside and 42 outside), with wood runner and button to each ....	....	....	
2 wooden vases, painted red ....	....	....	
2 weather lines (90 feet long each) with large runners ....	....	....	Contained in 1 peg-bag marked on the outside with contents and marquee to which it belongs.
180 small tent pegs ....	....	....	
4 large ditto (for weather lines) ....	....	....	
2 mallets ....	....	....	
1 set of poles, consisting of 8 pieces, viz., 1 ridge in two pieces and 3 standard or upright in two pieces ....	....	....	Lashed together in one bundle by two box cords.



1 waterproof bottom, made of } Rolled in a bundle round a  
 painted canvas, in four pieces, } thin pole, and tied by three  
 each piece measuring 15 by 8 feet } box cords.

*Laying out the Ground for Pitching.*—Undo and empty the peg bag (keeping the four large pegs for the weather lines by themselves), fit the handles in the mallets, and fix the two pieces of the ridge pole together. This done, proceed to lay out the ground for pitching the marquee as follows:—Lay the ridge pole on the

Laying out  
 the ground.

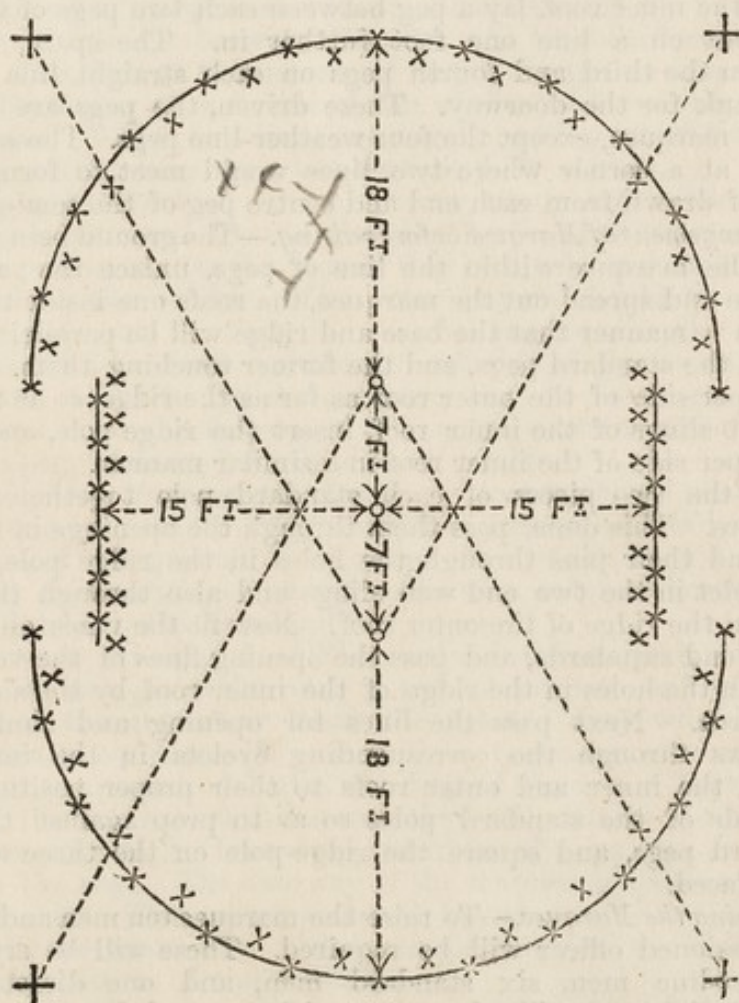


FIG. 95.—GROUND PLAN OF THE PEGS OF THE MARQUEE.  
 (Showing direction of weather lines.)

ground selected, and drive in a peg at its centre and at each of its two end holes. These pegs will mark the positions of the standard or upright poles, and will be 7 feet apart. With each end peg as centre, in a semi-circle with a radius of 6 yards, lay thirteen pegs with their points inwards where they are to be driven. This will be easiest done as follows:—Step 6 yards from one of the end pegs, and in a straight line with the three standard pegs lay the centre peg of the semi-circle; next step 6 yards to each side of the end peg, and on a line at right angles to the three standard pegs



lay a peg for each end of the semi-circle; then lay at each side between the centre peg of the semi-circle and the two end pegs, equal distances apart, five pegs, and the semi-circle of thirteen pegs is complete. The other end will be done in the same way.

For the sides of the marquee on a straight line parallel to the three standard pegs, and 5 yards distant, lay six pegs, the first and last of which will be 18 inches distant from the lines formed by each end standard peg and the two end pegs of each semi-circle. Now the pegs for the outer roof are all laid, and should be driven before proceeding further.

For the inner roof, lay a peg between each two pegs of the outer roof, but on a line one foot further in. The space, however, between the third and fourth pegs on each straight line is to be left blank for the doorway. These driven, the pegs are complete for the marquee, except the four weather-line pegs. These are each driven at a corner where two lines would meet to form a right angle if drawn from each end and centre peg of the semi-circle.

Arrange-  
ment of  
marquee.

*Arrangement of Marquee before raising.*—The ground being laid out, carry the marquee within the line of pegs, unlace the valise, and arrange and spread out the marquee, the roofs one inside the other, in such a manner that the base and ridge will be parallel with the line of the standard pegs, and the former touching them. Roll up the upper side of the outer roof as far as the ridge, so as to expose the web slings of the inner roof, insert the ridge pole, and roll up the upper side of the inner roof in a similar manner.

Fix the two pieces of each standard pole together by their numbers. This done, pass them through the openings in the inner roof, and their pins through the holes in the ridge pole, through the eyelet in the two end web slings and also through the eyelet-holes in the ridge of the outer roof. Now fit the vases on the pins of the end standards, and pass the opening lines of the ventilators through the holes in the ridge of the inner roof by the side of the standards. Next pass the lines for opening and shutting the windows through the corresponding eyelets in the inner roof. Unroll the inner and outer roofs to their proper position, bring the ends of the standard poles so as to prop against the three standard pegs, and square the ridge-pole on the three standards thus placed.

Raising  
marquee.

*Raising the Marquee.*—To raise the marquee ten men and one non-commissioned officer will be required. These will be styled four weather-line men, six standard men, and one director. One weather-line man will take up a position at each large peg, holding in his right hand the runner, and in his left the line, with a loop ready at any moment to slip on the peg. Two standard men will take up a position at each pole, one at the foot, the other at the top, facing each other. When the instructor sees all are ready he will give the word to raise, when all, working together, should steadily erect the standards, taking care not to raise one before the other. The instructor should now go to the side and dress the standard poles, tightening and slackening the weather-lines as required until the poles are perpendicular. He should next go to the end and dress the poles in a similar manner in that direction.



*Putting on the Bracing Lines.*—The weather-line men should not leave their posts until the bracing lines are on. Four of the standard men should put on the bracing lines, while two of them should take mallets to drive any loose pegs there may be. To put on the bracing lines, two men should go to each side of the marquee, commencing with the outer roof; one should take the line at one side of the window, and the other the line at the other side, which should be put respectively on the third and fourth pegs of the outer straight line, thus working towards the ends until meeting the men from the other side. In tightening the bracing lines the marquee should be pulled towards the pegs so as to slacken the line, otherwise the pegs will be pulled out of the ground. The lines of the inner roof should be put on in a similar manner, beginning at each side of the window and working round to the ends. When two lines are together, they should for the present go on the same pegs, but afterwards be shifted.

Bracing lines.

*Putting on the Curtains.*—The curtains are in eight pieces, four for the inner wall and four for the outer wall. The outer curtain should be put on so that the ground flap be inside, and that it can be pegged on the outside. The inner curtain should be put on with the flap out, so that it can be pegged on the inside. Commence with the outer curtain at each side of the doorway and work round towards the ends, taking care to leave enough to overlap and close the doorway. When the curtains are on they should be pegged down both inside and outside.

Curtains.

*Trenching a Marquee.*—A trench 9 inches broad and 4 to 6 inches deep should be dug round the curtain, especially on the upper side, if the ground be sloping. The trench should be cut well under the curtain, so as not to leave a ledge, otherwise the water will drip on the ledge and run under.

Trenching.

*Points to be attended to.*—When rain comes on, the ropes, as they become wet, get tight, and, if not attended to, will pull the pegs out of the ground or break the poles. They will also get tight with a heavy dew. Thus it will be necessary to slack them when rain is expected, and also at night if there is a heavy dew. Again, if the ropes have been wet, they will slacken as they dry, and will require to be braced up, otherwise the marquee may flap and draw the pegs. The doorway of the marquee should be on the sheltered side. The curtains should be taken off the pegs and raised daily for ventilation. They can be fastened to the bracing lines by the buttons of the peg loops.

Points to attend to.

*Striking the Marquee.*—Unfasten the curtains at the bottom, and unhook them from the roof, beginning with the inner one. Fold each piece into eight parts. The four weather-line men should now stand by the weather lines, while four men should unfasten and do up into a skein the bracing lines, beginning with the inner roof at each side of the doorways and working round to the ends. The two mallet men should take up the pegs as the lines are taken off them, and put them away in the peg bag.

Striking marquee.

*Lowering the Marquee.*—The men should take up positions as in pitching, one to each weather line and two to each pole. When all are ready, the non-commissioned officer should give the word to lower. The weather-line men should take the lines off the pegs,

Lowering.



but keeping a firm hold, and the standard men should have hold of the poles. All together they should steadily lower the poles, the men at the feet of the poles keeping them from slipping, and the other men lowering them by walking backwards towards the ridge, in the same way as men lowering a ladder.

**Repacking.** *Repacking the Marquee.*—Roll up the four weather-lines and take the vases off the pins, leaving them there attached by the ventilating cords. Spread out the roofs and roll up the upper flap so as to expose the ridge-pole. Next pull away the standard poles, and remove the ridge pole from the slings.

**Folding.** *Folding the Marquee.*—This done, unroll the upper fold of the roof. Bring over each end to the centre, across the middle of the window, and fold the square thus made from side to side into three equal parts. Place the eight pieces of curtain on the roofs lengthwise, overlapping in the centre, and the flaps towards the thick end. Roll up the whole, thus placed, evenly, commencing with the thick end, taking care not to have the roll too wide or too narrow for the valise.

**Stowing.** *Putting Marquee in Valise.*—Spread out the valise, and shoving one of the side flaps under the marquee, roll it in. Having arranged the flaps, lace them, commencing with the ends.

#### 41. OPERATING TENT.

**Description of operating tent.** The tent is rectangular in shape, and has a doorway at each end. It is fitted with six ventilators of the ordinary type, and also with a large ventilator on each side to give extra light and air. The wall is permanently attached to the tent.

The poles used with it consist of two upright poles and one ridge pole, each made in two pieces.

##### *Dimensions, &c.*

						ft.	ins.
Length	....	....	....	....	....	20	0
Width	....	....	....	....	....	14	0
Height	....	....	....	....	....	9	4
Height of wall	....	....	....	....	....	3	0
Weight of tent	....	....	....	....	(about)	116	lbs.
Weight of tent with poles and appurtenances complete	....	....	....	....	(about)	181	

The duck used in making this tent is of the same quality as for Mark V circular tents (§ 7359). For the main part of the tent the duck is of 27 inches width, and 10½ oz. per yard in weight. For the wall, 36-inch duck is used of about 13¾ oz. per yard in weight.

The valise and pin bag are the same as for the laboratory tent.

The pins and mallets are of the ordinary Service pattern. The complement is—2 mallets, 1 pin bag, 60 small pins, and 8 large pins; this allows 2 spare small pins.

**NOTE.**—On account of the rods in the large ventilators, this tent must be folded and rolled up lengthwise, and the weather lines must not cross the ventilators when the tent is pitched.



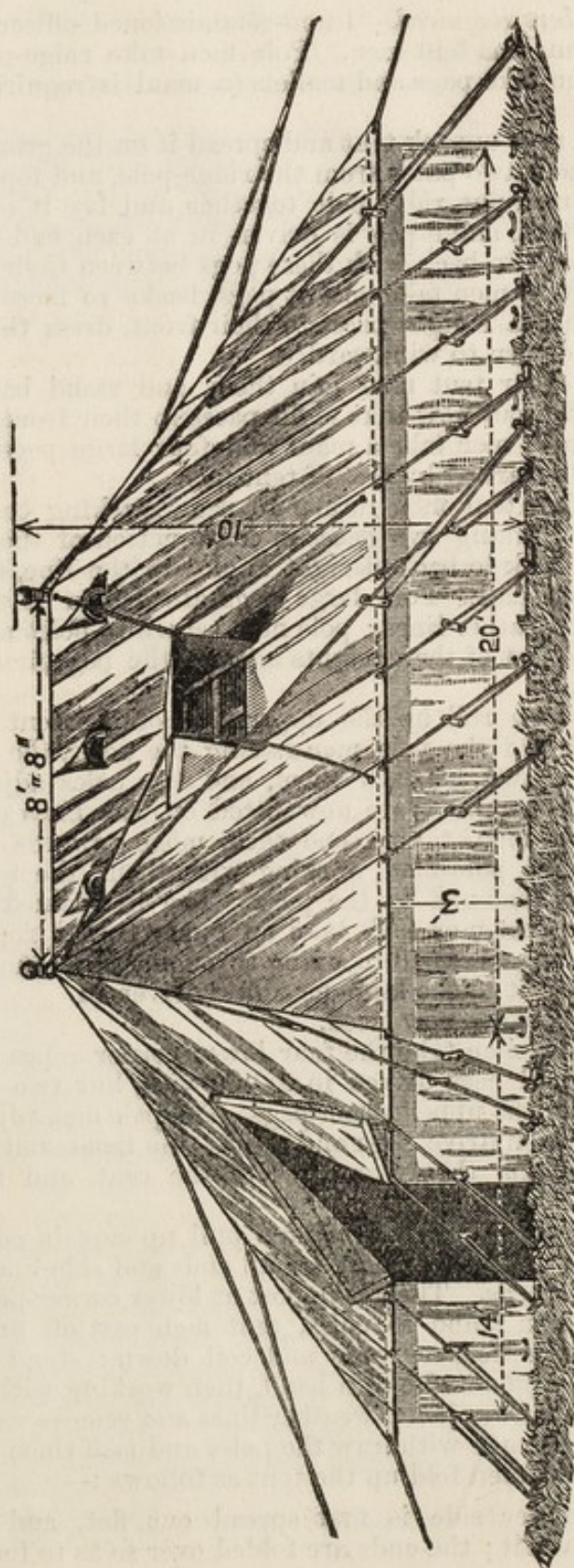


FIG. 96.—OPERATING TENT (MARK I).

*Glendon*



*Drill for Pitching Operating Tent.*

Pitching  
operating  
tent.

*Numbers Required.*—1 non-commissioned officer and 6 men—2 as pole men, 4 as tent men. Pole men take ridge-pole and uprights, tent men take pegs and mallets (a maul is required to drive large pegs).

Tent men unpack tent and spread it on the ground flat, the lower edge about two paces from the ridge-pole, and top to windward.

Pole men put ridge-pole together and lay it on the ground on site of tent, and a peg is driven in at each end of it. Pole men stand back to back with these pegs between their feet.

Two tent men take post at pegs, backs to faces of the two pole men, and take eight paces to their front, dress themselves on pole men and turn to windward.

Two other tent men join them, and stand back to back with them, the four now take eight paces to their front and halt.

The pole men take a maul and four large pegs, and drive them at points marked by feet of tent men.

The four tent men return to pegs, marking ends of ridge-pole, and after taking two paces in continuation of the line marked by it, turn back to back at right angles to the line, take six paces to front and halt. Four large pegs are driven at their feet by pole men for weather lines; pole men return to poles and lay the frame with the feet of the uprights against the pegs first driven, ridge to windward.

Tent men roll up the upper side of the tent until the top is exposed, and the pole men raising the poles, the underside of the tent is drawn beneath them, and the poles adjusted; the vases with weather lines are now fitted on, the lines uncoiled, and the four tent men, taking one each, move towards the weather-line pegs. The pole men working with them, the tent is raised and the lines fastened to the pegs. The lines must not be crossed. The four tent men each take an upper corner rope (distinguished by its being fastened to a ring through which another line passes) and adjust it to the large pegs first driven in.

The doors are now laced.

The tent men take the four lower corner ropes, and fasten them to the small pegs driven in a line with, but two paces nearer the tent than, the upper corner pegs. The pole men adjust the windows, the tent men drive pegs and adjust the front and side lines of the roof, drawing them square with the tent, and fasten down the curtain.

Striking.

*Striking the Tent.*—Pole men pull up curtain pegs and let down windows. Tent men cast off all ends and side lines and coil them, and draw pegs. Then take post at lower corner pegs.

Pole men stand to poles, tent men cast off first lower corner, then upper corner ropes and coil down; stand to weather-line pegs, cast off and hold in hand, then working with pole men lower tent to windward, coil weather lines and remove vases.

The pole men withdraw the poles and lash them together.

The tent men fold up the tent as follows:—

The under side is first spread out flat, and the upper side drawn over it; the ends are folded over so as to form a square; the



top and bottom of the square are folded over the middle, and the whole rolled from end to end and placed in valise.

#### 42. FIELD LATRINES AND URINALS.

As it is most important to keep camping grounds clean, and to prevent urine and soil from fouling it, latrines should be made as soon as the troops arrive on the ground (see para. 43).

A small shallow trench will suffice for one night, and should be invariably filled in in the morning, before the troops march off. In standing camps latrines may be made with seats, as shown in Fig. 97.

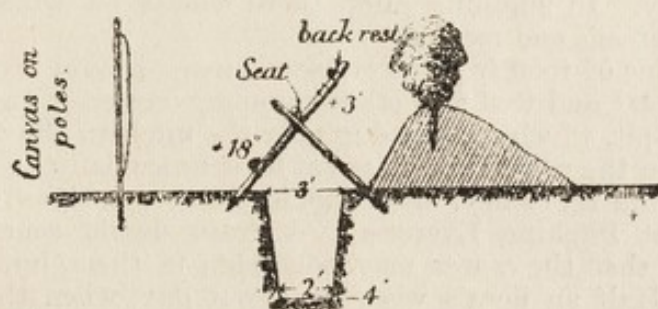


FIG. 97.—LATRINES.

The seat being a simple rough pole, the trench should be made as narrow as possible, and from 3 to 4 feet deep. A fatigue party should scatter some earth into the trench twice or thrice a day. In standing camp trenches should also be dug for urinals. The length of the latrine trench must not be greater than that of the poles to be used as the seat and back rest.

The trench should be 3 feet wide at the top, and 2 feet wide at the bottom, the hinder wall being cut straight down and the front wall sloping backwards. The earth dug out is heaped behind the trench. Six poles of about 4 inches thick are required, two of which should be 10 feet long, two 6 feet long, and two 4 feet long, the four latter should be pointed at one end. After the trench has been dug the two 6-foot poles should be driven into the front edge of the trench at the ends sloping backwards. The two 4-foot poles should be driven into the hinder edge of the trench, crossing the 6-foot poles about the centre of the trench. They should be lashed firmly together in this position with rope yarn, about 6 inches of the 4-foot poles projecting in front of the 6-foot poles, so as to form two crutches. Upon these one of the 10-foot poles is laid and then lashed. This forms a seat. About 2 feet above the seat the second 10-foot pole is lashed to the front of the 6-foot pole so as to form a back rest. The latrine is hidden from view by means of a canvas latrine screen, this being so arranged as to leave plenty of space in front of the seat.

A urine trench may be made of the same dimensions, but requires no seat.

For a longer stay.

Urinal trench.



43. SANITATION OF CAMPS.

Great importance of cleanliness.

In all camps there should be great attention paid to cleanliness, and every precaution should be taken to prevent men from soiling the ground between the tents or that surrounding the camp. No other place but the proper latrine and urine trenches should on any account be used for purposes of nature. The importance of the soil in the latrines being frequently covered with earth thrown into the trench is twofold: it prevents smell, and keeps from alighting on the soil flies, which in warm weather swarm in camps, and settle on food after visiting the latrines. There is no doubt that enteric fever is conveyed in this way.

Neglect of, may cause outbreak of enteric fever.

In selecting a place for a latrine the site chosen should be one in which there is no danger that filtration from it can reach the water supply. In standing camp there should be urine trenches dug near canteens and messes.

Disposal of refuse.

The remains of food from the various messes should be swept up after each meal, and that and other sweepings collected and thrown into the ash-pit, which is a pit dug near the kitchen. Earth should be thrown on the refuse in this pit at least twice daily.

How to keep tents and kits dry.

To keep the tents dry, they should be trenched as described under "Tent Pitching Exercise." A drain should connect these trenches, so that the water may not lodge in them, but may run freely off. Half an hour's work on a wet day, when the natural run of the water can be seen, will do more towards keeping the camp healthy than a day's labour in dry weather. If more than one night in camp, the flies of the tents should be rolled up first thing next morning. This is done to let the sun and wind dry and air the ground. If the weather is fine, all blankets and kits should be placed outside the tents to air.

Care of water supply.

It is of great importance to health that every precaution should be taken to prevent the water supply of a camp from becoming polluted. Men themselves will do a great deal towards prevention of sickness if they carry out strictly any orders they may receive as to where drinking water is to be obtained, transport animals are to be watered, and washing of clothes and bathing to be performed. Any neglect of orders may mean the pollution of the drinking water, and perhaps a severe outbreak of enteric fever.

Washing of clothes and bathing.

If washing of clothes or bathing takes place near a drinking-water well or watering place, the foul water filters through the soil into the drinking water.

How N.C.O.'s and men can prevent sickness.

Non-commissioned officers and men of the corps can do a great deal to prevent the outbreak of sickness not only by strictly carrying out sanitary orders themselves, but by seeing that others do the same. It is clearly the duty of every man in the corps to do all he can to prevent an outbreak of disease. Unless water can be properly filtered it should be boiled for at least half an hour. Many cases of fatal illness are caused by men drinking polluted water in camp or on the line of march.



Royal

204  
0010  
2846  
2254  
972  
6927 X 346



~~2904  
 08 21  
 08 12  
 58  
 5157 96 X 85~~

~~677841  
 8  
 847348~~

~~9933  
 8  
 647  
 2517  
 198  
 6473  
 15  
 100~~

~~1449  
 784  
 5462~~

~~444  
 34  
 15~~



## 38. FIELD COOKING.

The means generally used for cooking in the field are :—Flander's camp kettles, large and small, and the mess tin, the lid of which can be used as a frying-pan. For cooking with Flander's camp kettles field kitchens have to be made. These are made as follows :—

## (1) The trench kitchen :

If the encampment be only for a night, one or two trenches, according to the number to cook for, should be dug 6 feet long, 9 inches wide, and 18 inches deep at the mouth, and continued for 18 inches into the trench, then sloping upwards to 4 inches at the back, with a splay mouth pointing towards the wind, and a rough

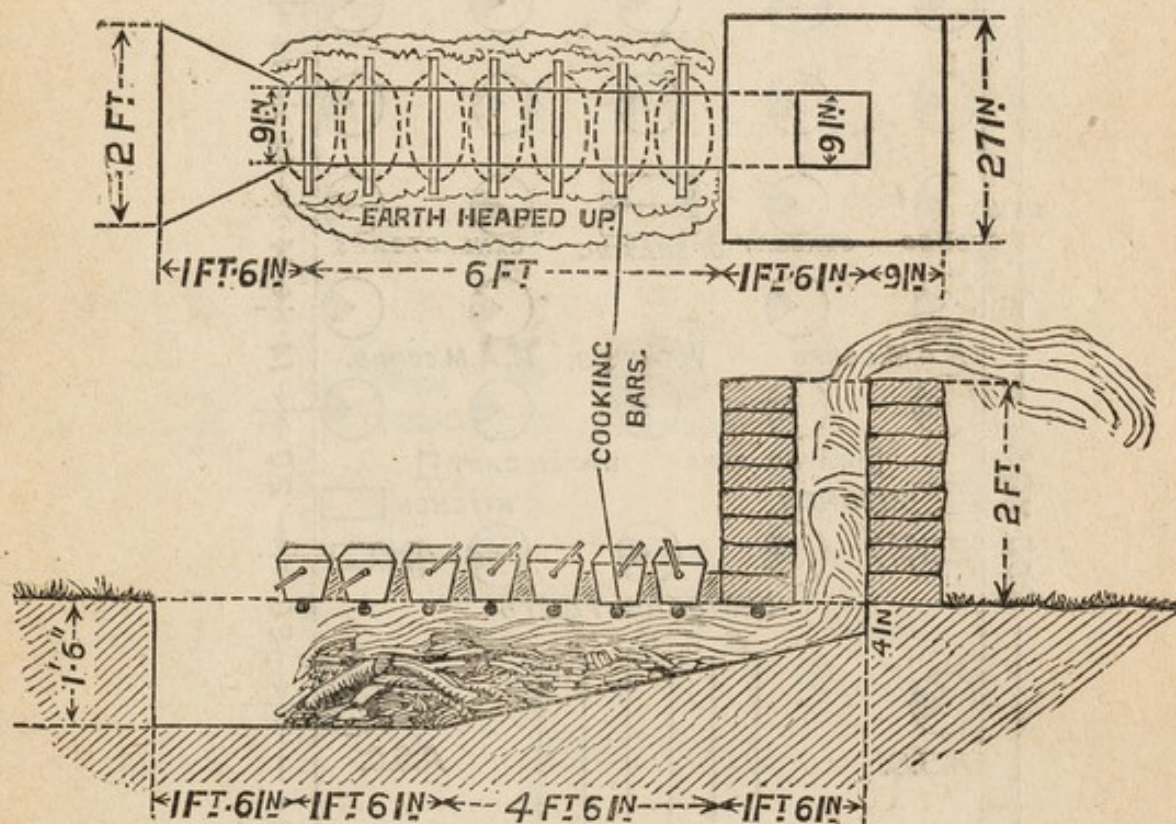


FIG. 92.—PLAN AND SECTIONAL ELEVATION OF TRENCH KITCHEN WITH CAMP KETTLES, TO SHOW DIMENSIONS AND DETAIL.

chimney 2 feet high at the opposite end formed with the sods cut off from the top of the trench. It will be advantageous if these trenches are cut on a gentle slope. This trench will hold 7 of the large oval kettles. The large oval kettle will cook for 8, or without vegetables 15, men; the small oval will cook for 5, or without vegetables 8, men.

Iron cooking bars are placed across the trench to support the kettles. The kettles are placed side by side with their bottoms resting on the ridges of the trench. The spaces between them are packed with wet earth or clay, which should reach as high as the



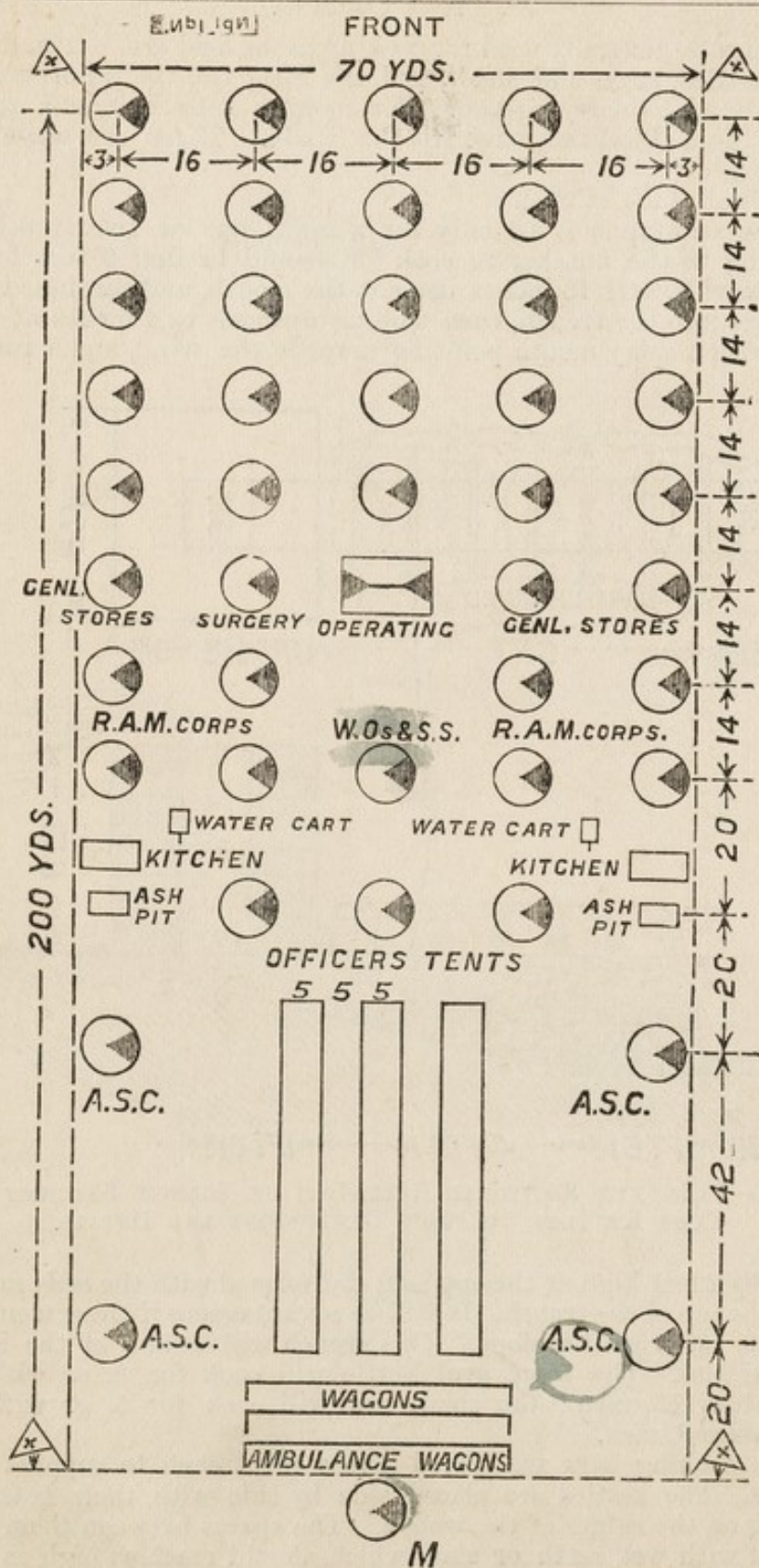


FIG. 91.—FIELD HOSPITAL AND BEARER COMPANY CAMP COMBINED.  
(M—Mortuary Tent, which can be placed on a flank if more convenient.)  
(M.M.C.)

D



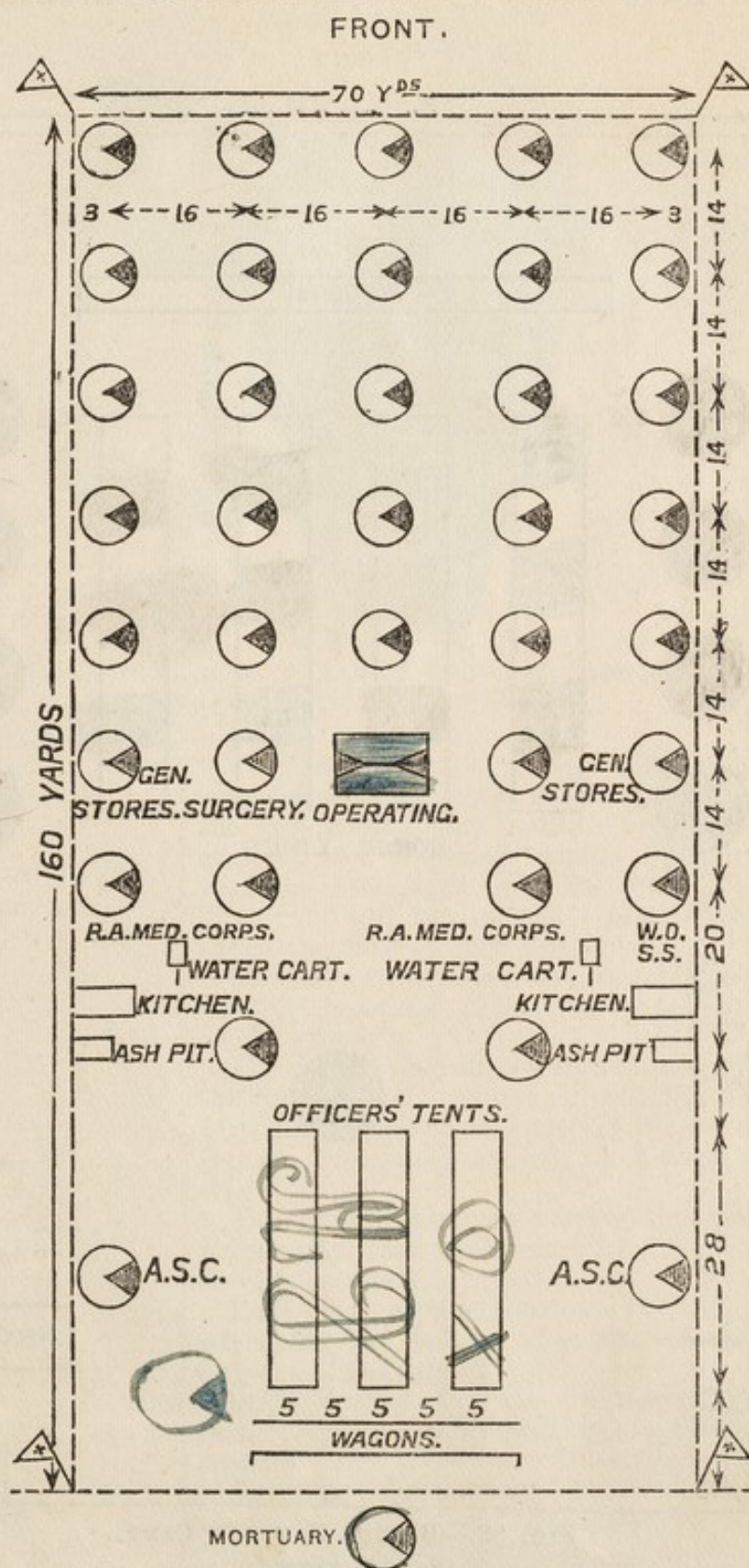
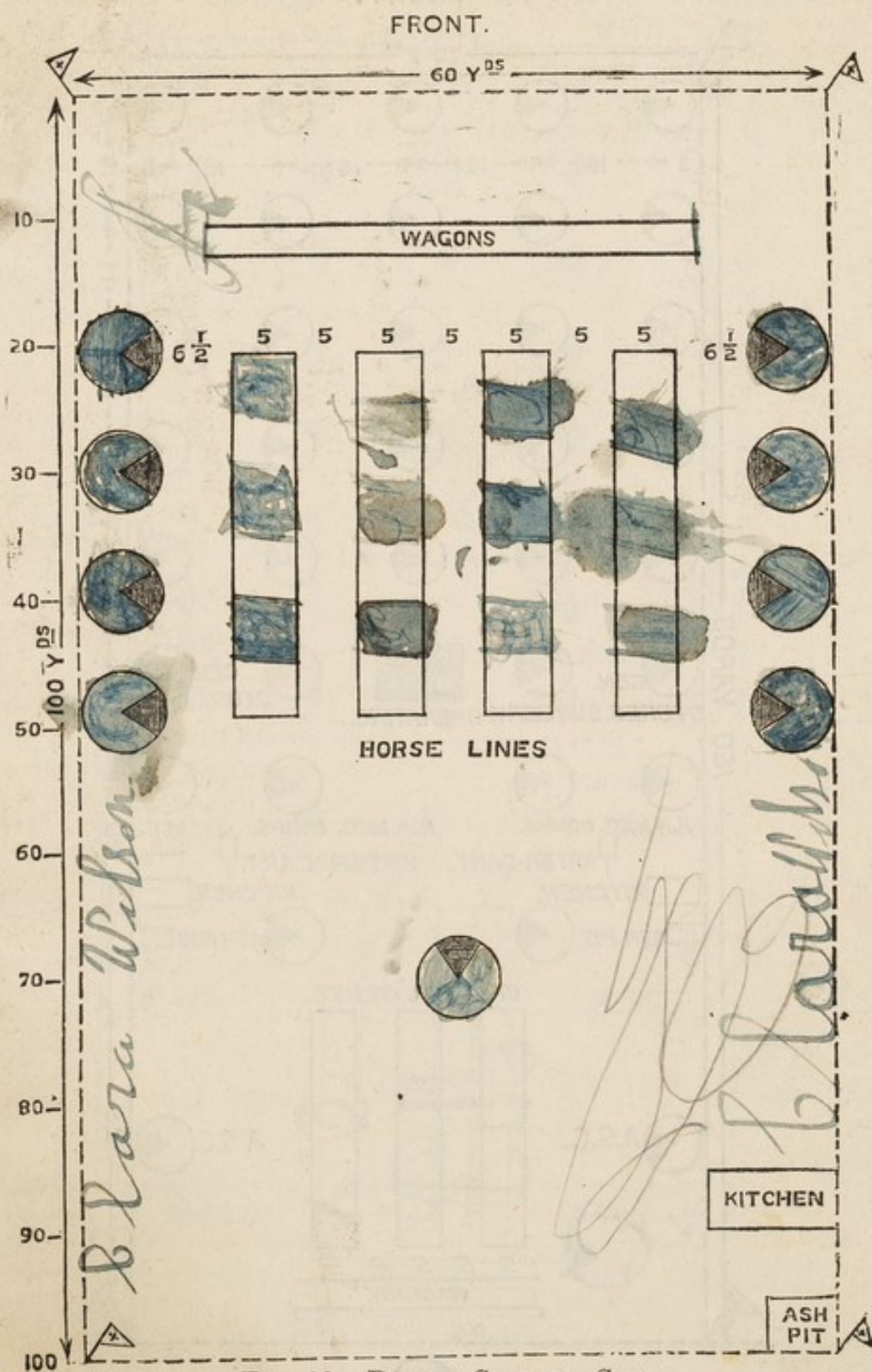


FIG. 90.—FIELD HOSPITAL CAMP. (Service Abroad.)  
(Scale 30 yards to 1 inch.)

(Mortuary tent can be placed on a flank if convenient.)



60 Y<sup>05</sup>

## WAGONS

 $6\frac{1}{2}$ 

5

5

5

5

5

5

5

6



20

30

40

50

6

70

8

9

1

## HORSE LINES

## KITCHEN

ASH  
PIT

FIG. 89.—BEARER COMPANY CAMP.  
(Service Abroad.)



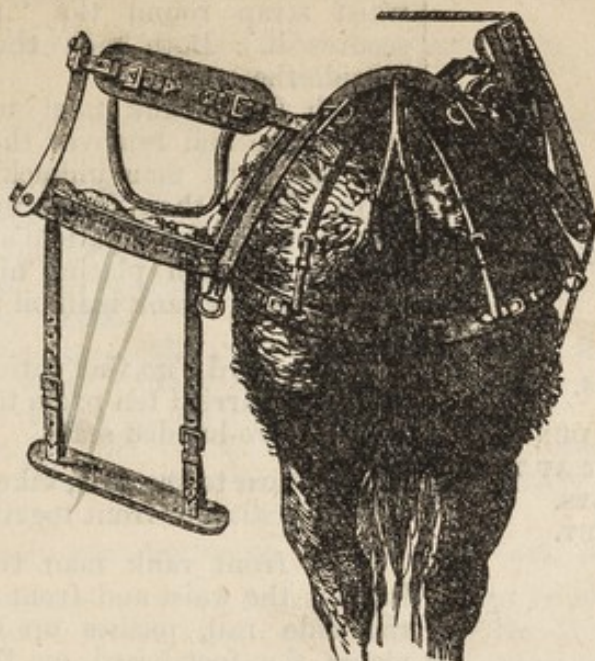


FIG. 86.—END VIEW OF A PAIR OF CACOLETS, SHOWING ONE PREPARED AND THE OTHER CLOSED.

BY TWO-HANDED  
SEATS—  
LIFT.

*Two.*

LOAD.

*Two.*

The bearers turn inwards, kneel on the knee nearest the "patient's" feet and form the two-handed seat beneath his thighs, grasping the "patient" round the loins with the disengaged hand and arm. The "patient" will be directed to pass an arm round the neck of each bearer.

On the word *Two*, the bearers rise steadily together, lifting the "patient" off the ground.

The bearers step off, the front rank with the right and the rear rank with the left foot, marching by a side step in which the feet are alternately crossed, one before the other.

The front rank man marks time and brings the rear rank man round, both moving on when square.

Each file retires towards the mule, advancing and halting when immediately in front of the cacolet.

On the word *Two*, the "patients" are raised and placed at the same moment in the cacolets. The "patients" will be directed to assist in this movement. The front rank man places the foot-board beneath the "patient's" feet, passes the front strap through the slot in the hanging bar and buckles it. The rear rank man passes the



UNLOAD.

*Two.*

LOWER WOUNDED.  
TAKE POST AT THE  
MULES.  
ABOUT.

CLOSE CACOLETS.

UNHOOK CACOLETS.

HOOK ON CACOLETS.

waist strap round the "patient" and secures it. Both men then take post outside the cacolet.

Each front rank man unbuckles the front strap and removes the foot-board; the rear rank man unbuckles the waist strap. They then form the two-handed seat beneath the "patient's" thighs, the front rank man placing himself on the right, the rear rank man on the left of the patient.

On the word *Two*, the "patients" are lifted clear and carried ten paces to the front.

As in two-handed seats.

Files turn to the rear, take post outside cacolets, halt and front together.

Each front rank man turns inwards, buckles the waist and front straps, lowers the side rail, pushes up the seat, and places the foot-board on the top. The man on the near side takes the surcingle, unfolds it and passes it through the loop between the girths to the man on the off-side, who pulls it through and throws the end over the top of the cacolets to the man on the near side, who buckles it opposite to the centre of the cacolet. Both men front together.

Each front rank man turns inwards, the man on the near side unbuckles the surcingle, removes it and disposes of it as in *preparing* cacolets. Both men then grasp the closed cacolets, fingers on the cushions, thumbs on the seats, unhook and take a pace to their rear; stoop, place the cacolet on the ground with the hooks pointing away from the mule; place the footboard on the top of the cacolet and rise together.

Each front rank man, stooping, removes the foot-board, takes hold of the cacolet, as before, and rises up; steps up to the mule, raises the cacolet, drops the hooks into their places, and lays the foot-board on the top, the men on either side working together.

The surcingle is then passed, and buckled as in closing cacolets.

The men exercised are then marched back to their places in the company.

The files in excess of the number of available mules will be similarly exercised.



### 33. LOADING AND UNLOADING CACOLETS WITH REDUCED NUMBERS.

When only three bearers are available, they will take post at the mules, two on the off side and one on the near side.

The loading of both cacolets will be carried out by the two men on the off side, who will commence with the cacolet on that side. The man on the near side holding down the near cacolet by the side rail while the opposite cacolet is being loaded, and until his own cacolet is loaded.

In unloading, the cacolet on the near side will be first unloaded by the two bearers from the off side, the man on the near side balancing the cacolet on the off side as before.

The cacolet on the off side will then be unloaded, and the bearers resume their positions outside their respective cacolets.

### 34. DIRECTIONS FOR ASSISTING WOUNDED ON AND OFF HORSES.

Three bearers are required, four if the patient be quite helpless, or if the horse be tall and the bearers short. No. 1 bearer always holds the horse's head, 2, 3, and if necessary 4, carry and steady the patient.

The practice can be carried out from either the near or off side.

#### *Dismounting.*

##### (a) Injuries of the upper extremities not very severe :

No. 1 stands to horse's head.

No. 2 on the side at which the patient is to dismount.

No. 3 on the opposite side.

No. 2 steadies the patient.

No. 3 takes the patient's foot out of the stirrup and passes the leg across, over the pommel, to No. 2, who then grasps both legs, at the same time looking towards the horse's head and standing on the side of the patient farthest from it.

No. 3 passes round the horse's head and Nos. 2 and 3 ease the patient down and form a two-handed seat.

##### (b) Wounds of lower extremities :

The same detail, except that the patient should be dismounted on the side on which the injured limb is.

#### *Mounting.*

##### (a) In injuries of the upper extremities, if patient cannot walk :

Nos. 2 and 3 carry by two-handed seat, if to near side, No. 2 in rear, patient's back to the horse.

Raise and seat patient in the saddle, the patient assisting with the uninjured hand, which should be to the front, and, in injuries of the left arm, to the near side, and of the right arm to the off side.

The foot to the rear is placed in the stirrup and steadied by No. 2.

No. 3 passes by the head of the horse and steadies the patient, and the leg to the front is passed round over the pommel and placed in the stirrup.



Stirrups may be tied together under the horse's belly with the patient's straps.

Nos. 2 and 3 steady him while No. 1 leads the horse.

(b) In wounds of the lower extremities :

The patient is carried similarly by the two-handed seat, the legs tied together and the injured limb towards the horse's head, No. 2 in rear.

The patient is raised as before, but sits side-saddle ; the uninjured foot is placed in the stirrup, and the bearers steady from both sides.

(c) In the case of a patient being helpless, with an injury of the upper extremity :

No. 4 bearer mounts and covers the wallets with a coat.

The patient is raised as before by Nos. 2, 3 and 4 assisting, and seated on the wallets. The front leg is put across, and No. 4 steadies the patient between his arms, Nos. 2 and 3 assisting.

(d) In injuries of the lower extremity, the patient being helpless :

The procedure is the same, except that the leg is not put across.

The injured leg should be to the front.

Advantage should be taken of sloping ground, the bearers standing on the higher level in mounting and dismounting the patient.

If the horse be over fifteen hands, and the bearers are not tall, some difficulty is experienced in transferring a patient from a two-handed seat to the saddle. In this case a fourth bearer may be required to mount behind the saddle and help the patient to his place, then dismounting.

If the horse is unsteady, hold up one foreleg, the knee bent, and, if necessary, blindfold the horse.

A man accustomed to horses should always be No. 1.

If the patient be wearing spurs, these must invariably be removed.

## X.—FIELD TRAINING.

### 35. ORGANIZATION AND DUTIES OF BEARER COMPANIES.

Personnel.

The personnel of the war establishment of a bearer company consists of 1 major in command, and 2 captains or lieutenants, 1 serjeant-major, 6 staff-serjeants and serjeants, 6 corporals, 44 privates and 1 bugler of the medical corps, and one warrant officer, 1 serjeant, and 37 rank and file of the Army Service Corps attached for transport duties.

Disposition in action.

In action the company is normally distributed thus :

- I. Two stretcher sections under a captain or lieutenant, each section consisting of 1 serjeant and 4 stretcher squads.
- II. 1 serjeant and bugler at the collecting station.
- III. 5 corporals and 5 privates as wagon orderlies, each in charge of an ambulance.



- IV. The major, 1 captain or lieutenant, 1 serjeant-major, 2 serjeants (1 as compounder), 1 corporal and 4 privates (1 as cook) at the dressing station.
- V. 1 staff-serjeant, 2 privates (company cooks), and 1 private (supernumerary) of the medical corps, and 4 bātmēn, 1 cook, and 2 supernumeraries of the transport section in rear with the company baggage, supplies, &c.
- VI. The remainder of the Army Service Corps will be with their respective vehicles.

The wheeled transport of a bearer company includes ambulance wagons, general Service wagons for equipment and medical stores, store carts and a water cart. The ambulance wagons or other sick carriage are divided into two Lines. The First Line is intended to convey the wounded from the collecting station to the dressing station, and the Second Line to carry them from the dressing station to the field hospital. The proportion of carriage detailed for each of these services will in every case be determined by the officer commanding the bearer company, failing the receipt of orders from higher authority. It will rest with him to decide, from consideration of the character of the enemy, the rapidity with which the wounded are being brought in, the state of the roads, the distance between the collecting station and the dressing station, and between the latter and the field hospital, how best to employ the ambulances at his disposal. It may in some cases seem advisable to employ, in the first place, the carriage of both lines between the collecting station and dressing station, while under other circumstances it may be better to at once employ the ambulances of the Second Line in evacuating the dressing station. A rapid review of the conditions referred to will enable him promptly to decide whether the rendezvous of both lines of ambulances shall in the first place be at the collecting station, or whether he will order only those of the First Line thither, and those of the Second Line to rendezvous at the dressing station.

Wheeled transport.

Distribution of sick carriage.

The pack transport of a bearer company for use in mountain warfare, or where there are no roads suitable for wagons or carts, consists of cacolets for the transport of the wounded, and field panniers, &c., for the transport of stores, the whole being carried by pack animals.

Pack transport.

The stretcher sections will be sent out to succour and collect the wounded. The No. 4 of each squad will be in charge of his squad, and on the two men who are not actually carrying the stretcher will devolve the duty of removing the arms, ammunition, and accoutrements of the wounded to the rear, and of carrying the surgical haversack and water-bottle. The squads will bring the wounded to the collecting station and place them in the ambulance or other sick carriage, returning at once to the scene of action, and taking fresh stretchers with them. The stretcher squads will not pass in rear of the collecting station.

Duty of stretcher sections.

The collecting station will usually be under shelter, and, if possible, near a road, but as near the fighting line as is consistent with safety. The serjeant in charge of it will have in his care a Field Companion and water-bottle, and a small reserve of bandages

Collecting station.



and first dressings to replenish the surgical haversacks of the bearers.

Ambulances  
of First  
Line.

The ambulances or other sick carriage ordered to rendezvous at the collecting station will move off to the dressing station as they are loaded with wounded, each under charge of a wagon orderly. After taking the wounded to the dressing station, those of the First Line will return at once to the collecting station, and they will never go in rear of the dressing station until the field has been cleared.

Dressing  
station.

The dressing station will, if possible, be out of fire near a road, and advantage will always be taken of a good water supply and of buildings or other shelter in the vicinity of the scene of action. The necessary surgical and medical equipment, medical comforts, water cart, and, if so ordered, the ambulances constituting the Second Line, or, in mountain warfare, the whole of the pack transport, will be assembled at the dressing station, and if no building is available the operating tent will be pitched. Here beef tea and stimulants will be got ready, and every preparation made to succour the wounded as they come in.

Ambulances  
of Second  
Line.

After the wounded are dressed they will be placed in the ambulances of the Second Line or other sick carriage, and taken to the field hospital. As soon as they have been transferred to the field hospital, the wagon orderlies will return with the ambulances to the dressing station. Before despatching wounded to the rear, the officer commanding the bearer company will ascertain, by signal or otherwise, that the field hospital is ready to receive them.

Baggage  
party.

The remainder of the company left in charge of the baggage and supplies will have food ready for the company at the close of an action.

Application  
of general  
principle.

The foregoing instructions must necessarily be varied to meet the exigencies of the locality and warfare in which the army is engaged, and according to the need of advancing or retiring the collecting and dressing stations, on a forward or retrograde movement of the troops being made. The general principle will, however, always be kept in view of having the collecting station as near the fighting line as possible, and at no great distance from the dressing station, so as to shorten the journeys of the bearers and the ambulances of the First Line and bring the wounded within reach of surgical aid as speedily as possible. In some cases, and invariably with mountain equipment, the collecting and dressing stations will be combined.

Distinguish-  
ing flags and  
lamps.

All medical establishments in the field are distinguished during daytime by a flag bearing a red cross on a white ground, and during the night by two white lamps placed side by side. Directing red cross flags will be placed between the collecting and dressing stations, and between the latter and the field hospitals, to mark the road.

Searching  
woods and  
ditches.

When all the wounded have been removed from the open, the woods and ditches in the neighbourhood will be methodically searched, so that there may be no possibility of any wounded remaining uncared for. Lanterns for searching in the dark form part of the equipment of a bearer company.

Search  
lanterns.

Specification  
tallies.

When the necessary surgical treatment has been afforded, the



officer will attach\* to the clothes of the wounded man a "specification tally" (Army Book 166), on which will be specified his regiment, number, rank, and name, with the nature of the injury, the treatment, and any precautions required in transport. The soldier's name and the nature of his wound will also be entered on the counterfoil of the tally book. Green-coloured tallies will be used for serious cases and for those requiring immediate attention, and white tallies for other cases.

The arms, ammunition, and accoutrements of a wounded man will be carried with him to the Dressing Station and Field Hospital, and handed over to the quartermaster of the hospital into which he is received.

At the close of an action, and when the Dressing Stations have been evacuated, the bearer companies will rendezvous with the brigades to which they are attached, and in the vicinity of the field hospitals, unless otherwise ordered.

Disposal of arms, ammunition, and accoutrements.

Rendezvous after an action.

### 36. BEARER COMPANY PRACTICE.

#### *With Wheeled Transport.*

The bearer company will be drawn up in column. (See Fig. 98, page 64.) The Collecting Station party and the Dressing Station party will be detailed before marching off. The ambulance wagons, each accompanied by a wagon orderly, general service wagons, carts and water cart will parade in rear. In front of the bearer company a party of men told off to act as "patients," in marching order, will be formed up as a separate company in charge of an officer or non-commissioned officer who will be provided with specification tallies (see para. 35) to be distributed one to each man, stating the nature of his supposed injury. These tallies will be numbered, and the non-commissioned officer in charge of the Collecting Station will enter in a note book, as each wounded man is brought in, the number of the tally and the name of the No. 4 of the squad, so as to trace by whom the dressing was applied.

Order of march.

Soldiers acting as patients to have tallies showing their supposed injuries.

COMPANY FORM  
FOURS—RIGHT (OR LEFT)—BY THE RIGHT.  
QUICK MARCH.

The officer in command having inspected the parade will march it off in column of route, the warrant officer in charge of the transport giving the executive command to the drivers.

On reaching suitable ground the HALT will be sounded and the order FORM DRESSING STATION given.

Formation of Dressing Station.

On this order the Dressing Station party will be detached from the main body, and with the General Service wagons, carts, water cart, and if so ordered the Second Line of ambulances will take up their position on the ground selected, and proceed to form the Dressing Station under the orders of the officer commanding.












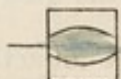





On the ADVANCE being sounded, the remainder with the First Line of ambulance wagons, will proceed further on and form a Collecting Station in a suitable place under the orders of one of

Formation of Collecting Station.

\* Unless this has been already done by the medical officer accompanying the man's regiment.



KEY TO FIGS. 87, 88, 98, AND 99.

	LIEUT.-COLONEL.		TRANSPORT WARRANT OFFICER.		PRIVATE.		GENERAL SERVICE WAGON.
	MAJOR.		STAFF SERJEANT.		PRIVATE AS WAGON ORDERLY.		CART.
	CAPTAIN.		SERJEANT.		BUGLER.		WATER-CART.
	LIEUTENANT.		CORPORAL.		AMBULANCE WAGON.		
	QUARTERMASTER.						
	SERJEANT-MAJOR.						



the remaining officers. The Collecting Station should be in a sheltered position and at a sufficient distance from the Dressing Station to illustrate the method of working. It is formed by the wagons aligned at close interval with horses' heads to the rear. Its position should be marked by a Red Cross Flag.

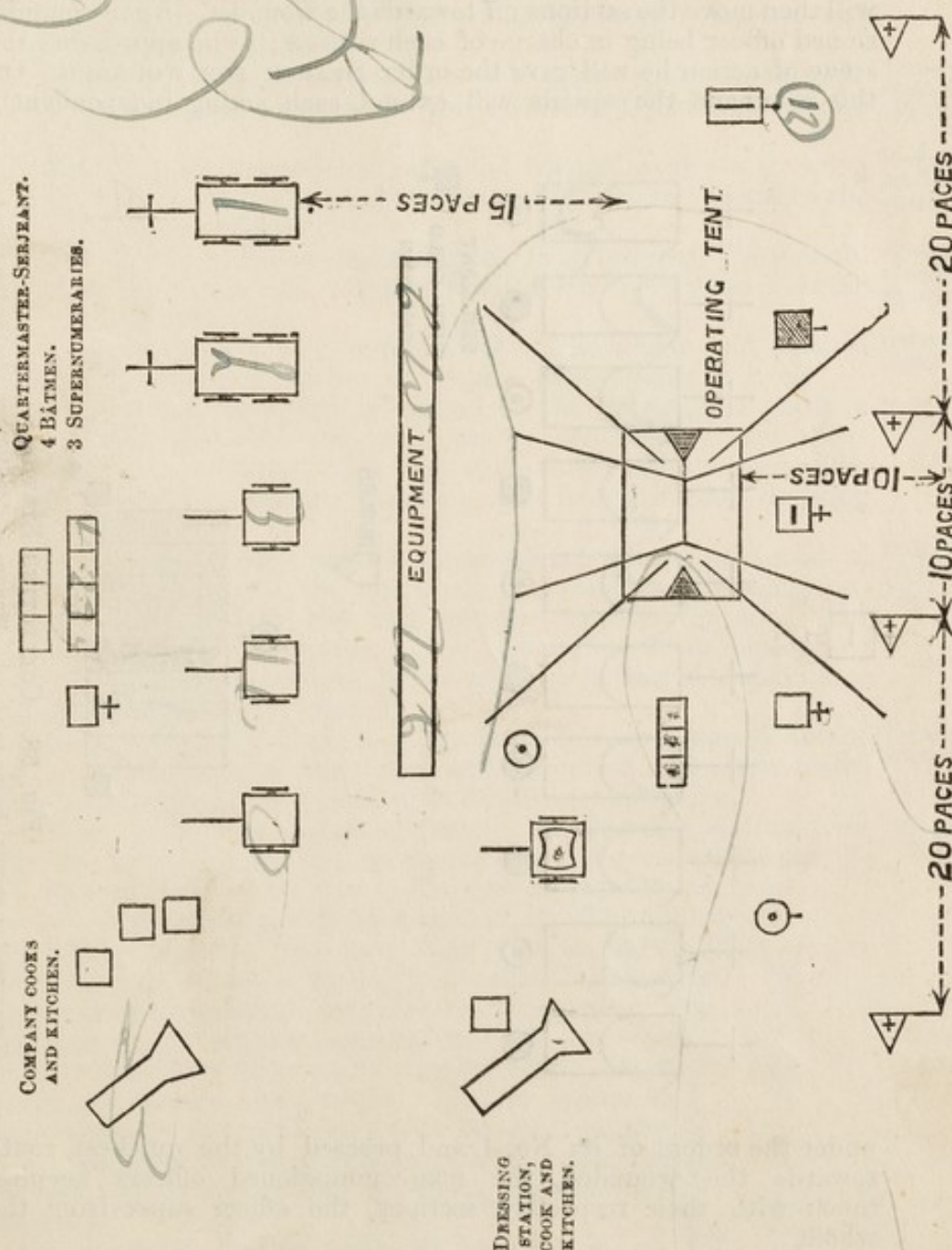


FIG. 87.—PLAN OF DRESSING STATION.

The patients will be marched on for about five hundred yards, distributed over the ground and directed to lie down. Distribution of patients.

As soon as the Collecting Station is formed the wagon orderlies will get out the stretchers, haversacks and water-bottles; place them together on one side, and prepare the wagons; the field Preparations by wagon orderlies.



Searching  
for  
wounded.

companion being given over to the non-commissioned officer in charge of the Collecting Station.

The bearers will be formed up and told off as in Stretcher Drill in front of the line of wagons. The Nos. 3 will be filed on stretchers, the Nos. 4 on haversacks and water-bottles. The officer in charge will then move the sections off towards the wounded—a non-commissioned officer being in charge of each section; as he approaches the scene of action he will give the order SEARCH FOR WOUNDED. On this command the squads will extend, each acting independently

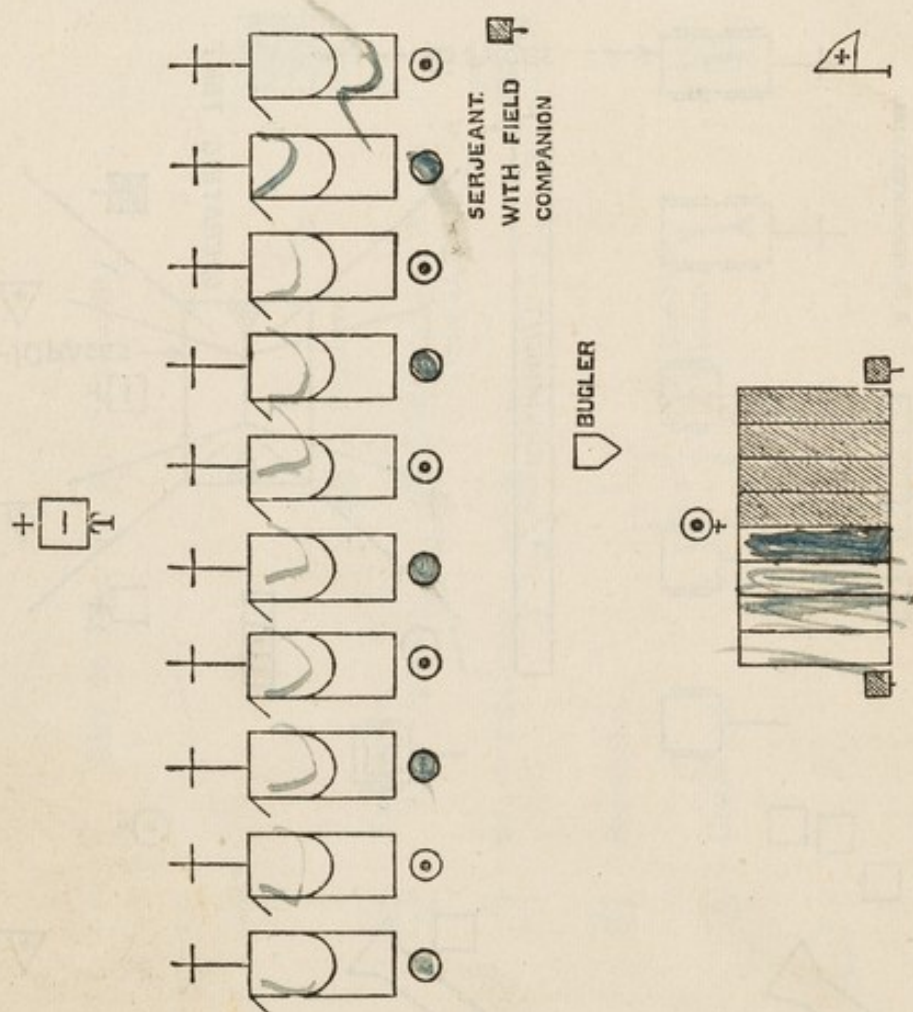


FIG. 88.—COLLECTING STATION.

Two stretcher sections facing the front. Wagons at close interval, facing the rear.]

First aid to  
wounded.

under the orders of its No. 4, and proceed by the quickest route towards the wounded, the non-commissioned officers keeping touch with their respective sections, the officer supervising the whole.

On reaching a wounded man the squad halts, No. 1 one pace from the patient's head; the stretcher is lowered and prepared by the Nos. 1 and 3, the No. 4 giving the commands "Lower Stretcher," "Prepare Stretcher"; the No. 4 doubling to the right side, and No. 2 to the left attend to the patient, applying such dressings as are indicated by the nature of the supposed injuries;



removing and taking charge of his equipment. The patient will then be placed on the stretcher in the usual way, the No. 1 placing himself opposite the patient's knees, and No. 3 opposite the shoulders, unless his injury is so slight as to allow of his walking to the Collecting Station, where he will be placed in the ambulance wagon for transport to the Dressing Station. The words of command given by No. 4 will be as in Stretcher and Ambulance Wagon Drills.

The equipment and accoutrements of the patient should be used, as far as possible, to supplement the splints and bandages carried by the No. 4.

While the collecting station party has been at work the dressing station party will have pitched the operating tent and prepared the dressing station as follows :—

The second line of ambulance wagons, if so ordered, the general service wagons, carts and water cart, will form line at close interval, horses' heads to the rear.

The operating tent will be taken out of the wagon and pitched opposite the centre of the line of wagons, fifteen paces in front.

Two directing flags will be placed in the ground ten paces in front of the tent and ten paces from each other; two other flags will also be placed in a line with these, one on each side, twenty paces from them; marking the front of the dressing station.

The wagons and carts will be unpacked and the two field medical panniers brought into the operating tent, and the dressings, instruments, &c., taken out and arranged ready for use. The operating table is prepared. The remainder of the equipment will be placed on the ground between the tent and the wagons, so as to be at hand when required.

Trench kitchens will be dug in a suitable spot in rear or to one side of the dressing station; fires will be lighted and water boiled ready to provide the wounded with hot drinks on arrival.

As each ambulance wagon arrives at the dressing station from the front, it will halt and reverse opposite the space between two flags in front of the tent. The dressing station party, by the wagon orderly, will then unload it. The slightly wounded will fall in between the two flags on the left. The wounded (*e.g.*, those suffering from shock, hæmorrhæa penetrating the chest or abdomen, and fractures of the pelvis, or thigh) will be conveyed on their stretchers, between the two flags on the right, where the wounded will be lifted and laid on the ground. In both instances accoutrements of each man will be laid on the ground. The stretchers will now be placed in the wagon and immediately return to the collecting station for the wounded.

The wounded having been all brought in, as distributed in this way into two groups, the ambulance will be retired in rear of the dressing station, the dressing station will fall in two deep in front of the tent, and return from the front will be halted ten paces from the directing flags, and be ordered to stand at

Accoutrements to be utilized.

Work at the dressing station.

Arrangement of wagons.

Operating tent.

Directing flags.

Preparation of surgical equipment.

Trench kitchen.

Accoutrements, allowance for receipt for.

Baggage, conveyance of; detailed statement of.



charge of the dressing station will now examine all the wounded, explaining to the men any mistakes that may have been made. This accomplished, the order will be given to take off the dressings.

The equipment of the bearer company and the arrangements of the dressing station will then be shown and explained. The dressing station party will strike the tent, and the stretchers, tent, surgical haversacks, water-bottles, &c., will be put away in the wagons, and the company formed up and marched home.

*With Pack Transport.*

Mountain equipment not carried beyond the dressing station.

On the line of march the pack animals in half-sections will follow the medical corps. As mountain equipment is not employed nearer the field of action than the dressing station, the mules will be halted wherever it is ordered to be formed, and the bearers will be sent forward to bring in the wounded either on stretchers or by one of the improvised methods. The equipment will be unpacked and the dressing station formed as for wheeled transport. The wounded having arrived at the dressing station, they will be placed in the cacolets and stretchers for conveyance to the field hospital. Subsequently they will be unloaded, and the company formed up and marched home.

37. EXERCISE IN FORMING BEARER COMPANY AND FIELD HOSPITAL ENCAMPMENTS.

Choice of site.

The site having been chosen and the base line decided upon, the camp will be marked out as follows:—

Marking out camp.

Mark the base point with a flag; measure off the distance required for the front of the camp, viz.: for a Bearer Company 60 yards, or 72 paces of 30 inches; for a Field Hospital 70 yards, or 84 paces; mark this with a second flag. The front of the camp being thus laid down, the rear of the ground will now be determined. Place a flag, or man, on the front alignment 6 feet from base point; another flag, or man, 8 feet from the base point, and the rear and 10 feet diagonally from the other flag, or man. The angle thus formed will be a right angle. Place the third flag, or man, in the same straight line as the 8 feet side of the triangle, and distant from the base point 100 yards, or 120 paces, for the Bearer Company, and 160 yards, or 192 paces, for the Field Hospital. The rear line of the camp will be equal in length to the base line, and will be marked by the fourth flag, or man.

Rows of tents will now be pitched in the manner under the order para. 39. Each row of tents will be accurately towards the front as well as from the flank. The distances touch with the rear, to be in accordance with the plans given in the whole. Regulations, as follows:—

First aid to wounded.

On reaching a patient's head, the Nos. 1 and 3, "Preparation," "Preparation," "Preparation," side, and No. 2 to dressings as are indicated.



Schools, civil elementary; return of children of soldiers attending.	O 1760	Return of school fees payable to parents of children.	Quarterly ...	...	Queen's Regulations.
Return of children of Warrant Officers and soldiers at civil schools (quarterly).	O 1760A	Return of children of Warrant Officers and soldiers at civil schools.	Ditto.	Ditto.	Ditto.
Separation allowance to families of soldiers.	O 1762	Account of sums paid to families of soldiers serving abroad, when unavoidably separated.	Ditto.	...	Allowance Regulations.
Servants' allowance; departmental officers' (home).	O 1763	Prepared by the officer or his agents ...	Monthly ...	...	Ditto.
Allotments of pay issuable to families of soldiers going abroad.	O 1796	Rendered for the purpose indicated; agreement signed by man.	Before proceeding abroad	...	Pay Warrant.
Married Roll (with inside sheets)	O 1802	Shows number, &c., on the married establishment.	Annually on 1st April	...	Queen's Regulations and Allowance Regulations.
Requisition for Post Office Orders	O 1806	On application or money orders	When required.	...	...
Statement of soldiers' account on transfer.	O 1811	When a soldier is transferred from one payment to another.	As required	...	Financial Instructions.
Accountments, allowance for repair of; receipt for.	P 1900	Used when necessary by quartermaster, and at Depot.	...	...	Equipment Regulations.
Baggage, conveyance of; detailed statement of.	P 1905	For recovery of sums paid for carriage of baggage, except for individual claims when A.F.O. 1771 is used; forms voucher to Pay List.	When necessary	...	Allowance Regulations.

(R.A.M.C.)

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DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS—*continued*.

Subject of Book.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
Carriage of stores; account of disbursements for.	P 1911 P 1913	Voucher for payment of carriage of stores, or parcels, by railway or carrier, prepared by sub-accountant.	Monthly, if necessary.	Allowance Regulations.
Clothing, making up and completing; voucher for.	P 1918	Used when clothing issued in material to recover amount charged for making up.	Yearly, but quarterly at the Depot.	Clothing Regulations.
Charge for marking clothing and necessities.	P 1919	Voucher for payment of marker	When necessary	Ditto.
Expense voucher; general service	P 1925	Used for amounts charged for loss or deficiencies of arms or personal equipment on transfer, or when occasion arises.	Ditto.	Equipment Regulations.
Claim for lodging, stable, fuel, and light allowances.	P 1934	Voucher to pay list in support of charge	At end of each month	Allowance Regulations.
Offices, cleaning; claim for allowance for (staff and departmental).	P 1939	Used where allowances granted...	...	Ditto.
Postage, telegrams, parcels, &c.; certificate in support of charges for.	P 1940	Voucher to cover cost of service as disbursed (compare Army Book 97, from which abstract is prepared).	Monthly	Ditto.
Rations, bread and meat, return of men on pay, but not drawing.	P 1949	When men are attached from other corps for pay but not for rations.	When required	Ditto.
Ration, bread and meat; return of men drawing who are not in pay.	P 1950	Used when men are attached to other corps or districts for rations, but not for pay.	Ditto.	Ditto.



P 1954	Prepared by quartermaster. Return of men placed under stoppages for articles lost or made away with.	Ditto.	Clothing Regulations.
P 1963	Prepared by quartermaster (compare P 1954)	Monthly ...	Ditto.
13	ARMY BOOKS. Education certificates; register of ...	...	Queen's Regulations. Para. 120, Standing Orders.
14	Ready-reckoner; field rations...	...	...
22	Guard-book, foolscap ...	...	...
22A	" " with index	...	...
23	" " to hold demy	...	...
23A	" " with index	...	...
48	Messing book ...	...	Paras. 71, 123, 126, 141, Standing Orders.
55	Requisition on Supply Department (field service).	Daily.	...
56	Record of ages, services, &c. ...	...	Paras. 74 and 123, Standing Orders.
57	Receipt book ...	...	Para. 123, Standing Orders.
69	Cash Book and Ledger ...	...	Queen's Regulations.
72 73A 74	Railway warrants for journeys in Ireland (100 warrants in a book) Railway warrants for journeys from Ireland Passage warrants (100 warrants in a book)	When proceeding on journey.	...



DESCRIPTION AND USE OF ARMY FORMS AND BOOKS FOR ROYAL ARMY MEDICAL CORPS—*continued*.

Subject of Book.	No.	Use.	When Rendered.	Reference to paragraph in Standing Orders, and to other Regulations.
Savings Bank ledger; battery or company.	80	Used by sub-accountant at headquarters of companies at home or detachments abroad.	...	Para. 123, Standing Orders.
Deserters; register of ...	87	Kept in every company of the Corps ...	...	Paras. 56, 123, Standing Orders.
Postage book ...	97	For all services (compare P 1940)	...	Paras. 123, 141, Standing Orders.
Boards of Survey on clothing and necessities; record of.	106	Kept at headquarters of companies by quartermaster as an office record (compare H 1156, 1165, 1166).	...	Clothing Regulations.
Quartermaster's account of provisions	109	Kept by quartermaster to show issues of provisions received.	...	Queen's Regulations.
Births; register of (abroad) ...	112	For use abroad at headquarters (compare Army Form A 42, &c.).	...	Para. 56, Standing Orders.
Marriages; register of (abroad) ...	113	Ditto.	...	Ditto.
Deaths; register of (abroad) ...	114	Ditto.	...	Ditto.
Register of letters received ...	121	In office of principal medical officer ...	...	Ditto.
Plain ruled demy, 4 quires, with index	122	For general use.	...	
Plain ruled demy, 2 quires ...	124	Ditto.	...	
Plain ruled foolscap, 4 quires, with index.	127	For general use, as order book ...	...	Paras. 56, 123, 141, Standing Orders.



129	Plain ruled foolscap, 2 quires ...	For general use.		
130	Plain ruled quarto post, with index ...	Ditto.		
138	Plain demy octavo, oblong, caspated, 2 quires.	Ditto.		
152	Daily register of cooking ...	To show company meals for the week, kept by company officer.		
156	Casualty book; regimental ...	Used at headquarters of companies at home or detachments abroad.	...	Paras. 56, 123, Standing Orders.
193	Register of letters received ...	In office of Station Hospitals ...	...	Paras. 123 and 141, Standing Orders.
206	Railway warrant book for United Kingdom, exclusive of Ireland.	Issued to sub-accountants or others dealing with warrants.	When proceeding on journeys.	Queen's Regulations.
213	Letter book for copying-press, foolscap size, 1,000 leaves, with index.	Used at headquarters, and in offices where sanctioned.		
234	Portfolio for attestations... ..	Used at headquarters and at detachments for holding attestations.	...	Paras. 123, 141, Standing Orders.
239	Equipment ledger (infantry) ...	Used in accounting for the equipment of men of the corps only, no camp equipment to be accounted for therein; kept by quarter-master.	Annually, and on transfers.	Paras. 80, 123, Standing Orders.
249	Men transferred to Army Reserve; nominal and descriptive list, 4 quires.	Used at headquarters.		
284	Clothing account... .. (large)	For units of more than one company ...	Annually, or on transfers.	Ditto.
285	" " " " (small)	For units of not more than one company ...	Ditto.	Clothing Regulations.
302	Civil employment ...	Register.		
339	Personal clothing disposal book ...	For use by companies when articles of personal clothing are sold.	As required ...	Ditto.
341	Ledger for clothing and necessities ...	Ditto.	...	Ditto.



## Appendix 12.

## ORDERS FOR PATIENTS IN MILITARY HOSPITALS.

(Referred to in Standing Orders 194 and 303, and published separately as Army Form C 345.)

1. Patients on admission will, if able, accompany the wardmaster to the store when he draws their personal hospital equipment. They will sign the wardmaster's cheque-book for the same, and be responsible, while in hospital, for any deficiencies or damage to the equipment. If too ill to do this, the patient's personal equipment will be signed for by the ward orderly, who will be responsible for the same.

2. Patients on admission will also, if able, hand to the pack store keeper all money or other valuables in their possession and the whole of their regimental kit, with the exception of forage cap, pair of boots, pocket ledger, devotional books, comb, razor, shaving brush, set of blacking brushes and tin of blacking. They will sign the cheques taken from the Pack Store Book certifying to the correctness of the list of articles given in, and they will receive from the quartermaster or wardmaster a receipt (on Army Book 191) for their money and valuables. If too ill to do this, the patient's kit will be handed into the pack store, and the Pack Store Book cheque signed by the ward orderly, and countersigned by the wardmaster.

3. Patients will obey the instructions of the wardmaster and the ward orderly, and if they consider they have any cause of complaint, will report to the officer in charge of the ward.

4. Patients marked "up" and "up, bed down" will rise at the appointed hour, shave, wash and dress before breakfast.

Patients marked "up from" to " " will get up only for the period named, and those marked "bed" will remain in bed. Patients will understand that entries marked on their diet sheets on this subject, are orders to be strictly obeyed.

5. Patients marked "up" and "up, bed down" will be responsible for the tidiness of their beds and bedside tables, and will carefully fold up and put away their clothes before going to bed. Those marked "up" will assist the ward orderly in cleaning the ward, lavatory, &c., and in any other duty for which they may be detailed by the wardmaster.

6. Patients will not smoke in any part of the hospital buildings except where specially allowed, and under no circumstances is smoking before breakfast permitted.

7. Patients will be responsible for any damage they may do to library books.

8. Patients will not leave their wards before the termination of the morning visits.

9. Patients will be in bed at 9 p.m. in winter and 10 p.m. in summer, and will not carry on any conversation after these hours, neither will they leave their beds, nor turn up the gas, except for unavoidable causes.



10. Patients will wear slippers in the hospital buildings and boots if going into the grounds, and will wear gowns as ordered.

11. Patients will make as little noise as possible while in hospital, so that they may not disturb or annoy their sick comrades.

12. Patients may give the ward orderly the names of any friends or relations for whom they may wish passes to visit them in hospital.

13. Patients will inform the ward orderly if they desire requisitions made out for tobacco, stationery, &c., or the stamping of letters, for transmission to their regiment or corps.

14. Patients will not have in their possession while in hospital any money or valuables, nor will they, without the permission of the officer in charge of the ward, receive any articles of food or drink brought or sent to hospital.

15. Patients will under no circumstances give any portion of their diet or extras to other patients, as each patient is ordered the diet most suitable for his disease.

16. Patients will, on being discharged from hospital, obtain from the wardmaster the counterfoil from the Pack Store Cheque Book, containing the list of their kit, which they will draw from the pack store, and their money or other valuables will be returned to them by the quartermaster or wardmaster. They will then hand into store their personal hospital equipment.

17. Patients who are non-commissioned officers will assist the ward orderlies in maintaining good order and discipline. In the absence of the ward orderlies they will be held responsible for any irregularities. They will, if up, wear their chevrons, and if confined to bed their chevrons will be hung over their bed-head boards.

### Appendix 13.

Schedule of duties for which extra-duty pay may be authorized by officers commanding Royal Army Medical Corps in districts and commands (see Pay Warrant, and Regulations for Army Medical Services).

(a.) Royal Army Medical Corps—

1. The chief wardmaster of the Lunatic Hospital, Netley.
2. The sub-librarian in the officers' library, Netley.
3. Eight instructors (including those in the training school, and the bugler instructor) at the dépôt, Aldershot.
4. Wardmasters (not above the rank of serjeant) who are employed as compounders of medicines, at all established station hospitals; or in hospitals on board ship conveying troops, when an officer of the Royal Army Medical Corps is in charge.

Compounders of medicines (not above the rank of serjeant) employed as such at :—



Hospital.				Number allowed.	Remarks.
Cambridge Hospital, Aldershot	..	..	..	2	
Connaught	"	"	..	2	
No. 3 Station	"	"	..	2	
Infectious	"	"	..	1	
Royal Military College, Sandhurst	..	..	..	1	
Royal Victoria Hospital, Netley	..	..	..	3	
Lunatic Hospital, Netley	..	..	..	1	
Station	"	Portsmouth	..	3	Includes reserve stores.
"	"	Gosport	..	1	
"	"	Devonport	..	2	
"	"	Pembroke Dock	..	1	
"	"	Newcastle-on-Tyne	..	1	
"	"	Sheffield	..	1	
"	"	York	..	1	
"	"	Colchester	..	2	
"	"	Warley	..	1	
"	"	Fort Pitt, Chatham	..	1	
"	"	Canterbury	..	1	
"	"	Western Heights, Dover	..	1	
"	"	Shorncliffe	..	1	
Herbert Hospital, Woolwich	..	..	..	2	
Auxiliary	"	"	..	2	
Cadets'	"	"	..	1	
Army Medical Stores, Woolwich	..	..	..	4	
"	"	Dublin	..	1	
Station Hospital, Maryhill, Glasgow	..	..	..	1	
Royal Infirmary, Dublin	..	..	..	2	
Station Hospital, Arbor Hill, Dublin	..	..	..	1	
"	"	Portobello	..	1	
"	"	Belfast	..	1	
"	"	Cork	..	1	
"	"	Fermoy	..	1	
"	"	Curragh	..	2	
"	"	Newbridge	..	1	
"	"	Hounslow..	..	1	
"	"	London, S.W.	..	2	
"	"	Caterham	..	1	
"	"	Chester	..	1	
"	"	Lichfield	..	1	
"	"	Preston	..	1	
"	"	Gibraltar	..	2	
Garrison Dispensary, Gibraltar	..	..	..	1	
Station Hospital, Valletta, Malta	..	..	..	2	
"	"	Cottonera, Malta	..	2	
"	"	Forrest, Malta	..	1	
"	"	Citta Vecchia, Malta	..	1	
"	"	Cape Town	..	1	
Army Medical Stores, Cape Town	..	..	..	1	
Station Hospital, Pietermaritzburg	..	..	..	2	
"	"	Wynberg	..	1	
"	"	Ladysmith	..	1	



Hospital.	Number allowed.	Remarks.
Station Hospital, Curepipe, Mauritius ..	1	
" " Colombo, Ceylon ..	1	
" " Fort Canning, Straits Settlements ..	1	
" " Tanglin, Straits Settle- ments ..	1	
" " Hong Kong ..	1	
" " Halifax, Nova Scotia ..	1	
" " Prospect, Bermuda ..	1	
" " Barbados ..	1	
" " St. Lucia ..	1	
" " Up Park Camp, Jamaica	1	
" " Alexandria ..	1	
" " Cairo ..	2	
Army Medical Stores, Cairo ..	1	
Garrison Dispensary " ..	1	
Detention Hospital, Abbassiyeh ..	1	
" " Caracol Attarine ..	1	
" " Mustapha Pacha ..	1	

or, on active service, in army corps and divisional staffs, bearer companies, field, stationary, and general hospitals, depôts of medical stores at base and advanced depôts, and hospital ships, in the numbers provided by War Establishments.

5. Corporals or privates actually and necessarily employed in the nursing of any case of lunacy, which has been finally diagnosed as such, but in not greater numbers than two attendants to one lunatic, or at the Lunatic Hospital, Netley, for a staff of 19 rank\* and file.

6. Non-commissioned officers and men necessarily employed as special attendants on cases of contagious or infectious disease, when diagnosed as such, requiring the isolation of both patient and attendant.

7. One mortuary orderly at—

The Cambridge Hospital, Aldershot.

Herbert Hospital, Woolwich.

Royal Victoria Hospital, Netley.

Station Hospital, Cairo.

8. Non-commissioned officers employed as compounders of medicines on board transports proceeding to and from India, one for each vessel.

9. Corporals employed on board transports proceeding to and from India, one for each vessel.

10. Corporals or privates performing the duties of meteorological observers.

11. Non-commissioned officers, duly qualified as superintending cooks, and appointed instructors at the—

Royal Victoria Hospital, Netley.

Herbert Hospital, Woolwich.

\* Includes five privates under training, who are not to receive extra-duty pay unless they are within a month from joining) certified as likely to prove suitable attendants.



Cambridge Hospital, Aldershot.  
 Station Hospital, Devonport.  
 Royal Infirmary, Dublin.  
 Station Hospital, Curragh.

12. Non-commissioned officers, duly qualified as superintending cooks, and employed as such at the—

Connaught Hospital, Aldershot	...	...	...	1
No. 3 Station Hospital, Aldershot	...	...	...	1
Station Hospital, Portsmouth	...	...	...	1
" " Gosport	...	...	...	1
" " York	...	...	...	1
" " Colchester	...	...	...	1
" " Chatham	...	...	...	1
" " Western Heights, Dover	...	...	...	1
" " Shorncliffe	...	...	...	1
" " Canterbury	...	...	...	1
" " Arbor Hill, Dublin	...	...	...	1
" " Belfast	...	...	...	1
" " Cork	...	...	...	1
" " Rochester Row, London	...	...	...	2
" " Wynberg	...	...	...	1
" " Pietermaritzburg	...	...	...	1
" " Cape Town	...	...	...	1
" " Ladysmith	...	...	...	1
" " Valletta, Malta	...	...	...	1
" " Cottonera, Malta	...	...	...	1
" " Cairo, Egypt	...	...	...	1
" " Alexandria, Egypt	...	...	...	1
" " Gibraltar	...	...	...	1

(b.) Malta Artillery—

The hospital serjeant of the Royal Malta Artillery, if a qualified compounder of medicines.

(c.) In hospitals for non-European troops :—

The non-commissioned officer acting as steward and wardmaster for troops of the West India Regiment at Tower Hill or Mount Aureol, Sierra Leone.

The corporal or lance-corporal acting as pack-store keeper at Tower Hill or Mount Aureol, Sierra Leone.

The naigue acting as wardmaster at the hospital at Hong Kong for the Hong Kong-Singapore Battalion, Royal Artillery.

A fixed hospital establishment of privates in the following numbers :—

		Cooks.	Ward orderlies.
4823	Tower Hill, Sierra Leone ..	1	4
2	Mount Aureol, Sierra Leone	1	3
774	Barbados .. .. .	1	1
	St. Lucia .. .. .	1	1
	Up Park Camp, Jamaica ..	2	6
	St. Helena .. .. .	1	1
4823	Hong Kong [Local Battalion, Royal Artillery]..	..	2
2	Straits Settlements } Local Royal Artillery and	1	..
774	Ceylon .. .. . } Royal Engineers.	..	2



Non-commissioned officers and men necessarily employed as special attendants on cases of contagious or infectious disease, when diagnosed as such, requiring the isolation of both patient and attendant.

(d.) Soldiers, except those belonging to Army Service Corps or Army Ordnance Corps and in receipt of corps pay, when necessarily employed in the place of soldiers of the Royal Army Medical Corps, or of the fixed hospital establishment of the West India Regiment (except as guides or guards in charge of insane patients, or as office orderlies, messengers, or servants to medical officers).

The numbers employed under the above headings are only to be in the proportions actually and definitely allowed by regulations.

## Appendix 14.

### LIST OF ARTICLES OF PERSONAL EQUIPMENT SUPPLIED TO EACH PATIENT IN HOSPITAL, REFERRED TO IN STANDING ORDERS 209, 212, 213, 264, 299, 304, AND 307, AND IN APPENDIX 12, PARAGRAPHS 1 AND 16.

Basin, soup.	Neckerchief.
Brush, hair.	Pockethandkerchief.
Crock, earthenware, bread.	Shirt, cotton.
Fork, dinner.	„ flannel (only when necessary).
Knife, „	Slippers, pair of.
Label, tin, for denoting religious denomination.*	Socks, „
Mug, drinking.	Trowsers, pair of.
Plate, dinner, earthenware.	Waistcoat.
Pot, butter.	
„ chamber, earthen.	In addition when ordered by the Medical Officer.
Spoon, table.	Basin, sores, earthen.
Towel, hand.	Comb, dressing.
Case, slip pillow, large.	Comb, small-tooth.
Sheets, cotton, pair of.	Cup, spitting, earthen.
Drawers, cotton (only when necessary).	Lid, tin, for mug or tumbler.
Drawers, flannel (only when necessary).	„ „ for basin.
Gown.	Pan, bed, earthen.
	Urinal, earthen.

NOTE.—This list is extracted from Schedule No. 1 of the Revised Schedules of Hospital Equipment issued with Army Order 1st March, 1898.

\* In hospitals of not less than 100 beds.



## Appendix 15.

**ORDERS FOR THE NON-COMMISSIONED OFFICERS AND  
MEN EMPLOYED ON SPECIAL DUTIES AT THE  
DEPÔT.**

*(Subject to alteration under local orders.)*

**ORDERS FOR THE BARRACK ORDERLY SERJEANT.**

1. He will see that the barrack windows are opened immediately after reveille, and ascertain that the urine tubs are filled with clean water, chained, and in their proper place.

2. He will take over the orderly men from the orderly serjeants on the parade ground, at the prescribed hours, and march them to the provision stores for rations, and remain there till the rations are issued. He will similarly march the men of the old guard to the canteen for groceries. He will march the orderly men from the ration-stand to the cook-house and will not allow the meat to be taken into the barrack-room.

3. He will take over from the orderly serjeants, and march the orderly men detailed to carry meals to the guard, prisoners and sick.

4. He will report himself to the orderly officer and accompany him during his tour of duty. On occasions, when the orderly officer does not go round during meals, the barrack orderly serjeant will visit the barrack-rooms to ascertain whether there are any complaints.

5. He will attend at the orderly room at the office hour.

6. He will attend at the Cambridge Hospital for sick reports at 12 noon, and after taking them to the company staff serjeants to be initialed, leave them in the orderly-room. He will also go to the Cambridge Hospital at 5 p.m. to receive men discharged from hospital and hand them over to the orderly serjeant of their company.

7. He will, after taking his own meals, relieve the non-commissioned officer on canteen duty to allow him to go to his.

8. He will parade men for school and hand them over to the non-commissioned officer marching the school party.

9. He will show orders to the commanding officer, instructor, and quartermaster, and report at tattoo that he has done so.

10. He will see that all fires and lights are extinguished in barrack-rooms and married quarters at "lights out" (except those for which special permission is given) and report the same to the orderly officer.

11. He will visit the cook-house, wash-houses and ablution-room, after the men's teas and before 6 p.m., and will see that the taps are properly closed.

12. He will furnish a report at the termination of his tour of duty in the following terms :—



- (1) I certify that the barrack windows were opened immediately after reveille.
- (2) I inspected the urine tubs                      in number at                      a.m. and found them in the place allotted for them, filled with clean water, chained and locked.
- (3) I took over the orderly men from the orderly serjeants on the parade ground at                      a.m. and marched them to the stores, and I was present while rations were issued. I also marched the orderly men to the canteen to receive groceries.
- (4) I marched the orderly men carrying the meals of the guard prisoners and sick.
- (5) I reported myself to the orderly officer and accompanied him during his tour of duty.
- (6) I attended the orderly room at the office hour.
- (7) I attended at the Cambridge Hospital for sick reports at 12 noon, and at 5 p.m. took over the men discharged from hospital and handed them over to the orderly serjeants of companies.
- (8) I paraded the men for school and handed them over to the non-commissioned officer marching the school party.
- (9) I showed orders to the commanding officer, instructor, and quartermaster.
- (10) I saw that the fires and lights were extinguished in the barrack-rooms and married quarters at 10.15 p.m. (except those allowed by the commanding officer), and reported the same to the orderly officer.
- (11) I have further to report

(Date).

(Signature).

(Rank)

#### ORDERS FOR THE ORDERLY SERJEANT OF — COMPANY.

1. He will see that the men rise and go to bed at the prescribed hours and, if weather permit, that the cots and bedding are put out to air on Saturday mornings.
2. He will see the urine tubs removed at reveille, emptied, filled with clean water and locked up in the place allotted for them, and at retreat will parade the orderly men, who will unlock them and empty the water into the urinal.
3. He will ascertain at reveille what men wish to report sick and will make out the usual reports (on Army Form B 256) in duplicate, and hand them over to the non-commissioned officer marching sick.
4. He will make out daily a report of casualties, and prepare a medical inspection report (Army Form B 256) for men joining.
5. He will visit the guard-room at reveille and occasionally during the day, to ascertain from the commander of the guard what men are in confinement and the hour of return of absentees.
6. He will parade orderly men at the prescribed hours for rations, and with the meals of the guard, prisoners and sick, and hand them over to the barrack orderly serjeant.
7. He will see that the prisoners get their cleaning bags and great coats, and men remanded for trial or who are over 48 hours in the guard room, their bedding, at the proper hours, and see that they are taken away again.



8. He will attend at the orderly room daily while prisoners are being dealt with, and will be responsible that the witnesses are present.

9. He will warn all non-commissioned officers and men for their various duties and inspect them before handing them over to the serjeant-major. When warning a man for duty he will call him to the front, be sure of his identity, and be careful to give him his orders distinctly, and satisfy himself that they are understood.

10. He will see that each man gets a mark on the daily duty roster for guards and piquets performed.

11. He will daily take over from the serjeant-major the detail of duties which concern his company.

12. He will attend all parades and note down the names of any men of his company who are checked, at the same time warning them to attend company office the next morning.

13. He will collect the tattoo reports of barrack-rooms and see that the roll is called by the senior soldier present in each. He will attend the staff parade and hand over the reports to the serjeant-major.

14. He will attend at the orderly room when "orders" are sounded, and after he has copied them, show them to the staff-serjeant and company officers.

15. He will furnish a return of men on pass to the commander of the guard by tattoo.

16. He will hand over to the non-commissioned officer relieving him a list of defaulters and men undergoing punishment.

17. He will at all times, except in his barrack-room, wear side arms.

18. He will attend company office daily.

19. He will render daily by 7 a.m. to the bread and meat stores, a copy of the company's sick reports with the number of each man's barrack-room entered in the column of remarks.

20. He will see that all recruits joining have a bath before medical inspection.

21. He will hand over to the non-commissioned officer of each barrack-room a list of the pioneers for the following morning: these he will parade at the hour detailed and hand over to the pioneer corporal.

#### ORDERS FOR THE NON-COMMISSIONED OFFICER ON CANTEEN DUTY AND MARCHING SICK TO HOSPITAL.

1. The canteen is open for the sale of groceries from 6.30 a.m. till 7.45 a.m. and from 9 a.m. till 12 noon, and for the sale of liquor also, from 12 noon till first post.

The canteen is open on Sunday from 12.30 p.m. if Divine Service is over, till first post, except from 2.30 till 6 p.m.

2. The non-commissioned officer on canteen duty will be present during the sale of liquor; he will not sit in the canteen, but remain in front of the bar.

3. He will not allow defaulters in the canteen, except between 7 and 8 p.m.

4. He will confine any man he sees drunk or committing a nuisance outside the canteen.



5. He will not allow any civilians (except officers' servants) to drink or purchase any article in the canteen, or to receive any drink or article purchased by a soldier.

6. He will prevent gambling, quarrelling, fighting, obscene language, or any irregular conduct in or near the canteen.

7. He will prevent canteen pots being taken from the canteen.

8. He will not allow liquor to be taken from the canteen except by married soldiers and their families for consumption at dinner and supper, or dinner beer for men at the dépôt, under supervision of the orderly serjeants of companies.

9. He will not allow boys or buglers under 18 years of age into the canteen.

10. He will cause all music to cease at 9.25 p.m.

11. He will, at first post, see the canteen cleared and closed, and will so report at staff parade.

12. In addition to these duties he will march the sick to the medical inspection room at a.m. and afterwards to hospital.

13. He will take the sick reports after the men have been seen by the medical officer, and draw the rations of meat and half ration of bread for those marked "Hospital," take them with the sick to hospital and obtain the necessary receipt. Men sent to hospital will take their kits with them.

#### ORDERS FOR THE NON-COMMISSIONED OFFICER COMMANDING PIQUET.

1. The piquet will mount at retreat daily, will be considered "on duty," and be liable to be called out until reveille the following morning.

2. The non-commissioned officer in charge will march the piquet to the guard-room and remain there till 9 p.m., when he will patrol his piquet in the lines till the canteen is closed and the men have gone to their barrack-rooms.

3. He will see that no man quits his piquet without his permission, which he will only give for special reasons, and then for not more than 5 minutes.

4. He will hand over to the provost-serjeant any men he may require for service on the lines, who will be guided by the Orders for Policemen on duty.

5. He will march the piquet to staff parade at last post, and report "all correct" (or otherwise).

#### ORDERS FOR THE NON-COMMISSIONED OFFICER IN CHARGE OF POLICE.

1. He will send a policeman daily, immediately after reveille, to see if any men of the Corps or probationers are confined in the brigade guard-room.

2. He will, when necessary, march prisoners for medical inspection.

3. He will attend orderly room daily, and he will be responsible that prisoners are shaved and properly dressed before being taken in front of the commanding officer.

4. He will enter in his record of defaulters, after orderly room, the names of all defaulters from the guard and minor offence reports.

(R.A.M.C.)

H



5. He will parade defaulters at 12.15 p.m. daily, march them to the canteen, hand over a list to the non-commissioned officer on canteen duty, and conduct them back to the lines.

6. He will march off, under proper escort, prisoners for the North Camp Prison at 1.30 p.m., and similarly despatch an escort for men discharged therefrom. All court-martial prisoners and men awarded imprisonment in "days" are discharged at 7 a.m., except when their punishment expires on Sunday, when they are discharged at 2 p.m. on Saturday, and will be kept in the guard-room till 7 the next morning. Men awarded punishment in "hours" are discharged at 2 p.m.

7. He will order the bugler on guard to sound defaulters' call once during every hour from reveille to retreat, call the roll and inspect them. If any are not accounted for, he will report to the serjeant-major.

8. He will hand over a list of defaulters to the commander of the guard at retreat.

9. Defaulters will be employed on fatigue for an hour before retreat, when there is no defaulters' drill.

10. Defaulters' drill will be in marching order at the following hours (Sundays excepted):—

#### WINTER.

12.15 to 12.45 p.m. and 3.15 to 3.45 p.m.

#### SUMMER.

12.15 to 12.45 p.m. and 5 to 6 p.m.

Kits will be inspected at the end of each drill, which will consist of marching in quick time only, on the parade ground.

11. He will take over from the commander of the piquet, men detailed as extra police between retreat and tattoo.

12. He will acquaint the serjeant-major when he or any of his police wish to put in passes or to leave barracks, so that the duty may be arranged.

13. When the fire-alarm sounds, the non-commissioned officer of police will despatch a man to ascertain where the fire is, reporting the result to the serjeant-major for the adjutant's and orderly officer's information. If it is in the vicinity of the lines, a policeman is to be despatched with particulars to the provost-marshal, and the superintending fire brigade.

14. He will frequently visit the police on duty, and see that they understand and carry out their orders.

15. He will attend for orders at the provost-marshal's office, and report the same to the adjutant.

16. He will report all irregularities to the serjeant-major, to whom he will daily show these orders.

17. He will not, unless specially ordered, keep his police on duty after 10.30 p.m.

#### ORDERS FOR THE POLICEMEN ON DUTY.

1. To allow no hawkers, &c., in the lines without a pass. (List of those allowed will be furnished from the orderly room, through the non-commissioned officer in charge of police.)



2. To prevent children and others from damaging the plantations in the vicinity.
3. To keep dogs from straying about the lines and parade ground.
4. To keep the parade ground clear during drill.
5. To keep off all suspicious persons and improper characters from the lines.
6. Special policemen to be on the barrack-rooms during parade hours.
7. To prevent men loitering about the roads during a funeral, or going to the cemetery, unless properly dressed.
8. To note and report immediately any irregularity, fire, &c., they may observe.
9. To prevent men quitting barracks before the prescribed hours, improperly dressed, or carrying bundles.
10. Not to converse or loiter on their beat, or quit it unless properly relieved.
11. To report any person making an improper use of the foul drains.
12. One policeman to extend his beat to the Hospital for Soldiers' Wives and Children, around which he will frequently patrol.

#### ORDERS FOR THE REGIMENTAL QUARTER GUARD.

1. The commander of the guard will make himself thoroughly acquainted with all orders for the guard as well as those for the sentry. These orders are to be distinctly read and fully explained to the guard as soon as it has mounted.

2. *Relieving Guard.*—On approach of the new guard the sentry will at once call "Guard turn out"; the guard will fall in at open order, and the commander will give the commands "Draw swords," "slope swords." The new guard will move to their position at the *slope*, and its commander will give the words of command, "Halt, left dress," "Open order, march." The guards will then salute each other, receiving the following words of command, "Old guard, carry swords"; "New guard, carry swords"; "Old guard, slope swords—stand at ease"; "New guard, slope swords—stand at ease." The commander of the new guard will then take over the guard-room and prisoners, and the sentry will be relieved. The old guard will be marched off, the new guard saluting it by carrying swords, sloping swords after it has passed. The new guard will then form up on the ground left by the old guard, its commander giving the words of command, "Right turn," "quick march," "halt," "front," "left dress," "stand at ease." The orders for the guard will then be read and explained, and the guard, having returned swords, will be dismissed.

3. On a relief being paraded the commander of the guard will give the command "Draw swords," and the sword will be held at the carry while the sentry is being posted. Each sentry will do one tour of duty in marching order.

4. Sentries will move at the *slope* and salute by turning to their front and carrying swords.

5. The orderly-room key will be handed over to the commander  
(R.A.M.C.)



of the guard, who will be responsible that the orderly-room is not entered at other than office hours, except by officers, the serjeant-major, or orderly-room clerks.

6. The commander of the guard is responsible that his guard is always on the alert and ready to turn out smartly at a moment's notice, that the men do not lounge outside the guard-room and are always properly dressed. He will be particular that no conversation is permitted with outsiders. He will remember that the character of the Corps may be compromised by the neglect of one individual.

7. The commander of the guard will visit his sentries at least twice by day and twice by night, and see that they are on the alert and acquainted with their orders.

8. The commander of the guard will on no account leave his guard, or permit any of his men to do so, except as laid down in 9 and 18. He will be careful that the bugler is not longer away than is absolutely necessary for him to sound calls in the lines, or elsewhere not in the immediate vicinity of the guard-room.

9. The guard will wash, &c., one at a time before 8 a.m. When great-coats are worn, those men who are not actually on sentry may take them off if they prefer so doing.

10. Sentries will be relieved every two hours, but in cold and inclement weather they may be relieved every hour at the discretion of the officer commanding. The commander of the guard will inspect and post each relief personally.

11. The guard will be turned out by the sentry and be inspected by its commander at reveille, retreat, and tattoo; the guard will not turn out between 1 p.m. and 2 p.m. excepting for fire or alarm.

12. Should a fire break out, or on any other alarm, the guard will immediately turn out, and so remain till ordered to turn in. Notice will be sent at once to the adjutant, orderly officer, and serjeant-major.

13. The commander of the guard is bound to receive over any prisoner amenable to military law committed to his charge by any officer or non-commissioned officer, who with as little delay as possible, and invariably within twenty-four hours, will give him a written crime report duly signed. The names of all prisoners confined will be entered in the guard report.

14. Absentees returning sober who have not broken out of barracks, provided they have not been more than 48 hours absent, may be allowed to go to their barrack rooms. Their names and the exact hour of their return will be noted for the minor offence report if they returned before midnight, but if after that hour the crime will be entered in the guard report.

15. Soldiers in a state of drunkenness will be confined alone in the prisoners' room or cells, their boots being removed and clothes loosened. They are to be visited every hour, or oftener if necessary, by the commander of the guard and an escort. If symptoms of a serious nature are noticed, a medical officer will be at once sent for.

16. The commander of the guard will search all prisoners handed over to him, and be responsible for the articles so obtained, which



he will hand over to the adjutant and obtain his receipt ; a list of such articles to be furnished with the guard report.

17. Prisoners may be allowed to have their great-coats, and those in confinement more than 48 hours or remanded for court-martial will be allowed the use of bedding, from tattoo to reveille. No articles will be allowed in their possession besides their clothes and cleaning articles, except such articles as are used at meals, and those only at meal hours. Razors are only to be given to men who are perfectly sober, and only one prisoner will be allowed to shave at a time, a sentry being present.

18. The commander of the guard with an escort will invariably be present while prisoners are being exercised, or whenever it is necessary that they should leave the guard-room for any purpose. He will carefully secure those left behind, and place the oldest soldier in command of the guard. Prisoners will be exercised one at a time as follows :—1st May to 31st October, between reveille and 7 a.m., and between 5 and 6 p.m. 1st November to 30th April, between 8 and 9 a.m., and between 3 and 4 p.m.

19. The commander of the guard will send to the recreation-room for coffee, &c., at 9.30 p.m.

20. The commander of the guard will cause supernumeraries to learn carefully, while they are not on sentry, the orders for the sentry. Supernumeraries will be allowed to return to their barrack-rooms from 11 p.m., or after "visiting rounds," till one hour after reveille.

21. Should one of the guard be taken ill, the commander will at once take steps to relieve him, and will report the case to the serjeant-major, who will inform the adjutant.

22. The sentry will in challenging call, "Halt ! who comes there ?" and on receiving the reply, "Friend," will answer, "Pass, friend, all's well" ; if the reply be, "Visiting rounds," the sentry will call, "Guard, turn out," and the commander of the guard, after it has fallen in and drawn swords, will answer, "Advance, visiting rounds—all's well."

23. The guard will cloak at retreat or last post, according to the season.

24. The urine tub will be kept outside the guard-room.

25. The commander of the guard will furnish a guard report on Army Form B 160 in duplicate, duly completed, on his being relieved. He will be responsible for all articles which are on the inventory in the guard-room.

26. He will order the bugler to sound defaulter's call every half-hour from retreat to quarter bugle before tattoo, and he will call the roll and inspect them.

27. When the bell communicating with the Hospital for Soldiers' Wives and Children is rung, he will at once proceed thither, and if a messenger is required, he will despatch one of the guard.

28. The key of the meat store will be kept in the guard-room, and the commander of the guard will be responsible for its custody. He will not give the key to anyone except an officer or the non-commissioned officer in charge of the store.



## ORDERS FOR THE SENTRY.

1. To take charge of all prisoners confined in the guard-room, and allow nothing to be passed in to them without the sanction of the commander of the guard.
2. To alarm the guard in the event of fire or any extraordinary occurrence.
3. To pay proper compliments to all officers approaching his post.
4. To turn out the guard at all times to members of the Royal Family, whether in uniform or not; to all general officers if in uniform, from "reveille" to "retreat"; to the commanding officer in uniform, once by day; to all armed parties, and funerals, either civil or military, approaching his post; and to the orderly officer on his order and visiting rounds. Except in the case of fire or alarm, the guard will not turn out between the hours of 1 and 2 p.m.
5. To turn out the guard at "reveille," "retreat," and "tattoo."
6. To challenge all persons approaching his post between "tattoo" and "reveille"; and to warn off any civilian loitering about his post.
7. To direct men returning after "tattoo" to the commander of the guard.
8. To allow no one to enter the guard-room except on duty and properly dressed.
9. To take charge of all Government property in view of his post, and allow no unauthorized person to enter the orderly-room or interfere with the wagons or water carts.
10. To allow no intoxicating or effervescent drink to be taken into the guard-room.
11. To keep a strict watch over the prisoners' window, and not allow anyone to communicate with the prisoners or pass anything through the window.

## ORDERS FOR THE BUGLER ON DUTY.

1. He will report himself to the non-commissioned officer commanding the guard before leaving the guard-room for any purpose.
2. He will be on the parade ground 10 minutes before sounding "fall in" for all parades.
3. He will not go into the barrack-rooms during the day, but will sleep in his own room from "lights out" till "reveille."
4. He will sound the "general salute" for all members of the Royal Family, general officers in uniform, and regiments passing with colours uncased.
5. He will be properly dressed from "reveille" to "lights out."
6. On the guard turning out, he will fall in one pace to the right of the commander of the guard.
7. He will repeat the fire alarm on all occasions when sounded by the bugler of the first brigade guard.
8. He will not sound any calls during office hours near the orderly-room.
9. He will sound defaulters' call whenever ordered by the police corporal, and every half-hour from retreat until quarter bugle before first post as ordered by the commander of the guard.



10. He will sound "orderly corporals" for letters.

11. The following are the routine calls :—

No.	Calls.	No.	Calls.
1.	Reveille.	19.	Defaulters and drill.
2.	Defaulters.	20.	Dinner.
4.	Pioneers' call.	21.	Dress.
3.	Dress.	22.	Quarter.
5.	Quarter.	23.	Fall in.
6.	Fall in.	24.	Rations.
7.	Rations.	25.	Tea.
8.	Breakfast.	26.	Defaulters.
9.	Sick call.	27.	Orders.
10.	Dress, C.O.'s parade.	28.	School.
11.	Quarter „ „	29.	Piquet retreat.
12.	Fall in „ „	30.	Officers' dinner dress.
13.	Markers.	31.	„ mess.
14.	Dress for Guard.	32.	Quarter, defaulters.
15.	Quarter Guard.	33.	First post.
16.	Guard.	34.	Staff parade.
17.	Office.	35.	Last post.
18.	Fall in class.	36.	Lights out.

## Appendix 16.

### RULES FOR THE GUIDANCE OF YOUNG SOLDIERS OF THE ROYAL ARMY MEDICAL CORPS.

Give a ready and willing obedience to the orders of all superior officers, and never question or hesitate to obey an order.

Perform all duties cheerfully and thoroughly. Afford assistance at all times to non-commissioned officers in the execution of their duty.

Make up your mind to be sober. Without this necessary qualification, however talented and zealous you may prove, you can be of no use in the Royal Army Medical Corps.

Spare no trouble to fit yourself for the duties of the Corps ; be patient, willing, and attentive when being instructed.

Observe the greatest cleanliness in your person and dress, and take the greatest care to preserve your equipment and clothing.

Acquire an erect and soldierlike bearing.

Always appear before an officer properly dressed.

When you wish to see an officer connected with your duty, or to make a complaint, get a non-commissioned officer to accompany you.

If you consider yourself ill-used or wronged by a comrade, request to see the staff serjeant of your company, who will inquire into the circumstances and bring you before your company officer



Salute all officers whom you know to be such, whether in uniform or not, and whether belonging to the Army, Navy, Militia, Yeomanry, or Volunteers.

If you are standing still when an officer passes, turn towards him, come to attention and salute.

Before you address an officer, or when an officer addresses you, halt two paces from him and salute; on leaving him again salute.

If you are walking past an officer, commence the salute three paces from him, and lower the hand three paces after passing him. Salute with the hand further away.

If you are sitting when an officer passes, rise, stand to attention, and salute.

If you are with other soldiers, take the time for saluting from the man nearest the officer.

If you appear in a room before an officer, you are to salute him, but not remove your head-dress.

If you are marched up to an officer or into a room before an officer, you do not salute unless ordered. If you are a prisoner, you appear before an officer with your head-dress off.

In a civil court, when a judge or magistrate is present, take off your head-dress, unless you are on duty under arms as an escort.

If a soldier is without his head-dress, or carrying anything that prevents him saluting properly, he will stand at attention until the officer passes, or if walking, will turn his head slightly towards the officer.

Never attempt to avoid an officer either in camp or in streets.

Address all officers and warrant officers as "sir."

Men attending hospital, excused duty, or ordered light duty, will attend parades, falling in on the right of their squads or companies, and will be dismissed on answering their names. They are not allowed to leave barracks.

Soldiers are forbidden to bring intoxicating liquor into barracks.

Soldiers affected with venereal disease must at once report sick. Those not doing so are guilty of an offence under Section XI of the Army Act.

Soldiers meeting troops will salute the commanding officer and the colours.

Smoking on the platform of railway stations is strictly forbidden, and also in the streets before 5 p.m. in winter or 6 p.m. in summer.

A soldier when ordered to perform any duty which may appear to him to be unjust, should perform the duty without hesitation or demur, and ask to see the officer commanding his company afterwards.

A good soldier will always avoid trivial complaints either against a comrade or superior, but when a complaint is made the soldier's tone and manner should be respectful. In the first instance a soldier will look to the officer commanding his company, but if then he considers he does not receive redress, he can further appeal to the officer commanding and the general officer commanding. Anonymous complaints are strictly forbidden.

No soldier is allowed out of bounds or after "tattoo" without a



pass. The bounds of the Aldershot district extend to "Tumble Down Dick," Farnborough Road, Hale Church, Tongham Railway Bridge, Ash Wharf Bridge, North Camp Station. Soldiers will not leave the regimental lines except on duty on week days other than Saturday or on half holidays until after 4 p.m.

A soldier who pawns, sells, or damages his regimental clothing, equipment or necessities, or purchases any of these articles (except by the authority of his company officer) is liable to trial and imprisonment by court-martial. Soldiers are forbidden to borrow or lend any articles of clothing, equipment or necessities.

A soldier is bound to obey all orders given by a superior, although that superior officer belongs to another corps. In a barrack-room or in quarters, and in absence of a non-commissioned officer, the oldest soldier is responsible for order, and must be obeyed as if he were a non-commissioned officer; and if he sees a soldier is drunk or committing a grave offence, should confine him, calling upon his comrades to assist him.

Soldiers are not to borrow or lend money amongst themselves, nor to get into debt with tradesmen or others. Should a well-conducted soldier require an advance of pay, which will be granted as an indulgence only, he may apply to the officer commanding his company.

When requiring advice or help, a soldier should always appeal to the officer commanding his company.

Soldiers are prohibited from taking part in any assembly organized for the purpose of discussing the conduct of their superiors; party, or political meetings, processions, &c.

Soldiers are cautioned to behave with courtesy and civility to civilians on all occasions, and pay proper respect to magistrates and civil authorities.

All soldiers under the rank of serjeant must have seven years' service, be in possession of two good conduct badges, and have £5 in the Army or Post Office Savings Bank, before he can obtain leave from the Director-General to marry, and a soldier who marries without leave forfeits all advantages accorded to those married with leave.

The children of soldiers married with leave must attend the garrison school.

Attendance at school is voluntary, except for soldiers under 18 years of age, but every soldier of the Corps is recommended to obtain a 2nd class certificate so as to render himself eligible for promotion.

A soldier when granted a furlough is entitled to his full pay, messing allowance, and 6d. a day in lieu of rations, but no corps or extra-duty pay; if he falls sick on furlough he can get free medical attendance at any military station, but civil medical attendance must be at his own expense. If an extension of leave is required on the grounds of sickness (properly certified) it may be granted by the commanding officer, any military officer on the staff of the army, or a justice of the peace.

Soldiers can claim their discharge by paying £10 within three months of their enlistment, but after three months' service they will only be permitted to take their discharge on payment of £18,



unless they have over 12 years' service, when they may receive their discharge free.

A soldier's equipment has a number stamped upon each article, which is entered in his small book. His clothing and necessaries are each marked with his regimental number.

A recruit's plain clothes must be made away with as soon as he is clothed in uniform.

Men detailed for fatigue must wear drill suits or old clothing and not their best uniform.

Soldiers are on no account to wear or have in their possession articles of clothing other than those which are strictly according to regulation, and they are forbidden to have any alteration made in their clothing without the sanction of their officers.

Flannel shirts and woollen socks are invariably to be worn.

Men on minor offence report, or prisoners at large, are not to leave barracks till their cases are disposed of.

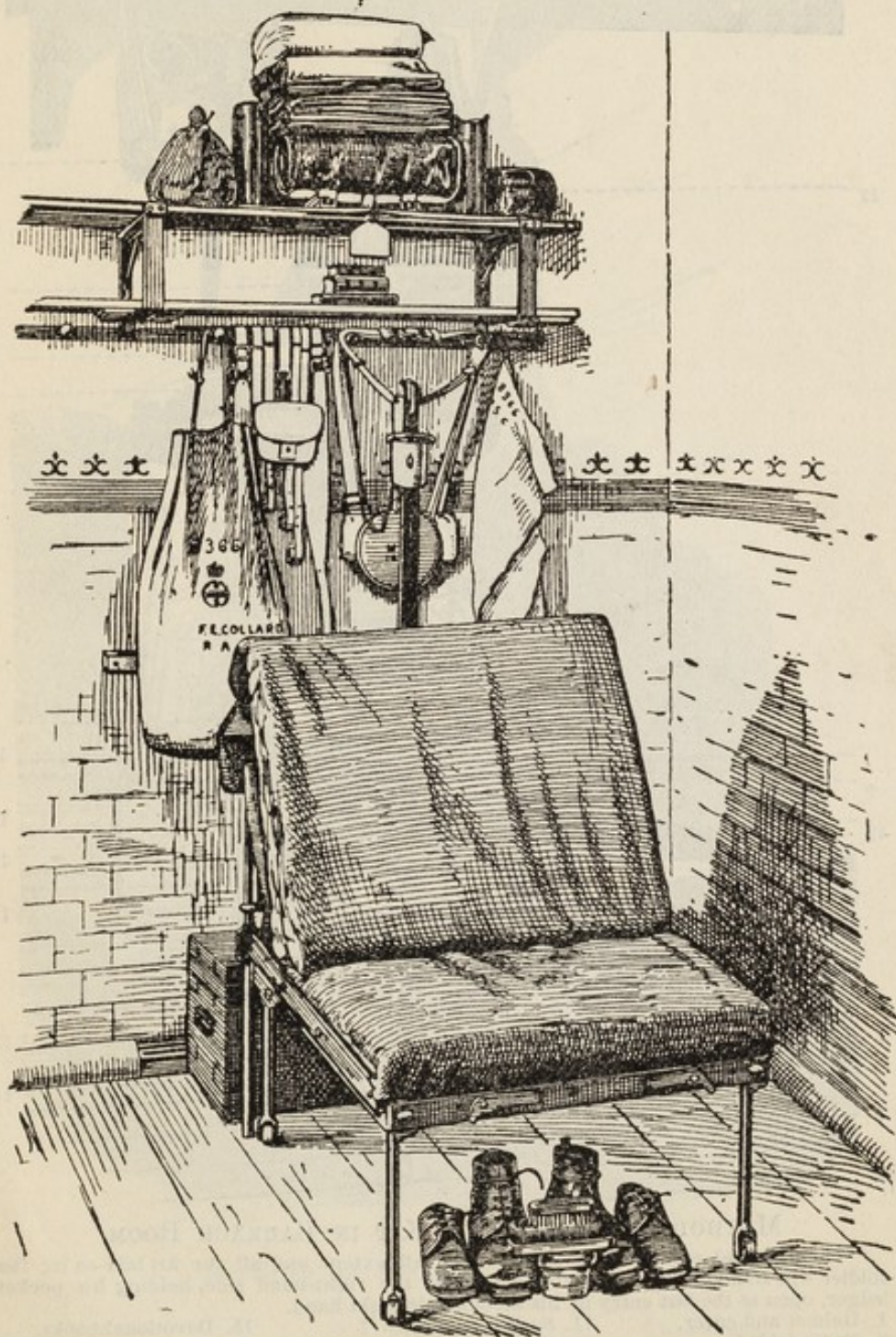
Recruit's undress clothing is required to last for one year from date of issue, during which time it will be shown at all kit inspections. If previously worn out it will be replaced at the recruit's expense. Men leaving the dépôt under a year's service will be careful to take their undress clothing with them.

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

*Don't*



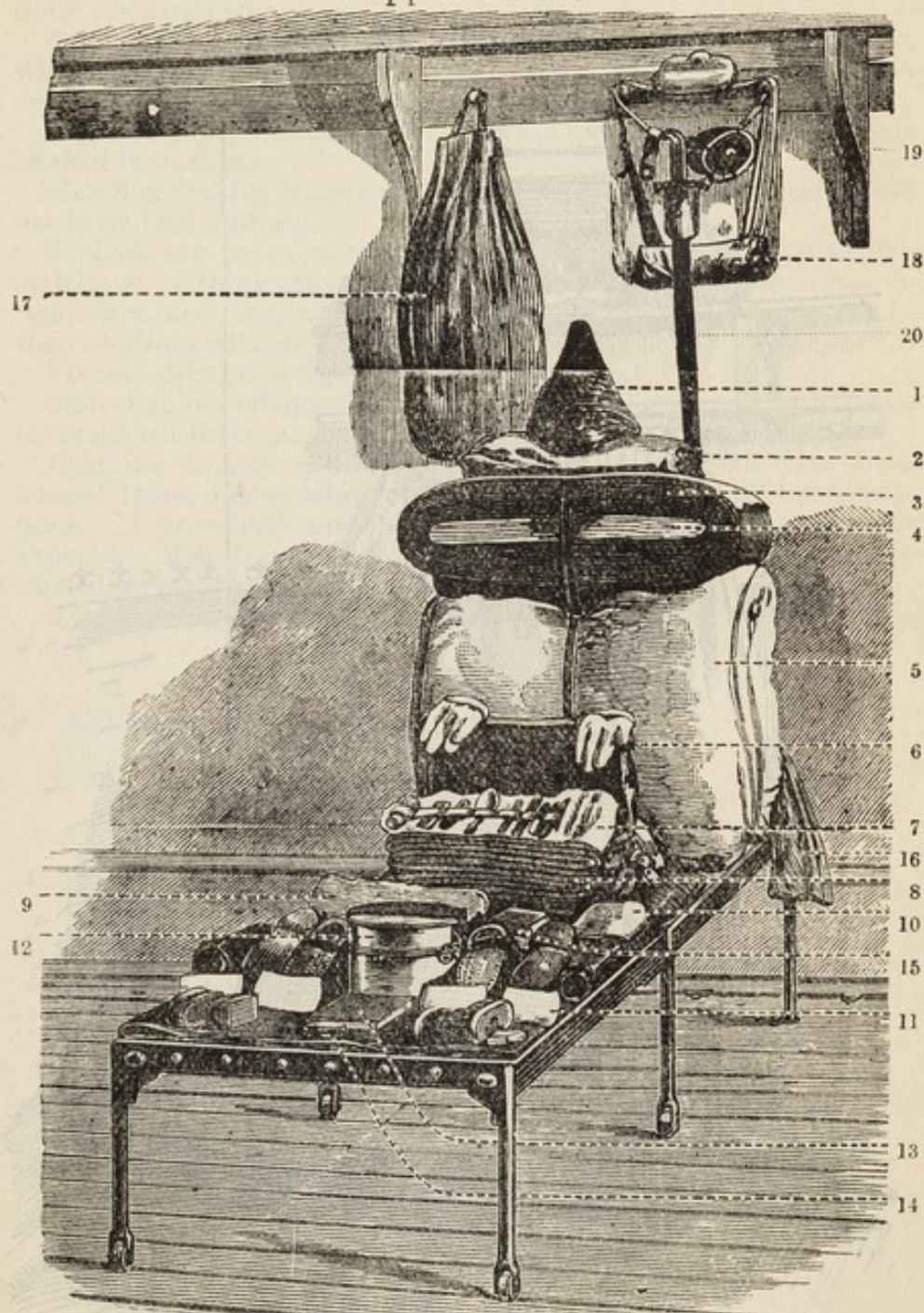
## Appendix 17.



METHOD OF ARRANGING BED, BEDDING, &C., IN A BARRACK ROOM.



## Appendix 18.



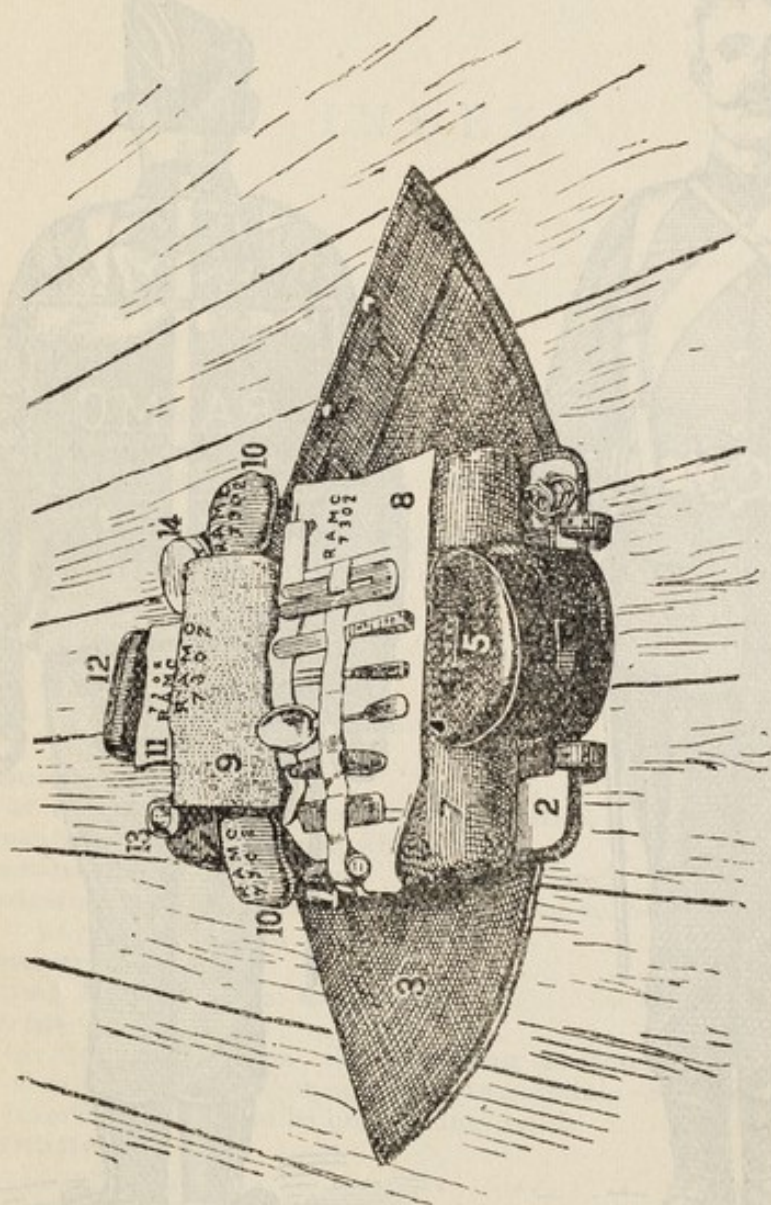
## METHOD OF LAYING OUT KIT IN BARRACK ROOM.

The bedstead will be drawn out to the full extent and all the kit laid on it; the soldier will stand one pace from the foot, at the right-hand side, holding his pocket ledger, open at the last entry in his accounts, in right hand.

- |                             |                             |                       |
|-----------------------------|-----------------------------|-----------------------|
| 1. Helmet and cover.        | 11. Socks.                  | 15. Devotional books. |
| 2. Tunic folded.            | 12. Canteen, canteen cover, | 16. Cleaning bag.     |
| 3. 4. Bedding folded.       | boots, shoes, and           | 17. Kit bag.          |
| 5. Mattress and bolster.    | leggings.                   | 18. Haversack.        |
| 6. Valise and gloves.       | 13. Manual for the Corps.   | 19. Waterbottle.      |
| 7. Holdall complete.        | 14. Blacking, cleaning and  | 20. Sword.            |
| 8. Trousers and great-coat. | blacking brushes, soap      |                       |
| 9. Shirt.                   | and sponge.                 |                       |
| 10. Towel.                  |                             |                       |



## Appendix 19.



METHOD OF SHOWING FIELD KIT.

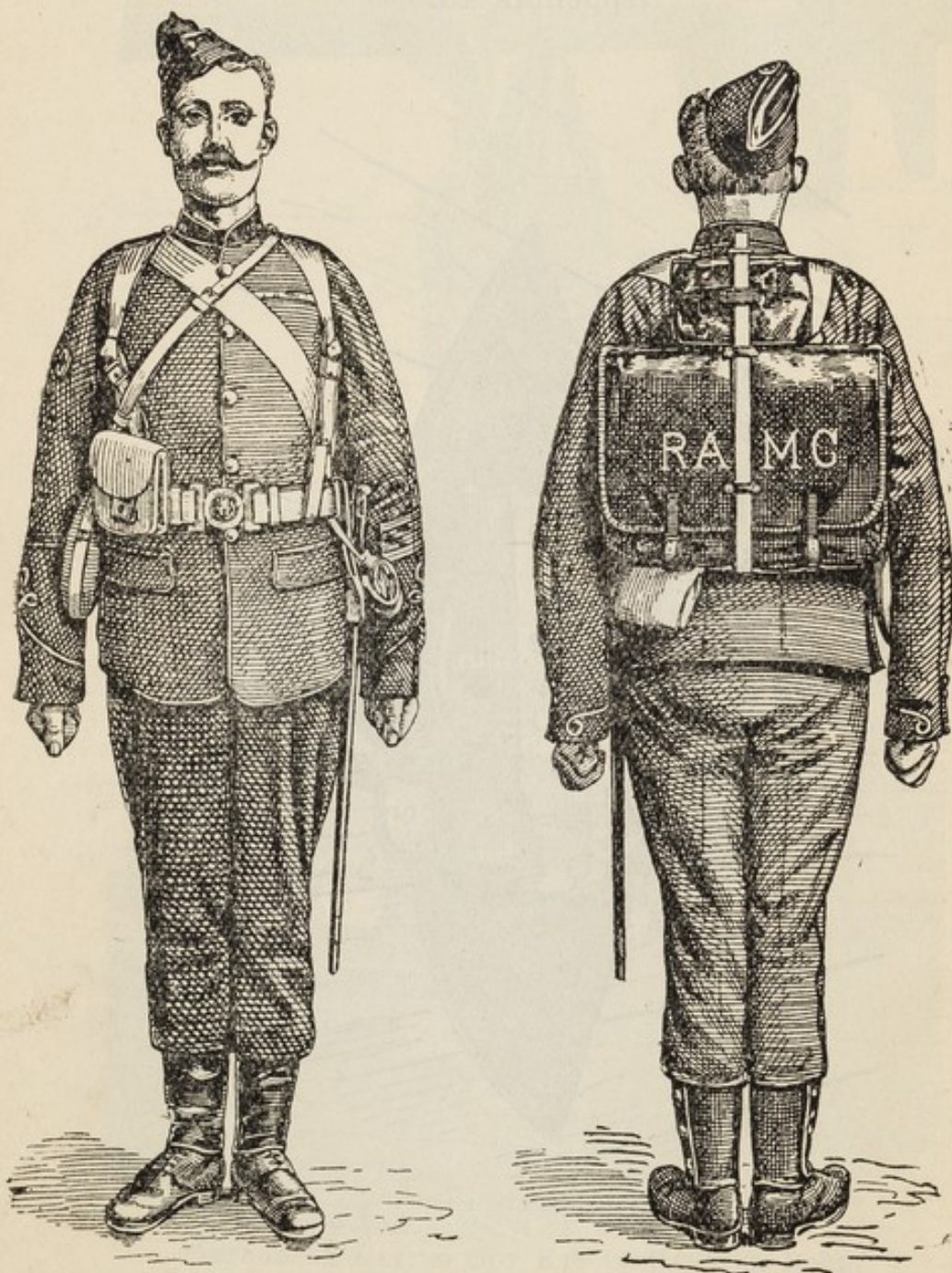
1. alise.  
 2. Flaps opened out.  
 3. Cape.  
 4. Canteen.

5. 7. Great-coat.  
 6. 8. Holdall.  
 9. 9. Shirt.  
 10. 10. Socks.

11. Towel  
 12. Brushes.  
 13. Soap.  
 14. Blacking.



## Appendix 20.



MARCHING ORDER.

(Front View.)

(Rear View.)

In marching order the undermentioned articles are worn by the Corps : frock, field cap, valise, mess tin, complete kit and equipment ; the right brace being worn *over* the left.



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